



Requirements For Bar Code Labels

04-PR20-0001-002

Revision C

Rev	Date	Originator(s)	Change Details
A	5/30/97	Vicki Skinner	Initial Release
B	8/11/00	Mark Corey	Added description for each element. Added document category in the footnote.
C	7/10/2009	John Whiteman / Erick Prause	Updated document in standard Jabil format/Change of ownership to Director of Inventory Control

1. Purpose

- 1.1 Jabil utilizes a bar-code labeling program for all packages which are shipped to manufacturing facilities. This specification outlines the standard guidelines for printing labels with bar-coded data for placement on packages, packing slips, and shipping containers. The labels are designed to improve the productivity and controls for Jabil and its trading partners by allowing effective transfer and collection of data receiving/warehouse/shipping/WIP management of material.

2. Scope

- 2.1 This specification applies to all material purchased by Jabil which requires bar-code information.

4. Responsibility

- 4.1 It shall be the responsibility of all Jabil vendors to adhere to these requirements.
- 4.2 It shall be the responsibility of the Director of Inventory Control to maintain the specifications of this document/process
- 4.3 It shall be the responsibility of the Global Supply Chain and/or Site Purchasing departments to communicate and monitor vendor compliance with these specifications

5. Documents

- 5.1 Reference Documents
 - 5.1.1 Standard and Specifications EIA-556-A Bar-code label standard
 - 5.1.2 Visual example of bar-code label within Appendix A

6. Process

- 6.1 Unless otherwise specified, all bar-code labels will meet the following:
 - 6.1.1 3-of-9 (code 39) will be the symbology standard
 - 6.1.2 An asterisk (*) is required at the beginning and end of each data field to serve as a start and stop function of reading the data field.
 - 6.1.3 A leading character of (P) will be placed in front of the Part number in order to read the part number field, this (P) is not human readable.
 - 6.1.4 A leading character of (Q) will be placed in front of the Quantity field in order to read the quantity field, this (Q) is not human readable.
 - 6.1.5 The human readable text of the label will be at least 2MM in height.
 - 6.1.6 Placement and content of all labels should follow standards set in Appendix A

7.0 Records

- 7.1 None required

Appendix A

6.0 CLASSIFICATIONS

6.1 Definitions:

FACT Data Field Identifier -- An alphanumeric character/s placed immediately to the right of the start character in the bar-code field to designate the type of data contained within the data field. See Table 1 for the list of acceptable FACT Data Field Identifiers.

Shipment Lot -- A shipment lot shall be defined as a single order for a single part number. Shipments of more than one part shall each have their own purchase order number. For example, a shipment of three different parts shall be defined as three unique shipment lots.

Quality Control Number -- The number that is used by the supplier for quality control and process traceability purposes. This is the number that Jabil Circuit will reference when inquiring about quality related issues with the suppliers products. Datecodes, Lotcodes, and Serial Numbers are examples of quality control numbers.

Innerpack Label -- The label that resides on the innermost level of packaging media. Bar-code labels on reels, bags, tubes, drypacked trays, etc. that actually hold the devices are examples of innerpack labels. This label is not to be used for shipping transactions.

Single Order/Single Product Label, 3S level -- The label that is applied to intermediate containers that house innerpacks and satisfy a single Jabil Circuit, Inc. Purchase Order and contain a single part number. These type labels have a Package ID FACT Data Identifier of 3S within EIA-556.

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Single Order/Single Product Label, 4S level -- The label that is applied to outer containers that house intermediate containers and satisfy a single Jabil Circuit, Inc. Purchase Order and contain a single part number. These type labels have a Package ID FACT Data Identifier of 4S within EIA-556.

6.2 Classification Types:

Class 1 - Innerpack Label

Class 2 - Single Order/Single Product Label - 3S Level; Intermediate Label

Class 3 - Single Order/Single Product Label - 4S Level; Master Label

7.0 SPECIFICATIONS

7.1 GENERAL REQUIREMENTS

Unless otherwise specified, all information shall be displayed both in English print for readability by the human eye and in Code 39 bar-code symbology for scanning. Bar-code labels shall be generated according to this document and conform to the guidelines of the current revision of EIA-556, Bar-code Label Standards. Any parameter not expressly addressed within this specification shall be controlled by EIA-556.

All packages shipped to Jabil Circuit, Inc. shall exhibit a bar-code label. Container packaging, utilizing various bar-code labels, assumes a hierarchy of labeling. The Class 1 (Innerpack) label represents the lowest level of transaction labeling, Class 2 labels are utilized on intermediate packaging containers and Class 3 labels function as master labels to be placed on outer level shipping containers/packing lists.

7.2 PHYSICAL REQUIREMENTS

Label Size/Format

Class 1

The Innerpack Label size may vary according to the design and style of the package but shall conform to the format shown in figure 1. Label must be large enough, however, to facilitate accurate scanning.

Class 2 and 3

Overall label dimensions shall be 4 X 6.5 inches. Labels shall conform to the format as shown in either figure 2 or figure 3, depending on suppliers standard label stock.

GENERAL REQUIREMENTS FOR BAR-CODE LABELS

Bar-code Symbols

All Classes

Bar-codes shall be of the 3-of-9 (Code 39) type and shall conform to the Bar-code Symbology Standard for 3-of-9 Bar-coding as described in the EIA-556 standard. The data character set shall contain 40 characters: 0-9, A-Z, -, +, *, and "space".

An asterisk (*) is required at the beginning and end of each bar-coded data field to serve as a start and stop character. The FACT Data Field Identifier shall be encoded after the left asterisk then followed by the bar-coded data. The FACT Data Field Identifier does not need to appear in the human readable translation of the bar-coded data but must appear within parenthesis preceding the title of the data field. Refer to figures 1, 2 and 3.

Bar-code symbols shall have an Intercharacter Gap of 0.01 inches and an Element Width Ratio of 2.5 : 1 which provides for a density of 6.90 characters per inch. Quiet Zones shall be 0.25 inches. The bar-code symbols shall be a minimum of 0.38 inches (10mm) high.

All bar-code symbols shall be printed in the "picket fence" orientation. Jabil requires the use of thermal transfer printers for bar-code generation.. The utilization of dot-matrix printers is unacceptable.

Text

All Classes

The human readable translation of the barcoded characters shall be a minimum of .083" (2mm) high.

Label Placement

Class 1

Innerpack labels may be placed in any reasonable location on the inner packaging media deemed appropriate by the supplier. Label placement shall, however, facilitate reliable, accurate, and convenient scanning at Jabil Circuit, Inc. Suppliers with insufficient area on packages shall apply the bar-code label to a tag and affix tag to the package.

GENERAL REQUIREMENTS
FOR BAR-CODE LABELS

Class 2

The 3S label shall be placed on the outside of each shipping container. If palletized, shipping containers shall be placed on the pallet such that the bar-code label faces the outside to facilitate scanning. Suppliers with insufficient area on packages or containers shall apply the bar-code label to a tag and affix tag to the package or container.

Class 3

The 4S label shall be placed on the back of the packing list. This label may be in lieu of, or in addition to, the label on the actual shipping container.

7.3 DATA FIELD REQUIREMENTS

The following information represents the data that shall be included within each Data Field on the bar-code label. The bold letter identifies the referenced data field within figures 1, 2 and 3. Refer to section 6.2 for Class definitions.

Ship From - A

Class 1 -- Not Applicable

Class 2 and 3

This field shall hold the name and address of the suppliers location from which the parts are being shipped. This is an alphanumeric field only.

Ship To - B

Class 1 -- Not Applicable

Class 2 and 3

This field shall hold the name and address of the Jabil Circuit, Inc. facility that the parts are being shipped to. This is an alphanumeric field only.

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Package Count - C

Class 1 -- Not Applicable

Class 2 -- The Package Count data field is a text only field for single order labels. This field shall clearly describe the numerical sequence of the package within the total shipment. When only one package is shipped, the count shall indicate 1 of 1. When multiple packages are shipped the count shall be indicated in the form X of Y, where X is the number of the package and Y is the total number of packages in the shipment (2 of 4 for example).

Class 3 -- This is a text only data field. Shall indicate the total number of packages in the entire shipment.

Package Weight - D

Class 1 -- Not Applicable

Class 2 and 3

The Package Weight data field is a text only data field. If known prior to printing, the weight shall be included. If not known prior to printing, the weight shall be legibly handwritten or stamped in this area before shipment. The unit of measure for this data field shall be ounces (OZ) for small packages or pounds (LB) for large packages.

Package Identification - E

The Package Identification field consists of three segments separated by a plus ("+") sign. This field shall have a FACT Data Field Identifier of (3S) or (4S).

Class 1 -- Not Applicable

Class 2 -- Three segments required. First segment shall consist of the Supplier or Manufacturer Identification Code*. This seven digit number consists of a leading zero ("0") (for the United States of America and Canada), followed by a unique six digit number assigned by the Uniform Code Council, Inc. It shall be separated from the second segment by a plus ("+") sign. Second segment shall indicate the Packing List Number, followed by a plus ("+") sign and the Package Count number of each individual package in the shipment (not: total number of packages).

(*If you do not have Supplier/Manufacturer Identification Code assigned to you yet, a zero ("0") shall be used for the first segment).

Class 3 -- First two segments only required. Shall indicate Supplier/Manufacturer Identification Code followed by a plus ("+") sign and the Packing List number.

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4-P

Transaction Identification - F

This field shall have a FACT Data Field Identifier of (K).

Class 1 -- Not applicable

Class 2, 3 -- Shall indicate the Jabil Circuit, Inc. Purchase Order Number

Customer Product Identification - G

This field shall have a FACT Data Field Identifier of (P).

Class 1

If known at the time of packaging this field shall contain the Jabil Circuit, Inc. part number. It is requested that the supplier make every effort to provide this data on the innerpack label. If the Jabil part number is not known and cannot be determined at the time of packaging this field shall be left blank.

Class 2, and 3 -- Shall indicate the Jabil Circuit, Inc. part number.

Quantity - H

This field shall have a FACT Data Field Identifier of (Q). The unit of measure for this field shall be each (EA), which shall also appear in human readable text.

Class 1 and 2

Shall indicate the quantity of parts physically contained within the package or container to which the label is affixed. If multiple packages or containers are indicated within the Package Count Field, the quantity shown shall be the quantity contained in each package and not the total quantity of all packages in the shipment.

Class 3 -- Shall indicate the total quantity contained in the entire shipment.

Special - I

This field shall have a FACT Data Identifier of (1P).

Class 1, 2, and 3 -- Shall indicate the manufacturer's part number.

GENERAL REQUIREMENTS
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Description - J

Class 1

Shall indicate the Quality Control Number for the parts supplied. Refer to Table 1 for a list of appropriate FACT Data Field Identifiers.

Class 2 and 3

Shall be an alpha-numeric description of the product supplied. This data shall be alpha-numeric only.

7.4 DATA FIELD IDENTIFIERS





The appropriate data field identifiers which are in accordance with the Standard of the Federation of Automated Coding Technologies (FACT) shall be used. These identify what type of data is encoded to the bar-code data collection system. For example (K) describes the data scanned as the purchase order number. The data identifiers applying to Jabil's shipping label specification are listed in Table 1.

Table 1

3S --	Supplier Package ID, Lower Level
4S --	Supplier Package ID, Upper Level
Q --	Quantity
K --	Transaction ID; Jabil Purchase Order Number
P --	Customer Product ID; Jabil Part Number
1P --	Supplier Product ID; Manufacturer's Part Number
D --	Quality Control Number if datecode is used. The D is preceded by either no numeric characters or the digits 1-8 as defined by FACT. Refer to the FACT document for more complete details.
S --	Quality Control Number if serial number is used.
1T --	Quality Control Number if lot number is used.

GENERAL REQUIREMENTS
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Innerpack Label

(IP) SUPPLIER PART NO:  I 123456	(Q) QUANTITY:  H 10000EA
(P) JABIL PART NO:  G 123456	(D) QUALITY CONTROL NO:  J ** 9406

** --- This example depicts a label that utilizes a datecode as the Quality Control Number. The FACT Data Field Identifier will vary depending on the type of Quality Control Number used by the supplier. See Table 1.

Figure 1

GENERAL REQUIREMENTS
FOR BAR-CODE LABELS

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Master/Intermediate Label - Version 1






(3S or 4S) PACKAGE ID:  E A 0123456+12345+2	
(1P) SUPPLIER PART NO:  I B 123456	
(Q) QUANTITY:  H PACKAGE COUNT: C 10000EA	
(K) PURCHASE ORDER NO:  F PACKAGE WEIGHT: D 1234567	
(P) JABIL PART NO:  G J 1234567	

Figure 2

GENERAL REQUIREMENTS
FOR BAR-CODE LABELS

Master/Intermediate Label - Version 2


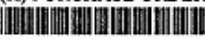
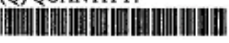
A 	
B	
(3S or 4S) PACKAGE ID:  E 0123456+12345+3	
(K) PURCHASE ORDER NO:  F 1234567	
(P) JABIL PART NO:  G 123456	
(Q) QUANTITY:  H 10000EA	
(1P) SUPPLIER PART NO:  I 12345	
J	
PACKAGE COUNT: C	PACKAGE WEIGHT: D

Figure 3

ADDENDUM A

TO PRELIMINARY GENERAL REQUIREMENTS FOR BAR-CODE LABELS

Reference: 7.3 DATA FIELD REQUIREMENTS
Package Identification - E

The Package Identification field consists of three segments separated by plus (+) signs. This field shall have a FACT Data Field Identifier of (3S) or (4S).

Class 1 -- Not Applicable

Class 2 -- First, second and third segment required. First segment shall consist of a unique seven digit Supplier or Manufacturer Identification Code. This seven digit number consists of a leading "0" (for the United States of America and Canada) followed by a unique six digit number assigned by the Uniform Code Council, Inc*. It shall be separated from the second segment by a plus (+) sign.

The second segment shall indicate the Packing List number, followed by a plus (+) sign and the Package Count number of each individual package in the shipment (not total number of packages).

Class 3 -- First two segments only required. Shall indicate supplier/manufacturer identification code followed by a plus (+) sign and the Packing List number.

* If you do not have a Supplier/Manufacturer Identification Code assigned to you yet, a zero(0) shall be used for this segment in the interim.