

盛威尔（惠州）电缆科技有限公司

Incoming Materials Packaging & Shipping Standards

Electrical Components International CO. LTD

文件编号 WI-IQC-034 Rev. 01

Revision 修订	Change summary 修订内容	Effective date 生效日期	Initiator 制订人
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Asterisk (*) behind the departments which have the authorization to approve this document.
在本文件的批准部门后打星号 (*)。

OD		Sales	
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1. 目的 Objective

完善供应商来料运输与包装管理，减少因运输与包装问题导致的双方损失。

Optimize supplier inbound transportation and packaging management to reduce mutual losses caused by logistics and packaging issues.

2. 内容 Content

2.1 包装要求 Packaging Requirements

2.1.1 物料外包装必须为纸箱或周转箱，如产品不适用纸箱/周转箱包装，需提前取得ECI的许可。

Product packaging must use cartons or returnable crates. For products unsuitable for carton/crate packaging, prior approval from ECI is required.

2.1.2 同一款物料的每件外箱包装体积大小.装箱数量必须要一致（尾数箱除外）

Uniform outer box dimensions and quantities per item (partial/final batch exceptions allowed).

2.1.3 来料内外包装的包装不能有变形.破损，严禁无外包装裸露货物送货，严禁使用带有红色.黄色的容器进行送货。

No deformed/damaged packaging; no exposed goods. Red/yellow containers prohibited.

2.1.4 内包装摆放规律，每小包或每一层数量必须一致，便于清点数量，保证数量的准确性。

The inner packaging must be systematically and neatly arranged, with a consistent quantity per small packet or each layer to facilitate inventory counting and ensure quantity accuracy.

2.1.5 每箱只允许装一款物料（每箱只允许装同一款物料/为同一批次的物料；样品除外，对于小且零散物料，每一款物料可采用统一尺寸盒/箱包装好，外箱贴标签标识好后纵向摆放于箱内，不可横向不同图标叠放/混放）外箱做好标签标识。

Single item per box (same batch; exceptions: samples/small components may use uniform-sized boxes with vertical placement and labeled externally).

2.1.6 来料物料需保持零件袋内清洁，无明显碎屑，如有袋内碎屑检验发现一律退货，注意包装箱内外清洁，尤其是包装箱的清洁。

Components must be clean (free of debris). Contaminated packaging will be rejected.

2.1.7 所有产品在设计包装时都需要考虑包装规范和承重，应在首次交货前评审包装的合理性和适宜性，避免因包装导致储存/运输异常。

All products must consider packaging standards and load-bearing capacity during design. The packaging's adequacy and suitability must be reviewed prior to the first delivery to prevent storage/transportation issues caused by packaging.

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2.2 标识要求 Labeling Requirements

2.2.1 为确保可追溯性，每箱物料外箱必须贴有ASN二维码标签标识，禁止将二维码标签贴在外包装顶面、底面，ASN二维码标签统一张贴于侧面左上角，供应商内部标签统一张贴于侧面右下角（见附图）。

Each box must display an **ASN QR code label** on the **top-left side** (prohibit placement on top/bottom surfaces). Supplier internal labels to be affixed on the **bottom-right side** (see attached diagram).

2.2.2 ASN标签内容及要求，详见《ASN系统说明书》，请联系ECI采购索取。

ASN label specifications: Refer to **《ASN System Manual》** (contact ECI Procurement for details).

2.2.3 供应商需固定二维码标签尺寸，尺寸与打印内容要匹配，建议选用80*100mm。

Standardize QR code label size (recommended: **80×100mm**) to match printed content.

2.2.4 因特殊原因不能导入ASN标签之供应商，在交易前需获得ECI许可。

Suppliers unable to adopt ASN labels must obtain **prior approval from ECI**.

2.2.5 每拖托盘上的包装箱的标识必须朝外且在同一位置。

Labels on palletized boxes must face outward and align uniformly.

2.2.6 供应商交付必须遵循“先进先出”原则，不可出现无规律时间的交货；不同批次/日期生产的物料，供应商交货时应分开包装，分开放置和交付，外箱及箱内标签.送货单内容/日期必须一致货。

Deliveries must follow **FIFO (First-In, First-Out)**. Separate packaging/placement for different batches/dates. Labels and delivery documents must match.

2.2.7 标签内容必须与实物相符，且不得使用与本产品无关的包装箱包装（如其他消费类商品纸箱）

Labels must correspond to actual contents. Prohibit reuse of unrelated packaging (e.g., consumer product cartons).

2.2.8 尾数箱需张贴“尾数箱”标识，变更后首批物料需张贴“首批断点标签”，返工/返修后需贴‘返工/返修品’标签，以上标签需贴于ASN二维码标签下方。物料须使用周转箱及塑料拖盘等需回收的容器，需在容器固定位置印制统一大小.字体.易识别的LOGO，便于回收周转。

Partial batches must display a "Remaining Quantity" label. The first batch after changes requires a "First Breakpoint" label. Reworked/refurbished items must be marked with "Reworked/Refurbished" labels. All such labels must be placed below the ASN QR code label. Reusable containers (e.g., returnable bins/pallets) must display standardized, legible logos in fixed positions to facilitate recycling.



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ASN二维码标签与供应商内部标签位置示意图:

ASN QR Code & Supplier Internal Label Locations:



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2.3 来料资料要求

Incoming Material Documentation Requirements

2.3.1 随货须附送货单、出货报告、材质证明、相关环保报告等资料。

Include with shipment: **delivery note**, shipment report, material certification, environmental compliance reports, and related documents.

2.3.2 送货单必须完好并保证填写书面整洁且内容显示完全（建议使用机打）。

Delivery notes must be **intact and legible** (recommended to be machine-printed).

2.3.3 送货单上填写内容必须与实物及外箱标识一致。同一张送货单同一个订单不建议使用多个追溯号，如涉及贵司内部追溯可再以贵司内部标签标识识别，同一次送货一个订单只允许一个追溯号，同一张送货单不建议有2个及以上订单。

Delivery note content must **match physical goods and external labels**. **Single traceability number per order** (exceptions: internal traceability may use supplier-specific labels). **One order per delivery note** (avoid multiple orders on a single document).

2.3.4 送货资料及对应具体要求：

Detailed specifications for delivery documentation:

No.	资料名称 Document Name	提交频率 Frequency	要求 Requirements
1	送货单 Delivery Note	每批 (随货) Per batch (with shipment)	送货单内容填写齐全; 包括: 供应商全称、日期、 料号、数量、订单号、 箱数(整箱+尾数箱) ; Complete information: Supplier full name, Date, Part number, Quantity, Order number, Box count (full + partial boxes).
2	出货检验报告 Shipment Inspection Report	每批 (随货) Per batch (with shipment)	检验项目必须覆盖 ECI 全部检验项目，标准及公差需满足或严于 ECI 入厂检验标准，抽样方案需严于 ECI 进料检验; 报告需包含材料材质、供方的生产批号、批次数量、抽样数量，尺寸和性能需记录实测值; Inspection Requirements: Cover all ECI inspection items; standards/tolerances must meet or exceed ECI incoming QC criteria. Sampling plan stricter than ECI requirements. Report must include: Material composition/Supplier manufacturing batch number/Batch quantity & sampling size/Actual measurements (dimensions/performance).
3	材质证明 Material Certificate	首次交货 后续每年提交一次 Initial delivery; Annually thereafter	材质符合图纸要求 Compliance with drawing specifications.
4	环保报告 Environmental Compliance Report	首次交货 后续每年提交一次 Initial delivery; Annually thereafter	符合最新环保要求，主要为 RoHS 报告 在客户有要求时，提供 Reach 报告 RoHS report (mandatory). REACH report (submit upon customer request). Align with latest environmental regulations.

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2.4 周转与运输管理要求

Logistics & Transportation Management Requirements

2.4.1 产品运输过程整托物料需打包摆放，采用打包带+缠绕膜包装，避免运输过程中货物倒塌和过程积灰问题。

Full-pallet loads must be secured with **strapping bands + stretch film** to prevent collapse and dust contamination during transit.

2.4.2 送货方或送货司机拉到指定的区域进行放置。

Deliveries must be placed in **designated areas** by suppliers/drivers.

2.4.3 货物堆放不可超出托盘/栈板边缘，禁止托盘与托盘之间直接堆叠。

Stacking must not extend beyond pallet edges. **Direct stacking of pallets is prohibited.**

2.4.5 托盘/栈板上纸箱或周转箱堆放高度不得超过1.6m（含托盘/栈板高度）。

Maximum stacking height: **1.6m (including pallet height)** for cartons/returnable containers.

2.4.6 周转箱/空轴需及时取回（每次送货时）。

Returnable containers/empty reels **must be retrieved promptly during each delivery.**

托盘收货标准： Pallet Receiving Standards:



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维度	收货标准	可接受图片	不可接受图片	问题描述
质量	<ul style="list-style-type: none"> 托盘仅轻微变形、破损不能影响零件质量，零件承载及堆叠； 在如上前提下，轻微变形、破损面积≤3%单面面积。 			托盘脚变形，超高、存在掉落风险。
尺寸	<ul style="list-style-type: none"> 货物不得超出托盘。 			货物超出托盘。

维度	收货标准	可接受图片	不可接受图片	问题描述
质量	<ul style="list-style-type: none"> 二维码清晰、无破损、磨损可扫码； 在如上前提下，轻微变形、破损面积≤5%单面面积。 			二维码磨损，无法扫码，内包装无标签、标识；
外观	<ul style="list-style-type: none"> 二维码标签统一方向整齐贴于箱侧。 标签贴平于箱面、无起翘。 			标签未统一方向、未完全贴平于箱面



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不良图示： Examples of Non-Conforming Packaging and Labels:

1. 包装破损. 脏污: Damaged/soiled packaging:



2. 标签标示不规范: Non-standard Labeling:





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3. 托盘包装不规范: Non-standard pallet packaging:



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双方签核:

Signed by both parties:

买方: 盛威尔（惠州）电缆科技有限公司 Buyer: Electrical Components International CO., LTD	供方: Supplier:
买方授权代表 (签字、盖章): Buyer's Authorized Representative (Signature & Seal):	供方授权代表 (签字、盖章): Supplier's Authorized Representative (Signature & Seal):
日期: 年__月__日 Signed on: Month __ Day __, Year __	日期: 年__月__日 Signed on: Month __ Day __, Year __