



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 - Vantiva 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

S
O
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D

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S
H
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P

T
O

| P.O. LINE NO. | CUSTOMER ITEM # | VANTIVA 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**
 - Manufacturer's 3-Alpha character I.D.
 - Originator Name/Address (replicator, distribution center, etc.)
 - Order No. (Customer PO Number)
 - Sales Order / Shipping Number
 - Customer Name / Address
- Minimum Type Size**
1/2" high, 1/3" wide

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 (Vantiva JBA part number.)
- Carton label must not contain vague verbiage such as "Quantity: No Less Than".

| | |
|---|---|
| <ul style="list-style-type: none"> ▪ Required Information <ul style="list-style-type: none"> • Manufacturer's 3-Alpha character I.D. • UPC Symbol / UPC Number • S.K.U. Quantity in the carton • Manufacturer Stock Number | <p>Minimum Type Size</p> <p>1/2" high, 1/3" wide</p> <p>100% standard, 12 digits</p> <p>1/2" high, 1/3" wide</p> <p>1/2" high, 1/3" wide</p> |
|---|---|

- **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. (Vantiva JBA Item No.) | | |



| | | | | |
|----------------------------|-----------------|---------------|--------|--------------|
| NA-DVD-SPECIFICATIONS PACK | DATE: June 2018 | FORM: F030390 | REV: E | PAGE: 5 OF 6 |
|----------------------------|-----------------|---------------|--------|--------------|

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VANTIVA 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 Vantiva 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

Vantiva 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 Vantiva 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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VANTIVA 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.**