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Carton Packaging, Packaging and Shipping requirements

In this section we describe how the warehouse requires the individual packaging, the packaging by requested packaging type (Bin) and the way we require the goods to be delivered to warehouse.

Footwear

Shoe Laces:

- For low cut models, laces must be 5 high and going inside on the top
- For demi to high cut models, laces must be 6 high and going inside on the top



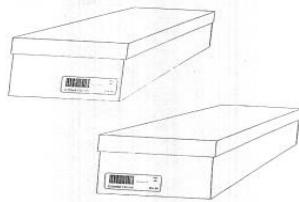
5 high, inside on top



6 high, inside on top

Shoe Boxes:

- All shoes should be packed in a shoebox
- Each shoebox must have a finger hole on the lid of each box. The box should be of a good grade cardboard.
- The lid needs to be fixed to the box.
- The box should not be of a slick coating that will make the box hard to handle.
- All shoes must face one direction.
- All footwear shoeboxes are required to be labeled with a UPC-A, EAN or interleaved 2 of 5 labels.
- Stickers should be placed on the lower left or right-hand corner of one end of the box so as not to cover product information. The sticker should not be applied to the box lid except in cases when the lid covers most or whole of the box (overlay lid).
- A sticker with the Runners Point SKU should be affixed on same side as the barcode sticker.
- American size (as ordered on PO) must always be clearly marked on box.



- Shoeboxes should be placed vertically in single layer. Bar code to face up.
- Only one SKU and one size per master carton, unless specified differently on the purchase order (i.e. case lots)

NOTE: In cases when shoes are not packed in a shoebox, e.g. flip-flops it should be packed in a polybag, the barcode sticker should then be affixed to the polybag.

NOTE: In case shoeboxes contain any kind of loose material like rope or cords or anything similar which differs from a regular shoebox, please contact the Supply Chain Dept at the RDC to discuss how to pack.

NOTE: **Silica gel bags**

Based on a decision by the European Commission (http://ec.europa.eu/consumers/safety/rapex/index_en.htm) as well as following local country legislation (e.g. in Italy, France, Spain and Belgium), there is a ban on the use of the chemical substance DMF (dimethylfumarate) for consumer products in Europe. The EU decision has taken effect on 1 May 2009.

DMF was commonly used as a chemical substance in silica gel bags (i.e. the small pouches accompanying certain consumer goods to prevent dampness and mold).

Runners Point restricts the use of such silica gel bags to bags which are marked clearly as DMF free. Moreover, for every merchandise style ordered by Runners Point, a test report must be submitted showing that the silica gel bags (if used) are DMF free.

Footwear Master Carton packaging

RPG only works with following packaging type for Footwear

1 Bin Units

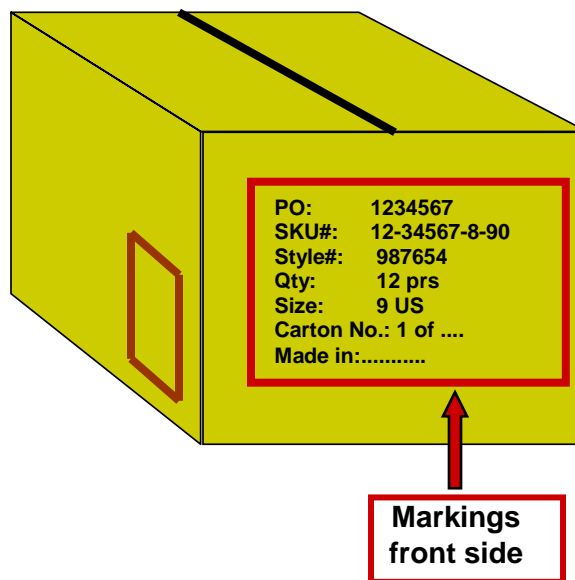
A Bin unit is a SKU item that is at style/color/size level. Each item is a retail unit. Bin units are packed **One size per master carton**.

The maximum pairs are restricted by maximum outer carton dimension and max. carton Weight.

- Minimum and Maximum dimension of the master carton:

	minimum	maximum
length	250 mm	850 mm
Width	250 mm	570 mm
Height	150 mm	450 mm
Weight	2.5 kgs	17kgs

- The vendor should work with the buyer to ensure that no orders are written that lead to cartons exceeding 17 kg and/or exceeding the maximum size dimensions.
- Cartons are to be sealed with tape only - no binding, straps, staples or glue on cartons.
- Master cartons must be sealed with **quality security tape** similar to PVC tape (5 cm wide tape with a 21 mm thickness or fiber reinforced paper tape of similar width). Security tape is a unique tape with printing on it, blank or transparent tape is not allowed.
- In case the master carton does not meet the minimum or maximum weight and/or dimensions, please contact the Supply Chain Department at the RDC.
- All master cartons are required to be labeled with the shipments details and affixed at the front side, see section 6 - 3.



Apparel and Accessories

Runners Point operates with two types for apparel and accessories:

1. **BIN**
2. **Multi lot**

A Bin unit is a SKU item that is at style/color/size level. Each item is a retail unit. Bin units are packed **one size per master carton**.

A Multi lot unit contains **multiple retail units of one size or size run, packed in one poly bag**. For Multi lot the size breakdown is mentioned in the Purchase Order. In case the requested packaging cannot meet the Runners Point standards, please contact the SCM department to verify the required packaging.

Package:

- Item should be packed in a durable poly bag
- Poly bag size according to model, tied, no loose ends allowed
- Poly bags should have the poly bag suffocation warnings
- Tape closure, heat-seal or self-adhesive flap
- Dimension: **Min. 100 mm x 80 mm x 5 mm**

Max Length (cm)	Width (cm)
46	20
45	21
44	23
43	25
42	26
41	29
40	30
39	32
38	34
37	35

Example 1: when length of an item is 43 cm, width may not exceed 25 cm.

Example 2: when width of item is 35 cm, the length may not exceed 37 cm

Barcode: (see section 5 for barcode instructions)

- UPC-A / EAN-13 or Interleaved 2 of 5 sticker
- Barcode height min.: 12 mm
- Quiet zone: blank space on both sides of barcode min. 10 mm

- Polybag barcode position: ¼ from bottom or top of polybag
- Retail hangtag must not be visible through front of poly bag and not at same side as polybag sticker, it's recommended to put the retail hangtag inside the garment



wrong



good front side



good back side

Folding:

- No apparel must be shipped on hangers, unless approved by the buying staff and noted under special instructions on the purchase order
- All adult shirts, jerseys, sweaters, tops and fleece must have the front fold width dimensions of 29cm and a depth of 31cm
- All items must be folded and packed in a way they fall within the minimum and maximum dimensions as mentioned above
- Specifications see Section 4 – Folding Standards
- Adhesive transparent film with size code **must** be printed on all dpt 76 branded product, always on left bottom corner

NOTE: Silica gel bags

Based on a decision by the European Commission (http://ec.europa.eu/consumers/safety/rapex/index_en.htm) as well as following local country legislation (e.g. in Italy, France, Spain and Belgium), there is a ban on the use of the chemical substance DMF (dimethylfumarate) for consumer products in Europe. The EU decision has taken effect on 1 May 2009.

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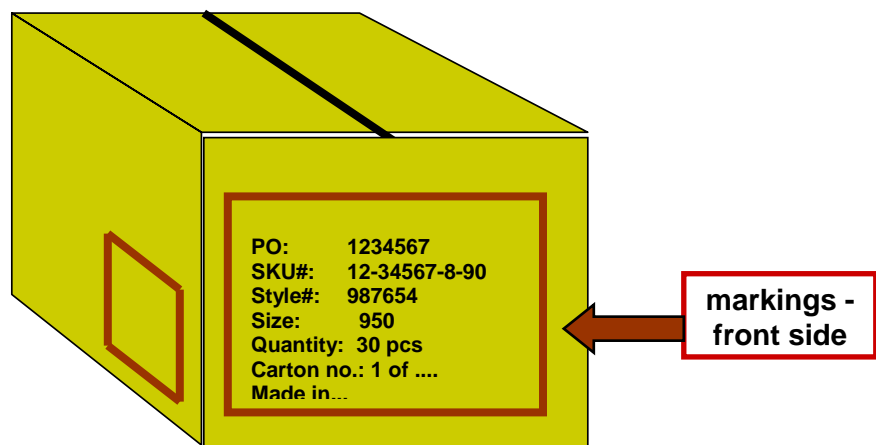
Runners Point restricts the use of such silica gel bags to bags which are marked clearly as DMF free. Moreover, for every merchandise style ordered by Foot Locker, a test report must be submitted showing that the silica gel bags (if used) are DMF free.

Apparel and Accessories master carton packaging:

- One Style / Size per carton
- All cartons must be clean corrugated cardboard and must adhere to Runners Point size standards, see size matrix following pages.
- The weight of each carton **must not exceed 17 kgs.**
- The height should never be bigger than length of the carton
- Carton should not contain air, contents should meet the dimension of the outer carton, although the carton is within the carton specification
- Minimum and Maximum dimension of the master carton:

	minimum	maximum
length	250 mm	850 mm
Width	250 mm	570 mm
Height	250 mm	450 mm
Weight	2.5 kgs	17kgs

- Carton inserts must be placed above and below merchandise to protect the contents from knife cuts when opened.
- Master cartons must be sealed with **quality security tape** similar to PVC tape (5 cm wide tape with a .21 mm. thickness or fiber reinforced paper tape of similar width). Security tape is a unique tape with printing on it, blank or transparent tape is not allowed.
- Cartons containing breakable items must be marked with a “fragile” label.



General Master Carton marking requirements

The following information must be clearly marked on each master carton.

- PO Number
- SKU Number (Department, stock number, check digit, width/ color code)
- Style number
- Quantity
- Size
- Carton number (should be consecutive – by PO and SKU number)
- Country of Origin

In addition:

- All carton markings should be uniform stencil/print type
- All cartons containing short packs must be highlighted (Short packs – loose or less than what stencil indicates)
- All cartons containing glass or breakable items must be marked with a **“fragile”** label

Example of master carton markings

Carton Marking Bin:

PO: 1234567
SKU#: 12-34567-8-90
Style#: 98765
Size 950 / L
Quantity : 50 pcs
Carton no.: 1 of
Made in...

Delivery

All orders should be delivered to our warehouse, unless specifically instructed different.

Delivery address: RPG Logistics GmbH
 Blitzkuhlenstraße 205
 45659 Recklinghausen
 Germany

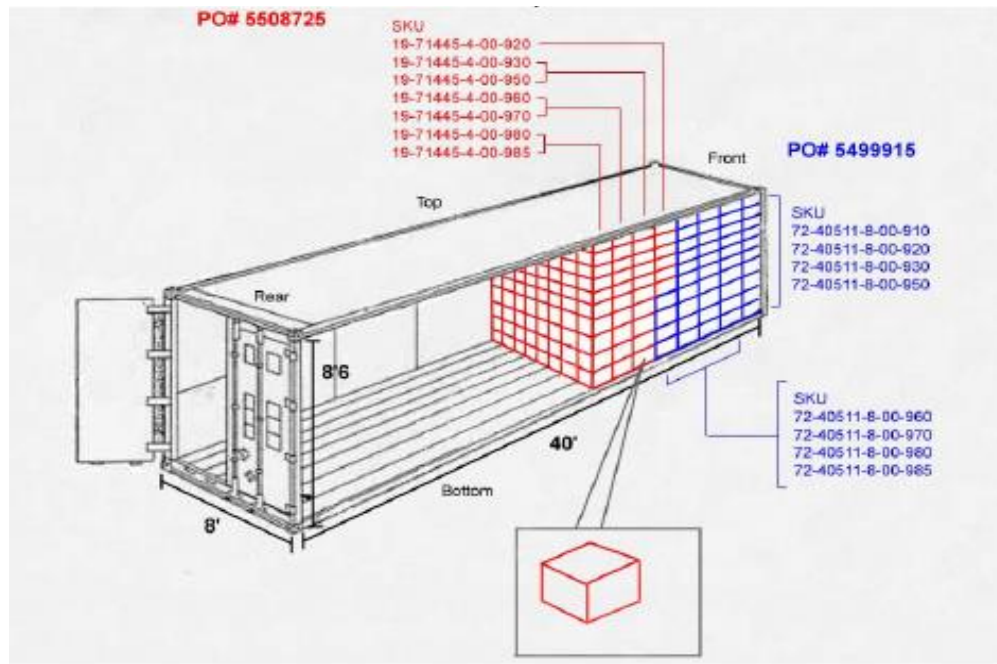
Palletized shipments**Only Euro Paletts can be used**

- For Bin orders maximum pallet height is 200 cm
- One PO / Style per pallet.
- One size per pallet, in case the pallet height is below 140cm we allow mixed pallets
- In case of mixed pallets, each pallet must be clearly marked as mixed pallet.
- Pallets to be secured with bars to prevent from falling down
- Pallets can be exchanged on the day of delivery, Runners Point does not keep any records and does not accept any outstanding balance
- Pallets should not be blocked by any cargo, straps or any materials
- Pallets should only be wrapped in transparent foil

Floor loaded shipments

- In case of floor loaded and multiple BIN orders, the cartons per PO and Size must be loaded together.

Trailer/Container loading diagram Bin Shipments



Gassing of containers

Runners Point prohibits its merchandise to be shipped in containers treated by fumigating/toxic gasses. Merchandise suppliers should ensure that their products are being shipped in a safe and secure manner, and should impose this prohibition on the use of fumigating/toxic gasses on any party involved in their supply chain such as subcontractors, carriers and forwarders

ADR

The following instructions must be followed when shipping hazardous materials:

All transport packaging material needs to be compliant with ADR regulations for road transport, or other transport means when explicitly announced.
This includes labeling, packaging quality, documents and all other applicable instructions.

NOTE: Any irregularity against the PO and the above instructions will result in additional or corrective handling at our warehouse. All costs involved will be x-charged according to section 9. – Vendor compliance