

Receiving Requirements for Incoming Dry Goods

(Requirements for Packing Slip, Shipping Label, Carton Label, Pallet Quantity and Delivery)

PACKING SLIP

DEFINITIONS AND INSTRUCTIONS

PACKING SLIP: The document sent with a shipment itemizing the contents of that shipment.

- There should only be one packing slip per purchase order.
- There can be multiple purchase orders (packing slips) per shipment, but ALL packing slips must be consolidated and placed in a self-adhesive packlist envelope and affixed to the last pallet of the shipment. When opening the truck the packing slip envelope should be clearly visible.
- All Purchase Order Numbers should be referenced on the carrier Bill of Lading.

HEADING - Generalized information required to locate the documents needed to check in the merchandise.

- Purchase Orders (P.O.) number and date - The number and date assigned to a purchase order by the issuer for control purposes. If a single PO is covered by this packing slip, the heading should be blank or contain the word "multiple".
- Packing slip number - The unique number assigned to the packing slip by the manufacturer.
- Manufacturer name - This is particularly important if the merchandise is shipped from a pressing plant.
- Shipping address - Point from which the merchandise was shipped. FOB point.
- Telephone number - The area code and number to be called with inquiries related to merchandise in the shipment information on the packing slip itself.
- Sold-to-Address (Bill-to-address) – Optional
- Ship-to-customer identification - Name and address of the party to whom the material is being shipped, and the unique number used by the manufacturer to identify either that customer's specific ship-to-address or a customer's single bill-to-and-ship-to address.

LINE ITEMS - A listing of each unique item on a packing slip (or any other document)

- P.O. Line No. - Customer Line No. of Item on Customer P.O. (ASN Requirement)
- Product identification - Customer Item Number.
- Product identification - Conectiv JBA Item Number.
- Item Description
- Quantity ordered - On the purchase order, including free goods. ■ Designated back orders, where applicable - The quantity of an item ordered that is currently available and that is held by the manufacturer for shipment when it becomes available.
- Quantity shipped - With the packing slip, including free goods.

TRAILER - The area providing totals of the items on the packing slip (or any other document).

- Number of Packages - Total number of cartons of shipment.
- Weight-Lbs. - Total Weight of shipment.
- COD Charge (if applicable).
- Prepaid Freight Costs (if available).
- Waybill No. - Freight Carrier Waybill number (same as Bill of Lading number).
- Date of Pick-up or Shipment.
- Additional information (if applicable).

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PACKING SLIP – Example

PACKING SLIP

PURCHASE ORDER	PACKING SLIP
No. <input type="text" value="1"/> Date <input type="text" value="1"/>	No. <input type="text" value="2"/>

XYZ CORPORATION

DUNS No. INQUIRY PHONE

SHIPPING ADDRESS

<input type="text" value="4"/>		
S O L D T O	<input type="text" value="6"/>	S H I P T O
		<input type="text" value="7"/>

P.O. LINE NO.	CUSTOMER ITEM #	CONNECTIV ITEM #	ITEM DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERS
<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11"/>	<input type="text" value="12"/>	<input type="text" value="14"/>	<input type="text" value="13"/>
				TOTALS:	<input type="text" value="14"/>	<input type="text" value="13"/>
NO. OF PKGS.	WEIGHT-LBS.	COD CHG	PREPAID FRT	WAYBILL NO.	DATE OF PICK UP	
<input type="text" value="15"/>	<input type="text" value="16"/>	<input type="text" value="17"/>	<input type="text" value="18"/>	<input type="text" value="19"/>	<input type="text" value="20"/>	

ADDITIONAL INFORMATION

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SHIPPING LABEL

DEFINITIONS AND INSTRUCTIONS

SHIPPING LABEL: The label should be at least 4.5 inches wide and have good print quality of information as shown below.

- There should be one Shipping Label applied to each and every skid.

■ Required Information Minimum Type Size

- Manufacturer's 3-Alpha character I.D. 1/2" high, 1/3" wide
- Originator Name/Address (replicator, distribution center, etc.)
- Order No. (Customer PO Number)
- Sales Order / Shipping Number
- Customer Name / Address

Example: (not shown actual size)

XYZ	ORIGINATOR NAME
	ORIGINATOR ADDRESS
	CITY, STATE, ZIP CODE
PO NO. 999999999	SO NO. 999999999
TO:	
CUSTOMER'S NAME	
CUSTOMER ADDRESS	
CITY, STATE, ZIP CODE	

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CARTON CONTENT LABEL

DEFINITIONS AND INSTRUCTIONS

CARTON LABEL: The label should be at least 4.5 inches wide and have good print quality of information as shown below.

- There should be one Carton Content Label applied to each and every carton/box.
- RF scannable barcode for the Manufacturer Stock Number (Conectiv JBA part number.)
- Carton label must not contain vague verbiage such as "Quantity: No Less Than".

Required Information

- Manufacturer's 3-Alpha character I.D.
- UPC Symbol / UPC Number
- S.K.U. Quantity in the carton
- Manufacturer Stock Number

Minimum Type Size

- 1/2" high, 1/3" wide
- 100% standard, 12 digits
- 1/2" high, 1/3" wide
- 1/2" high, 1/3" wide

Optional Information

- Title / Artist

Example: (not shown actual size)

XYZ	QTY 18	BAR CODE 1234 - 56789 - 0 0 9
Title Beranguer Boogie		
Artist Beranguer, Juan		
Manufacturer Stock No. (Conectiv JBA Item No.)TechnicolorJBA Item No.)		

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CONECTIV PALLET QUANTITY REQUIREMENTS DEFINITIONS AND INSTRUCTIONS

- Pallet quantities should be consistent with each skid.
- Cartons must be the same carton size and quantity at the item level.
- Individual carton weight is not to exceed a safe handling weight of 35 pounds each.
- Multiple items should not be shipped on the same pallet. *See note below.
- Partial boxes should be clearly identified.
- Bulk items such as digipaks, slipcases and certain premium items should have skid sheets. Skid sheet must contain Conectiv Item Number and skid item quantity.

Pallet Requirements

- GMA #1 or Better
- 40" x 48" skid size
- Maximum Pallet Dimensions (including the wooden skid):
 - 53 inches high
 - 40 inches wide
 - 48 inches deep
- Shipments from US to Mexico and Canada require heat treated or fumigated wood pallets conforming to ISPM 15 standard regulations including treatment stamp identification.
https://help.cbp.gov/app/answers/detail/a_id/720/~import-and-export-requirements-for-wood-packaging-material-%28wpm%29-into-the-u.s.

Conectiv Recommends the Following by Dry Good Type:

<u>Item</u>	<u>Quantity per Carton/Box</u>
Wraps / Title Sheets / Embeddeds	2,000
Index Cards / Inserts	2,400
UPC Stickers	28,800

Stickers may vary due to size.

***Note:** If needed, shipping multiple items on a skid will be accepted provided the following guidelines are followed.

- No more than three items per skid.
- Item with most cartons will be stacked on the bottom layers on the skid.
- Remaining items will be stacked according to number of cartons, too. Goal for the vendor is to stack items in a manner that requires the least amount of breakdown for Conectiv receiving.
- Any skid with multiple items must have its own packing slip which details the items and quantities shipped on that skid.

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CONNECTIV DELIVERY REQUIREMENTS **DEFINITIONS AND INSTRUCTIONS**

- Dock appointments are required for loads consisting of 5 skids or more.
- All product palletized and properly secured on the load.
- Deliveries that will miss their scheduled dock appointment must call one hour prior to arrival time.