| APPLICATION | | REVISIONS | | | APPROVALS | |
|---|---|---|---|---|---|---|
| NEXT ASSY | PROJECT NO. | ECN NO. | REV | DESCRIPTION | DATE | APPROVED |
| | 10056 | 165T2 | M | CHANGE PER ECN | 10/20/03 | J. LINDSEY |
| | -- | 167R9 | N | CHANGE PER ECN | 10/31/03 | C. MOORE |
| | | 1007895 | P | CHANGE PER ECO | 12/07/04 | C. MOORE |
| | -- | 1027238 | R | CHANGE DATE CODES PER ECO | 12/07/05 | J. LINDSEY |
| | | 1057174 | T | CHANGE PER ECO | 02/22/07 | C. MOORE |
| | | 1077853 | W | CHANGES PER ECO | 11/29/07 | C. MOORE |
| | | 1107116 | Y | CHANGE PER ECO | 01/12/09 | C. MOORE |
| | | 1166099 | AA | CHANGE PER ECO | 11/10/10 | C. MOORE |
| | | 1168783 | AB | CHANGE PER ECO | 01/04/11 | C. MOORE |
| | | 1206791 | AC | CHANGE PER ECO | 02/14/12 | C. MOORE |
| | | 1208697 | AD | CHANGE PER ECO | 03/02/12 | C. MOORE |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**ORIGINAL APPROVAL SIGNATURES ARE SHOWN ON REVISION "AX" OR "A" RELEASE**



UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE IN INCHES [MILLIMETERS]. TOLERANCES ARE:

FRACTIONS ± 1/32 DECIMALS .XX ± .02 [0.5] .XXX ± .010 [0.25] ANGLES ±1°

| APPROVALS | | DATE |
|---|---|---|
| DRAWN | Z. SMITH | 11/30/95 |
| CHECKED | V. BLAKE | 12/01/95 |
| DSGN ENGR | M. DONNELLY | 11/30/95 |
| ENG | | |
| MFG | | |
| QA | | |
| LEGAL | | |
| AGENCY | | |

DO NOT SCALE DRAWING

STANDARD, LABEL, COMMODITY TRACKING
OEM ASSEMBLY, NEW

| SIZE | DRAWING NO. | REV |
|---|---|---|
| A | 185411 | AD |

SUPPLEMENTS: EF,PDF

SHEET 1 OF 16

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## LIST OF FIGURES



## LIST OF TABLES

## 1. SCOPE

This specification defines the requirements for **COMMODITY TRACKING STANDARD BAR CODE LABELS** for application on purchased ORIGINAL EQUIPMENT MANUFACTURER (OEM) COMPONENT ASSEMBLIES or on internally built subassemblies**.**

## 2. REFERENCE DOCUMENTS

### 2.1 APPLICABLE DOCUMENTS

Where this specification refers to another document, that document is of the issue in effect on the date of invitation to bid or request for proposal. Reference documents apply to the extent specified herein. This specification governs when a referenced document conflict.

| | |
|---|---|
| 137047 | “Standard, OEM Supplier Codes, HP Confidential.” |
| 184486 | “Inactive, Standard, Label, Commodity Tracking, OEM Assembly, Old.” |
| 185258 | “Barcode Symbology, Code 93, High Density.” |
| ANSI MH10.8-83 | "Material Handling - Bar Code Symbols on Units Loads and Transport Packages." |
| CSA | “Accepted Type Adhesive Name Plates”. Canadian Standards Association. |
| HX-00011-00 | “General Specification for the Environment.” |
| UL 969 | “Standard for Safety of Marking and Labeling Systems.” Underwriters Laboratories. |
| USS-93 | “Uniform Symbology Specification for Code 93.” |

### 2.2 ORDER OF PRECEDENCE

In a conflict between this document and references cited herein, this document shall take precedence.

**NOTE:**

Compliance to the latest revision of Hewlett-Packard General Specification for the Environment (GSE Document number HX-00011-00), including the RoHS Compliance Specification in the GSE, is required.
http://www.hp.com/hpinfo/globalcitizenship/environment/pdf/gse.pdf

## 3. DEFINITIONS

### 3.1 APPLICABLE PRODUCT SPECIFICATION

Is understood to be the Hewlett-Packard (HP) document which specifies a particular supplier-sourced device or assembly.

### 3.2 SMEAR

Any distortion of the printed area which causes discoloration of any adjacent space or quiet zone.

3.3 **SMEAR-TEST**

After a minimum of 60 seconds cure time, smear-testing consist of rubbing the printed area for a period not to exceed 30 seconds with pressures applied with the finger, thumb, or common pencil eraser. After testing, the printed area (bars and adjacent spaces) are visually examined for clarity and/or distortion.

3.4 **TAMPER PROOF**

Label material and adhesive combination shall be such that a label will be physically damaged, torn, and/or delaminated upon removal or attempt.

3.5 **TRACKING NUMBER LABEL**

This label includes a unique identifier for each unit produced. Its format is specified in Section 6.1.

3.6 **SCANNABILITY**

The bar code on this label must be able to be read with a standard bar code reader. Grading of the scannability is required to pass traditional pass/fail criteria with a grade B or better.

4. **MECHANICAL**

4.1 **GENERAL**

Materials used shall be non-toxic, non-conductive, and compatible with all other materials used in the barcoded assembly.

4.2 **DIMENSIONS**

The size of the barcode labels shall be specified in the applicable HP product specification pertaining to each device to be labeled.

4.3 **MATERIAL**

The label construction shall be a Recognized Component in the Underwriters Laboratories Marking and Labeling System (PGDQ2 or PGJI2), and shall be in accordance with Underwriters Laboratories Standard for Safety, UL 969, “Marking and Labeling System,” suitable for the maximum temperature and adhesion to the product surface involved per the applicable product specification. The labels shall also be supplied by a manufacturer of Canadian Standards Association, CSA “Accepted Adhesive Type Name Plates”. The CSA’s manufacturer identification symbol shall be located on the label.

4.3.1 Base Material

Blank, adhesive-backed, subject to HP approval.

4.3.2 Ink

Marking ink shall be indelible, non smearing and a contrasting color to that of the base material.

4.3.3 Adhesive

Label adhesive shall be compatible with the ink, base material, and surface to which it is applied, shall be pressure-sensitive and shall render the label tamper-proof (ref. 3.5).

### 4.4 BAR CODE SYMBOLOGY

Code 93, High Density. (Ref. HP Document 185258).

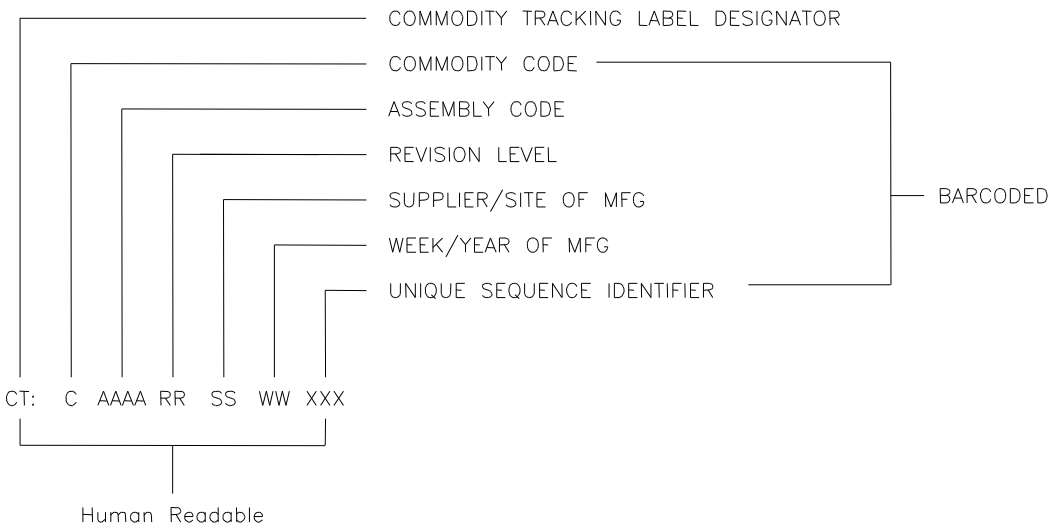
### 4.5 LABEL PLACEMENT

The label shall be affixed to the assembly per the applicable product specification at the time of manufacture and shall not be removed unless otherwise stipulated to debrand the item or change specific supplier information.

## 5. INFORMATION FORMAT

### 5.1 SEQUENCE - COMMODITY TRACKING LABEL

**FIGURE 1**
**SEQUENCE - COMMODITY TRACKING LABEL**




**NOTE:** "CT:" is an identifier for the printed, human readable number only. **Do not include the characters "CT:" within the barcode.**

### 5.2 COMMODITY CODE (1 CHARACTER)

The first character represents the type of commodity. Refer to Table 1 for assigned codes.

## 5.3 ASSEMBLY CODE (4 CHARACTERS)

The second, third, fourth, and fifth characters represent the assembly code. The code will be assigned by the HP Engineering Services group and will be communicated to the OEM supplier by the HP Procurement Engineering group. Each digit of the assembly code is base 32 alphanumeric. Letters "I" and "O" and numbers "1" and "0" will not be used on any assembly codes assigned after May 1999. The assembly code must equate to the actual product represented. It is not permissible to pull one assembly code for a whole unit and segregate it by the commodity type. Each part shall have its own unique assembly code which represents all digits and dashes of a single part number. The assembly code can be requested at the same time as the part number is requested via the RPN form by checking the box for assembly code assignment (labeled AC on the far right side of the request form). If the part number was requested without the assembly code, the assembly code can be requested after the fact using PIANOs.

## 5.4 REVISION LEVEL (2 CHARACTERS)

The sixth and seventh characters designate the revision of the assembly. The revision shall be represented by two digit Alphanumeric base 36 code (01 thru ZZ). If the product is designed by an OEM supplier and the updates to revision of the product are only documented in the suppliers spec or drawing, then the supplier's revision shall be used in place of the HP drawing revision in this position. If the HP BOM or spec identifies the revision of the product, then the HP revision takes precedence over the supplier's revision.

## 5.5 SUPPLIER/SITE OF MANUFACTURE IDENTIFIER (2 CHARACTERS)

The eighth and ninth characters represent the supplier identifier, also known as CT site code, are recorded by HP within proprietary HP Document 137047, which shall not be released to suppliers. Each supplier identifier represents a specific combination of variables of supplier name, commodity type, manufacturing location, and subcontractor or manufacturer name (if applicable). Any variance from an assigned identifier's combination of these variables will require a new identifier to be assigned. Individual HP CT site codes released to individual suppliers are proprietary information and will be treated as such by each supplier and HP. CT site codes will be communicated to each supplier by the HP Procurement Materials Engineering group or the individual who manages the vendor and should be verified for validity during the FAI process. CT site codes are assigned by HP Global Security. To request a CT code, fill out the request form in appendix A. No supplier may assume that the same 2-digit code is assigned to them for any commodity not communicated. Site codes are specifically assigned to only 1 commodity type.

## 5.6 WEEK/YEAR OF MANUFACTURE (2 CHARACTERS)

The tenth and eleventh characters represent the work week of manufacture. This is a two-digit alphanumeric code assigned to represent a given week of manufacture. The character set is base 36 using 0 through Z. Week codes O0 and OO were skipped intentionally to avoid any human readability error. All other occurrences of the letters I and O were used. Refer to Table 2 for the assigned code. New date codes are added yearly. No assumption of the date codes should be assumed until they are actually represented in this spec.

## 5.7 UNIQUE SEQUENCE IDENTIFIER (3 CHARACTERS)

The twelfth, thirteenth and fourteenth numbers are unique identifiers that will uniquely set each CT number apart. This character set is a base 36 alphanumeric sequential numbering system (0-9, A-Z), sequencing up each week from 001 to ZZZ. No repeated numbers are allowed within a single week. The maximum number of unique CT numbers that can be created for any sequence is 46,655. A supplier may be assigned more than 1 site code for the same facility if the production rate exceeds the maximum number of unique sequences.

### 5.8 HUMAN-READABLE ALPHANUMERIC (14 CHARACTERS)

The entire commodity tracking number label number of 14 alphanumeric characters (including commodity code, assembly code, revision, supplier/site of manufacture, weak/year of manufacture, and unique sequence identifier) shall be represented in human readable form on the commodity tracking label. The human-readable alphanumeric shall be located below the barcode and shall reflect the same order of information as shown in Figure 1. The human-readable alphanumeric shall never touch or overlap the barcode at any point. The human-readable alphanumeric shall be preceded by the identifying text "CT:" and at least one space to identify the label as the commodity tracking label. It may be permissible for the human readable to be printed beside the CT barcode, but it is preferable that it be printed below the barcode.

## 6. ENVIRONMENTAL

### 6.1 ENVIRONMENTAL APPLICATION

The label material and processes shall meet or exceed environmental application requirements per applicable product specification.

6.1.1 Storage Temperature

-20°F to 120°F.

6.1.2 Transport (Shipping) Temperature

-20°F to 120°F.

6.1.3 Relative Humidity

Not exceeding 95%, non-condensing.

6.1.4 Minimum Shelf Life

Not less than 24 months after receipt.

### 6.2 FUNCTIONALITY

HP reserves the right to accept or reject any label submitted for approval based on functionality of the label under normal environmental conditions for a minimum of 10 years. This includes, but is not limited to, thermal and ultra-violet exposure.

## 7. EQUIPMENT

Hewlett-Packard (HP) Company reserves the right to qualify a supplier's equipment based on the quality and functionality of the finished label. HP does not endorse equipment suppliers or manufacturers, but will provide limited support during the initial startup of barcode applications.

Printers used for barcode applications on Hewlett-Packard (HP) products shall be capable of producing labels which consistently meet all quality and performance requirements established within this document. Printing processes shall meet or exceed environmental application requirements.

**TABLE 1**
**COMMODITY CODES**

| CODE | DESCRIPTION |
|---|---|
| 1 | Floppy Drive |
| 2 | Hard Drive |
| 3 | Monitor |
| 4 | Tape Drive |
| 5 | Power Supply |
| 6 | Battery |
| 7 | ODD (CD ROM, DVD or DVD/CD Combo ) |
| 8 | Sheetmetal |
| 9 | Plastics |
| A | Fan |
| B | Keyboard |
| C | LCD Display Module |
| D | Multimedia |
| E | Electro-Mechanical |
| F | Input Device |
| G | Communication Device |
| H | Media |
| J | I/R Device |
| K | Networking/Internet |
| L | Super Midas Chassis/Barebone |
| M | Printer |
| P | PCA |
| R | Memory Module |
| T | Processor |
| U | Solid State Drive (SSD) |
| W | Power Adapters |

**TABLE 2**
**WEEK/YEAR OF MANUFACTURE**

| | | |
|---|---|---|
| 3-Jan-05 | R7 | 1 |
| 10-Jan-05 | R8 | 2 |
| 17-Jan-05 | R9 | 3 |
| 24-Jan-05 | RA | 4 |
| 31-Jan-05 | RB | 5 |
| 7-Feb-05 | RC | 6 |
| 14-Feb-05 | RD | 7 |
| 21-Feb-05 | RE | 8 |
| 28-Feb-05 | RF | 9 |
| 7-Mar-05 | RG | 10 |
| 14-Mar-05 | RH | 11 |
| 21-Mar-05 | RI | 12 |
| 28-Mar-05 | RJ | 13 |
| 4-Apr-05 | RK | 14 |
| 11-Apr-05 | RL | 15 |
| 18-Apr-05 | RM | 16 |
| 25-Apr-05 | RN | 17 |
| 2-May-05 | RO | 18 |
| 9-May-05 | RP | 19 |
| 16-May-05 | RQ | 20 |
| 23-May-05 | RR | 21 |
| 30-May-05 | RS | 22 |
| 6-Jun-05 | RT | 23 |
| 13-Jun-05 | RU | 24 |
| 20-Jun-05 | RV | 25 |
| 27-Jun-05 | RW | 26 |
| 4-Jul-05 | RX | 27 |
| 11-Jul-05 | RY | 28 |
| 18-Jul-05 | RZ | 29 |
| 25-Jul-05 | S0 | 30 |
| 1-Aug-05 | S1 | 31 |
| 8-Aug-05 | S2 | 32 |
| 15-Aug-05 | S3 | 33 |
| 22-AUG-05 | S4 | 34 |
| 29-AUG-05 | S5 | 35 |
| 5-SEP-05 | S6 | 36 |
| 12-SEP-05 | S7 | 37 |
| 19-SEP-05 | S8 | 38 |
| 26-SEP-05 | S9 | 39 |
| 3-OCT-05 | SA | 40 |
| 10-OCT-05 | SB | 41 |
| 17-OCT-05 | SC | 42 |
| 24-OCT-05 | SD | 43 |
| 31-OCT-05 | SE | 44 |
| 7-NOV-05 | SF | 45 |
| 14-Nov-05 | SG | 46 |
| 21-Nov-05 | SH | 47 |
| 28-Nov-05 | SI | 48 |
| 5-Dec-05 | SJ | 49 |
| 12-Dec-05 | SK | 50 |
| 19-Dec-05 | SL | 51 |
| 26-Dec-05 | SM | 52 |

| | | |
|---|---|---|
| 2-Jan-06 | SN | 1 |
| 9-Jan-06 | SO | 2 |
| 16-Jan-06 | SP | 3 |
| 23-Jan-06 | SQ | 4 |
| 30-Jan-06 | SR | 5 |
| 6-Feb-06 | SS | 6 |
| 13-Feb-06 | ST | 7 |
| 20-Feb-06 | SU | 8 |
| 27-Feb-06 | SV | 9 |
| 6-Mar-06 | SW | 10 |
| 13-Mar-06 | SX | 11 |
| 20-Mar-06 | SY | 12 |
| 27-Mar-06 | SZ | 13 |
| 3-Apr-06 | T0 | 14 |
| 10-Apr-06 | T1 | 15 |
| 17-Apr-06 | T2 | 16 |
| 24-Apr-06 | T3 | 17 |
| 1-May-06 | T4 | 18 |
| 8-May-06 | T5 | 19 |
| 15-May-06 | T6 | 20 |
| 22-May-06 | T7 | 21 |
| 29-May-06 | T8 | 22 |
| 5-Jun-06 | T9 | 23 |
| 12-Jun-06 | TA | 24 |
| 19-Jun-06 | TB | 25 |
| 26-Jun-06 | TC | 26 |
| 3-Jul-06 | TD | 27 |
| 10-Jul-06 | TE | 28 |
| 17-Jul-06 | TF | 29 |
| 24-Jul-06 | TG | 30 |
| 31-Jul-06 | TH | 31 |
| 7-Aug-06 | TI | 32 |
| 14-Aug-06 | TJ | 33 |
| 21-Aug-06 | TK | 34 |
| 28-Aug-06 | TL | 35 |
| 4-Sep-06 | TM | 36 |
| 11-Sep-06 | TN | 37 |
| 18-Sep-06 | TO | 38 |
| 25-Sep-06 | TP | 39 |
| 2-Oct-06 | TQ | 40 |
| 9-Oct-06 | TR | 41 |
| 16-Oct-06 | TS | 42 |
| 23-Oct-06 | TT | 43 |
| 30-Oct-06 | TU | 44 |
| 6-Nov-06 | TV | 45 |
| 13-Nov-06 | TW | 46 |
| 20-Nov-06 | TX | 47 |
| 27-Nov-06 | TY | 48 |
| 4-Dec-06 | TZ | 49 |
| 11-Dec-06 | U0 | 50 |
| 18-Dec-06 | U1 | 51 |
| 25-Dec-06 | U2 | 52 |

**TABLE 3**
**WEEK/YEAR OF MANUFACTURE**

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 1-Jan-07 | U3 | 1 |
| 8-Jan-07 | U4 | 2 |
| 15-Jan-07 | U5 | 3 |
| 22-Jan-07 | U6 | 4 |
| 29-Jan-07 | U7 | 5 |
| 5-Feb-07 | U8 | 6 |
| 12-Feb-07 | U9 | 7 |
| 19-Feb-07 | UA | 8 |
| 26-Feb-07 | UB | 9 |
| 5-Mar-07 | UC | 10 |
| 12-Mar-07 | UD | 11 |
| 19-Mar-07 | UE | 12 |
| 26-Mar-07 | UF | 13 |
| 2-Apr-07 | UG | 14 |
| 9-Apr-07 | UH | 15 |
| 16-Apr-07 | UI | 16 |
| 23-Apr-07 | UJ | 17 |
| 30-Apr-07 | UK | 18 |
| 7-May-07 | UL | 19 |
| 14-May-07 | UM | 20 |
| 21-May-07 | UN | 21 |
| 28-May-07 | UO | 22 |
| 4-Jun-07 | UP | 23 |
| 11-Jun-07 | UQ | 24 |
| 18-Jun-07 | UR | 25 |
| 25-Jun-07 | US | 26 |
| 2-Jul-07 | UT | 27 |
| 9-Jul-07 | UU | 28 |
| 16-Jul-07 | UV | 29 |
| 23-Jul-07 | UW | 30 |
| 30-Jul-07 | UX | 31 |
| 6-Aug-07 | UY | 32 |
| 13-Aug-07 | UZ | 33 |
| 20-Aug-07 | V0 | 34 |
| 27-Aug-07 | V1 | 35 |
| 3-Sep-07 | V2 | 36 |
| 10-Sep-07 | V3 | 37 |
| 17-Sep-07 | V4 | 38 |
| 24-Sep-07 | V5 | 39 |
| 1-Oct-07 | V6 | 40 |
| 8-Oct-07 | V7 | 41 |
| 15-Oct-07 | V8 | 42 |
| 22-Oct-07 | V9 | 43 |
| 29-Oct-07 | VA | 44 |
| 5-Nov-07 | VB | 45 |
| 12-Nov-07 | VC | 46 |
| 19-Nov-07 | VD | 47 |
| 26-Nov-07 | VE | 48 |
| 3-Dec-07 | VF | 49 |
| 10-Dec-07 | VG | 50 |
| 17-Dec-07 | VH | 51 |
| 24-Dec-07 | VI | 52 |

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 31-Dec-07 | VJ | 1 |
| 7-Jan-08 | VK | 2 |
| 14-Jan-08 | VL | 3 |
| 21-Jan-08 | VM | 4 |
| 28-Jan-08 | VN | 5 |
| 4-Feb-08 | VO | 6 |
| 11-Feb-08 | VP | 7 |
| 18-Feb-08 | VQ | 8 |
| 25-Feb-08 | VR | 9 |
| 3-Mar-08 | VS | 10 |
| 10-Mar-08 | VT | 11 |
| 17-Mar-08 | VU | 12 |
| 24-Mar-08 | VV | 13 |
| 31-Mar-08 | VW | 14 |
| 7-Apr-08 | VX | 15 |
| 14-Apr-08 | VY | 16 |
| 21-Apr-08 | VZ | 17 |
| 28-Apr-08 | W0 | 18 |
| 5-May-08 | W1 | 19 |
| 12-May-08 | W2 | 20 |
| 19-May-08 | W3 | 21 |
| 26-May-08 | W4 | 22 |
| 2-Jun-08 | W5 | 23 |
| 9-Jun-08 | W6 | 24 |
| 16-Jun-08 | W7 | 25 |
| 23-Jun-08 | W8 | 26 |
| 30-Jun-08 | W9 | 27 |
| 7-Jul-08 | WA | 28 |
| 14-Jul-08 | WB | 29 |
| 21-Jul-08 | WC | 30 |
| 28-Jul-08 | WD | 31 |
| 4-Aug-08 | WE | 32 |
| 11-Aug-08 | WF | 33 |
| 18-Aug-08 | WG | 34 |
| 25-Aug-08 | WH | 35 |
| 1-Sep-08 | WI | 36 |
| 8-Sep-08 | WJ | 37 |
| 15-Sep-08 | WK | 38 |
| 22-Sep-08 | WL | 39 |
| 29-Sep-08 | WM | 40 |
| 6-Oct-08 | WN | 41 |
| 13-Oct-08 | WO | 42 |
| 20-Oct-08 | WP | 43 |
| 27-Oct-08 | WQ | 44 |
| 3-Nov-08 | WR | 45 |
| 10-Nov-08 | WS | 46 |
| 17-Nov-08 | WT | 47 |
| 24-Nov-08 | WU | 48 |
| 1-Dec-08 | WV | 49 |
| 8-Dec-08 | WW | 50 |
| 15-Dec-08 | WX | 51 |
| 22-Dec-08 | WY | 52 |

**TABLE 4**
**WEEK/YEAR OF MANUFACTURE**

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 29-Dec-08 | WZ | 1 |
| 5-Jan-09 | X0 | 2 |
| 12-Jan-09 | X1 | 3 |
| 19-Jan-09 | X2 | 4 |
| 26-Jan-09 | X3 | 5 |
| 2-Feb-09 | X4 | 6 |
| 9-Feb-09 | X5 | 7 |
| 16-Feb-09 | X6 | 8 |
| 23-Feb-09 | X7 | 9 |
| 2-Mar-09 | X8 | 10 |
| 9-Mar-09 | X9 | 11 |
| 16-Mar-09 | XA | 12 |
| 23-Mar-09 | XB | 13 |
| 30-Mar-09 | XC | 14 |
| 6-Apr-09 | XD | 15 |
| 13-Apr-09 | XE | 16 |
| 20-Apr-09 | XF | 17 |
| 27-Apr-09 | XG | 18 |
| 4-May-09 | XH | 19 |
| 11-May-09 | XI | 20 |
| 18-May-09 | XJ | 21 |
| 25-May-09 | XK | 22 |
| 1-Jun-09 | XL | 23 |
| 8-Jun-09 | XM | 24 |
| 15-Jun-09 | XN | 25 |
| 22-Jun-09 | XO | 26 |
| 29-Jun-09 | XP | 27 |
| 6-Jul-09 | XQ | 28 |
| 13-Jul-09 | XR | 29 |
| 20-Jul-09 | XS | 30 |
| 27-Jul-09 | XT | 31 |
| 3-Aug-09 | XU | 32 |
| 10-Aug-09 | XV | 33 |
| 17-Aug-09 | XW | 34 |
| 24-Aug-09 | XX | 35 |
| 31-Aug-09 | XY | 36 |
| 7-Sep-09 | XZ | 37 |
| 14-Sep-09 | Y0 | 38 |
| 21-Sep-09 | Y1 | 39 |
| 28-Sep-09 | Y2 | 40 |
| 5-Oct-09 | Y3 | 41 |
| 12-Oct-09 | Y4 | 42 |
| 19-Oct-09 | Y5 | 43 |
| 26-Oct-09 | Y6 | 44 |
| 2-Nov-09 | Y7 | 45 |
| 9-Nov-09 | Y8 | 46 |
| 16-Nov-09 | Y9 | 47 |
| 23-Nov-09 | YA | 48 |
| 30-Nov-09 | YB | 49 |
| 7-Dec-09 | YC | 50 |
| 14-Dec-09 | YD | 51 |
| 21-Dec-09 | YE | 52 |
| 28-Dec-09 | YF | 53 |

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 4-Jan-10 | YG | 1 |
| 11-Jan-10 | YH | 2 |
| 18-Jan-10 | YI | 3 |
| 25-Jan-10 | YJ | 4 |
| 1-Feb-10 | YK | 5 |
| 8-Feb-10 | YL | 6 |
| 15-Feb-10 | YM | 7 |
| 22-Feb-10 | YN | 8 |
| 1-Mar-10 | YO | 9 |
| 8-Mar-10 | YP | 10 |
| 15-Mar-10 | YQ | 11 |
| 22-Mar-10 | YR | 12 |
| 29-Mar-10 | YS | 13 |
| 5-Apr-10 | YT | 14 |
| 12-Apr-10 | YU | 15 |
| 19-Apr-10 | YV | 16 |
| 26-Apr-10 | YW | 17 |
| 3-May-10 | YX | 18 |
| 10-May-10 | YY | 19 |
| 17-May-10 | YZ | 20 |
| 24-May-10 | Z0 | 21 |
| 31-May-10 | Z1 | 22 |
| 7-Jun-10 | Z2 | 23 |
| 14-Jun-10 | Z3 | 24 |
| 21-Jun-10 | Z4 | 25 |
| 28-Jun-10 | Z5 | 26 |
| 5-Jul-10 | Z6 | 27 |
| 12-Jul-10 | Z7 | 28 |
| 19-Jul-10 | Z8 | 29 |
| 26-Jul-10 | Z9 | 30 |
| 2-Aug-10 | ZA | 31 |
| 9-Aug-10 | ZB | 32 |
| 16-Aug-10 | ZC | 33 |
| 23-Aug-10 | ZD | 34 |
| 30-Aug-10 | ZE | 35 |
| 6-Sep-10 | ZF | 36 |
| 13-Sep-10 | ZG | 37 |
| 20-Sep-10 | ZH | 38 |
| 27-Sep-10 | ZI | 39 |
| 4-Oct-10 | ZJ | 40 |
| 11-Oct-10 | ZK | 41 |
| 18-Oct-10 | ZL | 42 |
| 25-Oct-10 | ZM | 43 |
| 1-Nov-10 | ZN | 44 |
| 8-Nov-10 | ZO | 45 |
| 15-Nov-10 | ZP | 46 |
| 22-Nov-10 | ZQ | 47 |
| 29-Nov-10 | ZR | 48 |
| 6-Dec-10 | ZS | 49 |
| 13-Dec-10 | ZT | 50 |
| 20-Dec-10 | ZU | 51 |
| 27-Dec-10 | ZV | 52 |
| | | |

**TABLE 5**
**WEEK/YEAR OF MANUFACTURE**

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 3-Jan-11 | ZW | 1 |
| 10-Jan-11 | ZX | 2 |
| 17-Jan-11 | ZY | 3 |
| 24-Jan-11 | ZZ | 4 |
| 31-Jan-11 | 0A | 5 |
| 7-Feb-11 | 0B | 6 |
| 14-Feb-11 | 0C | 7 |
| 21-Feb-11 | 0D | 8 |
| 28-Feb-11 | 0E | 9 |
| 7-Mar-11 | 0F | 10 |
| 14-Mar-11 | 0G | 11 |
| 21-Mar-11 | 0H | 12 |
| 28-Mar-11 | 0I | 13 |
| 4-Apr-11 | 0J | 14 |
| 11-Apr-11 | 0K | 15 |
| 18-Apr-11 | 0L | 16 |
| 25-Apr-11 | 0M | 17 |
| 2-May-11 | 0N | 18 |
| 9-May-11 | 0O | 19 |
| 16-May-11 | 0P | 20 |
| 23-May-11 | 0Q | 21 |
| 30-May-11 | 0R | 22 |
| 6-Jun-11 | 0S | 23 |
| 13-Jun-11 | 0T | 24 |
| 20-Jun-11 | 0U | 25 |
| 27-Jun-11 | 0V | 26 |
| 4-Jul-11 | 0W | 27 |
| 11-Jul-11 | 0X | 28 |
| 18-Jul-11 | 0Y | 29 |
| 25-Jul-11 | 0Z | 30 |
| 1-Aug-11 | 1A | 31 |
| 8-Aug-11 | 1B | 32 |
| 15-Aug-11 | 1C | 33 |
| 22-Aug-11 | 1D | 34 |
| 29-Aug-11 | 1E | 35 |
| 5-Sep-11 | 1F | 36 |
| 12-Sep-11 | 1G | 37 |
| 19-Sep-11 | 1H | 38 |
| 26-Sep-11 | 1I | 39 |
| 3-Oct-11 | 1J | 40 |
| 10-Oct-11 | 1K | 41 |
| 17-Oct-11 | 1L | 42 |
| 24-Oct-11 | 1M | 43 |
| 31-Oct-11 | 1N | 44 |
| 7-Nov-11 | 1O | 45 |
| 14-Nov-11 | 1P | 46 |
| 21-Nov-11 | 1Q | 47 |
| 28-Nov-11 | 1R | 48 |
| 5-Dec-11 | 1S | 49 |
| 12-Dec-11 | 1T | 50 |
| 19-Dec-11 | 1U | 51 |
| 26-Dec-11 | 1V | 52 |

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 2-Jan-12 | 1W | 1 |
| 9-Jan-12 | 1X | 2 |
| 16-Jan-12 | 1Y | 3 |
| 23-Jan-12 | 1Z | 4 |
| 30-Jan-12 | 2A | 5 |
| 6-Feb-12 | 2B | 6 |
| 13-Feb-12 | 2C | 7 |
| 20-Feb-12 | 2D | 8 |
| 27-Feb-12 | 2E | 9 |
| 5-Mar-12 | 2F | 10 |
| 12-Mar-12 | 2G | 11 |
| 19-Mar-12 | 2H | 12 |
| 26-Mar-12 | 2I | 13 |
| 2-Apr-12 | 2J | 14 |
| 9-Apr-12 | 2K | 15 |
| 16-Apr-12 | 2L | 16 |
| 23-Apr-12 | 2M | 17 |
| 30-Apr-12 | 2N | 18 |
| 7-May-12 | 2O | 19 |
| 14-May-12 | 2P | 20 |
| 21-May-12 | 2Q | 21 |
| 28-May-12 | 2R | 22 |
| 4-Jun-12 | 2S | 23 |
| 11-Jun-12 | 2T | 24 |
| 18-Jun-12 | 2U | 25 |
| 25-Jun-12 | 2V | 26 |
| 2-Jul-12 | 2W | 27 |
| 9-Jul-12 | 2X | 28 |
| 16-Jul-12 | 2Y | 29 |
| 23-Jul-12 | 2Z | 30 |
| 30-Jul-12 | 3A | 31 |
| 6-Aug-12 | 3B | 32 |
| 13-Aug-12 | 3C | 33 |
| 20-Aug-12 | 3D | 34 |
| 27-Aug-12 | 3E | 35 |
| 3-Sep-12 | 3F | 36 |
| 10-Sep-12 | 3G | 37 |
| 17-Sep-12 | 3H | 38 |
| 24-Sep-12 | 3I | 39 |
| 1-Oct-12 | 3J | 40 |
| 8-Oct-12 | 3K | 41 |
| 15-Oct-12 | 3L | 42 |
| 22-Oct-12 | 3M | 43 |
| 29-Oct-12 | 3N | 44 |
| 5-Nov-12 | 3O | 45 |
| 12-Nov-12 | 3P | 46 |
| 19-Nov-12 | 3Q | 47 |
| 26-Nov-12 | 3R | 48 |
| 3-Dec-12 | 3S | 49 |
| 10-Dec-12 | 3T | 50 |
| 17-Dec-12 | 3U | 51 |
| 24-Dec-12 | 3V | 52 |

**TABLE 6**
**WEEK/YEAR OF MANUFACTURE**

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 31-Dec-12 | 3W | 1 |
| 7-Jan-13 | 3X | 2 |
| 14-Jan-13 | 3Y | 3 |
| 21-Jan-13 | 3Z | 4 |
| 28-Jan-13 | 4A | 5 |
| 4-Feb-13 | 4B | 6 |
| 11-Feb-13 | 4C | 7 |
| 18-Feb-13 | 4D | 8 |
| 25-Feb-13 | 4E | 9 |
| 4-Mar-13 | 4F | 10 |
| 11-Mar-13 | 4G | 11 |
| 18-Mar-13 | 4H | 12 |
| 25-Mar-13 | 4I | 13 |
| 1-Apr-13 | 4J | 14 |
| 8-Apr-13 | 4K | 15 |
| 15-Apr-13 | 4L | 16 |
| 22-Apr-13 | 4M | 17 |
| 29-Apr-13 | 4N | 18 |
| 6-May-13 | 4O | 19 |
| 13-May-13 | 4P | 20 |
| 20-May-13 | 4Q | 21 |
| 27-May-13 | 4R | 22 |
| 3-Jun-13 | 4S | 23 |
| 10-Jun-13 | 4T | 24 |
| 17-Jun-13 | 4U | 25 |
| 24-Jun-13 | 4V | 26 |
| 1-Jul-13 | 4W | 27 |
| 8-Jul-13 | 4X | 28 |
| 15-Jul-13 | 4Y | 29 |
| 22-Jul-13 | 4Z | 30 |
| 29-Jul-13 | 5A | 31 |
| 5-Aug-13 | 5B | 32 |
| 12-Aug-13 | 5C | 33 |
| 19-Aug-13 | 5D | 34 |
| 26-Aug-13 | 5E | 35 |
| 2-Sep-13 | 5F | 36 |
| 9-Sep-13 | 5G | 37 |
| 16-Sep-13 | 5H | 38 |
| 23-Sep-13 | 5I | 39 |
| 30-Sep-13 | 5J | 40 |
| 7-Oct-13 | 5K | 41 |
| 14-Oct-13 | 5L | 42 |
| 21-Oct-13 | 5M | 43 |
| 28-Oct-13 | 5N | 44 |
| 4-Nov-13 | 5O | 45 |
| 11-Nov-13 | 5P | 46 |
| 18-Nov-13 | 5Q | 47 |
| 25-Nov-13 | 5R | 48 |
| 2-Dec-13 | 5S | 49 |
| 9-Dec-13 | 5T | 50 |
| 16-Dec-13 | 5U | 51 |
| 23-Dec-13 | 5V | 52 |

| WEEK BEGINNING | WEEK CODE | WEEK NUMBER |
|---|---|---|
| 30-Dec-13 | 5W | 1 |
| 6-Jan-14 | 5X | 2 |
| 13-Jan-14 | 5Y | 3 |
| 20-Jan-14 | 5Z | 4 |
| 27-Jan-14 | 6A | 5 |
| 3-Feb-14 | 6B | 6 |
| 10-Feb-14 | 6C | 7 |
| 17-Feb-14 | 6D | 8 |
| 24-Feb-14 | 6E | 9 |
| 3-Mar-14 | 6F | 10 |
| 10-Mar-14 | 6G | 11 |
| 17-Mar-14 | 6H | 12 |
| 24-Mar-14 | 6I | 13 |
| 31-Mar-14 | 6J | 14 |
| 7-Apr-14 | 6K | 15 |
| 14-Apr-14 | 6L | 16 |
| 21-Apr-14 | 6M | 17 |
| 28-Apr-14 | 6N | 18 |
| 5-May-14 | 6O | 19 |
| 12-May-14 | 6P | 20 |
| 19-May-14 | 6Q | 21 |
| 26-May-14 | 6R | 22 |
| 2-Jun-14 | 6S | 23 |
| 9-Jun-14 | 6T | 24 |
| 16-Jun-14 | 6U | 25 |
| 23-Jun-14 | 6V | 26 |
| 30-Jun-14 | 6W | 27 |
| 7-Jul-14 | 6X | 28 |
| 14-Jul-14 | 6Y | 29 |
| 21-Jul-14 | 6Z | 30 |
| 28-Jul-14 | 7A | 31 |
| 4-Aug-14 | 7B | 32 |
| 11-Aug-14 | 7C | 33 |
| 18-Aug-14 | 7D | 34 |
| 25-Aug-14 | 7E | 35 |
| 1-Sep-14 | 7F | 36 |
| 8-Sep-14 | 7G | 37 |
| 15-Sep-14 | 7H | 38 |
| 22-Sep-14 | 7I | 39 |
| 29-Sep-14 | 7J | 40 |
| 6-Oct-14 | 7K | 41 |
| 13-Oct-14 | 7L | 42 |
| 20-Oct-14 | 7M | 43 |
| 27-Oct-14 | 7N | 44 |
| 3-Nov-14 | 7O | 45 |
| 10-Nov-14 | 7P | 46 |
| 17-Nov-14 | 7Q | 47 |
| 24-Nov-14 | 7R | 48 |
| 1-Dec-14 | 7S | 49 |
| 8-Dec-14 | 7T | 50 |
| 15-Dec-14 | 7U | 51 |
| 22-Dec-14 | 7V | 52 |

**NOTE**

Week numbers were re-sequenced beginning 2005 to indicate the corresponding week number of the year as defined by ISO dating notations, which can be found in the technical standard referred to as ISO 8601. Simply stated, a week starts on Monday and ends on Sunday. Week 1 is the first week of the year that contains a Thursday. If January 1 falls on a Monday, Tuesday, Wednesday or Thursday, it is included in Week 1. If January 1 falls on a Friday, Saturday or Sunday, it is included as part of the previous year. Consequently, the last days of December may be included in Week 1 of the follow year. Possible ISO week numbers are in the range 1 to 53. A year always has a week 52.

8. **QUALITY**

Quality of all materials and the printed label assembly shall meet all requirements including the reliable functionality within manufacturing process environments as specified in Section 6.0. After approval, supplier shall not alter the label or printing process without prior written approval from Hewlett-Packard (HP) Company. All materials used, including base stock, ink, adhesive, and the printed label assembly shall be approved through Hewlett-Packard (HP)'s First Article Inspection (FAI).

Labels shall meet all applicable ANSI quality and functionality standards listed below:

ANSI MH10.8-83
USS-93

# Appendix A

## CT Site Code Label Site Code Request Form

Requestor: (must be HP employee) → Your Name here → Date Requested → Today's Date

| Vendor/Supplier Company Name (Spell out whole name) | Manufacturing Location (Complete address required) | Manufactured By: | Commodity Type (Choose from list below) | If this not the 1st site code, justification for multiple site codes |
|---|---|---|---|---|
| ABC (All Broken Computers) | 1313 Mockingbird Lane Houston, TX | Texas Best Products | Hard Drive | Production exceeds 46656 units/week. If this is the 1st code request, do not fill out this cell. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Commodity Type and Commodity Code**

| | | | | |
|---|---|---|---|---|
| Communication Device (G) | I/R Device (J) | Monitor (3) | Power Adapter (W) | Super Midas Chassis/Barebone (L) |
| Battery (6) | Input Device (F) | Multimedia (D) | Power Supply (5) | Tape Drive (4) |
| Electro-Mechanical (E) | Keyboard (B) | Networking/Internet (K) | Printers (M) | |
| Fan (A) | LCD Display Module (C) | Optical drive CD-ROM or DVD (7) | Processor (T) | |
| Floppy Drive (1) | Media (H) | PCA (P) | Solid State Drive (U) | |
| HDD (2) | Memory (R)* | Plastics (9) | Sheetmetal (8) | |

**The completed form should be sent to Carine.frapart@hp.com. The site code will be assigned within 2 weeks of the receipt of this completed form. Requests to expedite must be approved by requestor's manager.**

CT Site Code Request Form.doc

| | | | |
|---|---|---|---|
| | SIZE A | DRAWING NO. 185411 | REV AD |
| | DRAWN | SCALE 1/1 | SHEET 16 OF 16 |