



## Ticketing and Labeling

Tags and labels are required because they provide accurate inventory control information, which allows your product to flow quickly and efficiently to the stores. All products must be properly ticketed, packaged, and packed prior to being shipped to our distribution center. All products should follow the specifications and requirements set forth within this manual and any additional buyer instructions. We reserve the right to charge back for any merchandise arriving at our distribution center that has been incorrectly ticketed, packaged, packed, or not ticketed, as specified in this manual and/or purchase order.

The vendor is responsible for obtaining and attaching a UPC Bar code, Size, a tag or label with the required information on it. The vendor is also responsible to check, and verify that the information on the tag or label is printed correctly. Every effort is made by the suppliers to ensure errors do not happen, however, the vendor is responsible to make sure the correct information and labels are placed on the merchandise. Some ticketing suppliers are listed below.

### RACO INDUSTRIES

5480 Creek Road Cincinnati, Ohio 45242  
Phone (800) 446 - 1991 or (513) 984 - 2101  
Fax # (513) 792 - 4272  
Attention: [JACK GRIMES](#) - Service Bureau Manager  
Visit their web site at [www.racoindustries.com](http://www.racoindustries.com)



### FINELINE TECHNOLOGIES

3145 Medlock Bridge Road. Norcross, GA. 30071  
Phone (800) 500 - 8687 Fax (678) 969 - 9201  
Attention: Richard Jaynes V.P. of Sales  
Email: [Orders@finelinetech.com](mailto:Orders@finelinetech.com)  
Visit their Web site at [www.finelinetech.com](http://www.finelinetech.com)



### FINELINE TECHNOLOGIES LLC LTD - ASIA

Unit 19-21, 21 F Corporation Park  
11 On Lai Street, Shatin, Hong Kong  
Phone (852-21569788 Fax 852-21569166  
Email: [rzhang@finelinetech.com](mailto:rzhang@finelinetech.com)  
Web Site: [www.finelinetech.com](http://www.finelinetech.com)  
Attn: Rebecca Zhang - Director

### **Private Label Vendors - Private Label Vendors MUST use these suppliers.**

1 A. **Foreign:** Ronnex Far East Ltd.  
Unit A, 10/F, Phase 1, Yee Lim Factory Building 32-40 Kawi Ting, N.T. Hong Kong  
Phone 852 - 2343 - 7472 or Fax 852 - 2341 - 6776  
Attn: [Wilson Chu](#) or [Jenny Kok](#) Email address: [Wilson@ronnex.com.hk](mailto:Wilson@ronnex.com.hk) or [Jenny@ronnex.com.hk](mailto:Jenny@ronnex.com.hk)

Jeff Bocek must approve all tags or labels produced by you.  
Phone or Fax [Jeff](#) at (317) 613 - 6668  
E-mail: [Jeff Bocek](mailto:Jeff.Bocek)

### **ITEMS MAY NOT BE SHIPPED WITHOUT UPC CODES.**

Do not ship un-ticketed merchandise. If you ship un-ticketed merchandise, you will be charged back. If you have any questions please contact your Buyer or [vendors@finishline.com](mailto:vendors@finishline.com)



## Standard Label

This Standard Label is to be used when a U. P. C. bar code and size are on the product.

Do not cover up UPC, Size, or Descriptive information when applying any labels.  
This label is mainly used on footwear boxes that have a UPC bar code and size on the box.



### The Following information is REQUIRED on the Standard Label

- ① **Style:** Our Style Number. - Should match vendor style number.  
Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② **Color:** Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ **Dept** Our department Number - A 3 digit number as noted on the purchase order.
- ④ **Retail** Our Retail Price as noted on the purchase order.

**Ticket Size: 1.5 Inches X 1.1 Inches**

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown, while not covering any vital information.

**In order to use this label you must have a UPC Bar Code and Size on your product.**

The Fields, "Style, Color, Department and Retail" are mandatory.

The layout is preferred but not critical.

View labels with EDI references



## Bar Code Label

The Bar Code Label is to be used when the product does NOT have a UPC code or Size on it.

**Do not cover up UPC, Size or any descriptive information when applying any labels.**

This label is primarily used for baseball caps or any product without a UPC affixed on it.



### The Following information is REQUIRED on the Bar Code Label

- ① **Style:** Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② **Color:** Our Color Code. - A 3 digit alphanumeric, as noted on the purchase order.
- ③ **Size:** The size of the item the label is being attached to.
- ④ **UPC** UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product, as noted on the purchase order.
- ⑤ **Dept** Our department Number - A 3 digit number as noted on the purchase order.
- ⑥ **Retail** Our Retail Price, as noted on the purchase order.

### Ticket Size 1.5 Inches x 1.6 Inches

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, “Style, Color, Size, UPC Bar Code, Department and Retail” are mandatory.

The layout is preferred but not critical.

[View labels with EDI references](#)

## Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1



## Price Tag

The Apparel Price tag is used on Apparel and some Accessory products



### The Following information is REQUIRED on the price tag.

- ① **Style:** Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② **Color:** Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ **Size:** The size of the item, the price tag or label is being attached to.
- ④ **UPC** UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product, as noted on the purchase order.
- ⑤ **Dept** Our department Number - A 3 digit number, as noted on the purchase order.
- ⑥ **Retail** Our Retail Price, as noted on the purchase order.

### Ticket Size: 2.4 inches X 1.2 Inches

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, “Style, Color, Size, UPC Bar Code, Department and Retail” are mandatory.

The layout is preferred but not critical.

[View labels with EDI references](#)

## Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1



## Master UPC Label

The Master U.P.C. LABEL is to be used when product is packed in a pre-pack carton or poly bag. Purchase Orders beginning with "99" are Pre-pack purchase orders.

### The Following information is REQUIRED on the Master UPC Label



- ① **Style:** Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② **Color:** Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ **UPC Code** UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product. Bars and lines for the number above.

**Ticket Size: 1.5 Inches x 1.1 Inches.**

Although, the exact ticket size is not a requirement, partners should make every effort to keep the size as close as possible to the size shown.

The Fields, "Style, Color, UPC Bar Code" are mandatory.

The format is preferred but not critical.

Master UPC Labels should be placed on the middle on the front of the poly bag or "pick unit". A master carton should hold as many pre-packs as possible without exceeding weight restrictions. If only one pre-pack is in a carton, IE: Large or bulky items like Jackets; then the Master UPC label must be on the outside of the carton.

## Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1



## Small Accessory Label

The small accessory label is used on non-sized items such as sunglasses, belts, watches or small licensed non-sized accessories like pennants, or wristbands.



### The following is REQUIRED on the small accessory Label

- ① **Style:** Our Style Number. - Should match vendor style number. Not more than 8 digits alphanumeric, as noted on the purchase order.
- ② **Color:** Our Color Code - A 3 digit alphanumeric, as noted on the purchase order.
- ③ **UPC Code:** UPC Bar Code - A UPC is a 12 digit all numeric bar code that identifies the product as noted on the purchase order.
- ④ **Retail Note:** Our Retail Price as noted on the purchase order. If the Bar Code is on the product it is recommended you put the department number on the ticket.

**Ticket Size: 1.5 Inches x .75 Inches.**

The exact ticket size is not a requirement.

The Accessory Label should **NOT** be any Smaller than 1 ½ " x ¾"

The Fields, "Style, Color, UPC Bar Code, and Retail" are mandatory.

The format is preferred but not critical.

## Requirements for the Bar Code on tickets



The Bar Code on all tickets should meet the following requirements.

Narrow Elements (mils)	10
Wide Elements (mils)	40
Bar Height (in)	0.4
Pattern length (in)	1.1



## Carton Content Label Solid Orders

We require partners include specific information on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and **EASY TO READ**
  - **Font size 24 is preferred.**
  - **No smaller than a font size 10**
- Shipping Labels must be placed in the **LOWER RIGHT HAND CORNER** of the **LONG END** of the carton.
  - Next to the UCC128 Label if applied.

**DEPT: XXX PO #: XXXXXXXXX**

**STYLE: XXXXXXXXX COLOR: XXX**

**SIZE: XX.X IE: 10.5**

**QTY: XX 12**

**CARTON COUNT: XXX OF XXX**

Innerpacks inside: YES NO

Required Information on a shipping label is:

Purchase Order Number

Department Number

Style and color-code

Quantity in carton by size

Carton Count

Inner packs inside

The format is preferred but not required.



## Carton Content Label PrePack Orders

We require partners include specific information on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and **EASY TO READ**
  - **Font size 24 is preferred.**
  - **No smaller than a font size 10**
- Shipping Labels must be placed in the **LOWER RIGHT HAND CORNER** of the **LONG END** of the carton.
  - Next to the UCC128 Label if applied.
- Format is preferred but not required.

<b>DEPT: XXX</b>	<b>PO #: XXXXXXXXX</b>
<b>STYLE: XXXXXXXXX</b>	<b>COLOR: XXX</b>
<b>SIZE:</b>	XX.X XX.X XX.X XX.X XX.X XX.X Total
<b>QTY:</b>	X X X X X X XXX
	<small>Prepack example 8.0 9.0 10.0 11.0 12.0</small> <small>2 2 2 2 2</small>
<b>CARTON COUNT: XXX OF XXX</b>	
Innerpacks inside: YES NO	

Required Information on a shipping label is:

- Purchase Order Number
- Department Number
- Style and color-code - From Purchase Order
- Quantity in carton by size
- Carton Count
- Inner packs inside

The format is preferred but not required.

The Size Run shown must match the SIZE RUN of the "pick unit" or prepack

Example: 1 - 2 - 2 - 1

Innerpacks inside stating "YES" and the total number of units will tell us the quantity inside.





## UCC 128 Shipping Label - Solid Orders

A Bar Coded UCC 128 shipping label is like a license plate, and is required on all shipments. This label should match a valid ASN transmission. The picture below shows the UCC128 format and explains where the data should be placed.

### “Solid Order” Shipping Label

FROM: CORPORATION NAME 12345 ANYWHERE LANE CITY – TOWN, ST ZIP	TO: FINISH LINE USA INC. 3308 NORTH MITTHOEFFER ROAD INDIANAPOLIS, IN 46235
SHIP TO POSTAL CODE: (420) 46235 	Carrier Information if available  For VENDOR USE
DEPT#: 333 STYLE: XXXXXXXX SIZE: 10 QTY: 12 CARTON: XX of XXX	PO#: 88888888 COLOR: XXX  INNER PACKS: __ N __
For VENDOR USE	
SSCC – 18: (00) 0 0012345 987654321 8 	

#### Specific information is required on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and **EASY TO READ.**
- Shipping Labels must be placed in the **LOWER RIGHT HAND CORNER** of the **LONG END** of the carton.
- Format is preferred but not required.



## UCC 128 Shipping Label - Pre-Pack Orders

A Bar Coded UCC 128 shipping label is like a license plate, and is required on all shipments. This label should match a valid ASN transmission. The picture below shows the UCC128 format and explains where the data should be placed.

### “PREPACK” Shipping Label

FROM: CORPORATION NAME 12345 ANYWHERE LANE CITY – TOWN, ST ZIP	TO: FINISH LINE USA INC. 3308 NORTH MITTHOEFFER ROAD INDIANAPOLIS, IN 46235
SHIP TO POSTAL CODE: (420) 46235 	Carrier Information if available  For VENDOR USE
DEPT#: 124 STYLE: XXXXXXXX	PO#: 99915483 COLOR: XXX
SIZE: 7.5 8 8.5 9 9.5 10 10.5 11 11.5 12 13 14	
QTY: 1 1 2 2 2 1 2 1	
CARTON: 12 of 321	INNER PACKS: -- Y --
For VENDOR USE	
SSCC – 18: (00) 0 0012345 987654321 8 	

#### Specific information is required on the Shipping Label,

- Labels should **NOT** be smaller than 4" high by 6" wide
- Labels should be white with black lettering.
- Font size & labels should be legible (not hand written) and **EASY TO READ.**
- Shipping Labels must be placed in the **LOWER RIGHT HAND CORNER** of the **LONG END** of the carton.
- Format is preferred but not required.



# Matching labels to EDI documentation

Use this page to match data transmitted by us, via EDI, to our tickets and labels.

*This Information comes from the 850 PO document*

## Standard Footwear Label



Solid Order  
 PO1 11 PO1 13  
 REF\* 02  
 CTP 03

Prepack OrderEDI Qualifier  
 SLN 14 SLN 16 VA and CM  
 REF\* 02  
 CTP 03 RES

## Standard Accessory Label



Solid Order  
 PO1 11 PO1 13  
 REF\* 02  
 CTP 03

Prepack OrderEDI Qualifier  
 SLN 14 SLN 16 VA and CM  
 REF\* 02  
 CTP 03 RES

## Bar Code Label



Solid Order  
 PO1 11 PO1 13  
 PO1 15  
 PO1 07  
 REF\* 02  
 CTP 03

Prepack OrderEDI Qualifier  
 SLN 14 SLN 16 VA and CM  
 SLN 18 IZ  
 SLN 10 UP  
 REF\* 02  
 CTP 03 RES

## Price Tag



Solid Order  
 PO1 11 PO1 13  
 PO1 15  
 PO1 07  
 REF\* 02  
 CTP 03

Prepack OrderEDI Qualifier  
 SLN 14 SLN 16 VA and CM  
 SLN 18 IZ  
 SLN 10 UP  
 REF\* 02  
 CTP 03 RES



# Matching labels to EDI documentation Continued

Use this page to match transmitted EDI data to our tickets.

*Information comes from the 850 PO document.*

## Small Accessory Label



	<u>Solid Orders</u>	<u>EDI Qualifier/Name</u>
←	PO1 11 and PO1 13	VA and CM
←	PO1 07	UP
←	CTP 03	RES

## MASTER UPC LABEL

This label is required for **ALL PREPACK ORDERS** (orders that begin with the numbers 999). This is **IN ADDITION** to the labels or tags that go on the individual item or shoebox.

**This tag would be placed on the outside of the Inner pack or poly bag.**

### PREPACK ORDERS ONLY

## Master UPC Label



	<u>Prepack Orders</u>	<u>EDI Qualifier/Name</u>
←	SLN 14 SLN 16	VA and CM - Product Service ID
←	PO1 07	REF BT - Reference Number
←	SLN 10	IT - Master UPC Barcode

**This label is in addition to the labels or tags that go on the individual item or shoebox.**



# UCC 128 Shipping Label Format

<b>Zone A</b>	<b>Ship From:</b> The “ship from” is recommended but not Mandatory.	<b>Ship To:</b> Zone B may use the entire top area.	<b>Zone B</b>		
<b>Zone C</b>	SHIP TO POSTAL CODE Carrier Routing Bar Code	Carrier information if available	<b>Zone D</b>		
<i>EDI Segment Reference Descriptions for Prepack Orders are:</i> Style: <b>SLN 14</b> Color: <b>SLN 16</b> Size: <b>SLN 18</b> Qty: <b>SLN 04</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Department Number</b>  <b>Ref 02</b>  <b>Style: PO1 11</b>  <b>Size: or Sizes (if a prepack) PO1 15</b>  <b>Quantity: (by size if a prepack)</b>  <b>Carton Count      OF      Inner Packs Inside</b>  <b>Y/N</b> </td> <td style="width: 50%; vertical-align: top;"> <b>Purchase Order Number</b>  <b>Beg 03</b>  <b>Color Code PO1 13</b> </td> </tr> </table>		<b>Department Number</b> <b>Ref 02</b> <b>Style: PO1 11</b> <b>Size: or Sizes (if a prepack) PO1 15</b> <b>Quantity: (by size if a prepack)</b> <b>Carton Count      OF      Inner Packs Inside</b> <b>Y/N</b>	<b>Purchase Order Number</b> <b>Beg 03</b> <b>Color Code PO1 13</b>	<b>Zone E</b> EDI Reference: Solid Order
<b>Department Number</b> <b>Ref 02</b> <b>Style: PO1 11</b> <b>Size: or Sizes (if a prepack) PO1 15</b> <b>Quantity: (by size if a prepack)</b> <b>Carton Count      OF      Inner Packs Inside</b> <b>Y/N</b>	<b>Purchase Order Number</b> <b>Beg 03</b> <b>Color Code PO1 13</b>				
EDI Reference: Prepack Order	<b>For Vendor Use</b>		<b>Zone G</b>		
	<b>UCC – EAN 128 Bar Code</b>  Data on Label <b>MUST MATCH 856</b> (Advance ship notice/manifest)		<b>Zone I</b>		