

**Labeling Requirements****Introduction**

The quality of the information on labels is essential. Bar code labels are required and used to eliminate opportunity for error. Errors made because of label deficiency are serious in nature. (Bar code print quality must pass verification per ANSI guidelines.)

Suppliers shall not include information relating to quality on shipping identification labels. The supplier shall not apply adhesive-backed color tags to any of the required labels described herein.

Generac label specifications:

**Bar Code Symbology**

Code 128

**Label Size**

4.0 inches (102mm) high by 6.0 inches (152mm) or 6.5 inches (165mm) Wide

**Label Quantity and Placement:**

Minimum 2 labels per Shipping Pack on 2 opposite sides. (unless otherwise specified by a particular Generac facility)

**Label Color:**

White in color in black printing.

**Adhesives:**

Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free. Note: If labels are applied to returnable packaging, the adhesive **must not** leave a residue after the label is removed, and the label must be easily removed without tearing. Paper is not preferred on returnable packaging.

**Returnable Packaging:**

Card holders are recommended to contain and protect labels in conjunction with returnable packaging. Adhesive-backed labels shall be applied directly to placards or to stretch/shrink wrap. **DO NOT APPLY LABELS DIRECTLY TO THE RETURNABLE**, unless the label stock is polyester material or equivalent AND the adhesive is classified as a "removable" type. The supplier is responsible for the removal of all old labels.

**Human Readable Zeroes (0)**

Show human readable zeroes (0) with a diagonal slash to differentiate them from alphabetic Os.

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Label Types**

Generac Power Systems maintains three different types of labels that will help identify product. The three label types are: Parts ID label, Master label and Mixed label. Each have a different application requirement which are listed below.

**Parts I.D. Label**

Parts I.D. labels are applied to each container of product being manufactured for Generac Power Systems. Labels should be placed on two opposite sides of each container to ensure proper identification.

**Standard Data;** (data areas required are listed below)

- Part number (must start with a zero (0))
- Description of product
- Quantity
- Total Weight
- Lot number
- Supplier number
- Purchase order number – where not prohibitive. (must start with a "P")
- Supplier serial number (if applicable)
- MFG date (MM-DD-YY)
- Generac engineering revision level

PART NO. <b>0F4481</b> 		DESCRIPTION FUEL SOLENOID
QUANTITY <b>99999</b> 	LOT NO. <b>123456789</b> 	
SUPPLIER <b>14359V</b> 	PURCHASE ORDER NO. <b>P205681</b> 	
SERIAL <b>123456789</b>  <small>SUPPLIER NAME, ADDRESS, CITY, STATE, ZIP</small>	MANUFACTURE DATE <b>10-17-02</b>	ENG. LEVEL <b>12</b> 

### Master Labels

Master labels are applied to pallets consisting of one Generac part number at the same Generac engineering revision level. It is used to rapidly identify what product the pallet contains. When a shipping pallet requiring a master label is stretch or shrink wrapped, securely attach the master label to the outside of the wrap.

Pallets with the same part number purchased from multiple POs must have a master label for EACH PO that is on the pallet. (Example: if a pallet contains product with PO P205132 and P203123, the pallet will have two separate master labels.)

**Standard Data;** (data areas required are listed below)

- Part Number (must start with a zero (0))
- Description of product
- Quantity
- Total Weight
- Supplier Number
- Purchase Order Number (must start with a "P")
- Ship date (MM-DD-YY)
- Engineering revision level
- Serial Number (if applicable but not required)

<h1>MASTER LABEL</h1>		
<b>PART NO.</b> 0204212030BKC15 	<b>DESCRIPTION</b> LEFT HAND ABS CABLE BRACKET	
<b>QUANTITY</b> 99999 	<b>PO#</b> P205681 	
<b>SUPPLIER</b> 49810A 		
<b>SERIAL</b> 123456789 	<b>SHIP DATE</b> 10-17-02	<b>ENG. LEVEL</b> A 

**Mixed Load Label**

Mixed load labels are applied to pallets that have two or more different parts on it. Each container/box must have a separate part ID label applied following guidelines listed above.

- Supplier Number

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**MIXED LOAD**

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The following table defines the required data areas:

DATA AREA NAME	DESCRIPTION	HUMAN READABLE CHARACTER HEIGHT	BAR CODE HEIGHT	COMMENTS
Part Number (Part No.)	Generac Designated Part Number	.4-.5 in. (10-13mm)	.5 in. (13mm)	Must start with a zero, both human readable and bar code format
Quantity	Part Quantity	.5 in. (13mm)	.5 in. (13mm)	
* Lot No.	Supplier lot number. Supplier lot number is used for lot traceability, and should therefore be associated with supplier internal processes, the time period manufactured, and the supplier's ability to do lot traceability with their own suppliers. Lot numbers can span multiple boxes and shipments, <b>but shall never be reused!</b>	.4-.5 in. (10-13mm)	.5 in (13mm)	US and recommended for foreign suppliers.
Supplier Code (Supplier)	Generac Designated Supplier Code	.25 in. (6.5mm)	.4 in. (10mm)	
Serial Number (Serial)	Unique sequence of characters designated by the supplier. This number will enable the supplier to trace part history by manufacturing lot.	.25 in. (6.5mm)	.4 in. (10mm)	Use data identifier 4S on Master Labels. Use data identifier 5S on Mixed Load Labels)
*Description & Supplier Part Number (Description)	Common name of item. Supplier part number is optional but must <u>not</u> be in bar code symbology.	.25 in. (6.5mm)	N/A	Locate description above supplier part number
* Generac's Purchase Order Number (P.O. No.)	Generac designated purchase order number	.19-.25 in. (4.8-6.5mm)	.4 in. (10mm)	Must start with a "P", both human readable and bar code format
*Generac's Part Revision Level Designator (Eng. Level)	Generac's part revision level designator as printed on Generac's part print	.19-.25 in. (4.8-6.5mm)	.4 in. (10mm)	
*Manufacturing and Expiration Date	Manufacturing date of parts in pack. Include Expiration date if item has a shelf life.	.2 in (5mm)	N/A	MM-DD-YY Format (e.g. 09-30-09)
*Supplier Name	Supplier's name and address	.125 in (3mm)	N/A	