Date: December 21, 2022

Inbound Guidelines

Any non-conforming shipments delivered to our facility will result in processing delays and additional fees.

1) Facility Address – Send shipments to our fulfillment facility using the following address and format:
    Client Company Name
    c/o Logistech Solutions, Inc.
    1800 Quality Dr. NE
    Wilson NC, 27893

2) Carton/Container Specifications - Cartons/container size maximum of 40" L x 20" W x 20"H and must not exceed 50 lbs.

3) Pallet/Skid Specifications – pallets or skid packs must be stretch wrapped and/or strapped to maintain product integrity during transit to our facility. Pallets used must be industry standard 48"x 40" grade #2 or better. Pallet finished dimensions, including product overhang, must not exceed 50" L x 42" W x 48" H. The maximum weight per pallet is 1,650 lbs.

4) Font – any text placed on any label or paperwork that is related to compliance of this inbound document must be in the English language. Any human readable font must be 10 point or larger. Handwritten text is discouraged, but is acceptable with prior approval.
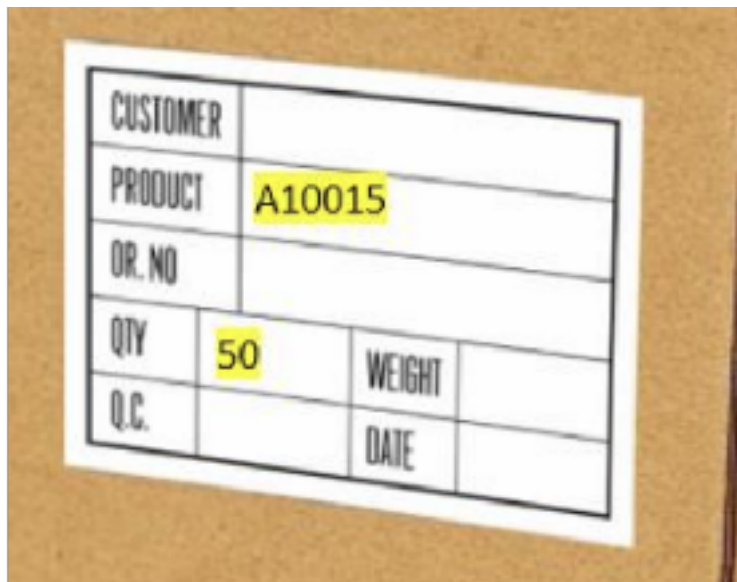
Inbound Guidelines

5) Product Marking/Labeling – Although product units and cartons that are already barcoded are preferred, you may send products to our facility that do not have barcodes. Below are the specifications for each method.

a) Non-Barcoded Product Marking/Labeling Specifications
i) Units – each unit should have a title or description label, or artwork that is visible at the unit level.
ii) Carton or Container – each carton or container should be labeled with a "human readable" Product ID without a barcode font. The unit barcode should NOT be printed or labeled on the carton or container – doing so could allow a carton/container to be counted as an individual unit by barcode scanning processes.
iii) Product quantity required, and we encourage consistent carton/container quantities.
iv) Partial balances of each SKU where the individual quantities do not constitute a separate carton may be combined into one carton. Such cartons must clearly be marked "Mixed" and quantities for each SKU must be displayed clearly for each.
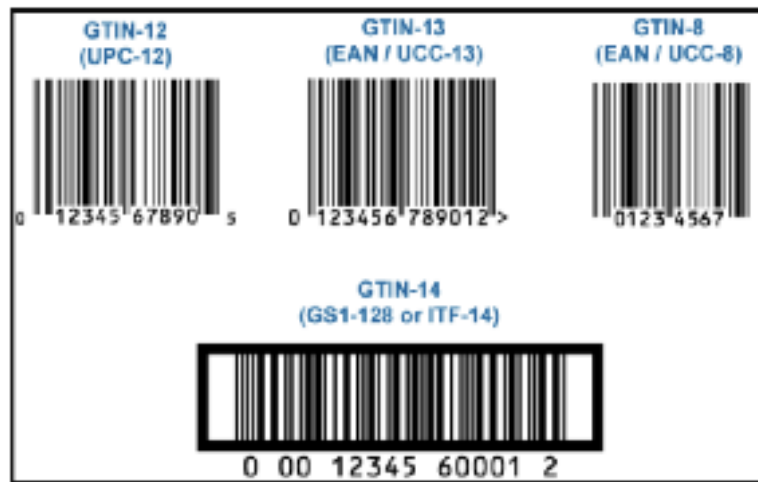
Sample of Non-Barcoded Carton/Container:

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b) Barcoded Product Marking/Labeling Specifications

i) Retail Barcodes - Logistech welcomes GS1 barcode formatting for unit level (UPC/EAN) or container code level (GTIN-14) that is typical of the retail industry. For more information about GS1 barcode formatting, please visit www.gs1.org.

Samples of GS1 formats of retail barcode symbology:
GTIN-12, GTIN-13, and GTIN-8 are examples of unit level barcodes
GTIN-14 is used for container/carton level barcoding:

ii) Generic Barcodes – If your products will not be sold in retail outlets that generally use GS1 formatting, thenneric barcoding is permitted. The formatting requirement for generic barcodes applies to both unit barcodes and carton barcodes as follows:

(1) Generic Barcode Format
(a) has linear format Code39 or Code128;
(b) does not exceed 31 characters;
(c) has no special characters/spaces;
(d) has at least 0.25 inches of white space on both left and right margins;
(e) Is physically large enough to easily scan with a linear barcode scanner;
(f) Is unique for each SKU at the unit level and the carton level

Inbound Guidelines

(2) Generic Barcode Placement – the placement of barcodes needs to be in a consistent region of the product and/or carton/container and must be on a flat side of the product to promote scan ability.
(3) Generic Carton or Container Barcode – A carton barcode is NOT required, but it allows applicable fulfillment requests to qualify for case/carton level pricing (i.e. large requests or typical B2B requests). If carton level handling is not needed/desired, then a carton/container barcode is NOT required. However, the carton must display the human readable SKU# (without a barcode). It is important that the unit barcode is not displayed on the boxes or cartons to prevent mistakenly processing an entire case/carton as a single unit of product. Samples of generic barcodes used for unit barcodes or carton/container barcodes: