BAR CODE GUIDELINES ON PURCHASED PRODUCTS

Demco has chosen to use bar code scanning technology to track all product. This tracking mechanism will allow Demco to monitor raw materials from receipt at the dock, through our production process. This document establishes a set of labeling guidelines to help implement bar coding. Each container (box, skid, drum, pail, steel bundle, etc.) that is handled by Demco will need a **Bar Code Label** attached to it. The label is to have information both in readable form and in bar codes.

<u>**We will be using the standard bar code 39.**</u> The Arial font is preferred, in size 16 or greater. <u>**Minimum info**</u> guidelines on the bar code labels:

>   **Demco Part#**
>   **Quantity**
>   **PO#**

If you don't have a bar coding system implemented, we have included an **Excel Bar Code Template** to help you get started.

Following are specific guidelines by shipment type:

Labels on Crates

Each crate should have two bar code labels attached on adjacent sides on the upper third of the container. We would prefer the **part#, quantity & bar codes of these two items to be 1 ¼" or larger**.

Boxes within a Crate

Each box will need a bar code label with the quantity of parts that are inside the box. The box label should fit on the side or end of the box.

Boxes on a Pallet

Each box will need to have a bar code label attached. The labels should fit on the side or end of the box.

Drums

Each drum should have two bar code labels. One label must be attached to the top end of the drum. The other label is to be attached to the upper third of the vertical side of the drum.

Packaged Pieces

Pieces that are packaged will need a bar code label.

Scanning Vendor Packing Slips

We also have the capabilities of scanning your product from your packing slips. Therefore, we will eventually be requiring bar codes on packing slips.

Packing Slip minimum info guidelines:
    PO#
    Demco Part#
    Quantity

If you have questions or concerns, please contact your buyer.

Thanks in advance for your cooperation as we move forward with bar coding.