



## TABLE OF CONTENTS

1	Purpose	2
2	Scope	2
3	Related Documents or Processes	2
4	Responsibility	2
5	Terms & Acronyms	2
6	Vendor Managed Inventory Product Labeling Requirements	3
6.1	Label Template	3
7	Shipping Package Label Requirements	5
7.1	Packages containing Hazardous-Flammable Material	6
7.2	Packages containing Corrosive Material	7
7.3	Packages containing temperature sensitive products	7
7.4	Packages containing products for vending	8
7.5	Packages containing products with Cleanroom requirements	8
7.6	Packages containing products that need to be quarantined / tested prior to use.	9
7.7	Package that were drop shipped to a third party and will now be forwarded to Plexus	9
8	Revision History	10
	Figure 1 - Hazardous-Flammable Material Label Placements	5
	Figure 2 - Hazardous/Flammable Sample 1	6
	Figure 3 - Hazardous/Flammable Sample 2	6
	Figure 4 - Hazardous/Flammable Sample 3	6
	Figure 5 - Corrosive Material Label Samples	7
	Figure 6 - Temperature Sensitive Label Sample	7
	Figure 7 - Vending Materials Label Sample	8
	Figure 8 - Cleanroom Label Sample	8
	Figure 9 - Quarantine / Test Label Sample	9



## 1 PURPOSE

To ensure packages are marked and labeled to assist with proper routing of the packages received to prevent damage and deterioration, including the protection of product quality after packaging. Where contractually specified, this protection is extended to include delivery to destination.

## 2 SCOPE

Applies to all suppliers and their affiliates.

## 3 RELATED DOCUMENTS OR PROCESSES

[SOP 24 - Control and Issuance of Manufacturing Materials](#)

[SOP 114 - Identification, Evaluation, Approval and Maintenance of Indirect Suppliers](#)

## 4 RESPONSIBILITY

It is the responsibility of the purchasing team to ensure all vendors shipping materials consistent with chemicals, hazardous materials comply with the requirements outlined in this document.

## 5 TERMS & ACRONYMS

VMI - Vendor Managed Inventory



## 6 VENDOR MANAGED INVENTORY PRODUCT LABELING REQUIREMENTS

When materials are placed on vendor managed inventory contracts it is required that each individual package that is dispensed is labeled. The contents of this section define the label requirements for each item.

### 6.1 LABEL TEMPLATE

The label template shall consist of a human readable output and a machine readable identifier. Additional information can be added to the label per the supplier needs however details below shall remain as the minimum requirements. The human readable content shall contain at a minimum the following information:

Table 1 - Field Label and Field Name Definitions

Field Label	Field Name	Mask	Length (Max)	Definition	Human Readable Visible
--	SupplierPlateID	<SupplierCd>+<Counter>	30	Represents a unique number	Optional
VendorID	SupplierCd	N/A	10	Supplier abbreviation given to supplier	Optional
S/N	Counter	N/A	20	Numeric Counter	Optional
P/N	Plexus Part Number	N/A	24	Plexus part number on purchase order	Yes
MSDS	Plexus MSDS	N/A	8	Plexus MSDS number on Purchase Order	Yes
Lot	Lot Code	N/A	20	This is the manufacture's lot code	Yes
Exp	Exp. Date	YYYY-MM-DD Or MM/DD/YY	Date	Date of expiration for the material. When the material does not have an expiration date, the date shall be set to 12/31/99 or 9999-12-31	Yes

The machine readable identifier shall meet the following format.

Table 2 - Machine Readable Identifier

Attribute	String	Delimiter
Machine Readable Identifier	<SupplierPlateID>   <Plxs P/N>   <LotCode>   <Exp.Date>	" " (Vertical Bar)

The font and configuration of the human readable and QR Code shall meet the following:

Table 3 - Human Readable and Machine Identifier Format Requirements

Parameter	Settings	
Human Readable	Font:	Arial
	Size:	7 pt min.
	Style:	Regular
QR Code	Type:	QR Code

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Density:	0.0009 (High)
Character Set:	ALL 256ASCII
Error Correction:	Level Q (Quartile)

The layout and size of the label shall be determined by supplier and may require adjustment for material being identified. Below are several examples for the Vendor Managed Inventory label.

Table 4 - Sample Layout or Template

	Sample Label 1	Sample Label 2
Label	<p>P/N: &lt;&lt;Plexus Part Number&gt;                      MSDS: &lt; MSDS #&gt;                      Lot: &lt;Lot Code&gt;                      Exp: &lt;Expiry Date&gt;                      Vendor-ID: &lt;SupplierCd&gt;                      S/N: &lt;Counter&gt;</p> 	<p>P/N: &lt;Plexus Part Number&gt;{&lt;MSDS #&gt;}                      Lot: &lt;Lot Code&gt;                      Exp: &lt;Expiry Date&gt;                      Vendor-ID: &lt;SupplierCd&gt;                      S/N: &lt;Counter&gt;</p> 
Machine Identifier	 <SupplierPlateID>   <PlexusPartNumber>   <VendorLotNumber>   <ExpiresDate>	

6.1.1 LABEL STOCK AND INK REQUIREMENTS:

Label stock and inks shall meet the ASTM F2250, Chemical exposure, inks & coatings: Method A (Pouring Method) using Acetone at ≥99.5% purity. The condition of acceptance shall be no visible smudging or smearing of the ink, no loss of adhesion, and the QR Code shall be read with 5 consecutive scans with no errors.

## 7 SHIPPING PACKAGE LABEL REQUIREMENTS

To comply with regulatory requirements, containers of hazardous chemicals shall have markings that clearly identifies the container's content. A hazardous chemical is any chemical which is classified as having a physical or health hazard or poses a hazard to the environment.

Shipping containers of hazardous chemicals which have a legible original manufacturer's "Globally Harmonized System of Classification and Labelling of Chemicals" (GHS) label only require the addition of the chemical's associated Plexus MSDS#. In the absence of the original GHS label the chemical's associated Plexus MSDS# shall be indicated on the container.

- All the package types contained in this section shall have material labels that must be on 5 sides of the package



Figure 1 - Hazardous-Flammable Material Label Placements



## 7.2 PACKAGES CONTAINING CORROSIVE MATERIAL

### 7.2.1 LABEL

Package must be labeled indicating that there is hazardous material inside the package. Black labels are preferred.

- Hazardous labels are preferred to be a minimum size of “4X4”



Figure 5 - Corrosive Material Label Samples

## 7.3 PACKAGES CONTAINING TEMPERATURE SENSITIVE PRODUCTS

This is including products requiring refrigerated or frozen shipping and / or storage or products requiring protection from freezing) Package must be labeled indicating that there is a temperature sensitive product in the package. Blue labels are preferred.

### 7.3.1 LABEL

- Temperature control label is preferred to be a minimum size of 4”X4”

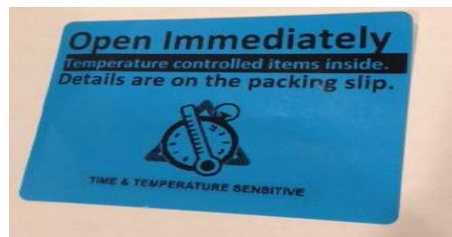


Figure 6 - Temperature Sensitive Label Sample

### 7.3.2 RATINGS

Packages must contain a non-reversible temperature indicator inside the package to ensure the product maintained the temperature required for the product life during the shipping process

## 7.4 PACKAGES CONTAINING PRODUCTS FOR VENDING

Packages to be labeled indicating no receipt processing and the package can be moved to the vending storage area. Orange/Yellow labels are preferred

### 7.4.1 LABEL

- Vending label is preferred to be a minimum size of “4X4”



Figure 7 - Vending Materials Label Sample

## 7.5 PACKAGES CONTAINING PRODUCTS WITH CLEANROOM REQUIREMENTS

Packages to be labeled indicating that the products inside the package require special handling in a cleanroom environment. Yellow labels are preferred.

### 7.5.1 LABEL

- Cleanroom labels are preferred to be a minimum size of “4x4”



Figure 8 - Cleanroom Label Sample

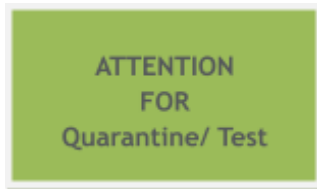


**7.6** PACKAGES CONTAINING PRODUCTS THAT NEED TO BE QUARANTINED / TESTED PRIOR TO USE.

Packages to be labeled indicating that the products inside need to be quarantined or tested prior to use. Green labels preferred.

**7.6.1** LABEL

- Quarantined/test labels are preferred to be a minimum size of “4X4”

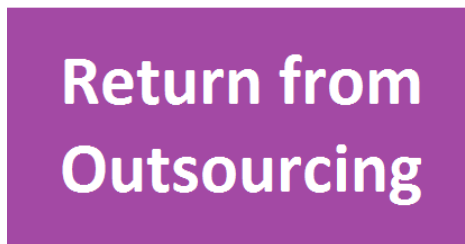


**7.7** PACKAGE THAT WERE DROP SHIPPED TO A THIRD PARTY AND WILL NOW BE FORWARDED TO PLEXUS

Packages to be labeled indicating that the products inside the package contain parts that are being returned from outsourcing. Purple labels preferred.

**7.7.1** LABEL

- Return from outsourcing labels are preferred to be a minimum size of “4x4”





8 REVISION HISTORY

REV	RELEASE DATE	AUTHOR	DESCRIPTION OF CHANGE(S)	REASON FOR CHANGE(S)
A	18 Sep 2014	Angela Calkins	This column was added on 03 Dec 2019 and was not used prior to this date.	CR59459 Initial Ballot Release
B	20 Aug 2015	Brandon Wier, Angela Calkins	This column was added on 03 Dec 2019 and was not used prior to this date.	CR63891 Updated document type to Specification and various changes throughout document that incorporates changes related to the “Musts”. Added parent document # SOP114 Corrected two spelling errors Added section 4.7 “Return From Outsourcing”
C	28 Jun 2019	Kirk Van Dreel, Clint Wenthur	This column was added on 03 Dec 2019 and was not used prior to this date.	CR 92719 Add the requirements for vendor managed inventory labels for the individual packages. Minor grammatical updates throughout document.
D	07 Nov 2019	Paul Morris, Scott Simpson, Kirk Van Dreel	This column was added on 03 Dec 2019 and was not used prior to this date.	CR 95268 Section 4.1.3 Update field length so it should not impact anyone already compliant. CR 95530: Added section 4.2 to specify label requirements for containers of hazardous chemicals. Add the addition of the Plexus MSDS number to the VMI label.
E	14 Apr 2020	Kirk Van Dreel	This column was added on 03 Dec 2019 and was not used prior to this date.	CR 97172 Provided guidance on the proper inputs when a product does not have an expiration date.
F	24 Apr 2020	Clint Wenthur	CR 97419 Clarify VMI barcode requirements, simplify document, convert to the new template	Correction to the VMI label requirements to ensure we have alignment with suppliers and system requirements.
F.1	28 Apr 2021	Kirk VanDreel	CR 101636 Add the following business units to the documents: AZT   BOI   CHI   HGZ   HIL   ISL   KEL   LIV   MYA   ORA   Plexus Corporate   RIV   SEA   SNG   XIA	This document is flowed to all suppliers and thus all sites require compliance to this document.