



# Supplies Routing Label Overview

July 2017

For more information please contact your SYNNEX Sales Rep or the HP Print team: [HPIPG@synnex.com](mailto:HPIPG@synnex.com)



Reduce costs and improve customer experience by adding toner box routing labels to your Managed Print Services offering. Routing labels are applied on the outside of each cartridge box with specific instructions on where the cartridge needs to go (location in building, department, specific printer, etc.). Labeling cartridges reduces the risks of lost supplies, down printers and unhappy customers.

SYNNEX's newly improved routing label solution offers partners a simple to use, cost-effective option.

### **Options to Transmit Routing Label Data**

#### **1. Purchase Order Instructions:**

For purchase orders emailed to SYNNEX, *indicate by PO line item specific instructions for each routing label*. You can include the routing label instructions in the PO (if possible) or you can include them in an email referencing the PO#. These instructions are entered by your SYNNEX account manager, printed by the warehouse, and applied to each cartridge box before packing. There are 5 defined and 2 undefined fields. If field is left blank it will not print on label.

#### **Available fields include:**

- **Printer Model**
- **Serial #**
- **End-User Name**
- **Attn**
- **Location**
- **Comment 1**
- **Comment 2**

#### **2. EDI Implementation:**

For customers that send EDI purchase orders to SYNNEX. A custom solution can be developed to enhance your current EDI PO process. Contact your sale rep to schedule call with EDI support team.

#### **3. XML Implementation:**

For customers that send XML purchase orders to SYNNEX. There is an updated XML schema that you can add to your system to transmit the routing label information. In this solution, the only fields that you can transmit are comment1 and comment2. You will need to configure your data to include field header and data so that the label print is legible to a user. Contact your sales rep to ask about the updated XML PO schema.



- a. If you are a e-Automate/PO Processor user, we will have updated integration with that system to transmit PO line comments for routing label. This functionality is in development, and ECI will communicate to users when the development is completed.

### **PRINTSolv**

If you are a PRINTSolv reseller, we have built an integration to implement routing labels for contracts and devices needing this service. Contact [printsolvsupport@synnex.com](mailto:printsolvsupport@synnex.com) to get more detail or to request implementation for your contracts.

### **Dimensions:**

Routing Labels are printed on a 2x3 inch sticker. See example below:

```
PRINTER MODEL :XRX-1234-PQRS-5  
SERIAL# :98765-01234-5  
END-USER NAME :PRINTER GUY-5  
ATTN:DIANA POWELL, RECEIVEING-5  
LOCATION:ACCOUNTING SECTION 3RD FLO  
OR-5  
EAST WING-5  
NEAR COFFEE MACHINE-5
```

### **Warehouse:**

All routing label orders are shipped out of SYNnex's distribution center in Grove City, Ohio (near Columbus)

### **Costs:**

Routing Labels are offered as an optional value added service with a small fee per label. Inquire with your SYNnex Sales Rep regarding costs and options.