



# **Labelling of materials in deliveries to Stomil Sanok S.A. Specification**

**Release 3.0**

**Changes to release 2.0 – label field Delivery Number changed. Prefix in field changed for B, changed also field content: last three digits from supplier code and subsequent delivery number completed to left by zeroes, up to 5 digits length.**

This manual describes technical requirements necessary for identification labels employed for marking of materials supplied to Stomil Sanok S.A., and explains how to attach the labels to packaging and secure it against damage during transportation.

Proper designation of the supplied materials has fundamental importance for process of acceptance, storage and delivery of raw materials in Stomil Sanok S.A. It results in reducing warehouse operations time and provides good identification of the materials in internal material administration.

Each consignment of raw materials should be marked with appropriate identification labels. At present two kinds of labels are used:

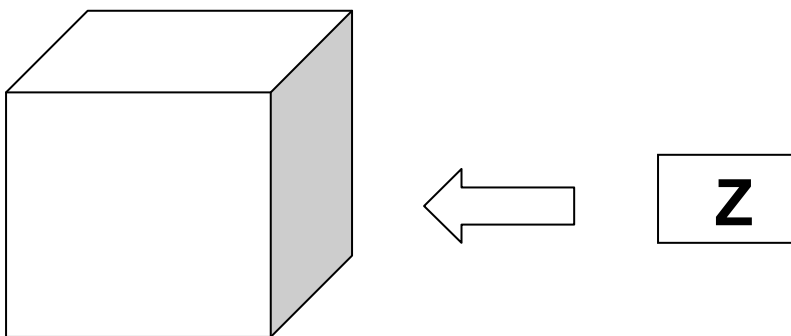
- master labels for overall packaging (Z)
- individual labels for basic package items (J)

### **Labelling of shipment units with master label**

Each individual part of delivery occurring separately is called a shipment unit. If the shipment unit contains no smaller units we call it a simple unit.

If the shipment unit contains smaller units we call it a complex unit.

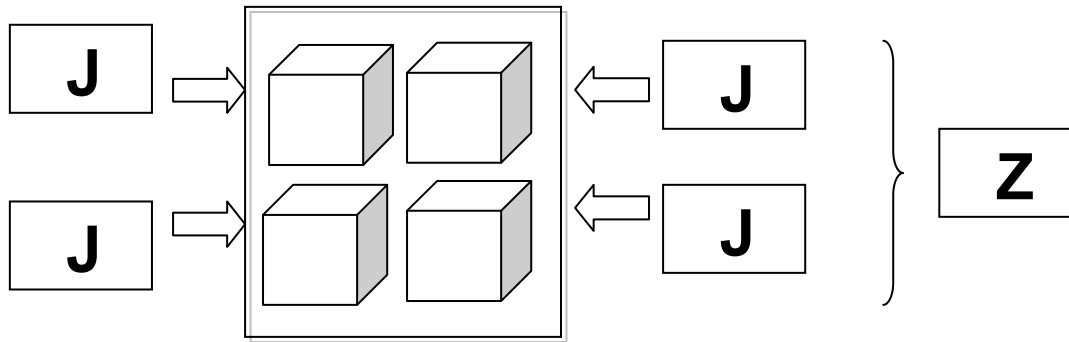
We mark simple unit with master label. Mostly such units are metal bins, barrels, coils, reels.



Drawing No. 1. Simple shipment unit should be marked with master label (Z).

If shipment unit is the complex unit, i.e. contains secondary units it should be labeled with master label and secondary units should bear individual labels.

Mostly such secondary units are containers on a pallet, cartons on the pallet, or small cartons inside big carton.



Drawing No. 2. Complex shipment unit should be labelled with individual labels (J) and master label (Z)

## Technical terms for labels

Labels during transport and storage are subject to influence of various external conditions: temperature, sun exposure, humidity and mechanical factors which may cause damage to the label and further to this loss of information about the contents of the package. To prevent it the labels must meet the following terms:


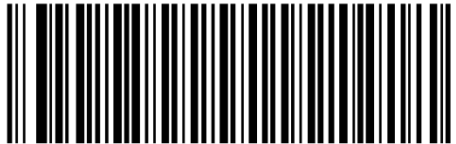
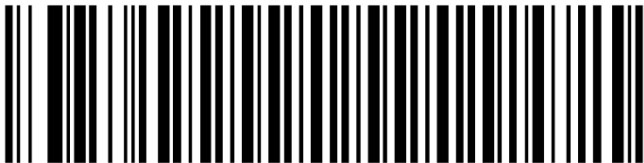
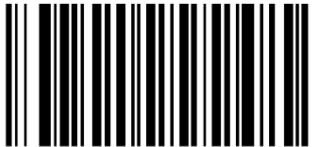

- weight of paper: more than 160 g/m<sup>2</sup>
- waterproof paper is recommended or use of foil holder
- type of print-out: thermal transfer printing or laser printer
- barcode type: code EAN128 set B zoom M in the interval 0,38-0,52
- type of fonts: Tahoma, Arial Central Europe character set

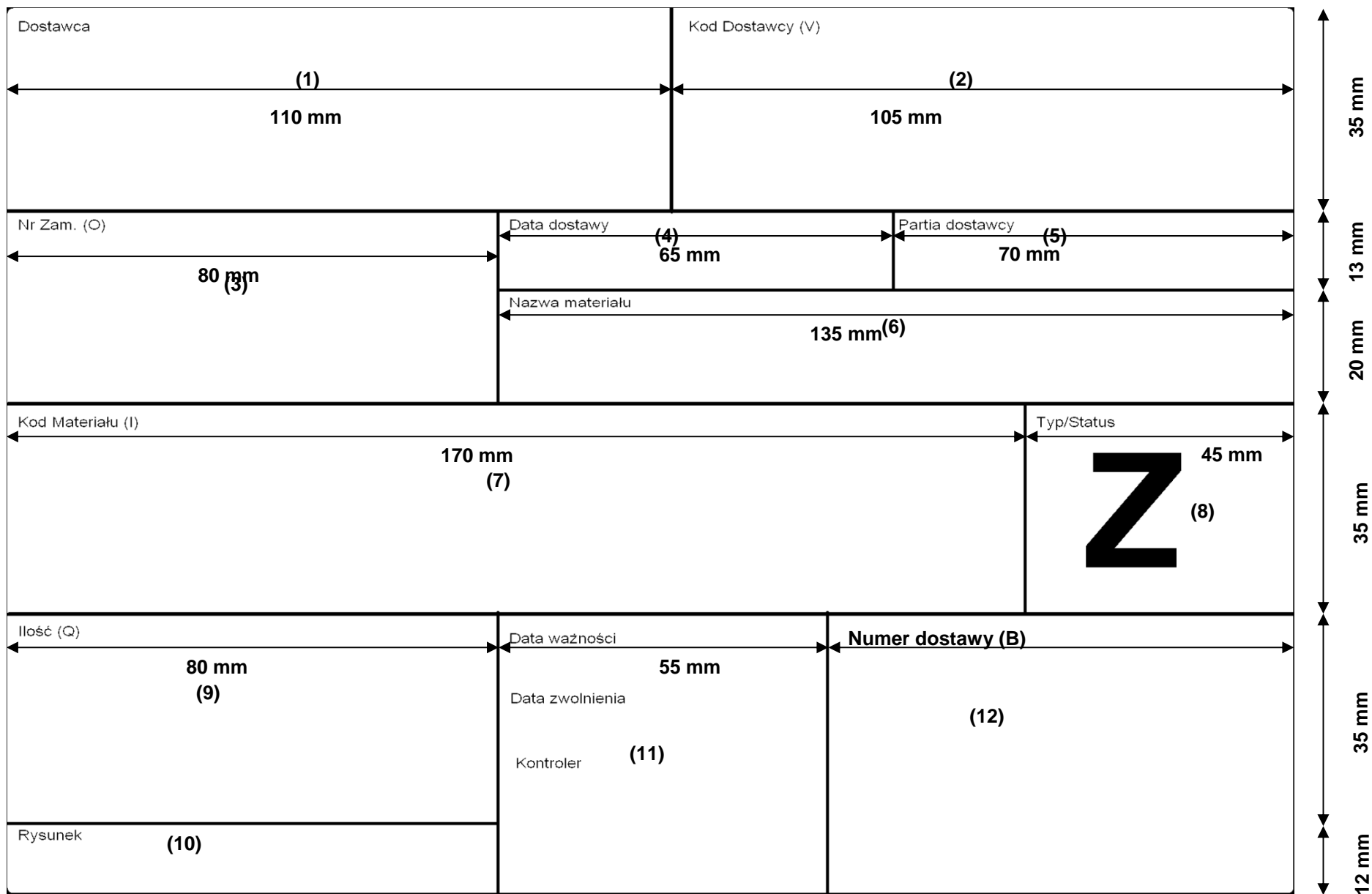
## Content of the master label (Z)

- (1) **Supplier** – supplier name and address
- (2) **Supplier's code** – it is 5 digit number assigned by Stomil Sanok S.A. – please see it on our orders at the top, under the number of order, additionally there is a prefix V in bar code
- (3) **Number of order** – Stomil Sanok S.A. order number for shipment, additionally there is a prefix O in bar code
- (4) **Date of delivery** – format containing day (01-31) month (01-12) year (2009) of delivery
- (5) **Lot number** – lot number assigned by supplier for identification (traceability) of material
- (6) **Name of material** – taken from our order – name of material acc. to Stomil Sanok S.A.
- (7) **Material code (index)** – it is 9 digit number taken from our order, additionally there is a prefix I in bar code
- (8) **Label Type / Quality Status** – Type of label Z - master label, field employed by quality control for marking of the material status
- (9) **Quantity** – quantity of material in measure unit taken from order, additionally there is a prefix Q in bar code
- (10) **Drawing** - number of drawing actual for delivery
- (11) **Field for internal use of Stomil Sanok S.A.**
- (12) **Delivery Code** built of prefix B, last three digits from supplier code and subsequent delivery number completed to left by zeroes, up to 5 digits length.

Below is a sample:

- proper master label,
- designation of fields on label,
- label dimensions.

Dostawca <b>Zakład Obróbki Metalu</b> <b>ul. Testowa 10</b> <b>30-000 Test, PL</b>		Kod Dostawcy (V)  <b>20150</b>
Nr Zam. (O)  <b>4500016025</b>	Data dostawy <b>10.03.2009</b>	Partia dostawcy <b>A1790</b>
Kod Materiału (I)  <b>K440140163</b>		Typ/Status <b>Z</b>
Ilość (Q)  <b>2000</b>	Data ważności  Data zwolnienia  Kontroler	Numer dostawy (B)  B15000001
Rysunek <b>EPG-12/55/10</b>		



## Content of individual package label (J)

- (1) **Supplier's code (V)** – it is 5 digit number assigned by Stomil Sanok S.A. – please see it on our orders at the top, under the number of order, additionally there is a prefix V in bar code
- (2) **Material code (I)** – it is usually 9 digit number taken from our order, additionally there is a prefix I in bar code
- (3) **Name of material** – taken from our order – name of material acc. to Stomil Sanok S.A.
- (4) **Quantity** – quantity of material in package in measure unit taken from order, additionally there is a prefix Q in bar code
- (5) **Delivery Code** built of prefix B, last three digits from supplier code and subsequent delivery number completed to left by zeroes, up to 5 digits length
- (6) **Label Type/Status** – Type of label J - individual package

Below is a sample:

- proper individual package label,
- designation of fields on label,
- label dimensions.

Kod dostawcy (V)  <p style="text-align: center;"><b>(1)</b></p>	Indeks surowca (I)  <p style="text-align: center;"><b>(2)</b></p>
Nazwa  <p style="text-align: center;"><b>(3)</b></p>	
Ilość (Q)  <p style="text-align: center;"><b>(4)</b></p>	Numer dostawy (B)  <p style="text-align: center;"><b>(5)</b></p>
<b>Data zwolnienia</b> ____-____-____ <b>Data ważności</b> ____-____-____ <b>Kontroler</b>	Typ etykiety/ Status <div style="text-align: center; font-size: 48px; font-weight: bold;">J</div> <p style="text-align: right;"><b>(7)</b></p>

Kod dostawcy (V) <div style="text-align: center; margin-top: 20px;">104 mm</div>	Indeks surowca (I) <div style="text-align: center; margin-top: 20px;">111 mm</div>	<div style="text-align: center;">30 mm</div>	
Nazwa			<div style="text-align: center;">16 mm</div>
Ilość (Q) <div style="text-align: center; margin-top: 20px;">104 mm</div>	Numer dostawy (B)		<div style="text-align: center;">28 mm</div>
<b>Data zwolnienia</b> ____-____-____ <b>Data ważności</b> ____-____-____ <b>Kontroler</b>	Typ etykiety/ Status <div style="text-align: center; font-size: 48px; font-weight: bold; margin-top: 10px;">J</div>		<div style="text-align: center;">26 mm</div>

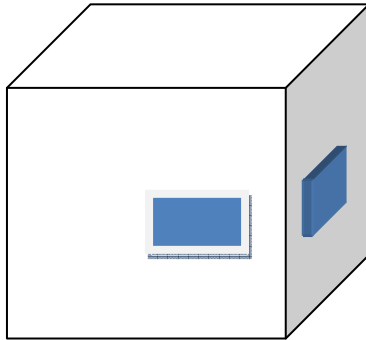


## Position and attachment of the labels

Labels should be positioned in such a way as to be protected from damage during transport and storage in order to be legible when delivery reaches Stomil Sanok S.A. warehouse.

Method of attachment depends on the used packaging. Before starting the serial deliveries of raw materials method of marking will be agreed with Stomil Sanok S.A.

Master labels should be attached to each package in two copies, on perpendicular walls:



Labels on disposable packaging should be attached permanently (stapled, stuck).

In no case bar codes might be covered by other labels or by fixing materials (tapes, staples).

## Process of implementation of labelling

Implementation process consists of three phases:

**Stage I:** Supplier receives labelling specification of supplies and preliminary assumptions regarding packaging

**Stage II:** Supplier creates a pattern of the label and sends it to Stomil Sanok S.A. in order to validate compliance with the requirements

**Stage III:** after approval of the labels supplier marks first serial delivery by means of them. If there is no objections labelling is approved for use in further deliveries.

## Label printing process

The best results provides use of specialized equipment: thermo transfer printers. Due to high cost of purchasing of such equipment different type of devices (e.g. laser printers) may be used for printing. In this case in order to minimize the costs bar code fonts commonly available as a package for Windows software may be used.

Below are links to companies which sell fonts:

<http://www.skk.com.pl/pl/produkty/oprogramowanie/czcionki-kodow-kreskowych>

[http://www.hdf.com.pl/product\\_hdf/page\\_h\\_425\\_680.html](http://www.hdf.com.pl/product_hdf/page_h_425_680.html)

<http://www.totnet.com.pl/index.php?cont=czcionka> (free of charge)