

## 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 - Technicolor 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

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P.O. LINE NO.	CUSTOMER ITEM #	TECHNICOLOR 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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>Required Information</b></li> <li>Manufacturer's 3-Alpha character I.D.</li> <li>Originator Name/Address (duplicator, distribution center, etc.)</li> <li>Order No. (Customer PO Number)</li> <li>Sales Order / Shipping Number</li> <li>Customer Name / Address</li> </ul> | <p><b>Minimum Type Size</b></p> <p>1/2" high, 1/3" wide</p> |
|---|---|

Example: (not shown actual size)

<b>XYZ</b>	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 (Technicolor JBA part number.)
- Carton label must not contain vague verbiage such as "Quantity: No Less Than".

<ul style="list-style-type: none"> <li>▪ <b>Required Information</b> <ul style="list-style-type: none"> <li>• Manufacturer's 3-Alpha character I.D.</li> <li>• UPC Symbol / UPC Number</li> <li>• S.K.U. Quantity in the carton</li> <li>• Manufacturer Stock Number</li> </ul> </li> </ul>	<p><b>Minimum Type Size</b></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>
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- **Optional Information**
  - Title / Artist

Example: (not shown actual size)

<b>XYZ</b>	QTY <b>18</b>	
Title <b>Beranguer Boogie</b>		
Artist <b>Beranguer, Juan</b>		
Manufacturer Stock No. (Technicolor JBA Item No.)		



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**TECHNICOLOR 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 Technicolor 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

**Technicolor Recommends the Following by Dry Good Type:**

<b><u>Item</u></b>	<b><u>Quantity per Carton/Box</u></b>
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 Technicolor 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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### **TECHNICOLOR 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.**

