Global Shipper Label Policy - Guidance for 3rd Parties

Document Version: A

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Reason for issue
Addendum to Policy to provide specific guidance for 3rd-parties acting on 3M's behalf, specifically manufacturing and labeling of shipper/shipping container packaging for 3M finished good products.

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Section I – Introduction

In today's global, multilingual marketplace, properly identifying 3M products on shipping containers is critical to 3M's Global supply chain. 3M has developed specific requirements for Labeling shipping container packaging for 3M finished good products. Third parties acting on 3M's behalf must also adhere to this policy.

These requirements provide numerous benefits to 3M, including:

- Reduced risks associated with non-compliance to legal, regulatory, customs and/or other requirements.
- Faster, more accurate distribution of 3M products.
- Reliable identification of 3M products.
- Standardization of packaging through design standardization.
- Stronger 3M identity and image around the world.
- Enhanced brand awareness and brand equity.
- Support for the implementation of on-demand printing solutions.

This document provides requirements, guidelines, instructions, and examples that will support the implementation of 3M shipper labels at 3rd-parties acting on 3M's behalf.

Please consult your 3M assigned division contact with any related questions. For questions related to label layout and design, have your division contact reach out to the 3M Global Labeling organization.

Scope

This document is intended to cover labeling requirements on **3M branded shipping container packaging (Shipper Labels)** Manufactured/Labeled by 3rd-parties acting on 3M's behalf. The primary audience for this document is 3rd-parties that are not using the 3M label printing solutions. For vendors already using a 3M-provided label printing solution, the labels printing from those solutions should already conform to this document's content, and those vendors can consider this document more for reference purposes.

Other label types such as those detailed below are not specifically covered by this appendix although general principles do apply. i.e.

- Product labels
- Promotional labels
- Private (customer-specific) labels
- Dangerous Goods labels (for regulated items)

- Transport/Shipment labels
- General shipping and handling labels

Document objectives and resulting expectations.

The overall aim of this document is to clearly communicate 3M's expectations in relation to Shipper Labels.

Resulting expectations for 3rd-parties acting on 3M's behalf are as follows.

- 3rd-parties Shipper labels match 3M Standards with respect to layout and content.
- Lot/Batch information is only provided for 3M Batch Managed items.
- Vendor specific information is printed in Expansion zone section of Label.

3M solution for Labelling at 3rd Parties.

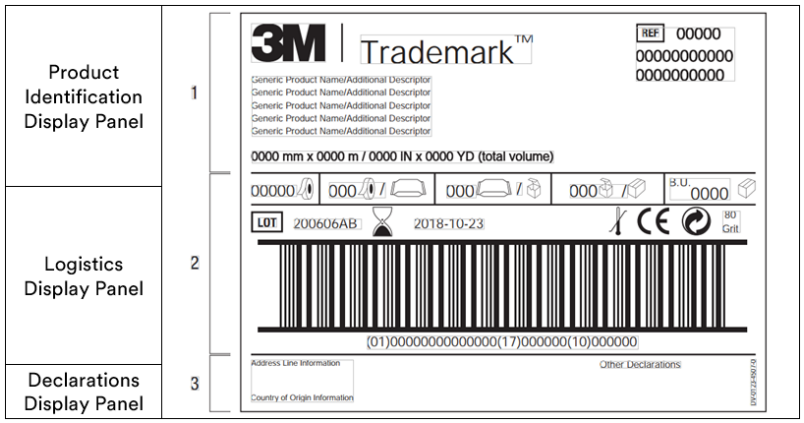
In support of Label standardization, 3M has a Global labeling solution available to 3rd parties acting on 3M's behalf. This solution potentially eliminates the need for Shipper Label development and maintenance in local systems. If you wish to explore this opportunity further, please contact your 3M assigned contact for details.

Section II – Shipper Label Template.

Introduction

3M Shipper label data is organized by a “panel” and “zone”. Panels are used to group common data elements, while zones are used to isolate, or identify, specific data elements contained within a given panel. For visualization purposes, generic templates and other references have been included within this policy to support the communication of related requirements. Note: Visual references contained throughout this document are NOT to scale and should be used strictly for content referencing purposes.

Shipper Label Display Panels



Shipper Label Data Zones

Required or important information that does not qualify or fit under any of the shipper label data zones outlined below, must be placed in either an Expansion Zone, or elsewhere on the shipping container.

Product Identification Display Panel

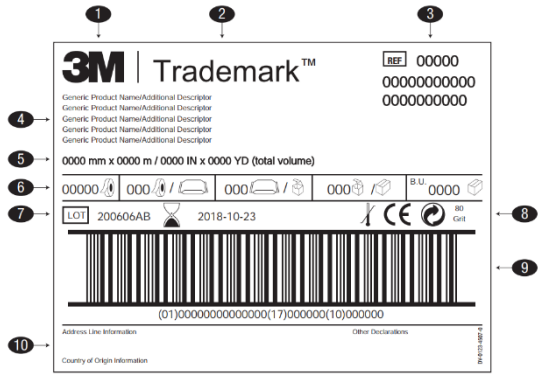
1. Brand Data Zone
2. Trademark Data Zone
3. Product Identifiers Data Zone
4. Generic Product Name/Additional Descriptor Data Zone
5. Net Contents/Weights and Measure Data Zone

Logistics Display Panel

6. Pack-Out Data Zone
7. Manufacturing Data Zone
8. Markings Data Zone
9. Barcode Data Zone

Declarations Display Panel

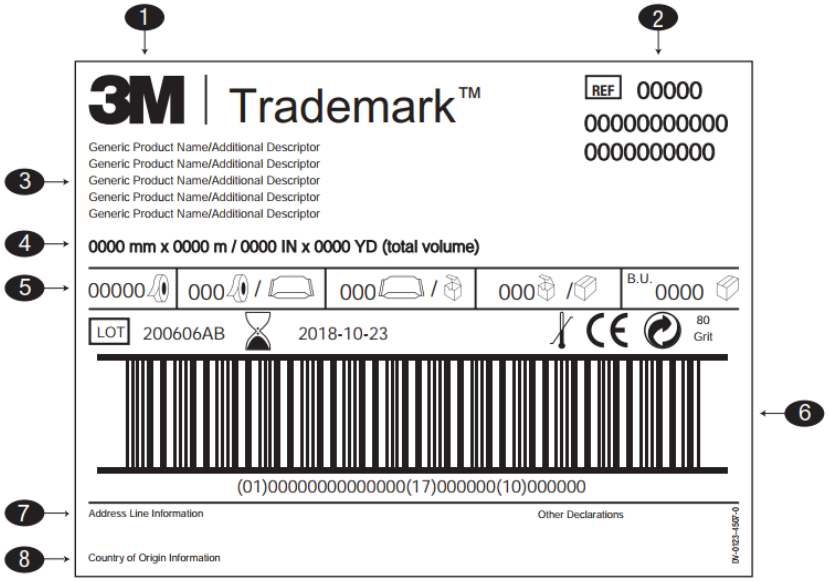
10. Declarations Data Zone



Shipper Label Minimum Required Content

With few exceptions, the minimum required content that must be included on a shipper label is the following:

1. Brand Information[1]
2. Declaration of Identity: Product Identifier Information, including 3M stock number and/or SAP material ID
3. Generic Product Information
4. Declaration of Quantity: Net Contents/Weights and Measures (Volume, Measurement, or Count)
5. Pack-Out Information[2]
6. Barcode[3]
7. Declaration of Responsibility: Manufacturer (Company Name and Address)
8. Country of Origin



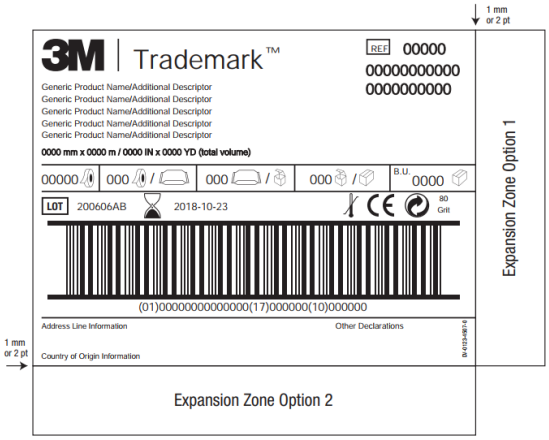
[1] Exception case: Private Labeling shipper labels do not need to include brand information.

[2] Exception cases: 1) Shipper labels for industrial chemicals which are used for business-to-business transport and not shipped to final end customers do not require pack-out information; 2) Shipper labels that do not have a pack level below the shipper or pallet level (6S or 6P) do not require pack-out information.

[3] Exception cases: Variable packed and variant configurable products do not require a barcode.

Options for Expansion Zone Location.

Placement of an Expansion Zone can exist in one of two areas on a shipper label. These placement options are as follows:

Placement Option 1 (DEFAULT): Adjacent (right side) of the shipper label template.	
Placement Option 2 (LIMITED USE ONLY): Adjacent (bottom) of the shipper label template. **Note:** This placement option may ONLY be used when the shipping container will NOT be conveyorized anywhere throughout the supply chain due to compliance with automation used in the scanning of barcodes. This situation exists when shipping containers are too large to be placed on conveyorization systems. In general, this would include all oversized packages (specific examples: drums and pails).	

Note: When incorporating an Expansion Zone on a 3M shipper label (regardless of placement option), it is REQUIRED that a line (rule) be placed between the shipper label and the Expansion Zone in order to visually separate Expansion zone data from the rest of the shipper label. The required thickness of this line (rule) MUST be 1 mm or 2 pt.

The Expansion Zone may be utilised by 3rd Parties to print information meaningful for themselves but not relevant for 3M Supply Chain. One such example, would be where a 3rd Party records a unique ID for internal traceability control, but 3M does not Batch Manage.

Section III – Shipper Label Design Guideline summary

Summary

Introduction

The section provides a summary of key 3M shipper label design guidelines. Related detail and context can be found in the applicable sections of this policy document.

Typography

The 3M Circular font has been selected as the standard typography for Shipper label content. The Arial Unicode MS font is an acceptable alternative typography.

Barcode Symbology

The required symbology type for 3M branded shipping container packaging is the GS1 1D barcode. This allows for the use of either GS1-128 or ITF-14 symbologies, depending on application. The exception case for products other than Health Care Business Group products is when the shipping container is also defined as the consumer unit, in which case either the EAN-13 or UPC-A symbologies are required. The GS1-128 symbology is allowed on shipper labels for HCBG products when the shipping container is defined as the consumer unit.

The UPC-A barcode symbology is to be used for US retail applications, and the EAN-13 symbology should be used for international retail applications.

Lot/Batch Number

Products/materials that are 3M batch managed require a Lot/Batch Number on the shipper label. The lot number must conform to the following standards:

- Must be 10 characters or less
- Must be limited to alphanumeric characters – cannot contain spaces, slashes, dashes, etc.
- Must not start with a zero (0), if entirely numeric

Lot/Batch information provided must match with that communicated via Advanced Ship Notice.

In circumstances where you Lot/Batch manage for internal purposes, but 3M does not, any related information printed onto Shipper label must be within the Expansion Zone.

Date Format

Date format may vary by Region / Customer or Regulator requirement but must include DD-MM-YYYY. Recommend use of either YYYY-MM-DD or DD-MM-YYYY format for Expiration Dates and Manufacturing Dates.

Shipper Label Pictograms

The use of pictograms is strongly recommended as a substitute for text when developing content in the Pack-Out Data Zone. The use of pictograms is especially useful when dealing with multilingual shipping containers.

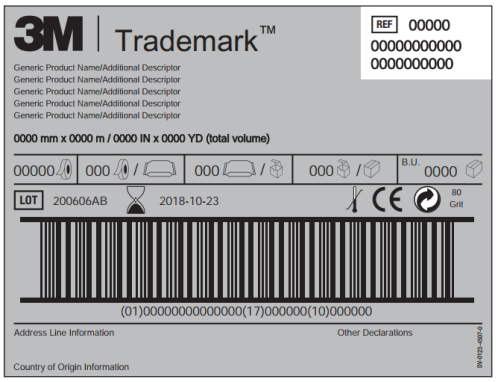
Further Technical detail is provided in Section IV, please consult your 3M contact for any specific requests for additional clarifications on Shipper label content.

Section IV – Shipper Label Data Elements

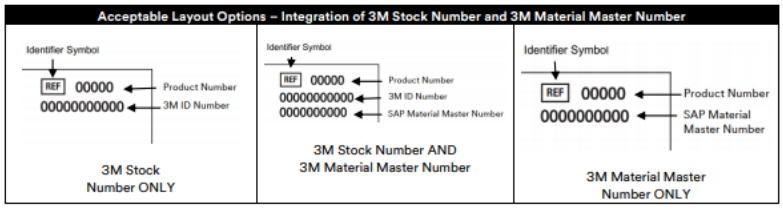
Product Identification Data Zone

Definition:

The Product Identification Data Zone is used to communicate multiple pieces of information. The first piece of information included in this zone is an Identifier that can be used either as a primary or alternate means to identify a 3M product and is composed of a pictogram and the product identifier itself. The second piece of information included in this zone is a legacy 3M Stock Number (soon to be replaced by the new SAP material master number) and/or 3M Material Master Number (SAP 10-digit product number) which is primarily used within the 3M Supply Chain.



3M Stock Number/3M Material Master Number Layout Options



Business Rules:

- Identifiers and 3M Stock Number information MUST always be in the product identification zone (see visual provided above for location detail).
- Identifier(s) MUST always be placed above the 3M Stock Number and/or 3M Material Master Number.
- One, or multiple Identifiers may be applicable. If you need to include multiple Identifiers, place them either next to one another (if space allows), or stack them on top of one another.
- 3M Stock Number and/or 3M Material Master Number MUST always be located below all Identifiers.
- It is recommended that the implementation of an Identifier be used only when it is present in order processing systems and is used as a primary method of identifying a 3M product.
- If an Identifier will NOT be used, leave the area above the 3M Stock Number and/or 3M Material Master Number blank.

- Identifiers fall into one of three primary categories: 1) Reference Number - REF, 2) Catalog Number - CAT, and/or 3) Automotive Aftermarket Number - AAN. Each Identifier that is included needs to be prefaced with an identification symbol.

3M Identifier Symbols

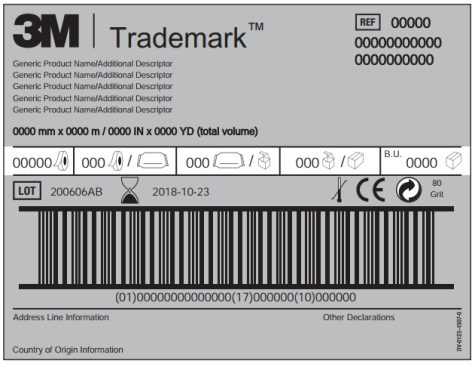
Identifier Types	Identifier Symbols
Reference/Part Number	REF
Catalog Number	CAT
Automotive Aftermarket Number	AAN

- Do NOT translate Identifier or 3M Stock Number and/or 3M Material Master Number information.
- All 3M shipper labels MUST include, at minimum, 3M Stock Number and/or 3M Material Master Number information.
- Minimum font size for Identifier should be 14 pt. and should be maintained regardless of label size.

Pack-Out Data Zone

Definition:

The Pack-Out Data Zone is used to communicate three primary pieces of information. Left to right, these are: 1) quantity of individual products contained in the shipping container, 2) pack out or internal packaging that exists within the shipping container, and 3) the billing unit, or sales unit for the product.



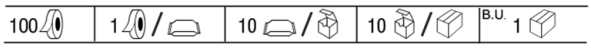
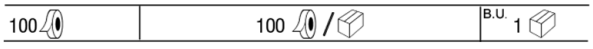
Business Rules:

- Aside from the exceptions noted below, pack-out data must be included on the shipper label and **must** always be in the pack-out zone (see visual provided above for location detail).
- Quantity of individual products, and its associated unit-of-measure, should always be left justified on the pack-out line and is intended to represent the total quantity of individual products contained within the shipping container.
- The billing unit, or sales unit, and its associated unit-of-measure, should always be right justified on the pack-out line and is intended to represent the total quantity of billing or sales units that are contained

within the shipping container. Note: In some cases, the quantity of individual products contained in the shipping container and the billing/sales unit will be the same.

- The center of the pack-out line is reserved for defining the various level of internal packaging that may exist within a given shipping container. This includes primary, intermediate, and any other levels of internal packaging. Note: In some cases, no internal packaging may exist (bulk packages). In these situations, this area of the 3M shipper label should be left blank.
- Even though the use of typeset copy is allowed in the pack-out data zone, pictograms (aka: line art) should be used wherever possible to eliminate the need for translations or excessive amounts of space on the shipper label when using words.
- Use only pictograms that have been approved by 3M.
- Use a “forward slash” between numeric values and associated unit-of-measure data for all pack out or internal packaging definitions. Note: “forward slashes” are NOT to be used for defining quantity of individual products contained in the shipping container or for defining billing unit/sales unit information for the product.
- The default font size for pack-out line data covering both 1) quantity of individual products contained in the shipping container and 2) billing unit, or sales unit for the product, should be 12 pt. - bold and should be maintained regardless of label size. Note: Associated pictograms should be scaled to 8 mm (0.32 inches) in height to maintain equal prominence to the pack-out line data.
- The default font size for pack-out line data covering pack-out, or internal packaging that exists within the shipping container should be 10 pt. - bold and should be maintained regardless of label size. Note: Associated pictograms should be scaled to 8 mm (0.32 inches) in height to maintain equal prominence to the pack-out line data.
-

Layout Options for Pack-Out Line Data on 3M Shipper Labels

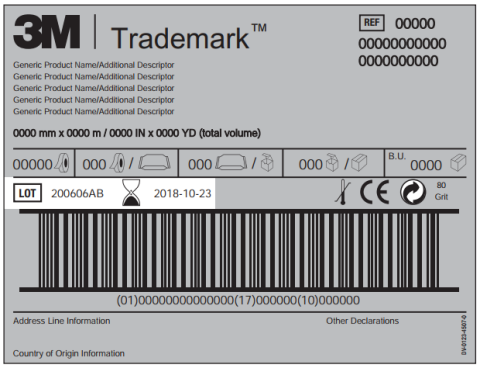
Description	Pack-Out Line
Primary, Intermediate, and Shipper Level Packaging **ALL** present	
Primary and Shipper Level Packaging present (no intermediate packaging applicable))	
Bulk Pack (no primary or intermediate packaging applicable)	

- Exceptions
    - A pack-out data zone is not required on shipper labels for industrial chemicals which are used for business-to-business transport and not shipped to final end-customers.
    - A pack-out data zone is not required on shipper lables that do not have a pack level below the Shipper (6S) or the Shipper and Pallet (6P) levels.

Manufacturing Data Zone

Definition:

The Manufacturing Data Zone is used to communicate information of a manufacturing nature. Examples of manufacturing data include, but may not be limited to manufacture date, expiration date, lot number, serial number, etc.



Business Rules:

- All manufacturing data MUST be located in the manufacturing data zone (see visual above for location detail).
- Each piece of manufacturing data needs to be prefaced with an identification symbol (see below)

Manufacturing Symbols

Manufacturing Data Types	Manufacturing Symbols
Lot Number	LOT
Serial Number	SN
Manufacture Date	
Expiration Date	

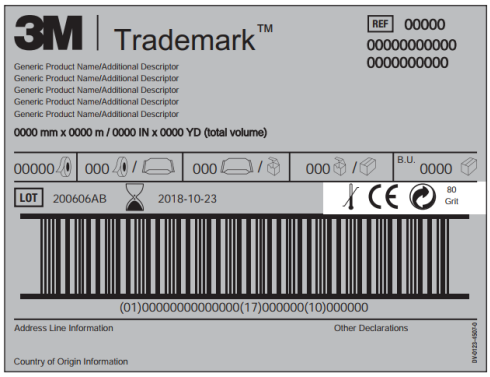
- Sequence of manufacturing data is as follows: 1) Lot/Batch Number/Serial Number 2) Manufacturing Date 3) Expiry Date.
- Products/materials that are 3M batch managed must include a Lot/Batch Number and Manufacturing date on the shipper label. The lot number must conform to the 3M Batch Management standards. i.e. Must be 10 characters or less; Must be limited to alphanumeric characters – cannot contain spaces, slashes, dashes, etc.; Must not start with a zero (0), if entirely numeric; Must be consistent with the system-of-record Batch ID; No other references should be printed in the Lot/Batch field.
- Products/materials that are 3M Shelf Life managed must also include an Expiry Date.
- Information contained in the manufacturing zone must exactly match information encoded as barcode data (Reference: GS1-128 symbology).
- Expiration date and Manufacturing Date should be in either DD-MM-YY or YYYY-MM-DD format in accordance with applicable Region/Country/Regulator requirements.

- The shipper label for a 3M Batch managed material must include a manufacturing date. Note: a 3M Batch managed material is one that has a batch management requirement defined by the division.
- The shipper label for a Shelf-Life managed material must include an expiration date. Note: a Shelf-Life managed material is one where the material has either a Total Shelf Life Days value greater than 0, or where the material is manufactured in-house and is subject to batch derivation rules to set the manufacturing date and the shelf-life expiration date.

Marking Data Zone

Definition:

The Markings Data Zone is used to communicate information regarding the product and/or packaging that is complying to either a legal, environmental, and/or internal requirement. This information is commonly a graphic, but can take the form of typeset copy, or a combination of the two.



Business Rules:

- All marking data information MUST always be located in the marking data zone (see above for location detail).
- Typically marking data includes, but may not be limited to, product specific markings, legally required markings, and/or environmental markings.
- It is acceptable to utilize the marking data zone to communicate additional information about the product that is NOT of a graphical nature (e.g., 80 grit, size definitions (e.g., S, M, L, XL), Color definitions (e.g., blue, black, green, yellow), other.
- It is recommended to keep markings organized (grouped) by category.
- It is recommended to only print markings on the shipper label that are necessary at the shipping container level.

Exceptions:

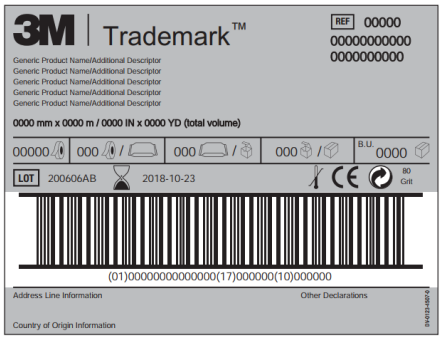
- If no marking data is required, it is acceptable to use this area of the shipper label for manufacturing data.
- If no manufacturing data and markings are required, it is acceptable to use this area for Generic Product Name/Additional Descriptor data and or net content/weights & measure data.
- It is acceptable to move marking data to the data zone allocated for manufacturing data for direct print or pre-printed labels (refer to section Direct Print and Preprinted Labels option in Section V – Label Examples and Layout Options).

References/Resources: Consult your 3M contact for any questions related to Marking data.

Barcode Data Zone

Definition:

The Barcode Data Zone is used to encode barcode data using various barcode symbologies.



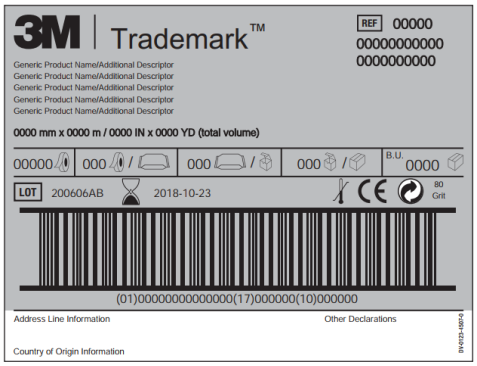
Business Rules:

- All barcode data MUST be located in the barcode data zone (see above for location detail).
- Global Trade Identification Numbers (GTIN) MUST always be encoded using a barcode symbology.
- It is NOT allowed to assign two GTINs for the same pack level and print them with different symbologyies.
- Human readable information below the barcode symbol must be consistent with information included in the manufacturing data zone.
- Ensure that horizontal bars are included both above and below the barcode symbology and run the entire width of area allocated for the shipper label artwork.

Declaration Data Zone

Definition:

The Declaration Data Zone is used to communicate three primary pieces of information. These include: 1) Address line information, 2) Country of Origin information regarding the origin of the product (where the product was made) and 3) “Other Declarations” including, but not limited to: Import/Export information, other.



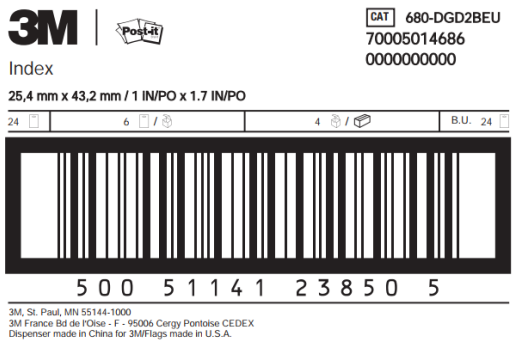
Business Rules:

- All declaration data MUST be placed in the declaration data zone of the shipper label template (see above for location detail).
- Print only the legally required address. Note: Address line definitions may need to vary to comply with government regulations or licenses. In these situations, utilization of alternate address line definitions is allowable.
- Declaration definitions MUST be identical with declaration definitions found on all other packaging materials across all package levels.
- Default rule is to ALWAYS define Country of Origin (CoO) information.
- CoO information should be placed in close proximity (same side, same surface) to the geographic reference (address line) on the label and any geographic reference on the shipping carton. Font size for any geographic reference MUST NOT exceed font size for the CoO information.
- The default font size for CoO data should be 10 pt and should be maintained regardless of label size.
- Where 3M is NOT the manufacturer, then either “Made in Country for 3M” or two separate statements: “Made in Country” and “Distributed by 3M” must be used.
- If the 3M product is classified as a kit, deal, other, or includes multiple components, it is required that a CoO be defined for each significant component with the primary origin listed first followed by the other components in descending order of value unless each individual component shares the same CoO definition.
- CoO definition on the shipper label MUST match any other CoO definitions found on any other levels of packaging or the product itself. The CoO on the shipper label provides necessary information when crossing borders. It is also necessary for CoO information to reach the ultimate purchaser. This can relate to other levels of packaging.

Section V – Label Examples and Layout Options.

Label Examples

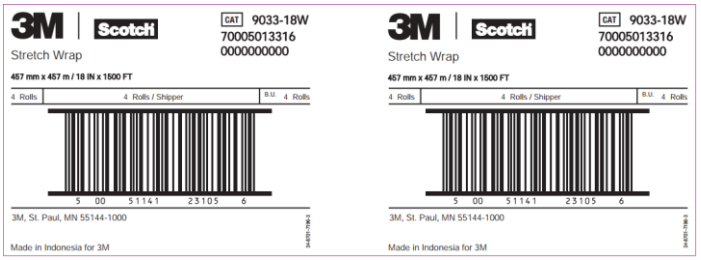
Note: Examples not to scale, for representation purposes only.



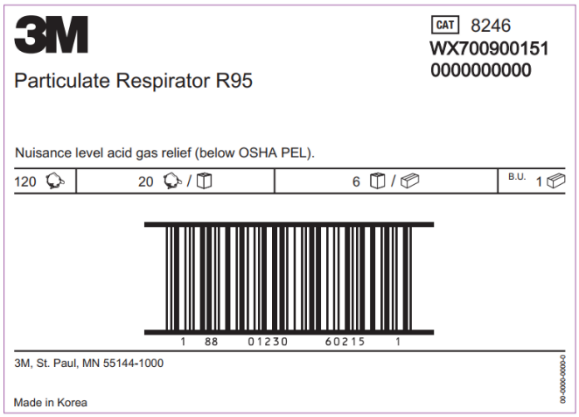
Shipper Label (Direct Print) – Single Panel Layout

Shipper Label (Direct Print) – Single Panel Layout

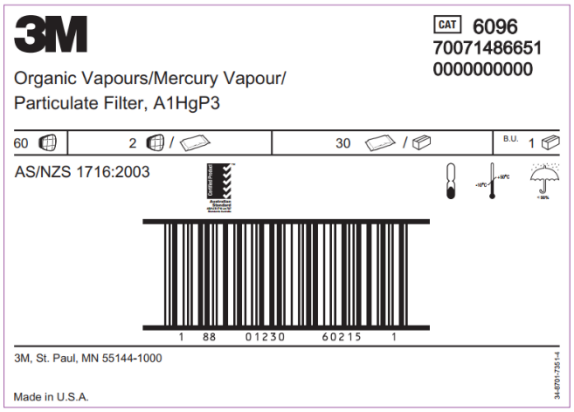
Shipper Label (Direct Print) – Shallow Depth Case Layout



Shipper Label – Dual Panel Layout



Shipper Label – Single Panel Layout

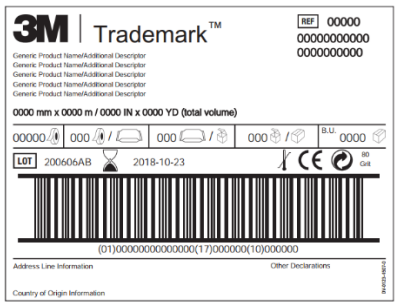


Shipper Label – Single Panel Layout

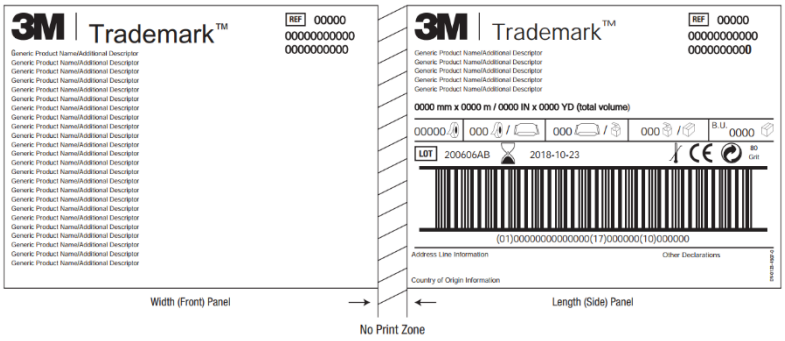
Additional Layout Options

The illustrations provided below are examples of additional layout options:

<table>
<tr>
<td>Single Panel Layout

<u>Application</u>: Used when labeling a single panel/side/area of a shipping container.</td>
<td> 
</td>
</tr>
<tr>
<td>Dual Panel Layout

<u>Application</u>: Used when labeling multiple panels/sides of a shipping container (i.e.: corner-wrap labeling).

<u>Notes</u>:
• Positioning of information on end and length panel may be reversed.
• When developing labels that will be applied to multiple panels of a shipping container, a “no print zone” will need to exist. The specific sizing of the “no print zone”, however, will be dependent on print technology (i.e.: direct print, preprinted label, or “on-demand” label) and related application requirements. <u>Note</u>: When determining required “no-print zone”, ensure that vertical bars of the barcode symbol are at least 19,05 mm (0.75 inches) away from the vertical edge of the panel so that proper quiet zone tolerances/spacing is maintained.
• When utilizing dual panel layouts, default is to place barcode data on width (front) panel to enable accessibility of barcode data when products are stacked on pallets or placed in racks. In other situations, barcode data is required to be placed on length (side) panel to enable automated scanning of barcode data based on how the shipping container is placed on a conveyor system.</td>
<td> 

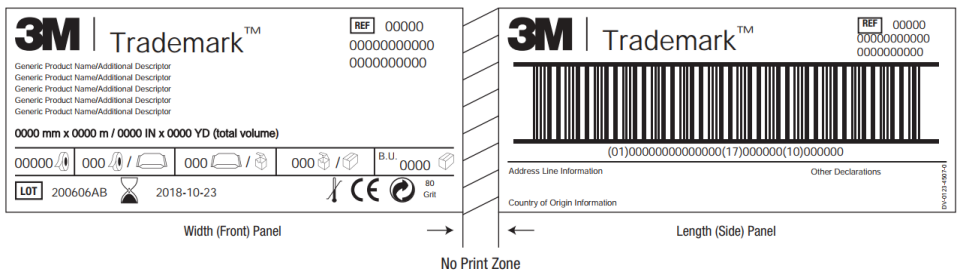
 
</td>
</tr>
</table>

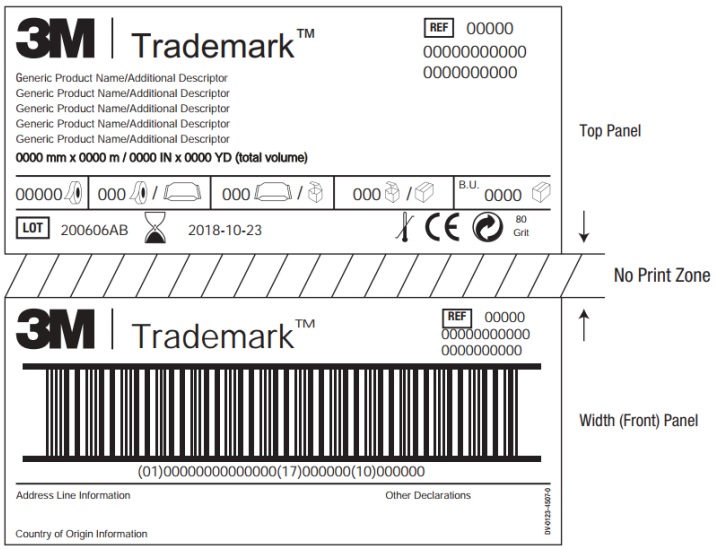
Dual Panel Layout (Shallow Depth Shipping Containers)

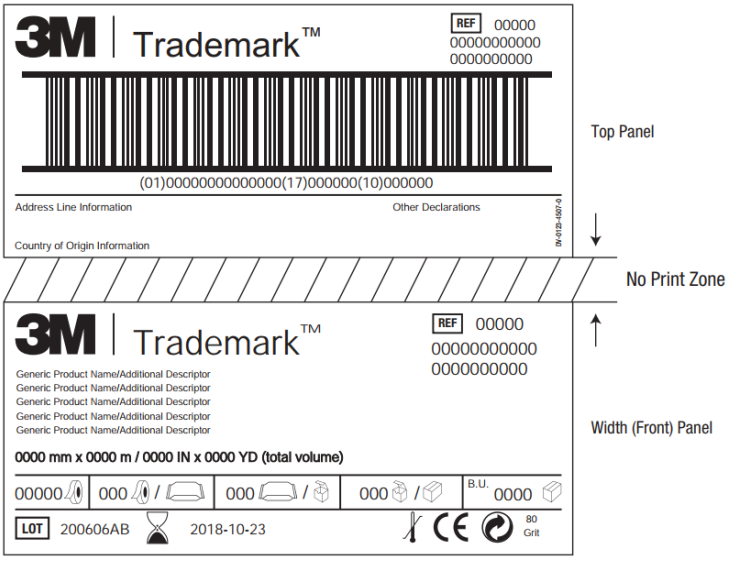
Application: Used when labeling shallow depth shipping containers.

Notes:

- Positioning of information on end and length panel may vary. For referencing purposes, multiple layout examples have been included in this policy to illustrate these variations.
- When developing labels that will be applied to multiple panels of a shipping container, a “no print zone” will need to exist. The specific sizing of the “no print zone”, however, will be dependent on print process (i.e.: direct print, preprinted label, or “On-Demand” label) and related application requirements. Note: When determining required “no-print zone”, ensure that vertical bars of the barcode symbol are at least 19,05 mm (0.75 inches) away from the vertical edge of the panel so that proper quiet zone tolerances/spacing is maintained.
- When utilizing dual panel layouts, default is to place barcode data on width (front) panel to enable accessibility of barcode data when products are stacked on pallets or placed in racks. In other situations, barcode data is required to be placed on length (side) panel to enable automated scanning of barcode data based on how the shipping container is placed on a conveyor system.







Direct print or Preprinted Labels
This **is** an option for direct print or preprinted labels ONLY**.**

“Fixed” data (Global Trade Identification Number – GTIN) along with rest of shipper label is preprinted and a spot label is used to define secondary information (refer to section “Technical Appendix B: Barcodes” for detailed information pertaining to GS1-128 barcodes and the utilization of secondary information).

Notes:

- Top example reflects shipper label printed direct using an ITF-14 barcode symbology to encode GTIN information. Spot label incorporates GS1-128 barcode symbology and is used to encode secondary information in both human readable and barcode format.

Top example reflects shipper label as a preprinted label using a GS1-128 barcode symbology to encode GTIN information. Spot label incorporates GS1-128 barcode symbology and is used to encode secondary information in both human readable and barcode format.