

Supplied Insert Spec FAQ's

1. Does my SI need to be banded/divided? Can rubber bands be used?

Yes, supplied inserts must be either banded or divided (it is not necessary to do both) if your SI is a multi-panel piece. This will help prevent multi-panel products from becoming lodged within others within the carton (Nesting).

No, rubber bands are not a suitable means of banding the material. Rubber bands cause material to deform due to the tension applied by the rubber band to the product.

2. Is 3% overage really required?

Yes, the VMC does actually require 3% useable overage (print set up and print waste is not considered 'useable' overage material. The process at the VMC is designed to where each NTA produces 10,300 envelopes. The additional 300 envelopes are required for machine set up, Sample Paks, First Class Sample Paks & Postal Audit samples. By not supplying enough usable overage the NTA® will be considered 'short' and systemic corrections will be required. This will also impact the total number of envelopes being used as the mailing quantity.

Note: For approved booklets, it is recommended that a 4% overage be factored into each order/version due to variability in product weight (i.e. glue & trim size being primary factors).

3. Does my printer have to be registered?

Yes, all external printers supplying material to the VMC must be registered PRIOR to material arriving at the VMC, and strongly recommended this occurs before material is printed. This program was designed to help ensure that the Supplied Insert Specifications have been read and comprehended by someone at the printer who has the ability to positively impact the production of the Supplied Insert. By registering, the print vendor will demonstrate their understanding of the specification by completing an assessment that reverts back to the spec. The primary goal is to ensure that the material is being produced so that it meets spec, the VMC can use the material, and that the franchise receives all revenue possible, by meeting the fulfillment portion of the agreement with the client.



4. My printer is registered; does that mean that the VMC has certified them?

No, registration means that they have identified themselves and that the Supplied Insert specification have been discussed as it relates to the VMC manufacturing processes. It also means that someone that can positively impact the production of the supplied insert has proven that they comprehend the specifications.

Certification is a separate portion of the Print Vendor Registration process and will be accomplished at time yet to be determined. Certification indicates that a print vendor has demonstrated complete compliance to the spec with historical data to prove that claim, that they have internal processes in place to ensure that production defects are identified at their location, and they have proven a desire to partner with Valpak on the products they can / are willing to produce and that their pricing meets our requirements.

5. I received a fee because my printer failed to put the pallet quantity on the pallet placard, is that information that important?

Yes, the information requested on the pallet placard is that important. All of the information requested to be on the pallet placard (Ad Order ID #, Quantity per carton, Quantity per pallet, Printer Identification Number) is important to the VMC. Keep in mind that the VMC is designed to be a lean manufacturing facility and that in order to remain lean; there are processes in place to allow expeditious movement of material. For example: If the total pallet quantity is not on the pallet placard, then a member of the VMC Warehouse team will be required to calculate the total number of pieces on the pallet. This step falls outside of the process and disrupts the expeditious flow of material and puts inventory management at risk.

6. Can my single SI order be produced/submitted on different paper stocks?

No, paper stock is required to be consistent among the pieces that make up the batch. If there are multiple batch numbers created under the same material number, then all of the product must be on consistent paper stock.

The operating software uses the information from the characteristics of the paper for numerous planning reports. Variation causes inaccuracies in these reports which produce incorrect information. This variation will result in tote fill problems (resulting in too much or not enough material being sent to collation), inaccurate palletization reports, trailering reports, and also postage reports.

While there is some standard variation in the raw product due to the manufacturing processes, it is best to ensure that the same raw material is used for the production run of the supplied insert.

