

Packaging & Packing Instructions

Overview – Party City/Party America/The Paper Factory

As business partners driving mutually beneficial supply chain efficiencies, this section contains detailed instructions on packaging, carton labeling and marking, pallet utilization, and shipment documentation for merchandise shipped to Party City. Amscan/Party City is committed to working with our vendor partners to improve product packaging/handling and to increase automation efforts.

It is expected all vendors will comply with the requirements set forth in this Vendor Standards Manual. Non-compliance will result in reimbursements to Party City for processing expenses incurred due to non-compliance. Reimbursements are outlined in Reimbursement and Waiver Policy, Section (8).

All labels applied directly to product must include a removable adhesive so product is not damaged. Placement of labels should not block the UPC or otherwise interfere with operating or product care instructions, as well as any other pertinent product information.

Packaging Instructions for Merchandise

In order to expedite the receiving of cartons and maintain a high level of accuracy in processing, the following guidelines have been established:

- All cases shipping to the Amscan DC are single SKU per carton (refer to the Amscan DC section). Note Direct Store Delivery (DSD) cartons are permitted to be mixed cartons.
- Only one PO per carton is permitted.
- Each selling unit must contain a valid, scannable, Universal Product Code (UPC) clearly visible and affixed.
- Carton weight should not exceed 45 pounds, unless the product itself weighs more than 45 pounds. If so, a sticker indicating the product exceeds 45 pounds must be attached and clearly visible.
- Seal shipping cartons with tape or light adhesive. Do not use staples or bands.
- Package merchandise in new sturdy cartons capable of withstanding normal shipping and handling.
- PO should be shipped utilizing the least number of cartons while maintaining shipping container integrity and not incurring additional freight charges.
- Do not use loose fill in shipments such as foam chips, shredded paper or straw like material without obtaining prior written approval from the Amscan Logistics Department. If approval is obtained, clearly identify on the cases with loose fill, in clear writing, that **“loose fill is contained within”**.
- Location address, including store number, and PO number are to be CLEARLY marked on the outside of each carton. A Party City approved UCC 128 label is required for all DSD shipments for corporate stores.

Section – 3a (Retail)

- When multiple carton shipments are made, cartons are to be marked 1 of X, 2 of X, ... X of X.
- Packing slip is to be enclosed in or affixed to the lead or last carton. If it is enclosed within a carton, the carton must be clearly labeled indicating the packing slip is enclosed. Clearly labeled is defined as a label with a minimum size of 2" x 3" and lettering of at least a size 22 font. If palletized, label must be facing outward on the side of the carton and visible. Multiple PO's shipped on the same day must be packed individually.
- All LTL shipments must be grouped by store and then by PO number. Each pallet must be marked with the correct store number.

Unless granted advance written approval from the Party City's Logistics Department, shipments not meeting the minimal requirements may be refused upon delivery and returned to the vendor at the vendor's expense. When shipping small packages consolidate to the largest carton size available to minimize # of cartons shipped.

Marking/Labeling of Cartons

Vendors must follow these guidelines for labeling cartons:

Prior to ASN Certification, vendors must include the following on their labels:

- Store Number
- Purchase Order Number
- Store Name and Address (see the Ship To Bill To (S2B2) file for accurate information)
- When multiple carton shipments are made, cartons are to be marked 1 of X, 2 of X, ... X of X.
- All Seasonal merchandise must be clearly marked with a label no smaller than 2" x 3" and no larger than 3" x 4" containing the seasonal description, such as: Halloween, Valentine's Day, Graduation, etc. For example, Halloween merchandise should read, "HALLOWEEN" on the outside of the carton. The font must be no smaller than 48 point font and must fit on the label used.

Upon ASN Certification, vendors are responsible for the following:

Effective for all shipments on the date of ASN certification, carton labels for all Party City shipments must be a 4" x 6" UCC-128 shipping label. Each vendor is responsible for supplying UCC-128 labels (as outlined later in this section). These labels may be made in-house with bar-code software or vendors may outsource this responsibility. Internet Commerce Corporation has the capability to outsource label printing for vendors. Contact Internet Commerce Corporation for more information. Party City reserves the right to make future label changes should it be deemed necessary.

ASN Certified vendors must include the following:

- All Party City Purchase Order (PO) numbers must not be modified and must be human readable.
- All Party City SKUs must be human readable.
- The quantity must always be four digits in length and must be human readable. The quantity must reflect the number of selling units. For example, if shipping 24 units of an item, the quantity would be 0024. No decimals are used.
- The Party City department number must be human readable. The Department No. is provided on Seasonal POs only. If unclear of the Department No., contact the Party City's Planning and Allocations team to identify the Department No.
- UCC-128 labels must be placed on the lower right hand corner of the longest side of the carton approximately two inches from the carton edges. For palletized shipments, labels must be placed on all cartons facing outward on the pallet.
- When multiple carton shipments are made, cartons are to be marked 1 of X, 2 of X, ... X of X.
- All Seasonal merchandise must be clearly marked with the seasonal description, such as: Halloween, Valentine's Day, Graduation, etc. For example, Halloween merchandise should read, "HALLOWEEN" in box 5 of the UCC 128 label. The font must be no smaller than 48 point font and must fit on the label used. Refer to the label format examples in this section for more information. If unclear of the season, contact the Party City's Planning and Allocations team.



Section – 3a (Retail)

Label Format



Labels must include the following information and must be in the format specified by Party City. Remember to include the field identifier numbers when bar-coding.

BOX 1	FROM	Vendor name and address where the merchandise ships from
BOX 2	TO	"Party City", store number, address and zip code that merchandise is being sent to or the destination as specified on the PO.
BOX 3	SHIP TO POST	Ship to zip code must be human readable and bar-coded.
BOX 4	CARRIER INFORMATION	SCAC code and one of the following: Tracking number, PRO number, Bill of Lading (BOL) number.
BOX 5	DENOTE TYPE OF MERCHANDISE (SEASONAL OR EVERYDAY)	The vendor must input the type of merchandise, either everyday or the specific season (e.g. Halloween). Seasonal information can be obtained from the PO.
BOX 6	DEPARTMENT	Party City department (1-56) in which the vendor product is categorized. Department information can be obtained on seasonal POs only.
BOX 7	SKU UPC DESCRIPTION OR MIXED	The Party City SKU number must be human readable. Should also contain UPC and the Party City Item description. If more than one SKU per carton, the SKU should read "MIXED", UPC should be blank, and the Description should be blank.
BOX 8	PO NUMBER PARTY CITY VENDOR NUMBER	The PO# appearing on the Party City PO. PO# must be human readable. The vendor number is the Party City assigned vendor number.
BOX 9	QUANTITY	The quantity is four digits in length, must be human readable and bar-coded is preferred. The quantity is the total number of selling units in a carton. Field must be blank if more than one SKU in carton.
BOX 10	MARKED FOR	Final destination of the merchandise. The store number is four digits in length, must be human readable. Must use the full address of the final destination. Please use larger font for store no. (48).
BOX 11	SSCC-18 STANDARD UCC-128 BAR CODE	Carton serial number, which must be unique and never repeated on any cartons or shipments. This must be human readable and bar-coded for a total of 20 digits. "00" is the application identifier. Position 18- must use "0" to indicate the shipping container is a case or carton. Position 17 – "0" indicates your company has a unique number assigned by the UCC. Positions 16 through 11 - indicate the unique number assigned to your company by the UCC. Positions 10 through 2 – indicate the sequential numbering of cartons, unique for each carton and not repeated for 2 years. Position 1 – Modulo 10 check digit.

Party City UCC-128 Label Format
Carton Label Requirements
Single SKU Label Format
 For Direct to Store Shipments

Box 1	From: XYZ Party Supply 123 Party Place Anytown, NJ 07866	To: Party City Store #0012 321 Main St. Anytown, NJ 07866	Box 2
Box 3	07866 	Carrier Information	Box 4
Box 5	<h1>Halloween</h1>		
Box 6	Dept. 26	SKU: 12345	Box 7
Box 8	PO #: 123456789	UPC: 021300147097	
	Vendor #: 111	Description: Party City Item	
Box 9	Quantity 0024	#0012 321 Main St Anytown, NJ 07866	Box 10
	 (00) 0 06 14141 123456789 0		Box 11

Party City UCC-128 Label Format
Carton Label Requirements
Multi - SKU Label Format
 For Direct to Store Shipments

Box 1	From: XYZ Party Supply 123 Party Place Anytown, NJ 07866	To: Party City Store #0012 321 Main St. Anytown, NJ 07866	Box 2
Box 3	07866 	Carrier Information	Box 4
Box 5	<h1>Halloween</h1>		
Box 6	Dept. 26	SKU: MIXED	Box 7
Box 8	PO #: 123456789	UPC:	
	Vendor #: 111	Description:	
Box 9	Quantity	#0012 321 Main St Anytown, NJ 07866	Box 10
	 (00) 0 06 14141 123456789 0		Box 11



Party City UCC-128 Label Format

Carton Label Requirements



Single SKU Label Format

For "Ship To - Marked For" Shipments

(By-Pass or Consolidation)

Box 1	From: XYZ Party Supply 123 Party Place Anytown, NJ 07866	To: Party City Store #0999 123 State St. Anytown, PA 06543	Box 2
Box 3	06543 	Carrier Information	Box 4
Box 5	<h1>Halloween</h1>		
Box 6	Dept. 26	SKU: 12345 UPC: 021300147097	Box 7
Box 8	PO #: 123456789 Vendor #: 111	Description: Party City Item	
Box 9	Quantity 0024	<h1>#0012</h1> 321 Main St Anytown, NJ 07866	Box 10
	 (00) 0 06 14141 123456789 0		Box 11

Party City UCC-128 Label Format
Carton Label Requirements
 Multi-SKU Label Format
 For “Ship To - Marked For” Shipments
 (BY-Pass or Consolidation)

Box 1	From: XYZ Party Supply 123 Party Place Anytown, NJ 07866	To: Party City Store #0999 321 Main St. Anytown, NJ 07866	Box 2
Box 3	06543 	Carrier Information	Box 4
Box 5	<h1>Halloween</h1>		
Box 6	Dept. 26	SKU: MIXED	Box 7
Box 8	PO #: 123456789	UPC:	
	Vendor #: 111	Description:	
Box 9	Quantity	<h1>#0012</h1> 321 Main St Anytown, NJ 07866	Box 10
	 (00) 0 06 14141 123456789 0		Box 11

UCC-128 Label Approval Process

Bar code compliance through the label approval process will improve product flow through the supply chain. Bar code compliance refers to both carton labeling and individual point of sale items.

Party City's EDI team will oversee the label approval process. If a vendor does not wish to print or does not have the available hardware for bar code and label compliance, Internet Commerce Corporation has the capability to assist low volume vendors with the label printing process.

Shipping Labels:

These are the 4" X 6" shipping labels with the UCC-128 bar codes used to identify shipments to both Party City distribution centers and stores. You will need to obtain label certification for each location you ship from.

Pallets

- Palletizing shipments will be based on the volume or size of cartons. All shipments must be palletized if the total amount of the cartons is four feet or higher, and/or the shipment is at least 50 cubic feet.
- Use standard GMA pallets, which have four-way entry and are 40" by 48" in size. Pallets must be grade "B" (type 2) or higher, and must not be broken, spliced, or missing boards. Place cartons on the pallet so there is no overhang. If larger pallets are required or overhang approval is needed, contact the Party City Logistics Department.
- When placing cartons on pallets, put only one SKU per pallet, unless the amount of cartons of one SKU does not warrant palletization. In this instance, multiple SKUs will be allowed on one pallet. Like SKUs should be stacked together.
- Secure cartons to the pallets with stretch wrap and security tape. Carton labels must be legible from the outside without breaking down the pallet. **Any deviations from these requirements must have prior written approval from the Party City Logistics Department (see Contact List). No verbal agreements will be accepted.**

Packing Slips

Party City requires a packing slip for all shipments. Only 1 packing slip per PO # shipped. The packing slip must contain the following information:

- Party City PO number
- Party City Store Number
- Number of cartons
- Item descriptions, SKU # (only if EDI certified)
- Item quantities
- Grand total units

For common carrier shipments, insert packing slips into a removable pouch and place on the outside of a "Lead Carton" (1 of X) or "Last Carton" (X of X) for each shipment. Indicate "Lead Carton" on carton or place in a "Packing Slip Enclosed" preprinted pouch. In addition, the packing slip can be placed inside a "Lead Carton" or "Last Carton" where the carton is clearly labeled "Packing Slip Enclosed" on the outside of the carton. The carton containing the packing slip must be placed on the top layer of the pallet with the clearly marked "Packing Slip Enclosed" area facing out.

For parcel shipments, the carton labeled 1 of X is the "Lead Carton," and the carton labeled X of X is the "Last Carton." Follow the instructions described above for packing slip placement.

Amscan packing and packaging requirements

TOPS and its importance

Packaging is designed using Total Optimization Packaging and Palletization Software (TOPS). Every new product is put through the TOPS program to determine the most efficient use of space (dimensions), as well as effective carton weight. For existing products, the inner pack dimensions and weight may be used to develop new master carton packaging. The program will generate several inner and master carton packaging options and pallet designs based on desired parameters.

Five key reasons why it is important for you to follow the requested packaging:

1. If the master carton is too large, it will not fit into the flow racks and the inners will have to be hand-stacked. Flow racks have an opening of 17". The width of the master carton must be under 17".
2. If the flap orientation is not as requested, a cut to the side of the master carton open in the flow racks, which can lead to damaged product.
3. Master carton weight can not be above 40 lbs. For safety and efficiency, the weight and inner carton quantity may need to be reduced.
4. Inner pack quantity must be as requested.
5. Packaging too large for the product may result in crushed cartons when stacked which in turn will cause wasted space and possibly damages.

For most products, only one each is available for packaging design. In this case, we will generate estimated packaging dimensions and weights. This packaging is developed as a guideline to illustrate our desired inner pack quantity and orientation in the master carton. Flap orientation of the master carton is important. A 1" variance in any dimension on the master carton is acceptable. Penalties will be assessed with variances over 1" if the dimensions are not approved by warehouse management. If your packaging is not within this tolerance, please contact the Tops Engineer with your suggested dimensions. Your recommendations will be evaluated for acceptance or you will be instructed to re-design the master carton based on your inner pack dimensions. **These dimensions must be approved by Amscan prior to purchasing packaging materials.**

For U.S. vendors shipping pallets, TOPS shows recommended pallet designs based on calculated master carton dimensions. A variance of 1" in one or more dimensions of the master carton may not allow for the desired pallet configuration. Please notify the Tops Engineer you cannot fit at least the specified master carton quantity on a pallet with a maximum overhang of 1" side to side. **Palletized items are not to exceed the maximum height of 56" to include pallet.** Dimensions of standard pallet should be good condition GMA standard wooden pallet 40" x 48" no overhang front to back; a 1" overhang side to side is acceptable.

Existing product with TOPS specifications

Please check your files thoroughly. If for any reason, on a specific item number you need any additional copies of the TOPS form, please let the TOPS Engineer know immediately. You will need to verify this list and let the TOPS Engineer know of any discrepancies or additional information needed within the next thirty (30) days. In any case where there is differing information on the Amscan purchase order, please contact your product manager and the TOPS Engineer to confirm the correct quantities.

Existing product without TOPS specifications

On any other product you are shipping to us, please continue shipping as you have been. Any changes you wish to make on existing product must be communicated to and approved by Amscan.

We are reviewing all current product in our distribution center. Any item which is an issue due to weight or size causing us undue material handling may be reviewed and reassessed. In that case, a TOPS form will be forwarded to you.

We are charging you as our business partner, with the responsibility of understanding and complying with Amscan's TOPS program on all new product moving forward. This pertains to all product sold to Amscan.

How to read a TOPS form

Once a TOPS form has been created, it will be emailed to you by the TOPS Engineer. You will need to review the TOPS form and advise the TOPS Engineer that you agree to the packing that is shown in the form. If you do not agree to the packing method, contact the TOPS Engineer to resolve any problems before the item is shipped to avoid any penalties.

TOPS examples are shown on the next three pages. The first page is in English units of measure (inches and pounds) and the second page is in Metric units of measure (millimeters and kilograms).

Section **A** shows the packing of the eaches in the inner carton and identifies the number of eaches per inner. The dimensions are also listed. In the example, the eaches are packed in a poly-bag inner. If the eaches are in a corrugate inner box, this will be visible in the picture.

Section **B** shows the packing of the inners in the master carton and lists the number of inners per master. The dimensions are also listed. The master carton will always be shown as corrugate carton. Please note the orientation of the inners in the master.

Section **C** - This section is only for vendors shipping product to us on pallets and for warehouse use.

Section **D** is a summary of the carton information. "Carton (OD)" is the measurements of inner carton. "Shipper (OD)" is the measurements of the master carton. (Ln = Length, Wd=Width, Ht=Height, and Grs=Gross Weight)

Notes: Any additional packing notes are listed in this section. If the inner is a poly-bag, this will be noted in this section. This section will list all of the items that this form applies to.

The third page shows an example where the number of eaches in the inner is equal to the number of eaches in the master. Since there are no inner cartons, only the master carton is shown. This carton should have a master carton label with a 300 series (inner carton) barcode.

Please contact the TOPS Engineer for any questions concerning packing requirements that are not listed in the TOPS form.

TOPS Engineer

Nettie Thompson

E-mail : nthomps@amscan.com

Phone: 845-572-2151

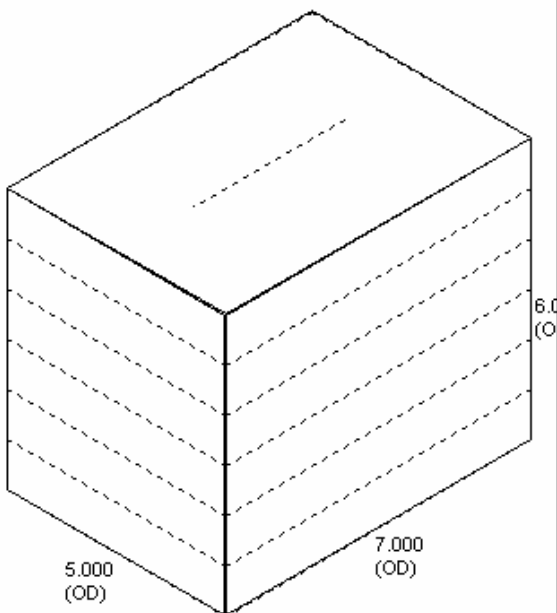
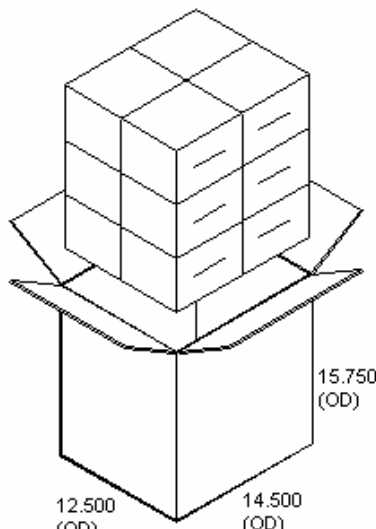
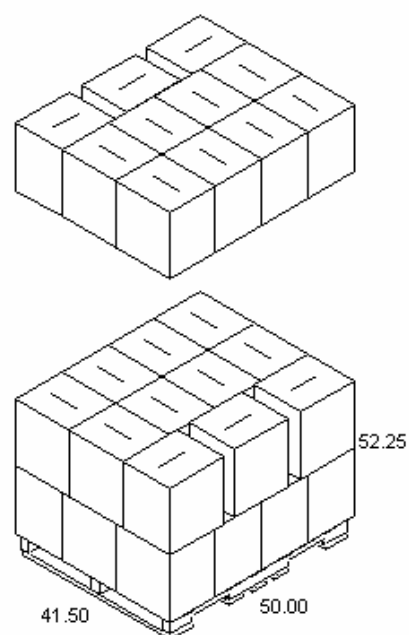
TOPS Manager

Paula Kochon

E-mail : pkochon@amscan.com

Phone: 845-469-9116 ext. 2133

EXAMPLE OF ACTUAL TOPS FORMS

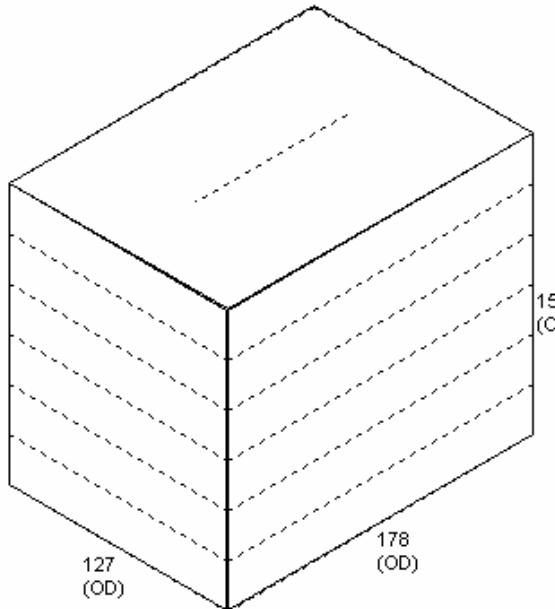
123456-PARTY ITEM	Tops Engineering	8/5/2005																																																																							
<p>A.</p>  <p style="text-align: center;">6 EACHES PER INNER</p>	<p>B.</p>  <p style="text-align: center;">12 INNERS PER MASTER</p>																																																																								
<p>C.</p> 	<p>D.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">GMA (Notched) 48.00x40.00x5.00</td> </tr> <tr> <td></td> <td style="text-align: center;">Carton (OD)</td> <td style="text-align: center;">Shipper (OD)</td> <td style="text-align: center;">UnitLoad (Incl. Pal)</td> </tr> <tr> <td>Ln:</td> <td style="text-align: center;">7.000 in</td> <td style="text-align: center;">14.500 in</td> <td style="text-align: center;">50.00 in</td> </tr> <tr> <td>Wd:</td> <td style="text-align: center;">5.000 in</td> <td style="text-align: center;">12.500 in</td> <td style="text-align: center;">41.50 in</td> </tr> <tr> <td>Ht:</td> <td style="text-align: center;">6.000 in</td> <td style="text-align: center;">15.750 in</td> <td style="text-align: center;">52.25 in</td> </tr> <tr> <td>Net:</td> <td style="text-align: center;">0.000 lb</td> <td style="text-align: center;">0.000 lb</td> <td style="text-align: center;">0.000 lb</td> </tr> <tr> <td>Grs:</td> <td style="text-align: center;">2.547 lb</td> <td style="text-align: center;">31.619 lb</td> <td style="text-align: center;">1093.439 lb</td> </tr> <tr> <td>Cube:</td> <td style="text-align: center;">210.00 in³</td> <td style="text-align: center;">1.6520 ft³</td> <td style="text-align: center;">62.7423 ft³</td> </tr> <tr> <td></td> <td style="text-align: center;">Height Vert</td> <td style="text-align: center;">Height Vert</td> <td></td> </tr> <tr> <td>Carton:</td> <td style="text-align: center;">72</td> <td style="text-align: center;">2376</td> <td></td> </tr> <tr> <td>Carton:</td> <td style="text-align: center;">12</td> <td style="text-align: center;">396</td> <td></td> </tr> <tr> <td>Shipper:</td> <td></td> <td style="text-align: center;">33</td> <td></td> </tr> <tr> <td>Area Efficiency:</td> <td></td> <td style="text-align: center;">97.2 %</td> <td style="text-align: center;">103.8 %</td> </tr> <tr> <td>Cubic Efficiency:</td> <td></td> <td style="text-align: center;">96.4 %</td> <td style="text-align: center;">96.2 %</td> </tr> <tr> <td>Cases per layer:</td> <td></td> <td></td> <td style="text-align: center;">11</td> </tr> <tr> <td>Layers/load:</td> <td></td> <td></td> <td style="text-align: center;">3</td> </tr> <tr> <td>Pattern:</td> <td></td> <td style="text-align: center;">2x2x3</td> <td style="text-align: center;">Interlock</td> </tr> <tr> <td>RSC Area:</td> <td></td> <td style="text-align: center;">10.59 ft²</td> <td style="text-align: center;">350 ft²</td> </tr> </table>	GMA (Notched) 48.00x40.00x5.00					Carton (OD)	Shipper (OD)	UnitLoad (Incl. Pal)	Ln:	7.000 in	14.500 in	50.00 in	Wd:	5.000 in	12.500 in	41.50 in	Ht:	6.000 in	15.750 in	52.25 in	Net:	0.000 lb	0.000 lb	0.000 lb	Grs:	2.547 lb	31.619 lb	1093.439 lb	Cube:	210.00 in ³	1.6520 ft ³	62.7423 ft ³		Height Vert	Height Vert		Carton:	72	2376		Carton:	12	396		Shipper:		33		Area Efficiency:		97.2 %	103.8 %	Cubic Efficiency:		96.4 %	96.2 %	Cases per layer:			11	Layers/load:			3	Pattern:		2x2x3	Interlock	RSC Area:		10.59 ft ²	350 ft ²
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<p>3:41 pm Nettie Thompson, Page 2</p> <p>Vendor Acceptance of Design: _____ Date: _____</p>																																																																									

123456-PARTY ITEM

Tops Engineering

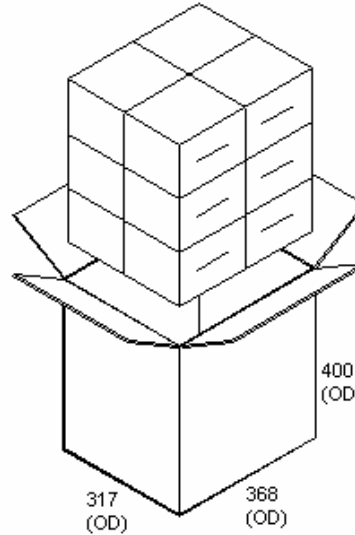
8/5/2005

A.



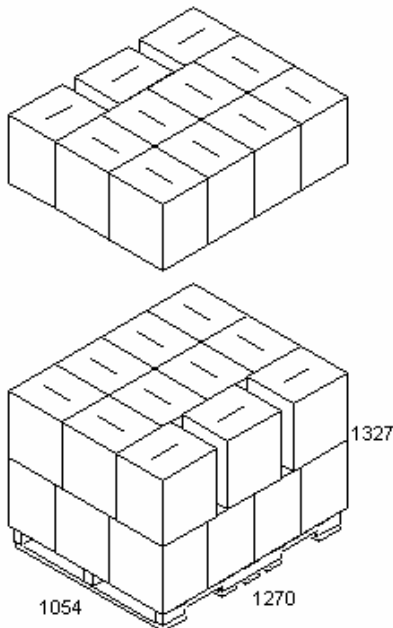
6 EACHES PER INNER

B.



12 INNERS PER MASTER

C.



D.

GMA (Notched) 1219x1016x127

	Carton (OD)	Shipper (OD)	UnitLoad (Incl. Pal)
Ln:	177.80 mm	368 mm	1270 mm
Wd:	127.00 mm	317 mm	1054 mm
Ht:	152.40 mm	400 mm	1327 mm
Net:	0.00 kg	0.000 kg	0.000 kg
Gr:	1.16 kg	14.342 kg	495.973 kg
Cube:	3.4 l	0.0468 m3	1.7767 m3
	Height Vert	Height Vert	
Carton:		72	2376
Carton:		12	396
Shipper:			33
Area Efficiency:		97.2 %	103.8 %
Cubic Efficiency:		96.4 %	96.2 %
Cases per layer:			11
Layers/load:			3
Pattern:		2x2x3	Interlock
RSC Area:		0.98 m2	32 m2

Notes: Inner is a polybag. Close and securely tape the polybag to prevent the eaches from falling out. This form applies to items 123456 and 123457. All measurements are approximate.

3:43 pm

Nettie Thompson, Page 2

Vendor Acceptance of Design: _____

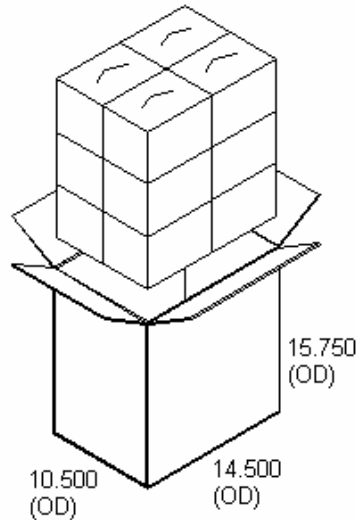
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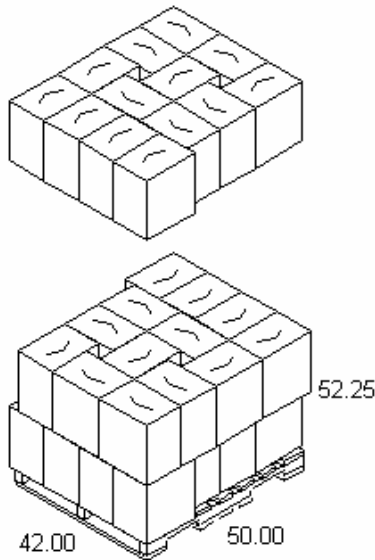
Tops Engineering

12345-PARTY ITEM INNER=MASTER

Date Printed : 4/10/2007
Last Saved : 4/10/2007



12 EACHES PER INNER, INNER CARTON = MASTER CARTON



GMA (Notched) 48.00x40.00x5.00

	Carton (OD)	Shipper (OD)	UnitLoad (Incl. Pal)
Ln:	7.000 in	14.500 in	50.00 in
Wd:	5.000 in	10.500 in	42.00 in
Ht:	5.000 in	15.750 in	52.25 in
Net:	0.000 oz	0.000 lb	0.000 lb
Gr:	32.000 oz	24.911 lb	1036.547 lb
Cube:	175.00 in ³	1.3877 ft ³	63.4983 ft ³
	Height Vert	Height Vert	
Carton:		12	468
Shipper:			39
Area Efficiency:		96.9 %	103.1 %
Cubic Efficiency:		96.1 %	95.5 %
Cases per layer:			13
Layers/load:			3
Pattern:		2x2x3	Diagonal
RSC Area:		9.11 ft ²	355 ft ²

Notes: The inner/master must be a strong double walled corrugate carton. All measurements are approximate.

6. - 01:29 pm (TOPS Pro Version 5.62)

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Vendor Acceptance of Design: _____ Date: _____

Quality Control guidelines

In addition to our TOPS Program, Quality Control is another issue of paramount importance.

The following are Quality Control guidelines all Vendors must adhere to. While many of these guidelines seem like good, practical common sense, the daily abuse encountered at all of Amscan Distribution Centers warrants the reiteration of the guidelines below. Failure to comply with any of the below requirements will result in charge backs (see section 8 Reimbursement and Waiver Policy).

Labeling Requirements

- Labeling is checked on the master, inner, and eaches.
- Each master carton must be labeled with the corresponding purchase order, vendor number, and have a scannable bar code printed in black on white.
- Labeling for master carton, inner pack and eaches must all have a scannable bar code
- The master carton UPC and Production Code printed in black on a white label (must be human readable) underneath the bar code.
- Each piece of merchandise must have a UPC, item number, and country of origin as specified on the packaging art mechanical.

UPC/Bar Code Requirements

- UPC's are checked for scannability and for the correct readable digits printed below the bar (human readable).
- Bar Codes are scanned for correctness. All bar codes must scan and verify against ANSI standards with a grade of "C" or better.
- It is the vendor's responsibility to ensure correct scannability of all bar coding.

Packaging

- Packaging is checked to make sure that inners per master, eaches per inner, and eaches per master are correct according to Amscan's specifications.
- Packaging is checked to make sure correct packaging is used for each product if required (example: bubble wrap, corrugated inserts, special packaging if required / necessary).
- If poly-bags are to be used for inners, they must be a minimum of a 3 mil polyethylene bag.
- No strapping to be used on master cartons (do not strap 2 master cartons together).
- No staples to be used on master cartons.
- No sub masters are ever to be used.

Quality/Artwork

- Product is checked against the approved sample by the Product Manager.
- Item packaging is checked for new artwork and color schemes.
- Any quality defects are the responsibility of the maker. Chargebacks will be issued for any product which requires re-working or replacement.

Dimensions & Weight

- Measurements and weights are checked by the Cubiscan team and must meet all Amscan and TOPS requirements.

Section – 3b (Wholesale)

- No master carton should exceed the weight of 40 lbs. In extreme cases, this may be extended to, but definitely not to exceed 45 lbs. You must have approval from warehouse management prior to shipment being made.
- **MINIMUM MASTER CARTON SIZE:** 12" Length x 12" Width x 12" Height (prior approval is needed for any master carton deviating from the minimum carton size)
- **MAXIMUM MASTER CARTON SIZE:** 20" Length x 17" Width x 16" Height. (prior approval is needed for any master carton deviating from the maximum carton size)
- Final weights and dimensions of master cartons must be supplied to Amscan no later than 2 weeks prior to shipment.
- For items where the number of pieces in the inner is equal to the number of pieces in the master, the dimension requirements do not apply.

Master Carton

- Carton should always be made of durable, double-walled, shippable corrugate.
- Masters weighing up to 20 lbs, the minimum requirements are a 200 lbs per square inch (14.1 kg per square cm) bursting test or a 32 lbs per inch (5.7 kg per cm width) edge crush test.
- Masters weighing over 20 lbs, the minimum requirements are a 200 lbs per square inch (14.1kg per square cm) bursting test or a 48 lbs per inch (8.6 kg per cm width) edge crush test.
- You may not mix SKUs in a Master.
- **MASTER CARTON PACKS:** This should be done in an even number amount of inners. (i.e.: 4, 6, 12, 18, 36, etc.) Variances must be approved prior to shipment. We will not accept 2 inners per master. These items should either be changed to 3 inners per master or the inner should equal the master.

Changes to Product

Changes to product: If any product ever has a change made to it for example, different color, new packaging, updated artwork, quantity difference, etc, a letter should be placed on the master carton after the Purchase Order Number to denote a change

- 1st change to SKU, an "A" should be added.
- If a second change is made to the same SKU, a "B" should be added.
- If a third change is made to the same SKU, a "C" should be added, and so on.

CONEG: Packaging Requirement

Manufacturers and suppliers of packaging and packaging components are required by law to furnish a certificate of compliance to customers upon request (refer to the introduction section).

The certificate of compliance must be signed and returned to Amscan by fax or email to 914-345-3886 or vendorrelations@amscan.com.

This applies only to companies who actually put their products in the package and does not apply to the retailer or the individual consumer. The public and state also have access to these certificates.

Should there be any problems after cartons are received, or there is non-compliance with the above criteria, a redesign will be done to comply. Watch this very carefully so that this process and potential charge backs can be avoided. Failure to meet the Quality Control guidelines will result in penalties as listed in section 8 Reimbursement And Waiver Policy.

AmScan Master Carton Labels

AmScan uses a sophisticated warehouse management system. The labeling of all master cartons according to the following guidelines will assist in maintaining accurate inventory levels at our distribution

Section – 3b (Wholesale)

centers and will make it easier to service our customers. All efforts to meet these specifications must be made. Any questions regarding this should be handled with Kim O’Shea at fax number: 845-573-2178.

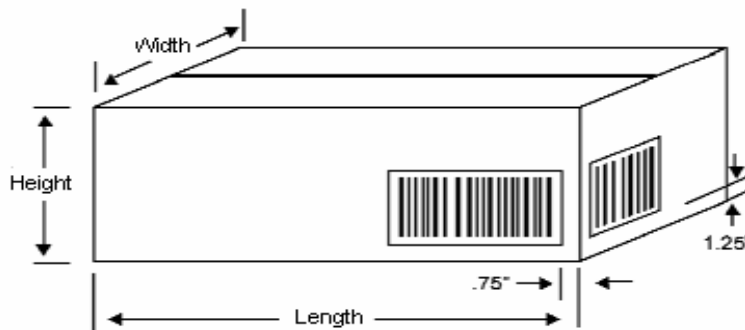
Guidelines

- White labels with Black print are to be used unless specifically directed otherwise.
- Bar Code is interleaved 2 of 5, 14 digits or standard subset, 6 symbology.
- Bar Code must be scannable.
- Label Size: 6" x 4" minimum; 6" x 6" maximum. (If label size is larger than the master carton, smaller labels may be used upon approval.)
- Use 2 labels per carton on adjacent sides
- Do not place label over sealing tape where box flaps join.
- The following information must be on all Master Carton labels:
 - Unit of Measure Conversion:
 - EA/IP = Eaches per Inner pack (retail units per selling unit)
 - IP/MC = Inner pack per Master Carton (selling units per purchasing unit)
 - Total number of eaches in the Master Carton
 - Labels MUST be in type, NO handwritten labels
 - Amscan Product Number (human readable)
 - Amscan Item Description
 - Total number of eaches in the master carton
 - Purchase Order Number
 - Your Amscan Vendor Number
 - Country of Origin
 - Production Date Code
 - Amscan name and locations
 - The 14 digit interleaved 2 of 5 Bar Code with the horizontal lines all printed.
 - Human readable digits of the Bar Code printed directly underneath bars

Master Carton Label Placement

The location of the Interleaved 2 of 5 (SCC 14) Bar Code on each side is as follows:

- Bottom of the bars must be 1.25" (+/-0.25") from the bottom of the carton.
- The clear areas on the sides of the bar code must be at least 0.75" from both edges of the carton.
- Interleaved 2 of 5 (SCC-14)
- See diagrams below for label placement



Example of Master Carton Label

58011
10 INNERS X 12 PKGS = 120/MSTR
PANSIES 9 oz CUP
PO# 999999 VENDOR # 999999
MADE IN USA
7/15/2004 Amscan Inc. Elmsford NY 10523 USA
Canada Dorval PQ H9P 2T8
England Milton Keynes MK10 0DA



50048419078680

* 500-Series bar code denotes this carton is a Master.

When the number of pieces in an inner carton equals the number of pieces in the master carton or the distribution will be done only by the complete Master Carton, the barcode should be the 300 series with all master carton information as shown on the example below.

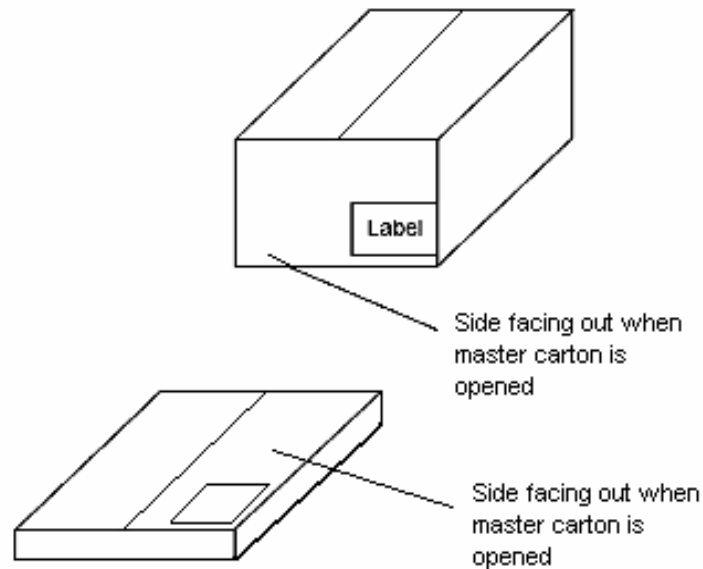
123456
1 Inner X 12 eaches = 12/master
4" X 6" vertical window frame
PO#55555 Vendor #999
Made in China
8/20/06 Amscan Inc. Elmsford, NY 10523 USA
Canada Dorval PQ H9P 2T8
England Milton Keynes MK10 0DA



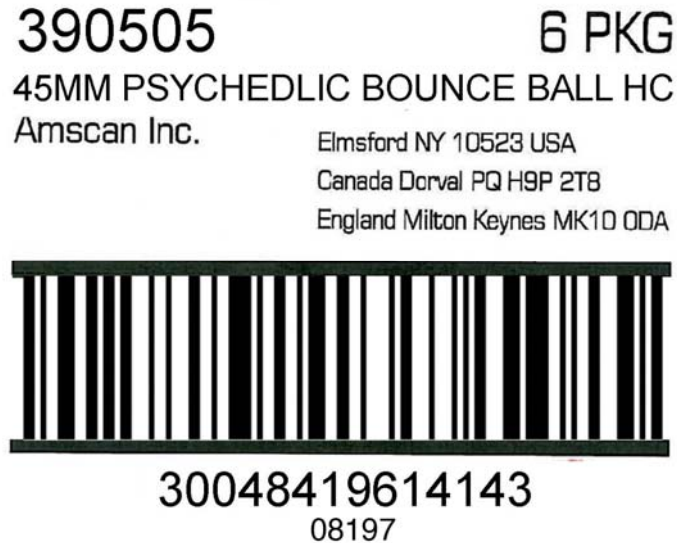
30048419648209

INNER CARTON LABEL GUIDELINES

- White labels with Black print are to be used unless specifically directed otherwise
- Bar Code must be scannable
- Label Size: 4 5/8" Wide x 3 1/2" High (If label size is larger than the inner carton, smaller labels may be used upon approval.)
- Place label on the inner carton so that the inner label is showing when the master carton is opened. If the side that is facing out when the master carton is opened is too small to fit the label, the largest size may be used.
- The following information must appear on the label:
 - Amscan Item Number
 - Number of packages in the inner
 - Amscan product description
 - Amscan name and locations
 - Bar Code, interleaved 2 of 5, 14 digits
 - Human readable digits of the Bar Code printed directly underneath bars
 - Production date code printed below the Bar Code – production date code format will follow the Julian date calendar YYDDD. Example - July 15, 2008 to read as follows 08197. Julian date calendar is located in the appendix.



Inner box label sample



- * 300 – Series bar code denotes this carton is an Inner.

EACHES LABEL GUIDELINES

The correct printing of clear UPC's is of primary importance due to market sensitivity. If an incorrect UPC is printed, or the UPC is un-scannable, there will be no initial warning due to the ramifications of the error.

All barcodes appearing on the label printed for Amscan's use shall meet the specifications contained herein.

- White labels are to be used unless specifically directed otherwise
- Print in black
- All UPC's should be in standard UPC-A format and scan at the grade level of "C" or better
- Barcode must be scannable
- Label size needs to be an appropriate size for the item (no over hang)
One label is to be used unless the item/each come in a box, container, or display. In this case the box, container, or display AND the piece must each have the label.
- The following information needs to be on the labels
 - Amscan item #
 - Country of origin
 - UPC/barcode
 - Human readable version of the bar field must appear directly below the barcode
 - Amscan name and locations (if applicable)
 - Production date code printed below or to the side the Bar Code – production date code format will follow the Julian date calendar YYDDD. Example – July 15 ,2008 to read as follows 08197. Julian date calendar is located in the appendix.

EXAMPLE OF UPC LABEL

Sample UPC has been enlarged for viewing



PACKAGING/LABELING FOR CANDY PRODUCTS

DATE CODE REQUIREMENT

For all candy products, we have instituted a specific date code requirement to identify the production date of the candy. This 10 digit identification number is referred to as the Lot Number.

The Lot Number consists of the calendar date of production placed between 2 pairs of numbers as follows:

Position #s start from left to right

- Positions 9 & 10: will list as 99 and will not change
- Positions 7 & 8: represents the month
- Positions 5 & 6: represents the day
- Positions 3 & 4: represents the last 2 days of the year
- Positions 1 & 2: will list as 00 (a constant number for now – however, this could potentially change if needed in the future)

An example of the Lot Number with the calendar date of January 1, 2008 would be listed as:

9901010800

An example of the Lot Number with the calendar date of April 25, 2008 would be listed as:

9904250800

Section – 3b (Wholesale)

Master Carton Lot Number

The Lot Number must be printed directly onto the Master Carton as large as possible. It must be printed on the top right hand corner on each side of the Master Carton. Please refer to the following example.

i.e. LOT # 9901010800



Inner Carton Lot Number

The Lot Number must be printed on the inner carton label as large as possible underneath the inner UPC code. Please refer to the following example.

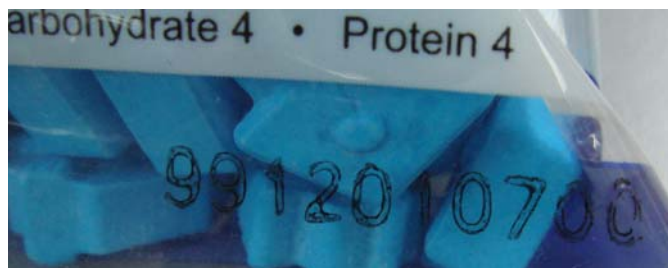
i.e. LOT # 9901010800



Package Lot Number

The lot Number must be printed directly onto the package at the lower right corner of the package as legible as possible. Please refer to the following example.

i.e. 9912010700



Manual calculation of the check digit for Amscan labels
Symbology for Inner and Master Label

Both use the Interleaved 2 of 5 (I 2/5) symbology with 14 digits of numeric data. The data looks like this:

13	12	11	10	9	8	7	6	5	4	3	2	1	CH
----	----	----	----	---	---	---	---	---	---	---	---	---	----

where

digit #	definition
13	for the Inner, it is always a 3; for the Master, it is always a 5
12	always a zero
11 – 1	left most 11 digits from the UPC #
CH	check the digit calculated based on the other 13 digits

Calculation of the check digit:

1. Sum of the digits in the ODD positions and multiply the result by 3
2. Sum the digits in the EVEN positions and add to the above result
3. Find the digit to add to the result of 2. Above so that the new number ends in zero. That digit is the checksum digit.

Example: 43030.01 7" PLSTC PLATE 20 CT-REGL BLUE UPC 012795107581

Inner Box Bar Code

3 0 0 1 2 7 9 5 1 0 7 5 8

1. $3 + 0 + 2 + 9 + 1 + 7 + 8 = 30$
 $30 * 3 = 90$

2. $0 + 1 + 7 + 5 + 0 + 5 = 18$

3. $90 + 18 = 108$
 $108 + CH = 110; CH = 110 - 108 = 2$

Therefore, the Inner Box Bar Code is: 30012795107582

Master Box Bar Code

5 0 0 1 2 7 9 5 1 0 7 5 8

1. $5 + 0 + 2 + 9 + 1 + 7 + 8 = 32$
 $32 * 3 = 96$

2. $0 + 1 + 7 + 5 + 0 + 5 = 18$

3. $96 + 18 = 114$
 $114 + CH = 120; CH = 120 - 114 = 6$

Therefore, the Master Carton Box Bar Code is: 50012795107586