
1 Scope and Purpose

This document establishes requirements for package labeling and date or lot code segregation for suppliers providing material to Benchmark.

This document is specific to all commodity types directly related to the manufacture of products.

2 References

None

3 Definitions

Per Global Record, Benchmark Glossary

4 Requirements

4.1 Purchases from non-standard suppliers

From time to time, due to availability, Purchasing is required to buy material from a supplier who is unaware of this requirement and does not have sufficient time to incorporate the necessary equipment to comply. This material will receive a Benchmark barcode label upon receipt.

4.2 Supplier

4.2.1 Overview

In order to provide an increased level of efficiency, inventory accuracy and product traceability, Benchmark requires that all material shipped be labeled with a combination of human readable and bar code. In addition, material must be segregated and identifiable by date code or lot code in the supplier packaging for all part numbers. This means each lot of a unique date code, or date code and lot code combination, must be separated, packaged appropriately, and marked as defined in this procedure. The unique date or lot code groups can then be packaged and shipped together as long as the final shipping container is marked as defined in the following paragraphs.

4.2.2 Labeling requirements

4.2.2.1 All material

Suppliers must not cover any manufacturer labels with the supplier labels. If the manufacturer label includes bar-coded information that meets Benchmark's specifications, then the supplier may eliminate those fields from the supplier label.

4.2.2.2 Additional label requirements include:

Code 128 bar code is preferred but Code 39 is acceptable.

Bar codes must be at least 0.2" [5 mm] in height.

Bar codes must use a minimum 3:1 ratio with a 6.6 mil [0.17 mm] minimum bar width.

Text on the label must be a minimum of 0.12" [3.0 mm] in height.

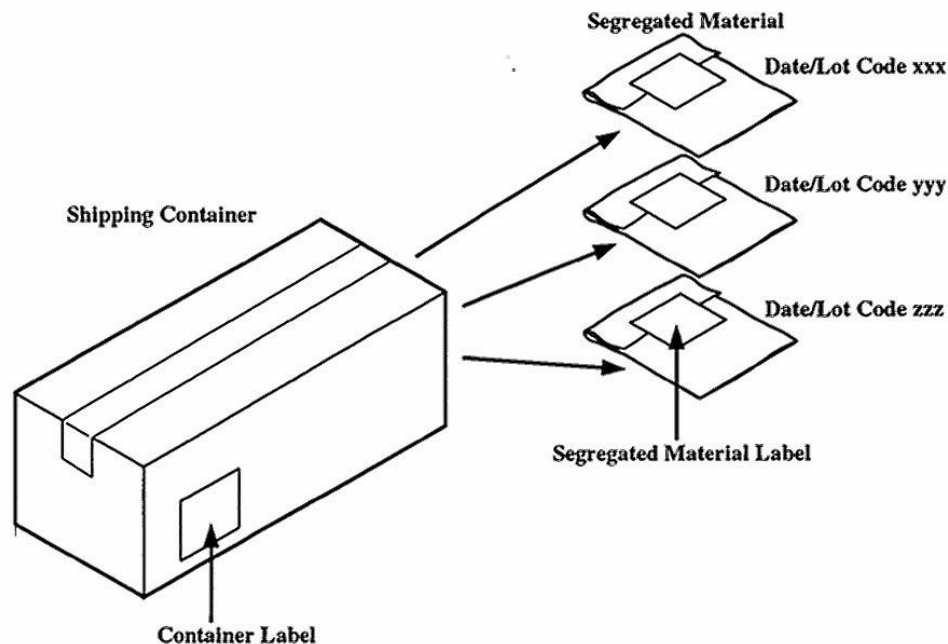
Fields shown on the label are in the order desired by Benchmark. It is preferred that the vendor supplies the fields in the same order for consistency.

(HR/BC) indicates that both human readable text and bar code are required.

(HR) indicates that only human readable text is required.

(HR/BC desired) indicates that human readable text is required, and a bar code is desired if there is space available on the label.

Labels must be on the outside of the shipping container, each bag of product contained within the shipping container, and the packing list (see figure 1). If material is received in tape and reel format, then this label must also be on the outside of each reel.



• **Figure 1 – Drawing showing approximate location of bar code labels for the shipping container and the segregated material.**

4.2.2.3 Outer container label

The outer container label is typically 4" x 6" [100 mm x 150 mm] The following information is required (see figure 2):

From address (HR). May be provided on a separate shipping label if desired.

To address (HR). May be provided on a separate shipping label if desired.

Date shipped (HR).

Box 1 of X (HR). Where X is the number of boxes used to pack a single pack slip line number. May be provided on a separate shipping label if desired.

Vendor pack slip number (HR/BC). Must be referenced on vendor's invoices.

Purchase order number (HR/BC).

Benchmark p/n (HR/BC).

Total quantity of part number referenced on this label (HR/BC).

Manufacturer name (HR/BC).

Manufacturer part number(s) (HR/BC).

Manufacturer lot code (if applicable) (HR/BC).

Manufacturer date code (if applicable) (HR/BC).

Revision (if applicable) (HR/BC).

The label is rectangular with a ruler on the left and top edges. The ruler on the left is marked from 1 to 6 inches. The ruler on the top is marked from 1 to 4 inches. The label content is as follows:

Vendor Name 555 Smith St Pittsburgh, PA 87654	Date: 11-23-2004 Box: 1 of X
Benchmark Electronics 17275 NE 67th Court Redmond, WA 98073	
Desc: SIMM, Parity , 32 MB	
Pack Slip #: PACK1234	[Barcode]
PO#: ABC123456	[Barcode]
BEI P/N: ABCDE123456789012	[Barcode]
Qty: 50	[Barcode]
Mfr Name: Texas Instruments	[Barcode]
Mfr P/N: C12345-123456789	[Barcode]
Mfr Lot: LOT123	[Barcode]
Mfr Date Code: 12/03	[Barcode]
Rev Level: A	[Barcode]

- Figure 2: Example of an outer container label

4.2.2.4 Inner packaging label and packing slip label

Figure 3 shows our ideal label to be placed on each inner package, with a copy of each label placed on the pack slip. This label is typically 4" x 2.5" [100 mm x 62 mm]. If space is limited on the label or pack slip, it is acceptable to bar code the pack slip number and purchase order number on the pack slip and create the inner packaging label as described below with the pack slip and purchase order in text only. The following information is required:

Vendor pack slip number (HR/BC). Must be referenced on vendor's invoices.

Purchase order number (HR/BC).

Benchmark part number (HR/BC).

Total quantity in package (HR/BC).

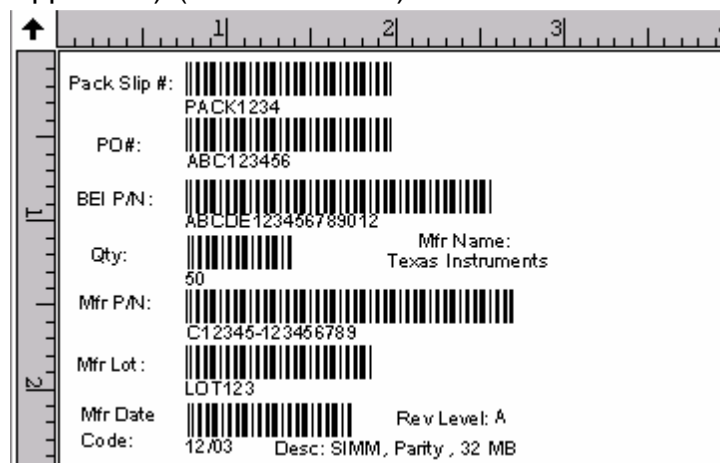
Manufacturer name. (HR/BC desired).

Manufacturer part number(s) (HR/BC).

Manufacturer lot code (if applicable) (HR/BC).

Manufacturer date code (if applicable) (HR/BC).

Revision (if applicable) (HR/BC desired).



• **Figure 3: Example of inner package label**

If no manufacturers label exists or it lacks required information, suppliers are then required to provide requested information.

Additional information may be added as required by the needs of the supplier.

4.3 Nonconformance

Suppliers who do not meet this requirement may have their material rejected at the Benchmark receiving level. A supplier corrective action request may be issued, requesting an explanation for nonconformance and a target date for compliance.

Revision History:

Date	Rev	Reason for Change:	ECO Number:
07/12/2023	C	Document reviewed with minor formatting updates completed. Updated Revision History table with prior release information.	DCO0000056
04/11/2008	B	Update to add metric equivalents.	CORP002276
11/08/2007	A	New Corporate Document.	CORP002263