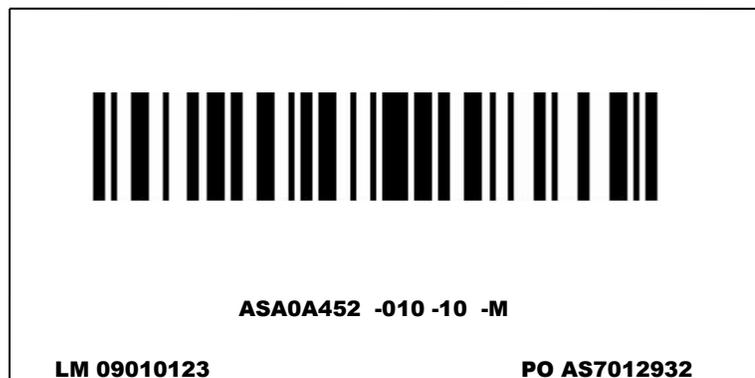# Minimum Shipping Requirements for Direct Vendors

There are 3 main requirements for shipments to be received into the IDC that will help maintain operating efficiencies and also ensure the merchandise is made allocatable soon after it hits the docks. These requirements are Unit Labels, Carton Labels, and Carton Listing Report. This document will outline each of these. You can use this document as a checklist to assure you have met these requirements prior to shipping.

☐ **Unit Labeling**

The procedure for ordering the unit labels from one of label suppliers is as follows:

1. Vendor can choose the label provider of their choice from our listing on page 22-25 in the Bluestem Brands Vendor Manual found at http://orchardhomeservices.com/vendor-relations/
2. Vendor will then be responsible to contact the label supplier and reference the PO # that they need unit labels for.
3. The label provider will get billing and shipping information from the vendor as well as any special instructions, such as printing a product description, PO # or print date on the labels. These are all optional but can be added if requested.
4. Label provider will ship the labels to the designated address and the vendor can then apply the labels as needed.

This below example is how one of the ordered unit labels would look.

ASA0A452 -010 -10 -M

LM 09010123   PO AS7012932

☐ ==**eSPS SSCC 128 Barcode Carton Labels and Carton Listing Report**==

Vendors Not Making Their Own Labels through eSPS System-

The vendor will fill out an eSPS Carton Listing-Labels Packaging Information Request form and send to espspackingapproval@bluestem.com to get the carton listing report and a PDF of the SSCC 128 Carton labels that they can print off and apply to the cartons at the factory.

Once the cartons are packed and labels are applied noting any changes if needed, the confirmed Carton Listing Report will need to be sent back to our overseas office using this e-mail address Labels-IN@bluestem.com

For more details on this process see the Easy Reference Guide posted on the Vendor Relations website at http://orchardhomeservices.com/vendor-relations/

Vendors Making Their Own Labels through eSPS System-
The vendor will access the eSPS system directly and create the labels and ASN for their shipments following the instructions provided to them when trained