



Storage Device Packaging For Vendor Sale, Site Balance, RMA Transfer, and Return To Vendor (RTV)

Document Number and Revision: 7078198 Rev 05

Overview

This document describes the acceptable packaging instructions for Storage Devices shipped by External Manufacturer (EM) or Oracle site, to another EM and/or Oracle site.

Audience

This document is for all Oracle EMs and Oracle sites responsible for packaging and shipping Storage Devices

Table of Contents

1.0 Storage Device Inspection	2
2.0 Packaging Storage Devices	2
2.1 Materials Required	2
2.2 Packaging Requirements	2
2.3 Procedure	2
2.3.1 Vendor Sale Storage Devices	3
2.3.2 SITE BALANCE and RMA TRANSFER STORAGE DEVICES	8
2.3.3 RETURN TO VENDOR (RTV) STORAGE DEVICES	9
Appendix A Non Full Box 2.5inch Storage Device Packaging	11
Appendix B Non Full Box 3.5inch Storage Device Packaging	13
Reference Documents and Records	14
Document History	14

1.0 Storage Device Inspection

It is the responsibility of the site that is shipping the Storage Devices to perform VMI (Visual Mechanical Inspection) on the Storage Devices prior to packaging the Storage Devices.

Note 1: Personnel or operators inspecting these parts must reference VMI specification standards and practices. Refer to *Storage Device Supply Management: External Manufacturer (EM) Visual Mechanical Inspection (VMI) Specification for Storage Devices, 923-3762*

2.0 Packaging Storage Devices

2.1 Materials Required

- Storage Device Supplier shipping carton with associated Storage Device Supplier shipping molded trays/insert
- ESD bags. No rips/tears, long enough to fold and seal Storage Device completely
- ESD labels

2.2 Packaging Requirements

The following requirements apply to packaging bare Storage Devices:

- Use the correct tray type specified for each Storage Device (2.5 inch or 3.5 inch).
- Orient the Storage Devices properly in the tray.
- Only one Storage Device per slot. Storage Devices should not touch each other.
- Do not place any types of tape, labels, or paper in with the Storage Devices.
- Do not mix different part numbers in the same box.

2.3 Procedure

Note 2: All personnel handling these parts must comply with Oracle Storage Device handling standards and practices. Refer to Supply Chain Operations: Supplier Engineering Storage Devices Handling, 7358617

Note 3: All personnel handling these parts must comply with Oracle ESD standards and practices. Refer to WWOPS Manufacturing Site Facilities: Electrostatic Discharge (ESD) Procedure, 914-1301-xx or ANSI/ESD S20.20-2014, Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)

2.3.1 Vendor Sale Storage Devices

The following procedure applies to packaging Vendor Sale bare Storage Devices:

1. Provide material information to the Oracle Supply Chain Storage Device Buyer who will request approval from Oracle Supply Chain Engineer (SCE):

- a) Storage Device Vendor Model Number
- b) Storage Device Part Number
- c) Quantity in shipment
- d) Complete list of both Oracle and Storage Device Vendor Serial Numbers for all Storage Devices in shipment.
- e) Oracle SCE will need to review this information and approve prior to shipment. Do not ship without SCE approval.
- f) Oracle SCE will send the material information and pictures to (ship to) receiver with approval.
- g) If (ship to) receiver gets material shipment without SCE approval, receiver should reject it and contact SCE.

2. Storage Devices need de-bracketed to fit into Storage Device Supplier packaging.

Photo #A: Top cover label of Storage Device. Storage Device placed to fit completely in antistatic bags to allow bag to fold over and seal with ESD label.



3. **Photo #B:** Bulk package of Storage Devices in individual slots. This is ready to be shipped (2.5 inch Storage Devices = minimum qty:6 per bulk package. 3.5 inch Storage Devices = minimum qty:4 per bulk package). Additional Storage Devices are to be placed starting from the center slots and filling toward the end slots. No filler required for empty slots. (Reference APPENDIX A and B)

Examples:

(2.5 inch) Minimum 6 Storage Devices
Devices



(3.5 inch) Minimum 4 Storage
Devices



Example of Maximum 20 Packaged Drives



4. **Photo #C:** Top cover over Storage Devices. Or use supplier foam over Storage Devices

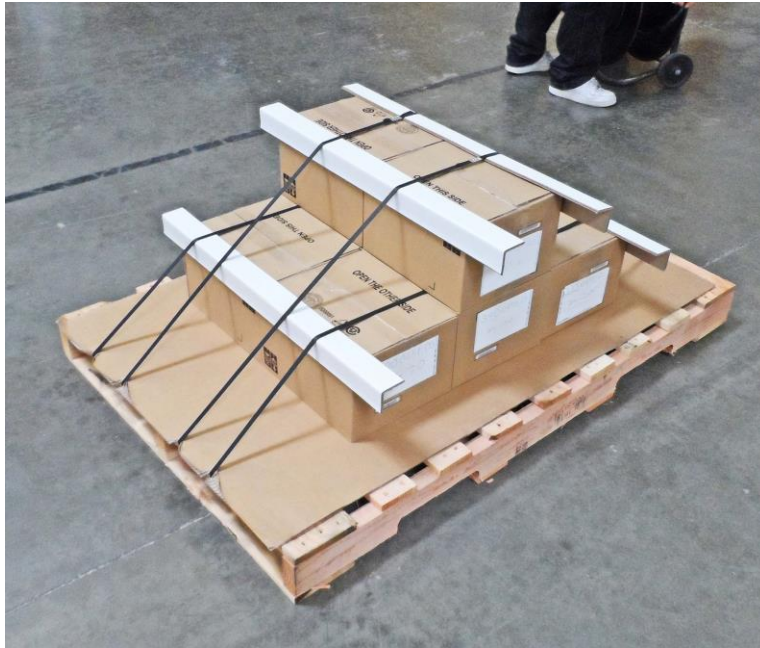
NO BUBBLE WRAP ACCEPTED



5. **Photo #D:** Close and seal package



6. **Photo #E:** Labels on the outside of each package with Storage Device Part Number and quantity of Storage Devices inside.



7. **Photo #F:** Multiple packages banded and shrink wrapped on pallet.



Example of Oracle approved bulk packaging for bracketed Storage Devices.

3.5 inch Storage Device 16 Bulk Pack



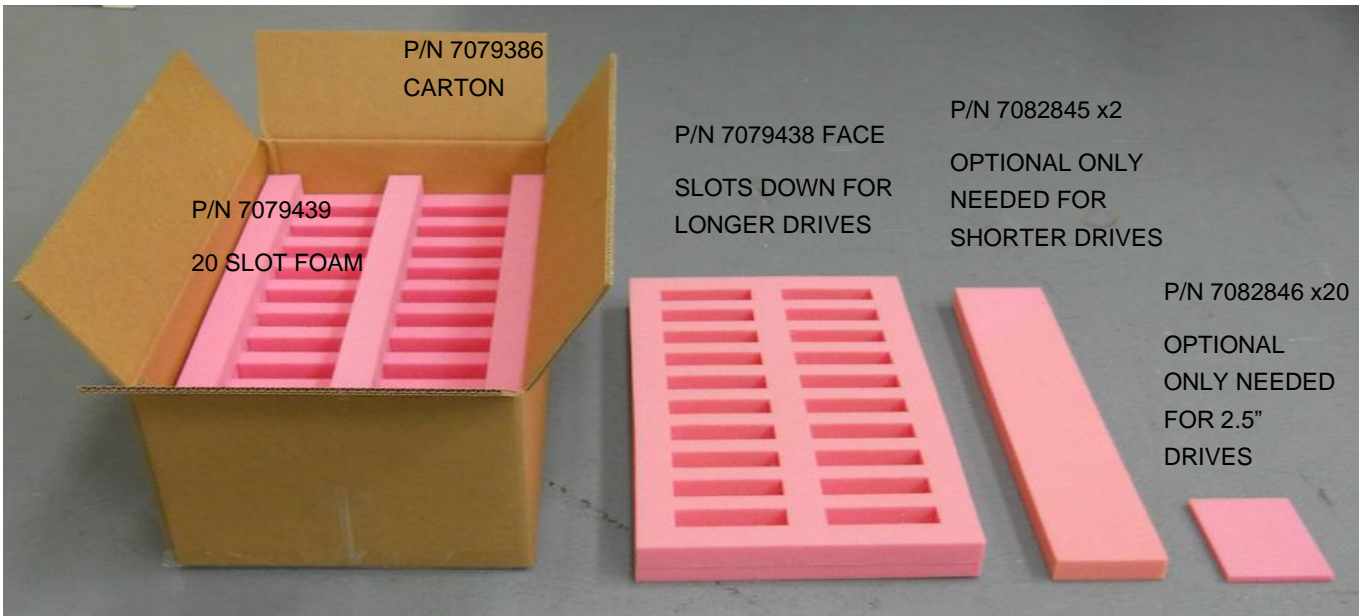
2.5 inch Storage Device 30 Bulk Pack



Description	Kent Landsberg Part #	Vendor Name
Coral/Stingray 16 Pack	1076879	Kent Landsberg
Nemo/Marlin 30 Pack	880410	Kent Landsberg

7079387 PKG,ASSY,HDD,20PACK

This package assembly can be used for both 2.5” and 3.5” bracketed Storage Devices with all bracket combinations.



2.3.2 SITE BALANCE and RMA TRANSFER STORAGE DEVICES

The following procedure applies to packaging Site Balance and RMA Transfer Storage Devices:

1. If packages are original seal from Storage Device supplier
 - a) Inspect package for damage.
 - b) Record quantity packaged Storage Device in shipment
 - c) Record list of Oracle Serial Numbers for all Storage Devices in shipment
 - d) Photograph one sample of outer box label and box top seal
 - e) Send information from steps b, c, d, to Oracle Supply Chain Storage Device Buyer who will request approval from Oracle Supply Chain Engineer (SCE)
 - f) Oracle SCE will need to review this information and approve prior to shipment. Do not ship without SCE approval.
 - g) Oracle SCE will send the material information and pictures to (ship to) receiver with approval.
 - h) If (ship to) receiver gets material shipment without SCE approval, receiver should reject it and contact SCE.

If damaged package reference 425-1016-xx *Specification for Rejectable New Packaging Materials*

2. If packages are open, follow Section 2.3.1 *VENDOR SALE STORAGE DEVICES* instructions.

2.3.3 RETURN TO VENDOR (RTV) STORAGE DEVICES

The following procedure applies to packaging RTV Storage Devices:

1. Follow same ESD and Drive Handling precautions as for a good Storage Device. Refer to Note 2, Oracle Storage Device handling standards and practices and Note 3, Oracle ESD standards and practices in Section 2.3 Procedure
2. If Storage Device tester logs are available, these logs are to be transferred to the Storage Device Supplier and Oracle Supply Chain Engineer.
3. Storage Device Supplier sends approval for return material with RMA number and “Ship To” address.
4. Storage Devices need to be de-bracketed before they are packaged.
5. Storage Device placed to fit completely in antistatic bags to allow bag to fold over and seal with ESD label



6. Place Storage Devices into package and seal for shipment.

NOTE: Use the Supplier Bulk Package shown in Section 2.3.1 VENDOR SALE STORAGE DEVICES, Steps 4, 5, and 6.

If less than minimum package requirement Storage Devices are being returned, use Oracle FRU packaging. Single Storage Device packaging are purchased from MITAC through Oracle Storage Device Buyer.

Examples of single Storage Device FRU package for the physical size of the Storage Device.

2.5 inch Storage Dev= P/N: 420-2768-xx



3.5 inch Storage Dev= P/N: 420-3243-xx



7. Label on the outside of each package with Storage Device Part Number, Oracle Serial Number, RMA number and NCAT number if available.

Appendix A Non Full Box 2.5inch Storage Device Packaging

Non full box packaging examples (minimum six 2.5 inch Storage Devices) can be seen below. The guideline is to ensure that the Storage Devices are inserted in 'the box in a balanced method.

6 Storage Devices Minimum

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device

7 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
	Storage Device

8 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device

9 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
	Storage Device

10 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device

11 Storage Devices

	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	Storage Device

* additional Storage Devices to follow above pattern, being placed in inner most slots working outward.

Non Full Box 2.5inch Storage Device Packaging (continued)

In case ship 1 to 5 Storage Device per Box:

Only permitted when the configured box is strapped to Pallet

Pallet may be Full/Half/Quarter-Pallet.

Add caution label to box top, end and side stating “Ship with Pallet”

5 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device
Storage Device	

4 Storage Devices

Storage Device	Storage Device
Storage Device	Storage Device

3 Storage Devices

Storage Device	
Storage Device	Storage Device

2 Storage Devices

Storage Device	Storage Device

1 Storage Device

Storage Device	

Appendix B Non Full Box 3.5inch Storage Device Packaging

Non full box packaging examples (minimum four 3.5 inch Storage Devices) can be seen below. The guideline is to ensure that the Storage Devices are inserted in the box in a balanced method.

4 Storage Devices Minimum		5 Storage Devices	
Storage Device	Storage Device	Storage Device	
Storage Device	Storage Device	Storage Device	Storage Device
6 Storage Devices		7 Storage Devices	
Storage Device		Storage Device	
Storage Device	Storage Device	Storage Device	Storage Device
Storage Device	Storage Device	Storage Device	Storage Device
	Storage Device		
8 Storage Devices		9 Storage Devices	
Storage Device	Storage Device	Storage Device	
Storage Device	Storage Device	Storage Device	Storage Device
Storage Device	Storage Device	Storage Device	Storage Device
Storage Device	Storage Device	Storage Device	Storage Device
Storage Device	Storage Device	Storage Device	Storage Device

* additional Storage Devices to follow above pattern, being placed in inner most slots working outward.

Related Information

Reference Documents and Records

DOCUMENT TITLE	NUMBER
GSM External Manufacturer (EM) Visual Mechanical Inspection (VMI) Specification for Storage Devices	923-3762
Supply Chain Operations: Supplier Engineering Storage Devices Handling	7358617
WWOPS Manufacturing: Electrostatic Discharge (ESD) Procedure (in WebDocs)	914-1301
Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)	ANSI/ESD S20.20-2014

Document History

Rev	Date	Description of Change	Originator
01	28 May 2013	Initial Release	N/A
02	11 Sep 2015	Added RMA Transfer function to Section 2.3.2	N/A
03	24 Feb 2016	Added Approval details to Section 2.3.1. Added packaging and approval details to Section 2.3.2. Added new bulk pack picture to Section 2.3.1. Added minimum config to Appendix A	N/A
04	14 Apr 2018	Update terms: Change all references from “HDD” to “Storage Device.” Change all references from “WWOPS” to “Supply Chain Operations”. Change all references to reference document number “923-2500-XX” to “7358617”; reference document number “923-2500-XX” has been obsoleted.	N/A
Fusion History			
05	20 Sep 2022	Updated to Redwood format. Updated title. No content changes.	N/A

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