



SUPPLIER COMPLIANCE GUIDE

Below are some helpful tips to assist you in preparing your customer's shipment to be received at our warehouse. Please reach out to your customer if any adjustments to their shipment needs to be made. If you have any questions about the information below, feel free to contact our support team by email at support@fbaforward.com.

SHIPPING CARTONS



- Cartons should not exceed 25 inches (62 cm) on any side, unless the product inside exceeds that length
- Carton weight must not exceed 50 lbs (22.73 kgs)
- Shipping cartons should be double wall, corrugated cardboard, preferably reinforced on sides and corners
- Shipping marks should include brand name, item description, FBAforward order number, carton weight and dimensions, unit count, carton number, and total number of cartons.

SHIPPING PALLETS



- If items are palletized before they are shipped, pallets should be 40 inches by 48 inches (100 cm by 120 cm). Cartons must not overhang pallet by more than 1 inch (2.5 cm).
- Pallets must not weight more than 1,500 lbs (682 kgs)
- Pallets must be solid wood material (no plastic, cardboard, or press board)
- Pallets should be accessible with a standard pallet truck on all 4 sides

UNIT PREPARATION



- No more than 150 units should be packed per shipping carton
- All units must contain a scannable barcode. FBAforward may be applying these barcodes after shipping, so please check with your client. If you are applying barcode labels, they must be printed on removable stickers using thermal or laser printing.
- Items in poly bags with an opening greater than 5 inches (12.5 cm) need a suffocation warning label either printed on the bag, or applied to the bag with a sticker.
- Different item types require different preparation. Please refer to the table on the next page to see the exact requirements for the products your client has ordered.

CATEGORY	IS THE PRODUCT...	EXAMPLES	MATERIALS	PREPARATION GUIDANCE
Fragile/Glass	... glass or otherwise fragile?	Glass, china, picture frames, clocks, mirrors	Bubble wrap Overbox Scannable barcode label	Place or wrap the Unit in protective bubble wrap or a protective over box. The Unit must be able to pass a drop test on a hard surface without breaking. Make sure the barcode is scannable without opening or unwrapping the Unit
Liquid	... a liquid without a double seal?	Soap, spray bottles, lotion	Bags Scannable barcode label	Tighten the lid, then place the Unit in a transparent bag with a suffocation warning to protect from leakage (or apply other appropriate second seal) and seal the bag. Make sure the barcode is scannable without opening or unwrapping the Unit.
Perforated Packaging	... in packaging with a perforated opening?	Chocolate boxes, candy displays	Bag Scannable barcode label	If the unit does not pass a drop test, place the unit in a transparent bag with a suffocation warning and seal the bag. Make sure the barcode is scannable without opening or unwrapping the unit.
Apparel, Fabric, Plush and Textiles	... made of cloth or fabric which can be damaged by dirt, dust, moisture, or liquid?	Purses, towels, clothing, plush toys	Scannable barcode label	Place the Unit in a transparent bag with a suffocation warning and seal the bag to protect it from damage or dust. Make sure the barcode is scannable without opening or unwrapping the Unit.
Toys and Baby Products	... for a child three years old or younger? Does the packaging have cutouts greater than 1 inch square?	Teething rings, bibs, exposed toys (cutouts)	Bag Scannable barcode label	Place the Unit in a transparent bag with a suffocation warning and seal the bag to protect it from damage or dust. Make sure the barcode is scannable without opening or unwrapping the Unit.
Powders, Pellets, and Granular	... made of or containing powders, pellets, or granular materials?	Facial powders, sugar, powdered detergents	Bag Scannable barcode label	If the unit does not pass a drop test, place the unit in a transparent bag with a suffocation warning and seal the bag. Make sure the barcode is scannable without opening or unwrapping the unit.
Sold as Set	... a set of items that will be sold as a single sellable unit?	Encyclopedia set, multi-packs of food	"Sold as Set" sticker of "Ready to Ship" sticker Scannable barcode label	Affix a "Sold as Set" or "Ready to Ship" label to the set that is sealed (shrink-wrapped, bagged or boxed) to keep set from being separated. Make sure the barcode is scannable without opening or unwrapping the Unit.
Sharp	... a product with a sharp or pointed edge that, when exposed, presents a safety hazard?	Scissors, tools, metal raw materials	Bubble wrap (and overbox if bubble wrap is not sufficient) Scannable barcode label	Place or wrap the Unit in protective bubble wrap or a protective over box, so that the packaging completely covers any exposed edges. Make sure the barcode is scannable without opening or unwrapping the Unit.
Small	... small, where the longest side is less than 2-1/8 inches (the width of a credit card)?	Jewelry, key chains, flash drives	Bag Scannable barcode label	Place the Unit in a transparent bag with a suffocation warning and seal the bag. Make sure the barcode is scannable without opening or unwrapping the Unit.
Adult	... potentially offensive or does it contain material such as profanity or nudity?	Products that contain images of live, nude models or obscene, profane messaging	Black shrink-wrap or bag Scannable barcode label	Place the Unit in a black or opaque bag with a suffocation warning and seal the bag. Make sure the barcode is scannable without opening or unwrapping the Unit.



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