

Lenovo Packaging Specification 45J5386

Packaging Process Checklist

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REVISION HISTORY

Rev	Revision Description	Date	Approved by
R0	Creation	14OCT2009	Speed Liu
R1	Update system poly bag folding process	12FEB2015	Royal Bai

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1.0 Introduction

1.1 Purpose

The purpose of this document is to outline packaging process checkpoints to ensure correct procedures are followed during the manufacturing and/or fulfillment process.

- To establish parameters surrounding packaging operations
- Assist mfg operators in identifying correct and incorrect examples
- Document global best of breed practices

1.2 Scope

This specification applies to all packaged Lenovo product and extends to both in-house and ODM manufacturing. Any product or packaged branded with "Lenovo" must adhere to the requirements set forth in this document.

1.3 Compliance

Compliance with the requirements herein will be enforced as a condition of purchase per Lenovo purchase contracts, either for the supply of parts or subcomponents or for the purchase of packaging materials for the shipment and distribution of Lenovo products and integrated hardware solutions. When the requirements of this specification conflict with applicable governmental regulations or legislation the more stringent requirements shall take precedence.

2.0 Packaging Process Checkpoints

2.1 General Packaging Requirements

- Review packaging materials against the approved bill of materials
- Confirm packaging materials meet specification requirements via first article inspection
- Verify package process and layout against product work instructions
- All packaging materials are to undergo a cosmetic review prior to leaving production and must be in accordance with the requirements set in Lenovo cosmetic 54J5387

2.2 System Poly Bag Folding Process

- Consistent folding is required to support Lenovo customer experience expectations.
- Loose or inconsistent folding on system unit should be rejected and reworked.
- A caution icon on poly bag should be backside (D-cover) of product; otherwise, top face (A-cover) should not be covered by caution icon.

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ACCEPTABLE



NOT ACCEPTABLE



Too large poly bag for product is not acceptable. Apply the suitable size poly bag to product per BOM. In case poly bag is larger than product, wrap product tightly in poly bag by folding loose edge over and securing in under security sticker.

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2.3 Taping Process

- Consistent taping is required to support Lenovo security and customer experience expectations.
- Loose or inconsistent tape on Lenovo boxes should be rejected and reworked

ACCEPTABLE



NOT ACCEPTABLE



Uneven tape length



2.4 Internal Handling

- Handle and store finished product in accordance with proper palletization methods
 - ✓ Correct package orientation



Designates package orientation as "up"

- ✓ Defect free pallet
- ✓ No mixed pallet loads. IE: same product on each pallet
- ✓ Pallet (box) stack heights in accordance with work instructions
- ✓

ACCEPTABLE

NOT ACCEPTABLE

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- Do not stack Lenovo product more than 2 pallet layers high

ACCEPTABLE



NOT ACCEPTABLE



2.5 Palletization

- Product is to be palletized in accordance with the approved PKG BOM. MFG is responsible for ensuring that all palletization materials match the packaging bill of materials.
- Verify pallet is marked / labeled compliant to the requirements of Lenovo Specification 41A0609; Wooden Packaging requirements.

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- Review all palletization materials including the pallet to ensure they are free of damage and meet specification requirements.
- Reference Lenovo Specification 41A0614 (General Pallet Unitization Requirements) for additional guidance on proper palletization methods.
- Additional examples of acceptable / not acceptable criteria:

ACCEPTABLE

Corner post flush with pallet top deck

**NOT ACCEPTABLE**

Corner post not supported by pallet top deck



Zero tolerance for box overhang on pallet.



Overhang of boxes on the pallet is NOT ACCEPTABLE



Mixing loads of Lenovo products on a pallet is not acceptable. All palletized product is to be of like product with identical package size. 



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