



## Bar Code Label Specification

April 1, 2005



### **Forward:**

Throughput and accuracy are key elements of Lytron's world-class manufacturing strategy. Bar code labeling of material received from suppliers is necessary to achieve high levels of throughput and accuracy in our receiving and accounts payable transactions. This document details the specification necessary to develop an acceptable bar code label.

The importance of quality bar code labels cannot be overstated, therefore, Lytron expects that all suppliers institute bar code shipping labels per this documentation. We expect that our suppliers will have procedures in place to ensure the quality of these labels, just as with any product supplied to Lytron.

### **Key Features:**

- Full ASCII code 39 bar code symbology will be used.
- Data identifiers must be used with the bar code as identified in data field specifications.
- Bar code labels must contain NO data errors.
- Label size may vary to a maximum of four inches by six inches, as long as all required information

### **Definitions:**

**Single Container Shipment** – a shipment of a single part number under one Purchase Order and one Purchase Order Line Number contained in one shipping container.

**Multiple Container Shipment** – a shipment of a single part number under one Purchase Order and one Purchase Order Line Number contained in two or more shipping containers.

**Mixed Container Shipment** – a shipment of a single part number against multiple Purchase Orders or Purchase Order line numbers, or a shipment of two or more part numbers under one Purchase Order that is contained in one shipping container. Note: Do not ship multiple Purchase Orders OR Purchase Order Lines within the same shipping container.

### **Supplier Responsibility**

It is the responsibility of the supplier to provide bar coded labels that meet the following specification. The supplier shall be responsible for verifying the accuracy of the label production process and ensuring that the data is current and correct.



**Bar Code Symbology:**

Bar codes shall be Full ASCII Code 39. The remainder of this section covers additional specific requirements for Lytron bar code shipping labels.

**Human Readable Interpretations:**

Each bar coded field on the label shall be accompanied by the human readable interpretation.

**Code Configuration:**

The four characters (\$, /, +, %) of the Code 39 symbology should not be used on the shipping parts identification label.

**Check Digits:**

Check digits shall not be added to the bar codes or human interpretation.

**Physical Labeling Requirements**

All labels must be permanently attached to every shipping container/box/bin. The label must be readable and free from scratches and smudges or any other anomalies that would render the label illegible via scanner. See page 6 for graphical representation.

**Single Container Shipments:**

One master bar code label shall be permanently attached to the exterior of the carton or container.

**Multiple Container Shipments:**

One master bar code label shall be permanently attached to the exterior of the first container. The quantity on the master label shall be the total quantity contained in the entire shipment. In addition, one permanently attached container label shall be affixed to all individual containers in a multiple-container shipment. The quantity identified on the individual labels shall be the quantity contained within that particular container.

**Mixed Container Shipments:**

One permanently attached master and/or container label shall be affixed to all individual containers in a mixed container shipment. The quantity identified on the individual labels shall be the quantity contained within that particular container. A generic overpack label shall be affixed to the overpack container / pallet / skid.

**Packing List**

The packing list should contain the following human readable information:

Packing List number (a unique number traceable to an individual shipment),

Ship date, purchase order number, quantity shipped, Lytron's part number, description, and part revision level (as appropriate) and Carrier name (Fed-Ex, UPS, etc)

## Label Size and Materials

### **Label Size:**

The standard label size should be 4 inches by 6 inches to contain all information requested.

### **Label Material:**

The label material / paper shall be white in color with black bar thermal or mylar thermal printing providing maximum contrast.

### **Irregularly Shaped Containers:**

Containers that are irregularly shaped, are cylindrical in nature or have no flat plane surface shall have labels applied to a tag securely attached to the material.

### **Packaging:**

All material shall be packaged in the appropriate size container to accommodate the size of the label and to ensure that the label can be attached without wrapping around the container. Adequate area must be maintained to allow the printing or the application of a ship to address on all containers.

## Data Area Characteristics

The data areas on the label shall be separated by the horizontal thin lines and shall contain their respective titles in the upper left hand corner of the data block. (Note: Refer to sample labels and receiving label specification attached).

**Purchase Order Number:** Human Readable Bar Code Required

Maximum Field Length: 6

**Purchase Order Line Number:** Human Readable Bar Code Required

Maximum Field Length: 3

**Part Number:** Human Readable Bar Code Required

Maximum Field Length: 15

Part number is the Lytron designated part number on the purchase order.

**Part Number Description:** Text Only

The description is the exact text as stated in the Purchase Order as the Part Number description.



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**Ship Quantity:** Label dependant

The quantity represented on a container or master label that identifies the quantity within each individual container. In the case of a Master label, the ship quantity represents the total quantity shipped.

**Packing List:** Human Readable Bar Code Required

This field contains the unique packing list identifier recorded on the packing list generated by the supplier.

**Unit of Measure:** Text Only

The unit of measure is the two-character unit of measure that reflects the Purchase Order unit of measure, i.e., EA, LB, FT.

**Number of Boxes:** Text Only

This field identifies the number of boxes, containers or packages in a shipment. This label should have the “\_ of \_” designation. Examples: Box 01 of 01 or Box 02 of 15.

**Revision Number:** Text Only

This field identifies the revision level, a letter or number, of parts contained in the purchase order.

**Supplier Name:** Text Only

Please insert your company’s name.

**Generic Over Pack Label:** Text Only

This label will be used to identify Mixed Container shipments only. Requires a statement that the over pack container, pallet or skid is a “Mixed Container Shipment”.



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Examples of Master and Container Labels:

MASTER LABEL			
PO Number  250259	PO LN #  1	Total Boxes 2 UM    EA	Ship Qty  2
Part Desc: CONDENSING UNIT			
Part Number  410-0190		Packing List  999999	
Rev: A			
LYTRON, INC.		55 Dragon Court, Woburn, MA 01801 781-933-7300	

CONTAINER LABEL			
PO Number  250259	PO LN #  1	Box 1    of 2 UM    EA	Ship Qty 1
Part Desc: CONDENSING UNIT			
Part Number  410-0190		Packing List  999999	
Rev: A			
LYTRON, INC.		55 Dragon Court, Woburn, MA 01801 781-933-7300	

### Examples of Correct Labeling of Shipping Containers



Single container shipments contain one PO and one PO line item in a single box

