Part 1: General Information ..............................................................................................................6
  Purpose, Application, and Expense Offset Policy ........................................................................ 6
  Disputes ......................................................................................................................................... 6

Part 2: Bill of Lading Requirements ..............................................................................................7
  All shipments to Family Dollar require a Bill of Lading (BOL) .................................................. 7
  Bill of Lading (BOL) and Supplemental BOL Examples with Product Expiration Dates .......... 9

Part 3: Transportation ..................................................................................................................14
  Collect and Prepaid to Consolidator Contact Information ....................................................... 14
  Collect and Prepaid to Consolidator Purchase Orders ............................................................... 14
  Understanding Family Dollar PO Dates—Collect Supplier and Prepaid Consolidator ............ 14
  Understanding Dates on Collect Purchase Orders: ................................................................. 14
  Routing & Release Procedures ................................................................................................... 15
  Creating Purchase Orders Releases in the CVP: ........................................................................ 15
  Direct Store Delivery (DSD) shipments: .................................................................................... 17
  Prepaid Suppliers ........................................................................................................................ 17
  Understanding Family Dollar Purchase Order Dates—Prepaid Supplier ................................ 17
  Prepaid Supplier Instructions ...................................................................................................... 18
  Prepaid Supplier Carrier Instructions ........................................................................................ 18
  Setting Delivery Appointments—Prepaid Only .......................................................................... 19
  DC Hours and Contact Information ............................................................................................ 20
  Shipping on Pallets ...................................................................................................................... 21
  Pallet Tags (Labels) Recommendation—For Full Pallet Shipments ......................................... 23
  Pallet Configurations .................................................................................................................. 24
  Pallet Sheet Recommendations ................................................................................................. 25
  Transportation Non-Compliance Charges .................................................................................. 26

Part 4: Required Distribution Center Operations .........................................................................27
  Distribution Center Carton Marking Requirements .................................................................... 28
  Receiving Requirements ............................................................................................................. 28
  Distribution Noncompliance Charges ........................................................................................ 29
Part 5: Required Corporate Policies ................................................................. 30
  Family Dollar Freshness Policy...................................................................... 30
  Private Brands Packaging Commitment ....................................................... 31
  Cost Change Process....................................................................................... 32

Part 6: Carton Marking Requirements............................................................ 33
  Additional Carton Marking Information ......................................................... 33
  Source and Season Specific Marking Requirements ....................................... 34
  Carton Marking Glossary................................................................................ 35
  Key Carton Marking Components .................................................................. 35
  Master Carton with Inners ............................................................................. 36
  Master Carton with NO Inners ........................................................................ 36
  Other exceptions to carton labeling requirements ........................................ 37
  MERCHANT DIRECTED LABELS................................................................. 37
  SEASONAL LABEL COLORS ......................................................................... 38
  SEASONAL CARTON LABELS ........................................................................ 39
  NON SEASONAL Carton Labels .................................................................... 39
  IMPORT SEASONAL CARTON MARKING LAYOUTS .................................... 40
  DOMESTIC SEASONAL CARTON MARKING LAYOUTS ............................... 41
  IMPORT NON-SEASONAL CARTON MARKING LAYOUTS ............................ 42
  DOMESTIC NON-SEASONAL CARTON MARKING LAYOUTS ....................... 43
  DEPARTMENT ICONS................................................................................... 43
  Clip Strip, Impulse Lane, and Power Panel Carton Labels ............................ 45
  INNER CARTON MARKINGS - Shippable .................................................... 46
  INNER CARTON MARKINGS – NON-Shippable ........................................... 47
  Cartons with Inners Recommendations........................................................ 47

Part 7: Distribution Packaging Requirements ............................................... 49
  Shipping Carton Strength Requirements ....................................................... 49
  Display Shipping Carton Requirements ....................................................... 50
  Approved Shipping Carton Styles .................................................................. 50
  Tear Away Carton Design Styles .................................................................... 51
  Carton/ Carton Shippable Inner Taping ........................................................ 52
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner Packaging Requirements</td>
<td>52</td>
</tr>
<tr>
<td>Clip Strip Program Requirements</td>
<td>53</td>
</tr>
<tr>
<td>Floor Ready Apparel Requirements</td>
<td>54</td>
</tr>
<tr>
<td>Nominated Packaging Suppliers for Apparel Brands</td>
<td>54</td>
</tr>
<tr>
<td>Hanger Styles and Suppliers</td>
<td>55</td>
</tr>
<tr>
<td>Additional Approved Packaging Suppliers</td>
<td>56</td>
</tr>
<tr>
<td>Plastic/Poly Bag Over-packaging and Garment Bag Requirements</td>
<td>57</td>
</tr>
<tr>
<td>Fragile Packaging Recommendations</td>
<td>58</td>
</tr>
<tr>
<td><strong>Part 8: Display Construction</strong></td>
<td>59</td>
</tr>
<tr>
<td>Display Corrugated Strength Requirements</td>
<td>59</td>
</tr>
<tr>
<td>Shelf Display Dimensions</td>
<td>59</td>
</tr>
<tr>
<td>Stadium Style Displays</td>
<td>59</td>
</tr>
<tr>
<td>Stadium Tray Design Style (<em>NEW</em>)</td>
<td>60</td>
</tr>
<tr>
<td>Locked Back Stadium Style</td>
<td>60</td>
</tr>
<tr>
<td>Pegged Stadium Style PDQ’s (angled sides)</td>
<td>61</td>
</tr>
<tr>
<td>Pegged Shadow Box (Straight Tray Style)</td>
<td>61</td>
</tr>
<tr>
<td>Display Section Dividers</td>
<td>62</td>
</tr>
<tr>
<td>Straight Trays</td>
<td>62</td>
</tr>
<tr>
<td>Straight Tray with Half Front Lip</td>
<td>63</td>
</tr>
<tr>
<td>Straight Tray with No Front Lip</td>
<td>63</td>
</tr>
<tr>
<td>Straight Tray with No Front Lip – Clear poly panel</td>
<td>63</td>
</tr>
<tr>
<td>Double Angle PDQ Tray</td>
<td>64</td>
</tr>
<tr>
<td>Straight Tuck Box with Foam Insert</td>
<td>64</td>
</tr>
<tr>
<td>Tall Wall Displays</td>
<td>65</td>
</tr>
<tr>
<td>Stadium Style Tall Wall PDQ Tray</td>
<td>66</td>
</tr>
<tr>
<td>Display Front Lip Graphics</td>
<td>66</td>
</tr>
<tr>
<td>Spinner Rack PDQ’s – Accessories</td>
<td>67</td>
</tr>
<tr>
<td>Footwear PDQ’s</td>
<td>68</td>
</tr>
<tr>
<td>Shipping Dividers and Fillers</td>
<td>69</td>
</tr>
<tr>
<td>False Bottoms</td>
<td>69</td>
</tr>
<tr>
<td>Product Orientation</td>
<td>70</td>
</tr>
<tr>
<td>Display Bottoms</td>
<td>70</td>
</tr>
</tbody>
</table>
ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

Power Panel Displays ........................................................................................................ 71
Calendars and Planners .................................................................................................... 72
Floor Display Labeling ..................................................................................................... 73
Giftable Products Easy Peel Labels .................................................................................. 74
Hanging Blister Cards and Carded Product ........................................................................ 74
Hanging Card Design ........................................................................................................ 75
Hanging Packaging for products with multiple styles/colors ............................................. 76
Hanging Pouches or Bags .................................................................................................. 76
Plastic Hook Hanger ......................................................................................................... 76
END OF WRITTEN DOCUMENT ....................................................................................... 76
Part 1: General Information

Purpose, Application, and Expense Offset Policy

PURPOSE

Family Dollar has made a significant investment in efficient supply chain operations which depends on it’s suppliers to follow the policies outlined in this guide to be successful. This guide describes Family Dollar’s requirements and standards in considerable detail, explains the importance of compliance with each requirement, and provides instructions for providing assistance.

APPLIES TO

All Family Dollar Suppliers, Shippers, Consignees; Family Dollar Transportation Department, and Distribution Centers.

DOES NOT APPLY TO

All Family Dollar and Tar Heel Trading direct import orders. Direct Import Suppliers should reference the Tar Heel Trading Import Guidelines for routing, shipping, and packaging instructions. Suppliers that have registered with Yusen, may access the necessary documents in the Useful Information tab within eBooking module or may visit the International Transportation section of the Family Dollar website at http://corporate.familydollar.com/pages/transportation.aspx.

EXPENSE OFFSET POLICY

In order to facilitate shipping, handling, and receiving activities supplier compliance guidelines have been established, which is outlined in the following pages. Given that non-compliance causes disruption to operations with additional expense, Family Dollar has an expense offset policy intended to recover costs associated with non-compliance which can be assessed as an invoice deduction against unpaid purchase orders. Suppliers non-compliance will constitute suppliers acceptance that supplier will pay the cost. Fees associated with non-compliance are detailed in this guide, which are subject to change as posted to www.familydollar.com from this document. The supplier is responsible for collecting reimbursement for any costs associated to a subcontracted carrier issue other than Family Dollar Transportation Services as a result of non-compliance.

Disputes

Chargeback Philosophy

Chargebacks are designed to provide incentive toward compliance with Family Dollar policies and our policies are designed to eliminate waste from our supply chain. Chargebacks, therefore, should focus on those activities and requirements that add waste to our supply chain. It is important to understand that waste could be realized at the point of exchange (e.g., bad pallets at the point of receipt) or can be seen as potential waste at some post-exchange / downstream process (e.g., missing key information on the BOL resulting in lost time during research).
Routing, Shipping, and Packaging Instructions

Initial Action

All disputes on chargebacks should be addressed directly to the Distribution Center generating the chargeback. Direct contact information is provided on each chargeback letter sent to our suppliers/shippers. Generally this is in the form of name, e-mail and possibly phone number.

Appeal Procedure

Any disputes on chargebacks filed against a supplier/shipper that cannot be resolved at the DC-level must be addressed in writing within six months of the chargeback date. Any chargeback not questioned within six months will stand as filed with no further review. Address appeals to:

Chargeback Supplier Relations  
Accounts Payable  
Family Dollar Stores, LLC.  
PO Box 1017  
Charlotte, NC 28201-1017

Part 2: Bill of Lading Requirements

All shipments to Family Dollar require a Bill of Lading (BOL)

1. All bills of lading must contain the following information:
   a. The Family Dollar Purchase Order Number.
   b. Family Dollar SKU, Carton Count by SKU, and if appropriate expiration date(s) and Carton Count by SKU (appropriate means any product that has an expiration date or best if used by date on the product label). Note: information may be incorporated into the bill of lading or appended to the BOL as a supplement to the bill of lading or packing list. See examples provided at the end of this section. Separate line item detail is required with case counts for each date/item/pallet provided. Multiple dates per item are accepted as long as they are on different pallets.
   c. Shipper’s name, ship point, street address, city, state, zip code and telephone number.
   d. Consignee’s name, street address, city, state, and zip code.
   e. Collect or Prepaid to Consolidator Suppliers must note the Transportation Management System (TMS) “Ship id number.” (SID)
   f. Prepaid suppliers must note the Appointment date, time and confirmation numbers must show on the carrier’s delivery bill.
   g. Accurate Family Dollar description of items being shipped including the item and classification code according to the National Motor Freight Classification (NMFC).
   h. Collect Suppliers must note the Family Dollar Shipment ID provided on the Vendor Tender Notification (VTN).
   i. Total weight, cube, carton, and pallet count.
   j. All bills of lading must have a unique, unrepeated, bill of lading number.
   k. Bill of lading date (ship date).
   l. Mark Freight terms: Collect – C, Prepaid – P, or Prepaid to Consolidator - PC
m. Carrier name and trailer number.

n. Seal Number attested to by Shipper and Driver signatures.

o. Driver’s appointment date/time, **arrive & departure time/date, printed name & signature**, and carton or pallet count verification.

p. Give shipment documents to driver for all full truckloads.

q. LTL documents should be attached and marked clearly on the freight. Give one master bill of lading to the driver.

2. If the product to be shipped is not prepared and ready to load at the time of the carrier’s scheduled pickup, any resulting charges for delay billed to Family Dollar Stores by the carrier will be charged against the shipper.

3. If mode is Truckload or Intermodal, the carrier will contact you 48 hours in advance to schedule pickup.

4. If instructed to ship via LTL – the carrier noted on the Vendor tender notification will reach out to schedule a pickup. In the event the carrier has not 2 days prior to the orders’ cancel date, the supplier should contact the carrier.

5. If notified that PO’s are part of a multi-stop shipment on the VTN, it is responsibility of the supplier to load freight high and tight on the carriers’ trailer to ensure sufficient empty trailer space for remaining pickups.

6. During the loading process suppliers will be given 2 hours of free time. Detention will being accruing after those 2 free hours have expired regardless of load type.

7. If requested by TMS to ship via Avrio Logistics, formally AMSTAR -- All shipments from New Jersey and New York metro must be shipped prepaid to the consolidator. Family Dollar’s Consolidator is Avrio Logistics – 549 Mill Road, Edison, NJ 08837. The telephone number is 800-935-6320 ext. 205. You must call Avrio Logistics 24 hours prior to delivery or to schedule a pickup.

8. Avrio Logistics will not accept your shipment without the Family Dollar Shipment ID number. **Note:** This includes overflows and back orders.
**Bill of Lading (BOL) and Supplemental BOL Examples with Product Expiration Dates**

<table>
<thead>
<tr>
<th>Ordered</th>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Lot</th>
<th>Unit</th>
<th>Pallet</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>4610003773</td>
<td>18/5 OZ DPBL CH D &amp; ST FMDL</td>
<td>98 146811  U001033377  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588</td>
<td>UPC# 46100037737</td>
<td>98 146811  U001033378  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4610003921</td>
<td>12/4.8 OZ DPBL CH D &amp; CRKRT FMDL</td>
<td>98 146811  U001033379  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>UPC# 46100039212</td>
<td>98 146811  U001033380  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>98 146811  U001033382  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>98 146811  U001033383  CH</td>
<td>7/19/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cases:** 700

**DELIVERY DATE REQUIRED:** 1/23/2010

**END OF ORDER**
### ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

**SHIPPING COPY**  
**STRAIGHT BILL OF LADING**  
**ORIGINAL - NOT NEGOTIABLE**

**BOL #:** 84138  
**DATE:** 3/31/2011  
**TERMS:** 3RD PARTY COLLE  
**CARRIER:** UPS FREIGHT  
**PICK UP TIME:** 4/15/2011  
**PU DATE:**

**SHIPPED FROM:**  
**SHIPPER:** FAMILY DOLLAR STORES, INC.  
P.O. BOX 1017  
CHARLOTTE, NC 28201-1017  
**DEPT#:** 429  
**SID:** 3954006  
**PO#:** 02668820

**SHIP TO:**  
**9560 DUNCAN**  
**201 EAST CHEROKEE ROAD**  
**DUNCAN OK 73533**  
**SEAL NO:** 18253  
**TRAILER #:** 423  
**P A L E T **: 3

**TOTAL WT:** 3424 lbs  
**TOTAL CLASS:** 70

<table>
<thead>
<tr>
<th>PIECES</th>
<th>DESCRIPTION</th>
<th>WEIGHT</th>
<th>ITEM NUMBER</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>428</td>
<td>8LB/152P-AMERICANA TABLE TOP 1</td>
<td>3424</td>
<td>12901236</td>
<td>70</td>
</tr>
<tr>
<td>428 CASES</td>
<td>(- TOTAL ------)</td>
<td>3424</td>
<td>LBS</td>
<td></td>
</tr>
<tr>
<td>52 x 24 x 124</td>
<td><strong>LCT</strong></td>
<td>3424</td>
<td>LBS</td>
<td></td>
</tr>
</tbody>
</table>

**LCRT**

**COD AMT**:  
**COD FEES**: $  
**CHECK BOX**

---

**SHIPTER SIGNATURE/DATE:**  
**CARRIER SIGNATURE PICK UP DATE:**  
**TRAILER LOADED:** By Driver  
**FREIGHT COUNTER:** By Driver  
**SHIPPER:** By Driver  
**POD SENT TO:** By Driver/pallets said to contain

---

**GENERAL COMMENTS:**  
**NOTE:** - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipment to not exceed $.

---

**LIMITATION OF LIABILITY APPLIES:**
Subject to limits of liability of The Carrier's House Trunk or any other carriage of the applicable Regulations of the Department of Transportation.

---

**6/22/2018 11:00:20 AM**  
**RSPI document**

---
### ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

**Date:** 10/05/11

**BILL OF LADING**

<table>
<thead>
<tr>
<th>SHIP FROM</th>
<th>1-800-</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SID:</th>
<th>419 3739</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOB:</td>
<td></td>
</tr>
</tbody>
</table>

**SHIP TO**

| FAMILY DUNNAN-OK (30) 005960 |
| 201 EAST CROSSTOWN ROAD |
| DUNNAN-OK 0093823 |
| USA                      |

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FOB:</td>
<td></td>
</tr>
</tbody>
</table>

**THIRD PARTY FREIGHT CHARGES BILL TO:**

**SPECIAL INSTRUCTIONS:**

Vendor: 986404 P.O. 8648404

**CUSTOMER ORDER NUMBER**

<table>
<thead>
<tr>
<th>CUSTOMER ORDER NUMBER</th>
<th># PKGS</th>
<th>WEIGHT</th>
<th>PALLET/SIP (Circle One)</th>
<th>ADDITIONAL SHIPPER INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>8648404</td>
<td>16</td>
<td>393.12</td>
<td>Y</td>
<td>124 cubic feet</td>
</tr>
</tbody>
</table>

**COMMODITY DESCRIPTION**

<table>
<thead>
<tr>
<th>COMMODITY DESCRIPTION</th>
<th>LTL ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosiery</td>
<td>049940 04 100</td>
</tr>
</tbody>
</table>

**HANDLING UNIT**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>QTY</th>
<th>TYPE</th>
<th>WEIGHT (X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SS</td>
<td>16</td>
<td>Ctn</td>
<td>393.12</td>
</tr>
</tbody>
</table>

**RECEIVING**

**SHIPPER SIGNATURE**

<table>
<thead>
<tr>
<th>SHIPPER SIGNATURE DATE</th>
<th>11/11/11</th>
</tr>
</thead>
</table>

**CARRIER SIGNATURE / PICKUP DATE**

**Freight Counted:**

- By Driver
- By Driver (Bill of Lading)
- By Other

**CARRIER ACKNOWLEDGES RECEIPT OF GOODS AND HANDS OVER TO SHIPPER:***

- Sign here upon delivery of goods.

**Note:** Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(b)(1)(A) and (B).

This is to certify that the above named materials are properly classified, described, packaged, loaded, and sealed, and are in proper condition for transport and in compliance with the applicable regulations of the DOT.

**Fax From:**

6/22/2018 11:00:20 AM

RSPI document
# ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

## PACKING LIST

<table>
<thead>
<tr>
<th>Line</th>
<th>Customer Sku</th>
<th>Description</th>
<th>UPC</th>
<th>Gildan Sku Item</th>
<th>Total Ctn</th>
<th>Total Unit</th>
<th>Client</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70150</td>
<td>70150/70-01 Ladies Long Pink Tshirt W</td>
<td>400700189913</td>
<td>95397</td>
<td>16</td>
<td>480</td>
<td>EA</td>
<td></td>
</tr>
</tbody>
</table>

**UPD Freight** 845 985 243 CHS

**GRAND TOTAL** 16 480

---

No merchandise may be returned without prior approval from home office - (207) 366-5121

---

6/22/2018 11:00:20 AM

RSPI document
Part 3: Transportation

Collect and Prepaid to Consolidator Contact Information

If you are a NEW, Collect or Prepaid to Consolidator Supplier Family Dollar has contracted to assist you in the transportation of your orders and will not need to contact the distribution centers directly. You will need an approved PO# to be set up. Once you have this, please contact TMS Customer Service to setup your shipping information and request a user ID and password to use the CVP. A USER ID is required to access the CVP. You can contact TMS Customer Service at

otmquestions@dollartree.com or call 704-847-6961, Option 8 and the first available representative will assist you.

Collect and Prepaid to Consolidator Purchase Orders

Any cartons shipped in error to the wrong DC will result in a chargeback to the supplier/shipper for handling and transportation charges in accordance with Transportation Noncompliance Charges section.

Understanding Family Dollar Purchase Order Dates—Collect Supplier and Prepaid Consolidator

Collect Supplier: Family Dollar arranges shipment and pays all freight charges. Supplier releases all freight in TMS-Transportation Management System (OTM) and receives Tender Notifications on how product will be shipped.

Prepaid to Consolidator: Supplier releases freight in TMS-Transportation Management System (OTM) and receives Tender Notifications to ship product prepaid to consolidator. Family Dollar then arranges shipment from the consolidator and pays freight charges to deliver goods to the appropriate distribution center from the consolidator.

Understanding Dates on Collect Purchase Orders:

<table>
<thead>
<tr>
<th>Hard Copy PO</th>
<th>EDI PO</th>
<th>Definition of Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do Not Ship Before</td>
<td>Code 037 Ship Not Before</td>
<td>This date represents supplier’s expected ship date. Product should be available for pickup or shipment on or before this date. In addition, Family Dollar expects product to be released in TMS (OTM) at a minimum of 7 days prior to the date the product will be available for pickup or shipment.</td>
</tr>
<tr>
<td>Cancel If Not Shipped By</td>
<td>Code 038 Ship No Later</td>
<td>In the event supplier does not have product available for pickup or shipment on the “Do Not Ship Before” date, supplier may release product in TMS (OTM) for pickup or shipment up to 48 hours prior to the ship date. Product available for pickup or shipment past this date requires Buyer approval and is subject to cancellation. In addition, product will be considered late.</td>
</tr>
<tr>
<td>N/A</td>
<td>Code 017 Estimated Delivery</td>
<td>This date has no relevance for Collect and Prepaid to Consolidator suppliers. If product is shipped on time, the receipt should occur close to this date after distribution center processing.</td>
</tr>
<tr>
<td>N/A</td>
<td>Code 061 Cancel If Not Delivered By</td>
<td>Product cannot be released in the TMS (OTM) for routing five days prior to this date. Example: If the “Cancel If Not Delivered By” date on the Purchase Order is the 25th, product cannot be released after the 19th. The Family Dollar Buyer will have to be notified to extend the Purchase Order dates. Orders shipped late are subject to cancellation or other penalties.</td>
</tr>
</tbody>
</table>
Routing, Shipping, and Packaging Instructions

Routing & Release Procedures

Release Procedure

1. Suppliers shipping Collect or Prepaid to the Consolidator Purchase Orders must enter shipment data into Family Dollar’s Transportation Management System (TMS) no less than 48 hours prior to product availability. Prepaid suppliers will also be required to input their orders into the CVP. All orders must be ready to ship complete by the “Cancel if not shipped by” date. Failure to meet the expectations listed herein may result in noncompliance charges.

2. Failure to utilize the Family Dollar Transportation Management System in routing Collect or Prepaid to Consolidator Purchase Orders will result in full freight chargeback in addition to administrative expenses.

To access CVP – Direct link: https://cvp.dollartree.com

3. If you are a NEW Supplier – You will need an approved PO# to be set up. Please contact TMS Customer Service to setup your shipping information and request a user ID and password to use the TMS System, and can take up to 48 hours to obtain. A USER ID is required to access the TMS System. You can contact TMS Customer Service at OTMQUESTIONS@DOLLARTREE.COM or call 704-847-6961, Option 8 and the first available representative will assist you.

4. If you are an existing Supplier – Please read the Family Dollar Supplier CVP (Custom Vendor Portal) Web Interface instructions before entering data into the system. You can download the instructions in the TMS link. Direct Link: http://corporate.familydollar.com/pages/tmsinfo.aspx

Creating Purchase Orders Releases in the CVP:

When you are ready to enter your PO Information, please access https://otm.dollartree.com/cvp/index.html via the internet. User ID and Password assigned by Family Dollar are required. A supplier shipping both prepaid and collect will have a different User ID for POs associated with prepaid supplier numbers and those written to collect supplier numbers

If you experience difficulties in accessing the URL from Family Dollar’s website, open the web browser on your computer. Click the following link, copy and paste, or type the following URL on the address line of your browser: https://otm.dollartree.com/cvp/index.html. This application works better when utilizing Google Chrome.

The following information must be provided when releasing freight for collect or prepaid to consolidator loads in the Transportation Management System:

1. CAP locks are not required for entering data.
2. Enter your User Name and Password. (password is case sensitive)
3. Click Ok.
4. Your location will need to be set up. In order to do so, click on new location. This will present a screen with several boxes outlined in green. Each field will need to be filled out. Once all the required information is inputted, click on the button labeled validate.
5. After selecting validate, a screen will pop up asking you to confirm the address. Select the correct address. This field is powered by Google Maps. If your address is not valid on Google Maps, it will not appear.

6. Once you have selected the correct address, you will be taken back to the previous screen. It will now show you 3 boxes asking for contact information. Populate that information and click Finished. (In order to find a location, click on the button titled find location. You may edit the information in this screen.)

7. To release a Purchase Order, click on Find Purchase Order. Input the PO and click Find. The next screen will show you that PO. Select it. A screen will then show up asking for the release information. Input all data and select the Recalc ShipUnits button. All releases must be in the quantity of pieces equal to a carton. (Ex. There are 10 blow pops per carton and you are shipping 10 cartons. You will need to release 100 pieces in the ship quantity field.)

8. Select your load method (pallets, slip sheet, floor loaded). Input the quantities and select finished.

9. You will receive a message that you have successfully created the order release. If you receive an error, call the Family Dollar Customer Service Center at 704-847-6961 – Option 8.

10. To input information for another order release, click the Home Icon on the left to start again.

11. A. For collect suppliers, when a carrier has been assigned to your shipment, you will receive an e-mail Vendor Tender Notification (VTN) from the OTM system along with a shipment ID number (SID). You will also receive a BOL for your use. If you use your own BOL, the Shipment ID number and Purchase order number(s) must be printed on one master Bill of Lading. This includes LTL tenders. Creating one PO per Bill of Lading instead of listing them all on the Master Bill of Lading will result in labor recovery charge backs.

B. Prepaid suppliers will receive an email with the shipment ID. Please note: this shipment ID, not the PO, will be needed to make your delivery appointment

Routing for Collect Suppliers

12. Supplier’s must ship the purchase order or purchase orders as noted on the VTN. If multiple PO’s are listed, all should ship together on the same truck in the quantities previously released by the Supplier. Do not ship additional product that has not been released within OTM. Suppliers who ship cartons, weight, and/or cube not previously released will be subject to incremental freight charges.

13. Please notify Family Dollar immediately of any over-flows (product that does not fit on the trailer) that occur once the carrier has picked up.

Since systems enhancements may occur, we encourage you to print and follow the CVP Interface Instructions, if you seem to have any problems entering data. If this does not resolve your problem, please feel free to contact 704-847-6961 – Option 8 and the first available representative will assist you.

14. All purchase orders that are entered for routing after the cancel date will have to be approved by the buyer before they can be routed. A late purchase order is subject to cancellation by the buyer, or chargeback of the freight costs for any additional expense incurred to expedite the freight to the DC.
15. All suppliers are required to load the merchandise on the carrier’s trailers. Failure to comply will result in chargebacks to the supplier. Chargebacks will be assessed in the amounts of:
   - $100.00 for up to 500 cartons
   - $150.00 for 501 to 700 cartons
   - $200.00 for 701 to 1000 cartons
   - $50.00 increments for every 200 cartons thereafter

16. The Shipper is responsible to block and brace the freight to make it safe for transit, in order to prevent damage.

Direct Store Delivery (DSD) shipments:
DSD Shipments that are 200 lbs. or less and meet standard Parcel Service guidelines should be shipped via a major Parcel Service. Freight charges for shipments should be added to the invoice if the Buyer’s purchase order is written as “collect.” If, however, the DSD shipment is more than 200 lbs. and does not meet other standard Parcel Service guidelines, use one of the pre-approved DSD carriers from your origin state. Direct Store Delivery orders are NOT to be released into OTM (Transportation Management System) for routing. Outside suppliers that deliver directly to stores are exempt from using a parcel service. Example products are: soft drinks, and refrigerated items.

Prepaid Suppliers
Prepaid suppliers are responsible for delivery to our distribution centers and pay for all freight charges. An appointment is required for delivery and must follow the appointment procedure described later.

Understanding Family Dollar Purchase Order Dates—Prepaid Supplier

<table>
<thead>
<tr>
<th>Hard Copy PO</th>
<th>EDI PO</th>
<th>Definition of Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Code 037 Ship Not Before</td>
<td>This date has no relevance for prepaid suppliers. Supplier must ship product whenever necessary to meet the Family Dollar “Do Not Deliver Before” date.</td>
</tr>
<tr>
<td>N/A</td>
<td>Code 038 Ship No Later</td>
<td>This date has no relevance for prepaid suppliers. Supplier must ship product whenever necessary to meet the Family Dollar “Do Not Deliver Before” date.</td>
</tr>
<tr>
<td>Do Not Deliver Before</td>
<td>Code 017 Estimated Delivery</td>
<td>This date represents the day Family Dollar expects delivery to its Distribution Center. Supplier is responsible for shipping product with enough transit time to meet the Family Dollar “Do Not Deliver Before” date.</td>
</tr>
</tbody>
</table>
Prepaid Supplier Instructions

1. Family Dollar appointments are made by the supplier or carrier assigned by the supplier in C3 Solutions system: [https://www.c3reservations.com/dollartree](https://www.c3reservations.com/dollartree)

   User guides for both suppliers and carriers may be found on the FamilyDollar.com website at


2. Carriers / Drivers will not be accepted for live unload deliveries more than one (1) hour prior to the scheduled delivery date and time.

3. For more efficient handling of your freight, prepaid suppliers should consider using one of our preferred LTL carriers – Estes Express Lines, Old Dominion Freight Lines, YRC Freight, and Unyson (for freight originating in Los Angeles, CA area).

4. Family Dollar Stores will not be responsible for any additional charges on prepaid shipments, including, but not limited to: a) detention, b) sorting and segregating, c) notification charges, and d) unloading.

5. The risk of any damage, destruction or loss of goods remains with the supplier until the goods are delivered to the consignee in good condition.

   **Note: Do not use the carriers Central Transport or Vitran Express for any shipments to Family Dollar.**

Prepaid Supplier Carrier Instructions

Should there be a delay (e.g., an accident, inclement weather, road work, or loading delay) that requires the appointment to be rescheduled it may not be rescheduled the same day without permission of the DC.

1. All trailers, including leased trailers, must be clearly marked with the carrier's name. The carrier’s name should be indicated on the nose, sides, and rear of the trailer.

2. Prepaid Inbound freight to Family Dollar Distribution Centers shall be "Driver Unload." Family Dollar will make every attempt to unload palletized, single item shipments without carrier/driver assistance. However, the supplier’s failure to follow our shipping and packaging instructions may result in the driver having to assist in the unloading process. Supplier noncompliance could include, but is not limited to, overhang on pallets, bad pallets, and mixed freight.

3. Each carrier's driver shall count and sign for the correct number of shipping units as specified on the bill of lading and packing list. Family Dollar’s unloading service is available at carrier request only. Family Dollar will in no way require a driver to use the service.
4. Drivers are required to obtain a copy of the proof-of-delivery (POD) at the time of delivery. Failure to obtain a (POD) will result in a $75 administrative charge per bill should Family Dollar have to pull and send a copy to the carrier and/or supplier.

5. Any carrier missing their pre-scheduled delivery appointment shall have to hold the freight, at the carriers or suppliers expense, until a new delivery appointment is made. The DC is not required to accept same day reschedules.

6. Family Dollar will not be responsible for any additional charges on prepaid shipments, including, but not limited to: a) detention, b) sorting and segregating, c) notification charges, and d) unloading.

**Setting Delivery Appointments-Prepaid Only**

Family Dollar appointments are made by the supplier or carrier in C3 Solutions system: https://www.c3reservations.com/dollartree using the **Shipment ID** generated by releasing the PO in the CVP (see Page 15 Creating Purchase Orders Releases in the CVP). C3 user guides for both suppliers and carriers may be found on the FamilyDollar.com website at:


For help with issues making or rescheduling appointments please email the appropriate email box for that DC as shown below. Please note if an appointment already exists for a SID an additional appointment cannot be made, the original appointment should be amended. If the carrier on SID changes the new carrier will not be able to change or book an additional appointment for that SID. The supplier of Family Dollar will need to change the carrier on the appointment.

Only suppliers or carriers on our approved drop list will be allowed to make drop appointments. All other prepaid deliveries will be “Live” unload.
## DC Hours and Contact Information

<table>
<thead>
<tr>
<th>DC Code</th>
<th>Distribution Center Name</th>
<th>Address</th>
<th>Phone</th>
<th>Appointment Hours</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>9510</td>
<td>Indiana Distribution Center</td>
<td>500 Family Dollar Parkway</td>
<td>Ph 260-587-3230</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequestashley@familydollar.com">apptrequestashley@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ashley, IN 46705</td>
<td></td>
<td>8 a.m. – 5 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9515</td>
<td>Utah Distribution Center</td>
<td>4815 S River Rd.</td>
<td>Ph 435-688-6600</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequeststgeorge@familydollar.com">apptrequeststgeorge@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>St George, UT 84790</td>
<td></td>
<td>8:00am – 5:00pm (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9520</td>
<td>Arkansas Distribution Center</td>
<td>1800 Family Dollar Parkway</td>
<td>Ph 870-732-3264</td>
<td>Monday - Friday</td>
<td><a href="mailto:apptrequestWMemphis@familydollar.com">apptrequestWMemphis@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Memphis, AR 72301</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9530</td>
<td>Texas Distribution Center</td>
<td>3101 East I-20</td>
<td>Ph 432-367-1300</td>
<td>Monday - Friday</td>
<td><a href="mailto:apptrequestOdessa@familydollar.com">apptrequestOdessa@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Odessa, TX 79766</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9540</td>
<td>Virginia Distribution Center</td>
<td>155 Fairground Road</td>
<td>Ph 540-622-6600</td>
<td>Monday - Friday</td>
<td><a href="mailto:apptrequestFrontRoyal@familydollar.com">apptrequestFrontRoyal@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Front Royal, VA 22630</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9550</td>
<td>Florida Distribution Center</td>
<td>3985 DISTRIBUTION DR</td>
<td>Ph 850-526-6500</td>
<td>Monday - Friday</td>
<td><a href="mailto:apptrequestMarianna@familydollar.com">apptrequestMarianna@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marianna, FL 32448</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9560</td>
<td>Oklahoma Distribution Center</td>
<td>201 East Cherokee Road</td>
<td>Ph 580-470-1700</td>
<td>Monday - Friday</td>
<td><a href="mailto:apptrequestDuncan@familydollar.com">apptrequestDuncan@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duncan, OK 73533</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9570</td>
<td>New York Distribution Center</td>
<td>847 Ellsworth Road</td>
<td>Ph 315-838-2500</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequestRome@familydollar.com">apptrequestRome@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rome, NY 13441</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9580</td>
<td>Kentucky Distribution Center</td>
<td>1000 Industry Road</td>
<td>Ph 606-780-7960</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequestMorehead@familydollar.com">apptrequestMorehead@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Morehead, KY 40351</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9590</td>
<td>Iowa Distribution Center</td>
<td>302 Family Dollar Parkway</td>
<td>Ph 563-652-7300</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequestMaquoketa@familydollar.com">apptrequestMaquoketa@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maquoketa, IA 52060</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
<tr>
<td>9990</td>
<td>North Carolina Distribution Center</td>
<td>10401 Monroe Road</td>
<td>Ph 704-847-6931</td>
<td>Monday – Friday</td>
<td><a href="mailto:apptrequestMatthews@familydollar.com">apptrequestMatthews@familydollar.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matthews, NC 28105</td>
<td></td>
<td>8:00 a.m. – 5:00 p.m. (Eastern)</td>
<td></td>
</tr>
</tbody>
</table>
Shipping on Pallets
Pallets used by supplier/shipper shall conform to these specifications:

For pallet weighing less than 2000 lbs:
1. All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" x 40". They shall comply with the standards, including board thickness, of the Grocery Manufacturers’ Association.
2. Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
3. The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on the bottom and seven boards in good condition securely fastened on the top.

For pallets weighing greater than or equal to 2000 lbs:
1. All pallets used shall be, at the minimum, a block type four way pallet in good condition and measuring 48" x 40". They shall be of the same robust hardwood or solid plastic construction as program pallets such as CHEP (Blue), PECO (red), or IGPS (4 Way Solid Plastic Pallets).
2. Each pallet shall have three single stringers on both the top and bottom. One stringer shall be on each side and one in the center of both top and bottom running the length of the pallet as shown in the diagram below.
3. The pallet shall not have any missing, broken, or split boards. Each pallet shall have nine boards in good condition securely fastened to the top as shown in the diagram below.

Figure 1: FOUR-WAY BLOCK “CHEP” or “PECO” type pallet
4. Wood, non-program, pallets

Wood, non-program, pallets are preferred. Family Dollar, however, does accept pallets from the following pallet program manufacturers:

a. CHEP – Blue Pallets
b. PECO – Red Pallets
c. IGPS – 4 Way Solid Plastic Pallets

5. Each pallet shall have a clean appearance-no dirt, grease, or other foreign material on it.
6. If goods are on an unacceptable pallet, the carrier will have the responsibility for off-loading the merchandise onto an acceptable pallet provided by Family Dollar. Any expenses incurred by the carrier should be charged to the shipper.
7. Merchandise stacked on pallets or slip sheets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product or crush the master case. The Shipper is responsible for ensuring the freight is blocked or braced at loading to ensure product does not shift during transit.
8. Pallets or slip-sheets shall not exceed a maximum weight of 2,500 pounds (1,136 kilograms). In order to maximize trailer or container space, two pallets may be stacked on top of each other; however, the supplier/shipper shall be liable for any damage to the merchandise shipped to Family Dollar in this configuration.
9. The supplier/shipper shall use the same tie to stack the same merchandise (same item SKU) on all pallets sent.
10. No overhanging product; merchandise shall be stacked on a pallet in such a manner so as not to overhang any edge of the pallet. Obtain approval for special cases.
11. All pallets shall be taped, strapped, or shrink-wrapped to prevent the merchandise from shifting during transit. Family Dollar Stores, LLC. strongly discourages the gluing of cartons together to form pallet stacks and may charge back for lost efficiencies in receiving.
12. Pallets can be placed in a “pinwheel” formation (one lengthwise and one side ways) in the trailer and proper blocking and bracing should be used to ensure merchandise is delivered without damage on 4-way pallets.
13. The supplier/shipper shall ensure that the last pallet loaded shall have a freight bill and/or packing list attached and is facing the door of the trailer.
14. Failure to follow the above procedures may result in Family Dollar assessing the supplier a handling charge in accordance with Transportation Noncompliance Charges section.
Pallet Tags (Labels) Recommendation – For Full Pallet Shipments

1. Pallet Tags (Labels) are recommended for all pallets of same product (Full or Partial).
2. Pallets of mixed product should be marked “MIXED PALLET.”
3. See Receiving Requirements section on page 33 for product level requirements per pallet.
4. Adhesive Labels are preferred.
   a. The cases should be shrink/stretch-wrapped on the pallet, then a pallet tag secured to the wrapping.
   b. Clearly printed hand written labels are acceptable.
5. Non-adhesive tags are not preferred but should be clearly visible and placed under the wrapping if used.
6. Pallet tags may include unique supplier information (i.e. tracking bar codes, lot codes, quality check, etc.) Bar codes on pallet labels should not mimic Family Dollar Stores, LLC. bar codes.
7. Family Dollar prefers that a pallet stack does not contain mixed expiration dates.
   a. If multiple Expiration Dates are represented on a full pallet, record the date with the LEAST amount of freshness remaining.
8. The pallet tag should have the Family Dollar Purchase Order Number, the Family Dollar SKU Number, the number of cartons per pallet, and Date of Expiration (if applicable). (example):

   PO#:1234567
   FD SKU #: 2121212
   CASE QTY: 36
   BEST BY: 08/04/2013

   PALLET LABEL EXAMPLE
Pallet Configurations

1. All deliveries are driver unload or lumper services will be charged if Family Dollar Stores, LLC. unloads. There is no charge for un-stacking double stacked pallets.

2. Product may arrive floor-loaded but may also be subject to lumper or palletizing fees.

3. Family Dollar Stores, LLC. leaves it up to the supplier to select the most cost efficient orientation. Utilizing all space on a container is the choice of the supplier.

4. DC’s prefer that pallets are stacked to their maximum load height as noted for each DC below. Stack up or stack down fees may be applied to pallets that do not meet maximum height standards.

5. See chart for stack heights to avoid lumper fees. There may be additional charges for leaning or fallen pallet stacks.

*This height may satisfy load requirements for all DC’s if the DC decides not to stack up or stack down.

<table>
<thead>
<tr>
<th>DC#</th>
<th>Center</th>
<th>Bulk</th>
<th>Repack</th>
</tr>
</thead>
<tbody>
<tr>
<td>9510</td>
<td>INDC</td>
<td>68</td>
<td>45</td>
</tr>
<tr>
<td>9515</td>
<td>UTDC</td>
<td>68</td>
<td>45</td>
</tr>
<tr>
<td>9520</td>
<td>ARDC</td>
<td>63</td>
<td>42</td>
</tr>
<tr>
<td>9530</td>
<td>TXDC</td>
<td>68</td>
<td>45</td>
</tr>
<tr>
<td>9540</td>
<td>VADC</td>
<td>72</td>
<td>46</td>
</tr>
<tr>
<td>9550</td>
<td>FLDC</td>
<td>68</td>
<td>45</td>
</tr>
<tr>
<td>9560</td>
<td>OKDC</td>
<td>64</td>
<td>45</td>
</tr>
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<td>NYDC</td>
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</tr>
<tr>
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<td>KYDC</td>
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<td>45</td>
</tr>
<tr>
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<td>IADC</td>
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</tr>
<tr>
<td>9990</td>
<td>NCDC</td>
<td>63</td>
<td>39</td>
</tr>
<tr>
<td><em>ALL</em></td>
<td><em>ALL</em></td>
<td><strong>63</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

* Bulk cartons can be shipped “as is” directly to the store.
** Repack cartons will contain store packs within a master carton.
Pallet Sheet Recommendations

1. Recommendations to use pallet sheets depend only on the size of the shipping configuration.
2. Pallet sheets should be made from paper stock.
   a. Corrugated - Any flute size that is “E-Flue” or greater is acceptable.
   b. Paperboard - Stock should be at least 30pt or 0.030” thick.
3. Two variables define our recommendation for use of pallet sheets; linear dimension (LD) of the packaging’s bottom side and a shipping carton’s shortest edge.
   a. Linear Dimension (LD): Determine your “Linear Dimension (LD)” by adding the lengths of the 4 edges that come in contact with the pallet; the bottom side. Refer to chart below for pallet sheet recommendation.

<table>
<thead>
<tr>
<th>Dimensional Data</th>
<th>Pallet Sheet</th>
<th>Pallet Sheet Every &quot;x&quot; Layer</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD is less than 24 In.</td>
<td>Yes</td>
<td>3 Layers</td>
</tr>
<tr>
<td>LD is from 24 to 32 In.</td>
<td>Yes</td>
<td>4 Layers</td>
</tr>
<tr>
<td>LD is over 32 in.</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

   Shortest Edge Recommendations for Pallet Sheets
   | If any edge is less than 2” long | Yes | 3 Layers |
   | If any edge is less than 4” long | Yes | 4 Layers |

   b. Smallest Edge: Determine the shortest edge dimension of the shipping packaging and refer to chart below for pallet sheet recommendation.
4. Placement:
   a. If the chart below shows “yes” for Pallet Sheet, the first sheet must be between the pallet and product.
   b. The recommendation “3 Layers” means that there would be a pallet sheet between the pallet and product, and then between the 3rd and 4th layer/tier of product.
Transportation Non-Compliance Charges

Charges that may be assessed by Family Dollar to the supplier/shipper due to non-compliance of the routing shipping and packaging instructions outlined in this document include but are not limited to:

1) All charge backs are subject to a minimum $82.50 penalty plus a $75.00 administrative fee, which would result in a minimum charge of $157.50. Synonym: flat-rate charge.

2) Any collect freight with a second or additional release for an individual distribution center that is not related to overflow is subject to be charged back for any incremental freight charges plus a $75 administrative fee.

3) Vendors will be subject to a charge back for any incremental freight charges plus a $75 administrative fee for collect releases from locations not specified on the original purchase order. As freight charges vary by origin location, it is imperative that collect vendors ship from the location outlined on their purchase orders.

4) Detention: Carriers are given a 30 minute grace period for on-time arrival with power detention being charged back to the vendor at a rate of $60 per hour plus a $75 administrative fee for loading time that exceeds 2 hours.

5) Truck ordered not used (TONU): Vendors will be charged back the cost of a TONU ($300) in the event they cancel or are unable to load a driver after the driver has been dispatched by the carrier.

6) All handling charges shall be at a rate of $82.50 per hour, plus a $75.00 administrative fee.

7) An order received prior to the "Begin Shipping Date" shall be subject to a storage and handling charge of 10% of the value of the order or $750.00, whichever is greater. Also a $75 administrative fee will be added.

8) Merchandise shipped to the wrong D.C. will result in the supplier being charged:
   a) Handling charges of $82.50 per hour plus a $75.00 administrative charge.
   b) Inbound transportation cost (if a collect shipment).
   c) Outbound (transferring to correct DC) transportation cost, whether prepaid or collect.

9) If a product to be shipped is not prepared and ready to load at the time of the carriers scheduled pick up, any resulting charges for delay billed to Family Dollar by the carrier will be charged back against the shipper.

10) Return to Supplier Shipments. The Family Dollar company policy for RTV Supplier chargebacks is a standard 10% of the cost of returned goods as a handling charge. In addition, Collect Freight suppliers are charged 6% of the cost of the returned goods to cover both the inbound and outbound freight. These are automatically populated on the RTV form and added to the charges to be deducted from the supplier.
Part 4: Required Distribution Center Operations

1. Since Family Dollar Distribution Centers utilize conveyor systems, the following outlines Family Dollar’s carton requirements. If a carton does not meet the requirements listed below, packaging must be approved by Family Dollar prior to production. Please contact the appropriate Buyer and they will work with the Packaging Department to obtain approval for the packaging or to provide additional requirements.
   a. **Re-Pack Cartons** – Cartons with inners intended to be broken out and shipped in totes from the re-pack area are not required to have shippable inners. Optimal inner packs should represent a 30-45 day supply and *should minimally be wrapped in cellophane, polybags, or any material that will hold the selling units together when shipped with other items in a loose container*. Rubber Bands are not accepted by themselves. The inner pack packaging must be strong enough to contain the product until it reaches the store. Please review Inner Requirements [here](#).
   b. **Break Pack Cartons** – Cartons with inners that are intended to ship individually as bulk or non-conveyable MUST be packaged in shippable packaging. The packaging should meet the same recommendations requested for shipping configurations. After the master pack is “busted” out or broken down, the inners will be considered the master pack and must be contained in acceptable packaging; preferably, appropriate strength corrugated.
   c. **Bulk Cartons** – Cartons that do not contain inners. The packaging should meet the same recommendations requested for shipping configurations. Please refer to the section titled Part 7: Distribution Packaging Requirements for further information.

2. Conveyability - the following rules allow a carton to be conveyable.
   a. Note: Family Dollar does accept non-conveyable products
   b. Boxes must weigh a minimum of 3 pounds for boxes up to 15 inches in length, and 5 pounds for boxes over 15 inches.
   c. All six sides of the boxes must be "flat" and "smooth," especially the side that will lie against the rollers of the conveyor.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>9 inches</td>
<td>42 inches</td>
</tr>
<tr>
<td>Width</td>
<td>6 inches</td>
<td>26 inches</td>
</tr>
<tr>
<td>Height</td>
<td>4 inches</td>
<td>29 inches</td>
</tr>
<tr>
<td>Weight</td>
<td>3 lbs.</td>
<td>44 lbs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>rule</th>
<th>value</th>
<th>rule description</th>
</tr>
</thead>
<tbody>
<tr>
<td>max 1 side</td>
<td>36</td>
<td>1 side can not be greater than 36 inches</td>
</tr>
<tr>
<td>max 2 sides</td>
<td>24</td>
<td>can not have 2 sides greater than 24” on each side</td>
</tr>
<tr>
<td>max shape</td>
<td>8</td>
<td>1 side can not be greater than 8 times the length of any other side</td>
</tr>
<tr>
<td>max weight</td>
<td>44</td>
<td>weight can not exceed 44 LBS (repack can not exceed 50 LBS)</td>
</tr>
<tr>
<td>min girth</td>
<td>19</td>
<td>the sum of length + height + width must be at least 19 inches</td>
</tr>
<tr>
<td>min side</td>
<td>4</td>
<td>no side can be less than 4 inches</td>
</tr>
<tr>
<td>min weight</td>
<td>3</td>
<td>must be at least 3 LBS</td>
</tr>
</tbody>
</table>
ROUTING, SHIPPING, AND PACKAGING INSTRUCTIONS

3. Products that are stored in repack shall be configured in their original shipping carton to maximize pallet and container space yet be less than 50 LBS. Under no circumstances may product case weight exceed 50 lbs.

4. Each like item should be packaged in the same size carton.

5. All merchandise shall be shipped in the pack and assortments (size and color) of the Style/SKU number specified on the Family Dollar Purchase Order.

6. All merchandise shall be shipped in the Master and Inner pack as specified on the Family Dollar Purchase Order.

Distribution Center Carton Marking Requirements

Blank cartons are not allowed and suppliers that ship blank cartons will be charged accordingly.

Please follow the guidelines found in Part 6: Transportation, Carton Marking Requirements, to ensure that you are compliant with Domestic, Import, and Shippable Inner marking requirements.

Receiving Requirements

1. All orders shall be shipped in the quantities specified. Any overage shall be returned to the supplier/shipper at the supplier's/shipper's expense. The supplier/shipper shall be assessed handling charges.

2. All merchandise shall be shipped in the packs and assortments (size and color) of the Style Number specified on the Family Dollar Purchase Order. Only one style number shall be shipped per box, case, or carton. All cartons of one style number in a shipment shall be packed in the same size box, case, or carton. Failure of the supplier/shipper to comply shall result in the goods being returned at the supplier's/shipper's expense in addition to handling charges being assessed. If not returned, the supplier/shipper shall be assessed handling and storage charges for the repackaging of the goods by Family Dollar.

3. All Family Dollar Purchase Orders shall be shipped on or after the Ship Date, but prior to the Cancel Date. All orders shipped outside the specified shipping period shall be subject to being returned at the supplier's/shipper's expense. The supplier/shipper shall be assessed handling, storage, and transportation charges.

4. Merchandise shipped shall be the same as the approved samples. Failure of the supplier/shipper to comply shall result in the merchandise being returned at the supplier's expense. The supplier/shipper shall be assessed handling charges.

5. When merchandise is to be returned to the supplier, an authorization number will be requested by Family Dollar. After the third day of storage awaiting the authorization number for the return, a storage fee of $25 per day per pallet will be charged to the supplier plus a $75 administrative fee.
6. The style number stamped or printed on the outside of the box, case, or carton shall match the contents of the box, case, or carton. All merchandise shipped with incorrect identification shall be processed at the discretion of Family Dollar. If merchandise is returned, the supplier/shipper shall be assessed handling and shipping charges.

7. We prefer one FDS SKU Number to be shipped per pallet. When this is not feasible, multiple styles are to be stacked accordingly. The supplier/shipper shall group the merchandise by style number and separate each style by plastic or paper on the pallet. Failure to comply shall result in the supplier/shipper being assessed handling charges. It is preferred that mixed pallet items be rounded to the nearest layer QTY to create the safest possible pallet stack.

8. When a trailer is floor-stacked by a supplier/shipper, the boxes, cases, or cartons shall be pre-sorted by the Family Dollar Purchase Order Number and the Family Dollar SKU Number found on the Purchase Order. The side of the box, case, or carton with the style number on it shall face the rear of the trailer (door). Attached to the last case loaded and facing the trailer door shall be a packing list containing the number of cases of each different item shipped. Failure to comply may result in handling charges being assessed against the supplier/shipper.

9. Suppliers/Shippers are required to make sure the merchandise is properly shrink-wrapped, banded or taped and also blocked and braced prior to the carrier leaving the pick-up facility. Damage as a result of failure to comply will result in the dollar amount of damages being charged back to the supplier plus handling and administrative fees.

10. Prepaid Inbound freight to Family Dollar Distribution Centers shall be "Driver Unload." Family Dollar will make every attempt to unload palletized, single item shipments without carrier/driver assistance. However, the supplier’s failure to follow our shipping and packaging instructions may result in the driver having to assist in the unloading process. Supplier noncompliance could include, but is not limited to, overhang on pallets, bad pallets, and mixed freight.

11. Pallet Delivery. Pallets used by the supplier/shipper to ship merchandise to Family Dollar shall conform to the specifications found in the section “Shipping on Pallets.”

**Distribution Noncompliance Charges**

Charges that may be assessed by Family Dollar to the supplier/shipper due to non-compliance of the routing shipping and packaging instructions outlined in this document include but are not limited to:

1) All charge backs are subject to a minimum $82.50 penalty plus a $75.00 administrative fee, which would result in a minimum charge of $157.50. Synonym: flat-rate charge.

2) All handling charges shall be at a rate of $82.50 per hour, plus a $75.00 administrative fee.

3) Repack and all other labor charges shall be billed at a rate of $82.50 per hour, plus supplies, and a $75.00 administrative fee.
Part 5: Required Corporate Policies

Family Dollar Freshness Policy

Family Dollar requires that product has full “GSL” (Guaranteed Shelf Life) when it is received at one of our facilities. The GSL is negotiated with your Family Dollar buyer.

Example: An item has a total shelf life of 12 months from the manufacture date. You have a Guaranteed Shelf Life (GSL) commitment of 9 months at delivery for this item. Therefore, product delivered with 8 months and 29 days or less remaining before it expires will be rejected, returned, donated, or destroyed and/or will be subject to charges described below. Family Dollar will not accept short-dated product delivered to its facilities. Our system setting will be 9 months in this example, no exceptions.

Important – Warehouse personnel are authorized to execute the policy without merchandising approval. Our buyers will not over-ride this policy. Please be sure to verify every item with our buyers to ensure that we have accepted your guaranteed shelf life (GSL) and NOT your total shelf life (TSL). All supplier partners and Buyers must agree to a GSL that delivers the freshest product possible for our customers.

Shipping/Packaging requirements of open-dated product

A. We accept multiple expiration dates for the same SKU as long as the item is shipped on a separate pallet for each expiration date. Our lot control system requires entry and tracking at the pallet level.
B. All shipment documents (Bill of Lading, Pallet Sheets, and/or Packaging Lists) must be detailed by expiration date or best if used by date.
C. All Private Brand and Control Brand packaging must include an open date code. The desired format = BEST BY MMDDYY for both the package and the carton.

Charges for shipping short-dated product to Family Dollar

A. Short-Dated product discovered at delivery will be returned to you at your expense. A short-dated penalty will be applied for returned product at 20% of the returned invoice cost.
B. Short-dated product discovered after product is received will be held for disposition. Suppliers will have 10 days upon notification to determine whether to have it returned. Family Dollar will donate or destroy after 10 days.
   a. Standard costs:
      i. DC handling is 10% of the return invoice
      ii. Cost for transportation is 6% of the return invoice
      iii. Cost for the short-dated penalty is 20% of the return invoice
      iv. **Total charges will be 36% of the return invoice**

Please note: Refusals apply to prepaid shipments. Collect product is received and held for resolution as described in section B.
Private Brands Packaging Commitment

Family Dollar’s policy regarding all Private Brand packaging.

Family Dollar grants a 12-week transition period to cycle-out of discontinued merchandise and old packaging. Following the 12th week, any merchandise with outdated packaging should not be shipped to Family Dollar.

Example #1: Changing Art

- Family Dollar initiates a private brand packaging art change for an October 1st reset for Product “X”
- Supplier receives “new” packaging art files on July 1st from Family Dollar for Product “X”
- Family Dollar is willing to accept old packaging until October 1st (12 weeks from July 1st) for Product “X”
- Family Dollar will only accept new packaging after October 1st for Product “X”

Example #2: Dropped Item Excess Packaging

- Vendor is notified of the item dropped from buyer on July 1st
- Family Dollar will buy up to 12 weeks of additional product
- October 1st is the last day to receive discontinued item
- Additional packaging will be suppliers responsibility

For additional questions involving private brand packaging commitments please email Steve Biehl sbiehl@familydollar.com

*Family Dollar Proprietary Brand products and packaging may not be sold to any party other than Family Dollar Stores, Inc. without expressed approval from the Director of Private Brands.
Cost Change Process

Dear Supplier Partner,

In support of our commitment to be the “Customers’ Champion” of everyday value, Family Dollar will be implementing a new cost change review process. We will complete a structured analysis of all future cost change requests, increases and decreases, to ensure justification of the cost components driving the change and to assess the financial impact to both our businesses.

Our objectives are to understand the cost components driving the request, validate assumptions, determine the impact to our customer, and develop a strategy to mitigate margin impact.

Effective 6/1/14, all cost change requests must be received using the Family Dollar Cost Change Request Form provided with this announcement at least 90 days prior to the requested effective date. Completed forms must provide cost component breakdowns for Raw Materials, Packaging, Transportation, Manufacturing, and SG&A costs for both present and future to be considered. Please provide an explanation for the justification of each component.

In exchange for your transparency you can expect Family Dollar to be just as transparent providing you with the results of our detailed analysis in a response that considers Family Dollar’s commitment to our customer and potential implications to resource allocations if cost changes cannot be justified.

This effort will help us collaborate to continue to drive our EDLC so that we may deliver our customers EDLP. We value transparent partnerships with our supplier partners and believe that together we will do the right thing for our customers.

Sincerely,

Jason Reiser
EVP/Chief Merchandising Officer, Family Dollar Stores

Please submit cost change requests on a cost change form.
Part 6: Carton Marking Requirements

Carton Marking Requirements:
Suppliers shipping product from their facility must adhere to the Import and Domestic Carton Marking requirements listed on the following pages. Slight adjustments to the placement of the information may be necessary to fit all the required data on smaller cartons.

Failure to meet these requirements may result in product refusal, merchandise returned to supplier, and/or noncompliance fines. Please gain approval from your buyer for any deviations from the guide.

Suppliers may have automatic printing or labeling formats that differ from our standard. Please obtain approval for these exceptions from your Family Dollar buyer.

General Carton Marking Requirements:
All cartons regardless of origin must adhere to the following Master/Shippable Inner Marking requirements:

1) Cartons containing liquids should be labeled with BLUE UP - Arrows, on two sides, in BOLD, identifying proper carton placement.

2) Cartons containing fragile or breakable product should be labeled with arrows identifying proper carton placement and should have “FRAGILE” stamped on two sides of the carton in BOLD print.

3) Cartons containing Flammable and/or Aerosol product should be clearly marked on the carton per applicable legal requirements. To determine the appropriate hazardous material label, Suppliers may reference Family Dollar and contact RSpaulding@ercweb.com

4) If using a bar code on the corrugate, it must not mimic FDS scan code. We create our own carton labels using an “Interleaved 2 of 5” bar code type, 10 digit and 8 digit. This applies to all of our distribution centers.

5) Seasonal products or products that are also displayed in non-home locations must have seasonal carton markings.

6) There are 2 types of carton markings: Shipping Carton and Shippable Inner Carton Markings

Additional Carton Marking Information

1) DC Destination is no longer required.

2) You may use a label, with the appropriate shipping markings, to identify cartons.

3) Leave “Total Inner-Packs” blank if there are none

4) For UPC Code use “Mixed” for deal packs or cartons with multiple UPC skus.

5) Cartons that have inners do not need Seasonal Label, Department Icons, or Color Image Labels
Inner Pack Requirements (Repack Cartons)

For items packaged too small to safely pass through our conveyor system we recommend the use of repack cartons where inner or store packs can be picked and shipped to the stores in one of our re-useable totes. Optimal inner packs should represent a 30-45 day supply and should minimally be wrapped in cellophane, polybags, or any material that will hold the selling units together when shipped with other items in a loose container. Rubber Bands are not accepted by themselves. Each inner pack must be labeled with at minimum SKU#, Department, and QTY. Shippable Inners should be marked as if it were a master carton. An additional label requirement would be to use the required DOT hazmat recognized labels since we would have to identify those items in the re-useable totes.

Please make effort to safely maximize the 50 lb. weight limit packaging more inners in the shipping carton. This greatly reduces labor and damage at our distribution Centers.

Master Cartons that contain non shippable inners DO NOT need the following elements: Seasonal Carton Labels, Graphic Non-Seasonal Labels, Impulse Labels, and Icons

Import Carton Marking Requirements: (L/C or O/A)

Suppliers shipping product directly from a facility outside the United States with a Letter of Credit (LC), Open Account (OA) Purchase Order from Family Dollar or Tar Heel Trading, must adhere to the Import Master/Shippable Inner Carton Marking requirements as provide for in the Tar Heel Trading Import Guidelines. Suppliers that have registered with Yusen, may access the necessary documents in the Useful Information tab within eBooking module or may visit the International Transportation section of the Family Dollar website at http://corporate.familydollar.com/pages/transportation.aspx.

Please review Import guidelines here:
https://www.familydollar.com/content/dam/familydollarcorporate/pdfs/THT%2520Import%2520Guidelines%2520and%2520Packaging%2520Guidelines.pdf

Source and Season Specific Marking Requirements

The next few pages detail Family Dollar’s carton marking requirements based on type, season, and source.

- GLOSSARY
- KEY COMPONENTS
- SEASONAL CARTON LABELS
- NON SEASONAL CARTON LABELS
- SHIPPABLE AND NON SHIPPABLE INNERS
- DEPARTMENT ICONS
- LAYOUTS
  - DOMESTIC or DOMESTIC IMPORT Marking Requirements
    - For these items Family Dollar is not the importer of record.
    - SEASONAL REQUIREMENTS – DOMESTIC
    - BASIC and FASHION DOMESTIC
  - IMPORT Marking Requirements
    - For all imported items to Family Dollar
    - SEASONAL REQUIREMENTS – IMPORT PAGE:
    - BASIC and FASHION IMPORTS
Carton Marking Glossary

SELLING UNIT UPC NO: The actual UPC code that is placed on the retail item to be sold. (label as “mixed” if more than 1 selling unit is in the carton) Please place the numbers only, not the bar code.

FDS SKU NO.: The Family Dollar assigned SKU number for the product.

If multiple SKUs, use the Deal SKU

DESCRIPTION: Accurate description of the retail unit.

TOTAL MASTER CARTON QTY. ___ PCS: The total number of retail units inside the Master Carton.

INNER QTY ___ PCS: The number of retail units inside the inner shippable carton. (ie: If the total number of retail units in a Master Carton is 144 and there are 6 shippable inner cartons with 24 selling units inside the inner shippable cartons, it should read INNER-PACK QTY 24 PCS.) (If no inners, this number will match the Master QTY)

SEASONAL MARKING: This preprinted label or carton label graphic is required on seasonal items and items that set in seasonal areas. The label area is 4”x6” but may be scaled, with approval, proportionally on cartons that do not have space to fit.

ITEM PICTURE LABEL: This label has a color picture of the product inside the carton.

ICON: The icon represents the department in which the item belongs.

Key Carton Marking Components

<table>
<thead>
<tr>
<th>FRAGILE</th>
<th>LIQUID</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK</td>
<td>BLUE</td>
</tr>
</tbody>
</table>

FD SKU:
Description:
Master QTY:
Inner QTY:
UPC#:
Country of Origin:
PO:
Gross Weight:

Limited Quantities
HAZMAT marking for flammable goods
Use as required by law.

Non – Seasonal Label
4x6 Preferred
3x5 if Needed

Optional Carton Information
Highlighted text is Import Only

IMPORT ONLY
FDS DIAMOND plus Carton Information

Clip strip, Checkout, or Impulse Label

4" x 6" Black

Seasonal Label

Icons

OPTIONAL: Pallet Patterns

6/22/2018 11:00:20 AM
RSPI document
IMPORTANT – PLEASE READ

Master Carton with Inners

Master Cartons, Over Cartons, or Shipping Cartons that contain inners **DO NOT NEED!!**

- Seasonal Label
- Color Item Label
- Department Icon
- Black Impulse Label (still required on inner packaging)

Please review [Inner Marking Requirements](#) for required Inner packaging markings.

If you have ANY inners (shippable inners or non-shippable inners) your cartons only need to look like this.

- Additional supplier markings are OK as long as they don’t interfere with the marks below.
- UPC barcodes that are the same as the saleable unit found inside the carton are NOT ALLOWED.

Master Carton with NO Inners

Follow the following Domestic, Domestic Seasonal, Import, and Import Seasonal requirements.
Other exceptions to carton labeling requirements

- Product visible through the shipping packaging
  - Example: Stretch wrapped trays
  - **Do not need** department icon, **do not need** color item label
  - MAY need seasonal label, please verify with FD representative

- Graphic shipping cartons
  - When the shipping carton is also the display carton and a picture of the product is in art on the package:
  - **Do not need** department icon, **do not need** color item label
  - MAY need seasonal label, please verify with FD representative

- Carton Level Bar Codes
  - Suppliers may use these but FD does not assign, create, use, or review them

- Supplier markings
  - Supplier marks are acceptable as long as they don’t interfere with FD required marks

- Merchant directed labels
  - Your buyer may require additional labels to aid in store execution

- Hanging apparel in garment bags DO NOT need inner labels

**MERCHANT DIRECTED LABELS**
Labels specified by merchants in addition to normal carton markings

Bright Yellow 4x6 Label

(TEXT WILL VARY)
Seasonal Carton Labels

Seasonal items set in store in the Seasonal Isle, Front End Seasonal Display, Seasonal Gondola, or Seasonal Endcaps. In most cases you will receive this label from FD, if you don’t, it may not be needed.

*Requirements apply to direct import and private brand, and all basic, fashion, and seasonal products

This label is **NOT needed** if master contains individually packaged **inners**.

**Color and Text for all seasonal items:**  
Private Brands Graphic Manager

**Color product image:**  
Supplier must provide product image

Each season will have specific color, icon, and text

---

**SEASONAL LABEL COLORS**

Seasonal label text and color will be provided by Family Dollar Private Brand team or merchant

---

**EXAMPLE**
SEASONAL CARTON LABELS

*Requirements apply to direct import and private brand, and all fashion, basic, and seasonal products. Cartons containing seasonal product must be marked, with color label, according to the season.

1. Color label must be a 4”x6” Label or Sticker
2. Text should “Agenda Bold” Font
3. Each shipping carton must have 2 labels on adjacent sides
4. If shipping carton is too small for a 4” x 6” label it may be scaled proportionally to fit the height of the carton. Please gain approval for these exceptions.
5. Family Dollar may provide specific information for the variable fields.
6. A color image of the product is now required and is the supplier’s responsibility to provide.
7. Pre Printing on cartons is NOT allowed without FD approval

DO NOT label your cartons with seasonal labels unless you are part of a seasonal set. Your product will be held up and reduce your selling time. VERIFY with your buyer that you are a seasonal item.

NON SEASONAL Carton Labels

*Requirements apply to direct import and private brand, and all basic, fashion, and seasonal products

NON inner Shipping Carton must have a color image printed on a label applied to the shipping carton.

- Label size 4x6” (if carton panel is too small use 3x 5” label)
- Pre Printing on cartons is NOT allowed without FD approval

Review the following layout examples for cartons with NO INNERS
IMPORT SEASONAL CARTON MARKING LAYOUTS

**REQUIRED**
- **ICON**
- **COLOR LABEL/STICKER**
- **COLOR IMAGE**
- **FDS DIAMOND**
- **CARTON INFORMATION**
- **FRAGILE/LIQUID ARROWS**

**Note:** Adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons, and display cartons as master cartons designed to be the selling carton. Please request approval.

*Cartons with no inners (Master QTY and Inner QTY are the same)*

*UPC is just the numbers not a barcode*

---

**FDS DIAMOND**

**PRINT/ LABEL ON ANY TWO (2) SIDES**

**DEPARTMENT ICON**

**PRINT/ LABEL IN TOP LEFT CORNER ON FOUR (4) SIDES AND ONCE (1) ON TOP**

**CARTON INFORMATION**

**PRINT/ LABEL ON ANY TWO (2) SIDES**

**SEASONAL LABEL**

**LABEL or COLOR STICKER ON ANY TWO (2) SIDES**
DOMESTIC SEASONAL CARTON MARKING LAYOUTS

**REQUIRED**
- ICON
- COLOR LABEL/STICKER
- COLOR IMAGE
- FDS DIAMOND
- CARTON INFORMATION
- FRAGILE/LIQUID ARROWS

**Note:** Adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons, and display cartons as master cartons designed to be the selling carton. Please request approval.

*Cartons with no inners (Master QTY and Inner QTY are the same)*

*UPC is just the numbers not a barcode*

---

**DEPARTMENT ICON**
PRINT/ LABEL IN TOP LEFT CORNER ON FOUR (4) SIDES AND ONCE (1) ON TOP

**SEASONAL LABEL**
LABEL or COLOR STICKER ON ANY TWO (2) SIDES

**CARTON INFORMATION**
PRINT/ LABEL ON ANY TWO (2) SIDES

**FD SKU:**
Master QTY:
Inner QTY:
Description:
UPC:
IMPORT NON-SEASONAL CARTON MARKING LAYOUTS

**REQUIRED**
- ICON
- COLOR IMAGE LABEL
- CARTON INFORMATION
- FRAGILE/LIQUID ARROWS

**Note:** Adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons, and display cartons as master cartons designed to be the selling carton. Please request approval.

*Cartons with no inners (Master QTY and Inner QTY are the same)*

*UPC is just the numbers not a barcode*

---

**FDS**

**FDS DIAMOND**
PRINT/LABEL ON ANY TWO (2) SIDES

**DEPARTMENT ICON**
PRINT/LABEL IN TOP LEFT CORNER ON FOUR (4) SIDES AND ONCE (1) ON TOP

FD SKU: PO:
Master QTY: Inner QTY:
Country of Origin: Gross Weight:
UPC:
Description:

**CARTON INFORMATION**
PRINT/LABEL ON ANY TWO (2) SIDES

**ITEM PICTURE LABEL**
LABEL or COLOR STICKER ON ANY TWO (2) SIDES
DOMESTIC NON-SEASONAL CARTON MARKING LAYOUTS

**REQUIRED**
- ICON
- COLOR IMAGE LABEL
- CARTON INFORMATION
- FRAGILE/ LIQUID ARROWS

**Note:** Adjustments to the placement of the above markings may be necessary to fit all required data on smaller sized cartons, and display cartons as master cartons designed to be the selling carton. Please request approval.

*Cartons with no inners (Master QTY and Inner QTY are the same)
*UPC is just the numbers not a barcode

---

**DEPARTMENT ICON**
- PRINT/ LABEL IN TOP LEFT CORNER ON FOUR (4) SIDES AND ONCE (1) ON TOP

**ITEM PICTURE LABEL**
- LABEL or COLOR STICKER ON ANY TWO (2) SIDES

**FD SKU:**
- Master QTY:
- Inner QTY:
- Description:
- UPC:

**CARTON INFORMATION**
- PRINT/ LABEL ON ANY TWO (2) SIDES
DEPARTMENT ICONS

Department Icons must be placed in the top left corner cartons, printed in BLACK; minimum 1 ½ in. in height. See the list of Family Dollar Icons below. Your buyer can help you select the appropriate icon.

*Carton Icon requirements apply to direct import, and all private brand, fashion, and seasonal products
*Icons may change or be added please refer to link.

Icon art files may be found here: https://familydollar.app.boxcn.net/s/tbemaxvijdml6t8kh0o5j8ky5wu1h53

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<th>DEPARTMENT ICONS</th>
<th>DEPARTMENT ICONS</th>
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<tr>
<td>CANDY</td>
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<td>TOYS</td>
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<tr>
<td>FLORAL</td>
<td>BEDDING</td>
</tr>
</tbody>
</table>

FOR SEASONAL CARTONS: PLEASE USE THE ICON THAT MATCHES THE SEASONAL COLOR LABEL

<table>
<thead>
<tr>
<th>SEASONAL ICONS</th>
<th>SEASONAL ICONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER</td>
<td>SUMMER</td>
</tr>
<tr>
<td>VALENTINES</td>
<td>BACK TO SCHOOL</td>
</tr>
<tr>
<td>ST. PATRICK'S</td>
<td>HALLOWEEN</td>
</tr>
<tr>
<td>EASTER</td>
<td>HARVEST</td>
</tr>
<tr>
<td>AMERICANA</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td></td>
<td>NEW YEARS</td>
</tr>
</tbody>
</table>
Clip Strip, Impulse Lane, and Power Panel Carton Labels

- Shipping cartons that contain a clip strip, Impulse Lane Item, Power Panel, or Power Panel Refill must be marked accordingly.
- If a carton ships with inners, the outer carton does not need to be labeled. The inners will need to be labeled.
- It is acceptable to use smaller labels on inners.
- The family dollar merchant will supply location.
- **This label is in addition to all other master carton labeling requirements.**

Also known as:
CHECKOUT
HOT ZONE
IMPULSE

- This exception is approved to combine the product label and Clipstrip, Impulse, Power Panel Labels.
- You may also combine color image label with the black Impulse bar at the top.
**Routing, Shipping, and Packaging Instructions**

For all cartons containing inners
The outer most carton may also be called: Over Carton, Master Carton, or Shipping Carton

The **over carton** only needs the carton information, FDS diamond (if import), applicable fragile and liquid arrows, and labels required by law.

Icons, picture and seasonal labels are **not required** on the shipping master carton that contains inners.

**Inner Carton Markings - Shippable**

**Shippable Inner Cartons**

- A shippable inner carton is an inner packaged in corrugated material sufficient to ship alone from DC to store. These standards can be found in the Shipping Carton Strength Requirements

- Shippable inner cartons are often packaged in an over carton for handling efficiencies to our Family Dollar Warehouse. We prefer to receive shippable inner packs by themselves and not packed in a master case. Bust-outs are strongly discouraged as they are inefficient for us and costly to manufacture.

- Shippable Inner cartons must follow the exact same standard for labeling as standard DOMESTIC shipping cartons.
  - Your master will follow Import or Domestic shipping with inners markings

- Shippable inner packs must also have all additional labels that are required by law.

- Shippable inners MUST have clip strip, power panel, front end, or merchant directed labels

**CARTON LABEL:**

- FDS SKU#
- DESCRIPTION:
- UPC#
- INNER QTY:

- Do not include MASTER QTY on shippable inner.

**Non-Seasonal Shippable Inner Carton Example**

**Seasonal Shippable Inner Carton Example**

Shippable inner cartons should follow the marking requirements for DOMESTIC non-seasonal master cartons, EVEN if the shipping carton follows Import marking standards
INNER CARTON MARKINGS – NON-Shippable

NON-Shippable Inners

1. Non-Shippable Inners are in packaging that cannot protect the product during normal distribution shipping. This includes packaging such as poly bags, film, bands, paperboard cartons, belly bands, etc. Rubber bands by themselves are not allowed.

2. The only marking requirement for non-shippable inners is that each inner needs to be printed or labeled with the following information

3. APPAREL: Plastic garment bag inners are exempt from this label.

4. Do not include MASTER QTY

5. **Hanging Apparel in clear garment bags** is exempt from this label.

<table>
<thead>
<tr>
<th>FD SKU #</th>
<th>DESCRIPTION</th>
<th>UPC #</th>
<th>DEPT NO.</th>
<th>INNER QTY</th>
</tr>
</thead>
</table>

An example of a non-shippable inner might look like this:
Cartons with Inners Recommendations

*Family Dollar prefers product ships cartons in proper packaging without inners.

When to utilize a carton with inners?
- If your carton fails one of these dimensions you should consider using a master with inners.
- When Family Dollar and supplier have agreed that non-shippable inners, as first cost savings, is acceptable

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>9 inches</td>
</tr>
<tr>
<td>Width</td>
<td>6 inches</td>
</tr>
<tr>
<td>Height</td>
<td>4 inches</td>
</tr>
<tr>
<td>Weight</td>
<td>3 lbs.</td>
</tr>
</tbody>
</table>

How should I configure a master with inners?
- Maximize number of inners per master carton
- 49 LB gross maximum master weight limit

- Maximum master carton dimension recommendations
  - Larger sizes can be approved please contact buyer, Tarheel Trading, or your global sourcing representative.
  - 15 W x 14 H x 20 D
Part 7: Distribution Packaging Requirements

The following requirements are intended to ensure that products travel from factory of manufacture, through our distribution centers, and to the customer with minimal damage. Your buyer can contact Family Dollar’s packaging engineer for further questions.

Failure to meet these requirements may result in chargeback.

Shipping Carton Strength Requirements

The exterior packaging must be of sufficient strength to withstand the stress and pressure exerted by the weight of the contents in each package. The packaging must be able to withstand the stress of a conveyor system and transit. Crushed or damaged cartons cannot be processed through the conveyor system. We require the same considerations for the inner packs of bust out and break pack cartons. The following table will show industry standards related to single wall corrugated cardboard. The same requirements shall be used for display cartons.

<table>
<thead>
<tr>
<th>Maximum Gross Weight</th>
<th>Bursting Test</th>
<th>Flute Size</th>
<th>Minimum Edge Crush Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 lbs</td>
<td>150 lbs/inch</td>
<td>C</td>
<td>29 linear foot lbs/inch (ECT)</td>
</tr>
<tr>
<td>20 lbs</td>
<td>200 lbs/inch</td>
<td>C</td>
<td>32 linear foot lbs/inch (ECT)</td>
</tr>
<tr>
<td>35 lbs</td>
<td>200 lbs/inch</td>
<td>C or B/C Double wall</td>
<td>32 linear foot lbs/inch (ECT)</td>
</tr>
<tr>
<td>50 lbs</td>
<td>250 lbs/inch</td>
<td>B/C Double wall</td>
<td>44 linear foot lbs/inch (ECT)</td>
</tr>
</tbody>
</table>

Sample Box Maker’s Certificate

Corrugated Fluting Definitions

<table>
<thead>
<tr>
<th>Type</th>
<th>Flutes per Length</th>
<th>Approx. Height*</th>
<th>Take-Up Factor**</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-flute</td>
<td>33 x 3/ft, 110 x 10/1n</td>
<td>1.194 in., 2.67 cm</td>
<td>1.64</td>
</tr>
<tr>
<td>B-flute</td>
<td>47 x 3/ft, 155 x 10/1n</td>
<td>1.097 in., 2.76 cm</td>
<td>1.32</td>
</tr>
<tr>
<td>C-flute</td>
<td>39 x 3/ft, 130 x 10/1n</td>
<td>1.42 in., 3.61 cm</td>
<td>1.43</td>
</tr>
<tr>
<td>E-flute</td>
<td>90 x 4/ft, 295 x 15/1n</td>
<td>0.962 in., 1.17 cm</td>
<td>1.27</td>
</tr>
<tr>
<td>F-flute</td>
<td>65 x 4/ft, 215 x 15/1n</td>
<td>0.456 in., 1.14 cm</td>
<td>1.23</td>
</tr>
</tbody>
</table>

* No including thickness of facings.
**Amount of computing medium needed per unit length after fluting.
Display Shipping Carton Requirements

For display master carton strength please refer to shipping carton strength requirements

1. Display or PDQ tray is shorter than Product

2. Display or PDQ Tray is greater or equal to the height of the product

---

<table>
<thead>
<tr>
<th>WT*</th>
<th>**Linear In.</th>
<th>Use Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 Lb</td>
<td>Under 48 In.</td>
<td>HSC</td>
</tr>
<tr>
<td>10 to 15 Lb</td>
<td>Over 48 In.</td>
<td>Endload</td>
</tr>
<tr>
<td>15 to 50 Lb</td>
<td>Over 48 In.</td>
<td>FOL Endload</td>
</tr>
</tbody>
</table>

*Please refer to carton styles below

** Linear Inches is calculated by adding the length of the 4 bottom sides together.

Approved Shipping Carton Styles

HSC Top Load Carton | Endload Carton | Full OverLap Carton

Corrugated direction must be vertical to the display orientation.
Tear Away Carton Design Styles

Tear away displays must be designed to tear cleanly.
Finger holes, as shown, must be available to reduce in store cutting.

Approved Styles

Style 1
Our preferred styles retain the most amount of strength in shipping. Points of the tray are the same height as the product on each of the four corners.

Style 2
4 points of the tray are the same height as the product.

Style 3
This style is approved but not preferred and has 2 corners that provide stacking support. Back of tray is the same height as product.

Not Approved Styles

Style 4
Tray is shorter than product and does not provide full support on any corners.
Routing, Shipping, and Packaging Instructions

**Carton Sealing**
- Flaps must be taped or glued to keep the cartons tightly closed.
- Multiple cartons must not be glued, strapped, or taped together.
- Strapping must not be used on individual cartons or master packs.

**Carton/ Carton Shippable Inner Taping**
1. Tape should be at least 2 inches in width and have sufficient holding power to fiberboard to ensure a secure seal.
2. Tape thickness should be at least 2 mils.
3. Tape should be centered on the seal and extend down each side at least 2 inches.
4. Full taping of all flaps, seams, and seals is acceptable if all other recommendations are met.

**Examples of recommended taping styles**

**Carton**

<table>
<thead>
<tr>
<th>RSC Style Carton</th>
<th>End Load Cartons</th>
<th>Rolled End Tray</th>
<th>1 Piece Folder</th>
</tr>
</thead>
</table>

*Acceptable shipping carton tape applications for top loaded PDQ displays. (Double Tape Bottom)*

**Inner Packaging Requirements**
1. Inners in Shippable Packaging (Corrugated)
   a. After inners, in corrugated packaging, are removed from the master they are considered shippable.
   b. It is required that they survive the Family Dollar Distribution System and follow both the Carton Marking Requirements and Carton Shipping Strength Requirements.
2. Inners in Non-Shippable Packaging (Non-Corrugated Packaging)
   a. Inners in Non-Shippable Packaging are NOT considered shippable.
   b. These types of items are warehouse in “REPACK” and sent to stores in totes.
   c. REPACK inners must minimally be wrapped in paperboard, cellophane, polybags, paper or poly film belly banding to hold the selling units together when shipping from distribution center to store.
Clip Strip Program Requirements

1. Clip Strip Specifications
   a) Maximum Width - 5.00” Minimum Width – 1.375” Maximum Loaded Length – 36”
   b) Clip strips must be made from a single piece of plastic material.
   c) Clip strips must be at least 18 gauge, 18 mil, or .018” in thickness.
   d) Tag hole must be at least .1875” dia.
2. Peg hooks are not acceptable
   a) S-Hook Must be galvanized and 1.5 in. tall and made from .080 in. diameter wire
3. All products must be pre-applied.
4. Product must stay on clip strip throughout the distribution cycle.
5. Clip strips must be packaged individually.
6. Banding, shrink wrap, bagging, corrugated or paperboard cartons, sleeves, and tubes are acceptable.
7. Shipping packaging must meet all standard Family Dollar strength, style, and design requirements as well as Carton Marking requirements.
8. Single deal packs must ship in a separate corrugated carton.
9. Where possible, maximize carton quantity up to the 50 lb. limit for cartons with inner packs.
10. Poly bags that are used to contain clip strips must follow the “Plastic/Poly Bag Over-packaging and Garment Bag Requirements” found under the Floor Ready Apparel Requirements.
11. Family Dollar Store reserves the right to make changes to these requirements or request different requirements based on category or store location.
12. The following are examples and are not the only acceptable ways to package clip strips in repack cartons
13. Poly bags must be marked with SKU#, Dept. #, and Description
14. Please follow impulse label requirements at this link
Floor Ready Apparel Requirements:

Inner Packaging

1. Inner packs should be in a poly bag and hangers rubber banded.
2. Where possible, maximize carton quantity up to the 50 lb limit for cartons with inner packs.
3. Garments should lay lengthwise and flat in the carton with the front side facing up.

Nominated Packaging Suppliers for Apparel Brands

1. Recommended or Approved suppliers must be used for printed packaging for the Family Dollar brands:
   - Extremely Me!
   - Just Be…
   - Highland Outfitters
   - Kidgets
   - Pro Player

2. Failure to use approved Hanger or Trim suppliers may result in additional charges for artwork approval, or failed product testing due to out-of-spec trim.

3. Special Instruction, by brand or manufacturing location, may be communicated regarding the use of specific hanger and/or trim suppliers. Otherwise, manufactures may use the following suppliers for competitive bids.

4. Sample Approvals
   - PDF’s for scanning must be submitted for all bar coded packaging
   - Family Dollar must also see physical samples of printed packaging from “Recommended” suppliers.
   - Physical samples from “Approved” suppliers are only required upon request from Family Dollar.

5. All suppliers listed below have been certified for quality, cost, and capabilities of both volume and manufacturing to specs. Specs should be provided as part of your item quotes.
# Routing, Shipping, and Packaging Instructions

## Hanger Styles and Suppliers

### APPROVED HANGER STYLES

<table>
<thead>
<tr>
<th>Hanger Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDT10MED</td>
<td>10&quot; med. Wt.</td>
</tr>
<tr>
<td>FDT12MED</td>
<td>12&quot; med. Wt.</td>
</tr>
<tr>
<td>FDT15MED</td>
<td>15&quot; med. Wt.</td>
</tr>
<tr>
<td>FDT17MED</td>
<td>17&quot; med. Wt.</td>
</tr>
<tr>
<td>FDT19HVY</td>
<td>19&quot; Hvy. Wt.</td>
</tr>
<tr>
<td>FDB8PG</td>
<td>8&quot; Pinch Grip</td>
</tr>
<tr>
<td>FDB10PG</td>
<td>10&quot; Pinch Grip</td>
</tr>
<tr>
<td>FDB12PG</td>
<td>12&quot; Pinch Grip</td>
</tr>
<tr>
<td>FDB14PG</td>
<td>14&quot; Pinch Grip</td>
</tr>
<tr>
<td>FDB10SP</td>
<td>10&quot; Pinch Grip Soft Pad</td>
</tr>
<tr>
<td>FDB12SP</td>
<td>12&quot; Pinch Grip Soft Pad</td>
</tr>
<tr>
<td>FD4D8PG</td>
<td>8&quot; Coordinate Pinch Grip 4&quot; Drop</td>
</tr>
<tr>
<td>FD4D10PG</td>
<td>10&quot; Coordinate Pinch Grip 4&quot; Drop</td>
</tr>
<tr>
<td>FD4D12PG</td>
<td>12&quot; Coordinate Pinch Grip 4&quot; Drop</td>
</tr>
<tr>
<td>FD4D14PG</td>
<td>14&quot; Coordinate Pinch Grip 4&quot; Drop</td>
</tr>
<tr>
<td>FD9D8PG</td>
<td>8&quot; Coordinate Pinch Grip 9.5&quot; Drop</td>
</tr>
<tr>
<td>FD9D10PG</td>
<td>10&quot; Coordinate Pinch Grip 9.5&quot; Drop</td>
</tr>
<tr>
<td>FD10x13S</td>
<td>10&quot; x 13.375</td>
</tr>
<tr>
<td>FD10X16S</td>
<td>12&quot; x 15.75</td>
</tr>
<tr>
<td>FD10T4D</td>
<td>10&quot; top with 4&quot; Drop</td>
</tr>
<tr>
<td>FD12T4D</td>
<td>12&quot; top with 4&quot; Drop</td>
</tr>
<tr>
<td>FD10T7D</td>
<td>10&quot; top with 7&quot; Drop</td>
</tr>
<tr>
<td>FD12T7D</td>
<td>12&quot; top with 7&quot; Drop</td>
</tr>
<tr>
<td>FDSizer</td>
<td>Various Colors</td>
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### RECOMMENDED SUPPLIERS BY REGION/COUNTRY

<table>
<thead>
<tr>
<th>Region</th>
<th>Supplier 1</th>
<th>Supplier 2</th>
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<tbody>
<tr>
<td>North China</td>
<td>Alliance Far East</td>
<td>Alliance Far East</td>
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<tr>
<td></td>
<td>Mainetti</td>
<td>Mainetti</td>
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<tr>
<td></td>
<td>SSI</td>
<td>SSI</td>
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<tr>
<td></td>
<td>Hangers Plus</td>
<td>Hangers Plus</td>
</tr>
<tr>
<td></td>
<td>Uniplast</td>
<td>Uniplast</td>
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<tr>
<td></td>
<td>Capco</td>
<td>Capco</td>
</tr>
<tr>
<td>Cambodia</td>
<td>India</td>
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<td></td>
<td>Braiform</td>
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<td>SSI</td>
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<td>Uniplast</td>
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<tr>
<td>Indonesia</td>
<td>Thailand</td>
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<td>SSI</td>
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<tr>
<td>Vietnam</td>
<td>Unique Countries or Styles</td>
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<tr>
<td></td>
<td>Braiform</td>
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<td></td>
<td>Capco</td>
<td>Mainetti</td>
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<td>Uniplast</td>
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### Additional Approved Packaging Suppliers

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<thead>
<tr>
<th>HANGERS</th>
<th>WEBSITE</th>
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<tbody>
<tr>
<td>ERA</td>
<td><a href="http://www.erahanger.com/">http://www.erahanger.com/</a></td>
</tr>
<tr>
<td>GOH Hangers</td>
<td><a href="http://www.goh-intl.com/">http://www.goh-intl.com/</a></td>
</tr>
<tr>
<td>CWS - Capco</td>
<td><a href="http://www.cwshanger.com/">http://www.cwshanger.com/</a></td>
</tr>
<tr>
<td>Mainetti</td>
<td><a href="http://www.mainetti.com/">http://www.mainetti.com/</a></td>
</tr>
<tr>
<td>Hangers Plus</td>
<td><a href="http://www.hangersplus.us/">http://www.hangersplus.us/</a></td>
</tr>
<tr>
<td>SSI - Sourcing Solutions</td>
<td><a href="http://www.ss-intl.com/">http://www.ss-intl.com/</a></td>
</tr>
<tr>
<td>Uniplast Industries</td>
<td><a href="http://uniplastindustries.com">http://uniplastindustries.com</a></td>
</tr>
<tr>
<td>Terpac</td>
<td><a href="http://www.terpac.com">http://www.terpac.com</a></td>
</tr>
<tr>
<td>Visconti Hangers</td>
<td><a href="http://www.viscontihangers.com">http://www.viscontihangers.com</a></td>
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<table>
<thead>
<tr>
<th>PRINTED CORRUGATED</th>
<th>WEBSITE</th>
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<tbody>
<tr>
<td>R-Pac</td>
<td><a href="http://www.r-pac.com">www.r-pac.com</a></td>
</tr>
<tr>
<td>YFY / Jupiter</td>
<td><a href="http://www.yfyjupiter.com">www.yfyjupiter.com</a></td>
</tr>
<tr>
<td>PCA - Packaging Corp. of America (Asia)</td>
<td><a href="http://www.packagingcorp.com">www.packagingcorp.com</a></td>
</tr>
<tr>
<td><strong>DOMESTIC - Only</strong></td>
<td></td>
</tr>
<tr>
<td>Menasha</td>
<td><a href="http://www.menasha.com">www.menasha.com</a></td>
</tr>
<tr>
<td>Packaging Unlimited</td>
<td><a href="http://www.packagingunlimited.com">www.packagingunlimited.com</a></td>
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<table>
<thead>
<tr>
<th>LABELS &amp; TRIM</th>
<th>WEBSITE</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>SSI - Sourcing Solutions</td>
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</tr>
<tr>
<td>Avery Dennison</td>
<td><a href="http://www.averydennison.com">www.averydennison.com</a></td>
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<td>Natco Global</td>
<td><a href="http://www.natcoglobal.com">www.natcoglobal.com</a></td>
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<tr>
<td>Nexgen</td>
<td><a href="http://www.nexgenpkg.com">www.nexgenpkg.com</a></td>
</tr>
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<td>Pacific Packaging</td>
<td><a href="http://www.pacpacworld.com">www.pacpacworld.com</a></td>
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<td>Quantum Packaging</td>
<td><a href="http://www.quantumpkg.com">www.quantumpkg.com</a></td>
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<td>Artco Global</td>
<td><a href="http://www.artcoglobalgroup.com">www.artcoglobalgroup.com</a></td>
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<td>CheckPoint</td>
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<td><strong>DOMESTIC</strong></td>
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<tr>
<td>Work Flow One</td>
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<tr>
<td><strong>Price Labels / Stickers (domestic)</strong></td>
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<td>Classic Graphics</td>
<td><a href="https://www.knowclassic.com/">https://www.knowclassic.com/</a></td>
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<tr>
<th>DOMESTIC 3rd PARTY CO-PACKER</th>
<th>WEBSITE</th>
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</thead>
<tbody>
<tr>
<td>TRG – The Royal Group</td>
<td><a href="http://www.royalbox.com/">www.royalbox.com/</a></td>
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<tr>
<td>Bonded Logistics</td>
<td><a href="http://www.bondedlogistics.com">www.bondedlogistics.com</a></td>
</tr>
<tr>
<td>PCA - Packaging Corp. of America (Asia)</td>
<td><a href="http://www.packagingcorp.com">www.packagingcorp.com</a></td>
</tr>
<tr>
<td>Menasha</td>
<td><a href="http://www.menasha.com">www.menasha.com</a></td>
</tr>
<tr>
<td>Packaging Unlimited</td>
<td><a href="http://www.packagingunlimited.com">www.packagingunlimited.com</a></td>
</tr>
</tbody>
</table>
Plastic/Poly Bag Over-packaging and Garment Bag Requirements:

Failure to meet the following garment bag marking requirements may result in charge backs initiated by merchandising.

1. Plastic Bag Warning Statement (Required)
   a. Plastic bags with a thickness of less than 1 mil, in which a diameter is 5 inches or greater (when formed into a circle) used as packaging or packaging article for domestic/household use (e.g. laundry bag, garbage bag) shall contain a warning statement similar to below on both sides of each bag in English:

   **b. WARNING: To avoid danger of suffocation, keep this bag away from babies and children. Do not use in cribs, beds, carriages or playpens. This bag is not a toy.**

c. The warnings shall be printed clearly as to prevent the ink from smearing or upon a gummed label securely attached to the bag. It shall be contrasted by typography, layout or color from the contents of the bag and from other printed matter on the bag, if any.

d. If the total length and width of the bag is more than 40 inches, the warning shall be repeated at 20 inches intervals.

e. Except laundry bag, the font size of the warning must adhere to the chart listed below:

   f. This standard applies to all poly bags or plastic bags that are used to contain, bundle, or protect products.

<table>
<thead>
<tr>
<th>Total Length and Width of Bag</th>
<th>Size of Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 inches or more</td>
<td>At least 24 points</td>
</tr>
<tr>
<td>40 inches or more</td>
<td>At least 18 Points</td>
</tr>
<tr>
<td>25 Inches or more</td>
<td>At least 14 Points</td>
</tr>
<tr>
<td>Less than 25 inches</td>
<td>At least 10 Points</td>
</tr>
<tr>
<td>All Laundry Bags</td>
<td>At least 36 Points</td>
</tr>
</tbody>
</table>
Fragile Packaging Recommendations

1. These requirements are intended to aid in selection of fragile item packaging.
2. These requirements cover but are not limited to items containing glass, stoneware, porcelain, polyresin, candles, glassware, mirrors and lightly bound construction material.
3. 32 ECT (Edgewise Crush Test Value) is the minimum recommended corrugated strength for Fragile Items.
4. Cartons with “Length” L greater than 3 times the “Width,” W should have Full OverLap closures. (Orientation of carton may stay the same.)

1. Special packaging requests by Family Dollar Stores, LLC. may be tendered.
2. Special effort by the product and packaging supplier should be made to fill all voids with a protective packaging material.
3. Family Dollar Stores, LLC. prefers a recyclable material made from paper.
4. Each item must be separated from adjacent items by a shipping filler or packaging.
5. Cartons must be marked on 4 sides with Up-Arrows with the words “Fragile” below them.
6. These arrows should be at least 25% of the height of the panel.
7. If the carton contains glass “Caution Glass” should be marked on the carton in font at least 36 PT – Text can be stacked.

CAUTION GLASS

8. A 4 side drop test where the carton is dropped once on each of its 4 “sides” should be passed.
   o Drop height:
   
<table>
<thead>
<tr>
<th>Weight</th>
<th>Drop Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>2lbs. To 20.99 lbs</td>
<td>30 in.</td>
</tr>
<tr>
<td>21lbs to 40.99 lbs</td>
<td>24 in.</td>
</tr>
<tr>
<td>41lbs to 50.00 lbs</td>
<td>18 in.</td>
</tr>
</tbody>
</table>

   o If any slight crush is found on the carton, it will not be counted as defective. The Carton Drop Test result is passed.
   o If the carton has serious or open seams or if the product comes out of the carton damaged or malfunctioning after the test is performed, the test inspection result should be considered “failed.”
Part 8: Display Construction

Work with your Family Dollar representative to develop the appropriate display for your product. Display and shipping carton must protect and contain product through the distribution cycle to the store until it is sold. The following standards are requirements intended to assist suppliers in designing packaging to survive our distribution system and meet our presentation standards at the store. Please gain approval for any deviations from these requirements from your Family Dollar Representative. Taped displays are forbidden unless specifically requested. (Exception is footwear PDQ’s)

Display Corrugated Strength Requirements

<table>
<thead>
<tr>
<th>Maximum Gross Weight</th>
<th>Bursting Test</th>
<th>Flute Size</th>
<th>Minimum Edge Crush Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 lbs</td>
<td>125 lbs/inch</td>
<td>E - Flute</td>
<td>26 linear foot lbs/inch (ECT)</td>
</tr>
<tr>
<td>5 lbs</td>
<td>150 lbs/inch</td>
<td>E - Flute</td>
<td>29 linear foot lbs/inch (ECT)</td>
</tr>
<tr>
<td>49 lbs</td>
<td>200 lbs/inch</td>
<td>B - Flute</td>
<td>32 linear foot lbs/inch (ECT)</td>
</tr>
</tbody>
</table>

Shelf Display Dimensions

All shelf displays have maximum dimensions unless specifically approved.

- Depth: 15”
  - Please make all efforts to keep displays at 5”, 7.5”, or 15” depths.
- Height: 12”
  - Gain approval from buyer for displays over 12” tall.
- Width: 36”

Stadium Style Displays

Stadium style displays have a front lip that is lower than the back wall. Sidewalls and front lip must fold all the way over so that natural corrugated color cannot be seen.

If product completely hides back wall, display back may be natural corrugated color.

If product does not completely hide back wall, display must fold over to cover back wall.
Stadium Tray Design Style (*NEW*)

Family Dollar Prefers the design styles Display #2A, B, D and Display #20 below. If selecting style B, no display will be approved with short side flaps. (See Drawing “Display 2B”)

Display 2A

Display 2B:
- Side Flaps (Flap A) must meet in middle of back (W). They must be 1/2W
- They must also be at least 5” wide

Display 2C:
- Short Side Flaps
- This display style is NOT allowed at Family Dollar

Display 2D (NEW):
- Double bottom no back
- Back can be added here
- Preferred Design

Locked Back Stadium Style

DISPLAY #20
Pegged Stadium Style PDQ’s (angled sides)

Should be at least 1” space

Pegged Shadow Box (Straight Tray Style)

- Dimensions:
  Depth MUST be between 4” to 7.5” deep to ensure product is seen and that it will stand on the shelf.
- Peg hooks may be 4-6” length.
- Height may not exceed 12”

*these are not power panels please see page 14 for hanging power panels
Display Section Dividers
Please follow the guidelines below, for displays with product spacing dividers, to ensure structural integrity of the packaging display, PDQ, or tray.

To reduce display tearing on shelf, leave AT LEAST 1” of space on back panel and AT LEAST .5” of space on the front panel.

“Wings” of divider should be at least .75” wide. Wings may be glued but must be secured with a tabbed fold over flap as well.

Straight Trays
All counter trays must have fully overlapped sides so that no raw corrugated edges are showing.

DISPLAY # 3 - No Back wall
DISPLAY # 4 - Back Wall roll over
**Routing, Shipping, and Packaging Instructions**

**Straight Tray with Half Front Lip**

**Straight Tray with No Front Lip**

**Straight Tray with No Front Lip – Clear poly panel**

Use diecut found directly above.
Clear PVC sheet at least 16mil or .0016” thick
Do not use glue or double sided tape to adhere plastic, unless instructed. Please use the display style below.
Double Angle PDQ Tray

Straight Tuck Box with Foam Insert

For displays that require the product to stand on a narrow stick use this style. Completely filling, with foam the inside of the fully enclosed display box is the approved way to complete this style display.
Tall Wall Displays

Use this display style with sidewalls to help product stay upright. If the total weight of the product is less than 20 lbs. and the display is not intended to be double stacked, raw corrugated edges are acceptable.

- This style of display must have a taped bottom.
- Angled side versions of this display are also approved.

Full roll over solid bottom
(PREFERRED Style)

Display Front Lip
MUST Roll Over

1-2-3 Style Bottom for PDQ Tray

* This style of display must have a taped bottom.
* Angled side versions of this display are also approved.
Keeping product upright

Displays holding tall product should have corrugated “fins” or elastic bands with barbs to hold product upright.

- Fins should be at least 24PT Paperboard or 29 ECT E-Flute material

**Stadium Style Tall Wall PDQ Tray**

For Light Items Only! Max display weight less than 7 lbs.
- Display Bottoms MUST be taped
- Approval to use this style must be obtained before shipping

- For tall displays with thin product use an ELASTIC CORD WITH METAL TABS to hold the product in place.
- Utilize stair steps made from corrugated to separate different size or different graphic products.

Display Front Lip Graphics

*Program style guides must be followed for specific graphic needs.*

If display graphics material or application are not defined in a seasonal Brand Style Guide or Private Brand Style Guide please follow the following instructions for graphics.

Adhesive, machine and hand applied labels, litho labels, and litho laminate labels are acceptable.
- Both paper and poly label stock are acceptable if they have a glossy UV (ultraviolet) coating.
- Labels Must be centered on front panel of display.
- Label size Must be .5” less than the width of the front face and 2” tall.
- Follow appropriate pricing and graphic standards.
Spinner Rack PDQ’s – Accessories

Below are the specifications for Accessory Products that set in our spinner racks.

Spinner rack PDQ’s should have white backing and side walls

These are the approved sizes. Approval must be gained from Family Dollar buyer to use additional sizes.

Back walls must have 3 holes for corrugated wing clips

Pegs must be 3”, rubber or foam stoppers must be applied to ensure product stays on hook.

Product Hooks
Metal hooks are not allowed
Butterfly Style Hooks are Preferred
Maximum weight per hook is 3lbs.
Hook length should match display depth.
Footwear PDQ’s

ALL Footwear PDQ’s

- TAPED EDGES: Footwear PDQ’s MUST have taped edges to aid in stability at store level.
- BAGGED PDQS: Footwear displays must be in full cartons.
- PDQs must be poly bagged for easy removal.
- Please select from Display Styles: Display 2 A or B, Display 20
- Dimensions:
  - 4” Front Lip
  - 8” back wall height
  - 15” Depth

Suggested Facings by Footwear Type

<table>
<thead>
<tr>
<th>Range</th>
<th>Style</th>
<th>Wide</th>
<th>Deep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler Sizes 5-10</td>
<td>Athletic</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Sandals</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Slippers</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Boots</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Girls or Boys Sizes 11-3</td>
<td>Athletic</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Sandals</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Slippers</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Boots</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Tall Boots</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ladies Sizes 6-11</td>
<td>Athletic</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Sandals</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Slippers</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Flats</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Boots</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Tall Boots</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Mens Sizes 8-12</td>
<td>Athletic</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Sandals</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Slippers</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Boots</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
Routing, Shipping, and Packaging Instructions

Shipping Dividers and Fillers

- If product is intended to be displayed in rows and columns it must be held place during shipping. Fragile product that may break must not be allowed to move freely.
- Corrugated or paper board dividers are acceptable.
- Corrugated or paper board dividers, fillers, or spacers that are intended to be removed by store associates can be **NATURAL BROWN** color.
- Corrugated or paperboard dividers, fillers, or spacers that are intended to keep the product upright and are not removed until the display is empty must be **WHITE**.
- PVC or PET spacers/dividers that are intended to keep the product spaced correctly and are not removed until the display is empty must be **CLEAR**. Black is not accepted.
- Foam is an acceptable way to protect the product while shipping, however paperboard or corrugated is preferred.
- Foam that stays in the display to hold product while it is on display must be white.
- Foam that is removed by the store associates may be any color.
- Shopping experience for the customer is very important. Products that may fall forward or are not visible while displayed must be supported by slotted trays, dividers, and wedges to lean the products back.
- Family Dollar discourages the use of built in slotting intended to align product. This can severely reduce the strength of the display. We prefer that a slotted tray or divider is used.

False Bottoms

False bottoms are acceptable.

If the 2.5” front lip height covers important product information, it is ok to raise the product up with a “False Bottom”. False bottoms are considered fillers or dividers and should follow the same material standards as the above “Shipping Dividers and Fillers” requirements.
Product Orientation

Use angled dividers to direct product to lay backward in the display or PDQ.

Display Bottoms

Products like binders, notebooks and picture frames that may fall forward in a shallow display should be placed flat (WITH BUYERS APPROVAL) in a display that is designed to be stackable. It is acceptable to use an insert to tilt product slightly up and forward.

Family Dollar strongly discourages the use of displays that do not have solid bottoms. Heavier products may break through during handling and injure store associates or damage product.

Solid Bottom

Taped Bottom

1-2-3 Bottom

Approved

Not Approved
Power Panel Displays

Acceptable Outside Display Dimensions:

**Width:** 14” MAX  **Height:** 12”, 24”, 36”, 48”  **Depth:** 4” to 5”

To utilize the full height of the racking it is acceptable to ship 2-12” or 2-24” displays in the same shipping carton.

Maximum weight of full display:
- 12” Height – 15lbs
- 24” Height – 25lbs
- 48” Height – 35lbs

**Backer Board**
If weight load per hook is over 2 lbs a backer board must be used

**Graphic Headers:**
Top or bottom headers for graphics are acceptable

2 in is the maximum header height
Headers must be pre-installed
Headers should not add to the total height of the display.

**Quick Clips:**
Must be pre-installed to the back of the display
2 clips are required per display
Displays over 15 Lbs OR 24” must have 4 clips
If using 4 the distance must be 12” between the 2 rows (center of hole to center of hole) or display will not fully engage rack.

**Clip Specifications:**
- **Galvanized Steel:** 1” wide, .020” thick.
- **Plastic:** 1” wide, .088” thick

**Product Hooks**
Metal hooks are not allowed
Butterfly Style Hooks are Preferred
Maximum weight per hook is 3lbs.
Hook length should match display depth.
(4” to 5”)

Product must be evenly spaced Left to Right and Top to Bottom
Peg hooks and product stack depth must be less than 4”
Routing, Shipping, and Packaging Instructions

Display Must have dividers, filler, or spacers to prevent product from swinging during shipment. All displays must ship flat on their back in an “Endload Carton.” Please see “Display Shipping Carton Styles” for examples.

Family Dollar has found that the safest way to protect product is to lock peg hooks in place and reduce product swinging during shipment. Below is a recommended way to accomplish this.

1. Place spacing divider between all rows of product.
2. Place corrugated headspace filler, with holes that correspond to peg locations, on top of product.

** Any deviation from this standard must receive approval from the appropriate Family Dollar Stores, LLC. representative.

Calendars and Planners
Displays should be split into 2 sections. 24” tall and stacked inside a single shipping carton. Displays must be designed to keep product in place through shipping and selling season. Family Dollar approval of a completely packed sample is necessary.
Floor Display Labeling

- All floor displays and shippers must be marked with a “Set Date” and a “Take Down Date.”
- Preferred placement is on the bottom right base corners of 2 non adjacent sides
- If a display must be marked on its header, adhesive labels are not allowed.
  - Graphics must be pre-printed in bottom right corner of header
**Giftable Products Easy Peel Labels**

All giftable Family Dollar products must be pre-priced. Labels must be easy peel. Easy peel labels can be removed by customers and leave little to no adhesive residue. The following label material and adhesive has been approved for most Family Dollar products, including apparel. Always check your product and label for easy peel compatibility. Products that do not have easy peel labels or have labels fall off prematurely may receive chargebacks.

**Easy Peel Labels Supplier:**
**Avery Dennison**
Paper Labels: FASSON: 60#SG Elite/R5195/40#SCK - Spec# 18328
Poly Labels: FASSON: 2.3 White BOPP TC/R3500/40# - Spec# 78149

**Hanging Blister Cards and Carded Product**

**CARD STOCK:**
**Single Layer Blister Card:**
500 GSM (Grams Per Square Meter)
Coated Two Sides and bright white on both sides (no gray backer cards)
Printing process determined by artwork.
Flood UV resistant varnish required.

**Header Card/Double Layer Fold Over Card**
400 GSM (Grams Per Square Meter)
Coated One Side - Bright white both sides
Printing process determined by artwork.
Flood UV resistant varnish required.

*Heavier card stock or additional plastic reinforcements may be necessary and required to support product weight.*
Hanging Card Design

It is essential to Family Dollar that packages hang straight and hang holes resist tearing. The following guidelines will help you select the appropriate packaging style to ensure safe product hanging. Please use the following chart to determine a recommended hang hole distance.

*Thickness for hanging cards should be at least 18PT, .016” thick.

Family Dollar Hang Hole
Hang Hole Distance

<table>
<thead>
<tr>
<th>Packaging Material</th>
<th>Reinforcement Type</th>
<th>Hang Hole Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Pouch</td>
<td>None</td>
<td>0.50”</td>
</tr>
<tr>
<td>Plastic Pouch</td>
<td>Plastic</td>
<td>0.25”</td>
</tr>
<tr>
<td>Paperboard</td>
<td>None</td>
<td>0.375”</td>
</tr>
<tr>
<td>Paperboard</td>
<td>Fold over</td>
<td>0.25”</td>
</tr>
<tr>
<td>Paperboard</td>
<td>Plastic Sheet</td>
<td>0.25”</td>
</tr>
<tr>
<td>Plastic Sheet</td>
<td>None</td>
<td>0.25”</td>
</tr>
<tr>
<td>Corrugated</td>
<td>None</td>
<td>.0375”</td>
</tr>
</tbody>
</table>

Adjust hang hole alignment so product hangs straight.

Approved Family Dollar Hang Hole

Hang Hole Reinforcement
Glued Card Fold Over

Adhesive Plastic Reinforcement (.016” PVC)

Thermoform Extension
Hanging Packaging for products with multiple styles/colors

All carded HANGING product including thermoforms, bags or pouches with header cards, or clamshells MUST have a J-Style hang hole IF it has multiple colors, sizes, styles, or shapes. This allows the customer to easily evaluate different styles and select the appropriate one.

Carded J-Hook Style Hang Hole
Must have reinforcement

Adhesive Plastic Reinforcement
Minimum 16 Gauge (.016”) PVC

Hanging Pouches or Bags
These must have paperboard or poly coated paper hang holes.
Each graphic card must fold in half for double thickness.

Plastic Hook Hanger
Various types of plastic hooks are acceptable. Please get Family Dollar approval. Hook must be thick enough so that it does not bend or break when hanging.

END OF WRITTEN DOCUMENT