

EACH

(Individual Selling Unit)

INNER PACK

MASTER CASE

Weights and Measures

- Responsibility- Name, City, State, Zip (i.e., manufacturer unless private label product). Private label must say Tuesday Morning Dallas, TX 75240
- Terms of weight- measure or numerical count (measurement must be both metric and inch/pound units). Do not use approximately. Do not include package weight.
- Product Identity- What is it?
- Country of origin

Hazardous Materials

- Materials Safety Data Sheet (MSDS) on file

Covered Articles

Make sure to follow all rules and regulations from all the below government organizations

- Federal Trade Commission
- National Institute of Standards and Technology
- Consumer Product Safety Commission
- US Customs
- State of California - Proposition 65
Statements on products with chemicals named on California's list of carcinogens

Other

- Merchandise cannot contain any markings from another retailer without buyer/supply chain approval and a release letter

Packaging

- Meet a 200 lb. burst / Mullen test, or 32 Edge Crush Test (ECT)
- Compliance with all NMFC standards related to protective/inner packaging materials
- Packaging used will adequately protect merchandise throughout the packaging, shipping, storage, and retail phases
- Directional arrows or "This Side Up" markings

Labeling

- Mark each carton (do not put on the top)
- Label size must be 6 inches by 4 inches and legible
- Label contains: Manufacture Item or style number, PO Number, SKU # included, quantity of sellable units

Configurations

- Number of eaches in inner pack matches purchase order

Packaging

- Must be a carton
- Meet a 200 lb. burst / Mullen test, or 32 Edge Crush Test (ECT)
- Compliance with all NMFC standards related to protective/inner packaging materials
- Packaging used will adequately protect merchandise throughout packaging, shipping, storage, and retail phases
- Team Lift Label on sides of all cartons that exceed 50lbs or 8 cubic feet
- Fragile markings are located on the four largest panels of the six sided box (not the top and bottom)
- Directional arrow markings on cartons that contain fragile items
- Passes 10-point drop test on fragile items
- Merchandise packed 1/4 inch below the top of the carton, and 1/8 inch from the sides of the carton

Carton Labeling

Data Elements Include:

- Ship to Address
- Purchase Order
- SKU #
- Manufacturer or Style #
- Inner Pack Quantity (# of sellable units)
- Master Pack Quantity (# of sellable units)
- Pre-Ticketed: Yes or No
- Country of Origin
- Fragile Yes or No

Configuration

- One SKU per carton unless assortment / pack is stated on the purchase order

Go to www.tuesdaymorningvendors.com
to review all requirements

PURCHASE ORDER

OTHER

Tuesday Morning

Supply Chain Checklist

Accuracy

- Description matches products
- Inner Pack / Master Pack quantities match physical carton packaging
- Quantity ordered matches what will ship
- Retail Unit (RU)/Retail Unit of Measure (RUM) match the number of sets, pairs, pieces or eaches
- Assortments/Packs are correct
- Instruction /Comments are accurate and followed
- Style Number/Manufacture Product Number are correct
- Color matches products
- Size matches products
- Target Week/Ship Window are correct
- Pre-ticketing – Refer to ticketing guide for placement to ensure products are ticketed correctly
- All Pricing is correct
- Expiration dates match product
- Validate PO is Domestic or POE
- Communicate multiple pickup locations – each location needs a separate PO

Transportation

- All Purchase Orders must be shipped within the ship/cancel window
- POs need to be released 48 hours prior to the start of the ship date.
- Each truck must be loaded within a 2 hour time frame
- Place packing list (load list) on last carton loaded into truck
- Do not mix PO SKU#s (Line Items)/Mfg. Style #s across multiple trucks. Item should be together on same truck unless multiple trucks of same item are being sent
- Use 40"x48" pallets with no overhang
- Pallets may be loaded up to 96 inches high
- Pallets can be double stacked as long as they are secure
- Pack multiple cases of the same item together in the truck
- Keep multiple cases of the same item on the same pallet

Temperature

- For temperature sensitive items (i.e. candles, food, etc.) during extreme temperatures work with buyer



If anything is not correct the buyer and/or buyer coordinator must be notified before the purchase order ships.

Tuesday Morning

For more information on our requirements, go to

www.tuesdaymorningvendors.com

or contact us at

vendorrelations@tuesdaymorning.com