

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 7" L x 5" W or 3" H or exceed 39" L x 30" W x 22" H unless an individual item exceeds these dimensions.
- Individual cartons cannot weigh less than 2 lbs. or more than 50 lbs. unless an individual item exceeds this weight.

Simple Case-pack

Packing Requirements

- Merchandise must be packed with only one style, one color per carton.
- Size run inner packs are acceptable for apparel and Shoes.
- 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).
- 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
- “Ship To” – as presented on the PO.
- “Mark for” – as presented on the PO.
- PO number
- Department number
- Bealls Outlet Style number or Manufacturer’s Style number
- Color
- Pack size breakdown (i.e. 1sm, 2med, 2lg, 1xl)
- If a Master Carton is applicable (i.e. inner-packs within an outer Master Carton), you must indicate –
 - “MASTER CARTON”
 - 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 Outlet DC address	For: Bealls Outlet DC address
PO#: 123456 Department: 123 Bealls Outlet 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.
- Fragile merchandise – All cartons of fragile merchandise should be marked **FRAGILE** in bold type.

Carton Marking/Label Requirements

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

- Vendor name and address
- “Ship To” – as presented on the PO.
- “Mark for” – as presented on the PO.
- 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

Label Sample

From: ABC Company 1 Taylor Road Edison, NJ. 08817	
To: <i>Bealls Outlet DC address</i>	For: <i>Bealls Outlet DC address</i>
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
- “Ship To” – as presented on the PO.
- “Mark for” – as presented on the PO.
- PO number
- Department number
- Beall’s Outlet 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.
- Attach packing slip to outside of lead carton for each PO and include the following information:
 - PO number
 - Department number
 - Carton count
 - Style number and description
 - Carton count per style
 - Total quantity of units per style / color / size.

Label Sample

From: ABC Company 1 Taylor Road Edison, NJ. 08817	
To: <i>Bealls Outlet DC address</i>	For: <i>Bealls Outlet DC address</i>
PO#: 123456 Department: 123 Bealls Outlet 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 Outlet Stores” Store Name, Address and Store number
- PO number
- Department number
- Carton count by PO, for example PO# 123456 1of 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: Beall’s Bradenton, Florida USA 34203
Mark for: Bealls Outlet FL DC **OR** TX DC as per the PO

- Side Mark:

Gross Weight _____
Net Weight _____
Measurement _____