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Procedure Description
Procedure Text

NOTE: This document is designed to be used on-line. You are responsible to use only the "Production" version on-line.

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IMPORTANT NOTICE: The Federal Aviation Administration requires certification that packages shipped by air do not contain explosives, hazardous materials, incendiaries or other destructive devices. Therefore, just prior to sealing the carton, you must inspect its contents to confirm that it contains only parts specified on the IBM bill of materials. If the contents meet specifications, then seal the carton with IBM logo tape or another tamper evident indicator specified on the bill of materials. The logo tape or tamper evident seal will indicate that the carton can be certified to meet FAA standards for air shipment. If you discover parts or devices that appear suspicious (whether or not potentially explosive), carefully secure the carton on the line and notify IBM management promptly.

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- Information contained in this document is for reference purposes only.

- Process and Part Numbers may vary in each manufacturing location.

- Refer to local site procedures and Bill of Materials for any substitutions.

- No deviation is to be made to the overall assembly without prior written approval from the responsible Packaging Engineer.

Table of Contents

Section 1 - Applicable Systems, MTM Listing

These packaging instructions apply to the following machine types:

Server
8685

 NOTE: There is a separate packaging procedure in QMX for **Rack Models.**

Section 2 - Unit Packaging

2.1 Inspect system to make sure there are no scuffs or scratches on unit.

**2.2** Make sure voltage setting is correct.

2.3 Set up bottom tray (06P6570) with one side panel partially collapsed (as shown).
(Scan Barcode if prompted by DFC).

2.4 Place bottom cushion (01R3715) **(Note: Bottom Front and Bottom Rear cushion come as a set that must be**

broke apart.) inside bottom tray as shown. Leave about 3 inches of space between the bottom front cushion
and end of box. Front cushion has an arrow that points toward the shipgroup or open space on the right.
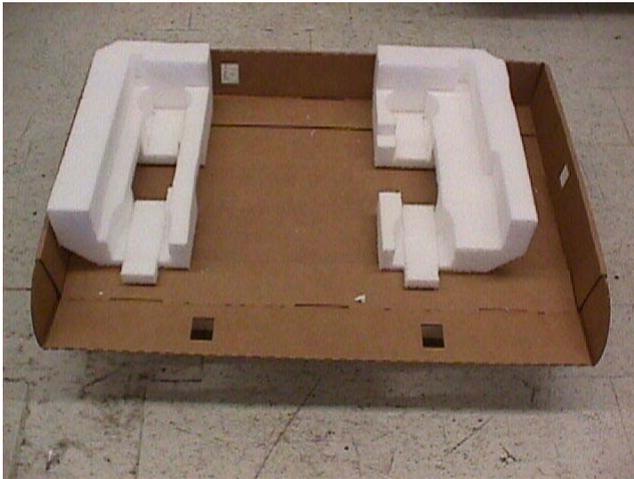
2.5 Place wood ramps (01R3718) (2X) in the designated areas of bottom cushions (as shown). Make sure the longer
board is on the bottom and has the words **"THIS SIDE UP"** facing up and is fully locked into position in the cushion


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2.6 Elongate wood ramps so the shorter board rests on the partially collapsed side panel of the tray.
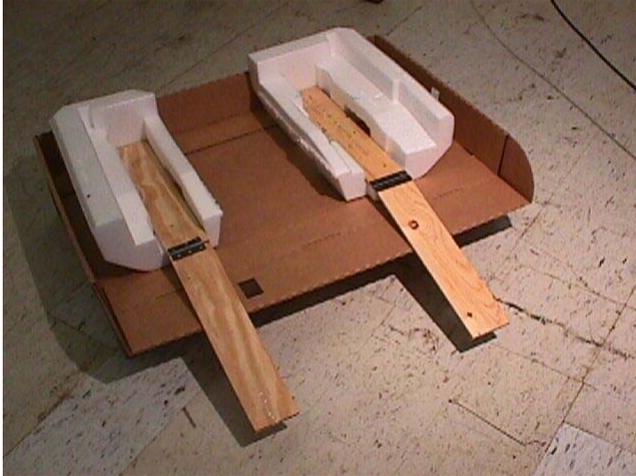
 2.7 Place rear brace (01R3717) in back of system as show. **Note: the rear brace comes attached to the 01R3717**
cushion ramps and must be broke apart before installation . The cushion should rest on the bottom of the
side covers, and also be flush with the back of the unit (as shown)
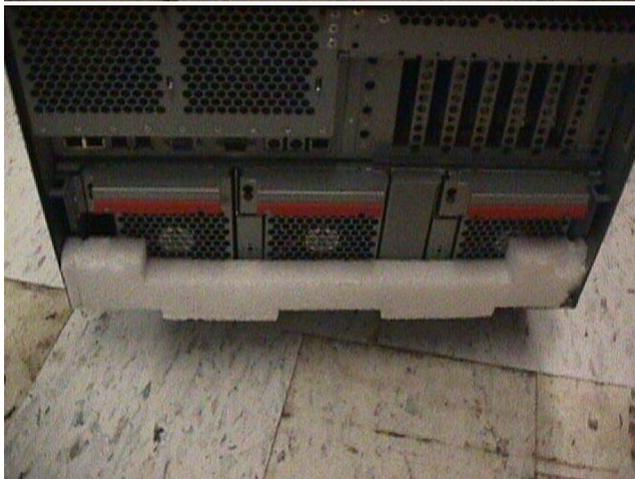
2.8 Place PolyBag (37L0557) over top of unit. Once bag is on, tuck one end of the bag under the unit between the

front and rear wheels and pull through to the opposite front and rear wheels, eliminating any slack in the bag.

Place IBM logo tape on end of bag that was pulled through under the unit and seal shut. **Before placing unit**

in cushions, make sure the bag is not under the wheels .

2.9 Place unit in tray on top of wood ramps. Make sure system is positioned all the way down and not sitting
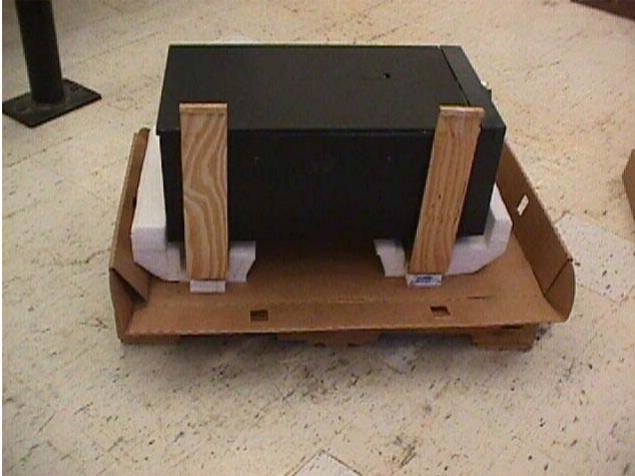   on the cushion ledge. (as shown)

2.10 Place tamper label (06P6550) on bag vertically (as shown) next to previously placed IBM logo tape to
     seal fold over edge of bag (**Do not place seal over tape**).

2.11 Fold wood ramps and partially collapsed side panel on tray to upright position   (as shown).

2.12   Place carton (06P6569) around bottom cushions, wood ramps and inside bottom tray (Scan carton barcode if prompted by DFC).
          Push carton all the way down. Return partially collapsed side panel to starting position (as shown).

2.13 Place corrugated clip (6X) (37L0511) into square holes at bottom of tray and snap shut.
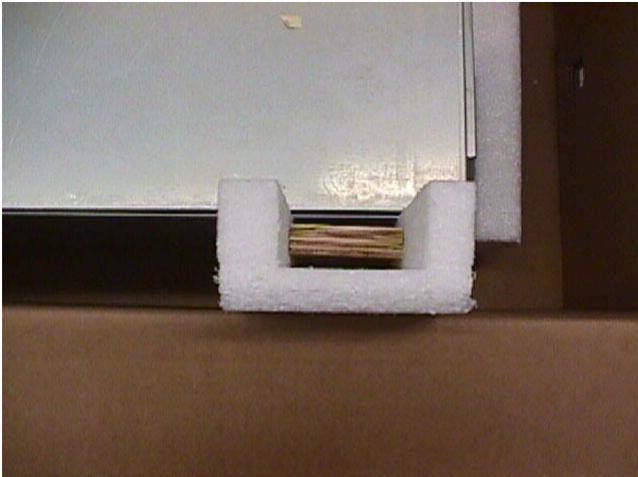

2.14 Place tamper label (74F8851) over one clip on end of tray.

2.15 Locate cushion ramps (01R3717) (2X) and slide down side of unit between wood ramps and carton. Make sure cushion is flush with the bottom of the tray and the wood ramps are pulled flush against the

cushion. (as shown). **Note: Cushion Ramps come as set and must be broke apart .**

2.16 Place appropriate shipgroup between the front cushions and carton.
Make sure the ship group is flush with the tray at the bottom.
Note: The shipgroup should not exceed the carton height.

2.17 Using approximately 3" of designated tape, secure unpack instructions (01R3734) on top of PolyBag.
Note: Make sure pictures on unpack instructions are facing upward . Do not place tape over pictures.

2.18 Place top cushion (01R3716) on unit. Make sure the top front cushion and the top rear is cushion are in their respected places and that the tabs on the side of the cushions interlock with the cushion ramps. **Note: Top Front and Top Rear cushion come as a set that must be broke apart .**

NOTE: Do NOT place extra shipgroup items in voids around the system . Materials placed in these areas will result in damage to the system . IBM WW Packaging Engineering must be contacted if contents do not fit in the shipgroup area .

2.19 Seal carton closed with IBM logo tape (74F5698) for IBM systems .
 Seal carton closed with clear carton sealing tape (6272199) for all OEM systems.

2.20 Take the two (2) printed carton labels (33G9780) off the printer. Position them on front and left sides of the carton. Use label locating marks for label location placement.

2.21 Place Intel label (if called out in DFC) on the top of the carton between label location marks.

2.22 These servers are to be secured to a half-pallet utilizing "Best of Breed" palletization methods. See 92F6168 - "Best of Breed" Pallet Unitization or QMX document P-04146.
Note: Each Server must ship out one Server to a half-pallet (P/N 6038888 or P/N 7373961).

Section 3 - Manufacturing Palletization

<u>Worldwide Sites</u>
3.1 - Place up to 2 half-palletized systems on a full size pallet P/N 6038887 or P/N 7310275 in even quantities.
Note: Each Server must ship out one Server to a half-pallet (P/N 6038888 or P/N 7373961).

3.2 - Secure load to pallet utilizing "Best of Breed" palletization methods. See 92F6168 - "Best of Breed" Pallet Unitization or QMX document P-04146.

3.3 - Place two pallet labels (33G6283) on the front and left sides of the pallet load.

Section 4 - Distribution

<u>Worldwide Sites</u>
NOTE: All units will be received into Distribution as indicated above in Section 2, Manufacturing Palletization, and are approved to be stacked 4 pallets high.

4.1 - Secure load to pallet (or half pallet) utilizing "Best of Breed" palletization methods.   See 92F6168 - "Best of Breed" Pallet Unitization or QMX document P-04146. Use pallet configuration table provided below to determine pallet usage.
Note: Each Server must ship out one Server to a half-pallet (P/N 6038888 or P/N 7373961).

Quantity	Half Pallet	Full Pallet
1	X	
2	X	X

4.2 - Label load for shipment as necessary.

Section 5 - Materials Listing (BOM)

Top Pkg BOM - 06P6584

P/N	DESCRIPTION	QTY

P/N	DESCRIPTION	QTY
06P6569	Outer Carton	1
06P6570	Bottom Tray	1
01R3715	Bottom Cushion	1
01R3716	Top	1
01R3717	Ramp/Rear Pad	1
01R3718	Wood ramp	2
37L0511	Corrugated Clip	6
6165640	Bag, system	1
33G9780	Label Stock, blank	2
33G6283	Label Stock, pallet	2/2 units
74F5699	Tape - Automatic	As required
74F5698	Tape - hand held	As required
7386000	Banding, manual	As required
7386001	Banding clip, manual	2
92F6037	Corner posts	4/2 units
6317267	Stretchwrap	As required

6038887	Pallet, full	1/2 units
6038888	Pallet, half	1
73G6665	Cap, sheet	1/2 units
73G6666	Cap, Top Corner	4/2 units
74F8851	Tamper label (Clip)	1
06P6550	Tamper label (Bag	1

References
Document Management
Revision History
Approval Information
Editors
History Log

End of Document