BLACKHAWK
NETWORK

North American Logistics Manual

March 2022
Version 17.0

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1. Introduction

The goal of the North American Logistics Manual is to help our vendors improve their distribution practices and become better suppliers to Blackhawk Network. The requirements in this manual have been developed over time and will ensure that the products delivered to our US and Canadian facilities can be distributed through our network seamlessly.

Below are a few of the critical changes for your reference that can be located in the Table of Contents within the manual. Many of the changes outlined are significant. We encourage everyone to read the manual in its entirety. If you have any questions please send an email to BHN.ASN@bhnetwork.com or contact your Product Implementation Manager.

TITLE	DESCRIPTION
Label Proof Submission For Approval Process Discontinuation	- Archway will no longer be approving label proofs. Printer will be responsible for generating labels to specification.

By agreeing to manufacture &/or ship product in partnership with Blackhawk Network, you are still subject to the terms and conditions set forth in the North American Logistics Manual.

2. Labeling

2.1 General Requirements

In order to maintain vendor compliance standards, packaging consistency and to ensure accurate shipping of products, labels are required for packs, cases, and pallets:

- Blackhawk Network's Product Implementation Manager will provide the following attributes during the implementation process in the Order Confirmation Sheet.
    - IID Description – Taken from the Order Confirmation Sheet
    - IID
    - 12 digit UPC – including check digit   ** **No** dashes included in the UPC
        - Example: 076750123456
    - POS Type (1-Step, 2-Step, Hybrid)
    - Pack Quantity
    - Country of Origin
- The following attributes will be provided from the producer or vendor during production:
    - Control Start (all numeric values)
    - Control End (all numeric values)
    - Pack Or Case Number
- Control Start and Control End numbers
    - Must be unique within IID
    - Must never be reused across all print vendors
    - Must be numeric
    - Must not include check digits
    - Are sequential #'s assigned as reference to the actual card serial numbers
    - Are not the actual starting and ending serial number on the cards in the container (pack, case, pallet)
    - Should be in sequence
    - Control start should be lower than control end
    - The whole number is considered the Control Start and End, not just the last digits
- All products manufactured for sale in Canada require bilingual (English & French) labels
- All products manufactured for sale require 1D and 2D Barcodes for all labels.
- 1D format is code 128. 1D Barcodes must be created for the following:
    - IID
    - Pack or Case Number
    - Pallet #
    - UPC
    - Control Start (all numeric values)
    - Control End (all numeric values)
- 2D Barcode Data Requirements
    - The 2D barcode should be PDF417 format barcode
    - The 2D barcode attributes should be separated by an "@" character in their respective positions within the barcode data.
    - Each data row must have 6 separators regardless of how many actual valid data attributes are included in the data

IMPORTANT!!!

- Archway will no longer be approving label proofs

- Printers are required to generate and print labels to specification utilizing the Order Confirmation Sheet, Shipping PO, and the NALM.

- Printers will be responsible and liable to print labels to spec. If there are issues with labels upon product delivery to a BHN fulfillment house, the Printer will be notified to pick-up product, re-label, and re-deliver.

2.2 2D Barcode Fields

Data Attribute	Position in the barcode data	Description	Character Type and Limits
IID	First	Item number/IID of the product	VARCHAR2(40)
Qty in EACHES	Second	Total quantity of the product in EACHES/UNITS Pallet Qty for Pallet Label Case Qty for Case Label Inner Pack Qty for Inner Pack Label All numeric	NUMBER(6)
Pallet ID/ Case # / Inner Pack #	Third	**Not required for non-serialized inventory – leave blank.** **When required:** Pallet ID for Pallet Label Case # for Case label Inner Pack # for Inner Pack	**VARCHAR2(50)**
Starting Control Number	Fourth	**Not required for non-serialized inventory – leave blank.** **When required:** **Control Number:** Required for secured and EASN Inventory All numeric	**VARCHAR2(30)**
Ending Control Number	Fifth	**Not required for non-serialized inventory – leave blank.** **When required:** **Control Number:** Required for secured and EASN Inventory All numeric	**VARCHAR2(30)**

Expiry Date (when required)	Sixth	**Not required for non-serialized inventory – leave blank.** Expiry date in YYYYMM format All numeric	**VARCHAR2(6)**
Production Date (when required)	Seventh	**Not required for non-serialized inventory – leave blank.** Production date in MMYY format All numeric	**DATE**

2.3 2D Barcode Format Examples

Example attributes: IID 15001
12000 cards on a Pallet, 100 cards in a Case and 10 cards in an Inner Pack

Inner Packs

2D data for Inner Pack label for IID 15001 (ITUNES $15 2008)

15001@10@@@@@

A scan of 2D barcode on the inner pack label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 15001
Quantity in EACHES: 10

Cases

2D data for Case label for IID 15001 (ITUNES $15 2008)

15001@100@@@@@

A scan of 2D barcode on the Case Label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 15001
Quantity in EACHES: 100

Pallets

2D data for Pallet label for IID 15001 (ITUNES $15 2008)

15001@12000@@@@@

A scan of 2D barcode on the Pallet Label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 15001
Quantity in EACHES: 12000

2.4 Sample Inner Pack Labels

2.4.1 Single Language: US Closed Loop
- Please keep IID in upper-left corner

2.4.2 Bilingual (Canada): Closed Loop
- Please keep IID in upper-left corner

2.4.3 Single Language: US Open Loop / Open Loop GPR
- Please keep IID in upper-left corner

Brand ABC XX - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1

PACK#: XX 1

Control End #: XXXXXXXXXX10000

PACK SIZE: XX
VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

2.4.4 Bilingual (Canada): Open Loop / Open Loop GPR
- Please keep IID in upper-left corner

Brand ABC XX - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC/CUP: 076750123456

Control Start #/# de contrôle de départ:
XXXXXXXXXXXXXX1

PACK#/# de paquet: XX 1

Control End #/# de contrôle de fin:
XXXXXXXXXX10000

PACK SIZE/# de paquet: XX
VERSION CONTROL/
Contrôle de version: MMYY
COUNTRY OF ORIGIN/
Pays d'origine: COUNTRY

2.5 Sample Case Labels

2.5.1 Single Language: US Closed Loop
- Please keep IID in upper-left corner

Brand ABC $25 - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC: 076750123456

Control Start #: XXXXXXXXXXXXXXXX1

Case#: XX 1

Control End #: XXXXXXXXXXX10000

PACK SIZE: XX
CASE QUANTITY: XX
VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

2.5.2 Bilingual (Canada): Closed Loop
- Please keep IID in upper-left corner

Brand ABC $25- Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC/CUP: 076750123456

Control Start #/# de contrôle de départ:
XXXXXXXXXXXXXXX1

Case #/# de caisse: XX 1

Control End #/# de contrôle de fin:
XXXXXXXXXXX10000

PACK SIZE/Quantité par paquet:
XX

CASE QUANTITY/
Quantité par casisse: XX

VERSION CONTROL/
Contrôle de version: MMYY

COUNTRY OF ORIGIN/
Pays d'origine: COUNTRY

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2.5.1 Single Language: US Open Loop / Open Loop GPR
- Please keep IID in upper-left corner

Brand ABC XX - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1

Case#: XX 1

Control End #: XXXXXXXXXX10000

PACK SIZE: XX
CASE QUANTITY: XX
VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

2.5.2 Bilingual (Canada): Open Loop / Open Loop GPR
- Please keep IID in upper-left corner

Brand ABC XX- Activation Type
PO #: PO-XXXXXXX

IID: 1234567

UPC/CUP: 076750123456

Control Start #/# de contrôle de départ:
XXXXXXXXXXXXXX1

Case #/# de caisse: XX 1

PACK SIZE/Quantité par paquet:
XX

Control End #/# de contrôle de fin:
XXXXXXXXXX10000

CASE QUANTITY/
Quantité par casisse: XX

VERSION CONTROL/
Contrôle de version: MMYY

COUNTRY OF ORIGIN/
Pays d'origine: COUNTRY

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2.6 Sample Pallet Labels

2.6.1 Single Language: US Closed Loop

The pallet label must include the following information in the format below. (Pallet ID is only required for Open Loop products.)

PALLET #   X OF X

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, State ZIP

Brand ABC $25 - Activation Type

PO #: PO-XXXXXXX

IID: 1234567   UPC: 076750123456

Control Start #: XXXXXXXXXXXXXXX1

Control End #: XXXXXXXXXX10000

PRODUCT DESCRIPTION   VERSION CONTROL: MMYY
PALLET QUANTITY: 10,000   COUNTRY OF ORIGIN: COUNTRY
SHIPPED QUANTITY: 10,000

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

2.6.2 Bilingual (Canada): English-French Closed Loop

BLACKHAWK NETWORK

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, Province
Postal Code

PALLET #   X OF X

Brand ABC $25 - Activation Type

PO #: PO-XXXXXXX

IID: 1234567

UPC/CUP: 076750123456

Control Start #/# de contrôle de départ:
XXXXXXXXXXXXXXX1

Control End #/# de contrôle de fin:
XXXXXXXXXXX10000

PRODUCT DESCRIPTION
PALLET QUANTITY/Quantité par palette: 10,000
SHIPPED QUANTITY/Quantité expédiée: 10,000
VERSION CONTROL/Contrôle de version: : MMYY
COUNTRY OF ORIGIN/Pays d'origine: COUNTRY

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

2.7 Incentives Bulk Shipment Labeling

Below are the visual specifications for Incentives Bulk shipment labeling. Note that this products is packaged as:
- "Inner Packs" (Sleeves) of 500
- Case Packs of 5000
- Palletized (will follow the standard pallet labeling requirements for Archway)

"Sleeves" (Inner Packs)

The inner pack label is the "Sleeve" label.
- Should state **"Sleeve"** instead of Pack **(A pack is 1 and Sleeve is 500)**.
- Labels need to state both pack and sleeve quantity

Cases

Should also state pack and sleeve quantity 500 on label

Closed Box View

Pallets

PALLET #   X OF X

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, State ZIP

Brand ABC $25 - Activation Type

PO #: PO-XXXXXXX
IID: 1234567

UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1

Control End #: XXXXXXXXXXX10000

PRODUCT DESCRIPTION   **VERSION CONTROL:** MMYY
PALLET QUANTITY: 10,000   **COUNTRY OF ORIGIN:** COUNTRY
SHIPPED QUANTITY: 10,000

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

3. Serialized Inventory Management (EASN Managed Cards ONLY)

BHN will capture card serial numbers at time of receipt. It is imperative that our vendors follow the serialization guidelines called out on the BHN Label Spec.

This section describes electronic serialized tracking information whenever the product is produced in a manner which is not sequential. This will be the standard for US and Canadian Open Loop products.

To accomplish this, the product must be labeled following the policy below.

3.1 Tracking By Case & Pack ID (minimum requirements)

This instance allows tracking by pack and case for situations that will not allow the printing of serial ranges on the labeling. This model requires card printers to transmit an Electronic Advanced Shipment Notice (EASN) in advance of receipt. The EASN contains the printer assigned pallet ID, Case #, and Pack # for each pack and case on the pallet. Optionally, the actual serial number in the packs can also be sent depending on client data reporting requirements. **THE EASN DATA MUST MATCH THE DATA ON THE LABELS!**

The following requirements also apply to Bulk Incentive Cards.

- **Pack Label** – needs to include a barcoded item number (same as on pallet label), barcoded Pack #, and pack quantity (i.e. 10/inner pack).   The Pack # must be unique across card manufacturing and never reused.

- **Case Label** – needs to include a barcoded item number (same as on pallet label), barcoded Case #, and pack quantity (i.e. 100/Sleeve, non-barcoded is fine). Item description is also required (human readable only). The Case # must be unique across card manufacturing and never reused.

- **Pallet Label** – must include a barcoded Pallet ID. The Pallet ID must be unique across card manufacturing (Archway will assign the card producer a pallet prefix code) and never reused. Also required is a barcoded IID as well as a control count of cases on the pallet. Item description is also required (human readable only).

- The pack, case, and pallet labels must include both 1D and 2D barcode formats.
    - 1D format is Code 128
    - 2D format is Code PDF417

- EASN for Case/Pack model **MUST** be sent at least 48 hours in advance of delivery time with notification that the EASN has been posted along with file name and IID to BHN_Support@archway.com

- Control Start and Control End numbers
  - Must be unique within IID
  - Must never be reused across all print vendors
  - Must be numeric
  - Must not include check digits (For labels only)
  - Are sequential #'s assigned as reference to the actual card serial numbers
  - *Are not* the actual starting and ending serial number on the cards in the container (pack, case, pallet)
  - ***Should be in sequence***
  - ***Control start should be lower than control end***
  - ***The whole number is considered the Control Start and End, not just the last digits***

3.2 2D Barcode Format Examples for Open Loop Products

Assuming that for IID 20490 there are:
14000 cards on a Pallet, 100 cards in a Case and 10 cards in an Inner Pack

Inner Packs

2D data for Inner pack label for IID 20490 (BHN V100)

20490@10@00010101@339861101@339861110@202009@0613

A scan of 2D barcode on the Inner pack Label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 20490 (Must match 1D version exactly)
Quantity in EACHES: 10 (Must match the human readable as listed on label)
Inner Pack ID: 00010101 (Must match 1D version exactly)
Starting Control Number: 339861101 (Must match 1D version exactly)
Ending Control Number: 339861110 (Must match 1D version exactly)
Expiry Date: 202009
Version Control: 0613 (Must match the human readable as listed on label)

Cases

2D data for Case label for IID 20490 (BHN V100)

20490@100@00101@339861101@339861200@202009@0613

A scan of 2D barcode on the Case Label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 20490 (Must match 1D version exactly)
Quantity in EACHES: 100 (Must match the human readable as listed on label)
Case D: 00101 (Must match 1D version exactly)
Starting Control Number: 339861101 (Must match 1D version exactly)
Ending Control Number: 339861200 (Must match 1D version exactly)
Expiry Date: 202009
Version Control: 0613 (Must match the human readable as listed on label)

Pallets

2D data for Pallet label for IID 20490 (BHN V100)

20490@14000@ I2049001@339861001@339875000@202009@0613

A scan of 2D barcode on the Pallet Label using the above data format will decode and produce following data that will be utilized by Archway:

IID: 20490 (Must match 1D version exactly)
Quantity in EACHES: 14000 (Must match the human readable as listed on label)
Pallet Id: I2049001 (Must match 1D version exactly)
Starting Control Number: 339861001 (Must match 1D version exactly)
Ending Control Number: 339875000 (Must match 1D version exactly)
Expiry Date: 202009
Version Control: 0613 (Must match the human readable as listed on label)

3.3 Association Specific Requirements: Visa and MasterCard

- For all Visa and MasterCard products, the word "Visa" or "MasterCard" cannot appear anywhere on the Pack, Case, or Pallet labels.
  - For Visa products, denote Visa with "V"
  - For MasterCard products, denote MasterCard with "M"
- Remove currency symbols and the word "Gift" from product descriptions. They should not appear anywhere on the pack, case, and pallet label.
- Please refer to the order confirmation sheet and/or Statement of Work (SOW) for approved product description.

3.4 EASN (Electronic Advanced Shipment Notice)

EASN's must be sent to a secure FTP site with email notification to BHN_Support@archway.com that the EASN has been posted along with the file name and IID. A one-time setup will include access to a secure ftp site with login and password assignment. Please consult your BHN representative for more details.

EASN File Naming Convention
EASN_BHN_VENDORNAME_IID_YYYYMMDD_NNNNNN.dat

- EASN_BHN – Fixed Prefix
- VENDORNAME – Vendor Name (no spaces or special characters in the name)
- IID – BHN Item Number / IID for the product that is being delivered in the file
- YYYYMMDD – Year / Month / Day timestamp for the day on which the file was created
- NNNNNN – Sequential running number

3.4.1 EASN Sample Data (.csv format)

- EASN data must be in all CAPS

Sender	Date	Pallet_Number	Case_Number	Bundle_Number	Serial #	Control #	BHN_Item_ID (IID)	Unused	Expire Date
BHN	7/25/2013	P125	C10000	B20000	1000000001	9000000001	123456		202010
BHN	7/25/2013	P125	C10001	B20001	1000000002	9000000002	123456		202010
BHN	7/25/2013	P125	C10002	B20002	1000000003	9000000003	123456		202010
BHN	7/25/2013	P125	C10003	B20003	1000000004	9000000004	123456		202010
BHN	7/25/2013	P125	C10004	B20004	1000000005	9000000005	123456		202010
BHN	7/25/2013	P125	C10005	B20005	1000000006	9000000006	123456		202010

3.4.2 EASN Field Descriptions

Field	Description	Notes/ Comment
Sender	Manufacturer Code	Fixed Value
Date	Date EASN is sent	MM/DD/YYYY format
Pallet #	Unique pallet number – never to be repeated for the same IID	Must be prefixed with value of P
Case #	Unique case number – never to be repeated for the same IID	Must be prefixed with value of C
Bundle #	Unique bundle number – never to be repeated for the same IID	Must be prefixed with value of B
Serial #	Serial number	
Control #	Control number	
BHN Item ID	BHN item IID	
Unused	Unused, no data required in this column	
Expire Date	Card expiration date	YYYYMM format

- EASN data must be in all CAPS

3.4.3 Common EASN File Errors

- EASN file name does not follow naming convention
- Duplicate file receipt – Files with the same name are sent more than once
- Any of the required fields are missing data
- Serial numbers in a pack or case do not match pack quantity
- Duplicate Control or Serial numbers – reused in the same file or in prior files for the same IID
- Expiration date is not in the YYYYMM format
- Expiration date is past due or current month
- No mixing expiration dates on pallets
- Production date is not in MM/DD/YYYY format
- Pack IDs / Case IDs / Pallet IDs can never be reused for the same IID

3.5 Open Loop EASN Data for Multipacks

EASN data for Multipacks abide by the same EASN guidelines with the following additions:
- Multipack EASNs and labels should only contain the Parent card and not the Child card information
- EASN data with the file should be at sleeve level
- Control numbers of a sleeve must be unique and in sequence
- Control number rules:
  - Must be numeric and contain up to 30 characters
  - Unique for the IID
  - In sequential order
- Please consult your BHN representative for additional details.

Example:

Sender	Date	Pallet	Case	Bundle	Serial number	Control number	IID	unused	exp date
ABC	7/25/2013	PU001168	C161413	B1649205	6000060970	379560000001	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000061000	379560000002	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000061030	379560000003	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000061060	379560000004	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060790	379560000005	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060820	379560000006	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060850	379560000007	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060880	379560000008	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060910	379560000009	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649205	6000060940	379560000010	99999		202010
..	..	..	..	..	…	..	..	..	..
..	..	..	..	..	..	..	..	..	..
ABC	7/25/2013	PU001168	C161413	B1649214	6000060099	379560000091	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070000	379560000092	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070022	379560000093	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070045	379560000094	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070047	379560000095	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070056	379560000096	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070067	379560000097	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070078	379560000098	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070089	379560000099	99999		202010
ABC	7/25/2013	PU001168	C161413	B1649214	6000070091	379560000100	99999		202010

Label for Inner Pack **1649205 (10 sleeves)**
- Beginning Control Number: **3795600000001**
- Ending Control Number: **3795600000010**

Label for Case **161413 (10 bundles)**
- Beginning Control Number: **3795600000001**
- Ending Control Number: **3795600000100**

Label for Pallet U001168 (containing cases **161413 to 161422 (10 cases)**
- Beginning Control Number: **3795600000001**
- Ending Control Number: **3795600001000**

3.6 " Do Not Display" Requirement for Inner Packs, Cases, and Pallets

To ensure Blackhawk Network continues to be compliant per the legislation regarding Open Loop Prepaid Gift and Debit products, the "Do Not Display After" phrase is required to be placed on ALL Inner Pack, Case, and Pallet Labels.

This additional phrase is required to be placed above the IID Description on all Open Loop Prepaid Gift labels based on requirements stated either in the Statement of Work or on the Order Confirmation Sheet.

If packs and cases are not labeled and palletized correctly, the shipment will be returned at the vendor's expense. **Refer to the Vendor Compliance section**.

The print vendor is responsible for re-printing new labels should product be non-compliant.

3.7 Open Loop Sample Inner Pack Label

DO NOT DISPLAY AFTER: (Month Day, Year)

DO NOT DISPLAY AFTER Month DD, YYYY
Brand ABC $25 - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

Control Start #: XXXXXXXXXXXXXXX1

Control End #: XXXXXXXXXXX10000

UPC: 076750123456

PACK#: XX 1

PACK SIZE: XX
VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

3.8 Open Loop Sample Case Label

DO NOT DISPLAY AFTER Month DD, YYYY
Brand ABC $25 - Activation Type
PO #: PO-XXXXXXX

IID: 1234567

Control Start #: XXXXXXXXXXXXXXX1

Control End #: XXXXXXXXXXX10000

UPC/CUP: 076750123456

Case #: XX 1

PACK SIZE: XX
CASE QUANTITY: XX
VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

3.9 Open Loop Sample Pallet Label

The pallet label must include the following information in the format below. **Pallet ID is only required for Open Loop products**.

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, State ZIP

PALLET #   X OF X

DO NOT DISPLAY AFTER Month DD, YYYY

Brand ABC $25 - Activation Type

PO #: PO-XXXXXXX

IID: 1234567

UPC: 076750123456

Control Start #: XXXXXXXXXXXXXXX1

Control End #: XXXXXXXXXXX10000

Pallet ID #: XXXXXX

PRODUCT DESCRIPTION
PALLET QUANTITY: 10,000
SHIPPED QUANTITY: 10,000

VERSION CONTROL: MMYY
COUNTRY OF ORIGIN: COUNTRY

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

4. Other BHN Products (Non-gift card or marketing materials)

4.1 General Requirements

This section covers BHN products other than gift cards (i.e. handsets, fixtures, brochures) that are delivered to our affiliated warehouses.

- The following information must be on the pallet, case, and inner pack labels:
    - Item Description
    - Type= "Hybrid"
    - IID – human readable and 1D barcode (code 128)
    - UPC – human readable and 1D barcode (code 128)
    - Pallet/case/inner pack quantity
    - Country
    - 2D Barcode (Format: PDF417)
    - Production Date/ Version Control Number (NOT NEEDED IN BAR CODE BUT HUMAN READABLE)
- Please note that 2D Barcodes should have the following output:
    - " 13176@1000@@@@@0610"
    - Where in the above example:
        - IID= 13176
        - Qty= 1000
        - Production Date/ Version Control No.= 0610 (NOT REQUIRED IN THE BAR CODE BUT HUMAN READABLE)

Note: Refer to the Vendor Compliance section.

4.2 Sample Labels (Other BHN Product)

4.2.1 Inner Packs

Single Language (USA)   **Bilingual (CAN)**

Brand ABC $25 - Activation Type   PO #: PO-XXXXXXX

UPC: 076750123456

IID: 1234567

PACK SIZE: XX

COUNTRY OF ORIGIN: COUNTRY   VERSION CONTROL: MMYY

Brand ABC $25 - Activation Type   PO #: PO-XXXXXXX

IID: 1234567   UPC/CUP: 076750123456

COUNTRY OF ORIGIN/Pays d'origine: COUNTRY
PACK SIZE/ Quantité de paquet: XX
VERSION CONTROL/Contrôle de version: MMYY

4.2.2 Cases

Single Language (USA)   **Bilingual (CAN)**

Brand ABC $25 - Activation Type   PO #: PO-XXXXXXX

IID: 1234567   UPC: 076750123456

COUNTRY OF ORIGIN: COUNTRY   PACK SIZE: XX
VERSION CONTROL: MMYY   CASE QTY: MMYY

Brand ABC $25 - Activation Type   PO #: PO-XXXXXXX
IID: 1234567   UPC/CUP: 076750123456

COUNTRY OF ORIGIN/Pays d'origine: COUNTRY
PACK SIZE/ Quantité de paquet: XX
CASE QTY/Quantité par caisse: XXX
VERSION CONTROL/Contrôle de version: MMYY

4.2.3 Pallets

Every pallet requires a Pallet Label to be affixed to the top right corner on each side of the pallet.

- BHN best practice is only one IID per pallet. To avoid additional segregation fees from warehouses or 3rd party lumpers, vendors should ensure pallet has been checked and only contains one IID. Pallet information or documentation is required.
- **Do not pack cases into Master Cartons**. To avoid additional segregation fees vendors should ensure all pallets are in cases only (e.g. pallet-> case-> inner pack/ bundle)

  For non-card pallet label requirements, refer to standard pallet label samples.

5. Packaging

If producing bilingual gift cards ensure all inner packs, case and pallet labels are also bilingual. Inner packs, cases and pallets should be labeled per our specifications or shipment will be returned at retailer's expense.

Do not use additional bands to secure product in any packaging format.

5.1 Inner Packs

Packs must be poly-bagged or shrink wrapped. **Labels should be <u>affixed to the outside</u> of the pack**. The pack labels must be clearly visible.

- All cards must be packaged into inner packs of 10.
- All inner packs must be 30 cubic inches or less.

The front of card and denomination should be visible through the Inner Pack.
Place the label on the opposite side of the card and the denomination.

Serialization allows Archway to isolate or audit inventory as necessary. Control "Start" and "End" numbers on the label need to be sequential. See also Section 3.1 ("Control Start and Control End Numbers") and Section 3.2 (" ") on p.15 for additional information.

Below are graphics of how placement of the label and the denomination should appear.

Front   **Back**

FOR BULK INCENTIVE CARDS:
Bulk incentive cards should be 500 cards per sleeve.

5.2 Cases

These are general guidelines of case dimensions for the card programs listed below. Use the smallest box possible.

Closed Loop		Telecom / Ticket		Prepaid / Open Loop	
Width	6.00"	Width	4.75"	Width	6.00"
Length	6.00"	Length	5.75"	Length	12.00"
Height	5.00"	Height	4.75"	Height	5.00"

All cards must be packaged into cases of 10 cards x 10 packs or 100 cards per case, except for non-card products.

Multipacks case dimensions – Width x Length x Height
Closed Loop – 10.00" x 12.00" x 7.00"
Prepaid / Open Loop – 9.00" x 25.00" x 6.00"

Max case size for cards: Not to exceed 12x18x12
Max case size for handsets: Not to exceed 10x6.25x6.75

5.3 Pallets

- **Non-Secure Products** - Pallet height at the time of receiving **must not** exceed 52" (including pallet)
- **Secure Products** - Pallet height at the time of receiving **must not** exceed 42" (including pallet)
  - MAX PALLET HEIGHT REQUIREMENTS MUST BE FOLLOWED!!!!
  - Note: BHN prefers pallets be maximized. i.e. If you have less than two pallets worth of product you should always maximize pallet 1 and have less product on the pallet 2.
- Palletized merchandise should be as close to maximum height as possible without going over, in order to optimize warehouse storage.
- All merchandise must be palletized. Required size is 40" X 48", Number 1 or 2 (hardwood) 4-way entry. Pallet Exchange Program is acceptable. No pallet exchange on CHEP or CPC pallets. Pallets need to be shrink-wrapped (clear only) individually. No white pallets, plastic pallets, chimney stacking, or pallets with product over-hang will be accepted.
- BHN best practice is only one IID per pallet. To avoid additional segregation fees from warehouses or 3rd party lumpers, vendors should ensure pallet has been checked and only contains one IID. Pallet information or documentation is required.
- Do not pack cases into Master Cartons. To avoid additional segregation fees vendors should ensure all pallets are in cases only (e.g. pallet-> case-> inner pack/ bundle)
- Do not pack cases into Master Cartons. To avoid additional segregation fees vendors should ensure all pallets are in cases only (e.g. pallet-> case-> inner pack/ bundle)

- Shipments that are on pallets must be received and put away without further physical handling such as re-piling or straightening shifted pallets of product. With this in mind, it is important to adhere to the following requirements.
  - All pallets must include **edge boards** on all four corners to stabilize and secure product.
  - Damaged or improper pallets are unacceptable.

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- Product must be securely stretch wrapped to the pallet to avoid product shifting during transit and storage
- To optimize transportation where possible, pallets should be loaded such that the 48" side faces the nose of the trailer and the 40" side runs parallel to the length of the trailer as shown below:
- In a 53' trailer, 30 pallets will fit when loaded in this manner
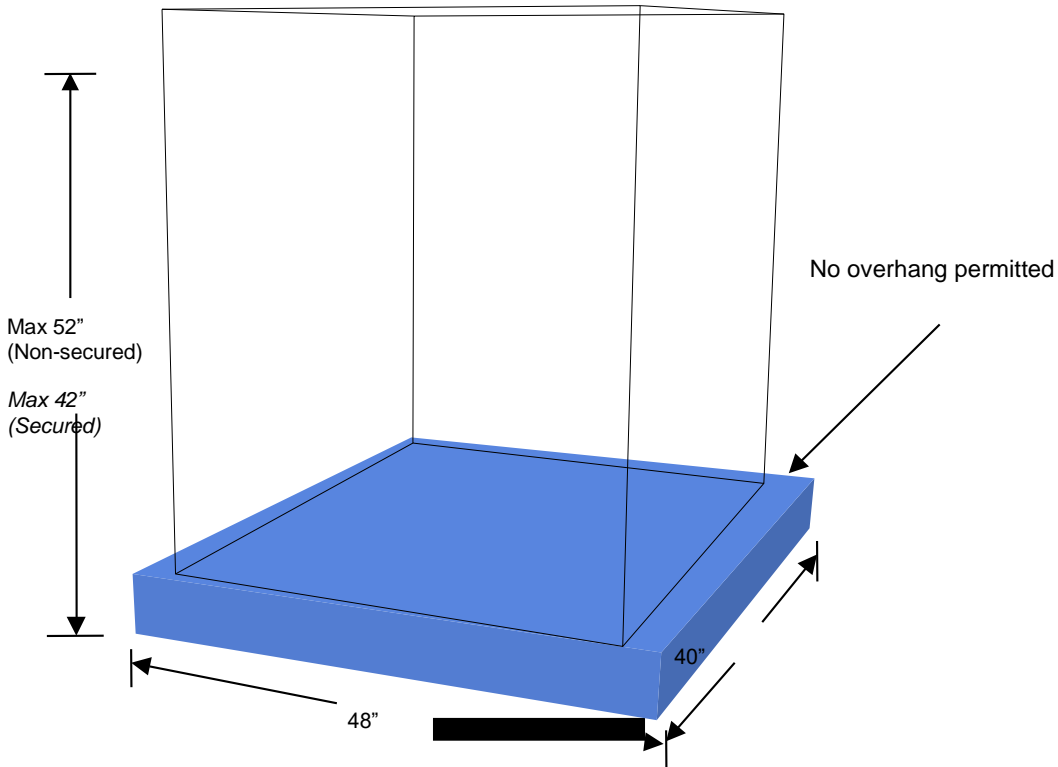- In a 48' trailer, 28 pallets will fit when loaded in this manner (see Figure 2)

No overhang permitted

Max 52"
(Non-secured)

Max 42"
(Secured)

40"

48"

Figure 1 – Maximum Pallet Dimensions

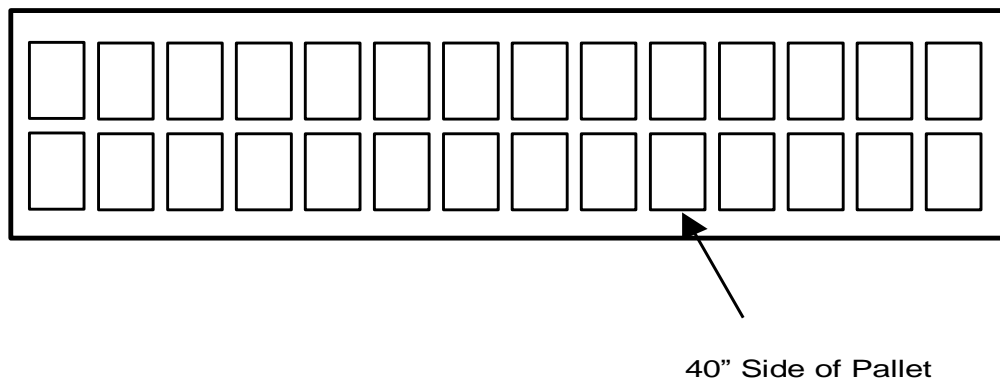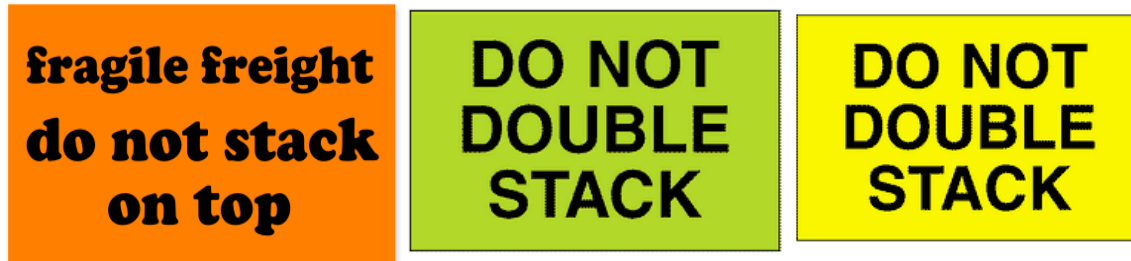48' Trailer Capacity: 28 Pallets

40" Side of Pallet

Figure 2 – Loading Pallets in a Trailer **(NO DOUBLE STACKING)**

The following sticker must be affixed on the upper right hand corner on all sides of the pallet. The minimum size of the sticker is 4" x 6", must be fluorescent, and highly visible. Below are examples of stickers you can use.

5.4 Pallets with Mixed Product

Loads should be built such that each pallet has one IID whenever possible
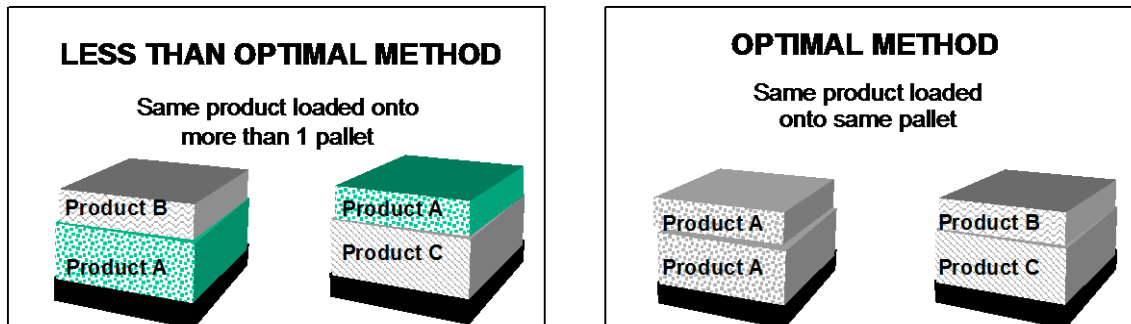(See Figure 3)

Figure 3 – Pallets with mixed product

- ▪ If quantities do not constitute a full pallet per IID, it may be appropriate to ship a mixed pallet with one IID per layer. The largest sized IID should be on the bottom layer graduating by layer to the smaller size on top.
- ▪ A slip sheet separator is required for multiple IIDs per layer.
- ▪ For a shipment that consists of more than 1 purchase order, same product should be loaded onto the same pallet whenever possible (see Figure 3). It is more important to keep identical IIDs rather than purchase orders on a pallet. Our warehouses stores product by IIDs, not purchase order.
- ▪ Pallet label for each product (unique pallet ID # if mixed pallet) and slip sheet to separate different product

![BLACKHAWK NETWORK]

5.5 Photo of a "Perfect" Pallet

The photo shown below is an example of a pallet received at Archway that meets BHN standards. All rows are equal with the labels showing outward on at least one side of the pallet. This pallet is securely wrapped (with clear shrink wrap) and edge boards are used.

6. Delivery

6.1 Warehouse Shipping Addresses

Blackhawk Network
c/o Archway Rogers
20000 South Diamond Lake Road
Rogers, MN 55374
USA
Tel: 763-428-6675
Fax: 877-274-8003

Hours of Receiving:
7:00 AM to 6:00 PM (CST)

Appointment Required

Hours of Scheduling:
7:00 AM to 3:30 PM (CST)
Email addresses:
R2scheduling@archway.com
BHN_Support@archway.com
BHN.ASN@bhnetwork.com

Blackhawk Network
c/o Archway Canada
2450 Stanfield Rd, Unit C
Mississauga, ON   L4Y 1S2
Canada
Tel: 905-897-2237 ext. 231
Fax: 905-897-3418

Hours of Receiving:
8:30 AM to 3:30 PM (EST)

Appointment Required

Hours of Scheduling:
7:00 AM to 3:30 PM (EST)
Canada_scheduler@archway.com
905-267-1356

6.2 ASN (Advanced Shipment Notice)

Prior to shipping product the vendor must submit an Advanced Shipment Notice (ASN) document with the required information listed below to:

- US Shipments: BHN.ASN@bhnetwork.com, BHN_support@archway.com, R2Scheduling@archway.com
- Canada Shipments: Canada_scheduler@archway.com
… and your **Blackhawk Product Implementation Manager**. Please include card descriptions on the documents **and** in the email subject line.

No delivery appointment will be scheduled without a complete ASN. Open Loop cards must have serial number ranges for the ASN to be complete.

✓ Purchase Order Number	✓ Order Quantity by IID
✓ Bill of Lading (BOL) Information	✓ Shipped Quantity by IID
✓ Carrier Name and Telephone Number	✓ Partial Shipment Quantity by IID
✓ Tracking Number	✓ ETA (Ship Date) of Backorder

Note: Refer to the Vendor Compliance section.

Please ensure the email subject line matches the name of your file. See below for an example.

File name: PartnerbrandPO#Warehouse (see examples below)
PartnerbrandPO-XXXXXXXXArchway
PartnerbrandPO-XXXXXXXXArchwayCAN

Advanced Shipment Notice (ASN) to BLACKHAWK

Number	Field	Description
1	FROM	Name of vendor shipping product
2	CUSTOMER	Blackhawk
3	DATE DUE IN WAREHOUSE	Date inventory needs to be delivered to the warehouse
4	P.O. #:	Purchase Order number for the inventory on the ASN as assigned by Blackhawk Only one Purchase Order per ASN
5	SHIPPED TO	Archway
6	EMAIL TO	For Delivery Appointments email to: **Rogers:** r2scheduling@archway.com; BHN_support@archway.com; BHN.ASN@bhnetwork.com **Canada:** canada_scheduler@archway.com; BHN_canadasupport@archway.com; BHN.ASN@bhnetwork.com
7	IID	The IID on the corresponding Purchase Order
8	DESCRIPTION	IID product description
9	SERIAL RANGE	If applicable, serial range of the entire shipped quantity for that IID
10	SECURED ORDER QUANTITY	Total eaches quantity ordered of this item on the Purchase Order
11	NUMBER CASES SHIPPED	Number of cases shipped for that IID
12	NUMBER UNITS SHIPPED	Number of eaches shipped for that IID (Example: Cases x 100 = Total Units)
13	PARTIAL SHIPMENT QTY/CASES	For partial shipments only indicate Total eaches / Total cases by IID
14	ETA OF BACKORDER	If applicable, estimated time of arrival for remaining inventory on order
15	TOTAL UNITS SHIPPED	Total ASN eaches included in shipment
16	TOTAL SKIDS SHIPPED	Total ASN skids included in shipment
17	PAGE__ OF __	Number of pages

Partial Shipment Example;

Advanced Shipment Notice (ASN) to BLACKHAWK

6.3 Delivery Appointment Requirements

- **All shipments must be delivered by appointment.** Delivery Appointments cannot be scheduled without an ASN. There are two options to schedule an appointment with Archway: The first is to send an email. The second option is to call & speak to a live person.

    a. **Archway US:**
        i. Email Option: Send an email containing the ASN to R2Scheduling@archway.com, BHN_support@archway.com, BHN.ASN@bhnetwork.com & your Product Implementation Manager.
        ii. Call Option: The phone number is 763-428-6675. Prior to calling to schedule a delivery appointment, you must send the ASN to R2Scheduling@archway.com, BHN_Support@archway.com, BHN.ASN@bhnetwork.com, & your Product Implementation Manager.

    b. **Archway Canada:**
        i. Email Option: Send an email containing the ASN to Canada_scheduler@archway.com, BHN.ASN@bhnetwork.com, BHN_Support@archway.com & your Product Implementation Manager.
        ii. Call Option: the phone number is 905-267-1356. Prior to calling to schedule a delivery appointment, you must send the ASN to Canada_scheduler@archway.com, BHN.ASN@bhnetwork.com, BHN_Support@archway.com, & your Product Implementation Manager.

- New Print Partner EASN setup with Archway must be completed **14** business days in advance.   Please contact your BHN representative for your one-time setup.

- Appointments must be made at least **24 hours** prior to delivery date. **No appointment will result in refusal of shipment at the warehouse.**

- Allow up to one hour unloading time when scheduling appointment for product count verification. Upon verification, noncompliant products will be returned for resolution.

- Transportation drivers are required to wait during unloading until the case count is completed and sign the Bill of Lading prior to departure.

- Each Purchase Order number must be referenced/quoted individually at all times. Multiple PO numbers must not be shipped under one PO number. Each PO Number must be specified when booking an appointment time.

- **PO number must be referenced/quoted on the outside of every pallet and on all pages of the packing slip**. Only one purchase order per packing slip.

- Orders shipped must match the quantity shown on the ASN.

- Written authorization from a **Blackhawk Product Implementation Manager** is necessary for any exceptions.

- **Late or unscheduled deliveries interfere with the deliveries of other vendors who have made appointments and may be refused.** If your shipment via carrier/transportation company attempts to deliver before or after the appointment date or time, it **will be refused** and **subject to a noncompliance charge**. **Refer to the Vendor Non Compliance section.** (COD's) Collect on Delivery are not accepted.

  Late appointments falling outside of a 2 hour window of their appointment will be considered unscheduled/missed delivery.

- During peak season, BHN highly recommends that the printer/service provider contact Archway and make an appointment prior to shipping product. This will ensure Archway has the availability to receive the products and prevent delivery delays.

- Always reference/quote existing appointment numbers when rescheduling or adding PO's to a previously booked appointment.

6.4 Transportation

To avoid increased waiting periods and traffic at our receiving doors, we have established a system that's more suitable to our business requirements.
Freight On Board (FOB) delivered to Blackhawk Network designated warehouse in USA and Canada:
1. Must be Prepaid 3rd Party Billing.
2. No Collect Shipment.

For freight that Blackhawk Network has agreed to pay for, you will need to call the following contact to arrange for carrier and pick up.

Contact: Echo Logistics
Phone: 855-722-3246
Email: archway@echo.com

6.5 Bill of Lading Requirements

The objective of the Bill of Lading is to ensure that the shipper, the carrier, and the customer (the consignee) are all getting the information they need for the processing of the goods through the supply chain. For additional details, please reference http://www.vics.org/guidelines/bol/.

At a minimum, the following information is required on the Bill of Lading:

- Date
- Addresses (Ship From & Ship To)
- BOL Number
- Carrier Name
- SCAC
- Pro Number
- *Customer Order Information*
    - Purchase Order Number – under customer order number
    - IID(s) – under commodity description
    - Item description(s) – under commodity description
    - Purchase Order Quantity
    - Quantity in pallets
    - Quantity in cases
    - Total cases on pallet
    - Mark appropriate boxes

On the next page is an example of how the BOL is filled out.

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6.5.1 Sample Bill of Lading

VICS Standard BOL: WWW. VICS.ORG For Complete VICS BOL Guideline Information

Date:	**BILL OF LADING**	Page _____

SHIP FROM

Name:
Address:
City/State/Zip:
SID#:   FOB: ☐

Bill of Lading Number: _____

B A R   C O D E   S P A C E

SHIP TO

Name: Location #: _____
Address:
City/State/Zip:
CID#:   FOB: ☐

CARRIER NAME: _____
Trailer number:
Seal number(s):

SCAC:
Pro number:

B A R   C O D E   S P A C E

THIRD PARTY FREIGHT CHARGES BILL TO:

Name:
Address:

City/State/Zip:

Freight Charge Terms: *(freight charges are prepaid unless marked otherwise)*
Prepaid _____   Collect _____   3rd Party _____

SPECIAL INSTRUCTIONS:

☐ (check box)   Master Bill of Lading: with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
GRAND TOTAL					

CARRIER INFORMATION

HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE			Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. *See Section 2(e) of NMFC Item 360*	NMFC #	CLASS
							RECEIVING	
							STAMP SPACE	
					GRAND TOTAL			

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding

_____ per _____."

COD Amount: $ _____
Fee Terms: Collect: ☐   Prepaid: ☐
Customer check acceptable: ☐

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. ☐ 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

_____Shipper
Signature

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Trailer Loaded:
☐ By Shipper
☐ By Driver

Freight Counted:
☐ By Shipper
☐ By Driver/pallets said to contain
☐ By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.

Property described above is received in good order, except as noted.

7. International Shipments

7.1 Shipments to and from Canada

7.1.1 Canada Process & Custom Regulations

Prior to the first shipment vendors send Blackhawk a one-time per annual 'blanket' *Certificate of Origin (NAFTA)* completely filled out and signed electronically. Blackhawk will store these documents internally.

Here is the link to fill out and save the form http://forms.cbp.gov/pdf/CBP_Form_434.pdf

Once completed please email to BHN.ASN@bhnetwork.com and copy **BHN Product Implementation**.

For Canadian shipments, vendors are required to send the ASN to Canada_scheduler@archway.com, BHN.ASN@bhnetwork.com, BHN_Support@archway.com and your Product Implementation Manager prior to scheduling delivery appointment.

7.1.2 Canada Broker Information

The following are the contacts for BHN's designated Customs Brokers:

Inbound and Outbound Canadian Shipments:

CUSTOMS INSTRUCTIONS:

1. Invoice Purchaser "Sold To" (IOR):

> BLACKHAWK NETWORK CANADA
> 3280 Bloor St. W Suite 801
> Toronto, ON M8X2X3

2. List Broker in Customs Invoice:
> MAINFREIGHT, INC. (CA)
> 3425 HARVESTER ROAD
> SUITE 205A
> BURLINGTON ON L7N 3N1
> Attn: Stacey Mitchell
> Phone: +1 (289) 288-0393
> Fax: +1 (289) 288-0463

Note:
1) Email OR Fax all documents INCLUDING COPY of BHN SO, PDG Invoice to BHN & NAFTA prior to shipment to:

> a.   Broker: Mainfreight Canada: Stacey.Mitchell@mainfreight.ca
>   Fax: +1 (289) 288-0463

> b.   email: BHN.Fixtures@bhnetwork.com

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Please ensure your drivers add the following information to their PARS fax:
1. PARS Number (in bar coded format)
2. ETA (Date and hour)
3. PORT OF ARRIVAL
4. Name of driver and cell phone number (we will send 2 text messages direct to their cell phone advising we have received their PARS and also when it is ACCEPTED by CBSA). This also helps our team if we need to contact your driver for further information.

You can also look up your PARS status on our website
https://wod.willsonintl.com/extranet/WebPortal/Output/Proxy.ASP?Method=LoadPage&ResourceCode=p aps

What is an Importer of Record (IOR)?

All shipments going into Canada must clear Canada customs. The Importer of Record (IOR) is the party responsible for clearing the goods through customs. The IOR is negotiated as part of the terms of sale between the buyer and the shipper. The terms of sale should be established before the consignment is shipped. The Importer of Record can be the shipper, the consignee, or a third party.

What is a Non-Resident Importer (NRI)?

The Importer of Record (IOR) can either be an entity inside or outside of Canada. Importers of Record outside of Canada are referred to as a Non-Resident Importer (NRI). Your customs broker is a good source for helping you establish NRI status.

What is a customs broker?

Most importers prefer to use the expertise of a licensed customs broker as their agent to assist them in clearing goods entering Canada. It is highly recommended that the Importer of Record (IOR) engage the services of a licensed Canadian customs broker.

Most brokers require separate paperwork such as a credit application and a power of attorney in order to establish an account. Application process times can vary, thus it is critically important that the Importer of Record (IOR) have an established customs broker in advance of shipping. Without a designated customs broker, many times shipments will be delayed at the border for several days and are subject to storage charges.

Please ensure that your customs paperwork is accurate prior to making a delivery appointment to Archway Canada. Incorrect customs paperwork could result in products being held at the border thus causing delays and missed appointments.

7.1.3 HS Codes for Card Products

The NALM contains samples of a NAFTA and Commercial Invoice with sample goods and their HS codes. Please see table below for verified HS Codes for Card products, by country:

8523.21 Cards Incorporating a magnetic stripe		Code	Note
BHN CA & MX	Plastic or Paper Cards incorporating a recorded magnetic stripe	8523.21.20	Canada and Mexico make no distinction between paper or plastic…
	Plastic or Paper Cards incorporating an unrecorded magnetic stripe	8523.21.10	
Cards with NO magnetic stripe		Code	Note
BHN CA & MX	Plastic cards with NO magnetic stripe	3926.90.9987	Canada and Mexico make no distinction between paper or plastic…
	Paper cards with NO magnetic stripe	4823.90.8850	

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7.2 Sample of Certificate of Origin (NAFTA) Required by Vendor

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB No. 1651-0098
Exp. 10-31-2016

NORTH AMERICAN FREE TRADE AGREEMENT
CERTIFICATE OF ORIGIN

19 CFR 181.11, 181.22

1. EXPORTER NAME, ADDRESS AND EMAIL	2. BLANKET PERIOD
VARIOUS	
	FROM (mm/dd/yyyy) 01/01/2015
	TO (mm/dd/yyyy) 12/31/2015
TAX IDENTIFICATION NUMBER:	
3. PRODUCER NAME, ADDRESS AND EMAIL	4. IMPORTER NAME, ADDRESS AND EMAIL
VARIOUS - AS INDICATED	VARIOUS
TAX IDENTIFICATION NUMBER: AS INDICATED	TAX IDENTIFICATION NUMBER: AS INDICATED

5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN
CARDS, PRINTED, PLASTIC	491199	A or B	Y or N	NC or NO	USA
CARDS, MAGNETIC STRIPE, RECORDED	852321.20	A or B	Y or N	NC or NO	USA
CARDS, MAGNETIC STRIPE, UN-RECORDED	852321.10	A or B	Y or N	NC or NO	USA
CARDS, PLASTIC, NO MAGNETIC STRIPE	3926.90.9987	A or B	Y or N	NC or NO	USA
CARDS, PAPER, NO MAGNETIC STRIPE	4823.90.8850	A or B	Y or N	NC or NO	USA

I CERTIFY THAT:

* THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT;
* I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE;
* THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND
* THIS CERTIFICATE CONSISTS OF [ ] PAGES, INCLUDING ALL ATTACHMENTS.

11.	11a. AUTHORIZED SIGNATURE	11b. COMPANY	
	11c. NAME	11d. TITLE	
	11e. DATE (mm/dd/yyyy)	11f. TELEPHONE NUMBERS (Voice) (Facsimile)	11g. EMAIL

CBP Form 434 (11/14)

7.3 Samples of Commercial Invoice

Commercial Invoice preparation will vary depending on who is procuring the cards to be shipped. In order to simplify the process, we have prepared the below examples.

Sample files will be stored in the appropriate location on the NALM hosting site.

Blackhawk Network US actively procures the cards…

COMMERICAL INVOICE

SHIPPER		INVOICE NUMBER
Blackhawk Network Inc. c/o		**123456**
Harvard Card Systems		**INVOICE DATE**
111 N. Baldwin Park Blvd.		**3/14/15**
City of Industry, CA 91746		**CUSTOMER REFERENCE NUMBER**
USA		**PO-89101112**
		SALES ORDER NUMBER

IMPORTER OF RECORD	CONSIGNEE / DELIVERY ADDRESS	SO-1234567
Blackhawk Network Canada	Archway (Resolve)	
Attn: Stacey McDonald	2450 Stanfield Road, Unit C	
170 Atwell Drive, Ste. #550	Mississauga, ON L4Y 1S2	
Toronto, ON M9W 5Z5	Canada	
Canada		

ROUTING INSTRUCTIONS		CUSTOMS CLEARANCE BY	Country of Origin
Provider:	Mainfreight	Mainfreight	**USA**
Mode:	Truck	Attn: Stacey Mitchell	
Service:	Express, Standard, Etc.	289-288-0393	
Terms of Sale:	Consignment Shipment		

# OF PKGS	ITEM NAME & DESCRIPTION	COO	HS CODE	UNIT QTY	UNIT PRICE	EXTENDED PRICE
25	Cards, Printed Plastic	USA	491190	2,500	$0.15	$375.00
300	Cards, Incorporating Magnetic Stripe, Recorded	USA	8523.21.20	30,000	$0.15	$4,500.00
150	Cards, Incorporating Magnetic Stripe, Unrecorded	USA	8523.21.10	15,000	$0.15	$2,250.00
50	Plastic cards with NO magnetic stripe	USA	3926.90.9987	5,000	$0.15	$750.00
75	Paper cards with NO magnetic stripe	USA	4823.90.8850	7,500	$0.15	$1,125.00
			TOTALS	60,000		$9,000.00

PAGE 1 of 1	ELECTRONIC GENREATED DOCUMENT- NO SIGNATURE REQUIRED

Blackhawk Network Canada or a Blackhawk Partner procures the cards…

COMMERICAL INVOICE

SHIPPER			INVOICE NUMBER		
Harvard Card Systems 111 N. Baldwin Park Blvd. City of Industry, CA 91746 USA			123456		
			INVOICE DATE		
			3/14/15		
			CUSTOMER REFERENCE NUMBER		
			PO-89101112		
			SALES ORDER NUMBER		
IMPORTER OF RECORD		**CONSIGNEE / DELIVERY ADDRESS**	SO-1234567		
Blackhawk Network Canada Attn: Stacey McDonald 170 Atwell Drive, Ste. #550 Toronto, ON M9W 5Z5 Canada		Archway (Resolve) 2450 Stanfield Road, Unit C Mississauga, ON L4Y 1S2 Canada			

ROUTING INSTRUCTIONS		CUSTOMS CLEARANCE BY	Country of Origin
Provider:	Mainfreight	Mainfreight Attn: Stacey Mitchell 289-288-0393	USA
Mode:	Truck		
Service:	Express, Standard, Etc.		
Terms of Sale:	Consignment Shipment		

# OF PKGS	ITEM NAME & DESCRIPTION	COO	HS CODE	UNIT QTY	UNIT PRICE	EXTENDED PRICE
25	Cards, Printed Plastic	USA	491190	2,500	$0.15	$375.00
300	Cards, Incorporating Magnetic Stripe, Recorded	USA	8523.21.20	30,000	$0.15	$4,500.00
150	Cards, Incorporating Magnetic Stripe, Unrecorded	USA	8523.21.10	15,000	$0.15	$2,250.00
50	Plastic cards with NO magnetic stripe	USA	3926.90.9987	5,000	$0.15	$750.00
75	Paper cards with NO magnetic stripe	USA	4823.90.8850	7,500	$0.15	$1,125.00
	TOTALS			60,000		$9,000.00

7.4 Shipping to Mexico

BHN will provide a standalone document with delivery appointment, location, and other pertinent information for product delivering to Mexico.

8. Vendor Compliance

8.1 Overview

Blackhawk wants to receive "problem free" shipments requiring a minimum of time and handling in our warehouse Distribution Centers. Our goal is to receive perfect shipments and strengthen our vendor relationships with reliable, consistent, and accurate performance.

The integrity and quality of the barcode on both the card and carrier <u>directly</u> affects our customers. Shipment errors affect our distribution channel which could result in an out-of-stock situation. Blackhawk has carefully outlined in this manual "best practices" towards becoming a quality performance best vendor and reliable partner.

We are committed to 100% accuracy at point of sale and therefore, must take stringent measures to satisfy our customers. Failure to comply with the specifications and instructions outlined in this manual will result in non-compliance charges to recover the costs incurred to correct the issue.

The most frequent problems encountered are:

- Appointment Changing less than 24 hours in advance
- No ASN received prior to arrival of the shipment
- Missing or No PO number with shipment
- Over shipping and short shipping against the ASN
- Over shipping and short shipping against the PO
- Blackhawk description/UPC/IID doesn't match PO/ASN
- Incorrect case/pack marking
- Delivery of cancelled purchase orders
- No, wrong, or un-scannable IIDs
- Incorrect palletization
- No delivery appointment made

Blackhawk and our warehouse distribution partners are monitoring and reporting on all listed criteria. Our intention is to work together to reduce the number of infractions for all vendors equally, thereby, reducing operating costs, customer service issues, increasing our "in-stock" position and ultimately consumer sales.

Non-compliance issues will be reviewed by Blackhawk Network on a monthly basis. If you incur a non-compliance issue, the BHN Inventory and Logistics Manager will send a comprehensive non-compliance packet for your records. You will then have the opportunity to review this packet and send any documentation or feedback that should be considered.

The following summarizes the Blackhawk Network Compliance Policies and Procedures and types of errors that are subject to non-compliance charges. These charges will be strictly enforced.

8.2 Non-Compliance Issues and Resulting Charges

Issue	Result	Charge
Administrative Errors		
• Wrong PO # / PO cancelled	Refusal	$250
• Missing PO number	Refusal	$250
• BOL incorrect/incomplete	Infraction	$250
• Early shipment	Infraction	$250
• Packing slip quantity not expressed in card qty	Infraction	$250
• Quantity not specified for partial order shipments	Infraction	$250
• One BOL for more than one trailer	Infraction	$250
• Incorrect / Incomplete customs documents (international shipments only)	Infraction	$250
Quantity Errors		
• Actual quantity > BOL quantity (exceeds 2 pallets greater)	Infraction	$250
• Actual quantity < BOL quantity (exceeds 2 pallets less)	Infraction	$250
• Wrong product shipped	Refusal	$250
Storage for noncompliant items that must be sent back to printer	Infraction	$25 per pallet, per day
Pallet / Case / Label Errors		
• Missing pallet label	Refusal	$250
• No PO # on pallet label	Infraction	$250
• Missing, wrong or un-scannable barcodes	Refusal	$250
• Incorrect or missing IID number	Refusal	$250
• Incorrect or missing 2D barcode	Refusal	$250
• Incorrect pallet label position	Infraction	$250
• Incomplete pack / case label	Refusal	$250
ASN Errors		
• No ASN received	Refusal	$250
• Actual quantity > ASN quantity (exceeds 2 pallets greater)	Infraction	$250
• Actual quantity < ASN quantity (exceeds 2 pallets less)	Infraction	$250
• No appointment scheduled for PO being delivered	Refusal	$250
• No EASN with serially managed shipments (product requiring EASN data only)	Refusal	$250
• Incomplete ASN	Infraction	$250
Physical Re-handling Errors		
• Damaged goods	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
• Broken pallets	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework

• Incorrect, unscannable or missing IID	Refusal	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
• Pallets:	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ Pallet exceeds 52"	Refusal	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ Product overhangs 40" x 48" pallet dimension	Refusal	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ No edge boards/pallet edge protectors	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ Pallet load in excess of 2,000 lbs	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ Insufficient shrink wrap – pallet load breaks down	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
○ Mixed IID's on a pallet not following optimal method	Infraction	Minor infraction ($150) Major Infraction ($250) + Actual cost of rework
• RTV's (Return to Vendor)	Infraction	$150/hr
Packaging Errors		
• Incorrect pack sizes	Infraction	$250 + Actual cost of rework
• Incorrect case qty	Infraction	$250 + Actual cost of rework
• Incorrect case size/dimensions	Infraction	$250 + Actual cost of rework
• Number of packs differ from expected quantity	Infraction	$250 + Actual cost of rework
• Incorrect IID / UPC / Description	Infraction	$250 + Actual cost of rework
• Partial case quantity shipped (concealed discrepancy)	Infraction	$250 + Actual cost of rework
Delivery Appointments		
• Failure to schedule appointment at least 24 hours prior to delivery	Refusal	$250
• Late / Missed / Refusal of appointment	Refusal	$250
• Lift gate shipment	Refusal	$250
Quality Errors		
• Re-labeling / repackaging of cases	Infraction	$250 + Actual cost of rework
• Re-labeling / repackaging of packs	Infraction	$250 + Actual cost of rework
• PO ship date extension at vendor request	Infraction	$250 + Actual cost of rework
• If less than 95% fill rate of PO, a charge of 10% of cost of quantities not shipped	Infraction	$250 + Actual cost of rework
EASN Errors		
• Incorrect formats	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)
• Missing data	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)
• Serial numbers do not match	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)
• Duplicate data	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)
• EASN does not match physical shipment	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)
• EASN not received prior to shipment	Infraction	$250 + Actual cost of rework per IID (Est. $150/hr for IT related services)

Note. This criterion is subject to change and not limited to herein. Any changes will be reflected in the next revised edition.

Non-compliance charges will automatically be debited to the vendor's account.

8.3 Escalating Compliance

Vendors who continue to ship in a manner contrary to our compliance standards with repeat problems reported by our warehouses will be contacted and requested to meet and discuss resolution of compliance issues.

Following the meeting, a 30 day grace period will be granted to allow the Vendor to become compliant. Continuation of the similar offences at the expiration of the 30 days will result in BHN not allowing your company to ship product to any BHN Facility.

9. Forms

Vendor Acknowledgement Form
Blackhawk Network N.A.Logistics Manual

Company Name: _____

Circle the applicable card projects:

Telecom   Ticket   Retail Gift   Prepaid/Open Loop   Sports

Current Information:

Mailing Address   **Shipping Address**

_____   _____

_____   _____

_____   _____

Phone # _____   Fax # _____

Email Address: _____

Contact Names

Account Manager*:* _____   Tel # _____

Customer Service: _____   Tel #_____

Please email this form to: **Blackhawk Network Inc.**
Blackhawk Operations Team
BHN.ASN@bhnetwork.com
And your Product Implementation
Manager

We hereby accept and agree to abide to the terms and conditions described

within the most current Blackhawk Network N.A Logistics Manual.

Authorized Signature*:* _____   (Print Name) _____

Date:_____   (Title) _____

Vendor Check List

Y   N

☐ ☐ **1.** **All cases on pallets are stacked so that the case labels are "facing out" visible to identify:**
  - a. IID Description ☐
  - b. IID ☐
  - c. UPC ☐
  - d. Case Quantity ☐
  - e. Pack Size ☐
  - f. Version control ☐
  - g. Country of Use ☐
  - h. Control Start/End Number ☐
  - i. Case Number ☐
  - j. Do Not Display Date (DNDD) ☐

☐ ☐ **2.** **Pack of 10 is packaged and labeled inside case. Product is batched in sequential order and labels follow the BHN specifications to identify the following:**
  - a. IID Description ☐
  - b. IID ☐
  - c. UPC ☐
  - d. Pack Quantity ☐
  - e. Version control ☐
  - f. Country of Use ☐
  - g. Control Start/End Number ☐
  - h. Pack Number ☐
  - i. Do Not Display Date (DNDD) ☐

☐ ☐ **3.** **Product is on pallets which are 40" x 48".** ☐

☐ ☐ **4.** **The maximum height of a single UPC pallet is 52" (non-secure)**
The maximum height of a single UPC pallet is 42" (secure)
*Refer to Case Dimension section. ☐

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Y   N
☐   ☐   **5.   Each pallet is labeled following the BHN specifications to identify the following:**
  a.   Shipper Name/Address ☐
  b.   Ship To Address ☐
  c.   PO Number ☐
  d.   IID Description ☐
  e.   IID ☐
  f.   UPC ☐
  g.   Order Qty / Number of Cases ☐
  h.   Shipped Qty / Number of Cases ☐
  i.   Version Control ☐
  j.   Pallet (1 of 10, 2 of 10…) ☐
   Beginning and Ending Serial Ranges (Open Loop Products)
  k.   "Do Not Double Stack" sticker is affixed on each side (upper right hand corner) ☐
  l.   Do Not Display Date (DNDD) ☐

☐   ☐   **6.   Each shipment includes a BOL / tracking number:**
  a.   IID ☐
  b.   Vendor Name ☐
  c.   Ship To Address ☐
  d.   PO Number ☐
  e.   IID Description ☐
  f.   Vendor BOL Number ☐
  g.   PO Quantity ☐
  h.   Quantity Shipped ☐
  i.   Case Pack Quantity ☐
  j.   Total Cases ☐
  k.   Case Count per IID (Mixed IID Pallet only) ☐
  l.   Tracking Number ☐

☐   ☐   **7.   Each Canadian bilingual gift card follows the requirement below:**
  a.   Packing slips, pallet paperwork, case and pack labels are completed translated. ☐

☐   ☐   **8.   Product has shipped out to Blackhawk warehouses.**
  a.   Provide BHN with an Advanced Shipment Notice (ASN) and packing slip. ☐
  b.   All Open Loop shipments will require EASN. An electronic version EASN contains pallet ID, Case ID, Pack ID and Serial/control numbers. ☐
  c.   Transportation provider information which includes name and phone number. ☐
  d.   Tracking information listed on the ASN/EASN. ☐
  e.   Appointments have been scheduled at each warehouse for delivery. ☐

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☐ ☐ **9. Confirm Vendor Non-compliance policies.**
    a.   Administrative Errors   ☐
    b.   Physical Rehandling Errors   ☐
    c.   Quantity Errors   ☐
    d.   Packaging Errors   ☐
    e.   Storage for non-compliance   ☐
    f.   Delivery Appointments   ☐
    g.   Label Errors (pack, case, pallet)   ☐
    i.   Quality Errors   ☐
    j.   ASN Errors / EASN Errors   ☐

☐ ☐ **10. Confirm Advanced Shipment Notice contains the following:**
    a.   PO Number   ☐
    b.   Bill of Lading (BOL) Information   ☐
    c.   Carrier Name and Telephone Number   ☐
    d.   Tracking Number   ☐
    e.   Order Quantity by IID   ☐
    f.   Shipped Quantity by IID   ☐
    g.   Partial Shipment Quantity by IID   ☐
    h.   ETA (Ship Date) of Backorder   ☐
    i.   Serialized information if applicable (Open Loop Products only)   ☐

Note: This check list is a guide only and may not reflect all applicable non-compliance infractions

10. Glossary

Archway – Archway Marketing Services Warehouse located in Rogers, MN, USA

Archway Canada (Resolve) – Archway Marketing Services Warehouse located in Mississauga, Ontario

ASN – Advanced Shipment Notice

Bill of Lading – (BOL) Pick up from carrier at shipment origin.

Bundle – "Inner Pack" or lowest denomination of shippable product

COD – Collect on Delivery. Our warehouses do not accept collect shipments.

Case – "Carton" or "Box"

Control End – Ending range of card numbers.

Control Start – Starting range of card numbers.

DNDD - Do Not Display Date

EASN – Electronic Advanced Shipment Notice

Each – "Unit"

Expiry – Cards that have limited shelf life. They can have an expiration date or a starting date where funds are subtracted from the dollar value left on the card depending on certain states.

IID – Item Identification Number, product identifier assigned by Blackhawk

PO Discrepancy – Items shipped do not match contents listed on the Purchase Order (PO).

Proof of Delivery – (POD) Signed document confirming transportation delivery was received by warehouse.

Standard Alpha Carrier Code (SCAC) – A unique two-to-four-letter code used to identify transportation companies.

Ship Date – The day the product ships from the point of origin.

Shipping PO – Destination PO to ship product to a specific location.

Shipping Discrepancy – ASN does not match received quantity. Situation lies between printer and carrier where quantity didn't match.

UOM – Unit of Measure.

11. Contact Information

Advanced Shipment Notice (ASN) –
- US Shipments:
BHN.ASN@bhnetwork.com, bhn_support@archway.com, R2Scheduling@archway.com

- Canada Shipments:
Canada_scheduler@archway.com, bhn_support@archway.com, and your Blackhawk
Product Implementation Manager

Delivery to Archway Rogers (US) – 763-428-6675
Email: bhn_support@archway.com
R2Scheduling@archway.com

Delivery to Archway Canada – 905-267-1356
Email: Canada_scheduler@archway.com

General questions – BHN.ASN@bhnetwork.com or your Blackhawk Product
Implementation Manager

Notification EASN has been posted to FTP – BHN_Support@archway.com

Vendor acknowledgement form – BHN.ASN@bhnetwork.com

LABEL PROOF SPECIFICATIONS - U.S.

A. **Brand - Product Description**
B. **Activation Type**
C. **PO**
D. **IID**
E. **UPC**
F. **Case/Case Quantity**
G. **Pack Size**
H. **Version Control**
I. **Country of Origin**

Blackhawk Network Order Confirmation Sheet

Project Contacts	Company	Name		Project Details			Format Details	
PI Analyst Name	Blackhawk Network	Makenzie King		Country	United States I.		Redemption Method	
Account Manager	Blackhawk Network	Jessica Madigan		Language	English		Merch ID	
Partner Contact	BLACKHAWK NETWORK	Nicole Crayton		Print Vendor			Bank	
Processor	KEYSTONE			Version Control #	0520 H.		Expiry Date	
				BHN internal Job#	BHN-Q23526		Do Not Distribute Date	
							Redemption Barcode Format	
							Card Number Length	
							Card number Format	
							PIN Length	
							PIN Format	
							BIN/IIN	

Product Information

	Product Identifiers				Product Specs				Quantities					Delivery Info	
Critical	Product Name	UPC	IID	DPCI	Product Packaging Type	Activation Type	Pack	Case	Pre-Prod Test	Prod Data Proof	BHN 1st Case	Warehouse Qty	Tot Prod Qty	Requested In-Warehouse Date	Warehouse Name
☐	HAPPY TREATS VPLN 1S $25	07675039585 - 7	107936	N/A	Wrap Carrier	1-Step	10	100	100	10	90	49,900	50,000	7/29/2020	Archway USA - Rogers

A.   E.   D.   B.   G. F.

BLACKHAWK NETWORK

6220 STONERIDGE MALL RD
PLEASANTON, CA 94588 3229
Phone
Fax

Vendor
BLACKHAWK NETWORKS LLC
908 AUDELIA RD 200 201
RICHARDSON, TX 75081

Buyer
Phone
Email

Purchase Order

PO Number	Order Date
PO-1078204	7/29/2020
Revision:	1

C.

Ship To
ARCHWAY ROGERS
20000 S DIAMOND LAKE RD
ROGERS, MN 55374 4735

Bill To
BLACKHAWK NETWORK, INC.
6220 STONERIDGE MALL RD
PLEASANTON, CA 94588 3229
Payment Terms: N01
Freight Terms:

Item/UPC	Description	IID	Act Type	Due Date	Qty	UOM	Unit Cost	Total Cost
07675039585-7	HAPPY TREATS VPLN 1S $25	107936	1-Step	7/29/2020	49,900	EA	$0.50	$24,950.00
						Sum Total		$24,950.00
						Tax		
						Total		$24,950.00

Utilize the Blackhawk Network Order Confirmation Sheet and Purchase Order information along with reference to the North American Logistics Manual to generate inner pack, case, and pallet labels. Blackhawk Network card order provided components shown in visuals above.

Pallet Label

PALLET #   X OF X

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, State ZIP

A.   B.
Brand ABC $25 - Activation Type

C. PO #: PO-XXXXXXX
D. IID: 1234567   E. UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1

Control End #: XXXXXXXXXXX10000

A. PRODUCT DESCRIPTION   H. VERSION CONTROL: MMYY
PALLET QUANTITY: 10,000   I. COUNTRY OF ORIGIN: COUNTRY
SHIPPED QUANTITY: 10,000

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

Pack Label

A.   B.
Brand ABC $25 - Activation Type
C. PO #: PO-XXXXXXX
D. IID: 1234567   E. UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1

            PACK#: XX 1

Control End #: XXXXXXXXXXX10000   G. PACK SIZE: XX
H. VERSION CONTROL: MMYY
I. COUNTRY OF ORIGIN: COUNTRY

Case Label

A.   B.
Brand ABC $25 - Activation Type
C. PO #: PO-XXXXXXX
D. IID: 1234567   E. UPC: 076750123456

Control Start #: XXXXXXXXXXXXXX1   Case#: XX 1

Control End #: XXXXXXXXXXX10000

G. PACK SIZE: XX
F. CASE QUANTITY: XX
H. VERSION CONTROL: MMYY
I. COUNTRY OF ORIGIN: COUNTRY

LABEL PROOF SPECIFICATIONS - CANADA

A. **Brand - Product Description**
B. **Activation Type**
C. **PO**
D. **IID**
E. **UPC**
F. **Case/Case Quantity**
G. **Pack Size**
H. **Version Control**
I. **Country of Origin**

Pallet Label

(Shipper)
VENDOR NAME
ADDRESS
CITY, STATE ZIP

SHIP TO:
Archway
12345 ABC Street
City, Province
Postal Code

PALLET #   X OF X

A. B.
Brand ABC $25 - Activation Type

C. PO #: PO-XXXXXXX

D. IID: 1234567   E. UPC/CUP: 076750123456

Control Start #/# de contrôle de départ: Control End #/# de contrôle de fin:
XXXXXXXXXXXXXXX1   XXXXXXXXXXX10000

A. PRODUCT DESCRIPTION
PALLET QUANTITY/Quantité par palette: 10,000
SHIPPED QUANTITY/Quantité expédiée: 10,000
H. VERSION CONTROL/Contrôle de version: : MMYY
I. COUNTRY OF ORIGIN/Pays d'origine: COUNTRY

If available at the time of printing shipping label, please print
Carrier Name:
Freight Bill Pro #:
Bill of lading #:

Blackhawk Network Order Confirmation Sheet

Project Contacts	Company	Name
PI Analyst Name	Blackhawk Network	Cheryl Della Rosa
Account Manager	Blackhawk Network	Nikole Henry
Partner Contact	BLACKHAWK NETWORK CANADA	
Processor	KEYSTONE	

Project Details		
Country	Canada	I.
Language	English-French	
Print Vendor	MPS Chicago	
Version Control #	0520	H.
BHN internal Job#	BHN-Q23542	

Format Details	
Redemption Method	Online/ POS
Merch ID	
Bank	Peoples Trust
Expiry Date	5/31/2024
Do Not Distribute Date	
Redemption Barcode Format	1D-C128 Code
Card Number Length	16
Card number Format	5, 5, 6
PIN Length	
PIN Format	
BIN/IIN	

Product Information

Critical	Product Name	UPC	IID	DPCI	Product Packaging Type	Activation Type	Pack	Case	Pre-Prod Test	Prod Data Proof	BHN 1st Case	Warehouse Qty	Tot Prod Qty	Requested In-Warehouse Date	Warehouse Name
☐	ONE4ALL 25-500CAD	07675046494 - 2	1002233	N/A	M6	1-Step	10	100	100	10	90	144,700	144,800	8/26/2020	Archway CAN Stanfield

A.   E.   D.   B.   G. F.

Pack Label

A. B.
Brand ABC XX - Activation Type
C. PO #: PO-XXXXXXX   E. UPC/CUP: 076750123456
D. IID: 1234567

Control Start #/# de contrôle de départ: PACK#/# de paquet: XX 1
XXXXXXXXXXXXXXX1

Control End #/# de contrôle de fin: G. PACK SIZE/# de paquet: XX
XXXXXXXXXXX10000   H. VERSION CONTROL/
                                        Contrôle de version: MMYY
                                        I. COUNTRY OF ORIGIN/
                                        Pays d'origine: COUNTRY

Case Label

A. B.
Brand ABC XX- Activation Type
C. PO #: PO-XXXXXXX   E. UPC/CUP: 076750123456
D. IID: 1234567

Control Start #/# de contrôle de départ: Case #/# de caisse: XX 1
XXXXXXXXXXXXXXX1

Control End #/# de contrôle de fin: G. PACK SIZE/Quantité par paquet: XX
XXXXXXXXXXX10000   F. CASE QUANTITY/
                                        Quantité par casisse: XX
                                        H. VERSION CONTROL/
                                        Contrôle de version: MMYY
                                        I. COUNTRY OF ORIGIN/
                                        Pays d'origine: COUNTRY

BLACKHAWK NETWORK

3280 BLOOR ST WEST, CENTRE TOWER, 14TH FLOOR,
SUITE #1420
TORONTO, ON M8X 2X3
Phone
Fax

Vendor
MULTI PACKAGING SOLUTIONS 75 REMITTANCE DRIVE, SUITE 3111 CHICAGO, IL 60675

Buyer	Cheryl Gonzales
Phone	(925) 738-7168
Email	Cheryl.Gonzales@bhnetwork.com

Purchase Order

PO Number		Order Date
PO-1078137		8/19/2020
Revision:		2

Ship To
See below

Bill To

Bill To
BLACKHAWK NETWORK CANADA LTD. 3280 BLOOR ST WEST, CENTRE TOWER, 14TH FLOOR, SUITE #1420 TORONTO, ON M8X 2X3

Bill To
BLACKHAWK NETWORK CANADA LTD. 3280 BLOOR ST WEST, CENTRE TOWER, 14TH FLOOR, SUITE #1420 TORONTO, ON M8X 2X3

Payment Terms:	N30
Freight Terms:	

Item/UPC	Description	IID	Act Type	Due Date	Qty	UOM	Unit Cost	Total Cost
07675046494-2	ONE4ALL 25-500CAD Ship to ARCHWAY 2450 STANFIELD RD, UNIT C MISSISSAUGA, ON L4Y 1S2	1002233	1-Step	8/19/2020	144,700	EA	$0.4046	$58,545.62

Utilize the Blackhawk Network Order Confirmation Sheet and Purchase Order information along with reference to the North American Logistics Manual to generate inner pack, case, and pallet labels. Blackhawk Network card order provided components shown in visuals above.