



WORK INSTRUCTION

Vendor Carton and Marking Requirements for Shipment & Storage

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1. Purpose

This document provides UST Brands' original equipment manufacturers and vendors with specific requirements for the marking and labeling of inner cartons, outer cartons, and inner polybag packages used for the shipment and storage of product purchased by UST Brands.

2. Scope

This Work Instruction is not a proprietary document and is to be provided to vendors by the UST Brands Supply Chain Management Department as a purchase order requirement.

3. Definitions and Acronyms

Bar code. An array of rectangular bars and spaces in a predetermined pattern representing coded elements of data that can be automatically read and interpreted by automatic bar code reading devices.

Carton. A fiberboard box. UST brands uses the term “carton” and “box” interchangeably.

GDSN. Global Data Synchronization Network

Human-readable interpretation (HRI). An exact, literal interpretation of the encoded bar code data presented in a human-readable font.

Master Pack Carton. A corrugated fiberboard carton that contains several Inner Case Packs with unit packaged items inside. Master Pack Boxes typically contain a quantity of six (6) Inner Case Packs for a total of 24 Unit Packaged Items. The Master Pack Box may be used as the shipping box or placed inside an Outer Shipping Carton. If the Master Pack Carton is shipped by itself, the Master Pack Carton and Outer Shipping Carton are the same.

Inner Case Pack. Either a carton or polybag (heat sealed or reclosable) holding Unit Packaged Items. The Inner Case Pack typically contains a quantity of four (4) Unit Packaged Items. Inner Case Packs are then placed inside a Master Pack Carton.

Item Description (nomenclature). The name and description of an item as it appears in the product specification or purchase order.

Item Number. Also referred to as the “Part Number” or “Stock Keeping Unit” (SKU) for the item as it appears on the purchase order.

Outer Shipping Carton. An optional corrugated fiberboard carton that is used to hold several Master Pack Cartons. When an Outer Shipping Carton is used, it typically contains four (4) Master Pack Cartons for a total of 96 Unit Packaged Items. For smaller items, Outer Shipping Cartons typically contain six (6) Master Pack Cartons for a total of 144 Unit Packaged Items

Unit Packaged Items. The individual unit item that is packaged for retail sale. Unit packaging may be clamshell, blister, box, or hang tag packaging as specified by UST Brands.

UPC. The 12-digit “Universal Product Code” for retail check-out scanning specified by UST Brands.

4. Referenced Documents

GDSN Package Measurement Rules Standard

Release 2.2, Ratified, Dec 15/2015
www.gs1us.org



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5. Materials Needed

Not Applicable.

6. Instructions

6.1 **PACKAGING SPECIFICATIONS**

6.1.1 **Outer Shipping Carton**

Single Wall Corrugated Carton
200 lbs. Bursting Test (or K3K)

For heavier items if specified on the purchase order only:

Double Wall Corrugated Carton
275 lbs. Bursting Test (or K=K)

This is to be a Corrugated Fiberboard Carton (also known as “Regular Slotted Carton” or “RSC”) which meets carrier regulations and is of sufficient strength, by reason of material, design, and construction, to be shipped safely without further packing.

6.1.2 **Master Pack Carton**

Single Wall Corrugated Carton
200 lbs. Bursting Test (or K3K)

This is to be a Corrugated Fiberboard Carton (also known as “Regular Slotted Carton” or “RSC”) which meets carrier regulations and is of sufficient strength, by reason of material, design, and construction, to be shipped safely without further packing.

6.1.3 **Inner Case Pack**

This can be either a carton or a polybag.

▪ **Polybag Inner Case Pack**

Heat sealed or reclosable polybag.
Clear, transparent. No color.
Minimum Thickness = 2 mil = 0.002 inch (0.05 mm)
Open bags or bags taped closed are NOT allowed.

▪ **Carton Inner Case Pack**

Single Wall Corrugated Carton
200 lbs. Bursting Test (or K3K)

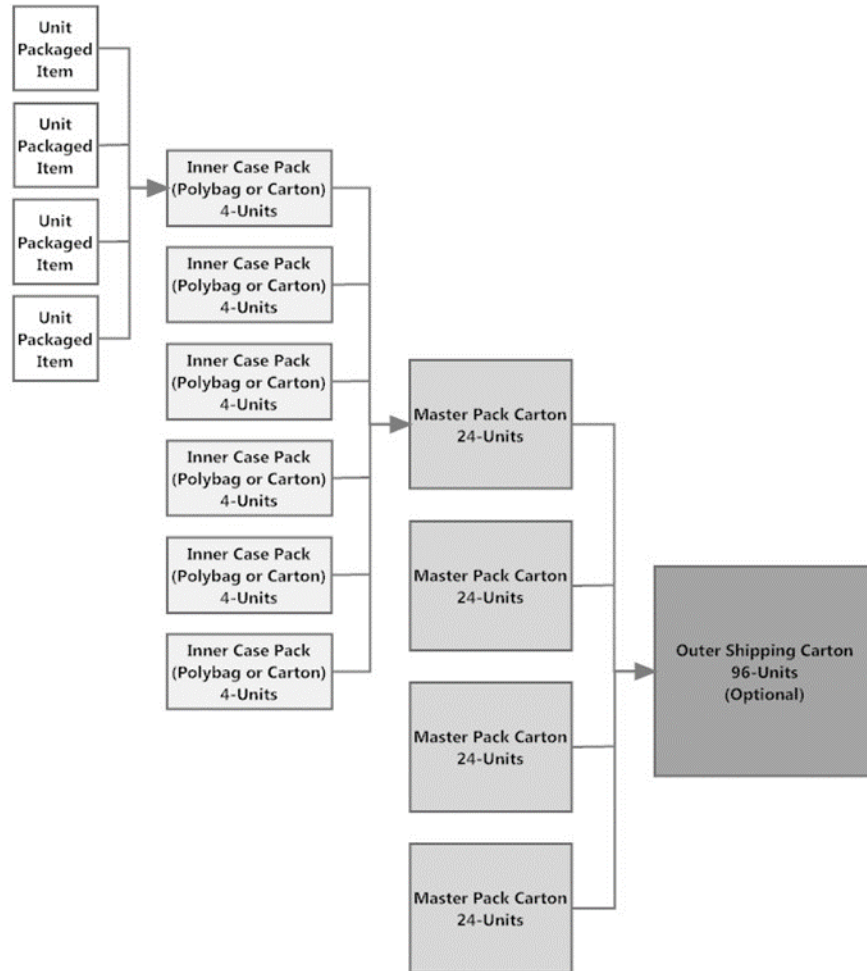


FIGURE 1
Example of Typical Carton Layout
4-Unit Inner Case Pack >>24-Unit Master Pack Carton >>
96-Unit Outer Shipping Carton



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6.2 **CARTON MARKINGS**

6.2.1 **Outer Carton**

IMPOTANT:

IF AN OUTER SHIPPING CARTON IS USED TO HOLD SEVERAL MASTER PACK CARTONS, THEN OUTER CARTON MARKINGS SHOWN IN FIGURE 2 GO ON THE OUTER SHIPPING CARTON.

IF AN OUTER SHIPPING CARTON IS NOT USED, THEN OUTER CARTON MARKINGS GO ON THE MASTER PACK CARTON.

6.2.1.1 **Main Marking (on both large sides)**

The two large sides of each outer carton is to be marked with the following information:

UST Brands PO# _____ (*UST Brands purchase order number*)
SKU# _____ (*UST Brands item number*)
COLOR: _____ (*if supplied in different colors*)
QTY: _____ **pcs.** (*total quantity of items inside the outer carton*)
CTN DIM: _____ **cm** (*Length x Width x Height of carton in centimeters*)
G.W. _____ **KGS** (*gross weight in Kilograms*)

CTN# _____ **OF** _____ (*carton number of total cartons in shipment*)
MADE IN _____ (*exporting country*)

Completed Example:

UST Brands PO# 0018355
SKU# 26-450-02
COLOR: BLUE
QTY: 96 pcs.
CTN DIM: 65 x 50.5 x 25.5 cm
G.W. 10.4 KGS

CTN# 14 OF 120
MADE IN CHINA

Refer to Figure 2 for location and placement on the outer carton.



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6.2.1.2 Left End Marking (on one smaller side)

One small side of each outer carton is to be marked with the following information:

UST Brands
SKU # _____ (*UST Brands item number*)
COLOR: _____ (*if supplied in different colors*)
QTY: _____ **pcs.** (*total quantity of unit packaged items inside the outer carton*)

Completed Example:

UST Brands
SKU# 26-450-02
COLOR: BLUE
QTY: 96 pcs.

Refer to Figure 2 for location and placement on the outer carton.

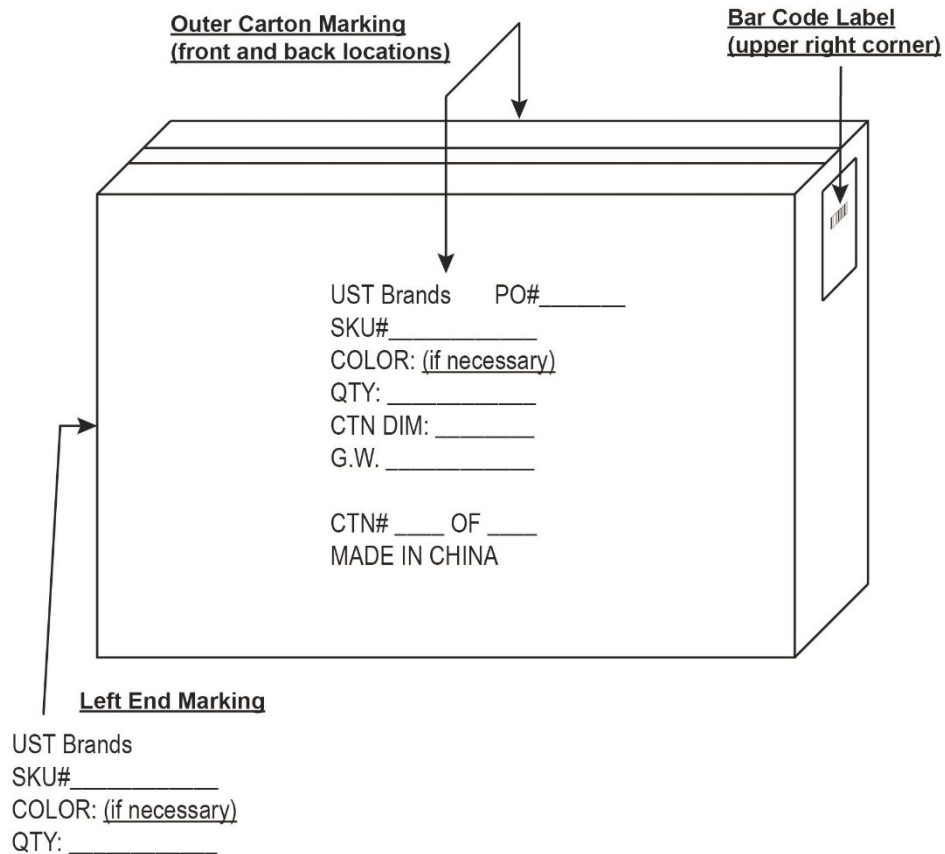


FIGURE 2
Outer Carton Markings

6.2.2 Master Pack Carton Markings

IMPORTANT: USE THE MASTER PACK MARKINGS SHOWN IN FIGURE 3 **ONLY** WHEN AN OUTER SHIPPING BOX IS USED TO HOLD SEVERAL MASTER PACK CARTONS.

IF AN OUTER SHIPPING CARTON IS NOT USED, THEN THE OUTER CARTON MARKINGS SHOWN IN FIGURE 2 GO ON THE MASTER PACK CARTON.

6.2.2.1 Three (3) sides of Master Pack Carton are to be marked with the following:

UST Brands PO# _____ (*UST Brands purchase order number*)
SKU # _____ (*UST Brands item number*)
COLOR: _____ (*if supplied in different colors*)
QTY: _____ pcs. (*quantity of unit packaged items inside the Master Pack Carton*)

Completed Example:

UST Brands PO# 0018355
SKU# 206-450-02
COLOR: BLUE
QTY: 24 pcs.

Refer to Figure 3 for location and placement on the inner carton.

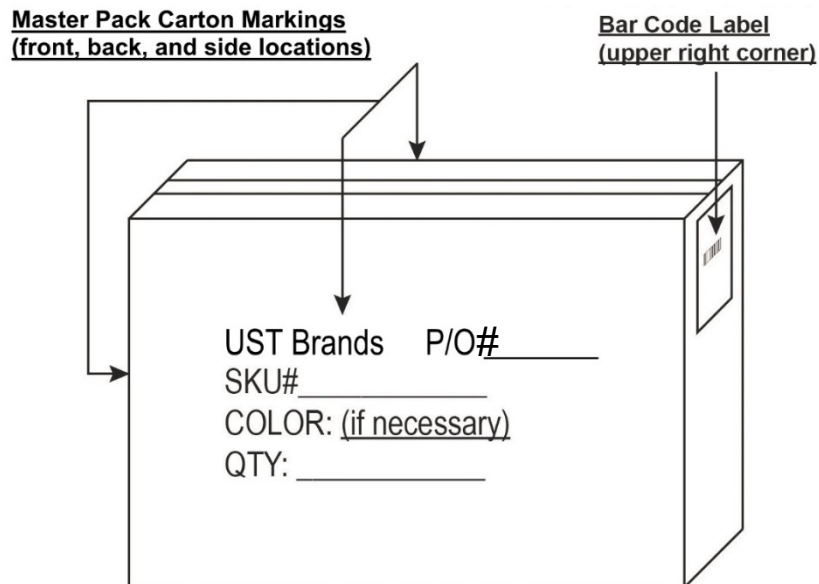
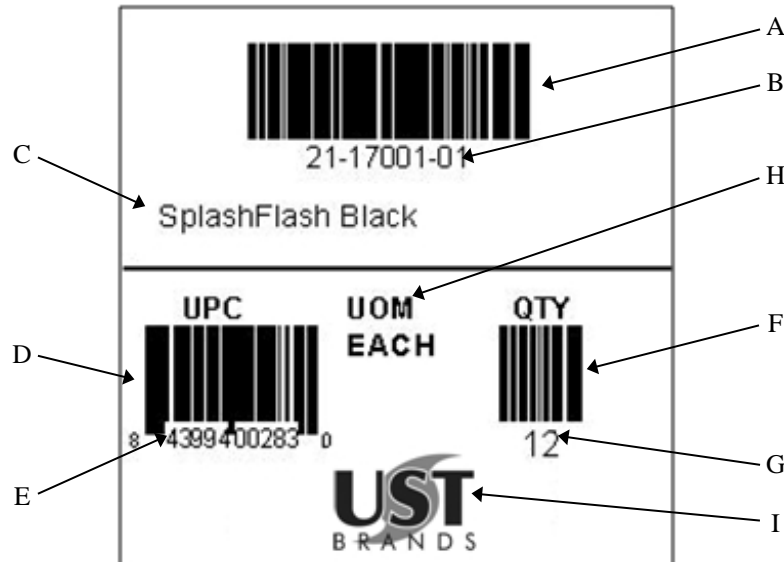


FIGURE 3
Master Pack Carton Markings
(Use Only When Outer Shipping Box is Used)

6.3 **BAR CODE LABELS**



KEY

- A. Bar Coded UST Brands Item Number (SKU). Code 128/Symbology.
- B. UST Brands Item Number (SKU).
- C. Item Description.
- D. UPC bar code. UPC-A Symbology.
- E. Human Readable Interpretation of UPC.
- F. Bar coded quantity per Inner Case Pack, Master Pack Carton, or Outer Shipping Carton.
- G. Quantity per Inner Case Pack, Master Pack Carton, or Outer Shipping Carton.
- H. Unit of measure
- I. Logo

FIGURE 4
Example of Bar Code Label
for Inner Case Pack, Master Pack Carton,
and Outer Shipping Carton

6.3.1 **Outer Shipping Carton Bar Code Label**

If an Outer Shipping Carton is used, a bar code label shall be affixed to the upper right corner of the small side of each Outer Shipping Carton. The label dimensions (LxW) shall be 3.0 inch x 3.0 inch (75 mm x 75 mm) unless otherwise approved by UST Brands. The label shall be black ink on white background. The label shall contain the information and formatting per the example shown in Figure 4. Refer to Figure 2 for location and placement on the Outer Shipping Cartons.



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6.3.2 Master Pack Carton Bar Code Label

A bar code label shall be affixed to the upper right corner of the small side of each Master Pack Carton. The label dimensions (LxW) shall be 3.0 inch x 3.0 inch (75 mm x 75 mm) unless otherwise approved by UST Brands. The label shall be black ink on white background. The label shall contain the information and formatting per the example shown in Figure 4.

When an Outer Shipping Carton is used, Refer to Figure 3 for location and placement of the bar code label on the Master Pack Carton.

When an Outer Shipping Carton is NOT used, Refer to Figure 2 for location and placement of the bar code label on the Master Pack Carton.

6.3.3 Inner Case Pack Bar Code Label

When a polybag is used for the Inner Case Pack:

A bar code label shall be affixed to the center-middle of the outside front face of the Inner Case Pack Polybag. The label dimensions (LxW) shall be 3.0 inch x 3.0 inch (75 mm x 75 mm) unless otherwise approved by UST Brands. The label shall be black ink on white background. The label shall contain the information and formatting per the example shown in Figure 4. Refer to Figure 5 for location and placement on inner polybag packages.

When a carton is used for the Inner Case Pack:

A bar code label shall be affixed to the upper right corner of the small side of each Inner Case Pack Carton. The label dimensions (LxW) shall be 3.0 inch x 3.0 inch (75 mm x 75 mm) unless otherwise approved by UST Brands. The label shall be black ink on white background. The label shall contain the information and formatting per the example shown in Figure 4.

PDQ Displays are treated as Inner Case Pack Cartons. The outer cover for PDQ Displays must have a bar code label.

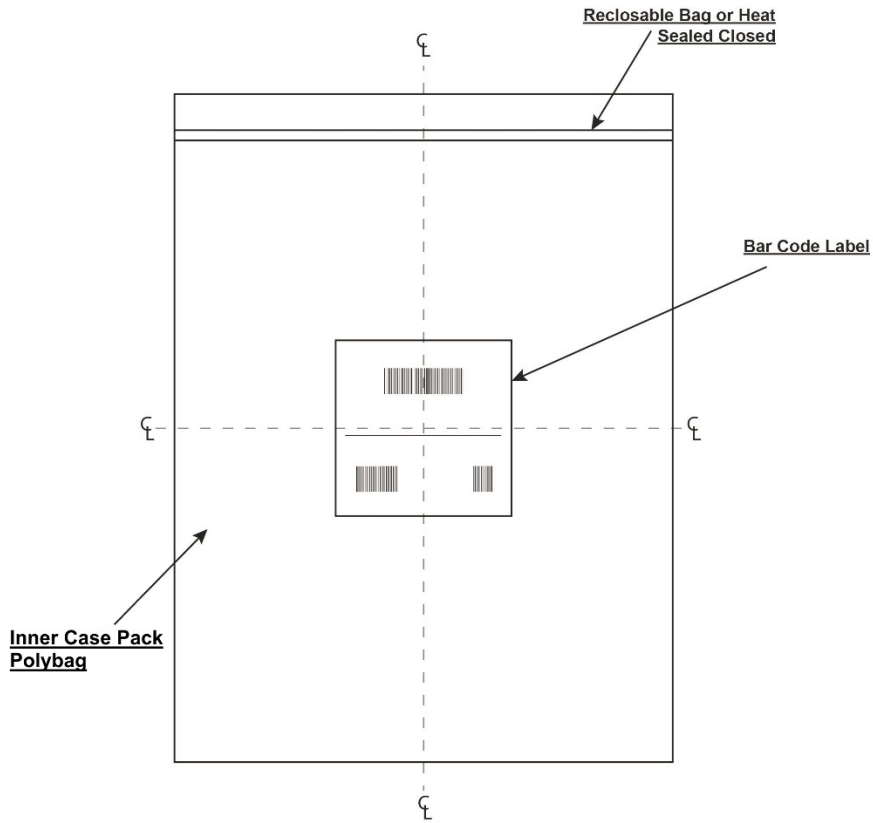


FIGURE 5
Inner Case Pack Polybag
Bar Code Label Location and Placement

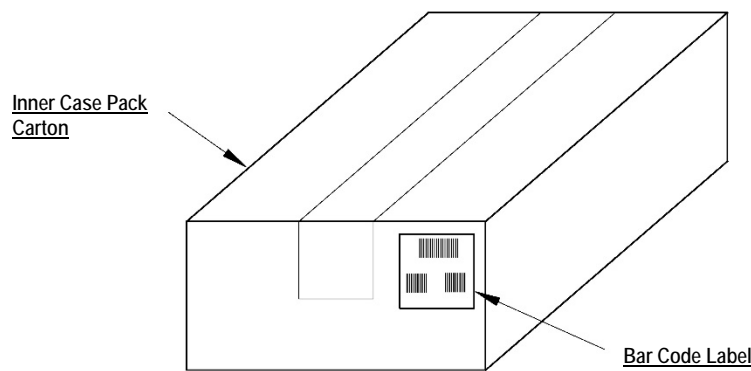


FIGURE 6
Inner Case Pack Carton
Bar Code Label Location and Placement



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6.4 CARTON AND INNER POLYBAG PACKAGE DIMENSIONS AND WEIGHTS

6.4.1 When a purchase order is issued, UST Brands will specify the quantity of items to be packaged in each Inner Case Pack (Polybag or Carton) and each Master Pack Carton. UST Brands may also specify the quantity of items to be packaged in each Outer Shipping Carton as well.

Unless specified by UST Brands, the vendor is responsible for determining the most efficient dimensions for the Inner Case Pack, Master Pack Carton, and Outer Shipping Carton.

6.4.2 Vendor Dimensions and Weights Data

The vendor will submit to UST Brands for approval the exterior (outside) dimensions {Length (or Depth) x Width x Height}, in inches and the gross weights, in pounds, of the Inner Case Pack, and Master Pack Carton. Dimensions and weights are to be measured as follows:

Dimensions of the Inner Case Pack in Polybags are to be measured in inches rounded up to the nearest 0.25 inch in accordance with Figure 7.

Dimensions of the Inner Case Pack in Cartons are to be measured in inches rounded up to the nearest 0.25 inch in accordance with Figure 8.

Dimensions of the Master Pack Carton are to be measured in inches rounded up to nearest 0.25 inch in accordance with Figure 8.

Weight of the Inner Case Pack (Polybag or Carton) and Master Pack Carton are to be measured in pounds rounded up to the nearest 0.1 pound.

Dimensions and weight of the Outer Shipping Carton (if used) are NOT required to be submitted for approval unless requested by UST Brands. If requested, Outer Shipping Cartons are to be measured in inches rounded up to whole number (no decimals) in accordance with Figure 9.

6.4.3 Tolerance

Actual Master Pack Cartons and Inner Case Packs (Polybag or Carton) received cannot deviate from the dimension and weight data provided by the vendor, and approved by UST Brands, by more than the tolerances shown below:

	Dimension Tolerance	Weight Tolerance
Master Pack Carton	+/-4% but no less than +/- 0.25 inch (+/-7 mm)	+/- 4% but no less than +/- 0.2 pounds (+/-0.1 kg)
Inner Case Pack (Polybag or Carton)	+/-4% but no less than +/- 0.25 inch (+/-7 mm)	+/- 4% but no less than +/- 0.2 pounds (+/-0.1 kg)

Tolerances in accordance with GSDN Package Measurement Rules Standard, Release 2.2, Ratified, Dec 15/2015



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EXAMPLE: A vendor's data specifies an Inner Case Pack Carton measuring 15.00 x 10.25 x 8.50 inches (LxWxH) and weighing 3.4 pounds. The +/- tolerance and acceptable range for the actual carton received would be as follows:

	Vendor Specifies	Tolerance (+/- %4)	Acceptable Range
Length	15.00 inches	+/- 0.60 inches	14.40 to 15.60 inches
Width	10.25 inches	+/- 0.41 inches	9.84 to 10.66 inches
Height	8.50 inches	+/- 0.34 inches	8.16 to 8.84 inches
Weight	3.4 pounds	+/- 0.14 pounds	3.26 to 3.54 pounds

6.4.4 **Changing Vendor Dimensions and Weight Data**

The dimension and weight data provided by the vendor will be supplied by UST Brands to our various retail customers for warehouse planning. Therefore, after the vendor supplies the data to UST Brands, the vendor CANNOT change the dimensions or weights without written approval of UST Brands.

Product that arrives at UST Brands WILL BE REJECTED if it does not meet, within the tolerances above, the dimensions and weights specified by the vendor and approved by UST Brands. The cost of materials and labor for UST Brands to repackage the product will be deducted from all invoices that are owed to the vendor.

INNER CASE PACK POLYBAGS

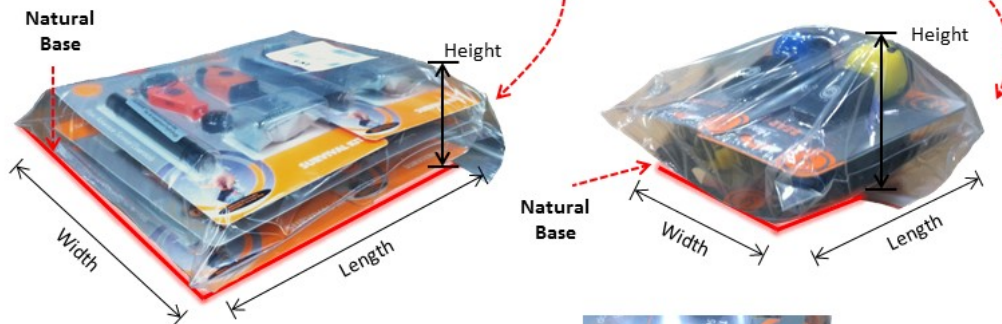
- 1** First, determine the **natural base** of the pack.
This will determine which sides are the length/depth, width, and height.

How to determine the
NATURAL BASE

The natural base is the most obvious, natural underside of the pack. It is determined by the way the pack lies on a flat surface.

- 2** **Length** is always the longest side of the natural base.
Width is the shorter side of the natural base.
Height is from the top of the bag to the natural base.

➔ **Tuck in excess poly bag before measuring.**



➔ **DECIMAL PLACES**

2 decimals, rounded up to nearest 0.25".

In this example, measurement is close to 7.00", but correct measurement is rounded up to 7.25".

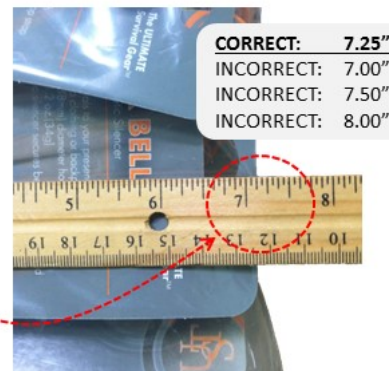


FIGURE 7

How to Determine Dimensions of Inner Case Pack Polybags

INNER CASE PACK CARTON & MASTER PACK CARTON

- 1** First, determine the **natural base** of the box.
This will determine which sides are the length/depth, width, and height.

How to determine the NATURAL BASE

The natural base is the most obvious, natural underside of the box, where the **taped seam** is.



Incorrect. Natural base is always on a taped seam.

- 2** **Length** is always the longest side of the natural base.
Width is the shorter side of the natural base.
Height is from the top of the box to the natural base.

→ DECIMAL PLACES

INNER CASE PACK CARTON and MASTER PACK CARTON

2 decimals, rounded up to nearest 0.25".

In this example, measurement is close to 10.00", but correct measurement is rounded up to 10.25".

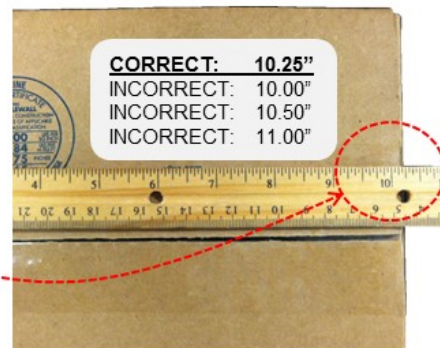


FIGURE 8
How to Determine Dimensions of Inner Case Pack Cartons
& Master Pack Cartons

OUTER SHIPPING CARTON

- 1** First, determine the **natural base** of the box.
This will determine which sides are the length/depth, width, and height.

How to determine the
NATURAL BASE

The natural base is the most obvious, natural underside of the box, where the **taped seam** is.



- 2** **Length** is always the longest side of the natural base.
Width is the shorter side of the natural base.
Height is from the top of the box to the natural base.

→ DECIMAL PLACES

OUTER SHIPPING CARTON

No decimals, rounded up to next whole number.

CORRECT: 11"

INCORRECT: 10"

INCORRECT: 10.25"

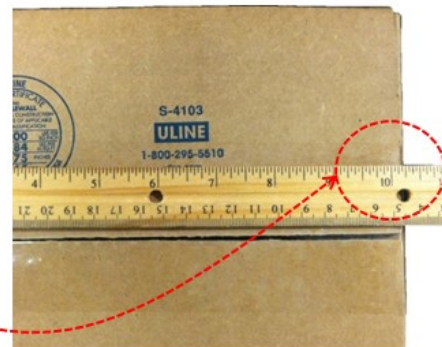


FIGURE 9

How to Determine the Dimensions of Outer Shipping Cartons



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7. Records

None.

8. Revision History

REV.	Description of Change	Effective Date
A	Initial release. No changes from draft version dated 10/15/2012.	1/10/2013
B	Revised Figures 3 and 4.	11/11/2013
C	Changed UST/Revere to UST Brands	05/19/2014
D	Changes UST circle logo to UST Brands logo.	07/28/2014
E	Changed name of WI from "Vendor Marking Requirements for Shipment & Storage." Added carton and polybag specifications.	11/21/2014
F	Added Section 6.4 on dimensions and weights	1/13/2015
G	Change name of WI from "Vendor Packaging and Marking Requirements for Shipment & Storage." Entire document revised and reworked.	10/09/2015
H	Corrected when to use master pack carton markings in 6.2.2 and Figure 3.	3/7/2016
J	Figures 6 thru 8 became Figures 7 thru 9. Added new Figure 6. Revised Figures 8 and 9. Revised 6.2.4 round-off to 0.25 inch for master pack carton. Added tolerance example to 6.4.3.	6/28/2016

9. Distribution List

Copy Number	Title	Location
N/A	Controlled digital copy on company server.	G:\ENGINEERING\Engineering Data and Documents\Engineering Documents\7XXX-Series Work Instructions