

SOP-803: Packaging Requirements and Compliance

Nurise Listing Optimization

Purpose

Ensure proper packaging, barcodes, and labeling are communicated to suppliers and verified before shipment. Proper packaging compliance prevents FBA rejections, customer complaints, and costly returns.

When to Use

- Placing new orders with suppliers
- Preparing first-time shipments to FBA
- Updating packaging specifications
- Conducting pre-shipment inspections

Prerequisites

- ☐ Product selected and validated (SOP-202)
 - ☐ Supplier relationship established
 - ☐ Amazon FBA requirements reviewed
 - ☐ Barcode (FNSKU or UPC) obtained
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Part 1: Preparing Packaging Requirements

Step 1: Gather Required Information

Product Specifications:

Item	Details Needed
Dimensions	Length x Width x Height (cm/inches)
Weight	Product weight and shipping weight
Fragility	Does it need extra protection?
Hazmat	Any hazardous materials?

Barcode Information:

Barcode Type	When to Use
FNSKU	FBA inventory (preferred)
UPC/EAN	Manufacturer barcode (commingled)
GTIN exemption	Private label products

Step 2: Create Packaging Specification Document

Create a detailed document including:

PACKAGING SPECIFICATION DOCUMENT

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Product Name: [Your Product]

SKU: [Internal SKU]

Date: [YYYY-MM-DD]

1. PRODUCT DIMENSIONS

- Product: L x W x H (cm)
- Packaged: L x W x H (cm)
- Weight: kg

2. BARCODE REQUIREMENTS

- Type: FNSKU
- Number: X00XXXXXXX
- Location: [Bottom of packaging / Side panel]
- Size: Minimum 1" x 2" (25mm x 50mm)

3. LABEL REQUIREMENTS

- Country of Origin: Made in China
- Brand Name: [Your Brand]
- Warning Labels: [If applicable]
- Suffocation Warning: Required for bags >5"

4. PACKAGING MATERIALS

- Primary: [Box type / Polybag / Blister pack]
- Secondary: [Shipping carton specs]
- Protection: [Bubble wrap / Foam / None]

5. SPECIAL REQUIREMENTS

- [List any product-specific requirements]

Step 3: Submit Requirements to Supplier

Email Template:

Subject: Packaging Requirements for [Product Name] – Order #[XXX]

Dear [Supplier Name],

Please find attached our detailed packaging requirements for [Product Name]. This document includes all necessary specifications for barcodes, labels, and packaging materials.

KEY REQUIREMENTS:

1. BARCODE

- Type: FNSKU
- Number: X00XXXXXXX
- Placement: [Specific location]
- Must be scannable at 6" distance

2. LABELS

- Country of Origin: Required
- Brand Name: [Your Brand]
- Warning Labels: [As specified in attachment]

3. PACKAGING

- Primary: [Box/Polybag specifications]
- Carton size: [Dimensions]
- Units per carton: [Number]

4. QUALITY REQUIREMENTS

- Please send pre-production samples before mass production
- Photos required at each production stage

Please confirm receipt and your understanding of these requirements.
Schedule a call if you have any questions.

Best regards,
[Your Name]
[Your Contact Information]

Part 2: Amazon FBA Packaging Requirements

General FBA Requirements

Requirement	Standard
Barcode scannable	From 6 inches away
Barcode location	Flat surface, not on seam
Unit packaging	Must protect product in transit
Suffocation warning	Required on poly bags >5" opening
Expiration dates	Must be visible (if applicable)

Poly Bag Requirements

Products in poly bags must meet these standards:

Specification	Requirement
Minimum thickness	1.5 mil (0.0015")
Suffocation warning	Required if opening >5"
Sealing	Must be sealed or secured
Barcode visibility	Must be scannable through bag

Suffocation Warning Text (Required):

WARNING: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds,

carriages or play pens. This bag is not a toy.

AVERTISSEMENT: Pour éviter tout risque d'étouffement, tenir ce sac en plastique hors de la portée des bébés et des enfants.

Box Requirements

Specification	Standard
Six-sided box	Must be enclosed
Crush resistance	Protect from 50lb stacking
Tape	Use quality packing tape
Labels	Apply to largest flat surface

Barcode Specifications

FNSKU Label Requirements:

- Size: Minimum 1" x 2" (25mm x 50mm)
- Format: Code 128 barcode
- Human-readable text: Below barcode
- Placement: Flat surface, away from edges and seams

Part 3: Pre-Production Sample Approval

Step 1: Request Samples

Ask supplier to provide:

- ☐ Pre-production packaging samples
- ☐ Sample barcodes (printed or labels)
- ☐ Sample labels and warnings
- ☐ Photos of packaged product

Step 2: Inspect Samples

Packaging Checklist:

- ☐ Dimensions match specifications
- ☐ Material quality meets standards
- ☐ Printing quality is clear
- ☐ Colors match brand guidelines
- ☐ No spelling errors

Barcode Checklist:

- ☐ Correct FNSKU/UPC number
- ☐ Scannable with barcode reader app
- ☐ Properly positioned
- ☐ Clear and not smudged

- ☐ Correct size

Label Checklist:

- ☐ Country of origin present
- ☐ Brand name correctly spelled
- ☐ Required warnings included
- ☐ Language requirements met (English + French for Canada)

Step 3: Provide Approval or Changes

Status	Action
Approved	Send written approval, proceed to production
Minor Changes	Document specific changes, request new samples
Major Changes	Halt production, revise specifications

Part 4: Production Monitoring

Step 1: Request Production Updates

Schedule update checkpoints:

- **25% completion** - Initial production photos
- **50% completion** - Mid-production quality check
- **75% completion** - Pre-final inspection
- **100% completion** - Final inspection before shipping

Step 2: Quality Control Checkpoints

Create Inspection Checklist:

PRODUCTION INSPECTION CHECKLIST =====

Inspector: _____

Date: _____

Order #: _____

PACKAGING (Sample 10 units):

- [] Dimensions correct
- [] Material quality acceptable
- [] Print quality clear
- [] No damage or defects
- [] Proper sealing

BARCODES (Scan 20 units):

- [] All barcodes scannable
- [] Correct numbers
- [] Proper placement
- [] Clear printing
- [] Not covered by tape/seams

LABELS (Check 20 units):

- ☐ All required labels present
- ☐ Text accurate
- ☐ Warnings visible
- ☐ Adhesion quality

OVERALL:

- ☐ Units per carton correct
- ☐ Carton labeling correct
- ☐ Total quantity verified

Notes: _____

Approval: ☐ Yes ☐ No (with revisions)

Step 3: Third-Party Inspection (Recommended)

Consider hiring inspection services for:

- Large orders (500+ units)
- First orders with new suppliers
- High-value products
- Products with complex packaging

Common Inspection Services:

- QIMA (formerly AsiaInspection)
- Bureau Veritas
- SGS
- V-Trust

Part 5: Final Pre-Shipment Approval

Final Checklist Before Shipping

Product Quality:

- ☐ Product meets specifications
- ☐ No defects or damage
- ☐ Functions correctly (if applicable)

Packaging:

- ☐ Primary packaging correct
- ☐ Secondary packaging (cartons) correct
- ☐ Protection adequate for shipping

Barcodes:

- ☐ All units have scannable barcodes
- ☐ FNSKU numbers verified
- ☐ Placement per specifications

Labels:

- ☐ All required labels present
- ☐ No missing or incorrect information
- ☐ Warnings properly displayed

Documentation:

- ☐ Commercial invoice prepared
- ☐ Packing list accurate
- ☐ Shipping labels ready

Approval Communication

Subject: APPROVED – Shipment Ready for [Product Name] – Order #[XXX]

Dear [Supplier Name],

We have completed our final inspection and APPROVE the shipment of Order #[XXX] for [Product Name].

Confirmed Details:

- Total Units: [XXX]
- Cartons: [XX]
- Shipping Method: [Sea/Air]
- Destination: Amazon FBA [Warehouse Code]

Please proceed with shipping and provide:

1. Bill of Lading / Airway Bill
2. Tracking information
3. Estimated arrival date

Thank you for your attention to our packaging requirements.

Best regards,
[Your Name]

Common Issues and Solutions

Issue	Cause	Solution
Barcode not scanning	Print quality, wrong size	Request reprints, verify specs
FBA rejection	Incorrect packaging	Review FBA requirements, repack
Wrong FNSKU	Supplier error	Verify before production, relabel
Damaged products	Inadequate protection	Increase cushioning, stronger boxes
Missing warnings	Supplier oversight	Provide warning text file, verify samples

FBA-Specific Requirements Summary

For Amazon.ca FBA:

- Bilingual labels (English + French) required for Canada
- Country of origin must be visible
- FNSKU preferred over manufacturer barcode
- Units must survive drop test and stacking

Prohibited:

- Loose products (must be bagged or boxed)
 - Damaged or dirty packaging
 - Illegible barcodes
 - Products without proper identification
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Success Criteria

- ☐ Packaging specification document created
- ☐ Supplier confirmed understanding
- ☐ Pre-production samples approved
- ☐ Production quality verified
- ☐ Final inspection passed
- ☐ Shipment approved

Related SOPs

- Previous: SOP-802 - Suppressed Listing Creation
 - Next: SOP-901 - Launch Day Procedures
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Time Estimate: 2-3 hours initial setup, ongoing monitoring **Difficulty:** Intermediate **Last Updated:** 2026-01-23

Nurise Listing Optimization SOP v1.0