

# LABELING INFORMATION

## Software Packages:

In the survey many companies inquired about what software and hardware could be used to meet our label requirements. The following is a list of some of the software titles that can produce our label. If your software supplier does not carry any of these products, a phone number for the company is provided. Most of these programs are window based.

Label Matrix by StrandWare	800-552-2331
Bar Tender Professional	800-758-2001
Code Soft	800-537-8791
Easy Label	216-273-4408
Label View Pro	888-384-7238

Things to look for in software packages:

- ability to produce 2-D symbologies (PDF-417)
- compatible with your operating system
- compatible with you style of printer

## Printers:

Although most software programs support many laser and thermal printers, it is best to make sure your software will support the printer you will be using. When purchasing a printer, make sure that it is capable of printing a 4 by 6 label. Some popular makes of thermal transfer printers are:

Intermec	800-347-2636 ext 355
Sato	408-745-1300
Zebra	800-423-0422 dept. 2600

## COMPLETE SOLUTIONS:

There are several companies who will evaluate your needs and based on these needs will put together an appropriate software and hardware package for you. Some of the companies to contact for this service are:

Peak Technologies	800-950-6372
General Data Inc.	800-733-5252 ext. 242
Nimax	800-876-4629

Steps for producing a 2-D bar code using Label Matrix V. 4.1 for Windows:

1. - Click on **insert**, then on **2-D Barcode**
2. - Click on the tab that says **2-D Barcode**
  - The density is **.013 (medium)**
  - The PDF security is **level 3**
  - The number of rows is **15**
  - The number of columns is **0**
3. - Click on the tab that says **data**
  - Change the origin to **combination**
4. - Highlight the keyboard entry that corresponds to the purchase order # by clicking on it (it is necessary to first build the linear barcodes)
5. - To add the proceeding field exit click **other**
  - Click **special character** and then click **OK**
  - From the table on this sheet enter the decimal value that corresponds to Field Exit and click **OK**
6. - Continue inputting the information fields repeating steps 4 and 5 as necessary.
  - When all information has been entered click **OK** and place the bar code where needed

**Special Characters:**

<b>Name</b>	<b>Decimal</b>
Field Exit	13
Enter	1
Tab	11

**Required Fields:**

Purchase Order #  
Field Exit  
Part Number  
Enter  
Total Packing Slip Quantity  
Field Exit  
Tab  
# of Boxes  
Field Exit  
Tab  
Packing slip/Invoice #  
Field Exit

## LABELING REQUIREMENTS

The label shall look like the example we have enclosed. The fields shall be in the order that we shown them in, and the bar codes shall be approximately the same size.

### A. Labels

- Label shall be white with black printing
- Label shall be approximately 4 by 6 inches
- Label shall be attached to the outside of the container
- Label shall be oriented so that the label is readable, i.e. towards the outside of the pallet and facing upwards.
- Each package that is sent shall have this label attached to it

### B. Linear Bar Code Format:

- Code 3 of 9 format is to be used in the individual fields
- Bar codes shall be .4 inches high
- Bar codes need to be scanable by a reader
- The bar code shall consist of only the characters that are in our part number, quantity, purchase order number, etc., i.e. there shall be no proceeding characters in any of the fields

### C. 2-D Bar Code Format:

- Code PDF-417 is to be used
- The code shall have a density of .013
- PDF security shall be at 3
- There shall be 15 rows and 0 columns
- The information shall be combined together in the format stated below.

#### Decimal to Hex to ASCII Converter

Identifier	Name	Decimal	Hex	ASCII	Key
(1)	Field Exit or Carriage Return	13	0D	CR	Ctrl M
(2)	Enter	1	01	SOH	Ctrl A
(3)	Tab	11	0B	VT	Ctrl K

Number in () refers to the chart above, use to program these special characters into PDF-417 code.

Note: The Rev. Letter is not needed in the 2-D code

Purchase order number  
Field Exit (1)  
part number  
Enter(2)  
total packing slip quantity  
Field Exit (1)  
Tab (3)  
# boxes

Field Exit (1)  
Tab (3)  
packaging slip/invoice number  
Field Exit (1)

## **D. Fields**

The fields should contain the information stated below:

*From:* This should contain your return address

*To:* This should contain the Welch Allyn Shipping Address

*Purchase Order Number (Purchase Ord. #)* - This is the Welch Allyn Purchase order number.

*Part Number (Part #)* - Welch Allyn part number.

*Revision letter* - This is the part revision letter (not needed in 2-D)

*Box Quantity (Box Qty.)* - Quantity in the specific box, it is not necessary to bar code this field

*Total Packing Slip Quantity (Total Packing Slip Qty.)* - The total quantity that was shipped together on the packing slip

*Box "A" of "B"* - "A" should be the current box number, "B" should be the total number of boxes shipped per the packing slip.

*Number of Boxes (# Boxes)* - Should be the total number of boxes shipped per the packing slip. This is the same as "B" above.

*Packing Slip/Invoice Number (Packing Slip/Invoice #)* - This should contain an invoice number or packing slip number if one exists, if one does not exist, then any other payment identifier would be applicable. This code needs to be NUMERICAL only, no alpha characters can be used in this bar code. This field can be no longer than 9 characters. This applies to our suppliers who are on Summary Billing.

