

Cinmar “ 4 Keys to Compliance ”

Cinmar is dedicated to developing and maintaining strong relationships with our Vendors to assure timely and efficient delivery of merchandise to our customers and Quick Payment to our Trade Partners.

Our state of the art distribution center is an automated facility relying heavily on barcode scanners. The productivity and accuracy of this system gives us the capacity to receive more than 3 million units annually.

100% compliance is required from our vendors. The UCC-128 labels and Advance Shipment Notification (ASN) are vital *keys* in achieving these goals.

For the most recent ASN, UCC-128 case labeling, item labeling, and packaging requirements, please review the most recent Frontgate Partnership Practices Program at:

[Cinmar Partnership Website](#)

Cinmar 4 Keys to Compliance

- 🔑 UCC-128 20 digit bar coded case label.
- 🔑 Advance Shipment Notice (ASN)
- 🔑 Individual item labeling within the master pack.
- 🔑 Follow the 2008 *updated* Routing Guide.

The next 5 pages describe the “**4 Keys to Compliance**” at a deeper level.

If at any time you need assistance with shipping, please contact the Cinmar Quality Assurance - Vendor Compliance Department at cinmarvc@cinmar.com .

Best regards,



Jim Mulvey
Cinmar
Quality Assurance - Vendor Compliance
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UCC-128 Label Specifics

The Bar Code Label:

The UCC-128 label allows our fulfillment center to receive product quicker and more accurate than before. This enables a more efficient turnaround to deliver quality products to our customers.

This example will point out important information that must be present on each label.

FROM: VENDOR NO: XXXXX CITY, COUNTRY	TO: Cinmar Distribution Center 8877 Union Centre Blvd. West Chester, OH 45069
U.S. Postal Code: (420)45069 	Carrier Info. Carrier: YELLOW
Purchase Order #: PO Number: 001238989 Cinmar Item #: Cinmar Item #: 6886 BLK Description: Vendor Item #: T-024 Description: Cup Dispenser Size: Quantity: 8	Quantity: Number of units within the case.
Product description as written on the purchase order.	
Case #: 001 of: 008	
UCC-128 Bar Code: (00) 0 7059539 000000031 2 	

7059539 = UCC Registration
Vendor Identification Number

000000031 = Sequential number starting with 1 and increasing with each label, never to be duplicated.
2 = check digit. Software generated, calculated number to signal the end of the bar code.

(The above information is required on every label. It may be typed (if typed please use at least No 10 font size).

Advance Shipment Notification (ASN)

The ASN is the official receiving document of record. **All shipments require an Advance Shipment Notification (ASN)** to be sent to Cinmar when the shipment leaves the Vendor's facility. An appointment for delivery will not be scheduled until an ASN is received.

- The ASN may be created by using one of the following:

- 🔗 **Excel ASN Creator***
- 🔗 **Use of Vendor Net online label source****
- 🔗 EDI (856) ***

- **The ASN MUST be complete and 100% accurate to the actual shipment, trailer or container.**
- The Excel ASN Creator MUST be emailed to ASN-FG@CCSGINC.COM at least 24 hours prior to the shipment leaving your facility.
- It is not necessary to wait until you have received a PRO# from the shipper to forward the ASN. The first four letters of the carriers name is sufficient. For ex. (UPS=UPS1, Kingsgate=KINGS, Overnite=OVER)
- Both EDI and Vendor Net send an electronic ASN that MUST be received by our fulfillment center at least 24 hours prior to the shipment leaving your facility.
- The Excel ASN Creator Version 2.0.2a may be downloaded from the Cinmar Partnership Website or by following the direct link below.

[Frontgate ASN creator version 2.0.2a](#)

** Vendor Net is an online label source designed specifically for Cinmar vendors shipping to our fulfillment center. Information on Vendor Net is available on the Cinmar Partnership Website.

[Cinmar Partnership Website](#)

*** Currently Cinmar communicates with multiple vendors through the use of EDI, sending 850 purchase order data and receiving case level 856 data. Information regarding EDI is available on the Cinmar Partnership Website,

[Cinmar Partnership Website](#)

2008 Updated Routing Guide information is available on our website or download directly from the links below.

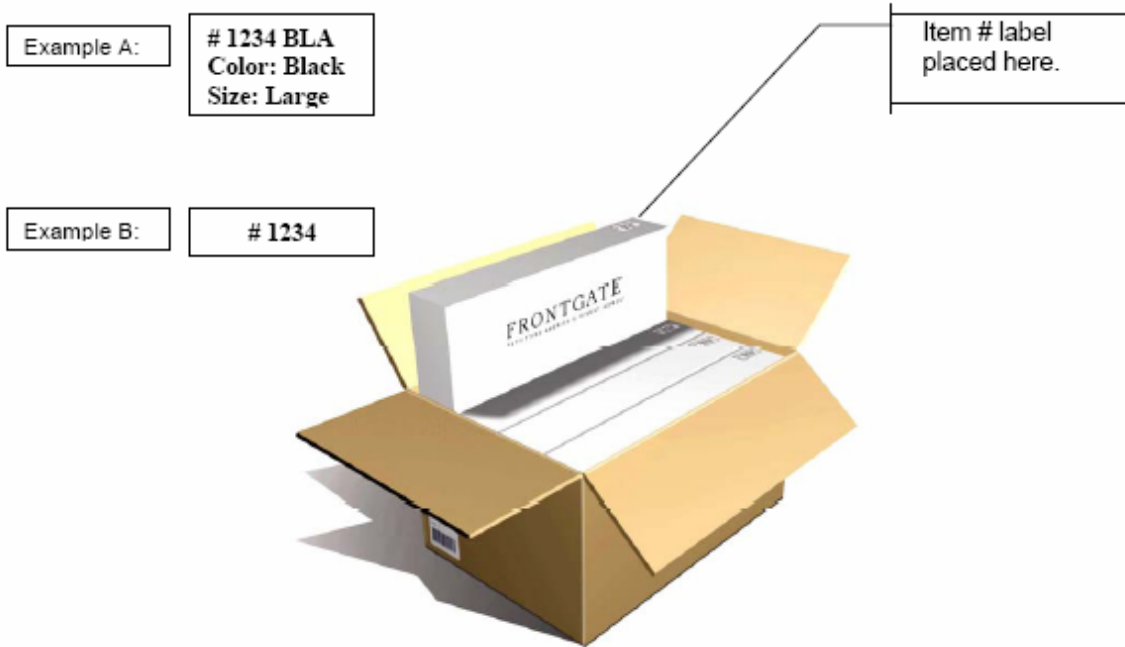
[Cinmar 2008 Domestic Routing Guide](#)

[Cinmar 2008 International Routing Guide](#)

Individual Item Labeling Requirements

Each item inside a master pack will require an individual item label that includes the SKU aka “Base Number” & Suffix (required when applicable). All label fonts must be at least $\frac{3}{4}$ " (or 2 centimeters) tall. An address label will work well. You may either of the two label options below.

The label should be visible once the master pack is opened.



UCC-128 Case Label Placement

The label placement of the UCC-128 bar coded case label must be on the lower left hand side of the smallest side of the case. If the height of the smallest end is not > 6", the bar code of the UCC-128 should be placed on the smallest side with the remainder of the label folded over the edge of the case.

*****If in doubt contact Cinmar Quality Assurance for recommended placement of the UCC-128 case label*****

Place label on the lower left hand side of the smallest end of the case.
Place one inch from bottom and left edge

FROM: VENDOR NO CITY, STATE, ZIP COUNTRY OF ORIGIN	TO: Carrier Distribution Center 2427 South Center Blvd West Chester, OH 45381			
UCC Case Label (420)40989	Carrier Label Carrier: YELLOW PRO N. 2 0005			
PO Number: 00000000 Item # : 400 HLE Vendor Item #: T-601 Description: Cop Dispense Size: Quantity: 8 Color: Black				
<table border="1"> <tr> <td>Zone:</td> <td>001</td> <td>008</td> </tr> </table>		Zone:	001	008
Zone:	001	008		
(001) 0 7059530 900000001 2				
				



If the dimensions of your carton does not allow for full visibility of the UCC-128, the label must be wrapped over the adjacent side while maintaining barcode visibility.



*****Arrow Directions (Non-Conveyables Only) – our distribution center follows safe handling practices regarding transportation and storage of product. Consequently “arrow” instructions printed on incoming non-conveyable packages are considered critical. Only use these indications when the “arrow” instructions impact the security and protection of the product. For example, if an arrow indicates that a product should be transported and stored in a vertical orientation, the product must arrive at the distribution center in this orientation, and the placement of the item or UCC 128 labels must coincide with this requirement. If orientation arrows are not provided the cartons stored and shipped in the direction of the text printed on the UCC-128 case label. *****

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Vendor Compliance Checklist

UCC-128 Case Label Minimum Markings

- Purchase Order Number
- Cinmar Item Number or SKU
- Cinmar Description as listed on our PO.
- Quantity of units within the case.
- UCC-128 Barcode with (20) numeric digits

Advance Shipment Notification

- Unique twenty digit case numbers on every UCC-128 label in the correct location/
- Cinmar Item Number (including color or size suffix if applicable.)
- Quantity per case.
- One ASN per container is requested. Load Plans are needed for multi container shipments.
- Send the ASN at least 24hrs prior to the shipment leaving your facility.

Item Labeling (for individual items packaged in a master case)

- Cinmar Item/SKU number, including the color and size where applicable, listed on item label.
- Cinmar item label affixed to the item's packaging or individual item.

Cinmar Vendor Compliance Request

- Fax or scan a UCC-128 label to (513) 645-4081 for Cinmar QA - VC approval.
 - Send a digital picture of the UCC-128 label placed on the lower left corner of the smallest end of the case. If master case, send a digital of the item label as well.
 - Cinmar Quality Assurance- VC department must pre-approve your first ASN.
- Please email this to: cinmarvc@cinmar.com