Packaging Guideline
Barcode labelling

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		Scope of application:	1

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1.   Scope of application

All business areas of STULZ GmbH.

2.   Pupose and aim

Definition of the requirements for the labeling of purchased parts. The document is handed over to the suppliers of STULZ GmbH and they must deliver according to the specifications.

3.   Requirements

1.   Each part subject to serial number must be provided with a barcode or DataMatrix code containing the serial number. The serial number must ensure traceability to the supplier documentation.

2.   The length of the serial number must not exceed 18 digits.

3.   The serial number must be represented as a code and in plain text.

4.   The code must be marked as serial number. (See example)

	Barcode	**DataMatrix-Code**
Example	**S.N.:** ‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖ 12345xSERIALNUMBER	**S.N.:** 12345xSERIALNUMBER
Color	Black on white ground	Black on white ground
Type	Code 128 prefered Code-39 alternative	DataMatrix
Dimensions (lentgh x height)	Min. 20 x 4 mm	Min. 7 x 7 mm
content	Alphanumeric without special characters	Alphanumeric without special characters

5.   The code label must be positioned so that the readability of the code is not impaired.

6.   If the parts are produced exclusively for STULZ GmbH, the first 5 digits of the serial number must contain the STULZ supplier number. Short supplier numbers must be preceded by a "0" (zero) or several zeros, so that the supplier number always ends after the first 5 characters of the bar code.

7.   In case of individually packed parts, a second code label with identical code shall be affixed to the packaging.

8.   The supplier's delivery bill must contain the following:
- Order number as plain text and barcode
- Delivery note number as plain text and barcode
- All serial numbers of the delivery as plain text and barcode

4. Revision tracking

Resubmission to document owner for review:

[x] Every 3 years   [ ] _____   [ ] Date:_____

Revision	Date of change	Depart-ment	Creator	Reason
1-0	20.04.2023	QM	Tim Krause	Initial creation

A detailed description of the changes to the respective previous version can be requested from QM.