

Supplier Packaging Labeling Requirement

Notice **UNCONTROLLED IN PRINTED FORM UNLESS STAMPED IN RED**

Revision Summary The current document revision is described below:

Rev.	Change Summary: (The CO number of this revision is shown in the DMS web “effective Area” screen for this document.
E	● Removed CMS and PMCC references.

Purpose This document establishes and standardizes PHILIPS Healthcare’s format requirements for data elements that are to be bar coded on shipment container labels from external suppliers. PHILIPS Healthcare’s manufacturing organizations expect to receive product labeling in such a manner as to allow for rapid processing of incoming material at the receiving dock while maintaining the highest possible level of inventory accuracy.

Philips Healthcare has chosen to conform to the Health Care Industry (HIBC) Supplier Labeling Standard for OEM (finished goods) products distributed within the health care industry. For all other products, Philips Healthcare has chosen to conform to the Electronic Industries Association (EIA) Outer Shipping Bar Code Label Standard (ANSI/EIA-566-B). These documents are to be used as general guidelines, incorporating general practices where specified. Philips Healthcare is not requiring its suppliers to utilize nonstandard procedures and processes in the application of bar code labeling. Suppliers are urged to contact their Philips buyer concerning additional labeling issues or clarifications.

Scope This is a Tier 2 Quality System Document of the element Purchasing Controls and Receiving Acceptance. This document describes supplier labeling expectations and responsibilities for all Philips’ Supply Chain parts or assemblies.

- This document becomes part of any document, drawing, or purchase order in which it is referenced. Drawings containing specific packaging labeling requirements super cede this requirement. If it is not referenced on any other previously mentioned documents, it may also be sent to the supplier as a separate document with agreement of both the buyer and the materials engineer. This document applies to all suppliers, both outside suppliers as well as other Philips entities.

Document Components This document does not contain an additional component in DMS.

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Requirements:

- 2.1 Symbology** The alphanumeric "3 of 9 Code," also referred to as "Code 39," is the Philips standard bar code and shall be used when bar coding is specified in this document. The basics of the "3 of 9 Code" are referenced in both the ANSI/EIA-556-B and HIBC Bar Code Labeling standards.
- 2.2 Format** The objective of having bar coded labels on supplier shipments is a functional one. Utilization of data identifiers eliminates the necessity of applying rigid format requirements. Therefore, the format and layout of the label is flexible and at the discretion of the supplier as long as the required content (refer to sections 2.4 and 2.5) is provided. Bar Code exhibits within this document provide samples as guidance to those who do not have a standard format. The vertical "building block" format (refer to examples on pages 5, 6, and 8 of this document) was developed because of its flexibility, however landscape formats (refer to examples on pages 7 and 9) are acceptable.
- 2.3 Labeling Requirements** Bar code labels are required on product packaging to facilitate receiving the product at the shipping dock and moving material to different locations within the building. Two (2) types of labels are required, each containing information coded in "3 of 9" format, however the information contained shall differ (refer to Figures 1 through 5).
- 2.4 Single Box Label - Required Content (Refer To Figures 1 & 2)**
- 2.4.2 IN BAR CODE AND HUMAN READABLE FORMAT MANDATORY**
- ☐ Product Part Number
 - ☐ Part Revision Level
 - ☐ Purchase Order Number
 - ☐ Quantity
 - ☐ Date of Manufacture
 - ☐ Serial Number, Lot #, or Lot Date, (if applicable)
- 2.4.2 HUMAN READABLE MANDATORY**
- ☐ Ship From Information
 - ☐ Deliver To Information
 - ☐ Product Description / Country of Origin
 - ☐ Unit of Measure (EA, etc.)
 - ☐ Package Count
 - ☐ Package Weight

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**2.5 PALLET
LABEL -
REQUIRED
CONTENT
(REFER TO
FIGS 4 & 5)**

Each pallet must be labeled in bar code form and/or human readable as indicated in sections 2.5.1 through 2.5.2.

**2.5.1 IN BAR
CODE AND
HUMAN
READABLE
FORMAT -
MANDATORY**

- ☐ Purchase Order Number
- ☐ Packages Per Pallet
- ☐ Quantity (total number of items per pallet - not boxes)

**2.5.2 HUMAN
READABLE -
MANDATORY**

- ☐ PALLET
 - ☐ Ship From Information
 - ☐ Deliver To Information
 - ☐ Pallet Count (Example: 1 of 4)
 - ☐ Pallet Weight (Example: 500LB)
 - ☐ Product Description / Country of Origin
-

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Figure 1

1. PORTRAIT SHIPPING LABEL FORMAT EXAMPLE

1.1 (based on ANSI/EIA-556-B Barcode Standard)

4"		
SHIP FROM:		SHIP TO:
GOOD SUPPLIER Any Street Any City, Any State Postal Code Country		PHILIPS Address as specified in Purchase Order
Supplier Product Code or Model # (if any)	PKG ID: (1P)	123456789
Purchase Order #	P.O. #: (K)	123456789
Philips Part #	PART #: (P)	123456789
Part Rev. Level	REVISION:	A
Qty. in Package	QUANTITY: (Q)	123456789
Serial # (if applicable)	SPECIAL: (S)	yy/mm
DESCRIPTION:	DESCRIPTION: ABCDEF Country of Manufacture _____	
	PACKAGE COUNT X of Y	PACKAGE WEIGHT XX LB

Variable
Label
Length

Lot #,
Lot Date, or
Date of Mfg.

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Figure 2


**1.2 PORTRAIT SHIPPING LABEL FORMAT EXAMPLE (FOR
MEDICAL PRODUCTS)
(based on HIBC Barcode Standard)**

FROM:	
MANUFACTURER INC. 123 STREET AVENUE YOURTOWN, AZ 85018	
TO: PROVIDER RECEIVING Address as specified in Purchase Order	
(52L) TO: POSTAL CODE	60600 
(K) P.O. #	7890123L 
(J) LICENSE PLATE: JLHH13987654321 	

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Figure 3

1.3 LANDSCAPE SHIPPING LABEL FORMAT EXAMPLE

Supplier Product Code or Model # (if any) (if applicable) Lot #, Lot Date, or Date of Mfg. Qty. in Package Purchase Order # Philips Part # Part Rev. Level		4"		4"
		PKG ID: (1P)	 123456789	
		SERIAL #: (S)		
		QUANTITY: (Q)		
		P.O. #: (K)		
		PART #: (P)		
		REVISION:	 A	
		SHIP TO: PHILIPS Address as specified in Purchase Order		4"
		SHIP FROM: GOOD SUPPLIER Any Street Any City, Any State Postal Code Country		
		PACKAGE COUNT: X of Y		4"
		PACKAGE WEIGHT: XX LB		
		DESCRIPTION: ABCDEFG		4"
		Country of Mfr. _____		
		4.5"		6"





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Figure 4

1.4 PORTRAIT PALLET LABEL EXAMPLE

4"		Variable Label Length 6"
SHIP FROM: GOOD SUPPLIER Any Street Any City, Any State Postal Code Country	SHIP TO: PHILIPS Address as specified in Purchase Order	
PKG ID: PALLET Multiple Qty. Container		
Purchase Order #	P.O. #: 123456789	
Philips Part #	PART #: 123456789	
Revision	REVISION: A	
Total Packages this pallet	PACKAGE QUANTITY: 123456789	
Total Number Items Per Pallet	ITEM QUANTITY: 123456789	
This product is made in _____		
PALLET COUNT: X of Y		PALLET WEIGHT: XXX LB

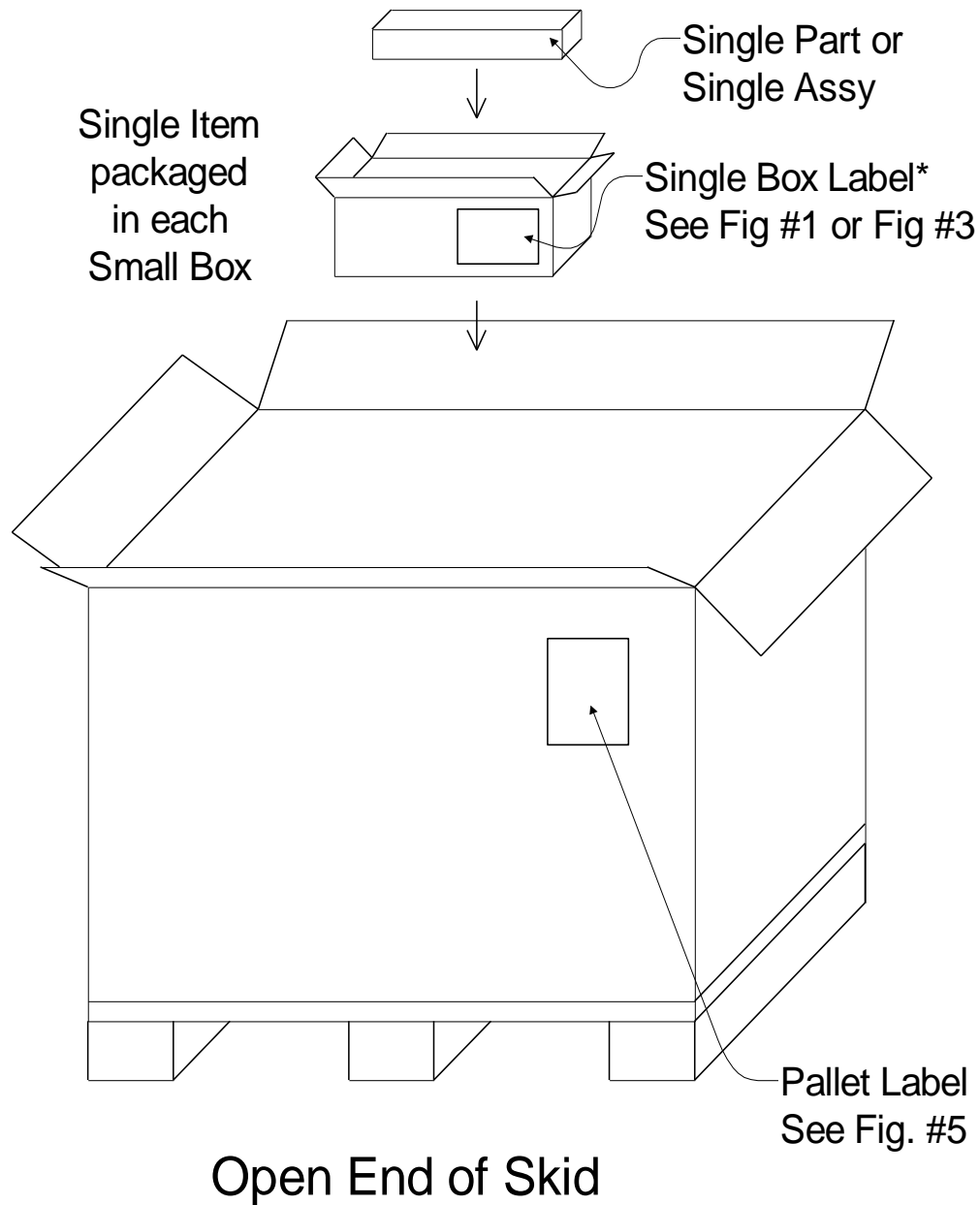
Supplier Packaging Labeling Requirement**Figure 5****1.5 LANDSCAPE PALLET LABEL EXAMPLE**

4"					
Product Code or Model #	PKG ID:		SHIP TO:	PHILIPS Address as specified in Purchase Order	
	PALLET		SHIP FROM: GOOD SUPPLIER Any Street Any City, Any State Postal Code Country		
	Multiple Qty. Container				
	Total Packages This Pallet	QUANTITY: (Q)	 123456789	PALLET COUNT: X of Y	
		PO NUMBER: (K)	 123456789	PALLET WEIGHT: XXX LB	
Purchase Order #	PART NUMBER: (P)	 123456789	DESCRIPTION: ABCDEFGH		
Philips Part # (s)	REVISION:	 A	Country of Mfr. _____		
Part REV. Level	4.5"		6"		
4"					
4"					

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Figure 6

1.6 LABEL LOCATIONS FOR INDIVIDUAL BOXES AND MULTIPLE BOXES IN OVERPACK.

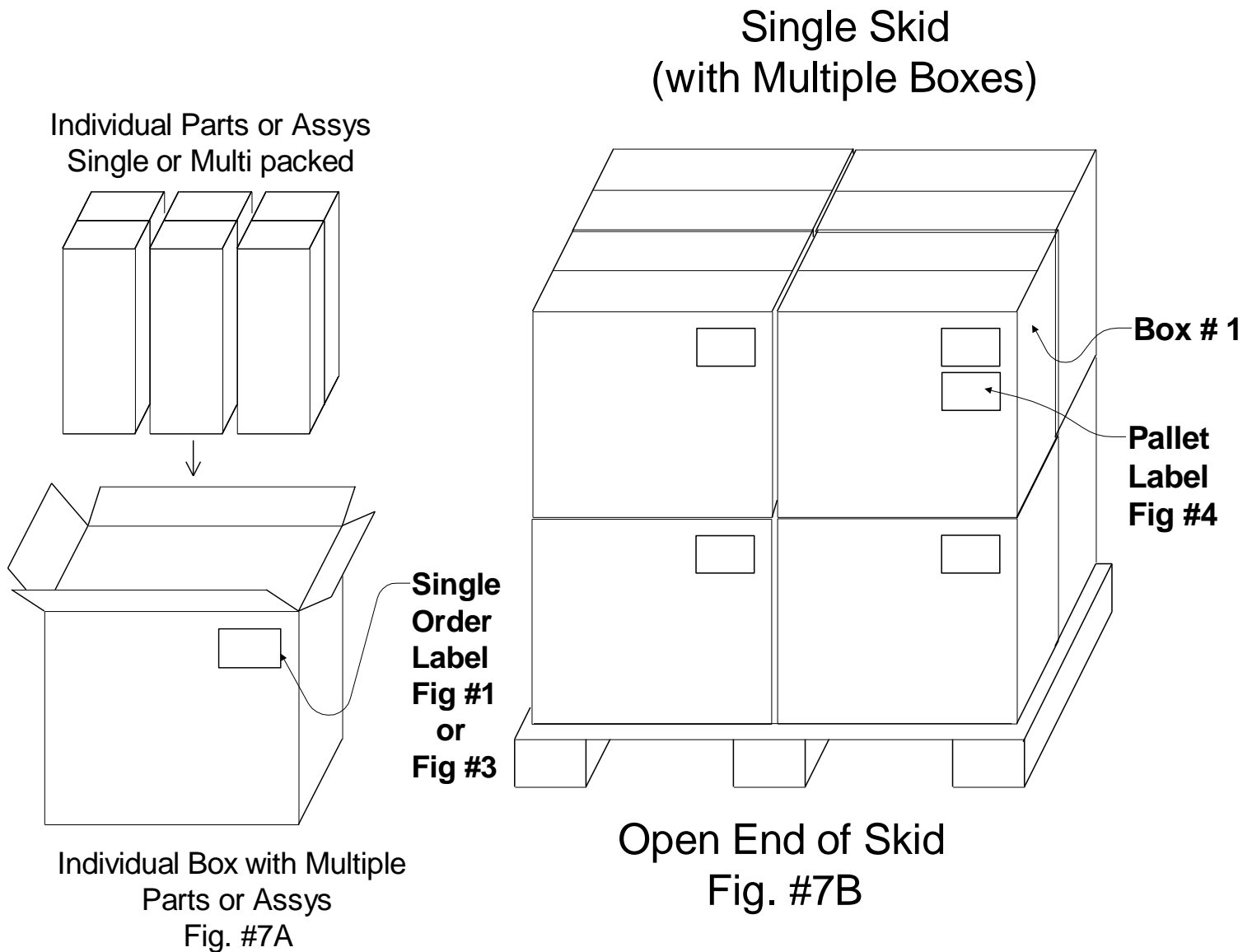


* Note: Single Box Label count should be 1 of 1 in overpack situation.

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Figure 7

1.7 LABEL LOCATION FOR INDIVIDUAL BOXES AND MULTIPLE BOXES ON PALLET.



Supplier Packaging Labeling Requirement**2. Document Information**

Document Ownership The document owner is listed below:

Function	Title
Global Purchasing Organization	Global Purchasing Director

References Listed below are considered current, effective:
Parent documents, higher level, that direct this document (P);
Sibling documents, same level, that supplement this document (S);
Child documents, lower level, that are driven by this document (C);
External documents, outside the quality system, that supplement this document (E).

Document #	Title	P/S/C/E
A-Q2920-00088	Purchasing Controls and Receiving Acceptance Requirements	P
A-Q2920-00100	Receiving and Acceptance Process	S
ANSI/EIA-556-B	Outer Shipping Container Label Standard	E

Records This procedure results in no records.