

# Supplier Shipping/Labeling Compliance Checklist

This is not an exhaustive list of our shipping and labeling requirements and does not exempt suppliers from reading & reviewing our supplier compliance manual. There is a live link to our supplier manual below. Please re-visit and review our manual periodically for updates.

This document is to serve as a quick reference guide to assist our vendor partners in avoiding chargebacks for the most common infractions and to make our receiving process as streamlined as possible.

All referenced page numbers are from our Vendor Compliance manual:

<http://www.silverstarbrands.com/vcm>

- All products/internal packaging correctly marked with the Silver Star Brands SKU #, Description and UPC# (pages 22-23). *Any changes made to packaging or MCs must be approved by Planner prior to shipment.*
- Master cartons marked with PO# and Master Carton labels (pages 23-26)
- One packing list per Purchase Order affixed to the lead carton (pages 28-29)
- Master cartons within our size and weight restrictions. **50lb MAX per carton weight limit strictly enforced.** Chargebacks may apply for overweight cartons. (pages 20-21)
- Carton count must appear on the packing list and B/L with carton total weights, even if it is shipping on a wrapped skid (page 27)
- Suppliers should consolidate PO's/shipments with similar requested delivery dates and ship once a week wherever possible. Contact your Planner if you have concerns about consolidation and delivery dates.
- Confirm that shipment is routed correctly, taking into account carton count, total shipment weight and cubic feet. (pages 32-34)  
1-20 cartons, less than 250 lbs **total** & under 70 cu ft, UPS Ground Collect Acct #589-444, billing ZIP 54904  
All other shipments pallet or floor loaded contact Envoy Logistics PH: 920-267-8709 x 1612 or Becky @ [ringman@envoylogistics.net](mailto:ringman@envoylogistics.net) Envoy will tender the pick-up and provide a B/L for shipment

International shipments see pages 35-43.

If you have additional questions, please contact the Planner that is listed on your original PO. Contact information for Buyers/Planners can be found at: [www.silverstarbrands.com/vcm](http://www.silverstarbrands.com/vcm)