

# 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

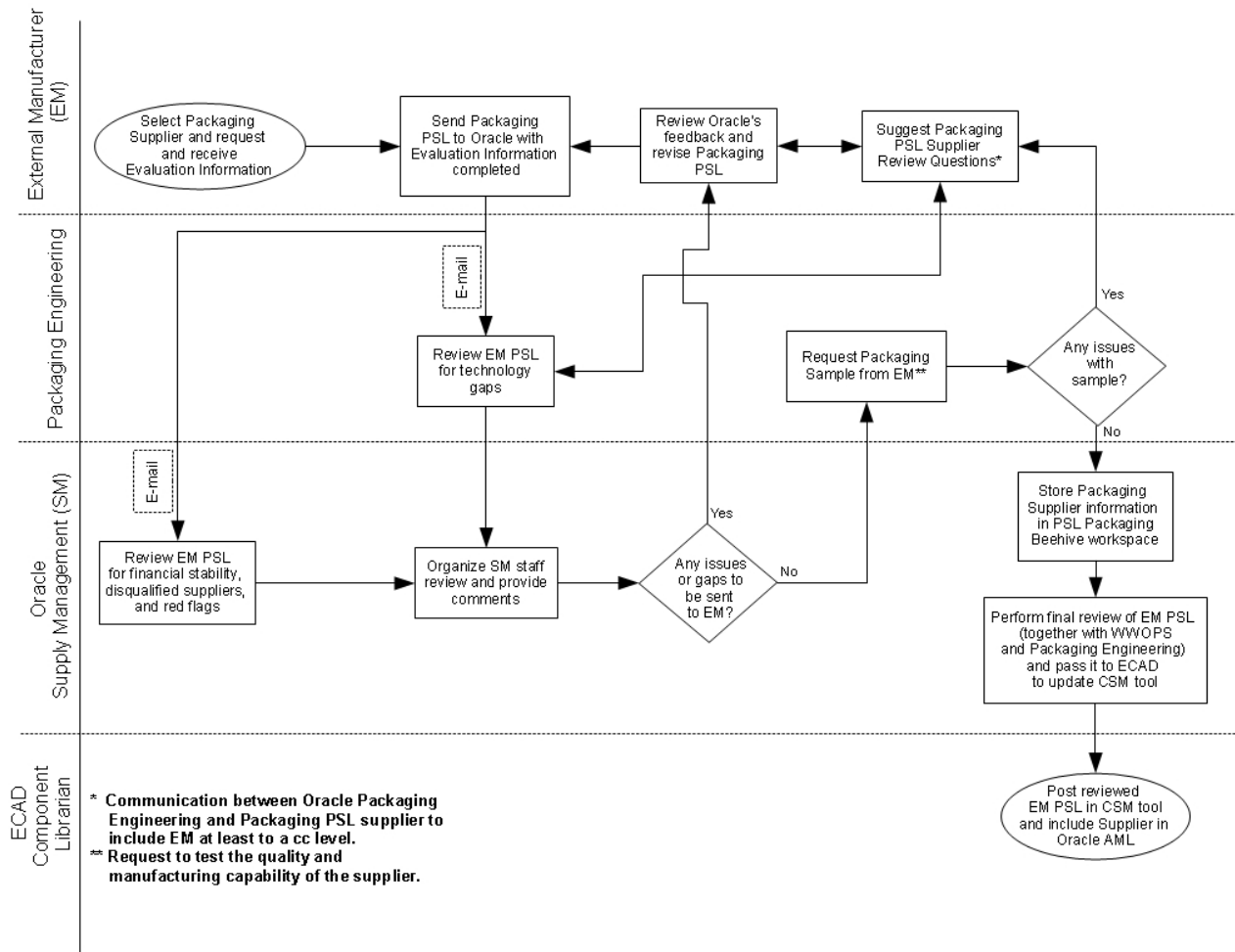
When proposing a new packaging supplier, the EM must supply or complete the following information:

- 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				
<b>5. Describe direct design and sample fabrication staff.</b>				
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				
<b>6. What are the typical turn-around times for the following areas? (in working days)</b>				
<b>Area</b>	<b>1 - 2 days</b>	<b>3 - 5 days</b>	<b>5 - 10 days</b>	
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				
<b>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)</b>				
<b>Area</b>	<b>Tooling (Days)</b>	<b>Production Turn-around (Days)</b>	<b>Typical Total Turn (Days)</b>	<b>Expedited Total Turn (Days)</b>
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)				
<b>8. Which samples are made on sample making equipment driven by CAD data?</b>				
Corrugated Containers, Pads, Die Cuts, and so on				
Fabricated Foam				
Molded Foam				
<b>9. What product or package performance testing services do you have available?</b>				
<b>Service</b>	<b>In House</b>	<b>Contract</b>	<b>Not Available</b>	
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				
<b>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'.)</b>				
<b>a. Molded Foams</b>				
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>b. Fabricated Foams</b>				
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					
<b>c. Corrugated</b>					
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
<b>d. Supplies</b>					
	Tape		Banding		Stretch Wrap
	Anti-Static Bags		Static Dissipative Bags		Conductive Bags
	Gusseted Bags		Static Dissipative Sheets or Film		Loose Fill



	Bubble Wrap				
<b>e. Other Materials</b>					
<b>11. Provide information about corrugated printing equipment.</b>					
	Single Pass 1 Color		Single Pass 2 Color		Single Pass 3 Color
	Single Pass 4 Color		Pre-Printed Liner		

## DOCUMENT HISTORY

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

## REFERENCE DOCUMENTS

TITLE	DOCUMENT NUMBER
<i>Packaging First Article Inspection Reporting (FAIR)</i>	923-3763

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