



## Packaging Operations

WI-755-01-03

Revision: 4

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### Revision History

Revision	Date	Originator	Note
04	10/2/08	Michael Chen/Brian Rogers	Revised D-1, 3, 4a & b (regarding verification of parts and labels, printing inner box labels and packing individual and bulk-packed orders.) Revised D-6 (regarding packing and labeling of outer shipping box.)

**A. Purpose**

The purpose of this document is to provide instructions for packing operation and packaging specification.

**B. Scope**

This applies to all packing process for all products and determination of packaging materials.

**C. Responsibility**

Warehouse manager is responsible to train related employees to

- I Identify types of packing method
- II Follow packaging and labeling specification.

**D. Instructions**

1. Verify quantity, part number and labels prior to packaging.
2. Print product labels according to labeling instructions on picking list (Sales Order) and place them on the modules, if applicable.
3. Print small identification labels for inner boxes (see below). Inner-box labels should identify
  - i. part number inside the box by using Unigen's catalog number
  - ii. customer part number
  - iii. quantity per inner box.

<b>UG032D6688KR – DH</b> <b>MDS – 333 – 256 – 1</b> <b>QTY: 40 PCS / BOX</b>
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4. Pack products according to packaging requirements on picking list (Sales Order); determine whether or not products will be individually or bulk packed.
  - a. Individually-Packed Orders:
    - i. Pack all DIMM, SIMM and SODIMM memory modules in a 2x6" ESD bag – one module per bag – and seal the bag with a yellow warning label. (Larger PCB Assemblies can be placed in a 5x7" ESD bag.)
    - ii. After all parts have been bagged, place the parts in an 11x8x2" flat box coated with static-dissipative foam. One flat box can hold up to 50 SODIMM's, 25 DIMM's or SIMM's, 50 CF Cards and between 5 – 10 larger PCBA's.FRU (Field Replaceable Unit) Packaging

- iii. After the product is packed in an ESD bag, place the part inside a FRU box and seal the FRU box with a yellow warning label.
  - iv. The FRU box is then placed in larger shipping boxes for maximum protection from dust, incidental damage, electrostatic harm, and so on.
  - b. Bulk-Packed Orders:
    - i. Pack all DIMM and SIMM modules in a 9.5x6.5x6" bulk box, laced with ESD-protective dividers which can hold 50 pieces per box.
    - ii. Place each module in a divide, one module per divider.
    - iii. Pack all SODIMM modules in a 9.5x6.5x3.5" bulk box; these boxes also hold 50 modules per box, one module per divider. You can place larger PCBA's inside the bulk-packed DIMM boxes after removing some of the dividers and reshaping the space inside the box. You can put smaller PCBA's inside the SODIMM boxes by removing the standard dividers and replacing them with the shorter dividers. You can get up to 100 smaller parts inside the SODIMM boxes with the smaller dividers, 50 per layer. CF Cards will be put inside the thinner CF bulk-packed boxes, one card per slit, up to 100 CF Cards. If a customer requests that their modules be placed in trays, you can get up to 50 modules per tray.
  - c. (A packaging material reference - boxes with different dimensions - is available at each packing station.)
5. Seal each inner box.
6. Label each shipping box with proper identifying labels :
- a. Outer Identifying Label (see below) – The outer shipping box label must have the following information:
    - i. ship-to address
    - ii. quantity
    - iii. country of origin
    - iv. purchase order number
    - v. part number
    - vi. number of total shipping boxes
    - vii. Unigen's return address

The label must be placed on the front of the box, in the upper right-hand side.

<b>FROM: UNIGEN CORP</b> 45388 WARM SPRINGS BLVD FREMONT CA 94539	<b>TO: CUSTOMER NAME HERE</b> 1234 SAMPLE STREET SAN FRANCISCO, CA 94123 UNITED STATES
<b>CUSTOMER PURCHASE ORDER NUMBER:</b>  <b>*123456*</b>	<b>COUNTRY OF ORIGIN:</b>  <b>*USA*</b>
<b>CUSTOMER PART NUMBER:</b>  <b>*12345-6789-01-2*</b>	<b>QUANTITY:</b>  <b>*250*</b>
<b>DATE OF SHIPMENT:</b> <b>AUG 7 2007</b>	<b>BOX NUMBER:</b> <b>1 OF 1</b>

- d. Shipping Service-Level Label –
    - i. Determine the shipping method and level of service requested by the customer as indicated on the Sales Order (UPS next day, FedEx Saturday service, UPS second day, etc.)
    - ii. Place the appropriate label in the upper right-hand corner on top of the box; also, place a label on the right side, and one on the back side of the box, whenever possible.
  - e. Miscellaneous Labels –  
 Heavy Package, Fragile, COD, PB-Free, and other labels will be placed on at least two sides of the shipping box in locations where they will be easily viewed, preferably on the front of the box, on top of the box, and on at least one side (left or right) side of the shipping box, whenever possible.
  - f. Pouches  
 Put the packing-list pouch on the top-side of the shipping box, in the lower right-hand corner. International documents will be placed on the back of the box.
7. Place the inner boxes in the shipping box; seal each outer box.
  8. Packing clerk's signature is required on picking list (sales order) for each order that he/she packed. The signed picking list (sales order) is used as QC record for packaging.
  9. All packages ready for shipping will be moved to the shipping staging area for processing.

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**E. Materials**

See Specifications

**F. Tools and Equipment**

Electronics Scale

Carts/shelves

Conveyor

Label Printer (Brady)

Shipping Record database

ESD protected tables and chairs

ESD devices

ESD card box or Containers

ESD bags

Yellow sealing stickers

**G. Sketches/ Flow Charts :**

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