

To ensure your product is listed and checked-in correctly to your inventory set, please follow the guidelines below for all incoming packages to Kotis warehouses.

Customer supplied product (CSP) must be approved via your Program Manager (PM) and provided an IIR#.

CSP may require longer check in times and incur additional fees. Unfortunately, shipments that don't comply with our delivery guidelines may be refused.

Review "[Understanding CSP & Inventory Exclusivity](#)" and [Kotis warehouse standards](#) for more information.

PROPER LABELING & DOCUMENTATION

1. BOX LABELS

Incoming packages must include the following labels. Visual examples below

1. Shipping Label
2. Client Label: Client Name, IIR # (received from PM), and # of boxes (Printable template Page 3)

2. PACKING SLIP

Your packing slip should provide a complete list of items included in the box.

Ideal information on a packing slip includes SKU numbers, size, quantity, color, description, and weight, if possible.

CLIENT LABEL

Client Name	
IIR#	
# of Boxes	EX. 1 of 2

Examples of Good and Bad labeled packages



WAREHOUSE ADDRESS & HOURS

- Delivery appointments are not required for shipments of 3 pallets or less
- Confirm with your PM the correct warehouse location of your inventory set.

FAIRFIELD, OH	OGDEN, UT
KWF "Client Name" 300 Distribution Cir, Ste B Fairfield OH 45014 fairfield.receiving@kotisdesign.com	KWF "Client Name" 182 S 1070 W Bldg 14A, Bay 2, Dr 4 Ogden UT 84404 ogden.receiving@kotisdesign.com

ADDITIONAL INFORMATION

- **Pallets**

Every package on the pallet must follow the labeling and documentation instructions listed above.

	Standard Pallet	Oversized Package
Weight	N/A	>2000 lbs
Dimensions	48"x 40" less than 60" H	Non 48x40 sized pallets or Over 61" H
Pallets over the set weight will be broken down to meet Kotis requirements and billed as received hours.		

- **Hazmat Items**

Any hazmat CSP, including flammable items & product containing Lithium-Ion batteries must be approved before shipping to Kotis. [Shipping Hazmat](#) guide is available for more details.

- **Damaged Packages or Pallets:** Refer to "[Receiving Damaged Items](#)" Guide

- **Prop 65 Compliance**

The Safe Drinking Water and Toxic Enforcement Act of 1986 (also known as Proposition 65) is an environmental protection law requiring businesses selling products in the state of California to notify consumers about significant amounts of chemicals in the product they purchased.

These warnings come in the following forms:

- Physical warning labels Kotis applies to all products shipping within California
- Website warnings that pop up on the checkout page if a California address is listed as the delivery address

Common promotional items on the list include certain makes of sunglasses, earbuds and drinkware.

Kotis Produced Merchandise: Kotis handles confirming with vendors if items are Prop 65 compliant.

Non-Kotis produced merchandise: Client is required to research with their vendor if the items are Prop 65 compliant. Client must communicate whether the items require Prop 65 labelling when sending product to our warehouses.

Printable Client Label Template

Client Name	
IIR#	
# of Boxes	