

How To Pack Your Eddie Bauer Purchase Orders

GENERAL PACKING GUIDELINES

- Pack each Purchase Order separately and pack each item according to the PACKING METHOD indicated in the item's product specifications package.
- Carton quantities must be consistent throughout the Purchase Order. Pack in a manner that maximizes carton space and minimizes damage during shipping. Over-packing can cause carton bulging and under-packing can cause carton crushing.
- Each Purchase Order must be packed by SKU (style/color/size). Do not mix different SKUs within the same carton. Reference the Carton Requirement section to determine the correct size carton to utilize. If you have extra items after packing consistent qty's please follow the below points in order.



1. The last shipping carton for a SKU may be partially filled (at least half full), or a smaller module (still within the acceptable size range) may be used to pack the remainder quantity so as to minimize void space. If the last carton is less than half full see point 2. (**Preferred method**).



2. The only exception: after packing consistent quantities in all cartons, extra units that would fill a carton less than half full, may be placed with other 'extra' units into a mixed SKU carton.



- a. Only 2 mixed SKU cartons are allowed per color per P.O.
 - b. If packing a mixed SKU carton, mark the carton "MIXED SKU". The carton must have a carton SKU bar code label for each different SKU inside. Designate the quantity next to each label.
- Each polybagged item must be packed inside their shipping cartons with the Item SKU Bar Code Label facing up.
 - Please add a top sheet of cardboard so when opening cartons box cutters do not cut into product.
 - There shall be no void allowed at the top of the carton, as this will crush the contents. If you need to fill a void acceptable filler is cardboard sheets placed at the bottom of the carton.
 - For products that are inherently fragile such as glass and fragrance, contact the Eddie Bauer Packaging Department for special packaging information.

RETAIL AND OUTLET PURCHASE ORDERS ONLY

- All Retail and Outlet items must be pre-ticketed with a price ticket prior to being shipped. Your designated Eddie Bauer representative must approve any exceptions in writing.
- Inner-pack is a process to package and ship a set number of items together as a multiple unit. (For example: we may prefer to ship 3 pairs of socks in a poly-bag to our retail stores rather than to individually poly-bag each pair of socks.) Inner-pack requirements will be noted on your Purchase Order in the "vendor instructions". Pack according to the quantity listed in the "inner pack" column on the Purchase Order.

- If the item price ticket is not visible through the inner-pack packaging, the inner-pack (polybag or box) must be labeled with an Item SKU label and quantity.
- When inner-packing, the quantity on the shipping carton must state the number of selling units, not the number of inner-packs.

DIRECT (CATALOG) PURCHASE ORDERS ONLY

STANDARD APPAREL PACKAGING INSTRUCTION

- All Direct customer merchandise must be individually packaged with appropriately sized secondary packaging (polybag or box) and then placed into its shipping carton. There should not be any more than 1" void space on any side.
- An Item SKU label must be applied to the items secondary packaging to be able to be processed through our distribution center.
- All Direct order polybags must be printed with the Eddie Bauer logo.

SPECIAL REQUIREMENTS PLEASE READ TO SEE IF YOUR PRODUCT FALLS INTO THESE CATEGORIES:

- **SIZE:**
 - **Minimum** All individually packaged product must be at least 6" x 3" x 1" and weigh at least 3 ounces. Items that are smaller or lighter must be packed into an appropriately sized envelope or have a chipboard insert placed inside a poly-bag to meet the minimum size and weight requirements. A pre-production sample must be sent to the Eddie Bauer Packaging Developer for approval.
 - **Maximum** If your item is larger than 22.5" x 16.5" x 7.75" and/or weights more than 10 lbs., it is considered to be a separate ship item. Your separate ship item needs to be marked "Separate Ship" on the carton and will be routed through our Distribution Center by an alternative method.
 - The separate ship item (or set sold as one unit) must be packed one per shipping carton. The carton should be sized to fit the item so there is less than one-inch (1") void space on any given side.
 - Follow all standard carton packing, sealing and marking guidelines as stated in the Carton Requirements.
- **SHAPE:** Items that are round, cubed, or that bounce must be packed in a poly bag with a chipboard insert so that they lie flat and cannot roll on our distribution center conveyor systems. Some items may need to be boxed to accomplish this. A pre-production sample must be sent to the Eddie Bauer Packaging Developer for approval.
- **MAGNETS:** Any product containing magnets must be packaged so that the magnets will not adhere to a metal surface while in their packaging. A pre-production sample must be sent to the Eddie Bauer Packaging Developer for approval.
- **HANDLES:** Any items with handles must have the handles placed inside the bag or have a chipboard insert extend the full length of the polybag. Nothing shall protrude from the items' polybag or box.

GARMENT PACKING METHODS FOR APPAREL

The item's product specification package will reference one of the following packing methods.

FOLDED – Folded Pack, Standard Carton (Garment not on hanger, folded in carton)-was also known as Flat Pack

GOHF – Garment on Hanger Flat (Garment on hanger, flat in carton, not folded)

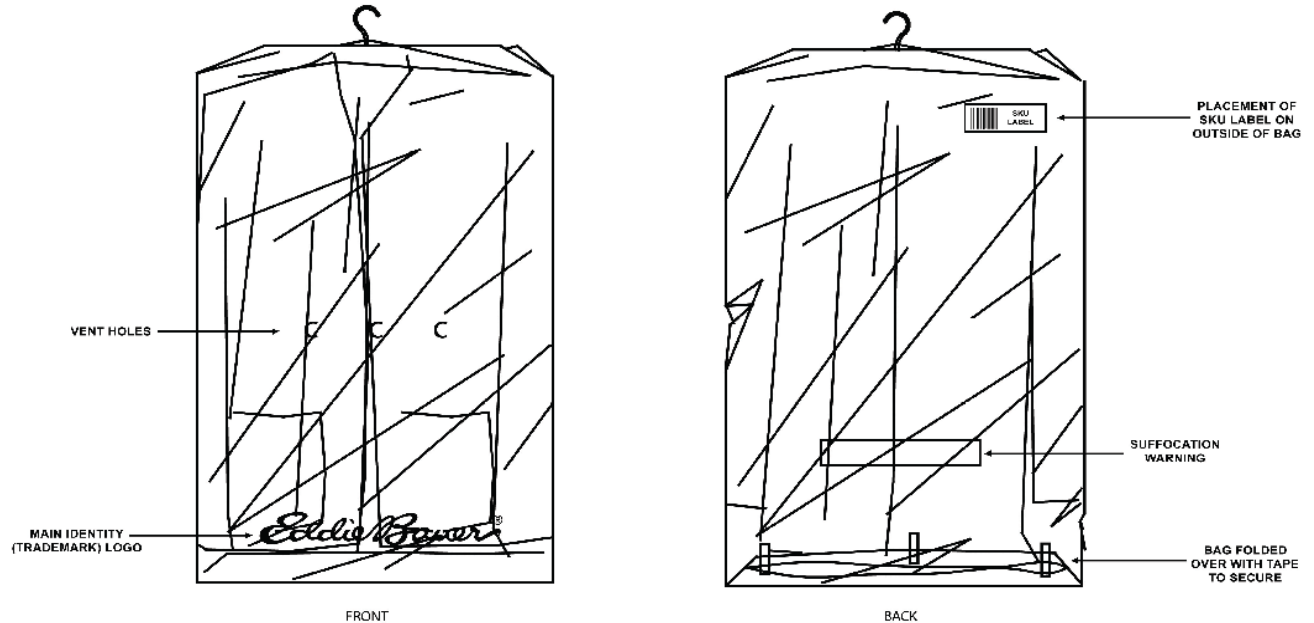
GOHW – Garment on Hanger, Wardrobe (Garment on hanger, hanging in wardrobe carton)

- **Folded – Folded Pack, Standard Carton:** Garments are folded and placed in standard modules (shipping cartons). No hanger is used. This will be used for the majority of garments. Follow the standard packing procedures and requirements.
- **GOHF – Garment on Hanger, Flat** – use only when specifically directed by the item's product specification package.

In addition to the general packing guidelines (pack Purchase Orders separately, pack by SKU, consistent quantities, branded polybags for Direct, etc), observe the following:

- o Garments are shipped with a transient plastic hanger, and lay horizontally flat inside a shipping carton. Hanger must fit squarely in the carton (not at an angle).
- o All hanging items must be on a hanger that is from an approved Eddie Bauer supplier. Reference Hangers under the Product Packaging section for more details.
- o If clip hangers are used, use foam under the clips to avoid marks on the fabric. Tissue paper must be placed over the shoulders of light colored garments to avoid soiling.
- o Garments shall be packed flat into a "coffin" style corrugated container of the appropriate size for the garment being shipped, not to exceed 40" x 26" x 12" (Length x Width x Depth). If your garment needs to be folded due to exceeding the 40" length dimension, contact the Eddie Bauer Packaging Department for further instructions.
- o The hanger's hook opening must be facing the right corner of the front of the polybags; towards the left shoulder as you are wearing the garment.

HANGING ILLUSTRATION for TAILORED ITEMS



- o Sleeves shall be folded to be laid flat in front of garment. Avoid overlaying sleeve on top of bulky and unprotected buttons, snaps, and buckles.
 - o Place a thin cardboard or chipboard insert between each garment to prevent damage from buttons, snaps, zipper pulls, etc.
 - o Alternate the direction of each item (i.e. first item is placed with collar or waistband against the end of the shipping carton, second item is placed with collar or waistband against the opposite end of the container).
 - o Stabilize the hanging garments inside the shipping carton by using a plastic loop to hook the hangers to. This will alleviate any shifting of the contents during transit. DO NOT use tape as a method for this procedure.
 - o The maximum gross weight for each loaded shipping carton shall not exceed 40 pounds (18.14 Kg). There should not be more than 1" (2.54 CM) void space between garments and the top of the shipping carton.
 - o Seal shipping carton securely with tape at all seams to prevent premature opening during transit. **DO NOT** use plastic or steel straps or staples to seal the carton.
- **GOHW – Garment on Hanger, Wardrobe**
 In addition to the general packing guidelines (pack PO's separately, pack by SKU, consistent quantities, branded polybags for Direct, etc), GOHW product must be packed as follows:

- o Used only when specifically directed in the item's product specification package.
- o All hanging items must be on a hanger that is from an approved Eddie Bauer supplier. Reference Hangers under the Product Packaging section for more details.
- o If clip hangers are used, use foam under the clips to avoid marks on the fabric. Tissue paper must be placed over the shoulders of light colored garments to avoid soiling.
- o Garments are on hangers and hang vertically inside a cardboard wardrobe-shipping carton. Garments are to be evenly spaced within the garment box. The hanger bar has a slide closure that allows the items to remain on the hanger bar during distribution.
- o Source your locking hanger bar strip from an approved Eddie Bauer supplier or your packaging must be approved by the Eddie Bauer Packaging Department.
- o All corrugated wardrobe boxes must not exceed 60" x 26" x 24". See the Carton Requirements under the Packing and Carton Requirements section for structural, sealing, and marking requirements.
- o The maximum gross weight for each loaded carton shall not exceed 45 lbs (20.45 Kg).

MATERIALS USED IN PACKING

Eddie Bauer is an environmentally responsible company. We encourage the use of environmentally sensitive packing materials (recycled & recyclable). Avoid excess packaging by using materials that maximizes protection while minimizing an environmental impact.

Acceptable Packing Materials:

Corrugated cardboard is the preferred packaging material to fill vertical void space. No material can be on top of, mixed in with or placed in front of the items in the shipping carton. If your product requires extra packaging within an individual items carton or inner-pack then contact the Packaging Developer for approval.

Unacceptable Packing Materials:

Expanded polystyrene loose fit "peanuts", straw, fiberglass, real popcorn, hard plastic, newspaper, bamboo, solid wood packing materials (including wood pallets), cardboard partition, dividers, cardboard fittings, molded polystyrene, bubble wrap, micro-foam, and Instapack foam packaging is not allowed in the shipping cartons.