


Kaspien box level content  
international shipping guide



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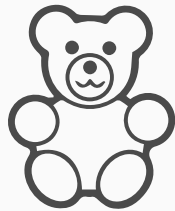
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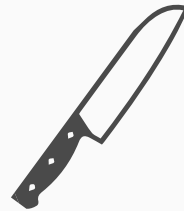
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Please ensure hazmat products are shipped according to federal guidelines.

[\\*Amazon shipping break down >](#)



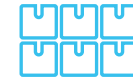
# Amazon Shipping Requirements



1.) Do not ship any **boxes over 50 lbs or 22.5 kg** unless your products are considered oversized and packed one unit/box.



2.) Do not ship any boxes with **a side over 25" or 63.5 cm** unless your products are considered oversized and packed one ASIN/box.



3.) Outer shipping cartons **cannot** contain a **scannable manufacturer bar code** (other than the bar code on the FBA box label or shipping label).



4.) On pallets, boxes cannot overhang by **more than 2.54 cm**. All pallets must be **shrink or stretch wrapped**.



5.) Always **apply FBA labels** on outer carton.



6.) Do not **shrink wrap, strap, tape, or bind boxes** together.

a.) **In all EU countries:**

800x1200 mm Euro/CHEP certified DIN 15146.

b.) **In the United Kingdom only:**

1000x1200 mm 4-way access wood pallets, GMA grade B or higher.

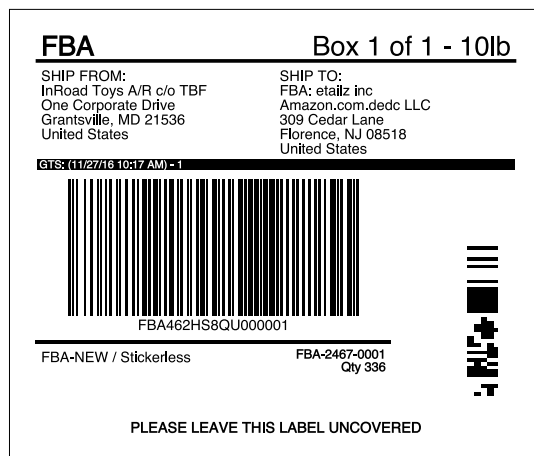
- ! When prepping boxes for Box Level Content, **keep track of/record box contents** (ask POM for template).
- ! Do not seal boxes until you have **finalized box contents**, just in case any changes need to be made.




# Box Labels

This label contains a scannable barcode as well as Amazon's Shipment ID Code, allowing it to be identified as Kaspien inventory when it arrives at the Amazon warehouse. Below is an example of a label.

Avery 15664 >



 Embedded within the box label is the following information, supplied by the partner at the box level:

- Quantity of each SKU.
  - Weight of each box.
  - Dimensions of each box.
  - Expiration date for each SKU if topical, consumable, or digestible.
- Once you have provided the number of boxes shipping, in addition to the box level content (BLC), we will provide the appropriate number of box labels. As each label is unique to each PO and each box, please do not re-use labels from a previous order.



# Box Labels

...continued.

**If you are reusing boxes from previous shipments, be sure to remove any other shipment labels or markings.**

- Shipment labels must be consistently placed in a way that is easy to visually locate; either on the top or side of the box. Side placement is preferred.
- Shipment labels must not be placed on the seam of the box where they can be damaged when the box is opened, making the barcodes unscannable.
- Both the FBA shipment label and the carrier label (UPS, FedEx, or other) must remain uncovered so they are scannable and legible.

## Do Not Use

Any type of packing peanuts

Crinkle wrap

Shredded paper



**watch the video on how to properly apply box labels**



# Item Labels

This label contains a scannable barcode. Applying this barcode ensures that your product is received correctly at the warehouse. Please note that these labels are required on an item-by-item basis, so not ALL of your products may require an item label. The labeling requirement is determined by the Amazon warehouse, not by Kaspien. Each PO we place will come with the correct number of item labels attached per the quantity that was ordered on the PO. If you are sent a PO without any item labels, it is safe to assume that item labels are not required for that order.

Below is an example of the label.

Avery 5160 >



## Label each unit before sending it to Amazon.

If the product does not have a barcode/UPC, this label needs to be applied to each unit.

Make sure the label title matches the corresponding unit. This ensures that the merchandise can be received, stocked, and sold.

[Continued on next page...](#)



# Item Labels

...continued.

## Cover any original barcodes.

Cover the original manufacturer's barcode (UPC, EAN, ISBN).

No other barcodes can be scannable (exception: serial numbers/barcodes do not need to be covered).

Failure to cover the barcode can cause errors and may result in lost inventory.

 **All labels on the products should be removable by the customer.**

### Do Not

Place faded labels on the units

Wrap labels around corners or curves on the unit, as this makes the label unscannable

Leave other barcodes uncovered

Use QR barcodes on your labels since they can't be read by all scanners

 **Amazon highly recommends periodically testing the scannability of barcodes.**



**watch the video on how to properly apply item labels**



# Expiration & Best By Dates

Consumable products require a date code in the below formats. Label names that are interchangeable at Amazon include 'best by', 'expiration', and 'sell by'. It is Amazon's policy to have date codes applied, per their specifications, in order to store and fulfill the inventory through an Amazon fulfillment center.

category	is the product...	examples	prep guidance
Ingestible Consumable	...ingested or consumed by humans/animals?	<ul style="list-style-type: none"> <li>• food</li> <li>• gum</li> <li>• vitamins</li> <li>• rawhide</li> </ul>	<p>Requires expiration or best by date in the following format:</p> <ul style="list-style-type: none"> <li>• MM-DD-YYYY</li> <li>• DD-JAN-YYYY</li> <li>• MM-YYYY</li> </ul>
Topical	...intended for use or application on the skin of a human/animal?	<ul style="list-style-type: none"> <li>• lotion</li> <li>• bug spray</li> <li>• soaps</li> <li>• lip balm</li> <li>• baby wipes</li> </ul>	<ul style="list-style-type: none"> <li>• MM-DD-YYYY</li> <li>• DD-JAN-YYYY</li> <li>• MM-YYYY</li> </ul>





# Poly Bagging

**When shipping pack-sized, bundled, liquid, or plush items to the Amazon warehouse, you have an option between poly bagging or shrink wrapping. Poly bags are used to protect or bundle units and must meet the following requirements:**

- The thickness of the bag must be at least 1.5 ml
- The poly bag must be transparent.
- The poly bag must have a item label or physical barcode that is scannable through the bag or have a item label on the outside of the bag.
- Poly bags must be completely sealed.
- Poly bags may not protrude more than 3 inches or 7.6 cm past the dimensions of the product.
- Poly bags must be used for plush units.
- All liquid products more than 16 oz or 29.5 ml require a poly bag even if they are double-sealed.
- Poly bags can be used as a double-seal for your products. Products that do not have a manufactured double-seal must be individually bagged and clearly marked with a suffocation warning label.

## Do Not Use

Any type of packing peanuts

Crinkle wrap

Shredded paper

[Continued on next page...](#)



# Poly Bagging

...continued.

Units that are sets must be marked as sets on their packaging. Add a label to the unit that states the products are to be received and sold as a single unit. For example, “This is a set. Do not separate.”

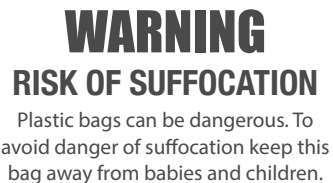
**See example below:**



THIS IS A SET  
DO NOT SEPARATE

Poly bags with a 5 inch or 12.7 cm opening or larger are required to have a suffocation warning, either printed on the bag itself or attached as a label. For example, “WARNING: Plastic bags can be dangerous. To avoid danger of suffocation, keep this bag away from babies and children.” The warning should be printed or placed in a prominent location and in a legible font size.

**See example below**



**WARNING**  
**RISK OF SUFFOCATION**  
Plastic bags can be dangerous. To avoid danger of suffocation keep this bag away from babies and children.

Continued on next page...



# Poly Bagging

...continued.

category	is the product...	examples	prep guidance
Apparel, Fabric, Plush, & Textiles	...made of cloth or fabric which can be damaged by dirt, dust, moisture, or liquid?	<ul style="list-style-type: none"> <li>• bag</li> <li>• scannable item label</li> </ul>	Place the unit in a transparent bag with a suffocation warning and seal the bag to protect it from damage or dust. Make sure the barcode is scannable without opening or unwrapping the unit.
Liquids	...a liquid without a double seal?	<ul style="list-style-type: none"> <li>• bags (for liquids with more than 16 oz or those without double seal)</li> <li>• scannable item label</li> </ul>	Tighten the lid, then place the unit in a transparent bag with a suffocation warning to protect from leakage (or apply other appropriate second seal) and seal the bag. Make sure the barcode is scannable without opening or unwrapping the unit.



watch these videos on how to properly use poly bags

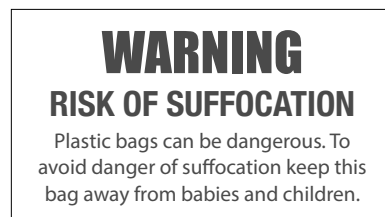


# Shrink Wrap

When shipping pack-sized, bundled, or liquid items to the Amazon warehouse, you have an option between poly bagging or shrink wrapping. Shrink wrap that is used to protect units or to bundle items must meet the following requirements:

- Shrink wrap can be used to double-seal your products. Products that do not have a manufactured double-seal must be individually wrapped and clearly marked with a suffocation warning label.
- Scannable barcodes or item labels must be applied to the outside of each unit.
- Shrink wrap may not protrude more than 3 inches or 7.62 cm past the dimensions of the product.
- Units that are sets must be marked as sets on their packaging. Add a label to the Unit that states that the products are to be received and sold as a single unit. For example, “This is a set. Do not separate.”
- Shrink wrap requires the use of a suffocation warning. For example: “WARNING: Plastic can be dangerous. To avoid danger of suffocation, keep this away from babies and children.” The warning should be printed or placed in a prominent location and in a legible font size.

See example below:



[watch the video on how to properly use shrink wrap](#)



# Bubble Wrap

**When shipping glass, breakable, or sharp items, it is a requirement that bubble wrap is used so the product will not break and create a potential safety hazard during storage, shipment preparation, or shipment to the customer. Units should be completely secured in bubble wrap so the unit is not exposed in any way.**

Make sure your units can pass a 3-foot or 125 cm drop test without breaking or leaking.

The 3-foot drop test consists of five drops onto a hard surface:

- Flat on base
- Flat on top
- Flat on longest side
- Flat on shortest side
- On a corner

## Do Not Use

Any type of packing peanuts

Crinkle wrap

Shredded paper

Continued on next page...



# Bubble Wrap

...continued.

category	is the product...	examples	prep guidance
Fragile/Glass	...glass or otherwise fragile?	<ul style="list-style-type: none"> <li>• bubble wrap</li> <li>• over box</li> <li>• scannable item label</li> </ul>	Place or wrap the unit in protective bubble wrap or a protective over box. The unit must be able to pass a drop test on a hard surface without breaking. Make sure the barcode is scannable without opening or unwrapping the unit.
Sharp	... a product with a sharp or pointed edge that, when exposed, presents a safety hazard?	<ul style="list-style-type: none"> <li>• bubble wrap and over box (if bubble wrap is not sufficient)</li> <li>• scannable item label</li> </ul>	Place or wrap the unit in protective bubble wrap or a protective over box, so that the packaging completely covers any exposed edges. Make sure the barcode is scannable without opening or unwrapping the unit.



[watch the video on how to properly use bubble wrap](#)





# Receive PO



ship on  
**PARTNER'S ACCOUNT**

ship on  
**Kaspien ACCOUNT**

**SMALL  
PARCEL** 

**LTL**   
less than  
a truckload

**SMALL  
PARCEL** 

**LTL**   
palletized

## YOU NEED:

- box labels
- box level content
- box restrictions
- 'ship to' address

## YOU NEED:

- box labels
- pallet labels
- box level content
- Amazon reference ID
- must set up LTL appointment through Amazon Portal
- pallets can be no higher than 1.75 meters
- pallet can be no heavier than 675 kg

## WE NEED:

- box level content
- box restrictions
- pickup address

## WE NEED:

- box quantity
- pallet weights and dimensions
- pickup date and location
- contact information
- pallets can be no higher than 1.75 meters
- pallet can be no heavier than 675 kg

### In all EU countries:

800x1200 mm Euro/CHEP certified DIN 15146.

### In the United Kingdom only:

1000x1200 mm 4-way access wood pallets, GMA grade B or higher.

## WHAT TO EXPECT:

- Bill of lading morning of scheduled pickup appointment
- A PRO# from the driver upon their arrival (we need this from you)



SEND TRACKING INFORMATION ONCE AVAILABLE



kaspien