Product Receiving and Barcoding Guidelines

At JM Field, our priority is to receive, store, and ship product as efficiently and accurately as possible. To accomplish this, there are specific receiving and barcoding guidelines that must be adhered to as you prepare to send us inventory.

Sections:

1. **JM Field Facility Info**
   - Receiving, pickup and delivery hours are Monday through Friday, 9-4 p.m. EST.
   - Delivery appointments are required for all palletized shipments greater than (5) units.
   - All inbound material should be addressed to J.M. Field Marketing c/o "Client Name."
     - 3570 NW 53rd CT, Fort Lauderdale, FL 33309

2. **Corrections, Surcharges and Inventorying**
   - Failure to provide packing slip with receipt of material will result in an item receipt delay and **$45/SKU** correction surcharges.
   - A box labeling correction surcharge of **$5/box** will apply to all boxes received that are not labeled properly.
   - A product SKU labeling correction surcharge of **$10/SKU** will apply to all product SKUs received that are not labeled properly.
   - A pallet labeling correction surcharge of **$35/pallet** will apply to all items received that are not labeled properly or received without pallet specific packing list.
   - All necessary client inventory counts are conducted to obtain accurate information will be billed at **$35/per team member/per hour** at JMF discretion.
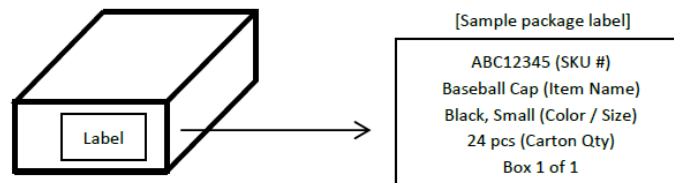
3. **Packing List Requirements**
   Every shipment that is delivered to JMF facilities must have a packing list attached; and digital copy sent to your account manager prior to arrival (if possible).

   - Below are a few key points for the packing slip:
     - The carton containing the packing clip should be marked *Packing List Enclosed.*
     - An electronic copy (spreadsheet, PDF, etc) is also helpful
     - **Reference Number:** this is a crucial piece of information for any shipment that arrives at JMF because your account manager must be able to identify an arrival quickly and with absolute accuracy. The reference number should be displayed in two places minimum: **(1)** on the **Packing Slip** in the field on the top-right, and also **(2)** displayed clearly somewhere on the **box or pallet**.
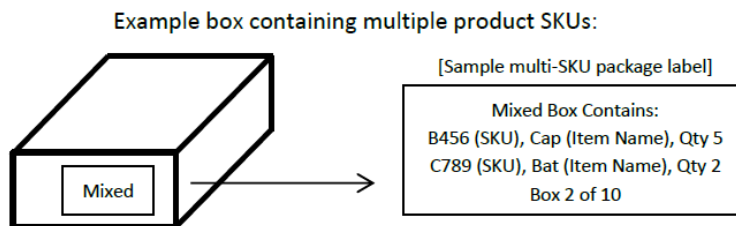
- o **Item #/Product Name/QTY:** This is vital information about the products you've sent us. Any time product arrives to us, we absolutely need these three pieces of information. If it's not included on the **Packing Slip**, we'll have to manually count and identify your materials and additional receiving and management costs will be incurred.
- o **Total Boxes/Total Pallets:** We request this info because if something is missing or arrives damaged, we want to know quickly so we can report back to you.
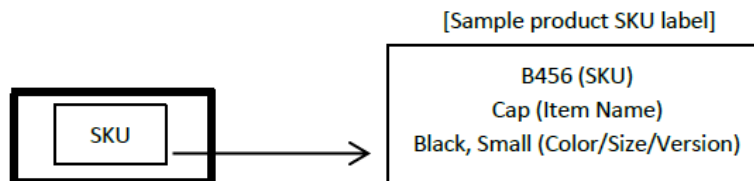
4. **Product Labeling**
   - All inbound material must adhere to J.M. Field carton labeling specifications as stated below. Failure to ship and/or deliver products to JMF complying with the stated receiving guidelines will result in significant cost and time delays in order to remedy.
   - All boxes should be sequentially numbered and labeled noting the product contents inside them. Any boxes containing more than one of the exact same product SKUs must have each individual product SKUs contained within labeled so as to be easily identified amongst the others.
   - Examples:

   - o Example of box containing a single product SKU:

       [Sample package label]

       ABC12345 (SKU #)
       Baseball Cap (Item Name)
       Black, Small (Color / Size)
       24 pcs (Carton Qty)
       Box 1 of 1

     - o Example of box containing multiple SKUs:

       Example box containing multiple product SKUs:

       [Sample multi-SKU package label]

       Mixed Box Contains:
       B456 (SKU), Cap (Item Name), Qty 5
       C789 (SKU), Bat (Item Name), Qty 2
       Box 2 of 10

     - o Example of Product or Inner-Carton Lab

       [Sample product SKU label]

       B456 (SKU)
   Cap (Item Name)
       Black, Small (Color/Size/Version)

5. **Pallet Labeling**
   - All inbound pallets should be sequentially numbered and labeled. A corresponding packing list must accompany each pallet detailing its specific contents. Pallet label should note if the pallet contains mixed product SKUs.
   - Inbound pallets should be 48" x 40" x 55" to avoid additional warehouse labor to break down and store as standard pallet. Standard size pallet dimensions are 48" x 40" x 55". Pallets exceeding this size will be billed

as (2).

[Sample pallet label]

Ship From
Ship To
Shipment Date
Pallet 1 of 1
(Attached packing slip)
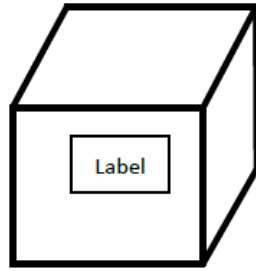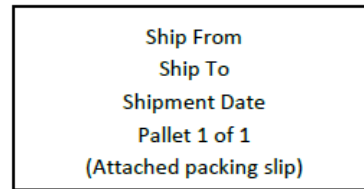
6. **Importance of Barcodes and Different Types**

Barcodes serve as a unique identifier for each SKU and allow for better overall quality control. Within each area of our operations, having barcodes on products help reduce human error and improve efficiencies:

- Receiving: products are validated upon receipt
- Picking + Packing: individual products (or cases) are scanned prior to shipping
- Warehouse/System locations: products are validated before and after any internal movements
- Returns management: barcodes are used to identify customer returns and complete the RMA process

In the simplest of terms, a barcode is a method of representing data in a visual, machine-readable format. There are numerous types, and JM Field supports a wide variety including many of the most common: Code-39, Code-128, UPC, EAN.

Code-39

ABC-1234

Code-128

ABC-abc-1234

UPC-A

725272730706

EAN-8

1234   5670
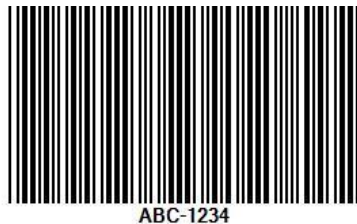
Global Standard 1 (GS1) are barcodes purchased and owned exclusively by a business or individual. JM Field does not require barcodes to be GS1 registered, though there are select ecommerce marketplaces and retailers that make this a requirement. More information on GS1 standards can be found at gs1.org .

7. **Creating Your Own Barcodes**

If a supplier or manufacturer is able to barcode products while still in production, this is suggested as it's generally the most cost-effective approach. If this isn't an option (and you've decided to forego purchasing GS1 barcodes), there are number of free barcode creation solutions available.

Barcodes are generated by a series of numbers and/or letters. In most cases, you can simply use your unique SKUs to generate barcodes on a product-by-product basis.

We suggest visiting either Cognex Free Barcode Generator or TEC-IT Free Barcode Generator, though there are numerous free resources available on the web. Many include a conversion function and also give the ability to download and export in bulk. Additionally, many ecommerce selling platforms like Shopify have barcode tools built into their system that are free and easy to use.

8. **Barcoding Requirements and Recommendations**
   JM Field has the following requirements for all product stored and shipped from our facilities:

   - Each barcode must be unique to each SKU
   - Each unit of inventory must be barcoded
       o If an item is being inventoried and sold as multiple types (ex: master carton, inner carton, and individual pcs), a unique SKU and barcode is required for each instance
   - SKUs+Barcodes must be 40 characters or less
   - The alphanumeric series should be visible on the label, and able to be read
       o This is standard for most formats, and should be included below the barcode itself
   - Labels must be no smaller than 2.625" x 1"
   - An original manufacturer's barcode not being used must be either removed or completely covered

   Additionally, we make the following recommendations if setting up SKUs and barcodes yourself:

   - Don't oversimplify your SKUs
       o Ex: 01, 02, 03 are too short and likely to be repeated depending on the size of your product catalog
   - Select one of the more common types of barcodes: Code 39, Code 128, or UPC/EAN
   - Keep font size 8 pts or larger
   - Use a consistent font and avoid **bold** or *italic* styles
   - Print barcodes in black ink on white labels
   - A commonly used label template used for barcode printing is a "30 up" format. Ex: Uline Laser Labels - White, 2 5⁄8 x 1"
   - Avoid printing barcodes on material that is glossy or reflective
   - Use a direct thermal or laser printer to avoid smudging
   - Lastly, after creating and printing your barcodes, *test* them to be sure they scan!

9. **Barcode Labeling Best Practices**
   - The most common location for barcodes is to be placed on the lower right-hand side of the package (usually the reverse side), though as long as the barcode is visible and able to be scanned, this is acceptable
   - If your product is loose and not sealed within a package, we recommend polybags, hand tags, or belly bands
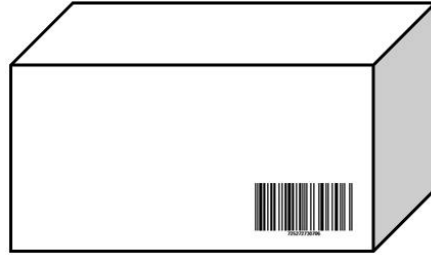
Some other helpful tips:

- Avoid placing the label on any edges or curves
- Allow at least 0.25" between the edge of the label and corners of the package
- Avoid placing barcode labels on the bottom/underside of the package or product

10. **Barcoding Services at JMF**

    For those unable to have inventory barcoded prior to arriving at JM Field, this is a service we provide. Exact cost will be dependent on the complexity and overall scope of the project.

    Please also be aware that barcoding projects often extend the setup timeline. If there is a desired "Go live" date to begin shipping orders, this should be taken into consideration as you plan ahead during the setup process.

    For price quotes and time estimates on barcoding projects, contact your Onboarding Manager or Account Support Team at JM Field.

For more information, or to download free label and packing list templates, please visit: [JMF Knowledgebase](#)