**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***