

HENKEL CLEVELAND MANUFACTURING AND  
LOUSVILLE MANUFACTURING

**FINISHED GOODS, CHEMICAL, AND RAW MATERIAL  
SUPPLIERS**

BAR CODED LABEL SPECIFICATIONS

**May 2006**  
**SUPERSEDES ALL PREVIOUS ISSUES**

Specific Sections Revised This Issue:

The Henkel Lot field name has been changed to Lot Number. All references to Henkel Lot have been changed to Lot Number

The Vendor Lot Number Requirement has been replaced by Date Of Manufacture. All references to vendor lot have been revised to show this new requirement.

Pg 3-Policy- Bar code requirements are part of our vendor quality program

Pg 4-Shipping Label & Case Label- Bar code height and width requirements added.

Pg 7-SSCC-18, Item 3- The requirement to reset serialization number to zero after 12 months is removed. The serialization number should not be reset.

PG 8-Case Label Specifications, Lot Number Field- The size of the lot number bar code field is now specified- 3/8 to 1/2 inch high, 1 1/4 to 1 1/2 inch in length.

Pg 9-Master Pack Case Label- New section added for vendors that master pack finished goods.

Pg 12-Bar Code Label Placement On Shipment- If more than one set of shipping labels is applied to pallet due to multiple lot numbers, each pair of labels should have the serialization number incremented.

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## **MISSION**

One of the significant missions of Henkel is to implement comprehensive bar coding and Electronic Data Interchange (EDI) programs with our suppliers.

Today's competitive environment requires that business relationships between supplier, manufacturer, distributor, and customer become more efficient by eliminating non value added costs, quality problems, and delivery problems. Establishing a bar code label program and ultimately an EDI program will improve the performance and efficiencies for Henkel and business partners.

## **POLICY**

It is our policy to follow as closely as possible the standards established by the Uniform Code Council for bar coding and EDI systems. The references for these standards are below.

\*Application Standard for Shipping Container Codes.

\* Interleaved 2 of 5 and UCC/EAN-128 Bar Code Symbology.

\* ANSI and UN/EDIFACT EDI Standards.

Our Bar Code Requirements Are Part Of Our Vendor Quality Program

## **GETTING STARTED**

Determine if your company has been assigned a Manufacturer ID number by the Uniform Code Council. If you have been assigned a number you will use it to identify your company in the SSCC-18 bar code on the shipping Label. If you do not have an assigned number you may use the vendor number assigned to your company by Henkel. If you do not know your Henkel vendor number contact your Henkel purchasing agent.

You will need to order reference material and become familiar with these specifications.

### **GS1 US**

8163 Old Yankee Road

Dayton, Ohio 45458

Phone: 937-435-3870

[www.gs1us.org](http://www.gs1us.org)

### **Automatic Identification Manufacturers Association**

634 Alpha Drive

Pittsburgh, Pennsylvania 15238 USA

Phone: +1 412 963 8588

Fax: +1 412 963 8753

Email: [info@aimglobal.org](mailto:info@aimglobal.org)

Order: ANSI/AIM-BC-2 Uniform Symbology Specifications Interleaved 2 of 5.

## ANSI/AIM -BC-4 Uniform Symbology Specification Code 128

American National Standards Institute  
11 West 42nd Street  
New York NY 10036  
(212) 642-4900  
Order: ANSI Bar Code Quality ANSI X3.182

### GENERAL INFORMATION

#### SHIPPING LABEL

The Shipping Label is 4 inches wide by 6 inches in height. It is affixed to pallets or individual items depending upon the shipping configuration. The height of the bar code fields should be ½ inch. The size of the human readable numbers and the bar code width should be approximately that of the samples in the manual.

#### RAW MATERIAL CASE LABEL

The Case Label is 3 inches in width by 4 inches in height. The label stock must be white. Case Label data should reflect single carton or container data. Bar code label print quality must meet ANSI Bar Code Print Quality Guidelines. Henkel requires a 4 out of 5 first scan rate. All label data is expected to be correct.

#### FINISHED GOOD CASE LABEL

The Case Label is 4 inches wide by 3 inches in height. It is affixed to each carton containing finished goods on a pallet. If you are shipping Consumer Commodities the proper ORM-D marking must be on the label. The height of the I 2 of 5 bar code field should be 1 inch and the lot number field 3/8 to ½ inch. The size of the human readable numbers and the bar code width should be approximately the same as the sample in the manual.

#### LOT NUMBERS

Henkel requires that finished goods be assigned a Lot Number. This number appears on the Shipping and Case Labels. The supplier will obtain the Lot Number as described later in this manual. **A Lot Number must be present on all labels.**

## SHIPPING LABEL (Finished Good/Raw Material)

### APPLICATION IDENTIFIERS






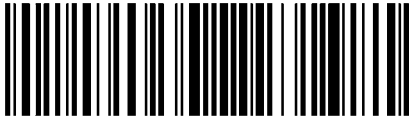
On both labels you will see numbers within parenthesis (240). These are called Application identifiers or AI's. These identify what the bar coded data represents such as Purchase Order Number.

- (400) Purchase Order Number
- (240) Part Number
- (91) Quantity
- (10) Lot Number
- (11) Date Of Manufacture (YYMMDD)
- (00) SSCC-18 Serialization Code

It is important to remember that when constructing a bar code that only the number is in the bar coded data. **The parenthesis appear only in the human readable characters.**

### THE SHIPPING LABEL

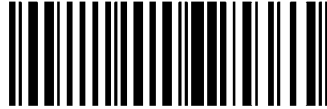
The Shipping Label is 4 inches wide by 6 inches in height and the label stock must be white. Below is a sample label. The Data in the bar codes are to illustrate how the label should look. **Your Data must be used when producing the actual label.**

Material # (240) 212184 	WAREHOUSE: CL
5900 RTV SILICONE 300ML	
QUANTITY: (91) 060000 	UNITS: EA
MFG DATE: (11) 060220 	
LOT #: (10) TEST1 	
P.O.# (400) 0123456789 	
SSCC-18: (00) 123456789123456789 	

## SHIPPING LABEL SPECIFICATIONS

**The Material Number** is comprised of the AI 240 and the part number as it appears on the Henkel purchase order. The human readable characters may appear above or below the bar code. The part number is up to 15 positions;  **symbology is Code 128**, and no spaces are allowed in the bar coded data. **When scanned the data would appear as 240212184**

Material # (240) 212184



**The MATERIAL DESCRIPTION** is the same as shown on the Henkel purchase order. The description is up to 30 characters in length.

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5900 RTV SILICONE 300ML

**The Warehouse** human readable is going to be either **CL** (Cleveland) or **LV** (Louisville)

**The QUANTITY** bar code is comprised of the AI 91. Indicating “quantity” with a decimal point three positions from the right. For example a Quantity (91)200.000 barcode would read 91200.000 the decimal point is in the bar code as well as in the human readable. This will be used as quantities for all materials whether they are Eaches, Kilo’s, Con’s, or any other measurement used. The Quantity is up to 10 characters including the decimal point and does not contain spaces, parenthesis in the bar coded data and the symbology is Code 128. The bar code below would scan 91200.000

QUANTITY (91)200.000



**The UNITS** designator does not require a bar code only a human readable in the form of- **EA** for “Eaches”, **KG** for “Kilograms”, or **CON** for “Container”, see the example below

Units:

EA

**DATE OF MANUFACTURE** is comprised of AI 11 and the appropriate date. **The Date of Manufacture is required data and must be in YYMMDD format.** The

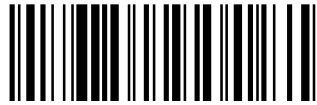
date of manufacture field is in Code 128 symbology **and when scanned would appear as 11060220**

MFG DATE: (11) 060220



The **LOT NUMBER** is comprised of the AI 10 and the lot number assigned to you by Henkel. The lot number is up to 10 positions, the symbology is Code 128, **no spaces are allowed in the bar coded data and when scanned would appear as 10TEST1.**

LOT #: (10) TEST1



The **P.O. NO.** is comprised of the AI 400 and the purchase order number that is on the Henkel P.O. The human readable characters are above the bar code, however if your software does not accommodate this placement, then below the bar code is acceptable. The P.O. number is 6 positions; **symbology is Code 128**, and no spaces are allowed in the bar coded data. **When scanned the data would appear as 4000123456789**

P.O.# (400) 0123456789



**SSCC-18** is comprised of the AI 00 and 4 data elements. Below is an explanation of the data elements.

\*The AI is 00

- 1) The Next position is the packaging indicator. 0 is for cases, 1 for a pallet, and 2 if larger than a pallet. Typically it is set to a 1.
- 2) The next 7 positions are the Manufacturer ID. This may contain your UCC assigned Manufacturer ID or, if you do not have this number, you may use your Henkel vendor number. Both numbers are zero filled to the left.
- 3) The next 9 positions are the serialization number. This should be a unique number for each pair of shipping labels. Initially this number is set to all 0's. For each 2 labels printed a 1 is added to this number. (2 labels are required on each pallet)
- 4) The last position is the check digit and is calculated using MOD 10. **Note: do not include the AI in the calculation.** This number is inserted by the label software.

The SSCC-18 is 18 positions in length excluding the AI, no spaces are allowed in the bar coded data, and **the symbology is UCC/EAN 128**. When scanned the example would appear as 00123456789123456789

SSCC-18: (00) 123456789123456789



MATERIAL# (240) XXXXXX 	WAREHOUSE: CL	Warehouse Code CL or LV	Material Number from Henkel the Bar Code Scans 240XXXXXX
DESCRIPTION OF MATERIAL			Description of Material from Order
QUANTITY: (91) XXXXX.XXX 	UNIT: EA	Unit of Measure EA, KG, CON,	Quantity on Skid, Box, Container Bar Code Scans 91XXXXX.XXX The Decimal Point is in the Bar
MFG DATE: (11) YYMMDD 	Manufacture Date Format is YY MM DD (no spaces) Bar Code Scans 11YYMMDD		
LOT #: (10) 1234567890 	Lot Number is Supplied By Henkel with Order Bar Code Scans 101234567890		
P.O. # (400) 0123456789 	Purchase Order Number Supplied by Henkel Bar Code Scans 4000123456789		
SSCC-18: (00) 123456789123456789 	SSCC-18 is a Pallet Unique Number the first two digits (00) in the parenthesis are the AI identifier for a SSCC-18 code. The next digit is the packaging indicator... 1 for Pallet, 2 if larger than a pallet, 3 if undefined container. The next 7 digits are the Manufacturer ID either a UCC assigned or Henkel assigned. The next 9 digits are the Unique Serialization Number which can be thought as a "Label Counter" the first label set printed can have these digits set to 00000000 the next label set (pallet needing a label) would read 00000001. The last digit is a check digit this is usually calculated from your Bar Code software but can be Manually Calculated		



Check characters are usually calculated for you by film master suppliers or bar code generating software. To calculate the modulo 10 check character for U.P.C., EAN, SCC-14, and SSCC-18 you have to go through the 5 steps explained next. Digit positions are numbered from right to left for this calculation so that the check character position counts as position 1. For example, the SSCC-18 number 00012345 55555555 8 would break out as:

Position	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
SSCC-18	0	0	0	1	2	3	4	5	5	5	5	5	5	5	5	5	5	?

Step 1: Starting from position 2 of the number, add up the values in the even numbered positions.

Position	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
SSCC-18	0	0	0	1	2	3	4	5	5	5	5	5	5	5	5	5	5	?

For the example:  $5 + 5 + 5 + 5 + 5 + 4 + 2 + 0 + 0 = 31$

Step 2: Multiply the result of Step 1 by 3.

For the example:  $31 \times 3 = 93$

Step 3: Starting from position 3 of the number, add up the values in the odd-numbered positions. That is, add up all the numbers left over from step 1. You're skipping position 1 because position 1 is the check character, which is the number you are calculating.

Position	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
SSCC-18	0	0	0	1	2	3	4	5	5	5	5	5	5	5	5	5	5	?

For the example:  $5 + 5 + 5 + 5 + 5 + 3 + 1 + 0 = 29$

Step 4: Add up the results of steps 2 and 3.

For the example:  $93 + 29 = 122$

Step 5: The check character is the smallest number that when added to the result obtained through step 4 gives a number that is a multiple of 10.

For the example:  $122 + X = 130$

$X=8$

“8” is the smallest number that when added to 122 results in a multiple of 10. Therefore, the check character is 8.

## CASE LABEL-RAW MATERIALS

The label size is 3 inches in width by 4 inches in height. The label stock must be white.

### CASE LABEL

MATERIAL# (240) XXXXXXXX 	
QUANTITY: (91) 200.000 	UNITS <b>EA</b>
LOT NUM: (10) LLLLLLLLLL 	
DATE OF MFG: (11)061231 	
DESCRIPTION: DESCRIPTION OF MATERIAL	

**The Material Number** is comprised of the AI 240 and the part number as it appears on the Henkel purchase order. The human readable characters may appear above or below the bar code. The part number is up to 15 positions;  **symbology is Code 128**, and no spaces are allowed in the bar coded data. **When scanned the data would appear as 240XXXXXXXX.**

**The QUANTITY** bar code is comprised of the AI 91. Indicating “quantity” with a decimal point three positions from the right. For example a Quantity (91)200.000 barcode would read 91200.000 the decimal point is in the bar code as well as in the human readable. This will be used as quantities for all materials whether they are Eaches, Kilo’s, Con’s, or any other measurement used. The Quantity is up to 10 characters including the decimal point and does not contain spaces, parenthesis in the bar coded data and the symbology is Code 128. The bar code below would scan 91200.000

**The UNITS** designator does not require a bar code only a human readable in the form of- **EA** for “Eaches”, **KG** for “Kilograms”, or **CON** for “Container”.  
**The LOT NUMBER** is comprised of the AI 10 and the lot number assigned to you by Henkel. The lot number is up to 10 positions, the symbology is Code 128, **no spaces are allowed in the bar coded data and when scanned would appear as 10LLLLLLLLLL.**

**DATE OF MANUFACTURE** is comprised of AI 11 and the appropriate date. The Date of Manufacture is required data and must be in YYMMDD format. The date





**\*Sample shown is an ORM-D Consumer Commodity. If the product isn't a Consumer Commodity DO NOT USE THE CONSUMER COMMODITY INSIGNIA.**

The sample represents a master pack that contains eight inner cases of ten pieces each. The master pack label has a 4 as the first digit, which caused the check digit to change, and the quantity reflects total pieces in the master pack. The inner case label is the same as usual.

### **TIPS FOR GETTING IT RIGHT THE FIRST TIME**

Below are some of the things to remember when developing your labels that will improve the success rate for verification and approval.

- \* Use the size and color specified for the label.
- \* Use the specified symbology for the bar codes.
- \* Do not imbed spaces or parenthesis in the bar codes.
- \* Create the bar codes as close as possible to the examples. We did not specify exact sizes and bar code widths because of the vast number of bar code software packages.
- \* If you have questions call the Bar Code Hotline (216) 663-3051 before spending a lot of time and not getting it right.
- \*Remember to use your data in the bar codes not the data in the examples.**

**NOTE:** We highly recommend that you purchase at least the Print Only Version of Bartender. The following website contains all the labels that are required by us. With Bartender software once you download the label you will be prompted to enter the required information. Upon entering the information Bartender will place the information in the correct locations on the labels. This is recommended for its ease of use and ensures a near 100% accuracy thus eliminating any discrepancies.

[http://www.loctite.com/int\\_henkel/loctite\\_us/index.cfm?&pageid=32&layout=1](http://www.loctite.com/int_henkel/loctite_us/index.cfm?&pageid=32&layout=1)

To purchase Bartender or the Print Only Version you can contact the following:

Lowry Computer Products  
Mr. Bob Seitz  
32915 Aurora Road, Suite 260  
Solon, Ohio 44139  
Phone: 440-542-0855

Raco Industries  
5480 Creek Rd.  
Cincinnati, Ohio 45242  
Phone: 800-446-1991  
Fax: 513-792-1377

## BAR CODE PRINT QUALITY

The printed bar code labels must be consistent with ANSI Bar Code Print Quality ANSI X3.182 Specifications. Henkel requires an "A" or "B" rating on all bar codes.

## OUTSOURCING LABEL PRINTING

Henkel has made arrangements with the company below to provide printing services at reasonable costs.

Lowry Computer Products  
Mr. Bob Seitz  
32915 Aurora Road, Suite 260  
Solon, Ohio 44139  
Phone: 440-542-0855

Raco Industries  
5480 Creek Rd.  
Cincinnati, Ohio 45242  
Phone: 800-446-1991  
Fax: 513-792-1377

## BAR CODE VERIFICATION AND APPROVAL

Once you have produced bar coded Shipping and Case Labels they must be sent to Henkel to be verified for label size, bar code data content, correct symbology, scan grade, human readable correctness, and ORM-D requirements. Do not Fax sample labels, as the quality is too poor you may however Fax labels for format inspection only. **We require original labels.**

Submit both **ORM-D** label and **NON ORM-D** label if applicable. When you submit your labels for verification include the Finished Goods Vendor Bar Code Label Submission Form.

The results of the verification will be communicated to you by Fax or phone call. Until you receive approval for the labels **DO NOT LABEL SHIPMENTS TO HENKEL**. Once you have obtained approval for your labels the Receiving Departments will be notified and Henkel will expect your next shipment to be properly labeled.

Send labels to be verified to:

Bar Code Coordinator  
Henkel Corporation  
18731 Cranwood Parkway  
Cleveland, Ohio 44128

Henkel has established a Bar Code Hotline where you can leave questions or messages and request a return call. The Bar Code Hotline is 216-663-3051. Your call will be returned as soon as possible.

Once you begin bar coding shipments the Receiving Department personnel will audit the labels. If any problems are found a Label Discrepancy Report is filled out and will be sent to the Bar Code Coordinator. The report will be verified and you will be contacted and advised of the problem and the corrective action.

## OBTAINING A LOT NUMBER

All finished goods shipments **MUST** have a bar coded **LOT NUMBER** assigned by Henkel. This Lot Number must appear on the Shipping Label and Case Labels. To obtain a Lot Number call your Henkel purchasing agent.

## BAR CODE ASSISTANCE

The Bar Code Coordinator will assist you in developing the required labels. The Bar Code Hotline is 216-663-3051 and is the way to communicate your questions or requests for assistance. If you are not sure about something please call.

## BAR CODE LABEL PLACEMENT ON SHIPMENT

**Examples of label placement are located at the back of this manual.** The following provides more specific details on product pallet configuration and label placement.

\*Henkel **REQUIRES ONE PART NUMBER PER PALLET.**

\*If there are **MULTIPLE** Lot Numbers on a pallet for the same part number then the Lot Numbers must be separated by slip sheets and separate Shipping Labels showing the Lot Number for that layer affixed to the layer. Each layer's shipping labels must have the SSCC-18 serialization number incremented.

\*The **OLDEST** Lot Number must be on the top layer.

**Shipping Label placement must conform to the following:**

\*Two labels are required per pallet. One label is placed on the upper one third of the right corner of the pallet on the short side and the second label is placed on the adjacent side at the same height. Labels must be on the **OUTSIDE** of any shrink-wrap.

## EXAMPLES OF LABEL LOCATIONS

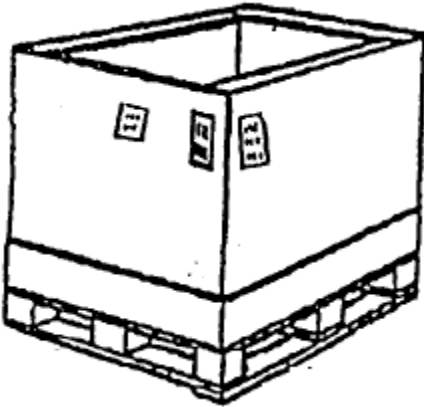
### STANDARD PALLET



REQUIRES 2 SHIPPING LABELS BE PLACED ON ADJACENT SIDE PANELS IN THE UPPER 1/3<sup>RD</sup> OF THE PALLET. ONE FINISHED GOOD OR RAW MATERIAL LABEL IS REQUIRED ON EACH UNIT ON THE SKID

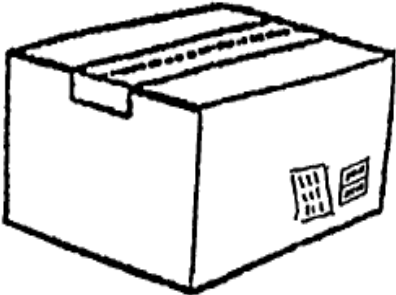
**PLEASE NOTE:** PALLETS OF BAGS REQUIRE THE PALLET SHIPPING LABELS ONLY

### PALLET BOX



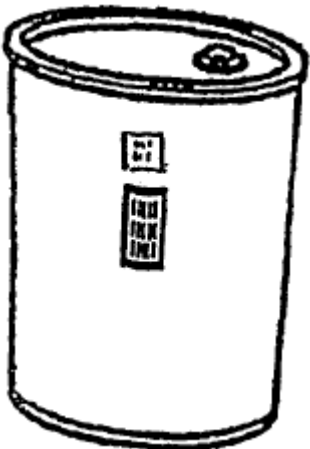
REQUIRES 2 SHIPPING LABELS PLACED ON ADJACENT PANELS PLUS A RAQ MATERIAL LABEL PLACED NO LESS THAN 5 INCHES TO THE LEFT OF THE SHIPPING LABEL ON THE SHORT PANEL. IF THE ITEMS IN THE BOX HAVE INDIVIDUAL RAW MATERIAL LABELS, NO RAW MATERIAL LABEL IS REQUIRED ON THE OUTSIDE OF THE BOX

### BOX OR CARTON WITH TRANSPARENT LABEL (S)



REQUIRES ONE RAW MATERIAL LABEL OR FINISHED GOOD LABEL ON THE LOWER RIGHT CORNER OF THE CARTON'S LONG PANEL AND ONE SHIPPING LABEL ABOVE OR TO THE LEFT OF THE OTHER LABEL IF SHIPPED AT ONE UNIT. IF PALLETIZED SEE "STANDARD PALLET"

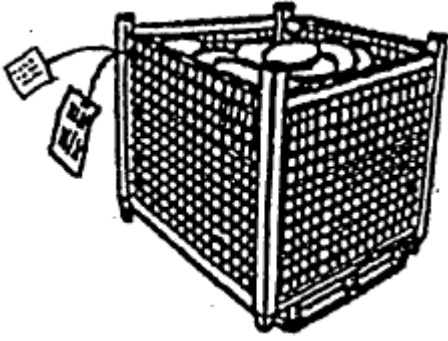
### DRUM, BARREL, OR CYLINDRICAL CONTAINER



REQUIRES ONE RAW MATERIAL LABEL IN THE UPPER 1/3<sup>RD</sup> OF THE DRUM AND ONE SHIPPING LABEL 4 INCHES BELOW THE MATERIAL LABEL. IF THE DRUMS ARE PALLETIZED SEE "STANDARD PALLET"

**PLEASE NOTE:** INBOUND EMPTY DRUMS REQUIRE ONLY ONE SHIPPING LABEL PER DRUM TO BE SECURED ON THE LID BOLT WITH A HANG TAG.

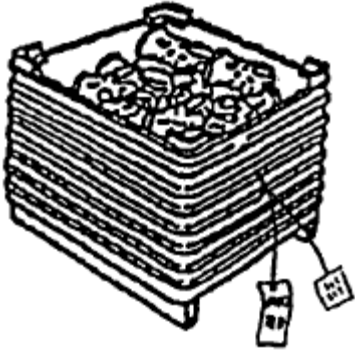




### **BASKET, WIRE MESH CONTAINER, TOTES**

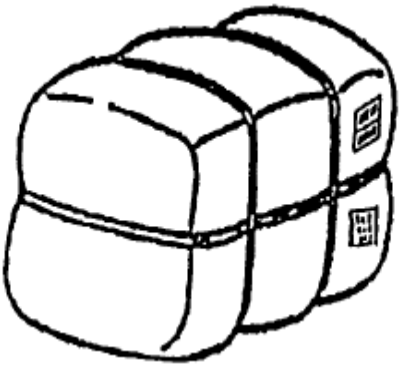
REQUIRES BOTH A RAW MATERIAL LABEL AND A SHIPPING LABEL ON SEPARATE HANG TAGS

### **METAL BIN OR TUB**



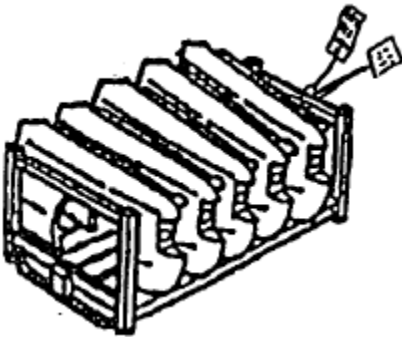
REQUIRES BOTH A RAW MATERIAL LABEL AND A SHIPPING LABEL ON SEPARATE HANG TAGS

### **BALE**



PLACE ONE SHIPPING LABEL IN THE UPPER RIGHT HAND CORNER OF THE LONG SIDE AND A RAW MATERIAL LABEL IN THE LOWER RIGHT HAND CORNER ON THE SAME SIDE. IF BALES ARE PALLETIZED SEE "STANDARD PALLET". IF LABEL WILL NOT ADHERE TO SURFACE, USE A HANG TAG ATTACHED TO STRAP.

### **RACK**



REQUIRES BOTH A RAW MATERIAL LABEL AND SHIPPING LABEL ON SEPARATE HANG TAGS. IF SHIPPED AS A SINGLE UNIT. IF SEVERAL RACKS ARE PALLETIZED, SEE "STANDARD PALLET" FOR LABEL PLACEMENT