

Overview

This section contains detailed instructions on packaging, carton labeling and shipment documentation for merchandise shipped to Anna's Linens. We are committed to working with our vendor partners to reduce unnecessary packaging so that there is less of an environmental impact. It is expected that all vendors will comply with the requirements set forth in this Partners Guide. Non-compliance will result in offsets for incremental processing expenses incurred by Anna's Linens due to non-compliance. Offsets are outlined in the Offset and Waiver Section. All labels applied directly to the product must include a removable adhesive so that product is not damaged. Placement of labels should not block the UPC or otherwise interfere with operating or product care instructions, as well as any other pertinent product information. Careful packaging is essential to assure safe delivery of the product. These requirements apply to all Anna's Linens orders. These guidelines do not supersede or absolve the Supplier of responsibility for providing proper packaging.

Carton Specifications

Shipping cartons must be constructed of corrugated cardboard that is sufficient to hold and protect the contents from damage, and can be transported throughout the Anna's Linens supply chain without opening due to inferior packaging material.

Weight and Dimensions

- Do not ship any single carton that weighs more than 50 lbs.
 - If the product requires cartons that exceed this weight requirement, you must contact Anna's Linens Logistics Department for approval to ship overweight cartons.
 - Carton weight must be written on the outside of the if it exceeds the maximum carton weight of 50 lbs. Also, "Heavy-Team Lift" must be stamped on the carton.
- Minimum carton guidelines - 0.3 cubic feet and 2.5 pounds
- Pack in a manner that maximizes carton space and minimizes damage during shipping.
 - Over-packing can cause carton bulging and under-packing can cause carton crushing.
- Carton Dimensions over 12 cubic feet must be approved by Anna's Logistics Department prior to the shipment.

Carton Sealing

- Cartons (top and bottom) must be sealed with one kind of tape.
- All tapes must be moisture/temperature resistant and have an adhesive quality that resists drying in transit.

General Packaging Specifications

All Categories of merchandise

- Do not ship merchandise in envelopes.
- Pack each PO separately.
- Do not mix POs within the same carton

Packaging Materials

Anna's Linens is an environmentally responsible company and thus encourages the use of environmentally sensitive packaging materials (recycled and recyclable). Avoid excess packaging by using materials that maximize protection while minimizing an environmental impact.

Acceptable Packaging Materials

Cardboard partition/dividers, cardboard fittings, corrugated cardboard, and craft paper are all acceptable. The use of molded polystyrene, bubble wrap, micro-foam, Instapak foam packaging, and inflated polyethylene air packets is also allowed.

Fragile Items: Glass, Stemware, and Ceramics

- Fragile items should be clearly marked as "Fragile".
- Fragile or breakable items must be packed with cushioning material around the top, bottom, and all four sides to limit interior movement and protect against vibration, shock, and compression encountered in transit.
- Multiple fragile items packed in a carton must be separated with cardboard partition/dividers to prevent internal contact.
- Inner cartons must be packed tightly within the master carton to prevent movement in transit.
- Do not over or under pack cartons.

Packing Slip Requirements

- Create one packing slip per PO/store combination
- All packing slips must be attached to, and removable from, the outside of one carton per store and clearly marked “Packing Slip Enclosed”
- Packing Slip must include:
 - Shipper’s name & address
 - Ship-to Distribution Center name and address
 - PO number
 - Store number
 - Description of goods
 - Total number of cartons by store
 - Total of style/color/size by carton
 - Total units by store

Carton Label Requirements for EDI Shipments

- UCC-128 Labels
- Product ID Labels which include the following:
 - UPC Number (if multiple UPCs, please print “Multiple UPC” on the label)
 - Description
 - Qty shipped by UPC Number

Carton Label Requirements for NON-EDI Shipments

- Carton markings must be large enough to be easily read.
- Product ID Labels which include the following:
 - UPC Number (if multiple UPCs, please print “Multiple UPC” on the label)
 - Description
 - Qty shipped per UPC Number
- Label each carton with the following information:
 - Ship to Address: Must include the DC Address
 - PO number
 - Store number
 - Total pieces per carton