

BAR CODED PACKAGE LABEL SPECIFICATIONS

All products delivered to a Staples Print Solutions (SPS) dock require Bar Coded package labels. Every container must have the appropriate label(s) applied. When fully in place, our data collection system enables us to scan bar code information for receiving, shipping and tracking of products/orders. This provides SPS access and availability to real-time inventory management information, benefiting both our company and our business partners. Following is a description of the information we require bar-coded on all package labels.

Label Specifications

All barcodes on the label are CODE 128. Each barcode must be a **minimum of .25" high with a minimum of .013 mil density**. Each label should be of a finished size large enough to allow a clear area of 1/2" around all bar codes and printing of the required information.

Field	Length	Format	Mask	Required?
1. SPS Standard Item Code – <i>Given on Purchase Order</i>	29	AN	Upper Case, Numeric, & Punctuation ZZZZZZZZ99999XXXXXXXXXXXX Blanks (9) + BPID (6) + Customer Item Number (14)	Yes
2. SPS Standard Item Bar Code		Code 128		Yes
3. SPS Lot Identification Number	16	AN	Upper Case, Numbers, & Punctuation 9999-999999X999 - Only display the Right 3 characters on the label	Yes
4. Lot Number Barcode		Code 128	All 16 characters need to be in the Lot Number Bar Code	Yes
5. SPS Purchase Order Number	9	AN	Numeric & Punctuation (NOTE: numeric prefix represents the SPS source division. Example: P.O. No. 48-000346 (48 = Omaha Division/Plant, PO# 000346)	Not at this time

LABEL EXAMPLES:

The label examples above are representative of the approved SPS label design. Thank you for your efforts toward compliance with these requirements. Please contact SPS with any questions you may have about this information. Additionally, product must be packaged in new cartons, with no printing on the outside of the carton surface, other than what is contained on the label affixed to the carton.