



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	
Packaging Standards	May differ by product category. Please discuss with your JCI contact.
Packaging & Label Approval	JCI will approve Supplier's package and labeling during the Product Part Approval Process (PPAP) or Product Approval and Process Sign-Off (PAPSO)
Supplier Packaging Qualification Form	The structure is standardized and includes: • Supplier name and contact details • Part number and description • Container type, dimensions, and weight • Photos or diagrams of packaging • Labeling and barcode compliance • Approval signatures (SQE, Safety, Quality, Materials)
Container Labels	
General Requirements	• Be barcoded and scannable • Include human-readable data in all blocks (see Figure 1) • Use Code 39 symbology for 1D barcode • Have barcodes at least 10 mm high (unless specified otherwise) • Label size: 4.0 in (101.6 mm) high × 6.0 in (152.4 mm) wide B • Banking details and Tax ID • Labels should be placed on a minimum of two (2) and preferably four (4) sides of the box
Block A1	• From: Supplier Address, human readable, 3 lines • International Build Statement country of origin (e.g., Made in USA)
Block A2	• To: JCI plant address, human readable, 3 lines
Block A3	• Part Revision Level (human readable only)

Block B1	• JCI Part Number, human readable,10mm tall (minimum) • JCI Part Number, barcoded, Code39,12mm tall (minimum)
Block B2	• Manufacturing Lot #, human readable, 7mm tall (minimum) • Manufacturing Lot #, barcoded, Code39, 7mm tall (minimum) • Manufacturing Date, human readable, 7mm tall (minimum)
Block C1	• Quantity, human readable,10mm tall (minimum) • Quantity, barcoded, Code39,12mm tall (minimum) • UoM: (Unit of Measure), human readable,10mm tall (minimum)
Block C2	• Serial Number (if applicable), human readable, 7mm tall (minimum) • Serial Number (if applicable), barcoded, Code39, 7mm tall (minimum)
Block D1	• PO#: (Purchase Order number), human readable,8mm tall (minimum) • PO#: (Purchase Order number), barcoded, Code39,10mm tall (minimum)
Block D2	• Blank (Reserved for future use)

Figure 1 Illustrates a Container Label Standard example and placement

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

Packing List Requirements

Packing List	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.
Packing List Number	Unique number for each shipment
Purchase Order Number	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
Customer Name & Address	JCI or JCI Customer Name where product is being delivered
Quantity	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.
Unit of Measure	UOM of packing list must match the PO UOM. PO must be revised prior to shipment if UOM differs from JCI PO.
JCI Part Number	Must match the PO
Supplier Part Number	Supplier's number that corresponds to the JCI part number on the PO
Description	Must match the JCI PO
PO Line Number	For each item shipped, record the corresponding line number listed on the PO
Barcode for All Key Elements	Include a barcode for Packing List, PO number, Quantity, Part Number and Advance Shipping Notice number.
Pack Date & Load ID	Include the date the load was packed and the load number
Invoice Number	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
User ID Responsible for Pack Slip	Supplier contact responsible for the pack slip
Carrier Signature	Include a designated space for the Carrier's signature

Document Control	
Effective Date	December 1, 2025
Revision Note	Updated format
Document Owner	Procurement COE - PTP
Document Approvers	Duane Maier, Chief Procurement Officer Lane Johnson, VP Global Products Mitul Rustagi, PTP Process Owner