

BARCODED LABELLING FOR SHIPPING / RECEIVING GUIDE.

This guide is to assist with barcoded labelling of materials and / or parts for receiving and shipping at our Manufacturing and Distribution locations.

Outer carton marking / labelling

All outer cartons should be marked or labelled with the:

- Pitney Bowes Part Number (SKU)
- Serial Number (if applicable)
- Revision (if applicable)
- Carton Quantity
- Purchase Order Number
- Supplier Number
- Batch, Date Code, Use By Date and any other special instructions (as applicable).

The outer carton label size should ideally be a minimum of 15cm (6 inch) by 10cm (4 inch). If the carton is smaller than those sizes, use a label size to suit.

The label should be white in colour with black printing. Any adhesive type can be used, as long as adherence to the package substrate is assured and application is wrinkle free.

The outer carton shall be marked as follows:

- Pitney Bowes Part Number (SKU) and Serial Number (if applicable) - in human readable characters and barcode.
- Carton Quantity, Purchase Order Number, Supplier Number, Revision, Batch, Date Code, Use By Date and any other special instructions (if applicable) - in human readable characters.
 - All Human readable characters shall be a minimum of 1cm (0.4 inches) high.
 - The Barcode shall be a minimum of 2.5cm (1 inch) high.

Please do not mix SKU's in one carton.

Example outer carton label

Part No. PB12345 		Part No. PB24680 	
Quantity 100	Special Rev. B 29/01/2021	Serial No. 2468013579 	Special Rev. D 24/04/2021
PO 298765432		Quantity 1	
Supplier A123456		PO 470022846	
		Supplier B742559	

Individual item marking / labelling

All individual items should be marked, labelled or tagged with the:

- Pitney Bowes Part Number (SKU)
- Serial Number (if applicable)

The item label should comfortably fit on the packaged item and ideally be a minimum of 2.5cm (1 inch) high by 10cm (4 inch) wide. If the part is smaller than those sizes, use a label size to suit.

The label should be white in colour with black printing and be clearly affixed on each item. Any adhesive type can be used, as long as adherence to the package substrate is assured and application is wrinkle free.

Items where it is not practical to affix a label may need to be suitably packaged so that a label can be affixed to the packaging, or a labelled tag attached to the item.

Individual item shall be marked as follows:

- Pitney Bowes Part Number (SKU) and Serial Number (if applicable) – in human readable characters and barcode.
 - All human readable characters shall be a minimum of 0.5cm (0.2 inches) high.
 - The barcode shall be a minimum of 2.5cm (1 inch) high – the barcode may also include human readable characters within this dimension.

Barcode symbology

Please ensure that all barcodes are printed in Code-128 or Code-39 format.



For Drop Ship Products Serial No. is up to 18 characters (alpha numeric).

For inventory at the CDC, due to the Warehouse System, it is 7 characters (numeric).

Whilst this guide should cover most situations, there will be circumstances where requirements may dictate special arrangements between Pitney Bowes and suppliers. Every effort to minimize these situations should be a goal of all so that complexities and costs are not added.