

PO Supplier Label Specs for Bar Code Receiving

The following specifications are meant to serve as a guideline in providing receiving labels for product shipped. While these specifications will cover most situations, there will be circumstances where requirements will dictate modifications. The keys to providing a qualified label are the use of 3-of-9 bar code symbology and that the specified data elements and data identifier codes are used. The size and format of the label may differ.

The following details label requirements. The label format is similar to the AIAG shipping labels. Specific criteria for the receiving label include:

- Label dimensions should be 6 x 4 or 6 1/2 x 4 inches (165mm x 102mm) in width and height respectively.
- Bar code symbologies should be 3 of 9 with inch white space on each side of the bar. *See note at end of document regarding bar code symbologies.
- Suggested bar code height: 0.5 inch
- Data Identifier Codes in the first position following the start code of the bar code symbol shall be used to identify the information to follow for each block.
- Title blocks should print in the upper left corner for each piece of bar coded data with the human readable data identifier code in parentheses below (See sample).
- Human readable data information should print directly above the bar code. Size is dependent on the information block size.
- Data Content should include Part Number, Quantity, Purchase Order Number, Serial Number, Shipper Number and Unit of Measure.
- Please include supplier company name at the bottom of the label.

Data Area Characteristics

Part Number **This should represent the customer part number.** The human readable part number characters should be bold. The bar code symbol for the part number should be directly below the human readable characters and should be a minimum of 0.5 inches (13mm) high. If the length of the part number does not fit within the space, the bar code and human readable can be adjusted as necessary. The data identifier code is P. The title block should read 'PART NO.'

Quantity The human readable quantity characters should be bold. The bar code symbol for the part number should be directly below the human readable characters and should be a minimum of 0.5 inches (13mm) high. Maximum length anticipated for the quantity is six numeric characters plus the data identifier code of Q. The length of this area or the size of the bar code and human readable may be adjusted to handle larger quantities. Title block should read 'QUANTITY'

Shipper Number The human readable shipper number characters should be bold. The bar code symbol for the part number should be directly below the human readable characters and should be a minimum of 0.5 inches (13mm) high. The information in this block should consist of the Bill of Lading, Delivery, Packing List or Order Number. If unsure of what to use please contact. Data identifier code is K. Title block should read 'SHIPPER NO.'

Purchase Order The human readable purchase order characters should be bold. The bar code symbol for the part number should be directly below the human readable characters and should be a minimum of 0.5 inches (13mm) high. The purchase order number should be the FULL number including the P (See example) and the data identifier of A. The title block should read 'PO NUMBER'.

Serial Number The serial number or trace ID should be unique for each label. The Human readable serial number should be bold. The bar code symbol for the serial number should be directly below the human readable characters and should be a minimum of 0.5 inches (13mm) high. The serial number data identifier is S. Title block should read 'SERIAL'.

Unit of Measure The unit of measure block is not bar coded. The information should be the unit of measure that the customer will receive in the material under. This may be abbreviated. Title block should read 'UOM'.

Bar Code Symbology

Bar codes should be the 3-of-9 (Code 39) type and should conform to the "Bar Code Symbology Standard for 3-of-9 Bar Codes" published by the Automotive Industry Action Group (AIAG B-1).

It is the responsibility of the supplier to provide bar code labels that meet these specifications and equipment is available to verify that the bar code labels are Scorable / readable.

Label Verification

Send sample labels to: Midwest Acoust-A-Fiber
Attn: Nilesh Deshpande
759 Pittsburgh Dr.
Delaware. OH 43015

P 11 100 970



K 197998



Q 1



ROLL

A P0002647



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