

CVS Labeling Requirements (carton, seasonal and pallet)



CARTON LABEL

CVS does not review/approve carton labels prior to shipping. Please review the below requirements and ensure your labels are in compliance.

Requirements:

- ✓ **One label per carton**
- ✓ **Size / Placement:** No size requirement. No placement requirement (any one side, prefer upper left hand corner)
- ✓ **Formatting:** No specific format required. The information can be provided on a label and/or imprinted on the carton
- ✓ **Content:**
 1. Supplier Name
 2. CVS Item Number
 3. Product Description
 4. Case Pack
 5. Weight (required for 10 lbs & over)
 6. UPC Numbers and Barcodes:
 - Each carton must contain the ITEM or CASE UPC numbers and scannable barcode
 - If you presently have a CASE UPC/Barcode on the cartons, ensure the CASE UPC numbers were provided on the New Item Form. Questions can be directed to the Item Coordinator Data Management Team IC_DSDTeam@CVSHealth.com
 7. Expiration Date - as applicable
 - Expiration Dates must be in a readable date format (ie. MM/DD/YYYY)

Carton label sample. This is a generic label and is not intended to be used as a template.

Shipper Info	Supplier Name Address City, State Zip Code																
Item Info	<table> <tr> <td>CVS Item Number</td> <td>123456</td> <td></td> </tr> <tr> <td>Product Desc</td> <td>Product Description</td> <td></td> </tr> <tr> <td>Case Pack</td> <td>24 pcs per case</td> <td><i>Number of units or inner pcks</i></td> </tr> <tr> <td>Weight</td> <td>10.5 lbs</td> <td><i>Required for 10 lbs and over</i></td> </tr> <tr> <td>Exp Date</td> <td>00/00/0000</td> <td><i>Required date format 00/00/0000</i></td> </tr> </table>	CVS Item Number	123456		Product Desc	Product Description		Case Pack	24 pcs per case	<i>Number of units or inner pcks</i>	Weight	10.5 lbs	<i>Required for 10 lbs and over</i>	Exp Date	00/00/0000	<i>Required date format 00/00/0000</i>	
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Case UPC / GTIN-14 <i>if currently exists on your cartons</i>	 0 00 12345 60001 2	<i>ensure the existing Case UPC has been provided to the Merchant Team via the New Item Form</i>															
Item UPC / GTIN-12 <i>required if a Case UPC is not available</i>	 0 12345 67890 5																

SEASONAL LABEL (in addition to the above carton label)

To determine if seasonal labels are required, refer to the EDI “PO Comment” field.

Example: “**XC**, **Xmas Toys**, **Setup 10/4/20**”

If the PO Comment field does not provide clear seasonal information, questions should be directed to the CVS Supply Planner (the person who creates the purchase orders).

Requirements:

- ✓ **Four labels per carton (one on each side)**
- ✓ **Color:** Refer to below grid
- ✓ **Size / Placement:** 8” long x 5” wide (or as large as possible for smaller cartons). No placement requirement (prefer upper right hand corners or lower left hand corners)
- ✓ **Content:**
 1. **Season Code** – if the code is not listed on the below Seasonal Grid (ie. MA for Mother’s Day), refer to example 2 below.
 2. **Event Category (if applicable)** - not all seasonal codes will have an event category (ie. Halloween) refer to example 3 below
 3. **Store Setup Date** – if the Set Up date is not provided, refer to the Store Set Up Date associated with the Season Code. If there are multiple dates, choose the set up date that falls after your PO ship to arrive date / requested delivery date)

Seasonal label examples (do not represent actual size or PMS color)

Example 1 Seasonal Code for Christmas Toys, for an even numbered year with applicable Event Category (noted in EDI PO Comment field) and Store Set Up date (PO STA 9/16/20)

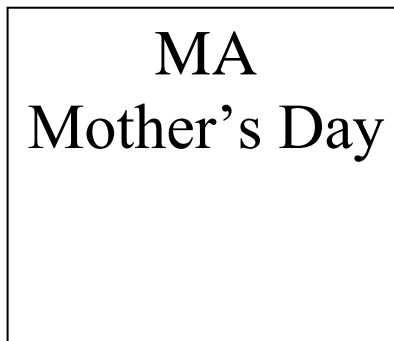
Example 2 Seasonal Code for Mother’s Day. This is not listed on the grid, no color required

Example 3 Seasonal Code for Halloween for an even numbered year. PO Comment field did not contain an Event Category. Store Set Up date obtained from the Seasonal Grid

1



2



3



SEASONAL EVENT GRID

SEASON (EVENT) ****	LETTERING for ODD numbered years	LETTERING for EVEN numbered years	Store Set Up Date 2019-2020	Store Set Up Date 2020- 2021	LABEL COLOR - PMS #
Valentine	VA	VA	12/29/2019	1/3/2021	Pink - PMS #232
Jan PGM	GP	GJ	12/29/2019	1/3/2021	No Fill
Spring / Lawn & Garden	SP	LG	2/15/20 3/15/20	2/15/21 3/14/21	Yellow - PMS Process Yellow
Easter	EA	EA	2/15/2020	2/15/2021	Yellow - PMS Process Yellow
Summer	SM	SU	2/15/20 3/23/20 4/13/20	2/15/21 3/21/21 4/5/21	Blue - PMS #2935
Back to School	BS	BT	6/1/20 7/6/20 7/20/20	5/30/21 7/4/21 7/25/21	Orange -PMS #021
Fall Décor / Thanksgiving	TK	FD	9/6/2020	9/6/2020	Brown - PMS #463
Halloween	HA	HW	9/6/2020	9/6/2020	Black - PMS Process Black
Fall and Winter	FL	FW	9/6/20 10/4/20 12/1/20	9/6/20 10/4/20 12/1/20	No Fill
Christmas Toys, PGM, Plush, Books & Accessories	XM	XC	9/6/20 10/4/20 11/1/20	9/6/20 10/4/20 11/1/20	Green - PMS #7482
Christmas	XM	XC	11/1/2020	11/1/2020	Red - PMS #199
Christmas - Wrap, Boxes, Bows, Ribbon, Bags	XM	XC	11/8/20 11/15/20 12/1/20	11/8/20 11/15/20 12/1/20	Red - PMS #199

**** All seasonal events are not listed. For seasonal events not listed - label color is "No Fill".

Events shown above may have more set dates than noted, review the EDI "po comment" field for correct event code, event category and set date per order. **NOTE:** If you currently do not receive the po comment from your EDI provider - you must contact them to fulfill this requirement.

PALLET LABEL

CVS does not review/approve pallet labels prior to shipping. Please review the below requirements and ensure your labels are in compliance.

In addition to providing a carton label on each carton, as outlined above, all pallets must contain two pallet labels.

- ✓ **Suppliers currently providing ASN data;** refer to the below pallet label sample. The pallet label must contain all components.
- ✓ **Suppliers NOT providing ASN data;** the pallet label must contain the information highlighted in green. Disregard all other information listed below the highlighted section.

Pallet Label sample. This is a generic label and is not intended to be used as a template

Ship From Location	Company Name Street address City, State, Zip	CVS Distribution Center Street Address City, State, Zip	Ship To Location
Purchase Order #s	Purchase Order Number (s)		
Serial Shipping Container Bar Code (total of 20 #s) <i>SSCC # is required only for suppliers currently providing ASN data</i>	(00) 0 00 12345 55555555 8  SSCC # (see below example)		



Application Identifier (AI) - "00" indicates the SSCC-18 data structure will follow
Extension Digit - no defined logic/used to increase capacity of the Serial Reference
Company Prefix #s - 7-10 digits. Serial Reference #s - 6-9 digits
Serial Reference - assigned by holder of GS1 Company Prefix, unique identifier of shipping container (16 digits)
Check Digit - Use Modulo 10 algorithm to calculate. Use a free Check Digit Calculator offered by bar Code Graphics