

2D Data Matrix Supplier Label Specification



Data Element	Type/Length	Position	Justification and Helpful Notes
From	not in bar code	visual only	Left justification.
Supplier Number	char 8	1-8	Left justification. If you do not know your Avox assigned Supplier Number, please contact Avox Buyer.
Part Number	char 18	9-26	Left justification.
Revision	char 4	27-30	Left justification. For revision, use alpha characters only or a “-” (which indicates the initial revision). Do not use secondary numeric characters that follow the alpha characters as indicated on Avox Purchase Order. For Commercial-Off-The-Shelf parts that do not have an Avox part number, place “COTS” in the revision field. For Commercial- Off-The-Shelf parts that have an Avox part number, the revision must be placed in this field.
Desc	not in bar code	visual only	Left justification.
Packing Slip	char 20	31-50	Left justification.
PO / Release	char 8	51-58	Left justification. Often times Blanket Purchase Orders contain a release. In this case, this number should reflect the PO and the release number. The release number can be up to 3 digits. For example, if the PO is CK1234 and the release is 01, this field should read CK123401.
PO Line	Int 9	59-67	Right justification. Precede number with zeros. The PO Line Number is identified on the Avox Purchase Order as the “Item” found in the left column of the Purchase Order. See *note on page 3 regarding additional information regarding PO Line Number.
Total Ship Qty	Num 10.4	68-77	Right justification. Precede number with zeros. Decimal not required if fractional quantities are not supplied. If not using decimal, 4 zeros should fall after quantity.
Carton Qty	not in bar code	visual only	Right justification. Decimal not required if fractional quantities are not supplied.
Total Cartons	Int 6	78-83	Right justification. Precede number with zeros.
Mfg Date	Int 6 (mmyyyy)	84-89	No justification necessary. An example of the scan output for product manufactured June 9, 2015, would be 062015. See *note on page 3 regarding additional information regarding Mfg. Date.
Expire Date	Int 6 (mmyyyy)	90-95	No justification necessary. Place 000000 in this field if expiration date is not applicable.
Lot	char 18	96-113	Left justification.

NOTE: The Gray shaded items are NOT included in barcode contents.

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*Additional notes about PO Line Number:

Parts returned on MVR (Material Variance Report)

- If parts initially on PO Line Number 1 are returned to the supplier due to a Quality issue, when the supplier returns the corrected parts to Avox, the PO Line number on the barcode shipping label becomes **PO Line Number 2**.

Kanban parts

- Parts on Kanban will always have a PO Line Number of 1 unless it is an MVR situation as described above.

*Additional notes about Manufacturing Date:

- If parts are marked with a Manufacturing Date, this date must correspond to the Manufacturing Date on the Certificate of Conformance and the Manufacturing Date on the 2D Data Matrix Barcode Label.
- The Manufacturing Date on the part and the Manufacturing Date on the Certificate of Conformance can be in any date format or quarter format as described in the section below. However, the Manufacturing Date on the label must be in a corresponding mmyyyy format.
- Commercial Off-the-Shelf (COTS) items (AN, AS, MS, NAS parts) that do not have a shelf life do not require a Date of Manufacture on the cert. The Date of Manufacture on the barcode shipping label should be "000000".
- COTS items that have a shelf life (example – hoses), must have a Manufacturing Date on the cert as well as on the barcode shipping label. The Date of Manufacture on the barcode shipping label must be in mmyyyy format.
- COTS items that are not shelf life controlled, ordered as an AVOX part number require a Date of Manufacture on the certs. For this purpose please utilize the ship date as Date of Manufacture in mmyyyy format.. NOTE: This does not apply if the AVOX drawing modifies the standard COTS item.

For Elastomer Suppliers Adhering to Manufacturing Date Quarter System Requirements of SAE/ARP5316

Positions 84 and 85 :	1Q will be readable as 01
	2Q will be readable as 04
	3Q will be readable as 07
	4Q will be readable as 10
Positions 86-89:	Will be readable as four digit calendar year

Example:

Visually, text field will be displayed on label as: 3Q13

Bar code will read 072013.

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Label Information:

Label Size:

- 4" x 6" (preferred) or 3" x 4" or an alternative size that is approved by appropriate Avox personnel.
- 8.5" x 11" is recommended for suppliers of cylinders

Label Font:

- 12 pt CG Triumvirate (or an alternative font that is approved by appropriate Avox personnel)

Label Placement:

- Place one label on each box (for use by Avox Material Handling personnel who move/store the material) **AND** place a matching label(s) on back of the Packing Slip (for Avox Receiving personnel who scan the information into the computer system).
- When placing label on box, be sure not to place it covering the fold or "slice open" area on the top of the box. The first step of our process is to slice open the box so the part and count can be verified. Then, the second step is to scan the 2D label. Consequently, our goal is to prevent any label damage prior to the scanning step.

PROGRAMMING EXAMPLE (ONE LOT): Assume an AVOX Purchase Order for 15 parts of Part Number 124

EXAMPLE: Part Number #124 comes from ONE LOT material													
<p>Supplier has 1 lot (DEF) of part #124 for the 15 part order and wants to use 1 box</p> <p>Create 1 pack slip PK56643 indicating SUPPLIER is shipping 15 parts of #124</p> <p><u>Box LABEL</u> Pack Slip PK56643</p> <p>Total Ship Qty 15 Carton Qty 15 Total Cartons 1 Mfg Date 032014 Lot DEF</p> <p>AVOX Receiver enters 15 total qty of Lot DEF and prints 1 acceptance label for the box.</p>	<p>Supplier has 1 lot (DEF) of part #124 for the 15 part order and wants to use 2 boxes</p> <p>Create 1 pack slip PK56643 indicating SUPPLIER is shipping 15 parts of #124</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Box 1 LABEL</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Box 2 LABEL</u></th> </tr> </thead> <tbody> <tr> <td>Pack Slip PK56643</td> <td>Pack Slip PK56643</td> </tr> <tr> <td>Total Ship Qty 15 Carton Qty 10</td> <td>Total Ship Qty 15 Carton Qty 5</td> </tr> <tr> <td>Total Cartons 2</td> <td>Total Cartons 2</td> </tr> <tr> <td>Mfg Date 032014</td> <td>Mfg Date 032014</td> </tr> <tr> <td>Lot DEF</td> <td>Lot DEF</td> </tr> </tbody> </table> <p>AVOX Receiver enters 15 total qty of Lot DEF and prints 2 acceptance labels (one for each box).</p>	<u>Box 1 LABEL</u>	<u>Box 2 LABEL</u>	Pack Slip PK56643	Pack Slip PK56643	Total Ship Qty 15 Carton Qty 10	Total Ship Qty 15 Carton Qty 5	Total Cartons 2	Total Cartons 2	Mfg Date 032014	Mfg Date 032014	Lot DEF	Lot DEF
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Multiple Lots on the Same PO:

Due to the fact that AS9100 requires full product traceability, when suppliers ship multiple lots on one PO, each lot must be packaged in a separate box and contain a unique 2D label. As a result, each label will contain a unique lot number, manufacturing date, and packing slip number. The total quantity shipped then becomes the total packing slip quantity.

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PROGRAMMING EXAMPLE (TWO LOTS): Assume an AVOX Purchase Order for 15 parts of Part Number 124

EXAMPLE: Part Number #124 comes from **TWO LOTS** of material

Supplier has 2 lots (ABC and XYZ) of part #124 for the 15 part order that are being shipped at the same time.

10 parts of lot ABC
5 parts of lot XYZ

Create 1 one Pack Slip PK56643 that shows SUPPLIER is shipping 15 parts of #124. **NOTE: Each lot must be placed in a separate box.**

Box 1 LABEL

Pack Slip PK56643

Total Ship Qty 10
Carton Qty 10
Total Cartons 1
Mfg Date 102014
Lot ABC

BOX 2 LABEL

Pack Slip PK56643

Total Ship Qty 5
Carton Qty 5
Total Cartons 1
Mfg Date 082014
Lot XYZ

AVOX Receiver enters 10 total qty of Lot ABC and prints 1 acceptance label for this box and lot.

AVOX Receiver enters 10 total qty of Lot XYZ and prints 1 acceptance label for this box and lot.

Supplier has 2 lots (ABC and XYZ) of part #124 for the 15 part order that are being shipped at different times

10 parts of lot ABC
5 parts of lot XYZ

Create a **unique Pack Slip PK56643** that shows SUPPLIER is shipping 10 parts at one time and a **second unique Pack Slip PK56644** that shows SUPPLIER is shipping 5 parts later

Box 1 LABEL

Pack Slip PK56643

Total Ship Qty 10
Carton Qty 10
Total Cartons 1
Mfg Date 102014
Lot ABC

Box 2 LABEL (Box 2 shipped after Box 1)

Pack Slip PK56644

Total Ship Qty 5
Carton Qty 5
Total Cartons 1
Mfg Date 082014
Lot XYZ

AVOX Receiver enters 10 total qty of LOT ABC and prints 1 acceptance label for this box and lot.

When Box 2 comes, AVOX Receiver enters 5 total qty of LOT XYZ and prints 1 acceptance label for this box and lot.