

<b>Zoppas Industries</b>	<b>FUNCTIONAL SPECIFICATION</b>	0.20.02
	<b>PACKAGING LABEL STANDARD FOR RAW MATERIALS AND COMPONENTS</b>	Rev.: 4
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SPECIFICATION REVISIONS

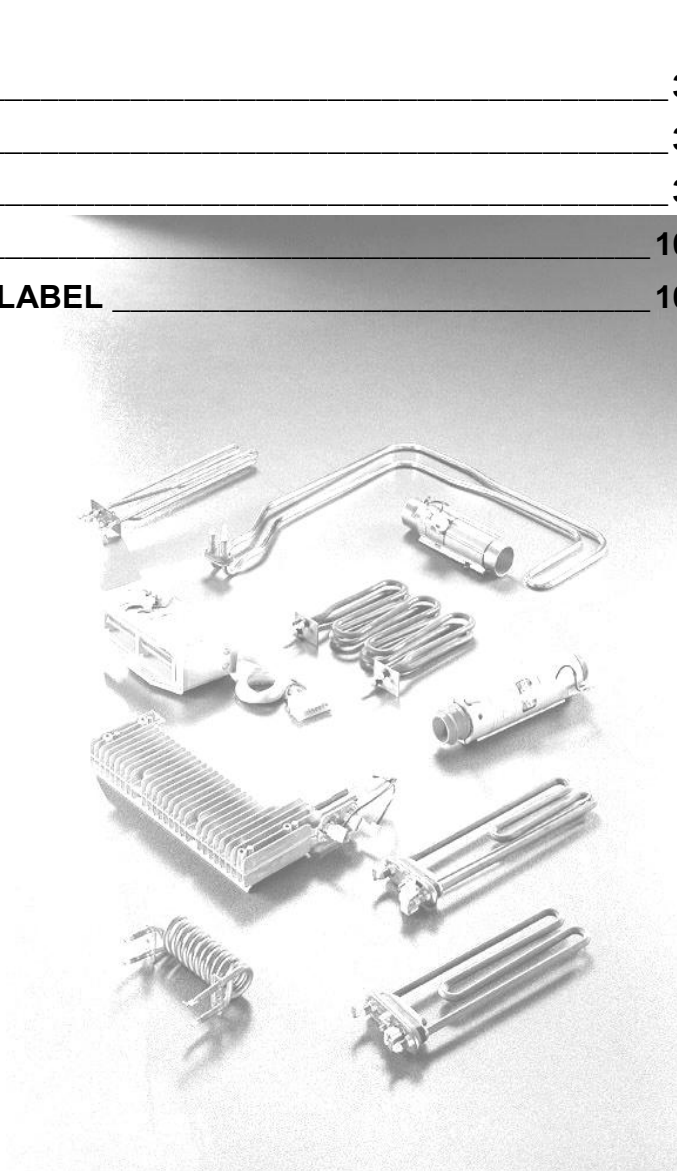
REV.	ISSUE DATE	FILLED IN	VARIATION AND/OR MODIFICATION	APPROVED
0	01.06.2009	P. ARDUINI		G. SONEGO
1	01.07.2009	P. ARDUINI	General review	G. SONEGO
2	30.11.2009	P. ARDUINI	General review, added chapter 6, deleted SBU SEV	G. SONEGO
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## 1. GENERAL

IRCA S.p.A. (hereinafter referred to as IRCA) and Zoppas Industries Romania S.r.l. (hereinafter referred to as ZIR) have introduced a new standard of labelling with the aim of improving the communication with their own suppliers. This standard must be applied to all raw materials and purchase component supplies delivered to IRCA and ZIR.

## 2. LABEL TYPES

The packaging of all raw material and purchase component supplies must be identified with a "DATAMATRIX" label in order to allow an easy reading of all the necessary information (e.g. supplier, address, quantity, etc.), the loading of the data in the E.R.P. system and an immediate traceability of the purchased material/component.



NOTE: If it is not possible to use the "DATAMATRIX" label, the use of the "SINGLE PARCEL" and "MASTER" label is allowed (see point 5).

## 3. "DATAMATRIX" LABEL

The "DATAMATRIX" label with the two-dimensional barcode can contain all the necessary information (see Picture 1).

RECEIVER <b>IRCA s.p.a</b>		INCOMING WAREHOUSE <b>IRCA DIVISIONE RICA</b> VIA PODGORA 26 - VITTORIO VENETO		
ADVICE NOTE NR/INVOICE NR (N) <b>453382</b>		SUPPLIER MANUFACTURING PLANT ADDRESS <b>CABLE s.p.a</b> VIA DELLE INDUSTRIE 12 - BERGAMO		
		GROSS WT (KG) <b>10</b>	NET WT (KG) <b>8</b>	PACKAGE VOLUME (M3) <b>2</b>
ART NO (P) <b>571174400</b>			TOT NR OF BOXES (T) <b>21</b>	
QUANTITY (Q) <b>50</b>		DESCRIPTION <b>CAVO IN SILICONE L= 150 SEZ 1.5MMQ</b>		
SUPPLIER (V) <b>1400001459</b>		PART NUMBER, SUPPLIER (C) <b>632145987</b>		
SERIAL NR/BATCH NR/WORK ORDER (S) <b>367289156</b>		DATE (D) <b>20090408</b>		
		ORDER NUMBER (H) <b>4500000400</b>		

Picture 1: example of a "DATAMATRIX" label

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### 3.1 STRUCTURE OF THE TWO-DIMENSIONAL BARCODE

The string of the two-dimensional barcode shall have a maximum of 160 characters, including the letter “Y” which has to be entered at the beginning of the string as a prefix and shall be structured in this way:

- a) the first character of the string is “Y” followed by “;” (semicolon);
- b) after that, the list of the values foreseen by the label must be entered (item code, document, date, etc...) preceded by each identifying character (indicated in brackets in the field descriptions);
- c) each value shall be separated with “;”(semicolon).

NOTE: The sequence used to describe the various information is not important, with the exception of “Y” that must always be placed at the beginning of the string.


With reference to Picture 1, here below we report the content of the two-dimensional barcode:

**Y;N453382;D20090408;T21;V1400001459;H4500000400;P571174400;Q50;C632145987;S367289156;**
















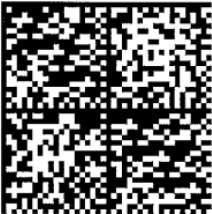

### 3.2 LABEL FIELDS

Below you will find the fields composing the label (see Picture 2):

Field	Description
(1) Receiver:	Receiver of the invoice.
(2) Incoming Warehouse:	Final Warehouse, that means reference of the receiving Warehouse, as specified in the purchase order.
(3) Advice note nr/invoice nr:	Delivery note number for EU suppliers or invoice number for extra-EU suppliers.
(4) Supplier Manufacturing Plant address	Supplier’s business name and address.
(5) Gross WT:	Weight of the material in kg, <u>including</u> packaging.
(6) Net WT:	Weight of the material in kg, <u>excluding</u> packaging.
(7) Package Volume:	Cubic size of the package, expressed in m <sup>3</sup> .
(8) Art. no.:	Item code for IRCA or ZIR material.
(9) Quantity:	Quantity of material contained in the package.

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- (10) Description: Short description of the material.
- (11) Part Number Supplier: Supplier's internal item code.
- (12) Supplier: Supplier's identifying code as specified in IRCA or ZIR's database.
- (13) Date: Date on delivery note / invoice.
- (14) Total nr of boxes: Total number of boxes delivered with the delivery note.
- (15) Serial nr/Batch nr/  
Work order nr: Serial number or batch number or work order.
- (16) Order Number: Number of IRCA or ZIR's purchase order.

RECEIVER 	INCOMING WAREHOUSE 	
ADVICE NOTE NR/INVOICE NR (N) 	SUPPLIER MANUFACTURING PLANT ADDRESS 	
ART NO (P) 	GROSS WT (KG) 	NET WT (KG) 
	PACKAGE VOLUME (M3) 	
		TOT NR OF BOXES (T) 
QUANTITY(Q) 	DESCRIPTION 	
SUPPLIER (V) 	PART NUMBER, SUPPLIER (C) 	
SERIAL NR/BATCH NR/WORK ORDER (S) 	DATE (D) 	
	ORDER NUMBER (H) 	

Picture 2: fields of "DATAMATRIX" label

**NOTES:**

- A. All above-mentioned fields/data are necessary in order to identify the packaging and are useful for the automatic receiving.
- B. Each data/field should be separated by thin lines and should contain a field description in the upper left corner.

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- C. The field description shall be written in English with characters of 2 mm in height.
- D. The data's identifying character, in capital letters, is placed in brackets after the field description. This capital letter must be entered also in the string of the two-dimensional barcode as prefix of the field's data.
- E. If there is no information, the field shall be left blank.
- F. Please do not print information that is not required.

The different fields of the "DATAMATRIX" label of Picture 2 are described in detail here below:

**1 - RECEIVER**

This field must contain the name of the company to which the invoice shall be addressed.

The companies to which the supplier can address the invoice are the following:

**IRCA S.p.A.**

**Zoppas Industrie Romania S.r.l.**

The text must be written with readable characters, bold and with an height of at least 5 mm; a maximum of two lines with 20 characters is allowed.

**2 - INCOMING WAREHOUSE**

This field must contain the goods' actual unloading place, as specified in the purchase order: the lower line must include the incoming warehouse's address, while the upper line must include the address of the plant where the material is to be delivered.

Currently, the incoming warehouses of IRCA and ZIR are the following:

**IRCA S.p.A.**  
V.le Venezia 31, 31020 – SAN VENDEMIANO – Treviso - Italy

**IRCA div. Rica**  
Via Podgora 26, 31029 – VITTORIO VENETO – Treviso - Italy



**IRCA div. Rica**  
Via Menarè 189, 31015 – CONEGLIANO – Treviso - Italy

**IRCA div. Rica c/o IRCA**  
V.le Venezia 31, 31020 – SAN VENDEMIANO – Treviso - Italy

**N.D.B. Logistica (ARAD)**  
Zona Industriale Vest, Str. I, nr. 8, 310346, ARAD - ROMANIA

**IRCA div. Irca c/o ZOPPAS INDUSTRIES ROMANIA**  
Drumul Cenadului 24 - 305600 SANNICOLAU MARE – TM - ROMANIA

**IRCA div. Rica c/o ZOPPAS INDUSTRIES ROMANIA**  
Drumul Cenadului 24 - 305600 SANNICOLAU MARE – TM - ROMANIA

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The text must be bold and 5 mm high.

The information on the place for the unloading of the goods must be clear to the driver.

This information must not be entered in the barcode.

### **3 - ADVICE NOTE NR/INVOICE NR (N)**

This field must contain the number of the delivery note (DDT or invoice), assigned by the sender.

The text must be bold and 5 mm high, and it should not exceed 7 characters.

The field description shall contain the caption: ADVICE NOTE NR/INVOICE NR (N).

**As an identifier, N must be entered in the two-dimensional code as prefix of the advice/delivery note nr.**

### **4 - SUPPLIER MANUFACTURING PLANT ADDRESS**

This field must contain the Supplier's company name and address. The upper line shall include the company's business name, while the lower line its address. The field's information must be written down as in the example below:

**MARIO ROSSI S.p.a.  
VIA DELLA PACE 33 - TORINO**

The text should be bold, 5 mm high, and shall contain a maximum of 29 characters.

### **5 - GROSS WEIGHT**

This field must contain the weight of the materials expressed in kg, including packaging.

The text must be bold and 5 mm high, and shall contain no more than 5 characters. The unit of measurement must be printed at the end of the field's description:



GROSS WT (KG).

### **6 - NET WEIGHT**

This field must contain the weight of the materials expressed in kg excluding packaging.

The text must be bold and 5 mm high, and shall contain no more than 5 characters. The unit of measurement must be printed at the end of the field's description:

NET WT (KG).

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### **7 - PACKAGE VOLUME (M<sup>3</sup>)**

This field must contain the size of the package in cubic meters.

The text must be bold and 5 mm high.

The unit of measurement must be printed at the end of the field's description:

PACKAGE VOLUME (M3).

### **8 - ART NO (P)**

This field must contain the code of IRCA/ZIR's material.

The text must be bold and 5 mm high, and shall contain no more than 18 characters.

The field's description must include the caption: ART NO (P).

**As an identifier, the letter P must be entered in the two-dimensional barcode as prefix of the code of IRCA/ZIR's material.**

### **9 - QUANTITY (Q)**

This field must report the quantity inside the box, expressed with the same unit of measurement specified on the invoice.

The text must be bold and 5 mm high. There must be no spaces or unnecessary zeros on the left side of the quantity. In the case of decimal numbers, they must be separated from the whole number by a "." (dot) and there can be a maximum of 2 decimals.

A maximum of 10 characters including decimals is admitted.

The field's description must include the caption: QUANTITY (Q).

**As an identifier, the letter Q must be entered in the two-dimensional barcode as prefix of the quantity inside the box.**

### **10 - DESCRIPTION**

This field must report the description of the material, the same one that is reported in the purchase orders or in our drawings. This can eventually be integrated with additional technical descriptions for an easier identification of the material.

The text must be bold and 5 mm high, and it can contain no more than 22 characters.


### **11 - PART NUMBER SUPPLIER (C)**

This field must report the supplier's internal part number; this data is useful as reference to be used for cross-checks with the supplier.

The text must be bold, 5 mm high, and shall contain no more than 15 characters.

The description of the field must include the caption: PART NUMBER SUPPLIER (C).



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**As an identifier, the letter C must be entered in the two-dimensional code as prefix of the Supplier's internal part number.**

### **12 - SUPPLIER (V)**

This field must report the code/identification number attributed by IRCA/ZIR to the supplier, as specified in each purchase order.

The text must be bold and 5 mm high, and it can contain no more that 10 characters.

The description of the field must include the caption: SUPPLIER (V).

**As an identifier, the letter V must be entered in the two-dimensional code as prefix of the code/identification number attributed by IRCA or ZIR to the supplier.**

### **13 - DATE (D)**

This field must report the date referring to the delivery note, written in readable characters.

The format must be expressed in YYYYMMDD, where YYYY = Year, MM = Month, and DD = Day. The text must be bold and 5 mm high, and it can contain no more than 8 characters.

The description of the field shall include the caption: DATE (D).

**As an identifier, the letter D must be entered in the two-dimensional code as a prefix of the date on the delivery note.**

### **14 - TOTAL NR OF BOXES (T)**

This field must report the total number of packages or boxes referring to the same item code.

The text must be bold and 5 mm high and it can contain no more than 4 characters.

There can be no zeros or spaces before the number of boxes.



The field's description shall include the caption: TOTAL NUMBER OF BOXES (T).

**As an identifier, the letter T must be entered in the two-dimensional code as prefix of the total number of packages or boxes.**

### **15 - SERIAL NR/BATCH NR/WORK ORDER NR (S)**

This field must report a number to identify the component's traceability:

- Serial nr.: for countable components having single piece traceability, i.e. powerboards, transformers, etc... this field requires the component's matriculation/serial number. The serial number is unique for each single delivered part and cannot be repeated in time.
- Batch nr.: used for raw material coming from industrial processes which foresee a production based on batches, i.e. stainless steel cast.

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- Work order nr.: used mostly for components and raw material being transformed in big production lots, such as mechanical processes, flanges, nipples and cables made to measure.

The text must be bold and 5 mm high, and it can contain no more than 15 characters.

The field's description must include the caption: SERIAL NUMBER (S), BATCH NUMBER (S), OR WORK ORDER NUMBER (S).

**As an identifier, the letter S must be entered in the two-dimensional barcode as prefix of the number which identifies the component's traceability.**

### **16 - ORDER NUMBER (H)**

This field must report the purchase order nr. of IRCA/ZIR.

The text must be bold and 5 mm high, and it can contain no more than 10 characters.

The field's description shall contain the caption: ORDER NUMBER (H).

**As an identifier, the letter H must be entered in the two-dimensional barcode as prefix of the purchase order nr. of IRCA/ZIR.**

## **4. LABEL QUALITY REQUIREMENTS**

### **TYPE OF PAPER**

The "DATAMATRIX" label size is 213 mm x 155 mm.

The label must be white with text in black. In order to reduce distortions, the label should be printed on 160-170 g/m<sup>2</sup> waterproof paper.

### **PRINTING**

High printing quality is required to ensure the automatic reading of the two-dimensional barcodes: a thermal transfer printer is recommended.

### **CHARACTER FONT**


Any readable font can be used, although the use of the "Helvetica bold" font (as showed in all enclosed examples) is recommended.

### **BARCODE STANDARD**

The two-dimensional barcode should be of "DATAMATRIX" type. The code printout should be oriented left in the field, without initial blank characters or zeros.

### **POSITIONING OF THE LABEL**

The label must be applied horizontally, preferably on the upper side of the box. Other application methods, such as staples or stickers, shall be placed in a way as not to alter the barcode's readability.

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**The label must be applied on each box filling the pallet.**

If there is a side designed for the positioning of the labels on the boxes or plastic containers, the label shall be placed on that side. Otherwise, apply it on the most suitable side so that the labels can be read even when the containers are stacked on a pallet.

Make sure that during packaging, straps or bands cannot be placed on top of the label.

## **5. “SINGLE PARCEL” AND “MASTER” LABEL**

The “SINGLE PARCEL” and “MASTER” label may be used only in the following cases:

- a) the supplier delivers material inside small boxes, on which it is not possible to put the label 213 mm x 155 mm;
- b) the information on the delivery note/invoice and purchase order nr. of IRCA/ZIR are available only at time of shipment;
- c) the pallet holds several boxes containing materials with different item codes, therefore it is not possible to summarize all information in one single label.


The application of 2 different labels is required: the first, small one (Single parcel) to be applied on the single package/box, and the second one (Master) is to be placed on the pallet or on the big box. These two labels together contain all information necessary for the receiving of the goods in the warehouses of IRCA/ZIR.

### **5.1 FIELDS OF THE SMALL “SINGLE PARCEL” LABEL (SEE PICTURE 3) TO BE PLACED ON EACH SINGLE BOX**

The “Single parcel” label must include the following information:

- a) Art. No. (P): item code of IRCA/ZIR’s material to be entered also in the two-dimensional code;
- b) Description: short description of the material;
- c) Quantity (Q): actual quantity inside the package to be entered also in the two-dimensional code;
- d) Part number supplier (C): item code of the supplier’s material to be entered in the two-dimensional code;
- e) Serial no/batch no/work order no (S): serial number or batch number or work order number to be entered also in the two-dimensional code.

This label’s dimensions must be suitable for containing the data mentioned above.

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Picture 3: label for “SINGLE PARCEL” with two-dimensional barcode


## 5.2 FIELDS OF THE “MASTER” LABEL (SEE PICTURE 4) TO BE PLACED ON THE PALLET

The “Master” label shall include the following information:

- a) Receiver: name of the person receiving the invoice;
- b) Incoming warehouse: receiving warehouse, as specified in the purchase order;
- c) Supplier manufacturing plant address: supplier’s business name and address;
- d) Gross weight: weight of the material including packaging;
- e) Net weight: weight of the material excluding packaging;
- f) Tot. Nr. of boxes (T): total number of boxes with item code for a reference, to be entered also in the two-dimensional code;
- g) Package Volume (m3): size of the package in cubic meters;
- h) Advice note nr/Invoice nr. (N): number of the delivery note for EU suppliers or invoice number for extra-EU countries, to be entered in the two-dimensional code;
- i) Date (D): date on delivery note, to be entered in the two-dimensional code;
- j) Supplier (V): supplier’s ID as of IRCA/ZIR’s database, to be entered also in the two-dimensional code;
- k) Order number (H): purchase order number of IRCA or ZIR, to be entered in the two-dimensional code.

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The dimensions of the “MASTER” label are the same as those of the “DATAMATRIX” (213 mm x 155 mm).

<small>RECEIVER</small> <b>IRCA s.p.a</b>	<small>INCOMING WAREHOUSE</small> <b>IRCA DIVISIONE RICA</b> <small>VIA PODGORA 26 - VITTORIO VENETO</small>		
<small>ADVICE NOTE NR/INVOICE NR (N)</small> <p style="text-align: center;">904349</p>	<small>SUPPLIER MANUFACTURING PLANT ADDRESS</small> <b>BIANCHI s.p.a</b> <small>VIA DEI CADUTI 45 - MILANO</small>		
	<small>GROSS WT (KG)</small>	<small>NET WT (KG)</small>	<small>PACKAGE VOLUME (M3)</small>
	2	1,5	1
<small>SUPPLIER (V)</small> 1400001459			<small>TOT NR. OF BOXES (T)</small> <p style="text-align: center;">4</p>
	<small>DATE (D)</small> 20090519		
	<small>ORDER NUMBER (H)</small> 4500000400		

Picture 4: “MASTER” label with two-dimensional barcode