

Barcode Labels and Pallet Manifests should comply with ANSI MH10.8M or AIAG standards and are to be in Code 39.

Barcode Labels:

- ✓ Quiet zone width should be ¼“ from both edges of label
- ✓ Barcode height should be approximately ½“
- ✓ Text in boxes to be “Human Readable”
- ✓ Preferred label size is 4” x 6”
- ✓ Density of print should be medium
- ✓ Preferred wide to narrow ratio is 3:1
- ✓ Not more than one barcode item per horizontal line
- ✓ Data Identifiers
 - K – P.O. Number
 - P – Part Number
 - Q – Quantity

Barcode Pallet Manifests / Packing Lists:

- ✓ Should meet all of the criteria above, except for
 - Manifest size
 - Number of barcodes per horizontal line
 - General format and layout shown

It can be printed on a standard 8 ½” x 11” sheet and placed with the packing list. Each pallet must be identified with a pallet number that corresponds with the product as shown on the manifest. In the case of individual cartons, it should be placed with the packing list, or the packing list itself can be barcoded with the information. All barcodes pertaining to a particular part number (and Purchase Order number) can be on one horizontal line, but must have a minimum of 1 ½“ between barcodes. The accompanying human readable text can be either above or below the barcode, but must be in close proximity, so as to not create confusion.

For those suppliers who do not have barcode capabilities, a Code 39 true type font can be downloaded from IDAutomation at <http://www.idautomation.com/free-barcode-products/code39-font>. Once installed in the font directory, barcodes can be created using any Microsoft product (including Notepad) and works exceptionally well with spreadsheet applications.

Samples of both the barcode label and barcode manifest must be submitted and approved by Kohler Co. prior to sending with the product. **THESE SAMPLES ARE TO BE SENT VIA U.S. MAIL, FEDEX OR UPS – FAXING IS NOT ACCEPTABLE.** Please send the samples (along with your company name, contact name, contact email and telephone number) to:

Kohler Co.
C/O Barcode Labels MS362
444 Highland Drive
Kohler, WI 53044

By following these guidelines, Kohler Co. inventories will be more accurate and orders will be processed more efficiently, thus allowing invoices to be processed quicker – a benefit to all the valued companies in our supply chain. If you have any questions please email KohlerSupplierInterest@kohler.com.











Examples of both the barcode label and manifest are shown on page 2 of this document.

Title: Kohler Co. Barcode Specifications		Document #: GPI 3300
Revision 1.0	Originator: GP Processes & Systems	Effective Date: October 18, 2013
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PACKING LIST NUMBER:



Ship to:	KOHLER COMPANY	Shipped from:
Customer Number:	1234	Vendor Number:
Address:	444 Highland Drive	Address:
City, State Zip:	Kohler, WI 53044	City, State Zip:
Telephone Number:	920-457-4441	Telephone Number:
Fax Number:		Fax Number:
Contact:	Joe Sample	Contact:

Pallet #	Purchase Order #	Part Number	Quantity	Carton Count
 * 1 *	 * 1 0 0 4 9 6 7 7 5 5 *	 * 1 0 4 4 7 5 0 - C P *	 * 9 0 0 *	 * 1 8 *
 * 2 *	 * 1 0 0 4 9 6 7 7 5 5 *	 * 1 0 4 4 7 5 0 - C P *	 * 9 0 0 *	 * 1 8 *

BAR CODE LABEL

PO # (K)	 * 1 0 0 4 9 6 7 7 5 5 *	
PART # (P)	 * 1 0 4 4 7 5 0 - C P *	
QUANTITY (Q)	 * 9 0 0 *	DESCRIPTION: HANDLE ASSY
KOHLER COMPANY CORPORATE RECEIVING 444 HIGHLAND DRIVE KOHLER, WI 53044		

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