

HP Labeling and Tagging Services

HP Deployment Services



Service benefits

- Accelerate hardware deployment
- Simplify inventory management
- Reduce risk of loss and theft

Service highlights

- Affix standard or customized labels to your HP products
- Incorporate product identification data into the BIOS

Service overview

Labeling and Tagging Services provide a variety of service options, ranging from predefined HP designs to your own supplied labels. HP processes help ensure that labels are consistently printed and affixed according to manufacturer standards and your requirements. These services are available on most HP commercial notebooks, desktops, workstations, thin clients, and retail point-of-sale (RPOS) systems. Labeling and Tagging Services help you maintain control over your assets and reduce the risk of loss and theft.

Features and specifications

Labeling and Tagging Services allow you to select the services and features that best suit your needs. Each of the selected options will be subject to a separate charge. The following options can be configured with this service:

Standard Asset Tagging Service

With this service, HP will print standard asset labels with customizable features and tag strings and affix them onto your purchased products at the HP staging center. Labels may be placed anywhere on the product or packaging. This service includes systematic replication of the asset tag number on packaging labels, and integrated reporting capability three (3) business days after shipping. HP offers a choice of label sizes, placement options, and customization features, which enables you to integrate labels with your internal standard asset tracking and management processes in a flexible manner.

PC BIOS Asset Tagging Service

With this service, HP will record the asset tag information from the physical label in the device's BIOS at the HP staging center, which improves security and asset identification with tracking and inventory capabilities. This service can include either your specific asset number on the Asset Tag field and a blank string on the Ownership Tag field in the BIOS, or the HP serial number in the Asset Tag field and your specific asset number in the Ownership Tag.

Features and specifications (continued)

Custom Asset Tag Printing Service

This service leverages HP integration capabilities to personalize a label with a custom logo, text, or artwork that you provide. The label can include any of the following information, your name, logo, purchase order number, serial number, MAC address, end-of-warranty date, or other information that fits on the label.

Customer-Supplied Asset Tagging or Labeling Service

At the HP staging center, HP will affix asset tag labels procured and provided by you onto your purchased products. This dramatically reduces the time it takes to affix asset labels. Multiple formats and placement options are available. A report including asset tag numbers for labels with Code 39 barcodes will be made available within three (3) business days after shipping.

Delivery specifications

HP responsibilities

- Provide a Statement of Work (SOW) with detailed pricing and relevant terms and conditions.
- Provide a process for collecting your requirements.
- Validate the capabilities and functionality of the service.
- Complete testing and obtain your acceptance.
- Print and affix up to two labels per device or peripheral, for a per-label fee.
- Place labels anywhere they can be properly affixed, on the product or packaging.
- For the **Standard Asset Tagging Service**:
 - Offer a choice of label sizes, placement options, and customization features.
 - Affix standard asset labels with customizable features and tag strings.
 - Provide customer-defined asset number range management (tag on product only).
 - Report asset numbers in the HP shipment database within three business days after shipping (if applicable).
- For the **PC BIOS Asset Tagging Service**:
 - Record asset tag information from the physical label in the device BIOS at the staging center.
 - Generate a unique number to write into the BIOS if no physical tag is ordered, or if a predefined list is provided by you.
- For the **Customer-Supplied Asset Tagging or Labeling Service**:
 - Affix customer-procured and -provided asset tag labels on HP-ordered PC products.
 - Report asset numbers in the HP shipment database within three business days after shipping.

Customer responsibilities

- Define and submit requirements and specifications.
- Select the quantity of labels for each PC device and peripheral.
- Provide any required logo artwork or custom information to be included on the label or asset tag.
- Provide final acceptance and approval of the First Article of Inspection (FAI) prior to deployment.

Delivery specifications (continued)

- For the **Standard Asset Tagging Service**:
 - Request asset or box labels available in two sizes (one label: standard; two labels: 3.0" x 0.75" or 3.0" x 1.5").
- For the **PC BIOS Asset Tagging Service**:
 - Specify the asset number for the asset/ownership tag field in the BIOS.
- For the **Custom Asset Tag Printing Service**:
 - Provide your preferred logo, text, or artwork.
 - Choose the total logo area based on HP size preferences provided.
 - Provide info for a combination of fields to personalize the label (e.g., serial number, MAC address, customer name, PO number, optional end-of-warranty data, or other information).
 - Request asset or box labels available in two sizes (one label: standard; two labels: 3.0" x 0.75" or 3.0" x 1.5").
- For the **Customer-Supplied Asset Tagging or Labeling Service**:
 - Ship labels to HP-provided destinations at least ten days prior to requested service dates.

Ordering information

Labeling and Tagging Services must be ordered before shipping PC devices to the HP staging center. To ensure that all services are validated, communicated to the HP staging center, and ready for implementation on PC devices during the staging process, you must provide complete requirements using the process specified by HP and allow for appropriate setup time before custom settings are applied.

Setup and lead times

Depending on the service options selected, Labeling and Tagging Services provided in the Americas require the following setup and lead times, measured in business days (excluding HP holidays). All lead times are subject to the First Article of Inspection (FAI) process, and begin in parallel with prerequisite staging services.

Service option	Lead time
Standard Asset Tagging Service	14 days
PC BIOS Asset Tagging Service	14 days
Custom Asset Tag Printing Service	14 days
Customer-Supplied Asset Tagging or Labeling Service	14 days

Daily run rate

Order requests for services can be placed five business days in advance for up to 52 orders of one PC device each, or one order of 104 PC devices per day with any selected services above. These run rates could change if additional staging services are selected.

Delivery specifications (continued)

Confidentiality

- Information exchanged under this agreement will be treated as confidential if identified as such at disclosure or if the circumstances of disclosure would reasonably indicate such treatment. Confidential information may only be used to fulfill obligations or exercise rights under this agreement, and shared with employees, agents, or contractors with a need to know such information to support that purpose. Confidential information will be protected using a reasonable degree of care to prevent unauthorized use or disclosure for three years from the date of receipt or (if longer) for such period as the information remains confidential. These obligations do not cover information that: (i) was known or becomes known to the receiving party without obligation of confidentiality; (ii) is independently developed by the receiving party; or (iii) where disclosure is required by law or a governmental agency.
- Each party shall comply with their respective obligations under applicable data protection legislation. HP does not intend to have access to personally identifiable information in providing services. To the extent HP has access to personal identifiable information stored on a system or device of yours, such access will likely be incidental, and you will remain the data controller of personal identifiable information at all times. Any personal identifiable information HP has access to will only be used for purposes of delivering the services ordered. You are responsible for the security of your proprietary and confidential information.

Service limitations

General limitations

- HP Logistic Services are a prerequisite for Labeling and Tagging Services, and must be acquired prior to starting the staging process.
- You and HP must agree on the first delivery date for the First Article of Inspection (FAI).
- Service setup and lead times are subject to the FAI approval process.
- You may cancel orders for this service prior to initiation of FAI.
- Services must be received/executed in the country of ordering.
- Labels are available in two sizes: 3.0" x 0.75" (75 x 20mm) or 3.0" x 1.5" (75 x 40mm).
- Barcodes must conform to Code 39 or Code 128.
- Non-standard tags, labels, and adhesives are not permitted.

Standard Asset Tagging Service limitations

- Customer-defined materials are not included with this service.
- Does not require specific instructions or cautions for affixing tags or labels (i.e., special adhesives, nonstandard tags or labels).

PC BIOS Asset Tagging Service limitations

- If no physical asset tag is ordered, or a predefined list is provided by the customer, HP will generate a unique number to write into the BIOS.
- Additional services such as Standard Asset Tagging, Custom Asset Tag Printing, or Customer-Supplied Asset Tagging should be ordered separately if physical asset tags are required.



Service limitations (continued)

Custom Asset Tag Printing Service limitations

- You must provide the logo image in a format that can be standardized by the HP staging center.
- Artwork must be black and white; grayscale and color artwork is not supported.
- Information you want placed on the asset tag must fit inside the tag.
- Specific information for each label must be provided, if you request multiple asset labels.
- Ink must comply with Restriction of Hazardous Substances (RoHS) regulations.

Customer-Supplied Asset Tagging or Labeling Service limitations

- Labels must ship to HP-specified destinations at least 10 business days prior to the requested service dates.
- Size and placement of any asset tag or label you provide must be pre-validated as logically feasible, and not obstruct product functionality.
- Ink must comply with Restriction of Hazardous Substances (RoHS) regulations.
- Asset numbers will be systematically applied in sequential order.

For more information

Contact your local HP sales representative or channel partner for details or visit hp.com/go/deploy.

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