SECTION 15

CARTON REQUIREMENTS
CARTON REQUIREMENTS

OVERVIEW

1. Carton Labels are required on all shipments from all vendors
2. We suggest as a best practice extra taping on your cartons. It guards against insertion or removal from the cartons. This is recommended and not mandatory

CARTON REQUIREMENTS

• No carton is to weigh over 40 pounds. Carton walls must be double wall and must have burst strength of 250 lbs. Cartons must have minimum edge crush (ECT) 45. Cartons must be labeled with their ECT and/or bursting strength certification. Cartons must have certification stamped on the bottom of the carton.

• **Asian Fiberboard will no longer be accepted.**

• Carton size for shipments must be the dimensions of *16” wide x 24” long x 10” high*. The base must always be **24” long x 16” wide**. Carton height maximum is 10” high and minimum is 4” high unless it is the last carton of each size. Then the carton height can accommodate the remaining pieces by size. You may reduce the height to fit product any quantity and type. If you need to reduce the height of the last carton, please reference photo below for label placement:

![Carton Label Placement](image)

• Cartons cannot be over packed. Units inside must fit snugly, but not to over extend the top or bottom of the cartons. All sides of the carton must be flat, not bowed or concave. The cartons cannot be bowed out.

• Cartons must be clearly marked with the following information appearing on both outside, short ends of the carton. Place the license plate in the center of the short end of the carton. The license plate contains all of the required information.
• Banding or strapping of freight is not permitted. Cartons should be shrink wrapped to the pallet. In addition, cartons cannot have plastic bags wrapped around an individual carton. This must be removed prior to delivery to the DC.

• Shipments will no longer be accepted with a plastic carton liner inside the carton.

• A piece of cardboard needs to be placed at the top and bottom of the carton to protect the garments from being damaged when the carton is opened.

• Cartons should not be made in advance. Our procedure is to make one carton, pack one carton, and seal one carton. This reduces the chance of foreign objects getting into the cartons and reduces the chance of mixed sizes.

• The person packing the carton should sign or initial a chop placed on the inside carton flap. This helps with accountability if there is a problem with the carton.

• **ALWAYS,** on the long side panels (maximum 24” long) of the cartons, print the following information:

  Net Wgt. _____Kgs.
  Gross Wgt. _____Kgs.
  Measure: ____________

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**CARTON LABEL SIZE AND QUALITY REQUIREMENTS**

The carton label size cannot exceed 4” x 7”. Carton labels must be of sticker stock and cannot be taped to the carton. Carton labels are affixed to both of the SHORT 16” sides of the cartons and must be centered. Thermal paper must be used for printing carton label stickers.
SECURITY TAPE

Customs offices around the world have increased their frequency of inspection with both outbound and inbound shipments. To identify when cartons are opened, all sources must use security tape.

The security tape can have the name of the factory, name of the agent, or Destination Maternity Corporation on it and a background color is preferred compared to clear background.

Tape must be at least 2.5 millimeter in strength.

Tape must be on all sides of the carton. Extend the tail of the tape 3” down the side on the short sides of the carton.

Attached is an example of security tape.

![Security Tape Example](image)

Security Tape is a recommended best practice. See below page 11 for placement.

SECURITY STICKER – Recommended best practice. See page 4 for placement.

An inspection sticker is needed on the top and the bottom of the carton. The sticker needs to be at least 5.5” long x 2.5” wide. Clear packing tape should be placed over the sticker.

AFTER SEALING THE CARTON

Please have the quality inspector (from your agency or representative) sign or ink chop the tops of the cartons that they have inspected at random. We require this so that if a carton has been re-opened after sealing by the factory, we will know that carton was not tampered with by an outside source. We understand that some factories seal only the carton top with clear tape before moving it to a final controlled packing area for weighing and final counts. The carton is then opened, counted, checked and then resealed with security tape. The person doing this is an employee of the factory should sign the inside of the carton flap before security tape is affixed.

VIOLATIONS TO THE PACKING OF THE CARTON WILL BE SUBJECT TO A REPACKING CHARGE AND A NON-COMPLIANCE CHARGE FOR THE SHIPMENT
License Plated Carton - All Vendors (all types of product) must comply

**TOP OF CARTON**

Please see in the above illustration arrows showing the placement of the Security Tape placed across the top and bottom of the carton and the Security Stickers placed in 3 sections of the top and bottom of the carton.
CARTON LABEL SYSTEM

THERE ARE TWO DIFFERENT PRINT OPTIONS TO CHOOSE FROM WHEN PRINTING THE CARTON LABELS.

Print Option:
1. (Option 2 below) labels will print from any Laser printer.
2. (Option 2A below) labels will print from Paxar 9800 Series printer only. NO OTHER printer will work with this option.

The license plate system is for an agent or vendor to create and maintain carton label information. Files are created on the web. The agent inputs the information to the carton label website and updates the size and quantity of each carton. Two labels are created for each carton and contains a scan-able barcode and readable information.

NOTE: Damages should not be added to the carton label process for ANY International partner purchase order.

CONCERNS OR QUESTIONS REGARDING LICENSE PLATES SHOULD BE DIRECTED TO GAIL FLESHER (gflesher@destinationmaternity.com)

STEPS FOR PRINTING BARCODE LABELS

Type in the following URL and change “yourname” with your company log on name:
http://wwot.motherswork.com/agent/login.asp?name=yourname

- Enter your password and click “Go”
- You will come to Agent Main Screen. Towards bottom of screen you will see option:

Carton Labels

This will take you to the Carton Label Menu Menu

- Click on this option
- This will bring you to the carton label menu
CARTON LABEL MENU

Mandatory Requirement for ALL Vendors
1. MAINTAIN PO CARTON FILE
   Maintain Cartons

2. PRINT PO CARTON LABELS TO LASER PRINTER
   Print Labels To Laser

2A. PRINT PO CARTON LABELS to Paxar 9800 Series Printer
   Print Labels

3. SEND CARTON INFO TO DESTINATION MATERNITY
   Send Info

4. VERIFY CARTON LABELS
   Verify Labels

5. VIEW CARTON INFO and PRINT PACKING LIST (IMPORT/807/LDP POs)
   View Cartons

6. PRINT PACKING LIST (International POs only)
   Packing Slip

7. VIEW CARTON LABELS
   View Labels
1. MAINTAIN PO CARTON FILE

1. Enter PO#
2. Add Cartons

NOTE: If a purchase order is written as a case pack, one case pack will equal one unit. If one carton has 10 case packs the total number of units within the carton quantity will be 10.

If the PO # is valid and not previously invoiced, the carton information will display:

You Currently have 41 cartons for this PO

| PO #: 195880 | PO Date: 07/06/10 | Ship VIA: HO CHI MINH CITY, VIETNAM |
| Style Cl: 32440-10 | Division: OH BABY | FOB: |
| Style Desc: | Buyer: KM | Terms: |

Enter carton number or range of cartons: 42 to 42

"D"amaged/"S"econds: SELECT...

Size: SELECT...
Carton Width: 13 inches
Carton Qty: 0
Carton Height: 1 inch
Total Pallets: 0
Carton Weight: 0 LBS
City & State: 
Zip Code: 

Submit

<table>
<thead>
<tr>
<th>Carton#</th>
<th>Size</th>
<th>Qty</th>
<th>Dimensions</th>
<th>&quot;D&quot;amaged/&quot;S&quot;econds</th>
</tr>
</thead>
<tbody>
<tr>
<td>195880-0001</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0002</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0003</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0004</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0005</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0006</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0007</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

In addition to the PO carton invoice information displaying, the individual cartons associated to the PO also displays and is editable.
PO carton invoice section

Enhancements – Above letter boxes matched to below descriptions:
A. Carton Assignment Status – Displays carton total currently associated to the PO #.
B. Carton Range – These fields allow for the entry of one or a range of cartons. The first input field will always be one more than the total assigned cartons. The second input field will either be equal to or greater than the first input field:

![Carton Range Example]

The above illustration example shows that with 41 current total cartons assigned, you can either assign one or more cartons starting with 42. The range can never be less than the total cartons, and in the above example the range must be equal to or greater than 42.
C. Carton Width – Will display for Prepack cartons only, and will either be 13 or 18 inches
D. Carton Height – A range of 1 to 11 inches are selectable here for standard cartons and a range of 1 to 5 inches for Prepack cartons.
E. Carton Weight – Numeric field to represent the carton weight in pounds. Cannot exceed 40 pounds. **Carton Weight must be at least 1lb, if you do not have access to a scale.**
*The following fields (F-J), if info cannot be provided please input “n/a”.*
F. Carrier – Text field to enter what truck company will deliver the cartons to our Distribution Center.
G. Size – All sizes associated to a PO will display and be selectable from this select field and will vary based on the PO.
H. Total Pallets – Numeric field to represent the total pallets required for the carton(s).
I. City & State – Enter the city, followed by a comma, and then the state from where the cartons will be delivered from by the trucking company entered in the Carrier field.
J. Zip Code – Of the trucking company entered in the Carrier field.

Carton ranges cannot be submitted and error messages will display if the following fields are not inputted or selected:

Once all fields have been provided, the form will allow the submission of the newly entered carton(s). Read the error message for each field to determine what information is required.

It is important to note that once the first set of cartons are added a PO, the total pallets, carrier, city & state, and zip code fields are no longer editable. They will display as such:

The assigned carton detail will display directly below this form and is explained in the next section.
Each carton assigned to PO # now displays for review/modification/removal. **Modification and removal can only occur prior to invoicing the carton.**

<table>
<thead>
<tr>
<th>Carton#</th>
<th>Size</th>
<th>Qty</th>
<th>Dimensions</th>
<th>&quot;D&quot;amages/&quot;S&quot;econds</th>
</tr>
</thead>
<tbody>
<tr>
<td>195880-0001</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0002</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
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<td>20x18x5</td>
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<td>20x18x5</td>
<td>Edit Delete</td>
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<td>195880-0005</td>
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<td>20x18x5</td>
<td>Edit Delete</td>
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<tr>
<td>195880-0006</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0007</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0008</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0009</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>195880-0010</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

The benefit of this feature is twofold. One, it allows real time access to carton data to make corrections if necessary, which will minimize errors and ensure carton information is accurate, and two, eliminates the necessity of deleting the entire carton file, and then reentering all the cartons again in the event corrections need to be made. The next section will explain how to use this feature.
1. **Edit Carton function** – An individual carton can be edited by clicking the ‘Edit’ link in the carton detail table:

<table>
<thead>
<tr>
<th>Carton#</th>
<th>Size</th>
<th>Qty</th>
<th>Dimensions</th>
<th>&quot;D&quot;amages/&quot;S&quot;econds</th>
</tr>
</thead>
<tbody>
<tr>
<td>195880-0001</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0002</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0003</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0004</td>
<td>S</td>
<td>125</td>
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<td></td>
</tr>
<tr>
<td>195880-0005</td>
<td>S</td>
<td>125</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0006</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0007</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0008</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0009</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td></td>
</tr>
<tr>
<td>195880-0010</td>
<td>M</td>
<td>50</td>
<td>20x18x5</td>
<td></td>
</tr>
</tbody>
</table>

The row that was clicked will change and allow for the Size, Qty, Dimensions and Damages/Seconds data to be edited. The link column for the selected row will also change, displaying an ‘Update’ and ‘Cancel’ links. In the below example, we will select ‘D’ from the Damages/Seconds column select field…

...and then click the ‘Update’ link

And the carton is now updated, in real time. The Size, Qty, and Dimensions fields can also be changed if necessary.
2. **Delete Carton Function** – An individual carton can also be removed from the PO by clicking the ‘Delete’ link in the carton detail table:

You will be asked to confirm the deletion of the carton before removal takes place. Click OK to delete or Cancel to keep the carton. We will click OK for this example…

...and the carton we changed in the previous example to reflect ‘D’ in the Damages/Seconds column is now removed from the table. The carton numbers are reordered and the carton total is updated, enabling you to manage the cartons with minimal intervention from DMC.
1. Enter PO# and then the TAB key on your keyboard
2. Enter Carton Range to Print and then TAB key on your keyboard

Enter Carton(s)
e.g. [1-10]:

3. Enter Country of Origin and then TAB key on your keyboard

Country of Origin: CHINA

Use the TAB Key to navigate through the page until Generate Labels button appears

2A. PRINT PO CARTON LABELS to Paxar 9800 Series Printer

Enter the po#, and then click on the ENTER button

PO Number:

Enter the Country of Origin and SUBMIT

Enter The Country of Origin [CHINA]

Enter the Carton Range and SUBMIT

Input a Carton or Range of Cartons (Ex. 12-18)
After entering **all** 3 fields, a summary confirmation and button will display. Click the button to generate the carton labels to print.

A window will appear in the center of your screen, which will display the cartons you have selected to be printed to a label [2 for each carton]. This document covers printing in the latest version of Adobe Reader 10.
In the label window, move your cursor to the bottom of the screen, and a menu bar will appear. Click the icon that looks like a printer:
After clicking the print icon, the below printing dialog box should appear. Find the Page Sizing & Handling section. Directly under that section, find the multiple buttons and click it:
Ensure you have put your label stock in your paper tray on your printer prior to clicking the Print button.
Print Carton label on a local printer for Adobe Version 8 and below.

Tool bar appearance: Prior to Adobe Version 10 [version 8]

DESTINATION MATERNITY CORP
456 NORTH 5TH STREET
PHILADELPHIA, PA 19123 U.S.A.
C/O USA

<table>
<thead>
<tr>
<th>STYLE</th>
<th>SIZE</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>98689-91</td>
<td>1X</td>
<td>100</td>
</tr>
</tbody>
</table>

PLS WVN SL TDYE MSTRD
To obtain CPSIA GC Certificate go to: http://wwot.destcorp.com/customs
Print setup: Prior to version 10 [version 8], select Page Scaling → Multiple pages per sheet
Pages per sheet select box → select 4, Page Order select box → select Horizontal. The preview area should look exactly as displayed here:

Ensure you have put your label stock in your paper tray on your printer prior to clicking the OK button.
3. SEND CARTON INFO TO DESTINATION MATERNITY

This must be done by all vendors:

1. Enter PO#
2. Enter Invoice Information
   Enter the relevant information for each prompt. Again, you MUST use your mouse or
   The “Tab” key to move between entries.

Enter Invoice#

Enter Vessel name or Flight number for shipment:

Enter AWB number or BOL number for this shipment:

Enter ETA Date for this shipment:

Input Cartons and/or Range Of Cartons(Ex. 20-35).
Multiple entries Must be separated by a comma (Ex. 1,5,17-30,40).

Are You Sure You Want to Send this Data? Type 'YES' to Confirm

4. After you type "yes" and click the “Submit” button, the following message will appear:
CONFIRMED

PO#: 95987
Invoice: 12345
Cartons: 5-7
Shipped Via: boat
ETA: 04/01/08
AWB: 887

Print a Copy of this Page for your Records
Print the confirmation page to your regular printer as a receipt of this transaction. You can reference this copy should a problem arise with the invoice.
You are now finished. The barcode printing cycle has completed.

Other things to Consider:
You have to validate the barcode for a carton before it can be invoiced. If you did not do this at the time of printing (which should never occur unless there was a sudden physical problem with the computer), there is an option on the main carton label menu that allows you to verify labels if you have them. If you do not have the labels, then you will have to reprint them and scan them the regular way before being able to create the invoice.

KOHL’S PO’s – When you add cartons for a Kohl’s PO with prepacks, you will not be prompted for a size. The size is already determined by the prepack.

If you purchase a new PC, you will need to:
1. Purchase a keyboard with a scanner port.
2. Setup a print driver for COM1. The print driver must be setup as a “generic/text only” printer.
4. VERIFY CARTON LABELS

(Click Here FIRST. You will be prompted twice to “Run” the Program that prints the tickets. Click the “Run” box each time it pops up on your screen. Depending on the version of Internet Explorer on your PC, you may be prompted to “Open” the file instead of “Run”. NEVER select the “Save” option. Always select “Run” or “Open”, whichever one appears.

(Click Here after the tickets have printed. You will be told how many unique barcodes you have to scan.

YOU MUST VERIFY 1 DIFFERENT BARCODE(S)

You must have your cursor in the box before scanning the barcode.
Once you have successfully scanned the required number of barcodes, you will receive a message on your screen that says:

YOU BARCODES HAVE BEEN VERIFIED

If the barcodes you scan are NOT readable, then you will receive a message on your screen that says:

ERROR! Your Barcodes Have NOT Been Verified. Fix Problem With Printer and Reprint

At this point, you will need to figure out what’s wrong with the printer and fix it. A common error is that the labels are not lined up correctly in the printer. If the label appears to be printing perfectly normal and you are still getting an error; then you will have to contact DMC for further assistance.

5. VIEW CARTON INFO and PRINT PACKING LIST (IMPORT/807/LDP POs)

Enter Purchase Order number to view the cartons

View Cartons
The viewer contains a toolbar that allows you to page through the carton list, zoom in or out of the viewer, find specific text within carton list, export the carton list to a PDF file and refresh/print the carton list. Follow the letters above the circled items in the toolbar for descriptions.

A. Pager – Type the page in the avail field or click the arrow symbol to move through the pages of cartons.

B. Zoom display – Select a zoom percentage from the select field or size the display to fit the viewer window.
C. Search Text – Enter text to search for in the carton list. Use the ‘Find’ and ‘Next’ link buttons to search the carton list for a specific carton number, size, quantity or other string of text. The following illustrations demonstrates searching for carton # 0028:

In the above illustration, 0028 is entered in the field, then the ‘Find’ link button is clicked...

<table>
<thead>
<tr>
<th>Carton Number</th>
<th>Size</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>197333x0020</td>
<td>M</td>
<td>98</td>
</tr>
<tr>
<td>197333x0021</td>
<td>M</td>
<td>98</td>
</tr>
<tr>
<td>197333x0022</td>
<td>M</td>
<td>98</td>
</tr>
<tr>
<td>197333x0023</td>
<td>M</td>
<td>98</td>
</tr>
<tr>
<td>197333x0024</td>
<td>M</td>
<td>36</td>
</tr>
<tr>
<td>197333x0025</td>
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<td>96</td>
</tr>
<tr>
<td>197333x0026</td>
<td>L</td>
<td>96</td>
</tr>
<tr>
<td>197333x0027</td>
<td>L</td>
<td>96</td>
</tr>
<tr>
<td>197333x0028</td>
<td>L</td>
<td>96</td>
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<td>197333x0029</td>
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<tr>
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</tr>
<tr>
<td>197333x0031</td>
<td>L</td>
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</tr>
<tr>
<td>197333x0032</td>
<td>L</td>
<td>96</td>
</tr>
<tr>
<td>197333x0033</td>
<td>L</td>
<td>77</td>
</tr>
<tr>
<td>197333x0034</td>
<td>XL</td>
<td>92</td>
</tr>
<tr>
<td>197333x0035</td>
<td>XL</td>
<td>92</td>
</tr>
<tr>
<td>197333x0036</td>
<td>XL</td>
<td>92</td>
</tr>
</tbody>
</table>

...the viewer finds that string of characters in the page, and appropriately highlights it. This is especially useful if there are multiple pages of cartons to search through.

D. Export Format – Select Adobe (PDF) Format to export the entire carton list to a PDF file.

E. Refresh/Print – Click the refresh icon or the print icon to refresh or print the carton page(s).