



## Johnson Controls Requirements: Packaging and Inbound Labels - Americas



Johnson Controls requires Suppliers to package and label their products in a consistent manner to allow for efficient receiving and storage practices.

Supplier must pack, mark and ship products to meet JCI's requirements, as well as the Carrier's, and all applicable governmental laws or policies.

Packaging Requirements	
<b>Packaging Standards</b>	May differ by product category. Please discuss with your JCI contact.
<b>Packaging &amp; Label Approval</b>	JCI will approve Supplier's package and labeling during the Product Part Approval Process (PPAP) or Product Approval and Process Sign-Off (PAPSO)
<b>Supplier Packaging Qualification Form</b>	<p>The structure is standardized and includes:</p> <ul style="list-style-type: none"> <li>• Supplier name and contact details</li> <li>• Part number and description</li> <li>• Container type, dimensions, and weight</li> <li>• Photos or diagrams of packaging</li> <li>• Labeling and barcode compliance</li> <li>• Approval signatures (SQE, Safety, Quality, Materials)</li> </ul>
Container Labels	
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Be barcoded and scannable</li> <li>• Include human-readable data in all blocks (see Figure 1)</li> <li>• Use Code 39 symbology for 1D barcode</li> <li>• Have barcodes at least 10 mm high (unless specified otherwise)</li> <li>• Label size: 4.0 in (101.6 mm) high × 6.0 in (152.4 mm) wide B</li> <li>• Banking details and Tax ID</li> <li>• Labels should be placed on a minimum of two (2) and preferably four (4) sides of the box</li> </ul>
<b>Block A1</b>	<ul style="list-style-type: none"> <li>• From: Supplier Address, human readable, 3 lines</li> <li>• International Build Statement country of origin (e.g., Made in USA)</li> </ul>
<b>Block A2</b>	<ul style="list-style-type: none"> <li>• To: JCI plant address, human readable, 3 lines</li> </ul>
<b>Block A3</b>	<ul style="list-style-type: none"> <li>• Part Revision Level (human readable only)</li> </ul>

<b>Block B1</b>	<ul style="list-style-type: none"> <li>• JCI Part Number, human readable,10mm tall (minimum)</li> <li>• JCI Part Number, barcoded, Code39,12mm tall (minimum)</li> </ul>
<b>Block B2</b>	<ul style="list-style-type: none"> <li>• Manufacturing Lot #, human readable, 7mm tall (minimum)</li> <li>• Manufacturing Lot #, barcoded, Code39, 7mm tall (minimum)</li> <li>• Manufacturing Date, human readable, 7mm tall (minimum)</li> </ul>
<b>Block C1</b>	<ul style="list-style-type: none"> <li>• Quantity, human readable,10mm tall (minimum)</li> <li>• Quantity, barcoded, Code39,12mm tall (minimum)</li> <li>• UoM: (Unit of Measure), human readable,10mm tall (minimum)</li> </ul>
<b>Block C2</b>	<ul style="list-style-type: none"> <li>• Serial Number (if applicable), human readable, 7mm tall (minimum)</li> <li>• Serial Number (if applicable), barcoded, Code39, 7mm tall (minimum)</li> </ul>
<b>Block D1</b>	<ul style="list-style-type: none"> <li>• PO#: (Purchase Order number), human readable,8mm tall (minimum)</li> <li>• PO#: (Purchase Order number), barcoded, Code39,10mm tall (minimum)</li> </ul>
<b>Block D2</b>	<ul style="list-style-type: none"> <li>• Blank (Reserved for future use)</li> </ul>

Figure 1 Illustrates a Container Label Standard example and placement

<b>Block A1</b>	<b>Block A2</b>	<b>Block A3</b>	<b>FROM:</b> <b>SUPPLIER</b> Street Address City State, Zip Country of Origin	<b>TO:</b> JCI – Plant Street Address City State, Zip	<b>REV LEVEL:</b> XXX
<b>Block B1</b>	<b>Block B2</b>		<b>JCI PART NUMBER:</b> XXXXXXXXXX 	<b>Lot #:</b> XXXXXXXXXX 	<b>Mfg Date:</b> MM/DD/YYYY
<b>Block C1</b>	<b>Block C2</b>		<b>QUANTITY:</b> ###,### 	<b>UoM:</b> <b>PCS</b>	<b>SERIAL #:</b> XXXXXXXXXX 
<b>Block D1</b>	<b>Block D2</b>		<b>PO #:</b> ##### 		

## Packing List Requirements

<b>Packing List</b>	If individual boxes are shipped, the packing list should be affixed to each box. Multiple packages should be shipped on a pallet with the shipping list secured under the shrink wrap and clearly visible to the JCI receiver. Each wrapped pallet should have a copy of the packing list.
<b>Packing List Number</b>	Unique number for each shipment
<b>Purchase Order Number</b>	JCI PO number must be listed on the Packing Slip. If multiple POs are included on a delivery, each PO should have its own packing slip
<b>Customer Name &amp; Address</b>	JCI or JCI Customer Name where product is being delivered
<b>Quantity</b>	Quantity must be equal to or less than the PO quantity. Deliveries with greater than the order quantity require a PO revision. PO revision must be received before Supplier ships products.
<b>Unit of Measure</b>	UOM of packing list must match the PO UOM. PO must be revised prior to shipment if UOM differs from JCI PO.
<b>JCI Part Number</b>	Must match the PO
<b>Supplier Part Number</b>	Supplier's number that corresponds to the JCI part number on the PO
<b>Description</b>	Must match the JCI PO
<b>PO Line Number</b>	For each item shipped, record the corresponding line number listed on the PO
<b>Barcode for All Key Elements</b>	Include a barcode for Packing List, PO number, Quantity, Part Number and Advance Shipping Notice number.
<b>Pack Date &amp; Load ID</b>	Include the date the load was packed and the load number
<b>Invoice Number</b>	JCI prefers to have the invoice number listed on the Packing List. If the invoice is generated after the shipment, please use the ASN number as the invoice number if possible
<b>User ID Responsible for Pack Slip</b>	Supplier contact responsible for the pack slip
<b>Carrier Signature</b>	Include a designated space for the Carrier's signature



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