

TJX Pallet Shipment Requirements

**Please ensure that the goods you are supplying to TJX comply with the terms and conditions of the purchase order*

Overseas Shipments – Floor loading is preferred. Pallets should only be used when shipping heavy or fragile merchandise to the US. Pallets are acceptable when shipping domestically

Pallet construction

Base

- Freight or merchandise must be on a pallet, skid, or other base which can be easily moved with a forklift or other piece of material handling equipment. The pallet must be free of insects, insect larvae, and mold. *Please refer to wood pallet and wood crate requirements below*

Weight

- Each pallet with freight must not weigh more than 2,200lbs (999kg). Distribute the weight evenly on the pallet to avoid excess weight being placed on carton contents

Size

- **Canadian and U.S Divisions** the base size should be the standard pallet size of 48in x 40in (122x102cm). The height should not exceed 84in (214cm). Larger pallets are permissible if the cube of the merchandise exceeds the standard 48in x 40in (122x102cm)
- **European Divisions** pallet size should be 1.2m x 0.8m (3.94ft x 2.6ft)

Carton Labeling Requirements

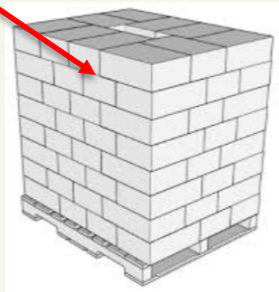
- Please adhere to TJX Carton Marking Requirements, *please refer to link below*
- https://www.tjxlogistics.com/Carton_Mark_Reqs.pdf
 - Carton labels must face outward on pallets
- All cartons containing fragile or breakable items must be marked with international fragile markings on 2 of the cartons exterior panels (largest panels) covering 20% of the carton or larger. All cartons must have directional arrows & fragile markings to instruct the carton handlers as to the proper carton handling



Pallet assembly requirements

- Please ensure that pallets are assembled in the following manner
 - One purchase order to a pallet
 - One distribution center to a pallet. Pallets must not be mixed by distribution center
 - One style to a pallet (whenever possible)
- Transparent shrink wrap must be used to secure cartons on pallet
- Stack cartons squarely on the pallet. Stack the cartons in an alternating pattern
- Stack cartons to the pallet's edge
- Cartons must not overhang the edge of the pallets
- The top of the pallet must be flat to minimize the damaging of cartons
- If double stacking pallets all four corners of the pallet must be reinforced with edge protectors ("V" bar). Place edge protection along the full length of all four corners of the pallet
- Strap guards must be used if a pallet is banded or strapped

Cartons in alternating pattern



Transparent shrink wrap



Cartons to edge of pallet not overhanging the



Strap guards



Edge protection ("V" bar)



Pallet labeling requirements

- Pallet labels should be a minimum size of 8.5in x 11in (21.6cm x 28cm) with the standard letter or A4 size paper
- Pallet labels must be affixed to two sides of the pallet printed in a large clear font, a minimum of 35 pt.
- Pallet labels must contain the following information:
 - TJX Division name, Distribution Center name and address
 - Vendor name
 - Distribution Center prefix & 6 digit purchase order number (one per pallet)
 - Department number
 - Vendor style number(s)
 - Number of cartons or units on Pallet
 - Pallet number of the total pallets shipped. (i.e.: Pallet 8 of 12)
 - Country of Origin

**Please see images below*

Pallet label
format

TJ MAXX DISTRIBUTION CTR #896
135 Goddard Memorial Drive
Worcester, MA 01603-1233 USA

From Vendor: XYZ Vendor Ltd.

PO#: 60-129347

Dept#: 19

Vendor Style

556-TDB

Total Cartons or Units: 180

Pallet # of Total: 2 of 10

Country of Origin: China



TJ-maxx

Marshalls

HomeGoods

SIERRA

WINNERS

HOMESENSE

T-K-maxx

Pallet labeling requirements continued

Dept. number

DC prefix + 6 digit PO # & DC addresses

ROUTING AND DISTRIBUTION INSTRUCTIONS

PO Number: 779207		PO Type: DOMESTIC		Version: 3		Version Date: 06/17/2020 4:14 PM			
Dept #	Order Date	Start Ship Date	Consolidator Cancel Date	F.O.B.	Primary Vendor	Attention	Worksheet #	CR #	
24	1/29/2020	8/17/2020	8/24/2020	F			WS87507471		

Special Vendor Instructions	Version Changes
	CANCEL DATE START SHIP DATE

Distribution Center	Distribution Center	Distribution Center	Distribution Center	Distribution Center	Distribution Center
PO # 10 779207	PO # 20 779207	PO # 30 779207	PO # 40 779207	PO # 50 779207	PO # 70 779207
Ship Merchandise to: SAN: SAN PEDRO DC #: 881 401 WESTMONT DR. SAN PEDRO, CA 90731	Ship Merchandise to: TUC: TUCSON DC #: 882 7000 S. ALVERNON WAY TUCSON, AZ 85756	Ship Merchandise to: CAR: CARTERET DC #: 883 50 BRYLA STREET CARTERET, NJ 07008	Ship Merchandise to: JEF: JEFFERSON DC #: 884 125 LOGISTICS CENTER PKWY JEFFERSON, GA 30549	Ship Merchandise to: BLM: BLOOMFIELD DC #: 885 1415 BLUE HILL AVE BLOOMFIELD, CT 06002	Ship Merchandise to: IND: BROWNSBURG DC #: 887 850 NORTHFIELD DR BROWNSBURG, IN 46112

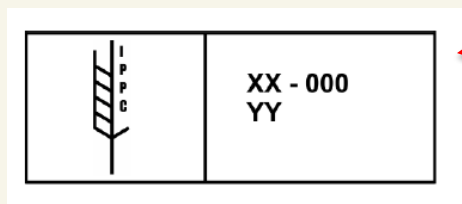
PG-LN	Vendor Style #	TJX Style #	Description	Color	Vendor Pack Size	Store Ready Pack Size	Net Code	Total Units	SAN DC# 881 Units	TUC DC# 882 Units	CAR DC# 883 Units	JEF DC# 884 Units	BLM DC# 885 Units	IND DC# 887 Units
1-1	T1474F21	051732	24FF NAVY VELVET		0	2	A	2000	172	384	184	454	360	446
1-2	T1474F26	051736	24FF GREIGE VELVET		0	2	A	2000	172	384	184	454	360	446
1-3	T1474F27	051780	24FF MUSTARD VELVET		0	2	B	2000	172	384	184	454	360	446
1-4	T1474F28	051838	24FF RUST VELVET		0	1	B	1000	86	192	92	227	180	223
1-5	T1474F29	051841	24FF BLACK VELVET		0	1	B	1000	86	192	92	227	180	223

Vendor style



Regulated Wood Pallet and Wood Crate Requirements for the USA ISPM 15 – Wood Packaging Material

- US Department of Agriculture requires certification that any solid wood packaging material is treated to help prevent pests in the U.S. Without this certification merchandise loaded on wood pallets will not be able to clear US Customs. Therefore all raw solid wood packaging materials (WPM) such as wood pallets or crates be treated and labeled with the IPPC mark. These are the only wood pallets or crates that can be used on shipments coming to the USA from overseas
- Alternatives to wood packaging materials
 - Plastic or metal pallets, pallets and crating manufactured from manufactured wood products (OSB, plywood, cardboard)
- Markings must be:
 - Legible
 - Placed in a visible location
 - Permanent and non-transferable (tags are not allowed)
- Please refer to the US Government website for additional information on wood packaging materials regulations. *Please refer to link below*
[USDA APHIS | Wood Packaging Material](#)



Example of
IPPC mark

If you have any questions on any of the packaging standards or guidelines please reach out to your buyer and they will direct you to the proper contact.



TJ-maxx

Marshalls

HomeGoods

SIERRA

WINNERS

HOMESENSE

T-K-maxx