



Procurement Department

VENDOR SUPPLY ITEM LABEL REQUIREMENTS New Stores, Remodel Stores and Special Projects

Vendor Item Labeling Requirements (See example)

- I. All labels to be black ink on orange paper.
- II. Size range for label: 5"x7" to 8-1/2" x 11".
- III. All labels must use a releasable adhesive if applied directly to the item.
- IV. All labels must have a line drawing/image illustrating the item.
- V. Two labels on any large size boxes (use discretion).
- VI. One label per non-boxed items (ie. Assembled fixture).
- VII. Labels must be placed on the outside of the wrap of the item, box or skid.
- VIII. Use the item description listed on the Dollar Tree PO, not a vendor description.
- IX. Do NOT list vendor item # on the labels (causes confusion for the receiving party).
- X. If any area is not used on the label, indicate N/A.

Multi-Pallet Labeling

- I. If boxed items or skided items are for one kit, reference the # of boxes/pallets
 - "Pallet 1 of 2" – (See Multi-Pallet Label Example Below)

Pallet of

Item Description	Item Qty in Box	Item Qty on Pallet

Provide count of items on label:

- Item qty in box.
- Item qty on pallet.



Store/DC#

Item Drawing

Vendor Name:

Purchase Order #:

SKU #:

Item Qty:

Item Description:

SUPPLY ITEM / STORE USE

Box of



Store/DC#

00001

Item Drawing/Image

Vendor Name:

Integrated Business Solutions

Purchase Order #:

00000XXXXX

SKU#:

123456

Item Qty:

1

Item Description:

Kit contains - 144 imprinted green 9" latex balloons w/sticks and cups, 5 yards of red 4" ribbon, 1 large red bow, and 25 2"X6" red ribbons for name tags



SUPPLY ITEM / STORE USE

Box 1 of 1

Pallet of

Item Description	Item Qty in Box	Item Qty on Pallet