

## Product label instructions for suppliers

### Items with H+S brand

## 1 H+S label requirements

H+S label requirements follow the ANSI-Specification (ASC MH10.8.2) for products and shipment labels.

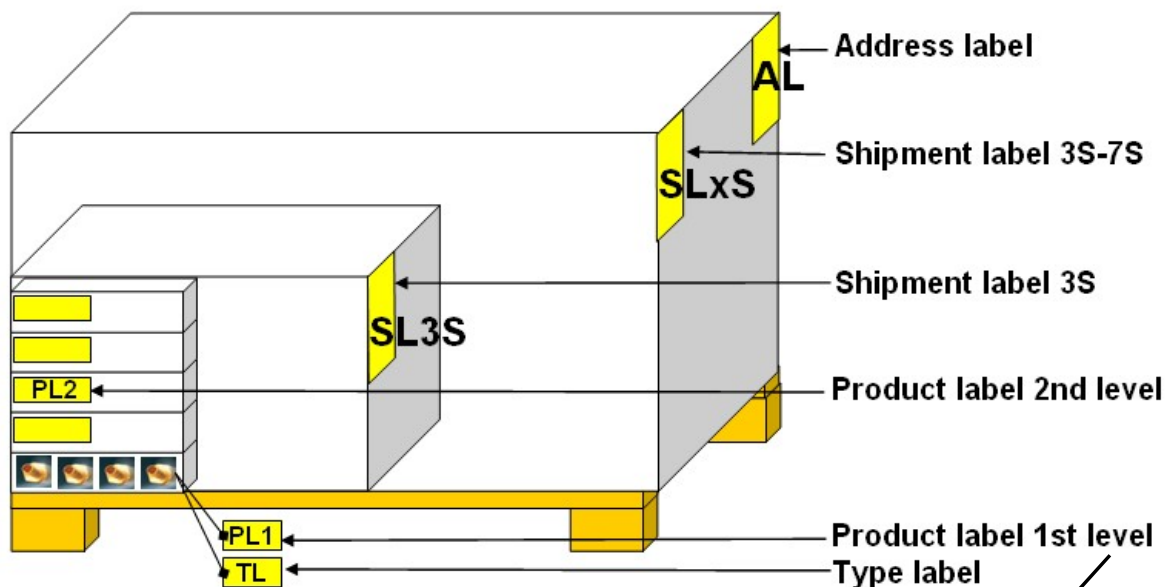
Each product packaging level (bag, box and spool according to packaging instruction) must be marked with the product label.

## 2 Label hierarchy

## 2.1. Terminology

| Label hierarchy | Label name                          | Label ID | Application                        |
|-----------------|-------------------------------------|----------|------------------------------------|
| Type label      | Type label                          | TL       | Label on item                      |
| Product label   | Product label 1 <sup>st</sup> level | PL1      | Label on bag                       |
|                 | Product label 2 <sup>nd</sup> level | PL2      | Label on spool                     |
|                 |                                     |          | Label on box                       |
| Shipment label  | 3S label                            | SL3S     | 1 item : 1 order : 1 handling unit |
|                 | 4S label                            | SL4S     | 1 item : 1 order : n handling unit |
|                 | 5S label                            | SL5S     | n item : 1 order : 1 handling unit |
|                 | 6S label                            | SL6S     | 1 item : n order : 1 handling unit |
|                 | 7S label                            | SL7S     | n item : n order : 1 handling unit |
| Address label   | Address label                       | AL       |                                    |

Scope of this document





### 3 Label examples

#### 3.1 TL: Type label



#### 3.2 PL: Product label

PL1: Product label 1st level, for primary packaging



Scope of this  
document

PL2: Product label 2nd level, for secondary packaging



#### 3.3 SL: Shipment label and AL: Address label



#### 3.4 Example of TL / PL1 / PL2



PL1: Product label 1<sup>st</sup> level on bag

TL: Type label on item

PL2: Product label 2<sup>nd</sup> level on box



## 4 H+S standard product labels 1<sup>st</sup> and 2<sup>nd</sup> level for bag, box or spool

### 4.1 Generic label data

| Row index | Data field record     | Fixed data         |                     | Variable data               |                     |                       | Remarks                                     |
|-----------|-----------------------|--------------------|---------------------|-----------------------------|---------------------|-----------------------|---------------------------------------------|
|           |                       | Field name<br>[10] | Min. Font size [mm] | Human readable (HR)<br>[20] | Min. Font Size [mm] | Barcode (BC)<br>[30]  |                                             |
| A         | SPLR Logo             |                    |                     |                             |                     |                       |                                             |
| B         | SPLR Item No.         | (21Z)              | 1.8                 | <<21Z>>                     | 1.8                 | Code-128              | Optional                                    |
| C         | SPLR Lot No.          | (1T) SPLR LOT      | 1.8                 | <<1T>>                      | 1.8                 | Code-128              | See Para. 4.2                               |
| D         | SPLR Item description | DESCRIPTION        | 1.8                 | <<DESC>>                    | 4.9                 |                       |                                             |
| E         | SPLR Revision state   | (2P) SPLR EC#      | 1.8                 | <<2P>>                      | 1.8                 |                       |                                             |
| F         | Quantity              | (Q) QTY            | 1.8                 | <<Q>>                       | 4.9                 | Code-128              |                                             |
| G         | Actual weight         | (2Q) ACT WGT       | 1.8                 | <<2Q>>                      | 1.8                 |                       | Weight                                      |
| H         | Unit of measure       | (3Q) U/M           | 1.8                 | <<3Q>>                      | 4.9                 |                       | Pieces: PC<br>Meters: MT<br>Weight: KG      |
| I         | Country of origin     | (4L) ORIGIN        | 1.8                 | <<4L>>                      | 1.8                 |                       | HR: full text English<br>BC: ISO 3166-2     |
| J         | Manufacturer ID       | (6V) MFR ID        | 1.8                 | <<6V>>                      | 1.8                 |                       |                                             |
| K         | Production date       | PROD DATE          | 1.8                 | <<16D>>                     | 1.8                 |                       | HR: YYYY.MM.DD<br>BC: YYYYMMDD              |
| L         | 2D Barcode            |                    |                     |                             |                     | PDF417 or data matrix | All information with identifiers (Para.4.6) |
| M         | SPLR Pictograms       |                    |                     |                             | 6                   |                       |                                             |
| N         | H+S Logo              |                    |                     |                             |                     |                       | See Para. 4.5                               |
| O         | H+S Item No.          | (1P) SPLR PN       | 1.8                 | <<1P>>                      | 4.9                 | Code-128              |                                             |
| P         | H+S Item description  | DESCRIPTION        | 1.8                 | <<DESC>>                    | 4.9                 |                       |                                             |
| Q         | H+S Revision state    | (2P) SPLR EC#      | 1.8                 | <<2P>>                      | 1.8                 |                       |                                             |
| R         | H+S Pictograms        |                    |                     |                             | 6                   |                       | See Para. 4.5                               |

Data responsibility: H+S  
Supplier  
Not applicable



## 4.2 Definition of lot identifier format

HUBER+SUHNER needs the full traceability of each product lot, therefore a unique identifier is mandatory. It is possible for suppliers to use their own traceability system, if it complies with the following requirements:

### Lot identifier requirements:

1. Each lot identifier is unique.
2. Lot identifier must not be repeated within 10 years.
3. Minimum and Maximum length of the lot identifier is 5 to 15 alphanumeric characters, digits are preferred.
4. Suppliers own lot identifier may be applied, if above mentioned specification are fulfilled.
5. A plain date code is not allowed, but it can be used in any order if it is complemented with a prefix or postfix of minimum 4 alphanumeric characters (XXXX) (see examples below: alternatives b to h).  
This complemented sequence may be the specific Manufacturing ID [(6V) MFR ID] issued by HUBER+SUHNER to the supplier (see paragraph 4.1/J).
6. The lot identifier can also be derived from the related HUBER+SUHNER purchase order (PO) combining PO number and PO position number (see examples below: alternative g).

### Examples:

#### Conforming identifier

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| a | X | X | X | X | X | X | X | X | X | X  | X  | X  | X  | X  | X  |    |    |
| b | X | X | X | X | Y | Y | Y | Y | M | M  | D  | D  |    |    |    |    |    |
| c | D | D | M | M | M | Y | Y | X | X | X  | X  |    |    |    |    |    |    |
| d | Y | Y | Y | Y | M | M | D | D | X | X  | X  | X  |    |    |    |    |    |
| e | Y | Y | M | M | X | X | X | X |   |    |    |    |    |    |    |    |    |
| f | M | M | M | Y | Y | X | X | X | X |    |    |    |    |    |    |    |    |
| h | X | X | X | X | Y | Y | M | M |   |    |    |    |    |    |    |    |    |
| g | O | O | O | O | O | O | O | O | O | P  | P  | P  | P  |    |    |    |    |

#### Non-conforming identifier

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|
| a | X | X | X | X | X | X | X | X | X | X  | X  | X  | X  | X  | X  | X  |    |
| b | X | X | X | X | Y | Y | Y | Y | M | M  | D  | D  |    |    |    |    |    |
| c | D | D | M | M | M | Y | Y | X | X | X  |    |    |    |    |    |    |    |
| d | Y | Y | Y | Y | M | M | D | D | X | X  | X  |    |    |    |    |    |    |
| e | Y | Y | M | M | X | X | X |   |   |    |    |    |    |    |    |    |    |
| f | M | M | M | Y | Y | X | X | X |   |    |    |    |    |    |    |    |    |
| g | X | X | X | X | Y | Y | M | M |   |    |    |    |    |    |    |    |    |
| h | O | O | O | O | O | O | O | O | O | O  | O  | O  | O  | O  | O  | O  |    |

Alternative identifier formats      vertical: a to g  
Identifier position                      horizontal: 1 to n

X any kind of alphanumeric character  
D Day  
M Month  
Y Year  
O Purchase order number (10 digits)  
P Purchase order item position (4 digits)

## 4.3 Optional data fields / identifiers [21Z] for supplier

The identifier SPLR Item No. [21Z] - see paragraph 4.1/B - is strictly reserved for the supplier's own use.



#### 4.4 Generic label layout

|                                                                                                                |                          |                           |
|----------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|
|  <b>HUBER+SUHNER</b>          |                          |                           |
| DESCRIPTION:<br>< < DESC > >                                                                                   |                          |                           |
| (2P) SPLR EC#<br>< < 2P > >                                                                                    | PROD DATE<br>< < 16D > > | (4L) ORIGIN<br>< < 4L > > |
| (6V) MFR ID<br>< < 6V > >                                                                                      |                          |                           |
|                               |                          |                           |
| (1P) SPLR PN: < < 1P > ><br>  |                          |                           |
| (1T) SPLR LOT: < < 1T > ><br> |                          |                           |
| (Q) QTY: < < Q > >                                                                                             |                          | (3Q) U/M: < < 3Q > >      |
|                               |                          |                           |
|                               |                          |                           |
| (21Z) < < 21Z > ><br>         |                          |                           |

| No. | Data field record<br>(Example: H+S Part No.) |
|-----|----------------------------------------------|
| 10  | Fixed data: Field name                       |
| 20  | Variable data: Human readable                |
| 30  | Variable data: Barcode                       |

2D-barcode

Mandatory and very important!  
**(6V) MFR ID**  
HUBER+SUHNER need this information  
to differentiate between the supplier lot  
number and the HUBER+SUHNER lot  
number.

#### Example: H+S standard product label on bag or box

|                                                                                                                   |                         |                            |
|-------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------|
|  <b>HUBER+SUHNER</b>           |                         |                            |
| DESCRIPTION:<br>Screw, Panhead, M5x30mm, A2                                                                       |                         |                            |
| (2P) SPLR EC#<br>A                                                                                                | PROD DATE<br>2012.02.21 | (4L) ORIGIN<br>Switzerland |
| (6V) MFR ID<br>201123                                                                                             |                         |                            |
|                                |                         |                            |
| (1P) SPLR PN: 84026052<br>     |                         |                            |
| (1T) SPLR LOT: 12345678901<br> |                         |                            |
| (Q) QTY: 100                                                                                                      |                         | (3Q) U/M: PC               |
|                                |                         |                            |
|                               |                         |                            |
| (21Z) 17654321<br>             |                         |                            |



## 4.5 Graphics

The Images for the label printing are stored in our “Product Data Management – System”. The file type is “WMF”. Please contact the responsible person who is attended to you or write an email with your request to [labelsupport@hubersuhner.com](mailto:labelsupport@hubersuhner.com).

### 4.5.1 Logos

| Pictogram                                                                         | Logo Name             | System number  |
|-----------------------------------------------------------------------------------|-----------------------|----------------|
|  | H+S Logo (monochrome) | DOC-0000202680 |

### 4.5.2 Pictograms

| Pictogram                                                                           | Pictogram Name     | System number  |
|-------------------------------------------------------------------------------------|--------------------|----------------|
|    | CE                 | DOC-0000202685 |
|    | EU RoHS compliant  | DOC-0000253436 |
|   | China RoHS EFPU 50 | DOC-0000254585 |
|  | WEEE               | DOC-0000233915 |
|  | CSA                | DOC-0000349777 |



## 4.6 Barcode

### 4.6.1 Barcode definition

|                 |                  |
|-----------------|------------------|
| Barcode height  | min. 6mm         |
| Code Type       | Code 128, Type B |
| Space           | min. 0.25 mm     |
| Check character | 1                |

### 4.6.2 Identifiers in barcode

Identifiers in 1D-barcodes are not allowed.

Identifiers in 2D-Barcodes are mandatory.

### 4.6.3 2D Barcode

The Content of a 2D-Barcodes inherits a string with start-, separator-, data- and stop-terms. The start-, separator- and stop-terms are not printable and are defined as follows: (more information in **ISO/IEC 15434**)

**[ ]**<sup>R<sub>s</sub></sup>**06** <sup>G<sub>s</sub></sup> → the beginning symbol according to ANSI Standard

<sup>G<sub>s</sub></sup> → delimiter symbol to show a new data content

<sup>R<sub>s</sub></sup>**E****O<sub>T</sub>** → end of data-string and end of 2D-Barcodes

### 4.6.4 Example for CODESOFT®

**[ ]**<sup>R<sub>s</sub></sup>**>****{RS}****06****{GS}****1P**84026052**{GS}****2PA****{GS}****Q**100**{GS}****3QPC****{GS}****1T**12345678901**{GS}****16D**20120221**{GS}****4LCH****{GS}****6V**9862**{RS}****{EOT}**

The red text symbols are to indicating the data content. You can find the definitions in paragraph 4.1 or in the ANSI-Standard “**ANSI MH10.8.2**”.

### 4.6.5 Allowed 2D-Barcodes

| Data matrix:                                                                        | PDF417:                                                                              |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |
| ECC: 200<br>Element width (dots): 6<br>According to <b>ISO/IEC 16022</b>            | Security Level: min. 3<br>Truncated mode: ON<br>According to <b>ISO/IEC 15438</b>    |



## 5 Template for specific data content definition of the H+S standard product label for supplier

Mandatory: to be specified for each individual item.

### 5.1 Specific label data defined by H+S

|                      | Fixed data    | Variable data |                  | Remarks                                            |
|----------------------|---------------|---------------|------------------|----------------------------------------------------|
| Data field record    | Field name    | Variable name | Variable content |                                                    |
| H+S Item No.         | (1P) SPLR PN  | <<1P>>        |                  | Acc. to purchase order: <b>"Material No."</b>      |
| H+S Revision state   | (2P) SPLR EC# | <<2P>>        |                  | Acc. to purchase order: <b>"Revision Level"</b>    |
| H+S Item description | DESCRIPTION   | <<DESC>>      |                  | Acc. to purchase order: <b>"Description"</b>       |
| Quantity on PL1      | (Q) QTY       | <<Q>>         |                  | Acc. to purchasing specification                   |
| Quantity on PL2      | (Q) QTY       | <<Q>>         |                  | Acc. to purchasing specification                   |
| Unit of measure      | (3Q) U/M      | <<3Q>>        |                  | Acc. to purchasing specification                   |
| Manufacturer ID      | (6V) MFR ID   | <<6V>>        |                  | Supplied by H+S purchasing department              |
| H+S Pictograms       |               |               |                  | Acc. to purchase specification.<br>See Para. 4.5.2 |
| H+S Logo             |               |               |                  | Mandatory, see Para. 4.5.1                         |

H+S has to deliver the data content

#### 5.1.1 Packaging quantities

| Packaging level     | Label type                               | Packaging type | Quantity per packing unit [(Q) QTY]   | Unit of measure [(3Q) U/M]            |
|---------------------|------------------------------------------|----------------|---------------------------------------|---------------------------------------|
| primary packaging   | PL1: Product label 1 <sup>st</sup> level | Bag            | According to purchasing specification | According to purchasing specification |
| secondary packaging | PL2: Product label 2 <sup>nd</sup> level | Box            | According to purchasing specification | According to purchasing specification |

#### Example:

##### Label type: 1<sup>st</sup> level

- Packaging type: primary packaging
- Product label: PL1
- Quantity: 1 PC (one piece: content / unit type)



##### Label type: 2<sup>nd</sup> level

- Packaging type: secondary packaging
- Product label: PL2
- Quantity: 20 PC (twenty pieces: content / unit type)

