

7.0 Carton Specifications

- 7.1 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). Corrugated Fiberboard 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	8
Maximum	81	32	61	24	61	24

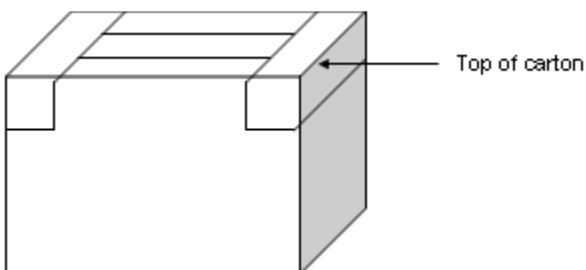
Minimum Carton Weight – Weight cannot be less than 5 lbs. (2.27 Kg).

Maximum Carton Weight – Weight cannot exceed 50 lbs. (22.7 Kg).

Any carton exceptions must be approved by the Company’s Merchandise Operations Vendor Relations department (see Section 12) 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.

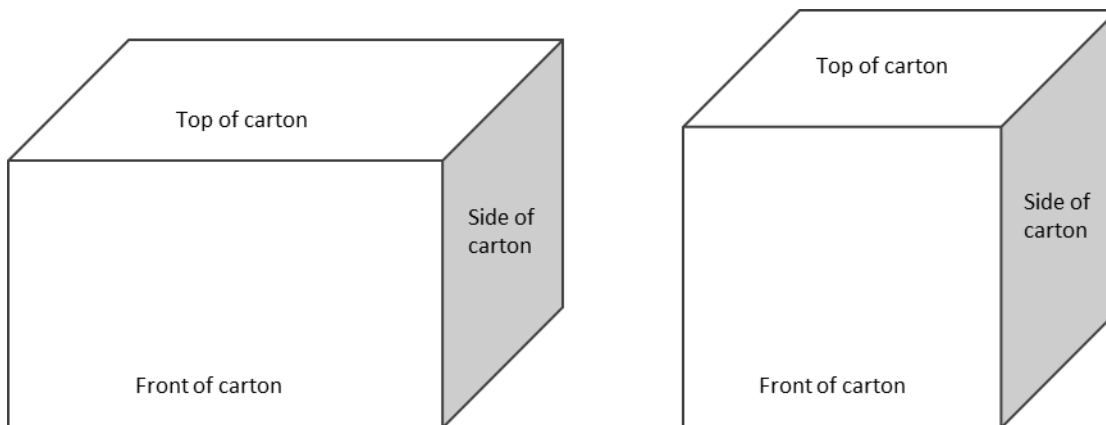


Carton sides should be secured using an adhesive type sealant (i.e. glue, tape, etc.) vs. stapling as this is more durable and minimizes risk of damage to both associates and merchandise. If cartons experience a high rate of bursting during transit (>3 occurrences), the Company may mandate a specific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

- 7.1 Carton Construction and Design Requirements Continued -

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 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 Merchandise Operations Vendor Relations department (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, construction, and/or design, please contact the Company’s Merchandise Operations Vendor Relations department or the Company’s DC via National Logistics Service (NLS) (see Section 12).

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- 7.2 External Carton Labeling Requirements -

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.

Vendors are free to use any pre-existing 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 Merchandise Operations Vendor Relations department (see Section 12).

Carton labels and markings may NOT be handwritten and must NOT differ from the information on the packing slip/list.

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 that information provided on the external carton label is dependent on PO information from the EDI PO (or alternatively the manual PDF PO if not yet EDI enabled).

1. Vendor Name (required)
2. Company/Customer Name (required)
3. PO Number (required)
4. Vendor Style Number/Description (required)
5. Vendor Colour Description (required)
6. Company Prepack Code (required)
7. Company Size Run/Range (required)
8. Total Carton Pair Quantity Shipped (required)
9. Carton Sequence ___ of ___ (required)
10. Gross Weight of Carton (optional)
11. Net Weight of Carton (optional)
12. Carton Dimensions ___ X ___ X ___ (optional)

If the product is Pre-Pack/Case Pack or Inner Pack/Unit Pack, the "Size" and "Quantity" needs to be replaced with the breakdown of the Pre-Pack or Inner Pack.

- Example: Prepack/Case Pack: 1/6,2/7,2/8,2/9,1/10,1/11 = 9 units
- Example: Inner Pack/Unit Pack: 1/7, 1/7.5, 2/8, 2/9 = 6 units x 3 = 3 packs

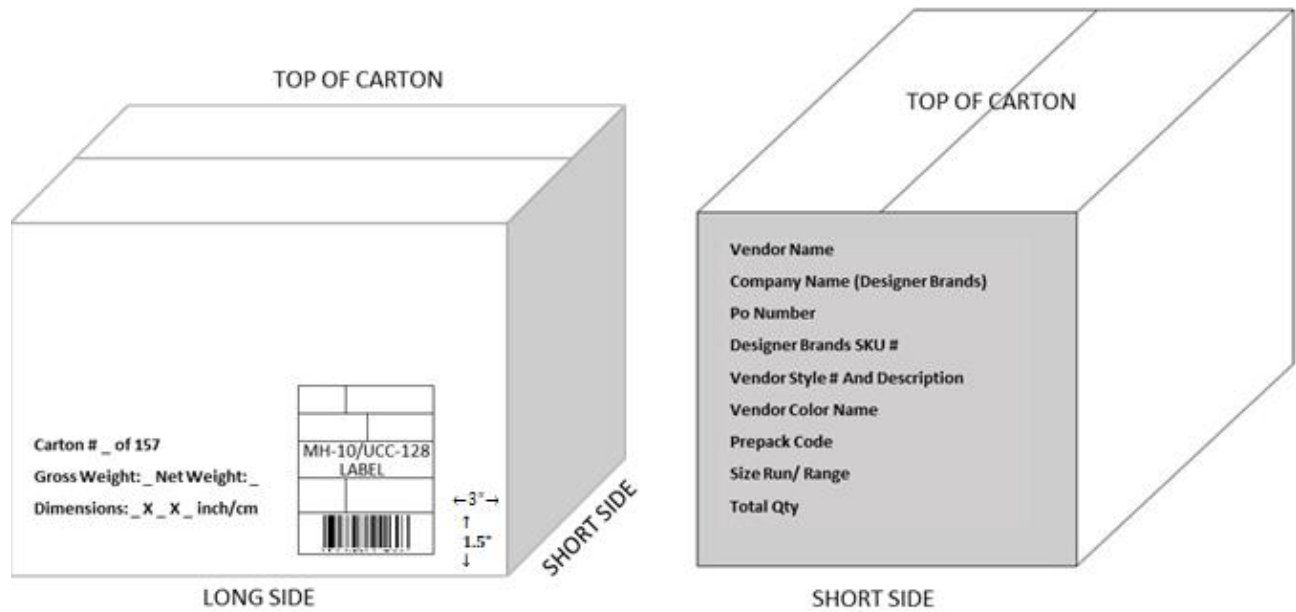
Any questions concerning the information contained on the external carton label or its placement should be forwarded to the Company's Merchandise Operations Vendor Relations department (see Section 12).

- 7.3 Examples of External Carton Label Placement -

All case labels / MH10 labels should be applied to the bottom right-hand side of the longer side of the carton, 3 inches from the side and 1.5 inches from the bottom, facing out to allow for easy access when scanning.

With the use of a range of carton dimensions, the below examples are suggested placement of external carton labels. Only the MH-10/UCC label is required to be placed as specified below.

Exceptions to MH-10/UCC label placement must be obtained prior to shipping of the carton. Please contact the Company’s Merchandise Operations Vendor Relations department (Section 12) for details.



- 7.4 Inbound MH-10/UCC-128 Label Requirements -

MH-10/UCC-128 labels are required for vendors conducting business with the Company via electronic data interchange (EDI).

Each carton must use an approved MH-10/UCC-128 carton label formatted similar to the examples provided in this section. Vendors are free to use existing MH-10/UCC-128 carton labels providing they have been pre-approved by Company's Merchandise Operations Vendor Relations department (see Section 12).

All vendor cartons that contain EDI Purchase Orders require MH-10/UCC-128 labels to be applied prior to shipment of merchandise regardless of PO terms, location, or status.

All vendor cartons that DO NOT contain EDI Purchase Orders (i.e. Manual Purchase Orders) must submit a VASN (Vendor Advanced Shipping Notification).

A single unique MH-10/UCC-128 bar-coded carton label must be affixed to the length side of each carton.

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- 7.5 Printed MH-10/UCC-128 Label Information -

The following information is required to be printed on the MH-10/UCC-128 label:

Section	Information Required	Format	Dimensions
From	Vendor Name Address 1 Address 2 City, Prov/Stat/Country	Arial/9 pt/Bold Arial/9 pt/Bold Arial/9 pt/Bold Arial/9 pt/Bold	50mm x 30mm 2" x 1 ¼"
To	Designer Brands Canada c/o National Logistics Services Inc. 1 Alban Road Caledon, ON CANADA, L7C 4P9	Arial/9 pt/Bold Arial/9 pt/Bold Arial/9 pt/Bold	50mm x 30mm 2" x 1 ¼"
PO/Solid Info	PO Number Barcode Number DBC Style Colour Size Quantity	Arial/14 pt/Bold Arial/10 pt/Bold Arial/10 pt/Bold Arial/10 pt/Bold Arial/10 pt/Bold Arial/10 pt/Bold	60mm x 78mm 2-3/8" x 3"
Prepack Info	DBC Prepack Code DBC Style Quantity	Arial/10 pt/Bold Arial/10 pt/Bold Arial/10 pt/Bold	40mm x 78mm 1-5/8" x 3"
SSCC-18 Carton Barcode	Carton Barcode	UCC/EAN-128 1.25 inch height Multiplier 4(20 mils)	100mm x 43mm 4" x 1 ¾"

Notes:

- Barcode number is the UP, EA, SK or IN number from the purchase order (not symbology).
- DBC Style is the IT number from the purchase order.
- Prepack breakdown only supplied if it is a prepack, and there is no need to include the size on the left.
- If carton contents are mixed, optionally print "MIXED" for barcode number. Style and colour should be listed on the label.
- Labels are to be placed on the larger side of the carton, not obstructing any other printed required information.

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- 7.6 MH-10/UCC-128 Examples -

The following MH-10/UCC label examples are the Company's format. Should you have labels which you believe meet the data requirements, you may forward to the Company's Merchandise Operations Vendor Relations department (see Section 12).

MH-10 Label Solids Example

From: Warehouse 33 123 Oak Ave. Toronto, ON L8E6A7 CANADA	To: National Logistics Services 1 Alban Road Caledon, ON L7C 4P9 CANADA
Purchase Order : 90000002	
BarCode# : 456222314699 DBCSTYLE : 456101012 Colour : 126 Size : D10 Qty : 12	PrePack # Size Qty
 <p>00000008720000171792</p>	



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- 7.6 MH-10/UCC-128 Examples Continued -

MH-10 Label Prepack Example

From: Warehouse 33 123 Oak Ave, Toronto, ON L8E6A7 CANADA	To: National Logistics Services 1 Alban Road Caledon, ON L7C 4P9 Canada
Purchase Order : 90000001	PrePack # 789
BarCode# :	Size Qty
DBCSTYLE : 456101012	D 6 1
Colour : 126	D 6.5 1
Size :	D 7 1
	D 7.5 1
	D 8 2
	D 8.5 1
	D 9 1
	D 10 1
TTL # of items : 1	
TTL Qty per case : 9	



00000008720000171792



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MH-10 Label End of Run Example

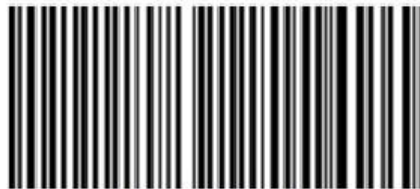
From:
Warehouse 33
123 Oak Ave.
Toronto, ON L8E6A7
CANADA

To:
National Logistics Services
1 Alban Road
Caledon, ON L7C 4P9
CANADA

**Purchase Order :
90000002**

BarCode# : MIXED
DBCSTYLE : 456101012
Colour : 126
Size :

PrePack #	Size	Qty
	D 7.5	3
	D 8	2
	D 9	2
	D 10	2
	D 12	1
	D 13	2



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- 7.7 Vendor Advance Shipping Notification (VASN) Requirements – Applicable for Non-EDI Vendors -

The VASN is an important tool involved in the receiving and processing of product through the Distribution Center. If you are not yet EDI enabled, in order to process product outside of EDI, we must have an accurate and detailed VASN.

Any incorrect VASN or the lack of a VASN is subject to a non-compliance charge.

Individual VASNs per carton are not acceptable. One VASN per purchase order must be completed.

The VASN must state the actual quantity shipped by item and size, not the quantity ordered.

Unit of measure must be one selling unit. Do not use bundles, dozens, etc.

Failure to produce a VASN or providing a VASN that does not contain all of the required information, will result in a chargeback due to non-compliance as it creates additional non-value added work at our Distribution Center.

The completed VASN must be emailed to Operations Support at National Logistics Services (NLS) Appointment Desk at the time the appointment is booked. See section 12 for contact details.

*Once a vendor becomes EDI enabled, all EDI Purchase Orders do not require VASNs (replaced with MH-10/UCC-128 labels described above). Any purchase orders submitted manually MUST have a VASN until the transition from manual orders to EDI orders is complete.

- 7.8 Completing the VASN – Applicable for Non-EDI Vendors –

On the header section of the VASN, ensure that the following Vendor information is accurately completed:

- ✓ Name
- ✓ Address
- ✓ Telephone Number
- ✓ Email Address
- ✓ Date
- ✓ Purchase Order Number
- ✓ Barcode Prefix
- ✓ Vendor Number

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The “Carton Detail Information” section is used to detail the carton weights and dimensions. For each carton size assign a carton identifier (starting with the smallest size). The carton identifier (letter) is then used to identify the size and weight of the carton used for each line item in the VASN.

Please use the VASN template provided as it has some automatic calculations built in for easier and more accurate entry. Begin by entering the starting (initial) barcode and the number of cartons for the SKU number. The ending (last) barcode is calculated automatically.

Enter the DBC style number, size or prepack number. While we prefer only one size per carton of solids, where necessary please indicate sizes and quantities per carton for “mixed” cartons. You will need to use more than one row on the VASN when sending more than one size in a given carton (See Section 6.2 for end of run packing method).

Enter the Vendor Style and the Vendor UPC.

Enter the number of packs per carton. Singles (bulk) and Case Packs (pre-packs) will have a “packs per carton” equal to one (1). “Units per Pack” will have the number of Inner-packs contained in each carton (more than 1). Enter the number of units in each Inner-pack and it will automatically calculate the number of units in each carton (CTN QTY) and the total number of units for the SKU (Total Qty). Enter the carton type for each SKU.

If product is pre-packed, the Pre- Pack code and its breakdown must be listed (see examples).

PPK 602: 1/6,1/6.5,1/7,2/7.5,2/8,2/8.5,1/9,1/9.5,1/10 = 12

PPK: S/2, M/2, L/3, XL/2 = 9

Please see example of a correctly completed VASN on the following page. A VASN template for your use is included in your onboarding email. Should you require a template, please email

Compliance@designerbrandscanada.com

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- 7.8.1 Sample Vendor Advanced Shipping Notification (VASN) -

Sample VASN for Packing Solids

Designer Brands Canada VASN / PACKING LIST																																									
Vendor Name: Vendor Name Address: Vendor Address						Date: MM-DD-YYYY																																			
Telephone# WWW-WWW-WWWW Fax # e-mail:						Clear Form Expand Form Contract Form			<i>Carton Detail Information</i>																																
						<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>CTN type</th> <th>Weight</th> <th>Length</th> <th>Width</th> <th>Height</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>3.4 kgs</td> <td>46cm</td> <td>22cm</td> <td>34cm</td> </tr> <tr> <td>B</td> <td>6.4 kgs</td> <td>46cm</td> <td>32cm</td> <td>34cm</td> </tr> <tr> <td>C</td> <td>10.5 kgs</td> <td>51cm</td> <td>46cm</td> <td>34cm</td> </tr> <tr> <td>D</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>E</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			CTN type	Weight	Length	Width	Height	A	3.4 kgs	46cm	22cm	34cm	B	6.4 kgs	46cm	32cm	34cm	C	10.5 kgs	51cm	46cm	34cm	D					E							
CTN type	Weight	Length	Width	Height																																					
A	3.4 kgs	46cm	22cm	34cm																																					
B	6.4 kgs	46cm	32cm	34cm																																					
C	10.5 kgs	51cm	46cm	34cm																																					
D																																									
E																																									
PO# #####																																									
Vendor # ####																																									
Barcode Prefix # 0010577777																																									
Barcode Start	# of Ctns	Barcode End	Designer Brands SKU	Size/PP	Vendor Style	Vendor UPC	Packs per Ctn	per pack	CTN Qty	Total Qty	on Type																														
100389411	1	100389411	231301289	36/SOLID	367-X2-7514A	012345678910	1	10	10	10	C																														
100389435	1	100389435	231301289	37/SOLID	367-X2-7514A	012345678911	1	3	3	3	A																														
100389469	2	100389470	231301289	38/SOLID	367-X2-7514A	012345678912	1	6	6	12	B																														
100389493	1	100389493	231301289	39/SOLID	367-X2-7514A	012345678913	1	10	10	10	C																														
100389494	1	100389494	231301289	39/SOLID	367-X2-7514A	012345678913	1	3	3	3	A																														
100389495	1	100389495	231301289	36/SOLID	367-X2-7514A	012345678910	1	10	10	10	C																														
100389496	1	100389496	231301289	37/SOLID	367-X2-7514A	012345678911	1	3	3	3	A																														
100389497	2	100389498	231301289	38/SOLID	367-X2-7514A	012345678912	1	6	6	12	B																														
100389499	1	100389499	231301289	39/SOLID	367-X2-7514A	012345678913	1	10	10	10	C																														
100389500	1	100389500	231301289	39/SOLID	367-X2-7514A	012345678913	1	3	3	3	A																														
							Ctns		Units																																
							Totals: 12		76																																
Style/Colour	Packing	35	36	37	38	39	40	41	42	Total																															
231301289	SOLID		20	6	24	26				76	PCS																														
										0	PCS																														
										76																															
Consolidator Use Only																																									
Ocean:		OLB:		Air:				MAWB#																																	
		Container #						HAWB#																																	
								POE																																	

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- 7.8.1 Sample Vendor Advanced Shipping Notification (VASN) Continued -

Sample VASN for Packing Prepacks

Designer Brands Canada VASN / PACKING LIST														
Vendor Name: Vendor Name Address: Vendor Address						Date: MM-DD-YYYY								
Telephone# XXX-XXX-XXXX Fax # e-mail:						Clear Form			Expand Form			Contract Form		
Carton Detail Information														
CTN type	Weight	Length	Width	Height										
A	6.4 kgs	46cm	32cm	34cm										
B	9.5 kgs	68cm	32cm	34cm										
C	12.7 kgs	69cm	42cm	34cm										
D														
E														
PO# #####														
Vendor # #####														
Barcode Prefix # 0010577777														
Barcode Start	# of Ctns	Barcode End	Designer Brands SKU	Size/PI	Vendor Style	Vendor UPC	Packs per Ctn	per pack	CTN Qty	Total Qty	on Type			
100389411	10	100389420	231301289	1460	367-X2-7514A		1	12	12	120	C			
100389435	15	100389449	231301289	1461	367-X2-7514A		1	12	12	180	C			
100389469	18	100389486	231301289	1310	367-X2-7514A		1	9	9	162	B			
100389493	10	100389502	231301289	1460	367-X2-7514A		1	12	12	120	C			
100389503	15	100389517	231301289	1461	367-X2-7514A		1	12	12	180	C			
100389518	18	100389535	231301289	1310	367-X2-7514A		1	9	9	162	B			
100389536	30	100389565	231301289	1310	367-X2-7514A		1	9	9	270	B			
100389566	14	100389579	231301289	1462	367-X2-7514A		1	6	6	84	A			
										-				
										-				
										-				
										-				
										-				
										-				
							Ctns		Units					
							Totals: 130		1,278					
Style/Colour	Packing	36	37	37.5	38	38.5	39	39.5	40	Total				
	1460	1	2	2	2	2	2		1	12	PCS			
	1461		2	2	3	2	2		1	12	PCS			
	1310	1	1	2	2	1	1		1	9	PCS			
	1462		1	1	2	1			1	6	PCS			
Consolidators Use Only														
Ocean:	OLB:		Air:	MAWB#										
	Container #			HAWB#										
				POE										



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- 7.8.1 Sample Vendor Advanced Shipping Notification (VASN) Continued -

Sample VASN for Packing Solids and End of Run Packing

Designer Brands Canada VASN / PACKING LIST												
Vendor Name: Vendor Name								Date: MM-DD-YYYY				
Address: Vendor Address												
Telephone# XXX-XXX-XXXX								Clear Form				
Fax #								Expand Form				
e-mail:								Contract Form				
<i>Carton Detail Information</i>												
<i>CTN type</i>	<i>Weight</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>								
A	3.4 kgs	46cm	22cm	34cm								
B	6.4 kgs	46cm	32cm	34cm								
C	10.5 kgs	51cm	46cm	34cm								
D												
E												
<i>PG#</i>	#####											
<i>Vendor #</i>	####											
<i>Barcode Prefix #</i>	001057777											
<i>Barcode Start</i>	<i># of Ctns</i>	<i>Barcode End</i>	<i>Designer Brands SKU</i>	<i>Size/PP</i>	<i>Vendor Style</i>	<i>Vendor UPC</i>	<i>Packr per Ctn</i>	<i>per pack</i>	<i>CTN Qty</i>	<i>Total Qty</i>	<i>on Type</i>	
100389411	1	100389411	231301289	36/SOLID	367-X2-7514A	012345678910	1	10	10	10	C	
100389435	1	100389435	231301289	37/SOLID	367-X2-7514A	012345678911	1	3	3	3	A	
100389469	2	100389470	231301289	38/SOLID	367-X2-7514A	012345678912	1	6	6	12	B	
100389493	1	100389493	231301289	39/SOLID	367-X2-7514A	012345678913	1	10	10	10	C	
100389494	1	100389494	231301289	39/SOLID	367-X2-7514A	012345678913	1	3	3	3	A	
100389495	1	100389495	231301289	36/SOLID	367-X2-7514A	012345678910	1	10	10	10	C	
100389495	1	100389495	231301289	37/SOLID	367-X2-7514A	012345678911	1	2	2	2	C	
100389496	1	100389496	231301289	38/SOLID	367-X2-7514A	012345678912	1	6	6	6	B	
100389496	1	100389496	231301289	39/SOLID	367-X2-7514A	012345678913	1	4	4	4	B	
100389496	1	100389496	231301289	39/SOLID	367-X2-7514A	012345678913	1	2	2	2	B	
							Totals:		8	62		
Style/Colour	Packing	35	36	37	38	39	40	41	42	Total		
231301289	SOLID		20	5	18	19				62	PCS	
										0	PCS	
										62		
Consolidators Use Only												
Ocean:		OLB:				Air:	MAWB#					
		Container #					HAWB#					
							POE					

- 7.9 Carton Barcode Labeling – Non-EDI Purchase Orders -

In order to complete the VASN correctly, you will require carton labels which are uniquely barcoded. Pre-numbered labels will be provided by the Company. The Vendor must attach one label to each carton and record on the VASN the corresponding label number to each carton. You can reorder the pre-numbered labels by requesting an order form from: Compliance@designerbrandscanada.com

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Please note that you must list the factory name that will be using the barcodes. It could take up to 7 days for the labels to arrive. Do not discard any excess labels once you are done with an order, you can use them for future orders.

National Logistics Services (NLS) requires that all inbound shipments have a valid barcode. Documentation of these barcode labels is important in order to speed up processing time. Refer to illustration below for placement of the labels prior to shipping.

Barcode labels are to be placed 4" from the bottom of the carton and 4" from the left on the larger side of the carton. One label per carton.

Barcode labels must not cover any other information printed on the carton.

Barcode label numbers must be accurately documented on the VASN (Vendor Advanced Shipping Notice/Packing List).

Barcode labels are NOT required for EDI PO's as you will use the MH-10/UCC-128 as outlined above in section 7.3.

Example of Carton Barcode Labeling: