

# NORDSTROM

## PACKAGING AND LABELING STANDARDS

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<b>SECTION 1</b>	<b>GENERAL PACKAGING REQUIREMENTS</b>	<b>2</b>
	Carton Specifications	2
	Weight and Dimensions	2
	Carton Sealing	2
	Shipping Carton Testing	2
<b>SECTION 2</b>	<b>NRHL, NORDSTROM.COM &amp; RESERVE STOCK (RS) PACKAGING</b>	<b>3</b>
	Oversized/Ship Alone	3
<b>SECTION 3</b>	<b>CARTON LABEL REQUIREMENTS</b>	<b>4</b>
	NON-EDI Shipments: Carton Label Requirements	4
	EDI Shipments: GS1-128 Shipping Label	4

## SECTION 1

## GENERAL PACKAGING REQUIREMENTS

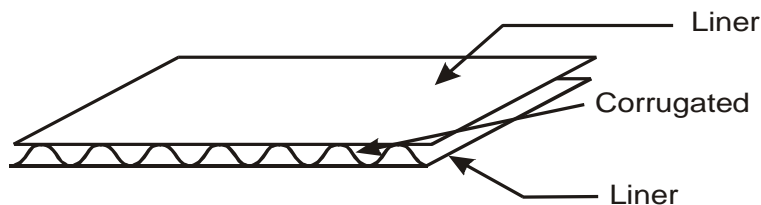
Careful packaging is essential to assure safe delivery of product. These general requirements apply to all Nordstrom divisions with noted exceptions. These guidelines do not supersede or absolve the Supplier's responsibility for providing proper protective packaging.

### Carton Specifications

Do not ship in envelopes, jiffy, burlap or plastic bags. All cartons must be conveyable; see carton size requirements below. Use a single piece of cardboard on the top and bottom of each carton for protection when opening.

Shipping cartons must be **NEW** with no markings other than those of the supplier (carton label/GS1-128 or carton content) and/or box manufacturer. They must be constructed of corrugated cardboard with a minimum bursting strength of 200 lbs. per square inch (18 kg/cm) to prevent crushing.

200 lbs./Sq. Inch (1379 kPa) Single-wall (3 Ply) Corrugated



### Weight and Dimensions

Shipping carton may not exceed maximum dimension and weight listed below (*Maximum weight allowed for fragile 'Home' product is 40 lbs*):

Division		Length	Width	Height	Weight
FLS/Rack	Maximum	36 inches (91.44 cm)	27 inches (68.58 cm)	30 inches (76.20 cm)	50 lbs. (22.68 kg)
Nordstrom.com*	Maximum	23 inches (58.42 cm)	15 inches (38.10 cm)	17 inches (43.18 cm)	40 lbs. (18.14 kg)
NRHL	Maximum	33 inches (83.82 cm)	20 inches (50.08 cm)	20 inches (50.08 cm)	55 lbs. (24.95 kg)

\*Nordstrom.com cartons must be perforated for the creation of an opening on one end (with the exception of shoes); see [Carton Providers](#) list

**Note:** If product requires cartons that exceed these size and weight requirements, suppliers must contact [frm@nordstrom.com](mailto:frm@nordstrom.com) for approval; if approved carton weight and dimensions must be written on the outer carton in letters 1.5 inches.

### Carton Sealing

Cartons (top and bottom) must be sealed with ONE KIND of tape; patterned security tape preferred:

- Use 2" or 3" (inch) patterned vinyl tape or paper-reinforced security tape (No cellophane or clear tape)
- Do not consolidate or seal with bands, staples, strings, straps or any sealant other than tape
- All tapes must be moisture/temperature resistant and have an adhesive quality that resists drying in transit

### Shipping Carton Testing

Carton transit testing is required when one item is shipped per carton. Nordstrom holds all suppliers and agents accountable for providing documentation upon request of Vibration and Drop testing in accordance with the [International Safe Transit Association](#) industry standard test procedure, [ISTA-1A](#) & [ISTA-1B](#).

## Oversized/Ship Alone

Any selling unit that the packaged size measurements exceeds our maximum outbound carton sizes or is over 25 pounds must be shipped in a customer 'ship ready' carton, as single unit, safe for transit in a small package environment. Commonly called re-shipper or ship-alone.

### Outbound Carton Size

- 25" long x 17" wide x 19" deep/high
- 33" long x 16" wide x 10" deep/high

These restrictions are based on the measurements of the packaged size not the assembled size (e.g. shoe box vs. height of boot or size of the stroller box vs. size of the assembled stroller).

All merchandise deemed oversized is subject to these requirements, unless otherwise negotiated between the supplier and our Merchandiser and/or Floor Ready Management Team. Specific exclusions must be approved and documented in writing.

### Packaging Requirements for Oversized Items

Re-shipper/ship alone packaging is for products that are too large in size or weight to pack with other items. These products ship to the end customer in supplier provided packaging. Suppliers are expected to deliver merchandise in prepackaged units exactly as they are to be sold to the customer. All parts and instructions (if applicable) must be included. Nordstrom does not allow product advertising or inserts of any kind.

Re-shipper/ship alone cartons must be packed as a single selling unit and must have or be the following:

- Constructed of corrugated cardboard with a minimum bursting strength of 200lbs per square inch (18 kg/cm) and is the appropriate size
- Product must be centered and protected by packing materials so there is a minimum of 3" between the item and the inner wall of the carton
- Large/oversize cartons must have a reinforcement in the center to prevent collapse
- Supplier must list style number, description, country of origin (and if applicable) color and size on the outside of re-shipper carton
- If packaging of the ship alone unit is decorative it must be placed in a new, plain box
- Clearly marked 'Re-Shipper'
- Special handling instructions (i.e. 'Fragile', 'Glass' or directional arrows) must be used. The use of these warning signs does not supplant the packaging requirements outlined in this document

Merchandise must be packed in a **NEW** carton with no markings other than those of the supplier (carton label/GS1-128 or carton content) and/or box manufacturer. If supplier or product logos are printed on the outside of the carton they must match that of the content.

## SECTION 3

## CARTON LABEL REQUIREMENTS

For more information on carton labels, carrier selection, BOLs, etc. please refer to the [Nordstrom Routing Guide](#) on [www.nordstromsupplier.com](http://www.nordstromsupplier.com).

**Note:** Jewelry departments 89, 589 and 696 require a packslip for both EDI & Non-EDI orders

### **NON-EDI Shipments: Carton Label Requirements**

Mark one end and one side of each carton with the following information:

- Ship to address must include:
  - Receiving DC number and DC Address OR
  - Use the carrier's address and DC Number only (no DC address) when shipping via CTE | Norcon | Gilbert East
- PO number
- Department number
- Mark-for location: **Store Pack** requires Store number; **Bulk Pack** requires DC/FC number
- Total pieces per carton
- Carton X of Y (by DC/FC)
- Sale or event, i.e. Half-Yearly or Anniversary (if applicable)
- Fragile; Hazardous Materials; On Dry Ice; Samples (if applicable)

### **EDI Shipments: GS1-128 Shipping Label**

GS1-128 shipping labels are required for all EDI POs/Shipments. In accordance with GS1 US, Nordstrom's label requirements follow standard GS1/EAN SSCC-18 common label formats. Detailed information about the SSCC-18 data structure and associated GS1/EAN-128 symbol can be found in the [GS1 General Specifications](#) document online on the [www.gs1us.org](http://www.gs1us.org). Expense offset fees are applied if the GS1-128 labels are missing or un-scannable. Nordstrom does not provide pictures of non-compliance.

#### **GS1/EAN 128 Requirements**

GS1/EAN 128 labels must have the following information:

- Ship to Address must include:
  - Receiving DC# and DC Address OR
  - Use the carrier's address with the DC Number only (no DC address) when shipping via CTE, Norcon, or Gilbert East
- Supplier name and address
- Ship-to postal code
- Carrier name
- Pro-number (preferred, but optional)
- Bill of Lading: If unavailable, leave blank; required in EDI 856 Data
- PO number
- Department number
- Case quantity
- Carton X of Y (by DC)
- Mark-for Location (**30 pt. bold font**): **Store Pack** requires Store number; **Bulk Pack** requires DC number
- Store barcode
- 20 Digit SSCC number: include barcode and human readable
- Label must be 4" x 6" (105mm x 148mm) conforming to GS1standards

#### **Label Placement**

- GS1-128 labels must be placed on the longest side of the carton and must be at least 1.25" from the bottom of the shipping container
- The outermost bar of the barcode cannot be closer than 1.25" from any edge of the shipping carton
- If the carton is too small, place the label on the top of the carton; do not tape over label




**Note:** Cartons must only contain one unique GS1-128 label. All additional 20-digit 'internal' barcodes on the carton must be marked out or covered.

#### **Symbol Quality**

- Minimum print quality is 1.5 (C)
- Recommended print quality is 2.5 (C)
- Measurement aperture is 0.01" (0.254mm)
- Inspection wavelength is 670 nm (+ or - 10 nm)

### GS1-128 Label Format and Sample

(Actual size of label is 4" x 6"; sample below is enlarged.)

<b>From</b> Vendor Name Address Line 1 Address Line 2 Address Line 3	<b>TO</b> DC/FC Number (#) Consolidator Address Address Line 1 Address Line 2 Address Line 3 (Utilize Store Address when shipping direct to a store)
(420) SHIP TO POSTAL CODE (420) 90266 	<b>CARRIER</b> <b>CARR: Carrier Name</b>  PRO: 12345678901234567890123456789 B/L #: 12345678901234567890123456789
PO #: 12345678901234 Carton 1 of 2 DEPT: 0012 DC #: 699 VEND: 1234567 CASE QTY: 1234	
<b>STORE</b> (91) 0001 	<b>STORE # 0001</b> (Must be 30 PT Bold Font)
<b>SSCC-18</b> (00) 0 0046863 000008235 7 	

### Nordstrom GS1/EAN 128 Label Zones and Dimensions

The label is formatted into several information zones. Each zone contains a zone title (placed in the upper-left hand corner in 6 pt. text) indicating the information contained in that zone.

