



LOGISTIC VENDOR MANUAL FOR SHOES



Contents

General Saleable Unit Packaging	3
ATTENTION:	4
Master Carton.....	4
Product Carton Specifics.....	5
Polybag specification and Suffocation warning.....	5
DROP TEST:	6
PRESENTATION OF THE PACKAGING STRUCTURE:.....	6



NOTE:

at the link below, you can find some video content to go along with the logistics manuals that will be useful for the preparation of your goods:

<https://corporate.qvc.it/wp-content/uploads/qvc-italy/2022/09/FOOTWEAR.mp4> (footwear video content)

<https://corporate.qvc.it/en-logistics/> (self help videos)

passw: qvc4info

General Saleable Unit Packaging

Cut protection for master cartons is required. This does not affect the regulation for the product cartons.

QVC considers the packaging and labelling of product to be just as important as the quality of the actual item supplied: therefore, deliveries may be rejected for failure to comply with QVC's packaging requirements.

- The packaging of bulk stock must mirror either the sample provided to QVC QA or the information provided in the submitted specification card (spec card) and which received an accepted (or conditional) disposition.
- All packaging must be securely sealed to maintain the product within and prevent tampering.
- All open seams must be secured by means of tape using the "6- strip" or "H- pattern" taping method as this provides the most secure seal. Ideally this should be applied using a tape dispenser and should not cover the barcode label, wholly or in part. All corners must be sealed down as shown below.



- All voids should be filled with corrugated paper inserts and/or "crunch paper".



Corrugated paper



Crunch paper



- All master carton cartons should be big enough that they remain cuboid once sealed (maSTER carton maximum size of 600 x 400 x 400)



ATTENTION:

The Italian Legislative Decree of 3 September 2020, n°116 has come into force since 26 September 2020, amending Legislative Decree 152/2006 and implementing the European directive on waste (EU 2018/851) as well as the one on packaging and packaging waste (2018/852).

The Law has made the “Environmental labelling” mandatory on all packaging in Italy.

The aim is to prevent and reduce the impact of packaging and packaging waste on the environment, ensuring at the same time a high level of environmental protection.

With regard to the new Requirements relating to the environmental marking of packaging (Article 219 (5) of Legislative Decree 152/2006), all packaging (primary, secondary, tertiary) shall mandatory be labeled with:

1. Indications relating to the separate collection, reuse, recovery and recycling as well as correct information to consumers on the final destination of the packaging.
2. Indicate the nature of the packaging materials used: by using the alphanumerical code provided by Commission Decision 97/129/EC. For plastic packaging made from polymers or polymer combinations not expressly provided for in Decision 97/129/EC, reference may be made to the UNI standards.

This environment label is valid for product carton and vendor carton.

Master Carton

Each master carton must contain a unique QVC reference. This means that within the master carton, we will find the same shoe model, same colour, same size.

Minimum units per carton 2 and anything less please contact Italy.SupplyChain.VendorManual@qvc.com

Affix the label at the top right/top left/ on the narrow side or affix in the center of the master carton and away from any clousure and on the external short side





Master carton must have just the QVC label applied. Any other labels are not accepted.

Master Carton dimensions to a maximum of 600 mm L x 400 mm H x 400 mm W

Maximum weight 30 KGs. Per Master Carton

Product Carton Specifics

Footwear:

All footwear is to be delivered in an appropriate footwear box. This must be sealed with a clear polythene strip (clear band) or an elastic band around the middle of the shoebox.



Note: Any price must delete. No prices reported are allowed. If we receive goods with prices reported (on box, polybag, tag etc...), the rework will be necessary.

Check the labelling guide for the application of the logistics label on both the master carton and the shoebox

Polybag specification and Suffocation warning

If inside the shoe box, the shoes are placed in a plastic bag, this must comply with certain characteristics:

Polybags should only be made of polyethylene (PE) or polypropylene (PP). **Transparent and colourless HDPE** (High Density Polyethylene) with a thickness of approximately **40 microns** must be used as material. The suffocation warning **must be applied and written in Italian** and contain the following statement or something substantially similar:

<p>TENERE LONTANO DALLA PORTATA DEI BAMBINI PUO' CAUSARE SOFFOCAMENTO</p> <p>Attenzione: Tenere il sacchetto lontano dalla portata dei bambini.</p> <p>Non utilizzare in culle, letti, carrozzine o box.</p> <p>Il film sottile può aggrapparsi a naso e la bocca e impedire la respirazione.</p>





Even though few retailers demand a label warning of danger of suffocation, QVC wants to set a signal in this respect, as our customers' safety is very important to us. We have made a rule for this purpose and would like to request our suppliers to adhere to it.

Some plastic packaging films and polybags can pose a suffocation hazard for children. That is why QVC considers it necessary to mark some wrapping films and plastic bags with a warning to this effect. QVC's guidelines for notices warning of the danger of suffocation have been conceived to ensure the safety of products that can get into the hands of children.

Flexible plastic film bags (polybags) with all of the following dimensions require a suffocation warning:

- 1) An opening greater than 17 cm when placed flat.
- 2) An opening with a circumference greater than 35 cm when opened.
- 3) Nominal wall thickness less than 0.04 mm
- 4) A length greater than 35 cm.
- 5) A width greater than 20 cm.

Note: The warning is required only when the flexible plastic bag has all of the dimensions listed above. For example, if the circumference is 38 cm, but the bag is thicker than 0.04 mm, then a suffocation warning is not required or for example, if the sheet is less than 0.04 mm thick and the length is 38cm, but the width is only 17. cm, then a suffocation warning is not required.

The suffocation warning should be prominently visible to the customer. The warning should be printed on the bag or sheet, or on a pressure-sensitive label securely attached to the bag or sheet. If printed on the bag or sheet, the warning should be framed in a box. In either case, the print type should be boldface, clear and legible, and of a different typeface than the typeface used on other labels on the bag or sheet.

DROP TEST:

During the quality control (QC) inside the warehouse, a drop test will be carried on in order to verify that the product inside the packaging is not damaged during transport. This test involves a drop from a predetermined height on several faces of the product carton (for more details refer to italy.supplychain.vendormanual@qvc.com). In case of failure of the test, Vendor Compliance Team will contact the supplier to request that the packaging be reprocessed, charging him the cost. Fragile or spouted bottles and products must be packaged with special care.

PRESENTATION OF THE PACKAGING STRUCTURE:

The following possibilities exist for packing the goods in a box and on a pallet.

