

# How to Prep Products



## Baby products

**Examples:** Items for children three (3) years and under (teething rings, bibs) or exposed toys (boxes with cut-outs larger than 25 mm square)

**Supplies required:** Poly bag\*, scannable barcode label\*

**Prep required:** Place item in transparent poly bag\*, seal, and label\*



## Sharp, pointed, or otherwise a safety concern

**Examples:** Scissors, tools, metal raw materials

**Supplies required:** Bubble wrap, box, scannable barcode label\*

**Prep required:** Wrap in bubble wrap or place inside box to cover all exposed edges and label\*



## Fragile/glass

**Examples:** China, frames, clocks, mirrors, liquids in glass bottles or jars

**Supplies required:** Bubble wrap, box, scannable barcode label\*

**Prep required:** Wrap in bubble wrap or place inside box and label\*

**Note:** The prepped item must be able to withstand a 1-metre drop onto a hard surface without breaking.



## Apparel, fabric, plush, and textiles

**Examples:** Purses, towels, clothing, plush toys

**Supplies required:** Poly bag\*, scannable barcode label\*

**Prep required:** Place in a transparent poly bag\*, seal, and label\*



## Small (longest side is less than 54 mm)

**Examples:** Jewellery, key chains, flash drives

**Supplies required:** Poly bag\*, scannable barcode label\*

**Prep required:** Place in a transparent poly bag\*, seal, and label\*

## Adult products

**Examples:** Items with images of live, nude models, packaging that displays profanity or obscene messaging.

**Supplies required:** Black or opaque poly bag or shrink wrap, scannable barcode label\*

**Prep required:** Shrink wrap or place in an opaque poly bag\*, seal, and label\*



## Liquids in plastic bottles (treat liquids in glass bottles as fragile)

**Examples:** Liquids in plastic bottles without a double seal (.12 L maximum)

**Supplies required:** Poly bag\*, scannable barcode label\*

**Prep required:** Tighten lid, apply a second seal or place container in a transparent poly bag\*, seal, and label\*



## Powders, pellets, and granular materials

**Examples:** Facial powder, sugar, powder detergents

**Supplies required:** Poly bag\*, scannable barcode label\*

**Prep required:** Place item in transparent poly bag\*, seal, and label\*

## Perforated packaging

**Examples:** Case-packed trading cards, case-packed granola bars

**Supplies required:** Poly bag\*, scannable barcode label\*

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**Prep required:** For products with expiration dates, see **Expiration dated products**. If the box cannot withstand being dropped on a hard surface without perforating, place each box in transparent poly bag\*, seal, and label\*



## **Sold as set**

**Examples:** Encyclopaedia set, multi-packs of food

**Supplies required:** Poly bag\*, box, shrink wrap, “Sold as Set” or “Ready to Ship”

sticker, scannable barcode label\*

**Prep required:** Seal set using shrink wrap, poly bag\*, or box to keep items from being separated, affix “Sold as Set” or “Ready to Ship” sticker, and label\*

## **Expiration dated products**

**Examples:** Vitamins, cake mixes, juice boxes

**Supplies required:** Expiration date, scannable barcode label\*

**Prep required:** Expiration dates must be displayed in the MM-DD-YYYY format. If the expiration date is printed in a different format, a label with the correct format must be applied and must cover the original expiration date. The expiration date must be printed on master carton, retail display, and individual items in 36 pt font or larger. Lot numbers are insufficient.

## **Food, beverage, or products packaged with food or beverage**

**Examples:** Flour, sugar, dried fruit

**Supplies required:** Scannable label\*

**Prep required:** Perishable items are not allowed. Non-perishable items must be lot-controlled and more than 90 days from the expiration date at the time of receipt by Amazon. Products within 50 days of the expiration date will be disposed of at the fulfilment centre. See **Expiration dated products**.

## **Bundled products**

**Examples:** Vitamin multi-packs (for example, 3 bottles as one item)

**Supplies required:** Box, poly bag\* or shrink wrap, scannable barcode label\*

**Prep required:** Multi-packs must arrive at the fulfilment centre already bundled. You can bundle multi-packs in boxes, poly bags, or by using shrink wrap. Affix the label for the multi-pack on the outside of the packaging. See **Expiration dated products**.

## **Meltable or otherwise temperature-sensitive products**

**Examples:** Chocolate, paraffin

**Supplies required:** Scannable label\*

**Prep required:** Temperature-sensitive products must be able to withstand temperatures between 10 and 37 degrees Celsius for the duration of the product’s shelf life without adversely affecting product quality. Cartons must not include storage temperature requirements unless explicitly expressed as a range from 10 and 37 degrees Celsius. Products requiring refrigeration or freezing are not allowed. Products subject to melting (such as chocolates) are accepted between October 1 and April 30 only. Removal orders must be filed in time to ensure that inventory is returned to you or disposed of before May 1.



## **\*Poly bag and scannable barcode label requirements**

Poly bags must be at least 2.3 micrometres. Poly bags with openings greater than 356 mm must have a visible suffocation warning. All barcode labels must be scannable without opening or unwrapping the packaged item.