**Similac Mailed-to-Home Kits Packaging and Shipping Instructions –**

**Unique Identifier # and Lot # Assignment Instructions**

* **Unique Identifier #**
	+ Assigned per partner
	+ Assigned by TMS.  Once assigned to a partner, this identifier will not change.  Naming convention is as follows:  partner initials plus a sequence of numbers.  Jen will keep track of the Unique ID #s.
		- Lifetouch:  JCP86601
		- Hello Fresh: HF86603
		- Lovevery: LOV86603
	+ Must be printed on each insert
	+ Must be included on carton label, as noted on shipping instructions
* **Lot #**
	+ Assigned per shipment
	+ Assigned by TMS.  Naming convention as follows:  partner initials plus the numeric materials due date month and year.  For example, the lot # for a JCP shipment that’s due on 9/15/19 would be JCP092019.  Jen will keep track of the Lot #s.
	+ Must be included on carton label, as noted on shipping instructions

Unique ID #s and Lot #s to be entered on tracking documents on Dropbox.

***Last Updated: 9/23/19***