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Job	Approvals	Date	<i>Hughes Network Systems</i>	
Originator:	N. Holdeman	02/23/99		
Approved:				
Checked:				
			Title: Supplier Bar Code Labels Specification	
Sheet 1 of 11			CAGE No. 3LOW2	No. 1027650

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1.0 Introduction

1.1 Scope

Hughes requires Suppliers to place standard 2D bar-coded labels on smallest case packs, packing lists and on all boxes containing individual pieces. These labels will be used at all the Hughes facilities.

1.2 References

1.3 Label Data Requirements

1.3.1 Non Reel, Tray & Tube Material

1.3.1.1 Material that is *not* packaged in reels, trays or tubes must have labels with the information below in barcode and human readable form and in the sequence shown below:

1. HNS Purchase Order Number
2. HNS Part Number
3. P.O Line Item
4. Quantity
5. Country of Origin

1.3.1.2 See figure 1.1 for barcode details.

1.3.2 Reel, Tray & Tube Material

1.3.2.1 Material that is packaged in reels, trays or tubes must have labels with the information below in barcode and human readable form and in the sequence shown below:

1. HNS Purchase Order Number
2. HNS Part Number
3. P.O Line Item
4. Quantity
5. Country of Origin
6. Manufacture Part Number
7. Lot/Date Code
8. Reel ID

1.3.2.2 See figure 1.2 for barcode details.

1.4 Packing Lists

1.4.1 Packing lists for all materials must have a label containing the data a barcode as defined in section 1.3.

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1.5 Label and Packing Slip Placement

1.5.1 General Placement Requirements

- Wherever possible, the label should be affixed to the smaller end of the package or shipping container, which might be facing the aisle if the package is stored on shelving or racks.
- Packaging must be of size to accommodate labels or the use of a tag.
- If a master/over pack container is shipped, all inner cartons must be labeled, one label per each inner carton.

1.5.1 Pallets Containing One Material:

- Each pallet must have a 2D label that identifies the contents..
- Each pallet must have a packing slip on the outside of the shrink wrap.
- Affix the 2D label next to the packing slip on the outside of the shrink wrap.
- Each case pack on the pallet must be labeled with HUGHES material number and quantity. A 2D label is not required

1.5.2 Pallets with Multiple Materials

- Label on pallet must read "MIXED LOAD"
- Each package on the pallet must have a 2D barcode label.
- See Figure 1.1 or 1.2 as applicable.

1.5.3 Individual Case Packs Containing One Material

- Each case pack must have a 2D label that identifies the contents.
- Each case pack must have a packing slip on the outside of the container.
- Affix the 2D label next to the packing slip on the outside of the container.

1.5.4 Reel, Tray or Tube Material

- Each reel, tray or tube must have a 2D label.
- Reels and trays in foil bags must have a label directly on the reel or tray AND on the foil bag.
- The 2D label must conform to the requirements of paragraph 1.3.2 and figure 1.2.

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1.6 2D Label Format for Pallets, Case Packs & individual boxes

Sample Hughes 2D Standard Vendor Package Barcode
Figure 1.1



These barcodes are composed of a prefix followed by the data. Sample below:

1. **K**-Purchase Order Number **(K+ 4500433669)**
2. **4K**-Line Item Number **(4K+ Line 1)**
3. **P**-Hughes Material Number **(P+ 9505697-0001)**
4. **Q**-Quantity **(Q+ 4000EA)**
5. **4L**-Country of Origin **(4L+ US)**

<u>Element</u>	<u>Identifier</u>	<u>Value</u>
Purchase Order	K	4500433669
Line Item	4K	1
Material	P	9505697-0001
Quantity	Q	4000
Country of Origin	4L	US

SAMPLE LABEL:



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1.7 2D Standard label format- For Reels, Trays & Tubed parts

Sample Hughes 2D Vendor Package Barcode with Manufacturing Part number and Lot Code (Reels, Tubes & Trays)

2D Symbol minimum requirement size is 15mm.

Figure1.2



These barcodes are composed of a prefix followed by the data. Sample below:

1. **K**-Purchase Order Number **(K+ 4500433669)**
2. **4K**-Line Item Number **(4K+ Line 1)**
3. **P**-Hughes Material Number **(P+ 9505697-0001)**
4. **Q**-Quantity **(Q+ 4000EA)**
5. **4L**-Country of Origin **(4L+ US)**
6. **1P**-MPN **(1P+1PCL10B106MQ8NRNC)**
7. **1T**-Lot Code **(78596)**
8. **R** -Reel ID **(NNNNNNNNNNNNNNNNNNNN)**

<u>Element</u>	<u>Identifier</u>	<u>Value</u>
Purchase Order	K	4500433669
Line Item	4K	1
Material	P	9505697-0001
Quantity	Q	4000
Country of Origin	4L	US
MPN	1P	CL10B106MQ8NRNC
Lot Code	1T	78596
Reel ID	R	NNNNNNNNNNNNNNNNNNNN



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1.8 This document covers the following steps to incorporate Vendor Reel ID to 2D spec label.

1. The Reel ID should be an 18 digit numerical characters. For e.g.
450047365502082901
2. The Reel ID should be barcoded with a prefix R.
3. The Reel ID should also be printed in human readable form on the label.
4. The Reel ID should be unique across Hughes. It is the responsibility of the supplier to ensure that they do not repeat any Reel IDs generated by them.
5. Here are the some options to generate a Reel ID.
 - a. Vendor number + Counter → 801519 + 000000000001
 - b. Vendor number + MMDDYY + Counter → 801519 + 082917 + 000001
 - c. PO Number +Item Number + Counter → 4500473655 + 02 + 000001
 - d. Vendor number + MMDDYYMMSS + 00 → 801519 + 0928171444 + 00
 - e. Vendor number + MMDDYYHHMMSS → 801519 + 092817141444
 - f. Vendor number + MMDDYYYYMMSS → 801519 + 092820141444
6. Vendor number specified above is the Hughes vendor number. If you wish to use one of the options which include the vendor number, contact your buyer for your unique Vendor Number.
7. Counter is a numeric counter that will have to be incremented by the vendor. This is to ensure unique Reel IDs are generated by the vendor.
8. 2D symbol recommended size 20mm. Minimum 15mm. 300 – 600 DPI

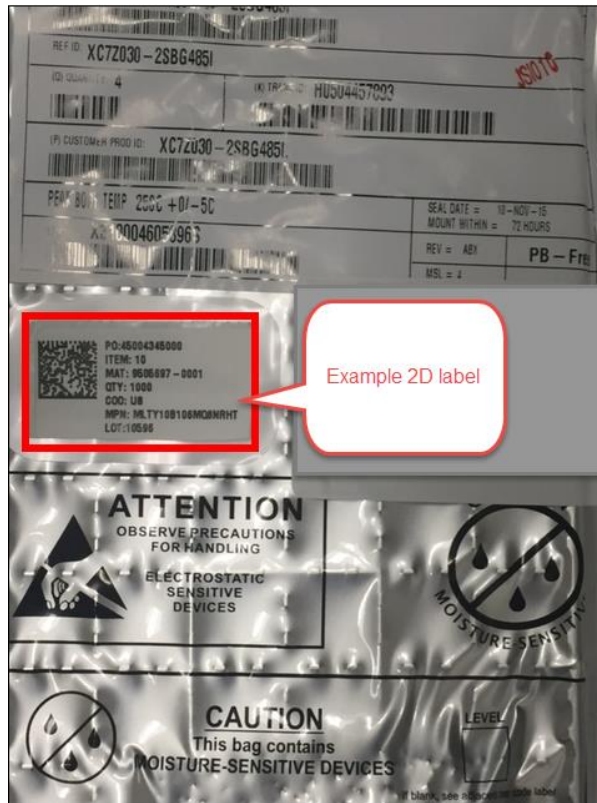
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2.0 General Label Requirements

Bar Code Symbology	2D Data Matrix
Label Stock Size	2" x 1"
Paper Pressure-Sensitive Adhesive Labels.	
Thermal Transfer Ribbon	
Printer 200 or 300 DPI	

2.1 Sample photos of the 2D Bar Code placement

2.1.1 Tray



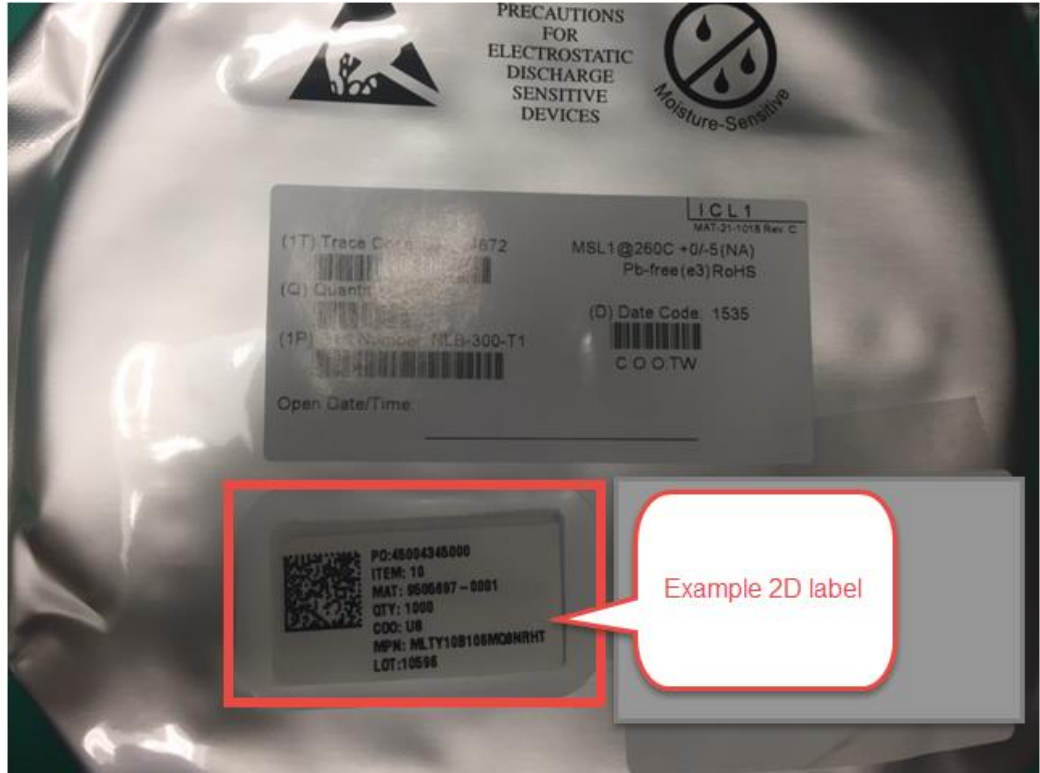
2.1.2 Tube



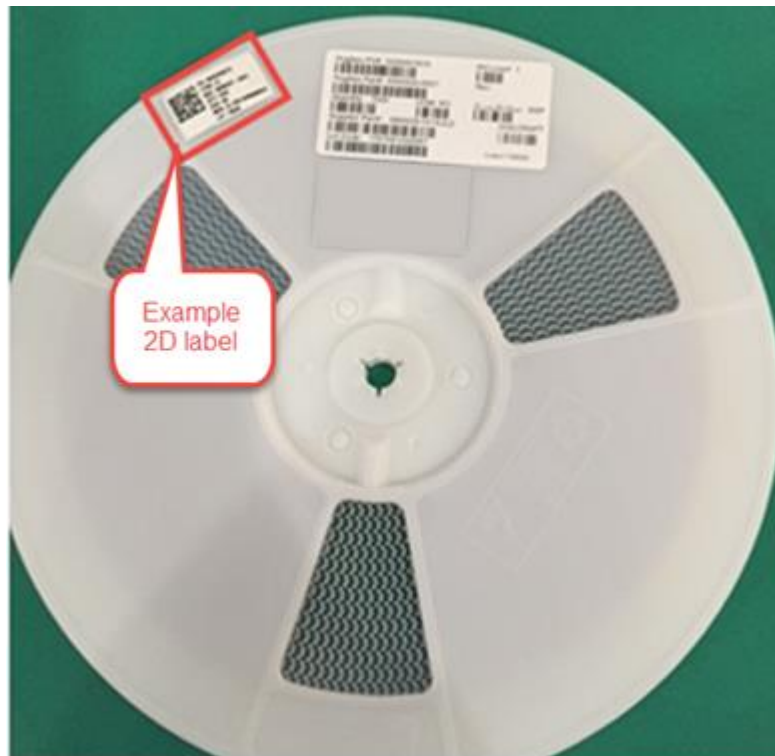
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2.1.3 Foil Reel- 2D Bar Code



2.1.4 Reel



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2.1.5 Box- Sealed Case



2.1.6 Pallet

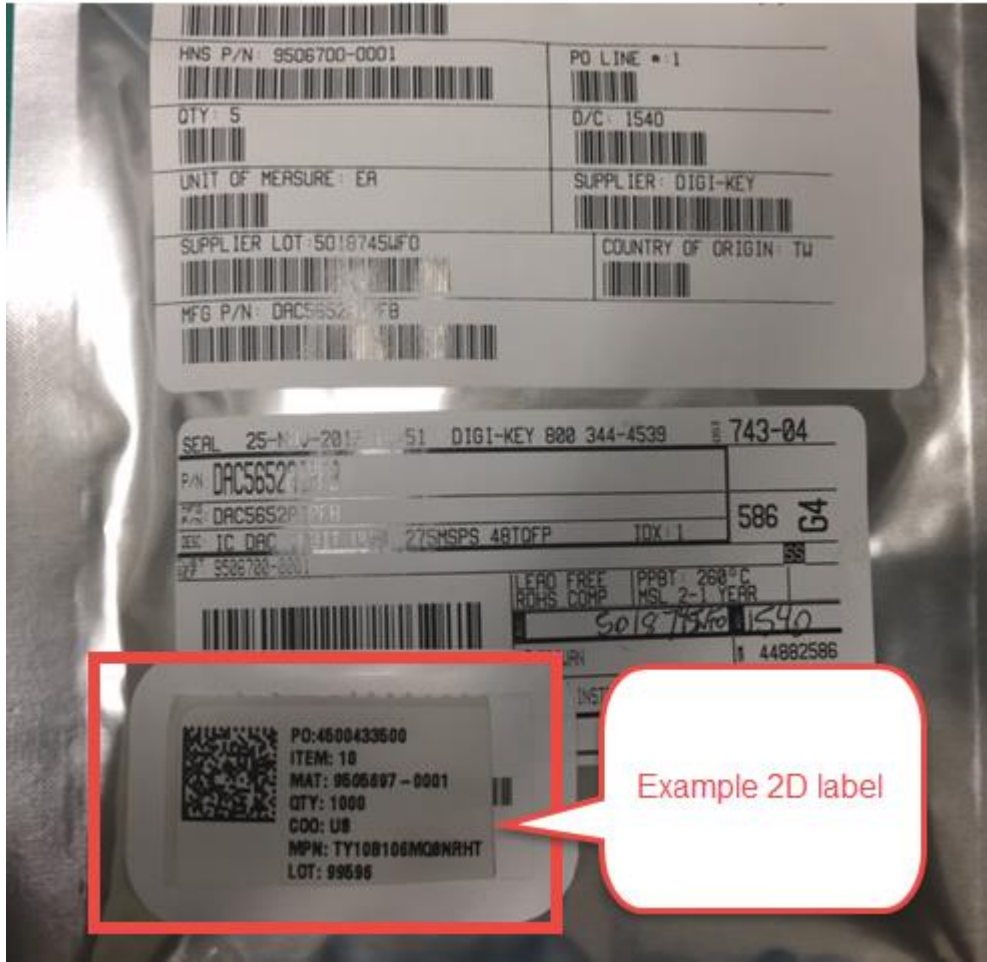
Example of pallet:



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2.1.7 Bag



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