



CVS Routing Guide Instructions

Supplement #1 – Labeling, Pallet and Packaging Requirements



Attention

Logistics & Distribution

Contents

I	Revision Change History	3
II	CVS Domestic Labeling Requirements (Carton, Seasonal & Pallet)	4
II.1	Carton Identification Label	4
II.2	Season Label	5
II.3	Pallet Label.....	6
III	Pallet Requirements	9
III.1	Pallet Quality Requirements.....	9
III.2	Pallet Height Requirements.....	10
IV	Packaging Requirements	11
IV.1	Item and Case Requirements:.....	11
IV.2	Item Dimension Accuracy:.....	11
IV.3	Item Criteria:	11
IV.4	Inner Pack Criteria:	11
IV.5	Case Criteria:	12

I Revision Change History

REVISION #	UPDATED CHANGES
2	Added Pallet Requirements beginning on Page 8 Added Packaging Requirements beginning on Page 10

II CVS Domestic Labeling Requirements (Carton, Seasonal & Pallet)



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

II.1 Carton Identification Label

Requirements:

- ✓ **One label per carton (all cartons must contain an identification label)**
- ✓ **Size / Placement:** No size requirement. Placement on any one side (not top of carton)
- ✓ **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 one of the following:
 - ITEM UPC (12-13 digit) with scannable barcode
 - CASE UPC (14 digit) with a scannable barcode
 - Suppliers are responsible for managing item information in the STIBO Product portal. Direct questions to MDM_Stibo@CVSHealth.com
 7. Expiration Date - as applicable
 - Expiration Dates must be in a readable date format (ie. MM/DD/YYYY)
 - Expiration Dates are required on Displays containing date sensitive content.
 - If multiple SKU content with varying expiration dates, use the date which expires first

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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CVS Item Number</td> <td style="width: 20%;">123456</td> <td style="width: 40%;"></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>	
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>															
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																



II.2 Season Label

(in addition to the above carton identification label if applicable)

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

There may be additional Events and Store Set Up Dates provided in the PO comments that are not listed on the grid. If so, produce a label containing the event code and store setup date as noted (no color). Apply 4 labels to each carton.

PO Comment Example: “Christmas Wrap, XC, Setup 11/18/24”

If the PO Comment field does not provide clear seasonal information, questions should be directed to the Supply Planner (the person responsible for creating your purchase orders).

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

Requirements:

- ✓ **Four labels per carton**
- ✓ **Color:** Refer to below grid
- ✓ **Size / Placement:** 8” long x 5” wide (or as large as possible for smaller cartons). One label placed on all 4 sides of the carton (preferably corner of carton)
- ✓ **Content:**
 1. **Season Code** – if the PO comment contains a code not listed on the below Seasonal Grid (i.e. MA for Mother’s Day), refer to example 2 below.
 2. **Season Event Category (i.e., Christmas Toys)** - not all PO comments related to seasonal events will contain an event category. Omit the category if one is not provided, refer to example 3 below.
 3. **Setup Date** - not all PO comments related to seasonal events will contain a store setup date. If one is not provided, use the applicable setup date provided on the grid. If multiple setup dates are listed, choose the first setup date that falls after the PO STA date.

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

Example 1 Seasonal Code for Christmas Wrap, for an even numbered year, with applicable Event Category (noted in EDI PO Comment field) and Store Set Up date.

Example 2 Seasonal Code for Mother’s Day (as noted in PO comment field). This is not listed on the grid; label coloring is not required. If a Store Setup date is not provided it is not required.

Example 3 Seasonal Code for Summer for an even numbered year. The Store Setup date was not provided in the PO comments. PO STA date is 2/16/24, choose the next available setup date (3/17/24).

1



2



3





SEASONAL EVENT GRID – 2024

SEASON EVENT CATEGORY	SEASON CODE for ODD numbered year	SEASON CODE for EVEN numbered year	Store Set Up Date	LABEL COLOR - PMS #
Valentine	VA	VL	12/31/2023	Pink - PMS #232
Spring / Lawn & Garden	SP	LG	2/15/2024	Yellow - PMS Process Yellow
Easter	EA	ES	2/15/2024	Yellow - PMS Process Yellow
Summer	SM	SU	2/15/24 3/17/24 4/1/24	Blue - PMS #2935
Back to School	BS	BT	7/21/2024	Orange -PMS #021
Fall Décor / Thanksgiving	TK	FD	8/26/2024	Brown - PMS #463
Halloween	HA	HW	8/26/2024	Black - PMS Process Black
Fall and Winter	FL	FW	9/29/24 12/1/24	No Fill
Christmas Toys, PGM, Plush, Books & Accessories	XM	XC	8/25/24 11/1/24	Green - PMS #7482
Christmas	XM	XC	11/1/2024	Red - PMS #199
Christmas - Wrap, Boxes, Bows, Ribbon, Bags	XM	XC	11/4/24 11/18/24 12/2/24	Red - PMS #199

There may be additional "Events" and Store Set Up Dates. Review the EDI "PO Comment" field for applicable Event Code, Event Category, and Set Up Dates per order. If you are not currently receiving the PO Comment from your EDI provider, you must contact them to fulfill this requirement

II.3 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 identification label on each carton, all pallets must contain a pallet label, one on any two sides of the pallet, upper or lower corners.

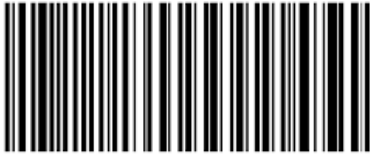
Pallet labels do not replace carton labels and cannot be used as carton labels. All cartons must contain a carton identification label as outlined in the previous section.

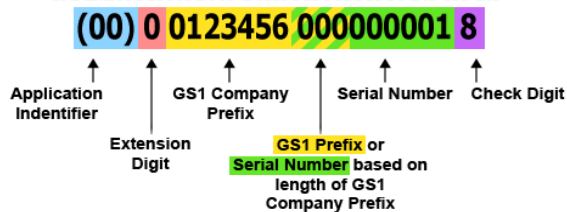
- ✓ **Suppliers currently providing ASN data**; refer to the below pallet label sample. The pallet label must contain all components.

- ✓ **Suppliers NOT YET providing ASN data;** until notified by CVS to begin ASN Certification, the pallet label must contain the information highlighted in green (disregard information listed below the highlighted section) until you have been ASN Certified.

Questions about ASN transmission should be directed to EDI_ASN_Onboarding@CVSHealth.com

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

Questions about Carton, Season and Pallet labels should be directed to supplychainperformance@cvshealth.com

III Pallet Quality Requirements

III.1 Pallet Quality Requirements

(See Ennis DC & Vero Beach DC Pallet Requirements below)

1. CVS reserves the right to recover incremental handling costs resulting from non-adherence to the pallet requirements listed below.
2. CVS is a nonparticipating distributor (NPD) for all pooled pallet companies (i.e. CHEP, PECO, iGPS). CVS will accept loads utilizing third party pallets however CVS takes no responsible for fulfilling any vendor obligations to any third party pallet provider.
3. Suppliers should utilize standard GMA Grade A 48" X 40" four-way hardwood pallets.
 - a. There must be no protruding nails
 - b. No grease, chemicals, or any other material that would soil or damage the product
 - c. The pallet must be clean and structurally sound, that can transport the product through the movement of transportation and warehousing without damaging the product.
4. The pallet slats/boards must be 5/8" thick.
5. No pallets with broken boards will be accepted.
6. CVS does not allow pallet banks
7. By accepting a CVS Purchase Order, Suppliers acknowledge and accept full responsibility for the following:
 - a. Product shipped to a CVS facility from other pallet providers is done so knowingly and willingly and at the Supplier's sole discretion and expense.
 - b. CVS assumes no financial responsibility or liability for receiving shipments on standard GMA pallets
 - c. CVS assumes no responsibility or liability for managing, storing, and/or securing standard GMA pallets relating to shipments received on standard GMA pallets
8. Extra cases on top layer must be secured with shrink wrap (do not place loose cases on top of pallets).
9. Pallet overhang is not accepted. If merchandise is oversized you must call the individual distribution centers for direction. See Attachment I for Distribution Center Information.
10. Pallets must be secured with shrink wrap or tape. Wrapping/tape is to be secured to both the cases and pallet.
11. Corner posts are required on product not shipped in corrugated cartons.
12. The merchandise must be sorted by stock keeping unit (SKU), style and color.
13. If a pallet has multiple SKUs, each SKU must be grouped together on the pallet.

Ennis DC & Vero Beach DC Pallet Requirements:

1. When shipping to the Ennis DC or the Vero Beach DC, suppliers are required to ship on pallets that have bottom deck boards and are in **GOOD** condition.
2. Also note that the **Ennis DC & Vero Beach DC have zero tolerance for pallet overhang.**

Failure to follow these important directives may result in the shipment being refused and a financial penalty.

Questions about pallet quality requirements should be directed to supplychainperformance@cvshealth.com



III.2 Pallet Height Requirements

Prepaid Freight: Refer to the CVS Routing Guide Instructions (Attachment I) for Distribution Center pallet height requirements and/or limits. Please note shipping in excess of the DC's pallet height restriction may result in additional assessorial fees. **To request a pallet height exception please reach out to the individual DC(s).** DC contact information is included in Attachment I within the CVS Routing Guide Instructions.

Collect Freight and Prepaid freight managed by CVS (CPU/backhaul): Please be sure to read Cubic Feet Requirements within the CVS Routing Guide Instructions (*Section II - Collect Freight Routing Instructions*)

CVS Routing Guide Instructions <https://cvssuppliers.com/document-library/supply-chain-performance>

IV Packaging Requirements

IV.1 Item and Case Requirements:

The following is a summary of CVS Health, Inc. item and case packaging criteria. A supplier's ability to supply items within these criteria will help ensure safe and successful distribution throughout the CVS supply chain. Adherence to this information is critical to the overall success of the item(s) life cycle.

IV.2 Item Dimension Accuracy:

- The Supplier is responsible for communicating Item/Case/Pallet configuration changes during the products' life at CVS. Changes should be communicated to the Supplier's inventory planner (i.e. the person who creates your purchase orders).
- Item quantities and manufacturers' case pack quantities must conform in all respects to the item quantities and case pack quantities specified on the purchase order (multiple items cannot be mixed in a single case). The supplier cannot change item quantity or case pack quantity after the purchase order has been issued. Moreover, CVS may, at its option, refuse to accept delivery if item quantities or case pack quantities do not conform with purchase order requirements.

IV.3 Item Criteria:

- Items distributed in pieces/eaches or pre-approved inner packs must safely fit into a CVS tote.
- The standard size of a CVS tote is: 19"L x 13.5"W x 8.5"H
- Items distributed in pieces/eaches or pre-approved inner packs must be packaged to avoid damage/leakage for tote travel. Items presenting known challenges include: flip top lids, trigger bottles, glass/porcelain and/or excessive weight
- The supplier is responsible to ensure the items are appropriately packaged to ship in a CVS tote, to include safety seals under caps, proper torque on lids, etc
- Suppliers must be aware that CVS retail locations receive 96+% of their orders in single selling units. All exterior master case and inner packaging is removed prior to shipping to the store.

IV.4 Inner Pack Criteria:

- With regards to new items and/or packaging changes on existing items, when the item is distributed in pieces/eaches; **CVS accepts no Inner Packs without prior approval from DCInBound@CVSHealth.com.**
- When Inner Packs are approved the previously agreed upon style of inner must be used. The inner pack style includes those where the selling unit is readily accessible for piece picking and unit pricing.
- In **all** inner pack criteria, when the selling unit is piece/each picked, **the selling unit must be immediately accessible once the master case is cut open for order selection.** Six-sided inner pack styles or styles with product surrounded in plastic, cardboard, or bound together in any way are NOT acceptable.
- For more details about Inner Pack criteria refer to the CVS Domestic Warehouse New Item Form / Quantity of Children Example tab



IV.5 Case Criteria:

- Maximum Case Dimensions: 28”H x 20”W x 30”L
- Minimum Case Dimensions: 3”H x 8”Wx 8”L
- Cases/Displays should be a minimum of 3 pounds and not exceed 50 pounds
 - Display heights exceeding 72” require approval

Exceptions or questions regarding the above requirements should be directed to DCInbound@CVSHealth.com