

FULLBEAUTY BRANDS™

Vendor Compliance Packaging and Labeling Requirements*

WEBSITE

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*This packaging and marking manual replaces all previous publications. For a summary of updates related to swimsuitsforall, please click [here](#).

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SECTION 1 INTRODUCTION

Preface

FULLBEAUTY Brands is a multi-channel retailer that sends product to their customers using parcel carriers, such as FedEx and United States Postal Service (USPS). This manual covers the packaging and labeling requirements that are specific to FULLBEAUTY Brands and covers several FTC (Federal Trade Commission) or U.S. Customs requirements. Since list of FTC requirements is not comprehensive, it is the vendor's responsibility to meet all federal, state, and local laws regarding labeling.

The requirements specific to FULLBEAUTY Brands allows efficient handling and sufficient protection of merchandise from receipt to customer delivery. Many of the requirements are mandatory due to the highly automated processes in place at all FULLBEAUTY Brands facilities. The primary function of FULLBEAUTY Brands packaging requirements is to protect the product from damage during handling by FULLBEAUTY Brands and the parcel carriers. Depending on the nature of the product, the packaging must provide protection from drops, vibration, crushing, and handling, in both automated and manual handling systems. FULLBEAUTY Brands labeling requirements are to ensure the correct merchandise is delivered to the customer.

For the Fashion Brands, packaging requirements are listed for most items on the "*Product Specification: Packaging and Labeling Report*" ("PSF") issued by FULLBEAUTY Brands Technical Design. For shoes, accessories and staples, contact the appropriate Vendor Compliance office for packaging instructions. Contacts are listed at b2b.fbbrands.com/contacts/.

For BrylaneHome, the type of packaging required depends on the product category – Soft Goods or Hard Goods. Hard Goods must be adequately packaged to prevent damage during handling. Under no circumstances will FULLBEAUTY Brands accept product that is not properly packaged to protect product from damage. Packaging specifications are listed in the "*BrylaneHome Product Specification File*" ("PSF") issued by FULLBEAUTY Brands Corporate QA Manager. If a "PSF" is not available, this manual serves as a guide to meet all FULLBEAUTY Brands packaging requirements.

For scenarios not covered in this manual, contact Vendor Compliance office for assistance. Contacts are listed at b2b.fbbrands.com/contacts/.

Definitions

Apparel – A subset of the Fashions product category consisting of any garment and includes intimate wear and outerwear. Examples of apparel are: dresses, skirts, pants, coats, undergarments, jackets, shirts, suits, hosiery, socks, and bras.

Accessories – A subset of the Fashions product category consisting of any item that is not apparel and is sold separate from an apparel item. Examples of accessories are: belts, caps, handkerchiefs, gloves, wallets, hats, scarves, ties, umbrellas, purses, totes, sachets, jewelry, and cosmetics.

Brand Assets – Refers to swimsuitsforall hang tags, labels, and bag branding.

Bulk Carton – Shipping cartons that do not fall within one of the standard FULLBEAUTY Brands carton specifications. Bulk cartons are acceptable for specific BrylaneHome purchase orders shipped to the Plainfield Fulfillment Center only.

Direct Imports – Import shipments that are manufactured specifically for FULLBEAUTY Brands.

ISTA Tests – Performance tests specified by the International Safe Transit Association that simulate the environments a package may be subjected to while being handled by small parcel carriers such as UPS, USPS, or FedEx. Test samples must be representative of the population of the shipment.

Inner Packaging – Packaging material used to protect the individual selling unit. Common types of inner packaging are polybags and corrugated cartons/boxes.

Item Number – The FULLBEAUTY Brands assigned 5-digit number that identifies a specific product line. The Item Number is not to be confused with the FULLBEAUTY Brands assigned Style Number that is assigned for each color in an item. See style number description.

Labeling – Information that is required on the master carton, remailer, inner packaging, and the product. The term is used in reference to FULLBEAUTY Brands requirements and to Federal, State and Local regulations. Labeling may also be referred to as “Marking”.

Master Carton – Outermost corrugated carton used to hold multiple units of sale that is used by the vendor to ship to FULLBEAUTY Brands. Product is removed directly from the master carton to process. Master Carton may also be referred to as “Shipping Carton”, “Mod”, or “Module”.

Multiple Piece Item – A single selling unit containing multiple pieces. Examples include 2-piece suits, or a 6 pack of men’s underwear. Accessory pieces such as a pin, scarf or belt are not considered an additional piece but are part of the entire unit.

Non-sortable – A product type consisting of any item that is too large or heavy to be processed through the FULLBEAUTY Brands automated sortation system. This product type generally applies only to a segment of BrylaneHome product

Perforated Knockout – A design feature specified for FULLBEAUTY Brands standard #1 and #8 master cartons that permits the removal of product when the master carton is stored on the stock floor.

Polybag – An FULLBEAUTY Brands specified polyethylene bag used to hold product.

Pressure Sensitive Label – A type of label with an adhesive backing used for labeling product. A pressure sensitive label may also be referred to as a “Peel and Stick Label”.

Product – The individual selling unit that is subject to labeling requirements. Product may also be referred to as “Item”, “Piece”, or “Unit”.

Selling Unit – A selling unit is used to reference product that is being sold to FULLBEAUTY Brands.

Ship-Along – Product that cannot be combined with other selling units within a single customer order due to the physical size of that product. This product type generally applies only to a segment of BrylaneHome product.

Shoes – A subset of the Fashions product category consisting of any footwear. Examples of shoes are: slippers, boots, sneakers, loafers, dress shoes.

Sortable – A product type consisting of any item that is *not* too large or heavy to be processed through the FULLBEAUTY Brands automated sortation system. Sortable may also be referred to as “Conveyable”.

FBB Style Number – The FULLBEAUTY Brands assigned 3-part number used to identify a selling unit at the color level. The format of the style number is as follows:
dd-ssss-c (department-style-check digit). The style number is the sublevel of the FULLBEAUTY Brands Item Number.

Remailer – A corrugated carton used to hold a single selling unit. A shipping label is placed directly on this carton, and the product is mailed to the customer without packing into another bag or box.

Product Categories

Hard Goods (Hard Lines)

Hard Goods are part of the BrylaneHome brand, and are defined as any product that is hard, firm, and/or breakable. Examples of Hard Goods are: dish sets, furniture, picture frames, oven thermometers, plastic storage containers and brooms.



Soft Goods (Soft Lines)

Soft Goods are part of the BrylaneHome brand, and are defined as any product that is soft, flexible, and not easily broken. Examples of Soft Goods are: pillows, comforters, bed sheets, slip covers, curtains, napkins, towels, grill covers, and bath mats.



Fashions

Fashions are part of FULLBEAUTY Brands Fashion brands and include Apparel, Accessories, and Shoes. Expanded definitions of these categories can be found on the *Definitions* page.



SECTION 2 ROUTING INFORMATION

“Ship To” Information

Follow routing guidelines as published in the “FULLBEAUTY Brands Domestic Routing Guide”. The “ship to” address listed on the purchase order corresponds with the final delivery location.

Generally, the “ship to” location is based on the catalog brand (see table below). The only exception is for BrylaneHome so pay close attention to “ship to” location listed on FULLBEAUTYBrands purchase order to determine current fulfillment center. If BrylaneHome purchase has a ship to location of Plainfield, then product can be in *Bulk Cartons* or *Ship Alone* cartons. (See definition of [bulk cartons](#) and [ship alone](#) carton in *Section 1 – Introduction: Definitions* portion of this manual.) All other orders must be packed in FULLBEAUTY Brands specified master cartons, as described in the [Section 6 – Master Carton Packing Specifications](#) portion of this manual and shipped to the Indianapolis fulfillment center.

Ship all compliant orders to the designated Fulfillment Center (FC). Failure to ship to the correct FC causes delays in customer service and extra handling by FULLBEAUTY Brands. The costs incurred due to delayed delivery and extra handling will be charged back to the vendor. Ship non-compliant orders to the designated Outside Source Correction Facility (OSS) (see table below). **The vendor must obtain written approval from FULLBEAUTY Brands Product Manager and Vendor Compliance to ship directly to an OSS.**

Brand	Fulfillment Center	Ship To Address
Woman Within Roaman's King Size Jessica London fullbeauty.com swimsuitsforall BrylaneHome (FULLBEAUTY Brands specified cartons)	FULLBEAUTY Brands 2300 Southeastern Ave Indianapolis, IN 46201	Ship To: <insert catalog brand name here> c/o FULLBEAUTY Brands 2300 Southeastern Ave Indianapolis, IN 46201
BrylaneHome (As specified on purchase order)	FULLBEAUTY Brands 3003 Reeves Road Plainfield, IN 46168	Ship To: <insert catalog brand name here> c/o FULLBEAUTY Brands 3003 Reeves Road Plainfield, IN 46168
NON-COMPLIANT ORDERS	Refashions 317-359-8779	Ship To: <insert catalog brand name here> c/o Refashions 3313 S. Arlington Ave Building A Indianapolis, IN 46203

“Ship To” Special Instructions

If shipping orders to more than one “ship to” address, do not mix FULLBEAUTY Brands standard carton types (#1, #5, #7, #8) with bulk carton types, and do not mix non-compliant orders with compliant orders. See Routing Guides for specific instructions.

Contact FULLBEAUTY Brands Logistics for loading instructions. Contacts are listed at b2b.fbbrands.com/contacts/. Logistics will advise what portion of the order to load in the nose of the trailer/container, and where to consign the trailer/container. FULLBEAUTY Brands will unload the first portion, and then consign the balance to the other FC.

Refer to b2b.fbbrands.com/domestic-routing/ for specific requirements regarding sending domestic orders to the consolidator.

Routing

Specific information regarding shipping requirements, and other important terms and conditions, are available at b2b.fbbrands.com/domestic-routing/.

Packing Lists (Packing Detail)

A packing list is required for all shipments. Create packing detail in Log-Net. If exempt from Log-Net, then use either an FULLBEAUTY Brands packing list (refer to “[FULLBEAUTY Brands packing list](#)” available on b2b.fbbrands.com) or vendor packing list.

The packing list must include the following information:

- Vendor name
- Date prepared
- Number of cartons
- Invoice number if available
- FULLBEAUTY Brands purchase order number
 - One style number shipped against 2 or more orders require 2 or more lines
 - Sizes as listed on the purchase order
- FULLBEAUTY Brands 3 part style number
- Quantities by size
- Totals for style and purchase order

For domestic orders:

- Send the original packing list with the shipment, and attach it to the Bill of Lading (BOL). The BOL must include the following statement:
 “The attached packing list(s) are hereby made a part of this bill of lading and are intended to be delivered to the consignee upon delivery.”
- Keep a copy of the packing list

For import orders:

- Keep a copy of the packing list
- 1 copy with the shipment documents for Logistics

Go to the appropriate Logistics office with questions regarding import packing list requirements. Contacts are listed at b2b.fbbrands.com/contacts/.

SECTION 3 FINANCIAL

Billing and Invoicing Addresses

Mail the original invoice to FULLBEAUTY Brands on the same date of the shipment. Payment cannot be made until the invoice is received.

Send all original invoices for payment to:

FULLBEAUTY Brands
Accounts Payable
2300 Southeastern Ave
Indianapolis, IN 46201

The following information must be included on the invoice:

- Shipment date
- Total number of cartons shipped
- Total number of pieces shipped for each size and style. A copy of the packing list/detail satisfies this requirement.
- Cost per unit, price extension, and total cost
- Terms as indicated on the FULLBEAUTY Brands Purchase Order
- FULLBEAUTY Brands purchase order number
- Carrier name

FULLBEAUTY Brands Charge Back Policy

All vendors must comply with FULLBEAUTY Brands packaging and labeling requirements. Compliance ensures that FULLBEAUTY Brands customers receive their orders in a timely and accurate manner. In the event that non-compliance product is shipped, FULLBEAUTY Brands reserves the right to correct the shipment and charge back to the vendor. Please contact the appropriate vendor compliance office with any questions pertaining to packaging. Administration of the FULLBEAUTY Brands charge back policy varies depending on type of purchase order, domestic or import vendor.

Domestic Vendor Charge Back Policy

Labor Cost: The actual invoice labor cost paid by FULLBEAUTY Brands to the OSS is doubled and charged to the vendor. Doubling offsets FULLBEAUTY Brands actual costs such as extra handling, postage cost to ship backorders, and cancelled orders.

Supply Cost: The supply charges for corrections are subject to an incremental 20% surcharge to cover FULLBEAUTY Brands' actual costs such as administrative costs, warehousing, and transportation.

Transportation Fee: A separate transportation fee is charged per handling.

No FULLBEAUTY Brands Final Pass Report with Approved Care on File: Vendors are required to provide all applicable required lab test results to FULLBEAUTY Brands Product Testing department and must meet the following conditions:

- The lab test report completion date must not exceed more than 1 year.
- All vendors producing FULLBEAUTY Brands' private label merchandise must receive an FULLBEAUTY Brands final pass report with approved care before shipping goods.

Failure to comply with FULLBEAUTY Brands product testing program will result in a **\$500 charge per occurrence**. In addition, any costs incurred by FULLBEAUTY Brands due to re-labeling, sorting, or correction will be charged back to the vendor.

- Questions regarding lab test requirements should be directed to NYProductTesting@fbbrands.com.

Import Vendor Charge Back Policy

Labor Cost: The actual invoice labor cost paid by FULLBEAUTY Brands to the OSS is charged to the vendor.

Supply Cost: The supply charges for corrections are subject to an incremental 20% surcharge to cover FULLBEAUTY Brands actual costs such as administrative costs, warehousing, and transportation.

Transportation Fee: A separate transportation fee is charged per handling.

No FULLBEAUTY Brands Final Pass Report with Approved Care on File: Vendors are required to provide all applicable required lab test results to FULLBEAUTY Brands Product Testing department and must meet the following conditions:

- The lab test report completion date must not exceed more than 1 year.
- All vendors producing FULLBEAUTY Brands private label merchandise must receive an FULLBEAUTY Brands final pass report with approved care before shipping goods.

Failure to comply with FULLBEAUTY Brands product testing program will result in a **\$500 charge per occurrence**. In addition, any costs incurred by FULLBEAUTY Brands due to re-labeling, sorting, or correction will be charged back to the vendor.

- Questions regarding lab test requirements should be directed to NYProductTesting@fbbrands.com.

SECTION 4 SAMPLES AND TESTING REQUIREMENTS

Packaging Samples

Packaging samples are not required for every item. It is recommended that new vendors contact Vendor Compliance to review packaging requirements, and to determine if a packaging sample is required. In most cases, the vendor can use the FULLBEAUTY Brands "PSF" issued by FULLBEAUTY Brands and this manual to determine appropriate packaging.

Packaging samples are required in the following instances:

- Any item that has magnets
- All new accessory or jewelry items
- All new shoe vendors
- When using master cartons not sourced from one of FULLBEAUTY Brands required suppliers. In this case, submit a sample of master carton to Vendor Compliance for evaluation. See the "[Supplier List](#)" at b2b.fbbrands.com/packaging-suppliers/.
- All hard goods not tested by one of FULLBEAUTY Brands required labs. Refer to "[BrylaneHome Testing Program](#)" at b2b.fbbrands.com/product-testing-program-forms/ for more detail. Hard Goods that require testing is outlined on this document and direct questions regarding this requirement to BH QA Technical Manager (Contacts are listed at b2b.fbbrands.com/contacts/.)
 - For domestic vendors, send a packaging sample and a completed "[Packaging Evaluation Form](#)" to Vendor Compliance if not filing a passing ISTA test. Items that require submittal are outlined in the "[Drop Test – Hard Goods](#)" at b2b.fbbrands.com/submitting-samples/.

FULLBEAUTY Brands will not pay for samples, and samples will not be returned to vendors. A physical sample is required to evaluate packaging, and Vendor Compliance will not approve pictures of packaging submitted via e-mail. In addition, Vendor Compliance does not approve care and content. Questions regarding testing requirements, approvals, and care instructions should be directed to the FULLBEAUTY Brands Product Testing team. Contacts are listed at b2b.fbbrands.com/contacts/.

Packaging samples must be representative of the population of the shipment, and any deviation or exception must be clearly indicated by the vendor at the time the sample is submitted. Any shipment arriving at FULLBEAUTY Brands that deviates from the approved packaging sample, in any manner, is subject to correction, or rejection at the vendor's expense.

The same packaging must be used for the life cycle of the product. However, if packaging needs to be changed, written approval from Vendor Compliance is required before changes can be made.

Mailing Samples

Send samples at least 30 days before the ship date. This allows time for Vendor Compliance to evaluate packaging and for the vendor to make modifications to packaging when needed.

Paperwork

Attach a copy of the "[Packaging Evaluation Form](https://b2b.fbbrands.com/submitting-samples/)" (Form is available at b2b.fbbrands.com/submitting-samples/).

- Fill out top portion of form. It is very important to include contact information.
- Perform a drop test for Hard Goods to determine appropriate packaging before submitting. The sample must match packaging that was tested by vendor and be representative of the shipment.

Over-Box

Over-box the sample so it is adequately protected so it arrives in good condition for evaluation.

Mailing Method

You may use any carrier of your choosing to mail samples but please allow up to 10 days from delivery date for results. Mailing addresses are listed on "[Packaging Evaluation Form](https://b2b.fbbrands.com/submitting-samples/)" (Form is available at b2b.fbbrands.com/submitting-samples/).

Sample Evaluation Results

Vendor Compliance will provide a disposition for the packaging in writing via e-mail and/or fax. The vendor can expect 1 of 4 types of dispositions: Approved (accepted/passed), Conditional, Rejected (unacceptable/failed), or Held.

Approved: The sample meets all FULLBEAUTY Brands packaging requirements, and the vendor can ship as scheduled.

Conditional: The packaging must be changed to meet all requirements before shipping, and a second sample is not required. If the conditions are not met on the actual shipment, the entire or part of the shipment is subject to correction at the vendor's expense.

Rejected: The sample failed to meet all or some part of FULLBEAUTY Brands packaging requirements, and the actual shipment will not be accepted. A second sample with improvements must be sent for evaluation and approval.

Held: The sample cannot be evaluated until Vendor Compliance receives additional information from the vendor.

Product Testing Program

Each vendor is responsible to ensure FULLBEAUTY Brands product has met the requirements of the Performance Standards & Protocols. Please refer to b2b.fbbrands.com/quality/product-testing-program/ for complete details on apparel, accessories, footwear, home textile, hard goods and furniture products.

SECTION 5 PRODUCT LABELING REQUIREMENTS

This section discusses label method, brand label, product label, care label, and purchase order label requirements.

Product/Care Label Method

Information on the label must be printer generated.

- **No handwritten information on labels.**

The following are acceptable labeling methods based on product categories:

Home

Hard Goods:

- Pressure sensitive label
- Hangtag
- Display board

Soft Goods:

- Sewn in label

Fashions

Apparel:

- Permanent sewn in woven or printed labels
- Tagless heat transfer label.

Accessories:

- Pressure sensitive label
- Hangtag
- Display board

Shoes:

- Sewn in label inside shoe
- Preferred placement is insole upper lining
- Stamped inside shoe
- Preferred placement is insole upper lining
- Pressure sensitive label applied to bottom of shoe
- Apply label to insole or shank of the sole. If the pressure sensitive label does not adhere to the insole or sole, contact Vendor Compliance to obtain written approval to use an alternative method. Refer to the available on b2b.fbbrands.com.

EXAMPLES:



Shoe pressure sensitive label



Accessory sewn in label



Soft goods law label



Apparel stamped (tagless) label



Accessory hang tag label



Apparel sewn in label

Product Label Required Information for apparel & soft home

This section outlines the information required on the **product label** for all merchandise categories including national brands, unless otherwise stated.

Fiber/Material Content

Full fiber content disclosure and percentages must appear on the label in accordance with FTC regulations.

For Hard Goods, print material content on packaging if not on product.

Vendor Number

For Fashions and Soft Goods, include vendor number on Product/Care Label. The vendor number is listed on the FULLBEAUTY Brands purchase order.

Country of Origin (COO)

Country of origin must appear on the Size/Country and/or Product/Care labels in accordance with U.S. Customs regulations and FTC Care Labeling Rules.

Registered Identification Number (RN)

For Fashions and Soft Goods, a RN number must appear on the Product Label in accordance with FTC regulations.

FULLBEAUTY Brands RN numbers are as follows:

- RN 88842 for Woman Within, Roaman's, Ellos, King Size, fullbeauty, BrylaneHome and swimsuitsforall
- RN 107444 for Jessica London

Use FULLBEAUTY Brands RN if:

- Direct Import
- Domestic Vendor producing with FULLBEAUTY Brands own Private Label

Do not use FULLBEAUTY Brands RN if:

- National Brand – then use National Brand RN
- Domestic Vendor using Domestic Vendor's own brand label – then use Domestic Vendor's RN

Color Bar (Optional)

A color bar that matches the color of the product may be placed above the style number. For printed items, match the most prominent color. The color bar serves as a quality control feature to ensure that the garments are marked with the correct style number.

Style Number

The Product Label must include the FULLBEAUTY Brands style number as it is listed on FULLBEAUTY Brands purchase order. The FULLBEAUTY Brands style number is made up of 3 parts (department-style-check digit), each part must be included, and must be separated by a hyphen (dd-ssss-c).

Example: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">80-1234-1</div>	Comments: FULLBEAUTY Brands style number format (dd-ssss-c)
---	---

FULLBEAUTY Brands Size

The Product Label must match FULLBEAUTY Brands “**Label Size**” exactly as it is listed on the FULLBEAUTY Brands purchase order.

Do not abbreviate or add modifiers to the FULLBEAUTY Brands size unless there is a modifier listed in the “secondary size type” or the “size type” field found on the purchase order.

Women’s brands use a variety of size ranges that include single sizes (20 W or 20) for more fitted garments, double sizes known as split numeric sizes (18/20) and double alpha sizes (1X/2X) for products such as poncho’s.

KingSize also use alpha sizes (XL) which is double sized product. In some cases, **men’s product** size contains collar size & sleeve length (18 34/35) or waist & inseam length (50 38).

Accessories and Hard Good items are assigned size “0”. The size is listed on the purchase order.

FULLBEAUTY Brands Label Size

The “**Label Size**” field identifies the correct size configuration to be listed in the primary position of the label. The **Size/SKU** field is no longer used for the purpose of labeling the product.

QUANTITY DETAIL Style	Size/SKU	QTY	TOTAL	Vendor Style No	Label Size	Secondary Size Type	Size Type
06-1030-3	14/18	141.000	141.000	*	14/18	M	*
06-1030-3	18	213.000	213.000	*	18/20	L	*
06-1030-3	22/24	369.000	369.000	*	22/24	1X	*
06-1030-3	26/28	184.000	184.000	*	26/28	2X	*

Secondary Size Type (Size Modifier)

An **alpha sized modifier (S-6X)** is required for double sized women's and lingerie products in order to communicate the equivalent split numeric size (12, 14/16-42/44).

- Applicable to Split Numeric sizes (12-42/44) for WW, RM, Ellos and Lingerie products only.
- The alpha size modifier (S -6X) must be listed below the split numeric size (12, 14/16– 42/44).
- A size modifier will not be used on single (18 W) or double alpha sizes (1X/2X). The "Secondary Size Type" field on the PO will be empty for single sized products.
- Jessica London, Ellos, FB Sport and swimsuitsforall do not use size modifiers. The "Secondary Size Type" field will be empty.

QUANTITY DETAIL Style	Size/SKU	QTY	TOTAL	Vendor Style No.	Label Size	Secondary Size Type	Size Type
06-1030-3	1/18	141.000	141.000	*	14/18	M	*
06-1030-3	18/20	213.000	213.000	*	18/20	L	*
06-1030-3	22/24	369.000	369.000	*	22/24	1X	*
06-1030-3	28/28	184.000	184.000	*	28/28	2X	*

Size Type

Size type is required so our customers can distinguish between big, tall or petite sizes. The "Size Type" field is located on the PO to the right of the "Secondary Size Type."

Women's Brand PO

QUANTITY DETAIL Style	Size/SKU	QTY	TOTAL	Vendor Style No.	Label Size	Secondary Size Type	Size Type
07-3022-8	1X	110.000	110.000	*	22/24	1X	PETITE
07-3022-8	2X	108.000	108.000	*	26/28	2X	PETITE
07-3022-8	3X	71.000	71.000	*	30/32	3X	PETITE
07-3022-8	4X	45.000	45.000	*	34/36	4X	PETITE

Men's PO

QUANTITY DETAIL Style	Size/SKU	QTY	TOTAL	Vendor Style No.	Label Size	Secondary Size Type	Size Type
88-0323-3	2XL 38	68.000	68.000	*	2XL 38	*	BIG
88-0323-3	3XL 38	68.000	68.000	*	3XL 38	*	BIG
88-0323-3	4XL 38	57.000	57.000	*	4XL 38	*	BIG
88-0323-3	5XL 38	48.000	48.000	*	5XL 38	*	BIG
88-0323-3	6XL 38	29.000	29.000	*	6XL 38	*	BIG
88-0323-3	7XL 38	15.000	15.000	*	7XL 38	*	BIG
88-0323-3	8XL 38	23.000	23.000	*	8XL 38	*	BIG
88-0323-3	XL 38	28.000	28.000	*	XL 38	*	BIG
88-0333-2	2XL 38	0.000	0.000	*	2XL 38	*	BIG
88-0333-2	3XL 38	0.000	0.000	*	3XL 38	*	BIG
88-0333-2	4XL 38	0.000	0.000	*	4XL 38	*	BIG

Note:

This field was launched over 1 year ago and must be listed on all labels when applicable for ALL Brands including KingSize. Any shipments missing the "Size Type" received in the DC after 12/1/2016 will incur a fee to send to the 3rd party for re-labeling.

Number of Pieces

Product that contains multiple pieces within the selling unit is considered a pair or set.

Print the number of pieces on a separate line on the Product Label. If the selling unit consists of more than 1 piece or pair, print “**2-pack**” or “**2 pc**”.

Examples include:

- Label each t-shirt sold in packs of 3 as “**3-pack**” or “**3 pc**”
- Label each piece of a two-piece swimsuit as “**2 pc**”
- Label each piece of a twelve piece towel set as “**12 pc**”

Product/Care Label Quality & Size Specifications

Quality must be produced in white satin ribbon 24/25mm wide. Any of the below 3 options are acceptable.

1. Double faced satin ribbon printed on both sides
2. Single faced satin ribbon looped and printed on one side
3. 2 single faced satin ribbons

Printing Instructions:

Front Side: Product information must be printed on the front side of the label.

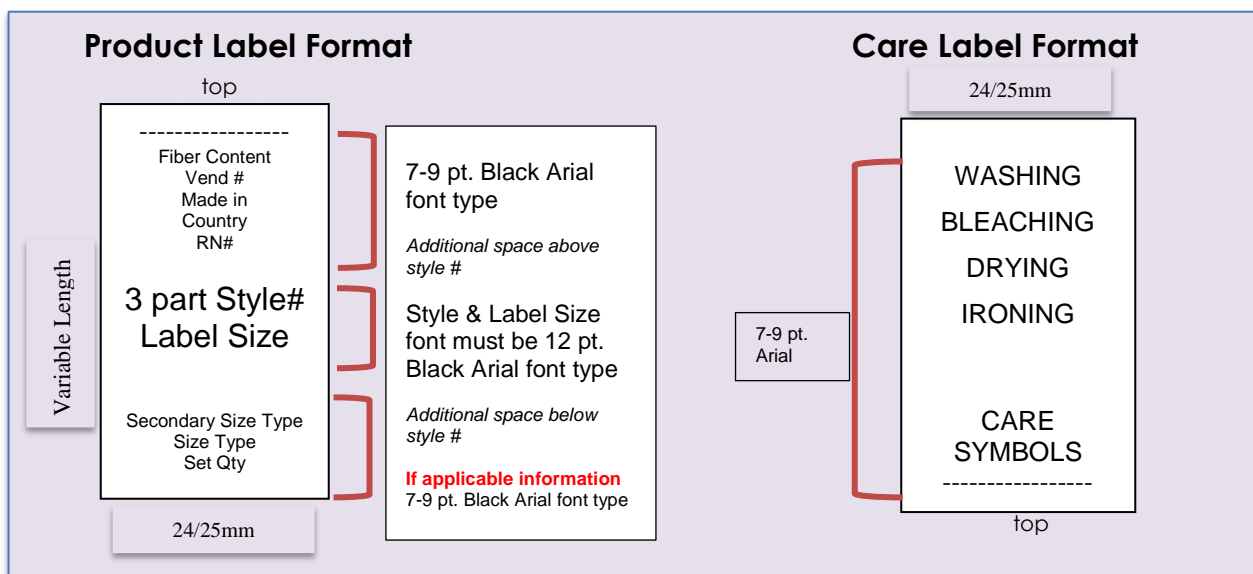
Back Side: Care instructions and symbols must be printed on the back side of the label.

- Print the top of the care label adjacent to the bottom fold of the product label for double faced or single faced loop labels.

OR

- Print the front side of 2 separate single ply straight cut labels and stack the product label on top of the care label.

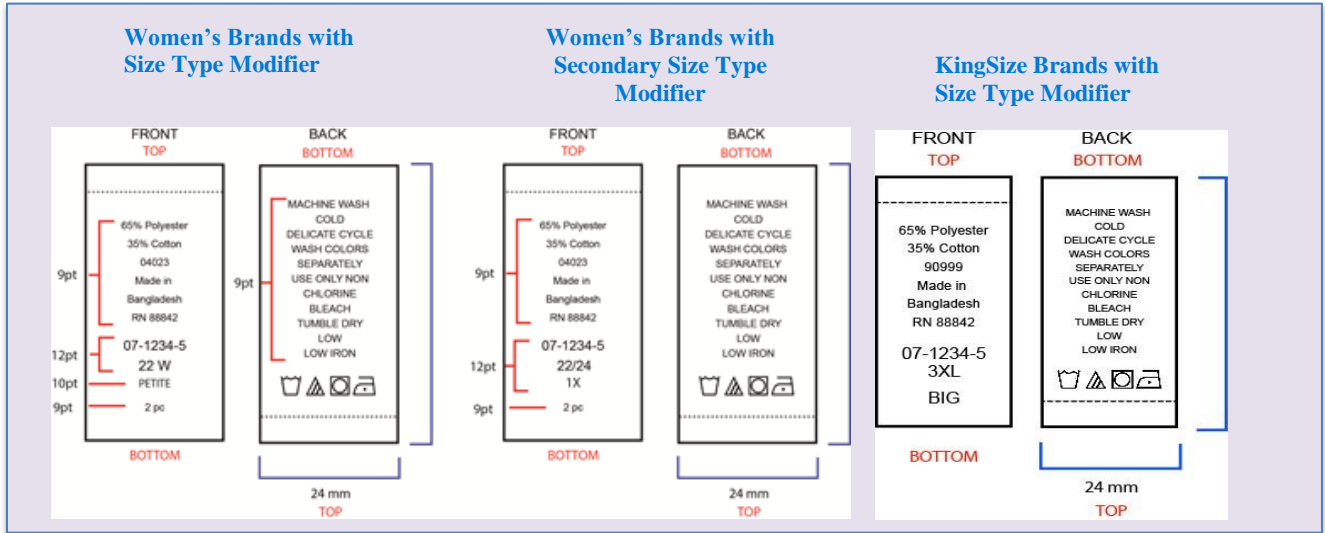
Font Size: Black Arial font in the typeset sizes specified in the label layout diagrams will be accepted.



Product/Care Label Format Examples:

Front

Back



FTC Rules:

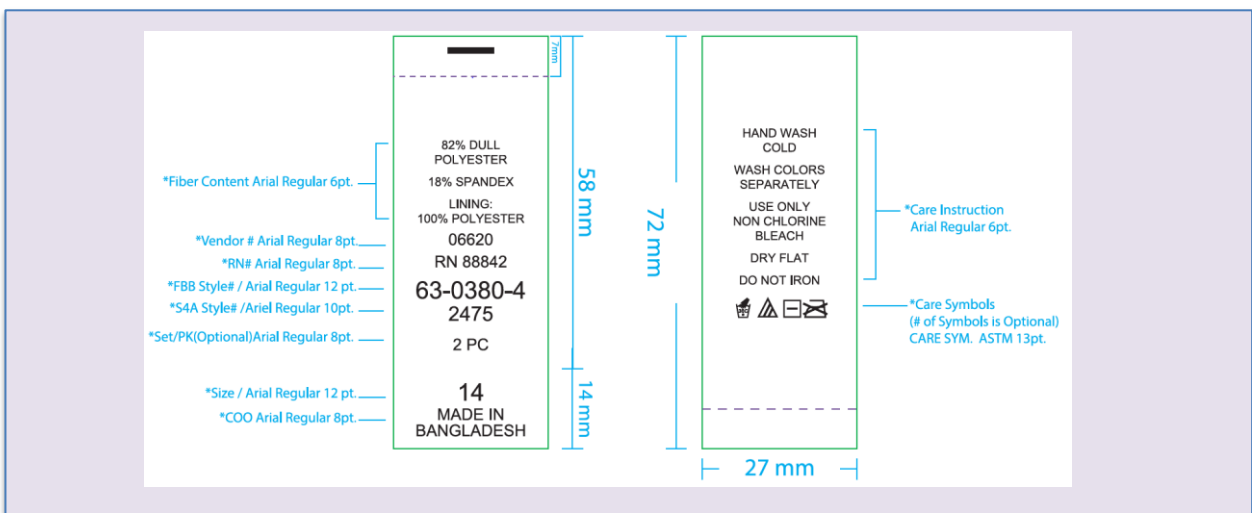
The Federal Trade Commission (FTC) requires the Country of Origin to be visible to the consumer. Therefore, the product/care labels used with side sew loop brand labels must be **longer than the brand label** to expose the country of origin.

Product Care Labels for Side Sew Loop Brand Labels

25 mm wide side sew loop Product / Care Label Format:

Size: Use with 25mm wide side-sew loop brand labels such as Ashley Gramh TPU label and any other 25mm side sew loop labels.

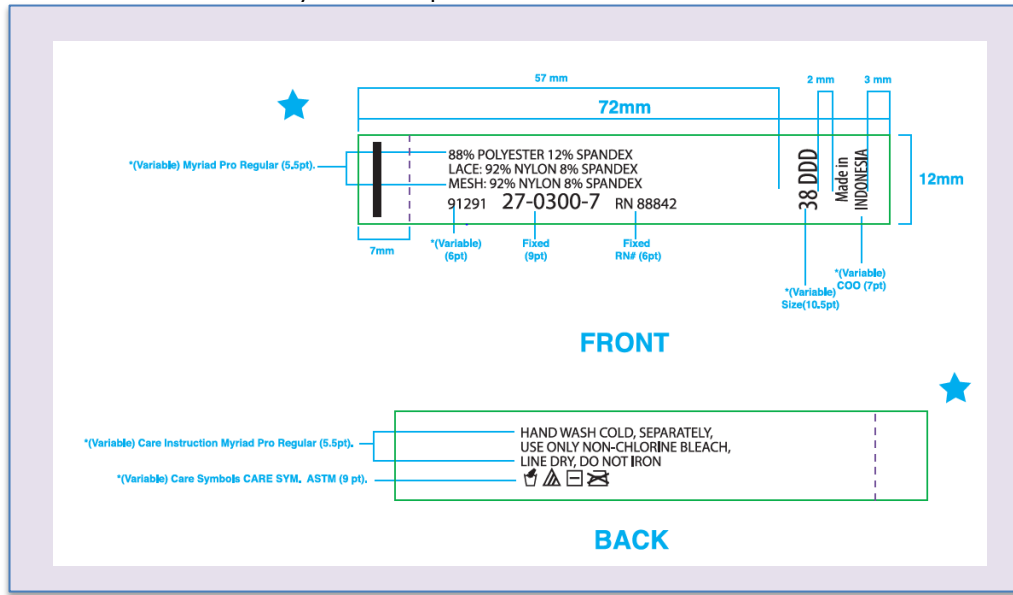
Font Size: Black Arial style & size must be 12 pt. and all other font may be 7-9 pt.



12 mm wide side sew loop Product / Care Label Format:

Size: Use with 10-12mm wide side-sew loop brand labels: Woman Within accessory (52mm long); swimsuitsforall and Swim 365 (50mm long) swim labels; Comfort Choice (55mm long) and Amoureuse (50mm long) bra brand labels.

Font Size: Black Myriad Pro Font style number must be 9 pt. and the size must be in 10 pt. All other font may be 7-9 pt.



Product Care Label Suppliers:

The product/care label may be sourced from your local supplier or nominated suppliers, but must be legible for the reasonable life of the product.

Care Label

This section outlines the information required on the **Care Label** for all merchandise categories including national brands, unless otherwise stated.

Federal Trade Commission (FTC) Care Labeling Rule

FTC requires all care labels to consist of washing, bleaching, drying, ironing or dry cleaning and warning instructions.

Care instructions must be permanently affixed to the garment. Labels must not unravel and the print must remain legible after refurbishing for the reasonable life of the garment.

FULLBEAUTY Brands Policy

Care symbols are required to be printed on the care label. This information is available at www.apparelsearch.com/care_label_symbols.htm.

The care instructions of apparel and soft home products must be supported by lab testing to the appropriate protocol(s). Lab Testing Protocols may be found on b2b.fbbrands.com/quality/product-testing-program/ Passcode: 1StopPlus Care symbols must match the care instruction verbiage. Merchandise will be sent out to the 3rd party correction facility for re-labeling if the symbols and/or printed care instructions on the label don't comply with the Final Pass Report issued.

Failure to comply with pre-ship lab testing requirements will result in a charge back (refer to Section 3 Financial for "Charge back Policy" details).

Questions regarding care should be directed to FULLBEAUTY Brands Product Testing and questions regarding care label placement should be directed to FULLBEAUTY Brands Technical Design. Contacts are listed at b2b.fbbrands.com/contacts

Care Label Attachment Guidelines:

Sew as specified on "PSF" Images or if not specified, sew at side seam as listed below.

- **Tops:** Sew 3 inches above bottom hem, left side seam.
- **Unlined dresses, skirts and long coats:** Sew 10 inches above bottom hem.
- **Fully lined dresses, skirts and long coats:** Sew in the lining side seam 10 inches above bottom hem.
- **Unlined jackets and blazers:** Sew 3 inches above bottom hem.
- **Fully lined jackets and blazers:** Sew 3 inches above bottom hem between lining seam and shell fabric.
- **Bottoms:** Sew 2 inches below waistband, left side seam.
- **Bras:** Sew at seam joining at the left back frame/eye closing.

Brand Labels

Woven Label Fold Types:

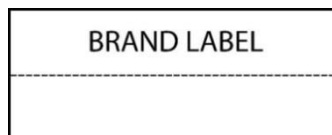
End Fold = Ends of the label are folded under and pressed.



Side Sew Loop = Ends of the label are folded in the center and looped in a horizontal position to one side.



Top Sew Loop = Ends of the label are folded in the center and looped upward in a vertical position.



Brand Label Specifications

The construction quality, fold type and size are specified on the Bill of Materials in the "PSF" (Product Specification File).

Label supplier mandated brand labels must be purchased from the nominated label supplier (Avery Dennison).

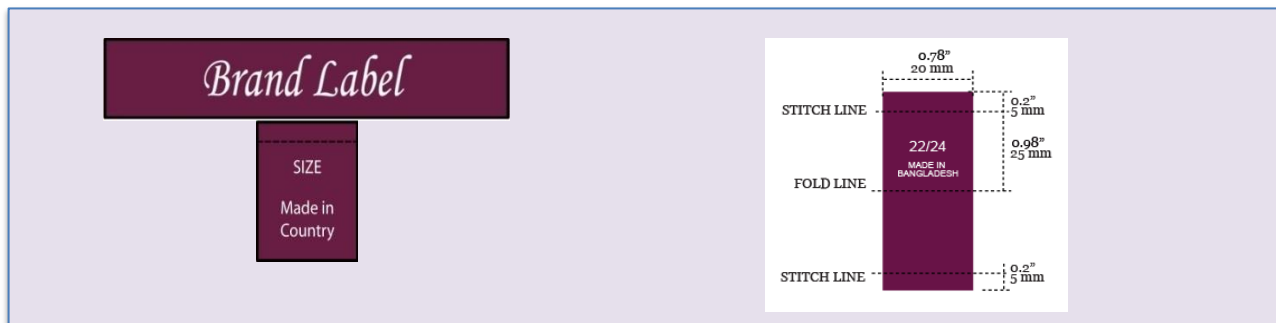
Refer to the "Customer Service" section of each Avery Dennison order form posted on the b2b.fbbrands.com/packaging-suppliers/.

Brand Label Attachment: See the "PSF" images for sewing guidelines.

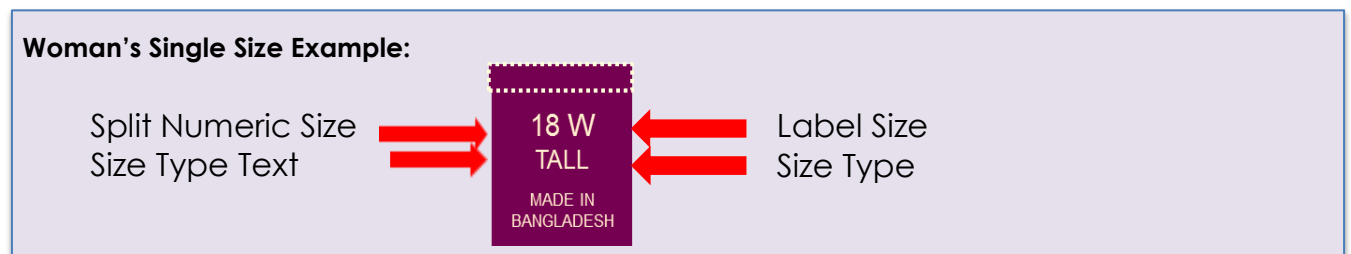
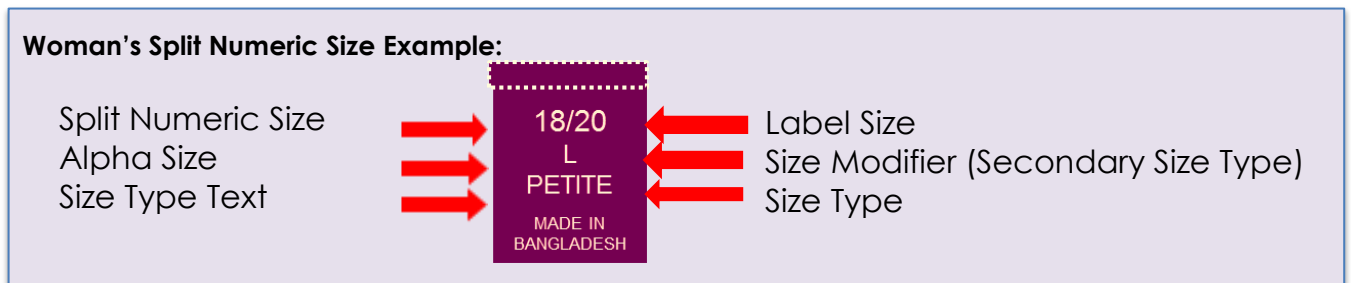
Size / Country of Origin Label Specifications

Quality, ground and font color & type must match the brand label.

Sew the "Size & Country of Origin label" to center bottom of the "Brand Label" using dyed to match thread and single needle lock stitch with back-tacked ends.



Size /Country of Origin Layout:



SUPPLIER MANDATED LABELS

Woven Labels

Woven brand labels and size/country labels have been mandated to the nominated label supplier as follows.

Avery Dennison Mandated Labels

All woven brand and size/country labels must be purchased from Avery Dennison.

The list of brands are inclusive of but not exclusively Woman Within, Roamans, Denim 24/7, Jessica London, Ellos, Swim 365, KingSize, KingsCourt, Boulder Creek, Liberty Blues, KS Island, Dreams & Co., Amoureuse, Comfort Choice, Secret Solutions and Only Necessities.

Swimsuitsforall Woven Brand Labels, TPU & Hangtags must also be purchased from Avery Dennison. This list of brands includes swimsuitsforall, Aquabelle, Ashley Grahmn & Gabby Fresh.

MANDATED LABEL SUPPLIER TERMS & AGREEMENT

Avery Dennison Terms & Agreements:

Production and distribution of the Avery Dennison mandated labels:

Brand and size/country labels have been approved for production in China, Taiwan, Indonesia, India, Bangladesh, and Pakistan. Vendors in these countries may place label orders with their local Avery Dennison Representative.

All labels have been approved for production in China. China factories must place orders with the Hong Kong/China Avery Dennison customer service office for shipping from the Guangzhou facility.

All other countries must place their orders with the Hong Kong/China Avery Dennison office for shipping from Hong Kong.

Payment Currency:

Local Currency - China, India, Indonesia, Pakistan and Taiwan must purchase labels in local currency.

China vendors may also request the refundable VAT.

Bangladesh must pay in USD\$ due to the location of the label factory which is in the economic zone.

Factories outside of China placing orders with the Hong Kong/China Avery Dennison must pay in \$USD.

Order lead time:

Brand and Size/country labels will be available for shipping in country within 14 business days (excluding Saturdays, Sundays & Holidays).

Global prices have been confirmed for all mandated labels in Hong Kong, China, Taiwan, Indonesia, India, Bangladesh & Pakistan.

Payment Terms:

- Net 30 terms
- Supplier must set up an account with Avery Dennison in order to benefit from the Net 30 terms.
- FULLBEAUTY Brands will guarantee Avery Dennison payment. If FULLBEAUTY Brands is required to pay the vendor's/factory's invoice, then the value of the invoice will be deducted from the next payment to the vendor/factory.
- Bangladesh Payment Terms
 - L/C (Letter of Credit):
 - Payment in \$USD only
 - 30 days credit
 - \$75 bank charge if order is under \$900
 - TT (transfer):
 - Payment in \$USD only
 - Net 30 days term
 - Bank charge yes
 - FDD: Foreign Demand Draft
 - Payment in \$USD only
 - Customers must have foreign currency account / EPZ pass book / Bon license.
 - Net 30 days term
 - No Bank fee unless order is under \$100. \$10 Bank charge if the order is below \$100.

New Avery Dennison Customers:

Please contact the local Avery Dennison representative to set an account if you have not already done so.

Contact List below:

- HK and CN: Sophie Zhao sophie.zhao@ap.averydennison.com
- India: Vinay Gangadharappa - vinay.g@ap.averydennison.com
- TW: Agnes Lau - agnes.lau@ap.averydennison.com
- PK : Jahanzaib Faruqui - jahanzaib.faruqui@ap.averydennison.com
- BD : Mourmita Rahman - moumita.rahman@ap.averydennison.com and/or Faisal Karim - faisal.karim@ap.averydennison.com
- Indonesia : Fienka Famia - fienka.famia@ap.averydennison.com

Freight Costs

Avery Dennison will quote freight costs only when the packing list is ready.

Avery Dennison will pre-pay the freight costs and include in the vendor's invoice if requested.

LABEL ORDER PROCESS

Avery Dennison

Order forms

The order forms are posted on the FULLBEAUTY Brands B2B website in the Quality folder: <http://www.b2b.fbbrands.com/>

Password: 1StopPlus (case sensitive)

Brand, Size/Country & Care Label Exemptions

Convertible Garments:

If the item can be worn two ways; i.e. reverse from front to back but not inside out, then all labels (brand, product & care) should be sewn at left side seam, 3" above the hem.

Reversible Garments:

Reversible products with pockets:

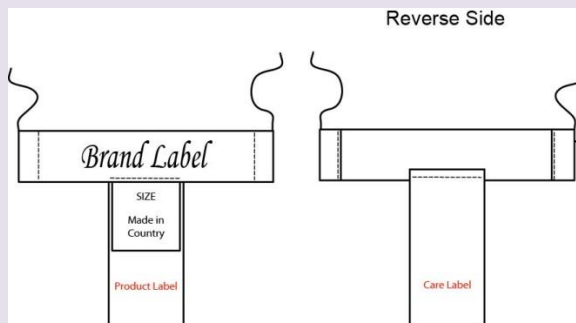
- Labels should be sewn inside the wearer's left pocket top seam.

Reversible products without pockets:

- A temporary flip label with strings should be attached to an end fold woven brand label. The same quality & color woven product/care label must be sewn across the bottom of brand label.
- Care instructions with symbols should be woven on the reverse side of the product/care label (see diagram below).

Flip Label Diagram

Example:



Comments:

- **Flip label with strings**—each end of the string should be sewn into the seam of the garment.
- **Clean finish the ends of the label with a rolled hem.**

P.O. Label

This label is an optional label used to identify the purchase order of the item. No P.O. label is required if the garment is reversible and constructed without pockets.

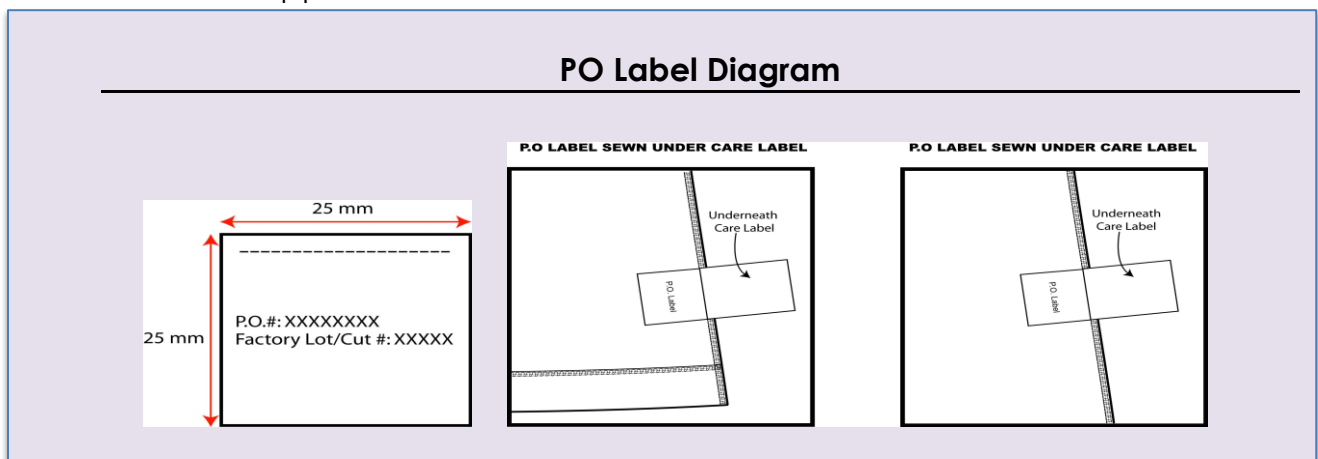
PO Label should consist of the following information:

- Purchase order number and
- Factory's Lot or Cut Number (optional)

P.O. Label Quality & Size Specifications

P.O. label must be produced in the same quality and width as the product/care label. Sew behind or under the care label at wearer's left side seam.

The P.O. Label may be sourced from your local supplier or FULLBEAUTY Brands nominated supplier.



Tagless Labels

- Tagless labels may be sourced locally or with our nominated supplier, Avery Dennison.
- Requirements if **not** sourcing tagless labels from Avery Dennison:
 - Contact your sourcing manager for the tagless art.
 - Tagless label samples must be sent to Susan Fishkin (sfishkin@fbbrands.com) for review and approval of layout and color.
 - Once both print colors are approved, it is **not** necessary to resubmit again for additional items numbers.
 - The tagless label print color must be submitted on the Brand's Fabric & Accessory card.
 - All tagless labels that are **not** ordered through Avery Dennison require lab testing.

Tagless Label Required Information

- Brand Label
- Label Size
- Secondary Size Type (if applicable)
- Size Type (if applicable)
- Country of Origin

Tagless Label Format – All Apparel (except lingerie & men’s underwear)

<i>Woman's Single Size</i>	<i>Woman's Double Size with "Secondary Size Type"</i>	<i>Woman's Single Size with "Size Type"</i>	<i>Men's Size with "Size Type"</i>
<i>Brand Label</i> 18 W Made in Country	<i>Brand Label</i> 18/20 L Made in Country	<i>Brand Label</i> 18 W PETITE Made in Country	<i>Brand Label</i> 3XL BIG Made in Country

Seamless Lingerie and Men’s Underwear Required Information:

- Brand Label
- Style #
- Label Size
- Secondary Size Type modifier (if applicable)
- Size Type (if applicable)
- Made in Country
- Fiber Content
- Care instructions with care symbols
- Vendor #
- RN Number
- Pack/Set qty. (if applicable)

Example:
<p><i>Brand Label</i></p> <p>14-1234-0</p> <p>10</p> <p>Made in Country</p> <p>100% Cotton</p> <p>MACHINE WASH WARM</p> <p>WASH COLORS SEPARATELY</p> <p>USE ONLY NON-CHLORINE BLEACH</p> <p>TUMBLE DRY LOW</p> <p>MEDIUM IRON</p>  <p>RN 88842</p> <p>#12345 3 PK</p>

Additional Label Specifications for Apparel

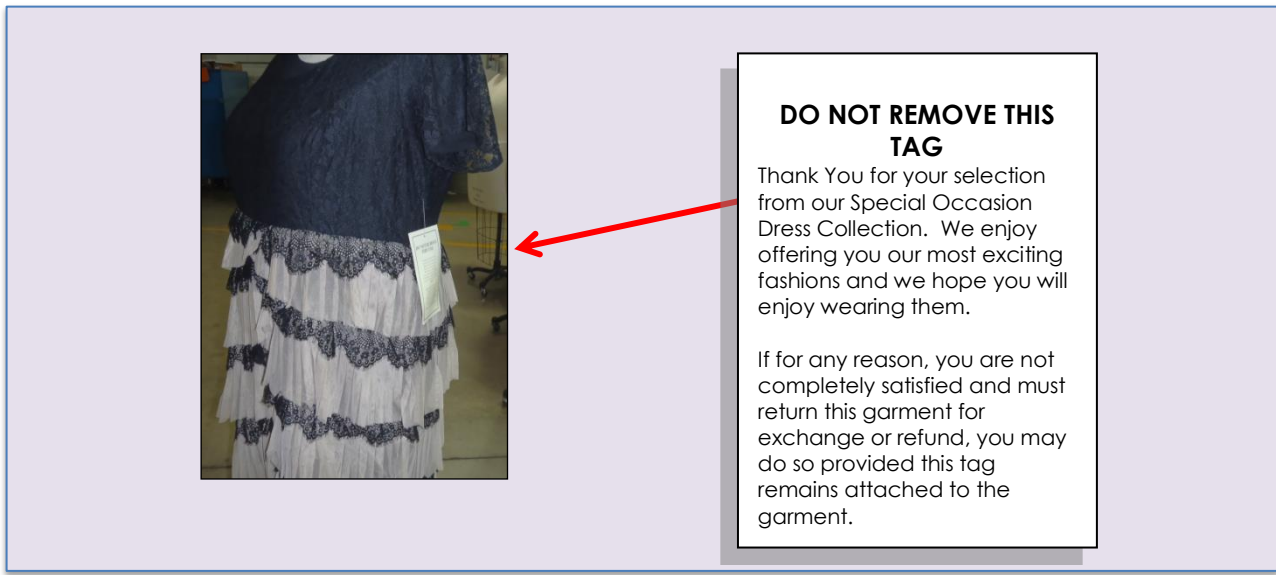
Hang Tags

Label as specified on “PSF”. Follow the guidelines for placement as written except for social dresses that require a “do not remove” hang then follow “PSF” issued by Technical Design.

- All pieces in the item must have a hang tag attached to it.
 - Tops: Gun tack 4 inches below armhole through wearer’s left side seam.
 - Bottoms: Gun tack 4 inches below waist seam through wearer’s left side seam.

▪ **See s4a Brand Assets document on our [b2b website](#)**

Example: Do Not Remove Tag



Product/care Label Exceptions

UPC (Substitution method for BrylaneHome)

This applies to specific BrylaneHome items. The vendor must obtain written approval to substitute a UPC for an FULLBEAUTY Brands style number. If approval is obtained, the bar code must include the human readable information.

UL Sticker (Electronic Items)

Place the UL sticker to the product in accordance with Underwriters Laboratories Inc. standards.

Advertisements

Do not include advertisement or website information for any product or service unless authorized in writing by the FULLBEAUTY Brands Product Manager.

Pricing

Do not include pricing information on the product or packaging unless authorized in writing by the FULLBEAUTY Brands Product Manager.

Vendor Stock Numbers or Other Markings

Manufacturer stock numbers can be included, but are not required by FULLBEAUTY Brands. If stock numbers are used, the information must be on a separate line from FULLBEAUTY Brands style and size information.

Additional Label Specifications for Home Soft Goods

Home Soft Goods Product/Care Label Specification

Comments:

Required Label Layout:

- Fiber Content
- Vendor #
- Made in Country
- RN Number
- Style Number dd-ssss-c (must match purchase order exactly)
- Label Size (must match purchase order exactly)
- Set Qty. (if applicable)

Brylance Home Product/Care Label Placement

Comforters/Bedspreads/Quilts - Sew label(s) on side seam 3" from bottom.

Bedskirt- Sew label on bottom seam 3" from left edge.

Decorative Pillows - Sew label(s) on bottom seam 3" from left edge.

Shams - Sew label(s) at center back inside inner opening seam. Face of the label must be seen when turned over.

Pillow cases - Sew label(s) at bottom seam with print facing the back side of pillow.

Panel/ Valance- Sew label(s) on bottom hem 3" from bottom.

Sheets - Sew label(s) on bottom hem 3" from left edge.

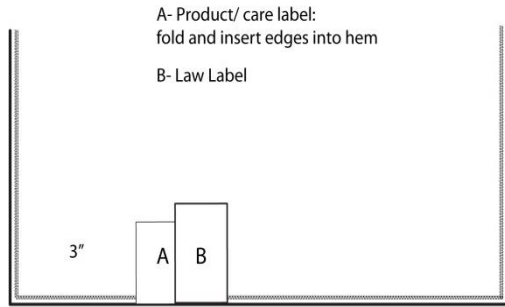
Shower Curtain- Sew label on bottom hem 3" from left edge.

Towels- Top left side (see images for measurements).

COMFORTER/ BEDSPREAD/ QUILT

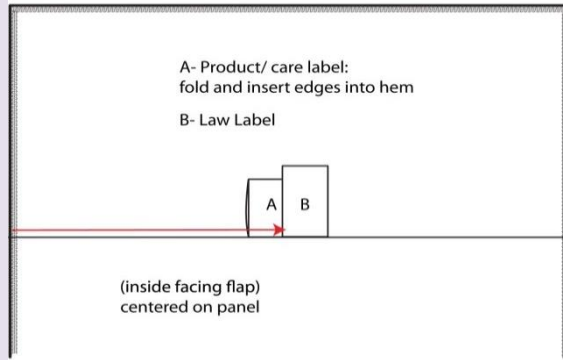
BEDSKIRT

DECORATIVE PILLOW



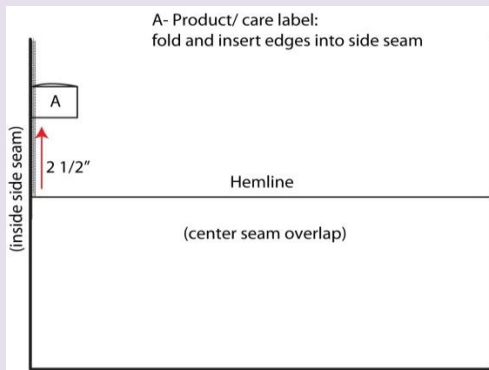
SS, 3" from left on bottom;
Law label is overlapped over the product/ care label

SHAM



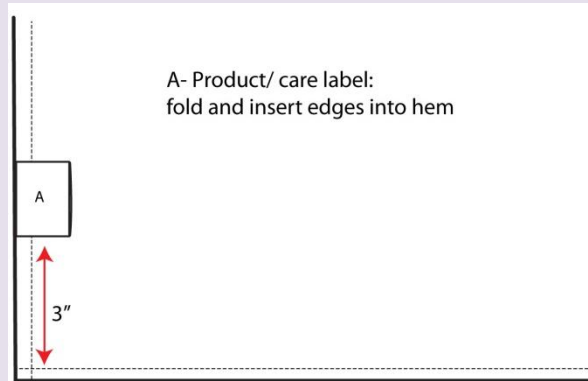
CB inside inner opening seam- center on panel,
face of label must be seen when turned over.
Law Label is overlapped over the product/ care label

PILLOW CASE



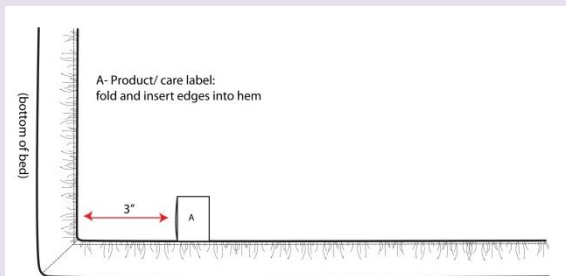
Print facing back of pillow sewn on the inside

PANEL/ VALANCE



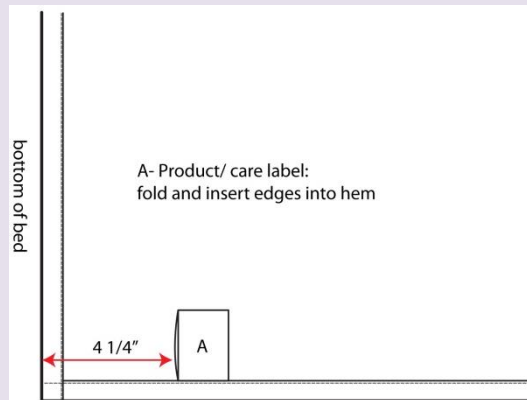
long left side, 3" from bottom

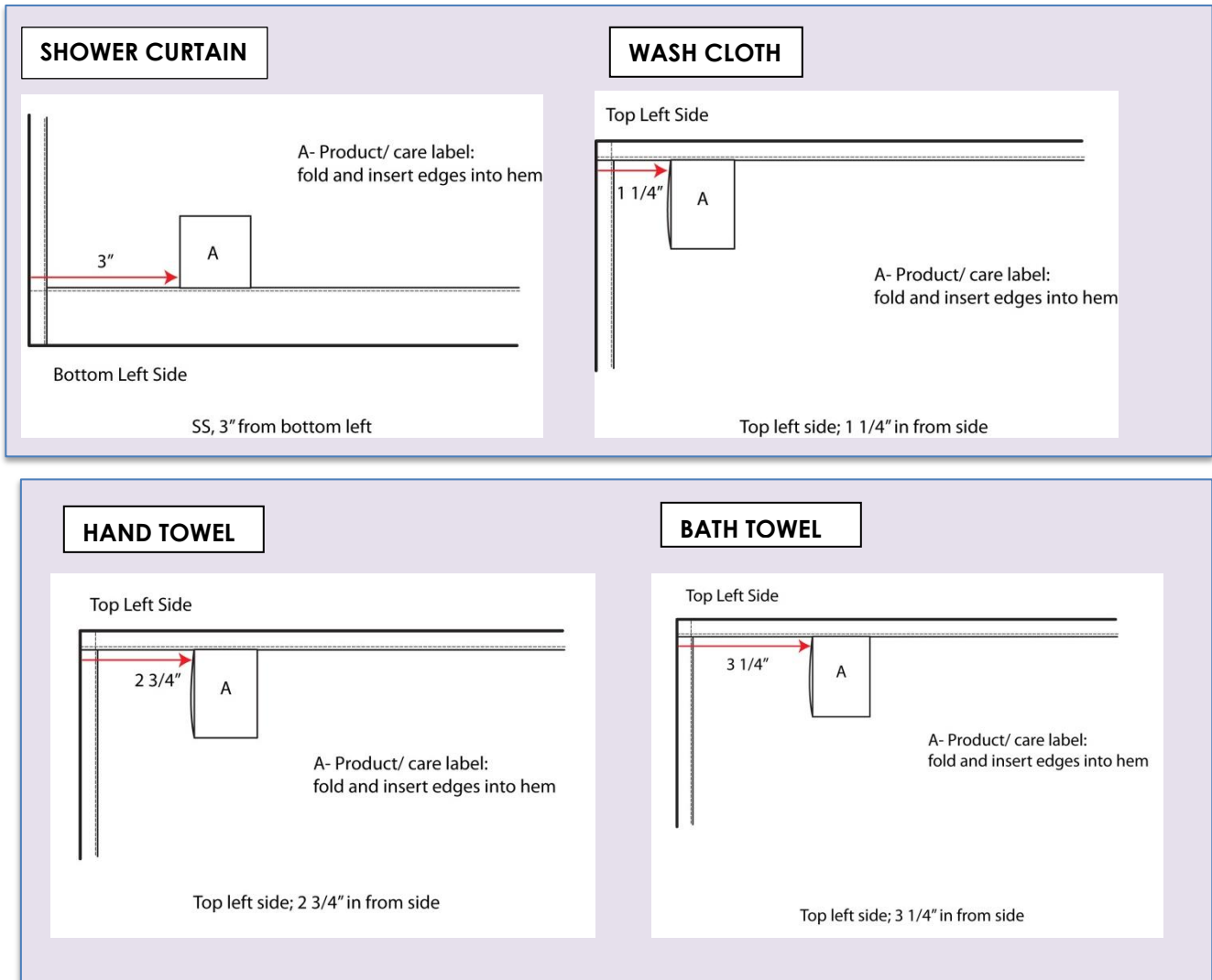
FITTED SHEET



SS, 3" from bottom left label sewn onto inner side of elastic

FLAT SHEET





USA Uniform Law Labels

Bedding and Furniture:

- The US Uniform Law Labels are required on many home textile products to inform the consumer of the hidden contents, or “filling materials” inside bedding & furniture products.
- See <http://iabflo.org/wp-content/uploads/2013/11/Uniform-Law-Labels-Bedding-and-Furniture.pdf> for complete information.

Uniform Law Label Specifications:

Size: Minimum label size is 2 inches wide x 3 inches long excluding seam allowance.

Printing:

- Must be in the English language.
- Font color must be black on white label.
- Minimum font size must be 1/8" in height for the following sections: “UNDER PENALTY OF LAW”, “ALL NEW MATERIAL” and the Flammability Notice.

- Printing on the back of the label is not allowed.
- Label material may use Vellum cloth, Tyvek, Valeron or material comparable in quality.
- Must be permanent, durable and legible for the life of the product.

Filling Material: New material is required. When more than one kind of filling material is used, the percent by weight of each must be listed in order of their predominance.

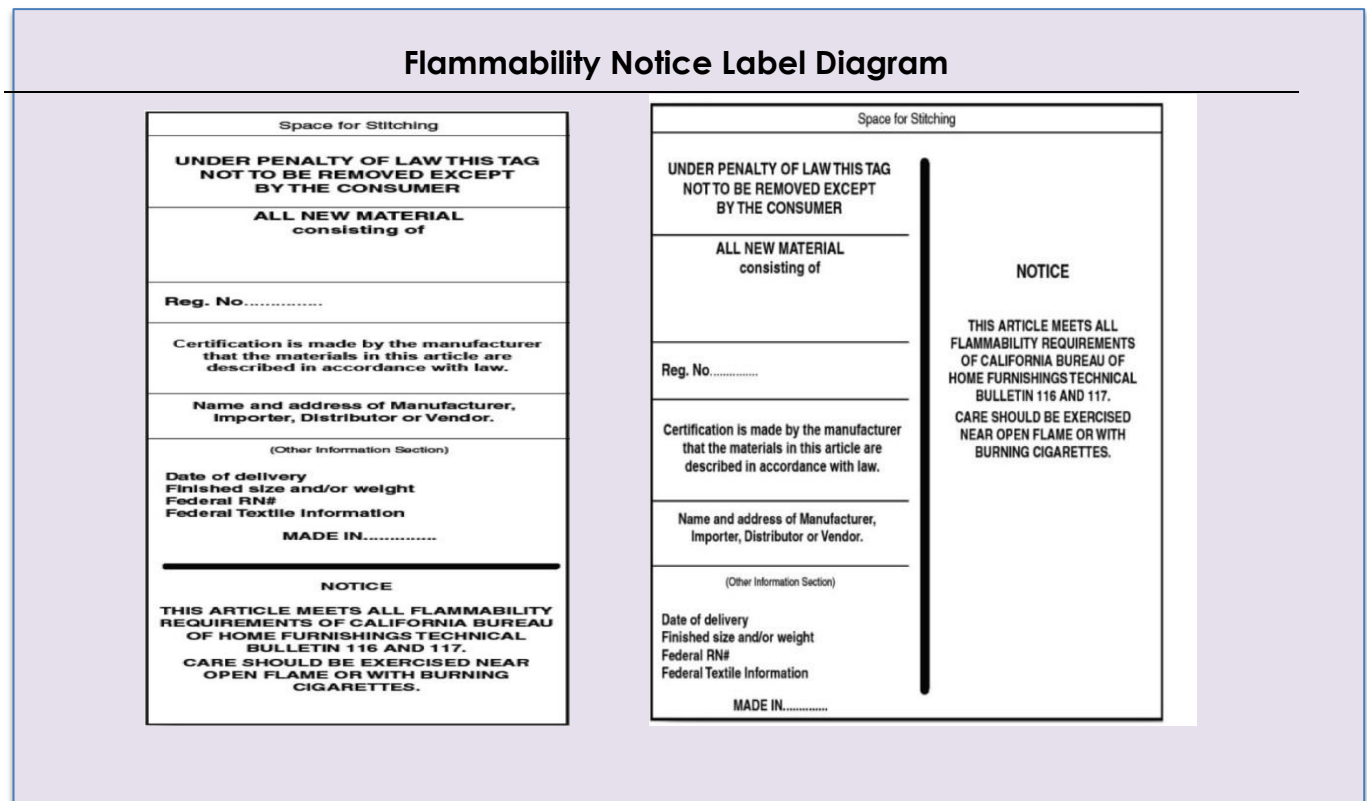
Reg. No: Registration of the required states must be completed prior to shipping the product.

Other Information:

- Date of Delivery: must be written on the label. Do not fill in an actual date.
- Finished Size and/or weight of filling in oz./lbs.
- Federal RN# - RN 88842 for all BrylaneHome direct imports. All other products should use the USA vendor's Federal RN#. (Note: This number is separate from the URN#)
- Country of Origin: Made in Country

FLAMMABILITY NOTICE FOR UPHOLSTERED FURNITURE:

Flammability Notice may be printed on the Law Label. The location can be side-by-side or below the law label. The law label & the flammability notice must be separated by a thick black line.



SECTION 6 Inner Packaging Requirements

This section outlines inner packaging methods for each of the product categories. Proper inner packaging reduces or eliminates product damage during processing. The vendor is responsible for following specifications and using appropriate packaging material, and under no circumstances will FULLBEAUTY Brands accept product that is not properly packaged to adequately protect the product. If specified packaging on "PSF" does not fit the product properly, the vendor must obtain written approval from Vendor Compliance to use an alternative method.

Minimum Inner Packaging Dimensions

Inner packaging must be at least:

- 6 W x 4 L x 1 H inches

Maximum Dimensional Limitations

See [Section 9: Important Dimensional Requirements](#) for maximum dimensional limitations.

- For Fashions and Soft Goods, maximum item weight is 10 lbs
- For Hard Goods, contact Vendor Compliance if item weight exceeds 10 lbs

Product category, weight, and dimensions determine inner packaging requirements. Listed below are common types of inner packaging used for each product category.

Hard Goods:

- Corrugated boxes
- Bubble mailers
- Foam sheets

Soft Goods:

- Polyethylene bags
- Polyvinyl zipper bags

Fashions:

Apparel:

- Polyethylene bags
 - swimsuitsforall - see s4a Brand Assets document on our [b2b website](#)

Accessories:

- Polyethylene bags
- Press board boxes
- Corrugated boxes

Shoes:

- Corrugated boxes
- Polyethylene bags

Polyethylene Bags (Polybags)

Polyethylene bags are the standard packaging method for the following types of product:

- apparel
- soft and flexible Shoes such as slippers
 - Written approval from the FULLBEAUTY Brands Product Manager is required to package shoes in polybags.
- non-breakable Accessories
- light weight Soft Goods
 - Largest size must weigh less than 6 pounds.

Polybag Specifications

Material: Use appropriate material to prevent “brittle” bags that burst or tear easily.

- 70% or more low density polyethylene (LDPE) film.
- medium level of slip
- 5 to 10% haze factor
- 2 ½ - 3% UV inhibitor
 - Required for product that is susceptible to light fading.

Thickness: Select bag thickness first by product type, then by weight of largest size in the item.

- Belts:
 - 2.5 mil or thicker regardless of weight
 - Wrap buckles with bubble wrap
- Shoes:
 - 2.5 mil or thicker regardless of weight
- Outerwear:
 - 2.5 mil or thicker regardless of weight
- Bed Pillows:
 - 2.0 mil or thicker regardless of weight
- Soft Goods excluding bedspreads, quilts, sheet sets, blankets, coverlets, quilted/stuffed shams, comforters, and comforter sets. These excluded items must be packaged in zipper bags.
 - 1.5 mil or thicker for product weighing less than 4 pounds.
 - 2.5 mil or thicker for product weighing between 4 and 6 pounds.
 - Vinyl zipper bag required for product weighing more than 6 pounds or for the excluded items listed above. Refer to *Section 5 Packaging and Labeling Requirements – Polyvinyl Chloride Zipper Bags* for details.
 - Vinyl zipper bag required for bedspreads, quilts, sheet sets, blankets, coverlets, quilted/stuffed shams, comforters, and comforter sets
- Other product types:
 - 1.5 mil or thicker for product weighing less than 4 pounds.
 - 2.5 mil or thicker for product weighing 4 or more pounds.

Construction:

- 3 closed sides and 1 open side.
- Side seams must be strong and not burst during processing.
- 3 inch flip top is required if sealing the bags with tape or self-adhesive strip.
- No handles, hooks, hangers, drawstrings or cords.

Air Holes:

- 2 or more **hinged / butterfly** air holes.
 - **These holes should not be completely cut through but hinged (flapped) to allow air to escape, but still protect the product from dirt and scuffing.**
- 1/4 to 3/8 inch in diameter.

Suffocation Warning: “To avoid danger of suffocation, keep away from babies and children. Do not use in cribs, carriages, or playpens. This is not a toy.”

- Print suffocation warning on back of bag.
- Pressure sensitive label can be substituted.
- 3/16 to 1/4 inch or greater font.

Color:

- Clear
- swimsuitsforall - see s4a Brand Assets document on b2b

Packaging Material: Use the following when specified.

- Tissue
- Stiffener

Standard Polybag Dimensions

The table at the end of this section lists FULLBEAUTY Brands standard polybag dimensions. The chart also includes stiffener dimensions and specifications. A stiffener is required when specified on “PSF” or with written approval from Vendor Compliance.

Polybag Fit

Bags must fit close around the product with no more than ¼ inch space between product and bag.

Test fit by performing the “shake test”. Product should maintain shape and not fall to the bottom of the bag see “[Shake Test Instructions](#)” at b2b.fbbrands.com.

For Apparel, folding instructions are provided by FULLBEAUTY Brands Technical Design.

- Sideways packaging using a horizontal fold method (see picture below) is generally specified for items with shoulder pads such as jackets, coats, and blazers.

- Place the folded item in the polybag right side up with the top of the item (waistband, collar) at the open end of the bag and the front of item facing the side of bag with polybag label.
 - If a stiffener is specified, use plastic clips to fasten item to stiffener if needed.
- Do not use pins or staples of any kind to secure item to stiffener.



Example of horizontal fold method

Polybag Seal

Seals must be strong, secure, create no gaps at point of seal, and maintain bag fit. Test seal by (1) pulling on seal - bag should tear before seal is broken, and (2) press down on bag – seal should not pop open.

Tape is the preferred seal.

Tape: This method seals the bag using clear pressure sensitive plastic tape (alternatives include unplasticized polyvinyl chloride, polypropylene, or polyester (Mylar)).

- At least 2 pieces on bags 10 ½ or less inches wide.
- At least 3 pieces on bags more than 10 ½ inches wide.
- Use at least ¾ inch wide tape.
- Extend tape at least 1 inch above and below the seal point.
- Tape must form a strong and secure seal.
 - Bag should tear before the seal is broken.
- Place tape on back of bag.
 - Create no gaps at the closure.
- Seal maintains fit - bag fits close around product.
- Tape must have a shelf life of at least 2 years after delivery to FULLBEAUTY Brands.

Heat Seal: This method seals 2 layers of the polyethylene film together using a heated sealing blade.

- Bond entire width of opening.
 - Do not spot seal.
- Seal must not damage the product.
- Form a strong and secure seal.
 - Bag should tear before the seal is broken.
- Seal maintains fit - bag fits close around product.

Self-Adhesive Seal Strip: This method seals the bag using an adhesive strip. Do not use “re-sealable” strips.

- Seal entire width of opening.
 - Do not spot seal.
- Form a strong and secure seal.
 - Bag should tear before the seal is broken.
- Seal maintains fit - bag fits close around product.
- Seal must have a shelf life of at least 2 years after delivery to FULLBEAUTY Brands.

Standard Polybag and Stiffener Dimensions (use stiffener when specified on PSF)

Polybag Number	Polybag Dimensions (W x L) inches	Stiffener Dimensions (W x L), inches	Stiffener Weight per board, ounces	Stiffener Thickness, inches	Master Carton Type
#2	7 ½ x 9 ½	6 x 8	.6 to 1.0	.02	#1
#3	9 x 12 ½	7 ½ x 11	.8 to 1.1	.02	#1
#4	10 ½ x 14 ½	9 x 13	1.0 to 1.4	.02	#1
#5	12 ½ x 17 ½	11 x 16	2.0 to 2.4	.02 to .03	#1
#6	14 ¾ x 19 ½	13 ¼ x 18	2.4 to 2.8	.02 to .03	#8
#9	18 x 25	16 ½ x 23 ½	3.9 to 4.3	.02 to .03	#8
#12	20 x 27	18 ½ x 25 ½	4.0 to 4.5	.02 to .03	#8

Polyvinyl Chloride Zipper Bags (Zipper Bags)

Polyvinyl chloride zipper bags are the standard packaging method for Soft Goods that meet the following criteria:

- All bedspreads, quilts, sheet sets, blankets, coverlets, and quilted/stuffed shams, comforters, and comforter sets regardless of weight.
- Selling unit weighs more than 6 pounds.
- Selling unit consists of an outer shell and filling, and is folded to package such as comforters and comforter sets.

Zipper Bag Specifications

Material:

- High quality clear polyvinyl chloride film.
 - “Brittle” bags that tear or burst easily are unacceptable.
- Shelf life of at least 2 years after delivery to FULLBEAUTY Brands.

Thickness: Bag thickness is based on type of product or product weight. The weight of the largest size in the item determines bag thickness.

- 3.0 mil or thicker for product weighing less than 6 pounds.
- 4.0 mil or thicker for product weighing 6 or more pounds.

Construction:

- 2 panels stitched securely together.
 - Ensure seams do not come apart.
- No handles, hooks, hangers or extra parts.

Stitches per inch:

- 4 stitches per inch or better for product weighing less than 6 pounds.
- 5 stitches per inch or better for product weighing 6 or more pounds.

Zipper:

- Vinyl grade #3 zipper or better.
 - Based on vinyl industry grading system.

Color:

- Clear

Standard Polyvinyl Chloride Zipper Bag Dimensions

Comforters and comforter sets must be packaged in one of the following standard zipper bags. Larger zipper bags cannot be substituted without written approval from Vendor Compliance. For smaller product, such as blankets and sheet sets, the vendor can use smaller zipper bags, but the same size zipper bag must be used for the life cycle of the product.

Standard Comforter and Comforter Set Polyvinyl Zipper Bags

Zipper Bag	W x L x H (inches)
#8	17 x 20 x 8
#11	17 x 20 x 11
#13	17 x 22 x 13

Zipper Bag Fit

Bags must fit close around the product with no more than ¼ inch space between the product and the bag.

Test fit by performing the “shake test”. Refer to “[Shake Test Instructions](#)” available on b2b.fbbrands.com.

Zipper Bag Seal

Swiftachment®:

- A plastic swiftachment® is required to secure zippers closed.
 - Alternative methods require written approval from Vendor Compliance.

Example of swiftachment®.



Accessory Boxes

New vendors must submit a packaging sample before shipping accessory items - see [Section 4: Samples and Testing Requirements](#) for details.

Inner packaging must be at least:

- 6 W x 4 L x 1 H inches

Accessory boxes are the standard packaging method for accessories and gift items.

- Polybags can be substituted for items that are soft and flexible.

Accessory Box Specifications

Material:

- Rigid chipboard

Construction:

- 2 piece box – pre-assembled lid and base (see picture below).
 - 1 piece die-cut corrugated box can be substituted (see picture below)
- Lid must fit flat when closed

Color:

- White

Packaging Material: One of the following packaging materials is required for fragile items.

- Bubble wrap
- Polystyrene sheet
- Cotton pad insert
- Foam sheet

Accessory Box Dimensions

Accessory boxes listed below are the smallest and largest approved accessory box sizes.

- Other box sizes that fall between the dimensions of the two standards can be substituted with written approval from Vendor Compliance.

Accessory Box Dimensions (Outside Dimensions, inches)

Accessory Box	W x L x H (inches)
#4	4 x 6 x 1
#8	16 x 22 x 7

Accessory Box Seal

- Tape all open sides
 - 4 pieces of tape on a 2 piece box
 - 3 pieces of tape on a 1 piece box
- Use clear pressure sensitive plastic tape
- Use ¾ inch or wider tape
- Extend tape at least 1 inch above and below seal point



Example of a 1 piece die-cut accessory box.



Example of a 2 piece accessory box.

Shoe Boxes

One piece die-cut shoe boxes are the standard packaging method for all types of shoes.

- 22 L x 16 W x 7 H inches is largest shoe box permitted.
- 2 piece shoe box can be substituted with written approval from Vendor Compliance.
- Lid depth must be a minimum of ¾ (outside measurement)
- 2.5 mil polybag can be substituted for soft and flexible Shoes such as slippers with written approval from Product Manager.

Shoe Box Specifications

Material:

- Single wall corrugated board
- B flute
- 200 lb test or better
- 32 ECT

Construction:

- Ends and sides folded in to create double wall strength
- Front lock tab
 - Tab width larger than slot
- No perforations on any side

Finger hole:

- Finger hole placement must be aligned to master carton opening.

Color:

- None
- Logo can be substituted with written approval from Product Manager.
 - FULLBEAUTY Brands brand artwork is available from Product Manager.

Standard Shoe Box Dimensions

The following table lists FULLBEAUTY Brands standard shoe box dimensions and the corresponding master carton and case quantities. If using two different shoe box sizes within an item, the largest size determines the master carton type. Written approval from Vendor Compliance is required to split master carton types within the same item.

Standard shoe box dimension (dimensions listed are outside box measurements)

Shoe box	W x L x H, inches	Master Carton Type	Number of shoe boxes per master carton
#10	6 1/8 x 12 x 4 1/4	#3	4
#12	9 1/2 x 12 x 4 1/4	#5	8
#14	10 3/4 x 14 x 4 1/4	#7	8

Shoe Box Seal

For 1 piece shoebox:

- Tape locking tab at point of seal
- 2 inch wide clear pressure sensitive plastic tape
 - No rubber bands, plastic straps, and shrink wrap
- Extend tape 2 inches above and below tab at point of seal



Locking tab must be wider than slot and form a secure seal when closed.

- Single wall corrugated board
- B flute
- 200 lb test or better
- 32 ECT

Example of 1 piece die-cut shoe box construction.

For 2 piece shoebox:

- Tape entire way around the length and width of carton.
- 2 inch wide clear pressure sensitive plastic tape
 - No rubber bands, plastic straps, or shrink wrap
- Do not tape over finger hole.



Example of taping a 2 piece shoe box using 2 inch tape around both length and width of shoe box.

Packaging Options for Hard Goods

Product design and product material determine packaging method.

- For fragile items:
 - Corrugated boxes with adequate cushioning material.
 - If corrugated boxes are used, end flaps should overlap for Hard Goods using a full-overlap slotted container.
 - Use cushioning material to secure and immobilize the product within the inner packaging to prevent rolling, shifting, tumbling and to absorb shocks.
 - Use corrugated inserts or molded polystyrene to increase stacking strength of the entire package if needed.
- For non-fragile items:
 - Polyethylene bubble bags
 - Polyethylene bags
 - “Jiffy[®]” bags such as Jiffy[®] Utility Mailers, Jiffy[®] Padded Mailers, or Jiffy[®] Tuffguard[®] Cushioned Mailers.

Seal

Corrugated boxes

- 2 inch wide clear pressure sensitive plastic tape
- Tape all open sides
- Extend tape at least 3 inch above and below seal point

Special Instructions for Specific Hard Goods

Mirrors or Picture Frames

- Package for item should be similar shape as item
- 2 inch or better cushioning front, back, all sides and edges
- 3 inch cushioning all corners
- Use fill material in all void areas
- Face foam protection sheets, corrugated board or bubble cushioning cut to size of glass/mirror
- Masking tape on glass
- Secure all parts to prevent movement and rattling within packaging

Dinnerware Sets

- Primary box
 - Double wall corrugated carton
 - 275 lb test or better
- Over box
 - Double wall corrugated carton
 - 275 lb test or better
- Place primary box in an over box with filler in between.
 - Corner protectors
 - Styrofoam peanuts
 - Bubble wrap
- Package separately each set of bowls, plates, mugs, etc-- enclose in corrugate or bubble wrap.
- Pack on edge - plates and bowls.
- Pack upright - mugs, gravy dishes, salt/pepper shakers, etc.
- Final arrangements must securely fit in the over box.

Lamps

- Shades
 - Place in polyethylene bag and then in a separate box
 - Use protective fill around shade to limit crushing
- Shade should not touch sides of box
 - Pack upright in center of over box
- Base
 - Secure in over box
 - Protect with bubble wrap or other protective material
- Finials
 - Attach to wall of box in noticeable location

Furniture

- Use a complete corrugated closure
- Separate components using foam sheeting, corrugation, or rigid polystyrene
- Use corner protection at all corners
- Use corrugation at closure
- Over box
 - Double wall
 - 275 lb test or better
- Inner box
 - Single wall

Hardware

- Place hardware or small parts in a red or brightly colored bag
- Attach red ribbon to bag
 - Use 1/8 inch or wider ribbon
- Tape ribbon to either the inside or outside of box
- Affix sticker stating "Hardware" or sticker with large red arrow
- Place packet in a conspicuous location on or around item

Spare Parts

Spare parts are separate from hardware that is included with the selling unit.

- Send 6 to 12 sets in a separate box or envelope marked "Spare Parts" with shipment
 - Mark box/envelope with item number; style number; and purchase order.

Inner Packaging Materials

Packaging Material for Fashions

Stiffener: Use when specified and must remain the same for the life cycle of the product.

- Chipboard sheet
 - 1 side white coated

Standard Stiffener Dimensions

Stiffener Dimensions (W x L, inches)	Stiffener Weight (ounces per board)	Stiffener Thickness, inches	Use with Polybag Number
6 x 8	.6 to 1.0	.02	#2
7 ½ x 11	.8 to 1.1	.02	#3
9 x 13	1.0 to 1.4	.02	#4
11 x 16	2.0 to 2.4	.02 to .03	#5
13 ¼ x 18	2.4 to 2.8	.02 to .03	#6
16 ½ x 23 ½	3.9 to 4.3	.02 to .03	#9
18 ½ x 25 ½	4.0 to 4.5	.02 to .03	#12

Tissue Paper: Use when specified.

- 12 x 24 inches
- #1 MB 10 lb white tissue paper is preferred
- For leather items -
 - Use a “glazed” or “grease proof” tissue paper.
 - Place tissue between folds and layers of the garments to prevent leather from sticking together.
 - Wrap buttons and zippers in tissue paper to prevent damage to leather.

Silica Gel Desiccant Packs: Required for leather items.

Products shipping to the EU brands may use one of two options:

1. Silica Gel Packs if lab testing is done to certify the content of the desiccant pack.
2. Micro-Pak Sheets
 - 40cm x 60cm for outerwear and garments
 - 25cm x 25cm for bags and other small items

Packaging Material for Hard Goods

Approved cushioning materials are as follows:

- Bubble wrap
- Expanded “foam in a bag”
- Corrugated inserts
- Molded polystyrene
- Indented kraft paper
- Crumpled paper
- Foam sheets

Packaging Material for Shoes

Approved packaging material for shoes are as follows:

- Tissue paper
- Polybags

Anti-Mold Desiccant Chip: Required for leather items.

- M-Buster brand is preferred
- Other brands must be pre-approved by the Technical Footwear Manager

SECTION 7 Inner Packaging Label Requirements

This section outlines specifications regarding inner packaging label.

Requirements are for all product categories and brands unless otherwise stated.

Label Specifications

- White pressure sensitive label.
- 28 font or larger.
- Black lettering.

NOTE:

- Do not pre-print directly on polybags.
- Any other type of label other than white pressure sensitive label requires written approval from Vendor Compliance.
- Printer generated information.
- **Do not hand write information on labels.**
- Label must adhere to the bag/box.

Label Information

Inner package label must include the following (if applicable):

- FULLBEAUTY Brands Style Number
- Color Bar (optional)
- FULLBEAUTY Brands Label Size
- FULLBEAUTY Brands Secondary Size Type
- FULLBEAUTY Brands Size Type
- Set Quantity
- Country of Origin if not on product label
 - in accordance with U.S. Customs regulations

3 part Style number

Label Size
Secondary Size Type
Size Type

(if applicable)
Set Qty
COO

Examples of polybag labels

			
Style Label Size	Style Label Size Secondary Size Type	Style Label Size Size Type	Style Label Size Secondary Size Type Size Type

FULLBEAUTY Brands Style Number: As described in [Section 5 - Packaging & Labeling Requirements: Label Information](#).

FULLBEAUTY Brands Size: As described in [Section 5 - Packaging & Labeling Requirements: Label Information](#).

Number of Pieces (where applicable): As described in [Section 5 - Packaging & Labeling Requirements: Label Information](#).

Country of Origin: As described in [Section 5 – Packaging & Labeling Requirements: Label Information](#).

- Required if not marked on product or Product/Main Label.
 - Apparel, Shoes, and Soft Goods require COO on Product/Main Label so it is not required on poly bag label.

Color Bar: As described in [Section 5 – Packaging & Labeling Requirements: Label Information](#).

- Required for import Apparel items.

Label Placement

Apply label on front side of package in lower right hand corner (**except** for swimsuitsforall – swimsuitsforall polybag label placement is lower right hand side **back side of package**).

- Any other placement of label requires written approval from Vendor Compliance.



Color bar (for Import vendors)

FULLBEAUTY BRANDS style number (dd-ssss-c)

Size (must match purchase order exactly)

Number of pieces

Example of label placement on polybag in lower right hand corner (except for swimsuitsforall).

SECTION 8 MASTER CARTONS

Master Carton Specifications

There are five standard master carton types (#1, #3, #5, #7, #8) that FULLBEAUTY Brands uses that have specific design and dimension standards unique to each type. The type of master carton specified depends on product category, physical characteristics of the packaged product and ship to location.

The #1 is the preferred type and is specified whenever practical.

Other types of carton are considered “bulk”. Bulk cartons are not permitted except for select BrylaneHome purchase orders where the physical size of the packaged product prohibits using one of the standard cartons. All other purchase orders must be shipped in a standardized master carton as specified on “PSF” or as specified by Vendor Compliance.

Remailer – A corrugated carton used to hold a single selling unit. Shipping label is placed directly on this carton, and the product mailed to the customer without packing into another bag or box.

Refer to “Carton [Labeling Illustrations](#)” available on b2b.fbbrands.com.

First Time Shipments

Use the master carton type listed on “PSF”. If a carton type is not specified, contact Vendor Compliance for written approval. Contacts are listed at <http://www.b2b.fbbrands.com/contacts/>.

Consistency

- Use the same master carton type for the life cycle of the product.
- Use the same master carton type within the same style or item .
 - Written approval from Vendor Compliance is required to split master carton types.

Corrugated Specifications

The vendor is responsible for ensuring cartons meet the minimum standards for all shipments.

Ply/Flute:

- 3 ply "C" or better flute for domestic cartons.
- 5 ply "B" and "C" flute for import cartons.
 - B = 9 flutes per inch; 1/8 inch depth
 - C = 7 flutes per inch; 5/32 inch depth

Burst Strength:

- 200 lb/in² or better.

Edge Crush Resistance:

- 32 ECT or better.
 - In accordance with Technical Association of Pulp and Paper Industry (TAPPI) Official Test Method.

Fiberboard Standard:

- "Item 222", Specifications for Fiberboard Boxes (Corrugated or Solid) of the National Motor Freight Classification.
 - Refer to the Handbook of Corrugated and Solid Fiber Boxes, published by The Fiber Box Association, 2850 Golf Road, Rolling Meadows, IL 60008 (fibrebox.org).

Hand Holes:

- For bulk cartons, locate hand holes at each end of carton.

Corrugated Medium Weight:

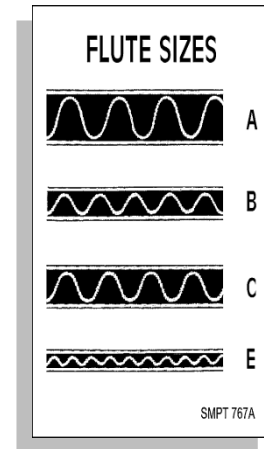
- 26 pounds per 1,000 square foot or better.

Facing:

- Facing firmly glued to corrugated medium at all points of contact.

Wall Construction:

- Double or triple wall corrugated fiberboard is required for import box manufacturers.
- Single wall corrugated fiberboard if carton is manufactured in Canada and USA.



Master Carton Dimensions and Design

The dimensions listed are outside carton measurements after construction. The dimensions must remain exact after construction and during use. Carton dimensions cannot exceed maximums listed and there is a - ½ inch tolerance.

The preferred carton is the #1 and should be used whenever possible. For Brylane Home products, the initial decision to use a #1 master carton vs. a #8 master carton is determined by the # of pieces that can be fit in the #1. If less than 5 pieces fit in the #1, then the #8 master carton should be used.

Unless otherwise stated, all FULLBEAUTY Brands Fulfillment Centers process the master cartons listed below.

Click here to view [Carton Labeling Illustrations](#).

#1 Master Carton

This carton is used to ship Fashions and Shoes packaged in #5 or smaller polybags. It can also be used to ship Hard Goods packaged in boxes if items can be easily pulled through the perforated knockout. These boxes should never be cut down to fit the # of pieces in the box.

Outside Carton Dimensions (inches) – strictly enforced without exception

- 17 L
- 12 ½ W
- 10 H

Design

- Die cut carton.
- Perforated knockout.
 - Knockout located on 12 ½ W x 10 H side.
 - Knockout perforation should begin ½ inch from the left and right edges of the top of carton.
 - Knockout measures 5 inches down from the top edge and bottom of perforation should measure 8 ½ inches across.
- Front of carton is the side with the perforated knockout.

Weight when filled

- 20 lbs maximum

#8 Master Carton

This carton is used to ship Fashions packaged in #6 or larger polybags. It can also be used to ship Hard Goods packaged in boxes if items can be easily pulled through the perforated knockout.

Outside Carton Dimensions (inches)

- 22 ½ L
- 14 W
- 20 H
 - For leather goods or heavy fabric, carton can be reduced in height to maintain weight restriction. Written approval from Vendor Compliance is required.

Design

- Die cut carton.
- Perforated knockout.
 - Knockout located on 14 W x 20 H side.
 - Knockout perforation should begin ½ inch from the left and right edges of the top of carton.
 - Knockout measures 11 inches down from the top edge and bottom of perforation should measure 8 ½ inches across.
- Front of carton is side with the perforated knockout.

Weight when filled

- 40 lbs maximum

#5 Master Carton

This master carton is used to ship # 12 shoe boxes.

Outside Carton Dimensions (inches)

- 18 L
- 12 ½ to 13 ¾ W
- 20 H

Design

- Die cut carton.
- Lock tab panel.
 - Panel opens to the left
 - Panel located on 12 ½ to 13 ¾ W x 20 H side.
- Front of carton is side with lock tab panel.

Weight when filled

- 40 lbs maximum

#7 Master Carton

This master carton is used to ship #14 shoe boxes

Outside Carton Dimensions (inches)

- 24 L
- 12 ½ to 14 ½ W
- 21 H

Design

- Die cut carton.
- Lock tab panel
 - Panel opens to the left
 - Panel located on the 12 ½ to 14 ½ W x 21 H side
 - Front of carton is the side with lock tab panel

Weight when filled

- 40 lbs maximum

#3 Master Carton/Sleeve

The #3 sleeve is used for Shoes packaged in #10 shoe boxes (4 pair of the same color and size per #3 sleeve).

Outside Carton Dimensions (inches)

- 17 ¼ L
- 13 ¼ W
- 7 H

Design

- Half slotted carton
 - Open side on 17 ¼ x 7 inch side.
- Front of carton is 13 ¼ x 7 inch side.

Weight when filled

- 20 lbs maximum

The #3 sleeve is then packed in bulk cartons, and the bulk carton guidelines are listed below:

- Bulk master carton measures approximately 22 L x 17 ½ W x 27 H inches.
- Pack 6 sleeves per bulk master carton.
- Do not exceed 50 lbs per bulk master carton.

- While each sleeve MUST contain only 1 color and 1 size, the bulk master carton may contain mixed colors and/or sizes from the same purchase order.

Standard Master Carton Dimension Summary (Dimensions are outside carton measurements)

Master Carton Type	Length, inches	Width, inches	Height, inches	Weight, pounds	Opening
#1	17	12 ½	10	20	Perforated Knock Out
#3	17 ¼	13 ¾	7	20	Open
#5	18	12 ½ to 13 ¾	20	40	Lock Tab Lid
#7	24	12 ½ to 14 ½	21	40	Lock Tab Lid
#8	22 ½	14	20	40	Perforated Knock Out



Example of how to pack cartons so finger holes are visible

Bulk Cartons (Plainfield FC Only)

If vendors are shipping product in a carton that does not meet FULLBEAUTY Brands standard #1, #3, #5, #7, or #8 criteria, then the master carton is referred to as a bulk carton. The use of bulk cartons is limited to select BrylaneHome purchase orders; all other bulk carton shipments will be corrected at the vendor's expense.

Bulk cartons must arrive in good condition and be marked with all required information: purchase order, FULLBEAUTY Brands style number, FULLBEAUTY Brands size, and quantity; ship to address, ship from address, and country of origin.

For comforters and mattress pads: Bulk cartons must not exceed 29" x 24" x 23 ½" and contain at least 2 individual selling units per carton. Each bulk carton must be labeled with purchase order, FULLBEAUTY Brands style number, FULLBEAUTY Brands size, and quantity, ship to, ship from, and country of origin (see [Master Carton Label Specifications](#) for more detail). Each individual selling unit must be labeled with FULLBEAUTY Brands style number, size, and number of pieces, if a multiple piece set.

For other BrylaneHome product: To qualify for bulk carton shipments, 4 or more units must fit, and the bulk carton cannot exceed 5 cubic feet or 50 pounds. Ship individually, if less than 4 units fit, bulk carton exceeds 5 cubic feet or 50 pounds. If shipping individually, mark each selling unit with purchase order, FULLBEAUTY Brands style number, FULLBEAUTY Brands size, and quantity.

Design

- Regular slotted carton
- Hand holes at each end

Weight when filled

- 50 lbs maximum

Remailers (Plainfield FC Only)

A remailer is a corrugated carton used to hold a single selling unit that is mailed directly to our customer. Depending on the dimensions of the packaged item, remailers are either shipped in a bulk carton containing multiple selling units or are shipped as packaged in a remailer. If shipping individually, each remailer must be labeled with purchase order, FULLBEAUTY Brands style number, FULLBEAUTY Brands size, and quantity. The printer generated information must be at least ½ inch in height.

Use the following guidelines to determine if a bulk master carton should be used for remailers:

- 4 or more units fit in the bulk carton
- bulk carton does not exceed 5 cubic feet
- bulk carton does not exceed 50 pounds

Packing Specifications

Fill the total carton space without exceeding the weight limit or distorting the carton shape.

- Do not mix styles and sizes.
 - Carton minimum is 5 pieces. However, at the end of a PO if there are less than 5 pieces of a style or size left, it is acceptable to put these in a master carton of their own
- Do not over stuff or over pack the master carton
- Do not tape over bar code label
- Lay product horizontally in carton with label facing up and towards front panel
 - Exceptions must be obtain in writing from Vendor Compliance
- Do not use filler to fill void space inside the master cartons.
 - Do not use cardboard, crumpled paper, bubble wrap, paper or other materials in cartons.
- Do not exceed 20 pounds for #1, #3
- Do not exceed 40 pounds for #5, #7, #8
- Do not exceed 50 pounds for bulk cartons
 - Refer to Product Dimensional and Weight Exception section for approval process.
- Tape seams of the cartons securely closed with 2 inch wide clear pressure sensitive plastic tape.
 - Tape flaps flat so height of master carton is not increased.
 - Hard Goods carton flaps should overlap
 - Do not tape over the perforation on the #1 and #8.
 - Do not cover the purchase order label.
 - Web labels should be Vertical on carton
- Do not use inner cartons. Examples: 1) 2 inner cartons with 24 individual selling in each inner carton that are packed inside a master carton are not allowed; 2) 3 bags with 16 individual selling units inside each bag that are packed inside a master carton are not allowed. In both of these cases, pack the 48 individual selling units inside a master carton without bundling the selling unit together. The only time inner cartons are acceptable is when 1 individual selling unit is packaged within an inner carton.
- Do not use bands or straps on master cartons
 - Plastic straps on remailers are permitted with written approval from Vendor Compliance.
- Do not bundle or tie selling units.
 - Do not use paper bands, strings, rubber bands or other materials.

Master Carton Label Specifications

Vendors must use web labels to mark master cartons. The only **exceptions** are as follows:

1. Vendors who are exempt from Log-Net (only domestic national brands on exempt list).
2. Cartons delivering to FULLBEAUTY Brands Plainfield (3003 Reeves Road, Plainfield, IN 46168) do not require web labels. If a web label is used, the vendor must apply another label that lists all required information that is at least ½ inch in height.

Vendors that are exempt from web label or shipping to Plainfield must label the cartons with purchase order, FULLBEAUTY Brands style number, FULLBEAUTY Brands size, and quantity that is printed on a label. The printed information must be at least ½ inch in height. Refer to "[Carton Labeling Illustrations](#)" for details.

Web Label

Web Label Placement

Place labels on side panel of cartons. Refer to the "[Carton Labeling Illustrations](#)" available on b2b.fbbrands.com.

- Place web label in the vertical position
- Position 1 inch from side, 1 inch from bottom

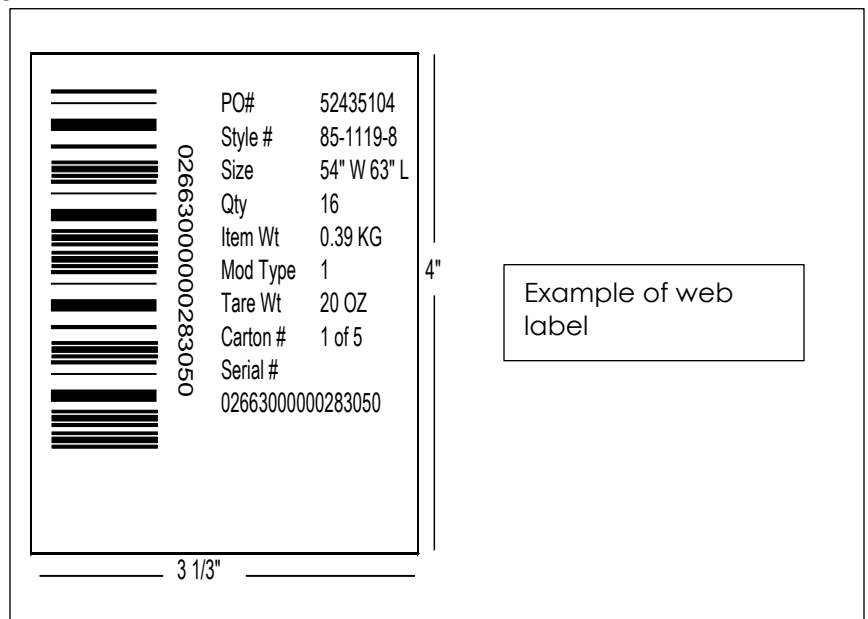
Web Label Method of Application

Print web label onto an 8164 Avery label (size 3 1/3 x 4 inch)

Web Label Information

Listed below is the required web label information.

- Purchase Order Number
- Style
- Size
- Quantity
- Item
- Mod Type
- Tare Wt
- Carton#
- Serial#



Panel Markings

Front Panel Markings

The master carton number must be stamped on the front panel in upper left hand corner.

- Front panel is perforated knockout side on #1 and #8 master cartons.
- Front panel is lock tab side on #5 and #7 master cartons. Not required on #3.

Side Panel Markings

Ship to and ship from addresses and country of origin must be printed on the side panel.

- "Ship To" address must include
 - brand name
 - FULLBEAUTY Brands
 - fulfillment address (See below table for fulfillment center addresses)
- "Ship From" address must include
 - vendor name
 - vendor address
 - Country of Origin

Example of ship to, ship from, and COO markings on carton



Brand	Fulfillment Center	Ship To Address
Woman Within Roaman's King Size Jessica London fullbeauty.com Ellos swimsuitsforall BrylaneHome (FULLBEAUTY Brands specified cartons)	FULLBEAUTY Brands 2300 Southeastern Ave Indianapolis, IN 46201	Ship To: <insert catalog brand name here> c/o FULLBEAUTY Brands 2300 Southeastern Ave Indianapolis, IN 46201
BrylaneHome (As specified on purchase order)	FULLBEAUTY Brands 3003 Reeves Road Plainfield, IN 46168	Ship To: <insert catalog brand name here> c/o FULLBEAUTY Brands 3003 Reeves Road Plainfield, IN 46168
NON-COMPLIANT ORDERS	Refashions 317-359-8779	Ship To: <insert catalog brand name here> c/o Refashions 3313 S. Arlington Ave Building A Indianapolis, IN 46203

Loading

Specific information regarding loading requirements, and other important terms and conditions, are available at b2b.fbbrands.com/ in the Routing section.

SECTION 9 IMPORTANT DIMENSIONAL REQUIREMENTS

Product Dimensional and Weight Exception

FULLBEAUTY Brands Product Manager must obtain written approval from Brand President and Executive Vice President of Operations for any product that exceeds the criteria listed below. A completed "[Product Exception Form](#)" must be on file with Vendor Compliance before shipping purchase order. The form is available at b2b.fbbrands.com/packaging-manual/.

- Fit less than 2 units per 48 inch x 42 inch pallet with following dimensions:
 - 42 inches W
 - 48 inches L
 - 56 inches H (including the height of any pallet used)
 - Exceptions for Rugs and Blinds
 - See Rug Packaging Requirements document on b2b.
- Combined length and girth exceed 108 inches
- Single selling unit exceeds 70 pounds
- Bulk carton exceeds 50 pounds
- "Team Lift" or "Minimum Two to Lift" warning on outside of packaging is required. Contact Vendor Compliance for details.

Packaging Dimensional/Weight Minimum and Maximum

Contact Vendor Compliance for written approval to ship product that does not meet the minimum or maximum dimensional/weight requirements. Contacts are listed at b2b.fbbrands.com/contacts/.

- For Fashions and Soft Goods, maximum item weight is 10 lbs
- For Hard Goods, if item weight exceeds 10 lbs contact Vendor Compliance

Inner packaging must be at least:

- 6 W x 4 L x 1 H inches

Inner packaging must not exceed:

- 70 pounds
- 48 W x 96 L x 52 H inches
- 108 inches in combined length and girth

Section 10 MISCELLANEOUS POLICIES

California Air Resources Board (CARB) Air Toxic Control Measure (ATCM) Regulation.

This regulation prohibits the use of UREA Formaldehyde in composite wood products. Contact BrylaneHome QA Technical Manager regarding questions. Contacts are listed at b2b.fbbrands.com/contacts/.

California Proposition 65

Safe Drinking Water 78 Toxic Enforcement Act of 1986 was intended to protect California citizens from chemicals known to cause cancer, birth defects or other reproductive harm and to inform citizens about exposure to such chemicals.

Common products which must be tested are as follows: aluminum cookware, bags, wallets, belts, footwear, apparel, candle holders, ceramicware, glassware, food & beverage use products, home decorative products: fashion accessories, furniture, lunch bags & coolers, and plastic home products. Please refer to the testing protocols for testing requirements. Contacts are listed at b2b.fbbrands.com/contacts/.

Consumer Product Safety Improvement Act of 2008 (CPSIA)

Requires a General Conformity Certificate (GCC) to ensure reasonable testing has been done to meet the requirements of the FFA (Federal Flammability Act), CFR (Code of Federal Regulations) on all wearing apparel (16 CFR 1610), carpets, rugs, bath mats, stair treads (16 CFR 1630/31), and mattress pads or protectors (16 CFR 1632). The GCC also covers all non-children's furniture with a scrap able surface to be tested for lead under (16 CFR 1303).

Appendix (Referenced Material)

Shake Test Instructions

Available on website, see "[Shake Test Instructions](#)".

Drop Test – Hard Goods

Available on website, see "[Drop Test for Hard Goods](#)".

Compression Test

Available on website, see "[Compression Test](#)".

Vibration Test

Available on website, see "[Vibration Test](#)".

Product Specification Packaging & Labeling Example

Available on website, see "[PSF for Apparel Example](#)".

Vendor Compliance Packaging Evaluation Form

Available on website, see "[Packaging Evaluation Form](#)".

Web Label Diagrams

Available on website, see "[Web Label Placement Diagrams](#)".

Packing List

Available on website, see "[FULLBEAUTY Brands Packing List](#)".