Section 6- Carton Packing, Packaging, Labeling & Shipping Requirements

Packing and Packaging Guidelines
Thousands of cartons are received weekly in our Service Center. In order to expedite the receiving of these cartons and maintain a high level of accuracy in processing, the following guidelines have been established:

♦ For soft goods, packing corrugate must be a minimum of 200 pound test and be clean corrugated cardboard.
♦ For hard goods, the packing corrugate must be a minimum of 275 pound test.
♦ The weight of each carton must not exceed 55 pounds (Code 501)
  - The vendor should work with the buyer to ensure that no orders are written that lead to cartons exceeding 55 pounds.

Guideline: Footwear packed in a 12 pair carton should not exceed:
- 4.5 pounds per pair (including shoe box)
- 6 pounds per pair for a 9 pair case
- 3 pounds per pair for an 18 pair case
- 2.25 pounds per pair for a 24 pair case

♦ Carton inserts must be placed above and below merchandise to protect the contents from knife cuts when opened (Code 501).
♦ Packing cartons must be sealed with quality security tape similar to P.V.C. tape (Recommend 3 inch wide tape with a 2.1 millimeter thickness).
♦ Cartons are to be sealed with tape only - no binding, straps, staples or glue on cartons (Code 503).
♦ Cartons containing glass or breakable items must be marked with a “fragile” label.
♦ Liquid products require a plastic seal around the cap and MSDS sheets when necessary.
♦ Merchandise should be packed with only one SKU per master (outer) carton (Code 506).
♦ Only pack one SIZE per carton (Code 506).
♦ Each individual clothing item must be packaged in a sealed, durable polybag (polyethylene protection) (Code 505) with correct suffocation warning (code 510) see section 4.
♦ All units must be packaged individually (Code 505).
♦ Individual clothing items should not be placed on hangers (This merchandise is subject to damage in shipping and handling from the vendor to the service center and from the service center to the customer when on hangers) (Code 504).
♦ All items packaged in polybags should be packed so that the vendor ticket is visible.

Special Packing & Packaging Guidelines – Hats & Caps
Hats and caps can easily be damaged when the appropriate packing procedures are not followed.

♦ Hats should be polybagged individually (Code 505).
♦ All polybags should be sealed (Code 505).
♦ SKU’s/styles/size cannot be mixed within the same master carton.
PACKING FOR HARD GOODS
Decks should be packed no more than 10 per carton, regardless of weight. Decks should also be banded together inside carton.

Trucks need to be packaged as sets of two. Poly bagging or boxing is acceptable. Trucks should be packed no more than 25 sets per carton.

Wheels need to be packaged in sets of four.

Hardware and bearings need to be packaged in sets of eight. Hardware and bearings should never be shipped in bulk, always in sets of eight.

Risers need to be packaged in sets of two. Poly bags or rubber bands may be used.

Bindings need to be packaged on size per master carton.

Ramps & rails must be shipped using a heavy gauge cardboard, one (1) Ramp or Rail per box, & stacked on a palette.
All included parts & instructions must be secured inside the carton.

*We do inventory small replacement parts (Pins, Hardware, Screw Packs, & Instructions); but require that any additional needed parts be provided by the vendor (legs, etc)

CCS prefers the following for Shoe Boxes
Each shoe box should have a finger hole on the lid of each box. This hole should be a full circle on lid (center). This will appear as a half circle looking from the top of the box and a half circle looking from the label end of the box.

- The box should be of good grade cardboard
- The box should not be of a slick coating that will make the box hard to handle
- The lip of the lid should extend over the top of the carton at least two inches of the width of the box
- Shoes must not be able to fall out when they are picked up
Master (Outer Carton Size Guidelines)

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM</th>
<th>IDEAL</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IMPERIAL</td>
<td>METRIC</td>
<td>IMPERIAL</td>
</tr>
<tr>
<td>WEIGHT</td>
<td>3 lbs.</td>
<td>1.36 kg</td>
<td>35 lbs</td>
</tr>
<tr>
<td>LENGTH</td>
<td>10 in</td>
<td>31 cm</td>
<td>24 in</td>
</tr>
<tr>
<td>WIDTH</td>
<td>8 in</td>
<td>31 cm</td>
<td>18 in</td>
</tr>
<tr>
<td>HEIGHT</td>
<td>4.75 in</td>
<td>17.78 cm</td>
<td>14 in</td>
</tr>
</tbody>
</table>

Shipping Label
A shipping label (or stencil) must be placed on all master (outer) cartons indicating the SHIP TO location:

- Consignee: CCS
  500 North 72nd Avenue
  Wausau, Wisconsin
  54401

- Country of Origin: Made in ____________.
Packaging & Labeling Guidelines (cont.) – Bin/Solid
The UCC 128 label must be placed on the bottom right hand corner of the long side of the master (outer) carton.

Bin/Solid Master Carton Illustration (Example of Footwear)
**UCC-128 Common Shipping Label – SSCC**

UCC/EAN 128 standard outer carton bar code label is required. CCS requires UCC/EAN 128 standard labels in concert with UCC 856 Advanced Shipping Notice (ASN).

<table>
<thead>
<tr>
<th>ZONE</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Vendor name and address</td>
</tr>
<tr>
<td>B</td>
<td>Retailer's name and address</td>
</tr>
<tr>
<td>C</td>
<td>Ship to postal code - optional</td>
</tr>
<tr>
<td>D</td>
<td>Carrier information</td>
</tr>
<tr>
<td>E</td>
<td>Purchase order number</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>SKU number, size</td>
</tr>
<tr>
<td>G</td>
<td>Optional agreed to information between retailer and supplier</td>
</tr>
<tr>
<td>H</td>
<td>Quantity</td>
</tr>
<tr>
<td></td>
<td>UCC-128 Serial Shipping Container Code (SSCC-18)</td>
</tr>
</tbody>
</table>
Master (Outer) Carton Marking Requirements (Code 502)

In addition to the shipping label, the following information must be clearly marked on each master (outer) carton. This will normally be a label.

- Division - CCS
- CCS PO Number
- CCS SKU Number (stock number, size, width/color code)
- Carton Number (should be consecutive – by PO and SKU number) e.g. 1 of 20, 2 of 20… 20 of 20
- Color (or other appropriate description) – apparel and accessories orders
- Quantity

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) (Code 507)
- All cartons containing glass or breakable items must be marked with a “fragile” label

Master Carton Marking Examples (Stencil/Print Type)

Solid..................................................

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>CCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO NUMBER</td>
<td>53421</td>
</tr>
<tr>
<td>CCS SKU NUMBER</td>
<td>04137161</td>
</tr>
<tr>
<td>SIZE</td>
<td>070</td>
</tr>
<tr>
<td>CARTON NUMBER</td>
<td>12 OF 36</td>
</tr>
<tr>
<td>COLOR</td>
<td>BLUE (APPAREL)</td>
</tr>
<tr>
<td>QUANTITY (PAIRS/UNITS)</td>
<td>12</td>
</tr>
</tbody>
</table>