Packaging & Package Marking Requirements
(Warehouse Shipments Only)
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General Packaging Requirements

1. Each product must be individually packaged:
   a. Each sellable unit (or SKU) must be fully contained within an individual, sealed and secure package. The package should be capable of re-shipment to the end consumer.

2. Each packaged product must contain a product label including Bluestem Brands’ 13 digit SKU (i.e. 4N2020WHT0010) and a scan-able UPC code. The label must be placed on the front side of the polybag or box or should be readable and/or scan-able without the need to remove the product from the packaging:
   a. Labeling guidelines are detailed in the Package Marking Requirements.

3. Master cartons: Master cartons should contain the same products, SKU’s, styles, colors and/or sizes:
   a. Master cartons containing a single SKU must contain a standard uniform quantity and must remain consistent throughout the life of the SKU;
   b. It is acceptable to ship mixed SKUs in a master carton only when the Purchase Order quantities do not meet Supplier’s master pack requirements;
   c. Partial and mixed master cartons must list the contents and quantities of each product on the outside of the master carton.

4. Limiting Toxicity in Packaging Regulation: All product packaging must comply with the Toxics in Packaging Clearinghouse Rule.

Poly Bag Requirements:

1. All poly-bags must be a minimum of 1.5 mils (.0015") in thickness:
   a. Polybags need to be capable of withstanding normal handling and shipping without tearing, breaking, ripping, or not being capable of containing the product through the complete distribution cycle. The product may require a greater mil plastic, sufficient to withstand warehouse and shipping handling, depending on the product type and attributes (i.e. mattresses, rugs, etc.).

2. Poly-bags must be a clear, transparent material. LDPE or HDPE polybags are recommended, depending on application.

3. Polybags should be sized accordingly to the product and should have 3” or less of extra space beyond the product’s dimensions.

4. Poly bags must be completely sealed:
   a. Heat sealed, adhesive or tape closures are acceptable.
   b. The bag should be sealed sufficiently and should not open during the handling and shipping process.
5. Supplier must know and comply with all federal, state and local laws and regulations regarding suffocation warnings.

Box Requirements:

1. Corrugated Material Requirements:
   a. Corrugated boxes must be of quality construction and able to withstand normal shipping and handling methods. Neither Bluestem Brands nor the transportation carrier will be responsible for product damage due to improper packaging;
   b. All product boxes should be six sided;
   c. Flute Direction of Corrugated: Flutes must run vertical with the stacking orientation;
   d. All product boxes should be constructed using double wall corrugate (B/C flute);
   e. Corrugated boxes should not delaminate, and if available, should be sourced/constructed using a water resistant adhesive to combine corrugated layers;
   f. Corrugated transit shippers should be compliant to Item 222 of the National Motor Freight Traffic Classification and/or in Rule 41 of the Uniform Freight Classification. Compliant packages are to be printed with the box manufacturer’s certificate (BMC) on one of the bottom, major flaps of the box. Non-compliant boxes can be subject to additional testing to verify the corrugated structure meets Bluestem Brands packaging material requirements;
   g. Corrugated boxes must meet the specified board strength values in relation to the products weight, as shown below. Some products may need a heavier board grade due to the physical nature of the product and should be packed to provide adequate protection throughout the distribution channels.

<table>
<thead>
<tr>
<th>Packaged Product Gross Weight (lbs)</th>
<th>Edge Crush Test (lbs per inch width)</th>
<th>Burst Strength (PSI)</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-60</td>
<td>42</td>
<td>200</td>
<td>Double wall (B/C flute)</td>
</tr>
<tr>
<td>60-100</td>
<td>48</td>
<td>275</td>
<td>Double wall (B/C flute)</td>
</tr>
<tr>
<td>Greater than 100</td>
<td>51</td>
<td>350</td>
<td>Double wall (B/C flute)</td>
</tr>
</tbody>
</table>

2. Package Weight:
   a. Keep the finished package weight to a minimum (while ensuring proper protection) as to mitigate added shipping costs due to excess weight.
   b. Package weight must remain consistent through the products lifecycle.
   c. Lift warning label or marking:
      i. If a single packaged unit exceeds 40 lbs., attach a label that clearly indicates “Team Lift” on the top and sides of the box.
      ii. If a single packaged unit exceeds 100 lbs., attach a label that clearly indicates “Mech Lift” on the top and at least two sides of the box.

3. Box Dimensions / Sizing:
   a. Box dimensions must remain consistent through the products lifecycle.
b. All boxes should be sized appropriately for the product, with little to no void space and/or internal product movement.
   i. Internal dunnage may be required to limit product movement.
   ii. Products should not bulge or bow the case walls due to inner pressure from the product. (i.e., textile products such as comforters).
   iii. Shipments routed to the Irvine, PA location should adhere to the following dimensional requirements.
      1. Maximum dimensions(LxWxH): 24" X 16.5" X 15"
      2. Minimum dimensions(LxWxH): 12" X 12" X 4"

4. Box Closures: Boxes must be securely closed and sealed. Acceptable closure methods consist of tape (minimum of 2” wide), glue, staples or any combination thereof.
   a. If containment is not acceptable at time of receipt, Supplier will be charged the time and materials it takes to appropriately seal the case.
      i. If glue is used as the closure method, the application must be controlled, to allow the flaps to be opened without destroying the box, yet providing sufficient containment through distribution;
      ii. If staples are used, a maximum of 6 is recommended. If more are needed, explore alternate closure methods or a combination of methods;
      iii. Plastic strapping and/or staples are not recommended as the sole closure method.
      iv. Steel strapping is not accepted and will be removed and replaced at Supplier’s expense (this includes metal crimp closures on plastic strapping).
   b. Shoe box lids must be secured with a rubber band closure.

Protective Packaging Requirements:

1. All products must be packaged to provide a quality, undamaged unit to the end consumer. Product packaging not capable of direct shipment to the end consumer may incur additional charges for added packaging materials and rework labor.

2. Protective Packaging / Packaging Dunnage:
   Acceptable materials:
   a. Bubble wrap;
   b. Protective Foams (i.e. EPE (Expanded Polyethylene), EPS (Styrofoam), etc.);
   c. Air pillows;
   d. Full Sheets of paper;
   e. Corrugated / Paperboard (i.e. corner-protectors, pads, etc.);
   f. Packing peanuts and shredded paper are not allowed.

If assistance is needed in engineering protective packaging solutions, please review the Packaging for Product Protection guide found in the Bluestem Brands vendor portal. (https://partner.bluestembrands.com/merchandising/public/Pages/Private-Brand.aspx)
Packaging & Package Marking Requirements
September 2018

Packaging Testing:

1. The following items will be subject to transit testing requirements:
   a. Products that can be self-shipped and/or are fragile, breakable, delicate, brittle or prone to damage; including but not limited to mirrors, dinnerware, drinkware and/or products with glass or ceramic components, furniture, small appliances and electronics, and other similar breakable hard goods must pass ISTA 3A transit testing (parcel shipment simulation testing);
   b. Products which are not prone to breakage (i.e. textiles (bedding, apparel, footwear), hardware, and other non-breakable items), will not need to be transit tested, but must meet the specified box strength requirements. Validation of box strength by a third party testing lab may be required upon requested by Package Engineering.

2. Transit testing should be completed on the individual SKU, not the master pack (if applicable).

Packaging Requirements by Product Type:

Retail Packaged Products:

Retail packaging is designed for the distribution cycle of brick-and-mortar stores and is usually not adequate to protect the product throughout the parcel delivery system. Retail packaging is deemed acceptable if the product is fully enclosed and has the appropriate level of damage prevention.

Any retail packaging that does not completely enclose the product must be wrapped in a clear poly-bag.

If your product is packed in retail packaging and is susceptible to product damage through shock and/or vibration, over-packing will be needed.

Fragile Products:

Products containing glass or other fragile and/or breakable items must be packaged to pass ISTA 3A transit testing. Use of protective packaging materials should be used to meet this requirement (additional information can be found above in the protective packaging requirements section). If assistance is needed in engineering protective packaging solutions, please review the ‘Packaging for Product Protection’ guide found in the Bluestem Brands vendor portal.

Consumer Electronics / Kitchen Appliances:

Due to the size, weight, fragility, and functionality of these items, proper packaging is critical. These products should be packaged to withstand the distribution cycle including...
parcel delivery hazards. The product should be capable of passing ISTA 3A transit testing, which may be requested by the Product Manager or Packaging Engineer based on product type.

**Infant Products:**

Any product designed for a child under the age of three with an opening in the packaging, must be poly-bagged. Ensure to include the suffocation warning when applicable, per above guidelines.

**Furniture:**

1. Small parts / hardware should be easily identifiable in the package,
   a. Use of a red ribbon or similar material secured to the hardware, or use of a colored package or polybag should be done for clear identification.
2. The hardware should be separated by type and labeled accordingly to the unit’s assembly instruction part list.
3. The hardware should be secured in place, inside the packaging, to avoid movement and internal damage to the product during shipping.
4. Corrugated ‘V’ boards (or similar edge protection) are recommended to strengthen damage prone areas of the package, (i.e. edges and corners).
5. Expanded polyethylene (EPE) is recommended for furniture items. Expanded Polystyrene (EPS) is many times not sufficient for consistent protection during the distribution cycle.

**Rugs / Floor Coverings:**

1. All rugs should be rolled tightly, ensuring that the ends are aligned and the rug is not “telescoping;”
   a. Rugs should be rolled across the longest dimension to minimize the overall length of the package.
   b. Rolled rugs should be secured with stretch film or ties, at each end.
   c. Multi-packs should have smaller rugs rolled inside or around the outside of the largest rug and secured together as one unit.
   d. Rugs that cannot be rolled must be bagged and boxed.
2. All rugs must be poly-bagged, with a minimum of 5 mils (.005”) thickness. Larger rugs (i.e. greater than 5’x8’) should have a higher mil thickness to not allow rips / tears during shipping;
   a. Rugs 8’ x10’ or greater must be double bagged or have a polybag thickness of 8 mils or greater.
3. Rugs should be packed snug in the polybag. Any excess material should be folded over and taped down securely;
4. The ends must be heat sealed or secured shut with zip ties (or similar closure) and taped down to the bag.
Products Containing Liquid or Powders:

All products containing a liquid or powder must be double sealed to mitigate leakage during storage and shipment to the customer. (i.e. a tightened lid that cannot be easily opened and a safety seal or manufactured seal around the outside of the neck/closure of the product.) All Products must be individually poly-bagged.

Package Markings

All master cartons, unit cartons and poly-bags must be marked in accordance with Bluestem Brands’ requirements.

Bluestem Brands defines cartons as:

1. **Unit Carton** – this carton or poly-bag is packed in a master carton and shipped to the warehouse or is shipped to warehouse as the only carton and then from the warehouse to a consumer as the selling unit. Whenever the unit carton also acts as the master, the requirements for both the unit and master carton apply.

2. **Master Carton (Domestic and International)** – this carton is shipped to the warehouse overwrapping multiple unit cartons or acting as the unit carton.

Follow the carton marking instructions below based on the type of merchandise.

**Unit Carton or Poly-bag**

1. Each unit carton or poly-bag must be marked with the Bluestem Brands 13 digit SKU (i.e. 4N2020WHT0010) **AND** a scan-able UPC/GTIN code.
   
   Vendor UPC/GTIN code **must be** submitted during product set up.

2. Mark in clear, legible English.

3. Minimum of 1/4” print or larger in proportion to the package size.

4. **DO NOT** include retail price or retail brand information on the product or packaging.

Sample Unit Label

![Sample Unit Label Image](image)

**Unit Label Placement**

The unit label should be located near the product UPC number. If the product is in a polybag, the unit label should be on the front section of the polybag.

Shoebox unit labels must be placed on the top of the shoebox lid.

There should not be any tape, marking, or additional labels covering any part of the unit label.
Any questions regarding labels or label placement should be submitted via e-mail to Vendor Compliance at vendor.compliance@bluestembrands.com. In order to proactively reduce any supply chain disruption and consequential offset expenses, please submit inquiries before goods are shipped.

International Printed Carton Marking (Direct Import Orders)

Mark each master carton using clear legible English and minimum 3/8” print or larger in proportion to the carton size.

Main marks must include:
1. A diamond showing BBI

   ![BBI Diagram]

2. Item No - 13 digit SKU (example: 4N2020WHT0010)
3. Purchase Order Number - 14 digit Purchase Order Number (example POGP0001234567, PODT00000123456)
4. Carton Number - The number of the carton in the series of carton shipped for the PO/SKU (i.e. 1 of 4, 2 of 4 etc.)
5. Made In - Indicate the country of origin of the product

Side Marks must include:
1. Vendor Name - Name of the vendor or factory where the goods are manufactured
2. Units - The number of selling units packed within the carton
3. Gross Weight (Unit of Measure) - The total weight of the master carton, express in either kilograms (KGS) or pounds (LBS) with the unit of measure i.e. 6.8 KGS or 15 LBS.

Sample International Printed Carton

![Sample Carton Image]
Master Carton Markings

This carton is shipped to the warehouse and may be sent to the consumer as the selling unit when the selling unit is a single unit master carton. Cartons can be marked with either a 4” x 6” carton label or the information can be printed on the cardboard.

Bluestem Brands will accept other label formats ONLY if approved in advance by Vendor Compliance at vendor.compliance@bluestembrands.com.

Domestic Master Carton Markings

The following information is required on a 4x6 label:

1. Ship To:

<table>
<thead>
<tr>
<th>St. Cloud, MN</th>
<th>Plainfield, IN</th>
<th>Irvine, PA</th>
<th>Eatonton, GA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBI – 001</td>
<td>BBI – 002</td>
<td>BBI – 005</td>
<td>BBI – 006</td>
</tr>
<tr>
<td>6250 Ridgewood Rd.</td>
<td>281 AirTech Parkway</td>
<td>100 Murray Drive</td>
<td>148 Industrial Blvd.</td>
</tr>
<tr>
<td>St Cloud, MN 56303</td>
<td>Plainfield, IN 46168</td>
<td>Irvine PA 16329</td>
<td>Eatonton, GA 31024</td>
</tr>
<tr>
<td>Location code 001</td>
<td>Location code 002</td>
<td>Location code 005</td>
<td>Location code 006</td>
</tr>
</tbody>
</table>

2. 14-digit PO Number (i.e.: PO000001234567, POORMN00123456 or POGP0001234567

3. 13-digit Bluestem Brands SKU (i.e.: 4F12340000010)

4. Master Carton Qty.— print size no less than ¼” bold.

5. Mixed SKU field with either a YES or NO. NO if only one SKU is in the master carton and YES if more than one is present. If YES, all SKUs must be listed out along with their associated quantities. If additional space is needed to list out all SKUs, a Carton Content label is to be utilized in conjunction with the Master Carton label.

Sample Master Carton Label – UCC 128 Format
SSCC 18 Formatting

The container serial number must be unique. This must be human readable and bar-coded for a total of 20 digits. The first two digits “00” are the application identifier. The third digit deciphers whether it is a carton or a pallet; “0” for a carton and “1” for a pallet. The next seven digits are the manufacturer’s company prefix (use leading zeroes as needed) as assigned by the GS1. The following nine digits represent the carton serial number which is to be unique for every shipped carton. The last digit is the check digit that is calculated by the appropriate algorithm formula. The container serial number must never be repeated on any of the cartons and/or shipments within a two year time period.

The SSCC-18 number represents the following:

00 1 0077511 646390017 8

<table>
<thead>
<tr>
<th>Application Identifier</th>
<th>Packing Type</th>
<th>Vendor code on UPC assigned by GS1</th>
<th>A Number Assigned by the Shipper that cannot be reused</th>
<th>Check Digit</th>
</tr>
</thead>
</table>

Carton Content Label

A carton content label is to be used in conjunction with the master carton label when all SKU information does not fit on the master carton label.

<table>
<thead>
<tr>
<th>Ship To: BBI 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO: PODT00000123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13 Digit SKU</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4N2020WHT00010</td>
<td>5</td>
</tr>
<tr>
<td>4N2020NBL00010</td>
<td>5</td>
</tr>
<tr>
<td>4N2121WHT0010</td>
<td>5</td>
</tr>
<tr>
<td>4N2121NBL00010</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Quantity</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Carton content labels, when required, are to be placed immediately next to the Shipping or Master Carton Label on the same panel of the carton.
Pallet Label

1. Each carton must have its own master carton label. Multiple Purchase Orders can be included on the pallet, but the pallet quantity must be broken down by Purchase Order number. This pallet label is to be used in conjunction with the required unit and master carton markings.

2. The pallet label should be securely affixed and clearly visible on the outside of the shrink/stretch wrap.

3. The pallet label must include:
   - Purchase Order Number(s)
   - Pallet Quantity (If multiple POs, Total Quantity and Quantity by PO)
   - Bluestem Brands 13-digit SKU

Master Carton Label Placement

The label must be applied to the end panel (short side) and perpendicular to the opening of the carton and it must be flat, readable and accurate with the barcodes in a vertical “picket fence” configuration. The label must be placed at least 1” from the left edge and when possible at least 1” from both the bottom and top edge of the carton.

If your carton is the same dimension on all four sides (Cube Carton) then the end panel (short side) of the carton would be considered the side that the tape folds down on when paced on the top to seal the flaps of the carton.

In the event the label is longer than the carton height, the barcode and product detail portion of the label should be placed on the end panel while the remainder of the label is folded over to the top of the carton.

Any questions regarding labels or label placement should be submitted via e-mail to Vendor Compliance at vendor.compliance@bluestembrands.com. In order to proactively reduce any supply chain disruption and consequential expense offset, please submit inquiries before goods are shipped.
Shipping Requirements for Apparel / Footwear Vendors to the Irvine, PA Distribution Center

As Bluestem strives to improve the customer experience we are leveraging the apparel and footwear capabilities of our Irvine, PA distribution center. The following receiving and fulfillment requirements should only be utilized for shipments to our Irvine, PA location. Shipments to any other Bluestem location should follow the instructions previously outlined in this guide.

Master Carton Label Requirements

Each carton must show this required information

SSCC Label Format – Preferred (shown below)

4 x 6 Manual label is acceptable with the below elements present.
- Ship To Address – BBI 100 Murray Drive Irvine, PA 16329
- Ship From Address
- 14-digit PO Number (i.e. - POGP0001234567 or POMR0000123456, POORMN00123456)
- 13-digit Bluestem Brands SKU (i.e. 4F12340000010)
- Quantity per SKU
- Carton Content label is to be used in conjunction with the master carton label to summarize the specific contents of the carton, Bluestem SKU and quantity required.

SSCC Label Format - Preferred

Carton Content Label

A carton content label is to be used in conjunction with the master carton label when all SKU information does not fit on the master carton label.
Carton content labels, when required, are to be placed immediately next to the Shipping or Master Carton Label on the same panel of the carton.

**Master Carton Dimension Requirements**

1. Max dimensions = 24”x16.5”x15”
2. Min dimensions = 12”x12”x4”
3. Max weight = 40 lbs. per carton

**Master Carton Label Placement**

The label must be applied to the end panel (short side) and perpendicular to the opening of the carton and it must be flat, readable and accurate with the barcodes in a vertical “picket fence” configuration. The barcode CANNOT be printed directly to the corrugate. The vendor must use SSCC carton labels, no less than 4” x 6”. The label must be placed at least 1” from the left edge and when possible at least 1” from both the bottom and top edge of the carton.

If your carton is the same dimension on all four sides (Cube Carton) then the end panel (short side) of the carton would be considered the side that the tape folds down on when paced on the top to seal the flaps of the carton.

1. In the event the label is longer than the carton height, the barcode and product detail portion of the label should be placed on the end panel while the remainder of the label is folded over to the top of the carton.

**Unit Label Requirements**

**Option 1: Bluestem SKU # AND UPC Barcode**

1. **Best Case:** UPC barcode AND Bluestem 13-digit SKU # on *same* label
2. **Acceptable:** UPC barcode AND Bluestem 13-digit SKU # on *separate* label
   a. (13-digit SKU example: 4N2020WHT0010 or 4N20200000010)
3. Minimum of 1/4” print or larger in proportion to the package size
4. Prefer unit label to be 4”x 2”; will accept 1”x2”
5. MSRP tags must be removed or completely covered
6. Hang tags are not acceptable for barcodes or item identification; unit labels must be applied to the poly bag.
Option 2: Unit Labels (and carton labels) purchased from approved label providers

1. Order labels 10 calendar days prior to ship date
2. Services provide 48 hours expedite service
3. Vendors with UPC must submit them through Bluestem vendor portal
4. Approved vendors below:

<table>
<thead>
<tr>
<th>LABEL MASTERS</th>
<th>Labels Inter-Global (Labels I.G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1019 Hudson Ave</td>
<td>(Manufacturing labels in NY, Hong Kong, and Uruguay)</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>109 West 38th St. Suite701 New York, NY 10018</td>
</tr>
<tr>
<td>Ridgefield, NJ 07657</td>
<td>Bluestem Brands Order Forms:www.labelsig.com/obl</td>
</tr>
<tr>
<td>Phone: 1-646-370-9510</td>
<td>Phone 212-398-0006 (Option 2) or 1-888-We-R-Labels</td>
</tr>
<tr>
<td>Fax: 1-212-820-9720</td>
<td>Fax 212-768-8488</td>
</tr>
<tr>
<td>Email: <a href="mailto:sz_operation7@labelmasters.com">sz_operation7@labelmasters.com</a></td>
<td>Email Orders: <a href="mailto:bsbirvine@labelsig.com">bsbirvine@labelsig.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NBS PRINTING</th>
<th>PAX Tag &amp; Label, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7520 Cote de liesse Saint-Laurent, Quebec Canada, H4T 1E7</td>
<td>(Manufacturing in Los Angeles, Ca – Shipping Worldwide)</td>
</tr>
<tr>
<td>Local: (514) 272-0663 Toll Free: (800) 364-8627</td>
<td>9528 E. Rush Street</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:sales@nbsprinting.com">sales@nbsprinting.com</a></td>
<td>South El Monte, CA 91733</td>
</tr>
<tr>
<td>Online Ordering: <a href="http://www.nbsprinting.com">www.nbsprinting.com</a></td>
<td>Phone: 800-729-8247</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:info@paxtag.com">info@paxtag.com</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.paxtag.com">www.paxtag.com</a></td>
</tr>
</tbody>
</table>

Shipment Preparation Requirements

1. All hangers must be removed
2. Styles must be sorted by style, color, size
3. Garments must be folded and poly-bagged and meet the packaging specs noted below, only a SKU label is needed.
4. When possible, we prefer same sku be packed in one carton.
5. For mixed cartons, multiple styles should be separated with cardboard or tissue.
   Cartons are to be packed using the following order:
   a. Same size, different color
   b. Different sizes, different color
   c. Same or different sizes, same color
6. Apparel Packaging specs standards - All garments must be folded and fully enclosed and secured in a polybag. Folded merchandise must hold to folded form within the sealed polybag.
   a. Once folded, the item must fit comfortably in the bag (no creases or puckers) but not move freely (bag should be close fitting).
b. Polybags must be a minimum of 1.0 mil in thickness and made of polyethylene.  
c. Polybags must contain the following or similar caution statement:  
"WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY."

d. Polybags must be securely sealed to maintain cleanliness of merchandise during storage and delivery.  
i. Folded and taped with clear tape  
ii. Folded with a flap closure. Flaps must be long enough to ensure product is not exposed when handling.

7. Footwear Packaging Standards –  
a. All footwear boxes must be secured with a Rubber band  
i. Tape and lock tabs do not meet this requirement  
b. Unit labels should be placed on the top center of each shoe box

8. Unit Label - Placement of the SKU label on the poly-bag/bubble bag should be on the front of the bag centered in the middle, horizontally on the bag. When items are folded the label should be centered in what is the final presentation of the product

Packing Slip Requirements

1. Purchase Order number – 14 digits  
2. Bluestem Brands SKU number - 13 digits or Vendor Style/Model number and Production Description  
3. Total Number of Units per SKU  
4. Mark the lead carton with the pack list

EDI Requirements

Vendors are required to follow the detailed specifications and training provided by SPS Commerce. All required EDI documents sent with errors or not sent are considered non-compliant and are subject to an infraction chargeback. The following documents are required:

1. Purchase Order (EDI 850 or equivalent)  
2. Purchase Order Acknowledgement (EDI 855 or equivalent)  
3. Purchase Order Change/Cancellation (EDI 860 or equivalent)  
4. Invoice (EDI 810 or equivalent)
a. **Do NOT reuse invoice numbers**, as this will cause a failure in the Bluestem Brands system. In the event an invoice fails for this reason the Vendor will need to correct with a unique invoice number and resend to Bluestem Brands.

5. **Advance Ship Notice ASN (EDI 856 or equivalent)**
   a. Must be sent within 24 hours of the shipment.
   b. The ASN must be **received and successfully processed** by Bluestem Brands prior to product delivery.
   c. Must reflect specific shipment detail.
   d. A separate 856 ASN is needed for each purchase order.
   e. Bluestem Brands **cannot** process ASN’s containing multiple purchase orders.

**Routing Requirements**

1. Shipments less than 100 LBS must be sent through the vendors preferred small parcel carrier.
   a. Review all purchase orders that are scheduled to ship within the ship window, if the total weight of shipping all purchase orders together is under 100 lbs.
   b. Ship through the vendors preferred small parcel carrier as prepaid and add shipping to the invoice.
      i. **Prepaid Small Parcel Consolidation**: For all shipments being shipped via small package carrier as noted above (UPS, FedEx, etc.) the vendor should strive to combine smaller cartons into larger cartons to minimize postage expense.
   c. Please send the Bluestem Brands Routing Request form to traffic@bluestem.com.

2. Shipments over 100 LBS must be routed through CH Robinson.
   a. Bluestem Brands Routing Request Form – must be sent to traffic@bluestem.com and bluestemteam@chrobinson.com
   b. The routing form must be completed for all purchase orders that will be ready to ship within the next five (5) business days, but no less than forty-eight (48) hours prior to the desired pick up date. [Domestic Routing Form link](#)

   Example: If the ship window is 3/12/18 – 3/16/18 and the Vendor Ready date is 3/12/18. The vendor must contact CH Robinson no later than Thursday 3/8/18 (48 business hours prior to the requested pick up) and not before 3/5/18 (5 business days prior to the requested pick up date).

3. The Bluestem Brands Domestic Routing form can be found:
   a. Partner Portal Supplier Information tab
   b. ACM Vendor Welcome page

**Failure to adhere to these requirements will be considered non-compliant and subject the vendor to chargebacks as noted in the WH Chargeback Schedule.**