

Vendor Shipping & Labeling Requirements Checklist

Prepared for vendors – Ensure compliance before shipment.

1. General Marking Requirements

- Each item must be individually marked, unless it qualifies for an exception under [§ 134.33 \(I-List\)](#).
- If individual marking is not feasible, the outermost packaging must be clearly and appropriately marked.
- All markings must be clean, permanent, legible, and applied flat (no wrinkles, folds, or torn areas).
- All marking content and supporting materials must be provided in the language of the destination country.

2. Mandatory Label Content

Identification & Tracking

- VPN (Vendor Part Number)
- PO Number (Purchase Order #)
- Identifier (SKU / PLN / KLN – as applicable)
- Item Description
- UPC or GTIN (from EDI)
- Barcoding information: GS1-1 SSCC (Serial Shipping Container Code)

Logistics & Compliance

- Country of Origin (CoO) as defined [here](#)
- Lot Number(s) – if applicable
- UN Number – required for dangerous goods
- Bill of Lading (BOL)
- Special landing/handling instructions – if applicable

Weights & Dimensions (*must be stated using the appropriate unit of measure for the commodity (e.g., kilograms, pounds, inches)*)

- Gross Weight
- Net Weight
- Package Measurements

Counts

- Quantity per package
- Package Count in the format: " __ of __ " (e.g., 1 of 4, 2 of 4)

3. Label Quality Requirements

- Text must be printed clearly (no handwriting).
- Labels must be securely adhered—no lifting edges.
- Barcodes must be machine-scannable, undistorted, and printed on a matte/non-glossy surface.



4. Product-Specific Documentation Requirements

Manufacturer Name & Address Required (include on label and packing list for below applicable products)

- Products of textile
- Light Emitting Diodes (LED)
- LED lamps and light fixtures
- Mercury discharge lamps
- First aid materials – if applicable
- AD/CVD – if applicable

Steel or Iron Pipes, and Steel/Iron Fittings & Connectors

- Mill test certificates must be provided for each applicable lot/heat.

Laser Products

- Manufacturer's name and address
- FDA accession number

Wood Products (e.g., paint brushes with wooden handles, wooden platforms)

- Manufacturer's name and address
- Genus and species of the wood

Steel and aluminum items that fall on the Section 232 list

- Steel: Steel value, steel weight, country of melt & pour
- Aluminum: Aluminum value, aluminum weight, primary country of smelt, secondary country of smelt, most recent country of cast

Return and Repair

- A manufacturer's affidavit is required for returns/repairs.

5. Required Label Fields (data placeholders)

Field	Value
Identifier (SKU, PLN, or KLN)	
Item Description	
Gross Weight (lbs.)	
Net Weight (lbs.)	
Package Measurements (inches)	L x W x H
UPC or GTIN # (from EDI)	



Quantity	
Country of Origin	
Package Count	"__ of __"
PO Number	
VPN	
Lot Number(s)	if applicable
UN Number	for dangerous goods
Special Landing/Handling Instructions	if applicable

6. Examples of Correct Labels

Example A – Carton Shipping Label (with GS1-128 SSCC for a single carton)

PO#: 4500123456 VPN: ABC-12345 SKU: 100-200-300	Package: 1 of 4 Quantity: 24 units CoO: MX
Item: LED Worklight, 120V	Lot#: L24-0117
Gross Wt: 18.5 lb Net Wt: 16.0 lb	Dims (in): 14 x 10 x 8
UPC/GTIN: 00812345000129	UN#: N/A (Non-DG)
Manufacturer: BrightTech Lighting, 1234 Aurora Rd, Austin, TX 78758	Special Instructions: Do not stack > 5 high
[GS1-128 SSCC BARCODE HERE] SSCC: (00) 003061414000000015	

Example B – Pallet Label (Master SSCC)

PO#: 4500123456 (Mixed cartons)	Pallet: 1 of 2
Total Qty: 96 units	Gross Wt: 165 lb
Origin: MX	Dims (in): 40 x 48 x 55
[GS1-128 SSCC BARCODE HERE] SSCC: (00) 003061414000000099	
Note: Place label on two adjacent sides of pallet, \geq 16 in from base, avoiding seams and straps.	

7. Label Placement & Application Notes

- Apply one carton label on the long side; for pallets, apply on two adjacent sides.
- Keep labels free of strapping, seams, and corner edges.
- Minimum contrast 40% for barcode zones; recommended x-dimension for GS1-128 at least 0.013 in (0.33 mm).