



# **PRE-LABEL PROGRAM GUIDE**

Version 1.04  
Published April 2024

**OMAHA / KANSAS CITY / DES MOINES / DALLAS/FORT WORTH**

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## CHAPTER 1

# INTRODUCTION

### Section 1 – Pre-Label Guide Purpose

The purpose of this guide is to outline the expectations and requirements for our Pre-label Program, where Vendors are setup to send pre-labeled products to NFM. Our goal is to maintain efficiency and timeliness in all NFM warehouse facilities, as well as to streamline communications surrounding pre-label purchase orders. To accomplish this goal, we ask Vendors to ensure all pre-label shipments meet the requirements stated within.

Failure to follow the requirements in this guide may result in delays to invoice payments, processing of purchase orders and receipts, as well as an increase in subsequent chargebacks associated. Ultimately, a lack of compliance will directly affect the speed at which product becomes available to sell to our customers.

Please note that the information in this manual is subject to change and will be updated as needed. It is important that you always check the online version of the manual, at [nfm.com/new-vendor](https://nfm.com/new-vendor), for the most up-to-date information.

## CHAPTER 2

# LABEL SPECIFICATIONS

### Section 1 – Label Type

All pre-label cartons must be marked with an NFM label adhering to the following specifications:

- Size: 4" x 8.5"
- Stock: 3-part, 3 layer (piggyback)
  - Cut line locations are reflected in Section 3 of this chapter.
- Color: Green (PMS 375) and white
- Application temperature: 35 degrees minimum

If you would like to order labels from our provider, please contact [VendorRelations@nfm.com](mailto:VendorRelations@nfm.com) to obtain contact information and minimum requirements.

### Section 2 – Label Information Required

#### 2.1 NFM Piece Numbers

All labels must be assigned a unique piece number. NFM will send a range of piece numbers which is based on the average number of items purchased per year. As piece numbers are used, NFM will monitor to determine when a new list should be provided.

If a Vendor requires an updated list be provided, please contact [EDIVendors@nfm.com](mailto:EDIVendors@nfm.com) to request.

#### Piece Number Range Example:

148269120 FROM Piece #

148419120 TO Piece #

150,000 Total # of pieces

#### 2.2 Item Information

All labels must use the have the following required product information on them, in the specified format. Any missing or incorrect item information resulting in a need for NFM to reprint tags will be tracked and reported to Vendors via our Vendor Conformance Web Portal.

NFM will send a purchase order via EDI 850 with some additional item information that is included for Pre-label Program Vendors. As noted below, this information is only required to be added to the item information on the label, if it is sent in our EDI 850 PO. Information includes details related to:

- SKU Detail - Fabric, Finish, Color, Shelves, Leaves, Head/Arm Rests and Dimensions
- Quick Pick Information and/or Order Print Information, if applicable

Some Vendors choose to include their Shipping label with the NFM green label. This is not a requirement but is permitted by NFM as long as all requirements are met and labels do not overlap.

	Information	Descriptor	Font Name	Font Size	Font Weight	Required
<b>Section 1: Top part of label with piece number barcode on bottom (2" height x 3 7/8" width)</b>						
1	SKU Model #		Helvetica Bold	¼" high	Bold	Yes
2	SKU Description		Triumvirate	14	Normal	Yes
3	SKU Finish		Triumvirate	12	Normal	If in PO 850
4	SKU Fabric		Triumvirate	12	Normal	If in PO 850
5	SKU Color		Triumvirate	12	Normal	If in PO 850
6	PO # & Line #	PO: SPO:	Triumvirate	12	Normal	Yes
7	SKU Number	SKU:	Triumvirate	16	Normal	Yes
8	Quick Pick Indicator		Triumvirate	¾" high	Normal (Shaded)	If in PO 850
9	Vendor Label	VEND:	Triumvirate	10	Normal	Yes
10	Vendor Code		Triumvirate	16	Normal	Yes
11	Piece Number		Triumvirate	32	Normal	Yes
12	Piece Bar Code (split over cut line)	Barcode		1 ¼" high		Yes

<b>Section 2: Middle part of label with piece number barcode on top (2 ½" height x 3 7/8" width)</b>						
13	SKU Model #		Helvetica Bold	¼" high	Bold	Yes
14	SKU Description		Triumvirate	14	Normal	Yes
15	SKU Finish		Triumvirate	12	Normal	If in PO 850
16	SKU Fabric		Triumvirate	12	Normal	If in PO 850
17	SKU Color		Triumvirate	12	Normal	If in PO 850
18	PO # & Line #	PO: SPO:	Triumvirate	12	Normal	Yes
19	SKU Number	SKU:	Triumvirate	16	Normal	Yes
20	Quick Pick ID		Triumvirate	¾" high	Normal (Shaded)	If in PO 850
21	Vendor Label	VEND:	Triumvirate	10	Normal	Yes
22	Vendor Code		Triumvirate	16	Normal	Yes
23	Piece Number		Triumvirate	32	Normal	Yes

<b>Section 3: Bottom part of label with descriptive information (3 ¾" height x 3 7/8" width)</b>						
24	SKU Model #		Helvetica Bold	¼" high	Bold	Yes
25	SKU Description		Triumvirate	14	Normal	Yes
26	SKU Finish		Triumvirate	12	Normal	If on PO
27	SKU Fabric		Triumvirate	12	Normal	If on PO
28	SKU Color		Triumvirate	12	Normal	If on PO
29	PO # & Line #	PO: SPO:	Triumvirate	12	Normal	Yes
30	SKU Number	SKU:	Triumvirate	16	Normal	Yes
31	Quick Pick ID		Triumvirate	¾" high	Normal (Shaded)	If in PO 850
32	Vendor Label	VEND:	Triumvirate	10	Normal	Yes
33	Vendor Code		Triumvirate	16	Normal	Yes
34	SKU Dimension	DIMENSION:	Triumvirate	12	Normal	If in PO 850
35	Table Leaves	LEAVES:	Triumvirate	12	Normal	If in PO 850
36	Shelves	SHELVES:	Triumvirate	12	Normal	If in PO 850
37	Headrest	HEADREST:	Triumvirate	12	Normal	If in PO 850
38	Armrest	ARMCAPS:	Triumvirate	12	Normal	If in PO 850
39	Piece Number		Triumvirate	66	Normal	Yes
40	Order Print Info		Triumvirate	16	Normal	If in PO 850

## Section 3 – Label Example

The diagram illustrates a three-part label with the following fields and callouts:

- Top Section:**
  - 1. SKU Model
  - 2. SKU Description
  - 3. SKU Finish
  - 4. SKU Fabric
  - 5. SKU Color
  - 6. PO & Line #
  - 7. SKU Number
  - 8. Quick Pick ID
  - 9. Vendor label
  - 10. Vendor code
  - 11. Piece Number
- Middle Section:**
  - 12. Piece Bar **Code** (Centered)
- Bottom Section:**
  - 13. SKU Model
  - 14. SKU Description
  - 15. SKU Finish
  - 16. SKU Fabric
  - 17. SKU Color
  - 18. PO & Line #
  - 19. SKU Number
  - 20. Quick Pick ID
  - 21. Vendor label
  - 22. Vendor code
  - 23. Piece Number
  - 24. SKU Model
  - 25. SKU Description
  - 26. SKU Finish
  - 27. SKU Fabric
  - 28. SKU Color
  - 29. PO & Line #
  - 30. SKU Number
  - 31. Quick Pick ID
  - 32. Vendor label
  - 33. Vendor code
  - 34. SKU Dimension
  - 35. Table Leaves
  - 36. Shelves
  - 37. Headrest
  - 38. Armcaps
  - 39. Piece Number
  - 40. Order Print information

**CUT LINE HERE** (indicated by dashed red lines between sections)

## CHAPTER 3

# LABEL PLACEMENT

### Section 1 – Applying Labels

All labels should be applied directly to the carton they belong to, in the specific locations described in Section 2 of this chapter. Labels should not cover Vendor labels or model numbers printed on carton.

Any shipments containing missing or misplaced labels, which result in added labor of NFM receiving staff printing and/or applying labels, will be subject to chargebacks. Examples of this include, but are not limited to, the following:

- Applied to carton upside down
- Printed upside down, crooked, or misaligned with cut lines
- Printed illegibly or missing required information stated in Chapter 2
- Applied to shrink wrap or other pallet wrap
- Applied overlapping labels
- Labels provided but not applied to appropriate cartons
- Shipment with no labels or partially labeled

### Section 2 – Label Location

#### 2.1 Appliances

Place label on the longest, narrowest side of the box with the label over halfway up the side, close to the Vendor label.





## 2.2 Televisions

Place label on the longest, narrowest side of the box with the label over halfway up the side, close to the Vendor label.



## 2.3 Case Goods

Place label on the longest, narrowest side of the box with the label over halfway up the side, close to the Vendor label.





## 2.4 Assembled Chairs

Place the label on the side of the box. If one box contains two chairs, two labels are required.



## 2.5 Unassembled Chairs

Place label on the small end of the box. If one box contains two chairs, two labels are required.



## 2.6 Hutches

Place label on the narrow side of the box, or near the Vendor label.



## 2.7 Upholstery

For Wrapped Upholstery, place label on the back side, in the upper middle.



For Carton Upholstery, place label on the side of the box near the Vendor label.



## 2.8 Ottomans

Place label on the small end of the box or wrapping, near Vendor label.



## 2.9 Bed Rails

Place label on the small end of the box, centered.



## 2.10 Mattresses

Place label on the small end of the box or wrapping.



## CHAPTER 4

# DELIVERY

### Section 1 – Delivery Instructions

1. Vendor must contact NFM's Receiving Department at least 48 hours prior to delivery to schedule an unload time. Please refer to [NFM Routing Guide, Chapter 7](#) for all delivery instructions and requirements and [NFM Routing Guide, Appendix I for Contact Information](#).
  2. NFM will provide Vendor with an appointment and a confirmation number (Truck/Trailer Number) at the time the appointment is being scheduled.
  3. Vendor must send NFM a Delivery Appointment Notification to NFM Receiving within one hour after an appointment has been scheduled. This notification can be via email or a system generated email similar to the Delivery Appointment Notification Example in [Appendix I](#).
    - Delivery Appointment Notification must include:
      - Pre-label Shipping Number (Trip Number) associated with your EDI 856 ASN
      - NFM assigned confirmation number (Truck/Trailer Number)
- Note:** If for any reason items in a shipment will not ship with labels, NFM requires this to be communicated in this Delivery Appointment Notification and Vendor must also provide a packing list for those items prior to delivery. See [Routing Guide, Chapter 6](#) for instructions related to Packing Slip Details and Availability.*
4. NFM Receiving departments will use the information to create a Receiving Load with the provided Trip Number after receiving the email.
  5. Vendor must send an EDI 856 Advance Ship Notice to NFM by noon on the day prior to delivery appointment. An example is provided in [Appendix II](#). The following information must be included:
    - NFM Truck Number
    - Vendor Trip Number
    - Ship-To State
    - Trailer Number (optional)
    - Purchase Order Number(s)
    - Purchase Order Line Number
    - Purchase Order Line SKU Number
    - Purchase Order Line UPC Number
    - Purchase Order Line Quantity
    - Purchase Order Line Piece Numbers
    - Serial Number, if requested by NFM

Vendors will be responsible for sending accurate and exact information of what is on the truck at time of shipment. Any discrepancies identified will be reported to Vendors via the Vendor Conformance Portal and may be subject to chargebacks.



## Appendix I

# DELIVERY APPOINTMENT NOTIFICATION EXAMPLE

Vendor Trip #: OM82471  
 NFM Truck #: C8055-88  
 For Customer #: 109200 Ship-to #: 02  
 Planned Delivery Date/Time: 03/02/2016 4:00:00 AM – 4:00:00 AM  
 Summary:

Cartons	Pieces	Cubes	Weight
55	55	2810.05	6120.00

### Ship From

Address Line 1  
 Address Line 2  
 Address Line 3

### Ship To

Address Line 1  
 Address Line 2  
 Address Line 3

### Bill To

Address Line 1  
 Address Line 2  
 Address Line 3

### PO Number:

### Order Number:

Item No.	Description	Cartons	Pieces	Cubes	Weight
4060314	OTTOMAN/SIENNA/SADDLE	4	4	19.84	116.00
4060320	CHAIR/SIENNA/SADDLE	11	11	418.00	957.00
4060335	LOVESEAT/SIENNA/SADDLE	2	2	112.00	252.00
4060338	SOFA/SIENNA/SADDLE	6	6	432.00	918.00
Order Totals:		23	23	981.84	2243.00

### PO Number:

### Order Number:

Item No.	Description	Cartons	Pieces	Cubes	Weight
5540114	OTTOMAN/DURAPELLA/STONE	3	3	24.21	75.00
5540120	CHAIR/DURAPELLA/STONE	4	4	128.00	352.00
5540135	LOVESEAT/DURAPELLA/STONE	8	8	416.00	912.00
5540138	SOFA/DURAPELLA/STONE	18	18	1260.00	2538.00
Order Totals:		33	33	1828.21	3877.00

Grand Totals: 55 55 2810.05 6120.00

## Appendix II

# ADVANCE SHIP NOTICE EXAMPLE

BSN\*00\***OM82471**\*20160511\*1144~

HL\*001\*\*S~  
 TD1\*CTN76\*100~  
 TD5\*B\*2\*ACRL\*\*AMERICAN CENTRAL TRNS~  
 REF\*BM\*1NFK029435~  
 REF\*IA\*VENDR~  
 DTM\*011\*20160511~  
 N1\*ST\*NFM\*9\*007875040KCRE~  
 N3\*1601 VILLIAGE WEST PKWY\*CALL B4 DEL 913-288-6200~  
 N4\*KANSAS CITY\*KS\*66111~  
 HL\*002\*001\*O~  
 PRF\*8889271~  
 HL\*003\*002\*I~  
 LIN\*1\*SK\*41627332\*VC\*FCM11PHWW\*UP\*084691263890~  
 SN1\*\*2\*EA~  
 REF\*SN\*65143185~  
 REF\*SN\*65143187~  
 MAN\*GM\*87276098~  
 MAN\*GM\*87276099~  
 HL\*004\*002\*I~  
 LIN\*2\*SK\*46094470\*VC\*FCM5SKWW\*UP\*084691820710~  
 SN1\*\*1\*EA~  
 REF\*SN\*65143189~  
 MAN\*GM\*87276100~  
 HL\*005\*002\*I~  
 LIN\*3\*SK\*46094504\*VC\*FCM7SKWW\*UP\*084691820697~  
 SN1\*\*1\*EA~  
 REF\*SN\*65143198~  
 MAN\*GM\*87276101~  
 HL\*006\*002\*I~  
 LIN\*4\*SK\*43903616\*VC\*GDF520PGJWW\*UP\*084691814993~  
 SN1\*\*1\*EA~  
 REF\*SN\*65143193~  
 MAN\*GM\*87276103~  
 HL\*007\*002\*I~  
 LIN\*5\*SK\*43903632\*VC\*GDF520PSJSS\*UP\*084691814986~  
 SN1\*\*1\*EA~  
 REF\*SN\*65143195~  
 MAN\*GM\*87276104~  
 HL\*008\*002\*I~  
 LIN\*6\*SK\*43910173\*VC\*GDF610PMJES\*UP\*084691815099~  
 SN1\*\*7\*EA~  
 MAN\*GM\*87276105~  
 MAN\*GM\*87276106~  
 MAN\*GM\*87276107~  
 MAN\*GM\*87276108~  
 MAN\*GM\*87276109~  
 MAN\*GM\*87276110~  
 MAN\*GM\*87276111~  
 CTT\*14~

Must send Trip Number as the ASN number in the BSN02 (max length 10 characters)

NFM will provide a list of **NFM-specific Piece numbers**. All Piece numbers assigned to labels in the shipment must be sent back in the **MAN\*GM** segment AND should be listed on all sections of the green label.

If serial numbers are also applicable, they should be noted in the **REF\*SN** segment in the same order as the Piece number in the MAN\*GM segment.

