

ENGINEERING STANDARD

Trane
La Crosse, Wisconsin



No. ES 3609009
Rev. A
Date June 2015
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SUPPLIER BRANDED LABELING REQUIREMENTS

1.0 SCOPE

- 1.1 Purpose - This Standard defines packaging label requirements for supplier branded parts which use Trane item numbers.
- 1.2 Applicability - This Standard applies to all items purchased by Trane HVAC Parts and Supply Solutions that are shipped to a Trane Distribution Center, directly shipped to a Trane Part Center or shipped to the end user location.

2.0 APPLICABLE DOCUMENTS

All documents listed in this Section are the latest revision.

2.1 Referenced Documents

Industry

- | | |
|--|--|
| AIAG B-4
AIAG B-10
ISO/IES 18004

QR Code 2005 | - Parts Identification and Tracking Standard
- Trading Partner Labels Implementation Guidelines
- Information Technology-Automatic Identification and Data Capture Techniques
- Barcode Symbology Specification |
|--|--|

2.2 Related Documents

None.

3.0 GLOSSARY (some terms from Request for Quote, RFQ)

- 3.1 Bulk Packed - Parts not individually packaged for resale. Bulk Part numbers may have one of the following Item Types: **RAW, ATO WIP, EBS ATO WIP**.
- 3.2 Individually Packed – Parts are individually packaged in a retail package but do not include labeling. Individually Packaged part numbers may have one of the following Item Types: **AUTO WIP, PREPACK (NOT LABELED)**.
- 3.3 Individually Packaged and Labeled / Finished Part – Interchangeable terms based on the ship to location, each term has the part individually packaged and labeled for resale. Finished Part and Individually Packaged and Labeled part numbers may have one of the following Item Types: **PACKAGED & LABELED, FINISHED MDC, AUTO WIP**.
- 3.4 Master Box Label - Label identifying a box of like parts that contain individually finished packaged parts.
- 3.5 Master Label – Label identifying a part number and quantity of bulk shipped parts.

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- 3.6 Pallet Label - Label identifying a pallet.
- 3.7 Mnemonic Part Number - A Type of Finished Trane Part Number consisting of (3) Letters and (5) Numbers.
- 3.8 Part Label - Label on individually packaged part.
- 3.9 Raw Parts - Parts not individually packaged for resale.
- 4.0 REQUIREMENTS FOR FINISHED PACKAGING
- 4.1 General - Label size shall be selected by the parts supplier to be compatible with the package size and shape and approved by Trane Parts. All finished package label information defined in this Standard shall be on the same surface of the package. Specific field information for each part will be supplied on the purchase order or within this Engineering Standard. Overall label size must retain the height to width specified in this Standard. When package size or configuration prohibits this, labels must be approved by Trane Parts.
- 4.1.2 Exceptions to this Standard such as product photos and additional descriptions on product package shall have prior approval of Trane Parts.
- 4.2 Label Material - The supplier shall select a paper quality that is suitable for printing sharp images for Bar Code scanning.
- 4.2.1 Preferred Face stock Material - 60 Uncoated Kraft White Paper.
- 4.2.2 Release Liner - The vendor's standard material that compliments the Face stock Material.
- 4.2.3 Label should have permanent pressure sensitive adhesive P5250.
- 4.3 Information Fields - The printable area of the label consists of four fields of information. Refer to Figure 1. Lettering shall be sans serif. Contact the Trane Parts for approval of any alteration in label format.



Figure 1

- 4.3.1 Part Number - Finished Part Number as shown on the Purchase Order.

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4.3.2 Quantity – The letters “QTY” shall be above quantity value on all labels. Individual item pack use:

QTY
1

4.3.3 Bar Code - The barcode of the part number is to be expressed in CODE 128; with a character density of 8 and a minimum element size of 0.01 inch (element size may be reduced to 0.005 inch if printed by an offset or thermal transfer printer capable of printing readable code with elements as narrow as 0.005 inch).

The preferred bar code height is 0.5 inch and the minimum height is 0.25 inch.

There must be at least 0.25 inch of white space in either end of the bar code.

Contains the part number in field 1, and is written in the space in-between the barcode and the bottom of the label, as shown in Figure 1.

Bar code must be readable by Standard Bar Code reader/scanners and follow the specifications in AIAG B-10.

4.3.4 Package Code - Three character code consisting of alpha and numeric characters. Package Code can be printed horizontally or vertically on the label. The three digit code denotes month, decade and year. An alpha symbol will be used for month, and numeric symbols will be used for decade and year. The alpha (month) symbol will be the second character of the code, and the numeric (decade and year) symbols reversed in the first and third character positions.

Example: Packaged in October 2014. Package Code 4K1

<u>Year</u>	<u>Month</u>	<u>Decade</u>
4	K	1

4.3.4.1 The alpha code for calendar months is as follows:

Alpha Code	Month	Alpha Code	Month
A	January	G	July
B	February	H	August
C	March	J	September
D	April	K	October
E	May	L	November
F	June	M	December

4.4 Label Placement - Labels should be placed in a consistent location from package to package for parts that are the same or similar. For example, placing the label above or next to the UPC Code on the package.

4.4.1 Trane Part package labels must not cover information such as part number, description, barcode, or other information intended to provide detail about the product(s) inside.

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- 4.4.2 In order to best position parts for display on store shelves, the following label placement guidelines apply.
- 4.4.2.1 The required label location is the smallest vertical surface of the box, where the depth of the box is 18" or less. If the smallest vertical surface is such that the depth of the box is greater than 18", place label on next smallest vertical surface where the depth of the box is 18" or less.
- 4.6.2.2 If information noted in this Standard prevents the application of the label, the label should be placed on surface not covering important part information, and on the smallest face of the package.
- 4.6.2.3 In cases where the smallest vertical surface of the box is too small for the label, use the next smallest vertical surface that will fit the label.

4.7 2D Bar Code

If a 2D-Bar code is applied to the package, the size, format, placement and content must be approved by Trane Parts. In particular, if a QR barcode references a website, the Trane Parts must approve all content.

A sample must be submitted for this approval.

The preferred bar code height is 1.0 inches and the minimum height is 0.5 inches. The barcode must be readable by Standard Bar Code reader/scanners, and follow the specifications in the ISO/IEC 18004.

5.0 REQUIREMENTS FOR MASTER AND PALLET LABELING

- 5.1 Master Label - At a minimum, each box must be labeled with a Master Label on two adjacent sides of the box as indicated by the green labels on the pallet below. Additionally, one of those labels should be faced toward the outside of the pallet to facilitate access to the barcodes.

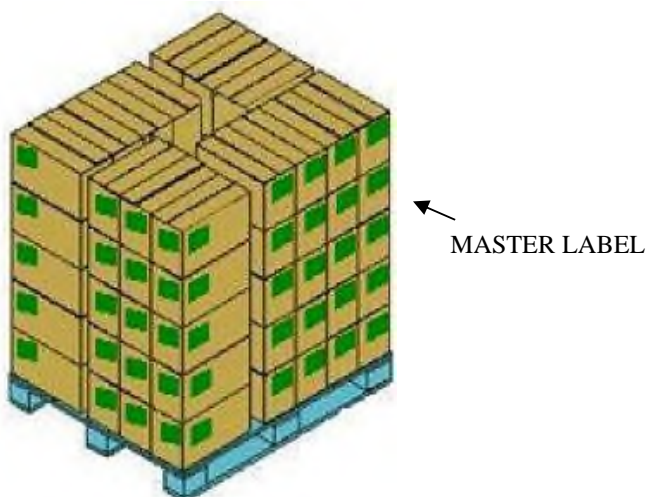


Figure 3

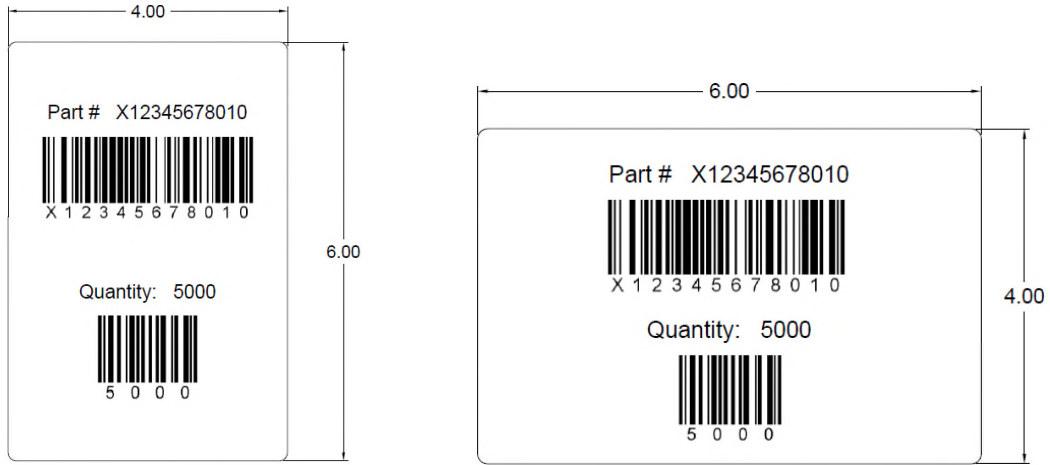
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Note: Position and size text are approximate as shown, black on white, adhesive backed.

Figure 4 - Master Label for Bulk Part Number (Portrait and Landscape)

5.2 Pallet Label (for both Bulk and Finished Parts) - The pallet label is applied to two sides of the pallet. If the pallet contains multiple Part Numbers/PO Numbers, there will be two pallet labels for each Part Number/PO Number. The pallet label will contain the information of the container label, with a consolidated quantity for the pallet. An example is shown below where the blue rectangles represent the pallet labels.

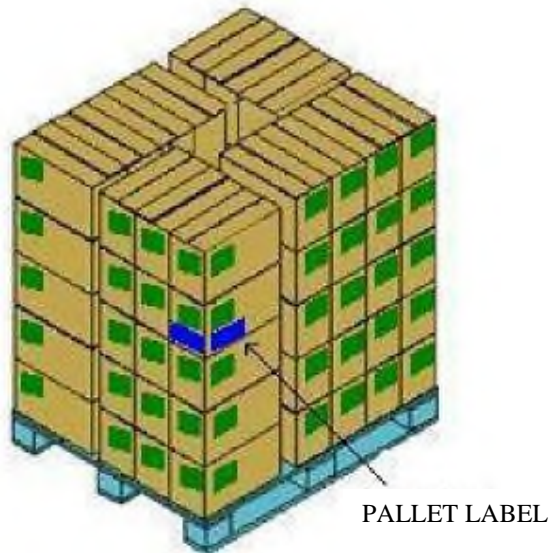


Figure 5

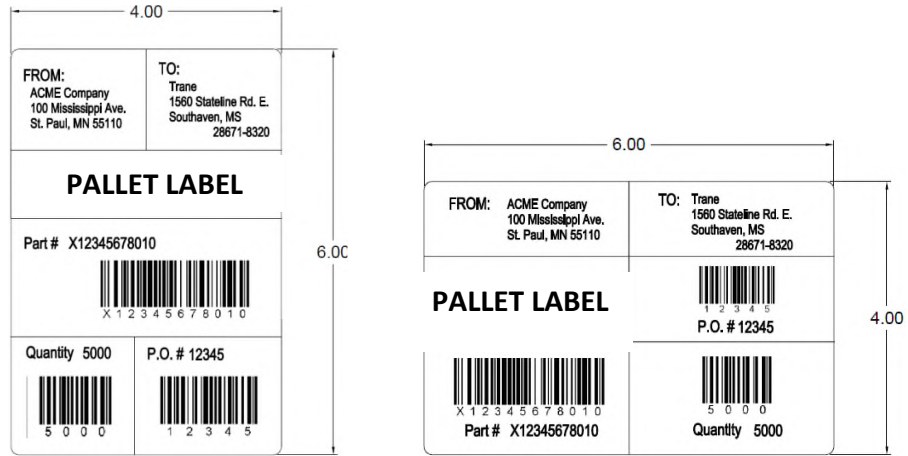
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Note: Position and size text are approximate as shown, black on white, adhesive backed.

Figure 6 - Pallet Label (Portrait and Landscape).

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- 5.3 Palletization - When sending a pallet of multiple Part Numbers/PO Numbers, no boxes should be located in the middle of the pallet where it would require breaking down the pallet to reach the barcodes as indicated below. Any pallet of like parts containing Serial Numbers should have a list of all Serial Numbers listed on Master Label if all Serial Numbers are not accessible without breaking down pallet.

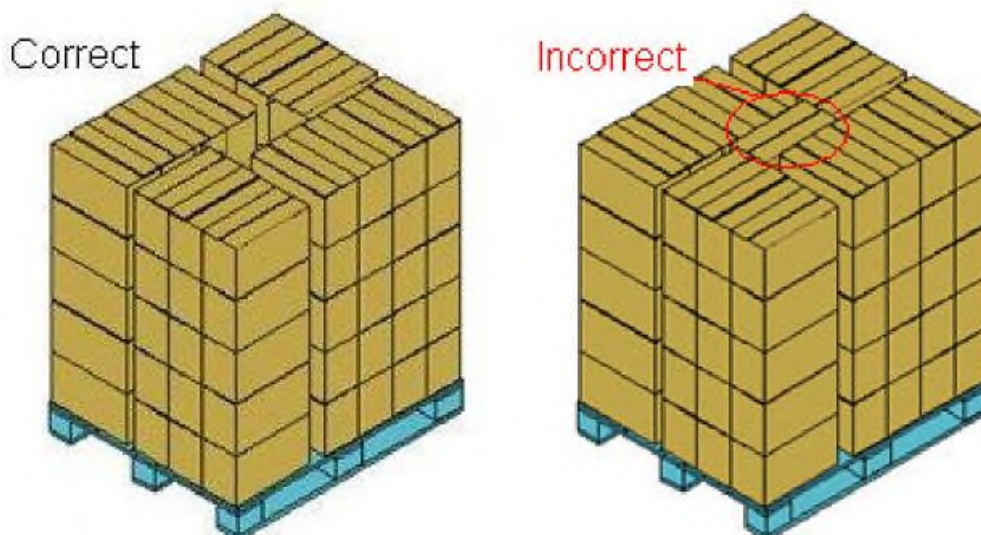


Figure 7

- 5.4 General Specifications of Product Identification Labels for Boxes and Pallets
- 5.4.1 Barcodes and labels presented in this document refer to AIAG standards as appropriate. This document takes precedence when discrepancies between this document and the AIAG standard exist.
- 5.4.2 Barcodes used for individual part identification (AIAG B-4) will be CODE 128 and will not contain data identifiers.
- 5.4.3 If stretch wrap is used on the pallets, please ensure that all Pallet Labels are clearly visible through the stretch wrap, placing labels on the outside of the stretch wrap when feasible.