



## Carton Guidelines

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## Unnecessary Materials Guidelines

- Use protective packing that can easily be removed in one motion.
  - Example: poly bags covering garments should easily pull away; plastic and cardboard protecting handbags or luggage etc. must not require scissors or knives to remove. If protective plastic is necessary, wherever possible bundle multiple items NOT singles.
- No safety pins, straight pins, or pins of any type, in any category of merchandise, except boy's and men's folded dress shirts.
- No tiebacks or clips of any type, in any category of merchandise.
- No tissue, paper, or other materials placed inside garments, pockets, sleeves, folds, or wrapped around hangers that will fall off while garment is on display on our selling floor or that requires removal at point of receipt. Plastic and cardboard collar inserts in Boy's and Men's folding dress shirts are OK.
- Do not use metal, plastic bands, or straps. Cartons must be of a construction that will withstand transportation handling.

## Carton Size Guidelines

- Individual carton dimensions cannot be less than 9" L x 7" W or 4" H or exceed 35 ½" L x 23" W x 22" H unless an individual item exceeds these dimensions.
- Individual cartons cannot weigh less than 4 lbs. or more than 50 lbs. unless an individual item exceeds this weight.

## Store Cross-dock

### Packing Requirements

- Store Cross-dock merchandise is to be packed by store with the quantity assortment, style, color, and size as stated in the PO.
- Pack each PO in separate cartons. Do not combine multiple POs in one carton.
- Pack each store assortment in separate cartons.
- Do not under pack cartons. Ideally, each store's assortment should be contained in the least number of cartons possible.
- Packing slips are not required for Store Cross-dock POs.

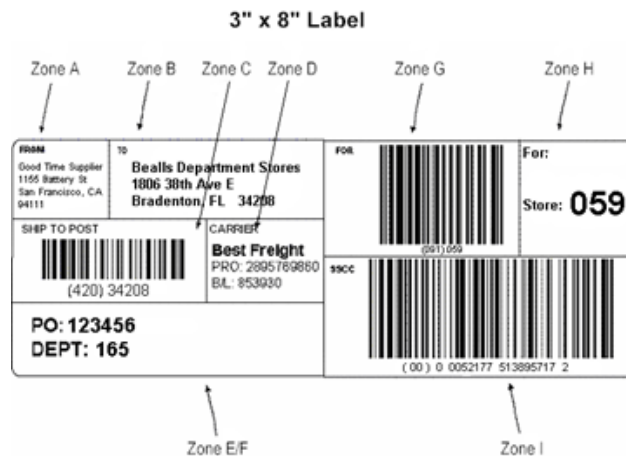
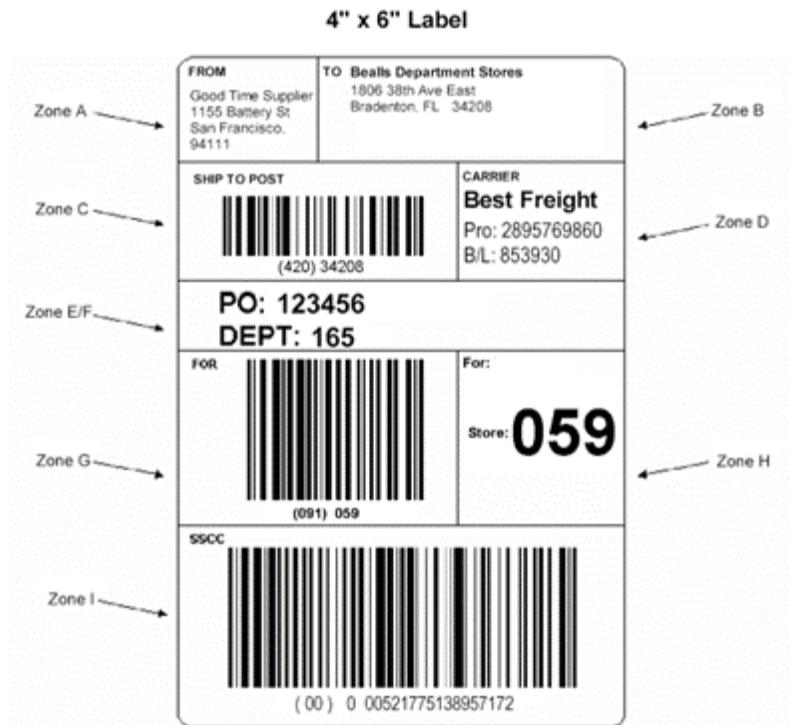
### Label Requirements

- All Store Cross-dock shipments to Beall's Distribution Centers require a UCC128 label.
- UCC128 information must be included in the ASN.
- Do not cover your UCC-128 label with tape of any type. Covering the label with clear tape creates "reflection" which causes your label to be unreadable.
- UCC128 label must be placed on longest, shortest side of the carton, 1¼ inches from the natural bottom of the carton and 1¼ inches from the side of the carton. No labels can be on the top of the carton.

## Label Sample

Required Information by Zone:

- A. From Name and Address
- B. Ship to DC Name and Address
- C. Ship to Postal Code
- D. Carrier Information (Bill of Lading & PRO# if available)
- E. 6 Digit Purchase Order Number
- F. 3 Digit Dept. Number
- G. Bar-Code of Mark/for Store Number
- H. Mark/for Store Number
- I. Serial Shipping Container Code (Bar-Code & Human readable)



# Simple Case-pack

## Packing Requirements

- Merchandise must be packed with only one style, one color per carton.
- If the carton is a Master Carton with inner-packs of one style/color, then each inner-pack must be bundled (banded or poly-bagged in a sustainable pack).
- Pack each PO in separate cartons. Do not combine POs in the same carton.

## Carton Marking/Label Requirements

Label each carton on at least one side with the following information:

- Vendor name and address
- Bealls Florida company name and DC address
- PO number
- Department number
- Beall’s Style number or Manufacturer’s Style number
- Color
- Pack size breakdown, for example 1sm, 2med, 2lge, 1xl
- If a Master Carton is applicable (i.e. inner-packs within an outer Master Carton), you must indicate on the carton label.
  - “MASTERCARTON”
  - Number of inner-packs per carton
  - Any carton with a pack quantity that is inconsistent with the rest of the cartons for that style or pack type must be labeled as “ODD CARTON”.
- Carton count by PO, for example PO# 123456 1 of 3, 2 of 3, 3 of 3.
- If shipped from outside the USA, “Made in:” (Country of Origin of Merchandise).
- Fragile merchandise – All cartons of fragile merchandise should be marked FRAGILE in bold type.
- Attach packing slip to outside of lead carton for each PO.

## Label Sample

From: ABC Company 1 Taylor Road Edison, NJ. 08817
To: Bealls Florida DC address
PO#: 123456 Department: 123 Bealls Florida Style #: 1234 Color: Blue Size: 1sm, 2 med, 2lg, 1xl Master Carton: 24/4 Carton: 1 of 96 Total Cartons: 96

## Complex Case-pack

### Packing Requirements

- Complex Case-pack merchandise is to be packed by the style, color, size, and quantity assortment as stated in the PO.
- Pack each case-pack assortment in separate cartons.
- Pack each PO in separate cartons. Do not combine POs in the same carton.

### Carton Marking/Label Requirements

Label each carton on at least one side with the following:

- Vendor name and address
- Bealls Florida company name and DC address
- PO number
- Department number
- Complex Case pack quantity (per carton)
- Complex Case-pack assortment type i.e. "A, B, C" as defined on the PO
- Carton count by assortment type, for example for Assortment Type A use A1 of 2, A2 of 2.
- Total cartons in shipment
- If shipped from outside the USA, "Made in:" (Country of Origin of Merchandise).
- Fragile merchandise – All cartons of fragile merchandise should be marked **FRAGILE** in bold type.
- Attach packing slip to outside of lead carton for each PO.

### Label Sample

From: ABC Company 1 Taylor Road Edison, NJ. 08817
To: Bealls Florida DC address
PO#: 123456 Department: 123 Case Pack Qty: 24 Case Pack Asst.: A Carton ID: A1of 2 Total Cartons: 96

# Bulk

## Packing Requirements

- Merchandise must be packed with only one style, one color, and one size per carton.
  - Exception: less than 24 units per color by style.
- Pack each PO in separate cartons. Do not combine POs in the same carton.

## Carton Marking/Label Requirements

Label each carton on at least one side with the following information:

- Vendor name and address
- Bealls Florida company name and DC address
- PO number
- Department number
- Beall’s Style number or Manufacturer’s Style number
- Color
- Size
- Carton count by PO, for example PO# 123456 1 of 3, 2 of 3, 3 of 3.
- If shipped from outside the USA, “Made in:” (Country of Origin of Merchandise).
- Fragile merchandise – All cartons of fragile merchandise should be marked **FRAGILE** in bold type.

## Label Sample

From: ABC Company 1 Taylor Road Edison, NJ. 08817
To: Bealls Florida DC address
PO#: 123456 Department: 123 Bealls Florida Style #: 1234 Color: Blue Size: 10 Carton: 1 of 96 Total Cartons: 96

## Direct to Store

### Packing Requirements

- Pack each PO in separate cartons. Do not combine POs in the same carton.
- Carton must not exceed 50 pounds gross weight unless one individual item exceeds 50 lbs.

### Carton Marking/Label Requirements

Label each carton on at least one (1) side with the following information:

- “Beall’s Department Stores” Store Name, Address and Store number
- PO number
- Department number
- Carton count by PO, for example PO# 123456 1 of 3, 2 of 3, 3 of 3

## Import PO’s

Note: This supersedes all other carton marking instructions.

### Carton Marking/Label Requirements

Shipping Mark:

- Inner Carton: Color/Size assortment to be printed on front side of box.
- Export Carton: Carton Mark Front side/Back side
  - If goods are not sized, mark “Inner Pack Size Scale N/A”.

**Bealls Imports Inc.**

PO # \_\_\_\_\_

Dept # \_\_\_\_\_

Style # OR Case Pack Asst. \_\_\_\_\_

Color \_\_\_\_\_

Inner Pack Size Scale \_\_\_\_\_ = \_\_\_\_\_

Units Per Master Carton \_\_\_\_\_

Master Carton # \_\_\_\_\_ of \_\_\_\_\_

Country of Origin \_\_\_\_\_

Destination: Bealls Florida Bradenton, Florida USA 34208

- Side Mark: (one side only)

G.W. \_\_\_\_\_

N.W. \_\_\_\_\_

Measurement: \_\_\_\_\_