



## 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 **40" 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** – Although product units and cartons that are already barcoded are preferred, you may send products to our facility that do not have barcodes. Below are the specifications for each method.

a) **Non-Barcoded Product Marking/Labeling Specifications**

- i) Units – each unit should have a title or description label, or artwork that is visible at the unit level.
- ii) Carton or Container – each carton or container should be labeled with a “human readable” Product ID without a barcode font. The unit barcode should NOT be printed or labeled on the carton or container – doing so could allow a carton/container to be counted as an individual unit by barcode scanning processes.
- iii) Product quantity required, and we encourage consistent carton/container quantities.
- 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:*

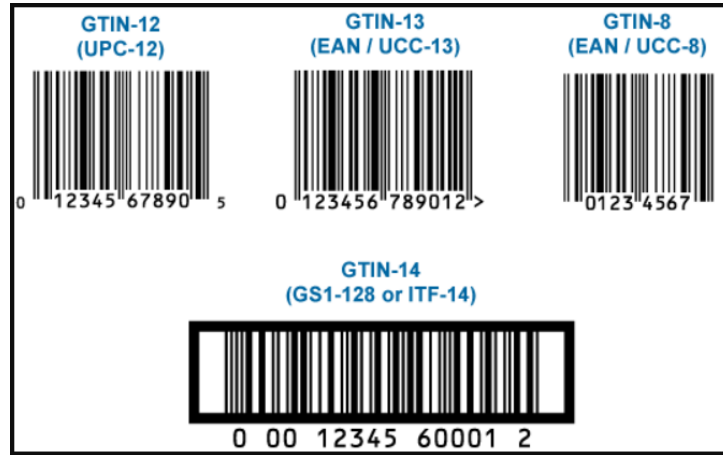


b) **Barcoded Product Marking/Labeling Specifications**

- i) **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](http://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:



- ii) **Generic Barcodes** – If your products will not be sold in retail outlets that generally use GS1 formatting, then generic barcoding is permitted. The formatting requirement for generic barcodes applies to both unit barcodes and carton barcodes as follows:

(1) **Generic Barcode Format**

- (a) has linear format Code39 or Code128;
- (b) does not exceed 31 characters;
- (c) has no special characters/spaces;
- (d) has at least 0.25 inches of white space on both left and right margins;
- (e) Is physically large enough to easily scan with a linear barcode scanner;
- (f) Is unique for each SKU at the unit level and the carton level

- (2) **Generic Barcode Placement** – the placement of barcodes needs to be in a consistent region of the product and/or carton/container and must be on a flat side of the product to promote scan ability.

- (3) **Generic Carton or Container Barcode** – A carton barcode is NOT required, but it allows applicable fulfillment requests to qualify for case/carton level pricing (i.e. large requests or typical B2B requests). If carton level handling is not needed/desired, then a carton/container 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 expected arrival. The ASN record provides the identity of the shipper, the products, and the quantities expected for each shipment.
  - a) Each arriving SKU must exist on the applicable 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 be created in LOMACS at least 3 business days prior to expected arrival. The bill of lading must have the statement “**delivery appointment required**” clearly noted. In addition, a comment should be added to the BOL for the carrier to email [receiving@logistech.us](mailto:receiving@logistech.us) to arrange appointment as soon as possible, otherwise unnecessary delays can occur.