



Inbound Shipment/Packaging Requirements

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

- 1) Shipments to be addressed to:
Client Name c/o Logistech Solutions, Inc.
1800 Quality Dr. NE
Wilson NC, 27893
- 2) Carton size no larger than 36" L x 20" W x 20"H and must not exceed 50 lbs.
- 3) Any human readable font must be 12 point or larger.
- 4) **The UPC or product number must be present on every carton.** A unique outer carton barcode (i.e. GTIN-14) that is different from the UPC or product number is required for each product in order to qualify for outbound fulfillment by cases for large orders (i.e. B2B shipments).
- 5) **Product requires consistent package quantities displayed on each carton.** We discourage packaging more than one SKU per carton. However, we understand it's unavoidable at times. 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."
- 6) **All inbound shipments to Logistech must reference an ASN # (assigned by LOMACS™), or, a reference # of your choice provided that it is included in the "Reference/PO" field of the ASN when created in LOMACS™.** This ASN #, or the reference #, must be present on each carton of parcel shipments. If the shipment is palletized freight, it should be present on the Bill of Lading/Airway Bill. Although not required, it is advisable to enter shipment tracking number(s) into the associated ASN in LOMACS™ to help identify shipments where the supplier/shipper perhaps fails to indicate the correct reference number.
- 7) Palletized shipments must be stretch wrapped and/or strapped to maintain product integrity during transit. Pallets used must be industry standard 48"x 40" grade #2 or better. Pallet finished dimensions can be no larger than 48" L x 42" W x 48"H and have a maximum weight of 1,650 lbs.
- 8) Acceptable forms of 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.
- 9) **LTL or FTL Shipments require that the bill of lading be marked "delivery appointment required."** 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.