1. **GENERAL REQUIREMENTS**

Please refer to the WWW specification sheet(s) for footwear construction and labeling information. Vendors must purchase all shoe boxes, hang tags and other packing materials from suppliers authorized by WWW. All supplier contact information will be provided to the vendor by Wolverine Global Operations.

2. **UPC/SKU/PRICE LABELS**

Apply WWW UPC labels as shown on document VCP 7.5.1, section 4.11. There are no preticketing requirements for this customer.

3. **SHIPPING CARTONS & PACKING**

3.1 Carton requirements for footwear

- Top opening, regular slotted, double wall, C-flute corrugate construction.
- Minimum 200 pounds per square inch (PSI) bursting strength, 32 pounds per inch width edge crush test, paper weight 33-26-33-26-33.
- Glued carton side seams are preferred. The use of staples in the side seams is not recommended.
- Cartons must be sealed with tamper evident packing tape in an “H” pattern on top and bottom. Do not band the cartons.
- The preferred carton dimensions are 24" (62 cm) L x 15" (38 cm) W x 14" (36 cm) H. However, the cartons should be sized to fit the shoeboxes without excess empty space. Carton sizes must be approved by WWW.

3.2 Packing footwear

- Pack cartons according to the WWW packing list (available from partners.wwwinc.com) and apply the corresponding WWW carton labels.
- Place shoe boxes in carton so that the UPC labels are facing upwards and all in the same direction.

4. **SHIPPING CARTON MARKING**

4.1 Carton labels

For standard footwear cartons apply the WWW barcode carton label (license plate) to the front (width) of the carton and the smaller dimension of the label must wrap around the corner onto the side (length) of the carton. The case label must be 50 mm from the bottom of the case.
4.2 Carton markings

- Markings must be stenciled on opposite sides in lettering at least 1/2” (1.5 cm) high.

- Main mark:
  HANNA ANDERSSON (in diamond or triangle)
  Vendor address: Wolverine World Wide Inc., 9341 Courtland Dr., Rockford MI 49351 USA
  Final destination (ship-to) address
  Customer PO number
  WWW Internal Reference number
  WWW stock number
  Number of cartons
  Net & gross weights
  Carton measurements
  Country of origin
  Label placement mark \( L \) in the lower left corner 2.5 - 5 cm from the bottom and side edges

- Side mark:
  Apply a Hanna Andersson UPC label to the upper left corner (for prepack cartons, apply a UPC label for each size in the carton and note the quantity of each size next to the label)
  Number of cartons
  Hanna Andersson SKU number
  Total number of pairs
5. **PACKING LIST**

For each purchase order, a complete packing list itemized by carton is to be attached to the lead carton (carton #1). The envelope containing the packing list must be clearly marked as “Packing List Enclosed.” Packing lists must include the following information:

- PO number
- WWW Internal Reference number
- Carton numbers
- WWW stock number(s)
- Hanna Andersson SKU numbers
- Color(s)
- Sizes & widths
- Quantity per carton
- Total quantity per SKU
- Weights & measurements

See FORMS – VCP 7.5.1.10 for an example of an acceptable packing list format.

6. **CHARGE BACKS**

Failures to comply with these guidelines will result in charge backs per the customer’s charge back schedule.
Hanna Andersson 106242 VCP 2017.1

7. CONTACTS

If you have any questions regarding the procedures in this manual, please send a message to wwwsourcing@wwwinc.com and we will be happy to assist you. Please include your factory name, the WWW brand name, purchase order number, and stock number if applicable.

You may also contact your nearest WWW Global Operations office for assistance.