

Section 5

CARTON MARKINGS

Quantities and Measurements

- The master carton must not exceed 0.085 cubic meters or 3 cubic feet except when specified by Giftcraft.
- Any one side of the master should not exceed 24 inches in total length unless the actual dimension of the product requires it.
- The master carton weight must not exceed 15 kilograms or 33 pounds unless the actual product weight is equal to or exceeds the maximum weight and the supplier has received approval from a Giftcraft representative.
- If an item or an assortment is greater than 16.5 lbs. when packed, then the maximum carton quantity must be 1 piece or assortment per master. The maximum carton weight of a master with 2 or more pieces or assortments per master is 33 lbs.
- If an item or assortment is greater than 3 cuft when packed, then the maximum is 1 piece or assortment per master.
- If an item or an assortment has one actual dimension greater than 27" when packed, then the carton quantity can be more than 1 piece or assortment per master **only if** the final master does not exceed 33 lbs. or 3 cuft.
- Inner and master pack quantity, weight and cube must exactly match the details of the purchase order contract.
- All cartons must be labeled with the appropriate handling symbols. See "Carton Handling Symbols" Section on page 47.
- **Special packaging requirements will be specified on the purchase order contract.**
- **Master carton within 24-27 W X 15-17 D X 17-20 H inches seeking factory help either print or with sticker on master carton "RE-USE CARTON" so we can recycle those master carton for outbound shipment to customer. Reminder it can not be over the specified dimensions as courier will surcharge for oversized.**

Inner Carton Markings

- **Item No. and Quantity Marks** – The Giftcraft item number and quantity (EA, ST, PR or PK) information must be placed on the right-hand corner of either side of the inner carton with the largest surface.

Carton markings can be printed directly onto the inner carton or typed onto a white label. **Information must not be hand written.** The Height of the inner carton marks must be a minimum of 0.75 inches. Refer to inner carton layout diagram on page 30.
- **UCC 128 Label** – All inner cartons must have a UCC 128 white label applied directly under the 'Item No. and Qty. Marks' label. Refer to the UCC 128 label section on page 45 for correct format.

Master Carton Markings

- **Carton Markings** - The master carton markings must be printed a white label with black ink and must appear minimum on 1 longer side of the master. On top right corner at least 1.5 inches from the edge of the carton. **Information must not be hand written.** All master carton markings must be a minimum of 1 inch in height. Refer to master carton markings layout diagram on page 46.

The master carton markings are listed below:

- The name GIFTCRAFT in uppercase letters enclosed in a circle
- The word TORONTO in uppercase letters
- Giftcraft product item number
- Giftcraft purchase order number
- Carton quantity contents and unit of measure (EA, ST, PR or PK)
- Cubic measurements in cubic feet
- Gross weight in pounds
- Country of manufacture in English and French. Please see Section 1 page 7 for items made in HK.
- The words CUSTOMER SERVICE in uppercase letters
- The words CANADA 1-877-387-9777 in uppercase letters
- The words U.S.A 1-877-387-4888 in uppercase letters
- The website address **www.giftcraft.com**

- **UCC 128 Label** - All master cartons must have minimum a UCC 128 white label applied on the top right-hand corner of either side with the largest surface. at least 1.5 inches from the edge of carton. Refer to UCC 128 label section for correct format.

Special note

- **All sides of every carton must be closed.** All inner and master cartons must be securely closed using clear pressure-sensitive plastic or nylon-reinforced tape or water-activated reinforced tape. Do not use plastic strapping or staples to close master cartons. Ensure taping does not cover UCC labelling so that bar code is scannable.
- If the carton is partial (last /tail end carton pack for a SKU that contains fewer units than master carton quantity) preferably a red label with words "PARTIAL" in lieu of master UCC labelling. DO NOT affix master labelling or revise with partial quantity as it will fail in scanning. However, revised to actual partial quantity on shipping. Will accept cross out and hand written actual partial quantity. Ensure to pack empty inner carton or have sufficient packaging cushion material to avoid excessive movement during transit and handling that could damaging the items. Refer to below images for reference.
- For smaller master carton we can accept "modified/ reduced version of shipping mark". If the carton is too small can place shipping mark on top of carton and do not taper over the label and avoid placing the label over seam.



UCC LABELING

UCC Label Format

The UCC 128 Code comes in 3 different character set selections designated as set A, B or C. You must use either set A or set B. **Do not use set C. DO NOT PRINT UCC LABELLING DIRECTLY ON CARTON AS IT MIGHT NOT BE ABLE TO SCAN USE WHITE LABELLING WITH BLACK INK**

- **Label size requirement** – Use a standard 2 inch wide by 1-inch-high label.
- **Type of bar code** – Minimum 10 millimeters. **Must be non-reflective black bars with a white background for red laser scanning.** For best result use "smudge-proof" labelling ink, high quality white paper and printers
- **Human readable format** – Minimum 5 millimeters.

➤ **Requirements to print on bar code:**

- Product code (up to 10 characters), space, quantity (up to 4 characters), space, SKU (2 characters).

Example: **123456789** space **1234** space **EA**
(Product code) (Quantity) (SKU)

- Giftcraft only uses 2 standard units of measure (SKU) as listed below:

- EA = Each
- ST = Set
- PR= Pair
- PK= Pack

Important: SKU description must match exactly the quantity printed on the purchase order.

The picture below shows an example of the inner and master carton UCC labels for item #705874 quoted as 1 piece per inner and 2 pieces per master.



The barcode of UCC label is scanning with one space between item number, the quantity and the letters EA. It is wrong to have no spaces or double (or more) spaces between the item#, the quantity and the letters EA.

These spaces are required as you can see on the attached example of the correct UCC labels.

Correct barcode scan format: 705874 1 EA

Wrong barcode scan format (missing space): 7058741EA

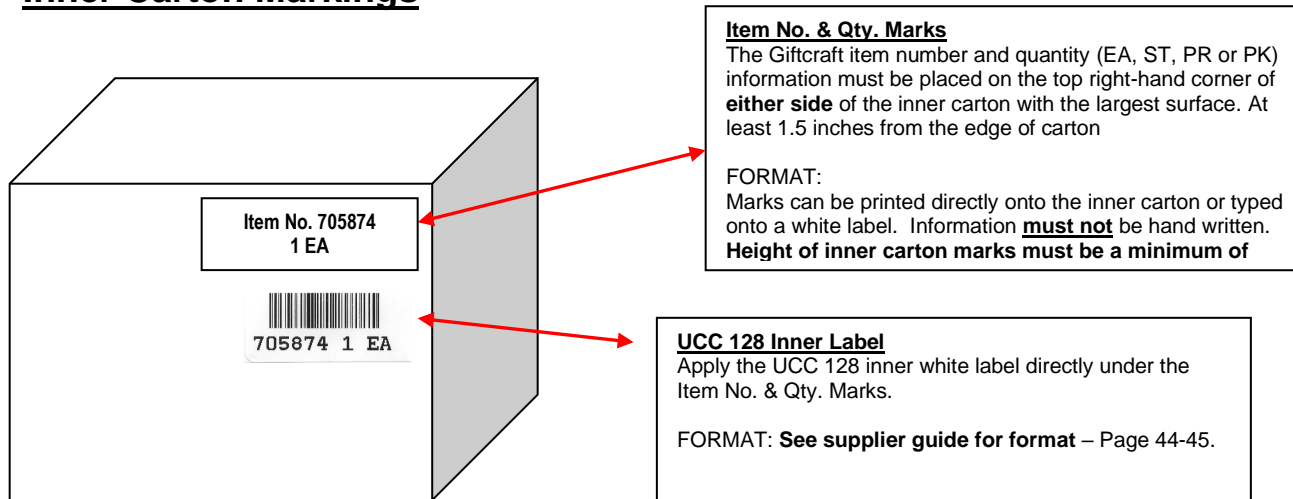
Wrong barcode scan format (double space): 705874 1 EA

Note: Products packaged in **gift boxes** require to be labeled with UCC label when it is not protected by brown carton packaging, as well and the UPC label with the description on the item to be on the bottom of the gift box.

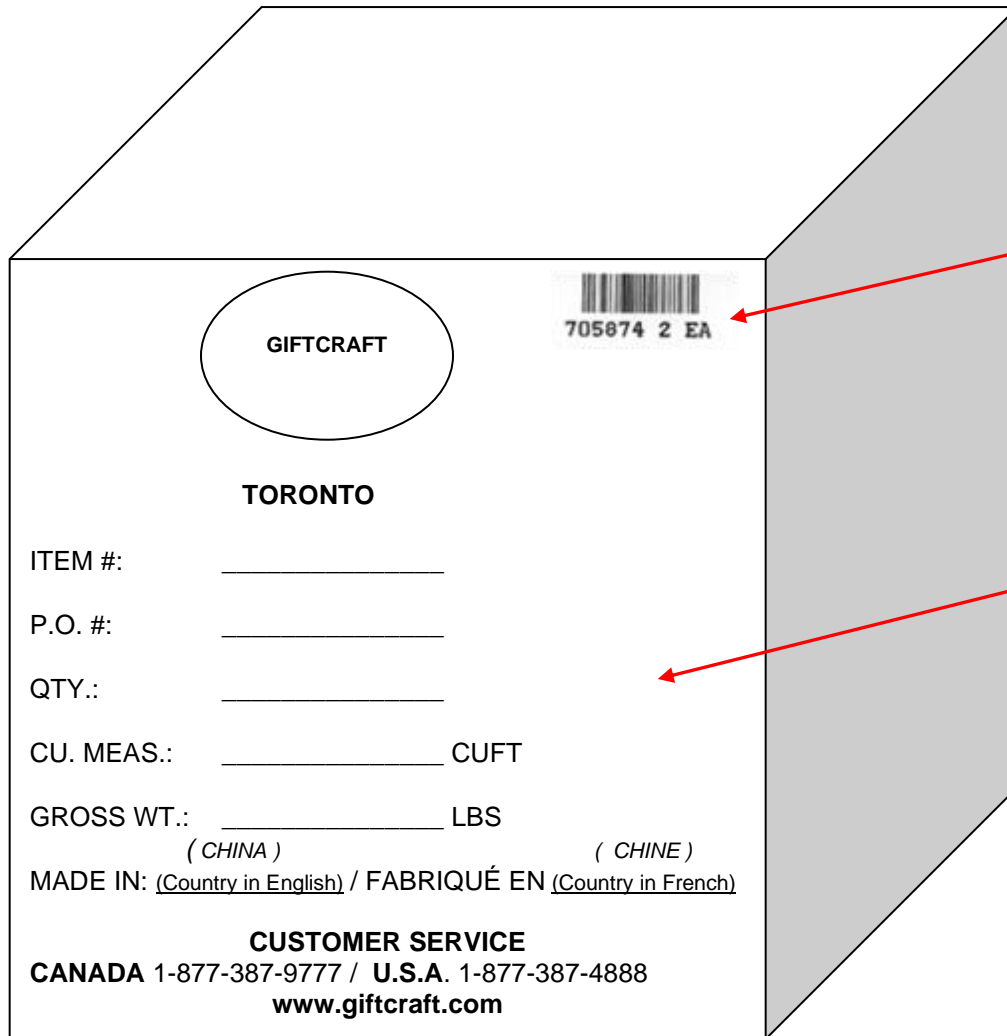
NOTE : Refer to next page for carton markings layout diagram.

Inner and Master Carton Markings Placement

Inner Carton Markings



Master Carton Markings



GIFTCRAFT

TORONTO

ITEM #: _____

P.O. #: _____

QTY.: _____

CU. MEAS.: _____ CUFT

GROSS WT.: _____ LBS

(CHINA) (CHINE)

MADE IN: (Country in English) / FABRIQUÉ EN (Country in French)

CUSTOMER SERVICE
CANADA 1-877-387-9777 / U.S.A. 1-877-387-4888
www.giftcraft.com

705674 2 EA

UCC 128 Master Label

Label must be placed on the top right-hand corner of either side with the largest surface.
Minimum only one side. At least 1.5 inches from the edge of carton
 Label size: 2 inch wide by 1-inch-high white label

FORMAT:
See supplier guide for format - Page 45.

Master Carton Markings

Carton markings must appear minimum one on longer side of the master carton.

Master carton markings must be a minimum of 1 inch in height.

Example of master/ inner carton markings:

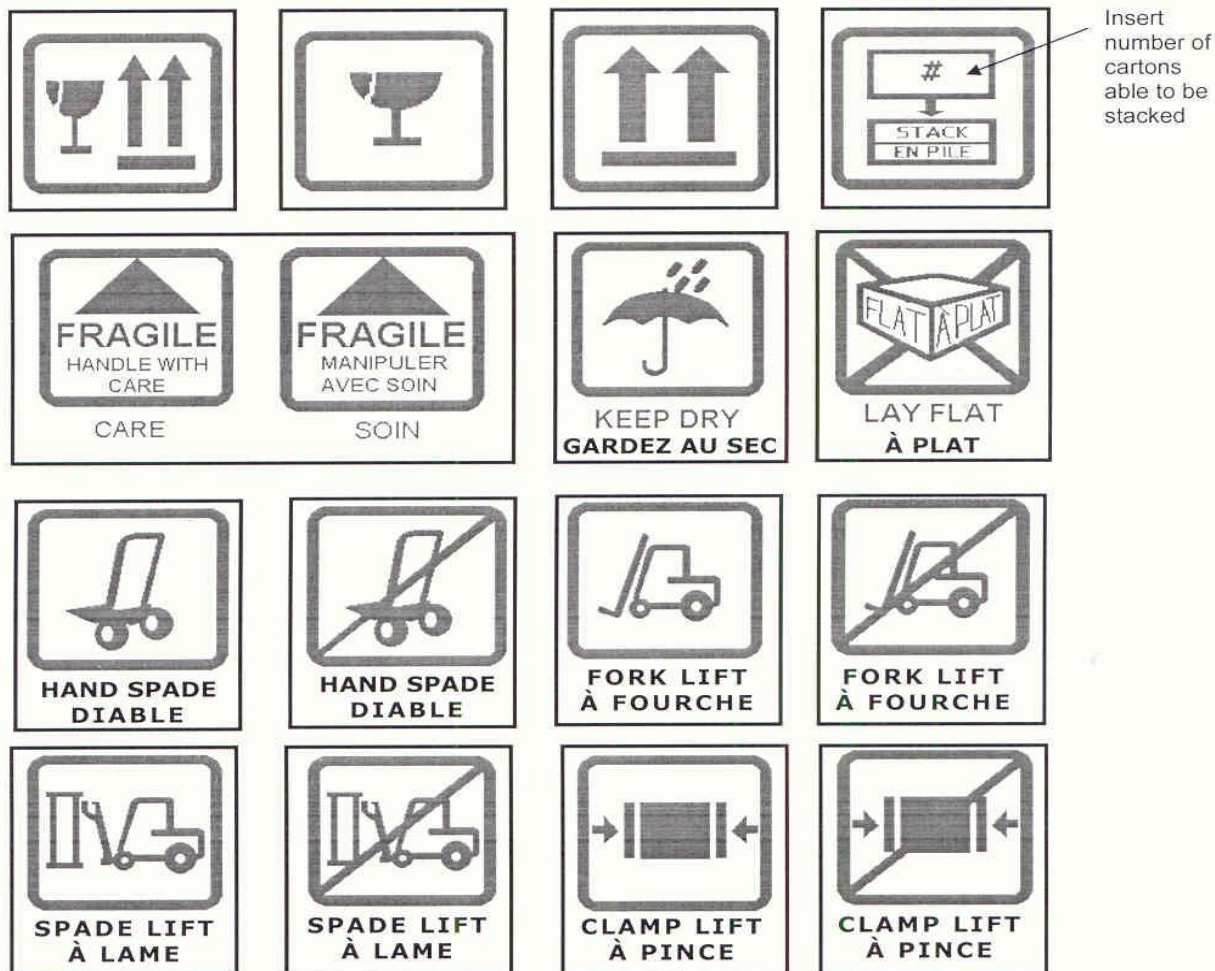


Example of inner carton markings of a giftbox:



Carton Handling Symbols

The use of general or universal handling symbols for outer cartons is quite common in the industry. This avoids any language concerns in the package printing. The following symbols represent handling cautions and instructions. All handling symbols with verbiage must be in both French and English.



Note: Use only one or two carton handling symbols not all of them.