Carton Packing and Labeling Guidelines

Packing

How the product is to be packed within a carton will vary by pack type and product. The following are general guidelines.

- All items must be packed as specified on the purchase order with respect to prepack and carton quantities.
- Do not mix style / color within a carton.

Carton Weight Limitation

Gross weight of any cartons, regardless of how packed, cannot exceed 50 pounds (22.68 kg.). Failure will result in chargeback.

Carton Dimensions (Hanger Cartons)

<table>
<thead>
<tr>
<th></th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Carton Size</td>
<td>N/A</td>
<td>N/A</td>
<td>44” (111.8 cm)</td>
</tr>
<tr>
<td>Maximum Carton Size</td>
<td>30” (76.2 cm)</td>
<td>23” (58.5 cm)</td>
<td>50” (127.0 cm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(50” Carton requires High Cube Container)</td>
</tr>
</tbody>
</table>

Carton Dimensions (Flat Pack Cartons)

<table>
<thead>
<tr>
<th></th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Carton Size</td>
<td>9” (22.86 cm)</td>
<td>6” (15.24 cm)</td>
<td>3” (7.62 cm)</td>
</tr>
<tr>
<td>Maximum Carton Size</td>
<td>48” (121.9 cm)</td>
<td>26” (66.04 cm)</td>
<td>32” (81.28 cm)</td>
</tr>
</tbody>
</table>

Carton Material

- Cartons must be new. Recycled cartons are not allowed.
- Carton must consist of three flat facing and two flutes. This structure is referred to as three-ply construction.
- For inner boxes, a double wall, single flute is acceptable.
- Cartons must be packed with a minimum amount of air space in the cartons. Air space can cause damage to cartons and result in increased freight costs.
- Master carton must have a minimum of 200 pounds per square inch bursting strength.
- Cartons must be adequately taped using reinforced packing tape at least 2.5” (6.3 cm) wide. Cartons must be taped along the top and bottom center seams as well as all side seams.
- Cartons must be either water resistant (non-waxed) or lined with large polybags.
**Carton Marking / Labeling**

All carton labels should be created in the DPS system. Please refer to the Documents section located on the Homepage of the DPS system for instructions on how to create carton labels. If you cannot create carton labels in the DPS system, please reach out to dps.questions@dillards.com for assistance.

The only exception where carton labels cannot be created in the DPS system is for mixed carton labels on bulk orders. For any mixed cartons that cannot be created in DPS, please use the mixed carton label below as a template.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIXED CARTON</strong></td>
<td></td>
</tr>
<tr>
<td>Factory</td>
<td>Consignee</td>
</tr>
<tr>
<td>(Name)</td>
<td>DILLARDS CONS</td>
</tr>
<tr>
<td>(Address 1)</td>
<td>DC - 00xx</td>
</tr>
<tr>
<td>(Address 2)</td>
<td>(Address 1)</td>
</tr>
<tr>
<td>(Address 3)</td>
<td>(Address 2)</td>
</tr>
<tr>
<td>(Address 4)</td>
<td>(Address 3)</td>
</tr>
</tbody>
</table>

**Country of Origin**

(Country)

<table>
<thead>
<tr>
<th>CPO</th>
<th>(CPO #)</th>
<th>Style</th>
<th>Color</th>
<th>Size</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Carton Qty**

(ctn qty)
If for some other approved reason you are not generating carton labels using the DPS system, the following markings are required. Complete carton content information is to be located on opposite sides of the carton, in black printed or stenciled letters or numbers at least one half inch (1.25 cm) high.

ORDER NUMBER _______________________
TOTAL UNITS _______________________
STYLE NUMBER _______________________
COLOR _______________________
PREPACK TYPE _______________________
GROSS WEIGHT _______________________
CUBIC METERS _______________________
CARTON NUMBER _______ OF _______
COUNTRY OF ORIGIN _______________________
PORT OF ENTRY _______________________
COLOR/SIZE BREAKDOWN _______________________

<table>
<thead>
<tr>
<th>SIZE</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
</tr>
</thead>
</table>
PREPACK QUANTITY
CARTON QUANTITY

Label placement

The carton label should be placed on the upper left corner of the longest side of the carton. In addition to the carton label the following information must be stenciled on the carton.

- Gross Weight (kgs)
- Net Weight (kgs)
- Carton dimensions L x W x H (cm)
- Cube (CBM)
Label Placement Examples:

**Example of carton with height greater than 15 cm:**

Gross Weight: 19.5 Kgs  
Net Weight: 18.7 Kgs  
Size: 86.5 cm X 38.0 cm X 25.5 cm  
Cube: 0.0838 CBM

**Example of carton with height less than or equal to 15 cm:**

**Bar code must be completely visible on the side of the carton.**

Gross Weight: 11.5 Kgs  
Net Weight: 10.7 Kgs  
Size: 86.5 cm X 38.0 cm X 12.7 cm  
Cube: 0.0417 CBM
Example of Hanging carton

Gross Weight: 19.5 Kgs
Net Weight: 18.7 Kgs
Size: 70.0 cm X 58.0 cm X 111.0 cm
Cubic: .4507 CBM
Container load GOH (Garment on Hanger)

When shipping GOH containers, one carton label should be printed for each CPO/Style/Color/Size. If a CPO/Style/Color/Size is split over multiple containers, create a separate label for that CPO/Style/Color/Size for each container.

Containers should be loaded starting in the front left corner of the container, bottom to top, left to right, front to back. The label should be placed on the last garment of that CPO/Style/Color/Size loaded into the container. Please see below for label placement example: