

SWAMP Supplier Cartons, Labels, Document Requirements

Requirement 1 - Product EAN-13 Barcode Label

- SWAMP now has EAN-13 Barcodes for all of our products
- EAN-13 numbers / barcodes are applied to a product forever (never changes)
- EAN-13 number codes will be provided in the PreOrder document for all previously ordered products (please contact us if not received)
- For 'New Models', we will provide the EAN-13 number code after the PI is confirmed.
- Barcode label should be placed in the most appropriate place to accommodate the design of the packaging.

Notes:

i) ensure CODE-128 barcodes are not used, as we cannot scan this type of barcode with smartphone scanner 100% of the time.



Correct "UPC or EAN-13" barcode:



Note, that it has "vertical lines that extend into the line of the numbers, unlike the Code 128 barcode.

ii) each barcode is "unique" to each product. Never use the barcode number for more than 1 product. Refer to the "Barcode List" sheet, inside the "Pre Order" excel file for current, full list of barcode numbers (*we send this document as PO with each order. Any new models will have barcodes appear in this sheet ~3days after PI is confirmed*).

iii) EAN-13 barcodes, are the same style as UPC but have 1 extra number that standard UPC barcode (UPC is just for American companies). Therefore, you can print EAN-13 barcodes using the same software as UPC.

iiii) Ideally the "SWAMP Model Code" can be added to the Barcode label, as shown in the below example. Please note to never include the "Supplier Code" or any other model code on the barcode label.

Requirements:

a) We would like 1x label printed with the Barcode + Number + SKU data, placed onto every "unit" (unit is either "inner carton" or "plastic bag" or "cardboard" packaging of the product)



Barcode Example:

- Please see below examples of a EAN-13 barcode labels, with number + SKU code (for the example model "NC3MXX NC3FXX 5m")

NC3MXX NC3FXX 5m



Reason:

By adding barcodes to each unit, and to the 4 sides of the master carton, it will greatly help us with our logistic operations. We are changes business software systems, and we will greatly benefit from barcodes on all stock and cartons.

Requirement 2 - Carton EAN-13 Barcode Label

- Use the same EAN-13 barcodes as placed on the Product packaging, on the outside of the master carton

a) We would like 2x labels printed with the Barcode + Number + SKU data, placed onto every "master carton"

b) place 1x label on each 'Front Face' of the carton (therefore, at least 2x barcodes per master carton)

Example:

 nt Pro Audio t.au	<table border="1"> <thead> <tr> <th>Model</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>NCSMXX NCSFXK 5m</td> <td>50</td> </tr> </tbody> </table>   	Model	QTY	NCSMXX NCSFXK 5m	50	 Audio Cables Musical Equipment Pro Audio www.swamp.net.au	<table border="1"> <thead> <tr> <th>Model</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>NCSMXX NCSFXK 5m</td> <td>50</td> </tr> </tbody> </table>   	Model	QTY	NCSMXX NCSFXK 5m	50
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Model	QTY										
NCSMXX NCSFXK 5m	50										

c) If there are "Multiple Models" inside the carton, then place 2x barcode label for each Model on the master carton. Example:

 nt Pro Audio t.au	<table border="1"> <thead> <tr> <th>Model</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>NCSMXX NCSFXK 5m</td> <td>50</td> </tr> <tr> <td>XLR101-XLR102-10m</td> <td>50</td> </tr> </tbody> </table>    	Model	QTY	NCSMXX NCSFXK 5m	50	XLR101-XLR102-10m	50	 Audio Cables Musical Equipment Pro Audio www.swamp.net.au	<table border="1"> <thead> <tr> <th>Model</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>NCSMXX NCSFXK 5m</td> <td>50</td> </tr> <tr> <td>XLR101-XLR102-10m</td> <td>50</td> </tr> </tbody> </table>    	Model	QTY	NCSMXX NCSFXK 5m	50	XLR101-XLR102-10m	50
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XLR101-XLR102-10m	50														

NOTES

1. "Front Face" Example:



2. Product EAN-13 Barcodes Online

- EAN-13 barcodes can be produced by free online generator tools such as the example below:

<http://www.free-barcode-generator.net/ean-13/>

- However, it is not possible to add the "SKU / Model" code text onto the label automatically.
- Please contact us if you need assistance to create the EAN-13 barcodes and we can create them forward them to you.

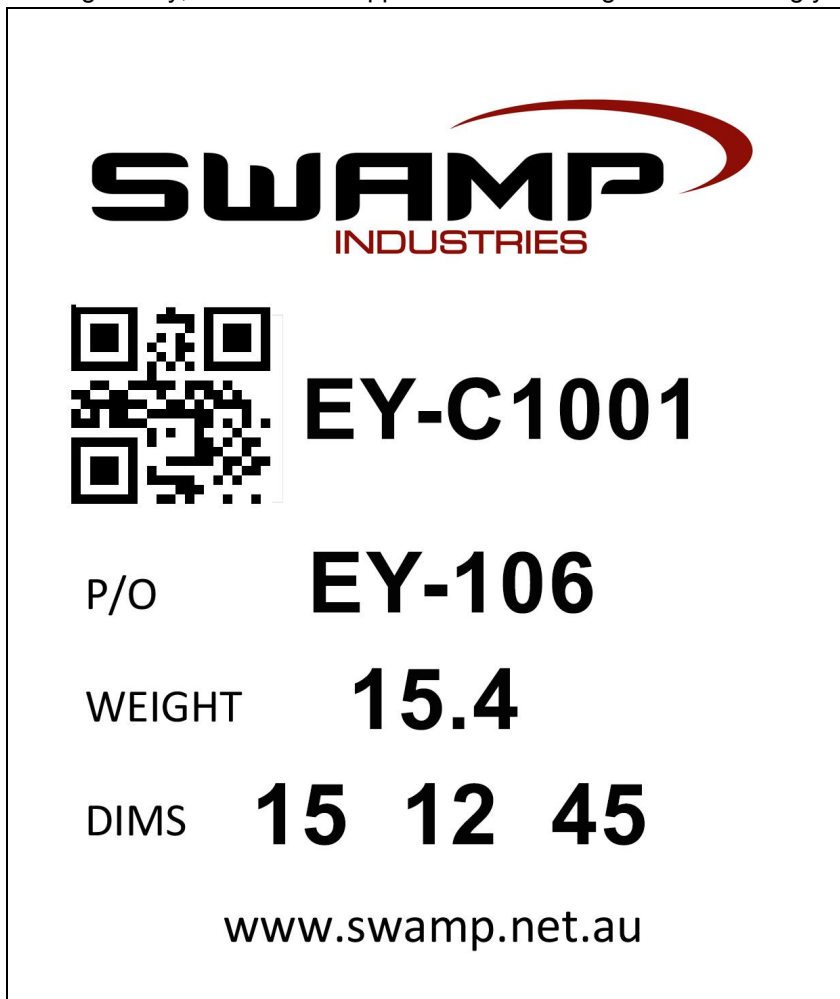
Requirement 3 - Carton Number + QR Code Label

- Each master carton must have a "Unique Carton Number"
- Future orders will need to have different carton numbers from previous orders.
 - We will generate and provide the carton codes to you.

b) Each master carton must have a “QR Code” (matching the ‘Unique Carton Number’)

NOTE

- We can supply an Excel plugin, that works with Google to make the QR codes in bulk. Please ask us to supply this if useful (it will produce a label like that in the example below). Note that a VPN may be required to be able to use the tool, as it required access to Google servers.
- We can also help to produce the QR code for carton number codes if required, and can forward the QR code images or labels via email.
- Labels would be supplied as per the example below, except without any “P/O”, “Weight” and “Dimension” data.
- Labels would be supplied in A4 format, 4 per page.
- Labels would be supplied with the ‘continuing sequence of numbers’ format (e.g. EY-C1001), 500 labels at a time.
- QR code images only, can also be supplied as JPEG image files. Enabling you to use your own label system.



c) **IF Weight, Dimension, P/O information is “Printed” on the outside of Master cartons.** We can accept that **ONLY the ‘QR code’ and ‘Unique Carton Number’** be printed on a label and attached to the carton. *(QR codes should not be printed to master cartons, as they are often not readable)*

NOTE - We can only provide the QR codes as JPEG images to assist with producing the below labels.



EY-C1002

Requirement 4 - Side Face Shipping Mark

- a) Each master carton should have our **'Side Face' shipping mark design printed in colour to the carton**, if possible.
- We can accept in Black/White only if order/carton QTY is small

- We can accept no Side Face shipping mark, if order/carton QTY is very small



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NOTES

- Use a "Bold", "Arial" font if possible for the text section
- Keep font sizes and position relative to the above example
- We will provide a high resolution image of the 'SWAMP logo' (please request if not received)

b) If appropriate, the Side Face should also be printed with "This Way Up", "Fragile" or "Dry Weather Only" stickers.




Requirement 5 - Front Face Shipping Mark

i) Combined with the **EAN-13 Barcode Label**, and **Carton Number + QR Code Label** requirements;

- a) The 'Front Face' shipping marks must include the **MODEL** and **QTY** of each product inside the carton.
- i) for cartons containing multiple models/products, each MODEL and QTY must be listed
- ii) the MODEL value must be the "**SKU / Model Code**" value from our PO

SWAMP Industries					
				Pre Order	
Supplier:	Dicon				
Order No.					Order Total
				\$2,021.06	
SKU / Model Code	SupplierProductCode	SupplierProductName	Quantity	SupplierFixedPrice	Unit Total
DC-KS-016-S	DC-KS-016-S	DC-KS-016-S	18	7.45	134.1
DC-KS-106	DC-KS-106	Dual tier, dual frame keyboard stand	32	17.9	572.8

- iii) Model codes and Quantities can be 'hand-written', but the handwriting must be clear and legible.

Model	QTY	
NC3MXX NC3FXX 5m	50	EY-C1001 P/O EY-106 WEIGHT 15.4 DIMS 15 12 45 www.swamp.net.au
XLR101-XLR102-10m	50	
<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> XLR101-XLR102-10m NC3MXX NC3FXX 5m </div> <div style="display: flex; justify-content: space-around;">   </div>		

- b) The Front Face must also have;
 - "PO / SWAMP Order Reference" code
 - Carton Gross Weight (kg / kilo - rounded UP to the nearest "0.5kg")
 - Dimensions (cm / centimeters - rounded UP to the nearest "1cm")

PLEASE ENSURE WEIGHTS AND MEASUREMENTS ARE ACCURATE

- we enter weight and dimension data into our system, to automate the calculation of freight costs for customers, as well as automating the courier label creation. Incorrect weight and dimension data results in losses due to incorrect freight costs and extra labour required to take correct weight and dimensions and update the system.

Requirement 6 - Packing List format and information

- a) Packing Lists must contain **accurate details** for which **carton** every **product** has been placed in.
- b) Packing Lists must be **accurate Weight and Dimension data**, that matches that on carton labels / cartons.
- c) Packing Lists must be received in **'Excel'** or spreadsheet **format**.
 - please refer to the "SWAMP Packing List - example format" excel file to check the required format and details.
 - also refer to the below image for quick reference:

Ref: PO#: EY.106

SWAMP MODEL	Product QTY	Unique Carton Number	QTY Per CTN	CTN QTY	Total G.W	Total N.W	CBM	DIM(X) cm	DIM(Y) cm	DIM(Z) cm
BM-88	36	EY-C0001 - EYC0003	12	3	51.00	48.00	0.18	54	25	12
CM-20	40	EY-C0004 - EYC0005	20	2	16	14	0.06	43	12	12
CM-20 KIT	24	EY-C0006 - EYC0008	8	3	27	24	0.17	48	25.5	24.5
RF-5-BM-600-PACK	40	EY-C0009 - EYC0028	2	20	240	220	2.46	54	25	12
DM-57	192	EY-C0029 - EYC0036	24	8	152.00	144.00	0.60	43	12	12
DM-58	192	EY-C0037 - EYC0044	24	8	152.00	144.00	0.60	48	25.5	24.5
EM-568	30	EYC0045	30	1	3.50	2.50	0.04	54	25	12
HP3000	48	EY-C0046 - EYC0048	16	3	33.00	30.00	0.25	43	12	12
SKSD013	30	EY-C0049 - EYC0051	10	3	72.00	69.00	0.27	48	25.5	24.5
SKSD019	30	EY-C0052 - EYC0054	10	3	78.00	75.00	0.27	54	25	12
SKSD063	60	EY-C0055 - EYC0059	12	5	110.00	105.00	0.21	43	12	12
SPM002	60	EY-C0060 - EYC0061	30	2	42.00	40.00	0.09	48	25.5	24.5
UPM-1	60	EY-C0062 - EYC0063	30	2	42.00	40.00	0.09	48	25.5	24.5
RF-5	48	EY-C0064 - EYC0087	2	24	204.00	180.00	2.04	54	25	12
RF-5	2	EYC0088	297	1	8.5	7.5	0.08	34	12	67
SKSE127	245									
U9-1	20									
MS-1	30									
SKSE106	200	EYC0089	200	1	9.00	8.00	0.03	43	12	12
TOTAL	1387			89	1240	1151	7.44			

IMPORTANT NOTES

- must include the **SWAMP Model code** (not supplier model code)
- must include the **"Unique Carton Number"**
- **dimension data** must be included in **3 separate columns**

- d) Cartons with **"Multiple Models"** must have the full details of what Models and QTY are inside each carton.
 - this should be done on the Packing List by 'merging cells' in Excel, so that the carton details are displayed on 1 "merged row", while the Model and QTY data is still displayed on separate rows.

SKSD063	60	EY-C0055 - EYC0059	12	5	110.00	105.00	0.21	43	12	12
SPM002	60	EY-C0060 - EYC0061	30	2	42.00	40.00	0.09	48	25.5	24.5
UPM-1	60	EY-C0062 - EYC0063	30	2	42.00	40.00	0.09	48	25.5	24.5
RF-5	48	EY-C0064 - EYC0087	2	24	204.00	180.00	2.04	54	25	12
RF-5	2	EYC0088	297	1	8.5	7.5	0.08	34	12	67
SKSE127	245									
U9-1	20									
MS-1	30									
SKSE106	200	EYC0089	200	1	9.00	8.00	0.03	43	12	12
TOTAL	1387			89	1240	1151	7.44			

- e) When **1 Model**, has **multiple cartons** of the same QTY, Weight, etc.
 - display **First** and **Last** "Unique Carton Numbers" in the sequence, separated by a "space" and "dash"
 - e.g. EY-C0001 - EYC0003

- in the above example, it means there were 3x cartons; EY-C0001, EYC0002, EYC0003

Requirement 7 - Proforma Invoice format and information

- a) Packing Lists must be received in 'Excel' or spreadsheet format.
- b) Proforma Invoices should include the 'SWAMP Model Code' in the very 'Left-hand side' of the column
- c) Proforma Invoices should include the correct 'Supplier Model Code' in PI.
(so we can match your code against ours in our system)
- c) Proforma Invoices should include a "Description" for the product.
- d) Proforma Invoices should include the full Bank Details for TT transfer
- e) Proforma Invoices should include our SWAMP Order Reference (e.g. EY-106)
- f) Proforma Invoices should include "Payment Terms" (e.g. 30% deposit, 100% before shipment)
- g) Proforma Invoices should include "Shipment Terms" (e.g. FOB, FCA or EXW)
- h) Proforma Invoices should include "EFD / Estimated Finishing Date"

NOTES

- The "EFD / Estimated Finishing Date" can be provided later, once the production has been planned and better estimate can be given.
- If products on PI and split and shipped at different times (maybe some products have a delay), then produce a new Commercial Invoice for only the goods that ship. Then a new Commercial Invoice for the other goods once they are ready to ship. (Commercial Invoice must match Packing List for what has shipped inside container)

Ningbo EXAMPLE Import & Export Co.,Ltd					
Add: EXAMPLE Road,Xiaying Industrial Zone,Yinzhou,Ningbo ,China					
Tel: 86-574-56289166 Fax: 86-574-56112771					
E-mail:sales@example.com.cn					
Website:http://www.example.cc					
PROFORMA INVOICE					
TO: SWAMP INDUSTRIES, 3/51 Wollongong St, Fyshwick, ACT, 2609			Date: Aug.16th ,2015		
CONTACT: TOM GRAHAM			INVOICE No: SKS20150316 / EY-106		
EFD: 22TH, MAY, 2015 (30 days after receiving deposit)					
PAYMENT TERMS: T/T IN ADVANCE, 30% DEPOSIT AFTER P.I. CONFIRMED, THE REMAINS WILL BE PAID BEFORE SHIPMENT					
SWAMP SKU	Supplier Model	DESCRIPTION	QTY(PCs)	UNIT PRICE(USD)	VALUE(USD)
EY-BM-88	BM-88	condenser mic	36	\$26.33	\$1,019.88
EY-CM-20	CM-20	small condenser mic	40	\$11.20	\$448.00
EY-CM-20 kit	CM-20 kit	condenser mic kit	24	\$35.50	\$852.00
EY-RF-5-BM-600-PACK	RF-5-BM-600-PACK	+SPS014+HM-1 +C-1 5m cable.Brown paper box + foam packing	40	\$144.50	\$5,780.00
EY-DM-57	DM-57	dynamic mic	192	\$14.62	\$2,807.04
EY-DM-58	DM-58	dynamic mic	192	\$16.42	\$3,152.64
EY-EM-568	EM-568	video microphone	30	\$26.67	\$800.10
EY-HP3000	HP3000	monitoring headphone	48	\$16.10	\$772.80
EY-SKSD013	SKSD013	SKSD013 + SKSD013-1+SKSD013-2+SKSD013-3+SKSD013-4	30	\$21.05	\$631.50
EY-SKSD019	SKSD019	SKSD019 + SKSD013-1+SKSD013-2+SKSD013-3+SKSD013-4	30	\$27.05	\$811.50
EY-SKSD063	SKSD063	desk mic stand	60	\$6.10	\$366.00
EY-SPM002	SPM002	2 channel phantom power supply	60	\$14.55	\$873.00
EY-UPM-1	UPM-1	USB phantom power supply	60	\$22.50	\$1,350.00
EY-RF-5	RF-5	vocal booth	50	\$55.00	\$2,750.00
EY-US-1	US-1	shock mount	20	\$16.67	\$333.40
EY-MS-1	MS-1	music stand	30	\$5.83	\$174.90
EY-SKSE106	SKSE106	mic holder	200	\$0.46	\$92.00
EY-SKSE127	SKSE127	adapter nut	200	\$0.25	\$50.00
Total			1342		\$23,064.76
OUR BANK'S INFORMATION:					
USER'S NAME:		NINGBO EXAMPLE IMPORT & EXPORT CO.,LTD			
COMPANY ADDRESS:		189 EXAMPLE ROAD(E),NINGBO, CHINA			
BANK NAME:		BANK OF CHINA NINGBO BRANCH			
Bank ADDRESS:		139 YAOHANG STREET, NINGBO CHINA			
ACCOUNT NO:		344576453534			
SWIFT CODE:		BKCHCNBJ45R			

Requirement 8 - Strong Cartons (suitable for single shipment)

As we sell via the internet, and ship many orders of just 1pc direct to customers, it is very important that we receive strong inner cartons.

Strong inner cartons not only protect products from damage in transit, they also ensure the carton arrives, in the customers eyes, with a good appearance.

First impressions count in our type of business, and we are more likely to impress the customer and attract a higher number of repeat customers, if we use strong, double layer inner cartons. This means more business for us, and your company.

We can agree to help cover the extra costs associated with supplying strong inner cartons if required.

a) **Inner cartons** designed for **individual shipment**, should use '**dual layer**' cardboard:



b) **Master Cartons** for products over **40kg**, should use '**Honeycomb**' style cartons:



- c) **Small Cartons** that weigh **over 15kg**, should be **'Double Boxed'**
- cartons included 'cables' must be double boxes



Reason:

- if small but heavy cartons are not double boxed, they become difficult to stack on pallets:



d) **Tape All Edges** to assist with carton condition during individual shipment

- by taping all edges of the cartons, we do not need to pay our own staff to do this before shipment
- use a 50mm or 75mm (large cartons best with 75mm) tape
- use a “Rubber Adhesive” or high quality “Acrylic” tape



Reason:

- taping all edges of the carton ensures the cartons remains ‘unopened’ during Postal delivery
- taping all edges improves the condition of the carton when the customer receives it from Postal delivery

e) **Use Stronger/Wider Tape**, to ensure that cartons are ready to ship via courier/post system.

- Use tape that is at least 30mm wide
- Use strong “rubber based’ tape that does not easily be detached from the carton

Reason:

- using stronger/wider tape ensures the cartons remains ‘unopened’ during Postal delivery

f) Use **“Inner Packing”** for products with **“Sharp Edges”** / **“Pointed Edges”**

- during container loading and unloading, and Postal delivery a product can move around inside the carton a lot
- if a product has **“Sharp Edges”** / **“Pointed Edges”**, it may poke a hole through the inner carton

Solution:

- Use layers of ‘Cardboard’ or ‘Foam’ inside the cartons, over the parts of the product that may cause this issue.
- We can accept simple solutions, that do not need ‘custom made’. Layer of cardboard, even folded up, is good.

Reason / Examples:



Requirement 9 - Add Label for QTY of PCS in Inner Packaging

If the inner packaging for an item has “multiple pcs”, then please add a label to advise the QTY inside the inner packaging.

Reasons:

- This assists us when doing ‘stock take’ and counting stock in the warehouse, as we do not need to count the individual items.
- Our warehouse staff may think the item is packaged as “1pc per inner packaging”, especially if the packaging is not see-through.