



## **Kimball Electronics Group**

**1600 Royal Street**

**Jasper, IN 47549**

**(812) 634-4100 Fax (812) 634-4600**

## **Labeling Standard**

Labeling standards have been established to allow KEG to properly identify and maintain traceability throughout processing. The bar code standard has been created to allow Kimball Electronics the ability to use scanning equipment in the receipt of incoming material.

All bar codes are in compliance with Electronics Industry Association specifications. Please reference CEA-556-B and CEA-624-A. For a copy of these standards contact:

Electronics Industry Association  
2001 Pennsylvania Avenue  
Washington, DC 20006  
Phone: 202-457-4966

### **1. Symbology**

All barcodes are to be printed in code 3 of 9 (code 39). Human readable characters should be printed with each bar code.

### **2. Data Field Identifiers**

The following data field identifiers are to be used in the barcode and the human readable formats. Please reference the label example section.

<b>Data Field</b>	<b>Characters</b>	<b>Field Identifier</b>
Customer P.O. #	Up to 25	K
Customer Part #	Up to 25	P
Manufacturer Part #	Up to 25	1P
Manufacturer Name	Up to 30	18V
Quantity	Up to 8	Q
Date Code	Up to 9	9D
Lot Code	Up to 18	1T
Carton #	2 of 5, etc.	Not Bar Coded
Revision Level	4	2P

### 3. Label Specification

Label size is to be appropriate for the size of the product. For example: On large outer cartons a 4" x 6" or 3" x 5" is acceptable. Labels for smaller inner cartons will vary depending on package size and material. Please reference example labels for information required on inner and outer carton.

### 4. Label Application

Label Application is required on all packages. If the package contains no inner carton, the inner carton label must be applied to the outer carton. If the carton contains multiple inner cartons, the label must be applied to each individual inner carton.

### 5. Example Labels

#### OUTER CARTON LABEL FOR SINGLE PART

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGOOTE, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 16TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000006	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 260-0004-01	
(1B) MANF. NAME: COMPANY X	
(1P) MANF. PART #: 12345	
NUMBER OF CARTONS: 1 OF 2	

## OUTER CARTON LABEL FOR MULTIPLE PARTS

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGOOTEET, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 15TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000006	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 260-0004-01	
(18V) MANF. NAME COMPANY X	
(1P) MANF. PART #: 12345	
NUMBER OF CARTONS: 1 OF 2	MIXED CARTON

## INNER CARTON LABEL

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGOOTEET, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 16TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000006	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 260-0004-01	(2P) REVISION: A
(18V) MANUFACTURE'S NAME: COMPANY X	
(1P) MANF. PART #: 12345	
(1T) LOT NUMBER: 6789	(9D) DATE CODE: 10/27

Kimball use only:

Revision level - B, Revision Date -11/07/2005, DC-5877, Previous DC -DC-4140, Owner - Kyle Olexa, SAP QSD  
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