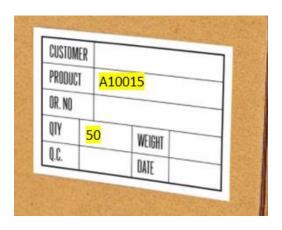# Logistech Solutions

Inbound Guidelines

Any non-conforming shipments delivered to our facility will result in processing delays and additional fees.

1) **Facility Address** – Send shipments to our fulfillment facility using the following address and format:

> **Client Company Name**
> **c/o Logistech Solutions, Inc.**
> 1800 Quality Dr. NE
> Wilson NC, 27893

2) **Carton/Container Specifications** - Cartons/container size maximum of **36" L x 20" W x 20"H and must not exceed 50 lbs**.

3) **Pallet/Skid Specifications** – pallets or skid packs must be stretch wrapped and/or strapped to maintain product integrity during transit to our facility. Pallets used must be industry standard 48"x 40" grade #2 or better. Pallet finished dimensions, including product overhang, must not exceed **50" L x 42" W x 48" H.** The **maximum weight** per pallet is **1,650 lbs**.

4) **Font** – any text placed on any label or paperwork that is related to compliance of this inbound document must be in the English language. Any human readable font must be 10 point or larger. Handwritten text is discouraged, but is acceptable with prior approval.

5) **Product Marking/Labeling –** Logistech can handle products that are already barcoded at unit and carton/container level. Although products and cartons that are barcoded are preferred, you may send products to our facility that have not be barcoded. Below are the specifications for each method.

   a) **Non-Barcoded Product** Marking/Labeling Specifications
      i) Units – each unit should have title/description label.
      ii) Carton or Container – each carton or container should be labeled with human readable Product ID. Please do not have a barcode on the carton/container that represents a unit. Any barcode on the carton/container should be different from the unit barcode.
      iii) Quantity – We encourage consistent carton/container quantities. We discourage packaging more than one SKU per carton. However, we understand it's unavoidable at times.
      iv) Partial balances of each SKU where the individual quantities do not constitute a separate carton may be combined into one carton. Such cartons must clearly be marked "Mixed" and quantities for each SKU must be displayed clearly for each.

   Sample of Non-Barcoded Carton/Container:

Barcoded Product Marking/Labeling Specifications

v) **Retail Barcodes** - Logistech welcomes GS1 barcode formatting for **unit level (UPC/EAN)** or **container code level (GTIN-14)** that is typical of the retail industry. For more information about GS1 barcode formatting, please visit www.gs1.org.

Samples of GS1 formats of retail barcode symbology:

GTIN-12, GTIN-13, and GTIN-8 are examples of unit level barcodes
GTIN-14 is used for container/carton level barcoding:

vi) **Generic** Barcodes – If your products will not be sold in retail outlets that generally use GS1 formatting, then generic barcoding is permitted. The requirement formatting for generic barcodes apply to both unit barcodes and carton barcodes.
   (1) has linear format Code39 or Code128;
   (2) does not exceed 31 characters;
   (3) has no special characters/spaces;
   (4) has at least 0.25 inches of white space on both left and right margins;
   (5) Is physically large enough to easily scan with a linear barcode scanner;
   (6) Is unique for each SKU at the unit level and the carton level

vii) **Generic Unit Barcode** – the placement of barcodes needs to be in a consistent region of the product and must be on a flat side of the product to promoted scan ability.
viii) **Generic Carton or Container Barcode** – A carton barcode is NOT required, but it qualifies fulfillment requests to qualify for case/carton level pricing (i.e. large requests or typical B2B requests). If carton level handling is not needed, a barcode is not required. However, the carton must display the human readable SKU# (without a barcode). It is important that the unit barcode is not displayed on the boxes or cartons to prevent mistakenly processing an entire case/carton as a single unit of product.

Samples of generic barcodes, used for unit barcodes or carton/container barcodes:

6) **Inbound Reference Requirement -** All inbound shipments to the facility must have an Advance Shipment Notification (ASN) created in our software, LOMACS, at least one business day prior to excepted arrival. The ASN record provides identity of the shipper, the products, and the quantities expected for each shipment.
    a) Product inventory record must exist in the inventory section of LOMACS in order to add products to any ASN.
    b) The ASN reference must be present on the shipping documentation or the reference field of the parcel shipping label.
        i) As an added measure to ensure proper shipment identification, you may add carrier tracking numbers to corresponding ASNs within LOMACS.
    c) Multi-package shipments may use the same ASN reference (i.e. 10 cartons, 10 units each, via UPS or FedEx).
    d) Multiple products/SKUS may arrive on the same ASN reference.
    e) Purchase orders from your suppliers/manufacturers that occur on different dates require different corresponding ASNs.

7) **Acceptable Void Fill** - forms of acceptable void fill include foam, air pillows and Kraft paper. **Packing peanuts of any kind, crinkle wrap, and shredded paper are not acceptable.** Boxes must be packaged so that the contents can withstand the rigors of transportation and processing.

8) **Full Trailer/Ocean Containers -** Any ASN exceeding 10 pallets or 20 linear feet of trailer deck space must have the statement "**delivery appointment required"** on the bill of lading. In addition, a comment should be added to the BOL for the carrier to email receiving@logistech.us to arrange appointment. The carrier will automatically arrange delivery date with this correspondence.