**Bar Code Specification**

This document provides Senneca's guidelines on supply partner labels to be used for identifying material shipped to Senneca production facilities. The labels will be used to tie the contents of the shipment to an Advance Shipping Notice (ASN).

All production material shipments to Senneca facilities are to be accompanied by the following supply partner labels:

1. Two Single Pack Labels are required on opposing sides of each container / box / package shipped (Figure 1).
2. Master Pack Labels are required to summarize the contents of a pallet containing two or more containers / boxes / packages of the same part. All container labels on the pallet will be linked to the corresponding Master Label (Figure 2).
3. The labels are based on the AIAG B-10 format.
	* The labels are 4 X 6-inches.
	* The barcodes are 3-of-9 (Code 39) type.
	* Font Style is Sans Serif
	* Fonts are sized based on LPB (Lines Per Block)
		+ 2 LPB = .40 Inches (11mm)
		+ 3 LPB = .25 Inches (7 mm)
		+ 4 LPB = .20 Inches (5 mm)
		+ 5 LPB = .15 Inches (4 mm)
		+ 6 LPB = .12 Inches (3 mm)
		+ 7 LPB = .10 Inches (2 mm)
		+ 8 LPB = .08 Inches (1.5 mm)
	* Quiet Zone is .25 Inches
	* All Block Titles are 8 LPB
4. For shrink-wrap packed pallets, the Master Label must be affixed to the outside of the shrink-wrap.
5. Make sure that label placement on the container / box / package is facing forward and is easily scannable (Figure 3 and 4).
	* Labels **should** be placed on the side of the container with the bars perpendicular (+/-5 degrees) to the natural bottom of the container. When a label is placed on the top of a container, the bars **should** be perpendicular to the edge of the container and **should not** be placed over a seam.
	* Obsolete labels will be completely removed, defaced, or covered.

**Block 2**

**Block 3**

**Block 4**

**Block 7**

**Block 8**

# Figure 1 - Single Pack Label

**Block 1**

**Block 6**

**Block 5**


## Block 1:

**Senneca Ship To Address**

Block Title = TO:

Text Height = 8 LPB

Data = The address of the Senneca receiving location.

## Senneca Part Number

Block Title = PART NUMBER (P) Data Identifier (DI) = P

Text Height = 2 LPB Barcode = .4 Inches

Data = Senneca's Part Number

Maximum Length = 25 characters + 1 character “P” DI Code

## Block 2: QUANTITY:

Block Title = QUANTITY (Q) Data Identifier (DI) = Q

Text Height = 3 LPB Barcode = .4 Inches

Data = The quantity in this container / package / box Maximum Length = 6 characters + 1 character “Q” DI Code

## Block 3: SUPPLIER NAME OR NUMBER:

Block Title = SUPPLIER (V) Data Identifier (DI) = V

Text Height = 3 LPB Barcode = .4 Inches

Data = Supplier Name or the assigned Senneca Supplier or Vendor Code. Maximum Length = 8 characters + 1 character “V” DI Code

## Container Serial Number (if applicable)

Block Title = SERIAL NUMBER (S) Data Identifier (DI) = S

Text Height = 3 LPB Barcode = .7 Inches

Data = A unique serialized number for this container. Maximum Length = 10 characters + 1 character “S” DI Code

## Supplier Ship From Address

Block Title = FROM:

Text Height = 8 LPB

Data = The address of the shipping location.

## Block 5: EMPTY

**Block 6: SHIP DATE:**

Block Title = SHIP DATE:

Text Height = 2 LPB

Data = The date the shipment left your location. Format=MM/DD/YY

## Senneca's Part Number Description

Block Title = PART DESC:

Text Height = 3 LPB

Data = Description of the Senneca's Part Number Maximum Length = 25 characters

## Engineering Revision Level (if applicable)

Block Title = REV LEVEL:

Text Height = 3 LPB

Data = The Engineering Change Level of all parts in this container / box / package. Maximum Length = 10 characters.

## Heat Certification Number (if applicable)

Block Title = HEAT #:

Text Height = 3 LPB

Maximum Length = 10 characters

## Lot Number (if applicable)

Block Title = LOT #:

Text Height = 3 LPB

Data = Supplier assigned lot control number to that can be used to trace these parts to specific manufacturing/assembly process data Maximum Length = 10 characters.

## Block 8: PO NUMBER:

Block Title = PO NUMBER (K) Data Identifier (DI) = K

Text Height = 3 LPB Barcode = .4 Inches

Data = Senneca assigned Purchase Order Number Maximum Length = 8 characters + 1 character "K" DI Code

**Block 6**

# Figure 2 - Master Pack Label

**Block 1**

**Block 5**

**Block 2**

**Block 7**

**Block 3**

**Block 8**

**Block 4**

## Senneca Ship To Address

Block Title = TO:

Text Height = 8 LPB

Data = The address of the Senneca receiving location.

## Senneca Part Number

Block Title = PART NUMBER (P) Data Identifier (DI) = P

Text Height = 2 LPB Barcode = .4 Inches

Data = Senneca's Part Number.

Maximum Length = 25 characters + 1 character “P” DI Code

## Block 2: QUANTITY:

Block Title = QUANTITY (Q) Data Identifier (DI) = Q

Text Height =3 LPB Barcode = .4 Inches

Data = The total quantity in all containers on this master container / box / package Maximum Length = 6 characters + 1 character “Q” DI Code

## Block 3: SUPPLIER NAME OR NUMBER:

Block Title = SUPPLIER (V) Data Identifier (DI) = V

Text Height = 3 LPB Barcode = .4 Inches

Data = Supplier Name or the Senneca assigned Supplier or Vendor Code. Maximum Length = 8 characters + 1 character “V” DI Code

## Container Serial Number (if applicable)

Block Title = SERIAL NUMBER (4S)

Data Identifier (DI) = 4S Text Height = 3 LPB Barcode = .7 Inches

Data = A unique serialized number for this container. Maximum Length = 10 characters + 2 character “4S” DI Code

## Supplier Ship From Address

Block Title = FROM:

Text Height = 8 LPB

Data = The address of the shipping location.

## Block 5: MASTER LABEL

Block Title = MASTER LABEL Text Height = 2 LPB

## Block 6: SHIP DATE:

Block Title = SHIP DATE:

Text Height = 2 LPB

Data = The date the shipment left your location. Format=MM/DD/YY

## Block 7:

**Senneca's Part Number Description**

Block Title = PART DESC:

Text Height = 3 LPB

Data = Description of the Senneca Part Number Maximum Length = 25 characters

## Engineering Revision Level (if applicable)

Block Title = REV LEVEL:

Text Height = 3 LPB

Data = The Engineering Change Level of all parts in this container / box / package. Maximum Length = 10 characters.

## Heat Certification Number (if applicable)

Block Title = HEAT #:

Text Height = 3 LPB

Maximum Length = 10 characters

## Lot Number (if applicable)

Block Title = LOT #:

Text Height = 3 LPB

Data = Supplier assigned lot control number to that can be used to trace these parts to specific manufacturing/assembly process data Maximum Length = 10 characters.

## Block 8: PO NUMBER:

Block Title = PO NUMBER (K) Data Identifier (DI) = K

Text Height = 3 LPB Barcode = .4 Inches

Data = Senneca assigned Purchase Order Number Maximum Length = 8 characters + 1 character “K” DI Code

# Figure 3 – Label Orientation



**Figure 4 – Suggested Label Placement**







