Packaging Onboarding Overview

- Packaging Resource Guide
- Packaging Objective
- Packaging Requirements and Expectations
- Packaging Specification Requests
- Packaging Testing
- Packaging Labeling Requirements
- Supplier Chargebacks

Packaging Resource Guide

- Supplier Manual Webpage <u>Ctrl + Click Here</u>
- Supplier Manual PDF Link <u>Ctrl + Click Here</u>
- Packaging Testing
  - Package Test Procedures <u>Ctrl + Click Here</u>
  - Packaging Test Cover Sheet <u>Ctrl + Click Here</u>
  - In-House Package Test Report Template (recommended) <u>Ctrl + Click Here</u>
- Packaging Labeling
  - Package Label Specifications <u>Ctrl + Click Here</u>
  - Package Label Review Request Form <u>Ctrl + Click Here</u>

Additional resources available on the supplier manual webpage

Packaging Contacts

- Hardgoods Division / Apparel – Max Skradski
  Max.Skradski@colonybrands.com

- Home Division – Matthew Budreau
  Matthew.Budreau@colonybrands.com

- Package Labeling – Becky Buri
  Becky.Buri@colonybrands.com

Packaging Objective

- Advance global supply chain efficiencies through providing "distribution ready" packaging

- Right size packaging to provide the most cost-effective packaging solutions

- Ensure safe transit from manufacture to distribution centers

- Move product through distribution centers with minimal resistance

- Ensure safe transit through small parcels distribution

- Provide customer satisfaction by delivering undamaged, on time product to customers

Photo Credit: cpoinnovation.com

Packaging Requirements and Expectations

- Distribution Ready Packaging
- Right Size Packaging
- Material Requirements
- Ship Alone Requirements
- Master Carton Requirements
- Accessorial Charges

Distribution Ready Packaging

- Packaging that minimizes resistance through our distribution centers
  - Accuracy of
    - pack lists
    - master carton labeling
    - unit carton labeling
    - packaging specification
  - Remailer packaging
- Packaging which can withstand the small parcels distribution environment
  - Passing packaging test reports
  - Passing inbound packaging testing
 - Adequate internal packaging components

Photo Credit: postandparcel.info

Right Size Packaging

- Finding the optimal balance between overpackaging and underpackaging
    - Maximizes cube efficiency
        - Too little cube may result in product ship damage
        - Too much cube results in added transportation and storage costs.
    - Provide adequate internal packaging
        - Underpackaged – product will incur damage which may result in expensive chargebacks
   - Overpackaged – results in wasted cube and added material costs

Material Requirements

- Lightweight items 60 pounds and under – it is best to use individual shipping cartons with a minimum 200 pounds per square inch corrugate burst strength

- Heavyweight items over 60 pounds – It is best to use individual shipping cartons with a minimum 275 pounds per square inch corrugate burst strength.

- A single unit carton with Outer AND Inner protective packaging able to withstand the distribution, storage, handling, and shipment through the small parcel distribution environment (FedEx, UPS, USPS, etc.) without any additional packaging or preparation supplied by Colony Brands to ship to Retailer's customer.

Photo Credit: uline.com
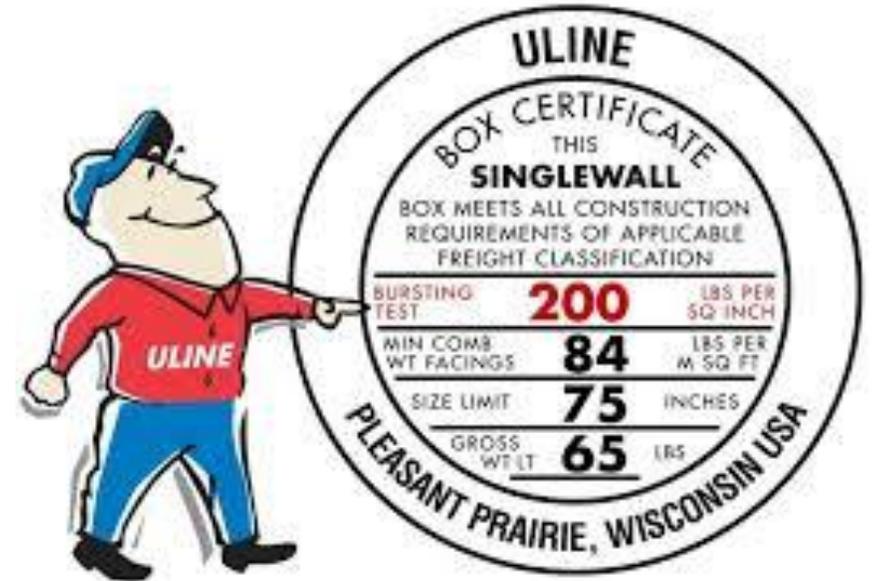
Ship Alone Size Requirements

- Packaged items greater than 26" in length, **OR** 15" in width, **OR** greater than 1.50 cubic feet must be sent to the warehouse in single unit Remailers.
  - These items will be sent directly to the Retailer's customer. Colony Brands will provide no additional packaging.
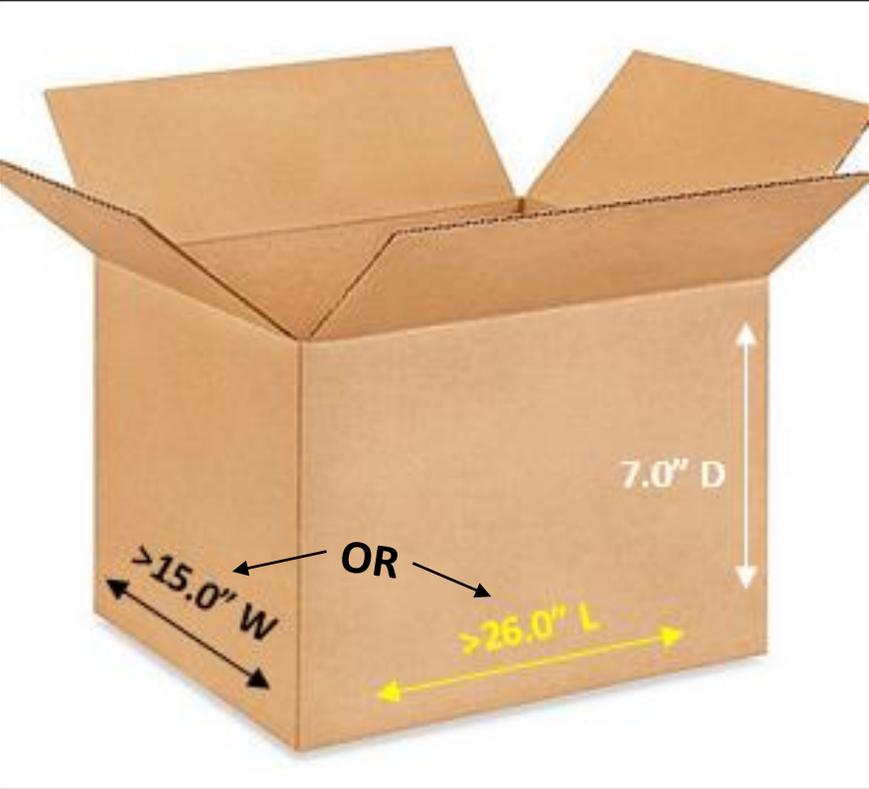
OR

$$15" \times 26" \times 7" = \frac{2730}{1728} = 1.58 > 1.50$$

The above are examples that meet Ship Alone criteria and must be sent in a Remailer

Master Carton Requirements

- All packaged items that are less than Ship Alone size should be shipped to the distribution centers in master cartons (cartons containing two or more single selling units)

- May be marked using recognizable international symbols that pertain to the item such as Fragile, Glass, This Side Up, Etc.

When packing into a master carton, you must follow these steps:

Each Master Carton must:
- Contain only one purchase order and shipping destination.
- Contain only one Package Label Number (PLN).
- Contain only one Color or Pattern or Size.
  - Limit mixed multiple colors, patterns or sizes in a master carton to 1 (one) carton per shipment.
  - Label this master carton with "MIXED MASTER".

- All master cartons for the same PLN in the same shipment need to have a constant piece count per carton.
  - Limit short quantity master cartons to 1 (one) carton per shipment.
  - Label this master carton with "SHORT QUANTITY".

Master Cartons should meet minimum and maximum requirements, as shown below.

	Longest	Middle	Smallest	Weight
Minimum	9"	9"	4"	5 lbs.
Maximum	36"	30"	26"	50 lbs.

Accessorial Charges

To minimize postage impacts and accessorial charges by our carriers, we ask that you:

• Work to develop packaging that best fits the size of the item, minimizes dead space, and over packaging without ruining the integrity of the package to provide protection against damage in a small parcel shipping environment.

- Heavyweight Charge – Any package over 70 pounds ($8 per unit)

- Large Package Charge – Any package with a girth (length + 2W + 2H) greater than 130 inches ($45 per unit)

- Additional Handling Charge – Any package with longest side exceeding 48 inches or its second-longest side exceeding 30 inches ($8 per unit)

• All shipping cartons must be sealed to prevent tampering or loss of product.

Labeling Requirements

- Master Carton Labeling

- Unit Carton Labeling

- Label Approvals

- Pack Slip Requirements

- Packaging Labeling Resources
  - Package Label Specifications Ctrl + Click Here
  - Package Label Review Request Form Ctrl + Click Here

Unit Labeling

- Barcode specifications
    - Format – Code 128 (subset A, B, or C)
    - Minimum size 1.5 Wide" x 1" High
    - Whitespace – 1/8" on right and left sides
- Label Specifications
    - Font and Size – 12-point Arial Black
    - Min size – 2" x 2"
    - Max Size – 3" x 3"
    - Human Readable text of PLN
- Placement
    - Largest Flat Surface

PLN 6123457

Packaging List Requirements

- Supplier name/address

- Colony Brands purchase order number

- Colony Brands package label number (PLN)
  - If multiple PLN's separate each by line item and include quantity units and quantity of cases
  - Each line must include the Colony Brands item description including style, color, and size information (this information may be abbreviated).

- Date shipped

- Total quantity of units

- Total number of cartons for purchase order

- Insert packing lists into a removable pouch and securely attach it to one carton of each purchase order. Indicate "PACKING LIST ATTACHED" on two adjacent sides of the carton. For trailer load shipments, the pouch must be attached to the last carton loaded on the trailer.

- When shipping a small quantity cartons via UPS or FedEx, a copy of the packing slip must be attached to each carton

Master Carton Labeling

Label must include the following:

- **Purchase Order Number**
- **Package Label Number**
- **Item Description**
- **Case Quantity**
- **Master Carton Sequence**

- Barcode specifications
  - Format – Code 128 (subset A, B, or C)
  - Size – Minimum 2.5" x 2"
- Label Specifications
  - Size – Minimum 3" x 4"
  - Labels may be larger, above is recommended
- Placement
  - Upper right corner of the carton
  - May be printed directly on the Master Carton, if so, can be printed anywhere on the carton (only one side required)
    - Must add white barcode meeting the minimum size requirements of 2.5" x 2"

PO   7CL123456
PLN 6123457

Baby Doll, Pink
Qty: 12
MC _____ of 25
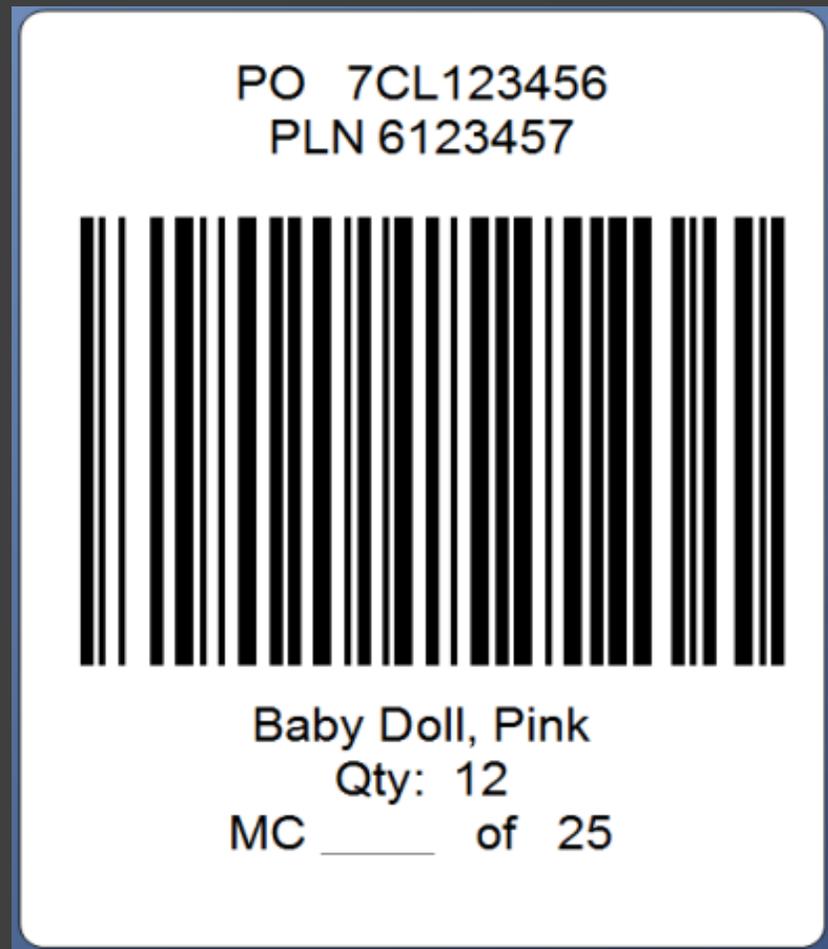
Label Approvals

- Each supplier/factory must submit unit carton package labels for approval at least 10 days prior to shipment of your first order or use our designated preferred label provider, StreamLine Labels (Asia & USA).

- Labels must be submitted to the labeling department by email to NonFoodPkgLabels@ColonyBrands.com
  - 1 printed master carton sample required
  - 1 printed unit label sample required

- Once reviewed, approvals or corrections will be provided via email.

Package Label Review Request Form   Ctrl + Click Here

Colony Brands Non-Food Label Review Request Form:

Company Name:	
Factory Name and Address: *(include street, state, province, sub- province, post code)*	
Vendor ID:	
Contact Name:	
Contact Email:	
Contact Phone Number:	

What is your expected FIRST ship date of product to our warehouse?			
Is this a re-submission of your labels from a previous rejection?		YES	NO

Supplier Notes:

Supplier Quick Check List - Do your labels have all of these?

1 Master Carton Label	1 Unit Label
*PO Number	*PLN Number
*PLN Number	*Barcode (Code 128, Min Size = 1.50" wide x 1.00" high)
*Product Description (i.e. shoes, oven, wig)	
*Case Qty (quantity in master carton, 2+)	
*Carton Sequence (MC 1 of 20, 2 of 20, etc.)	
*Barcode (Code 128, Min = 2.5" wide x 2.0" high)	

For Office Use Only:

Received Date		Approved Date	
		Initials	
		Reject Date	
		Initials	

*** Apply printed samples of your single unit and master carton labels on page 9 of Package Label Specification Document. Send to NonFoodPkgLabels@ColonyBrands.com for review ***

Approval of your package barcode labeling is not a blanket approval for all product labeling requirements

Packaging Specification Requests on Setup Form

- All dimensions and weights are to be filled using the Imperial System (Inches/Pounds)

- Once you have received a Setup Form from sourcing, the PKG tab of the Excel document must be completed.

- Fields to complete are:
  - Single selling unit packaging
  - Dims and weight
  - Remailer included
    - If available, what is added cost?
  - Inner packaging protection

Manual Packaging Specification Requests
Used when packaging is not supplied on setup form

- All dimensions and weights are to be filled using the Imperial System (Inches/Pounds)

- Once you have received a packaging specification form, please complete within *five* business days and return to NonFoodPkgSpecs@ColonyBrands.com

- If we have not received the completed specification in this allotted time, you will receive a weekly email reminder until it is returned that looks like the following

SpecReminders.xlsx
7 KB

Verify that the item number matches the description as well as our PLN number

Single Selling Unit is referring to the outermost dimensions of the carton/package provided to the end user.

If this item is packaged in more than one carton, please fill out accordingly

Fill out the proper packaging materials used for each item. If something is used that is not in these fields, mark other and provide the material used in the space below

State whether the item is in retail packaging or if the item may be used as a remailer. This field may also be both or neither depending on the item

If testing is required for the item requested, fill out the corresponding box depending on the size of the item

Master Carton Dimensions are needed as well as the quantity of single selling units inside

Packaging Testing Overview

- Items requiring testing

- Small vs Large packages

- Packaging test report template (recommended)

- Resources
  - Package Test Procedures Ctrl + Click Here
  - Packaging Test Cover Sheet Ctrl + Click Here
  - In-House Package Test Report Template (recommended) Ctrl + Click Here

Products Requiring Packaging Testing by Product Type

PACKAGE TEST REQUIRED
Basket and Bath Sets in remailers
Collectibles and Figurines
Cookware in remailer
Fitness Equipment
Furniture, Indoor
Furniture, Outdoor
Garlands and Wreaths with Glass
Home Accessories and Home Décor
Household and Kitchen applicances
Kitchen Housewares
Serving Accessories

- Colony Brands Packaging department may request testing on products outside the listed product category

Large vs Small Packages

Large Packages

- Criteria
  - greater than 45 lbs.
    - Or
  - Have longest dimension greater than 45"
    - Or
  - Have cube greater than 4.5 cubic foot

- Package test reports must be submitted prior to **shipment** of inventory.

Small Packages

- Criteria
  - less than 45 lbs.
    - Or
  - Have longest dimension less than 45"
    - Or
  - Have cube less than 4.5 cubic foot

- Package test reports must be submitted prior to **receipt** of inventory.

Test reports must be emailed to NonFoodPkgTestReports@ColonyBrands.com

Packaging Test Reports: Criteria Fields (Page 1)

All fields shaded in grey must be completed

Required test sequence fields are dependent on inputs from "Single unit Packaging Dimension" fields

Highlighted fields determine if remailer is required as well as required test sequences to be performed.

Drop Height (Inches)	Weight (lbs)
30	0 - 20
24	21 - 40
18	41 - 60
12	61 - 99
8	100 - 150

Colony Brands Non-Food Package Test Report

Version 1.4, 02/2019

Package Test Summary /Cover Sheet   **Date** 3/30/2020   **Performed By:** Max Skradski

GSO Verified By:

Refer the Colony Brands Non-Food Supplier web page and review the "Package Test Procedures" and Supplier Manual information: www.ColonyBrands.com .

Supplier	WEC Curio Crafts
Item Description	BLUE MOSAIC WALL MIRROR
Colony Brands Pack Label Num	6783457
Supplier Item Number	CCN2521

Single Unit Package Dimension	33.50	33.50	5.00	8.00
	LONGEST-Inch	**Middle**-Inches	**Shortest**-Inche	**Weight**-Pounds

Item requires a remailer/reshipper: **YES**

N Y
Y **Is the single unit package able to ship via small parcel carriers (remailer/reshipper)?**
If NO, single unit package must be placed in appropriately sized remailer/reshipper carton and filled with loose-fill (such as peanuts, paper or large pillows) prior to performing the package ship tests.

Test Sequences to be followed		
Drop Height	30 inches	# 1 – 10
Flat Package	Yes	#11, #12, #13
Elongated Package	No	#11, #12, #13, #14
Small or Large	SMALL	Lg – Vibration ISTA-3A or Sm – Vibrat

Email completed report to NonFoodPkgTestReports@ColonyBrands.com
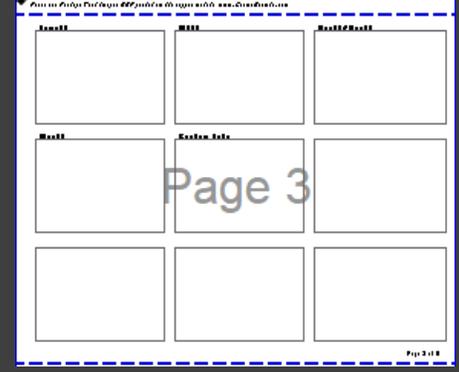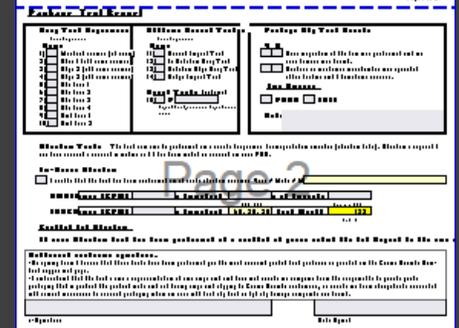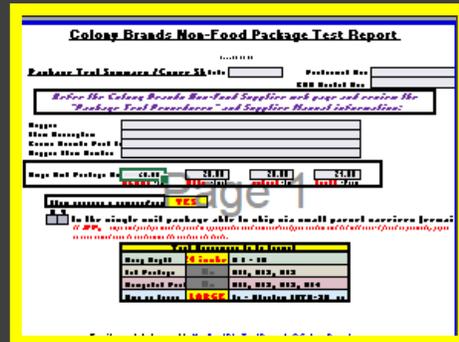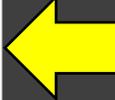
Packaging Test Reports: Testing Verification (Page 2)

Verification section to indicate testing has been completed for required sequences listed on Page 1

Vibration testing is only required upon written request or email.

Package Test Report

Drop Test Sequence:
Free fall drop (no force).

Done
1) ☒ Weakest corner (at seam)
2) ☒ Edge 1(off same corner)
3) ☒ Edge 2 (off same corner)
4) ☒ Edge 3 (off same corner)
5) ☒ Side face 1
6) ☒ Side face 2
7) ☒ Side face 3
8) ☒ Side face 4
9) ☒ End face 1
10) ☒ End face 2

Additional Hazard Tests:
Free fall drop (no force).

Done
11) ☒ Hazard Impact Test
12) ☒ Full Rotation Drop Test
13) ☒ Rotation Edge Drop Test
14) ☐ Bridge Impact Test

Burst Test: (optional)
15) ☐ PS ☐
Using a 4x4 inch square cut from the production carton.

Package Ship Test Result:

Y   N
☒ ☐ Visual inspection of the item was performed and no visual damage was found.
☐ ☐ Electrical or mechanical merchandise was operated after testing and it functions properly.

Final Analysis

☒ PASS   ☐ FAIL

Notes:

Vibration Test: This test can only be performed on a variable frequency transportation simulator (vibration table). Vibration is required if you have received a request in writing or if it has been noted as required on your PDR.

In-House Vibration

☐ I certify that this test has been performed on lab quality vibration equipment.   Year / Make / Model:

	Frequency (CPM)	Duration (minutes)	Number of Impacts	
SMALL			14,200 / CPM	Goal minimum 14,200
LARGE	Frequency (CPM)	Duration (minutes)	60, 30, 30	Top Load Weight	405

**Max 300 lb

Certified Lab Vibration

If your Vibration test has been performed at a certified lab please submit the Lab Report to the email address noted above.

Authorized electronic signature.
–By signing below I declare that these tests have been performed per the most current posted test protocols as provided on the Colony Brands Non–Food supplier web page.
–I understand that this test is only a representation of one single unit and does not aleviate my company from the responsibility to provide quality packaging that will protect the product inside and out during single unit shipping to Colony Brands customers, or exclude me from chargebacks associated with rework necessary to correct packaging when an issue with failed ship test or high ship damage complaints are found.

Max Skradski
e-Signature

3/30/2020
Date Signed

Test & Product Images
Please see Package Test Images SOP posted on the supplier website www.ColonyBrands.com

Page 2 of 5

Packaging Test Reports: Photos (Page 3)

Photos to include
- Length
- Width
- Height / Depth
- Weight
- Carton Flute
- Step by Step Packaging
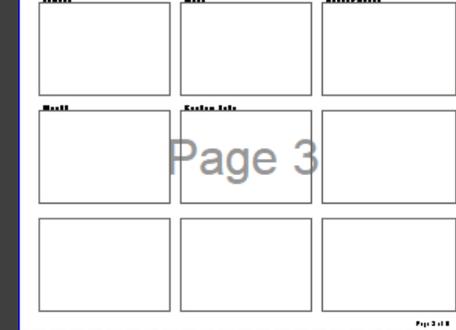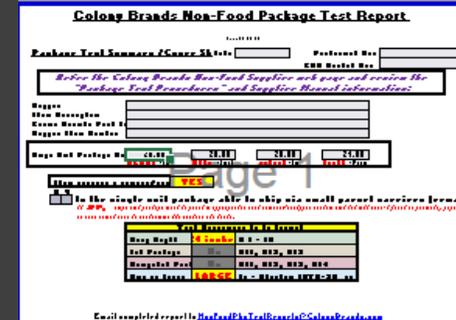
Supplier Chargebacks

- Packaging Slip Violations

- Packaging Label Violations

- Packaging Test / Damage Violations

Packaging Slip Violations

Selling Company Inc.
Company Address
City, State ZIP Code
Phone Number Fax Number

Customer No. 95840000
Customer P.O. 7CL003934
Ship Date 11/01/2004
Cancel Date 12/1/2004

Packing List

Sold To:	Ship To:
Colony Brands, Inc.	Colony Brands, Inc.
Receiving Department	Receiving Department
3650 Milwaukee Street	3650 Milwaukee Street
Madison, WI 53714-0000	Madison, WI 53714-0000

Bill of Lading Number	Freight Terms	Freight Carrier
SCB-8456523	Collect	Watkins Motor Express

Line #	PLN #	Lot Number	Description	Quantity			Number of Cartons
				Ordered	Shipped	B/O	
1	676626	I23XYZ	Toaster Deluxe 4SL WHT PLN # 676626 Seventh Avenue # 298WA	100	100	0	50

Message / Terms	No Packages	Commodity Description	Weight
Customer requests that packing list be inserted into a packing list envelope and attached to the last box on trailer (tail). A duplicate copy to be given to the carrier.	50	Toasters	756
	50	**Total Amounts**	756

Packing Slip Violations	Explanation	Charge
Incorrect Packing Slip	- Correct Purchase Order must be on packing slip. - Packing Slip must include the same level of detail as listed in the manual. - Packing Slip must be consolidated on the outside of the lead carton, placed in an easily removeable pouch. - Cartons sent through RPS or UPS must have a packing slip attached to **each carton.**	$200 / shipment

Packaging Label Violations

PO 7CL123456
PLN 6123457

PLN 6123457

Baby Doll, Pink
Qty: 12
MC _____ of 25
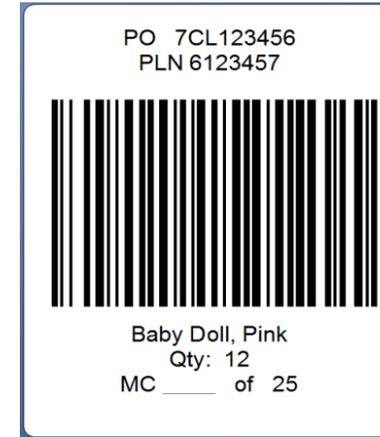
Packaging Labeling Violations	Explanation	Charge
Incorrect Unit Labeling	- Unit PLN labels were not applied to the single unit packaging. - Master carton and/or Unit PLN labels had incorrect barcode format or barcode was not included on the label. - Barcode scan contains incorrect PLN# or includes text, leading or ending zeros or other excess or invalid information. - Minimum bar density per barcode specifications has not been met. - Unit label was not placed in the center of the largest flat surface.	$.85 / piece
Incorrect Master Carton Labeling	- Barcode scan contains incorrect PLN# or includes text, leading or ending zeros or other excess or invalid information. - Master Carton BARCODE was not placed in the upper right corner of the master carton.	$200 / shipment

Packaging Test / Damage Violations

Package Test/Damage Violations	Explanation	Charge
No Large package test report supplied.	Failure to supply a Large package test report prior to first shipment of merchandise.	$500 per incident
No small package test report supplied.	Failure to supply a Small package test report within 72 hours of request.	$200 per incident
Package test failure on delivered merchandise.	Merchandise shipped to our warehouse failed the internal package test and the packaging is not per supplied test report or no test report is available.	$50 per hour labor rework charges plus cost of materials.
High level of damages on merchandise shipped to our customers.	Merchandise shipped to our customers has an unacceptable damage rate and the packaging is not per supplied test report or vendor provided no test report.	$50 per hour labor rework charges plus cost of materials. Additionally, charges related to sending replacements to customers as a result of receipt of damaged items.

Questions?