



VENDOR BAR CODE LABEL SPECIFICATIONS 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 key to providing a qualified label is: 1) the use of 3-of-9 barcode symbology and, 2) the use of the specified data elements and data qualifier codes. The size and format of the label may differ.

Specific criteria for the receiving label includes:

- Label dimensions should be 6 x 4 or 6 1/2 x 4 inches (165mm x 102mm) in width and height respectively.
- Bar code symbology should be 3 of 9 with 1/4 inch white space on each side of the bar code. * See note at end of document regarding bar code symbology.
- The bar code label is comprised of 6 blocks of information
- Data Qualifier 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 parenthesis below
- Human readable data information should print directly above the bar code. Size is dependent of the information block size.
- Data Content should include part number, quantity, purchase order number, vendor code, serial number and lot number.

Block Sizes for 4 inch height:

- Part Number – 1.2 in (30mm)
- Quantity/PO Number – 1.1 in (28mm), Split line in half for these 2 pieces of data
- Supplier/Serial Number (Trace ID) – 0.8 in (20mm), Split line in half for these 2 pieces of data
- Lot – 0.9 in (23mm)

DATA AREA CHARACTERISTICS

Part Number

The human readable part number characters should be bold and a minimum of 0.5 in (13mm) high. 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 qualifier code is P. The title block should read 'PART NO.'**







- Quantity** The human readable characters should be a minimum of 0.5 in (13mm) high. The bar code symbol for the quantity should be directly below the human readable characters and should be a minimum of 0.5 in (13mm). Maximum length anticipated for the quantity is six numeric characters. The length of this area or the size of the bar code and human readable may be adjusted to handle larger quantities. **The data qualifier code is Q. The title block should read ‘QUANTITY’.**
- Vendor Code** The human readable vendor code should be a minimum of 0.2 in (5mm) high. Please use supplier DUNS # (Dun & Bradstreet) or if unavailable use phone #. The bar code symbol for the vendor code should be directly below the human readable characters and should be a minimum of 0.5 in (13mm) high. **The data qualifier code is V. The title block should read ‘SUPPLIER’.**
- Purchase Order** The human readable purchase order number should be the complete 6 character purchase order number. The purchase order number should be a minimum of 7/16 in high. The bar code symbol should be directly below the human readable characters and should be 0.5 in (13mm). **The data qualifier code is A. The title block should read ‘PO NUMBER’.**
- Serial Number** The serial number must be unique for each and every label and cannot be repeated. The human readable number should be a minimum of 0.2 in (5mm) high. The bar code symbol for the serial number should be directly below the human readable characters and should be a minimum of 0.5 in (13mm) high. **The data qualifier code is S. The title block should read ‘SERIAL’.**
- Lot Number** The human readable lot number should be a minimum of 0.2 in (5mm) high. The bar code symbol for the lot number should be directly below the human readable characters and should be a minimum of 0.5 in (13mm) high. **The lot number does not require a data qualifier code. The title block should read ‘LOT NUMBER’.**

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 the above specifications and have hardware available to verify that the bar code labels are capable of scanning.

VENDOR BAR CODE LABEL – SAMPLE LABEL

PART NO. (P) 0520019000 	DESCRIPTION TEST TEST
QUANTITY (Q) 123456 	PO NUMBER (A) 104660 
SUPPLIER (V) 255296519 	SERIAL (S) 123456789 
LOT NUMBER 12345 	SUPPLIER NAME CANDO COMPANY