

# Pallet Specifications and Labeling Guidelines

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For Shipments Inbound to  
Barnes & Noble

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Revised  
February 28, 2011

**BARNES & NOBLE**  
BOOKSELLERS

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# Introduction

This document describes the required configurations of pallets built for shipments inbound to Barnes & Noble facilities. These facilities include:

- All Barnes & Noble distribution centers
- Barnes & Noble stores

Shipments inbound to Barnes & Noble College Stores are not covered by these guidelines.

## Compliance

The objective in formulating these specifications and guidelines is to protect the books and other products of our vendors and to facilitate efficient product movement through the Barnes & Noble supply chain.

Compliance with the guidance in this document is essential to enable Barnes & Noble to meet the objective above. Elements identified in these guidelines as “mandatory” must be present for a vendor to be in compliance.

Action that may be taken by Barnes & Noble in the event of non-compliance with these procedures is described in the Efficient Receipts Program, also posted on our website:

<http://www.barnesandnobleinc.com/vendorguidelines>

## **Vendors Active Before January 1, 2011**

Vendors active with Barnes & Noble before January 1, 2011, are expected to be in full compliance, or actively working toward compliance, with all provisions of the Barnes & Noble vendor guidelines.

## **Vendors New After January 1, 2011**

Vendors new to Barnes & Noble after January 1, 2011, are expected to be in full compliance, or actively working toward compliance, within 60 days of selection as a vendor.

## **Questions?**

Your Barnes & Noble DC Vendor Contact can provide answers for questions regarding the procedures and related operational practices described in the guidelines.

## Changes Since Last Issue

The Barnes & Noble *Pallet Specifications and Labeling Guidelines* were last issued on March 2, 2009. In revisions of the guidelines since then, the following changes have been made:

### Changes in This Revision

Pallet Loading (Page 4)

- Do not load pallets sideways or pin-wheeled into the trailer.
- Do not double-stack pallets unless product will be secured to transport safely without damage.

### Changes in Previous Revision

- The directions regarding mixed pallets and product stacked on pallets (when permitted) have been modified to explicitly state that cartons **are not** to be placed on pallets also containing stacked (loose) books or other products (Page 3).
- Cartons making up a multi-volume set must be placed together on the pallet (Page 3).
- Reference is made to *Barnes & Noble Carton Specifications and Labeling Guidelines* for the correct labeling of cartons containing multi-volume sets (Page 4).
- A notation must be made on the pallet header when multi-volume sets are included on a pallet (Page 5).

**Other changes that are primarily editorial in nature have been made with the objective of clarifying compliance elements. As a result, it may appear that an element has been changed, depending on a previous interpretation by the reader.**

**Vendors are strongly encouraged to review this document in its entirety to ensure that the guidelines are clearly understood.**

# Pallet and Pallet Building Specifications

These specifications are critical to protecting books and other products and ensuring that the physical configuration of built pallets will be compatible with material handling practices in Barnes & Noble distribution centers.

## Pallet Size and Construction

Unless otherwise agreed to in advance by Barnes & Noble, pallets must meet the following specifications:

Size – 48 x 40 inch

Material – **Hardwood only**, four-way construction

## Built Pallet Specifications

### **Standard Built Height**

Total height of the built pallet, including the pallet itself, is not to exceed 58 inches.

### **Solid Pallets**

Built pallets containing a single title or product (ISBN or EAN) on a single purchase order are preferred whenever possible.

### **Mixed Titles on Pallets**

If the quantity resulting from a single title or product on a single purchase order is not sufficient to fill a standard pallet, mixed titles or products on pallets will be accepted. When stacking books on pallets is permitted (see below), cartons **must not** be placed on the same pallet.

To the extent possible, single titles or products on single purchase orders are to be placed on the lower level of the stack, and residual titles placed higher on the stack.

When a multi-volume set requires more than one carton, cartons making up the set must be placed together on the pallet to aid in maintaining the integrity of the set.

### **Stretch Wrapping – All Pallets**

All pallets must be stretch wrapped with three to five layers including the pallet, whether the product is packed in cartons or stacked directly on the pallet (when authorized).

### **Product in Cartons (General Practice)**

In general, Barnes & Noble requires books and other products packed in cartons when they are palletized. Product **is not to be stacked (or loose) on pallets** unless specifically authorized (see below).

Corner boards and cardboard top flats are not required on pallets containing product in cartons.

Plastic banding is not required but will be acceptable if used at the option of the shipper. Metal banding is not to be used in any case.

### **Product Stacked on Pallets (Only When Authorized)**

In a few specific cases (Bargain Books, for example), stacking books directly on the pallet is preferred. Permissible cases will be specified by the purchasing arrangement or purchase order when applicable.

Protective sheets are not to be placed between books when stacking has been authorized

**Cartons must not be placed on the same pallet with stacked books when stacking books or other products is permitted.**

The block and tier method of building the pallet (without overhang) must be used.

The top, bottom, and edges must be protected by cardboard. Corner boards are to be used on all four corners. A 48 x 40 inch cardboard flat is to be placed on top of the pallet, including the corner boards.

Wooden boards are not required on top of the pallet, but they are acceptable at the shipper's option.

The entire pallet is to be stretch wrapped as indicated above.

Plastic banding is to be applied from side to side at two points and from front to back at two points, for a total of four bands. Metal banding is not to be used.

## Built Pallet Specifications (continued)

### **Pallet Loading**

- Do not load pallets sideways or pin-wheeled into the trailer.
- Do not double-stack pallets unless product will be secured to transport safely without damage.

## **Carton Labeling on Pallets**

Shipping labels and product labels conforming to the *Barnes & Noble Carton Specifications and Labeling Guidelines* are required for incoming shipments. Please see those guidelines for details of label content and format.

Especially critical elements of those guidelines are repeated below.

### **Multi-Volume Sets**

The correct identification of cartons containing multi-volume sets is critically important. Mistakes in handling sets results in failure to properly fill customer orders and significantly increased distribution cost to correct problems.

Proper labels for multi-volume sets filling one or more cartons are described in *Barnes & Noble Carton Specifications and Labeling Guidelines*.

In addition, a human-readable label reading “**SET**” or “**SETS**” in bold face letters at least an inch high is required on the carton top of any carton containing one or more small multi-volume sets.

### **Single Title Pallet, in Cartons – Product Labels and Single Shipping Label**

A product label as specified must be affixed **to each** carton on the pallet.

A shipping label as specified is required **on the lead carton of the pallet**.

A shipping label is not required on each carton on the pallet.

The lead carton must be positioned so that the shipping label is clearly visible on the same face of the pallet as the pallet header.

### **Mixed Title Pallet, in Cartons – Product Labels and Shipping Labels on Each Carton**

A product label as specified must be affixed **to each single title carton** on the pallet.

A shipping label as specified is required **on each carton**.

### **Mixed Titles in Cartons – No Product Labels but Shipping Labels on Each Carton**

Product labels are **not used on mixed title cartons**, when the Barnes & Noble purchase order permits mixed title cartons. **This note does not authorize mixing titles within cartons.** Mixing titles within a carton is permitted by the purchasing agreement only.

A shipping label as specified is required **on each carton of mixed titles**.

## **Advance Ship Notice (ASN)**

Barnes & Noble intends to utilize pallet level data sent via an Advance Ship Notice in the future. However, pallet level data via EDI is not required at this time and will not be used if sent.

Barnes & Noble may enlist ASN capable trading partners in a pilot program to implement pallet ASNs.

Barnes & Noble does utilize carton level ASNs from suppliers equipped to send them.

## Pallet Header

A physical pallet header with the following information is to be posted in a clearly visible location on each pallet, under at least one layer of stretch wrap.

Barnes & Noble envisions implementing systems in the future that may change pallet header requirements, through the use of EDI. For the present, quick receipt and efficient movement of vendor products is highly dependent on having a pallet header available.

The information shown below is to be included on each pallet header, preferably in the format shown.

Information required by the shipper to facilitate movement through the shipper's facility may be included on the pallet header as long as the basic format shown is maintained.

A notation as shown is required when one or more cartons contain multi-volume sets. The notation may be handwritten at the option of the shipper.

<b>Ship-to</b> Barnes & Noble Distribution One Barnes & Noble Way Monroe Twp, NJ 08831	<b>Ship-from</b> Leading Press 1432 Printers Row Staunton, Virginia 24401  Shipper Ops Contact: John Doe 540/555-6543	<b>Date Shipped</b> 1/16/2009
Bill of Lading: 923773	Pro Number: 377329	<b>Sets Included</b> Pallet Number: 1 of 3

Purchase Order	ISBN or GTIN-13	Title	Cartons	Carton Quantity	Total Units
12345678	978-0-234-56789-9	Axjdkti Gbmhmdith Bjkeodhn	4	12	48
12345678	978-0-234-65432-3	Mjdoht Tsinnnep Krsdjekgfn	20	28	560
12345678	978-0-234-45623-1	Flsunrpn Rdbddgfb Pjuetfddbf	12	16	192
23456781	978-0-234-14769-6	Wbsfhwir Njdhwof Sedlsorjagv	10	24	240
23456781	978-0-234-95123-1	IMjndjw Nhdqrugsu Stmndndeh	20	24	480
Totals for Pallet:			66		1520

**Information such as Bill of Lading and Pro Numbers may be written in or omitted if including it on the pallet header would delay shipment.**

The column containing suggested list price was removed from the pallet header format during the revision of May 2007 to bring the Barnes & Noble pallet header into agreement with the recommendations of the BISG Distribution Executives Interest Group (DEIG).

Barnes & Noble would prefer removal of this column by vendors who have previously included it on their pallet headers. However, the continued presence of the column will not be considered a non-compliant violation under the Barnes & Noble Efficient Receipts Program.