

INSTRUÇÃO DE TRABALHO / WORK INSTRUCTION	Cód: IT-IT-001
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1. OBJECTIVO / OBJECTIVE

Provide instructions to all Suppliers about Borgstena Odette Barcode Labels requirements.

2. APLICAÇÃO / APPLICATION

Applies to all Borgstena Suppliers.

3. DEFINIÇÕES E SIGLAS / DEFINITIONS AND ABBREVIATIONS

OTL = Odette Transport Label

4. DOCUMENTOS DE REFERÊNCIA / REFERENCE DOCUMENTS

N.a.

5. MODO OPERATÓRIO / OPERATIVE MODE

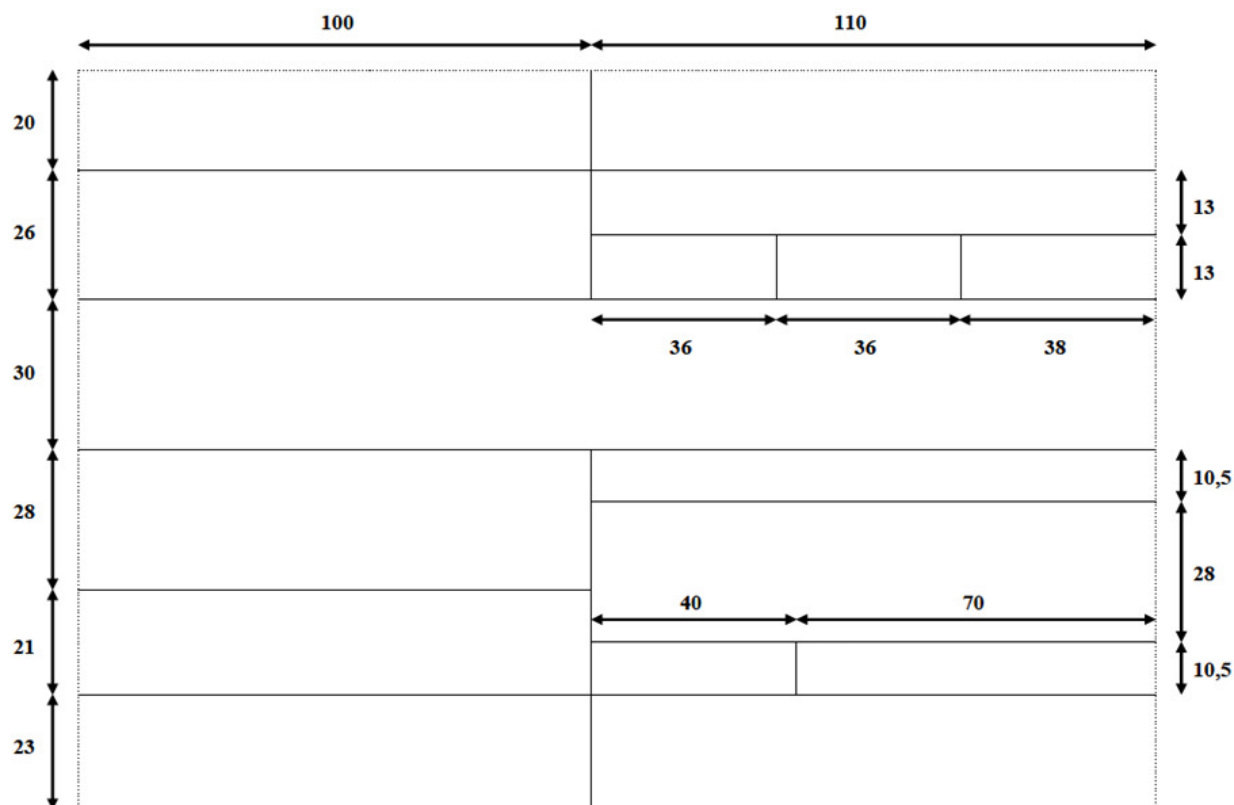
OTL General Specifications:

- The format of the Odette Transport Label (OTL) is A5 (210x148 mm)
- This format may be printed on larger paper size, e.g. A4, but the label it self must keep A5 size
- The OTL paper must be white with black printing.
- The OTL must be weather resistant or placed on a area protected from the weather (e.g. Plastic bags)
- The OTL must be placed on the Goods in order to avoid any damages on the OTL
- Outer border line (frame) should not be printed on the OTL. This to provide the best reading possibilities of the bar code
- If at the time that Supplier is printing the OTL the Delivery Note Number is not yet available, leave this field blank

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OTL Size in millimeters:



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OTL Data Fields :

Shipping section	Receiver 1	Dock / Gate 2		
	Advice Note No (N) 3	Supplier 4		
		Net Weight (Kg) 5	Gross weight (Kg) 6	No. of boxes 7
Parts Identification section	Part Number (P) 8			
	Quantity (Q) 9	Part Desc 10		
		Supplier Part No 11		
	Supplier (V) 12	Date 13	Eng. Change 14	
	Serial Number (S) 15	Batch no (H) 16		

Field	Barcode Field	Comments
1 - Receiver	No	Borgstena Site
2 - Dock / Gate	No	Leave Blank
3 - Advice Note No (N)	Yes – (N)	Delivery Note Number (Leave Blank if not available)
4 - Supplier	No	Supplier Name
5 - Net Weight (Kg)	No	Net Weight (Kg)
6 - Gross Weight (Kg)	No	Gross Weight (Kg)
7 - No. Of Boxes	No	No. Of Boxes
8 - Part Number (P)	Yes – (P)	Borgstena PartNumber
9 - Quantity (Q)	Yes – (Q)	Quantity (. Must be used as decimal separator)
10 - Part Desc	No	Part Number Description
11 - Supplier Part No	No	Supplier Part No
12 - Supplier (V)	Yes – (V)	Supplier Code at Borgstena
13 - Delivery or Production Date	No	Delivery or Production or Delivery Date
14 - Eng. Change	No	Leave Blank if not available
15 - Serial Number (S)	Yes – (S)	Unique Identification per article (ex : 201211090001)
16 - Batch no (H)	Yes – (H)	Batch number

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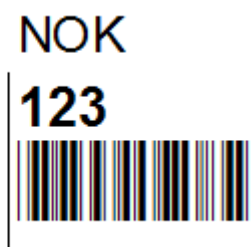
OTL Example :

Receiver Borgstena Textile Portugal		Dock / Gate	
Advice Note No (N) 2163 		Supplier Test Supplier	
		Net Weight (Kg) 38	Gross Weight (Kg) 39
		No Of Boxes 1	
Part Number (P) P96097010101 			
Quantity (Q) 190 		Part Desc VTC I-DOT WINDSH 790*2500MM	
Supplier ID (V) 34010 		Supplier Part No 123456789	
		Date D121031	Eng. Change 1
Serial Number (S) 64863 		Batch No (H) 190382/1 	

Barcode Specifications :

- Barcodes on the labels must be Code 3 of 9

- Left or Right side of the barcode must have the distance of at least 0.5 centimeters from any vertical line (quiet zone)



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- Barcode height must be 1.3 centimeters
 - Data encoded inside the Barcodes must always contain "*" as start and end character and field identifier as well Ex: (*P1234567*)
 - Visible data outside the Barcodes must not contain "*" and field identifier Ex: (1234567)
- Example for Part Number (P) :

1234567



- Characters inside the Barcode must not include Code 39 extended characters.
- Allowed characters are :
- 0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ-./

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