



Lenovo Packaging Specification 41A0636
Packaging Security Label Requirements
Selection and Usage



REVISION HISTORY

Rev	Revision Description	Date
A0	Creation	23-Jan-07
A1	Update Packaging security seal PN	20-Nov-18
A2	Update Packaging security seal PN and pictures	18-Nov-25

Table of Contents

1.0 Introduction	4
1.1 Abstract	4
1.2 Purpose	4
1.3 Compliance	4
1.4 Scope	4
1.5 Application	4
1.6 Exemption	4
2.0 Security Seal Overview	5
2.1 Packaging Security Seal Summary	5
2.2 Responsibilities of Lenovo Suppliers	6
2.3 Local Lenovo Responsibilities	6
3.0 Security Seal Application Guideline	7
3.1 Standard RSC Carton Sealing Instructions	7
3.2 Standard RSC Carton Repacking Instructions	7
3.3 Tuck Carton Sealing Instructions	8
3.4 Tuck Carton Repacking Instructions	9
3.5 System Plastic Bag Sealing, Unpacking, & Resealing Instructions	9
3.6 Palletized Product Sealing Instructions	11
4.0 Definitions and Key Words	12

1.0 Introduction

1.1 Abstract

Lenovo requires the usage of specific tape and labels to properly secure product. It is very important for Lenovo to maintain authenticity and overall security from tampering throughout Lenovo's entire supply chain, manufacturing to final destination.

1.2 Purpose

- To establish parameters for purchase of Lenovo sealing materials in order to eliminate unwanted usage.
- To reduce and/or eliminate the use of redundant labels targeting the same purpose.
- To eliminate all inconsistencies by limiting manufactures of all Lenovo security seals.
- To enhance security of Lenovo products while in-transit and aid in detection of tampering, unauthorized access and theft.
- To standardize on packaging elements providing visual indicators and allowing development of training programs to ensure timely alerts on potential theft and tampering.

1.3 Compliance

Compliance with the requirements herein will be enforced as a condition of purchase per Lenovo purchase contracts. Packaging Procurement will add purchasers to the "Authorized Buyer Listing" with assistance from Corporate Packaging as needed. Purchasers will be asked to restate their need for purchase of Lenovo security seals annually by Lenovo Packaging Procurement.

1.4 Scope

This specification outlines the usage and purchasing requirements for all security seals applied to Lenovo packaging components.

1.5 Application

1. This specification applies to all primary, secondary, and tertiary packaging for products, devices, parts, subassemblies, materials, and supplies purchased by Lenovo for use in its manufacturing and distribution operations.
2. This specification applies to all packaging used in protecting, handling, or marketing of Lenovo products, parts and supplies including those manufactured by OEMs or CMs.

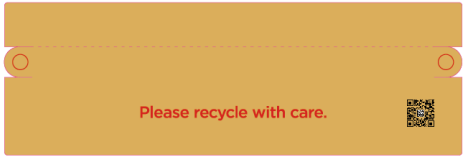





1.6 Exemption



There are no exemptions from the requirements stated in this document. This specification applies to Lenovo contracts negotiated prior to its date of publication. A target date for compliance should be provided for any deviations existing under current purchase orders.

2.0 Security Seal Overview

The important thing to focus on is the replacement parts & the listing in Section 2.2, which lists all of the current Lenovo security seals required.

2.1 Packaging Security Seal Summary

Seal Type	Part Number	Description	Pictures
Seals	SP11Q27194	Security seal for accessible packaging	
	SP11H95568	Security seal for Re-packing RSC carton/Option (tuck style box)	
	SP11L86554	System bag seal. All system bags must be sealed with this seal.	
	SP10K38394	Security seal for Palletized shipments. The palletization must be sealed with this seal (4 pcs/pallet).	
Tapes	SP10K38392	Lenovo logo sealing tape (manual) Width: 50 mm/Length: 50 m	
	SP10K38393	Lenovo logo sealing tape (by machine) Width: 50 mm/Length: 500 m	
	SP10F31405	Clear sealing tape (reseal only) Width: 50 mm/Length: 50 m	
	SP10F77539	Lenovo logo sealing tape (manual) Width: 72 mm/Length: 50 m	

	SP10F77540	Lenovo logo sealing tape (by machine) Width: 72 mm/Length: 500 m	
	45K0324	Clear sealing tape (reseal only) Width: 72 mm/Length: 50 m	
	SP11K84634	Lenovo logo karft paper tape (manual) Width: 50 mm/Length: 25 m	
	SP11K84635	Lenovo logo kraft paper tape (by machine) Width: 50 mm/Length: 250 m	
	SP11K84636	Lenovo logo karft paper tape (manual) Width: 72 mm/Length: 25 m	
	SP11K84637	Lenovo logo karft paper tape (by machine) Width: 72 mm/Length: 250 m	

2.2 Responsibilities of Lenovo Suppliers

Authorized manufacturers or distributors must not distribute Lenovo security seals to any unauthorized purchasers. If the requestor is not on the, “*Authorized Buyer Listing*” they must seek approval from Lenovo Packaging Procurement.

2.3 Local Lenovo Responsibilities

It is recommended that local Purchasing and Packaging Engineering groups establish site audit programs to assure packaging materials entering the manufacturing or distribution process are recyclable and properly identified with the correct resin identifier (in the case of cushioning) or properly marked using the recyclable and/or recycling symbols (whichever is applicable). These programs may vary depending upon number of suppliers, number of parts received, etc.

3.0 Security Seal Application Guideline

This section provides guidance on the application of Lenovo security tape and seals. Package Engineering should provide tick marks in their packaging component designs to outline placement of Lenovo security tape and seals to aid manufacturing.

3.1 Standard RSC Carton Sealing Instructions

Use Lenovo authorized tape to seal the carton (top and bottom).

- (1) Align the tape at the center of the carton box.
- (2) Don't wrinkle the tape.
- (3) The min. length on the side face is 5 cm for Single-wall box and 10 cm for double-wall box



Note: For Plastic-free bulk packaging, H-Tape Method is required. The H-Tape method reinforces the seal of a box and provides additional support.



3.2 Standard RSC Carton Repacking Instructions

In case the original Lenovo tape is cut and the original carton is reused, reseal the carton box with the clear PP tape (P/N 45K0324 for non plastic-free packaging) or kraft tape (SP11K84636

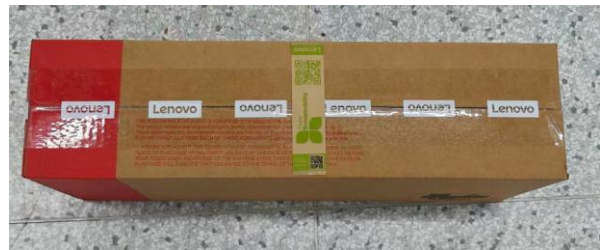
for plastic-free taping) on top of the original Lenovo tape, then affix the security seal (P/N SP11H95568).

Use of SP11H95568 is mandatory for repacking and affix the security seal (P/N SP11H95568) at the center of the top side of the carton as shown in the picture below.

- (1) Replace the existing carton box with a new one if the carton box has been damaged.
- (2) Acceptable number of times a carton can be opened is twice. In other words, if the carton already has two security seals (P/N SP11H95568) the carton must be replaced.
- (3) The overlap of the security seal (P/N SP11H95568) for the second application must not exceed 1mm.
- (4) If the system needs to take out from the system bag, the system bag and seal must be replaced.



Seal with reseal (new) tape



Add security seal on top



Add security seal on top

3.3 Tuck Carton Sealing Instructions

This section applies to small tuck cartons that were too small to be RSCs. This would include most peripherals (accessories/options) and FRUs. Use the security seal (P/N SP11H95568) over all openings of the carton.

- (1) All carton openings must be sealed. Package Engineering should have provided tick marks for placement locations.
- (2) Label must be applied firmly to flat surfaces without wrinkles. DO NOT place over “thumb-holes”
- (3) Packaging Engineer should choose a carton style that has only one opening to limit the usage of Lenovo security labels and to limit opportunities of theft or other unwanted openings.



Ideal location if there is no thumb-hole and on either side of the thumb-hole is acceptable

3.4 Tuck Carton Repacking Instructions

In case the original Lenovo security seal (P/N SP11H95568) is cut and the original carton is reused, reseal the carton with an additional security seal (P/N SP11H95568). **Use of SP11H95568 is mandatory for repacking.**

Use the Kraft security seal (P/N SP11H95568) to reseal the box.

- (1) Replace the existing carton with a new one if the carton has been damaged.
- (2) Acceptable number of times a carton can be opened is twice. In other words, if the carton already has two security seals (P/N SP11H95568) the carton must be replaced.
- (3) The overlap of the security seals (P/N SP11H95568) for the second application must not exceed 1mm.

Note: Above Repacking rule is not applicable for products shipping to PRC and PRC doesn't accept the duplicated sealing.

3.5 System Bag Sealing & Resealing Instructions

All system bags must be sealed with Lenovo authorized security seal. Any product that has other internal components of value should carry this security label.

1. Place security seal over the center of the plastic bag after the bag is folded.
2. The center of the inner circle on security seal should go over the opening.

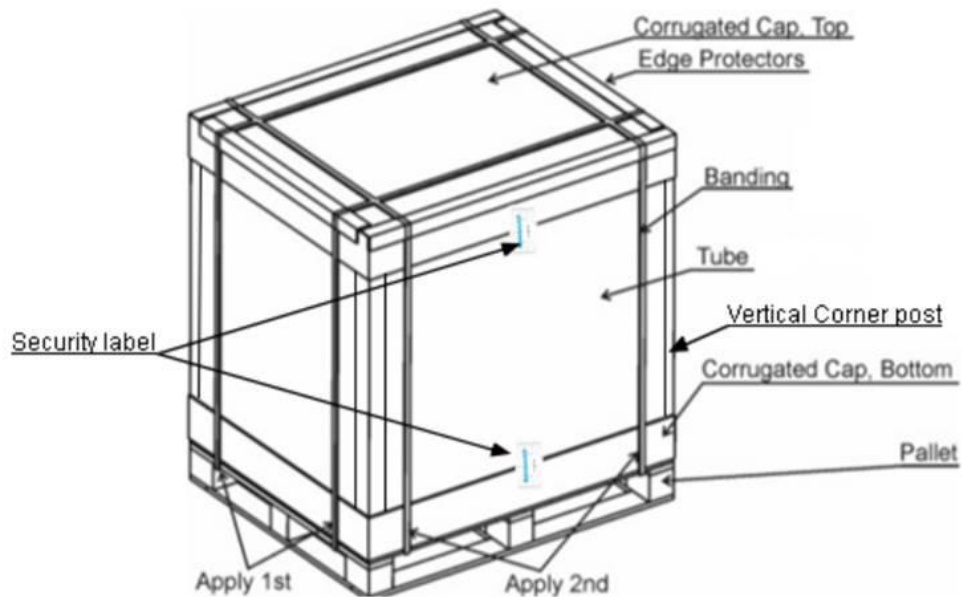
Note:

- (1) The system bag will most likely only be used once since the removal of the security seal will likely cause damage to the system bag. If by chance you are able to remove the label without damaging the bag you may reuse it.
- (2) If the bag is damaged or you are unable to remove all of the original seal without tearing the bag, replace the bag.
- (3) If the system needs to be removed for further configuration, carefully tear the security seal by hand through one of the security cuts.
- (4) Do not use a knife to cut the security label since it could cut the system mechanical.
- (5) Do not place security seal over the bag suffocation warning or other markings.



Placement over fold in bag (50% on each side)

In case the bag is larger than product, wrap product tightly in bag by folding loose edge over and securing in under security sticker.

3.6 Palletized Product Packaging

Note: Use of palletized security seal is mandatory for palletized packaging and affix the security seals (P/N SP10K38394) between the Corrugated Caps and sleeve(tube) as shown in the picture above(4 pcs/pallet).

4.0 Definitions and Key Words

Options	Items that are purchased by consumers for the purpose of upgrading their computer systems. Examples: Monitors, hard disk drives, mice, keyboards, speakers, etc.
Primary Package	The first layer of packaging in contact with the part.
Reusable	When applied to packaging, reusable means a container, package, or component of the container or package (e.g., a foam cushion, plastic bag, etc.) is capable of being used more than one time, without being significantly changed (i.e., used in its same physical form, requiring only minor repair or cleaning). Reusable is not to be confused with recycling (which reprocesses the material).
Secondary Package	The second layer contains primary package(s).
Rebox	Lenovo program for replacement packaging.
RSC	Regular Slotted Container. All flaps have the same length, and the two outer flaps (normally the lengthwise flaps) are one-half the container's width, so that they meet in the center of the box when folded.
OEM	Original Equipment Manufacturer. A company whose products are used as components in another company's product. The OEM will generally work closely with the company that sells the finished product (often called a "value-added reseller" or VAR) and customize the designs based on the VAR's needs.
CM	Contract Manufacturer. An organization that makes products under contract for other companies.
ODM	An "original design manufacturer" (ODM) is similar to a contract manufacturer, but typically owns the intellectual property (IP) for the product itself, while the regular contract manufacturer uses its customer's designs and IP. Contract manufacturers can make hundreds or even thousands of different products, but ODMs often specialize in only a handful of categories.
Peripherals	A computer device, such as a CD-ROM drive or printer that is not part of the essential computer (Example: the memory and microprocessor). Peripheral devices can be external, such as a mouse, keyboard, printer, monitor, external Zip drive or scanner -- or internal, such as a CD-ROM drive, CD-R drive or internal modem. Internal peripheral devices are often referred to as <i>integrated peripherals</i> .
Suppliers	Organizations that provide parts, products, and components to a Lenovo site. This can include other Lenovo sites as well as independent vendors.

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