



The Global Language of Business

# Apparel and General Merchandise

## Guideline - Floor-Ready Merchandise

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## About GS1

GS1® is a neutral, not-for-profit, global organization that develops and maintains the most widely-used supply chain standards system in the world. GS1 Standards improve the efficiency, safety, and visibility of supply chains across multiple sectors. With local Member Organizations in over 110 countries, GS1 engages with communities of trading partners, industry organizations, governments, and technology providers to understand and respond to their business needs through the adoption and implementation of global standards. GS1 is driven by over a million user companies, which execute more than six billion transactions daily in 150 countries using GS1 Standards.

## About GS1 US

GS1 US®, a member of GS1 global, is a not-for-profit information standards organization that facilitates industry collaboration to help improve supply chain visibility and efficiency through the use of GS1 Standards, the most widely-used supply chain standards system in the world. Nearly 300,000 businesses in 25 industries rely on GS1 US for trading-partner collaboration that optimizes their supply chains, drives cost performance and revenue growth while also enabling regulatory compliance. They achieve these benefits through solutions based on GS1 global unique numbering and identification systems, barcodes, Electronic Product Code-based RFID, data synchronization, and electronic information exchange. GS1 US also manages the United Nations Standard Products and Services Code® (UNSPSC®).

## The GS1 System

The GS1 System is an integrated suite of global standards that provides for accurate identification and communication of information regarding products, assets, services and locations. Using GS1 Identification Numbers, companies and organizations around the world are able to globally and uniquely identify *physical things* like trade items, assets, logistic units and physical locations, as well as *logical things* like corporations or a service relationship between provider and recipient. When this powerful identification system is combined with GS1 barcodes, eCom, EPC®-enabled item level /RFID, and the Global Data Synchronization Network™ (GDSN®), the connection is made between these physical or logical things and the information the supply chain needs about them.

## About the GS1 Apparel and General Merchandise Initiative

The GS1 US Apparel and General Merchandise Initiative serves as a strategic effort in which retailers, marketplaces, brand owners, suppliers, manufacturers, industry trade associations, solution providers and academia voluntarily join to assist in helping the retail industry drive the adoption and use of the GS1 Standards.

**To learn more about the Initiative, visit:**

[www.gs1us.org/ApparelGM](http://www.gs1us.org/ApparelGM)

## Executive Summary

The purpose of the Floor-Ready Merchandise (FRM) guidelines is to provide suppliers and retailers with uniform guidelines for the efficient preparation of products for presentation to the consumer. The GS1 US Floor-Ready Merchandise committee was established in October 1993, to study the logistics of delivering floor-ready merchandise. A variety of activities, ranging from hanger application to security tagging, has been examined by the task force.

In developing the guidelines, emphasis has been placed on the importance of partnership between retailer and supplier. The intention is to maximize the efficiency of applying retail price information, hanger application, and other activities to consumer products when applicable. It is the responsibility of the retailer and supplier to decide where in the supply chain these procedures can take place most effectively. Industry standardization can help minimize time and inefficiencies from the supply chain. Adherence to the guidelines can help suppliers and retailers to improve the speed to market and value of products delivered to the consumer.



**Note:** As with all GS1 Standards and solutions, the GS1 US Floor-Ready Guideline for the Apparel and General Merchandise Industry is voluntary, not mandatory. It should be noted that use of the words “should”, “must” and “require” throughout this document relate exclusively to technical recommendations for the proper application of the standards to support the integrity of your implementation.

# 1 Introduction

## 1.1 Overview

In 1986, supplier, manufacturer, and distribution executives in the General Merchandise and Apparel retail industry shared the belief that a more timely and accurate flow of product information could significantly improve customer service and enhance overall competitive positions. To facilitate this flow, these executives established the Voluntary Interindustry Communications Standards® (VICS®) committee. In 2012, GS1 US and VICS merged, combining their strengths to benefit retail industry by providing a single 'clearinghouse' for innovation and new ideas, becoming the GS1 US Apparel and General Merchandise Initiative.

The GS1 US Apparel and General Merchandise Initiative represents a broad cross-section of industry trading partners. Together, initiative members work collaboratively to define retail business challenges and opportunities, explore solutions, and create adoption plans to further develop their supply chain, fulfillment, and business processes to help the retail industry:

- Deliver on the omni-channel promise
- Create end-to-end item-level inventory visibility
- Meet user demand for rich product information
- Enhance speed-to-web product listings (attributes and images)
- Optimize fulfillment strategies
- Improve data accuracy
- Automate data sharing

This application guideline was prepared by the [GS1 US Apparel and General Merchandise Initiative Omni-Channel Ready Merchandise Workgroup](#) to assist trading partners with the use of GS1 Standards for floor-ready merchandise. It provides detailed guidance on how to prepare, ship and present product in-store across retail operations. Implementation of this guideline is voluntary. Trading partner relationships will determine the scope and timing of individual deployments.

## 1.2 Who Developed This Guideline?

This Guideline was developed by the [GS1 US Omni-Channel Ready Merchandise Workgroup](#). The workgroup includes representatives from leading North American general merchandise and apparel vendors, retailers, and solution providers. This group of companies represents a broad spectrum of product categories within the retail industry and includes companies large and small.

## 1.3 GS1 US Omni-Channel Ready Merchandise Workgroup Objectives

- Identify the key merchandising challenges in preparing, packaging, and shipping product for in-store and e-commerce fulfillment.
- Develop enhanced guidelines for tagging (ticketing), bagging (polybags), hangers, and item identification.
- Establish industry best practices for successfully delivering an integrated omni-channel customer experience.

## 1.4 Scope

In June 1992, a study was commissioned by five retailers and four apparel suppliers to research additional lead time reductions for the men's and boy's bottoms category.<sup>1</sup> Specific topics included pre-ticketing of merchandise, hanger application, shipment accuracy, container labeling, and supply chain benefits. After establishing some preliminary guidelines and benefits, the group released a document in December 1992, entitled Floor-Ready Merchandise. Key conclusions included: Merchandise should be floor-ready when received at retail selling locations. Standardized, voluntary guidelines are necessary to develop efficient mechanisms for shipping and/or receiving floor-ready merchandise. Supply chain benefits can be substantial depending on individual trading partner circumstances.

Realizing the potential benefits to the retail industry, VICS (now GS1 US Apparel and General Merchandise Initiative) was asked, and agreed, to support the development of guidelines for the General Merchandise and Apparel industries, and established the Floor-Ready Merchandise (FRM) committee in October 1993. After further study, the FRM committee recognized there are many aspects to the floor-ready process. To support guideline development, VICS adopted a mission and definitions:

- **Mission:** Establish industry-wide guidelines to help reduce the time to move general merchandise and apparel to the retail selling floor and provide the best overall value for the consumer. These guidelines will be established and implemented through a cooperative effort between retailers and their suppliers. Generally, the best economies will be obtained when there is consistency of a given service.
- **Floor-Ready Merchandise:** Merchandise that is ready for sale when received at a retail selling location. When applicable, activities such as pricing, hanger application, and packing should occur at the most logical stage in the supply chain. The responsibility for these activities is negotiated between the retailer and the supplier. Floor-Ready Merchandise activities relate to the preparation of merchandise for presentation to the consumer.
- **Shipment Packaging:** Shipment packaging is the unit load or transport package and incorporates the consumer packaging only when the shipping unit is also the selling unit. Successful implementation of effective shipment packaging depends on dialogue between trading partners to identify mutually beneficial opportunities. Environmental considerations are consistent with the long-term objectives of shipment packaging: reduction of material waste, increased reuse of packaging and ease of handling.
- **Receipt-Ready Shipments (RRS):** Scannable shipments, supported by appropriate electronic data interchange (EDI) documents and received at a retail location meeting agreed-upon requirements for labeling, routing, containerizing, and delivery. This can help reduce delays in processing and moving merchandise to the selling floor. RRS requirements relate to the shipment of merchandise for receipt by a retailer.

Mutual implementation of these precepts can promote the following supply chain improvements:

- Reduced lead time
- Improved consumer availability
- Increased environmental awareness
- Decreased costs

This document provides floor-ready specifications within Apparel, Footwear, and General Merchandise categories. Hardlines are not addressed in this guideline.

<sup>1</sup> VICS FRM Guideline, Sept 15, 2006, Introduction section. Retrieved on March 3, 2019 from: [https://www.gs1us.org/documents?Command=Core\\_Download&EntryId=422](https://www.gs1us.org/documents?Command=Core_Download&EntryId=422)

## 1.5 Audience

This document is designed to be used by both suppliers and retailers, and can be used as a framework for third party providers that may service either trading partner. The guidance provided is applicable to all companies trading products in the general merchandise, footwear, and apparel sectors. This includes, but is not limited to, cosmetics, jewelry, footwear, fashion accessories, apparel and sportswear, sporting goods, home fashion, and small appliances. This document can be used by companies throughout North America and their partners.

## 1.6 Document Purpose

The purpose of this Guideline is to provide suppliers and retailers with uniform guidelines for efficient preparation of product for presentation to the consumer. The document provides guidelines for key components within the process such as: product marking, packing materials, EDI transactions, and receipt-ready shipments for products destined for the retail selling floor. The sections are broken down to provide an overview of the component, benefits for trading partners when following the guidelines, and important considerations to keep in mind.

The document can be used in multiple ways to benefit trading partner relationships. The Floor-Ready Merchandise Guideline can be used as a reference for developing internal processes, serve as a checklist in conversations between trading partners, and as an on-going reference.

## 1.7 Release Summary

This document combines and updates content previously published in separate Release 2.0 documents. Specifically, this document combines eleven Guidelines into one, for easier reference, previously referred to as the following:

- Floor-Ready Merchandise - Preface Overview
- Floor-Ready Merchandise - Introduction
- Floor-Ready Merchandise - Retail Price Marking (Section 2)
- Floor-Ready Merchandise - Evaluation Form (Supplier of Retailer)
- Floor-Ready Merchandise - Evaluation Form (Retailer of Supplier)
- Floor-Ready Merchandise - Color-to-Size Cross-Reference (Section 6)
- Floor-Ready Merchandise - Packing Materials (Section 7)
- Floor-Ready Merchandise - Anti-Theft Tag Placement (Section 8)
- Floor-Ready Merchandise - Shipment Packaging (Section 9)
- Floor-Ready Merchandise - Receipt-Ready Shipments (Section 10)
- Floor-Ready Merchandise - Evaluation and Feedback (Section 11)

### Rationale for Change:

The separation of the Floor-Ready Merchandise Guidelines not only made using the documents cumbersome, but also inhibited the interpretation and use of the specifications. By placing all information into one document, these items are easier to search and use. Further, if a Guideline update is needed in the future, the update process will be simplified.

Additionally, the newly combined Floor-Ready Merchandise Guideline has been updated for the current retail environment. There are no major changes to this combined and updated version.

## 2 Retail Price Marking

### 2.1 Objective

The objective of Retail Price Marking guidelines is to provide uniform methods of conveying retail price information to the consumer. These methods may include product marking, shelf marking, or signing. When product marking has been agreed upon, this guideline should be used in conjunction with the [GS1 US EAN U.P.C. Tag Format & Placement Guideline](#).

### 2.2 Overview

The technologies available to be used for customer service, product tracking, and pricing accuracy often require product identification via barcoded GTIN® (Global Trade Item Number®, U.P.C.). In addition, as a service to the consumer or as required by law, there is sometimes a need for certain consumer products to be individually marked with the retail price. This guideline provides direction and implementation considerations for price marking products. Additionally, this guideline describes the use of EDI transactions to communicate retail price information, which can help minimize complexity for both the retailer and the supplier.

 **Important: This document does not provide any advice or guidance regarding regulatory and/or statutory compliance.** Each company is individually responsible for meeting all legal requirements for their company and their products. Consult with your company's legal counsel or compliance team (regulatory or quality) for more specific information about current statutory and regulatory requirements applicable to your company and products.

### 2.3 Important Considerations

The following are a few items to consider regarding retail price marking:

- Determine whether the merchandise is product marked, shelf marked, and/or signed.
- When product marking applies, establish which trading partner will mark the merchandise.
- When it is determined that the supplier will price mark, the appropriate EDI documents should be selected to communicate the retail price.
- Reach a mutual understanding of the time requirements for both data exchange and the price marking process.

### 2.4 Benefits

Utilizing these price marking guidelines can help retailers and their suppliers to reduce supply chain costs and increase speed to market.

### 2.5 Prerequisites for Retail Price Marking

These guidelines assume that merchandise is marked in a manner consistent with the GS1 US [Apparel and General Merchandise EAN/U.P.C. Tag Format & Placement Guideline](#). When product price marking applies, the price appears in Zone 6. The Zone 6 Requirements listed in Section 2.6 below references the information from the [EAN/U.P.C. Tag Format & Placement Guideline](#). When the trading partners agree that the supplier will apply the retail price, it is strongly recommended that the retailer communicate the retail price using EDI documents that comply with the [X12 EDI Standards](#). These standards are published in the [VICS EDI Implementation Guidelines](#) (note: member log-in required to access).

## 2.6 Zone 6 Requirements

### 2.6.1 General Guidelines

Zone 6 of the merchandise, identification, information zones is defined as space reserved for retail item pricing. Zone 6 may be actual space on tickets or reserve space on boxes or packages. The GTIN (U.P.C.) Marking Guidelines for General Merchandise and Apparel designates the space with a minimum dimension of 1" high by 1.25" wide. Zone 6 should contain human readable consumer price only, in one of two formats with field sizes as shown below:

Format	Maximum Field Size
\$9,999.99	9 characters
13 for \$99.99	13 characters

Retail price may be applied by one of two methods: directly to Zone 6 or with an adhesive price sticker placed within Zone 6.

If the retailer and the supplier agree that the supplier will place the retail price in Zone 6, the supplier will have the responsibility of determining the print style and size for the price. However, if the retailer supplies price stickers (or tickets), directly or through a third party, the retailer will be responsible for determining the print style and size.

The guidelines recognize that legibility of the price information in Zone 6 is of primary importance. Thus, a 10-point, bold font is recommended.

### 2.6.2 Additional Guidelines for Direct Print onto Zone 6

Direct application of retail price to Zone 6 on the product's hang tag, box, or package usually occurs during the manufacturing or finishing process.

When the retail price is printed directly onto Zone 6, it is recommended that the print should be black. It may be the same color as the other printing on the information zones as long as it is legible.

### 2.6.3 Additional Guidelines for Application of Adhesive Price Sticker on Zone 6

It is anticipated that the application of an adhesive retail price sticker will occur uniquely for each retailer after the merchandise is manufactured and finished.

The trading partner assuming responsibility for the printing or acquisition of these price stickers shall be responsible for the sticker stock conforming to the following guidelines:

- The sticker fits within Zone 6 space (consider 3/4" by 1" wide).
- The sticker accommodates the price format (9 or 13 characters) and the prescribed font style and size.
- The sticker is white. All price information on the sticker is printed in black.
- The sticker is non-removable after the adhesive is properly set.

## 2.7 Methods of Communicating Retail Price

If the trading partners determine that the supplier will apply the retail price, it is highly recommended that the retail price be communicated electronically. The details of how the price is communicated are contained in the [GS1 US Electronic Data Interchange \(EDI\) X12 Standards](#) (note: member login required to access these documents).

It is important trading partners fully understand the timing involved in the ticketing process to determine when it is necessary to supply the retail price or appropriate to modify the price. In general, the retail price must be known before the earliest time the price can be applied. In some cases, where an adhesive sticker is applied as part of the packing process, this may be a few days before the ship date. If the price is printed on the product label during manufacturing, it must be known when the manufacturing order is issued.

Caution should be used by trading partners when selecting which transaction set(s) to use to optimize the timely flow of information while minimizing the risk of creating errors in assigning retail price. Refer to [VICS EDI Implementation Guidelines](#) for the most current set of conventions. Guidelines are updated and issued annually by GS1 US (note: member log-in required to access).

Except for the Price/Sales Catalog (832 Transaction Set) and Purchase Order Change (860 Transaction Set), retail price is communicated in conjunction with other information that the trading partners have already agreed to exchange. Depending on the situation, the retail price may be specified at the product Supplier Style level or the GTIN (U.P.C.) level. It is not foreseen that a purchase order would be sent to communicate price unless the purchase order was being sent by the retailer to place an order with the supplier.

### 2.7.1 Purchase Order (850 Transaction Set)

The Purchase Order (PO) is used by the retailer to communicate retail price to a supplier for a specific item for that specific order. This format may be used, as well, where the trading partners are using blanket purchase orders followed by release purchase orders. The trading partners determine which purchase order, blanket or release, carries the retail price. When it is agreed that the purchase order is used to communicate retail price, and the retail price is not specified on either a blanket or release purchase order, this indicates the supplier is not to apply retail price marking.

### 2.7.2 Purchase Order Change (860 Transaction Set)

The Price/Sales Catalog may be used by the retailer to communicate the retail selling price in effect for an item when trading partners agree that the supplier will apply retail price to the merchandise before shipment. Typically, this transaction is used when the retail selling price is not communicated on each purchase order or in vendor-managed replenishment programs when the supplier is generating the order.

- To use this transaction, the supplier needs to maintain a database of the retailer's price data to apply the correct retail price to the product before shipment. Pricing may be communicated:
  - At the Supplier Style level or GTIN (U.P.C.) level
  - By location or market area
  - By effective ship date
- Prices communicated by using this transaction are not associated with a specific purchase order but may be over-ridden by a retail selling price transmitted on a purchase order.
- Trading partners should agree when a confirmation of retail selling price information is required:
  - In vendor-managed replenishment programs, it is recommended that the supplier confirm the retail, selling price in the Purchase Order Acknowledgement (855 Transaction Set).
  - Trading partners should determine in advance how notification will occur when the price changes cannot be applied as transmitted by the retailer.
- Trading partners should consider how the use of this transaction impacts order fulfillment, such as quick response or pack and hold orders.

- A supplier may use this transaction to confirm existing retail price information to the retailer.

### 2.7.3 Purchase Order Acknowledgement (855 Transaction Set)

The Purchase Order Acknowledgement may be used by the supplier to advise a retailer of retail prices assigned to items on a specific purchase order that was generated in the supplier's system.

## 2.8 Discussion Checklist

This checklist is intended to help facilitate a smooth implementation of Floor-Ready Merchandise agreements and proactively identify potential points for collaboration. Consideration of both the supplier's and retailer's needs are recommended for mutual success. Recommended discussion topics include:

- Determine which products, if any, require retail price marking.
  - Not all products require a retail price on each unit. A suggested retail may already be on the product or the retailer may communicate the price to the consumer in some other manner. For example: shelf marking, signing, catalog, sales associate knowledge, etc.
  - Be aware that certain states may require that a retail price be affixed to all products. Each company is individually responsible for meeting all legal requirements for their company and their products. Trading Partners should do their own research and make their own decisions regarding price marking their products. Each trading partner should consult with their company's legal counsel or compliance team (regulatory or quality).
  - Consideration should be given to the efficiency of not applying a retail price, balanced against customer service issues.
- Determine which trading partner will apply retail price to GTIN (U.P.C.) tickets.
  - Price marking by the supplier is not always the most efficient method. The most efficient method of retail price marking should be established by trading partners.

If a supplier elects to apply the retail price to the U.P.C. tickets, these discussion topics are recommended:

- Determine the appearance of the price on the ticket.
  - It is recommended that trading partners adhere to the standard format for the GTIN (U.P.C.) ticket price as described in Section 2.6, Zone 6 Requirements. Deviation from a standard format may add complexity to the ticketing process for the supplier.
- Determine how the retail price will be communicated.
  - The type of documents used to communicate the retail price should be agreed upon by both trading partners before implementation of Floor-Ready Merchandise.
  - When the supplier manages the replenishment program, the trading partners should to agree on a process for establishing retail price without relying on the Purchase Order (855 Transaction Set) as the communication vehicle. Establish a plan to maintain accurate and consistent price data in both the retail and supplier systems.
- Determine what forms of validation should be considered if price is maintained via tables rather than communicated with each order.
- Determine timing of data exchange.
  - Timeliness of data exchanges should be agreed upon well before the anticipated delivery of goods. Agree on the timeframes during which price communication will occur. Both trading partners should identify any affect that floor-ready processes may have on the timing in the movement of merchandise.

- Determine how price changes will be handled.
  - Both trading partners should consider the impact of price changes. If price changes are necessary, establish the timeframes during which changes can occur. Consideration should be given to merchandise that is prepared far in advance of delivery. All price changes need to be communicated before the retail price is applied to the ticket.
  - Consider a process to verify that the supplier has received price changes and applied them correctly.
- Determine how errors will be handled.
  - Determine how to handle the exceptions that occur when service has not been performed as requested. Agree on a process for resolving the problems that arise when mistakes occur.
- Decide on retail price cutover dates (regular, seasonal, special event).
  - Plan the change so that no products are missed in the marking process. Be sure there are no orders in process that are not price marked by either trading partner. The plan should be communicated to all people in both organizations that are affected by the change.

## 3 Color-to-Size Cross-Reference

The objective of a standardized color-to-size guidance for floor-ready merchandise is to improve the consumer shopping experience by standardizing the color-to-size cross-reference used to convey sizing information. The value of color-to-size cross-reference may vary based on the family of business.

### 3.1.1 Overview

Conveying size by color to the consumer is a long-standing practice by many retailers and apparel manufacturers. The implementation of the color-to-size cross-reference guideline helps reduce the complexity of executing this practice. Given the move to an omni-channel retail environment, trading partners should determine if the color-to-size cross-reference is still a value-added practice.

### 3.1.2 Benefits

Standardizing the color-to-size cross-references of trading partners choosing to convey size by color may enhance the consumer shopping experience by helping the consumer find the desired size, irrespective of retail venue, family of business, or merchandise brand.

Standardization of color-to-size cross-references will enable media providers to reduce the time and costs associated with production of hangtags, hanger sizers, size stickers, etc.

### 3.1.3 Important Considerations

If trading partners choose to convey size by color, the workgroup recommends using the standard [Color-to-Size Cross-Reference chart](#).

### 3.1.4 Color-to-Size Cross-Reference

#### 3.1.4.1 Sizes

- Sizes cross-referenced to colors represent the vast majority of sizes offered for retail in the United States. Sizes not listed on the [Color-to-Size Cross-Reference chart](#) should use

the color cross-referenced to the nearest U.S. size equivalent. Combination sizes, such as small/medium, should use the color cross-referenced to the smallest of the combination size.

- The color-to-size cross-reference aligns by size designation across all families of business using Pantone Match System® (PMS) colors. For example, the size Small is cross-referenced to orange PMS 1375 in women's, men's, children's, and intimate apparel.
- Size designation is the primary color cross-reference. Special apparel sizing, such as tall, husky, and women's, should be denoted next to the size designation either fully spelled out or abbreviated. For example, 14 Women's or 14 W.
- In Women's and Children's apparel, half-sizes should be cross-referenced to the comparable, smaller, whole size. For example, girl's size 10½ cross-references to the color for whole size 10 PMS 182C.
- Apparel with dual sizing, such as waist and inseam or neck and sleeve length, use the dominant size designation for color cross-reference. For example, in men's pants, the waist sizes are cross-reference to a color; in men's dress shirts, the neck sizes are cross-referenced to a color; in shoe size, the widths are cross-referenced to a color and the numeric shoe size should be printed on the label along with the width. For example, 8N or 8 Narrow. The objective of using the dominant size is to limit the colors used in the chart to a reasonable number based on consumer focus group feedback.

### 3.1.4.2 Colors

- Colors are organized in the order of the color wheel: red, red-orange, orange, yellow-orange, yellow, yellow-green, green, blue-green, blue, blue-violet, violet, and red-violet.
- Consideration is given to differentiating colors in hue or value to be distinguishable from one another.
- The colors in the Color-to-Size cross-reference chart are target Pantone Match System® colors. Use the [Pantone Color Formula Guide](#) for exact color matching. Due to multiple printing technologies, mediums, and coated or uncoated stock, there may be slight variations in the [actual Pantone® Matching System \(add registered copyright symbol\)](#) colors on each specific ticket, label or hanger.

### 3.1.5 Discussion Checklist

This checklist helps facilitate a smooth implementation of Color-to-Size agreements and minimizes on-going problems. Consideration of both supplier and retailer needs is essential in order to assure mutual success. These topics should be discussed and agreed to:

- Families of business and sizes to be conveyed by color.
- Appropriate media for conveying size by color.
- Trading partner that will apply the media for conveying size by color.
- Transition period where there may be overlap of old and new color-to-size cross-references while old media is exhausted.

## 4 Packing Materials

To establish guidelines for retailers and manufacturers for use in packaging items for delivery and floor presentation.

### 4.1 Overview

These packing guidelines can support the long-term goals and benefits of:

- Appealing physical appearance of the product on the selling floor.
- Appropriate protection from the in-transit conditions of the product shipment.
- Minimization of material waste to reduce packing and shipping costs.
- Reduction of excessive trash and safety hazards in retail stores.
- Environmental protection and sustainability.

Effective packing practices depends on dialogue between trading partners to identify mutually beneficial opportunities.

### 4.2 Important Considerations

Material cost, recyclability and recovery should be part of the considerations. Safety hazards to the customer, warehouse, or sales floor associate, as well as the product itself, should always be an integral part of the final decision.

Trading partner discussions should balance benefits and performance with packing items “end-of-life” or disposal considerations. Guideline updates have been included to encourage further reductions of material use, selection of materials, and packaging designs. These updates are designed to promote sustainable or more environmentally-responsible production, use, recycling, and recovery of packaging items.

### 4.3 Pre-requisites

An understanding of the product itself, the logistics involved in the supply chain, the selling floor presentation standards, and packaging end-of-life options are key in developing effective packing practices.

### 4.4 Evaluation of Shipment Packaging

Retailers and manufacturers should evaluate packaging materials for both function and disposition. Packaging should minimize potential damage to the product while optimizing handling throughout the supply chain. They should consider packaging that minimizes the use of materials and energy sources.

Due to the broad variety of retail items, development of specific packing guidelines should be by product or merchandise category. The goal is a balance between product protection, material costs, handling, safety hazard issues, selling floor presentation, and packaging waste recovery options. Retailers and manufacturers may use these Floor-Ready packing guidelines as a starting point for the development of a partnership checklist appropriate to each category under review. This list is not all inclusive.

#### 4.4.1 Simplification and Source Reduction

- Eliminate excess packing components. Can you:
  - Supply product in bulk or without any packaging?

- Eliminate package layers or components?
- Redesign packaging to use less material without compromising the product?
- Replace multiple small packages with a single, larger, more efficient package size?
- Reduce packing by using different carton/packaging container forms.
- If possible, reuse the internal packing in distribution, shipping, or manufacturing processes.

#### 4.4.2 Product Protection

- What kind of protection do you need?
- Is the carton size suitable for the merchandise?
- Is there any product damage due to overfilling or underfilling the carton?
- Will the packing prevent issues such as dye transfer, bleeding, or hardware impressions to any product within the carton?
- Is the packing abrasive to the product?

#### 4.4.3 Safety Hazards

- Could packing materials, such as straight pins, plastic clips, or gel packs, represent any physical danger to supply chain workforce, selling floor associate, or customer?
- Do polybags need to be marked with a suffocation warning?
- Are there any hazardous elements or strong odor in the packaging?

#### 4.4.4 Material Costs

- Have you performed cost comparisons and analysis on alternative packaging material?
- What is the disposition or environmental impact of the packaging materials: trash compactor, reuse, recycle, landfill, or incinerator?
- Does the packing material increase the freight/shipping cost significantly?
- Is the selected packing material readily available?

#### 4.4.5 Handling

Consider the transportation of the goods from point-of-origin to final commercial destination.

- Is the packing material appropriate for protecting the product from:
  - Humidity?
  - Temperature?
  - Outside carton pressure?
  - Storage time?
  - Insects?
- Is the packaging material appropriate for product movement or convey-ability within either the manufacturer's, the retailer's Distribution Center (DC) facility and/or E-Commerce Fulfillment Center?
- Are there any restrictions to handling the selected packing material?

- Do guidelines change with different quantities of merchandise?
- Do guidelines change with different types of purchase orders?

#### 4.4.6 Selling Floor

- How will the product look when opening the carton at the selling location?
- Could different packing eliminate any special store preparation?
- What type of disposal or cleanup is required to remove the carton packaging from the selling location?

### 4.5 Trading Partner Guidelines Discussion

The key to a successful trading partnership discussion is:

- Respect and understanding of the other participant’s basic needs and requirements
- Clearly defined expectations and best practices
- Understanding each other’s capabilities
- Desire to develop a workable solution

Open, active communication between all participants will lead to a strong business relationship. Both retailers and manufacturers should document and distribute all finalized best practices and requirements to appropriate personnel within each partner’s organization.

### 4.6 Unnecessary or Excessive Packing

It should be the objective of both retailers and manufacturers to assure that merchandise arrives in a saleable, “floor-ready” condition. At the same time, trading partners should challenge themselves to eliminate excessive or unnecessary packing material that incurs additional expense and time to insert or remove in the supply chain process or creates undue burden on the waste/recovery stream wherever possible. Eliminate or minimize the following packing materials:

Bubble wrap	Jet clips	Safety pins	Foam peanuts
Cardboard	Kraft paper/Chipboard	Adhesive tape	Tie-backs
Collar protection	Metal banding	Shredded paper	Tissue paper
Confetti paper	Newspaper	Shrink wrap	Twist ties
Foam padding	Rubber bands	Straight pins	Polybags
Plastics components	Moisture packs	Air pillows	Styrofoam

If protective packing is required, assure that it is removable with one swipe or motion. Within each section, refer to specific use examples.

## 4.7 Ready-to-Wear

### 4.7.1 All Categories of Clothing

- Eliminate or minimize straight pins or safety pins
  - Exception: Men's, boy's, or women's woven dress shirts, men's woven sport shirts.
- Eliminate or minimize collar protection
  - Exception: folded shirts or shirts with an "I-board" inserted.
- Eliminate or minimize all clips, jet-clips, tie-backs
- Minimize twist ties and rubber bands
- Eliminate or minimize the application of additional foam and/or cloth to a hanger
  - Exceptions: Leather, pleather, napped fabric (such as velour, velvet, suede, or corduroy), and delicate fabrics (such as silk).
- Chipboard/cardboard is acceptable if placed in the bottom of the shipping carton or on top of the goods to protect the merchandise from knife cuts at time of carton opening. It is not acceptable to insert chipboard sheets in between the units inside the carton.
- Do not use fillers such as confetti, Styrofoam peanuts, paper, cardboard, or tissue paper to fill up the empty space within the cartons. Use the appropriate size carton for the items unless a partnership agreement between the manufacturer and retailer exists.
- Work with your trading partner if you have circumstances that fall outside of these suggestions.

### 4.7.2 Accessories

#### 4.7.2.1 All Accessories Categories

- Minimize the layers of packaging materials. If boxed, do not also use plastic.
- Encase multiple units of the same style in one polybag. Use a polybag to cover a single item only as a secondary alternative.
- Eliminate double bagging. The outside shipping carton provides ample protection.
- Eliminate clear adhesive tape anywhere inside the polybag protective covering. Use BHT-free Adhesive Seal (which prevents dye transfer) to secure/close bag.
- When an item needs protection, one layer of tissue paper is appropriate to use inside the polybag wrapped around the item or twisted around the hardware.
- Use one layer of tissue paper only between plastic items on the inside to prevent fusing.
- Use tissue paper bundles if stuffing needs to be inserted. Do not use loose shredded material.
- Use of an individual saleable display box to protect an item is an acceptable alternative to additional packing materials.
- Use open-ended plastic sleeves, with no tape and no heat-sealed ends.
- Eliminate individual packaging. Wrap multiple units of the same style together.
- Use an appropriately sized shipping carton.
  - Avoid over packing, which causes carton bulging.

- Avoid under-packing, which can cause carton crushing.
- Appropriately tape the shipping carton but do not band in any way.
- Limit gel packs to one per item.

#### 4.7.2.2 Handbags/Small Leather Goods (SLG)

- Handbag straps:
  - Minimize cardboard collars; use twisted tissue paper where possible. Collars are appropriate for packing short strap handbags.
  - Secure fan folded straps with paper tape; do not use cardboard rings or clear adhesive tape.
  - Secure chain straps on the inside of the bag where possible. If you cannot place it inside the purse, wrap the chain with tissue paper.
- Flaps:
  - It is appropriate to use foam, paper, or a cardboard insert. Do not use cardboard tubes.
- If the vendor provides a cloth storage bag, tuck it inside the bag. Do not use as outside packing.
- Specialty bags with sequins or other embellishments (minaudières) require additional protective packaging. Vendors should determine necessary packing materials.
- Small Leather Goods:
  - Packing standards best practices similar to handbags (flaps, etc.) are appropriate.
  - Cardboard sleeve around item is appropriate if an acetate cover on a gift box is used.

#### 4.7.2.3 Women's and Men's Belts

- Accessory guidelines apply.

#### 4.7.2.4 Jewelry and Watches

- Package individually to protect during transport.
- Individual saleable display boxes:
  - Merchandise should be packed inside, not in a separate carton.
  - Can be used to protect an item
  - Is an acceptable alternative to packing materials?

#### 4.7.2.5 Eyewear

- Minimum standards are a protective, removable film to be applied to lenses before packing in a box.
- A layer of tissue paper or foam inside the shipping carton can be used to prevent frame shifting or movement while in transit.
- If frame hardware requires protection, utilize one of these options:
  - A plastic sleeve

- Vendor supplied eyeglass case
- Layer of tissue paper or foam

#### 4.7.2.6 Backpacks/Fanny Packs/Duffle Bags

- Use of packing or stuffing material inside the product should be minimized keeping in mind to protect the product to maintain quality.
- Polybags should only be used when it's necessary to protect the product.
- No packing material/filler is necessary inside of shipping carton.
- Shipping carton should not be lined with plastic or contain plastic lining.

#### 4.7.2.7 Fabric Scarves

- Overall accessory guidelines apply.

#### 4.7.2.8 Hats

Per GS1 US definition: constructed hats with or without a brim.

- Use a polybag if necessary to protect item(s) from dirt, etc.
- Preferred method of packing is wrapping or stacking multiple units of the same style together. Limit individual packaging.
- Tissue paper bundles or air pillows (no newspaper or loose shredded material) are recommended for retaining the shape of the hat's crown.

#### 4.7.2.9 Mittens and Gloves

- Overall accessory guidelines apply.
- Use one layer of tissue paper to protect a leather item before inserting in a polybag.

#### 4.7.2.10 Knit Caps and Scarves

Per GS1 US definition: unconstructed hats with no brim or headband.

- Overall accessory guidelines apply.

#### 4.7.2.11 Caps and Visors

Per GS1 US definition: caps that do not have a full brim or headband, such as baseball caps, berets, visors, or beanies.

- Overall accessory guidelines apply.

#### 4.7.2.12 Men's Ties

- A single piece of heavy paper or cardboard may be used to stabilize ties. Multi packing of the same style is encouraged.
- To restrict shifting or movement of ties and prevent fabric damage, use paper strips with adhesive ends to secure the ties to the cardboard stabilizer.
- A polybag can be used to cover the entire stabilizer with the ties.

## 4.8 Footwear/Shoes

### 4.8.1 All Categories of Footwear

- Pairs of shoes are packaged individually within an enclosed cardboard shoebox with durable lids to prevent boxes from being crushed in transit and when stacked in storerooms.
- Multiple shoeboxes are packed within a corrugated cardboard box for shipping.
- Within shoebox:
  - One layer of tissue paper is appropriate to wrap shoes for protection.
  - Depending on material and construction, a polybag or a tissue paper wrap may be used for each shoe to prevent rubbing against each other (.g., suede, velvet, napped fabrics, etc.).
  - Minimum (one) tissue paper bundle, folded paperboard, molded pulp materials, or plastic form may be used to stuff toe box to maintain shape.
  - Minimum (one piece) tissue paper may be used to wrap special ornament/hardware.
  - Tissue paper bundles inside the shoebox at heel and toe may be used to secure items in place.
  - To minimize moisture, desiccant may be included in each shoe box.

### 4.8.2 Sandal Footwear

- One tissue paper bundle, folded paperboard, molded pulp materials, or one plastic form may be used to maintain shape and minimize damage during transit.
- A single piece of chipboard/cardboard may be placed between the sandals to allow one shoe to overlap the other.
  - Prevents the item from being flattened
  - Allows for smaller shoeboxes and shipping containers (less cubic volume)

### 4.8.3 Boots

- Boots are individually wrapped in tissue paper and/or polybag to avoid damage.
- A single insert may line the shaft of the boot.
- Single piece of cardboard may be used to keep boots in place during transit.

### 4.8.4 Tailored/Casual

- A plastic rod or similar component within the shoe that extends from tissue paper packed in toe to back counter may be used to maintain shape and prevent bending of topline during transit.
- Depending on material and construction, a divider may be inserted between shoes to prevent damage during shipping.

#### 4.8.5 Athletic Footwear

- If manufacturer deems necessary, one tissue paper bundle or folded paperboard, molded pulp materials may be placed inside shoe.
- Single layer of tissue paper to wrap shoe pair.

### 4.9 Intimate Apparel

#### 4.9.1 All Intimate Apparel Categories

- Use of polybags should be minimized.
- Acceptable uses for polybags are:
  - Multiple garments shipped as a package.
  - To protect garments from wrinkling, soiling, or fabric picks.
  - To serve as a cushion for padded/molded garments to prevent crushing.

#### 4.9.2 Soft Garments (Not Padded/Molded)

- Garments should be flat packed in the appropriate size carton without polybags, fillers, or inserts.

#### 4.9.3 Padded/Molded Garments

- The preferred method of packing padded/molded product is to place garments on top in multipack cases to prevent crushing.
- If packing on top does not prevent crushing, the following alternatives may be used:
  - Use carton inserts such as cardboard, tissue paper, or dowels to separate and prevent crushing.
  - Use stuffing or molds inside garments to preserve garment shape and prevent crushing.

### 4.10 Cosmetics

#### 4.10.1 Cosmetics/Treatment/Fragrances

- Encase merchandise in corrugated boxes or shrink wrapped unipacks.
- Use air pillows inside the shipping carton to ensure goods are secure from shifting and moving while in transit.
- Bio-degradable peanuts are not recommended for inside the shipping carton. The peanuts contain food preservatives that may attract pests and rodents.
- Crumpled paper may not be used as filler because it does not adequately protect the merchandise. No loose shredded material like plastic peanuts. No newspaper.
- Gift with Purchase (GWP)/Purchase with Purchase (PWP)
  - A single piece of cardboard between each merchandise layer is acceptable for Cosmetic GWPs.

- Cosmetic and Fragrance GWPs/PWPs may be encased in individual polybags if needed to protect merchandise during shipping.
- Decorative PWP/GWP bags or totes may need additional protective packaging. Vendor may determine what type of packaging is needed.
- Secure fan folded bag straps with paper tape, no clear adhesive tape.
- Ship flat, no stuffing or filler is needed.

#### 4.10.2 Cosmetic Accessories

- Cosmetic Bags:
  - Cosmetic bags/travel bags may be encased in individual polybags inside shipping carton.
  - Use a single piece of tape if needed to close bag. BHT-free Adhesive Seal prevents dye transfer.
- Home Fragrances:
  - Home Fragrance sprays, oils, and candles may be shipped in an inner corrugated box with corrugated dividers or air pillows to prevent shifting while in transit. Do not use plastic peanuts for packing as small items can get missed or thrown out.
  - Bags of potpourri do not require additional packing.

### 4.11 Home

#### 4.11.1 Soft Home

- Categories:
  - Rugs
  - Table linens
  - Bedding
  - Towels
  - Decorative textiles
  - Wall hangings
  - Pillows
  - Window treatments
  - Bath rugs, shower curtains, and accessories
- No fillers should be used such as confetti paper, foam, peanuts, cardboard, or Kraft paper to fill up empty space within the cartons.
  - Exception: Molded Styrofoam as part of package to secure small breakables.
- The appropriate size carton for items should be used unless a partnership agreement between the manufacturer and retailer exists.
- Eliminate taping individual saleable packages together inside cartons.
- Tape to secure carton closure should not be in contact with saleable package.
- An individual saleable package is an acceptable alternative to packaging materials.

## 5 Anti-Theft Tag Placement

### 5.1 Objective

Provide placement guidelines for anti-theft tags on general merchandise and apparel.

### 5.2 Overview

The utilization of anti-theft tags, both Electronic Article Surveillance (EAS) technology and benefit denial tags, have proven to be an effective and valuable tool for addressing the problem of inventory shrink in the retail environment for more than 25 years.

There are currently two entrenched EAS technologies in North America that are incompatible: Radio Frequency (RF) and acousto-magnetic (AM). A third system, electro-magnetic (EM) has significant market share in Europe. In addition to EAS technology, the utilization of benefit denial anti-theft tags, such as tags with permanent ink or locking devices, is commonplace in the retail environment.

Anti-theft tags are commonly applied to general merchandise and apparel in any of these three methods:

- By the retailer at the retail or distribution point
- By the manufacturer at the factory
- By the manufacturer or supplier at the distribution point

The purpose of these guidelines is not to address which type of anti-theft tag, which technology to use, or which trading partner should apply the anti-theft tag. The trading partners should make these decisions.

These guidelines address the placement of all types of anti-theft tags on general merchandise and apparel. The anti-theft tag placement guidelines support the GS1 US Floor-Ready Merchandise objectives: Reduce the time to move general merchandise and apparel to the retail selling floor and to provide the best overall value for the consumer.

### 5.3 Important Considerations

- Anti-theft tag placement should be consistent with the GS1 US Guidelines for Symbol Placement documents: The [GS1 US EPC Tag Placement Guideline](#) and excerpts of the [GS1 General Specifications](#), section 6.
- It is essential that placement of anti-theft tags not obscure the barcode symbol, retail price, or product information marking on the product.
- Product packaging.
- Merchandise category and product type.
- Merchandising and/or presentation method.
- Consumer comfort and reaction.
- Activation, deactivation, or removal as applicable.
- Administration of the application process dependent on the type of anti-theft tag used and where the application takes place. For example, retail, distribution, or manufacturer.

## 5.4 Benefits

Consistent anti-theft tag placement can:

- Facilitate reliable activation, deactivation, or removal as applicable, streamlining point-of-sale activity.
- Reduce false alarms caused by failure to deactivate or remove as applicable.
- Reduce potential damage to merchandise caused by improper application or removal.
- Facilitate execution of merchandising and/or presentation objectives.
- Improve consumer shopping experience by considering tag location during trying on apparel or accessories.
- Facilitate tagging compliance inspections.

## 5.5 Anti-Theft Tag Types

These guidelines address the placement of all types of anti-theft tags, currently available at the time of publication, on general merchandise and apparel. New tag types that may require different placement requirements will be addressed as a revision to this document.

- Disposable: Deactivated at point of sale; generally removed and discarded by the consumer. May also be removed and discarded at point-of-sale. Includes the following:
  - Fabric – pouch with EAS device enclosed and sewn onto garment
  - Paper – EAS device integrated into paper hang tag, pocket flasher, or swing ticket
  - Plastic – EAS device imbedded or encased in plastic (e.g., plastic hanger, integrated seal, disposable hard tag, disposable hard tag, lanyard, etc.)
- Removed at Point-of-Sale: Generally applied by the retailer and removed by the retailer at point of sale. Includes the following:
  - Hard tags – EAS device encased in plastic housing with tack or clamp application
  - Benefit denial – Anti-theft devices with vials of permanent ink that render the merchandise worthless if defeated or locking devices that must be removed at point of sale.

## 5.6 Placement Guidelines

### 5.6.1 Product Categories

- Footwear
- Apparel: bottoms, tops, dresses, suits, sport coats, outerwear
- Intimate Apparel: bras, underwear (boxers, panties, control garments), camisoles/teddies, sleepwear/robes, slips
- Swimwear/activewear/body wear/dancewear (1 and 2 piece)
- Accessories: jewelry, watches, handbags, small leather goods, belts/suspenders, millinery, scarves/shawls, gloves/mittens, eyewear, ties/neckwear
- Packaged Apparel: banded, boxed with flap, boxed with lid, carded, flat packed, plastic packaged, shrink wrapped/plastic
- Other Products: cosmetics, housewares, electrics, tabletop, gifts, frames, stationery, soft home (e.g., towels, rugs, bedding, table linens)

## 5.6.2 Placement Guidelines

The following placement guidelines are for two categories of anti-theft tags: disposable and removed at point-of-sale. The most important consideration in the placement of disposable anti-theft tags is supporting successful activation or deactivation at point-of-sale. Activation or deactivation is successful within a 3-inch radius of the anti-theft tag. There are several important considerations in the placement guidelines for removed at point-of-sale anti-theft tags:

- Consumer comfort in trying on apparel or accessories such as eyewear or hats.
- The fabrication of apparel. Delicate fabrics that are easily damaged or fabrications that stretch may require special consideration.
- Visibility of the tag to facilitate locating for removal at point-of-sale.
- The merchandise presentation requirements. Placement of removed at point-of-sale anti-theft tags on folded apparel is different than for hanging apparel.

### 5.6.2.1 Disposable Anti-Theft Tags – Apparel and Accessories

The following placement guidelines apply to disposable anti-theft tags (fabric, paper, and plastic) that are deactivated at point-of-sale and generally removed by the consumer. The preferred placement location for disposable anti-theft tags is within a 3-inch radius of the barcode placement. This placement supports successful barcode scanning and, at the same time, successful deactivation of the anti-theft tag. Placement within a 3-inch radius of the barcode may not be convenient or conducive for fabric (sewn-on) anti-theft tags.

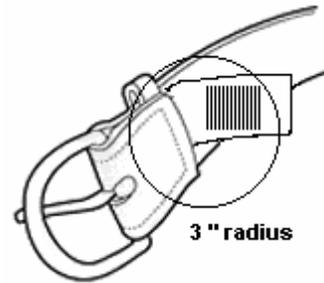
An alternate placement location for these anti-theft tags is within a 3-inch radius of the sewn-in care or content label(s). The source of the barcode placement presented here is the [GS1 US Apparel Guidelines: EAN / U.P.C. Tag Format & Symbol Placement R2.0](#). (Note: Graphics of products shown here are not actual size. The anti-theft tag placement guidelines depicted are representative of the location relative to the barcode.)

### Accessories

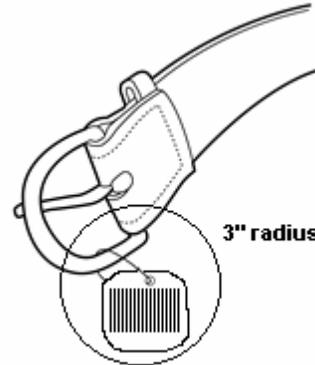
Backpacks



Belts



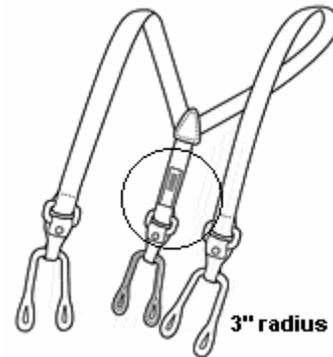
Belts  
Alternate Placement



Cummerbunds



Suspenders

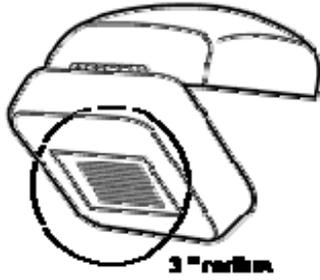


Ties

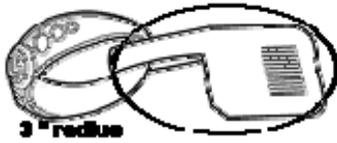


### Accessories

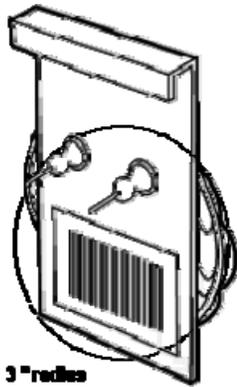
Boxed Jewelry



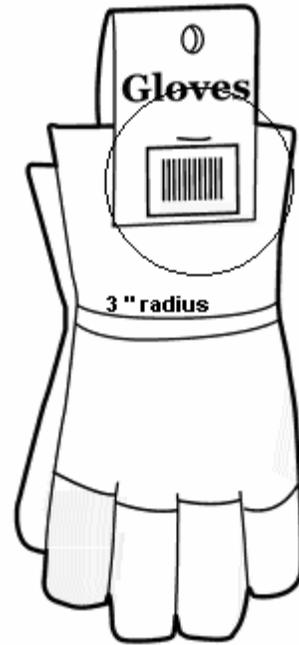
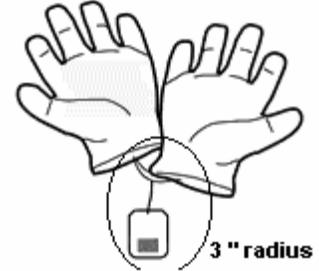
Loose Jewelry



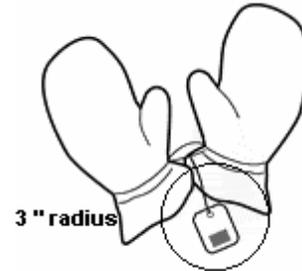
Carded Jewelry



Gloves

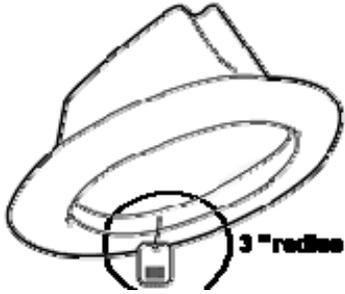


Mittens



### Accessories

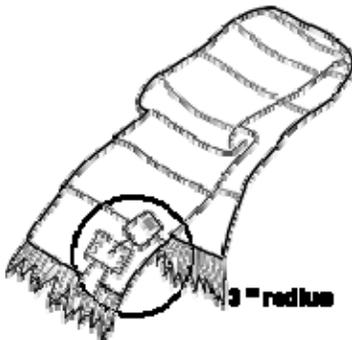
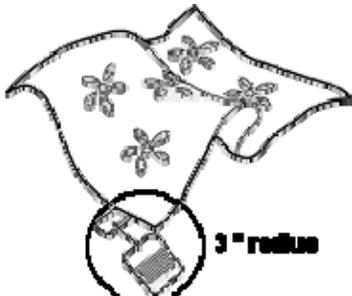
Hats



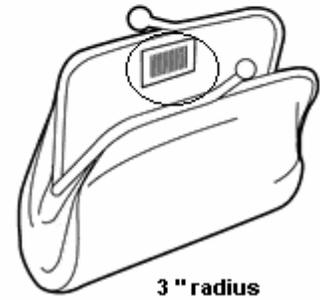
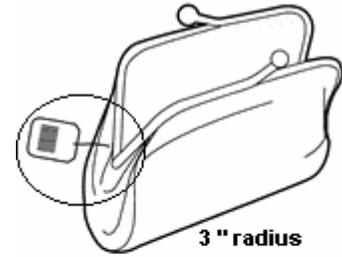
Hats, Knit



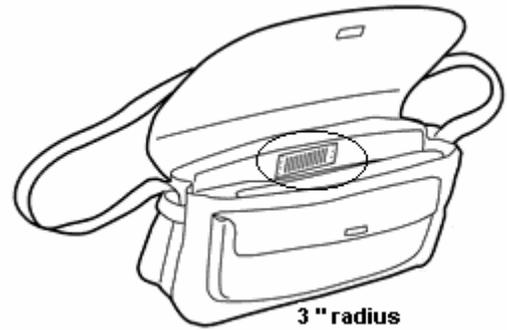
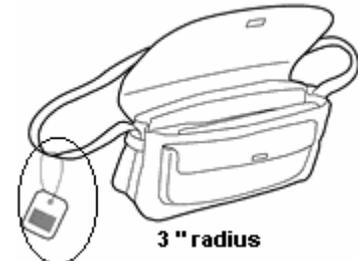
Scarves



Handbags, Hinged



Handbags, Purses

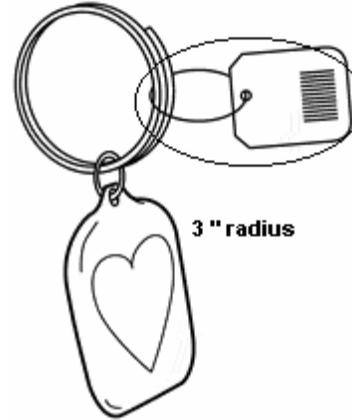


**Accessories**

Eyewear



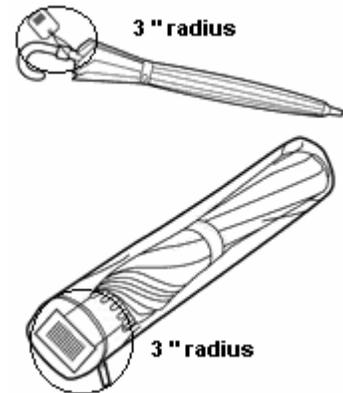
Key Chains



Shawls



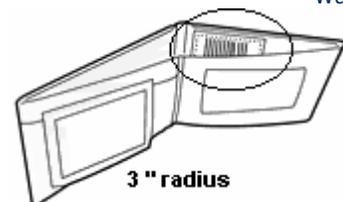
Umbrellas



Dickies



Wallets

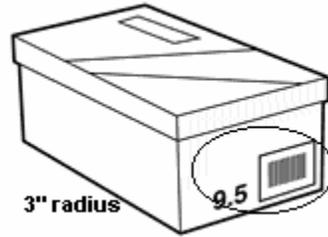


### Footwear

Footwear, Open

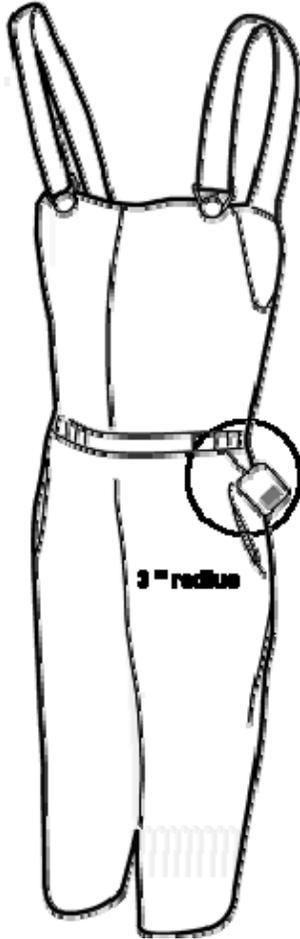


Footwear, Boxed

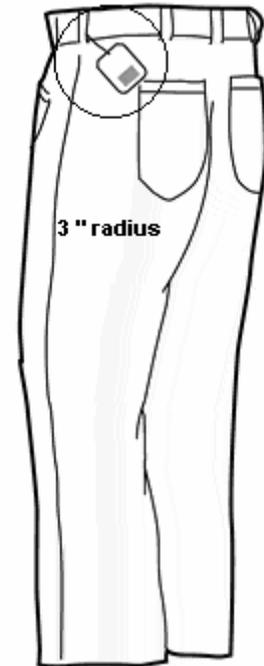
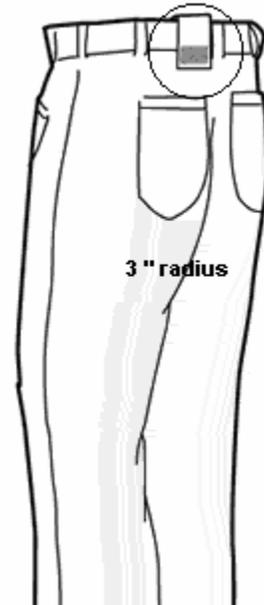


**Apparel -  
Bottoms**

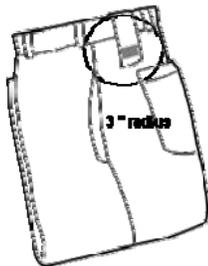
Overalls/Shortalls/Rompers



Pants/Slacks/Jeans, Hanging

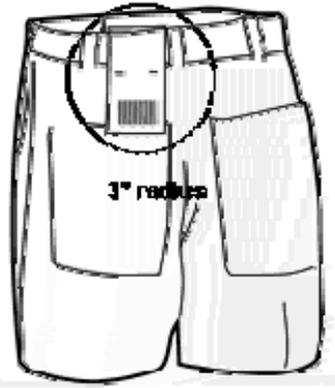


Pants/Slacks/Jeans, Folded

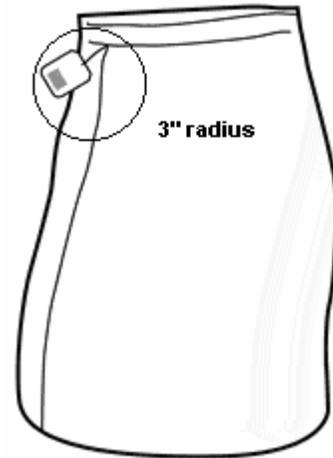


### Apparel - Bottoms

Shorts/Trunks

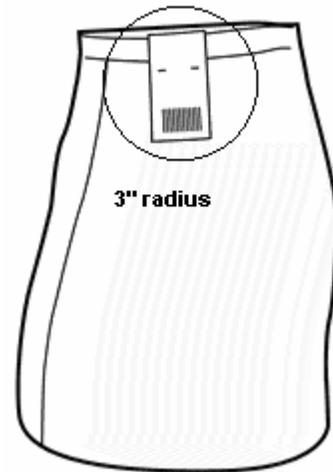


Skirts



Skirts

Alternate Placement



### Clothing/Outerwear

Sport Coats/Blazers/Suits



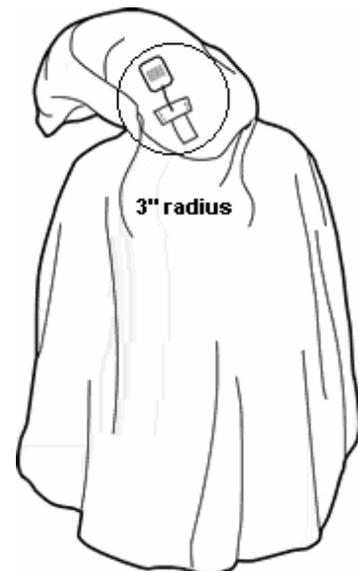
Sport Coats/Blazers/Suits  
Alternate Placement



Outerwear (Coats, Jackets)

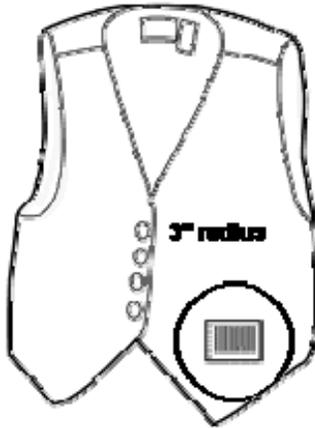
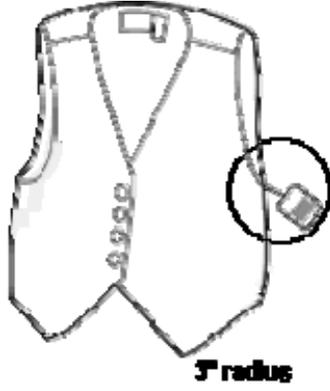


Outerwear (Parkas, Ponchos)



**Clothing/Outerwear**

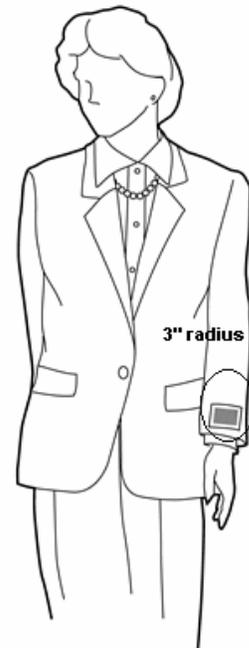
Vests



Women's and Girl's Blazers/Suits

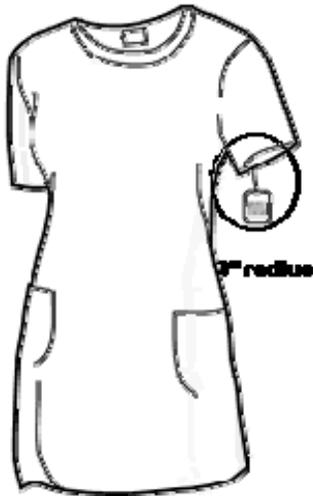


Women's and Girl's Blazers/Suits  
Alternate Placement

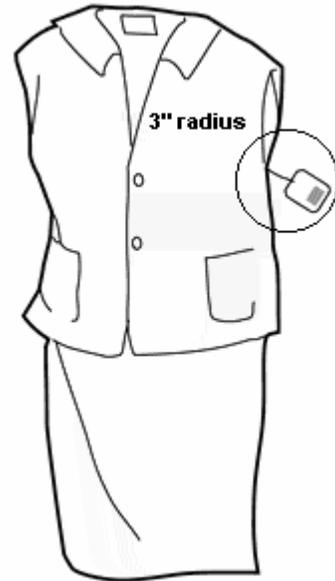


### Clothing/Outerwear

Dresses, With Sleeves



Dresses, Sleeveless



Dresses, With Sleeves  
Alternate Placement



Dresses, Sleeveless  
Alternate Placement

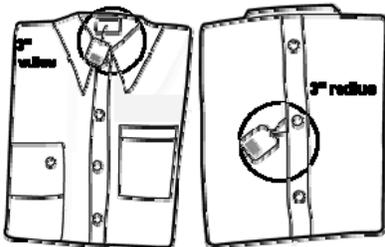
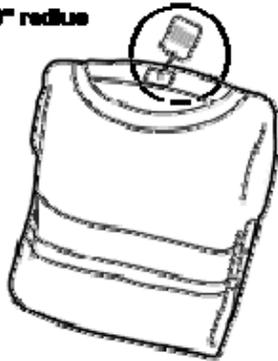


### Tops

Tops, Folded  
**3" radius**



**3" radius**



**Tops, Folded  
Alternate Placement**

Tops, Hanging Long Sleeve  
**3" radius**



Tops, Hanging Long Sleeve  
Alternate Placement



### Tops

Tops, Hanging Short Sleeve

**3" radius**



Tops, Hanging Sleeveless

**3" radius**



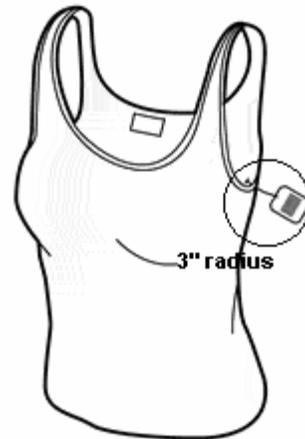
Tops, Hanging Short Sleeve  
Alternate Placement

**3" radius**



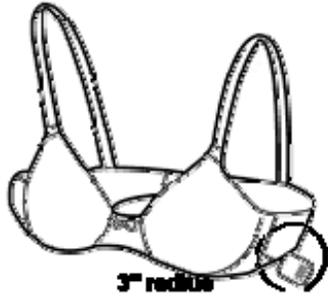
Tops, Hanging Sleeveless  
Alternate Placement

**3" radius**



**Intimate Apparel/Underwear**

Bras



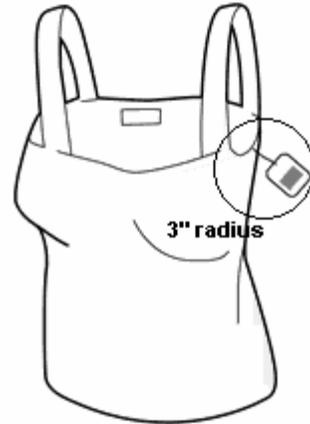
Boxer Shorts



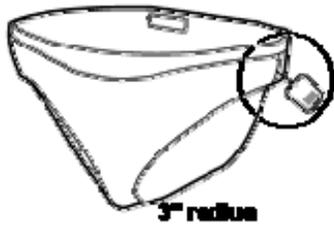
Bras  
Alternate Placement



Camisoles/Teddies



Panties/Control Garments



Camisoles/Teddies  
Alternate Placement

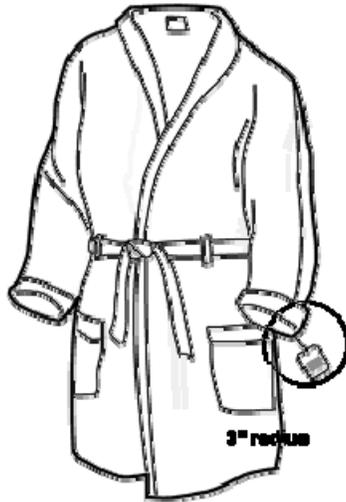


Panties/Control Garments  
Alternate Placement

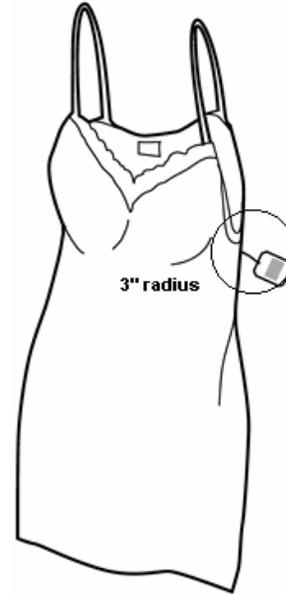


**Intimate  
Apparel/Underwear**

Sleepwear/Robes



Slips



Sleepwear/Robes  
Alternate Placement



Slips  
Alternate Placement

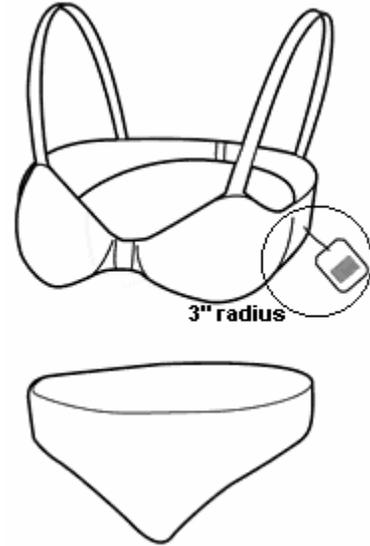


**Intimate Apparel/Underwear**

Swimwear/Bodywear/Dancewear, One-Piece



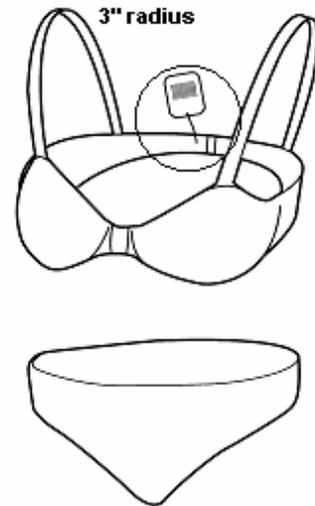
Swimwear, Two-Piece



Swimwear/Bodywear/Dancewear, One-Piece  
Alternate Placement

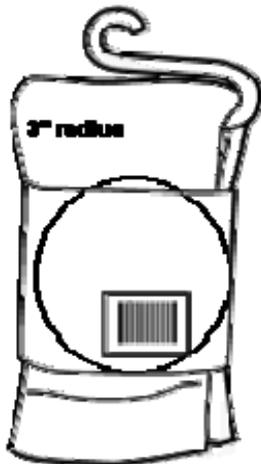
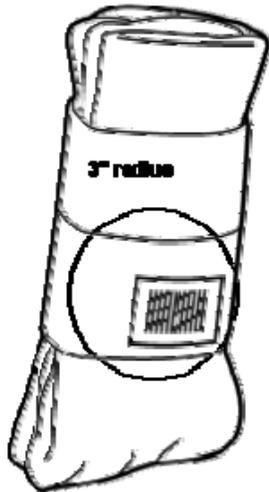


Swimwear, Two-Piece  
Alternate Placement

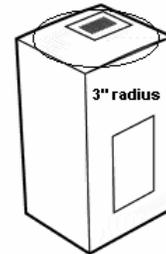
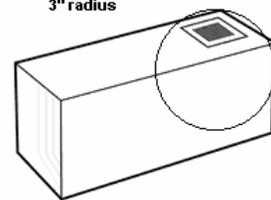


### Packaged Apparel

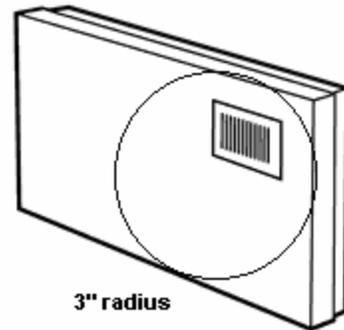
Banded Apparel



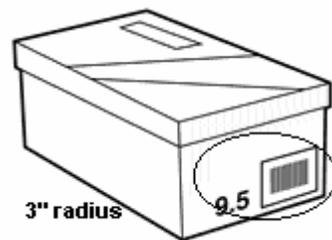
Boxed Apparel, Flap



Boxed Apparel, Flap Alternate Placement

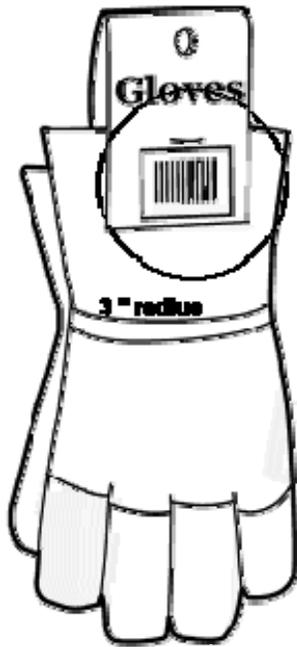


Boxed Apparel, Lid

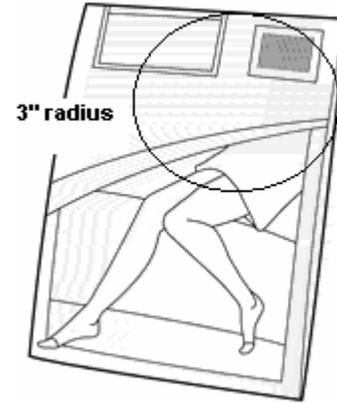


### Packaged Apparel

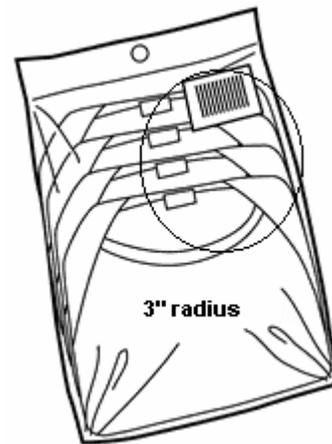
Carded Apparel



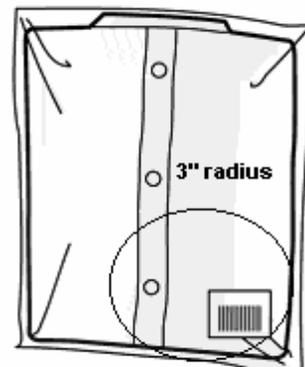
Flat Packed Apparel



Plastic Packaged Apparel



Shirts, Packaged



### 5.6.2.2 Disposable Anti-Theft Tags – Other Products

The products included in this section include cosmetics, housewares, electrics, tabletop, gifts, frames, stationery, and soft home (e.g., towels, rugs, bedding, table linens, etc.). If packaged, these products are typically in boxes, plastic or shrink film/vacuum formed packages. In some instances, the products are not packaged at all. In those cases, the barcode is placed directly on the product, on an adhesive sticker or sewn-on fabric or paper label.

The preferred placement location for disposable anti-theft tags is within a 3-inch radius of the barcode placement. This placement location also applies to fabric (sewn-on) anti-theft tags applied to soft-home products such as bedding or linens. Placement within a 3-inch radius of the barcode supports both successful barcode scanning and anti-theft tag deactivation.

The GS1 US barcode symbol placement outlined in the various Guidelines for Symbol Placement documents are:

- Plastic Packaged Products

The GS1 barcode symbol and other product identification information on plastic packaged products should normally be located on the front top right-hand corner. However, for some very large, bulky, or unusually shaped product, this may be impractical or inappropriate. Refer to the [GS1 General Specifications](#), section 6 for Large, Heavy, or Bulky Items. In some instances, soft home products packaged in zippered polybags should have the removable at point-of-sale anti-theft tag placed through the zipper pull to reduce the risk of price switching.

- Shrink Film/Vacuum Formed Packages

The GS1 barcode symbol on an item packaged in shrink film or that is vacuum-formed should be located on a flat surface and in an area free of creases, wrinkles, or other types of distortion. Refer to the [GS1 General Specifications](#), section 6.

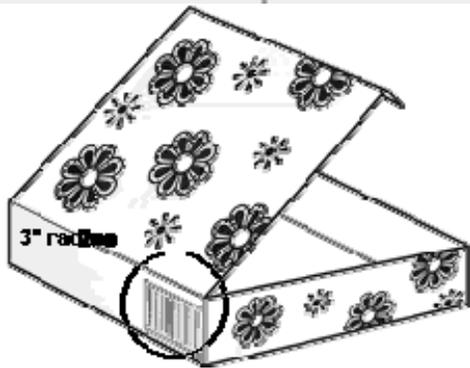
- Boxed Products

Before you can begin marking boxes, identify the front of the package/container. Refer to the [GS1 General Specifications](#), section 6, Identifying the Back of the Package for instructions on how to identify the package front.

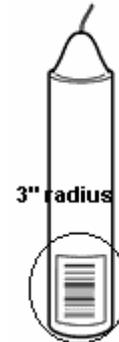
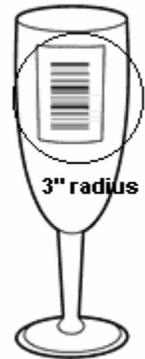
- Preferred Placement: On the lower right quadrant of the back, near the edge, respecting the proper Quiet Zone (light margin) around the barcode symbol.
- Undesirable Alternative: On the lower right quadrant of the front, near the edge, respecting the proper Quiet Zone (light margin) around the barcode symbol.
- Bottom Marking: Bottom marking of the trade item with the barcode symbol is acceptable, except for large, heavy, or bulky traded items. However, marking the box on the back (side) is preferred.

### Boxed Products

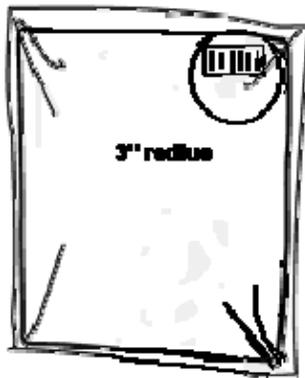
(cosmetics, housewares, electrics, tabletop, gifts, frames, stationery)



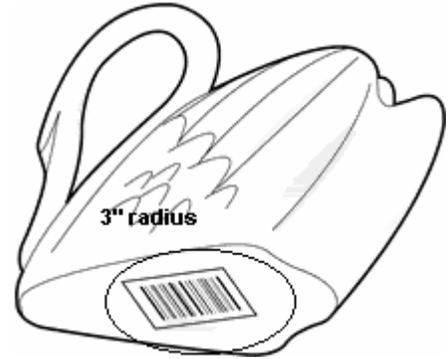
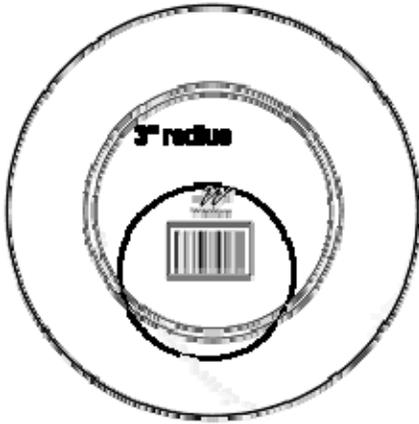
### Non-Packaged Products, Curved Surfaces



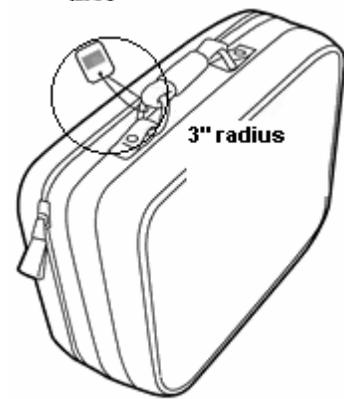
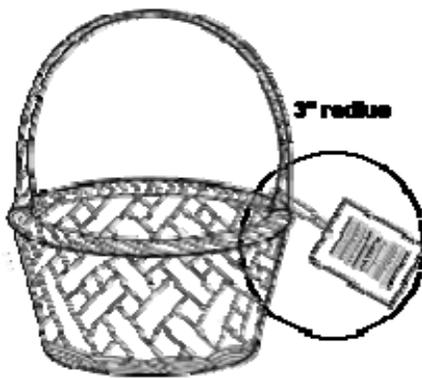
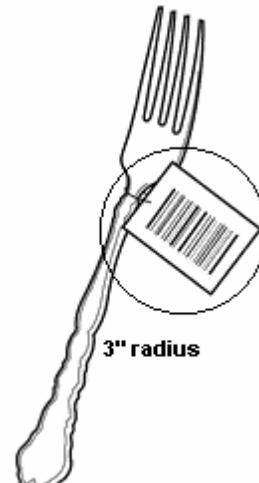
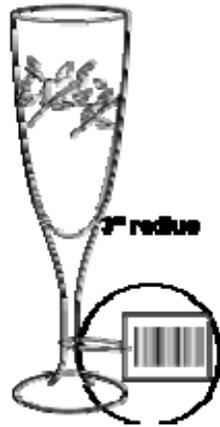
### Plastic Packaged Products



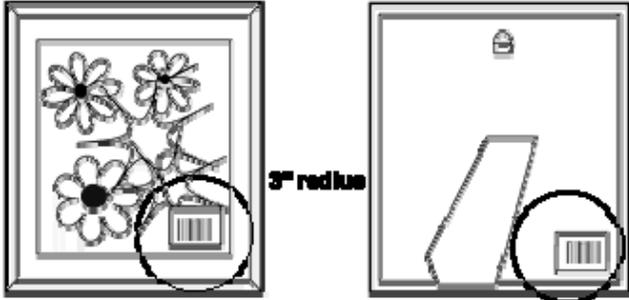
Non-Packaged Products, Bottom Marking



**Non-Packaged Products, Bottom Marking**



### Two Dimensional Products



### 8.3.2.3 Removed at Point-of-Sale Anti-Theft Tags

This section addresses placement guidelines for removed at point-of-sale anti-theft tags. These tags are generally applied by the retailer and removed by the retailer at point-of-sale. They include the following tag types:

- Hard tags – EAS device encased in plastic housing with tack or clamp application.
- Benefit denial – Anti-theft devices with vials of permanent ink that render the merchandise worthless if defeated or locking devices that must be removed at point-of-sale.
- Disposable hard tags – applied with a tack, that may be removed or deactivated by the retailer at point-of-sale or by the consumer.

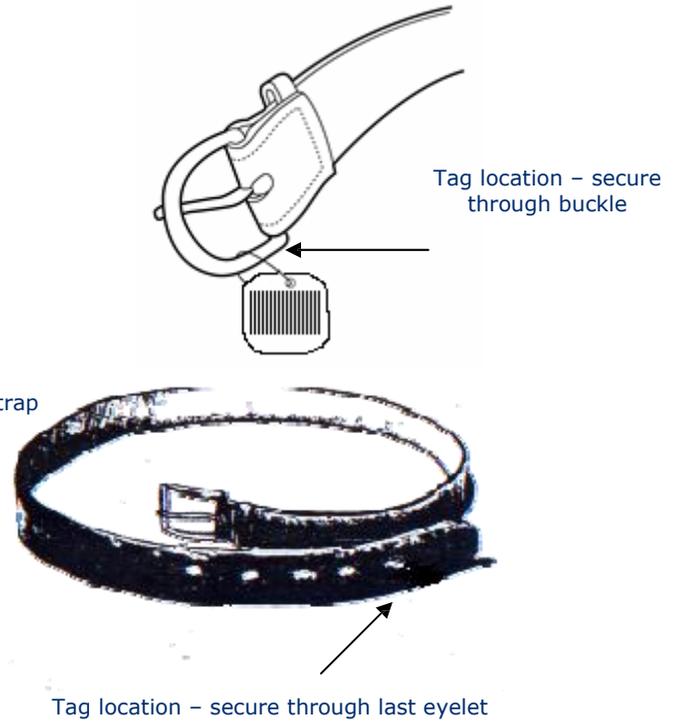
Generally, placement of removed at point-of-sale anti-theft tags in apparel is in the left side seam, 6” to 10” above the garment bottom or hemline. In fashion accessories (i.e., jewelry, watches, handbags, small leather goods, belts/suspenders, millinery, scarves/shawls, gloves/mittens, eyewear, ties/neckwear), removed at point-of-sale anti-theft tags are attached with a tack, clamp, lanyard, or magnet through a strap, band, or sewn in label.

### Accessories

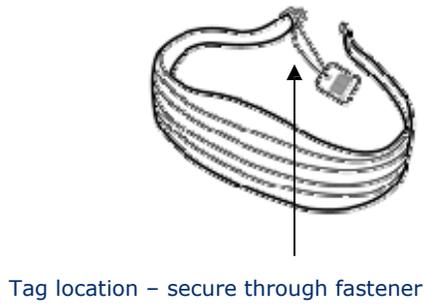
Backpacks



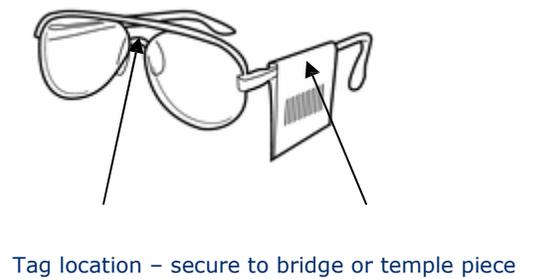
Belts



Cummerbunds



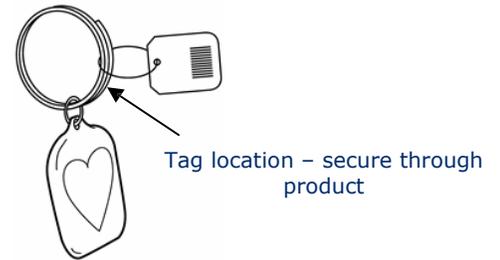
Eyewear



Suspenders

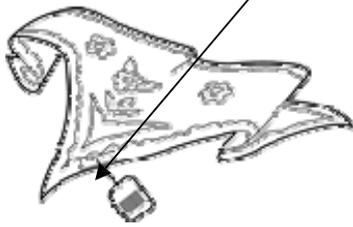
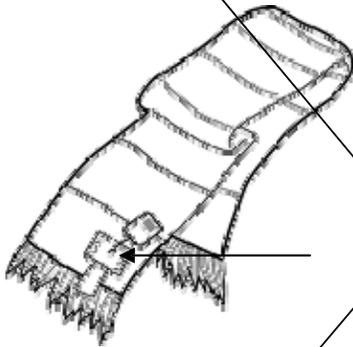


Key Chains



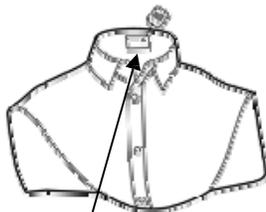
### Accessories

Scarves/Shawls



Tag location – secure through sewn-in label

Dickies

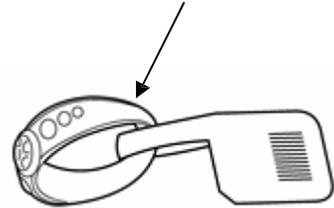


Tag location – secure through label/collar seam

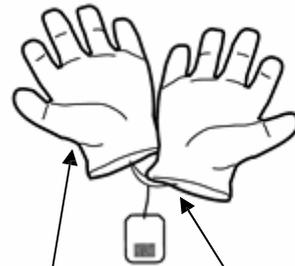
Loose Jewelry



Tag location – secure through product



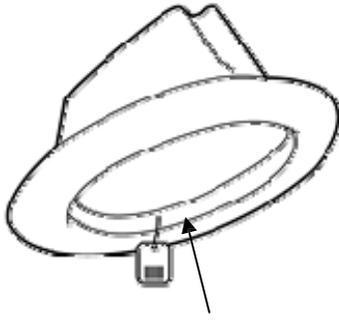
Gloves/Mittens



Tag location – secure through side seam or sewn-in label

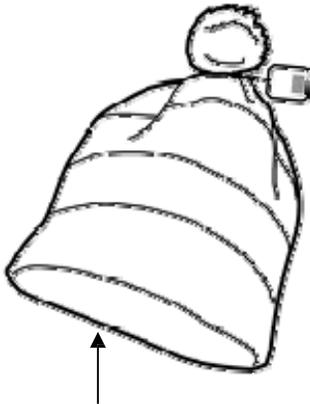
### Accessories

Hats



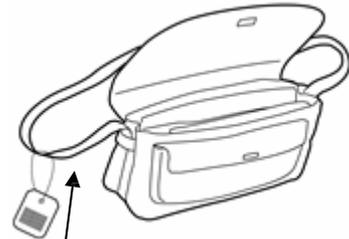
Tag location – secure through headband

Hats, knit

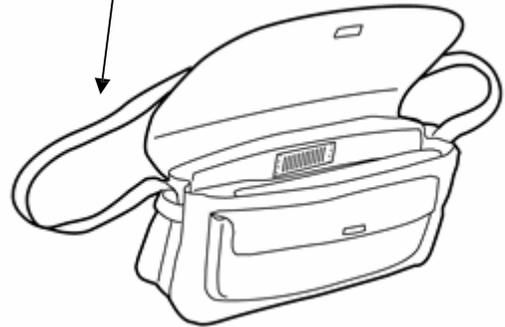


Tag location – secure through seam or sewn in label

Handbags, purses

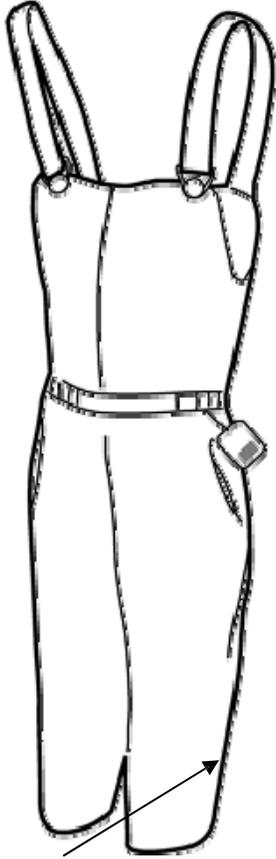


Tag location – secure through strap



### Apparel – Bottoms

Overalls/Shortalls/Rompers

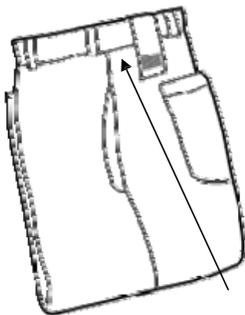


Pants/Slacks/Jeans, Hanging



Tag location – left seam, 6–10” from bottom/hemline

Pants/Slacks/Jeans, Folded



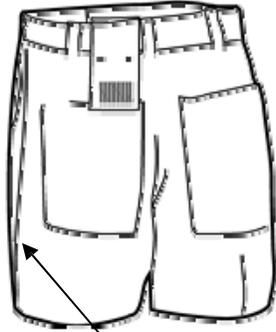
Tag location – waist seam, left back or 6–8” from bottom

Tag location – left seam, 6 – 8” from bottom/hemline

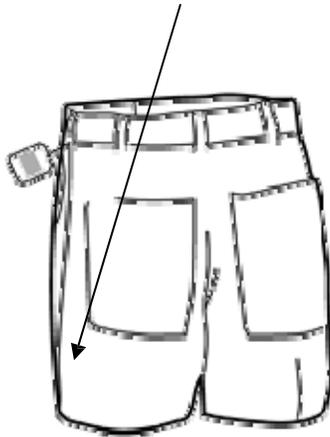


### Apparel – Bottoms

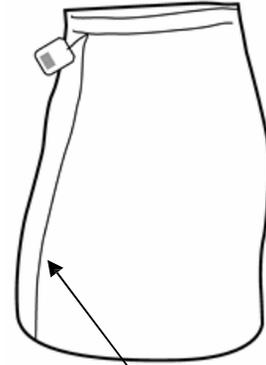
Shorts/Trunks



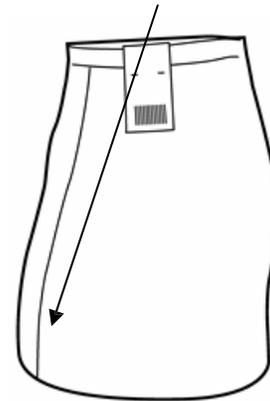
Tag location – left seam, 6-8"  
from bottom/hemline



Skirts

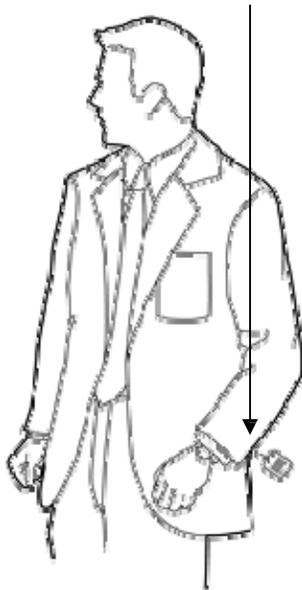
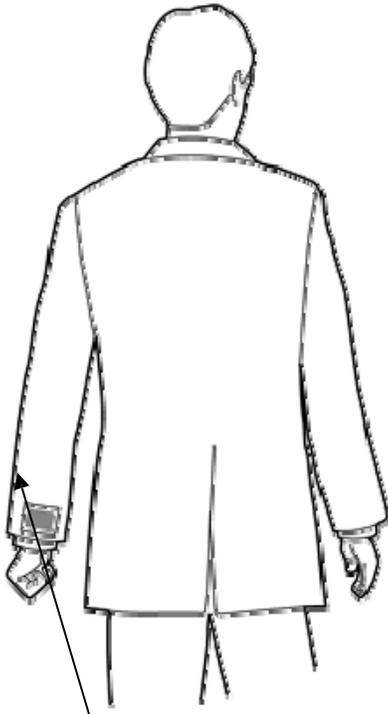


Tag location – left seam,  
6 – 8" from bottom/hemline



### Clothing/Outerwear

#### Sport Coats/Blazers/Suits



#### Outerwear (Coats, Jackets)



Tag location – left seam,  
6-10" from bottom/hemline



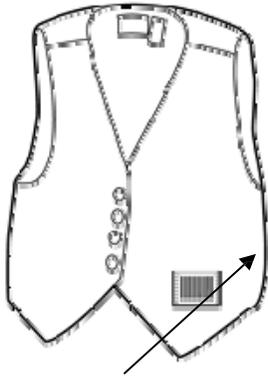
Tag location – left seam, 6-8"  
from bottom/hemline

#### Outerwear (Parkas, Ponchos) Tag location – collar/label seam

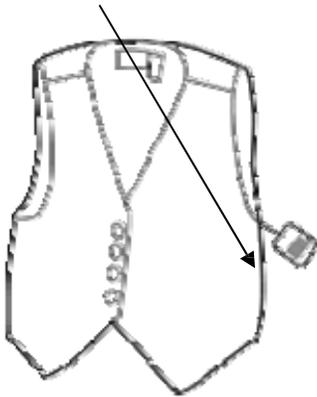


### Clothing/Outerwear

#### Vests



Tag location – left seam, 6-8” from bottom/hemline



#### Women’s and Girl’s Blazers/Suits

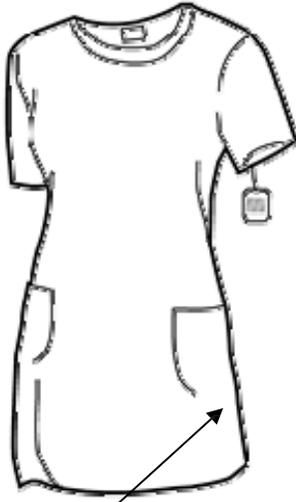


Tag location – left seam, 6-8” from bottom/hemline

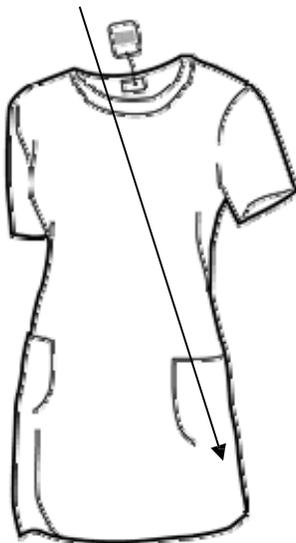


### Clothing/Outerwear

Dresses, With Sleeves



Tag location – left seam, 6-10" from bottom/hemline



Dresses, Sleeveless

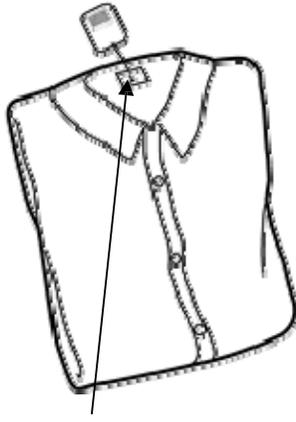


Tag location – left seam, 6-10" from bottom/hemline

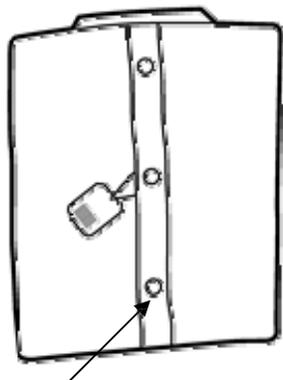
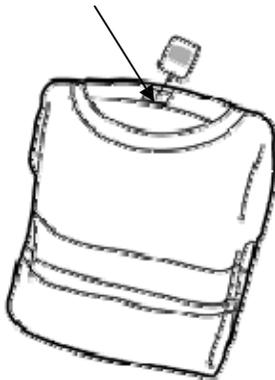


### Tops

Tops, Folded



Tag location – collar/label seam



Tag location – first buttonhole on backside of fold

Tops, Hanging Long Sleeve



Tag location – left seam, 6-8" from bottom/hemline

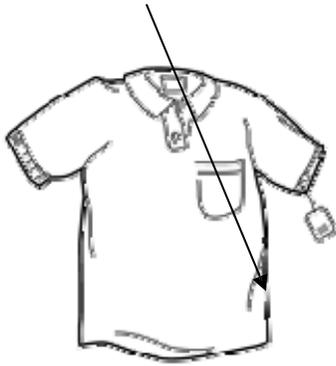


**Tops**

Tops, Hanging Short Sleeve



Tag location – left seam, 6-8" from bottom/hemline



Tops, Hanging Sleeveless

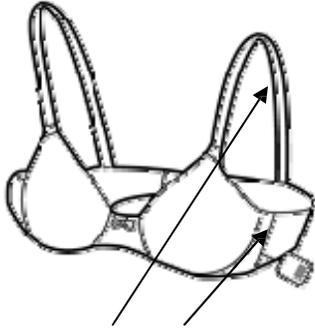


Tag location – left seam, 6-8" from bottom/hemline

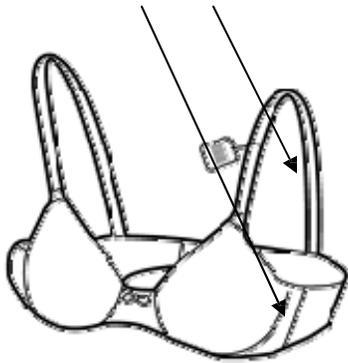


**Intimate  
Apparel/Underwear**

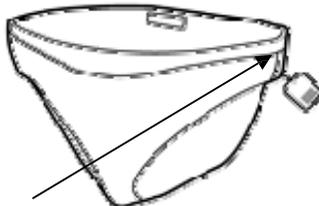
Bras



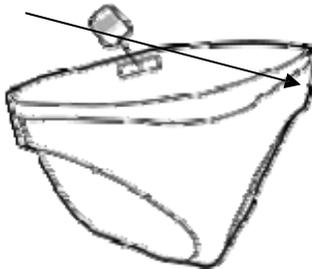
Tag location – secure through left strap or left seam



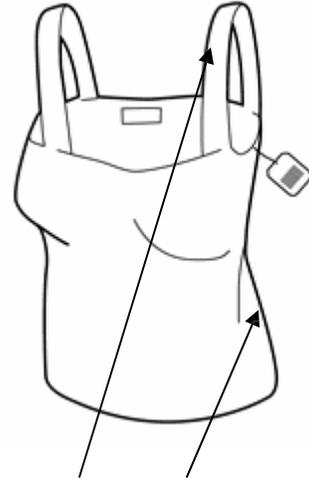
Panties/Control Garments



Tag location – left seam or back or front if no side seam



Camisoles/Teddies

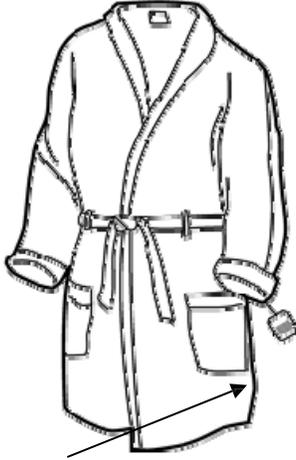


Tag location – secure through left strap or left seam, 6-8" from bottom

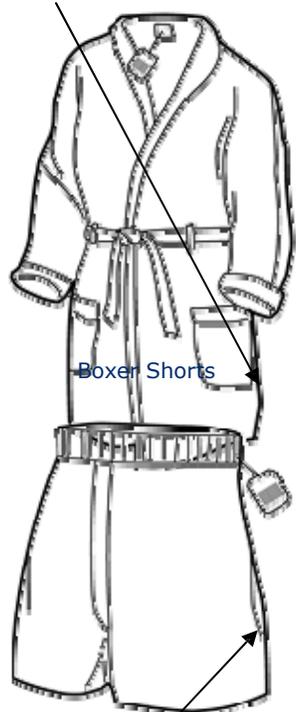


**Intimate  
Apparel/Underwear**

Sleepwear/Robes



Tag location – left seam,  
6-10" from bottom/hemline



Boxer Shorts

Tag location – left seam,  
6-8" from bottom/hemline

Slips

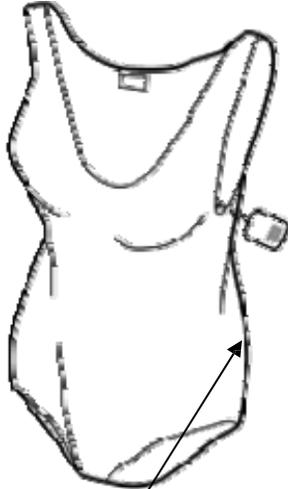


Tag location – left seam,  
6-10" from bottom/hemline

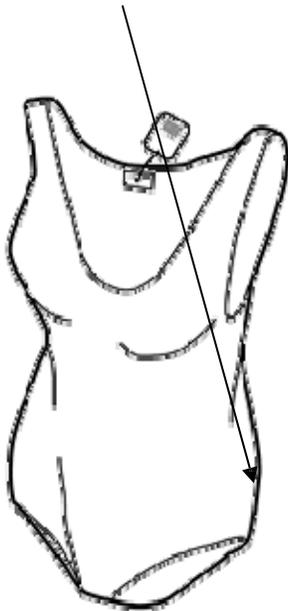


**Intimate Apparel/Underwear**

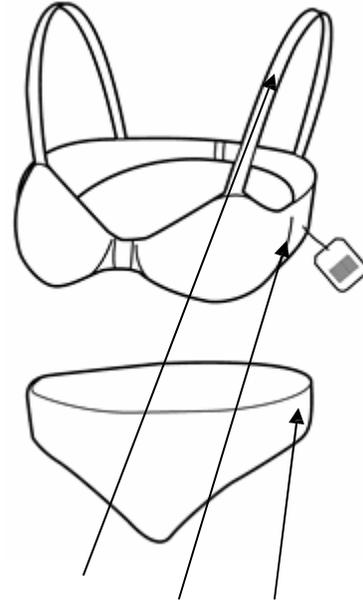
Swimwear/Bodywear/Dancewear, One-Piece



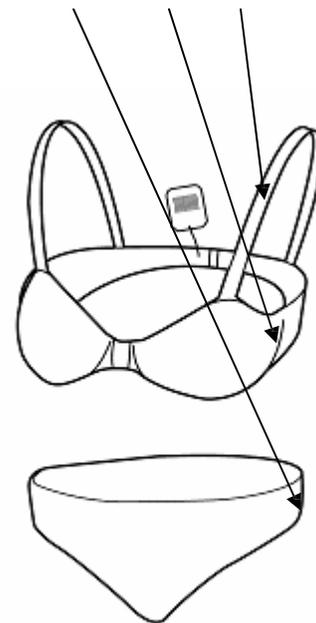
Tag location – left seam, 6-8" from bottom



Swimwear/Bodywear/Dancewear, Two-Piece



Tag location – one or two tags; top left seam or through strap; bottom left seam or back or front if no seam



## 5.7 Training Considerations

Training is necessary to promote effective use of anti-theft tags. The technology provider, retailer, or manufacturer may provide training dependent on the topic and who can best provide the training. For example, training for tag application may be provided by the technology provider at the retailer, if the tags are applied at that point, or at the product manufacturer, if the tags are applied during manufacturing or distribution. The chart below lists some of the possible components of anti-theft tag training and the possible training provider(s).

Training Component	Technology Provider	Retailer	Product Manufacturer
EAS system operation, monitoring, and maintenance	X	X	X
Which products will be tagged		X	X
Tag application including how to apply and proper placement	X	X	X
Tag activation, deactivation, and removal as applicable	X	X	X
Tag disposal, recycling, and reuse requirements as applicable	X	X	
Tagging compliance auditing requirements		X	X
Procedures for handling alarms at retail	X	X	

## 5.8 Trading Partner Discussion Checklist

Anti-theft tag placement is product-specific. The discussion points in the checklist may be used as a guideline for the development of a checklist that is appropriate to the product category under discussion. This list is not intended to be inclusive or exhaustive; it will serve as a starting point for the development of your own set of discussion points.

- Technology choice
- Which products to tag
- Type of anti-theft tags to use by product and the appropriate placement
- Where the tags should be applied: By the retailer at the retail or distribution level or by the source before receipt by the retailer
- Policies and procedures for:
  - System monitoring and maintenance
  - Tagging compliance audits at retail or source as applicable
  - Tag disposal recycle or reuse requirements as applicable
  - Handling alarms at retail
- Training requirements and who will provide

## 6 Shipment Packaging

This section is designed to stimulate discussion between trading partners about critical elements of shipment packaging that impact Floor-Ready Merchandise and to encourage consideration of environmental concerns.

### 6.1 Overview

Shipment packaging is the unit load or transport package and incorporates the consumer packaging only when the shipping unit is also the selling unit. Dialogue between trading partners to identify mutually beneficial opportunities is essential to successful implementation of effective shipment packaging. Environmental impact should also be considered when implementing packaging practices: reduction of material waste, increased reuse of packaging, and ease of handling.

### 6.2 Important Considerations

The issues of recycling, degradability and disposal of waste materials should be considered. In particular, consider applicable local, state and federal laws. These laws may vary from area to area and, therefore, must be carefully considered in conjunction with the proposed distribution of the product/package.

### 6.3 Benefits

Discussion between trading partners regarding shipment packaging can promote:

- Improved flow of merchandise through automated receiving and cross docking
- Reduced packaging material inventories
- Reduced overall packaging costs
- Reduced retail storage and disposal space

### 6.4 Prerequisites

A thorough understanding of the retail industry conventions pertaining to the movement of merchandise is fundamental. These conventions are presented in the [GS1 General Specifications](#), the [GS1 US Business Process Guidelines for Electronic Data Interchange](#) (note: member log-in required to access), the [EDI 856 Ship Notice/Manifest Guideline](#) (note: member log-in required to access), and the [VICS EDI Implementation Guideline](#) (note: member log-in required to access).

The key to a successful trading partnership is a thorough understanding of each partner's expectations, capabilities, and baseline requirements. Partners should develop their own checklist, which includes all topics related to shipment packaging.

### 6.5 Methods of Communicating

Trading partners should discuss and agree upon shipment packaging requirements. Once defined, requirements should be documented and distributed to appropriate personnel within each partner's organization.

### 6.6 Trading Partner Discussion Checklist

Shipment packaging is product-specific. A balance between material costs, product protection and handling considerations is key. These discussion points may be used as a guideline for the

development of a checklist that is appropriate to the product category under discussion. This list is not intended to be inclusive or exhaustive.

## 6.6.1 Handling Considerations

Handling considerations are those topics relative to the shipment packaging used in transporting merchandise from point-of-origin to final commercial destination, possibly through intermediary points such as carriers, consolidators, and distribution centers. Topics include, but are not limited to, unitization of product, floor loading, convey-ability of packages, safety, and transportation costs.

### 6.6.1.1 Unitization

- Determine if unitization is appropriate.
- Determine type of unitized packaging:
  - Palletization or Use of Slipsheets
  - Deck Utilization (Stacking Method)
  - Product Overhang on Pallet
  - Stretch/Shrink Wrapping
  - Master Cartons (e.g., smaller cartons packed into larger cartons.)
  - Strapping Multiple Cartons (e.g., Same SKU, Different SKU)
  - Other Unitization Methods
- Verify that unitized package handling equipment is available at all points in the chosen transport chain.
- Analyze all costs associated with unitization: materials, labor, equipment, and transportation.
- Determine disposition of the unitization materials such as: re-use, recycle, incinerate, compact, and landfill.

### 6.6.1.2 Floor Loading

- Loading Sequence Requirements
- Load Stabilization Method
- Load Locks (e.g., Air Bags, Plywood, Lumber)
- Stair-stepping Cartons
- Dunnage ( e.g., Cardboard, Fiberboard, Kraft Paper)

### 6.6.1.3 Storage/Shipping for Unitization/Floor Loading

- Consider the environmental exposure for storage and transport:
  - Humidity
  - Temperature
  - Optimizing shipment packaging performance
- Weight per carton
- Load support created by product or lack of support due to product

- Stacking pattern (cross tie or column stack)
- Number of cartons per layer, layers per pallet, number of pallets high
- Length of time in storage
- Distribution environment (from manufacturer to selling floor)
  - Handling within a manufacturer
  - Transport method
  - Number of times handled
  - Reshipment of cartons

#### 6.6.1.4 Convey-ability

- Determine if mechanical conveyances are used at any point in the transport chain.
- Evaluate the style, type, and composition of packages and/or unitized loads for compatibility with various conveyor systems.
- Check limitations of conveyor systems:
  - Minimum/maximum weight
  - Minimum/maximum dimensions – length/width/height
  - Over/underfilling of cartons
  - The Recommended minimum and maximum carton dimensions and weights are listed below. Check with your trading partner for their specific requirements

	Length	Width	Height	Weight
<b>Minimum</b>	9"	9"	3"	3-5 lbs.
<b>Maximum</b>	36"	27"	30"	50 lbs.

Discussion between trading partners should consider the following when arriving at a mutual consensus of minimum/maximum carton dimensions and weights:

##### Minimum

- The relationship of the product/carton footprint (length/width/height) to its weight is critical to the successful "ride" of the product/carton.
- Minimum order quantities for replenishment often conflict with the minimum dimensions and weights for convey-ability. When these conditions exist, discussions between trading partners is essential and necessary and consequences must be understood by both parties.

##### Maximum

- Maximum weight as shown on the chart above relates to maximum weight of conveyable cartons without regard to the handling process of loading the cartons on the conveyor.

- Confirm that package closure method will not interfere with conveyor systems.
- Consider durability of packages on conveyor systems:
  - Mullen bursting strength
  - Edge crush test

- Polybag film thickness and puncture resistance

### 6.6.1.5 Non-Conveyables

- Non-conveyables are those products whose dimensions or weights fall outside of the conveyable limits as shown in the Minimum/Maximum table above.

### 6.6.1.6 Safety

- Consider safety guidelines followed by trading partners.
- Comply with hazardous materials handling, labeling, and documentation.
- Provide material safety data sheets (MSDS) if required.

## 6.6.2 Evaluation of Shipment Packaging

Packaging materials should be evaluated for both function and disposition. Packing should minimize potential damage to the product while optimizing handling throughout the supply chain. Consideration should be given to packaging which minimizes the use of materials and energy sources.

### 6.6.2.1 Simplification and Source Reduction

- When possible, minimize excess packing components:
  - Supply in bulk or without any packaging.
  - Eliminate package layers or components.
  - Redesign packaging to use less material without compromising the product.
  - Replace many small packages with a single, larger, more efficient package size.
- Reduce packaging surface areas by changing the packaging geometry or structural design.
- Reduce packaging volume by using different packaging container forms.
- Reduce overall packaging by increases in secondary or tertiary packaging, if these can be offset by decreases in primary packaging.
- Determine if the primary packaging can be re-used in distribution, shipping, or manufacturing processes.

## 7 Receipt-Ready Shipments

Receipt-Ready Shipments are prepared, handled, and processed to expedite the flow of merchandise between trading partners and to minimize manual intervention at the point of receipt. This can reduce both the time and processing required to move the merchandise from the supplier to the retail receiving location.

### 7.1 Overview

GS1 US recommends these conventions for container marking and communication of shipment information. These conventions provide for a consistent flow of information between trading partners relative to the movement of merchandise. The conventions include the GS1 Serial Shipping Container Code (SSCC) in a GS1-128 barcode, and X12 EDI transactions, which convey the contents of the

shipment, bills of lading, etc. Successful implementation of any Receipt-Ready Shipments process depends on dialogue between trading partners to establish detailed operating parameters.

## 7.2 Benefits

Receipt-Ready Shipments conventions are already in use by most trading partners. Full benefits may be achieved when the shipper and the receiver integrate both EDI and automated identification equipment, barcoding software/printers, and scanners into their processes. The potential benefits are many:

- Eliminates the need for paper-based communications.
- Promotes accuracy between product shipped and product received.
- Provides for shipment integrity checks.
- Reduces off-loading and check-in time and handling.
- Facilitates mechanized receiving and cross-docking.
- Supports resource scheduling and product allocation.
- Allows for integration of data to multiple processing systems, such as warehouse, inventory, and accounts payable, without multiple data entry.

## 7.3 Important Considerations

- Both trading partners use EDI.
- Strongly recommend both trading partners use GS1-128 SSCC marking.
- Mutual agreement on shipment handling procedures.

## 7.4 Prerequisites

A thorough understanding of the retail industry conventions pertaining to the movement of merchandise is fundamental. These conventions are presented in the [GS1-128 Serial Container Marking Guideline](#), the [GS1 US Business Processes Guidelines for Electronic Data Interchange](#) (note: member log-in required to access), the [VICS EDI 856 Ship Notice/Manifest Guideline](#) (note: member log-in required to access), and the [VICS EDI Implementation Guideline](#) (note: member log-in required to access).

To begin Receipt-Ready Shipments processing, usage of EDI and GS1-128 serial container marking is required. The basic transactions are a Purchase Order (850 Transaction Set), an Advanced Ship Notice (ASN)/Manifest (856 Transaction Set) with pack level detail, and GS1-128 barcoded transport labels. Implementation of these technologies will improve the information flow and consequently reduce the manual handling requirements in both the shipping and receiving processes.

## 7.5 Receipt-Ready Shipments Requirements

The key to a successful trading partnership is a thorough understanding of each trading partner's expectations, capabilities, and baseline requirements. This information can be obtained through a structured dialogue, which is designed to elicit a discussion of all critical elements.

Trading partners will develop their own checklist that includes all topics related to shipping and receiving between the two trading partners. A non-inclusive checklist of suggested topics is included in Section 9.7, Discussion Checklist

### 7.5.1 Process Model

A process model of the inter-relationships of the transactions necessary to support the Receipt-Ready Shipments process is included to illustrate a typical exchange of EDI documents between supplier and retailer. (Refer to Section 9.7.5 Receipt-Ready Shipments Process Models) Basic transactions include the Purchase Order (850 Transaction Set), the Advanced Ship Notice (ASN)/Manifest (856 Transaction Set) and potentially the Product Activity Data (852 Transaction Set). In a supplier-managed replenishment arrangement, the typical documents include the Purchase Order Acknowledgement (855 Transaction Set), the Product Activity Data (852 Transaction Set), and the Advanced Ship Notice (ASN)/Manifest (856 Transaction Set).

## 7.6 Methods of Communicating for Receipt-Ready Shipments

A basic checklist of data exchange topics is included in Section 9.7, Discussion Checklist. Usage of all applicable EDI transactions between shipper, carrier, and retailer is encouraged. The minimum requirement for Receipt-Ready Shipments consideration includes the Purchase Order (850 Transaction Set) and the Advanced Ship Notice (ASN)/Manifest (856 Transaction Set) being transmitted via EDI, and shipping container labels in the GS1-128 barcode.

## 7.7 Discussion Checklist

The key discussion topics for a Receipt-Ready Shipments process are arranged into major categories, each of which is introduced within the text. This list is not intended to be inclusive or exhaustive. Use this list as a starting point for the development of your own unique set of discussion points.

### 7.7.1 Data Exchange

- Discuss the general topics relative to data exchange:
  - Guidelines, versions, and data mapping specifics
  - Telecommunication paths (e.g. direct or networks)
  - Start-up processes: test, parallel, and production
  - Migration to new versions and releases
  - Documentation and notification procedures
  - Key contacts and preferred method of communication
  - Problem resolution paths
  - Transmission frequency and timing
- GS1-128 serial container marking.
  - Human-readable data elements and format
- Basic Receipt-Ready Shipments EDI requirements.
  - Purchase Order (850 Transaction Set)
  - Advanced Ship Notice (ASN)/Manifest (856 Transaction Set)
- Additional EDI capabilities that exist:
  - Invoice (810 Transaction Set)
  - Payment/Order/Remittance Advice (820 Transaction Set)
  - Price/Sales Catalogue (832 Transaction Set)
  - Inventory Advice (846 Transaction Set)

- Product Activity Data (852 Transaction Set)
- Purchase Acknowledgement (855 Transaction Set)
- Purchase Order Changes (860 Transaction Set)
- Receiving Advice/Acceptance (861 Transaction Set)
- Order Status Report (870 Transaction Set)
- Motor Carrier Load Tender (204 Transaction Set)
- Freight Invoice (210 Transaction Set)
- Shipment Status (214 Transaction Set)

### 7.7.2 Shipment and Transportation Documents

- Review all documents related to the Receipt-Ready Shipment process.
- Clarify content and format expectations, communication methods, frequency, timing, and physical placement when applicable.
- Specify how Floor-Ready Merchandise, replenishment, advertised and promotional merchandise, and other requirements will be communicated. Retailers will reference their open order file for indications of floor-ready merchandise and examine the Advanced Ship Notice (ASN)/Manifest (856 Transaction Set) for exceptions to Floor-Ready Merchandise requests.
  - Purchase Order (850 Transaction Set)
  - Advanced Ship Notice (ASN)/Manifest (856 Transaction Set)
    - GS1 128 SSCC serial container number
- Determine use of ancillary transportation/receiving documents. Achieve a common understanding of and determine required elements for:
  - Bill of Lading
  - Master Bill of Lading
  - Freight Invoice
  - Shipping Manifest
  - Pack Lists
  - Invoice
  - Hazardous Declaration
- Determine use of EDI transactions in place of paper to support Receipt-Ready Shipment processes:
  - Motor Carrier Load Tender (204 Transaction Set)
  - Freight Invoice (210 Transaction Set)
  - Shipment Status (214 Transaction Set)
  - Advanced Ship Notice (ASN)/Manifest (856 Transaction Set)
  - Invoice (810 Transaction Set)
- Transport label requirements:
  - Use of GS1-128 SSCC serial container numbers

- Identify human-readable components and format
- Use of third-party consolidators:
  - The role of the consolidator
  - Product and information flow

### 7.7.3 Shipping Container Specifications

- Discuss all parameters associated with the shipping containers and their conveyance.
- Use of conveyable containers:
  - Min/max weight
  - Min/max size
  - Conveyable inner packs
- Determine type of carton/conveyance:
  - Regular Slotted Container/Carton (RSC) or telescopic
  - Test and burst strength
  - Reusable versus disposable
  - Recyclable
  - Use of totes
- Determine method of closure:
  - Tape
  - Strapping
- Unitized shipments: pallets, slip sheets, master cartons:
  - Pallet rental programs
  - Pallet materials
  - How pallets will flow
    - To store
    - Return to supplier
  - Type of pallet
  - Use of shrink overwraps
- Use of display pallets and punch-out/display cartons.

### 7.7.4 Routing, Transportation, and Delivery

- Determine how routing, transportation and delivery arrangements will be conveyed, timing, frequency, key contacts, and problem resolution.
- Timeliness of shipment/delivery (end-to-end understanding of the process):
  - Timing of order information
  - Timing of shipment information
  - Timing of data exchange

- Timing of merchandise movement
- Lead-time for routing requests
- Understand shipment/delivery windows:
  - Calculation of order lead times (including transit time)
- Expected frequency of shipments:
  - Daily
  - Weekly
  - Different for Floor-Ready Merchandise than non-Floor-Ready Merchandise
- Use of third-party consolidators:
  - The role of the consolidator
  - Product and information flow
- Determine requirements for delivery of shipments:
  - Scheduled deliveries and windows
  - Requirements for appointment scheduling
  - Backhaul
    - Contract carriers versus private fleet
  - Truck load (TL) deliveries
  - Less than truck load (LTL) deliveries
  - Consolidated drop trailers
  - Specialized deliveries
    - Small package
    - Air freight
  - Load sequencing requirements
  - Shipper or carrier load and count
  - Live unload requirements
- Freight payment terms:
  - Inclusive or Exclusive
    - For example: un-bundled or included in cost of goods sold
  - Freight participation and payment methods
- Use of routing guides:
  - Specification of carrier
  - Use of routing portal
  - Determination of weight breaks
  - Use of premium transportation
    - Procedures for authorization
  - Will routing on purchase order override routing guide
  - Store and distribution center association



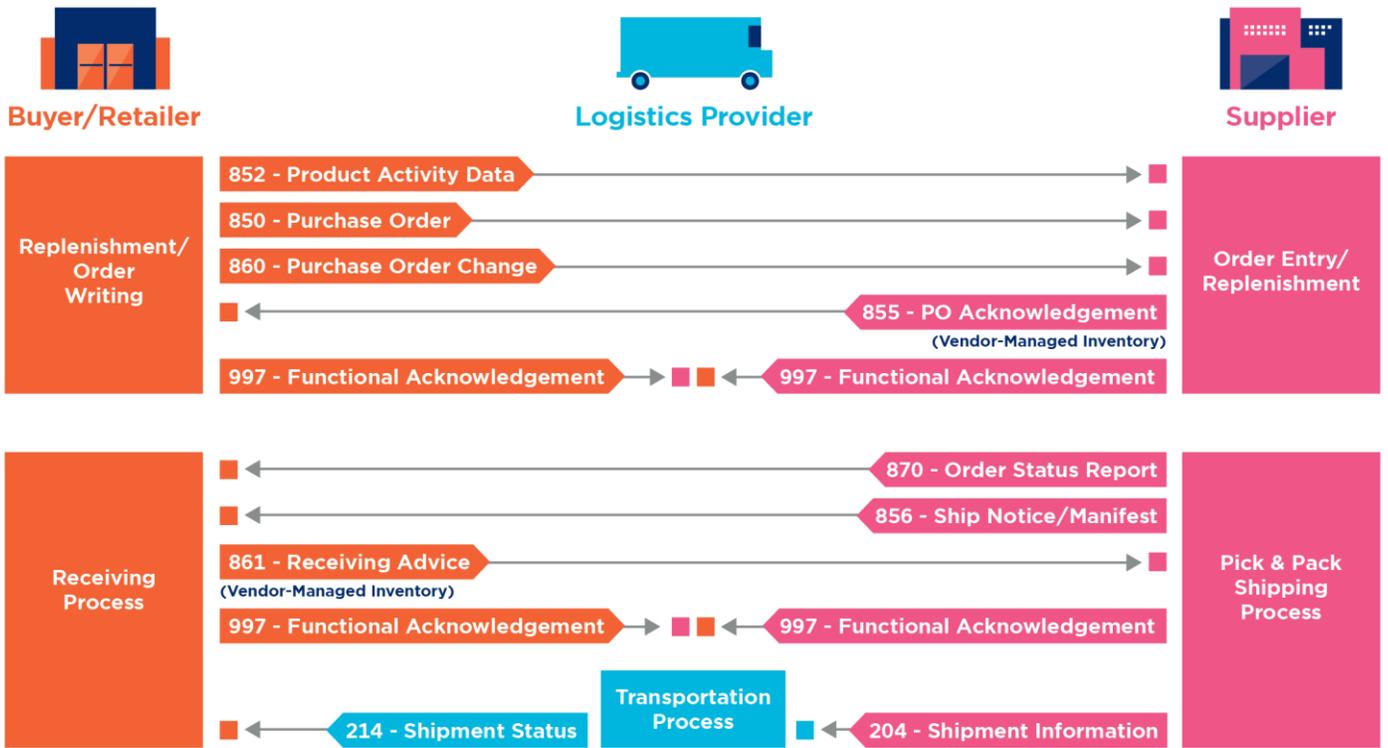
- Use of carrier to verify
- How retailer will measure shipper performance:
  - On time shipment/delivery
  - Valid purchase orders
  - Proper mode/carrier

### 7.7.5 Receipt-Ready Process Models

#### Basic EDI Transaction Model



### Extended EDI Transaction Model for Receipt-Ready Shipments



### SSCC in GS1-128 Symbology



### SSCC on a Logistic Label



## 8 Evaluation and Feedback

The objective of the Evaluation and Feedback guidelines for floor-ready merchandise is to establish uniform evaluation components of the floor-ready process and guidelines for feedback between retailer and supplier.

### 8.1 Overview

Today's floor-ready process includes critical actions by the retailer and supplier.

- Product Information
  - Assignment and marking of products with UPC-A or EAN-13 barcodes by the supplier
  - Conveyance of product information from supplier to retailer via Price/Sales Catalogue (832 Transaction Set)
- Application of floor-ready services as negotiated between the retailer and supplier. Such activities may include:
  - Retail price marking in conjunction with the [Apparel and General Merchandise EAN/U.P.C. Tag Format & Placement Guidelines](#).
  - Hanger application following the [GS1 US Hanger Application Guideline](#)
  - Security device application
- Use of EDI Documents
  - Conveyance of purchase orders (850 or 860 transaction sets) from retailer to supplier
  - Conveyance of retail price through purchase orders (850 or 860 transaction sets) or Price/Sales Catalogue (832 Transaction Set) from retailer to supplier; or from supplier to retailer via the Purchase Order Acknowledgement (855 Transaction Set)
  - Conveyance from supplier to retailer of shipment information via the Advanced Ship Notice (ASN)/Manifest (856 Transaction Set)
  - Conveyance of invoice electronically (810 Transaction Set)
  - Conveyance of Product Activity (852 Transaction Set)
  - Conveyance of Motor Carrier Load Tender and Transportation Carrier Shipment Status Message documents (204 and 214 Transaction Sets)
  - Conveyance of Organizational Relationship document (816 Transaction Set) applicable to unity distribution requirements (branch store numbers, names, addresses, etc.)

### 8.2 Benefits

The results of the evaluation and feedback process may be used to support further supply chain improvements, reduced lead times, increased consumer availability, increased environmental awareness, and decreased costs.

### 8.3 Important Considerations

The retailer and supplier should agree upon the appropriate evaluation period, frequency, and criteria. In addition, the communication of evaluation results and actions to resolve should happen quickly to prevent future problems.

The determination of floor-ready services should be agreed upon by the trading partners. Both retailer and supplier should designate key contact person(s) responsible for accurate, timely communication

and problem resolution. The contact person(s) responsible should have the authority to cross functional lines and communicate internally to all relevant functions.

Performance expectations should be established between retailer and supplier. GS1 US guidelines should be used where applicable to establish performance expectations. See sections 9 and 10 document sample forms that you may use as a starting point for developing a trading partner evaluation. They are the Evaluation Form – Retailer of Supplier and Evaluation Form – Supplier of Retailer.

## 8.4 Evaluation - Retailer of Supplier

The retailer may evaluate the following components:

- Product Information
  - Accuracy of GTIN assignment and marking including UPC-A or EAN-13 barcode legibility
  - Accuracy and timeliness of conveyance of product information via the Price/Sales Catalogue (832 Transaction Set)
- Application of floor-ready services as negotiated between the retailer and supplier
  - Accurate retail/consumer price on product ticket
  - Application of retailer designated labeling, packaging, and product tickets for private label merchandise
  - Correct hanger application
  - Internal packing materials (e.g. tissue paper, polybags, cardboard, clips)
  - Folding, product packing agreements
  - Security tag application
- EDI Documents
  - Timeliness and accuracy of Advanced Ship Notice (ASN)/Manifest (856 Transaction Set)
  - Accuracy and timeliness of conveying the retail price from supplier to retailer via the Purchase Order
  - Purchase Order Acknowledgement (855 Transaction Set) where applicable
  - Timeliness and accuracy of conveyance of electronic invoice (810 Transaction Set)
- Shipment Accuracy
  - Timeliness of legal transfer of goods
  - Adherence to carrier routing instructions
  - Carton content versus Advanced Ship Notice (ASN)/Manifest (856 Transaction Set) and the final purchase order (overages, shortages and substitutions)
  - Accuracy of assignment of bill of lading number(s) and conveyance in appropriate EDI documents (856 and 810 Transaction Sets)
  - Breakage or damage
- Carton labeling
  - Accuracy and legibility, including legibility of GS1-128 barcode if applicable
  - Label placement

- Packing
  - Carton size and weight
  - Special requirements such as number of units per carton, packing slip attachment

## 8.5 Evaluation - Supplier of Retailer

The supplier may evaluate the following components:

- Purchase order conveyance
  - Timeliness of conveyance of purchase order confirmation
  - Accuracy of product information conveyed
  - Accuracy of start ship and cancel dates as negotiated by the trading partners
  - Accuracy of price information, including wholesale cost, retail/consumer price as understood by the trading partners
  - Timeliness and accuracy of order changes or cancellations
- EDI Documents
  - Conveyance of initial purchase orders and purchase order changes (850 or 860 Transaction sets)
  - Conveyance of retail price through purchase orders (850 or 860 transaction sets) or Price/sales catalogue (832 transaction set)
  - Timeliness of pulling Advanced Ship Notice (ASN)/Manifest (856 transaction set) from EDI mailbox
  - Timeliness and accuracy of conveyance of product activity (852 transaction set)
  - Conveyance of organizational relationship document (816 transaction set) applicable to unit distribution requirements (e.g. locations, names, addresses)
- Retailer to Supplier Correspondence
  - Adequate documentation provided to substantiate claims - company or division, purchase order number, transmission date, bill-of-lading number
  - Clear explanation of reason(s) for deduction/claim
  - Timeliness of claim to enable investigation and resolution
  - Compliance with return authorization procedures
  - Timeliness of receipt of retailer routing and packing instructions

## 8.6 Feedback Guidelines

- Method and format of evaluation communication (e.g., paper, e-mail, etc.) should be agreed upon by the trading partners.
- Trading partners should communicate feedback within an agreed upon evaluation period.
- Adequate, specific information should be provided to the evaluated trading partner to facilitate problem resolution.

- Evaluated trading partner should respond with planned actions to resolve, where applicable, within an agreed upon period.

## 8.7 Best Practices

- Publication of trading partner policies and procedures regarding applicable components of the supply chain is recommended. The publication may cover floor-ready services, EDI documents, logistics, and retailer-to-supplier correspondence requirements.
- A formal meeting, including all affected functional areas of retailer and supplier, to define and reach consensus on critical actions is recommended. In this meeting, floor-ready services, EDI documents, product information, shipping and logistics requirements, performance expectations, evaluation and the feedback process should be confirmed.
- On-site tours of the retailer's or supplier's processing or distribution facility improve understanding of the trading partner's supply chain processes.

## 8.8 Trading Partner Discussion Checklist

- Determine product marking requirements such as UPC-A or EAN-13 barcodes
- Determine floor-ready services provided and the responsibility for the services - supplier or retailer
- Determine method and responsibility of conveyance of floor-ready requests
- Determine EDI documents to be traded
- Determine shipping, carton labeling, and packing requirements
- Determine retailer to supplier correspondence requirements
- Determine performance expectations, evaluation criteria, feedback methods and timing, and key contact person(s) responsible in each trading partner for communication and problem resolution



## 9 Evaluation Form (Supplier of Retailer)

The objective of the Evaluation and Feedback forms is to establish uniform components of the floor-ready process and guidelines for feedback between supplier and retailer. These forms are provided as a common starting point in developing your own forms.

Shipment Tracking/History Information w/		Retailer Name	
Purchase Order # (s)		Shipping Location	
Shipment # (s)		Receiving Location	
Departments # (s)		Carrier	
Store # (s)		Bill of Lading #	
		Date Shipped	

Evaluation							
	Total #	# Incorrect	%		Total #	# Incorrect	%
<b>PO Conveyance</b>				<b>EDI Documents</b>			
Confirmation	On time?	Yes	No	Inaccurate initial POs			
Inaccurate U.P.C.'s				Inaccurate PO changes			
Inaccurate Dates – Start Ship				Pull ship notice	On time?	Yes	No
				Product activity	On time?	Yes	No
Location Distribution	On time?	Yes	No	Store to DC	Accurate?	Yes	No
Inaccurate Quantities					On time?	Yes	No
Inaccurate Size Ratios				<b>Retailer/Seller Correspondence</b>			
Qty variances Bulk/Blanket Order to Distribution				Documentation provided			
Order changes	On time?	Yes	No	Company name?	Yes	No	



Inaccurate order changes				PO #?	Yes	No	
Cancellation	On time?	Yes	No	Transmission Date?	Yes	No	
				BOL#?	Yes	No	
				Clear explanation?	Yes	No	
				Routing/packing?	Yes	No	
				Correspondence on time?	Yes	No	
				Inaccurate Authorization			



## 10 Evaluation Form (Retailer of Supplier)

The objective of the Evaluation and Feedback forms is to establish uniform components of the floor-ready process and guidelines for feedback between retailer and supplier. These forms are provided as a common starting point in developing your own forms.

Shipment Tracking/History Information w/ Supplier Name					
Purchase Order # (s)		Date of Audit		Shipping Location	
Shipment # (s)		Auditor		Receiving Location	
Departments # (s)		Total Cartons		Carrier	
Store # (s)		Advanced Ship Notice (ASN)/Manifest (856) or Pack List Initials/Number		Bill of Lading #	
Units Audited		Cartons Audited		Date Shipped	

Evaluation							
	Total #	# Incorrect	%		Total #	# Incorrect	%
<b>Product Information</b>				<b>Carton Labeling</b>			
Incorrect U.P.C.'s				Illegible Labels			
Illegible Barcode				Illegible Barcodes			
				Inaccurate Information			
				Wrong Placement			
<b>Floor-Ready Service</b>				<b>Packing Accuracy</b>			
Incorrect Retail Price				Carton Size Errors			
Incorrect Ticket Placement				Carton Weight Errors			



Incorrect Hanger				Pack Slip Error – Attachment			
Incorrect Package Materials				Pack Slip Error - Legibility			
Incorrect Security Tag Application				Incorrect Pre-Packs			
<b>Shipment Accuracy</b>				<b>EDI Documents</b>			
Timeliness of Legal Transfer				Advanced Ship Notice (ASN)/Manifest (856)	On time?	Yes	No
Adherence of Carrier Routing				Inaccurate Information			
Inaccurate BOL #'s				Invoice (810)	On time?	Yes	No
Units Broken / Damaged				Inaccurate Information			
Overage vs Advanced Ship Notice (ASN)/Manifest (856) or Packing Slip				Price / Sales Catalog (832)	On time?	Yes	No
Shortage vs Advanced Ship Notice (ASN)/Manifest (856) or Packing Slip				Inaccurate Information			
Overage vs PO							
Substitute vs PO							



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