

### Packaging Requirements:

- UPC (Unique Product Codes) barcodes are required on packaging of the selling unit. SCC (Shipping Container Codes) are required on all shipping/warehouse cases. Barcodes are to be GS1 standards. [<https://www.gs1ca.org/pages/n/home/index.asp>].
- Warehouse cases should clearly be labelled to indicate the name of the product that is inside, # of units, volume, and a lot/production code (or expiry/best before date if applicable).
  - Lot codes are a federal requirement and need to be present on the selling unit. Receipts of products will not be accepted if the lot code is not present, and the supplier/vendor will have 2 weeks to remediate. [[SFCR timelines - Food additives and alcoholic beverages - Canadian Food Inspection Agency \(canada.ca\)](https://www.inspection.gc.ca/food-additives-and-alcoholic-beverages)]
- Please have the PO #, article #, and quantities on a label that is visible on the pallet along with appropriate shipping paperwork (i.e., Packing Slip, Bill of Lading, Waybill, etc.).
- Single use plastic rings on cans will not be accepted (i.e., referring to stretchy plastic, hard plastic like PaKTech is okay). [[Canada Gazette, Part 2, Volume 156, Number 13: Single-use Plastics Prohibition Regulations](#)]
- Closed shipping/warehouse cases typically make for a sturdier pallet, but it should be noted that this may cause condensation issues during humid periods of the summer if the product is being refrigerated at the origin facility. The NSLC distribution center is temperature controlled at 'room temperature' but does not have a refrigerated area.

### Pallet Specifications:

- The product is to be palletized on a standard 40" x 48" pallet and be securely wrapped. We generally prefer the green block pallet for beer but also accept PECO and CHEP on all products. Note, we do not participate in the CHEP tracking program and do not have an associated account.
- **PLEASE DO NOT HAVE ANY PALLET HEIGHTS OVER 5 FEET HIGH**
- **PLEASE DO NOT HAVE ANY CASES OVER-HANGING THE EDGE OF THE PALLET**
- Consistent # of units per layer and # of layers per pallet are required with how our ERP master data is configured and it also enables warehouse efficiency.
- Pallets are to be securely built and arranged to reduce handling damage.
- General suggestions for how to best palletize product to increase stability and reduce damage:
  - Adequate plastic pallet wrap.
  - Multiple plastic straps/nylon rope.
  - Avoid straight 'chimney' stacking cases; instead utilize staggered, brick layering of cases.
  - Hard cardboard corners.
  - High sided trays for tall cans (i.e., 473 ml, 500 ml, etc.)
  - Slip sheets in between layers to reduce cases sticking.

Arriving at the NSLC Distribution Center:

- When arriving at the DC please ensure to inform the shipping office at the speaker to the entrance of the loading bays, who you are and the details of what you are delivering. If it is your first time, you should mention this, and we can walk you through the process a little more carefully.
- For local suppliers we allow daytime deliveries that do not require a set scheduled time. Try to avoid the times of 9:00-9:15 am, 11:00-11:30 am, and 1:30-1:45 PM as these are the break times for the DC staff. Our day shift operations are roughly 7 AM-3:30 PM, Monday-Friday.
- If not delivering with a 5-ton truck or larger transport vehicle, you will be unable to use any of the regular docks 12 dock doors. There is only one dock with a scissor lift (first dock on the left when entering our loading bay area) so if it is occupied when you arrive you will be required to wait to have your product off loaded.