

Lenovo Global Labeling Guide

Volume 3 – Shipping Labels and Case Content Labels

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1. Introduction

This is volume 3 of a series of volumes which document what labels, packing lists and advice of delivery (AOD) / proof of delivery (POD) should look like to conform to the needs of Lenovo. A list of all of the volumes in the Global Labeling series appears in volume 1 “Overview and General Rules” (Lenovo part number 41U2997).

This document here defines the rules that apply to shipping labels and case content labels.

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

Further details, samples of labels, country specific requirements, carrier requirements, etc can be found in the Lenovo EDI/SUS Mapping Guide (from BT team).

2. Definition

2.1 Shipping Label

A shipping label is a label which is affixed to the shipping container. Its purpose is to provide all necessary information to all involved parties in the logistics chain in order for them to perform shipping and handling of the product in a most efficient way.

A shipping label, even if it contains product information, never is a substitute for the Product Package label on the individual product package.

2.2 Case Content Label

A ‘Case Content Label’ (or ‘Pallet Label’ or ‘9S Label’) itemizes what is contained in a case container, overpack box, or pallet to which it is affixed. Besides the shipping label, it is the most outer label of the shippable unit or entity.

Note: Do not confuse the case content label with the product package label. In detail the main differences are:

A product package label is a label affixed to the immediate container of a particular, designated product, which may consist of one or more different items, in a quantity of one or more than one.

Example 1: a desktop computer coming with a keyboard, mouse, cables and handbook.

Example 2: a package containing a quantity of xx memory chips.

The case content label is affixed to a pallet or container which represents a higher (consolidation) level of packaging of like or unlike items.

Example 1: a pallet containing xx (single packed) ThinkPads.

Example 2: an (overpack) box containing a quantity of x of item A, y of item B and z of item C.

3. Rules for Applying Shipping Labels and Case Content Labels

Each case (i.e. pallet or transport unit) must contain at least: 1 Shipping Label (WW order only), 1 Case Content Label, except that case content label on loose cartons products (not including JP and LA orders) in some ODMs is cancelled.

4. Requirements

This section defines the general layout and content of Lenovo shipping labels and case content labels. Use the specification of shipping label unless your shipments are handled by a carrier who enforces the use of their own specification. Wherever possible, try to arrive at a compromise between Lenovo's and the carrier's requirements. The appendix of this guideline shows a couple of examples how the different requirements could be merged together.

The general format and layout of a case content label is shown below. The data elements which are printed in the segments are described in section 4.4. If the case content label does not fit on one label, print a second one and attach them next to each other. Please note that certain countries / order routes may have specific requirements.

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Note: For orders to Canada, item titles on shipping label are required to be shown in both English and French. If the address data of “ship to” are written in French, Korean, or Traditional Chinese, printers should be able to print the data correctly.

4.1 General Layout

4.1.1 Layout of Shipping Label

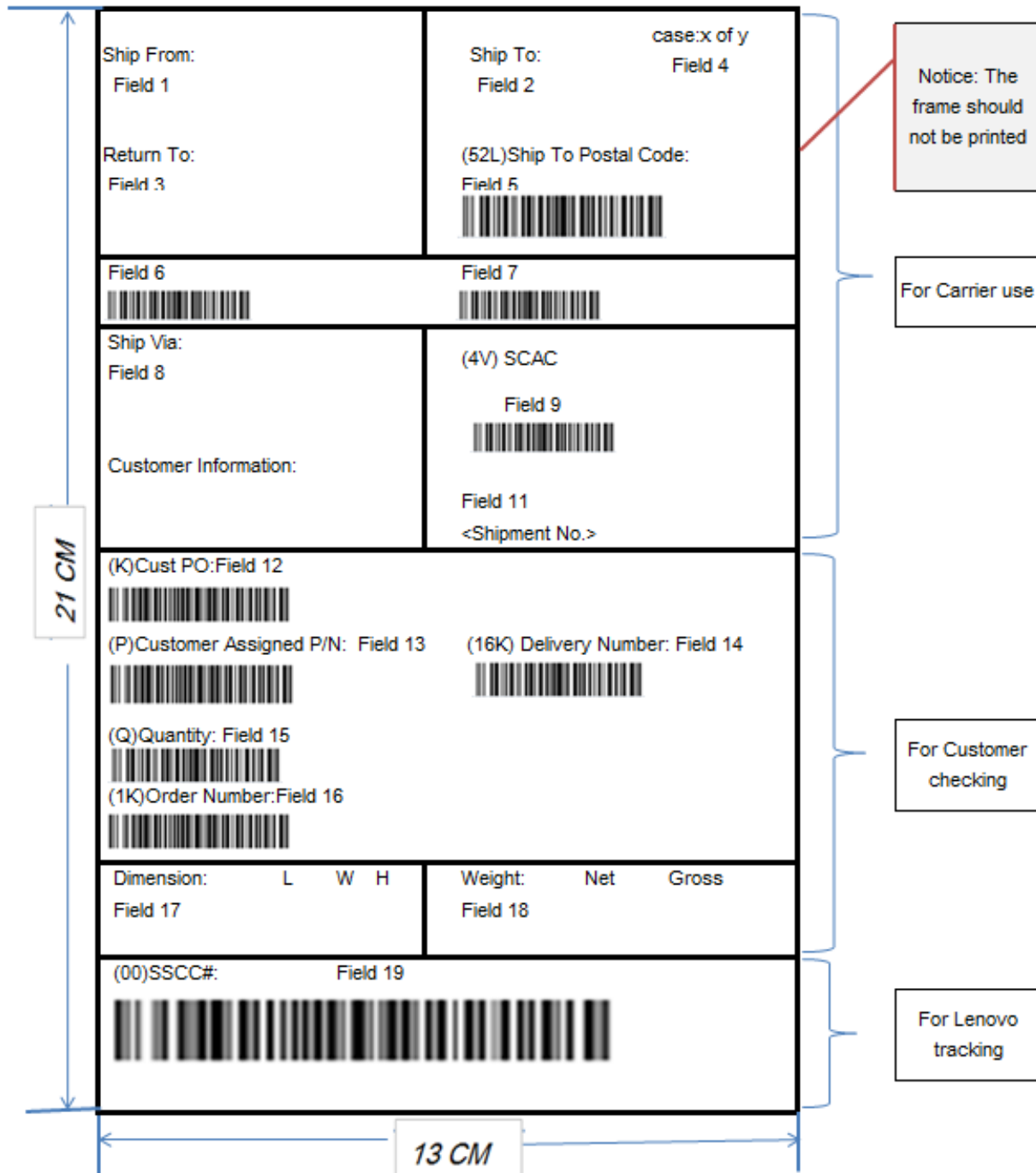


Figure 1: General layout of a Shipping Label

4.1.2 Layout of Case Content Label

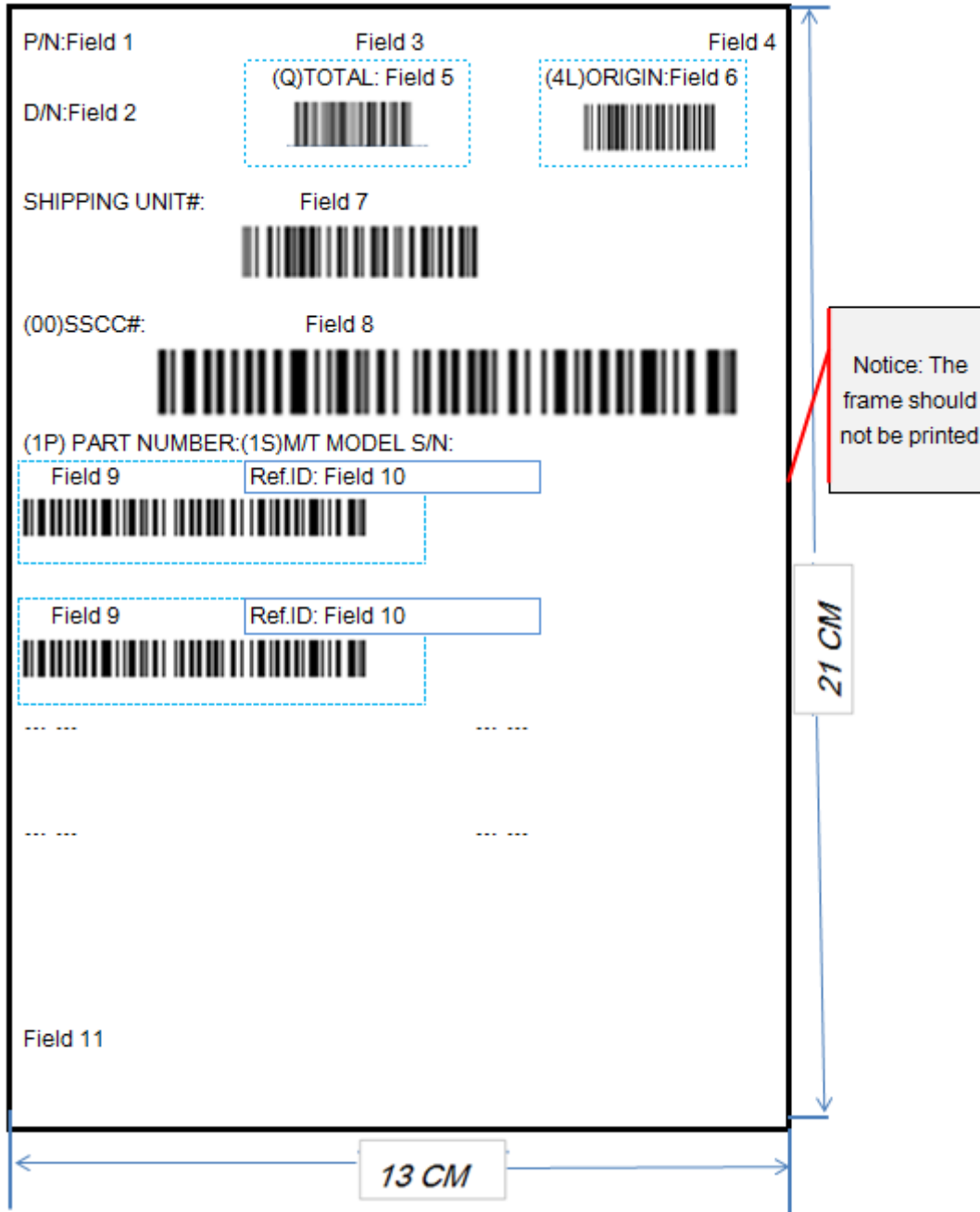


Figure 2: For PC finished Products

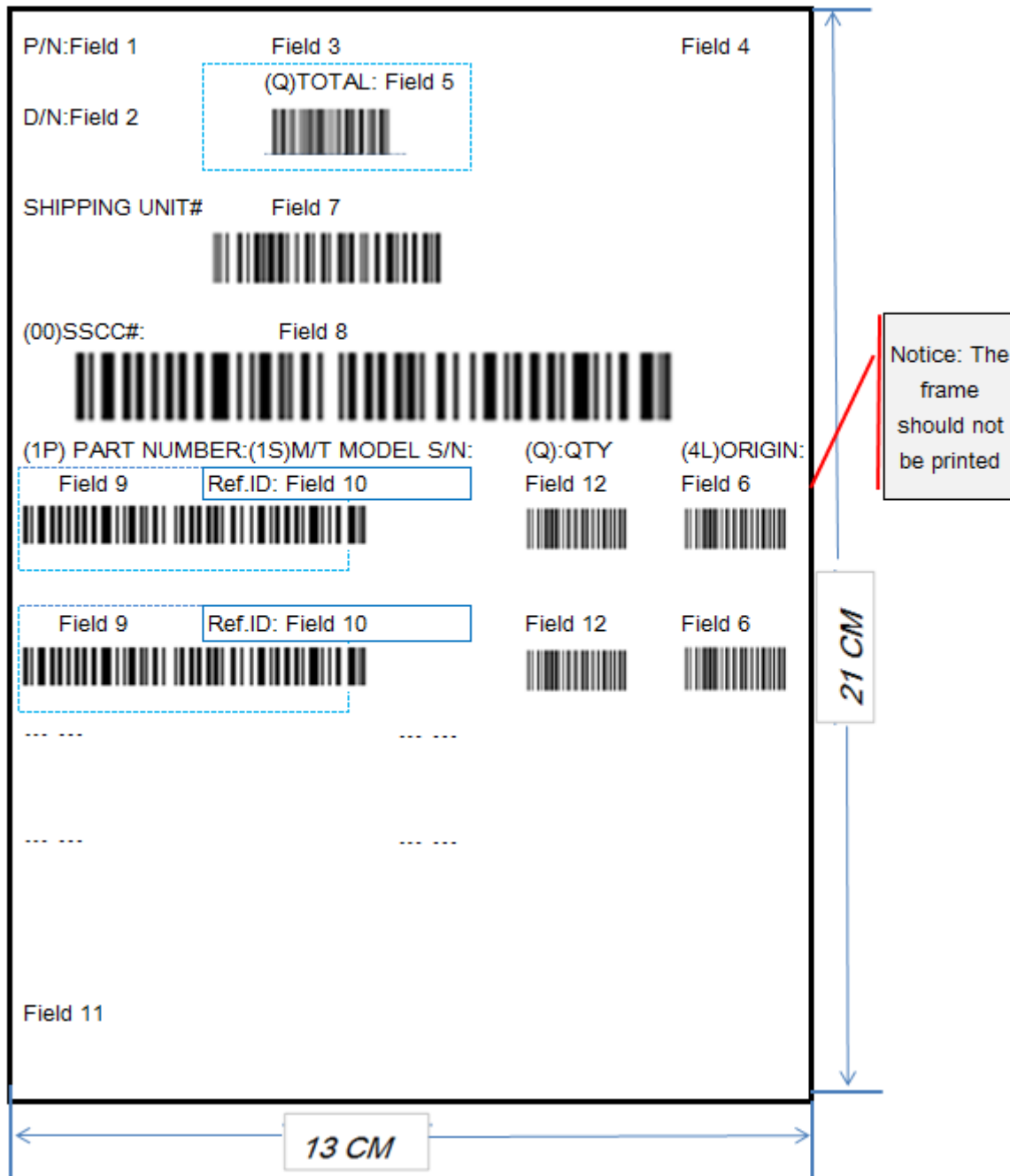


Figure 3: For Products with Option

General Layout of Case Content Label (for PCG)

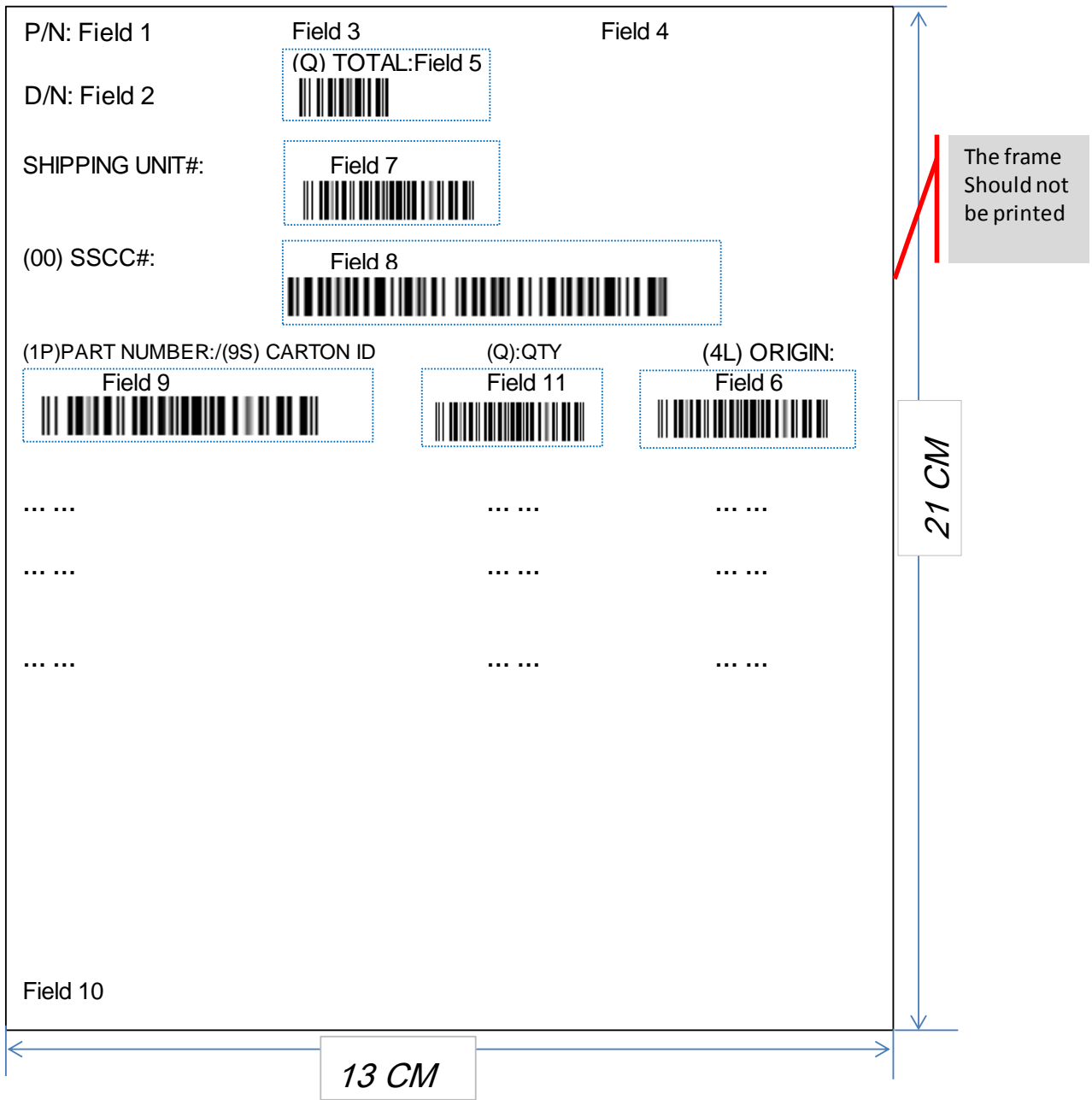


Figure 4: General Layout of Case Content Label (for MBG)

4.2 Data Elements

The “Format” of column 3 pertains to the format of the data element : a data element may be numeric only (= N), Alphabetic only (= A) alpha-numeric (= AN). The numeric value that follows indicates the length of the data element, e.g. the number of characters. It may be a variable element within a certain range (“x”.. “y”) up to a maximum length (..“y”) or fixed length (y).

The column indicating “DI” pertains to the data identifier that shall be used if a data element is bar coded.

All Data Identifiers must be compliant to Lenovo Corporate Standard C-S 1-1121-015 L.

Also see Global Labeling Guide volume 1 (P/N 41U2997 - Labeling Overview) for bar code printing rules.

4.2.1 Data Elements of Shipping Label

The following table shows the data elements that are used on a Shipping Label:

Section	Data element	Format *	DI *	Barcode*	Comments
Field 1	Ship From	AN 6x35	N/A	N/A	REQUIRED. Name and address of the physical location which initiated the shipment. For shipment issued from OEM&ODM factories, the layout should be Line 1: manufacture name Line 2: "For LENOVO" Line 3: manufacture address
Field 2	Ship To	AN 7x35	N/A	N/A	REQUIRED. Large/bold print. Specifies the address where the shipment is to be delivered physically. Ideally, this should be the address of the end customer. It shall appear in large letters to distinguish it from the sending address. The city, state, postal code, and country should appear bolder than the rest of the Ship To address. Additionally the country name must be fully spelled out. Note: If for any reason (e.g. foreign trade legal) the "Ship To" address is not the end customer's address, but a Lenovo or Lenovo contracted entity, the shipping label must be replaced by this entity to show the address of the final destination / customer. Phone number of customer, customer name REQUIRED. Specifies a phone number of the customer that the carrier can call for help if there are problems with the delivery of a shipment.
Field 3	Return To	AN 6x35	N/A	N/A	REQUIRED. Refer to Lenovo EDI/SUS Mapping Guide.
Field 4	Case: x of y	N	N/A	N/A	REQUIRED. The "y" identifies total case quantity of the delivery Number. The "x" means the sequence of the carry case. It permits the carrier as well as the customer to verify that all the cases within a delivery number are being moved / received.
Field 5	Ship to Postal Code	AN 5..9	52L	REQUIRED	REQUIRED IF mandated by the carrier. "Zip Code" in the U.S. If bar coded, no dashes or spaces must be encoded.
Field 6	Carrier's Tracking Number	AN 1..20	N/A	REQUIRED	REQUIRED IF mandated by the carrier. Specifications vary from carrier to carrier. The shipping system may acquire a range of tracking numbers from each carrier and increment through each range according to the algorithm furnished by the carrier. Contact the carrier for direction how to proceed on this. At present, it shows HAWB (House Air Way Bill) number for Air shipment and keeps blank for Ocean shipment.
Field 7	Shipping Unit Number	AN13	N/A	REQUIRED	Shipping unit number is used to identify a case in storage.
Field 8	Ship Via	AN 6x35	N/A	N/A	REQUIRED IF the shipment is routed via a dedicated hub or Consolidation Center. Identifies the full address or just the name or location code of the consolidation center. The carrier contract then identifies the full address of the consolidation center.
Field 9	Customer Information	AN 6x35	N/A	N/A	REQUIRED if the order is first sent to a consolidation center. Identifies the end customer address. For some consolidation centers, only the end customer number need be specified.
Field 10	SCAC	A 4	4V	REQUIRED	REQUIRED. SCAC means "Standard Carrier Alpha Code" and is a unique identifier for a carrier, which is followed by route code for all sources and Geographies. Route code is not included in bar code.
Field 11	Shipment No.	AN	N/A	N/A	REQUIRED. For ODMs it shows Bill of Lading (BOL), while for in-house plants it shows Logic Truck No. The shipment of one D/N shares one Logic Truck No.

Section	Data element	Format *	DI *	Barcode*	Comments
Field 12	Customer PO	AN 1..20	K	REQUIRED	REQUIRED. It is Customer Purchase Order Number that the customer has assigned to the shipment. Presence of the Customer Purchase Order Number (CPO) on the shipping label, the packing list and the delivery note has been identified as the number one business partner required. Note: if omitted at order entry time, the title "(K) Customer Purchase Order" should be printed on the label, but no bar code should appear.
Field 13	Customer Assigned P/N	AN 1..22	P	REQUIRED	REQUIRED. This is the part number that the customer assigned to the goods. If omitted at order entry time, the title "(P) Customer Assigned p/n" should be printed on the label, but no bar code should appear. This is to ensure space is available on the label when the SKU is provided. If Customer places an order by the P/N Lenovo created, the Lenovo P/N are shown instead.
Field 14	Quantity	N1...8	Q	REQUIRED	REQUIRED. Total quantity of goods that contained in a shipping unit.
Field 15	Order Number	AN 6..20	1K	REQUIRED	REQUIRED. Refer to Lenovo EDI/SUS Mapping Guide. Lenovo sales order number assigned by a Lenovo order system.
Field 16	Delivery No	AN6...20	16K	REQUIRED	REQUIRED. This number is a bridge between customer PO and SSCC number. If partial shipment is permitted, one customer PO maps to multiple delivery numbers. Otherwise, a PO maps to a unique delivery number. One delivery number may be mapped to multiple SSCC numbers.
Field 17	Dimension	N	N/A	N/A	REQUIRED. It is dimensions of a shipping unit. It is imperative that it be expressed in metric (centimeters). It should additionally be expressed in the British system (inches). Do not print leading zeros. Print one decimal with inch and centimeters. Apply following rules for rounding: round up if the decimal equals or is greater than 0.05, otherwise round down.
Field 18	Weight	N	N/A	N/A	REQUIRED. It is weight of a shipping unit. It is imperative that it be expressed in metric (kilograms). It should additionally be expressed in the British system (pounds). Do not print leading zeros. Print three decimal with kilograms and pounds. Apply following rules for rounding: round up if the decimal equals or is greater than 0.0005, otherwise round down.
Field 19	SSCC#	N 18	AI "00"	REQUIRED Encoded in UCC/EAN- 128 symbol	REQUIRED. SSCC# (Serial Shipping Container Code, License Plate Number) is tracking number for a shipping unit, which is internationally used. Refer to Appendix C for SSCC implementation guides.

Table 1: Data Elements of Shipping Labels

4.2.2 Data Elements of Case Content Label

Following is the list of data elements that are required to be printed on case content label. See appendices A for examples.

Section	Data element	Format*	DI*	Barcode*	Comments
Field 1	Part Number	AN 7 ...10	1P	N/A	REQUIRED. It is the part number that the customer assigned to the goods. If Customer places an order by the P/N Lenovo created, the Lenovo P/N is shown instead.
Field 2	Delivery No	AN6...20	16K	N/A	Begin with text "Delivery #" followed by the 6-20 digit numbers and it must be consistent with Delivery No showed on shipping label. Note: Not required for PRC
	Weight	N	N/A	N/A	Weight of shipping unit. Note: Required for PRC only.
Field 3	Date	YYYY-MM-DD	N/A	N/A	REQUIRED. Represents the date when the case or pallet has been created, activated or date the label or packing list has been printed and attached to the entity.

Section	Data element	Format*	DI*	Barcode*	Comments
Field 4	Page Count	Page X of Y	N/A	N/A	REQUIRED.
Field 5	Total QTY	AN1...4	Q	REQUIRED	REQUIRED. Total quantity of goods that contained in a shipping unit.
Field 6	Origin	A2	4L	REQUIRED	REQUIRED. Two character ISO 3166 Country code for each listed item. Refer to Global Labeling Guide Volume 1 (Lenovo part number 41U2997) for the definition of country of origin.
Field 7	Shipping Unit Number	AN 13	N/A	REQUIRED	OPTIONAL For internal use in plants only. Shipping unit number is used to Identify a case in storage. It is permitted to appear on case content label but not required. Note: For PRC, it is "Storage Unit"
Field 8	SSCC#	N 18	AI "00"	REQUIRED	REQUIRED. SSCC (Serial Shipping Container Code) is tracking number for a shipping unit, which is used internationally. It must be consistent to SSCC# shown on the shipping label. Note: not required for PRC
Field 9	PART NUMBER	AN (7)/8/10	1P	REQUIRED	REQUIRED. Supplier Assigned part number. For parts or finished goods shipped to Lenovo customers, the 1P should be used to identify the Lenovo part number or Lenovo Machine type, model, because in those situations Lenovo is the supplier to its customers.
	M/T MODEL S/N	AN 8	1S	REQUIRED	REQUIRED. Note: on the item "(1P) PART NUMBER :/(1S) M/T MODEL S/N:" for products with S/N, P/N+S/N are shown and its 1S+P/N+S/N are included in the barcode. For products without S/N, only P/N is shown and 1P+P/N are included in the barcode. For PRC shipments, It is showed S/N+M/O. M/O, manufacture order number. The space between M/T MODEL (Lenovo Machine Type-model) and S/N (Serial Number) is for readability, it does not appear within the actual bar code.
	Carton ID	N13	9S	REQUIRED	REQUIRED. Note: For MBG products, just carton number is encoded in GS1-128 symbol.
Field 10	Ref. ID	AN10	N/A	N/A	REQUIRED. For JP SMB CTO order only. Reference ID is used to differentiate JP CTO order with the others and identify the product configuration.
Field 11	Origin Statement	N/A	N/A	N/A	REQUIRED. Statement " Made in XXX " is mandatory, "XXX" is the full names in English of the countries of origin of the products of this shipping unit and which are listed on this case content label or packing list.
Field 12	QTY	N 1...8	Q	REQUIRED	REQUIRED. Quantity of the item.

Table 2: Data Elements of Case Content Labels

Note: If a product has multiple designations (e.g. "machine type-model" and "part number"), the 1P should be used to identify the principal supplier identification of the entity as viewed by the customer. For example, if Lenovo is the supplier and the product is referred to as "machine type-model" and "part number", the 1P should be used with the designation that is most recognized for that product by the majority of Lenovo's customers. Then, use the 30P or 31P to represent the other designation if it is necessary to bar code it.

5. Special Considerations

In a supply chain "consolidation" means that products from several sources are collected at a "consolidation center" or hub before being shipped as one shipment to the end customer.

- In the United States the "Ship To" address is used to identify the consolidation center and the "Mark for" address is used to identify the end customer. The shipment is relabeled at the consolidation center to then show the "Ship to" address of the final customer.
- In some countries (e.g. China) it is a legal requirement to show the importing company as the "Ship to" address. This also means relabeling at the Lenovo platform / consolidation center.
- In Europe the "Ship To" address is used to identify the address of the end customer and the "Ship Via" address is used to identify the consolidation center or platform / hub. The carrier is directed to deliver the shipment to the "Ship Via" location. The contracted carriers

know the full address of the consolidation center. The shipment is not relabeled at the consolidation center.

6. Label Placement

Apply the following rules when placing shipping labels and case content labels on your shipping container:

- a) Without covering up other labels, place the shipping label(s) in the center of the narrow side of your shipping container. If this cannot be done without covering up other labels, place in the nearest spot that does not cover up other labels.
- b) The shipping label may be affixed at a 90 degree angle if carton dimensions will not permit it to be affixed at normal orientation.
- c) Ensure that the label is straight and parallel with the sides.
- d) Remove or cover previous/old shipping labels that are obsolete.
- e) If required for ease of scanning and inventory, apply a second identical label to an adjacent side. If boxes are loaded on a pallet in a consistent way to as always have a label showing, there is no need to apply a 2nd label on an adjacent side.

7. Carrier Shipping Label Requirements

Certain Carriers may have special requirements regarding layout and content of shipping labels for transport units what required by their transportation network. Please consult with the carrier's guidelines for details on these requirements. From a Lenovo perspective, it is desirable to receive a compromise between the two requirements – with as many of Lenovo's requirements as possible accepted by the carrier and incorporated into the labels. See examples in the appendices.

Appendix A. Shipping Label and Case Content Label for PPAF

Below are samples of normal shipping label and case content label with 10D PN with S/N.

Ship From: GUANGXI SANCHUANG TECHNOLOGY CO.,LTD. For LENOVO The C02 Plant Building of 3nod Smart Industrial Park in Behai Industrial Park, East of Jilin Road,North of Dragon Reservoir Return To: PLEASE CONTACT YOUR LOCAL LENOVO REPRESENTATIVE	Ship To: Case:1 of 1 レノボ ジャパン 株式会社 東京都千代田区外神田 4-1-4-1 秋葉原UDX12F 13 JP (52L)Ship to Postal Code: 1010021	2016-11-03 Page 1 of 1 P/N: 80U1009MJP (Q)TOTAL: 1 (4L)ORIGIN:CN D/N: 63251-16110052 SHIPPING UNIT#: LENO3CP0036815 (00)SSCC#: 008828617500368154 (1P)PART NUMBER:/(1S)/M/T MODEL S/N: 80U1009MJPYD01MTMM
77459969 Ship Via: Lenovo Japan,Ltd. 3-2-31,Roppongi,Minato-ku Tokyo 106-0032,Japan, Tokyo NRT JP Customer Information:	LENO3CP0036815 (4V)SCAC CEVA PCJPA2 3NOD161102044 <Shipment No>	
(K) Cust PO: XA16203 (P)Customer Assigned P/N: 80U1009MJP (Q)QUANTITY:1 (1K)Order Number: 4221137173		(16K)Delivery No 63251-16110052
Dimension: L W H CM Weight: Net Gross KG 39.2 16.5 33.0 15.4 6.5 13.0 4.037 2.500 5.512 LB		
(00)SSCC#: 008828617500368154		Made In China

MIXED 08.11.2013 11:20:40
 8958892885 (Q) TOTAL: 4

SHIPPING UNIT #: (9S)1000012291910

(00)SSCC#: 008828610132054860

(IP)PART NUMBER:(IS)MT MODEL S/N: (Q)QTY: (4L)ORIGIN:
 10ADCTO1WWF8003RT RefID:10AD0001DC CN
 10ADCTO1WWF8003RU RefID:10AD0001D CN
 31P7405 RefID:10AD0001DC 2 CN

Made in China

Appendix B. Shipping Label for UPS Express

B.1 Layout and Sample

RETURN TO: Field 1	Field 2 KG	Field 3
	SHP#: Field 4	Field 5
	SHP WT: Field 6	Field 7
	SHP DWT: Field 8	
	PRINT DATE: Field 9	
SHIP TO: Field 10		
Field 11	Field 12	
Field 13	Field 14	
BILLING: Field 15		
Field 16	KEY (Field 18)	
DESC: Field 17	Field 19	

Layout Format of Special Section

Special Section For UPS

LENOVO NATIONAL RETURNS CENTER DOCKS 35 & 36 RETURN TO 6540 FRANZ WARNER PARKWAY WHITSETT, NC 27377 UNITED STATES	7.5 KG SHP #: 68Y2 8833 YGC SHP WT: 7.5 KG SHP DWT: 6.5 KG PRINT DATE: 10 OCT 2012	1 OF 1
SHIP TO USFC DC(SHIP-TO) 6540 FRANZ WARNER PARKWAY WHITSETT, NC 27377 UNITED STATES		
	NC 274 9-05 	
UPS EXPRESS 1		
TRACKING#: 1Z 68Y 288 D3 0016 4640		
BILLING: TP/FC W270W7 US SIGNATURE REQUIRED DESC: COMPUTER SUPPLIES		KEY 24 SA 01/2012
Customer Information:	(4V)SSCC#: UPSN C6UU11 	
(K)Cust PO: 7502010747 	LTG:2900164828	
(P)Customer Assigned P/N: X12A1234UK		
(1K)OrderNO: 4113070225 	(16K)Delivery No: 8956975182 	
(00)SSCC#: 008828610300742261 		

UPS Shipping Label

B.2 Data Elements

Section	Description	Format *	DI *	Barcode*	Detail Explanation and Requirements
F.1	Return To Address	N/A	N/A	N/A	REQUIRED. Lenovo return center address. Field framing with built-in information. Refer to Lenovo EDI/SUS Mapping Guide
F.2	Gross Weight	N	N/A	N/A	REQUIRED. Large/bold print. Gross Weight of the shipping unit. Show1 decimal
F.3	X of Y	N	N/A	N/A	REQUIRED. Large/bold print. Package in shipment. Identify the shipping unit as part of a certain number of cases within an order.
F.4	SHP#	AN 11	N/A	N/A	REQUIRED. UPS shipment ID. It is generated from UPS Tracking number via a UPS algorithm.
F.5	SHP WT	N	N/A	N/A	REQUIRED. Gross Weight of the shipping unit.. Show1 decimal
F.6	SHP DWT	N	N/A	N/A	REQUIRED. The dimensional weight of the shipping unit. Show1 decimal
F.7	PRINT DATE	DD MM YYYY	N/A	N/A	REQUIRED. Painted date of this label. E.g. 10 OCT 2012
F.8	SHIP-TO	AN 5x40	N/A	N/A	REQUIRED. Large/bold print. Specifies the full address where the shipment is to be delivered physically. Where legally allowed, this must be the address of the end customer who ordered the product. Format as: Line 1, Company Name Line 2, Contact phone number Line 3, Consignee Address Line Line 4, Consignee Address Line Line 5, Consignee Address Line Note: If for any reason (e.g. foreign trade legal) the “Ship To” address was not the end customer's address, but an Lenovo or Lenovo contracted entity, the shipping label must be replaced by this entity with a new one that shows the address of the final destination / customer.
F.9	UPS MaxiCode	N/A	N/A	REQUIRED	REQUIRED. It is generated by shipment information according to the logic set in UPS system with a fixed size. Includes Construction mode (mode 3), Zip code, Country code, service class. Refer to Appendix C for UPS MaxiCode Implementation Guides.
F.10	UPS Routing Code	AN 12	N/A	N/A	REQUIRED. Shows the delivery route of the package. It is linked with postal code and generated according to the UPS Routing Code (URC) in system. It must print to the right of the MaxiCode, beneath the horizontal separating line and above the postal barcode. Refer to the mapping guide Font Size: 30 pt.
F.11	Postal Barcode	AN15	N/A	REQUIRED	REQUIRED. Version features the zip code for the package's destination. Refer to Appendix D for Postal Bar Implementation Guides.
F.12	Service Title	A11..17	N/A	N/A	REQUIRED. Field framing with built-in information. Encoded per UPS Service Level-Service code. Refer to UPS service-level code.
F.13	Service Icon	AN1..2	N/A	N/A	REQUIRED. The icon for UPS service level, indirect link with UPS service Level, it indicates the package level of service without reading any other text on the label. It must be print to the right of Service Title and the UPS Tracking Number. Refer to UPS service-level code.
F.14	UPS Tracking Number	AN 1..18	N/A	REQUIRED	REQUIRED. UPS 18-char 1Z Tracking number. A unique number that identifies a UPS Small Package shipment in a Trade Direct consolidated movement or a UPS package in a non-Trade Direct shipment. This number is assigned by UPS

Section	Description	Format *	DI *	Barcode*	Detail Explanation and Requirements
					to each shipment or package and can be used to track a shipment as it moves through the UPS system to its destination, contains customer shipper number, package service level, and customer reference number and check digit. The implementation rule is described in Appendix E.
F.15	Billing	AN15	N/A	N/A	REQUIRED. Value: Payment Method +Billing Account + Country code. Payment Method is a default value, "TP/FC", meaning "Third Party Freight Collect". UPS Billing Account is built-in UPS system.
F.16	SIGNATURE REQUIRED	A18	N/A	N/A	Optional for US Shipment REQUIRED. Fixed value.
F.17	Goods Description	A15	N/A	N/A	REQUIRED. Product Name, fixed value "LENOVO COMPUTER".
F.18	KEY	A3	N/A	N/A	REQUIRED. Unique ID of Label Maker, Fixed value "KEY" built-in UPS system.
F.19	Date	ANS13	N/A	N/A	REQUIRED. Define and built-in UPS system.

Appendix C. SSCC Implementation Guides

F.1 Definition

The Serial Shipping Container Code (SSCC) is used to identify individual logistic unit. A logistic unit can be any combination of units put together in a case or on a pallet or truck where the specific unit load needs to be managed through the supply chain. The SSCC enables this unit to be tracked individually which brings benefits for order and delivery tracking and automated goods-receiving.

The unique identification of logistics units is achieved in the EAN.UCC System by the use of the SSCC (Serial Shipping Container Code). The SSCC is an 18-digit numeric data structure. The uniqueness of the data structure is ensured through the use of the EAN.UCC Company Prefix, which is supplied by the UCC or another EAN Member Organization. This Company Prefix, when combined with the serial number that is assigned by the member company, acts as an identifier or "license plate" and provides access to information stored in computer files, which are transferred through electronic business transactions.

F.2 Data structure

The Application Identifier (00) indicates that the GS1 Application Identifier data field contains an SSCC. When printed in a bar code the correct symbology is GS1-128. The SSCC is an 18 digit number that comprises of the following:

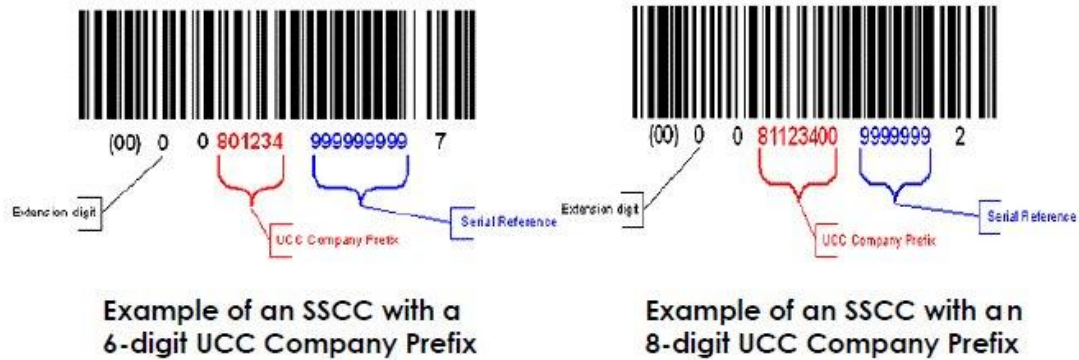
SSCC (Serial Shipping Container Code)																		
Application Identifier	Extension Digit	GS1 Company Prefix										Serial Reference						Check Digit
0 0	N ₁	N ₂	N ₃	N ₄	N ₅	N ₆	N ₇	N ₈	N ₉	N ₁₀	N ₁₁	N ₁₂	N ₁₃	N ₁₄	N ₁₅	N ₁₆	N ₁₇	N ₁₈

Extension digit – has no defined logic, and is available to the member company to increase the capacity of the Serial Reference.

EAN.UCC Company Prefix – the number assigned to your company by either an EAN Member Organization or by the UCC. The inclusion of the EAN.UCC Company Prefix ensures uniqueness throughout the world. The EAN.UCC Company Prefix is assigned to companies in varying lengths. Note: A UCC Company Prefix is converted to an EAN.UCC Company Prefix by adding a leading zero. Examples: the UCC Company Prefix 614141 will be 0614141 and the UCC Company Prefix 81123456 will be 081123456.

Serial Reference – the number assigned by the holder of the EAN.UCC Company Prefix to uniquely identify the logistic unit. The Serial Reference varies in length as a function of the EAN.UCC Company Prefix length. Note: The combined length of the EAN.UCC Company Prefix and Serial Reference is always 16 digits.

Check Digit – a calculated one-digit number used to ensure data integrity. To understand how this digit is calculated; visit the UCC at <http://www.morovia.com/education/utility/upc-ean.asp>.



F.3 Symbology

SSCC should be encoded in GS1-128 symbol. (More details refer to GB/T 15425)

Appendix D. Revision History

Date	Version #	Revisions Made
Feb 28, 06	1.0	First version for Lenovo
Mar 13,09	2.0	Revise general layout and associated descriptions of data elements
May 19,10	3.0	Add SSCC implementation guides in Appendix C
Jan 24, 2011	4.0	Add requirement of case content label and delete it in Volume 7
Mar 23, 2011	4.1	Revise origin statement requirement on case content label
May 11,2011	4.2	1. Delete WTC# requirement. 2. Update shipping label sample with SSCC, and add case content label sample. 3. Update website address of check digit for SSCC.
April 12,2012	5.0	Update shipping label and case content label samples with 10D part number.
April 25,2013	6.0	1. Add definition of data format 2. Add UPS Shipping Label. The layout; Data elements definition; Label sample; Special for UPS MaxiCode. 3. Use the name of a standard"GS1-128" (EAN/UCC-128 is renamed officially on 2011)
Sep 23, 2014	7.0	1. update shipping label & content label format, Appendix A for content label 2. update content Data elements of "Shipping Unit Number" to AN13. 3. add "customer name" as required on "Ship to" in shipping label.
Feb 11, 2015	8.0	Add Reference. ID into case content label for CTO order.
Dec 23, 2016	9.0	1. Update label layout of shipping label and 9s label, and differentiate 9s labels format for PC finished products and products with Options 2. Add existing items "case: x of y" and "Shipment No." into data elements of shipping label 3. Update the shipping label and 9s label samples for PPAF 4. Add the special request to shipping label for Canada order

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