MN2-155.2

MN Product / Spares / Supplies & Consumables / Parts & Components Package Label Design Requirements

Revision 14

April 2016

SPONSORED BY: BS&GTO / Global Configuration Management (GCM) Competency Center

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APPROVAL: Multi-National Standard Working Group (MNSWG)

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1.0 General

1.1 Purpose and Organization

The purpose of this document is to describe the design and artwork requirements for labels for Xerox commodities, specifically products & accessories, spares, supplies & consumables, and parts & components. The document presents general information first, including a glossary of terms used in this document, followed by common design requirements for all labels, and finally specific design requirements for each of the four categories of labels. After reviewing Section 1.0 General, and Section 2.0, refer to the section(s) that pertain to the type of labels of which you are responsible.

The types of labels are outlined in Table 1 and Table 2. Suggested dimensions of various labels are outlined in Table 3.

Table 1. *Types of Xerox Commodities and Their Respective Labels*

Category & Definition	Commodity	See	Label(s)	Format / Usage	Shipping Identifier	Placement
Finished goods received ready to ship (no manual value add required within the Supply Chain).[1]	Products & Accessories	Section 3.0	Package label	Worldwide format; see R&D005 for Product & Accessory definition	Unit label[2]	Exterior packaging (see Section 3.4)
			Bulk label	Only for non-serialized product / accessory	Bulk label[3]	
	Spares	Section 4.0	Package label	Worldwide format	Unit label	Exterior packaging (see Section 4.2)
			Bulk label	Worldwide format	Bulk / pallet load label	
	Supplies & Consumables	Section 5.0	Package label	Worldwide format	Unit label	Exterior packaging (see Section 5.2)
			Bulk Label	Worldwide format	Bulk / pallet load label	
Unfinished goods received in a manufacturing environment and needed to build products or assemblies (pallet load).[1]	Parts & Components	Section 6.0	Product ID label	Worldwide format	Unit label	Exterior packaging (see 88P311 for details)
			Full transport package label	Worldwide format	Unit or bulk / pallet load label	

1. Nationalization Kits, Initialization Kits and Install Kits; use the appropriate label format based on the nature of the kit (e.g., finished or unfinished good).
2. A label for an individual commodity, i.e., a Xerox or Third Party product / accessory, spare, supply / consumable, or part / component.
3. A label for the overpack wrapping of a pallet of units.

Table 2. *Label Types by Commodity (Referenced by Figure Number)*

Label (position)		Commodities: Product / Accessory, Spares, Supply, and Parts & Components To Be Shipped				
		1	2	3	4	5
		Product / Accessory Non-serialized	Product / Accessory Serialized	Spares	Supplies	Parts & Components
Unit (Primary)		Figure 4	Figure 4	Figure 8	Figure 10	Not applicable
Bulk (Primary or Secondary)		Figure 5	N/A	Figure 9	Figure 11	Not applicable
Full Transport (Pallet Load)	Product ID Label	Not applicable	Not applicable	Figure 19	Figure 19	Figure 17 OR { Figure 19 AND Figure 20 }
	Destination Label	Not applicable	Not applicable	Not applicable	Not applicable	

Table 3. *Suggested Label Dimensions (Referenced by Figure Number)*

Commodity	Label Dimensions (Width x Height)	Figure 4	Figure 5	Figure 8	Figure 9	Figure 10	Figure 11	Figure 17	Figure 19	Figure 20
Spare (Unit)	71.96 x 46.56 mm 2.83 x 1.83 in.			✓						
Product / Accessory and Supply	101.6 x 127 mm 4.0 x 5.0 in.	✓	✓			✓	✓			
Spare, Supply, and Part / Component (Product ID)	215.9 x 93.0 mm 8.5 x 3.66 in.				✓				✓	
Part / Component (Destination)	107.95 x 93.0 mm 4.25 x 3.66 in.									✓
Part / Component (Full Transport)	215.9 x 139.7 mm 8.5 x 5.5 in.							✓		

Note: The physical size of the label may vary, depending on the dimensions of the packaging. All labels shall satisfy the minimum size requirements of the bar codes, titles and human readable. Off the shelf labels (by geography) are recommended to keep cost down. Any special requirements must be reviewed and approved by both the Business Team and Supply Chain.

1.2   Scope

This is a Class I practice and applies to all multinational and domestic products / accessories, spares, supplies / consumables, and parts / components.

The total content of this standard is mandatory. When specific elements of this standard are inappropriate for a product program, the exception to them shall be documented in the Product Performance or Systems Requirements Specification.

This standard applies to Xerox Corporation, Xerox Europe, Xerox of Canada Limited, Xerox Developing Markets Operations, and Fuji Xerox. Fuji Xerox will over label inbound Format equipment as required; see Section 1.2.1.

1.2.1   Fuji Xerox

Products shipped to Fuji Xerox shall be labeled in accordance with the Americas Product Package / Bar Code label requirements. Fuji Xerox has agreed to overstick the Americas label with its own label in Japanese upon receipt.

Products shipped from Fuji Xerox shall be labeled in accordance with the requirements of this standard.

1.2.2 Application of Unique Technologies

This standard does not preclude applying the required label information by technologies other than those described herein; however, the content and format of product packaging labels shall remain unchanged from that specified in this standard.

1.3 Responsibilities

1.3.1 Assurance of Compliance

The Operations / Business Group Vice President & General Manager and / or Technical Program Manager shall assure compliance with the requirements of this standard.

- **Products & Accessories** – It is the responsibility of the Business Team or PDT to assure that Xerox manufacturing or Third Party Supplier, where these products and accessories are packaged, are in compliance with the requirements of this practice.

- **Spares** – It is the responsibility of Procurement and the Xerox suppliers who ship prepackaged spare parts into Global Supply Chain, to ensure compliance with the requirements of this practice.

- **Supplies & Consumables** – It is the responsibility of Xerox Operations, Procurement, and the Xerox suppliers where supplies and consumables are packaged to ensure compliance with the requirements of this practice.

- **Parts & Components** – It is the responsibility of Procurement and the Xerox suppliers who ship these items, to ensure compliance with the requirements of this practice.

1.3.2 Deviations

All deviations from this standard shall require the written authorization of a manager within the Global Configuration Management (GCM) Competency Center prior to the deviated item being implemented. Request for deviation shall be submitted directly to a manager within the GCM Competency Center or Global Procurement SQA.

The deviation form can be found at the PIC&S website.

1.3.3 Application of Standard

The Operations / Business Group Vice President & General Manager, Technical Program Manager and technical design personnel shall apply the requirements of this standard in creating the Product Performance or Systems Requirements Specifications or similar documents and in designing multinational products.

1.3.4 Contact

All questions regarding compliancy of labels should be addressed with Global Procurement SQA or Global Supply Chain Launch.

1.3.5 Country of Origin & Compliance

Xerox Customs and Tariff Administration Group can be contacted for specific country of origin marking requirements for Xerox products and or kits of mixed origin. A comprehensive imported good marking requirement and audit process is in place and available.

1.4 Glossary

Bar Code Data Structure – Bar Code Data Structure – Alphanumeric structures of the codes used to convey specific information, the most significant of which is primary product information such as UPC or SCC-14 and unique identification such as SSCC-18 Code 39. A bar code symbology that uses two different widths of bars (wide / narrow ratio). Five bars and four spaces are used to create 43 data characters. It is unique from other symbologies in that it can be used to represent alphanumeric data (e.g., 0–9, A–Z, -, +, %, etc.).

Bar Code Symbology – A defined method of representing numeric or alphabetic digits using bars and spaces that are easily scanned by computer systems. An example of a specific type of bar code is Code 39.

Code 39 – Also known as a "3 of 9" bar code. A variable length, discrete, alphanumeric, bi-directional bar code. Its character set contains 43 meaningful characters: 0 - 9, A-Z, -, ., $, /, +, %, and space. Code 39 is widely used in manufacturing and distribution and can be decoded with virtually any barcode reader. An additional common character (*) is used for both start and stop delimiters. The printing of the asterisk in human-readable form under the bar code is *not* recommended. The rest of the human-readable interpretation may be printed in any size and is typically located under the bar code.

Consumable / Supply – An item consumed by a product during its normal operation. Examples include but are not limited to toner, ink, paper, drum cartridge, print cartridge, fuser, and developer and photoreceptor.

Consumable Packaging – The packaging required for shipping a consumable(s). It can consist of primary, secondary, or tertiary packaging.

Customer Replaceable Unit (CRU) – A customer-installable item that requires scheduled replacement. This is considered a consumable.

End Item / Finished Goods Part Number – This identifier is a Xerox Unified Part Number (UPN) for products and accessories only. It can be part of a Product Identifier set or stand-alone. For more details, see the *Product Identification Corporate Functional Guide* (R&D 005).

Field Replaceable Unit (FRU) / Spare – Any assembly or part made available to support unscheduled replacement of like parts in existing equipment.

Finished Goods – A product, spare, and consumable / supply ready to be shipped out. No additional packaging or label is required.

Human Readable – Characters that can be read by persons, such as letters and numbers, rather than bar codes.

Incoming Materials to Manufacturing – Any material coming into a Xerox manufacturing facility that becomes assembled or made into a product.

Interleaved 2 of 5 (ITF-14) – A continuous two-width barcode symbology encoding digits. ITF-14 symbols are generally used on packaging levels of a product, such as a case box of 24 cans of soup, while the products inside are labeled with UPC. The ITF-14 will always encode 14 digits. A check digit (checksum) can be added as the last digit, which is calculated in the same way as a UPC check digit.

Internal Tie – Also called a packaging insert. An item placed inside a machine to prevent damage during transportation. These items are removed before machine operation. Examples include ties, transit locks, foam blocks, etc.

Machine – A product that performs a function on its own without the need of additional items. Examples include but are not limited to single function printer (SFP), image output terminal (IOT), scanner or image input terminal (IIT), and multifunction product (MFP).

Nomenclature – An alphanumeric product identifier string, used by some Xerox Operating Companies in customer-facing order management systems to identify unique orderable end items. Nomenclatures generally consist of two segments (separated by an underscore or forward slash): the first segment defines the product family, and the second segment defines a configuration variant. Although use of nomenclature as an identifier for Xerox Supply Chain purposes is being discouraged, inclusion on the external box label is useful for invoicing of customers who order and receive product using this identifier.

Option / Accessory – Items that are added to machines to provide additional capabilities. Examples include but are not limited to feeders, scanners, finishers, trays, software options and duplexers.

Packaged Product – A machine, option / accessory, consumable / supply, or FRU / spare that is in a primary, secondary, or tertiary package.

Packaging – Any item that is used to protect, contain, and/or transport a product, part, or material. Packaging may be described as being primary, secondary, or tertiary. Items that support the contents throughout their functional lifetime and remain as part of the printer are not packaging (e.g. toner cartridges).

Packaging Insert – Also called an internal tie. An item placed inside a machine to prevent damage during transportation. These items are removed before machine operation. Examples include ties, transit locks, foam blocks, etc.

Packing Slip Number – A number printed on a package slip, the document sent with a shipment of goods identifying all of the items in the shipment.

Primary Packaging – The first wrap or containment of a product or material. Examples are a box holding transparencies, a carton containing a toner cartridge, etc.

Product – A combination of Xerox and non-Xerox end items received or shipped through a Xerox global Supply Chain that provide solutions to meet any Customer requirements, including hardware, network, software, license, service, and systems.

Product Identifier Set – A set that always include a Product Code and Unified Part Number (UPN), and sometime a Model Code. See the *Product Identification Corporate Functional Guide* (R&D 005).

Secondary Packaging – Packaging that contains the primary package. An example is a carton containing boxes of transparencies.

Spare – See Field Replaceable Unit.

Supply – Also called a consumable. An item consumed by a product during normal operation. Examples include but are not limited to toner, ink, paper, drum cartridge, print cartridge, fuser, developer and photoreceptor.

Tertiary Packaging – Packaging (e.g., shrink wrap, pallets) that contains or holds primary and/or secondary packages primarily for transportation purposes.

Unfinished Goods – Parts or components required for the build of products (e.g., mainframes, accessories, assemblies, etc.).

Unitized Load – The assembly of multiple packages into a combined load to be handled by machinery. Examples include but are not limited to loads on pallets or slipsheets.

Universal Product Code (UPC) – A bar code symbology that represents a unique 12-digit number assigned to retail merchandise that identifies both the product and the vendor that sells the product. The first six digits of the UPC are the vendor's unique identification number. All of the products sold by one vendor will have the same first six digits in their UPCs. The next five digits are the product's unique reference number that identifies the product within any one vendor's line of products. The last number is called the check digit, used to verify that the UPC for that specific product is correct.

Note: For other key definitions, check the PIC&S website.

2.0 General Label Specifications

Any commodity (product / accessory, spare, supply / consumable, and part / component) developed, manufactured, re-manufactured, repaired, or purchased by Xerox shall have a label for purpose of receiving, asset-tracking, and shipping throughout the Xerox supply chain. This label shall be placed on all commodities shipped to a Xerox Manufacturing, Supply Chain environment and on all commodities sold to customers that require package labels.

Note: When a customer needs a specific / special label, a separate label can be applied to the commodity per negotiation.

The following sections detail the specifications for labels for any of these Xerox commodities.

2.1 Purpose of Labels

The purpose of Xerox material identification labels is to satisfy four major requirements:

• To improve the clarity of identification of inbound and outbound material for the Xerox Supply Chain and our customers/partners.

• To ensure the consistent identification of inbound and outbound material by using an industry standard format.

• To facilitate efficiencies of automation (e.g., bar code to be used for process productivity and accuracy purposes).

• To position the material ordering and logistics process for automation (e.g., Electronic Data Interchange, etc.).

• To communicate hazard and safety information for the purposes of transport and use of the product.

Note: To assure compliancy between Serial Tag / label and Shipping label, the serial number format must be same. See MN2-155.1, *Product Serial Number & Part Number Label Design Requirements.*

2.2 Material of Labels

A label shall be made from an appropriate material (e.g., plain paper or gummed labels) that is resistant to tearing and to moisture. The label substrate and adhesive shall be sufficiently opaque to prevent "bleed-through" when labeling over an existing bar code label.

A label shall have permanent adhesive backing. The adhesive shall be of an appropriate type that will prevent the label from becoming loose and falling off the product packaging. The adhesive must be sufficient to ensure that the label will stay affixed during long-time storage (up to five years), shipping, and handling. In addition, the printed label stock shall be resistant to "scrubbing" or "rubbing" and "fading.

2.3 Placement of Labels

See the placement requirements for the specific Xerox commodity.

2.4 Preferred Methods for Printing Labels

The preferred methods for printing labels are thermal printing (e.g., Monarch, Sato, or Zebra printers) and laser printing.

2.5   Bar Codes on Labels

A bar code scan line shall appear on a label under the equivalent line of alphanumeric characters and shall include all of the alphanumeric characters.

Regardless of background, all bar code symbols must scan to a grade "C" or better in all of the ANSI X3.182 categories, also with an overall symbol grade of a "C" or better. The bar code must also pass all of the traditional bar code parameters.

The height of the bar code characters shall be a minimum of 10 mm (.394 in.) high. The minimum and maximum height standards are shown in Figure 1.

Bar code scan bars, not including UPC or ITF bar codes, shall be generated using the Code 39 symbology medium density format. The bar code formats are shown in Figure 1. The UPC scan bar shall be generated by using UPC-A symbology with 12-digit data structure. The ITF scan bar shall be generated using interleaved 2 of 5 symbology with SCC-14 structure. The UPC or ITF bar code character definitions are discussed in Section 2.5.1.

Figure 1. *Bar Code Character Length vs. Height Standard (Issued for Reference Only)*

2.5.1   UPC and ITF Bar Code Characters

The UPC for the *primary* package must be displayed in UPC-A symbology with a 12-digit data structure. A bearer bar is also required around the UPC bar code. See Figure 2.

The UPC for the *secondary* package must be displayed in interleaved 2 of 5 (ITF) symbology with SCC-14 data structure. See Figure 2.

Bar Code For Primary / Unit Package
UPC-A Symbology with 12 Digit Data Structure

095205463521

← **Bearer Bar**

0   95205   46352   2

Number System — This number is zero (0) if managed by the UCC and non-zero if managed by the EAN. This number is typically zero (0) for all Xerox items

Xerox ID Number — This number is identical for all Xerox items

Module-10 Check Digit — This number is typically created automatically by the bar code software and is based on the preeceding number

Item ID Number — This number is unique to an item and is assigned by Xerox

Bar Code For Secondary / Bulk Package
ITF Symbology with SCC-14 Data Structure

50095205463527

← **Bearer Bar**

5   00   95205   46352   7

Packaging Indicator — A Number used to identify the type of secondary packaging being used (e.g. carton, sleeve, pallet load, etc.). The packaging identifier Five (5) is used for a case containing more than one item

Number System — This number is zero (0) if managed by the UCC and non-zero if managed by the EAN. This number is typically zero (0) for all Xerox items

Number System — This is the same number as the first digit in the UPC. It is typically zero (0) for Xerox items

Module-10 Check Digit — This number is typically created automatically by the bar code software and is based on the preeceding number

Item ID Number — This number is unique to an item and is assigned by Xerox. It is the same number as in the UPC

Xerox ID Number — This number is identical for all Xerox items. It is the same number as in the UPC
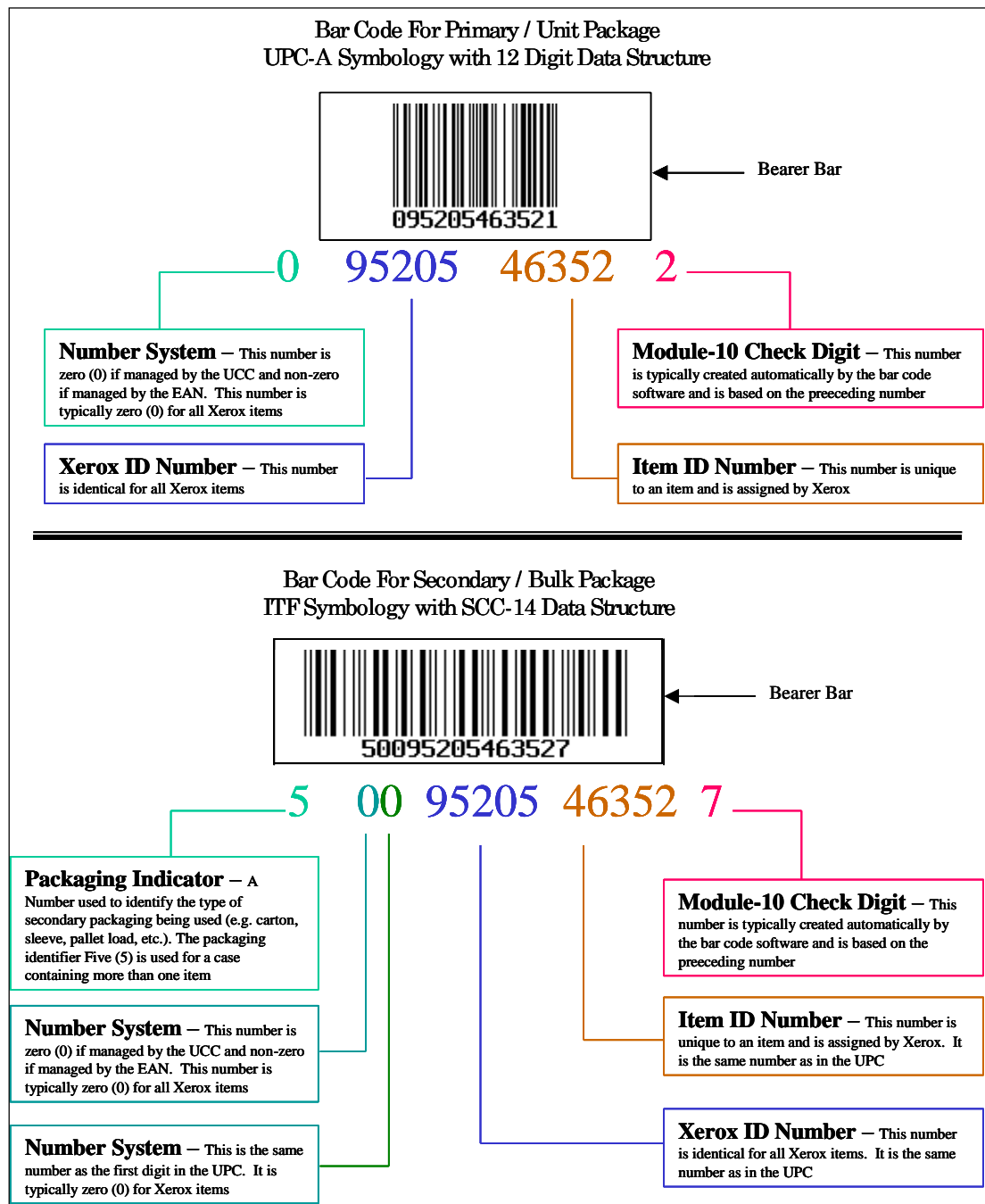
Figure 2. *UPC and ITF Bar Code Definition*

2.5.2   Other Size Requirements

- Labels: See [Table 3](#).

- Human Readable: 6–10 mm (.24–.394 in.)

- Title: 3 mm (.12 in)

3.0 Label Specifications for Products / Accessories (Finished Goods)

The following sections detail additional specifications (beyond the general specifications in Section 2.0) for labels of all Xerox and Third Party products / accessories.

For products / accessories, a label shall be placed on all new build, remanufactured, refurbished, returned product modules, equipment kits, plus **ALL purchased or acquired Third Party Products or finished goods product modules**. The appropriate label content shall be utilized and this will depend on the type of product module (e.g., serialized, non-serialized, non-product coded, etc.). This label shall replace all other product package shipping and / or bar coded labels for any product delivery initiative. No other label shall be acceptable.

A bulk label shall be applied to the overpack of non-serialized bulk-packaged products / accessories. Items packaged in bulk shall be in quantities greater than one. Each individual product / accessory contained within a bulk packaged item shall be individually labeled, per the requirements in this document. An example of a product that might be bulk packaged is a small printer or software sold as a product.

3.1 Product / Accessory Identification

All products / accessories shall have highly visible product identification and ISO shipping / handling markings on the outer container. The product package label provides identification and facilitates unit receipt, storage, transport, accountability throughout the value chain, plus eliminates "workarounds" and unnecessary costs.

This label shall contain product identification (part number, UPC / ITF, product / model code and serial number) in both human readable and bar code format as well product description, gross weight, and country of origin in human readable format.

Note: All uses of Model Codes shall meet the requirements identified within Multinational Standard MN2-155.1 *Product Serial Number & Part Number Label Design Requirements Standard* and the *Product Identification Corporate Functional Guide* (R&D 005). No other use of a Model Code shall be acceptable.

3.2 Format of Product / Accessory Labels

There shall be only one format of this MN Product Package / Bar Code Label. All of the fields of this label shall remain unchanged. Only the content of the data / information contained within a given field shall be changed and this shall be totally dependent upon the type of product module / kit being labeled. **The identified data / information within a given field of this label shall not be modified from the description within this standard.**

Note: For additional information on product types and product identifier definitions, see *Product Identification Corporate Functional Guide* (R&D 005).

Figure 3 illustrates a typical label for a product / accessory. (For suggested dimensions, see Figure 1 and Table 3.) The fields of the label are defined in Table 4.

Note: The vertical and horizontal lines that appear in Figure 3 do not have to appear on the label. However, the location of the information on the label shall remain unchanged. The choice of fonts is optional.

Figure 3. *Typical Product / Accessory Label*

Table 4. Field Definitions for a Product / Accessory Label

No.	Field	Description
1	UPC Code Model	The UPC Code is required for products / accessories sold by distributors (i.e., dealers). Use UPC-A symbology with 12-digit data structure. (See Figure 2.) This code can be acquired via Xerox Configuration Manager / Buyer assigned to your program or your Packaging Engineer.
2	Customer Part Number	Intended for products / accessories that are received by customers in the primary packaging, and use either a nomenclature string or Xerox UPN as a primary identifier for market ordering activity. Must be displayed in human-readable and bar code form. The Partner OpCos can assist in determining if nomenclature is required for their go-to-market processes.
		The Bar code contains a data field identifier ("30P") used by automated barcode scanning systems to identify this piece of data as a part identifier.
		If the item is not normally received by customers in its primary packaging, then this field can be considered optional.
		Note: Because Code 39 barcode symbology cannot render the underscore "_" in many nomenclatures as a single character, the convention recognized by Xerox systems is to substitute the slash "/" character instead.
3	Customer Serial Number	Required for products/accessories that have a serial number. Must be displayed in human-readable and bar code form.
		The Bar code contains a data field identifier ("S") used by automated barcode scanning systems to identify this piece of data as a serial number.
		This field is required by distributors as a condition for providing feedback on the end customers our products are sold to, and is not intended for Xerox supply chain use.
		This field can be considered optional for non-serialized products / accessories.
4	Part Number / Product Code / Model Code	Required to receive and ship products / accessories through the Supply Chain.
5	Gross / Net Weight	Required for the Supply Chain.
6	Product / Accessory Description	Required. Identifies the product / accessory within the package. See Section 3.2.1.
7	Serial Number – Americas Format	Required to receive and ship products / accessories in the Americas Supply Chain. See Section 3.5.3.
8	Serial Number – Xerox Europe Format	Required to receive and ship serialized products / accessories in the European Supply Chain. See Section 3.5.5.
		Note: For 220v/50hz products / accessories required for DMOW, and shipped via North America PDCs, it is the responsibility of PDT / Supply Chain organization to assure that "Americas format" is also applied on the label. See Section 3.5.3.
9	Country of Origin	Required. Complies with federal, state, and local laws and regulations. See Section 3.2.2.

No.	Field	Description
10	MAC Address	The Media Access Control (MAC) number / address is required to meet frequent requests from Xerox customers. When the MAC address of a Network Enabled Product is associated with or assigned to an individual unit through assembly, manufacturing, or integration processes, it must be captured and printed on the label in the provided field. See Section 3.5.6.
11	Supplier Optional Field	Self Explanatory
A	Human Readable Data	(Shown in blue in Figure 3.) Required.
B	Titles	(Shown in black in Figure 3.) Required, even when no data is present.
C	Bar Codes	Required. See Section 3.5.*
D	Data	(Shown in black in Figure 3.) Required. To show content and position of the bar code characters. See Section 3.5.

Note: Data to include on the label varies depending on the specific product / accessory requirements (e.g., serialized or non-serialized, America or European, Two Tiers, etc.).

3.2.1   Product / Accessory Description

The description of a product / accessory shall have alpha and / or numeric characters of 7mm (.28 in.) in height at a minimum on all product package labels within this standard. This will allow for proper visual identification of the product, especially when generic packaging is used.

3.2.2   Country of Origin

Country of origin marks applied by Xerox and Third Party Suppliers of goods to Xerox shall comply with all applicable federal, state and local laws, plus regulations, including the Federal Trade Commission's Enforcement Policy Statement on U.S. Origin Claims (62 F.R. 63756, December 2, 1997).

Note: For additional information, see https://www.ftc.gov/tips-advice/business-center/guidance/complying-made-usa-standard.

All goods of foreign origin are required by Section 304 of the Tariff Act [19 U.S.C. Section 1304] to be marked permanently, legibly, and in a conspicuous place with the English name of the country of origin. For goods imported from Canada or Mexico, the country of origin must be determined in accordance with the NAFTA Marking Rules, 19 C.F.R. section 102.20. The country of origin shall be completely spelled out (e.g., United Kingdom, Mexico, United States of America, etc.) and shall be preceded by words such as "Made in" or "Product of". If the words "American" or the letters "USA", similar designations of domestic origin, or a geographic designation other than the country of origin appear on a product or its package, the country of origin statement should be in close proximity thereto, in lettering of comparable size.

When kits or sets contain components from multiple countries of origin, the package containing the kit or set shall be marked to show all foreign countries of origin (e.g., product of Japan, China and Spain) and may be marked to include the U.S. among the countries, if the kits or sets contain U.S. origin components. If the origin marking on the components is visible through the package, the package may state "See individual articles for country of origin".

Note: Xerox Customs and Tariff Administration can be contacted for specific country of origin marking requirements.

3.3   Size of Product / Accessory Labels

The physical size of the label may vary, depending on the dimensions of the packaging. (For suggested dimensions, see Table 3.) All labels applied to a product shall satisfy the minimum size

requirements of the bar codes, titles, and human readable. Off-the-shelf labels (by geography) are recommended to keep cost down. Any special requirements must be reviewed and approved by both the Business Team and Supply Chain. All labels shall be printed in Portrait format.

3.4   Placement of Product / Accessory Labels

A product packaging label shall be applied to the overpack at appropriate placement based on following rules:

- Rule 1 – Individually palletized machines must have labels visible on two adjacent sides of the pallet.

- Rule 2 – Machine packages without access doors must have labels visible on two adjacent sides of the pallet.

- Rule 3 – Unit-loaded machine packages with access doors must have only one label on the same side as the access door.

- Rule 4 – Unit-loaded machine packages must be palletized so that each package has a label visible to the outside of the pallet.

- Rule 5 – Where possible, label and access door should be aligned with one of the smallest sides that can be entered by a pallet jack, so long as doing so does not violate Rules 1–4.

The label shall not be obstructed in any way by banding, strapping, or other materials; therefore the entire label must be visible at all times. Exceptions to this must be approved by Xerox Packaging Engineering.

3.5 Bar Codes on Product / Accessory Labels

The descriptions and positions of the bar code characters for products / accessories shall be as shown in the following sections.

3.5.1 Part Number / Product Code / Model Code Bar Code Characters

See Figure 3, Field 4.

Table 5. *Descriptions of Part Number / Product Code / Model Code Bar Code Characters*

Character	Description
1	Start Character (3 of 9 symbology)
2–10	Unified Part Number (Alpha in position 5)
11–13	Product Code (truncated at end, if no Product Code)
14	Model Code (truncated at end, if no Model Code)
Last Character	Stop Character (3 of 9 symbology)

Table 6. *Positions of Part Number / Product Code / Model Code Bar Code Characters*

EITHER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
*	1	0	0	S	1	1	8	4	7	L	P	H	F	*

OR

1	2	3	4	5	6	7	8	9	10	11
*	1	0	0	S	1	1	8	4	7	*

Note: At no time shall a **500K** be placed within this field, as it *is not* an End Item / Top Assembly Part Number. For more detailed explanation, see the *Product Identification Corporate Functional Guide* (R&D 005), Section 6.4, "Packaging Identification via a 500K."

3.5.2 Part Number Bar Code Characters – Customer Part Number Format

See Figure 3, Field 2.

Table 7. *Descriptions of Product Code / Part Number Bar Code Characters – Customer Part Number Format*

Character	Description
1	Start Character (3 of 9 symbology)
2-4	"30P" Data Identifier
5-16	Xerox UPN or nomenclature (blank at end, if less than 9 characters)
17	Stop Character (3 of 9 symbology)

Table 8. *Positions of Product Code / Part Number Bar Code Characters – Customer Format*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
*	3	0	P	6	2	0	0	/	S	Z							*

3.5.3   Serial Number Bar Code Characters – Americas Format

See Figure 3, Field 8.

Table 9. *Descriptions of Serial Number Bar Code Characters – Americas Format*

Character	Description
1	Start Character (3 of 9 symbology)
2–4	Product Code
5–10	Serial Number
11	Model Code (truncated at end, if no Model Code)
Last Character	Stop Character (3 of 9 symbology)

Table 10. *Positions of Serial Number Bar Code Characters Americas format*

EITHER											
1	2	3	4	5	6	7	8	9	10	11	12
*	L	P	H	1	2	3	4	5	6	F	*

OR										
1	2	3	4	5	6	7	8	9	10	11
*	L	P	H	1	2	3	4	5	6	*

3.5.4   Group Serial Number Bar Code Characters – Customer Format

See Figure 3, Field 3.

Table 11. *Descriptions of Serial Number Bar Code Characters –Customer Format*

Character	Description
1	Start Character (3 of 9 symbology)
2	"S" Data Identifier
3-5	Product Code or Manufacturing Location Code
6-11	Serial Number
12	Check Digit if required
Last Character	Stop Character (3 of 9 symbology)

Table 12. *Positions of Serial Number Bar Code Characters –Customer Format*

1	2	3	4	5	6	7	8	9	10	11	12
*	S	L	P	H	1	2	3	4	5	6	*

3.5.5 Serial Number Bar Code Characters – Xerox Europe Format

See Figure 3, Field 8.

Table 13. *Descriptions of Serial Number Bar Code Characters – Xerox Europe Format*

Character	Description
1	Start Character (3 of 9 symbology)
2–4	Manufacturing Location Code
5-10	Serial Number
11	Check Digit
12	Stop Character (3 of 9 symbology)

Table 14. *Positions of Serial Number Bar Code Characters – Xerox Europe Format*

1	2	3	4	5	6	7	8	9	10	11	12
*	1	6	0	1	2	3	4	5	6	1	*

3.5.6 Media Access Control number / address

The Media Access Control (MAC) number / address is conventionally communicated as a string of six 2-digit hexadecimal numbers separated by colons. However, as Code 39 cannot render a colon, the colons will be included in the human-readable portion, but eliminated in the bar code. The bar code should be presented as a 12-digit number using the normal hexadecimal character set 0-9 and A-F.

See Figure 3, Field 10.

Table 14. *Descriptions of MAC number / address*

Character	Description
1	Start Character (3 of 9 symbology)
2–13	MAC address (12-digit number using normal hexadecimal character set 0-9 and A-F)
14	Stop Character (3 of 9 symbology)

Table 15. *Positions of MAC number / address*

1	2	3	4	5	6	7	8	9	10	11	12	13	14
*	0	8	0	0	3	7	9	F	9	1	A	6	*

3.6 Product / Accessory Label Samples

Figure 4 illustrates a unit product / accessory label, and Figure 5 illustrates a bulk product / accessory label. (For suggested dimensions, see Figure 1 and Table 3.)

UPC Code Model

UPC

095285862870

Part Number

Customer Part Number (30P): **6200/SZ**

or Optional Field

30P6200/SZ

Serial Number

Customer SN (S): **LPH123456**

or Optional Field

SLPH123456

Xerox Part Number

Xerox Part Number / Product Code / Model Code

100S11847 LPH F

100S11847LPHF

Product Code & Model Code

Weight (Kgs / Lbs)

Gross Weight
__Kgs / __Lbs
Net Weight
__Kgs / __Lbs

Product description

6200/SZ

Product Description

American Format Serial Number

American Format SN: **LPH123456F**

LPH123456F

Country of Origin:

Assembled in USA from US and foreign components

Country of Origin

European Format Serial Number

European Format SN: **1601234561**

1601234561

MAC Address:

08:00:37:9F:91:A6

08 00 37 9F 91 A6

MAC Address

Optional Field

Supplier Optional Field:

Figure 4. *SAMPLE – Unit Product / Accessory Label*

Customer Part Number (30P):
or Optional Field

Customer Part Number

Xerox Part Number / Product Code / Model Code

097S02842 KMR

097K02842KMR

Product Code & Model Code

Xerox Part Number

Gross Weight
__Kgs / __ Lbs
Net Weight
__Kgs / __ Lbs

3 tray Module
P.O. No.: _____ Date: _____

Product Description, P.O. No. and Date

Weight (Kgs / Lbs)

Qty 5

5

Country of Origin:
Japan

Country of Origin

Quantity Field

Supplier Optional Field

Optional Field

Figure 5. SAMPLE – Bulk / Pallet Product / Accessory Label …Non-Serialized ONLY

Note: The UPC for the *Bulk / Pallet Label* must be displayed in interleaved 2 of 5 (ITF) symbology with SCC-14 data structure.

4.0 Label Specifications for Spares (Finished Goods)

The following sections define the specific specifications for spare labels. (See also the general specifications in Section 2.0.)

4.1 Format of Spare Labels

There shall be only one format of this MN for spares package / bar code labels. All of the fields of this label shall remain unchanged. Only the content of the data / information contained within a given field shall be changed and this shall be totally dependent upon the type of spare / kit being labeled. The identified data / information within a given field of this label shall not be modified from the description within this standard.

Figure 6 illustrates a typical label for a spare. (For suggested dimensions, see Figure 1 and Table 3.) The fields of the label are defined in Table 16.

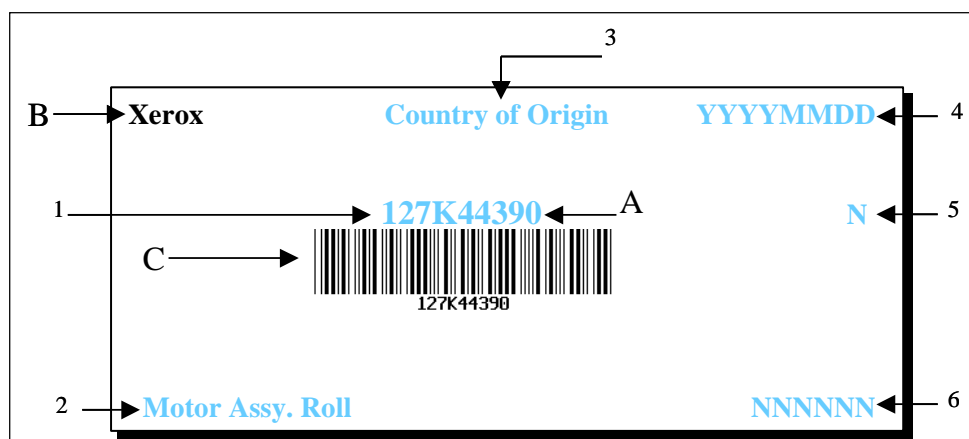**Figure 6**. *Typical Spare Label*

Table 16. *Field Definitions for a Spare Label*

No.	Field	Description
1	Part Number	Required. The Xerox Unified Part Number (UPN), used to receive and ship spares through the Supply Chain. **Note:** The readable *must* be zero filled to 9 digits.
2	Description	Required. Identifies the spare part within the package.
3	Country of Origin	Required. Complies with federal, state, and local laws and regulations. The specification is the same as for product / accessory labels; see Section 3.2.2.
4	Date	Required. Identifies the date of packaging.
5	Quantity	Required. Identifies the number of spares within the package.
6	Supplier's Number	Required. Identifies the supplier. (6 digit code)
A	Human Readable Data	(Shown in blue in Figure 6.) Required. **Note:** The Part Number *must* be zero filled to 9 digits.
B	Titles	(Shown in black in Figure 6.) Required.
C	Bar Codes	Required. See Section 4.3. **Note:** The bar code *must* be zero filled. See Table 18.

4.2 Placement of Spare Labels

A piece part label placed on a corrugated container shall be wherever practicable in the upper left corner of the width / depth panel. It shall not be bent around a corner. When placing a piece part label on a plastic bag, care should be taken that no wrinkles lie beneath the label in order to avoid causing the bar code from becoming unreadable and the human-readable information from becoming distorted. When placing a piece part label on reasonable thin tubes, align the label so that its length is parallel to the length of the tube, as shown in Figure 7.
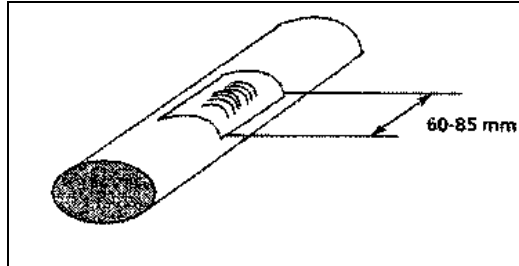

Figure 7. *Placement of Piece Part Label on a Thin Tube*

4.3 Bar Codes on Spare Labels

The descriptions and positions of the bar code characters for spares shall be as shown in the following tables. (See also Figure 6, Field C, and Figure 8.)

Note: The bar code on a spare label *must* be zero filled.

Table 17. *Descriptions of Spare Part Number Bar Code Characters – Xerox Format*

Character	Description
1	Start Character (3 of 9 symbology)
2–10	Unified Part Number (Alpha in position 5)
11	Stop Character (3 of 9 symbology)

Table 18. *Positions of Spare Part Number Bar Code Characters – Xerox Format*

1	2	3	4	5	6	7	8	9	10	11
*	1	2	7	K	4	4	3	9	0	*

4.4 Spare Label Samples

Figure 8 illustrates a unit spare label, and Figure 9 illustrates a bulk spare label. (For suggested dimensions, see Figure 1 and Table 3.)

Figure 8. *SAMPLE – Unit Spare Label – Format*

Part No. 019K06401	Description **Finger Assembly**
	Country of Origin **United States of America**
Quantity **400**	Date **YY/MM/DD** Engr. Change **Rev. Level A**
	Purchase Order **1234567890**
Supplier **123456**	
Serial **1234567890**	Batch **1234567890**
	Gross Weight: ____**Kgs /** ____**Lbs** Net Weight: ____**Kgs /** ____**Lbs**
Supplier Optional Field	

Figure 9. SAMPLE – Bulk / Pallet Load Spare Label – Format

Note: The pallet load label shown in <u>Figure 8</u> is the same as that shown in <u>Figure 19</u>.

5.0 Label Specifications for Supplies / Consumables (Finished Goods)

The following sections define the specific specifications for supply / consumable labels. (See also the general specifications in Section 2.0.)

5.1 Format of Supply / Consumable Labels

There shall be only one format of this MN for supply / consumable package / bar code labels. All of the fields of this label shall remain unchanged. Only the content of the data / information contained within a given field shall be changed and this shall be totally dependent upon the type of supply / consumable being labeled. The identified data / information within a given field of this label shall not be modified from the description within this standard.

5.1.1 Supply / Consumable Labels

Any supply or consumable developed, manufactured, or purchased by Xerox shall have a label as illustrated in Figure 12 for purpose of receiving, asset-tracking, and shipping throughout the supply chain. For additional information, see Section 5.2.

5.1.1.1 Primary / Unit Packaging Required Information

A primary / unit packaging label must be included on all primary / individual quantity packaging and should be printed clearly on the secondary and / or tertiary packaging. The following information is not required for immediate packaging, but is necessary on any packaging that is used as the unit of sale, such as cartridges, bottles, and reams of paper. For more information, contact your local packaging group.

Figure 10 illustrates the primary / unit packaging label. (For suggested dimensions, see Figure 1 and Table 3.) The fields of the label are defined in Table 19.

Figure 10. *Primary / Unit Packaging Required Information*

Table 19. *Field Definitions for Primary / Unit Packaging Required Information*

No.	Field	Description
1	Country of Origin	Must be in human-readable format.
2	UPC Code	UPC-A symbology with a 12-digit data structure. See Figure 2. This code can be acquired via the Xerox Configuration Manager / Buyer or Packaging Engineer assigned to your program.
3	Customer Part Number	Bar code of the part number in Code 3 of 9 symbology with data identifier prefix **1P**. Must be in human-readable format below the scan bar. Dashes, underscores, and/or spaces are not allowed. A bearer bar is not always used or necessary.
4	SSC Part Number	SSC (Supply/Consumable Supply Chain) Bar Code of the part number in Code 3 of 9 symbology. Must be in human-readable format below the scan bar. Dashes, underscores, and/or spaces are not allowed. A bearer bar is not always used or necessary. **Note:** Part Number must be zero filled in both the bar code and readable

Note: Data to include on the label varies depending on the specific requirements (e.g., Xerox, Two Tiers, etc.).

5.1.1.2 Secondary / Bulk Packaging Required Information

A secondary / bulk packaging label must be included on all secondary / case quantity packaging and should be printed in the order shown in Table 20.

Figure 11 illustrates the secondary / bulk packaging label. (For suggested dimensions, see Figure 1 and Table 3.) The fields of the label are defined in Table 20.
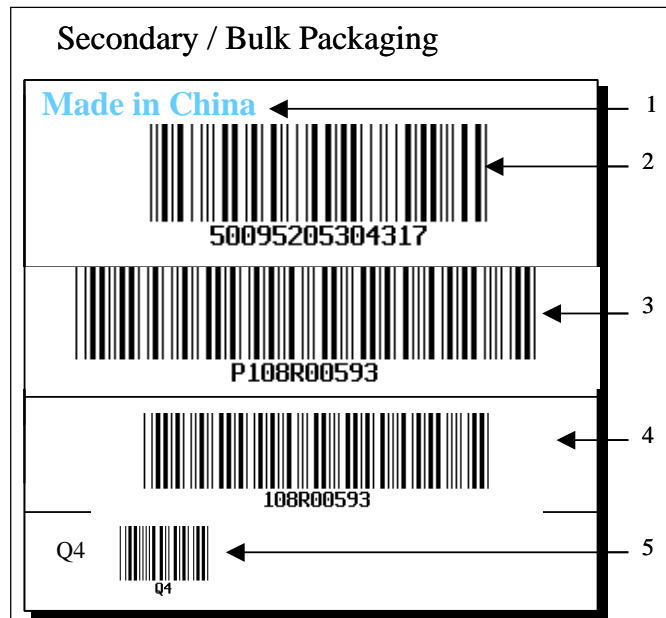

Figure 11. *Secondary / Multi-Pack Required Information*

Table 20. *Field Definitions for Secondary / Bulk Packaging Required Information*

No.	Field	Description
1	Country of Origin	Must be in human-readable format.
2	ITF Code	Interleaved 2 of 5 (ITF) symbology with an SCC-14 data structure, when ITF code is required. See Figure 2.
3	Customer Part Number	Bar code of the part number in Code 3 of 9 symbology with data identifier prefix **P**. Must be in human-readable format below the scan bar. Dashes, underscores, and/or spaces are not allowed. A bearer bar is not always used or necessary.
4	SSC Part Number	SSC (Supply/Consumable Supply Chain) Bar code of the part number in Code 3 of 9 symbology. Must be in human-readable format below the scan bar. Dashes, underscores, and/or spaces are not allowed. A bearer bar is not always used or necessary.
5	Quantity	Bar code of primary units quantity in Code 3 of 9 symbology with data identifier prefix **Q**. Must be in human-readable format before the scan bar

Note: On pallet loads, see Section 6.0 for appropriate label(s).

5.2 Placement of Supply / Consumable Labels

For a supply / consumable, the product identification shall be included in the package artwork.

For a supply / consumable label, graphics can be printed directly on the carton in order to avoid unnecessary labeling; see Section 2.5. Most consumables are directly printed with the necessary information and it is the rare instance where it will require a label. When a supply or consumable is labeled, use Figure 12 as your starting point and adjust according to additional requirements. Also, if labels are used, it is important to consider multi-lingual pending on the market(s) that are supported. For additional information, contact your local packaging group.

5.3 Bar Codes on Supply / Consumable Labels

5.3.1 Bar Codes for the Customers Section of Supply / Consumable Labels

The descriptions and positions of the bar code characters, for supply shall be as shown in the following tables. See Figure 10, Field 3.

Table 21. *Descriptions of Supply Part Number Bar Code Characters*

Character	Description
1	Start Character (3 of 9 symbology)
2-3	"1P" Data Identifier
4–12	Supply Part Number (Alpha in position 6)
13	Stop Character (3 of 9 symbology)

Table 22. *Positions of Supply Part Number Bar Code Characters*

1	2	3	4	5	6	7	8	9	10	11	12	13
*	1	P	1	0	8	R	0	0	5	9	3	*

5.3.2   Bar Codes for SSC Supply / Consumable Labels

The descriptions and positions of the bar code characters, for Xerox supply/consumable shall be as shown in the following tables. See Figure 10, Field 4.

Table 23. *Descriptions of Spare Supply Part Number Bar Code Characters – SSC Format*

Character	Description
1	Start Character (3 of 9 symbology)
2-10	Unified Part Number (Alpha in position 5)
11	Stop Character (3 of 9 symbology)

Table 24. *Positions of Supply Part Number Bar Code Characters*

1	2	3	4	5	6	7	8	9	10	11
*	1	0	8	R	0	0	5	9	3	*

5.4   Supply / Consumable Label Samples

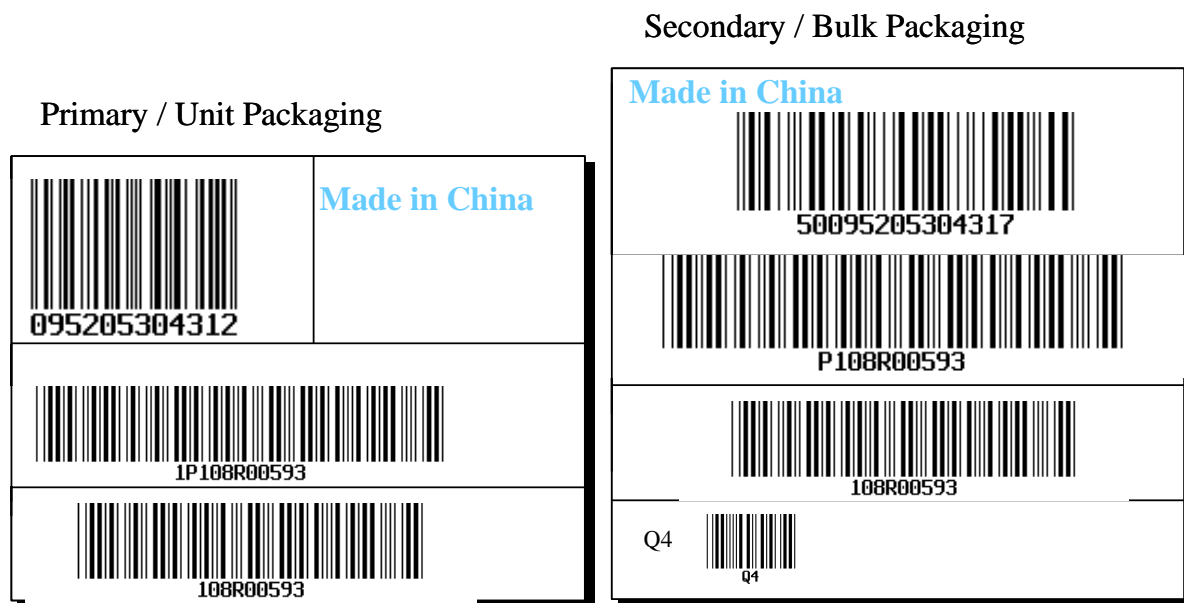Figure 12 illustrates labels for primary and secondary packaging.

Figure 12. *SAMPLE – Supply / Consumable Labels / Artwork*

6.0 Label Specifications for Parts / Components, Spares & Supplies (Pallet Load)

The following sections define the specific specifications for part / component, spare and supply pallet load labels. (See also the general specifications in Section 2.0.)

6.1 Basis of Identification Label for Parts / Components

The material identification label formats for parts & components are based on but are not identical to the Odette Industry Standard (i.e., not all versions of Odette are acceptable, but only the labels identified in this specification).

Note: The Odette label specification can be ordered from the agency as listed in paragraph 13.0, Reference Documents of 88P311.

The only exception granted from this material identification specification is for those suppliers of electrical components that currently use the Electronic Industry Association (EIA-556) standard label.

6.2 Format of Part / Component Labels

Two label formats are required for use on parts and components:

- Full Transport Label (shipping purposes)

- Product ID Label (box identification purposes)

6.2.1 Full Transport Label

The Full Transport Label format is used when destination information is required on the package or unit load. This label may be used in one of two configurations (recommended configuration or alternate configuration) as shown in Figure 13.

6.2.2 Product ID Label

The Product ID Label format is used when destination information is not required on the package. This label is shown with dimensions in Figure 15. (See also Figure 1 and Table 3.)

The alternate configuration of each label format is allowed for the purpose of minimizing implementation cost to users / suppliers. The recommended and alternate configurations may be comprised of one or more sections / labels. However, when the material is received at the Xerox location, the appearance of a single label must be intact.

6.2.3 Field Layout

Layout of the fields must be in the order and organized on the label as prescribed. Field width may not be exact, due to the paper being narrower than specified. If this is the case, barcoded and human-readable data must be read with the eye or barcode reader and all data must be on the label size selected, i.e., the barcode must also have the required quiet zones.
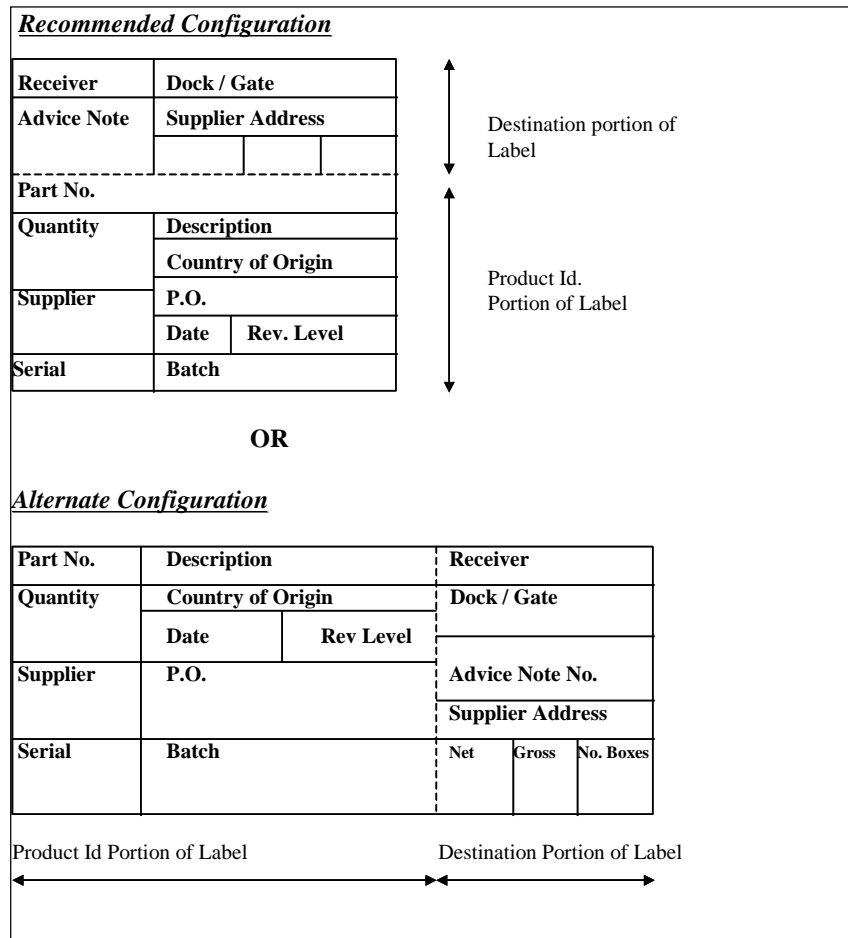
Recommended Configuration

Receiver	**Dock / Gate**
Advice Note	**Supplier Address**
Part No.	
Quantity	**Description**
	Country of Origin
Supplier	**P.O.**
	Date / **Rev. Level**
Serial	**Batch**

Destination portion of Label

Product Id. Portion of Label

OR

Alternate Configuration

Part No.	Description		Receiver		
Quantity	Country of Origin		Dock / Gate		
	Date	Rev Level			
Supplier	P.O.		Advice Note No.		
			Supplier Address		
Serial	Batch		Net	Gross	No. Boxes

Product Id Portion of Label   Destination Portion of Label

Figure 13. *Full Transport Label – Recommended and Alternate Formats*

6.3 Size of Part / Component Labels

The following sections discuss the required sizes and the size tolerances for labels for parts / components.

6.3.1 Recommended Sizes and Fields Definitions

The physical size of the label may vary, depending on the dimensions of the packaging. All labels shall satisfy the minimum size requirements of the bar codes, titles, and human readable. (For suggested dimensions, see Figure 1 and Table 3.) Off-the-shelf labels (by geography) are recommended to keep cost down. Any special requirements must be reviewed and approved by both Buyer and Manufacturing.

Table 25 provides definitions of the fields on this label.

Figure 14. *Dimensions of the Full Transport Label – Recommended Format*

Table 25. *Field Definitions for the Full Transport Label – Recommended Format*

No.	Field	Description	Data provided by
1	Receiver	The name of the Xerox facility receiving the shipment shall be printed in this area. The characters shall be bold and a minimum of 4 mm (.20 in.) high. Four lines of characters are permitted with up to a maximum of 27 characters in each line.	Xerox buyer
2	Advice Note No (ANN)	Used for shipping reference. It shall be unique for each delivery and can be the pack slip number, invoice number, or EDI reference number. The ANN will be the invoice number. The reference shall be printed in bar code and allows a maximum of 9 characters	Supplier
3	Dock / Gate	Contains the final destination to which the goods are to be delivered. The building and dock number are bar-coded with human-readable characters above, maximum 6 characters 4 mm (.20 in) high. Bar-coded information includes dock. Additional human-readable characters can be printed to the right of the area in 3 lines, 5 mm high, 12 characters maximum. The human-readable information must include the building, dock or gate, and dock street address.	Xerox buyer (on purchase order)
4	Supplier Address	The supplier company address shall be printed here. The characters shall be human-readable only and a minimum of 4 mm (0.15 in.) high. One line of 40 characters maximum is allowed.	Supplier

No.	Field	Description	Data provided by
5	Net Weight (Kg/lbs)	The weight of the material being shipped (excluding packaging) shall be printed here in kilograms or pounds (Kg/Lbs). The unit of measure (one only) shall be given. The data shall be human-readable only and a minimum of 7 mm (0.28 in). There is room for a maximum of 5 characters.	Supplier
6	Gross Weight (Kg/lbs)	The weight of the material being shipped (including the weight of the packaging) shall be printed here in kilograms or pounds (Kg/Lbs). The unit of measure (one only) shall be given. The data shall be human-readable only and a minimum of 7 mm (0.28 in). There is room for a maximum of 5 characters.	Supplier
7	No. of Boxes	*Unit Loads* – The total number of boxes on the transport unit. The data must be human readable only and a minimum of 7 mm (0.28) in.). There is room for a maximum of 5 characters. *Individual Containers* – When containers are not shipped as part of a unit load (see section 10.3 of 88P311), the container is the transport unit.	Supplier
8	Part No.	This field is used in three different ways. The part number shall appear when: 1. The label is applied to a container or pallet load containing all the same part number. 2. The label is applied to a MN 5 or 13 overshipper filled with MN 1 containers, containing all the same part number 3. The part number does not appear on the label when the container, pallet load, or overshipper contains different Xerox part numbers, i.e., a "Mixed Load." In this case, "Mixed Load" is printed in the Part No. field. The field data is to be both human-readable and bar-coded. The human-readable characters shall be bold, a minimum of 13 mm (.51 in.) high, and a maximum of 24 characters. The bar code symbol of the part number shall be directly below the human-readable characters and shall be a minimum of 13 mm (0.51 in.) high. Part Number shall be zero filled in both the human-readable and bar-coded characters.	Xerox buyer (on purchase order)
	Optional Logo Area	This Part No. field, on the right side, may be used for a company logo or other human-readable only identifiers, e.g., Rev. Level, Work Order No., Factory Order No., material description, full name of foreign company(s). Other identifiers can be used only on the Full Transport label.	n/a

No. Field	Description	Data provided by
9 Quantity	Like the Part No. field, this field can be used in three different ways: 1. When the label is applied to an individual box, the total quantity in the individual box is printed in the quantity field. 2. When MN Boxes containing the same part number are made up into a pallet load, or when MN 1 boxes with all the same part number are stacked in a MN 5 or 13 overshipper, the quantity field is the sum of the individual container quantities, i.e., a "Master Load." 3. When the label is applied to a pallet load or overshipper containing different part numbers, the quantity is left blank, i.e. a "Mixed Load." The human-readable characters shall be bold and a minimum of 13 mm (0.51 in.) and a maximum of 9 characters. The bar code symbol of the quantity shall be directly below the human-readable characters.	Xerox buyer (on purchase order)
10 Supplier	The supplier code number, designated by Xerox, shall appear in this field. The data is to be both human-readable and bar-coded. The human-readable characters shall be a minimum of 5 mm (0.20 in.) high and the maximum number of characters is 6. The bar code symbol of the supplier shall be directly below the human-readable characters and shall be a minimum of 13 mm (0.51 in.) high.	The supplier code number will be provided on the purchase order.
11 Serial (Optional)	The serial number shall have the form of 1 to 999999999 and be assigned to every printed transport label without repetition within a minimum of one calendar year. The number shall be a unique (not necessarily) in sequential order. The object of the serial number is to differentiate each container or unit load from any other. Each container or unit load bearing a Xerox Transport Label shall have a unique serial number. As the scope, the specification of this commodity relates to raw materials, piece parts, and sub-assemblies. This serial number does not have any relationship with any product serial number. The human-readable characters shall be a minimum of 5 mm (0.20 in.) high and the maximum number of characters is 9. The bar code symbol of the serial number shall be directly below the human-readable characters and shall be a minimum of 13 mm (0.51 in) high. The supplier name, city, state, zip code, and country shall be printed in human-readable text directly below the serial number bar code symbol and should be 2.5 mm (0.1 in.) high and the maximum number of characters is 40.	Supplier
12 Description	Two lines of human-readable characters for the part name are acceptable in this field. This field describes, in plain language, article or products designated by the buyer or according to agreement between supplier and buyer, printed bold 7 mm (0.28 in.) high, maximum 22 characters.	The description will be provided on the purchase order.

No.	Field	Description	Data provided by
13	Country of Manufacturer	This field identifies where the material being shipped was manufactured. This information is to be human-readable only and is required by Import / Export laws. The characters can be bold and a minimum of 4 mm (0.15 in.) high.	Supplier
14	Purchase Order No.	This field identifies the Xerox Purchase Order (P.O.) number (the number under which the material being shipped was ordered) or the Xerox Delivery Release Number (DNR) which authorizes the release of a prescribed quantity against a P.O. number. If a supplier is on DR process, then the field is the DR number. If a supplier is not on the DR process, then the field is the P.O. number. The information shall be both human-readable and bar-coded. The human-readable characters shall be bold and a minimum of 5 mm (0.20 in.) high. The maximum number of characters is 10. The bar code symbol of the purchase order number shall be directly below the human-readable characters and shall be a minimum of 13 mm (0.51 in.) high.	The purchase order or delivery release number will be provided on the purchase order.
15	Date	The date shall be human-readable and shall have the format of either: • YYMMDD, where YY is the numerical year, MM the numerical month and DD is the numerical day (e.g., D040802), or • MMMDDYY, where the MMM is the alphanumeric month, DD is the numeric day and YY is the numeric year. **Note:** The prefix identifier should be comfortably placed in front of the date. The data is human-readable only and shall be printed in characters a minimum of 7 mm (0.28 in.) high. There is room for a maximum of 8 characters. The convention to be used will be at the Supplier's discretion.	Provided by Manufacturer
16	Engr. Change	This field identifies the engineering drawing revision level for the part number being shipped. The revision level here and the revision level on the Xerox Purchase Order should agree. The data is to be human-readable only and shall be printed in characters a minimum of 7 mm (0.28 in.) high. There is room for a maximum of 14 characters.	The engineering revision level will be provided with the purchase order.
17	Batch	This field identifies the number for a particular batch of parts that are being shipped under this label. The information shall be both human-readable and bar-coded. The human-readable characters shall be a minimum of 5 mm (0.20 in.) high, maximum 10 characters. The bar code symbol of the batch number shall be directly below the human-readable characters and shall be a minimum of 13 mm (0.51 in.) high. **Note:** Suppliers may put their own number in this field (e.g., Factory Order No., Work Order No., Job No.), but the layout of this field remains as specified.	Supplier

Note: All data field titles shall be 1.5 mm (0.06 in.) and must be located in the upper left corner of each data field. Each data field area is to be separated by thin lines. Outer border lines should not be printed within the active A5 format area.

Part No	Description	
	Country of Origin	
Quantity	**Date**	**Engr Change-**
	Purchase Order No.	
Supplier	**Batch**	
Serial	**Gross Weight:** **Net Weight:**	

93 mm (3.66 in.)

215.9 mm (8.5 in.)

Figure 15. *Dimensions of the Product ID Label – Format*

Receiver		
Dock/Gate		
Advice Note No		
Supplier Address		
Net Wt (Kg/Lb)	**Gross Wt** (Kg/Lb)	**No. Boxes**

93 mm (3.66 in.)

107.95 mm (4.25 in.)

Figure 16. *Dimensions of the Destination Label – Format*

6.3.2   Size Tolerances

Various printer types may produce a label width somewhat different than the specified 215.9mm (8.5 inches) for the Full Transport label. Some printers may not be able to produce a full 215.9 mm (8.5 inches) while others may use a label / paper stock that is wider than this.

6.4   Placement of Part / Component Labels

For detailed specification for the placement of labels for parts / components, see 88P311.

Material identification labels are required to be placed on individual boxes / containers and on the shipping unit; which may take the form of a pallet load or individual box.

The individual box and the shipping unit each have individual requirements as described in the following sections.

6.4.1   Individual Boxes

Each box / container of material must have two "Product ID" labels affixed to the container. For specifications for the location of these labels, see 88P311.

The Product ID label formats are illustrated in Figure 15 and Figure 19.

6.4.2   Shipping Unit / Pallet / Slip Sheet

Each shipping unit, defined as the unit leaving the supplier's facility for delivery to the customer (pallet, slip sheet or individual box), must have two "Full Transport" labels affixed to the shipping unit. For specifications for individual boxes and for pallets / unitized loads, see 88P311.

6.5   Bar Codes on Part / Component Labels

See Section 2.4 for bar code requirements.

6.6   Part / Component Label Samples

The following figures illustrate samples of part / component labels:

- Full Transport label in Recommended Format – Figure 17.
- Full Transport Package label in Alternate Format – Figure 18.
- Product ID label Format – Figure 19.
- Destination label in Alternate Format – Figure 20.

Receiver	**XEROX CORPORATION** **800 Phillips Road** **Webster, NY 14580** **Additional Line if required**	Dock/Gate	**Building 200** **Dock - 3** **Klem rd.**

Advice Note No	Supplier Address
123456789	**18 Portland Ave., Roch.,N.Y.**

123456789

Net Wt (Kg/Lb)	Gross Wt (Kg/Lb)	No. Boxes
13	**15**	**01**

Part No.

019K06401

019K06401

800 PHILLIPS ROAD

WEBSTER NY 14580

ADDITIONAL LINE IF REQUIRED

OPTIONAL LOGO AREA

Quantity	**20**	Description	**Finger Assembly**

20

	Country of Origin	**United States of America**

	Purchase Order No.	**1234567890**

1234567890

Supplier	**123456**

123456

Date	**YYMMDD**	**Rev. Level A**

Serial	**123456789**	Batch (H)	**1234567890**

123456789

1234567890

Figure 17. *SAMPLE – Full Transport Label – Recommended Format*

Product Id. Label

Part No. 019K06401	Description **Finger Assembly**
	Country of Origin **United States of America**

019K06401

Quantity **400**	Date **YYMMDD**	Engr. Change **Rev. Level A**

400

	Purchase Order **1234567890**

1234567890

Supplier	

123456

	Batch **1234567890**

1234567890

Serial **123456789**	Gross Weight: ___Kgs / ___Lbs
	Net Weight: ___Kgs / ___Lbs

123456789

Supplier Optional Field

Destination Label

Receiver	**Xerox corporation** **800 phillips road** **Webster, NY 14580** **additional line if required**

Dock/Gate	**200-3**	**Building 200** **Dock-3** **Klem Road**

Advice Note No	**123456789**

123456789

Supplier Address	**18 Portland Ave., Roch, NY.**

Net Wt (Kg/Lb)	Gross Wt (Kg/Lb)	No. Boxes
13	**15**	**01**

Figure 18. *SAMPLE – Full Transport – Alternate Format*

Part No. **019K06401** 019K06401	Description **Finger Assembly**
	Country of Origin **United States of America**
Quantity **400** 400	Date Engr. Change **YY/MM/DD** **Rev. Level A**
Supplier **123456** 123456	Purchase Order **1234567890** 1234567890
Serial **1234567890** 123456789	Batch **1234567890** 1234567890
	Gross Weight: ____**Kgs /** ____**Lbs** Net Weight: ___**Kgs /** ____**Lbs**
Supplier Optional Field	

Figure 19. SAMPLE – Product ID Label – Format

Note: The label shown in Figure 19 is the same as that shown in <u>Figure 9</u>.

Receiver
Xerox corporation 800 phillips road Webster, NY 14580 additional line if required

Dock/Gate

200-3   Building 200
                                                   Dock-3
[barcode]   Klem Road

Advice Note No

123456789

[barcode]
123456789

Supplier Address

18 Portland Ave., Roch, NY.

Net Wt (Kg/Lb)	Gross Wt (Kg/Lb)	No. Boxes
13	15	01

Figure 20. *SAMPLE – Destination Label – Format*