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Revision History

<u>Revision:</u>	<u>Date:</u>	<u>Description :</u>	<u>Author:</u>
OR	5/5/08	Supplier Barcode Requirements	M. Bennett
A	4/15/10	Removed prefix from all fields	M. Bennett

Training Completed: _____ **DATE:** ___/___/___

APPROVALS:

AUTHOR:	_____	DATE:	___/___/___
MANUFACTURING REP	_____	DATE:	___/___/___
QUALITY REP:	_____	DATE:	___/___/___

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1. Purpose

To improve the efficiency and accuracy of our material receipt process, Synerject LLC requires each Synerject supplier to identify all shipments of material with a supplier receipt label. This document is a specification of that label.

2. Scope

This document specifies the supplier receipt label and individual label. The supplier receipt label needs to be applied to the packing list or main container for each separate shipment. Suppliers will also be required to apply individual labels to each box of a shipment.

The use of a receipt label allows Synerject LLC to easily process and credit material received for a single PO line item. Thus, all suppliers who ship material to Synerject LLC must ensure that each purchase order line item has a separate receipt label.

3. Related Documents

None

4. Bar Code Format, Layout, and Required Data

This section contains general information about the label format.

4.1 Data Code

Data should be coded using Code 39, 39 full ascii, or 128 format. **If this format cannot be used, Synerject must be notified and approval must be given.**

4.2 Required Data and Label Layout

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The label shall have the following information. (See section 2.3 for detail on required data block)

Recommended Data (minimum requirements are detailed in 2.3):

- 1) Synerject LLC Part # - Readable and barcoded
- 2) Quantity of shipment – Readable and barcoded
- 3) Purchase Order # - Readable and barcoded
- 4) Manufacture Part # - Readable and barcoded
- 5) Lot or Date Code – Readable and barcoded
- 6) Ship Date – Readable

The label layout shall be in AIAG (recommended) format or EIA format if the supplier is already supplying an EIA format label. See figures 1 & 2 for information layouts of each format. **Any deviation from these formats requires the prior approval of Synerject LLC.**



Figure 1 - AIAG Layout (recommended)

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Synerject Part #		123456789-1234	
Quantity	12345	PO #	12345
Manf. Part #	123456789+01		
Lot / Date Code	ABC456	DATE SHIPPED: 21-JUL-96	

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Figure 2 - EIA Label (Alternate)

Synerject Part # ABCD+1234 	DATE SHIPPED: 21-JUL-96
Manf. Part # 12345678 	
Quantity  99999	Package Count: 1 of 1
PO # 123456789+01 	
Lot / Date Code ABC456 	

4.3 Required Data Detail

4.3.1 Synerject LLC Part

This shall be Synerject's part number for the product being supplied. This field can contain no more than 15 characters. This is sufficient for all of Synerject's current part numbers. If a supplier will be printing a part number longer than 15 characters, they should contact Synerject LLC for further instruction.

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4.3.2 Quantity

This shall be the total quantity of parts contained within the container, reel, tube, box, etc., measured in the units listed on the purchase order. For Receipt Labels which are supplied on a per-shipment basis, the Quantity is the total quantity in the shipment. If the receipt labels are applied to each individual box, then the quantity reflects the quantity in the labeled box. This field has a maximum of 9 characters. This is a required field.

4.3.3 Purchase Order

This shall be the Synerject LLC purchase order number. This field will be a maximum of 12 characters. This is a required field.

4.3.4 Manufacture Part

This shall be the manufactures part number, if different than the Synerject LLC part number. This field will have a maximum of 25 characters. If this field will be more than 25 characters long, please contact Synerject LLC for instructions. This is a required field for all parts where the manufactures part number varies from the Synerject LLC part number.

4.3.5 Lot or Date Code

This shall be the manufactures lot code, manufacture date, or manufacture date code. This will have a maximum of 12 characters. This is a recommended field if lot code or date code is available. Certain parts may be required to include this information.

4.3.6 Ship Date

This shall be the ship date from the manufactures facility or distribution facility. This shall be a human readable field using dd/mm/yyyy format. This is not a required field.

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5. Bar Code Quality and Block Format

5.1 Bar Code Quality

All bar codes appearing on the label, whether printed for Synerject's use or others, shall meet the specifications contained herein. The allowable range of the X dimension, (narrow element width) for any bar code on the label shall be 0.010 to 0.017 inches. The allowable range of the achieved wide to narrow ratio shall be 2.4: 1 to 3.2: 1. There shall be a minimum "quiet zone" of 0.25 inch on both sides of each bar code. All bar codes shall be Code 39, 39 extended, or 128, and shall be at least a grade "C" (grade "B" preferred), as defined in the ISO 15416 Bar Code Print Quality Guideline. If Code 39, 39 extended, or 128 is not used, supplier must notify Synerject LLC and obtain approval.

5.2 Block Format

5.2.1 Title

The title for each building block should be printed in small type at the top of the block. A Data Identifier enclosed in parentheses (see section 2.2) shall immediately follow the title. The title should be in a typeface which is at least 0.06 inch and no more than 0.13 inch in height.

5.2.2 Human Readable

A human readable version of the field value shall appear below the title. It should be indented approximately 0.75 inch from the left side of the label. The typeface must be at least 0.20 inch in height.

5.2.3 Bar Code

Some building blocks are Human Readable only, and do not contain bar codes. All others shall contain a single bar code of the field value. The bar code must be at least 0.50 inch in height, and meet the specifications in section 3.1.

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5.2.4 Human Readable Only Building Blocks

HRO building blocks supply data in human readable fashion only, and do not contain bar codes. There may be one or more lines of data within the building block, and each line within a given building block should be in the same typeface.

6. Label Size

6.1 Width

The label width shall be from 4 inches to 5 inches wide, with 4.5 inches being the preferred width. The supplier is responsible for selecting a label width which can accommodate the bar codes for all building blocks listed herein, including data identifiers, start/stop characters, and quiet zones.

6.2 Height

The label height shall be from 4 to 8 inches, depending upon the needs of the supplier. Each block shall be 1.0 inch +/-0.2 inch; the actual height shall be determined the supplier. However, the building block height should be the same for building blocks within the same segment.

7. Application of Label

This section describes how to apply the supplier receipt label and individual label. Each group at Synerject LLC may also have specific requirements regarding how the label is applied. If a buyer requests a special labeling requirement on the PO, it will take precedence over this section of this document. The supplier receipt label may be applied to the front or back of the packing list for the shipment, provided it does not cover any data on the packing list and the bar code is not folded or creased when it is received by Synerject. The supplier receipt label may also be applied to any container of the shipment, provided it is clearly visible and that there are no other bar code labels applied to the container. If a supplier has any question about whether a container needs a separate label, or any other part of this label application, please contact Synerject for clarification.

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7.1 Parts in Reels, Trays, or Tubes

When all material for a single line item is shipped in a single container, but contains separate packages of reels, trays, or tubes that will be stored individually, a single supplier receipt label should be applied to the side of the container reflecting the total quantity of the shipment. In addition, each reel, tray, or tube that would be stored individually should have an individual label applied or included with the packing slip for application at Synerject LLC. This individual label shall reflect the quantity of parts contained in each package and not the overall shipment quantity. A supplier may consolidate multiple line items into a larger container. In this case, each line item must be packed in a separate inner container with a separate Supplier Receipt Label for each item.

7.2 Parts in Boxes, Totes, and Bins

When all material for a single line item is shipped in a single container, but contains individual boxes, totes, or bins that will be stored individually, a single supplier receipt label should be applied to the side of the container reflecting the total quantity of the shipment. In addition, each box, tote, or bin that would be stored individually should have an individual label applied. This individual label shall reflect the quantity of parts contained in each package and not the overall shipment quantity. This label will be applied to the side of the package and should be visible if possible. A supplier may consolidate multiple line items into a larger container. In this case, each line item must be packed in a separate inner container with a separate Supplier Receipt Label for each item.

When applied to a standard box, labels should be affixed wrinkle-free to the upper right hand corner of a narrow side of the box so it will be visible when stored on a shelf. For boxes with a square footprint, the label may be applied to any side. The top edge of the Label should be between 0.75 inch and 2 inches from the top edge of the carton. The right edge of the label should be between 0.75 inch and 2 inches from the right edge of the carton. If the narrow edge of the carton is smaller than the label, it may be applied to the wider edge or top of the box. The bottom of a box, tote, or bin shall never be used for a label.

7.3 Skid Quantity Shipments

When all material for a single line item is shipped in one container with no internal boxes, trays, bins, etc., a supplier receipt label for the entire shipment can be applied to the side of the shipping container provided it is accessible for scanning.

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8. Submission Requirements

All suppliers are required to submit sample labels to Synerject LLC for approval. Each supplier shall submit five original (not photocopied) labels for approval by Synerject LLC. These sample labels should be sent to the address indicated in section 7 of this document to the attention of the quality department. Each label should have different information in the fields.

9. Contacting Synerject LLC

Address:

Synerject LLC
329 Hallberg Street
Delavan, WI 53191

Phone: (262)740-5000

Fax: (262)740-5060

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10. Approval and Agreement of Compliance

By signing this document, you agree to comply with the request for barcode labeling of shipments per this specification. Any exceptions should be noted. Please sign below and fill in the date you will be compliant to this specification.

Signed: _____ Date: _____

Print Name: _____

Date of Compliance to This Specification: _____

Synerject LLC appreciates your help in our process improvement efforts.

Uncontrolled