



****This Guideline Applies Only To Purchase Orders Issued
By Family Dollar Services, Inc.****

IMPORT GUIDELINES

Users:

Suppliers

Tar Heel Trading

Global Sourcing

Merchandising

Replenishment

Transportation

Treasury

Accounts Payable

(All Changes are noted in *italics*.)

Author: Transportation – Import Logistics

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Please note that information in this manual is updated periodically and can change without notice.

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CHANGE HISTORY

Date:	Author:	Version	Change Reference:
6/1/13	Transportation – Import Logistics	1.0	THT Conversion
1/2/14	Transportation – Import Logistics	2.0	CY Loading, LC & Open Account, Hazardous, WPM, Non-compliance Fees, Lacy Act, eInvoice, ePacking List
4/11/14	Transportation – Import Logistics	3.0	Carton Marking and Packaging Requirements, Appendix A, IDC load pattern
6/11/14	Transportation – Import Logistics	4.0	IDC 9535 Address, Appendix A
9/14/15	Transportation – Import Logistics	5.0	IDC 9535 Address, Hazardous Goods, C-TPAT, Supplier Performance Management Program, Appendix A; Packaging Requirements & Display Construction
4/8/16	Transportation – Import Logistics	5.0	Updated Appendix A
7/1/16	Transportation – Import Logistics	5.5	SOLAS Requirements
7/8/16	<i>Transportation – Import Logistics</i>	6.0	<i>New version created for FDS issued PO's. Removed references to THT PO, THT Article, Wells Fargo Bank, Equipment Size Min and Lacy Act web link</i>

APPROVALS

Approved:	Eric Sherman	Date:	6/1/13
Approved:	Eric Sherman	Date:	1/2/14



Approved:	Eric Sherman	Date:	4/11/14
Approved:	Eric Sherman	Date:	6/11/14
Approved:	Eric Sherman	Date:	9/14/15
Approved:	Eric Sherman	Date:	4/8/16
Approved:	Eric Sherman	Date:	7/8/16



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APPENDICES

APPENDIX A – Import Routing, Shipping, and Packaging Instructions



Failure to meet these requirements may result in cancelled bookings, product refusal, merchandise returned to Supplier, order cancelation and non-compliance fees.

GENERAL IMPORT OVERVIEW

Tar Heel Trading International (THT)

Regional Supply Chain Manager
Hong Kong Office
Flat C & D, 30th Floor,
Legend Tower,
7 Shing Yip Street,
Kwun Tong, Kowloon, Hong Kong

Please direct all logistic inquiries as well as booking and shipping concerns to
THTlogistics@tarheeltrade.com.

Family Dollar (FDS)

For Additional support:

Import Logistics Manager
Family Dollar Services, Inc.
P.O. Box 1017
Charlotte, NC 28201-1017
Importtrans@familydollar.com
<http://corporate.familydollar.com/pages/transportation.aspx>

Freight Forwarder and Consolidator Contact Information

Yusen Logistics (Yusen), Tar Heel Trading/Family Dollar's Freight Forwarder and Consolidator has been assigned the following responsibilities:

- Monitoring FDS Purchase Order (PO) status
- Booking space with ocean lines
- Consolidating orders
- Providing tracking information
- Collecting, verifying and forwarding documents – utilizing Yusen's eInvoice web tool



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- Transmission of Supplier provide SOLAS VGM data elements
 - Issuance of FCRs
 - Data collection for the Import Supplier Performance Management Program
 - Maintenance of C-TPAT (Customs Trade Partnership against Terrorism) factory profiles and risk assessment

Your cooperation with Yusen is essential to managing our import program. Should you have any difficulty arranging a shipment with Yusen, please notify THT Logistics immediately.

For information regarding Yusen office locations and to set up your Yusen accounts, go to the Yusen website (Griffin) at <http://griffin.hk.yusen-logistics.com/ebooking> and complete the registration process. Questions may also be directed to Yusen at fds@hk.yusen-logistics.com.

Booking Procedures

All bookings must be made electronically using the Yusen website. Verbal or email booking requests are not acceptable. **Send your registration form to Yusen at fds@hk.yusen-logistics.com to set up your on-line booking account.** *All bookings should be made against the Family Dollar Purchase Order.* As well, the final destination on the FDS PO must show a valid FDS DC/IDC location. Any FDS PO indicating 8881 must be updated to a valid FDS DC/IDC before a booking can be made.

Contact Yusen a minimum of 14 days prior to the “First Ship” date on your FDS PO to ensure carrier equipment and space availability. Family Dollar recommends that Suppliers make their bookings at least 30 days prior to the “First Ship” date. Suppliers that fail to book at least 14 days prior to the “First Ship” date will be subject to non-compliance fees.

Import Center Orders (IDC)

In addition to its 11 DC’s (St. George, UT, Matthews, NC, West Memphis, AR, Front Royal, VA, Duncan, OK, Morehead, KY, Maquoketa, IA, Odessa, TX, Marianna, FL, Rome, NY, and Ashley, IN), Family Dollar operates two Import Distribution Centers (IDC). These facilities are located in Port Wentworth, Georgia (shown as Savannah, GA on the order) and Carson, California. Below are the addresses for the IDC’s:

IDC # 9525
Schneider Logistics
248 Grange Road
Port Wentworth, GA 31407

IDC # 9535
DDSI
771 Watson Center Road
Carson, CA 90745



Orders designated with final destination as IDC # 9525 or # 9535 are to be shipped to these locations unless Tar Heel Trading/Family Dollar chooses an alternate routing during the booking process. Morehead, KY will be shipped through IDC # 9525 and Odessa, TX and St. George, UT will be shipped through IDC # 9535 (Exception for shipments from Sub-Continent, Middle East, Africa, and Central and East Coast South America which will route via 9525). Family Dollar may choose to allocate an IDC order to specific DC's prior to the Supplier booking the cargo. ***Family Dollar reserves the right to route these orders to their new DC assignments regardless of the initial order assignment.*** Suppliers needing visibility to the FDS PO ship to location and other order information may access it by logging into Yusen's eBooking web tool.

Shipment Window

All factory loaded containers (CY loads) must be delivered to the agreed upon port of export (as indicated on the confirmed offer in PLM) within the "Ship Window: First Ship and Last Ship" dates on the FDS PO to allow for the actual export of the container to occur within or as close to the FDS PO Ship Window as possible. In Yusen's eBooking web tool, this delivery date is defined as the Cargo Ready Date (CRD).

All non-factory loaded orders (CFS loads) must deliver to the proper Yusen container freight station (CFS) location within the "Ship Window: First Ship and Last Ship" dates on the FDS PO. In Yusen's eBooking web tool, this delivery date is defined as the Cargo Ready Date (CRD).

Failure to comply with the above delivery requirements may result in cancelled bookings, product refusal, merchandise returned to Supplier, order cancelation and non-compliance fees.

As part of the Import Supplier Performance Management Program, if the cargo ready date (Estimated Delivery Date input by Supplier in Griffin eBooking) is revised more than once per booking in Yusen's website (eBooking) then non-compliance fees will be applicable. In addition, if the cargo is not delivered within 3 days of the committed Cargo Ready Date (CRD) submitted in Yusen's website (eBooking), non-compliance fees will be applicable.

CY (Factory) Container Loading Requirements

Containers must meet THT minimum CBM requirements in order to be CY loaded. Loading for multiple DC's into one container to create a CY load is not permitted without prior approval from Yusen. Suppliers with less than CY load volumes must deliver their merchandise to the designated CFS locations. Exceptions to these requirements may be allowed based on preapproved load plans.



Suppliers are required to place a container specific Packing List on the interior door for all CY loaded containers.

Suppliers must meet the following minimum load requirement for CY (factory load) containers:

<u>Equipment Size</u>	<u>Minimum Load Requirement</u>
20' Standard	25.00 cbm
40' NOR	50.00 cbm
40' Standard	55.00 cbm
40" High Cube	65.00 cbm
45' Container	72.00 cbm

Suppliers must not exceed the following weight limit for each container type:

<u>Equipment Size</u>	<u>Maximum Cargo Weight</u>
20' Standard	16,330 kgs (36,000 lbs)
40' NOR	19,995 kgs (44,080 lbs)
40' Standard	19,995 kgs (44,080 lbs)
40" High Cube	19,995 kgs (44,080 lbs)
45' Container	19,995 kgs (44,080 lbs)

Any exceptions to these requirements must be approved by THT in advance of the booking.

Cargo is to be floor loaded by FDS PO and SKU number unless otherwise approved by THT.

All containers should be loaded evenly for proper weight distribution. If a container is improperly loaded (i.e. mixed sku's throughout) all associated costs incurred will be charged to the Supplier.

It is the Supplier's responsibility for CY loads to ensure that a container is in good order at the time it is picked up from the ocean carrier's container yard at origin. Suppliers must complete the Pre-Loading Container Inspection Certificate for each container as outlined in the C-TPAT section. Containers must be inspected for holes, damaged plywood floors (inside and underneath container), poor patches, internal rust, moisture, powders/chemicals, old packing material or any other issue that may cause damage to the product being loaded into that container. Containers should be inspected on all sides including the underside. Containers found with internal rust spots should be rejected as they are indicators of potential leaks and poor patching. If any such issues are found, the container should be rejected immediately and a replacement container requested. Suppliers should photograph the inside and outside of the empty container (and retain for 1 year) to document that it is in good order.

It is the policy of the ocean carriers that once a container leaves their container yard, it is considered in good order. Damage to product as a result of these types of issues may be considered Supplier negligence and the ocean carrier may deny responsibility. If FDS product is damaged due to non-compliance with this policy, the Supplier will be held responsible for the loss *and all associated expenses*.

Carton Marking and Packaging Requirements

Suppliers must comply with all THT/FDS Import Carton Marking and Packaging requirements. As per THT/FDS Import Carton Marking and Packaging Requirements, ***cartons must include the FDS PO and SKU number. Do not mark your cartons with the FDS DC destination, or IDC code.*** Failure to properly mark cartons will result in non-compliance and remarking fees.

See **Appendix A** for detailed carton marking and packaging requirements. Suppliers that have registered with Yusen may also access these documents in the Useful Information tab within eBooking module or may visit the International Transportation section of the Family Dollar website at <http://corporate.familydollar.com/pages/transportation.aspx>.

Terms of Sale and Seller Responsibility

FDS import terms are generally FOB. The Seller (Supplier) is responsible for all costs relating to the goods until such time as they have passed the ship's rail at the named port/city or shipment. This is to include any Customs fees, duties, taxes, and other charges payable upon export. Origins charges may also include but are not limited to Bill of Lading/Forwarder's Cargo Receipt (FCR) fees, Automated Manifest System (AMS) fees, warehouse CFS Receiving fees, local origin document and terminal handling fees, security fees, seal fees, SOLAS VGM and inspection fees. This responsibility applies to both CY and CFS loaded cargo.

Direct Import Payment Options:

Letter of Credit (Sight +60 Days)

FDS partners with HSBC Bank for all of its Letter of Credit needs. Advising banks must be located in the same country as the beneficiary. All Letter of Credit issuances will expire 28 days after the last ship date stated on the bank documentation. Documents must be presented to the bank within 21 days of shipment date but within credit validity. Terms are 60 days from when HSBC Bank receives the Beneficiaries documents for clean presentations or upon waiver of discrepancies for all other presentations.

The *FDS PO* and Letter of Credit number must be marked on all documents and correspondence. Addition of correct *FDS PO* and Letter of Credit number to a document by hand or type, without authentication in order to meet this requirement, is permitted.

Suppliers must comply with all requirements as stated in the Letter of Credit documents. Suppliers must present the eInvoice documents generated on Yusen's web tool. The use of the Suppliers own internally generated invoice will not be accepted. Failure to comply may result in discrepancy fees and payment delays. Furthermore, all charges, loss, and expenses incurred, as a result of the merchandise being delayed while these issues are resolved, will be charged back to the Supplier or deducted from the payment.

Issuance of amendments will be at the discretion of *FDS*. *FDS* reserves the right to waive a discrepancy rather than issue an amendment. All amendment fees incurred as a result of Supplier negligence will be at the beneficiary's expense (Supplier may also be subject to non-compliance fees as outlined in the *Import Supplier Performance Management Program* section of this document).

Questions regarding Letter of Credit transactions and general banking issues should be directed to fdap@familydollar.com.

Open Account (Goods Sail Date + X Days (as negotiated)):

Open Account (OA) is a direct payment process in which a Supplier presents invoices to *FDS* via EDI or third party Supplier in order to receive payment for goods shipped. Payment is based on the Goods Receipt Date within the *FDS* inventory system (based on sail date from Yusen) plus agreed upon terms.

Important Open Account Facts:

- All payment terms, including updates, must be signed off on by the Supplier and a *FDS* representative.
- *FDS* POs and Invoices must be transmitted electronically between *FDS* and the Supplier.
 - Supplier may choose to use SPS Commerce as a turnkey solution for EDI as their Web Application requires minimal effort on behalf of the Supplier.
 - Supplier only needs a Web Browser and Internet Connectivity to connect to SPS Commerce.
 - Supplier is required to test all electronic documents with *FDS* before any order can be written using OA terms.
- One FCR and one invoice are issued per *FDS* PO/destination and vessel/voyage.

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- Payment Terms for each Invoice will be calculated from *FDS* Goods Receipt Date (based on sail date from Yusen).
 - Supplier needs to ensure the invoice date transmitted is consistent with the “Sail Date” stated on the FCR.
 - FCR ID Number should be identified in the Supplier Bill of Lading field of the EDI invoice.
 - Invoice Payments will be transmitted to Suppliers via International T/T (Telegraphic Transfer).
 - All applicable bank charges will be deducted from your invoice payment.
 - An Electronic Payment Authorization form and changes to this form will need to be completed and signed by the Supplier’s CFO/Financial Controller.
 - The invoice payment will be made in accordance with the bank account details specified on the Electronic Payment Authorization form.
 - *FDS* is not responsible for any loss or bank charges due to incorrect information being provided on the Electronic Payment Authorization form or failure by Supplier to provide updated their bank account details.
 - Import Suppliers must comply with all import shipments requirements as outlined in the *THT/FDS* Import Guidelines.
 - *Import Suppliers will find a complete list of required documents for their FDS PO within the Yusen eBooking module.* These documents will need to be uploaded to Griffin eInvoice prior to issuance of the FCR.
 - Questions regarding OA terms should be directed to fdap@familydollar.com.

Sample Shipments

THT/*FDS* does not act as the Importer of Record for samples. All samples sent to *FDS* must be shipped prepaid under shipment terms Deliver Duty Paid (DDP). This includes any Customs fees, duties, taxes, or charges incurred during the transit of the goods. For textiles with a total value in excess of \$250 and all other items with a value in excess of \$2,000, *FDS* requires that the Supplier indicate the below point of contact and address as the “notify party” on the invoice and airway bill of the sample shipment:



Notify Party:

Attn: Import Compliance Manager
Import Transportation Department
Family Dollar Services, Inc.
P.O. Box 1017
Charlotte, NC 28201
(704) 708-2705
Email: fdscompliance@familydollar.com

Ship To:

Attn: Import Compliance Manager
Import Transportation Department
Family Dollar Services, Inc.
10301 Monroe Road
Charlotte, NC 28201
(704) 708-2705
Email: fdscompliance@familydollar.com

The Supplier and courier must forward the following documentation to support the sample shipments to Family Dollar:

- Commercial Invoice (as per the below section: Import Documentation Requirements)
- Customs Entry Summary (CF7501)
- Customs Entry/Immediate Delivery (CF3461)

For samples sent directly to the THT offices, please contact that office for specific shipping guidelines.

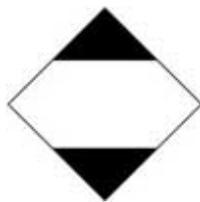
Hazardous Materials

THT/FDS requires all Suppliers to identify whether their items are subject to HAZMAT regulations when submitting an Offer to THT in the Product Lifecycle Management tool (PLM). Suppliers must provide a copy of the (Material) Safety Data Sheet (SDS or MSDS), pictures of the carton markings as well as ocean container marking intentions to THT Logistics and Yusen for any goods potentially subject to HAZMAT regulations.

International Maritime Organization (IMO) – Ocean Vessel Shipments:

- **Shipping Papers:** Must be completed. The description should be notated on the Bill of Lading, FCR and other Dangerous Goods documentation. A copy of the SDS must also be turned over to Yusen during the eBooking process.
 - A Dangerous Goods Declaration Form must be fully completed, signed and submitted to Yusen for all hazardous shipments.
 - The Shipping Marks section should reflect the following format (actual values may vary based on commodity):
 - UN #, Shipping Name, Class, Packing Group, Flash Point
 - Example: UN 1263, PAINT, 3, PG II, (21° C c.c.)
 - Limited Quantity
 - EmS NO.
 - Example: EmS F-E, S-E

- **Carton Marking Requirements:** Each shippable carton must be marked with the diamond shaped Limited Quantity marking on one side. The size of this marking must be at least 100 mm x 100 mm. When the Limited Quantity marking is used, no other hazmat related symbol should be marked on the cartons. **At time of booking, pictures of the marked cartons must be provided to THT Logistics and Yusen.**
 - The HAZMAT Limited Quantities labeling regulation has eliminated the “ORM-D” label and replaced it with a plain diamond without any text or wording. Below is an example of the marking.



- **Ocean Container Placards:** Hazard Class Placards are **not** authorized for *FDS* orders. Instead, the diamond shaped Limited Quantity marking must be applied on all 4 sides of the ocean container. The size of this marking must be at least 250 mm x 250 mm. This marking must be displayed even when there is a mix of limited quantities and non-hazardous items inside the ocean container. **At time of booking, Suppliers must notify THT Logistics and Yusen as to their marking intentions for the ocean container. Prior to returning containers to the port, Suppliers must photograph the fully loaded container with doors wide open as well as all 4 sides of the sealed container and email them to THT Logistics and Yusen.**



Do not apply Hazard Class Placards unless you have contacted THT Logistics and Yusen in advance and received written authorization. Below are examples of improperly marked containers and the notated corrections.



Wood Packaging Material

The United States Department of Agriculture (USDA) strictly regulates the use of Wood Packaging Material (WPM) for all goods imported into the United States.

Shipments that contain WPM must have a statement on the Commercial Invoice as generated through Yusen's eInvoice web tool stating that the shipment contains WPM and that the WPM has been treated and marked as per current USDA guidelines. This WPM statement must also be included on the FCR. Treatment must be done by either heat or methyl bromide and the WPM must be marked with the IPPC logo and ISO country code where the treatment occurred. (See FDS document "Wood Packaging Regs 0109" for further details.)

Shipments that do not contain WPM must have an exporter statement on the Commercial Invoice as generated through Yusen's eInvoice web tool and the FCR stating that the shipment contains no WPM.

Suppliers must clearly identify WPM in their PLM Offer whenever they quote a product that will ship with WPM.

Failure to comply with USDA regulations will result in the immediate export of the goods back to the originating country as mandated by USDA. Supplier will be subject to non-

compliance fees and will be responsible for all *import/export* expenses, handling charges, and penalties issued by the U.S. government.

Q: What kinds of WPM are covered by this regulation?

A: Most wood packaging materials are covered by the new rule including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo.

Q: What are the actual treatment and marking requirements?

A: There are two treatment options, heat treatment or fumigation with methyl bromide. For heat treatment, WPM must be heat treated to achieve a minimum wood core temperature of 56°C for a minimum of 30 minutes. For fumigation, the WPM must be fumigated with methyl bromide in an enclosed area for at least 16 hours at the regulated dosage and then must be aerated to reduce the concentration of fumigant below hazardous exposure levels.

After either of these treatments, the WPM must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark, approved by the IPPC, to certify that wood packaging material has been subjected to an approved treatment.

Q: What does the approved mark look like?

A: Marks will vary by country and treatment establishment. Following are some examples. As you can see, the marks may vary in size, shape, and color. What the mark must include is the IPPC trademarked graphic symbol, the ISO two-letter country code for the country that produced the wood packaging material, a unique number assigned by the national plant protection agency of that country to the producer of the wood packaging material, and an abbreviation disclosing the type of treatment. In addition to these four required components, marks may also include other information.

APHIS has stated that they recognize the Guatemalan “TT” and “BM” markings as being valid indicators of treatment type. Based on this, shipments with such markings from Guatemala will be considered compliant.



Quality and Compliance

All products sold to *FDS* must comply with the THT/FDS Quality & Compliance Program. This includes factory audits/certifications, product testing, product inspections, and C-TPAT compliance. Failure to comply with program requirements may result in, but is not limited to, delayed shipments, increased financial liability, cancelled purchase orders and/or discontinued business partnerships. Family Dollar Store Support Center Quality & Compliance team members are accountable for overall program requirements and may be reached at QualityandCompliance-Domestic@familydollar.com. Our Tar Heel Trading team members are accountable for the execution of the Quality & Compliance Program for all direct import products and may be reached at QualityandCompliance-DirectImport@familydollar.com. All *FDS* items must be approved by the Quality & Compliance team in order for Yusen to confirm and release bookings.

Amended Lacey Act (2008 Farm Bill)

Importers of plants or plant products (including wood and wood products) must submit per US Customs and Border Protection (CBP) enforcement upon entry a declaration that includes the genus and species of the plant(s) used, the value and quantity of the importation, and the country

of origin of the imported product. USDA advises that a plant means any wild member of the plant kingdom, including roots, seeds, parts or products thereof, and including trees from either natural or planted forest stands. There is no list of specifically prohibited plants under this Act, however it is unlawful to import any plant or plant products into the US that were illegally harvested. Goods imported under the following Harmonized Tariff (HTS) Chapters will be covered by this requirement

Ch. 44 Headings

- 4401— (Fuel wood)
- 4402— (Wood charcoal)
- 4403— (Wood in the rough)
- 4404— (Hoopwood; poles, piles, stakes)
- 4406— (Railway or tramway sleepers)
- 4407— (Wood sawn or chipped lengthwise)
- 4408— (Sheets for veneering)
- 4409— (Wood continuously shaped)
- 4412— (Plywood, veneered panels)
- Except 44129906 and 44129957
- 4414— (Wooden frames)
- 4417— (Tools, tool handles, broom handles)
- 4418— (Builders' joinery and carpentry of wood)
- 4419— (Tableware & kitchenware of wood)
- 4420— (Wood marquetry, caskets, statuettes)
- 4421— (Other articles of wood)

Ch. 66 Headings

- 6602—(Walking sticks, whips, crops)

Ch. 82 Headings

- 8201—(Hand tools)

Ch. 92 Headings

- 9201—(Pianos)
- 9202—(Other stringed instruments)

Ch. 93 Headings

- 9302—(Revolvers and pistols)
- 93051020—(Parts and accessories for revolvers and pistols)

Ch. 94 Headings

- 940169—(Seats with wood frames)

Ch. 95 Headings

- 950420—(Articles and accessories for billiards)

Ch. 97 Headings

- 9703—(Sculptures)

In order for THT/FDS to enforce this regulation, Import Compliance requires that any imported goods falling into the specified headings must have a Plant and Plant Product Declaration Form FDS-PPPD-001 submitted. This form can be found on eBooking or the Family Dollar website. Yusen's eInvoice web tool will advise the Supplier that a completed Plant and Plant Product Declaration Form FDS-PPPD-001 must be provided. The Plant and Plant Product Declaration Form FDS-PPPD-001 must be completed at the Shipment/DC level and uploaded through Yusen's eInvoice web tool along with all other required documents to receive the FCR. Products that are covered by the above HTS Chapters, but do not contain any plant or plant products (including wood and wood products) will require a Beneficiary Statement certifying that the subject items do not contain the regulated materials. A copy of this statement must be turned over to Yusen.

For Lacy Act FAQ's, please visit the Useful Information tab within the Yusen eBooking module. For additional information on the Lacy Act and a tool to assist with looking up the plant genus

and species, please go to https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/sa_lacey_act/ct_lacey_act or contact fdscpliance@familydollar.com.

CBP 24-Hour Advance Cargo Manifest Rule

This rule requires all *FDS* Suppliers to submit to Yusen the cargo declaration details up to four days in advance of the 24 hour manifest period. Information required to be provided includes, but is not limited to, the shipper's complete name and address, detailed description of the commodity being shipped, and the associated quantity and weight.

Suppliers that do not provide this required information may have their bookings cancelled and be subject to non-compliance fees or order cancellation.

Importer Security Filing Rule (10+2/ISF)

The 10+2/ISF rule is regulated by Customs and Border Protection (CBP) and went into effect on January 25, 2009. This rule requires Suppliers and Importers to submit 10 pieces of advance shipping data 24 hours prior to loading at the foreign port. Shipments that do not have proper data submitted will not be permitted to load onto the vessel. As well, the Importer may be subject to liquidated damages of \$5,000 per violation. The 10 Importer elements required are as follows:

1. Manufacturer Name and Address
2. Container Stuffing Location
3. Consolidator Name and Address
4. Country of Origin of each Item
5. Harmonized Tariff Number of each Item
6. Seller Name and Address
7. Buyer Name and Address
8. Ship To Name and Address
9. Importer of Record
10. Consignee ID Number

FDS Suppliers are required to accurately complete their eBooking in a timely manner on Yusen's website to ensure proper filing of ISF.

Suppliers that do not provide this required information may have their bookings cancelled and be subject to non-compliance fees or order cancellation.

Customs –Trade Partnership Against Terrorism (C-TPAT)

As a result of the terrorist attack on the United States on September 11, 2001, CBP has created a joint government-business initiative called Customs-Trade Partnership Against Terrorism (C-TPAT). This initiative was formed to build cooperative relationships that will strengthen the overall supply chain and border security in the United States and abroad. In this initiative, CBP requests each business to ensure the integrity of its supply chain and to communicate security guidelines to its business partners.

THT/FDS has joined with CBP to work towards the goal of a secure supply chain. To attain this goal, THT/FDS needs Supplier assistance. THT/FDS is requesting that Suppliers evaluate the security practices of each and every factory from which you produce and ship product to FDS. In order to document these security practices THT/FDS requires an International Supplier Security Checklist be completed online, via Yusen's eBooking web tool. Upon annual expiration, a Supplier will be prompted to complete a new checklist for the applicable factory during the eBooking process on Yusen's website. Yusen will send a Security Checklist reminder to Suppliers prior to expiration to ensure timely booking. Suppliers that fail to complete or annually renew their International Supplier Security Checklist will not be permitted to create new bookings. THT will evaluate supplier's response on the Security Checklist, further clarification or audit by THT or 3rd party may be requested.

A Pre-Loading Container Inspection Certificate is required for all containers. For CY factory loaded containers, the factory must complete the inspection. For CFS cargo, the CFS warehouse will complete the inspection and prepare a Pre-Loading Certificate. For CY, this document must be uploaded to Griffin eInvoice along with all other required documents. The International Supplier Security Checklist and Pre-Loading Container Inspection Certificate template may be found in the Yusen eBooking module or in the International Transportation Section of the Family Dollar website at <http://corporate.familydollar.com/pages/transportation.aspx>.

CBP has mandated that all containers are sealed with seals that meet or exceed ISO 17712:2013 standards. **CBP will detain any container found with non-compliant seals resulting in extended product delay and potential penalties.**

SOLAS – Safety of Life at Sea

On July 1, 2016, a new regulation from SOLAS (Safety of Life at Sea convention of the International Maritime Organization or IMO) takes effect requiring shippers to verify the gross mass of a container carrying cargo when tendering the container to the ocean carriers and terminals. Under the new SOLAS VGM (verified gross mass) requirement, the shipper named on

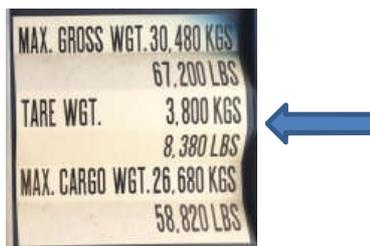
*the ocean bill of lading is the party responsible for providing the container carrier and the terminal operator with the verified gross mass of a packed container. THT/FDS defines the shipper as the party loading the container (for CY loads) and the party arranging delivery of the freight to the CFS (for CFS loads). Compliance with SOLAS is mandatory and essential to ensuring on time shipment of FDS orders. Improper, inaccurate or missing VGM certifications will result in shipment delays and additional costs. **Any shipment delays, penalties, weighing services and reworking costs incurred as a result of non-compliance will be the responsibility of the Supplier.***

Suppliers must use one of two following methods to declare the weight of their shipment:

Method 1: *Upon the conclusion of packing and sealing a container, the shipper may weigh, or have arranged that a third party weigh, the packed container.*

Method 2: *The shipper or, by arrangement of the shipper, a third party may weigh all packages and cargo items, including the weight of other packing materials to be packed in the container, and add the tare weight of the container to the sum of the single weights of the containers contents.*

*The tare weight of the container can be found clearly printed on the door of every container. **Please note that the tare weight of each container may vary so validation against the information stated on the container is critical to ensuring accurate VGM certification.***



Yusen has enhanced their eBooking web tool to assist suppliers with VGM certification compliance. During the eBooking process, Suppliers will now be required to not only confirm the gross weight of the cartons but must add the tare weight of the container and certify the weight as true and accurate. Supplier should follow the procedures in the Yusen eBooking manual and/or contact their local Yusen office for eBooking support or inquiry.

IMPORT DOCUMENTATION REQUIREMENTS

THT/FDS requires that all commercial shipping documents are broken down by *FDS* PO, SKU and DC in accordance with how the booking was made. Shipments for multiple Family Dollar DC's must not be combined on the same set of commercial shipping documents unless routed via a Family Dollar IDC. THT/FDS has mandated the use of Yusen's eInvoice web tool to create all Commercial Invoices, Packing Lists, and Beneficiary Statements. It is also mandated that these documents must be presented to the bank to receive Letter of Credit payments. Within the eInvoice web tool all the required documents are listed for Supplier reference and are required to be uploaded in order for the FCR to be released by Yusen. Registered Suppliers will have access to the Import Required Document Guide within the Useful Information tab of the eBooking module. Many of these documents are also available on the International Transportation section of the Family Dollar website at <http://corporate.familydollar.com/pages/transportation.aspx>. As well, please review the below guidelines to ensure you are in full compliance with all THT/FDS documentation requirements. If you have questions, please notify fdscpliance@familydollar.com.

Issuance of Forwarders Cargo Receipt (FCR)

FCRs will not be issued until the cargo has sailed, all required documents have been turned over to Yusen and *origin charges have been paid to Yusen*. This applies to both CY and CFS loads regardless of when the cargo actually delivers to the port or CFS location.

Document Presentation

Letter of Credit:

In most cases, FDS requires one original set of documents, consisting only of an Invoice, Packing List, and FCR to be presented to *HSBC*. Presentation must occur within 21 calendar days of the shipment date but within credit validity (credit expires 28 days after the Last Ship date stated on the bank documentation). In some instances, the Letter of Credit document may require original Master or House Bills of Lading to be presented to the bank. For all shipments, one full set of required documents must be presented to the appropriate Yusen origin office within 2 business days after the vessel sailing date. **Within the eBooking web tool, Yusen will provide you with a specific list of documents and invoice statements required for your specific *FDS* PO/shipment. To be accepted, all documents must be fully completed, marked, signed, and titled.**



Note: Suppliers must present the Yusen generated eInvoice and ePacking List to the bank for Letter of Credit payment. Presentation of any other invoice or packing list will result in a discrepancy.

Open Account:

Open Account participants will not receive a list of required documents with their *FDS* PO. It is the Supplier's responsibility to ensure compliance with all THT/FDS document requirements. For all shipments, eInvoice completion and upload must be submitted within **2** business days after the vessel sailing date. **Within the eBooking web tool, Yusen will provide you with a specific list of documents and invoice statements required for your specific *FDS* PO/shipment. To be accepted, all documents must be fully completed, marked, signed, and titled.**

eInvoice:

The following elements are **prepopulated** fields in eInvoice. For further detail please contact Yusen.

- “Sold to” party as ***Family Dollar Services, Inc.***
- “Ship to” party name and address
- Importer of Record/Consignee Number
- Port of Discharge
- Final Destination
- Name of vessel/voyage number, shipment date and port of loading
- Shipment and Payment Terms
- Letter of Credit
- Country(s) of origin as per CBP Regulations 19 CFR 134.1 (by item if various countries of origin apply)
- *FDS* PO Number (Sales Order Number)
- *FDS* SKU (Item) Number
- *FDS* Style Number
- A complete and accurate description of the goods including a breakdown of component materials by both percentage, weight, HTS number and unit price (percent breakdown must be equal to 100%; unit price breakdown must equal the total unit price listed)
- Unit and total purchase price of each SKU in U.S. dollars as agreed upon at time of export
- Cartons and Quantity/Unit
- PO DC (Sales Order DC)

- Net Weight (kg)
- HTS Number
- Buying Agents name and commission in percentage (if applicable)
- Manufacturer’s name and address
- *FDS PO* Supplier name and address
- Container stuffing location name and address
- Consolidator name and address

The following elements require manual entry by the Supplier:

- Invoice number and date
- Name and Title of Responsible Officer
- All shipments that do **not** contain WPM must include an exporter statement on the Commercial Invoice stating that the shipment contains no WPM. For shipments that contain WPM, the Commercial Invoice must include an exporter statement certifying that the shipment contains WPM and that the WPM has been treated and marked as per current USDA guidelines.

The following statements may be required and will need manual entry in the “Remarks” section of eInvoice:

Suppliers may identify these underlined requirements in the eBooking web tool’s Required Documents section of the PO Detail Document/Statement and in the Required Document section of eInvoice.

- For FDA regulated items including food, candy, health and beauty, pet food and treats, medical devices etc., list the Manufacturing Lot Numbers and associated identification data.

Packaging

Code for Traceability (Production Code)	FORMAT: LOT 0000000:00 EXAMPLE: 0011314:30
Code Key	EXAMPLE KEY -- JULIAN DATE: 001 YEAR: 1 PACK. MACHINE: 3 HOUR: 14:30
How is code applied (embossed, inkjet, laser jet, ect.)	INK JET
Where is the code located on the package	BACK SIDE, CENTERED

- Also include this information in the Marks and Numbers section of the Ocean Bill of Lading/FCR.
- For food and candy, list the Manufacturer and shipper’s FDA Registration Number and the name and contact information for the agent of the Manufacturer in the United States.

-
- **Supplier must ensure provided FDA Registration Number is still valid at time of shipment. Expired/invalid FDA Registration information will delay release of merchandise.**
 - For FDA regulated medical devices, list the FDA Medical Device Listing Number and the FDA Establishment Number.
 - For wearing apparel, list the Vertical and Horizontal Knit Stitch Count.
 - For bedding, state whether the articles contain any embroidery, lace braid, edging, trimming, piping, or applique work.
 - For Chinese wooden furniture, state that the merchandise is not used in conjunction with wooden bedroom furniture.

ePacking List:

The following elements are **prepopulated** fields in eInvoice for the Packing List. For further detail please contact Yusen.

- Invoice number and date
- “Sold to” party as *Family Dollar Services, Inc.*
- “Ship to” party name and address
- Importer of Record/Consignee Number
- Port of Discharge
- Final Destination
- Name of vessel/voyage number, shipment date, and port of loading
- Shipment and payment terms
- Letter of Credit or OA Number (as applicable)
- Country of Origin
- Carton Number
- *FDS* PO Number (Sales Order Number)
- *FDS* SKU (Item) Number
- *FDS* Style Number
- Merchandise Description
- Quantities in Cartons and Quantity/Unit
- Inner Pack
- Master Case Pack
- Total Gross Weight (kg) by SKU
- Total Volume (CBM) by SKU
- Container stuffing location name and address
- Consolidator name and address

The following elements require manual entry by the Supplier:

- Carton Dimensions (cm)
- Carton Marks and Number
- Name and Title of Responsible Officer
- Gross Weight (kg) per carton
- Total Net-Net Weight (kg) by SKU (weight of product WITHOUT packaging)
- Total Net Weight (kg) by SKU (weight of product WITH packaging)

Other Required Documents or Beneficiary Statements:

For a complete list of other required documents or beneficiary statements, please reference the Import Required Documents Guide within the Useful Information Tab of the Yusen eBooking module or in the International Transportation Section of the Family Dollar website at <https://corporate.familydollar.com/pages/transportation.aspx>.

THT/FDS has mandated the use of Yusen's eInvoice web tool to create the Beneficiary Statement and upload all other required documents as listed in the eBooking and eInvoice web tools.

Suppliers needing further clarification or assistance with completing any of the listed documents should contact the Import Compliance Team at fdscompliance@familydollar.com.

IMPORT SUPPLIER PERFORMANCE MANAGEMENT PROGRAM

THT and Family Dollar are measuring Supplier performance and therefore expects its Suppliers to meet and ultimately exceed industry accepted levels for on time booking submissions, documentation presentation, origin cargo delivery, carton markings, container load quality and order completeness.

Listed below is the current fee structure for the Import Supplier Performance Management Program. **Charges are administered by THT and Family Dollar directly.** If circumstances arise resulting in the need for a fee waiver, a "Request to Waive Penalty Form" needs to be completed and emailed to THT. **Suppliers are required to submit waiver requests within 10 calendar days upon receipt of the non-compliance email from THT. THT will not approve any requests raised after the deadline.**

Performance Measures	Non-Compliance Fees
Late Booking – Failure to submit a booking at least 14 days prior to the “First Ship” date in the FDS PO ship window	USD \$500.00 per Shipping Order
Cargo Ready Date Changes – Revising cargo ready date more than once per booking	USD \$500.00 per Shipping Order
Late Cargo Delivery – Cargo not delivered within 3 days of the committed delivery date as submitted to Yusen in eBooking	USD \$500.00 per Shipping Order
Late Document Turnover – Documents not created and/or uploaded within 2 business days of sailing (5 days for exception origins)	USD \$500.00 per Invoice
Storage/Demurrage/Detention charges assessed due to Supplier Non-Compliance	Actual Charges + USD \$500.00 Administration Fee
Failure to deliver CY or CFS shipments to their designated origin destination by the “Last Ship” date in the FDS PO ship window	USD \$500.00 per FDS PO *Additional FDS Merchandising chargebacks may also be applied
Failure to mark cartons as per Family Dollar carton marking requirements	USD \$500.00 per container or CFS delivery plus actual charges for inspection and remarking of carton
Product in cartons does not match carton markings (i.e. wrong SKU or PO)	USD \$500.00 per container or CFS delivery plus actual charges for inspection and remarking/reworking of carton
Failure to properly manifest goods resulting in loaded and manifested quantities/SKUs not matching	USD \$500.00 per container plus any additional handling charges and US Customs penalties
Booked/Loaded CBM does not match calculated cube from the confirmed offer in PLM	Pro-rated charge based on the container cost per CBM times the cube variance + USD \$500.00 Administration Fee. Unplanned cube variances may result in the loading of additional containers or light loaded containers. *Additional FDS Merchandising chargebacks may also be applied
Failure to ship complete FDS PO – short ship	USD \$500.00 per FDS PO
Failure to ship complete FDS PO – partial ship	USD \$500.00 per FDS PO
Not supplying container specific packing list on the inside door of the CY container	USD \$500.00 per container



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

IMPORT GUIDELINES APPENDIX A

(Changes are noted in italics.)

UPDATED 04/08/2016



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

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IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Part 1: General Information

Purpose and Application

PURPOSE

Family Dollar Stores, Inc. has made a significant investment in efficient supply chain operations which depends on its suppliers to follow the policies outlined in this guide to be successful. This guide describes Family Dollar's requirements and standards in considerable detail, explains the importance of compliance with each requirement, and provides instructions for providing assistance.

APPLIES TO

All Family Dollar Direct Import Suppliers, Shippers, Consignees; Tar Heel Trading (THT) Logistics, Family Dollar Transportation Department, and Distribution Centers.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Part 2: Transportation

Shipping on Pallets:

Pallets used by supplier/shipper shall conform to these specifications:

For pallet weighing less than 2000 lbs:

1. All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" x 40". They shall comply with the standards, including board thickness, of the Grocery Manufacturers' Association.
2. Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
3. The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on the bottom and seven boards in good condition securely fastened on the top.

For pallets weighing greater than or equal to 2000 lbs:

1. All pallets used shall be, at the minimum, a block type four way pallet in good condition and measuring 48" x 40". They shall be of the same robust hardwood or solid plastic construction as program pallets such as CHEP (Blue), PECO (red), or IGPS (4 Way Solid Plastic Pallets).
2. Each pallet shall have three single stringers on both the top and bottom. One stringer shall be on each side and one in the center of both top and bottom running the length of the pallet as shown in the diagram below.
3. The pallet shall not have any missing, broken, or split boards. Each pallet shall have nine boards in good condition securely fastened to the top as shown in the diagram below.

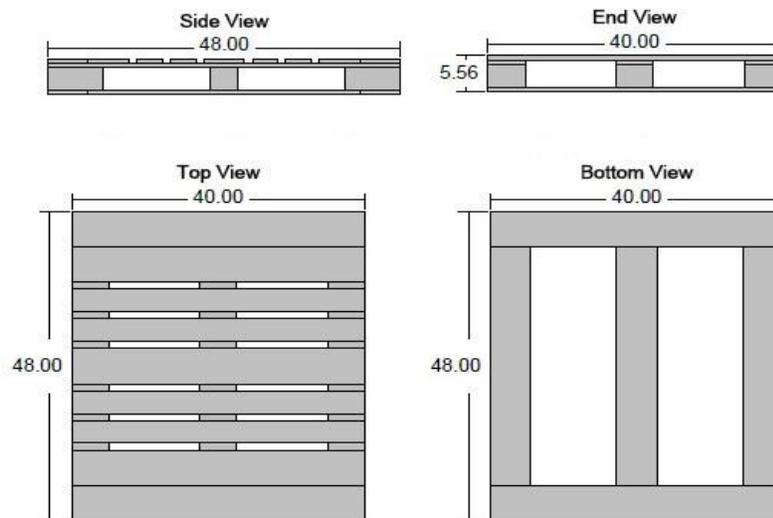


Figure 1: FOUR-WAY BLOCK "CHEP" or "PECO" type pallet



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

4. Wood, non-program, pallets

Wood, non-program, pallets are preferred. Family Dollar, however, does accept pallets from the following pallet program manufacturers:

- a. CHEP – Blue Pallets
- b. PECO – Red Pallets
- c. IGPS – 4 Way Solid Plastic Pallets

5. Each pallet shall have a clean appearance-no dirt, grease, or other foreign material on it.
6. If goods are on an unacceptable pallet, the carrier will have the responsibility for off-loading the merchandise onto an acceptable pallet provided by Family Dollar. Any expenses incurred by the carrier should be charged to the shipper.
7. Merchandise stacked on pallets or slip sheets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product or crush the master case. The Shipper is responsible for ensuring the freight is blocked or braced at loading to ensure product does not shift during transit.
8. Pallets or slip-sheets shall not exceed a maximum weight of 2,500 pounds (1,136 kilograms). In order to maximize trailer or container space, two pallets may be stacked on top of each other; however, the supplier/shipper shall be liable for any damage to the merchandise shipped to Family Dollar in this configuration.
9. The supplier/shipper shall use the same tie to stack the same merchandise (same item SKU) on all pallets sent.
10. No overhanging product; merchandise shall be stacked on a pallet in such a manner so as not to overhang any edge of the pallet. Obtain approval for special cases.
11. All pallets shall be taped, strapped, or shrink-wrapped to prevent the merchandise from shifting during transit. Family Dollar Stores, Inc. strongly discourages the gluing of cartons together to form pallet stacks and may charge back for lost efficiencies in receiving.
12. Pallets can be placed in a “pinwheel” formation (one lengthwise and one side ways) in the trailer and proper blocking and bracing should be used to ensure merchandise is delivered without damage on 4-way pallets.
13. The supplier/shipper shall ensure that the last pallet loaded shall have a freight bill and/or packing list attached and is facing the door of the trailer.
14. Failure to follow the above procedures may result in Tar Heel Trading and/or Family Dollar assessing the supplier noncompliance fees.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Pallet Tags (Labels) Recommendation – For Full Pallet Shipments

1. Pallet Tags (Labels) are recommended for all pallets of same product (Full or Partial).
2. Pallets of mixed product should be marked “MIXED PALLET.”
3. See [Receiving Requirements](#) section on page 39 for product level requirements per pallet.
4. Adhesive Labels are preferred.
 - a. The cases should be shrink/stretch-wrapped on the pallet, then a pallet tag secured to the wrapping.
 - b. Clearly printed hand written labels are acceptable.
5. Non-adhesive tags are not preferred but should be clearly visible and placed under the wrapping if used.
6. Pallet tags may include unique supplier information (i.e. tracking bar codes, lot codes, quality check, etc.) Bar codes on pallet labels should not mimic Family Dollar bar codes.
7. Family Dollar prefers that a pallet stack does not contain mixed expiration dates.
 - a. If multiple [Expiration Dates](#) are represented on a full pallet, record the date with the LEAST amount of freshness remaining.
8. The pallet tag should have the Family Dollar Purchase Order Number, the Family Dollar SKU Number, the number of cartons per pallet, and Date of Expiration (if applicable). (example):

<p style="text-align: center;">PO#:1234567 FD SKU #: 2121212 CASE QTY: 36 BEST BY: 08/04/2013</p>

PALLET LABEL EXAMPLE

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Pallet Configurations

1. Family Dollar leaves it up to the supplier to select the most cube efficient orientation.
2. DC's prefer that pallets are stacked to their maximum load height as noted for each DC below. Stack up or stack down fees may be applied to pallets that do not meet maximum height standards.
3. See chart for stack heights. There may be additional charges for leaning or fallen pallet stacks.

*This height may satisfy load requirements for all DC's if container is routed via a Family Dollar Import DC (IDC 9525 or 9535).

* Bulk cartons can be shipped "as is"
 ** Repack cartons will contain store

Max Pallet Heights (Pallet Included)			
DC#	Center	Bulk	Repack
9510	INDC	68	45
9515	UTDC	68	45
9520	ARDC	63	42
9530	TXDC	68	45
9540	VADC	72	46
9550	FLDC	68	45
9560	OKDC	64	45
9570	NYDC	68	45
9580	KYDC	64	45
9590	IADC	68	45
9990	NCDC	63	39
*ALL	*ALL	63	39

directly to the store.
 packs within a master carton.

Part 3: Required Distribution Center Operations

1. Since Family Dollar Distribution Centers utilize conveyor systems, the following outlines Family Dollar's carton requirements. If a carton does not meet the requirements listed below, packaging must be approved by Family Dollar prior to production. Please contact THT Logistics at THTlogistics@tarheeltrade.com and they will work with the Packaging Department to obtain approval for the packaging or to provide additional requirements.
 - a. Re-Pack Cartons – Cartons with inners intended to be broken out and shipped in totes from the re-pack area are not required to have shippable inners. Optimal inner packs should represent a 30-45 day supply and **should minimally be wrapped in cellophane, polybags, or any material that will hold the selling units together when shipped with other items in a loose container.** Rubber Bands are not accepted by themselves. The inner pack packaging must be strong enough to contain the product until it reaches the store. The only label requirement would be to use the required DOT hazmat recognized labels since we would have to identify those items in the re-useable totes.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

- b. Break Pack Cartons – Cartons with inners that are intended to ship individually as bulk or non-conveyable **MUST** be packaged in shippable packaging. The packaging should meet the same recommendations requested for shipping configurations. After the master pack is “busted” out or broken down, the inners will be considered the master pack and must be contained in acceptable packaging; preferably, appropriate strength corrugated.
 - c. Bulk Cartons – Cartons that do not contain inners. The packaging should meet the same recommendations requested for shipping configurations. Please refer to the section titled [Part 5: Distribution Packaging Requirements](#) for further information.
2. Conveyability - the following rules allow a carton to be conveyable.
- a. Boxes must weigh a minimum of 3 pounds for boxes up to 15 inches in length, and 5 pounds for boxes over 15 inches.
 - b. All six sides of the boxes must be **"flat" and "smooth,"** especially the side that will lie against the rollers of the conveyor.

Dimension	Minimum	Maximum
Length	9 inches	42 inches
Width	6 inches	26 inches
Height	4 inches	29 inches
Weight	3 lbs.	44 lbs.

rule	value	rule description
max 1 side	36	1 side can not be greater than 36 inches
max 2 sides	24	can not have 2 sides greater than 24" on each side
max shape	8	1 side can not be greater than 8 times the length of any other side
max weight	44	weight can not exceed 44 LBS (repack can not exceed 50 LBS)
min girth	19	the sum of length + height + width must be at least 19 inches
min side	4	no side can be less than 4 inches
min weight	3	must be at least 3 LBS

- 3. Products that are stored in repack shall be configured in their original shipping carton to maximize pallet and container space yet be less than 50 LBS. Under no circumstances may product case weight exceed 50 lbs.
- 4. Each like item should be packaged in the same size carton.
- 5. All merchandise shall be shipped in the pack and assortments (size and color) of the Style/SKU number specified on the Family Dollar Purchase Order.
- 6. All merchandise shall be shipped in the Master and Inner pack as specified on the Family Dollar Purchase Order.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Part 4: Import Carton Marking Requirements

Carton Marking Requirements

Failure to meet these requirements may result in product refusal, merchandise returned to supplier, and/or noncompliance fines.

General Carton Marking Requirements:

All cartons regardless of origin must adhere to the following Master/Shippable Inner Marking requirements:

- 1) Cartons containing liquids should be labeled with UP - **Arrows**, on two sides, **in BOLD**, identifying proper carton placement.
- 2) Cartons containing fragile or breakable product should be labeled with arrows identifying proper carton placement and should have "**FRAGILE**" stamped on two sides of the carton in **BOLD** print.
- 3) Cartons containing Flammable and/or Aerosol product should be clearly marked on the carton per applicable legal requirements. To determine the appropriate hazardous material label, Suppliers may reference Tar Heel Trading Import Guidelines and contact RSpaulding@ercweb.com.
- 4) If using a bar code on the corrugate, it must not mimic Family Dollar scan code. We create our own carton labels using an "Interleaved 2 of 5" bar code type, 10 digit and 8 digit. This applies to all of our distribution centers.
- 5) Seasonal products or products that are also displayed in non-home locations must have seasonal carton markings.
- 6) There are 3 types of carton markings:
 - a) Shipping Carton, Shippable Inner Carton Markings, and Inner markings

Import Carton Marking Requirements: (L/C or O/A)

Suppliers shipping product directly from a facility outside the United States with a Letter of Credit (LC), Open Account (OA) Purchase Order from Family Dollar or Tar Heel Trading, must adhere to the Import Master/Shippable Inner Carton Marking requirements listed on the following pages. Slight adjustments to the placement of the information (upon approval) may be necessary to fit all the required data on smaller cartons.

Inner Pack Requirements (Repack Cartons)

For items packaged too small to safely pass through our conveyor system we recommend the use of repack cartons where inner or store packs can be picked and shipped to the stores in one of our re-useable totes. Optimal inner packs should represent a 30-45 day supply and should minimally be wrapped in cellophane, polybags, or any material that will hold the selling units together when shipped with other items in a loose container. Rubber Bands are not accepted by themselves. The only label requirement would be to use the required DOT hazmat recognized labels since we would have to identify those items in the re-useable totes.

Cartons with inner packs should be packed for supplier and distribution center efficiency. Family Dollar strongly prefers that masters are fully packed with inners up to 50 lbs; the more inners the better. Height of cartons should stay under 16 inches if possible.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Carton Marking Glossary

STYLE NO.: Suppliers Product Number or Model Number.

DEPT. NO.: The Family Dollar department in which the product will be sold.

MADE IN: The country in which the product was actually manufactured.

CARTON NO. ____ of ____: Each carton should be individually numbered for the total order quantity on the Purchase Order.

SELLING UNIT UPC NO.: The actual UPC that is placed on the retail item to be sold. (label as “mixed” if more than 1 selling unit is in the carton)

FDS P.O. NO.: The Family Dollar purchase order number.

FDS SKU NO.: The Family Dollar assigned SKU number for the product.

DESCRIPTION: Accurate description of the retail unit.

TOTAL MASTER CARTON QTY. ____ PCS: The total number of retail units inside the Master Carton.

TOTAL INNER-PACKS: The number of shippable inner cartons inside the Master Carton.

INNER-PACK QTY ____ PCS: The number of retail units inside the inner shippable carton. (ie: If the total number of retail units in a Master Carton is 144 and there are 6 shippable inner cartons with 24 selling units inside the inner shippable cartons, it should read INNER-PACK QTY 24 PCS. (leave blank if no inners)

NET WT _____ LBS: The total weight of the product less carton packaging.

GROSS WT _____ LBS: The total weight of the carton, including the packaging.

MEASURE _____ IN: The measurement of the carton. (i.e., L16in * W24in * H36in).

CUBE _____ CFT: The cubic foot of the carton (i.e., L16in * W24in * H36in / 1728in).

FDS DIAMOND: Unique shape required for Family Dollar Import Items

COLOR: Applicable if the product is shipped in different color combinations no matter if the additional colors are shipped under a different Family Dollar SKU number. If the carton contains several color combinations, the COLOR on the case should read ASSORTED. If the product is shipped in only one color, this field is not required.

SEASONAL MARKING: *This preprinted color label or printed carton graphic is required on seasonal items and items that set in seasonal areas. The label are is 4”x6” but may be scaled, with approval, proportionally on cartons that do not have space to fit.*

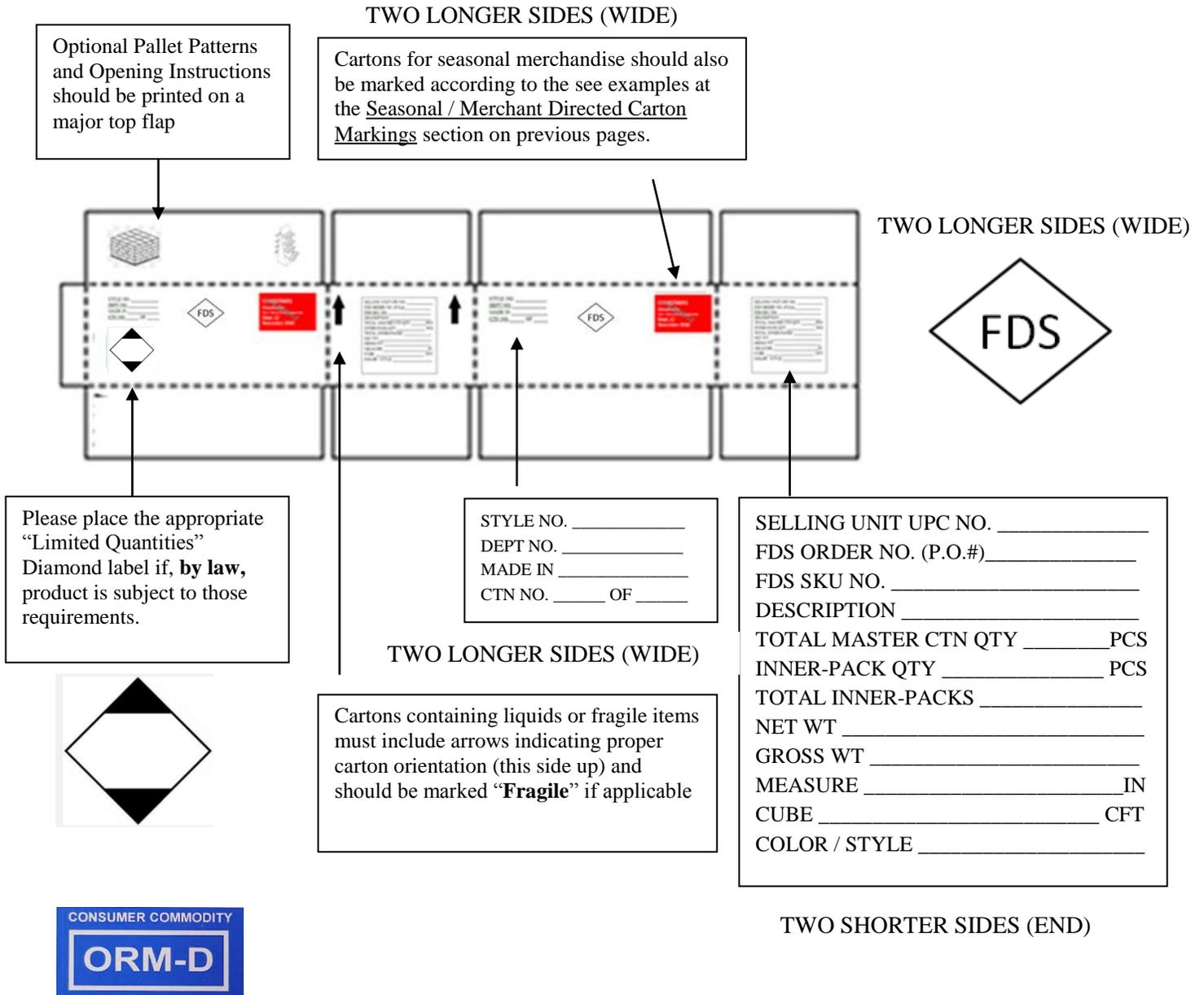
SHIPPABLE INNERS: *Shippable Inners are large enough and are packaged in sufficient material, usually corrugated packaging, to ship through our distribution centers to store without a master carton.*

NON SHIPPABLE INNERS: *Non-Shippable Inners are in packaging that cannot contain the product during normal distribution shipping. This includes packaging like poly bags, film, bands, paperboard cartons, belly bands, etc.*

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Import Carton Markings/Shipping Marks

It is preferred that outers are printed, however, pre-printed packaging with clear, hand printed, variable information or labels containing all required data are acceptable.



Blue ORM-D label will be accepted until December 31, 2020

Note: Slight adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons and master cartons designed to be the selling carton. Contact THT Logistics at THTlogistics@tarheeltrade.com for change authorization.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Import Inner Carton Markings

Shippable Inner - (bust out cartons)

1. Shippable Inners are large enough and are packaged in sufficient material, usually corrugated packaging, to ship through our distribution centers to store without a master carton.
2. Applicable only if Buyer requires shippable inner cartons
3. We prefer to receive shippable inner packs by themselves and not packed in a master case. Bust-outs are strongly discouraged as they are inefficient for us and costly to manufacture.

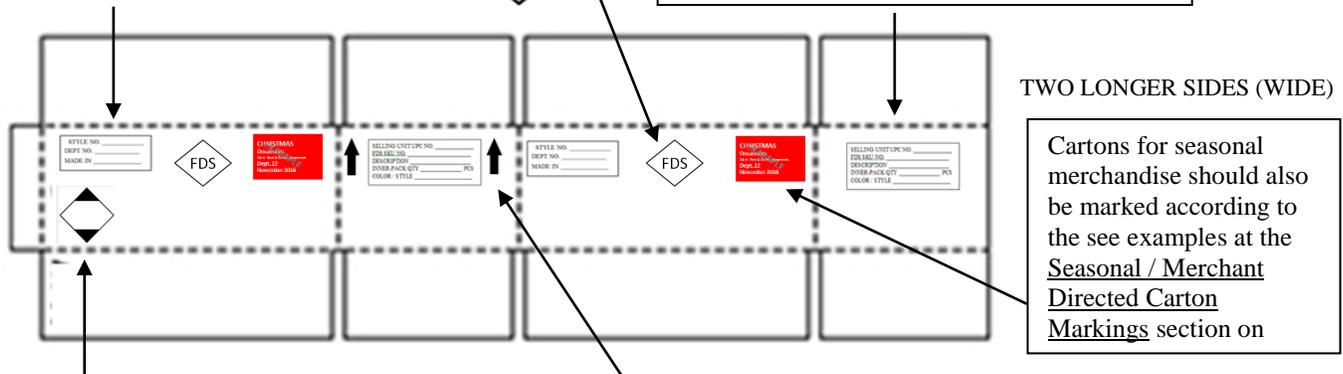
TWO SHORTER SIDES (END)

TWO LONGER SIDES (WIDE)

STYLE NO.	_____
DEPT NO.	_____
MADE IN	_____



SELLING UNIT UPC NO.	_____
FDS SKU NO.	_____
DESCRIPTION	_____
INNER-PACK QTY	_____ PCS
COLOR / STYLE	_____



TWO LONGER SIDES (WIDE)

Cartons for seasonal merchandise should also be marked according to the see examples at the [Seasonal / Merchant Directed Carton Markings](#) section on

Please place the appropriate "Limited Quantities" HAZMAT label if, **by law**, product is subject to those requirements.

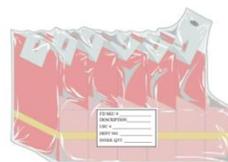
Cartons containing liquids or fragile items must include arrows indicating proper carton orientation (this side up) and should be marked "**Fragile**" if applicable

NON Shippable Inners

1. Non-Shippable Inners are in packaging that cannot contain the product during normal distribution shipping. This includes packaging like poly bags, film, bands, paperboard cartons, belly bands, etc.
2. Each inner needs to be printed or labeled with the following information

FD SKU #	_____
DESCRIPTION	_____
UPC #	_____
DEPT NO.	_____
INNER QTY	_____

Example:
NON-Shippable
Inner



Note: Slight adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons and master cartons designed to be the selling carton. Contact THT Logistics at THTlogistics@tarheeltrade.com for change authorization.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Seasonal / Merchant Directed Carton Markings

Cartons containing seasonal product must be marked, with color, according to the season.

1. Marking must present on the carton in a 4”x 6” area
 - a. A printed 4” x 6” label is acceptable
2. Text should “Agenda Bold” Font
3. Each shipping carton must have 1 label on the 2 longest sides (2 total labels)
4. If shipping carton is too small for a 4” x 6” label it may be scaled proportionally to fit the height of the carton. Please gain approval for these exceptions.
5. Family Dollar will provide specific information for the variable fields below.
 - a. THT for Import
 - b. FD Buyer for Domestic and Domestic Imported Items
6. Please follow the color chart for the specific season.
 - a. Text should be black or white/ “knock-out” according to the chart below

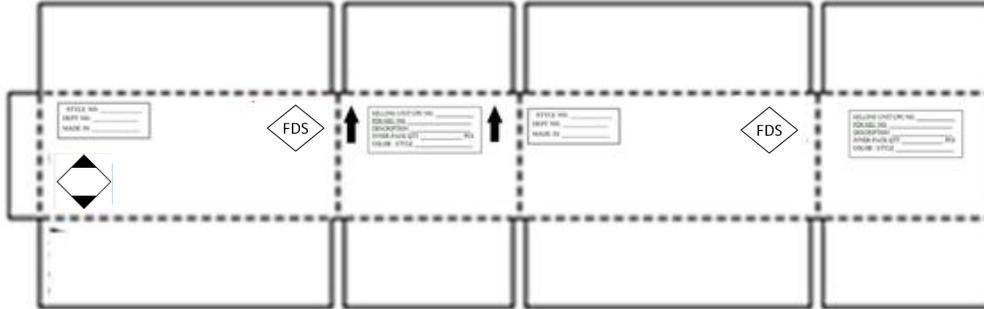


EASTER	DOLLAR DAYS	MOTHERS DAY	VALENTINES DAY
PANTONE Medium Purple C	PANTONE BLACK C	PANTONE 7506 C	PANTONE 183 C
WINTER	AMERICANA	BACK TO SCHOOL	SPRING
PANTONE DARK BLUE C	PANTONE 130 C	PANTONE YELLOW C	PANTONE 356 C
HARVEST	HALLOWEEN	FATHERS DAY	HOLIDAY
PANTONE 730 C	PANTONE ORANGE 021 C	PANTONE 420 C	PANTONE RUBINE RED C
LAWN AND GARDEN	SUMMER	PARTY	
PANTONE 362 C	PANTONE 0821 C	PANTONE 638 C	

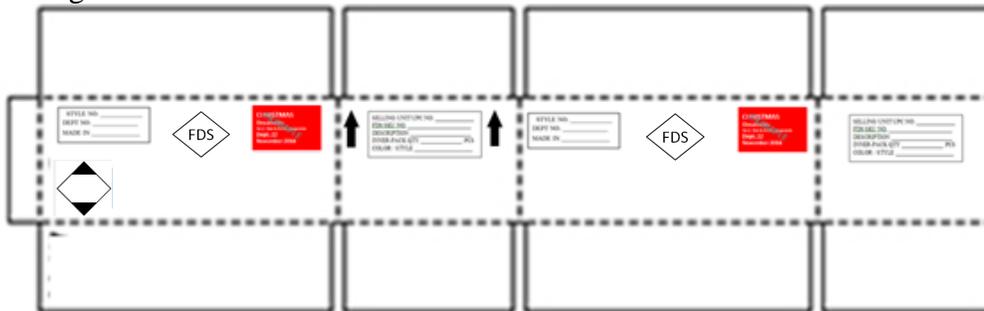
IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

For Reference:

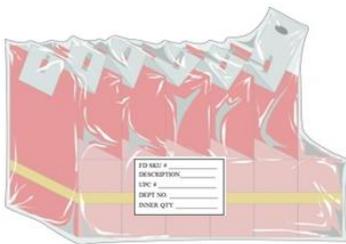
Standard cartons *might* look like this (blue *Limited Quantities* marking may not be necessary):



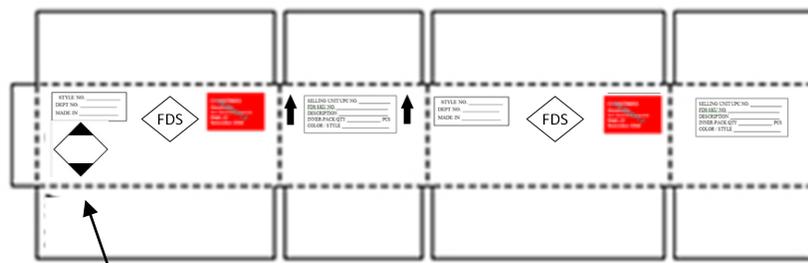
Seasonal Cartons might look like this:



An example of a non-shippable inner might look like this:



Shippable Inner Cartons should look like this:



Determined by Product

Additional Carton Marking Information

1. All cartons on a PO can be numbered consecutively and you do not need to restart numbering with style or color change.
2. DC Destination is no longer required.
3. You may use a label, with the appropriate shipping markings, to identify cartons.
Leave "Total Inner-Packs" blank if there are none and multiple UPC Deal Packs should read "Mixed"

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Part 5: Distribution Packaging Requirements

The following requirements are intended to ensure that products travel from factory of manufacture, through our distribution centers, and to the customer with minimal damage. Contact THT Logistics at THTlogistics@tarheeltrade.com for packaging specific questions.

Failure to meet these requirements may result in a chargeback. These chargebacks will be determined by either Tar Heel Trading or Family Dollar.

Shipping Carton Strength Requirements

The exterior packaging must be of sufficient strength to withstand the stress and pressure exerted by the weight of the contents in each package. The packaging must be able to withstand the stress of a

Maximum Gross Weight	Bursting Test	Flute Size	Minimum Edge Crush Test
10 lbs	150 lbs/inch	C	29 linear foot lbs/inch (ECT)
20 lbs	200 lbs/inch	C	32 linear foot lbs/inch (ECT)
35 lbs	200 lbs/inch	C or B/C Double wall	32 linear foot lbs/inch (ECT)
50 lbs	250 lbs/inch	B/C Double wall	44 linear foot lbs/inch (ECT)

conveyor system and transit. Crushed or damaged cartons cannot be processed through the conveyor system. We require the same considerations for the inner packs of bust out and break pack cartons. The following table will show industry standards related to single wall corrugated cardboard.

Sample Box Maker's Certificate



Corrugated Fluting Definitions

Type	Flutes per Length	Approx. Height*	Take-Up Factor**	
A-flute	33±3/ft. 110±10/m	.184 in. .467 cm	1.54	
B-flute	47±3/ft. 155±10/m	.097 in. .246 cm	1.32	
C-flute	39±3/ft. 130±10/m	.142 in. .361 cm	1.43	
E-flute	90±4/ft. 295±15/m	.062 in. .157 cm	1.27	
F-flute	96±4/ft. 315±15/m	.045 in. .114 cm	1.23	

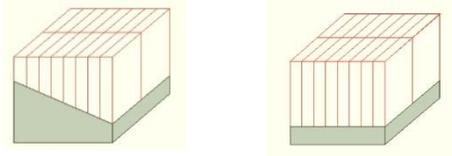
* Not including thickness of facings.

**Amount of corrugating medium needed per unit length after fluting.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Display Shipping Carton Requirements

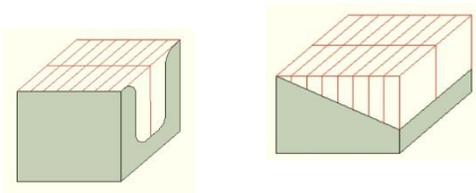
1. Display or PDQ tray is shorter than Product



WT*	**Linear In.	Use Style
Up to 10 Lb	Under 48 In.	HSC
10 to 15 Lb	Over 48 In.	Endload
15 to 50 Lb	Over 48 In.	FOL Endload

*Please refer to carton styles below

2. Display or PDQ Tray is greater or equal to the height of the product



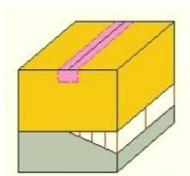
WT*	**Linear In.	Use Style
Up to 10 Lb	Under 64 In.	HSC
10 to 20 Lb	Over 64 In.	Endload
20 to 50 Lb	Over 64 In.	FOL Endload

*Please refer to carton styles below

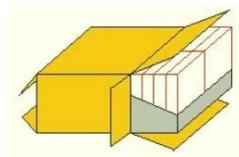
** Linear Inches is calculated by adding the length of the 4 bottom sides together.

Approved Shipping Carton Styles

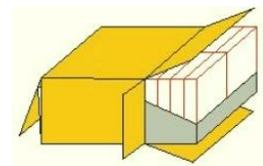
HSC Top Load Carton



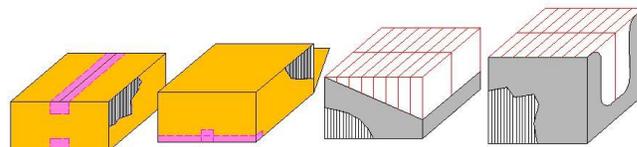
Endload Carton



Full OverLap Carton



Corrugated direction must be vertical to the display orientation.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Tear Away Carton Design Styles

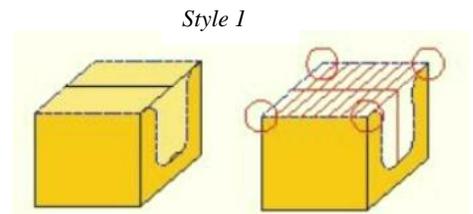
Tear away displays must be designed to tear cleanly.

Finger holes, as shown, must be available to reduce in store cutting.

Approved Styles

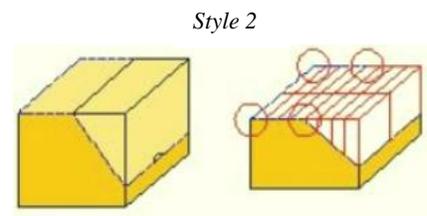
Style 1

Our preferred styles retain the most amount of strength in shipping. Points of the tray are the same height as the product on each of the four corners.



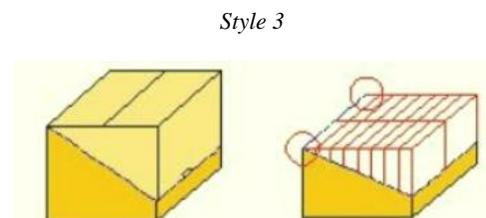
Style 2

4 points of the tray are the same height as the product.



Style 3

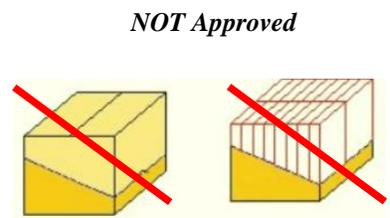
This style is approved but not preferred and has 2 corners that provide stacking support. Back of tray is the same height as product.



Not Approved Styles

Style 4

Tray is shorter than product and does not provide full support on any corners.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Carton Sealing

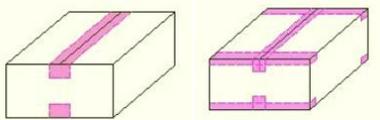
- Flaps must be taped or glued to keep the cartons tightly closed.
- Multiple cartons must not be glued, strapped, or taped together.
- Strapping must not be used on individual cartons or master packs

Carton/ Carton Shippable Inner Taping

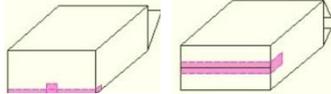
1. Tape should be at least 2 inches in width and have sufficient holding power to fiberboard to ensure a secure seal.
2. Tape thickness should be at least 2 mils.
3. Tape should be centered on the seal and extend down each side at least 2 inches.
4. Full taping of all flaps, seams, and seals is acceptable if all other recommendations are met.

Examples of recommended taping styles

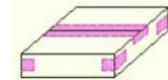
RSC Style Carton



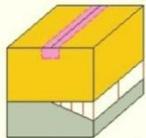
End Load Cartons Rolled End Tray



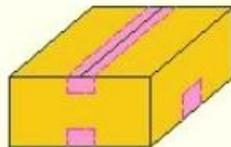
1 Piece Folder



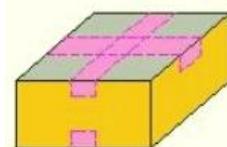
*Acceptable shipping carton tape applications for top loaded PDQ displays. (Double Tape Bottom)



Carton



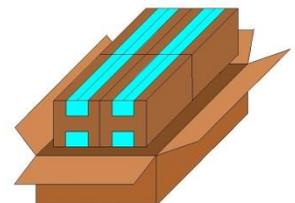
Top View



Bottom View

Inner Packaging Requirements

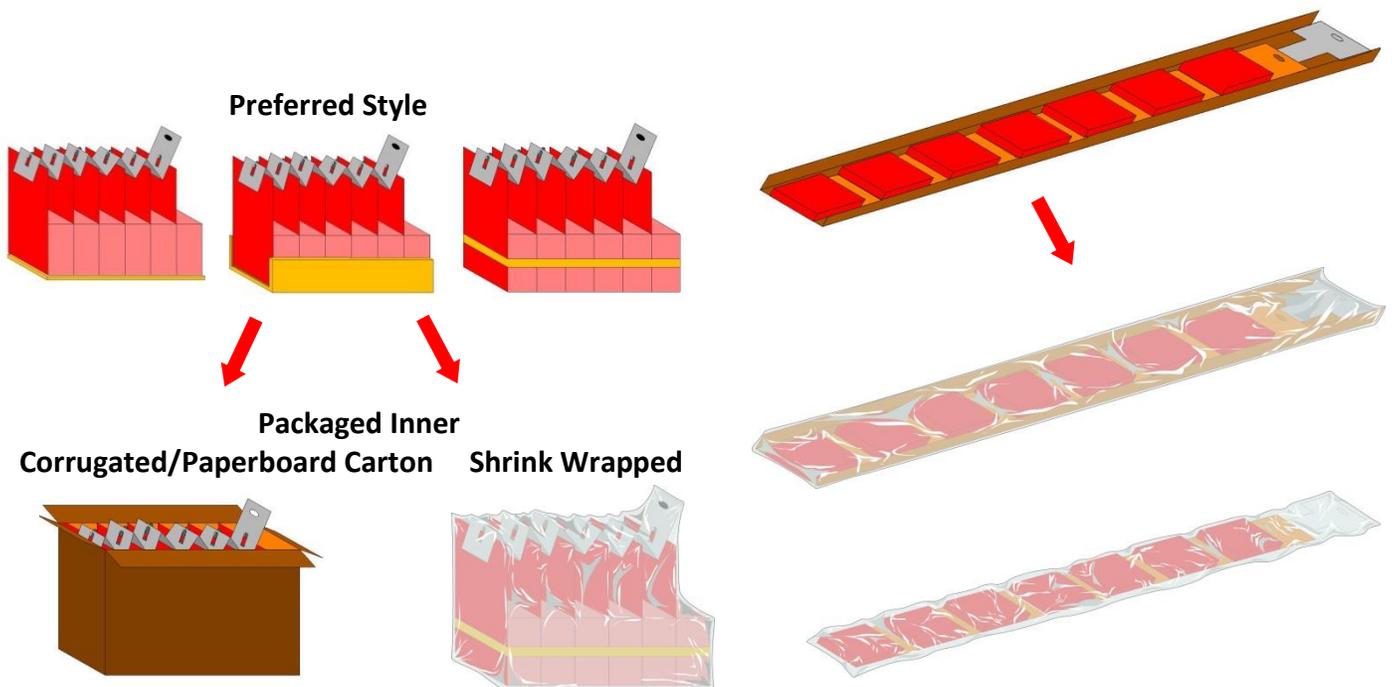
1. Inners in Shippable Packaging (Corrugated)
 - a. After inners, in corrugated packaging, are removed from the master they are considered shippable.
 - b. It is required that they survive the Family Dollar Distribution System and follow both the [Carton Marking Requirements](#) and [Carton Shipping Strength Requirements](#).
2. Inners in Non-Shippable Packaging (Non-Corrugated Packaging)
 - a. Inners in Non-Shippable Packaging are NOT considered shippable.
 - b. These types of items are warehouse in "REPACK" and sent to stores in totes.
 - c. REPACK inners must minimally be wrapped in paperboard, cellophane, polybags, paper or poly film belly banding to hold the selling units together when shipping from distribution center to store.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Clip Strip Program Requirements

1. Clip Strip Specifications
 - a) Maximum Width - **5.00"** Minimum Width – **1.375"** Maximum Loaded Length – **36"**
 - b) Clip strips must be made from a single piece of plastic material.
 - c) Clip strips must be at least 18 gauge, 18 mil, or .018" in thickness.
 - d) Tag hole must be at least .1875" dia.
2. Peg hooks are not acceptable
 - a) S-Hook Must be galvanized and 1.5 in. tall and made from .080 in. diameter wire
3. All products must be pre-applied.
4. Product must stay on clip strip throughout the distribution cycle.
5. Clip strips must be packaged individually.
6. Banding, shrink wrap, bagging, corrugated or paperboard cartons, sleeves, and tubes are acceptable.
7. Shipping packaging must meet all standard Family Dollar Stores, Inc. strength, style, and design requirements as well as Carton Marking requirements.
8. Single deal packs must ship in a separate corrugated carton.
9. Where possible, maximize carton quantity up to the 50 lb limit for cartons with inner packs.
10. Poly bags that are used to contain clipstrips must follow the "[Plastic/Poly Bag / Garment Bag \(marking\) Requirements](#)" found under the Floor Ready Apparel Requirements.
11. Family Dollar Stores, Inc. reserves the right to make changes to these requirements or request different requirements based on category or store location.
12. The following are examples and are not the only acceptable ways to package clip strips in repack cartons
13. Poly bags must be marked with SKU#, Dept. #, and Description



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Plastic/Poly Bag Over-packaging and Garment Bag Requirements:

Failure to meet the following garment bag marking requirements may result in charge backs initiated by merchandising.

1. Plastic Bag Warning Statement (Required)

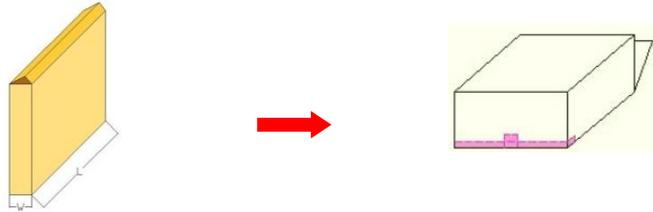
- a. Plastic bags with a thickness of less than 1 mil, in which a diameter is 5 inches or greater (when formed into a circle) used as packaging or packaging article for domestic/household use (e.g. laundry bag, garbage bag) shall contain a warning statement similar to below on both sides of each bag in English:
- b. WARNING: To avoid danger of suffocation, keep this bag away from babies and children. Do not use in cribs, beds, carriages or playpens. This bag is not a toy.**
- c. The warnings shall be printed clearly as to prevent the ink from smearing or upon a gummed label securely attached to the bag. It shall be contrasted by typography, layout or color from the contents of the bag and from other printed matter on the bag, if any.
- d. If the total length and width of the bag is more than 40 inches, the warning shall be repeated at 20 inches intervals.
- e. Except laundry bag, the font size of the warning must adhere to the chart listed below:
- f. This standard applies to all poly bags or plastic bags that are used to contain, bundle, or protect products.

Total Length and Width of Bag	Size of Print
60 inches or more	At least 24 points
40 inches or more	At least 18 Points
25 Inches or more	At least 14 Points
Less than 25 inches	At least 10 Points
All Laundry Bags	At least 36 Points

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Fragile Packaging Recommendations

1. These requirements are intended to aid in selection of fragile item packaging.
2. These requirements cover but are not limited to items containing glass, stoneware, porcelain, Polyresin, candles, glassware, mirrors and lightly bound construction material.
3. 32 ECT (Edgewise Crush Test Value) is the minimum recommended corrugated strength for Fragile Items.
4. Cartons with "Length" L greater than 3 times the "Width," W should have Full OverLap closures. (Orientation of carton may stay the same.)



1. Special packaging requests by Family Dollar Stores, Inc. may be tendered.
2. Special effort by the product and packaging supplier should be made to fill all voids with a protective packaging material.
3. Family Dollar Stores, Inc. prefers a recyclable material made from paper.
4. Each item must be separated from adjacent items by a shipping filler or packaging.
5. Cartons must be marked on 4 sides with Up-Arrows with the words "Fragile" below them.
6. These arrows should be at least 25% of the height of the panel.
7. If the carton contains glass "Caution Glass" should be marked on the carton in front at least 36 PT – Text can be stacked.

CAUTION GLASS

8. A 4 side drop test where the carton is dropped once on each of its 4 "sides" should be passed.
 - Drop height:

Weight	Drop Height
2lbs. To 20.99 lbs	30 in.
21lbs to 40.99 lbs	24 in.
41lbs to 50.00 lbs	18 in.

- If any slight crush is found on the carton, it will not be counted as defective. The Carton Drop Test result is passed.
- If the carton has serious or open seams or if the product comes out of the carton damaged or malfunctioning after the test is performed, the test inspection result should be considered "failed."

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

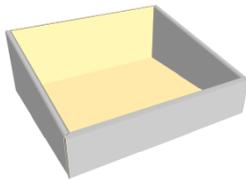
Part 6: Display Construction

Work with your Family Dollar representative to develop the appropriate display for your product. Display and shipping carton must protect and contain product through the distribution cycle to the store until it is sold. The following standards are requirements intended to assist suppliers in designing packaging to survive our distribution system and meet our presentation standards at the store. Please gain approval for any deviations from these requirements from your Family Dollar Representative. Taped displays are forbidden unless specifically requested. (Exception is footwear PDQ's)

Stadium Style Displays

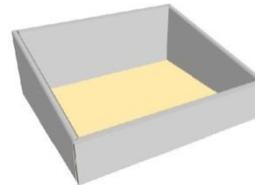
Stadium style displays have a front lip that is lower than the back wall. Sidewalls and front lip must fold all the way over so that natural corrugated color cannot be seen.

If product completely hides back wall, display back may be natural corrugated color.



DISPLAY #1

If product does not completely hide back wall, display must fold over to cover back wall.

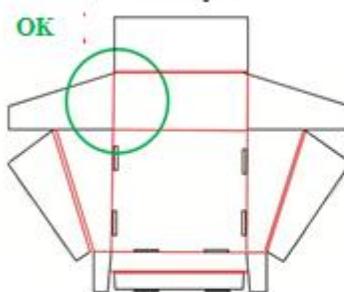


DISPLAY #2

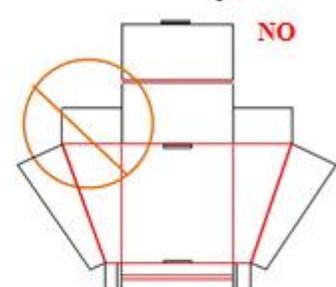
Stadium Tray Design Style

Family Dollar requires a design style where structural side flaps are connected with a crease to the back wall. This aids in on shelf performance.

This design style is approved for use at Family Dollar

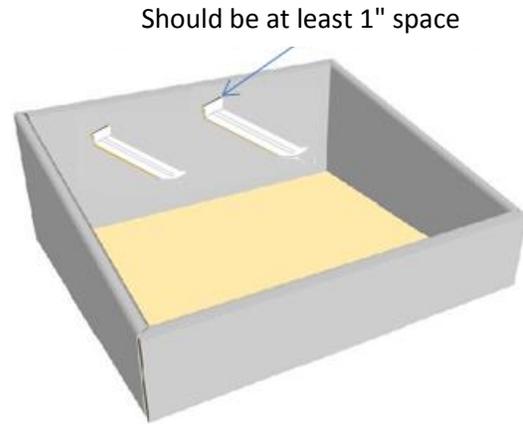
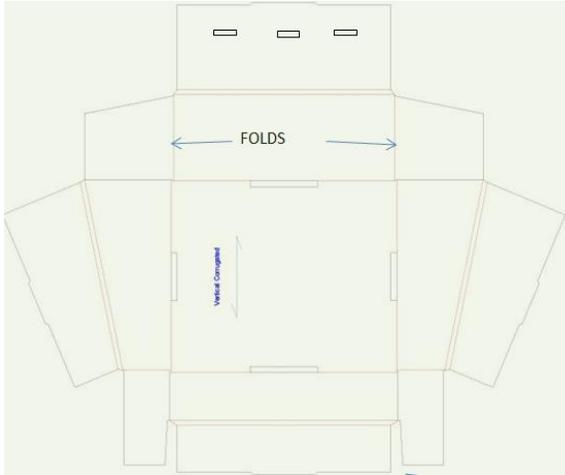


This design style must not be used at Family Dollar.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Pegged Stadium Style PDQ's (angled sides)



DISPLAY #12



Product Hooks

Metal hooks are not allowed

Butterfly Style Hooks are Preferred

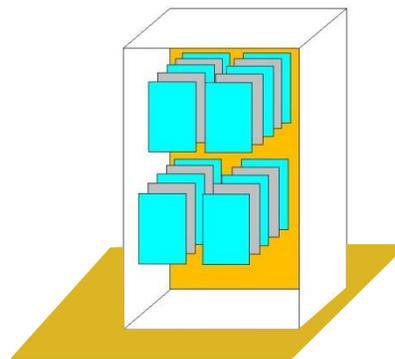
Maximum weight per hook is 3lbs.

Hook length should match display depth.

Pegged Shadow Box (Straight Tray Style)

- Dimensions:
Depth **MUST** be between 4" to 7.5" deep to ensure product is seen and that it will stand on the shelf.
- Peg hooks may be 4-6" length.
- Height may not exceed 12"

*these are not power panels please see page 14 for hanging power panels



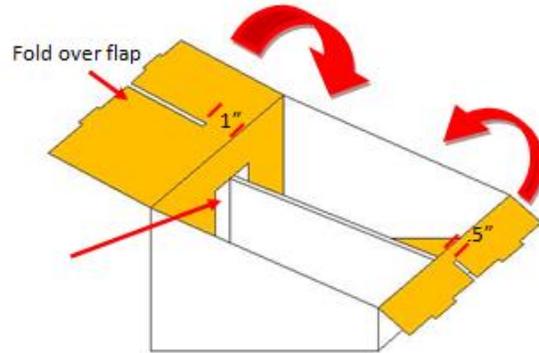
DISPLAY #14

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

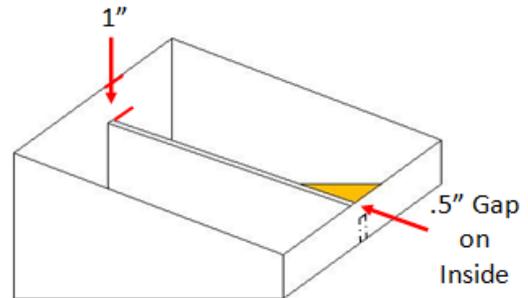
Display Section Dividers

Please follow the guidelines below, for displays with product spacing dividers, to ensure structural integrity of the packaging display, PDQ, or tray.

To reduce display tearing on shelf, leave **AT LEAST 1"** of space on back panel and **AT LEAST .5"** of space on the front panel.



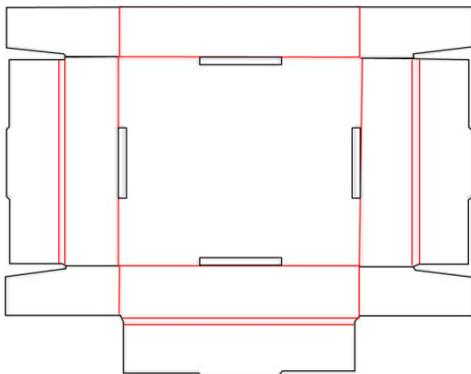
“Wings” of divider should be at least **.75"** wide. Wings may be glued but must be secured with a tabbed fold over flap as well.



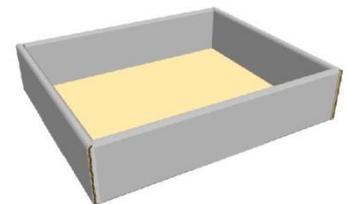
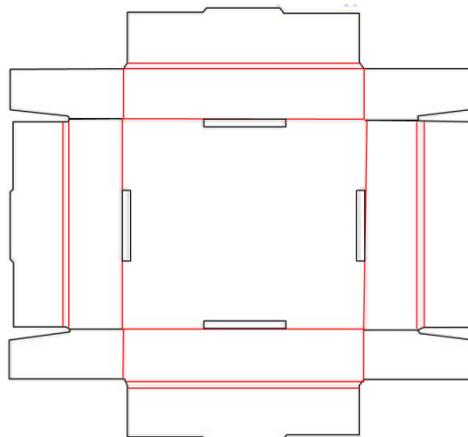
Straight Trays

All counter trays must have fully overlapped sides so that no raw corrugated edges are showing.

DISPLAY # 3 - No Back wall

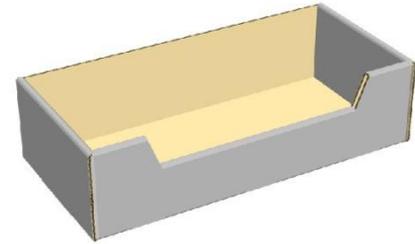
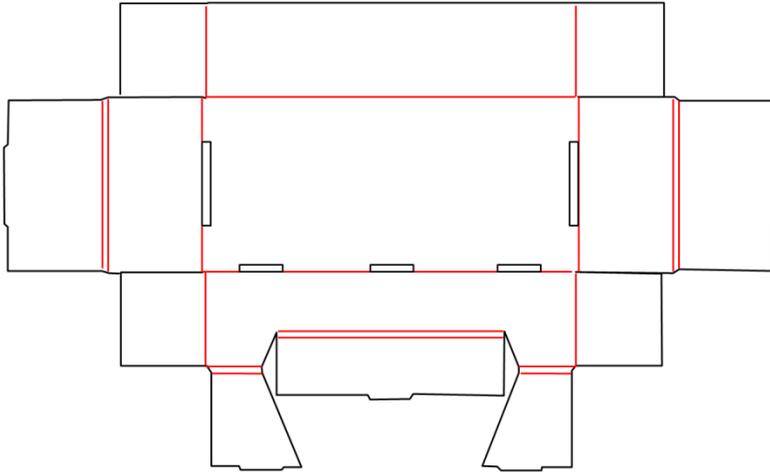


DISPLAY # 4 - Back Wall roll over



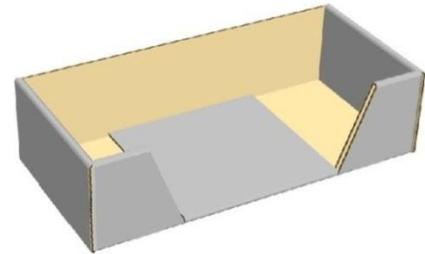
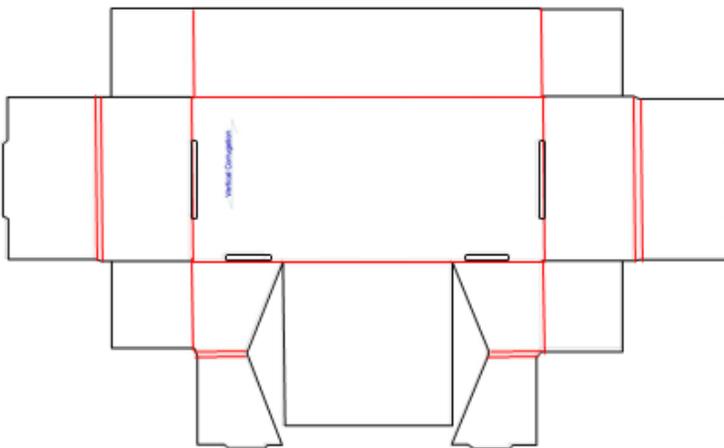
IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Straight Tray with Half Front Lip



DISPLAY #5

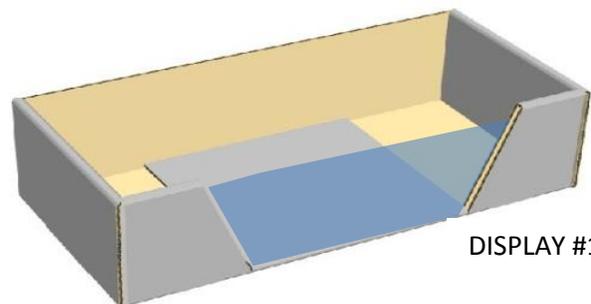
Straight Tray with No Front Lip



DISPLAY #6

Straight Tray with No Front Lip – Clear poly panel

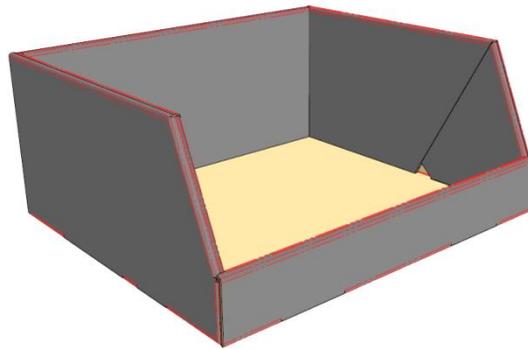
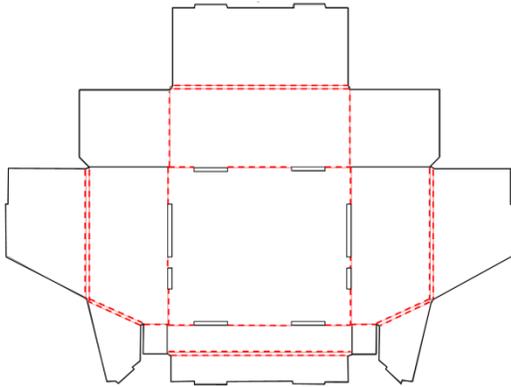
Use diecut found directly above.
Clear PVC sheet at least 16mil or .0016" thick
Do not use glue or double sided tape to adhere plastic,
unless instructed. Please use the display style below.



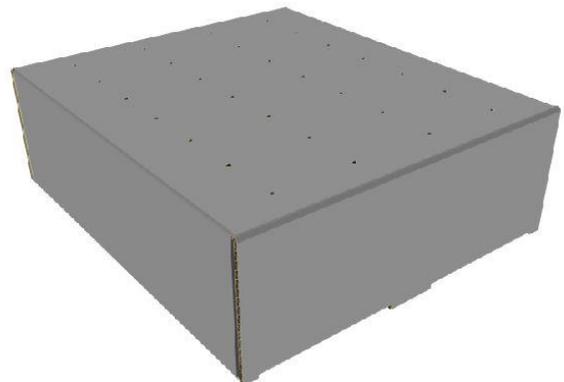
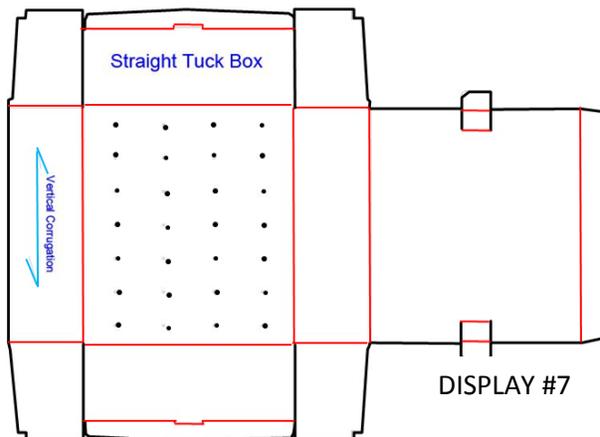
DISPLAY #15

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Double Angle PDQ Tray



Straight Tuck Box with Foam Insert



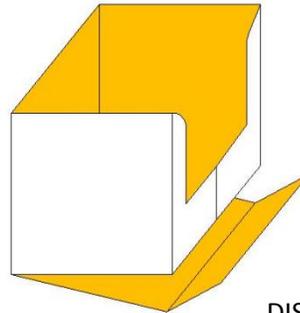
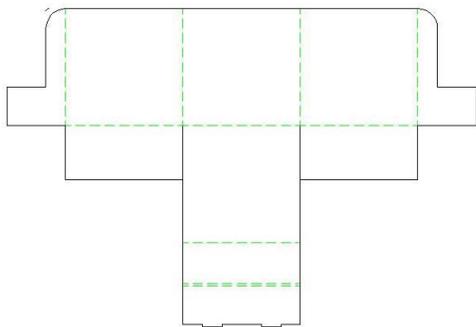
For displays that require the product to stand on a narrow stick use this style. Completely filling, with foam the inside of the fully enclosed display box is the approved way to complete this style display.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

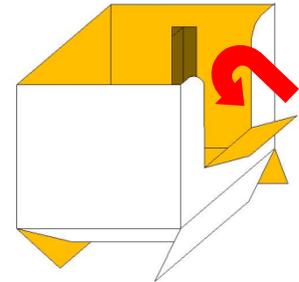
Tall Wall Displays

Use this display style with sidewalls to help product stay upright. If the total weight of the product is less than 20 lbs. and the display is not intended to be double stacked, raw corrugated edges are acceptable.

Full roll over solid bottom
(PREFERRED Style)

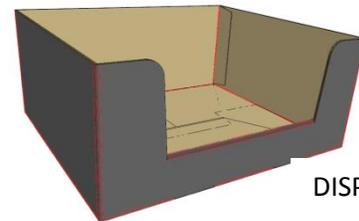
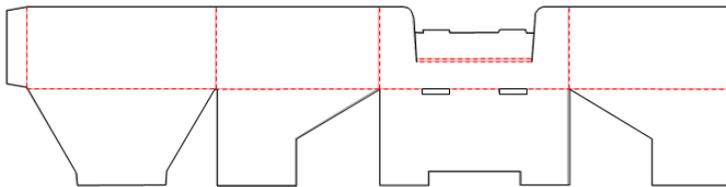


Display Front Lip
MUST Roll Over



DISPLAY #16

1-2-3 Style Bottom for PDQ Tray



DISPLAY #19

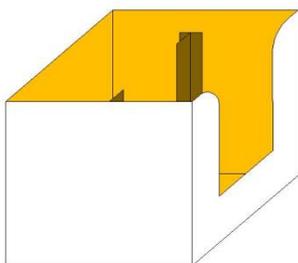
* This style of display must have a taped bottom.

Keeping product upright

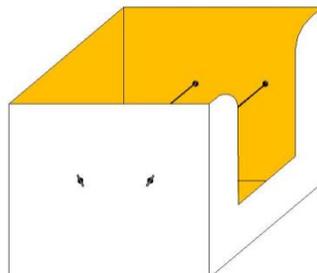
Displays holding tall product should have corrugated "fins" or elastic bands with barbs to hold product upright.

- Fins should be at least 24PT Paperboard or 29 ECT E-Flute material

Paperboard/ Corrugated
Product Holders "Fins"



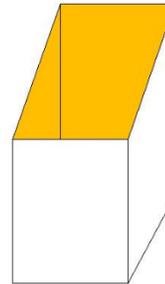
Elastic with Metal Barbs



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Stadium Style Tall Wall PDQ Tray

For Light Items Only! Max display weight less than 7 lbs.
Display Bottoms MUST be taped
Approval to use this style must be obtained before shipping



DISPLAY #18

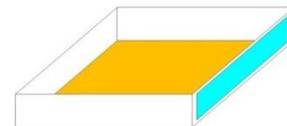
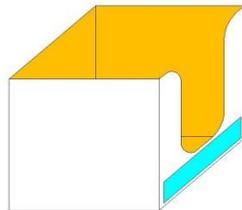
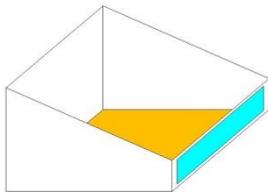
- For tall displays with thin product use an ELASTIC CORD WITH METAL TABS to hold the product in place.
- Utilize stair steps made from corrugated to separate different size or different graphic products.

Display Front Lip Graphics

Program style guides must be followed for specific graphic needs.

If display graphics material or application are not defined in a seasonal Brand Style Guide or Private Brand Style Guide please follow the following instructions for graphics.

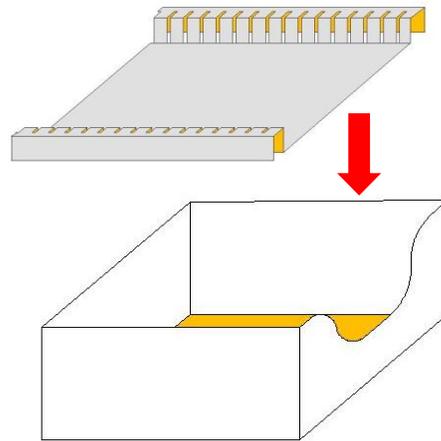
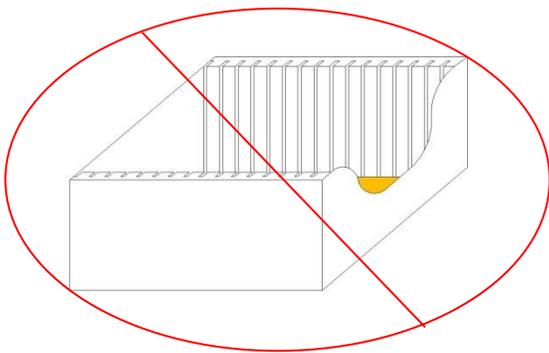
Adhesive, machine and hand applied labels, litho labels, and litho laminate labels are acceptable.
Both paper and poly label stock are acceptable if they have a glossy UV (ultraviolet) coating.
Labels Must be centered on front panel of display.
Label size Must be .5" less than the width of the front face and 2" tall.
Follow appropriate pricing and graphic standards.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Shipping Dividers and Fillers

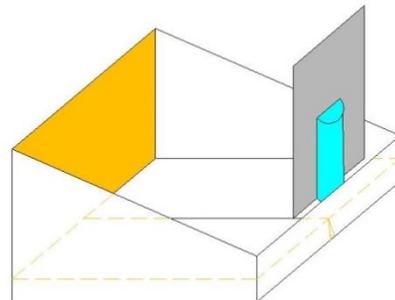
- If product is intended to be displayed in rows and columns it must be held place during shipping. Fragile product that may break must not be allowed to move freely.
- Corrugated or paper board dividers are acceptable.
- Corrugated or paper board dividers, fillers, or spacers that are intended to be removed by store associates can be **NATURAL BROWN** color.
- Corrugated or paperboard dividers, fillers, or spacers that are intended keep the product upright and are not removed until the display is empty must be **WHITE**
- PVC or PET spacers/dividers that are intended to keep the product spaced correctly and are not removed until the display is empty must be **CLEAR**. Black is not accepted.
- Foam is an acceptable way to protect the product while shipping, however paperboard or corrugated is preferred.
- Foam that stays in the display to hold product while it is on display must be white.
- Foam that is removed by the store associates may be any color.
- Shopping experience for the customer is very important. Products that may fall forward or are not visible while displayed must be supported by slotted trays, dividers, and wedges to lean the products back.
- Family Dollar discourages the use of built in slotting intended to align product. This can severely reduce the strength of the display. We prefer that a slotted tray or divider is used.



False Bottoms

False bottoms are acceptable.

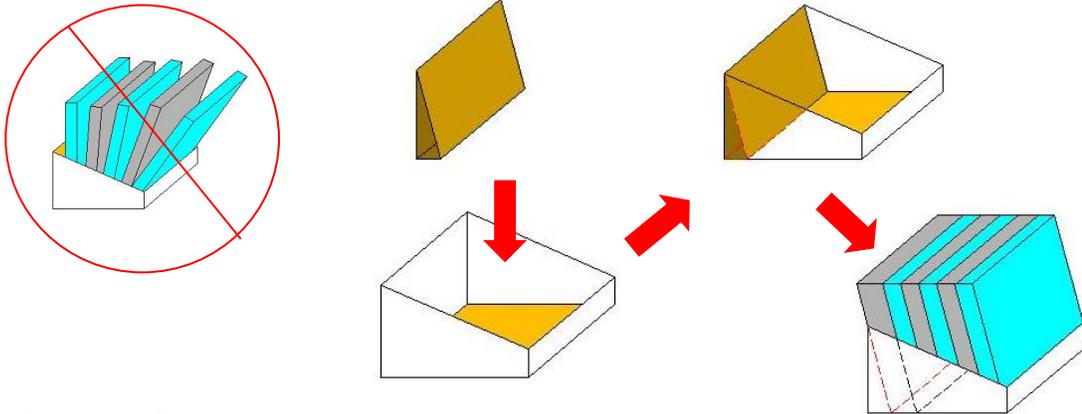
If the 2.5” front lip height covers important product information, it is ok to raise the product up with a “False Bottom”. False bottoms are considered fillers or dividers and should follow the same material standards as the above “Shipping Dividers and Fillers” requirements.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

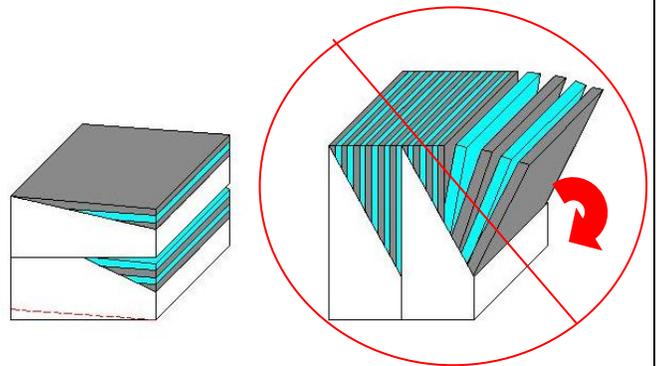
Product Orientation

Use angled dividers to direct product to lay backward in the display or PDQ.



Display Bottoms

Products like binders, notebooks and picture frames that may fall forward in a shallow display should be placed flat (WITH BUYERS APPROVAL) in a display that is designed to be stackable. It is acceptable to use an insert to tilt product slightly up and forward.



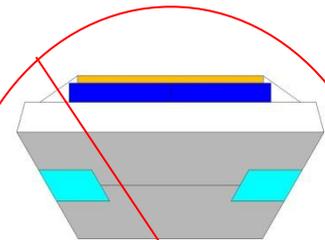
Family Dollar strongly discourages the use of displays that do not have solid bottoms. Heavier products may break through during handling and injure store associates or damage product.

Solid Bottom

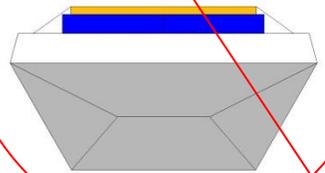


Approved

Taped Bottom



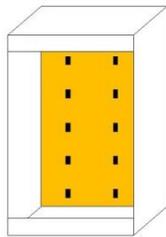
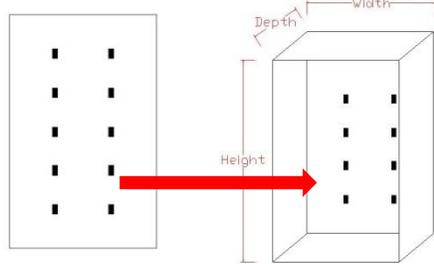
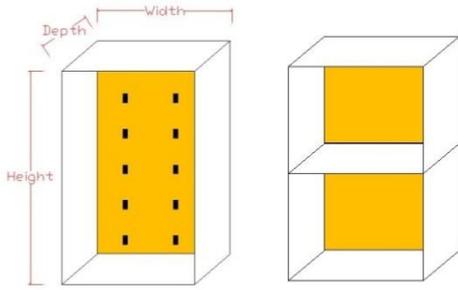
1-2-3 Bottom



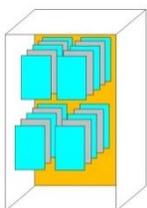
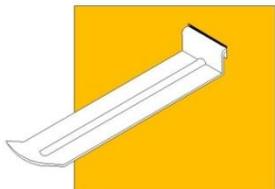
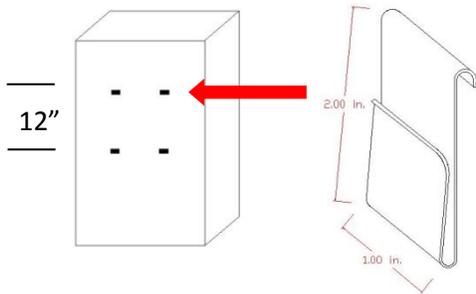
Not Approved

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Power Panel Displays



DISPLAY #11
Power Panels



Acceptable Outside Display Dimensions:

Width: 14" MAX **Height:** 12",24",36",48" **Depth:** 4" to 5"

To utilize the full height of the racking it is acceptable to ship 2-12" or 2-24" displays in the same shipping carton.

Maximum weight of full display:

12" Height – 15lb

24" Height – 25lb

48" Height – 35lb

Backer Board

If weight load per hook is over 2 lbs a backer board must be used

Graphic Headers:

Top or bottom headers for graphics are acceptable

2in is the maximum header height

Headers must be pre-installed

Headers should not add to the total height of the display.

Quick Clips:

Must be pre-installed to the back of the display

2 clips are required per display

Displays over 15 Lbs OR 24" must have 4 clips

If using 4 the distance must be 12" between the 2 rows (center of hole to center of hole) or display will not fully engage rack.

Clip Specifications:

Galvanized Steel: 1" wide, .020" thick.

Plastic: 1" wide, .088" thick

Product Hooks

Metal hooks are not allowed

Butterfly Style Hooks are Preferred

Maximum weight per hook is 3lbs.

Hook length should match display depth.

(4" to 5")

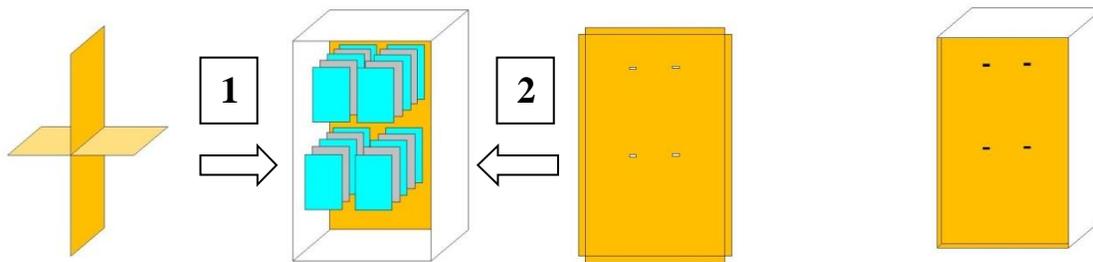
Product must be evenly spaced Left to Right and Top to Bottom
Peg hooks and product stack depth **must be less than 4"**

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Display Must have dividers, filler, or spacers to prevent product from swinging during shipment
All displays Must ship flat on their back in an "Endload Carton." Please see "[Display Shipping Carton Styles](#)" for examples.

Family Dollar has found that the safest way to protect product is to lock peg hooks in place and reduce product swinging during shipment. Below is a recommended way to accomplish this.

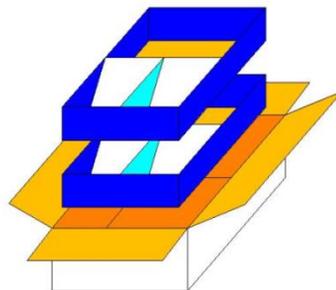
1. Place spacing divider between all rows of product.
2. Place corrugated headspace filler, with holes that correspond to peg locations, on top of product.



** Any deviation from this standard must receive approval from the appropriate Family Dollar Stores, Inc. representative.

Calendars and Planners

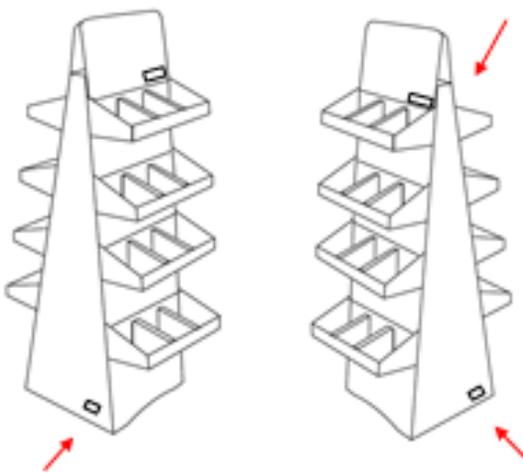
Displays should be split into 2 sections. 24" tall and stacked inside a single shipping carton.
Displays must be designed to keep product in place through shipping and selling season.
Family Dollar approval of a completely packed sample is necessary.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Floor Display Labeling

- All floor displays and shippers must be marked with a "Set Date" and a "Take Down Date."
- Preferred placement is on the bottom right base corners of 2 non adjacent sides
- If a display must be marked on its header, adhesive labels are not allowed.
 - Graphics must be pre-printed in bottom right corner of header



Acceptable Marking Applications for Header

Printed with Graphics "Litho"

SET <Date>
TAKE DOWN <Date>

"Knock-Out" Art "Flexo"

SET <Date>
TAKE DOWN <Date>

Acceptable Marking Applications for Base

SET <Date>
TAKE DOWN <Date>

LABEL – AT LEAST 1 x 2"

SET <Date>
TAKE DOWN <Date>

**"Knock-Out" Art
"Flexo"**

SET <Date>
TAKE DOWN <Date>

**Printed with Graphics
"Litho"**

* Background color Orange is just an example. Actual color will be color of display printing.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Giftable Products Easy Peel Labels

All giftable Family Dollar products must be pre-priced. Labels must be easy peel. Easy peel labels can be removed by customers and leave little to no adhesive residue. The following label material and adhesive has been approved for most Family Dollar products, including apparel. Always check your product and label for easy peel compatibility. Products that do not have easy peel labels or have labels fall off prematurely may receive chargebacks.

Easy Peel Labels Supplier:

Avery Dennison

Paper Labels: FASSON: 60#SG Elite/R5195/40#SCK - Spec# 18328

Poly Labels: FASSON: 2.3 White BOPP TC/R3500/40# - Spec# 78149

Hanging Blister Cards and Carded Product

CARD STOCK:

Single Layer Blister Card:

500 GSM (Grams Per Square Meter)

Coated Two Sides and bright white on both sides (no gray backer cards)

Printing process determined by artwork.

Flood UV resistant varnish required.

Header Card/Double Layer Fold Over Card

400 GSM (Grams Per Square Meter)

Coated One Side - Bright white both sides

Printing process determined by artwork.

Flood UV resistant varnish required.

Heavier card stock or additional plastic reinforcements may be necessary and required to support product weight.

IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Hanging Card Design

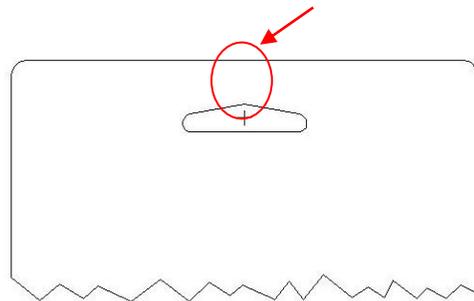
It is essential to Family Dollar that packages hang straight and hang holes resist tearing. The following guidelines will help you select the appropriate packaging style to ensure safe product hanging. Please use the following chart to determine a recommended hang hole distance.

*Thickness for hanging cards should be at least 18PT, .016" thick.

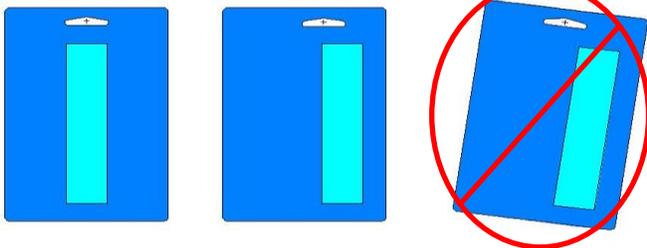
Family Dollar Hang Hole
Hang Hole Distance

Packaging Material	Reinforcement Type	Hang Hole Distance
Plastic Pouch	None	0.50"
Pastic Pouch	Plastic	0.25"
Paperboard	None	0.375"
Paperboard	Fold over	0.25"
Paperboard	Plastic Sheet	0.25"
Plastic Sheet	None	0.25"
Corrugated	None	.0375"

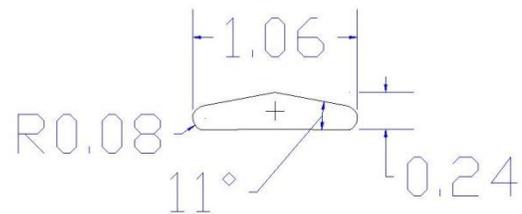
This is the "hang hole distance.



Adjust hang hole alignment so product hangs straight.

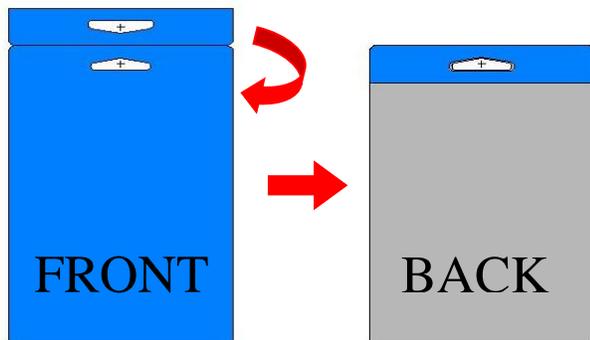


Approved Family Dollar Hang Hole

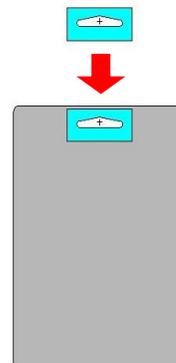


Hang Hole Reinforcement

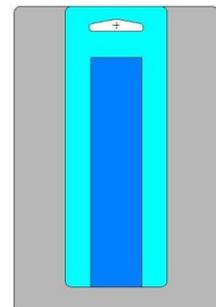
Glued Card Fold Over



Adhesive Plastic Reinforcement (.016" PVC)



Thermoform Extension



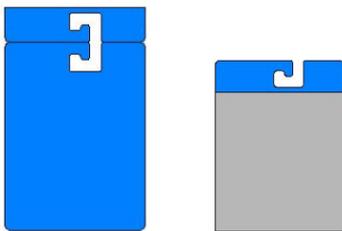
IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Hanging Packaging for products with multiple styles/colors

All carded HANGING product including thermoforms, bags or pouches with header cards, or clamshells MUST have a J-Style hang hole IF it has multiple colors, sizes, styles, or shapes. This allows the customer to easily evaluate different styles and select the appropriate one.

Carded J-Hook Style Hang Hole
Must have reinforcement

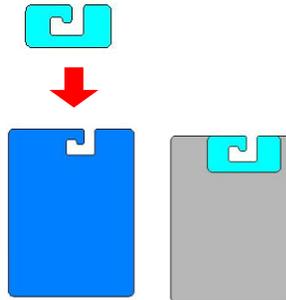
Glued Card Fold Over



Front *Un-Glued*

Back

Adhesive Plastic Reinforcement
Minimum 16 Gauge (.016") PVC



Front

Back

1.

Hanging Pouches or Bags

These must have paperboard or poly coated paper hang holes.
Each graphic card must fold in half for double thickness.

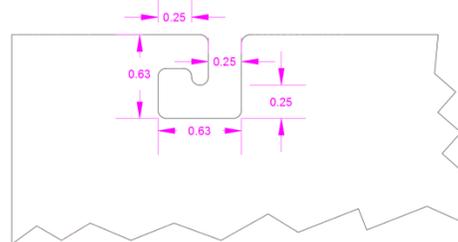


All items over 6oz / 170g must have a plastic reinforcement. The reinforcement may be affixed with adhesive or sandwiched between 2 layers of glued paperboard.

PVC or PET Clamshells with J-Style Hang Holes do not need reinforcement if plastic thickness is greater than .018in or .45mm thick

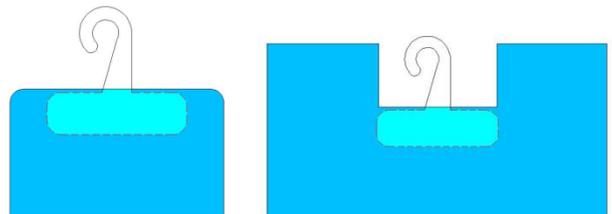
Suggested J-Hook Style Dimensions

Align so that packaged products hang level.



Plastic Hook Hanger

Various types of plastic hooks are acceptable. Please get Family Dollar approval. Hook must be thick enough so that it does not bend or break when hanging.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Floor Ready Apparel Requirements:

Inner Packaging

1. Inner packs should be in a poly bag and hangers rubber banded.
2. Where possible, maximize carton quantity up to the 50 lb limit for cartons with inner packs.
3. Garments should lay lengthwise and flat in the carton with the front side facing up.

Nominated Packaging Suppliers for Apparel Brands

1. Recommended or Approved suppliers must be used for printed packaging for the Family Dollar brands:
 - Extremely Me!
 - Just Be...
 - Highland Outfitters
 - Kidgets
2. Failure to use approved Hanger or Trim suppliers may result in additional charges for artwork approval, or failed product testing due to out-of-spec trim.
3. Special Instruction, by brand or manufacturing location, may be communicated regarding the use of specific hanger and/or trim suppliers. Otherwise, manufactures may use the following suppliers for competitive bids.
4. Sample Approvals
 - PDF's for scanning must be submitted for all bar coded packaging
 - Family Dollar must also see physical samples of printed packaging from "Recommended" suppliers.
 - Physical samples from "Approved" suppliers are only required upon request from Family Dollar.
5. All suppliers listed below have been certified for quality, cost, and capabilities of both volume and manufacturing to specs. Specs should be provided as part of your item quotes.



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Nominated Packaging Suppliers

HANGERS	WEBSITE
GOH Hangers	http://www.goh-intl.com/
CWS - Capco	http://www.cwshanger.com/
A&E - Mainetti	http://www.mainetti.com/
Hangers Plus	http://www.hangersplus.us/
SSI -Sourcing Solutions	http://www.ss-intl.com/
B&G Plastics Inc.	http://www.bgintr.com/
Uniplast Industries	http://uniplastindustries.com
Terpac	http://www.terpac.com
Visconti Hangers	http://www.viscontihangers.com

PRINTED CORRUGATED	WEBSITE
R-Pac	www.r-pac.com
YFY / Jupiter	www.yfyjupiter.com
PCA - Packaging Corp. of America (Asia)	www.packagingcorp.com
DOMESTIC - Only	
Menasha	www.menasha.com
Packaging Unlimited	www.packagingunlimited.com

LABELS & TRIM	WEBSITE
APPROVED	
R-Pac	www.r-pac.com
SSI -Sourcing Solutions	www.ss-intl.com/
Avery Dennison	www.averydennison.com/
Natco Global	www.natcoglobal.com/
Nexgen	www.nexgenpkg.com/
Pacific Packaging	www.pacpacworld.com
Quantum Packaging	www.quantumpkg.com/
Artco Global	www.artcoglobalgroup.com
CheckPoint	www.checkpointsystems.com
DOMESTIC	
Work Flow One	www.workflowone.com/



IMPORT ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Display Numbers Quick Reference

Display #	Description	Page	Display #	Description	Page
1	Stadium Angle Side no Back Rollover	42	16	Tall Wall Solid Bottom	47
2	Stadium Angle Side WITH Back Rollover	42			
3	Straight Tray no Back Rollover	44	18	Stadium Tall Wall Light Items	48
4	Straight Tray WITH Back Rollover	44	19	Tall Wall 123 Bottom	47
5	Straight Tray Half Front Lip	45			
6	Straight Tray with no Front Lip	45			
7	Straight Tuck Box - Foam Insert	46			
11	Power Panels	51-52			
12	Stadium Angle Walled PDQ with Pegs	43			
14	Shadow Box with Pegs	43			
15	Straight Tray with Clear Poly Panel	45			

END OF WRITTEN DOCUMENT