AEO

INTL SHIPMENT EXCEPTIONS: MASTER CARTON INSTRUCTIONS

OVERVIEW

What is a Master Carton?

- A carton that contains multiple BULK SKUs of the same PO. Purchase orders cannot be mixed.
- *Master cartons are NOT ACCEPTABLE for STORE, WEB, CANADA, CANADA WEB, EFASHION PE, EFASHION PE HOLD and CRM purchase orders.*
- Master cartons can ONLY be used when AEO bulk packaging standards cannot be met utilizing the minimum carton dimension.
- If this type of packaging is abused or deemed unnecessary; chargebacks will be issued.

What is a Master Polybag?

- A master polybag is a larger non-logo polybag which will contain your individual SKUs

STEPS TO PACKING A MASTER CARTON

Example used through directions: 3 small, 3 medium, 3 large items are being shipped as a master carton

1. Place all units of one SKU into one master polybag. For this example, you will have 3 master polybags.
2. Place a barcode label onto each master polybag.
3. Place all three master polybags, with barcode labels, into the shipping carton.
4. Carton markings will not have an individual SKU listed on the carton. In the area for listing the SKU#, you will print "Multiple SKUs".
5. Place yellow "Master Carton" label in upper right hand corner of carton.

PHOTO GUIDE

1. Gather all pieces of one SKU that will be placed inside the Master Carton.
   a. If Licensed Partner requires each unit to be individually polybagged; please place each unit into its own polybag first (plain, clear, no logo or suffocation warning) and then proceed to Step #2.
2. Place all units of one individual SKU into master polybag.
3. Take carton barcode label and place onto outside of Master Polybag for each individual SKU.
4. Place all Master Polybags for each individual SKU into the shipping carton

BOXED FOOTWEAR

Example used: 4 boxes of Size 5 and 4 boxes of Size 6

*Place one (1) barcode label for each individual SKU on the inside flap of the shipping carton.

1. Place all units into the shipping carton.
2. For each individual SKU, place one (1) carton barcode label on the inside flap of the shipping carton.
   o (For example: 4 boxes of Size 5 = 1 label = 1 SKU and 4 boxes of Size 6 = 1 label = 1 SKU)

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CARTON MARKINGS

1. Carton markings will not have an individual SKU listed on the carton. In the area for listing the SKU number, print "Multiple SKUs".
   - <mark>All master cartons must contain a yellow "master carton" label positioned in the upper right corner of the carton.</mark>
   - <mark>Since the scan-able barcode is now on the inside of the carton, all cartons MUST have the below minor (on BOTH sides) and major side carton markings.</mark>
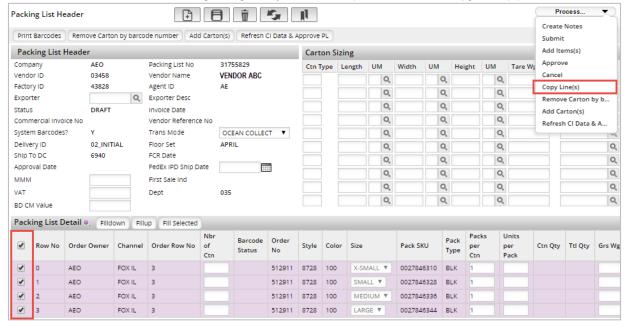

CREATING MASTER CARTONS ON PACKING LIST IN AEO PLM

- The correct CBM and weight will only calculate correctly for Master Cartons when the below instructions are followed:
  - For **EACH** master carton, the user must perform calculations on the Carton Dimension's **Length** and **Tare Weight** in the Carton Sizing section (continue below).
- For the example below, there are **4 different sizes** for the same style/color on the shipment. The quantity to be shipped for each size is 14, but 12 units is the standard quantity that fits into each shipping carton. That leaves **2 units of each size (mixed SKUs) to be packed as a Master Carton**:

Packing List Detail — Filldown | Fillup | Fill Selected

	Row No	Order Owner	Channel	Order Row No	Nbr of Ctn	Barcode Status	Order No	Style	Color	Size	Pack SKU	Pack Type	Packs per Ctn
☐	0	AEO	FOX IL	3			512911	8728	100	X-SMALL ▼	0027846310	BLK	1
☐	1	AEO	FOX IL	3			512911	8728	100	SMALL ▼	0027846328	BLK	1
☐	2	AEO	FOX IL	3			512911	8728	100	MEDIUM ▼	0027846336	BLK	1
☐	3	AEO	FOX IL	3			512911	8728	100	LARGE ▼	0027846344	BLK	1

1. Copy each line on the Packing List:
   - **Click in the box** at the beginning of any line to be copied. Next, click **Copy Line(s)**.

Packing List Header

Company	AEO	Packing List No 31755829
Vendor ID	03458	Vendor Name **VENDOR ABC**
Factory ID	43828	Agent ID AE
Exporter		Exporter Desc
Status	DRAFT	Invoice Date
Commercial Invoice No		Vendor Reference No
System Barcodes?	Y	Trans Mode OCEAN COLLECT ▼
Delivery ID	02_INITIAL	Floor Set APRIL
Ship To DC	6940	FCR Date
Approval Date		FedEx IPD Ship Date
MMM		First Sale Ind
VAT		Dept 035
BD CM Value		

Process... ▼
- Create Notes
- Submit
- Add Items(s)
- Approve
- Cancel
- **Copy Line(s)**
- Remove Carton by b...
- Add Carton(s)
- Refresh CI Data & A...

Buttons: Print Barcodes | Remove Carton by barcode number | Add Carton(s) | Refresh CI Data & Approve PL

Carton Sizing

Ctn Type	Length	UM	Width	UM	Height	UM	Tare Wg

Packing List Detail — Filldown | Fillup | Fill Selected

	Row No	Order Owner	Channel	Order Row No	Nbr of Ctn	Barcode Status	Order No	Style	Color	Size	Pack SKU	Pack Type	Packs per Ctn	Units per Pack	Ctn Qty	Ttl Qty	Grs Wg
☑	0	AEO	FOX IL	3			512911	8728	100	X-SMALL ▼	0027846310	BLK	1				
☑	1	AEO	FOX IL	3			512911	8728	100	SMALL ▼	0027846328	BLK	1				
☑	2	AEO	FOX IL	3			512911	8728	100	MEDIUM ▼	0027846336	BLK	1				
☑	3	AEO	FOX IL	3			512911	8728	100	LARGE ▼	0027846344	BLK	1				

- The Packing List now shows 2 lines for each SKU:
  - Now there are 8 total detail lines; highlighted in green are for the Master Carton.
2. Enter the **quantity of 2** in the **Units per Pack** column for the Master Carton lines:

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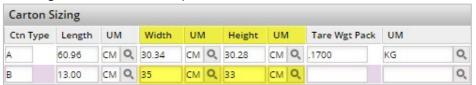| ☐	Row No	Order Owner	Channel	Order Row No	Nbr of Ctn	Barcode Status	Order No	Style	Color	Size	Pack SKU	Pack Type	Packs per Ctn	Units per Pack
☐	0	AEO	FOX IL	3	1		512911	8728	100	X-SMALL ▼	0027846310	BLK	1	12
☐	4	AEO	FOX IL	3	1		512911	8728	100	X-SMALL ▼	0027846310	BLK	1	2
☐	1	AEO	FOX IL	3	1		512911	8728	100	SMALL ▼	0027846328	BLK	1	12
☐	5	AEO	FOX IL	3	1		512911	8728	100	SMALL ▼	0027846328	BLK	1	2
☐	2	AEO	FOX IL	3	1		512911	8728	100	MEDIUM ▼	0027846336	BLK	1	12
☐	6	AEO	FOX IL	3	1		512911	8728	100	MEDIUM ▼	0027846336	BLK	1	2
☐	3	AEO	FOX IL	3	1		512911	8728	100	LARGE ▼	0027846344	BLK	1	12
☐	7	AEO	FOX IL	3	1		512911	8728	100	LARGE ▼	0027846344	BLK	1	2

- A **new Carton Type** needs to be created in the **Carton Sizing Section** for the Master Carton:
  - o Both the **Carton Dimension's Length and the Tare Weight** must be divided by the number of detail lines/SKUs included in the Master Carton.
- Example below shows that **Carton Type B** is created for the Master Carton.
- Carton B's dimensions are **52 cm X 35 cm X 33 cm**.

3. **Divide the Length** of 52 cm by 4; the number of lines/SKUs packed in master carton. List **13.00** in the Length box:

Ctn Type	Length	UM	Width	UM	Height	UM	Tare Wgt Pack	UM	
A	60.96	CM 🔍	30.34	CM 🔍	30.28	CM 🔍	.1700	KG	🔍
B	13.00	CM 🔍		🔍		🔍			🔍

Carton Sizing

4. Enter the **Width and Height** Carton Dimensions for Carton Type B; no calculations needed on remaining dimensions (**ONLY the Length** needs to be divided)

Carton Sizing

Ctn Type	Length	UM	Width	UM	Height	UM	Tare Wgt Pack	UM	
A	60.96	CM 🔍	30.34	CM 🔍	30.28	CM 🔍	.1700	KG	🔍
B	13.00	CM 🔍	35	CM 🔍	33	CM 🔍			🔍

- Perform the same calculation for the **Tare Weight, divide by 4**:

5. Tare Weight is 0.1500 kg. 0.1500 divided by 4 is 0.0375; enter **0.0375 KG**

Carton Sizing

Ctn Type	Length	UM	Width	UM	Height	UM	Tare Wgt Pack	UM	
A	60.96	CM 🔍	30.34	CM 🔍	30.28	CM 🔍	.1700	KG	🔍
B	13.00	CM 🔍	35	CM 🔍	33	CM 🔍	0.0375	KG	🔍

6. Click the **Save** button
   - A **Saved Successfully** message populates and an additional message, **Invalid carton length** -This is OK:
     - o When creating the exception Master Carton this message is an indication that the **Length dimension of 13.00** is not within our standard tolerances; **not a hard stop**
     - o Continue to complete the Packing List (Approve)

Packing List Header

Print Barcodes | Remove Carton by barcode number | Add Carton(s) | Refresh CI Data & Approve PL

Clear Message

Saved Successfully.

ValidCartonSmallDim2: Invalid carton length entered, please contact Vendor Compliance. 13.00
ValidCartonSmallDim2: Invalid carton length entered, please contact Vendor Compliance. 13.00
ValidCartonSmallDim2: Invalid carton length entered, please contact Vendor Compliance. 13.00
ValidCartonSmallDim2: Invalid carton length entered, please contact Vendor Compliance. 13.00
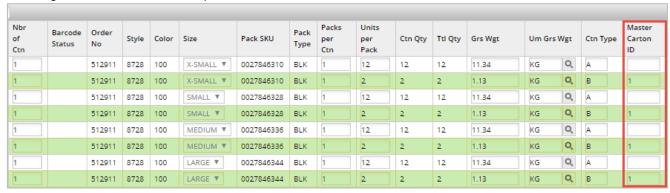
- To determine the gross weight to be entered on each master carton detail line, take the **gross weight of master carton** (contents and carton weight) and **divide by the number of detail lines**. List the same weight on each master carton detail line.

7. This example shows the gross weight of the 8 units plus the shipping carton is equal to 10 lbs. (4.52 kg). Once again, **divide 4.52 kg by 4**: Enter **1.13 kg on each box for Grs Wgt/Um**:
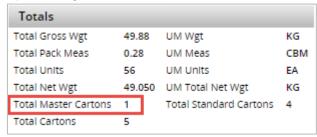
Size	Pack SKU	Pack Type	Packs per Ctn	Units per Pack	Ctn Qty	Ttl Qty	Grs Wgt	Um Grs Wgt	Ctn Type
X-SMALL ▼	0027846310	BLK	1	12	12	12	11.34	KG 🔍	A
X-SMALL ▼	0027846310	BLK	1	2	2	2	1.13	KG 🔍	B
SMALL ▼	0027846328	BLK	1	12	12	12	11.34	KG 🔍	A
SMALL ▼	0027846328	BLK	1	2	2	2	1.13	KG 🔍	B
MEDIUM ▼	0027846336	BLK	1	12	12	12	11.34	KG 🔍	A
MEDIUM ▼	0027846336	BLK	1	2	2	2	1.13	KG 🔍	B
LARGE ▼	0027846344	BLK	1	12	12	12	11.34	KG 🔍	A
LARGE ▼	0027846344	BLK	1	2	2	2	1.13	KG 🔍	B

8. Enter a **1 in the Master Carton ID column**
   a. To designate that mixed SKUs are packed in this carton:

Nbr of Ctn	Barcode Status	Order No	Style	Color	Size	Pack SKU	Pack Type	Packs per Ctn	Units per Pack	Ctn Qty	Ttl Qty	Grs Wgt	Um Grs Wgt	Ctn Type	Master Carton ID
1		512911	8728	100	X-SMALL ▼	0027846310	BLK	1	12	12	12	11.34	KG 🔍	A	
1		512911	8728	100	X-SMALL ▼	0027846310	BLK	1	2	2	2	1.13	KG 🔍	B	1
1		512911	8728	100	SMALL ▼	0027846328	BLK	1	12	12	12	11.34	KG 🔍	A	
1		512911	8728	100	SMALL ▼	0027846328	BLK	1	2	2	2	1.13	KG 🔍	B	1
1		512911	8728	100	MEDIUM ▼	0027846336	BLK	1	12	12	12	11.34	KG 🔍	A	
1		512911	8728	100	MEDIUM ▼	0027846336	BLK	1	2	2	2	1.13	KG 🔍	B	1
1		512911	8728	100	LARGE ▼	0027846344	BLK	1	12	12	12	11.34	KG 🔍	A	
1		512911	8728	100	LARGE ▼	0027846344	BLK	1	2	2	2	1.13	KG 🔍	B	1

9. Click **Save**
   a. Upon saving, the **Totals** section will reflect the number of Master Cartons on the shipment

Totals			
Total Gross Wgt	49.88	UM Wgt	KG
Total Pack Meas	0.28	UM Meas	CBM
Total Units	56	UM Units	EA
Total Net Wgt	49.050	UM Total Net Wgt	KG
Total Master Cartons	1	Total Standard Cartons	4
Total Cartons	5		

NOTES

- On a larger Packing List it may be necessary to create several master cartons. When more than one master carton is needed, continue in numerical order and list a **2, as the Master Carton ID** and so on (3, 4, etc.)
- When creating Master Cartons, the same SKU items are placed in a polybag and the barcode label is then put on the outside of polybag:
  - *Master Cartons do NOT have an individual SKU or Barcode on the outside of the shipping carton*