

Paragon – Sunderland Site Labelling Specification

SCOPE

1. Standard labels for Boxes
2. Pallet labels

1 - STANDARD LABEL

Business Specification

Description of Use

The standard label is to be affixed to all finished goods items of stock located within the Paragon warehouse.

It is used to aid the warehouse procedures for:

- Receipting Finished Goods
- Pick and Pack

The standard label is split into two logical sections:

- Section 1 – supporting information required by Paragons internal procedures.
- Section 2 - supporting customer information requirements.

Information Requirements

Ref.	Element	Definition	Bar Code
BL001	Paragon product	Goods and or versions of goods manufactured by Paragon	
BL002	Paragon product reference	A unique identifier for a “paragon product”	X
BL003	Paragon Product description	The textual description of the “product reference”	
BL004	Quantity in outer	Number of units contained within the requisition unit	
BL005	Content description	Details describing the content of the requisition unit	
BL006	Month of manufacture	Month production of goods was completed	
BL007	Paragon Job number	A unique identifier for a “job” undertaken by Paragon	X
BL008	Purchase order	A request to a 3 rd party to supply specific goods at an agreed price	
BL008	Paragon Purchase order number	A unique identifier for a “purchase order” generated by Paragon	X
BL009	Paragon stock reference	Another term for “product reference”	
BL010	Total items	Quantity of the lowest level description of goods contained.	
BL011	Box Number	Unique identifier for a specific box/carton	
BL012	Box Quantity	Quantity of item/content at which we sell (eg 100 pads)	
BL013	Production Reference	See Paragon Job number/Paragon Purchase Order number	
SL001	Box number	Unique identifier for a specific box/carton	
SL002	Cheque number range	The sequential number range of the cheques contained within the box.	
SL003	“Shortage Certificate Inside” indicator	Tick box to indicate that the cheque number range is not complete	
CL001	Customer name	Name of the organisation who placed the order for the goods	
CL002	Customers product reference number	The customers unique identifier for the goods.	X

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CL003	Receiver name	Name of the organisation who will receive the goods	
CL007	Purchase Order number	A unique customer supplied number identifying the request for goods/services	
CIB01	Customers item reference number	The customers unique identifier for the goods.	
CIB02	Month of manufacture	Month production of goods was completed	
CIB04	Product description	The textual description of the “product reference”	

The Standard label - Fig. 1.0



Fig. 1.0 – Standard Label

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Technical Specification

Logo:	95mm in height
Colours	PMS 274 (Blue) & PMS 1795 (Red)
Alternative Colour	Logo is also acceptable in only black for in-line printing
Barcode:	European Standard EAN 128
Label Dimensions:	150 mm X 101 mm

Bar Code	X Dimensions	Height/mm	Density
Product Reference	0.25mm	12	0.363characters/cm
Production Reference	0.25mm	17	0.363 characters/cm
Numbering Information	0.50mm	7	0.182 characters/cm
Purchase Order Number	0.25mm	6	0.363 characters/cm
Box/Reel Number	0.38mm	5	0.242 characters/cm

The fields have the following font types and sizes.

Field	Font Type	Font Size	Font Style
Product Reference	Times New Roman	8	Bold
Product Reference Bar Code No.	Arial	14	Regular
Production Reference	Times New Roman	8	Bold
Production Reference Bar Code No.	Arial	14	Regular
Numbering Information	Times New Roman	8	Bold
Numbering Information Bar Code No.	Arial	14	Bold
Product Description Header	Times New Roman	10	Bold
Product Description Text Field	Arial	12	Regular
Customer Name Header	Times New Roman	10	Bold
Customer Name Text Field	Arial	12	Regular
Month of Production Header	Times New Roman	7	Bold
Month of Production Text Field	Arial	10	Regular
Production Ref. Header	Times New Roman	7	Bold
Production Ref. Text Field	Arial	12	Regular
Box No. Header	Times New Roman	7	Bold
Box No. Text Field	Arial	10	Regular
Purchase Order Number Header	Times New Roman	7	Bold
PO No. Bar Code No.	Arial	10	Regular
Quantity Header	Times New Roman	7	Bold
Quantity Text Field	Arial	10	Regular
Quantity Requisition Unit	Arial	10	Regular
Shortage Indicator Header	Times New Roman	7	Bold
Shortage Indicator Text Field	Arial	10	Regular
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2 - PALLET LABEL

Business Specification

Description of Use

The pallet label is used to aid the warehouse procedures of receiving and locating consolidations of finished goods. The pallet label is to be affixed by production to every pallet that is for receipt into the Paragon warehouse.

The pallet label MAY also be used by customers to link Purchase Orders to goods received if they have the technological capability or the processes in place to record the goods received against the Pallet Number.

Information Requirements

Ref.	Element	Definition	Bar Code
PL001	Pallet	A device for consolidating goods.	
PL002	Pallet identification number	A unique identifier for a pallet	X
PL003	Paragon Product Description	The textual description of the “product reference”	

Pallet Label can be seen below in Fig. 1.2



Technical Specification

Logo: 95mm in height
Colours: PMS 274 (Blue) & PMS 1795 (Red)
Barcode: European Standard EAN 128

Paragon – Sunderland Site Labelling Specification

Label Dimensions: 150 mm X 101 mm

Bar Code	Density	Height/mm	Dimensions
Pallet Number	0.145 characters/cm	44	0.62mm

The fields have the following font types and sizes.

Field	Font Type	Font Size	Font Style
Paragon Product Description	Times New Roman	28	Bold
Pallet No. Bar Code No.	Arial	24	Regular