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# 5.0 Carton Specifications

## 5.1 Carton Construction and Design Requirements

- **Corrugate** – Vendors should use a regular slotted container (RSC) with a burst strength rating of 200 lbs (90.91 kg) or edge crush test (ECT) strength rating of 32 lbs (14.55 kg). Corrugate of higher standards is acceptable for use with Company merchandise. Vendors are responsible for ensuring cartons adequately protect the Company's merchandise regardless of corrugated standards used.

- **Carton Size** – Vendors must comply with the dimensions outlined in the table below:

|  | Length (Largest Dimension) | | Width | | Height (Smallest Dimension) | |
|---|---|---|---|---|---|---|
|  | CM | IN | CM | IN | CM | IN |
| Minimum | 41 | 16 | 30.5 | 12 | 20.3 | 8 |
| Maximum | 86.3 | 34 | 71.1 | 28 | 61 | 24 |

- **Minimum Carton Weight** – Weight cannot be less than 5 lbs (2.27 kg).

- **Maximum Carton Weight** – Weight cannot exceed 60 lbs (27.27 kg).

- **Any carton exceptions must be approved by the Company's Vendor Relations team prior to order packing and shipment.**

- **Carton Openings** – All carton openings must be located on the top and bottom of the carton (the top and bottom of the carton must be the largest surface areas of the carton). Cartons not meeting this requirement may be subject to chargeback.

- **Carton Closures** – All carton closures must be securely fastened with tape covering the entire length of the opening, extending over the ends of the opening a minimum of 7.62 cm (3 in). Any method can be used for carton closure, the below example uses the preferred "3-way" tape method.



Top of carton
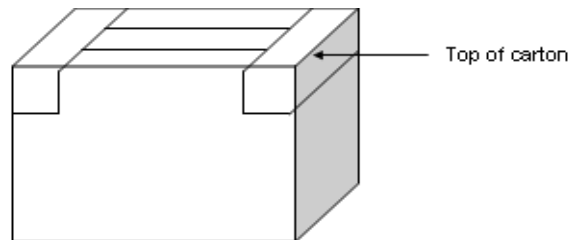
Carton sides should be secured using an adhesive type sealant (i.e. glue, tape, etc) vs. stapling as this is more durable and minimizes risk of damage to associates and merchandise. If cartons experience a high rate of bursting during transit (>3 occurrences), the Company may mandate a specific carton closure method.
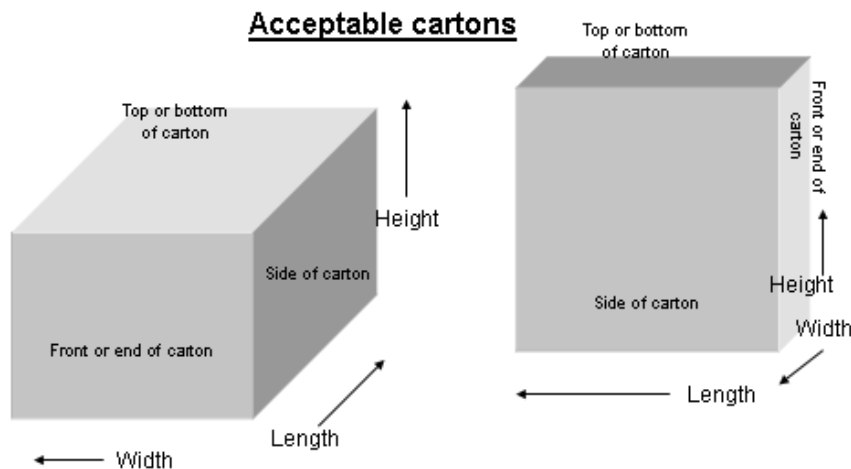
## 5.1 Carton Construction and Design Requirements (cont'd)

- **Banding, Strapping, Individually Shrink-Wrapped Cartons, or String/Wire Tying** – Use of banding, straps, shrink-wrap, string, or wire is not an accepted means of carton closure. Vendors need to remove of all such materials prior to releasing shipment for transportation to the Company. If you have situations where this method is required, please contact the Company's Vendor Relations team (see Section 12).

- **Carton Design** – Carton design should use a rectangular construction, as these are standard RSC containers. A square-shaped carton can be used as well (see examples below):



Acceptable cartons

- For assistance regarding carton requirements, constructions, and/or design, please contact the Company's Vendor Compliance Team (see Section 12).

## 5.2 External Carton Labeling Requirements

- Vendors are free to use any preexisting external carton labels, using an applied or pre-printed, self-adhesive format. For approval, please forward a copy of the label you wish to use to the Company's Vendor Compliance team at vendorcompliance@dswinc.com

- All vendors are required to use external carton labels (self-adhesive or pre-printed), as outlined in this Section, prior to shipping to the DC.

- To assist in the visual identification of orders, vendors should apply a business unit label, self-adhesive or pre-printed, to the length sides of the carton next to the UCC label. These labels can be of any geometrical shape (i.e. square, triangle) and any color or printed directly on the carton. The below table lists all Company business unit names and numbers:

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## 5.2 External Carton Labeling Requirements (cont'd)

| Business Unit Name | Business Unit Number | Indicated on PO or EDI PO (850) |
|---|---|---|
| DSW | 29 | PO & EDI PO |
| eTail Direct | 58 | PO & EDI PO |

- The below external carton label information is to be applied or printed on the ends of each carton. This label information may contain both optional and required elements, usage requirements are listed next to the individual element. ***Please note: information provided on the external carton label is dependent on PO information provided by the Purchase Order Management team and/or the EDI PO.***

    1. Vendor name (required)

    2. Company name (required)

    3. Company PO Number (required)

    4. Company 7-digit SKU number (optional – per PO or EDI PO, if items 5-7 are present)

    5. Company or Vendor Style Description/Number (required – per PO or EDI PO)

    6. Company or Vendor Color Description (required – per PO or EDI PO)

    7. NRF Color Number (optional – per PO or EDI PO, if item 6 is present)

## 5.2 External Carton Labeling Requirements (cont'd)

    8. Company Prepack Code (required – per PO or EDI PO)

    9. Company Size Run (required – per PO or EDI PO)

    10. Total carton pair quantity (required)

    11. Carton sequence ___ of ___ (optional)

    12. Gross Weight of carton (optional)

    13. Net Weight of Carton (optional)

    14. Carton dimensions ____X_____X_____ (optional)

- Any questions concerning the information contained on the external carton label or its placement should be forwarded to the Company's Vendor Compliance Team (see Section 12).

## 5.3 Examples of External Carton Label Placement on following pages
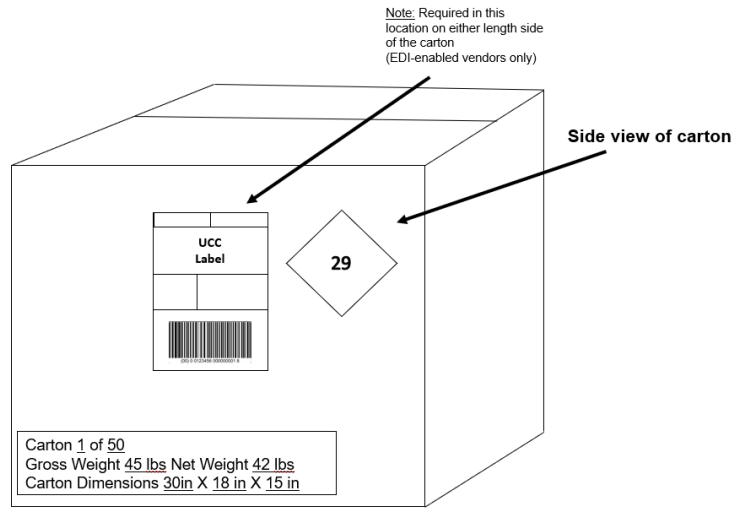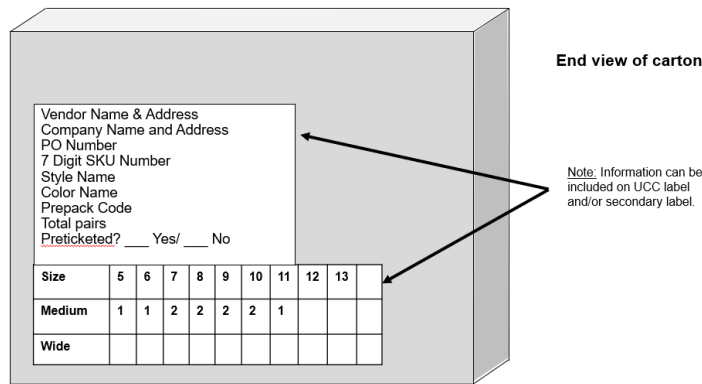
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## 5.3 Examples of External Carton Label Placement

- With the use of a range of carton dimensions, the below examples are suggested placement of external carton labels. Only the **UCC label is required** to be placed as specified below. Exceptions to UCC label placement must be obtained prior to shipping of the carton. Please contact the Company's vendor relations team for details.

Note: Required in this location on either length side of the carton (EDI-enabled vendors only)

Side view of carton

UCC Label

29

Carton 1 of 50
Gross Weight 45 lbs Net Weight 42 lbs
Carton Dimensions 30in X 18 in X 15 in

**Carton 1 of 50**
**Gross Weight 45 lbs Net Weight 42 lbs**
**Carton Dimensions 30in X 18in X 15in**

End view of carton

Vendor Name & Address
Company Name and Address
PO Number
7 Digit SKU Number
Style Name
Color Name
Prepack Code
Total pairs
Preticketed? ___ Yes/ ___ No

Note: Information can be included on UCC label and/or secondary label.

| Size | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
|---|---|---|---|---|---|---|---|---|---|---|
| Medium | 1 | 1 | 2 | 2 | 2 | 2 | 1 | | | |
| Wide | | | | | | | | | | |

## 5.4 Inbound UCC-128 Label Requirements on following pages

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## 5.4 Inbound UCC-128 Label Requirements

- UCC-128 labels are required for vendors conducting business with the Company via electronic data interchange (EDI).

- Each carton must use an approved UCC-128 carton label formatted similar to the examples provided in this section. Vendors are free to use existing UCC-128 carton labels if they have been pre-approved by Vendor Compliance. For approval to use existing labels, please forward copies of each label you wish to use to the Company's Vendor Relations team (see Section 4.2 for mailing address). Note that DSW approval of vendor produced UCC-128 labels pertains to data validity and not durability.

- **All vendor cartons require UCC-128 labels to be applied prior to shipment of merchandise regardless of PO terms, location, or status.**

- A single unique UCC-128 bar-coded carton label must be affixed to the length side of each carton. The label format should follow the Company's suggested sample format (see Section 4.5). The main bar-code (SSCC-18) should meet the **minimum** standards of:



- The printed SSCC-18 bar code must be formatted using a standard UCC-128 format and it must consistently scan as either ANSI (American National Standards Institute) "A" or "B" quality.

- A standard 4 in x 6 in (10.15 cm x 15.25 cm) label is recommended for use on all cartons. If the suggested label cannot be used due to carton size, please contact Vendor Compliance for assistance prior to shipment of merchandise.

## 5.5 Printed UCC-128 Label Information on following pages

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## 5.5 Printed UCC-128 Label Information

- The following information is required to be printed on the UCC-128 label

    -Ship from: Vendor name and address as specified on EDI PO

    -Ship to address (*DSW Retail DC*):        DSW Distribution Center

    4150 E.5th Ave

    Columbus, OH 43219

    -Ship to address (*DSW.com Direct FC*):  DSW.com East Coast Logistics Center

    32 Springside Road

    West Hampton, NJ 08060

    -Ship to postal code: (420) 43219

    -Carton series number: x of x

    -The Company PO number as specified on EDI PO

    -The Company SKU as specified on EDI PO (can be on secondary label)

    -The Company prepack code as specified on EDI PO (can be on secondary label)

    -The Company size run & quantity per size as specified on EDI PO (can be on secondary label)

    -The Company business unit as specified on EDI PO.

    -The below listing indicates the Company's business units requiring EDI:

    **29 = DSW orders**

    **58 = eTail Direct**

    -20-digit SSCC18 barcode using UCC-128 format

    Detailed explanation of 20-digit carton ID:

    Carton ID - (00) 0 0012345 123456789 0

    - o  First 2 digits (00): package type (UCC format)
    - o  Third digit "0": container type (pallet or carton)
    - o  Fourth through tenth digits "0012345": vendor or UCC number
    - o  Eleventh through nineteenth digits "123456789": carton id
    - o  Twentieth digit "0": check digit

## 5.6 UCC-128 Examples on following pages

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## 5.6 UCC-128 Examples

- The following UCC label examples are the Company's **suggested** format. Vendors are free to use preexisting UCC labels which may meet the UCC labeling requirements. For additional assistance, contact the Company's Vendor Relations team (see Section 12).

- UCC-128 Shipping Carton Label (DSW DC)



- UCC-128 Shipping Carton Label (eTail FC)