

# SHOPKO

the stuff that counts™

## Private Brand Apparel Label Manual



# EAS Tags

Please note all garments retailing at \$99.99 or higher MUST have an EAS integrated hang-tag affixed to them. If this requirement is not followed a floor ready charge-back will be issued.

The following pages contain EAS item numbers for ordering purposes along with supplier information.

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# Price Tickets

In this manual there are a few price tickets that are to be vendor sourced. Note: All sourced trims must be compliant with heavy metal in packaging legislation. Those specified vendor source price tickets must use one of the following symbologies for UPC code to ensure scannability at the store level:

- UPC-A
- UPC-E
- EAN 13

The format of price tickets can be found in the Vendor Floor Ready Manual under **section E pages 48-49**.

# Designated Trim Supplier



**Effective for product set in stores 3/1/18 and after.** Private brand will have a designated supplier for floor ready trim items in apparel- GLOBALTRIM®. All trim items noted in catalogue and tech packs must be ordered from this supplier or a charge-back will occur for not following Private Brand standards for this supplier.

**Trims required to be ordered from GLOBALTRIM® include (for all brands under the Private Brand umbrella):**

- Heat Seals
- Main Hang Tag (accessories hang tag is vendor sourced)
- All Woven labels
- Size Strips
- Joker Tags

Please note: Hang tags are not integrated with information and UPC labels must be vendor sourced to fit the hang tag size. Formatting for said stickers must include the information on below example.



Vendor supplied SKU sticker to fit hang tag size accordingly. Must have information to left included.

Size will vary with each brand's tag.

**Once a vendor is set up- Global Trim** will contact the vendor with login information for ordering floor ready on their portal. See **Section 2** for portal manual.

**For customer service needs involving order placement, contact:**

- Hong Kong Office: Winnie Fung (winnie@globaltrim.com)
- Yorba Linda (USA) Office: Elaina Atkins (eatkins@globaltrim.com)

**Items Global Trim® will not be supplying** (leaving them to be vendor sourced, but still approved by Shopko):

- Care/Content Labels
- Accessory hang tags, heatseals or woven labels
- Integrated heatseals and Woven labels
- Item-specific informational/promotional tags

# Care/Content Label Requirements

Vendor is responsible for actual cost, plus shipping, handling and applicable duties and tariffs. Any questions regarding the care/content labels should be directed to your Shopko Technical Designer or Product Regulatory & Quality Assurance Department.

## **Supplier:**

Vendor may source care labels from supplier of choice, but are responsible for the following:

- Must conform to Federal Care Labeling Rule
- Care label must be printed white satin, following standards for size and quality
- Care label must follow format and placement detailed in next page
- Care Label must have RN# of importer of record

## **Prior to production of Care Labels:**

• Technical Design or Product Regulatory & Quality Assurance Department must approve care instructions and fiber content prior to a vendor/factory going into production of care labels. If the vendor/factory does not wait to receive approval from Shopko Technical Design or Shopko Product Regulatory & Quality Assurance they are liable for all risk if label content is incorrect.

## **Size:**

- Optimum size is 1" w x 2.5" h with .25" seam allowance on each end
- If this optimum size does not support all required care/content information, you are required to obtain proper approvals before any changes are made to dimensions.

## **Content required on Care label:**

- Fiber Content of garment (front)
- RN# of importer on record (front)
- "Care on Reverse" statement (front)
- All pertinent Washing/Drying instructions (on back)
- Ironing Instructions (if applicable, on back)

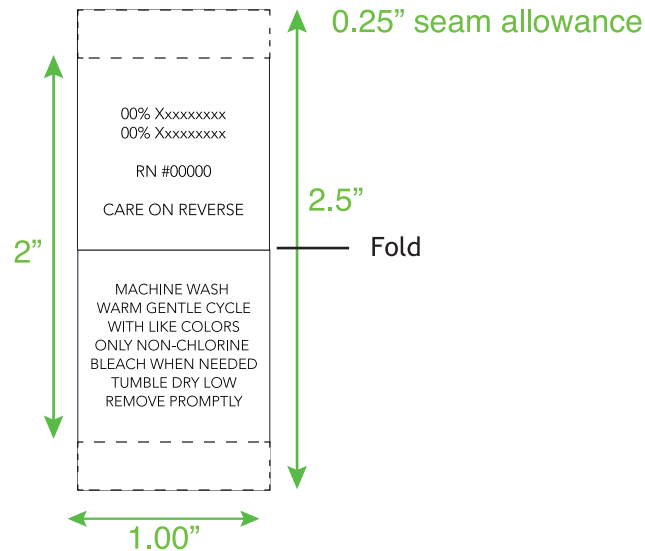
# Care/Content Label Placement & Formatting

Care labels should be placed at side seam for tops unless the garment construction does not allow for side seam placement. Side seam placement is to be on the wearer's left side, 3" up from the bottom hem. For bottoms, care labels should be placed to the right of the woven main label.

## Universal Satin Side seam care/content label

Dashed line indicates stitched area into side seam

Font is Avenir - 35 Light 6pt, 5.5pt on care instructions



**For Denim:** usually placed in front waistband near bag on wearers left.

**Knit bottoms: (example: active shorts, lounge)** Usually placed at side seam 1" below waistband on wearers left.

	Colors:				<b>Special Notes:</b> -Printed Satin Care/Content Label for Side Seam -For Placement refer to Tech Pack -Fonts are in Adobe Illustrator Outline Mode -Note that all Care/Content must be confirmed from lab testing report -RN # Must be that of importer on record
	Item Code: SKOPB_CC_0002		Black	White	
Item Name: Care Content Label	Vendor/Order#:	Creation Date: 12/20/16	Last Update: 6/15/17		
Description: Universal Care Content Label for side seam	Brand: All	Origin Designer: Danielle LaCrosse	Update Designer: Danielle LaCrosse		

# TRACKING LABEL REQUIREMENTS

Vendor can source the tracking label from the supplier of their choice, but must meet Shopko requirements. Vendor is responsible for actual cost, plus shipping, handling and applicable duties and tariffs.

In order to be in compliance with the CPSIA 2008 law, all children's products must include a permanent tracking label on the item. If the item is a garment sold on a hanger, the tracking label must be placed inside the garment. If the item is a garment sold in packaging, the tracking label must be present on the outside packaging and the inside of the garment.

## A. Tops

1. For tops having a side seam care label, the backside of the care label should be utilized for the tracking information. The required information is as follows:

- Factory name producing goods, city of production, and country of production. (Example: ABC Company, Shenzhen, China.)
- Date of manufacture (mm/dd/yy)
- Manufacturer run #, batch #, or lot#

2. For those special cases where a top does not have a side seam care label, but instead has a neck label with size, fiber content, country of origin, care instructions, and RN #, a separate label will be needed to fulfill the tracking label requirement. The tracking label should be a single layer and can be of a paper quality. The label should be placed under the fiber content/care instruction label. The information required on the tracking label is as follows:

- Factory name producing goods, city of production, and country of production. (Example: ABC Company, Shenzhen, China.)
- Date of manufacture (mm/dd/yy)
- Manufacturer run#, batch # or lot#

## B. Bottoms

1. All bottoms will require a separate tracking label. The tracking label should be a single layer and can be of a paper quality. The label should be placed under the fiber content/care instruction label. The information required on the tracking label is as follows:

- Factory name producing goods, city of production, and country of production. (Example: ABC Company, Shenzhen, China.)
- Date of manufacture (mm/dd/yy)
- Manufacturer run#, batch # or lot#

2. For bottoms utilizing a heat seal main label, the tracking label should be placed to the right of the heat seal (weeds left).