

Lenovo Global Labeling Guide

Volume 6 – FRU Package Labels

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Owner: Norah Guo
WWME
E-mail: guoyun2@lenovo.com
Phone:18910866851

Author:
Kirstin Neira
Global Labeling Program Mgr
WW Global Logistics
Lenovo International
Hwy 54, Bldg 656, EE203
RTP, NC United States

Phone (001) 1-919-254-6264
Email: kirstinb@us.lenovo.com
Lotus Notes: *Kirstin L Breininger/US/Lenovo/IDE@IBMUS*

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1.0 Introduction

This is volume 6 of the Global Labeling Guides which documents what FRU labels should look like to conform to the needs of Lenovo and Lenovo's business partners and customers.

Before reading this volume you should first read volume 1. It contains background information and references that pertain to all of the volumes in the Global Labeling series.

A list of all the volumes in the Global Labeling series is contained in volume 1 "Overview and General Rules" (Lenovo Part Number 41U2997).

2.0 Definition

The labeling and marking requirements of this document apply to FRU packages for field use. They do not apply to parts packages for manufacturing use.

FRU is the acronym for "Field Replaceable Unit". A FRU is an orderable product identified by its FRU part number and can be a single part, a kit or a complete assembly. FRUs can either be serialized or not serialized.

A FRU package can contain just one (major) item or the FRU can be a kit of several items, each having a separate manufacturing (part) number.

FRU packages can also contain used parts which have undergone a certain inspection or test procedure.

The following terms are equivalent for this specification and may be used interchangeably

- Field Replaceable Unit (FRU)
- Customer Replaceable Unit (CRU)
- Field Service Part
- Spare Part

According to the differences outlined above, FRU package labels will have to be different.

3.0 Requirements on FRU Package Labels

This section addresses the minimum labeling requirements for FRU packages. These requirements reflect the specific differences and characteristics of the FRUs.

3.1 General Label Layout

Figure 1 shows the general layout of FRU package labels.

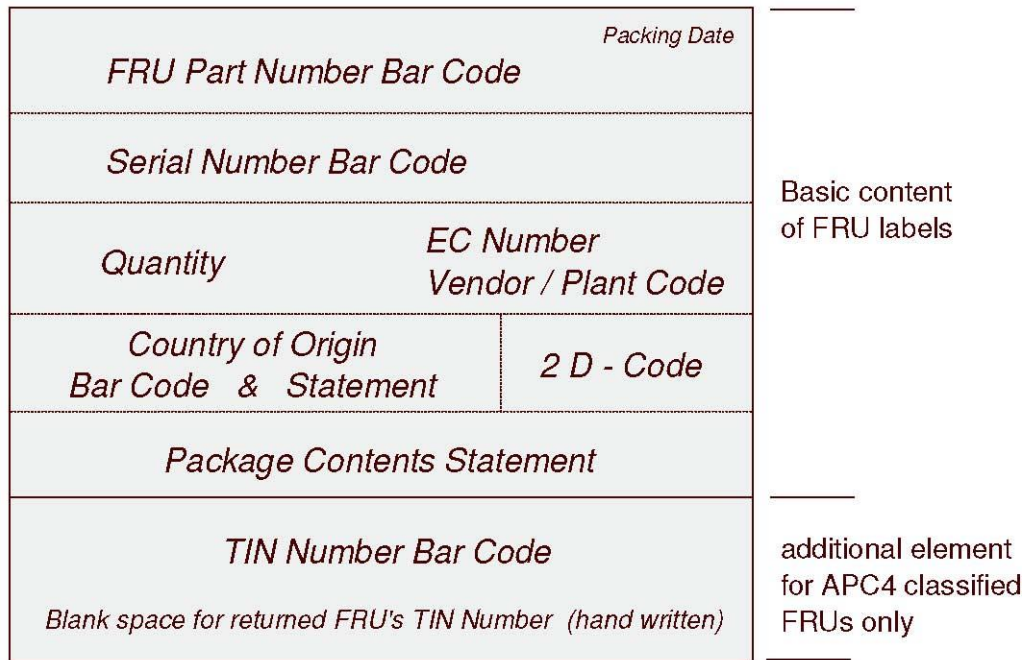


Figure 1: General FRU Label Layout

3.2 Data Elements used on FRU Package Labels

	Description	Format*	DI*	Detailed Explanation and Requirements
1	FRU Part Number (human readable and bar coded)	AN 7 Pxxxxxx	P	REQUIRED. Use 5 mm minimum BOLD characters for easy reading. LARGER SIZES ARE ENCOURAGED. For the bar code title use one of the following formats 'FRU Part #:', 'FRU P/N:' or 'FRU PN:'. The number itself must be the most prominent text item (words) on the label. No other text item should be printed larger (the bar code is not a text item). For small items, the size may be reduced to 3 mm. Use data identifier "P" with the bar code. Example: FRU part number 1234567 should be encoded as P1234567 in the bar code. For 10digit FRU PN, the FRU part number 5XX-nannnn should be encoded as P5XX-nannnn in the bar code. First char always start with "5" for FAP/FRU parts, which make it easier for user to separate PPN against FRU/FAP.Following two digits "XX" stand for different commodity type, which sharing same definition as FAP/PPN.Last 7 digits "nannnn" is sequence number auto generated by system, second char always be alpha, and other char are numeric. No re-use of the 7d cross different commodity type
2	Date (human readable text)	yyyy-mm-dd	12D	REQUIRED. Date of manufacture or date of packaging/shipping shall be printed in yyyy-mm-dd format.
3	Country of Origin (CoO) Statement (human readable text)		-	REQUIRED. The Country of Origin statement must be printed on the FRU package label as per section 7.0 of the Global Labeling Guide Volume 1 (Lenovo part number 41U2997). Example: "Made in Japan". Note: if a FRU package contains merchandise from different countries of origin, then the full English names of all the countries of origin of the merchandise must be specified on the outer FRU package label. Example: "Contains merchandise from : Canada, Mexico". Note: do not use the word 'countries' in the CoO statement.
4	Country of Origin (bar coded)	4Lxx	4L	REQUIRED IF the FRU package contains articles from only a single country of origin. The bar code must contain "4L" plus the two character ISO 3166 country code. This indicates the country in which the product obtained its present identity as a part, subassembly, or finished product. ISO 3166 codes are available via this website : http://www.iso.org/iso/en/prods-services/iso3166ma/index.html Note : a country of origin bar code is PROHIBITED if the FRU package contains merchandise from more than one country of origin.
5	Quantity (human readable text)	N 1..8	Q	REQUIRED Pertains to the FRU part number. Use 'Qty: x' or 'Quantity: x'. Show the quantity, even if it is 1.

	Description	Format*	DI*	Detailed Explanation and Requirements
6	Serial Number (human readable and bar coded)	AN 7..12	S	REQUIRED -if the FRU is serialized. This specification does not mandate serialization of FRUs, nor does it require that serialized parts carry this on the package exterior unless required by paragraph 7 (below). However, it is suggested that serialized parts include this information on the FRU label since this can be used to verify if returned parts are new returns versus used ones.
7	Tracking Identification Number (TIN) (human readable and bar coded)	AN 16..22	1S or 11S	REQUIRED if the FRU is serialized and classified as APC4 (see Corporate Logistics Procedure CP 10.13). Note : use the 11S bar code format which combines the Production Part Number (not the FRU Part Number unless they are the same) and the Serial Number into one bar code. On the label, leave adequate space for hand writing the TIN of the part which is replaced by the new FRU and sent back to IBM parts warehouse using the same packaging.
8	Production Part Number Or Assembly Part Number Or Manufacturing use only Number, Or CSP Number (human readable text)	AN	-	REQUIRED if a) the FRU part number is not printed on the actual part or b) the FRU is a kit containing different parts. Customs officials will be checking this information. It will reduce problems when packages are opened for inspection to identify the parts inside. However, it must be printed in a smaller font than the FRU part number. Example: "Contains Assembly Number xxxxxxx and Packing Material". Note: do not use "P/N" designations with assembly, production, manufacturing or CSP numbers. Only the FRU P/N should have it.
9	EC Level (human readable and/or bar coded)	AN 6..8	12P	OPTIONAL. E/C level is optional on FRU packages. However, each plant must decide this based on anticipated Distribution Stock Actions (DSAs). This would enable the field to sort parts for DSA's without opening the packages! It may also work with the date, E/C, assembly number, serial number, or others. Individual plant requirements may supersede this option for certain parts. Products that are typically EC sensitive should carry the EC number on the label.
10	Plant of manufacture code (human readable text)	AN 3	-	OPTIONAL. A plant code is assigned to the vendor manufacturing the FRU. The plant of control must decide whether this is required on the label for any reasons, as e.g. Distribution Stock Actions (DSAs).
11	Other Data Elements / Bar Codes (human readable and/or bar coded)		-	OPTIONAL. Human readable and / or bar coded data elements that support secondary processes may be added at the bottom of the FRU label or applied as a separate label in direct proximity to the FRU label. Example: repair identification (RID) bar code / label

	Description	Format*	DI*	Detailed Explanation and Requirements
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12	Part Name, Description		-	PROHIBITED. Reason is that this description must match exactly any description residing elsewhere on packing lists, invoices, or other paperwork accompanying shipments. Errors lead to delays and lost articles and can attract pilferage. All FRUs must be prepared for shipping globally.
13	Supplier Name or Logo		-	PROHIBITED. On FRU labels no supplier names and / or logos shall appear. Exceptions to this rule must be very carefully considered and need approval by business unit management. Supplier names and logos however may appear on the package surface (carton) or tamper evident tapes and sealing.

Table 1: Data elements used on FRU package labels

* = see section A.2 in Global Labeling Guide Volume 1 (Lenovo part number 41U2997).

3.3 Special FRU Marking Instructions

- For a single item FRU package, the FRU part number on the package must be the same as the FRU part number on the item itself. This is to avoid confusion and trouble at customs clearance.
- For a FRU package containing a kit with different items, the items’ part numbers must be listed on the FRU package label and must be the same as those applied on the parts. Same reason as above. Use the words ‘This FRU P/N is a kit containing following parts :’ and list each part number in the package. If there is material which does not have a part number, print their generic name or description. See example A2.
- Parts which are individually packaged for production, but are not intended to be used for field replacement purposes should be identified and marked, “Manufacturing Use Only; Container not Intended for FRU Shipment”.
- Interior packages which are part of a larger cushioned assembly should be marked “Interior package, not suitable for shipment alone”. This will help prevent misuse of these interior packages in the field.

3.4 Special Requirements for FRU Packages containing Used Parts

As per Corporate Standard C-S 0-5103-007, used parts are categorized as follows :

- Used / ETN (ETN = equivalent to new)
- CSP (CSP = certified spare part)
- Used (= not ETN or CSP)

FRU packages for field use that contain used parts must be marked with a “Serviceable Used Part” label in addition to the FRU package label. Refer to Corporate Standard C-S 0-5103-007 for details and further requirements on used parts.

Do not print the word ‘Used’ on the FRU package label.

Examples of “Serviceable Used Part” labels are shown in section A.4 of this document, in volume 8 of the Global Labeling Guide (part number 41U3004) and in C-S 0-5103-007.

3.5 Label Size

The size of the label must ensure that all applicable data element requirements are met (see the table in section 3.2).

3.6 Label Placement

Place one label in the upper right corner of the smallest vertical panel for packages less than 610 mm (24”) after adding length + width + depth. For packages larger than 610 mm (24”) place identical labels on two ADJACENT vertical sides. Use best judgment on small or unusually shaped packages or for larger packages that are bound by automated processes and so on. A double label may be used which wraps around a vertical corner of the box (same information replicated). Unit Card Boxes (black plastic with window) may have one label on the end panel. Use one label on all flexible packages (bags, pouches, envelopes)

3.7 2D Symbols

Although 2D symbols are not mandatory at the moment for all FRU package labels, it is strongly recommended to print a 2D symbol on the FRU package label. Use DataMatrix ECC200 symbology. Include all data elements listed in the table of section 3.2 that have a data identifier assigned.

Data structure and syntax of the encoded data in the 2D symbol must be per Corporate Standard C-S 1-1121-015.

Appendix A. Examples of FRU Package Labels

A.1 Example of a Single Item FRU Package Label (non-serialized)

A label for a non-serialized FRU may look like following example:

Label sample for 7 digit FRU PN:



Figure 2 : Product Package Label for a non-serialized FRU containing a single item

Label sample for 10 digit FRU PN:



A.2 Example of a Multiple Item (Kit) FRU Package Label (non-serialized)

A label for a non-serialized FRU containing a kit with multiple items may look like following example:

Label sample for 7digit FRU PN:



Figure 3 : Product Package Label for a single, non-serialized FRU kit containing several items

Label sample for 10 digit FRU PN:



A.3 Example of a Serialized Item FRU Package Label

Label sample for 7 digit FRU PN:



Figure 4 : Product Package Label for a serialized, single item FRU

Label sample for 10 digit FRU PN:



A.4 Example of a FRU Package Label containing Used Part(s)

Following is an example of labels required on a non-serialized FRU package containing a used (ETN, CSP or renovated) part:

Label sample for 7 digit FRU PN:



Figure 5 : Product Package Label for a used, non-serialized single item FRU and its companion ‘Serviceable Used Part’ label

Label sample for 10 digit FRU PN:



Appendix B. Revision History

Date	EC Level	Changes
Feb 28,2006	J83788A	New document for Lenovo International.
Oct 6,2012		Added the “Lenovo FRU” for Fru label.
Dec 20,2012		PGI Integration
Nov3,2015		Update Lenovo logo for FRU carton label

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