Haband Vendor Carton Label Printing – Version 4.2

Contents

Vendor Authentication

1. Open Internet Explorer/Edge and type in the following URL:

   https://habandcartonlabel.bluestembrands.com

2. Type in your **UserID** and **Password** and click Log In . This information was sent to you in your account confirmation letter.

If you are new to the system, please click Register to create a new account. Haband will process your request within 24 hours; a confirmation email will be sent when the account is ready for use.

Creating a Purchase Order Shipment

1. Select **Purchase Order Carton Labels** from the available management options.

2. Enter the nine-digit **Haband PO Number** and two-digit **Delivery Number** (the Delivery Number can be found on the purchase order on the left hand side of the delivery dates, under DL#) and click [Next]

3. To add a SKU to the shipment, select it from the **SKU** dropdown menu. This menu will include all of the SKUs associated with the purchase order delivery; each SKU option also shows the desired order quantity as well as the currently open quantity.

Purchase Order

PO Information

Haband PO Number	007972101
Delivery Number	01
Total SKUs	21
Total Quantity Ordered	972
Last Modified	n/a

Cartons

Total Number of Cartons to Ship * [   ]

SKUs

SKU * [[Select a SKU]   ▾]

Carton Numbers * From [   ] to [   ]

Units per Carton * [   ]

Add SKU
Add SKU to the table below; to commit changes to the database, click Save. [Add SKU]

SKUs associated with this purchase order shipment

HBPO	SKU	Color	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons	Delete

Action

Save
Commit the changes to the database. [Save]

Cancel
Cancel and return to your previous work. [Cancel]

4. Once the SKU has been selected, enter the **Carton Numbers** (From – to) that will contain the SKU. A message will appear to the right of the range fields that indicate how many cartons of this SKU will ship in the given range. Finally, enter the number of **Units per Carton**.

SKUs

SKU * [663238066868 - FAUX LEATHER - Grey/L (168 ordered, 168 open) ▾]

Carton Numbers * From [1   ] to [10   ] (10 cartons will ship)

Units per Carton * [15   ]

Add SKU
Add SKU to the table below; to commit changes to the database, click Save. [Add SKU]

SKUs associated with this purchase order shipment

HBPO	SKU	Color	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons	Delete

5. Click ![Add SKU] to add the configured SKU to the "SKUs associated with this purchase order shipment" table. Continue to populate the table by selecting the appropriate SKUs and completing the necessary fields. To mix a single carton, use the same **Carton Number** in the From and To fields. A mixed carton can contain a maximum of 5 different SKUs.

6. If you attempt to insert an invalid SKU configuration an alert message will be displayed and the SKU will not be added to the table.

7. The table will continue to grow as new SKUs are configured and added. To delete a SKU from the table, click the ![Delete] button.

HBPO	SKU	Color	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons	Delete
7972101	663238066868	Grey	L		150	1	10	15	10	Delete
7972101	663238066875	Grey	M		100	11	20	10	10	Delete
7972101	663238066882	Grey	S		35	21	25	7	5	Delete
7972101	663238066912	Grey	3X		50	26	35	5	10	Delete

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8. When you are satisfied with the purchase order shipment, click [Save] to commit the changes and proceed to the confirmation summary. Finally, click [View Labels] to display a preview of the carton labels.

There are two printing options:

    1. Print Labels based on the original PO details (Style/Color/Size/Quantity).

If you are printing carton labels based on the original PO details, it is your responsibility to ship exact quantities, no excesses or shortages per carton.

    2. Print Labels based on your final Packing List (Style/Color/Size/Quantity).

If you will have less or more units than then PO details, please update your carton quantities before printing your cartons labels.

Find the SKU row (Style/Color/Size) and adjust the quantity per carton. (You may also delete SKU rows if needed).

Confirmation Summary

SKUs associated with this purchase order shipment

HBPO	SKU	Color	Color Code	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons
7972101	663238066868	Grey	06	L		150	1	10	15	10
7972101	663238066875	Grey	06	M		100	11	20	10	10
7972101	663238066882	Grey	06	S		35	21	25	7	5
7972101	663238066912	Grey	06	3X		50	26	35	5	10

Action

View Labels	[View Labels]
View the labels for this shipment.	
Cancel	[Cancel]
Cancel and return to your previous work.	

9. Use the Carton Label dropdown menu to preview each of the generated carton labels. To print the labels, you must select a **Printer**, a **Printing Style** (only when printing with a Local Laser Printer, see 9. a.) and click the [Print] button. You can choose to print with a Local Laser Printer or you can send a printing request to Label Masters or Labels Interglobal.

a. If you choose to print to a Local Laser Printer, you must also choose a **Printing Style**. Select "4 Per Page" for A4 / Letter size label paper with 4 labels per sheet, "2 Per Page" for label paper with only 2 labels per sheet (or if you only want to use 2 of the available labels on a 4 label sheet), or "1 Per Page (1 Roll/Zebra Printers)" if you have a specialty printer (often called 1 Roll or Zebra printer) that prints single labels on a roll of

a label paper. After clicking the Print button, a new printable window will open. "4 Per Page" and "2 Per Page" may appear identical in your browser window, however, the proper paging will be present when printing. If you would like to confirm the actual appearance and page breaks of your printed labels, before they are printed, select "File > Print Preview…" on your browser's toolbar. You can now print this page on the label paper that matches your **Printing Style** selection.

FROM:		TO:
MY VENDOR COMPANY		Haband Company
1234 MY STREET		Eatonton Main Bldg.
SUITE 567		148 Industrial Blvd.
PHILADELPHIA, PA 19106 USA		Eatonton GA, 31024 USA

P.O.	CARTON	UNITS
007972101-01	1 of 35	15

DESCRIPTION:
FAUX LEATHER

6 63238 06686 8

PRODUCT CODE	COLOR CODE	COLOR	SIZE
D19	06	Grey	L

00797210101010150001

FROM:		TO:
MY VENDOR COMPANY		Haband Company
1234 MY STREET		Eatonton Main Bldg.
SUITE 567		148 Industrial Blvd.
PHILADELPHIA, PA 19106 USA		Eatonton GA, 31024 USA

P.O.	CARTON	UNITS
007972101-01	2 of 35	15

DESCRIPTION:
FAUX LEATHER

6 63238 06686 8

PRODUCT CODE	COLOR CODE	COLOR	SIZE
D19	06	Grey	L

00797210101010150002

FROM:		TO:
MY VENDOR COMPANY		Haband Company
1234 MY STREET		Eatonton Main Bldg.
SUITE 567		148 Industrial Blvd.
PHILADELPHIA, PA 19106 USA		Eatonton GA, 31024 USA

P.O.	CARTON	UNITS
007972101-01	3 of 35	15

DESCRIPTION:
FAUX LEATHER

6 63238 06686 8

PRODUCT COLOR COLOR SIZE

FROM:		TO:
MY VENDOR COMPANY		Haband Company
1234 MY STREET		Eatonton Main Bldg.
SUITE 567		148 Industrial Blvd.
PHILADELPHIA, PA 19106 USA		Eatonton GA, 31024 USA

P.O.	CARTON	UNITS
007972101-01	4 of 35	15

DESCRIPTION:
FAUX LEATHER

6 63238 06686 8

PRODUCT COLOR COLOR SIZE

b. If you choose to print to Label Masters, Labels Interglobal, or NATCO you are required to fill out the following form that is sent to the appropriate printer. Double check the Billing and Shipping Addresses to ensure accuracy. Finally, complete the Delivery Information section. The **Scheduled Delivery Date** must be two weeks after the order date; it must also be a weekday. Select a shipping method from the dropdown menu. If you select FedEx and you have a FedEx account number, you may enter it in the FedEx Account Number field. Click to commit the changes and send the request to your selected printer.

Order Labels and Send Shipment to Labels Interglobal

Purchase Order

Haband PO Number	007972101
Delivery Number	01

Billing Address

Company Name *	MY VENDOR COMPANY
Address 1 *	1234 MY STREET
Address 2	
City *	PHILADELPHIA
State *	PA
Zip/Postal Code *	19106
Country *	USA
Contact Name *	JOHN SMITH
Phone Number *	555-123-4567
Fax Number	555-123-4568
Email Address	PNY@COMPANY.COM

Shipping Address

Company Name *	MY VENDOR COMPANY
Address 1 *	1234 MY STREET
Address 2	
City *	PHILADELPHIA
State *	PA
Zip/Postal Code *	19106
Country *	USA
Contact Name *	JOHN SMITH
Phone Number *	555-123-4567
Fax Number	555-123-4568
Email Address	PNY@COMPANY.COM

Delivery Information

Order Date	07/12/2018
Schedule Delivery Date *	7/26/2018 [-] [+] [Calendar]
Ship Via *	[Select a Shipping Method] ▾
FedEx Account Number	
Printer	Labels Interglobal

Action

Save Commit the changes to the database.	[Save]
Cancel Cancel and return to your previous work.	[Cancel]

NOTE: It is your responsibility to use a good quality printer and good quality paper/adhesive label.

Do not use labels that are heat sensitive as they will change or fade during long transit periods.

If the warehouse cannot scan your carton labels, there will be a Warehouse penalty.

Splitting a Shipment

Please Note: You can create multiple shipments as one shipment, but you must print the labels all at the same and apply them to the cartons. You cannot print part of the shipment and go back into the system and print the remaining labels. This will cause issues receiving, as the print number in the barcode will be incremented.

Do not overlap or re-use carton numbers from a previous shipment. If you have already created cartons 1-10 you must start with carton 11 or above for the next shipment.

Please follow these instructions if you will be sending the goods in separate shipments and do not wish to print all the labels at once.

Create the labels for your first shipment as show in the Creating a Purchase Order Shipment part of this guide.

After you have saved and printed the Carton Labels for the first shipment, go to **Purchase Order Carton Labels** again.

Enter the PO and Delivery Number.

You will see the following screen with the previously created shipment information.

PO Information

Haband PO Number	008383701
Delivery Number	01
Total SKUs	28
Total Quantity Ordered	336
Last Modified	n/a

Cartons

Total Number of Cartons to Ship *	

SKUs

SKU *	[Select a SKU]
Carton Numbers *	From ___ to ___
Units per Carton *	
Add SKU Add SKU to the table below; to commit changes to the database, click Save.	[Add SKU]

SKUs associated with this purchase order shipment

HBPO	SKU	Color	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons	Delete

Previous Shipments associated with this purchase order

HBPO	Shipment	SKU	Color	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons
8383701	5	663238162904	Lt Blue	L		6	1	3	2	3
8383701	5	663238162911	Lt Blue	M		6	4	6	2	3
8383701	5	663238162928	Lt Blue	S		6	7	9	2	3

Select the SKU and enter the Carton information.

You will see the Carton information populate as you add cartons.

Click **Save**

You will get a confirmation summary with the newly created carton information.

Confirmation Summary

SKUs associated with this purchase order shipment

HBPO	SKU	Color	Color Code	Size 1	Size 2	Quantity	From Carton Number	To Carton Number	Units Per Carton	Total Cartons
8383701	663238162959	Lt Blue	08	3X		6	10	12	2	3
8383701	663238162966	Lt Blue	08	4X		6	13	15	2	3
8383701	663238162935	Lt Blue	08	XL		6	16	18	2	3

Action

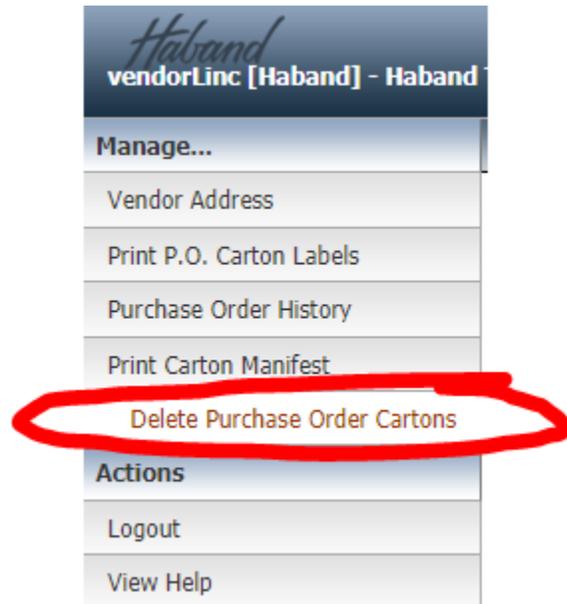| View Labels | View Labels |
View the labels for this shipment.	
Cancel	Cancel
Cancel and return to your previous work.	

Select **View Labels**.
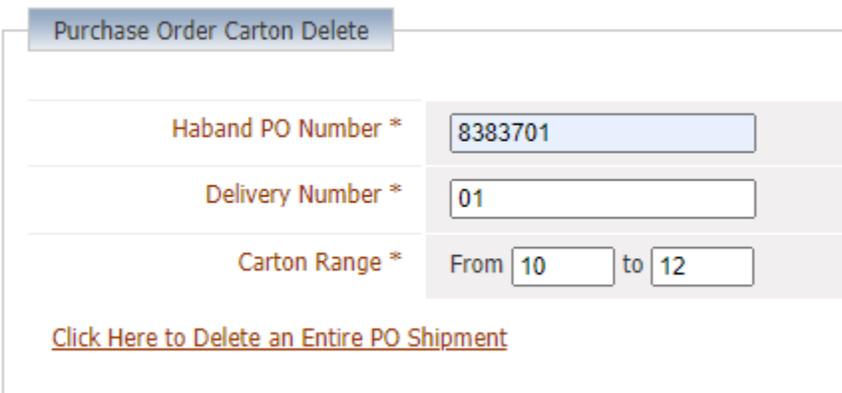
You can now print the labels for this shipment.

Correcting or Deleting a Carton Label

If you have to make a change or delete a specific carton or range of cartons, please follow the directions below.

Go to **Delete Purchase Order Cartons**

Enter the Haband PO Number, Delivery Number, and Carton Range.

The cartons will be deleted, and quantities associated with the products will be released.

You can now go in and re-create the labels.

Sending the Carton Manifest

Please note it is no longer necessary to send the Carton Manifest to Haband. The warehouse will automatically download this information into their system to pre-receive your merchandise.

You can still choose to Print the Carton Manifest for your own records.

Haband Contact Information

If you still have questions after reading this documentation, please contact Haband at habandcartonlabelquestions@bluestem.com