



## **Derby Fabricating Solutions (DFS) Supplier Barcode Label Requirements**

### 1. Label Size:

- 4" x 6" or 4" x 6.5" preferred. Any size deviations must be pre-approved by DFS

### 2. Label Material:

- Returnable Containers - Polyester label with an adhesive side affixed to container. Label should be easily removed from the container with minimal adhesive residue.
- Expendable Containers – Paper or Polyester label with adhesive side affixed to container.

### 3. Label Print Orientation:

- Landscape preferred.

### 4. Barcode Type:

- Code 39 or Code 128. Barcodes must be readable by scanner from a range of up to 8 feet. Leave at least 1/4 inch clear space on either side of the barcode.

### 5. Label Information (Refer to example below for placement):

- (1) Part Number (As provided by DFS) - Required
  - Human readable – Maximum field length is 40 characters.
  - Bar-coded with a data identifier of 'P'

- (2) Container Quantity - Required
  - Human readable
  - Bar-coded with a data identifier of 'Q'
  
- (3) Serial Number - Required
  - Human readable – Minimum Length of 9 digits. The serial number should begin with a two digit supplier code number (assigned by DFS) followed by a minimum additional seven digits. Each supplier serial number must be unique to the supplier's inventory system and non-repeating to DFS.
  - Bar-coded with a data identifier of 'S' followed by the supplier's unique serial number as detailed above.
  
- (4) Supplier Name - Required
  - Human readable – Supplier name followed by supplier city, state.
  
- (5) Purchase Order Number (As provided by DFS) - Required
  - Human readable
  - Bar-coded with a data identifier of 'K'
  
- (6) Lot No. / Batch No. / Tracking No. - Required - Maximum field length 14 characters.
  - Human readable
  - Bar-coded with a data identifier of '32T'
  
- (7) Date of Production of Parts - Required
  - Human readable

Supplier Label Approval Process:

1. The supplier will need to create a sample barcode label for a single part number and submit it to DFS for preliminary testing and approval.

Example

<b>PART # :</b> (P) <b>AD578254</b>	
1 	
<b>QTY:</b> (Q) <b>886</b>	<b>P.O.#:</b> (K) <b>DFS01000036</b>
2 	5 
<b>SERIAL #:</b> (S) <b>XX1234567</b>	<b>LOT #:</b> (32T) <b>987654</b>
3 	6 
<b>SUPPLIER COMPANY NAME</b> 4 <b>SUPPLIER CITY, STATE</b>	<b>DATE:</b> 7 <b>08/01/14</b>