

Purchased Finished Good Supplier Packaging Guidelines

Includes outline of supplier Packaging requirements and *Leviton's* Packaging Design Department's approval and release procedures.

Rev. 1.1



The following flowchart represents the workflow process for procuring purchased finished good packaging from suppliers that are packed to Leviton’s standards. Refer to Fig. 1 on the next page for stakeholders responsibilities.

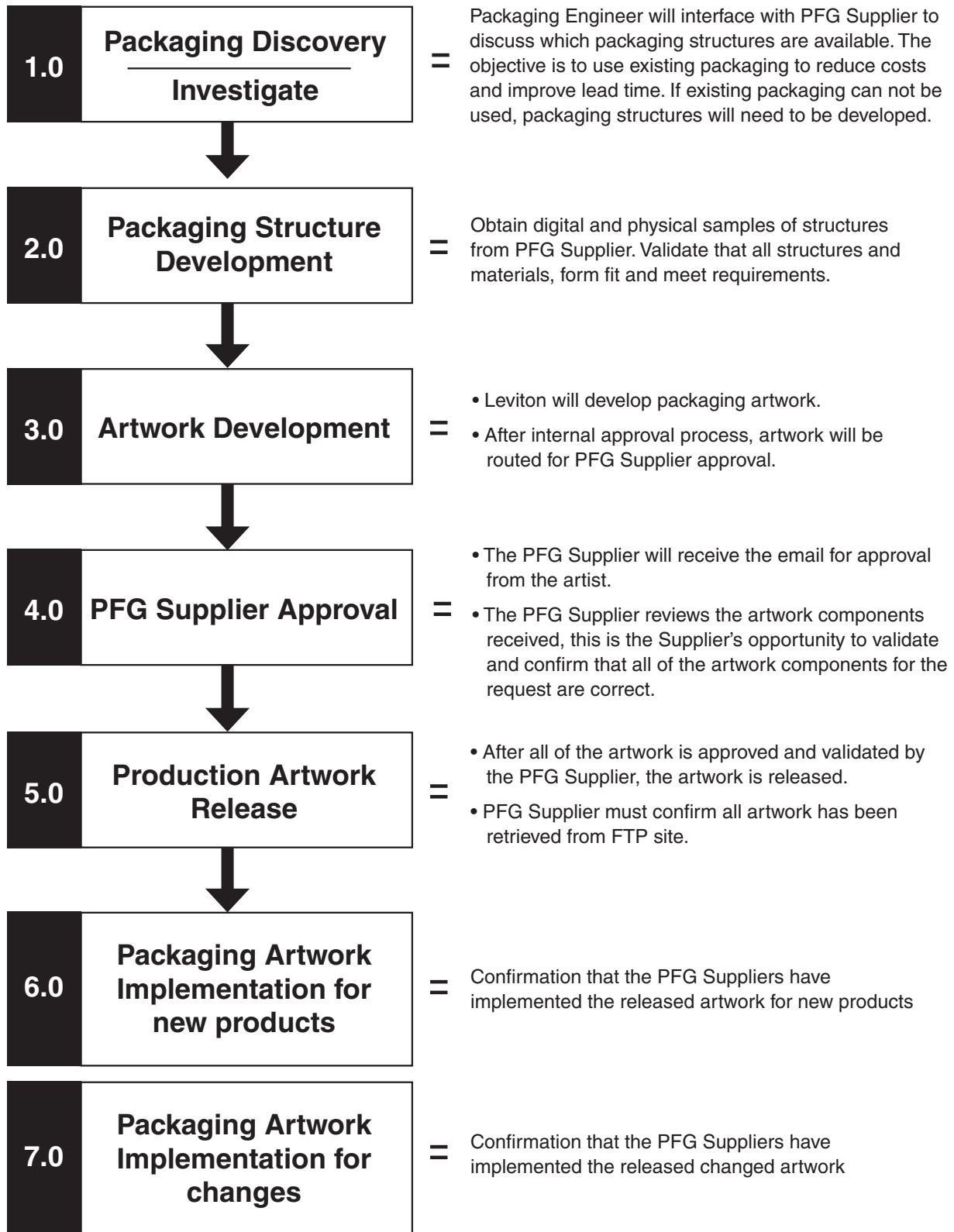


Fig. 1

The matrix below describes responsibilities regarding packaging and the participation by various roles in completing the tasks or deliverables for a project.

	Supplier	Packaging Engineer	Leviton Artist	Leviton Sourcing	Product Management	SQE Supplier Quality Engineer
Packaging Discovery Are packaging structures available?	R	A		S	S	S
Packaging Structure Development Obtain digital and physical samples of structures from PFG Supplier	S	R		S	S	S
Artwork Development Creation of artwork for approval		I	R	I	I	S
PFG Supplier Approval The PFG Supplier reviews and validates the artwork received from Leviton	R A	I	I	I	S	S
Production Artwork Release Email release after all of the artwork is approved and validated by the PFG Supplier	I	I	R	RS	I	S
FAR (First Article Report) samples of Packaging received and approved	R	I	I	SI	I	R
Packaging Artwork Implementation for new products Confirmation that the PFG Suppliers have implemented the released artwork	R	I	I	RS	I	S
Packaging Artwork Implementation for changes Confirmation that the PFG Suppliers have implemented the released changed artwork	R	I	I	RS	I	S

Responsible - Those who do the work to achieve the task.

Accountable (also Approver or final approving authority) - An accountable must sign off (approve) work that responsible provides.

Support - Resources which play a supporting role in implementation.

Informed - Those who are kept up-to-date on progress, often only on completion of the task or deliverable

1.0 PACKAGING DISCOVERY

Typical required information from the PFG Supplier:

- Does the PFG supplier already have established packaging components for the purchased finished goods?
 - If yes, what pack out versions are available such as unit box, inner box and master cartons?
These questions also apply to the PFG supplier's sources as well. Leviton will request some kind of validation or history of damage free shipments.
 - If no, the Packaging Engineers work with Supplier to develop new packaging
- Does the PFG supplier have an existing pack mode? Pack mode is an abbreviated method to describe the three levels of packaging for a product.
 - If yes, Leviton determines if this pack mode meets our requirements.
 - If no, Leviton will work with the PFG supplier to reach a desirable packing mode for all.
- Leviton defines how to pack out at the unit level, inner level and master carton.
- Determine if the PFG suppliers have printing capabilities.
 - If they do, what components are being printed and provide proof of validation.
 - If not, the PFG supplier must engage their suppliers to validate their suppliers printed components meet Leviton's standards.
- In addition to typical instruction sheets, does the PFG supplier ship other items with the product?
 - If yes, the PFG supplier must identify all the other items shipped with the product such as cables, connectors, mounting hardware, etc., so the packaging engineer can ensure his/her design accounts for all these items.

2.0 PACKAGING STRUCTURE DEVELOPMENT

Process once PFG Supplier information is provided:

- Based on results from packaging discovery, PFG Suppliers will supply digital and physical samples of structures. Leviton will validate that all structures and materials, form fit and meet requirements. If the PFG Supplier does not have any existing structures, Leviton will work with PFG Suppliers to develop them.

Leviton **PACKAGING** part number prefix definitions:

Description	Prefix
Blister Cards	CD
Clamshell Inserts	CI
Pre-Printed Cartons	CN
<ul style="list-style-type: none"> Open cards Side Blister Cards 	CR
Instruction Sheets	DI
End Panel Labels	EP
Header Cards	HD
Carton Labels	LA
Inner Boxes	LB
Pallet Label	LX
Polybags	PB
Packaging (Semi-Generic)	PM
Packaging (Carton components)	PK-00xxx
Generic Unit Box	PK-08xxx
Packaging Assembly Drawing	PR
Non Generic Unit Box	SB
<ul style="list-style-type: none"> Barcode Labels SKU Labels 	TA
Inner Pack Labels	TB
Wrap Around Labels	WA

Below is an example of the structure of a Leviton **PACKAGING** part number:

PREFIX SAN BASIC DASH

CD-C21-6VERT-15A

Below is an example of the structure of a **Purchased Finished Good** product part number:

BASIC SAN DASH

6VERT-C21-00I

Below is an example of how the same part number as the example above, will be referenced in a P.O.

BASIC SAN DASH

6VERTC2100I

2.0 (CONTINUED)

Examples of typical materials used by Leviton:

• Instruction Sheets

- 20 lb - 24 lb bond Paper
- 40 lb - 60 lb Offset Paper

• Labels

- 60 lb. Pressure Sensitive Stock w/Perm Glue
- 60 lb. White Paper, matte, rubber base permanent

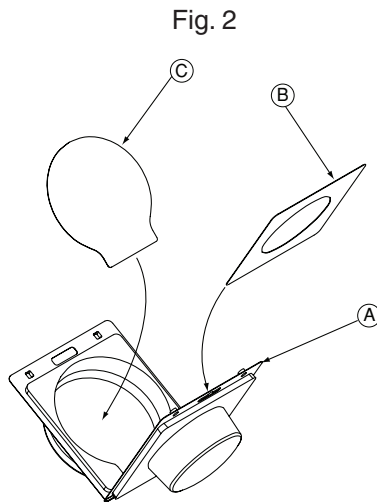
• Cartons

- Burst Test Corrugated Board: A Flute, B Flute, C Flute, E Flute
- Chipboard
- Clay Coated White Back
- Clear Polyvinyl Chloride
- ECT Corrugated Board: A Flute, B Flute, C Flute, E Flute

• Unit Packaging

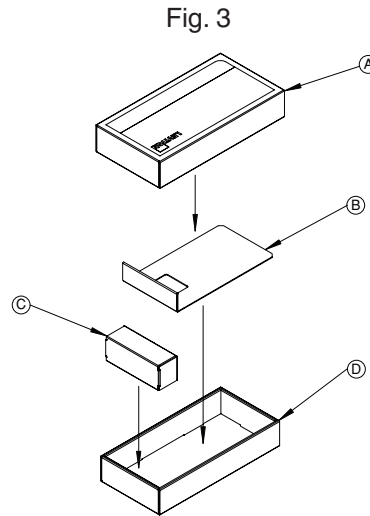
- Paperboard, Coated Recycled, Newsback
- Paperboard, Coated Recycled, Gray Newsback
- Paperboard, Coated Recycled, Kraft back
- Paperboard, Coated Recycled, Gray Newsback
- Paperboard, Coated Recycled, Light-hued Newsback
- Paperboard, Uncoated Recycled
- Paperboard, Coated
- Paperboard, Blister Coated
- Paperboard, Uncoated
- Paperboard, Coated

The 3 figures shown below are some examples of different types of designs with the components needed to complete the finished good.



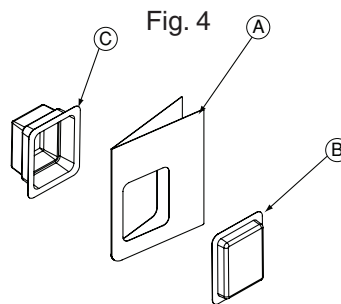
This clamshell design uses one clamshell with 2 separate inserts to hold the product.

- A - Clamshell
- B - Insert Top
- C - Insert Bottom



This unit box design uses three components as a set to package the product.

- A - Tray Cover
- B - Insert Pad
- C - Accessory Box
- D - Tray Base



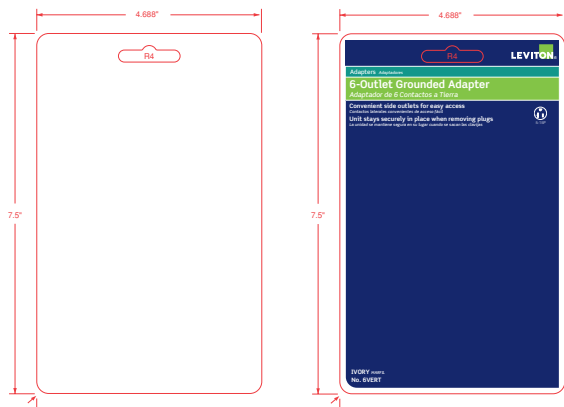
This blister design uses a fold-over blister card with 2 separate blisters to hold the product.

- A - Blister Card
- B - Blister Top
- C - Blister Bottom

3.0 ARTWORK DEVELOPMENT

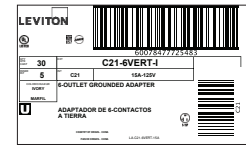
- Based on information provided during packaging discovery, Leviton will create the artwork.
- The packaging artwork design is based on existing Leviton templates and standards. Leviton’s branded colors are PMS 2758 and PMS 376. PMS stands for, Pantone Matching System, and it is a system designed by the Pantone company to ensure that colors are printed consistently across multiple media, and across several jobs. The graphic artist uses Adobe software to create the artwork, the last page of the artwork is an “ARTWORK PRINT SPECIFICATION” box, this contains all of the information necessary for production.
- Once the artwork has been approved by the necessary internal approvers, Product Manager, Plant, Legal, Engineers, etc., the artwork will be routed for PFG Supplier approval.

The example below is being provided to illustrate some of the steps and components involved in the production of the finished good C21-6VERT-001.

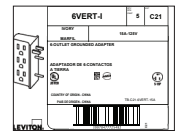


Dieline received from supplier or provided by Leviton to create the artwork

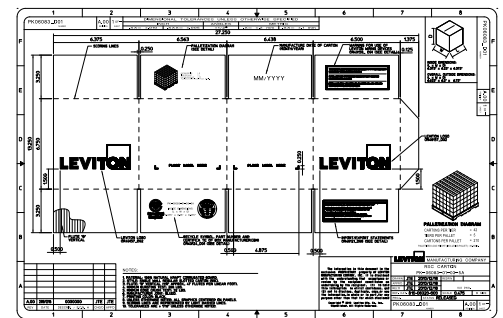
CD-, Blister Card Leviton graphic artist adds applicable branding design to dieline



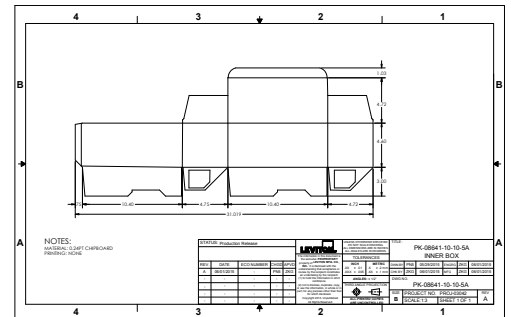
LA-, Shipping Carton Label either provided by Leviton or created by supplier



EP-, Inner Pack Label either provided by Leviton or created by supplier



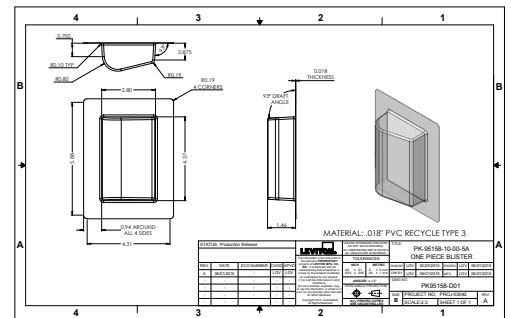
PK-, Shipping Carton Drawing, provided to PFG supplier by Leviton



PK-, Inner Box Drawing, provided to PFG supplier by Leviton

COMPONENTS REQUIRED FOR ASSEMBLY			
REF	ITEM	C21-6VERT-001	C22-6VERT-00W
1	UNIT BLISTER	PK-8515B-10-00-5A	PK-8515B-10-00-5A
2	UNIT BLISTER	PK-8515B-10-00-5A	PK-8515B-10-00-5A
3	BLISTER CARD	CD-C21-6VERT-15A	CD-C22-6VERT-15A
4	INNER PACK	PK-08641-10-10-5A	PK-08641-10-10-5A
5	INNER PACK LABEL	TB-C21-6VERT-15A	TB-C22-6VERT-15A
6	SHIPPING CARTON LABEL	LA-C21-6VERT-15A	LA-C22-6VERT-15A
7	SHIPPING CARTON LABEL	LA-C21-6VERT-15A	LA-C22-6VERT-15A

PR-, Packaging Assembly Drawing, provided to supplier by Leviton. This drawing contains all of the components required for assembly of the finished good that the PFG Supplier will need.



PK-, Blister Drawing, provided to PFG supplier by Leviton

4.0 PFG SUPPLIER APPROVAL

PFG Supplier artwork approval is requested by Leviton's graphic artist.

- 4.1 When the email of approval is received by the PFG Supplier, **the supplier must reply to confirm receipt.** This confirmation will imply the artwork is in the process of being reviewed. If a reply of confirmation is not received from the PFG supplier within 2 business days, another email will be sent. If there is still no reply confirming receipt of the approval email, a phone call will be made to the supplier. This can possibly delay the process of getting the artwork to production.

Request for Approval Email Template

To:

Cc:

Bcc:

Subject: AA1234-XXXX [Cat No. YYYY (OR) Project Name] (FG SUPPLIER NAME HERE) - FG Supplier Approval Request - Plant ZZ

① → PFG Supplier - NAME - Approval Disposition Form.xlsx (20.3 KB)

PFG SUPPLIER CONTACT NAME:

② → **Please confirm that you have received this email. Artwork needs to be reviewed in a timely manner.**

③ → **NOTE: These artwork files are NOT for production. Production artwork files will be provided after artwork is approved.**

Carefully review the files and provide disposition by replying to all. A response for each component is required. Please use the attached spreadsheet to list the disposition.

Acceptable disposition responses:

④ → Approved
Approved with the following minor changes:
Rejected for the following reasons:
Rejected per the changes as per submitted redlined document(s):

⑤ → Files will be stored for 5 business days only
- Artwork can be accessed by clicking on the following link:

(FTP LINK HERE)

⑥ → FULL 13 DIGIT FILE NAMES HERE
(IF PK COMPONENT ADD DESCRIPTION AND USE)

Please reply to this e-mail if problems are encountered accessing our FTP site or artwork files.

Thank you.

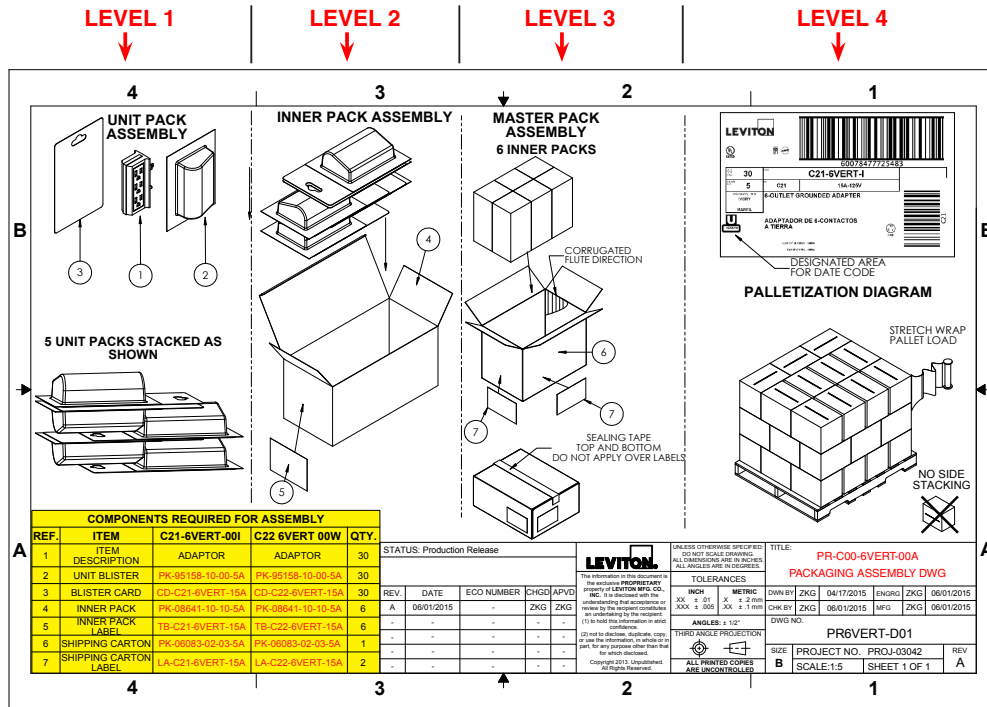
- ① The email for approval will contain an attachment, the Approval Disposition Form, that needs to be filled in with a disposition comment for each component and emailed back.
- ② PFG Supplier needs to reply to this email confirming it was received, then proceed to review artwork in a timely manner.
- ③ The artwork files being reviewed by the supplier for approval are not production quality and are FOR REVIEW ONLY.
- ④ The artwork disposition should be annotated in the spreadsheet provided with the email. Further instructions on annotating disposition are found later in this guideline.
- ⑤ The FTP link containing the components that will need to be reviewed and approved. The files will remain in the FTP site for 5 business days. If you have problems accessing the link by clicking on it, just copy and paste the link into your browser.
- ⑥ The list of components that will need to be reviewed and approved.

4.0 (CONTINUED)

The following is an example of some of the components that will need to be reviewed. The example below, used in this guideline, has 4 levels of packaging.

PACKAGING ASSEMBLY DRAWING

The PR is the Bills of Material for the packaging assembly of the purchased finished good.



LEVEL 1

UNIT PACK ASSEMBLY

1a) Artwork

Artwork for unit packaging must be reviewed and approved by the PFG Supplier and their packaging suppliers, if applicable.

The following are some critical artwork elements that need to be reviewed:

- The information contained in the artwork is current and correct
- Size of the artwork
- Product descriptions
- Instructions
- Import/export statement
- Country of origin
- Ratings
- Agency listings, for example: UL codes, etc.
- Barcode UPC-A
- Material specs for all components

CD-C21-6VERT-15A



Front of card



Back of card

UPC-A

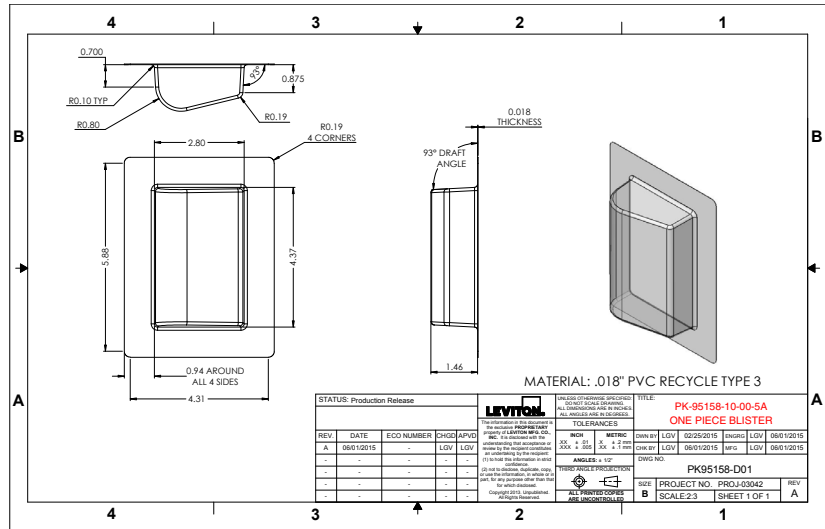
4.0 (CONTINUED)

1b) Unit Blister

Blister can be produced with specs provided in Drawing.

The following are some critical artwork elements that need to be reviewed:

- Size
- Fit
- Form
- Function
- Material



LEVEL 2

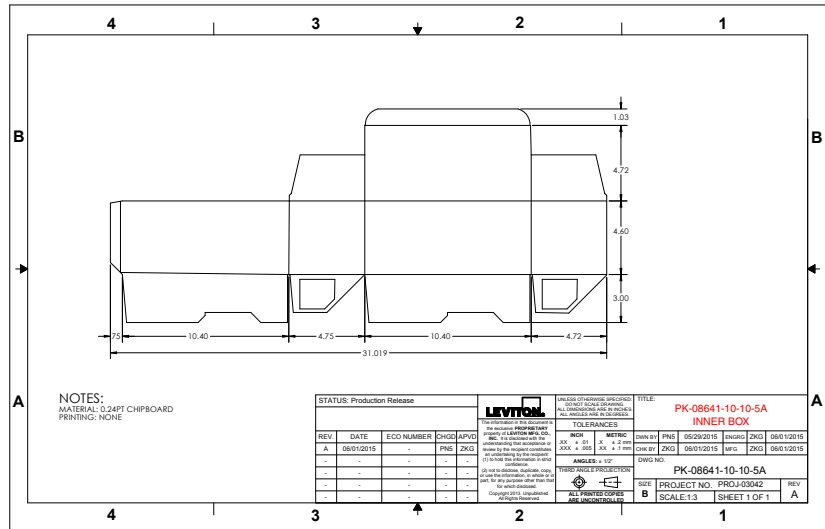
INNER PACK ASSEMBLY

2a) Inner Box

Inner box can be created with specs provided in Drawing.

The following are some critical artwork elements that need to be reviewed:

- Size
- Fit
- Form
- Function
- Material



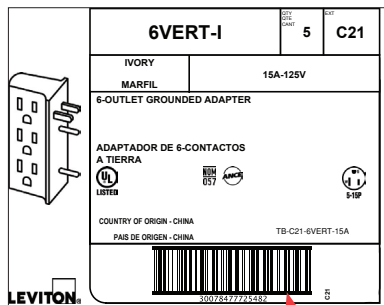
2b) Inner Pack Label

Inner pack label artwork is provided.

The following are some critical artwork elements that need to be reviewed:

- The information contained in the artwork is current and correct
- Size of the artwork
- Product descriptions
- Import/export statement, if applicable
- Country of origin, if applicable
- Ratings, if applicable
- Agency listings, if applicable. For example: UL codes, etc.
- Barcode I25
- Material specs

TB-C21-6VERT-15A



LEVEL 3

MASTER PACK ASSEMBLY

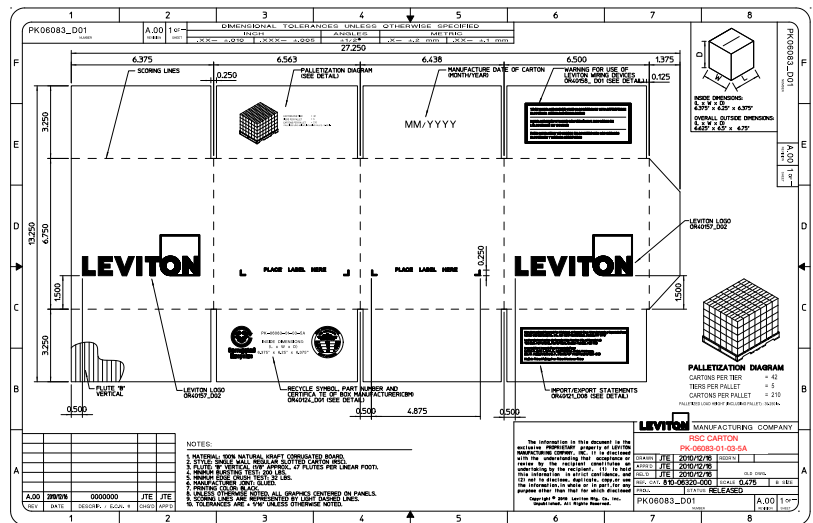
3a) Shipping Carton

Shipping carton can be created with specs provided in Drawing.

The carton printing elements that are referenced on the drawing will be provided by Leviton.

The following are some critical artwork elements that need to be reviewed:

- Size
- Fit
- Form
- Function
- Material



3b) Shipping Carton Label

Shipping carton label artwork is provided.

The following are some critical artwork elements that need to be reviewed:

- The information contained in the artwork is current and correct
- Size of the artwork
- Product descriptions
- Import/export statement, if applicable
- Country of origin, if applicable
- Ratings, if applicable
- Agency listings, if applicable.
For example: UL codes, etc.
- Barcodes I25, Code 128 Subset A
- Material specs

LA-C21-6VERT-15A



Date code guideline for shipping carton label will be provided by Leviton's Sourcing Department

4.0 (CONTINUED)

LEVEL 4 PALLETIZATION

Size and configuration of pallet is designed to comply with the height and width of Leviton's pallet requirements.

Use provided drawings as reference for palletization.

The following are some critical artwork elements that need to be reviewed:

- Size
- Fit
- Form
- Function
- Material

COMPONENTS REQUIRED FOR ASSEMBLY				
REF.	ITEM	C21-6VERT-001	C22-6VERT-00W	QTY.
1	ITEM	ADAPTOR	ADAPTOR	30
2	UNIT BLISTER	PK-0515B-10-10-5A	PK-0515B-10-10-5A	30
3	BLISTER CARD	CD-C21-6VERT-15A	CD-C22-6VERT-15A	30
4	INNER PACK	PK-0841-10-10-5A	PK-0841-10-10-5A	6
5	INNER PACK LABEL	TB-C21-6VERT-15A	TB-C22-6VERT-15A	6
6	SHIPPING CARTON LABEL	PK-06083-02-03-5A	PK-06083-02-03-5A	1
7	SHIPPING CARTON LABEL	LA-C21-6VERT-15A	LA-C22-6VERT-15A	2

DATE CODE LOCATION SPECIFICATION

PALLET SPECIFICATIONS

- MATERIAL: HARDWOOD.
- HEAT TREATED PER INTERNATIONAL STANDARDS (ISPM NO. 15).
- LOAD CAPACITY: 2000 LBS.
- CLASSIFICATION: STRINGER-CLASS, 4-WAY.
- TOLERANCE OF OVERALL PALLET LENGTH AND WIDTH IS 0.25 in.
- ALL BOARD TO BE WITHIN 0.25 in OF THEIR SPECIFIED POSITION

STATUS: Production Release				
REV.	DATE	ECO NUMBER	CHG	APVD
A	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

4.0 (CONTINUED)

Annotating Disposition

- 4.2 A disposition form is attached in the email for approval to be used by the FG Supplier as a means of annotating any changes that are requested.

Example: PFG Supplier Approval Disposition Form

Packaging Part No.	Packaging Component Description	Leviton Cat. No.	Supplier Disposition

- 4.3 During the course of the artwork review, should any errors be found, the PFG supplier will need to annotate them in the disposition form that was attached with the email for approval. This is the “window of opportunity” where the PFG supplier needs to indicate any necessary changes for Leviton to implement. Please REPLY TO ALL in the email distribution, and make sure to attach the disposition form with your reply. We will update the artwork per your requested changes, and send for a second round of approvals. If there are no changes and all of the artwork and components are correct, you will annotate APPROVED in the disposition form.

Example: PFG Supplier **Completed** Approval Disposition Form

Packaging Part No.	Packaging Component Description	Leviton Cat. No.	Supplier Disposition
LA-000-LED00-05A-X1	Carton Label	LED00	Approved
LA-000-LED08-05A-X1	Carton Label	LED08	Approved with minor changes
LA-000-LED30-05A-X1	Carton Label	LED30	Approved with minor changes
LA-000-LEDAC-05A-X1	Carton Label	LEDAC	Approved
PK-06202-05-03-5A-1	Master Carton	LED00	Approved
PK-06202-10-A0-0A-X1	Platform	LED00	Approved
PK-06202-10-B0-0A-X1	Platform	LED00	Approved with minor changes
PK-06205-05-03-5A-1	Master Carton	LED08	Approved
PK-08222-80-10-5A-X1	Accessory Box	LED00, LED08, LED18, LED30	Approved
PR-000-LFD10-00A-X1	Packaging Assemble Drawing	LFD10	Approved with minor changes
DI-000-LED00-05A-X1	Instruction Sheet	LED00	Rejected per the changes as per submitted redlined document
PK-A3121-10-00-5A-X1	Instruction Sheet	LFD32	Rejected per the changes as per submitted redlined document

4.0 (CONTINUED)

Artwork Request for Approval – FOLLOW-UP

- 4.4 If the artist has not received a response from the Supplier regarding the artwork approval, a follow up email will be sent requesting approval again. The email will be sent as a response to the original email approval chain, to the approvers that have not replied with their disposition.

Artwork Request for Approval – ROUND 2 OR HIGHER

- 4.5 If there were changes requested by the PFG Supplier in the first round of approvals, a second round of approvals will need to be obtained. The same rules apply regarding the second round of approvals as the first. When the email of approval is received by the PFG Supplier for round 2 approvals, they must reply to confirm receipt. This confirmation will imply the artwork is in the process of being reviewed.

5.0 PRODUCTION ARTWORK RELEASE

Artwork Release

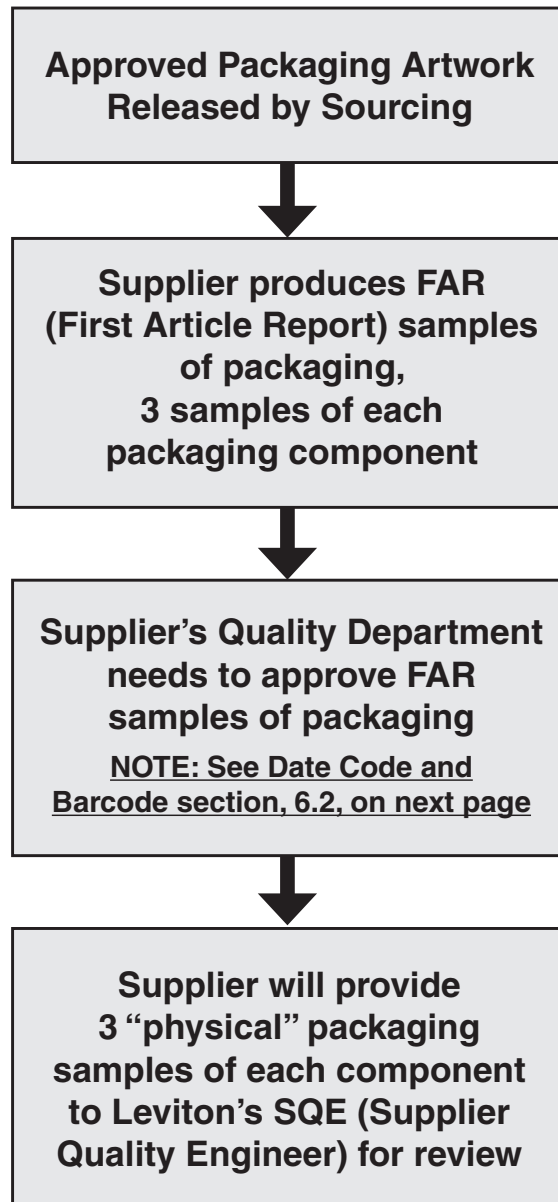
- 5.1 Once the PFG supplier approves all of the artwork components, the artwork will be released for production through Leviton's Sourcing department. In this release email the PFG supplier will be required to sign and date the form located at the bottom of the release email, refer to section 5.2 below. This form signifies receipt of artwork and must be emailed back to the Leviton sourcing personnel that sent it. The release email will contain a new FTP link where the released production artwork and components are retrieved.

5.2

Acknowledgement of Receipt
I hereby acknowledge receipt of the above listed digital artworks from Leviton Mfg. Co., Inc.
Name:
Title:
Date:

6.0 PACKAGING ARTWORK IMPLEMENTATION - NEW PRODUCTS

6.1 Once the production artwork and components are released, the flowchart below represents the responsibilities that are required by the PFG supplier.



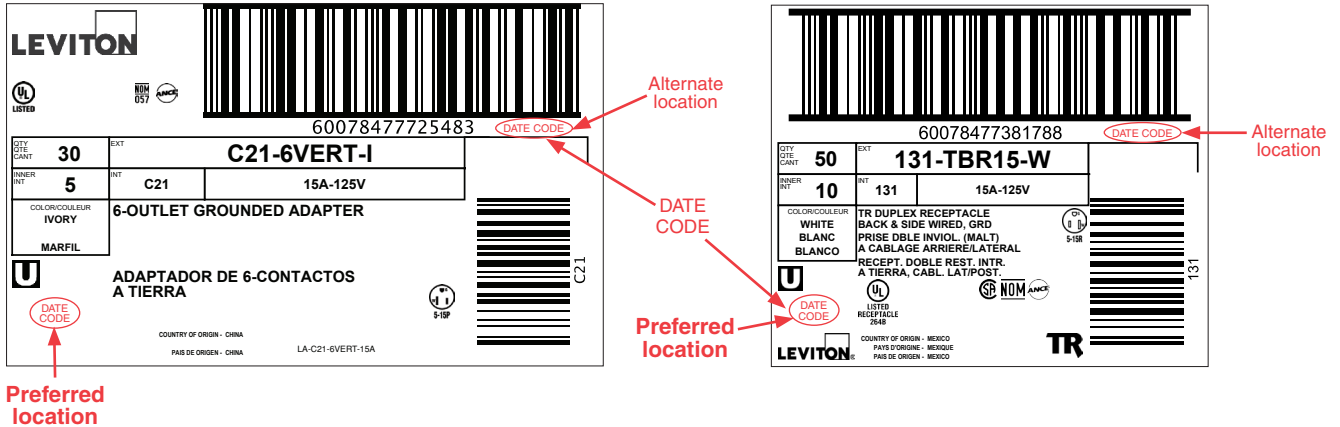
6.0 (CONTINUED)

Date Code and Barcode Quality

6.2 DATE CODES

Suppliers need to adhere to Leviton's date code policy. Date code guidelines will be provided by Leviton's Sourcing Department.

Examples of Date Code placement:



BARCODES

Printed barcodes on packaging components, cards, boxes, labels, etc. must meet the minimum ANSI grade quality levels.

Refer to ISO/IEC 15415 standard for Barcode Print Quality Test Specifications for Linear Symbols and ANSI Standard X3.182 Barcode Print Quality Guideline for numeric and alphabetic grade pass/fail definitions.

7.0 PACKAGING ARTWORK IMPLEMENTATION - CHANGES

Confirmation of implementation of artwork changes through Leviton's change management process (ECR's)


7.1 An engineering change request (ECR) is used to update Leviton's artwork for various reasons. They are used for changes in artwork, components, assemblies, or documents and may also be used for changes in specifications. This process is similar to PACKAGING ARTWORK IMPLEMENTATION NEW PRODUCTS, section 6.0 of this guideline. Once the PFG Supplier receives the ECR artwork release from Leviton's Sourcing department, they will be required to confirm implementation. A form will be emailed from the Sourcing Department once the confirmation of "receipt of released artwork", process 5.2 has been received from the PFG Supplier. The form illustrated below, Fig. 5, must be filled out by the PFG Supplier and emailed back to the same Sourcing contact that the release email was sent from.

Fig. 5 - PFG SUPPLIER ECR IMPLEMENTATION PLAN FORM

PFG SUPPLIER ECR IMPLEMENTATION PLAN							
Leviton ECR Number	SAN-BASIC-DASH	Components	Description	Inventory	Unit Cost	Extended Cost	PFG Supplier Implementation Date
						TOTAL Extended Cost	

REVISION HISTORY

DOCUMENT NAME: LNPDPPE-P165 PFG Supplier Packaging Guide

GUIDE REVISION HISTORY				
REVISION	DESCRIPTION	CREATED BY	APPROVED BY	APPROVAL DATE
A00	Initial Release	DQ	GV	2/1/2018
A01	<ul style="list-style-type: none"> • Made Updates to page 3: <ul style="list-style-type: none"> - Added the word "component" to the bullet for section 4.0 below: • The PFG Supplier reviews the artwork components received, this is the Supplier's opportunity to validate and confirm that all of the artwork components for the request are correct. • Made Updates to page 5: <ul style="list-style-type: none"> - Changed the order of the bullets, made the second bullet the first bullet. - Added to first bullet: "If no, the Packaging Engineers work with Supplier to develop new packaging" - Defined "pack mode" in second bullet, "Pack mode is an abbreviated method to describe the three levels of packaging for a product." • Made Updates to page 6: <ul style="list-style-type: none"> - Moved Section 2.0 PACKAGING STRUCTURE DEVELOPMENT to page 6. - Made the changes highlighted as bold, to the first bullet of page 6; "Based on results from packaging discovery, PFG Suppliers will supply digital and physical samples of structures. Leviton will validate that all structures and materials, form fit and meet requirements. If the PFG Supplier does not have any existing structures, Leviton will work with PFG Suppliers to develop them." - Added the information about how a part number referenced in a PO will look. Below is an example of how the same part number as the example above, will be referenced in a P.O. <p style="margin-left: 40px;"> <small>BASIC SAN DASH</small>  6VERTC21001 </p> <ul style="list-style-type: none"> - Added more part number prefixes to chart and placed all of them in alphabetical order: <ul style="list-style-type: none"> • Open cards • Side Blister Cards Header Cards Polybags Packaging (Semi-Generic) Generic Unit Box Non Generic Unit Box • Barcode Labels • SKU Labels Wrap Around Labels 	DQ	LG	11/23/20