

Oracle Approved Manufacturer List (AML) Packaging Supplier Approval Process

Overview

This document defines the approval process to add a packaging supplier to the Oracle Approved Manufacturer List (AML). This process must be followed by the External Manufacturer (EM) to add a new packaging supplier to their Preferred Supplier List (PSL) and consequently in adding a packaging supplier to the Oracle AML.



Audience

This document is for the EM, Packaging Engineering, and Supplier Program Management.

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INTRODUCTION

The EM's PSL encompass different categories, including packaging. This document provides the process for adding a packaging supplier included in an EM PSL to the Oracle AML.

For the visual representation of the process, refer to *Figure 2-1, AML Packaging Supplier Approval Process Flow*, page 4.

1 APPLICABLE DOCUMENT

SCO Supplier Management: Packaging First Article Inspection Reporting (FAIR), 923-3763-xx, forms a part of this specification to the extent specified herein.

2 GENERAL REQUIREMENTS

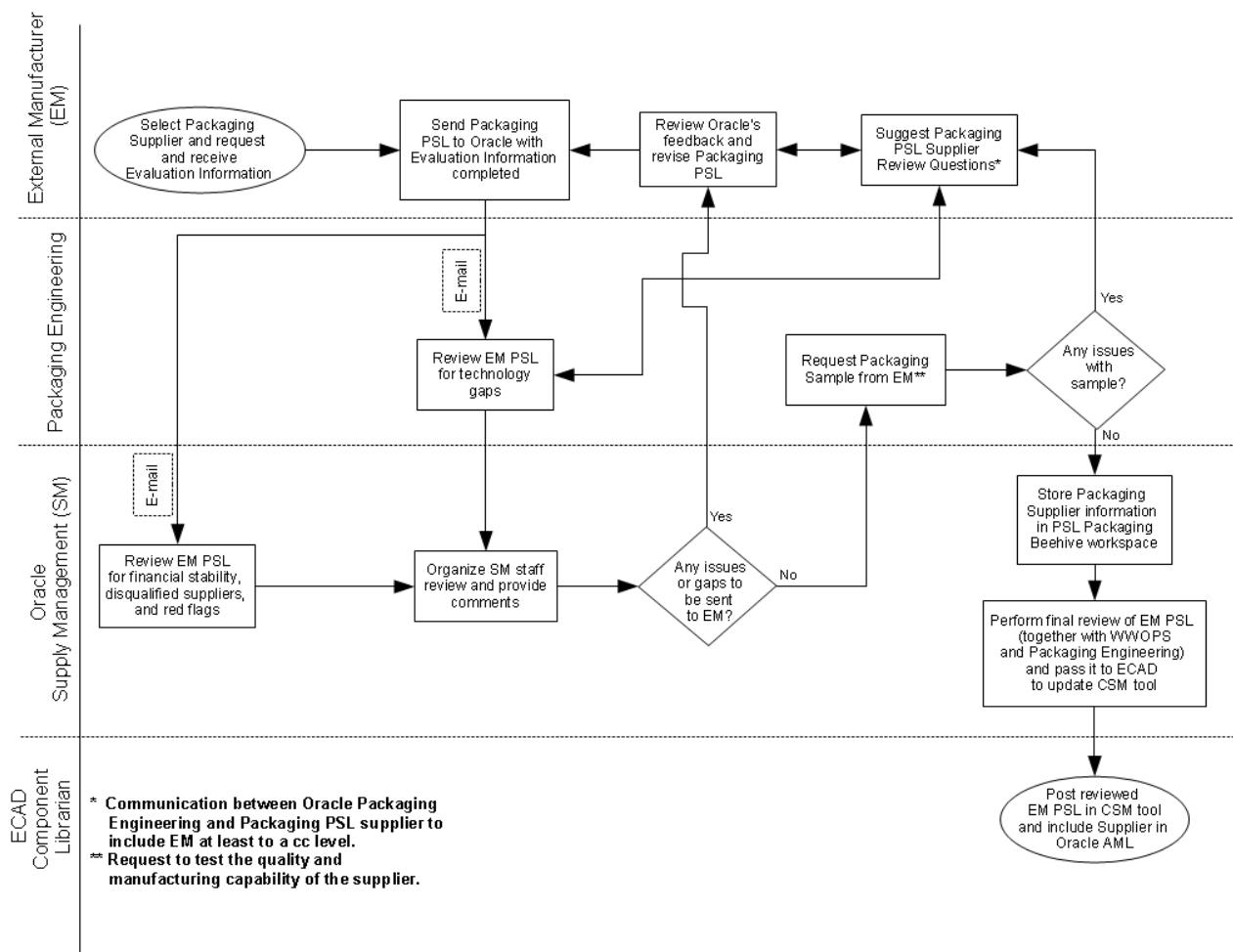
When proposing a new packaging supplier, the EM must supply or complete the following information:

- Supplier quality audit criteria and results
- Literature or other information that provides history of the company and their line of business and products
- Supplier's Quality Management System (QMS)
- Latest score cards (financial stability, quality, availability, cost, and technical scores)
- Company organizational chart and workforce size
- Technical, manufacturing, and escalation contact information (email and phone number)
- Financial information, consisting of yearly revenue and profit

In addition to the list above, the supplier is requested to provide the information listed in Appendix A, Supplier Requirements, and fill in Appendix B, *Technical Capabilities Checklist*.

NOTE 1: If the requested information is not applicable to the supplier, mark it as 'N/A'. If any responses to the listed questions make reference to an internal documented process, provide a copy of the process.

Figure 2-1 AML Packaging Supplier Approval Process Flow



APPENDIX A SUPPLIER REQUIREMENTS

| | |
|----|--|
| 1 | Packaging manufacturing locations, including contact information |
| 2 | Location of packaging sample production facility for the customer region, including contact information |
| 3 | Location of packaging design center for customer region, including contact information |
| 4 | List and description of key packaging manufacturing equipment (owned by the company) by manufacturer, model number, and site location, including photographs of all equipment |
| 5 | List and description of key packaging sample making equipment (owned by the company) by manufacturer, model number, and site location, including photographs of all equipment |
| 6 | List and description of key packaging test equipment (owned by the company) by manufacturer, model number, and site location, including photographs of all equipment |
| 7 | Information on the value added services the company provides for packaging (deliver package assemblies, and so on) |
| 8 | Description of computer-aided design (CAD) capabilities for the parts the company designs (applications used, file transfer process, file type, dimensioned drawing capability, and so on) |
| 9 | Description of artwork capabilities (applications, file transfer process, file type, generation, and so on) |
| 10 | Information on the company's typical response time for customer support with respect to the level of severity of the issue |
| 11 | Information about material marking (part number, recycle symbol, and so on) capabilities on all material (foam, plastic sheets, wood, and so on) |
| 12 | Detailed description of the company's qualifications to mark wood according to global regulations |
| 13 | Detailed description of the company's capability as a resource for regional regulatory questions and requirements |
| 14 | Metrics and reporting methods utilized by the company to ensure that it continually improves on the standards achieved from the sub-suppliers, including the frequency of utilization |
| 15 | Documentation method of quality information on production material rejects to suppliers and sub-contractors with an effective corrective action obtained, including the process documentation |
| 16 | The extent of availability of discrepant material procedure and records for review, including the process documentation |
| 17 | Statement if the First Articles Inspection Reports (FAIRs) are reviewed by a supplier engineer with a technical packaging background, including the following: process description, FAIR sample, FAIRs requirements, and the archiving method of completed FAIRs |
| 18 | Statement if the company is ISO certified, including the list of certification type(s) and last audit date(s) |
| 19 | Location for corrective action processes and receiving inspection records within the company's quality program |
| 20 | A copy of the company's escalation process |

APPENDIX B TECHNICAL CAPABILITIES CHECKLIST

| 1. Which category best describes your business? (select the 'one' answer that best fits) | | | |
|---|--|-----------------|-----------------|
| | Foam Fabricator and Corrugated Sheet Plant | | Distributor |
| | Corrugated Sheet Plant | | Corrugated Mill |
| | Foam Fabricator | | Wood Fabricator |
| | Foam Molder | | Other |
| | | | |
| 2. What products do you provide? (select all that apply) | | | |
| Product | Fabricate-Manufacture | Contract (Name) | Not Available |
| Fabricated Foams | | | |
| Molded Foams | | | |
| Corrugated Containers and Die Cuts | | | |
| Packaging Supplies (tapes, banding, bags, loose fill, and so on) | | | |
| Wood Pallets | | | |
| Cushioned Pallets | | | |
| Wood Crates | | | |
| ESD Materials | | | |
| Vacuum formed and Thermoform trays | | | |
| Other | | | |
| | | | |
| 3. What Engineering Services do you provide? (select all that apply) | | | |
| Service | In House | Contract (Name) | Not Available |
| Package Design Services | | | |
| Package Sample Preparation | | | |
| Package Material Testing | | | |
| Package Performance and Qualification Testing | | | |
| Product Fragility and Characterization Testing | | | |
| Engineering Drawings of Packages | | | |
| Other: _____ | | | |
| Other: _____ | | | |
| Other: _____ | | | |
| | | | |
| 4. Do you charge for the above Engineering Services? (describe if yes) | | | |
| Package Design Services | | | |
| Package Sample Preparation | | | |
| Package Material Testing | | | |
| Package Performance and Qualification Testing | | | |
| Product Fragility and Characterization Testing | | | |
| Engineering Drawings of Packages | | | |
| Other | | | |

| | |
|-------|--|
| Other | |
| Other | |

5. Describe direct design and sample fabrication staff.

| | | |
|--|--|--|
| Total number of design and sample fabrication staff | | |
| Number of full time experienced Packaging Designers and years of experience for each | | |
| | | |
| | | |

Number of designers with Packaging Engineering Degrees

6. What are the typical turn-around times for the following areas? (in working days)

| Area | 1 - 2 days | 3 - 5 days | 5 - 10 days |
|---|------------|------------|-------------|
| Corrugated Container Sample | | | |
| Corrugated Die Cut Sample | | | |
| Fabricated Foam Sample | | | |
| Molded Foam Sample (fabricated version) | | | |
| Corrugated Container Design | | | |
| Corrugated Die Cut Design | | | |
| Tooling | | | |
| Fabricated Foam Design | | | |
| Molded Foam Design | | | |
| Anti-Static Bag Design and Sample | | | |
| Static Shielding Bag Design and Sample | | | |
| Wood Pallet Designs | | | |
| Cushioned Pallet Designs | | | |
| Wood Crate Designs | | | |

7. What is the Production Delivery Time (typical turn-around time from PO to Free On Board [FOB]) for the following areas? (in working days)

| Area | Tooling (Days) | Production Turn-around (Days) | Typical Total Turn (Days) | Expedited Total Turn (Days) |
|--|----------------|-------------------------------|---------------------------|-----------------------------|
| EXAMPLE | 6 | 11 | 17 | 14 |
| Corrugated Container (no printing plates required) | N/A | | | |
| Corrugated Die Cut and Printed Container (tooling and/or printing plates required) | | | | |
| Fabricated Foam | | | | |
| Molded Foam | | | | |
| Corrugated and Foam Assembly | | | | |
| Pallet - Custom | | | | |
| Large System Packaging Assembly (Cushioned pallet, Corrugated | | | | |

| | | | | |
|---|--|--|--|--|
| Container(s), Corrugated Die Cuts, and Fabricated Foam) | | | | |
|---|--|--|--|--|

8. Which samples are made on sample making equipment driven by CAD data?

| | |
|--|--|
| Corrugated Containers, Pads, Die Cuts, and so on | |
| Fabricated Foam | |
| Molded Foam | |

9. What product or package performance testing services do you have available?

| Service | In House | Contract | Not Available |
|--|----------|----------|---------------|
| Drop | | | |
| Random Vibration | | | |
| Sinusoidal Vibration | | | |
| Compression | | | |
| Product Fragility | | | |
| Temperature and Humidity | | | |
| Corrugated Burst | | | |
| Corrugated Edge Crush Test (ECT) | | | |
| Foam Density | | | |
| Foam Indentation Load Deflection (ILD) | | | |
| ESD | | | |
| Tilt and Stability | | | |

10. Provide information about the typical or common materials you currently provide to your customers. (Be as thorough as possible. Indicate anti-static materials with an 'AS'.)

a. Molded Foams

Expanded Polypropylene

| | | | | | |
|--|---------|--|---------|--|---------|
| | 1.00pcf | | 1.30pcf | | 1.90pcf |
| | 2.80pcf | | | | |

Expanded Polyethylene

| | | | | | |
|--|---------|--|---------|--|---------|
| | 1.50pcf | | 1.90pcf | | 2.80pcf |
| | | | | | |

Expanded Polystyrene

| | | | | | |
|--|---------|--|---------|--|---------|
| | 1.00pcf | | 1.25pcf | | 1.50pcf |
| | 2.00pcf | | | | |

Other Expanded Molded Foams including copolymers

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

b. Fabricated Foams

Expanded Polypropylene Plank

| | | | | | |
|--|---------|--|---------|--|---------|
| | 1.00pcf | | 1.30pcf | | 1.90pcf |
| | 2.80pcf | | | | |

Expanded Polyethylene Plank

| | | | | | |
|--|---------|--|---------|--|---------|
| | 1.50pcf | | 1.90pcf | | 2.80pcf |
| | | | | | |

| Expanded Polystyrene Plank | | | | | |
|---|------------------|--|-----------------------------------|--|-----------------|
| | 1.00pcf | | 1.25pcf | | 1.50pcf |
| | 2.00pcf | | | | |
| Other Expanded Molded Foam Plank including copolymers | | | | | |
| | | | | | |
| Extruded Polyethylene Plank or Laminate | | | | | |
| | 1.2pcf | | 1.3pcf | | 1.7pcf |
| | 1.8pcf | | 2.0pcf | | 2.1pcf |
| | 4.0pcf | | 6.0pcf | | |
| Polyurethane (Ether) | | | | | |
| | 1.00pcf/33ILD | | 1.40pcf/70ILD | | 1.60pcf/75ILD |
| | 1.80pcf/70ILD | | 1.80pcf/95ILD | | 1.90pcf/140ILD |
| | 2.30pcf/160ILD | | 2.50pcf/140ILD | | 2.50pcf/200ILD |
| | | | | | |
| Other Fabricated Foams | | | | | |
| | | | | | |
| c. Corrugated | | | | | |
| SingleWall | | | | | |
| | 200B Kraft | | 200C Kraft | | |
| | 275B Kraft | | 275C Kraft | | |
| | 200B Conductive | | 200C Conductive | | |
| | 275B Conductive | | 275C Conductive | | |
| DoubleWall | | | | | |
| | 275BC Kraft | | 275AB Kraft | | |
| | 350BC Kraft | | 350AB Kraft | | |
| | 400BC Kraft | | 400AB Kraft | | |
| | 450BC Kraft | | 450AB Kraft | | |
| | 500BC Kraft | | 500AB Kraft | | |
| | 275BC Conductive | | 275AB Conductive | | |
| | 350BC Conductive | | 350AB Conductive | | |
| TripleWall | | | | | |
| | 600AAA | | | | |
| | 1100AAA | | | | |
| Liner Colors | | | | | |
| | Kraft | | #3 White | | #1 White |
| | | | | | |
| d. Supplies | | | | | |
| | Tape | | Banding | | Stretch Wrap |
| | Anti-Static Bags | | Static Dissipative Bags | | Conductive Bags |
| | Gusseted Bags | | Static Dissipative Sheets or Film | | Loose Fill |

| | | | | | |
|--|-------------|--|--|--|--|
| | Bubble Wrap | | | | |
|--|-------------|--|--|--|--|

e. Other Materials

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

11. Provide information about corrugated printing equipment.

| | | | | | |
|--|---------------------|--|---------------------|--|---------------------|
| | Single Pass 1 Color | | Single Pass 2 Color | | Single Pass 3 Color |
| | Single Pass 4 Color | | Pre-Printed Liner | | |

DOCUMENT HISTORY

| REV | DESCRIPTION | DATE |
|-----|--|---------|
| 01 | Initial release | 12/2011 |
| 02 | Update title and template and convert to MS Word | 11/2016 |
| 03 | Update title and footers to reflect org changes | 05/2018 |
| 04 | Update to comply with current corporate template | 04/2022 |

REFERENCE DOCUMENTS

| TITLE | DOCUMENT NUMBER |
|---|-----------------|
| Packaging First Article Inspection Reporting (FAIR) | 923-3763 |

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