

ECIA PUBLICATION

ECIA Guidelines for the Format of Pack Lists

NIGP 111.00

UPDATED August 2014

Electronic Components Industry Association

Industry Guidelines

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Published by

ELECTRONIC COMPONENTS INDUSTRY ASSOCIATION
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Alpharetta, GA 30005
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ECIA thanks the following distributors and manufacturers for their participation in the task force which developed these guidelines:

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Arrow Electronics, Inc.	Carlton-Bates Company
Digi-Key Corp.	Future Electronics
Littelfuse, Inc.	Murata
Phoenix Contact	Sager Electronics
TE Connectivity	TTI, Inc.
Vishay Intertechnology	

ECIA Guidelines for the Format of Pack List

1.0 PURPOSE

The purpose of this document is to provide distributors and manufacturers with guidelines for the formatting of packing lists. The guideline also presents a consistent set of information in a recommended format. Pack Lists have become legal documents required for traceability. By defining a common set of elements, our industry will be able to streamline the receiving process, thereby gaining higher accuracy and reduced cycle times.

2.0 SCOPE

These guidelines may be specified as a requirement by either the authorized distributor or the customer.

3.0 REFERENCE DOCUMENTS

- 3.1 EIGP 114.00 - 2D Barcode Labeling Specifications for the Product Package and Shipments in the Electronics Industry
- 3.2 Defense Logistics Agency web site for Cage Code
http://www.dlis.dla.mil/cage_welcome.asp
- 3.3 IPC/JEDEC J-STD-033 Handling, Packing, Shipping and Use of Moisture/Reflow Sensitive Surface Mount Devices.
- 3.4 NIGP 115 Certificates of Conformance for Commercial Electronic Parts

4.0 DEFINITIONS

PACK LIST: Document that is packaged with an order when it is shipped to a customer.

CAGE CODE: Commercial and Government Entity Code is a unique identifier assigned to suppliers of various government or defense agencies, as well as to government agencies themselves and also various organizations. This can also be known as NCAGE. See DLA web site under 3.2.

DATE CODE: This is a manufacturing date that a manufacturer assigns to a part

AUTHORIZED DISTRIBUTOR: Organization that purchases parts from manufacturers or other authorized distributors and sells those parts to a Customer.

ECCN: Export Compliance Control Number. This number is assigned to the product by the manufacturer.

HTS: Harmonized Tariff Schedule is a number assigned to a part by the manufacturer. HTS numbers are country specific.

MANUFACTURER (MFG): An organization that produces and sells products with legal right or authority under the organization's name or contracts with another to do so.

MOISTURE SENSITIVE LEVEL: Specific parts are sensitive to moisture content when processed by automatic solder machines. The sensitivity is measured in levels as an alpha/numeric such as 3 or 2C. See IPC/JEDEC J-STD-033 for information on these levels and how these parts are handled.

ORGANIZATION: Distributor or manufacturer using this guideline

Part: For the purposes of this document, part will mean electronic components, assemblies, supplies and equipment produced by the organization.

5.0 General Requirements

Pack lists are documents packed with parts shipped to customers. For much of the commercial market the pack list serves an important role as traceability documentation. With a rise in the visibility of the proliferation of counterfeit parts, pack lists are replacing manufacturer Certificates of Conformance for many Aerospace, Medical and other high reliability customers. Organizations index and store scanned copies of these documents and the information they contain for later use as traceability evidence

5.1 Required Elements

While the Manufacturer or Distributor maintains control of the design of their Pack List, they should keep this layout logical.

5.1.1 Legibility

Information on Pack Lists shall be legible without the need for magnifying devices. Font sizes shall be large enough that the Pack List remains legible after being copied on a standard copier.

5.1.2 Organization Identification

The Organization should incorporate their company identity on the Pack List. Company logo and name is recommended.

5.1.3 Certificate of Conformance

The Organization will produce a Certificate of Compliance. Organizations can include a certificate on their Pack List or produce a separate document. If the Organization produces a separate document, they shall include this with the Pack List for each shipment. If the Organization prints the Certificate of Compliance on the Pack List, they shall print it on the face of the pack list and not on the back. NOTE: Pack lists are often scanned and information printed on the back of the documents will be missed in many cases. (See NIGP 115 Certificates of Conformance for Commercial Electronic Parts)

5.1.3.a Manufacturer Certificate of Conformance - The certificate from the manufacturer shall include the following elements.

- I. Statement indicated parts meet specifications.
- II. Statement indicating parts are new and unused, unless otherwise. The Pack List should clearly indicate the condition of the parts if not new and unused.
- III. Statement indicating the manufacturer has available records substantiating requirements met and available for review.
- IV. Name, title and signature of the Quality representative that certifies the compliance of the parts and order.

5.1.3.b Distributor Certificate of Conformance – The certificate from the distributor shall include the following elements. (See NIGP 115 Certificates of Conformance for Commercial Electronic Parts)

- I. The components delivered were procured from the manufacturer or through the manufacturer's authorized distribution.
- II. Maintained exclusively within the authorized distribution channel.
- III. The parts carry the manufacturer's warranty
- IV. Traceability documentation showing an unbroken chain of ownership via authorized channels is on file and available for customer review upon request.
- V. Name, title, and signature of the Quality representative that certifies the compliance of the parts and order.
- VI. Statement indicating parts are new and unused, unless otherwise. The pack list should clearly indicate the condition of the parts if not new and unused.

- VII. Statement indicating that the order meets the customer's purchase order requirements.

See examples of Certificate of Conformance in appendix A and B.

5.1.4 Ship from address - Manufacturer or Distributor's name and address (Cage Code if available).

5.1.5 Sold to –Customer's bill to name and address.

5.1.6 Ship to address –Customer's name and address for destination of order.

5.1.7 Customer PO –Customer's purchase order number.

5.1.8 Customer PO Line –Customer's purchase order line number.

5.1.9 Customer Part – (if required by customer) Customer's part number assigned internally to organization's part number.

5.1.10 Manufacturer Part Number – Manufacturer part number assigned to part.

5.1.11 Pack List or Delivery Note Number – Unique number for the order assigned by the organization used to distinguish one Pack List from another and provide document traceability.

5.1.12 Quantity – Quantity shipped on the order.

5.1.13 Date Code – Format shall be YYWW

5.1.14 Trace Code/Lot Code/Serial Number – If applicable per manufacturer.

5.1.15 Country of Origin – This is Country of Origin (COO) for the part based on rules prescribed by US Law

5.1.16 Shipping Date – Date the order shipped from the organization's facility

5.1.17 ECCN – See ECCN in definitions.

5.1.18 HTS – See HTS in definitions. Use the HTS for the ship to country for the order (if possible).

5.1.19 MSL – See Moisture Sensitive Level in definitions. If applicable.

5.1.20 If the customer is an authorized distributor of the manufacturer, the manufacturer should consider a statement on the Pack List that states that the distributor is selling these parts as an authorized distributor of the Manufacturer.

5.1.21 If multiple date or lot codes are present, this shall be indicated on the pack list.

5.1.22 If the organization has a Cage Code, this shall be indicated on the pack list.

6.0 Optional Elements

Here are fields that will enhance some customer's data.

- 6.1 Box Count
- 6.2 Manufacturer
- 6.3 ROHS
- 6.4 REACH
- 6.5 Weight
- 6.6 Luminosity
- 6.7 Reel ID
- 6.8 Description
- 6.9 Unit of Measure
- 6.10 Total Weight (total weight of all cartons contained in shipment)
- 6.11 Customer Account Number
- 6.12 Special Instructions

7.0 Prohibited element

- 7.1 Pricing information must not be provided on the packing list

8.0 Bar Coding

Bar coding on the pack list is highly recommended. 2-D Bar Coding is very useful in increasing productivity and reducing errors in receiving. Bar coding must conform to EIGP 114.00 2D Barcode Labeling Specifications for the Product Package and Shipments in the Electronics Industry

Appendix A: Manufacturer Certificate of Conformance example

This statement certifies that the products purchased and shipped with this document will meet our published specifications and the purchase order. The product supplied is new and unused. Test and inspection records are maintained and available for review.

Signed
John Smith
Quality Assurance Manager

Appendix B: Distributor Certificate of Conformance example

CERTIFICATE OF CONFORMANCE – Distributor name is an authorized distributor of the products furnished on this shipment and hereby certifies that the products are new, unused, and were purchased solely from the original manufacturer or through the manufacturer's authorized distribution. The original manufacturer warrants and certifies that the products it produces meet its specifications. Evidence of this warranty, certification, and traceability is maintained at the manufacturer and/or at Distributor name. This pack list is the Evidence of Conformity that this shipment meets the requirements of Distributor name Quality Management System and/or Customer Purchase Order requirements agreed on between Distributor name and Customer. Environmental compliance is defined in the producer documentation.

Signed
Adam West
Quality manager