

**ENGINEERING STANDARD**

Trane  
La Crosse, Wisconsin



No. ES 3609007  
Rev. A  
Date June 2015  
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**SF LABELING REQUIREMENTS**

## 1.0 SCOPE

1.1 Purpose - This Standard defines packaging label requirements for SF branded parts.

1.2 Applicability - This Standard applies to items purchased by Trane HVAC Parts and Supply Solutions that are shipped to a Trane Distribution Center or directly shipped to a customer.

## 2.0 APPLICABLE DOCUMENTS

All documents listed in this Section are the latest revision.

2.1 Referenced DocumentsIndustry

AIAG B-4	- Parts Identification and Tracking Standard
AIAG B-10	- Trading Partner Labels Implementation Guidelines
ISO/IES 18004	- Information Technology-Automatic Identification and Data Capture Techniques
QR Code 2005	- Barcode Symbology Specification

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

3.1 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.**

3.2 Master Label – Label identifying a part number and quantity of several like parts.

3.3 Pallet Label - Label identifying a part number, quantity, and PO of several like parts on one pallet.

3.4 Mnemonic Part Number - A Type of Finished Trane Part Number consisting of (3) Letters and (5) Numbers.

3.5 Part Label - Label on individually finished packaged part.

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#### 4.0 REQUIREMENTS FOR FINISHED PACKAGING

- 4.1 Label Material - The supplier shall select a paper quality that is suitable for printing sharp images for Bar Code scanning.
- 4.1.1 Preferred Face stock Material - 60 Uncoated Kraft White Paper.
- 4.1.2 Release Liner - The vendor's standard material that compliments the Face stock Material.
- 4.1.3 Label should have permanent pressure sensitive adhesive P5250.
- 4.1.4 Colors will be Pantone 376, CMYK= 50 0 100 0, RGB=141 198 63, and Pantone Cool Gray 9.
- 4.1.5 Camera ready artwork and color samples will be provided upon request.
- 4.2 Information Fields The printable area of the label consists of six fields of information. Refer to Figure 1. Lettering shall be sans serif. Contact Trane Parts for approval of any alteration in label format.



Figure 1

- 4.2.1 Finished Part Number - Finished Part Number as shown on the Purchase Order.
- 4.2.2 Quantity – The letters “QTY” shall be above quantity value on all labels. Individual item pack use:

**QTY**  
**1**

- 4.2.3 Description - Maximum 40 characters per line, 3 lines total. Description is shown on the purchase order.

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- 4.2.4 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.

- 4.2.5 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 2013. Package Code 3K1

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

- 4.2.5.1 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

- 4.2.6 Country of Origin - Designation of country of origin. This field can be designated as "Assembled in COO" or "Made in COO" as appropriate, where "COO" is the country of origin.

- 4.3 SF finished parts will be placed in a plain white box. Any additional artwork or box color requires approval.

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- 4.4 Label Placement - Labels should be placed in a consistent location from package to package for parts that are the same or similar.
- 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.
- 4.4.2.2 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.
- 4.4.2.3 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.

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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. Master labels will contain the part number and quantity.

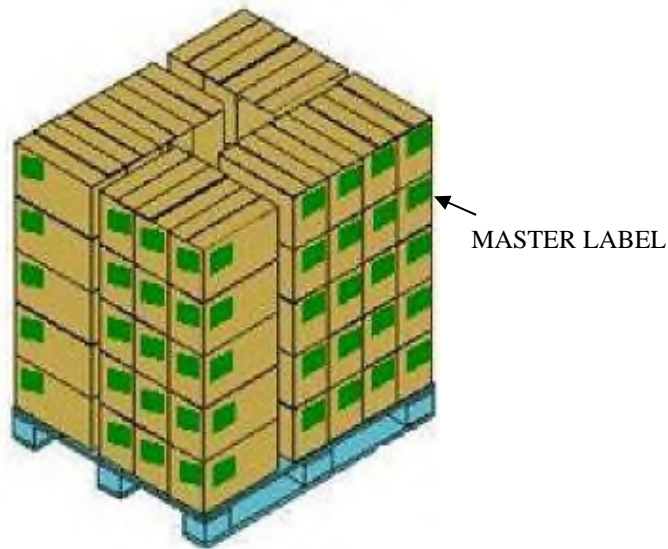


Figure 2



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

Figure 3 - Master Label (Portrait and Landscape)

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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 part number, quantity and PO for the pallet. An example is shown below where the blue rectangles represent the pallet labels.

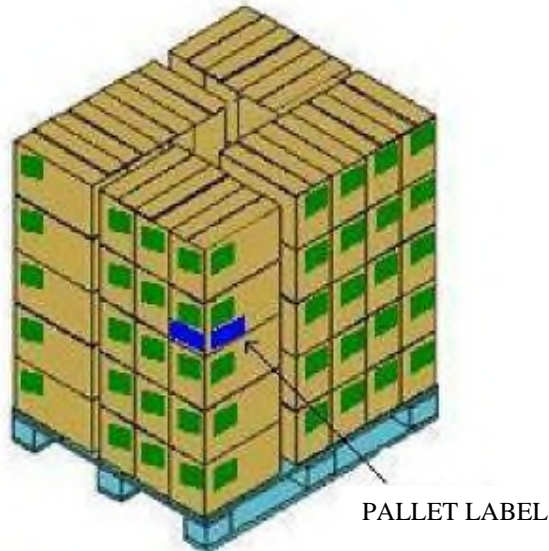
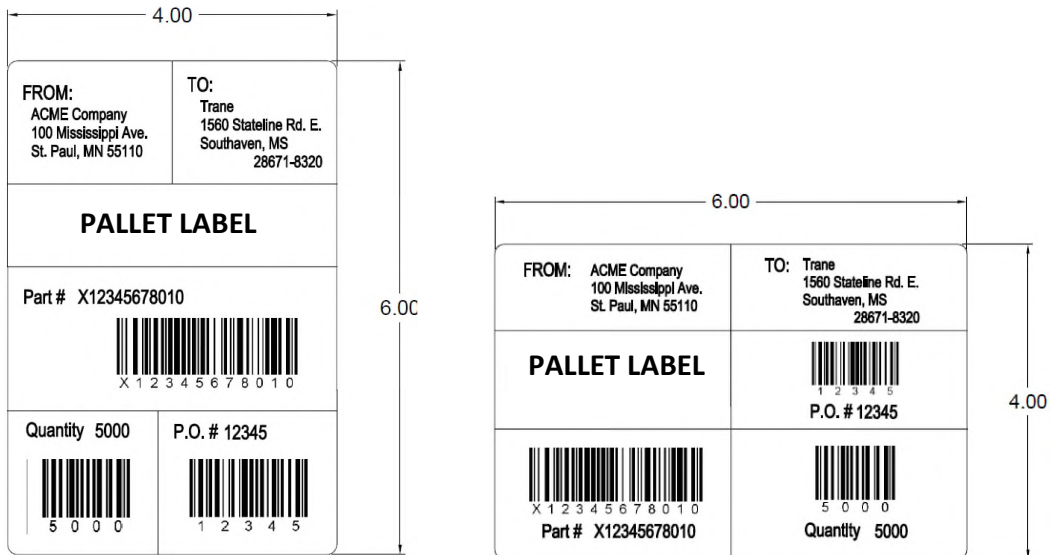


Figure 4



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

Figure 5 - 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.

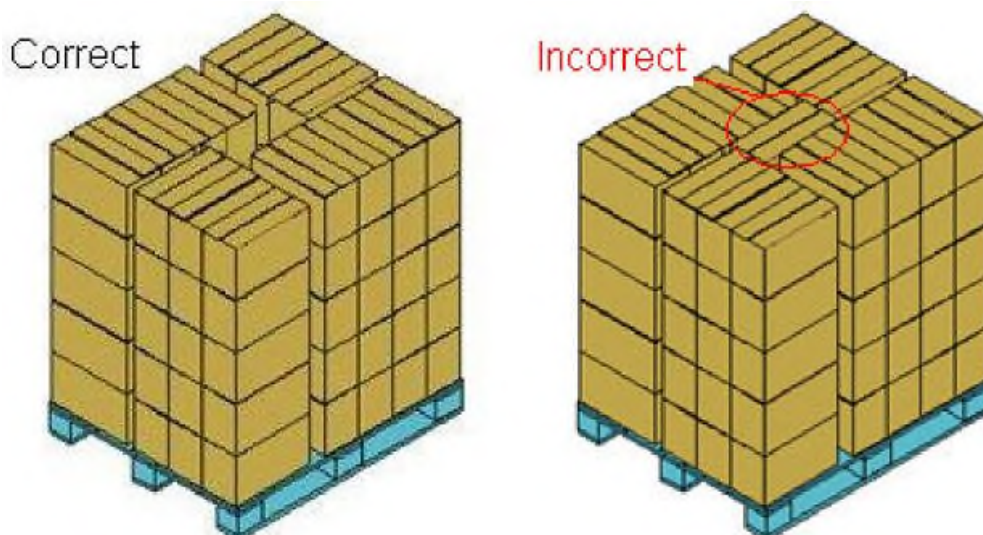


Figure 6

- 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.