



LABELLING, PALLETIZATION, ENVIROMENTAL LABEL BEAUTY SKINCARE & FOOD



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BARCODE REQUIREMENTS for FOOD, SUPPLEMENT and BEAUTY SKIN CARE

To be able to ensure an efficient flow of goods within the Distribution Center, the delivered goods must be provided with barcodes specific to QVC:

- All barcodes/labels are exclusively generated by the vendors.
- Only one barcode type, code 128, is permitted.
- The EAN barcode is only and only allowed if less than 10 SKUs are delivered, but all other QVC information must still be shown on the label. The ean code must be UNIQUE for each SKU and changed in case of even minor product changes. When using the EAN code, please always first contact italy.supplychain.vendormanual@qvc.com
- Barcode is generated from QVC article number.
- Barcodes of this type do not need to be registered and are thus free of charge for the vendors.
- The full QVC article number must be stated as specified in the PO (purchase order).
- When assigning the barcode, it should be particularly ensured that there is always one (1) space between groups of numbers and letters (between basic article, color, and size) (e.g. 825654 BK 38).
- As the sequence of the color and size combination is not always the same, only the article number quoted on the purchase order is binding.
- No handwritten information is allowed on the label

QVC SPECIFICATIONS FOR ASSIGNING BARCODES

Barcode type:	Code 128
Minimum barcode height:	24 mm
Minimum quiet zone:	5 mm (the quiet zone is the space between the barcode and any lines/borders)
Minimum font height:	5 mm



Minimum quiet zone 5mm



Minimum barcode high 24mm



PRODUCT LABELING

- All product packaging must be provided with the specified QVC label.
- The product label must be printed, not handwritten.
- The label must be affixed at the top right of the packaging or, in any case, away from the packaging closure.
- The following information must be supplied:
 - a. Barcode generated from QVC article number
 - b. Visual representation of the QVC article number under the barcode
 - c. Expiry date, if available (only expiry date, not period after opening) in the format: DD/MM/YYYY – soonest expiry date for articles made up of different components. Also use a font height of at least 5 mm for this information.
 - d. For articles that are dangerous goods, use the respective dangerous goods label.

Examples:

Product packaging barcodes // labels:

!!! Images do not correspond to the required size specifications

Product Label (without Matrix):



Product label (with Matrix):



MASTER CARTON LABELING

- All master cartons must be provided with the specified QVC label.
- The master carton label must be printed, not handwritten.
- The font height for all information must be at least 5 mm.
- Affix the label at the top right on the narrow side of the master carton and away from any packaging closure.



• The following information must be supplied:

1. PO number
2. Barcode generated from QVC article number o Visual representation of the QVC article number under the barcode
3. Quantity inside the master carton
4. Expiry date, if available (only expiry date, not period after opening) – soonest expiry date for articles made up of different components - in the format DD/MM/YYYY
5. For dangerous goods, the dangerous goods mark must be affixed in the form of a diamond-shaped additional label with a side length of 100 mm x 100 mm
6. For palletized delivery, the master carton label must be visible on the outside of the pallet

Examples:

Master carton label (without matrix)



Master carton label (with matrix)



Examples:

Vendor carton label (without matrix)

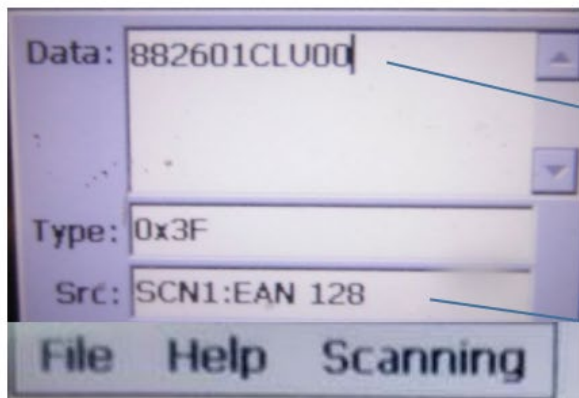


Vendor carton label (wit matrix)



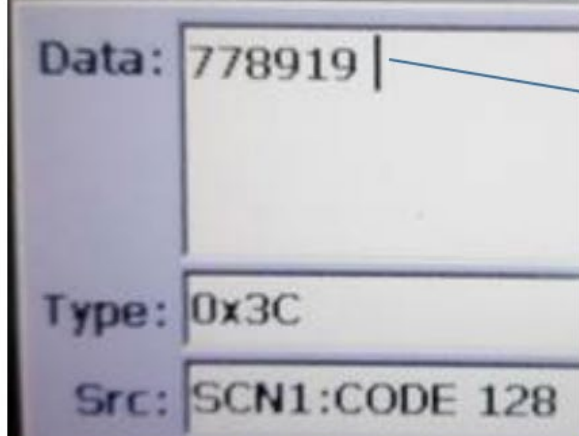


MOST FREQUENT ERRORS WHEN ASSIGNING BARCODES

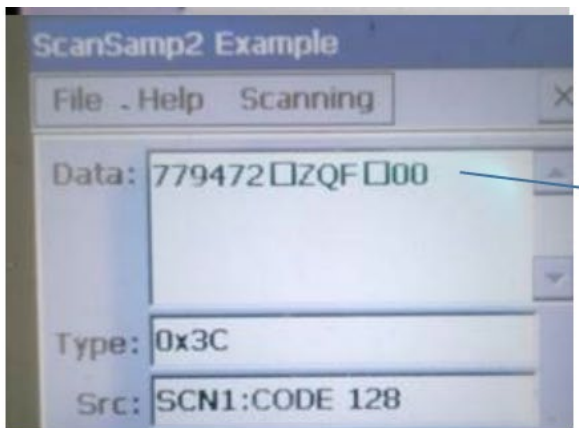


missing spaces
882601 CLU 00

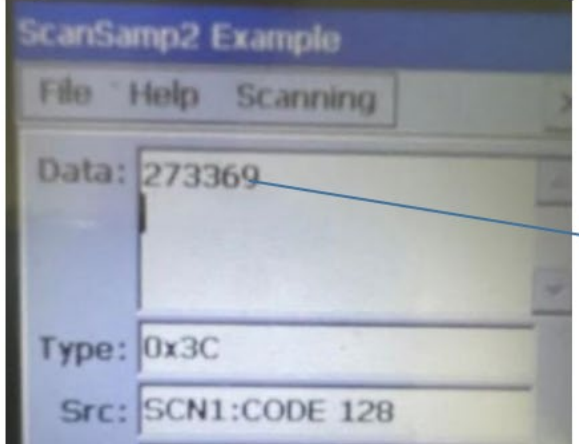
wrong barcode type



extra space



special characters



additional line



MOST FREQUENT ERRORS WHEN APPLY LABELS ON MASTER CARTON, VENDOR CARTON OR PROODUCT CARTON:



The label must not be applied to the edge of the box.



The label must not be applied to the bottom and must not be applied crumpled



The label must not be used to close the packaging or used to seal polybags

PACKAGING AND ENVIRONMENTAL MARKING OF PACKAGING

Definitions:

Domestic order:



all purchase orders where product is supplied to QVC from within the ITY.

QVC Managed Import:

all imported purchase orders handled and controlled by QVC (Generally Incoterms FOB).

Vendor Managed Import:

All imported purchase orders handled and controlled by the vendor (Generally Incoterms DDU and DDP).

SKN:

The specific style code of the product (this is always a 6-digit code).

SKU (QVC item number):

The combination of the style code (SKN), colour or type and size code of the product. This can be found on the purchase order under QVC No.

Saleable Unit:

The exact number of units that are sold on air by QVC as one item (one saleable unit could be a set of two items or more grouped together to sell as one unit or a single item).

Saleable Carton:

A carton containing a single saleable unit that may be found inside an inner carton or master/shipping carton.

Polybag:

A clear bag containing a single saleable unit that may be found inside an inner carton or master/shipping carton (minimum 40 micron)

Inner Carton:

A carton containing multiple saleable units of a specific item, contained inside a master/shipping carton. An inner carton should contain only a single SKU.

Master/Shipping Carton:

The outermost carton that the vendor ships into QVC - could contain inner or saleable cartons.

Pallets:

All products are to be delivered into QVC on a **European Epal Standard** (ISPM – 15FAO UIC 435 – 4) 1200mmx800mm comply with the recommendations for use in automatic systems, machine-compatible, conveyable, hay rack stackable. All pallets must be securely wrapped with clear or opaque shrink-wrap/stretch-wrap. For extra UE countries pallets must be also fumigated

Master Carton:

A standard carton size with **max measuring 600mm length x 400mm width x 400mm height or minimum 320mm length x 190mm width x 140mm**

Vendor Carton:



cardboard box containing a single sales unit that exceeds the maximum allowed measurements of length 600 mm x width 400 mm x height 400 mm. Double packaging is not allowed without prior authorization from italy.supplychain.vendormanual@gvc.com

ENVIRONMENTAL MARKING OF PACKAGING

The product package serves as protection as well as for presentation of the product. The following criteria apply for product packages.

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 alphanumeric 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.

Labelling of dangerous goods:

Dangerous goods note must be in correct format depending on mode(s) of transport used.

IMO declaration (transport document for dangerous goods by sea freight) is to be issued to the responsible sea cargo forwarding agent before the goods are shipped.

Transportation of dangerous goods

The vendor must comply with the relevant regulations when classifying, packing, labelling, marking and documenting dangerous goods, and these apply regardless of the agreed delivery term.

Acceptable Types of Dangerous Goods

- Dangerous Goods in Limited Quantity
- Lithium Batteries – ADR Special Provision 188 compliant batteries only, **UN 38.3 certification required for all lithium batteries**

The above information does not release any party from the obligation to apply the respective regulations that are applicable to the shipping of dangerous goods. These include (but not limited to) the following:



- **ADR** European Agreement concerning the International Carriage of Dangerous Goods by Road
- **RID** Regulation concerning the International Carriage of Dangerous Goods by Rail
- **IMO/IMDG** Codes International Maritime Dangerous Goods Codes
- **IATA** International Air Transport Association DG Codes / **ICAO** Technical Instructions

Packaging for dangerous goods:

Packaging (product **cartons** and master **cartons**) for dangerous goods must be strong and good quality solid or double-faced corrugated fibreboard (single or multiwall) shall be used, appropriate to the capacity of the box and to its intended use.

Marking / Labelling of dangerous goods:

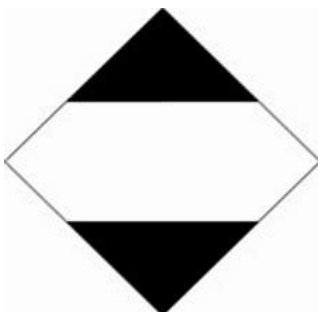
All product packages (product cartons and master cartons) must be marked and labelled in accordance with the current relevant dangerous goods regulations. It is the vendors responsibility to ensure that any changes to these regulations are adhered to.

Dangerous goods labels/marks must be affixed to the front side of the package where possible.

- Minimum Diamond symbol with 10 cm side
- Label for Master and Vendor Carton "Overpack/overpack" with the letters min 12 mm high:



Limited Quantity Marking Example:



Lithium Battery Label Example - ADR Special Provision 188 compliant batteries only



Ion ALONE



Ion IN or WITH



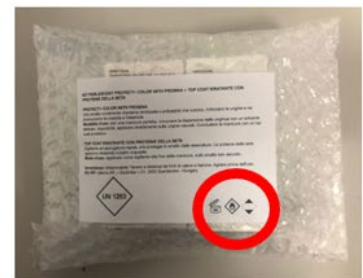
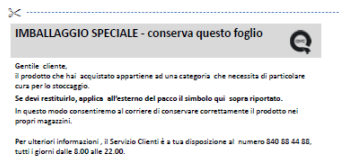
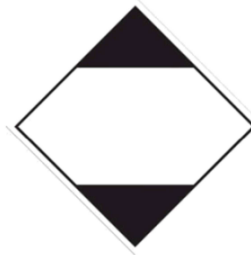
Metal ALONE



Metal IN or WITH



! ATTENTION! In the case of dangerous goods, QVC Italia requires the supplier to insert the return note inside each packages (product package), to facilitate the customer's return.



The following must be adhered to for labelling:

The label must be easily recognisable and legible, and must be able to resist weathering without any noticeable impairment of its effect. The upper and lower sections and the edge must be black. The central section must be white or consist of a background with suitably high contrast.