**Giga Cloud B2B Marketplace**

**Product Warehouse-Inbound Specifications**

# Catalogue

# 1. Requirements for Product Packaging and Printing

## 1.1 Create a Shipping Mark

·Two types of shipping marks: one is for general products, and the other is for glass products.

·All the content of the shipping mark shall be in English with the font of 'Arial'.

·All six sides of the box shall be printed with the shipping mark, and the height of the printed characters should be

no less than 1cm and no more than 5cm.

·The font of 'Item' and 'SKU' should be enlarged as much as possible according to the size of the carton box.

**General Products:**



Notes:

➢ The dashed box in the upper left corner is used to post the supplier's own brand, and shall be printed at the

size of 210×74mm with the text inside deleted when actually printing

➢ The fields of 'SKU' and 'Item' are for supplier to fill in. Items should be the English name of the product, and SKU should be the product number made by the supplier

➢ The country of origin mark - [Made in China] is required on the shipping mark

➢ P.O.No. is automatically generated by the Marketplace system after the Incoming Shipment is entered into the system. For the entering of Incoming Shipment, please consult your account manager

➢ Other contents of the shipping mark can be adjusted according to the actual situation, and the layout is for reference only

**Glass Products:**



Notes:

The dashed box in the upper left corner is used to post the supplier's own brand, and shall be printed at the size of 210×74mm with the text inside deleted when actually printing

- ➤ P.O.No. is automatically generated by the Marketplace system after the Incoming Shipment is entered into the system. For the entering of Incoming Shipment, please consult your account manager.

- ➤ The fields of 'SKU' and 'Item' are for supplier to write. Items should be the English name of the product, and SKU should be the product number made by the supplier

- ➤ The country of origin mark - [Made in China] is required on the shipping mark

- ➤ Other contents of the shipping mark can be adjusted according to the actual situation, and the layout is for reference only

**Combo Product:**



Notes:

- ➤ The dashed box in the upper left corner is used to post the supplier's own brand, and shall be printed at the size of 210×74mm with the text inside deleted when actually printing

➢ The fields of 'SKU' and 'Item' are for supplier to write. Items should be the English name of the product, and SKU should be the product number made by the supplier

➢ P.O.No. is automatically generated by the Marketplace system after the Incoming Shipment is entered into the system. For the entering of Incoming Shipment, please consult your account manager.

➢ The country of origin mark - [Made in China] is required on the shipping mark

➢ Other contents of this shipping mark can be adjusted according to the actual situation, and the template layout is for reference only

## 1.2 Suggestions on Packaging and Box Dropping Test

It is suggested to use the double-wall carton with a load capacity over 200lbs to package the products. For heavy items like sofas, it is suggested to use the carton with a load capacity over 220lbs.

For the products exported to Europe and the US, a box dropping test must be done to ensure that the products meet the standards of ISTA 1A.

**Reference for the height of box dropping test:**

| Gross weight of packaged product | | | Free fall drop height | |
|---|---|---|---|---|
| **KG** | **LBS** | » | **CM** | **INCH** |
| 0≤G.W.≤15 | 0≤G.W.≤33 | » | 150 | 59 |
| 16≤G.W.≤30 | 35≤G.W.≤66 | » | 100 | 39 |
| 31≤G.W.≤35 | 68≤G.W.≤77 | » | 85 | 33 |
| 51≤G.W. | 112≤G.W. | » | 75 | 29 |

**Reference for the angle of box dropping test:**

One corner, three edges (adjacent) and six sides need to be tested for the box dropping. Only when the product inside is in good condition and the package has no obvious ruptures after dropping, then the product packaging is qualified.



**One corner**          **Three edges**          **Six sides**

# 2. Generate an Incoming Shipment and Shipping Labels

## 2.1 Importance of the Incoming Shipment

Version: August 25, 2020

**Importance:**

1. Incoming shipment = Container loading details. Only when the corresponding packing details are entered into the system can they be synchronized to the Giga Cloud B2B Marketplace system;

2. Incoming shipment = Goods checking list. When the warehouses count the goods in the container, the Incoming Shipment is the only supporting file;

3. Incoming shipment = Receipt. After the warehouses complete the goods check, the Incoming Shipment is the only supporting file for when the products are scheduled to be put on sale in the system;

4. For the information needed to create an Incoming Shipment, please contact your account manager;

5. In order to ensure that the data recorded on the Incoming Shipment is consistent with the actual loading details, the Incoming Shipment can only be modified after loading and before shipment departure. If you would like to modify the Incoming Shipment beyond this time frame, you can contact your account manager. Otherwise, it will be borne by you if an additional fee of $40/h incurred from the goods check.

Notes:

For the warehouses, one box represents one unit (the minimum unit for sale/shipping should be a box). If there is a box that needs to be unpacked by the warehouse, please contact your account manager.

For a standard container (40HQ), the quantity of SKUs contained shall be ≤ 20, and the total number of boxes shall be ≤ 700; the excess part will be charged according to the following standards:

| Service Item | Fee Charge Standard | | Explanations |
|---|---|---|---|
| **Unloading** | **Standard container unloading fee:** When the number of SKUs in a container ≤ 20, and total number of boxes ≤ 700 | *Based on the standard container type offered (40HQ/45HQ)* | Note: If a **Highly complex container unloading fee** and an **Additional Operations Fee** are incurred at the same time, each item will be charged separately. Unloading fee = unloading fee of general container + unloading fee of **Highly Complex Container** + **Additional Operations Fee** |
| | **Complex container unloading fee:** 20 < Number of SKus in a container ≤ 40 | After SKU count has exceeded 20, there will be a surcharge of $5/additional SKU | |
| | **Highly complex container unloading fee:** Number of SKUs in a container > 40 | SKUs between 20 and 40 will be charged at $5/SKU; SKUs exceeding 40 will be charged at $10/SKU | For example: assuming that there are total of 100 SKUs in a container, of which the first 20 SKUs are free of charge; the 21st-40th SKUs will be charged $5 x 20 = $100; the 41st-100th SKUs will be charged $10 x 60 = $600. The total unloading fee of this container is $100 + $600 = $700. If the container contains 850 boxes of goods, the Additional Operations Fee is 150 x $0.3 = $45. |
| | **Additional Operations Fee:** Total number of boxes > 700 | Additional surcharge of $0.3/box when box count exceeds 700 | |

## 2.2 Steps to Print a Shipping Label

➢ **Login to the Giga Cloud B2B Marketplace, and enter your account name and password**

https://b2b.gigacloudlogistics.com/
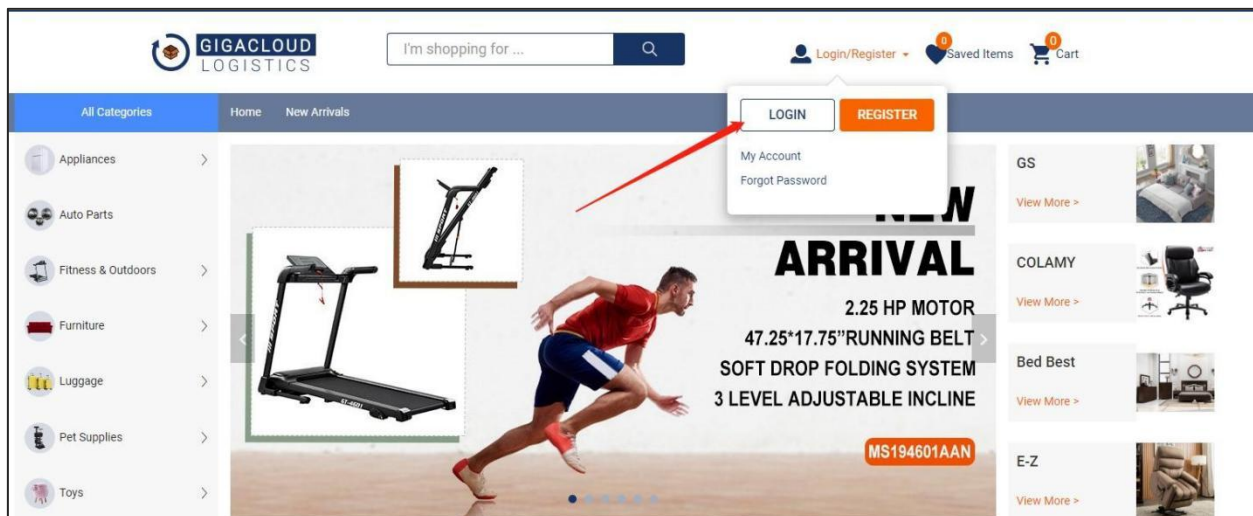
**1. Input your account name and password and enter your Seller Central**



**2. Click on 'My Store' to enter your store's homepage**
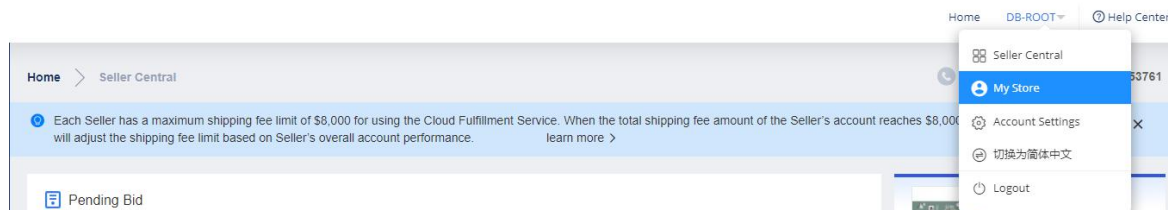


**3. Hover the mouse over the head photo and select 'Print product labels'**
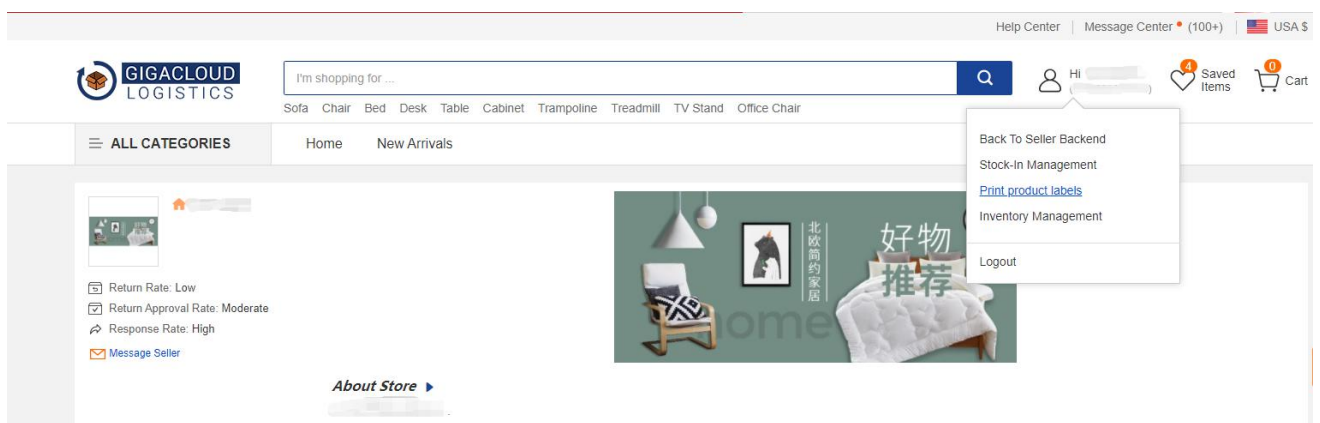
**4. Enter the corresponding Incoming Shipment ID and click on 'Filter'**



**5. Select the SKU that you'd like to print and modify for Print Quantity, then click on 'Print'**



**6. Save as a PDF file on your computer**

# 3. Specifications for Shipping Labeling

The shipping label is the only identification for the product to be received, picked, and shipped by the warehouse. If the label is wrong, missing or does not meet the requirement, the product may not be able to be identified, received or shipped by the warehouse at the same time. In order to make sure your products are successfully received by the warehouse for the shipment and also to avoid unnecessary costs, please read the following content carefully

## 3.1 Shipping Label Sample

Note: The top of the barcode (such as the 9-bit code starting with W2) is the SKU generated by the Giga Cloud system, and the below is the product number provided by the manufacturer (MPN).

**Shipping Label Sample**

## 3.2 How to Use the Shipping Label

Two application methods of the shipping label: ① print on the carton directly; ② paste on the carton

**1. New shipping label (can be printed)**

For a new shipping label, it can be directly printed on the box. Requirements: the font and the barcode shall be clear; the size should be larger than **15×15cm** (it can be adjusted when the length of one box edge is not enough for print); **all six sides** of the box shall be printed with the shipping label

> ❖ After the shipping label design is completed, it is recommended to contact your account manager to confirm the design and then proceed to production.

**Sample**



**2. Existing shipping labels (paste)**

Print the existing shipping label and then paste it on the box. Requirements: the font and the barcode should be clear; the size should be **10×10cm**

1) The minimum standard for the thermal printer: DL-888B of Deli

2) No less than 2 product labels shall be pasted on the outer box of each package, and they shall be on two adjacent sides

3) The surface of the pasted box side should be flat and complete. Do not paste the product labels at the sealing opening to avoid damage in transit

4) Do not cover the transparent adhesive tape on the thermal paper label to prevent the words from blurring caused by high temperature

5) The label shall be printed completely and must be in accordance with the required size (the height of letters and numbers shall not be less than 6mm, and the diagonal of bar code shall not be less than 87mm)

**Sample**

**Normal box**                                               **Flat box**

Note:

If the warehouse is unable to identify the product due to the fact that the shipping label is not printed according to the above requirements, it will change the label without your approval to meet the operation specifications. Any fees incurred by such operation will be borne by the seller. The relevant fees are as follows:

| Service Item | Fee Charge Standard | | Explanations |
|---|---|---|---|
| **Box labeling (2 sides)** | Small Amounts and Loose Items | $4.28/unit | After calculating, select the cheaper option out of the two types |
| | Full Containers and Large Quantities | $40 (base service fee) + $1.25/unit | |

**W2000001**

Sample ✓

**Print the label clearly like this sample**

**W2000001**

Sample ✗
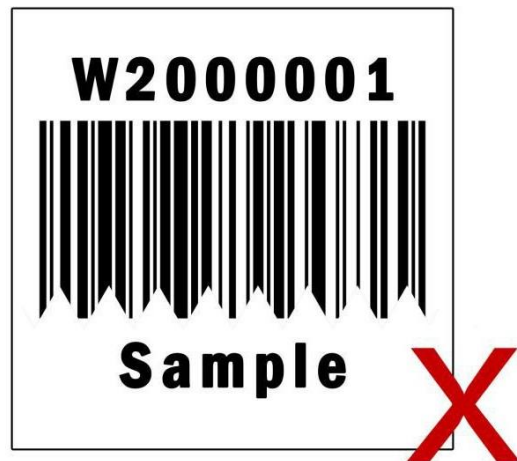
**Do not use the label with damage, folding and defect**

**Do not use the label with unclear print**



**Do not print the label with an extremely small size**

# 4. Parts Guide

## 4.1 Requirements

Parts are necessary to reduce the loss caused by customer complaints. The requirement is that a complete product can be assembled independently with the parts.

## 4.2 Classification

**Small parts:** longest side ≤ 1 ft (30.48cm)

<p style="text-align:center; color:red;"><strong>Sample</strong></p>

**Carton packaging**                    **Plastic bag packaging**
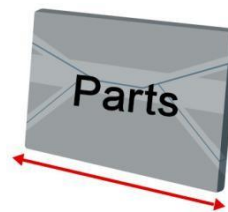


**Longest side ≤ 1 ft (30.48cm)**        **Longest side ≤ 1 ft (30.48cm)**

**Big parts:** longest side > 1 ft (30.48cm)

<p align="center">**Sample**</p>
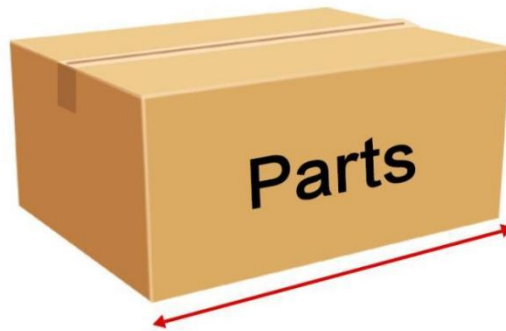


<p align="center">**Longest side > 1 ft (30.48cm)**</p>

## 4.3 Packaging Requirements

**Small parts:** It it not required that each part is packed in a separate carton, but each part should be packed in an independent plastic bag with a size no less than 4×6 inch (10.16cm×15.24cm）and the SKU label should be pasted on the bag (labeling), so that the warehouse can quickly identify the parts for shipment.  All the small parts of the same SKU must be put in the same independent carton, and the SKU label shall be pasted on the outside of the carton. (The warehouse is not responsible for checking the number of small parts, nor sorting multiple parts with different SKUs in the same carton. If there is a need for the warehouse to sort it out, additional charges will incur. Please refer to the No.7 Fee Charge Standard under the service item of 'Parts Handling' in *Exceptional Opeariation Fee* in the Help Center).

# Sample

## Carton for small parts

An area of 10.16cm×15.24cm is required to paste the express waybill on the outside of the carton.

**Express waybill**



## Express waybill for small parts

An area of 10.16cm×15.24cm is required to paste the express waybill on the outside of the carton.

**Express waybill**
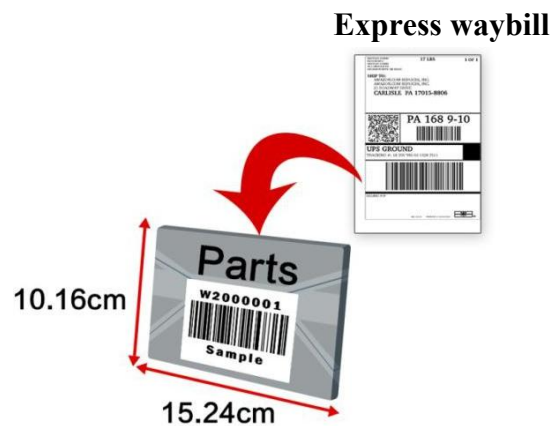
## 4.4 Sample: Packaging of the Small Parts

**The same SKU shall be packed into one large carton**

✓ Items with the same SKU shall be packed into one large carton

✓ Each small carton or plastic bag needs to be labeled

✓ The two adjacent sides of the big carton need to be labeled

✓ The words of [Parts - Free of Charge] should be marked on the large carton, and please use the red tape to wrap the carton by forming a '#' shape

**Sample**
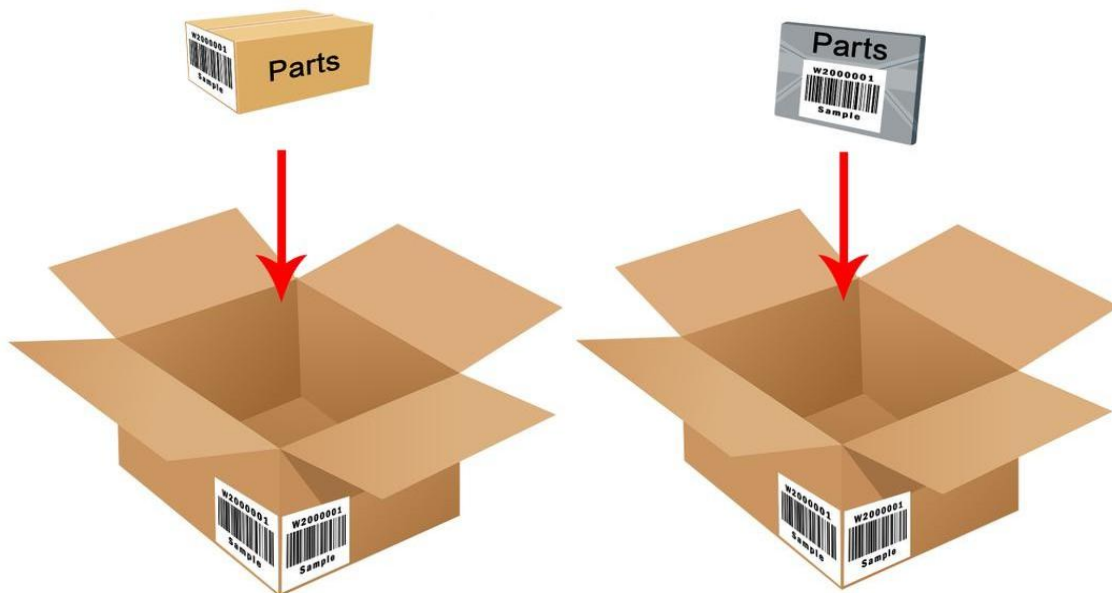


**Big parts:** each large item must be packed in an independent and complete carton, and the SKU label should be pasted on both adjacent sides of the carton.

**Sample**

**Express waybill**

## 4.5 Placement Requirement for parts in the Container

● For all containers shipped to the warehouses in the US, if there are packages of parts, the outermost carton must be wrapped on all six sides with red tape. On each side, the red tape shall form a'#' shape by wrapping both horizontally and vertically (note: do not cover the whole carton surface). If there is no red tape, please use monochrome colored tape that is not originally on the carton to wrap on all six sides

**Sample**



● The package of parts must be placed on the outermost side of the container to ensure that it can be seen when opening the container. At the same time, the carton should be marked with the words 'Parts - Free of Charge' with a marker.

PS: For the unpacking video taken by the warehouse, it should cover all the outermost cartons in the container after unpacking. If there is no package of parts packed in accordance with the above requirements evident in the video, the warehouse shall be completely exempted from liability disputes concerning the loss of the parts package. Otherwise, the warehouse shall bear the liability.

The parts included in the container must be packed according to the above requirements before they can be

shipped,  this is to avoid additional operation fees at a later period.

## 4.6 Exceptional Operation Fee

| Service Item | Fee Charge Standard | | Explanations |
|---|---|---|---|
| **Dead Freight** | **$500/Container** | | |
| **Incoming Shipment Modification** | **Incoming shipment modification fee (Standard):** Incoming shipment modification required within 3 days after ETD (estimated time of departure) | No charge | |
| | **Incoming shipment modification fee (Extended):** Incoming shipment modification required after 3 or more days have passed from ETD | $50 / list | |
| **Inconsistency Verificatio、n - Incoming Shipment and actual goods (including parts)** | **Inconsistency verification:** verification fee is charged based on the inconsistent SKU(s) | Verification fee: $30/SKU (Incoming Shipment Inconsistency Verification Fee) + $50/shipment (Incoming Shipment Modification Fee) | Example: If there are 5 SKUs on the Incoming Shipment and the warehouse receives 6 SKUs (with 4 being consistent and 2 inconsistent), the Seller will incur a labor surcharge of of $30 x 2 + $50 = $110 |
| | **Total inconsistency verification: verification fee + storage fee.** If verification is required for a second time, the Seller will incur a storage fee of $0.6/m³ per day in addition to the verification fee | Verification fee: $30/SKU (Incoming Shipment Inconsistency Verification Fee) + $50/shipment (Incoming Shipment Modification Fee) Storage fee: $0.6 * Volume * Days of warehouse occupation | Example: If the warehouse receives two SKUs that are inconsistent with the ones on the Incoming Shipment, the Seller will incur a labor surcharge of $30*2 + $50 = $110. For Storage Fee, if the volume of a container is 70m³, the fee would be (70m³*$0.6/m³ x 1 day) + $50 = $92 |
| **Unloading** | **Standard container unloading fee:** When the number of SKUs in a container ≤ 20, and total number of boxes ≤ 700 | *Based on the standard container type offered (40HQ/45HQ)* | Note: If a **Highly complex container unloading fee** and an **Additional Operations Fee** are incurred at the same time, each item will be charged separately. Unloading fee = unloading fee of general container + unloading fee of **Highly Complex Container** + **Additional Operations Fee** For example: assuming that there are total of 100 SKUs in a container, of which the first 20 SKUs are free of charge; the 21st-40th SKUs will be charged $5 x 20 = $100; the 41st-100th SKUs will be charged $10 x 60 = $600. The total unloading fee of this container is $100 + $600 = $700. If the container contains 850 boxes of goods, the Additional Operations Fee is 150 x $0.3 = $45. |
| | **Complex container unloading fee:** 20 < Number of SKus in a container ≤ 40 | After SKU count has exceeded 20, there will be a surcharge of $5/additional SKU | |
| | **Highly complex container unloading fee:** Number of SKUs in a container > 40 | SKUs between 20 and 40 will be charged at $5/SKU; SKUs exceeding 40 will be charged at $10/SKU | |
| | **Additional Operations Fee:** Total number of boxes > 700 | Additional surcharge of $0.3/box when box count exceeds 700 | |
| **Box labeling (2 sides)** | Small Amounts and Loose Items | $4.28/unit | After calculating, select the cheaper option out of the two types |

| | Full Containers and Large Quantities | $40 (base service fee) + $1.25/unit | |
|---|---|---|---|
| **Re-packaging** | $4.28/unit | | |
| **Unpacking box to check and take photos** | $4.28/unit | | |
| **Paste barcode on box and take photos** | $8.56/unit | | |
| **Trash Disposal** | $6.8/unit | | |
| **Temporary Stop Order Request** | Normal order | $30/order | shipped by FedEx |
| | Truck order | $5/unit + 2 * Packaging fee | LTL |
| **Hourly Services** | Standard Service | $35/hour | Services without exact pricing but are standard and occur regularly. Repetitive tasks that can be quickly learned by staff. |
| | Special Service | $60/hour | Services without exact pricing and are not standard and occur rarely. Varied tasks that cannot be quickly learned by staff, or requires the manager's help.  here. |
| **Parts Handling** | **Incoming Shipment Verification Fee (parts):** Warehouse confirmation required for parts that are in the container but are not in the Incoming Shipment **Parts repacking fee:** Repacking of parts not packed in accordance with regulations and or repacking of individual parts without independent SKU labels | $50/list | |
| | **Parts retrieval fee:** Shipping parts through unboxing and dismantling new products | $15/list | |
| | **Small part disposal fee:** trash disposal (includes service fee surcharge+ trash weight surcharge) | $10/SKU | |
| | **Large part disposal fee:** trash disposal (includes service fee surcharge + trash weight surcharge) | $20/SKU | |
| | **Parts Receiving Fee:** Warehouse receiving and storing parts arriving via air freight or | $10 (basic operation fee)+$5/SKU (In-warehouse fee) | |

| | | | |
|---|---|---|---|
| | ocean shipping | | |
| | **Parts box labeling fee:** Pasting a SKU label for a single part without an independent label | $10/SKU+($1.25 x number of parts) | |
| | **Mixed parts sorting fee:** Separating parts with different SKUs from one another | $10/SKU+($0.5 x number of parts) | |
| | **Parts inventory counting fee:** (Upon request) counting and verifying parts amount within inventory | $10/SKU+($0.25 x number of parts) | |

**The above are all exceptional operation fees. If there are any special requirements, the fee charged is negotiable.**