

Donaldson Europe Supplier Labelling Standard



Donaldson
FILTRATION SOLUTIONS



Donaldson®
Filtration Solutions

This document describes Donaldson requirements from Suppliers regarding Labelling.

As a Lean company, Donaldson's aim is to minimize the time required to receive goods (physically and electronically) and to later identify in the warehouse.

Donaldson's production facilities are using barcode readers for goods receiving, stock transfer as well as for warehouse location management.

- It is the sole responsibility of the supplier to ensure that the selected packaging material protects adequately the product and that all labelling requirements are met in line with the European Odette automotive standards. (www.odette.org)
- The labels should contain, but are not limited to: Donaldson PO #, receiving plant, Supplier name, number and address, Supplier and Donaldson item reference, item quantity, net and gross weight, product batch/lot reference, production & shipping date, expiration date... Those indications may vary according the product type and the Donaldson receiving plant, details are described and explained in this document.
- Packaging and labeling are part of the supplier manufacturing process and should be included as appropriate in the supplier's FMEA, Quality Plan, PPAP when these tools are used.
- Please note, in order to print these labels, you don't need specific printers. Any A4 printer can print them. The software needed to for printing labels is free-of-charge and can be found on internet – please see slide 27.

1. Supplier Labelling Standards



Donaldson's receiving and transfer process



Goods receiving by barcode

```
Session B - [24 x 80]
File Edit View Communication Actions Window Help
4912 Enter Receipts by Item Received (Y)
Mode (F) Business Unit 23EM
G/L Date 08/10/09
Item Number P776208
Description
Receipt Date
Receipt Document
Supplier Remark
Container I.D.
Batch Number 2913761
Receipt Doc. 39680290
Q Order Tr Address Quantity UM Unit Cost Open Quantity
Opt: 1=Receive, 4=Multi Loc, 7=Close, 8=Reverse, 9=Cancel, F24=More Keys
04/026
I902 - Session successfully started M:\asrv02\Lexmark E260dn on IP_10.48.136.43
```

Stock transfers by barcode

```
Session B - [24 x 80]
File Edit View Communication Actions Window Help
58357 STOCK TRANSFER
From Loc...
Item.....
Quantity...
To Location:
F3=End
04/015
I902 - Session successfully started Lexmark E323 on KLAPRT03
```

Donaldson Standard Supplier Label







Donaldson defined item stock location

Default info given by Donaldson

Unique item info identification for Donaldson

Reference item info identification for Supplier

Donaldson Purchase Order

Receiver Donaldson Klasterec		Dock / Gate Donaldson location	
Advice Note No 23026297		Supplier address Supplier address	
		Net Weight (Kq) 656	Gross weight (kg) 725
		No. of boxes 1	
Part Number E506319			
			
Quantity 656		Description Donaldson item description	
		Logistic Reference DON'T USE !	
Supplier ID 166251		Date 01.01.2009	Expiration date
			
Supplier X-reference 0255200449675		Batch No. 503607	
			

Donaldson Item

Item quantity

Donaldson Vendor No.

Supplier item X-reference

Supplier info
(production lot, batch...)

Shipping date

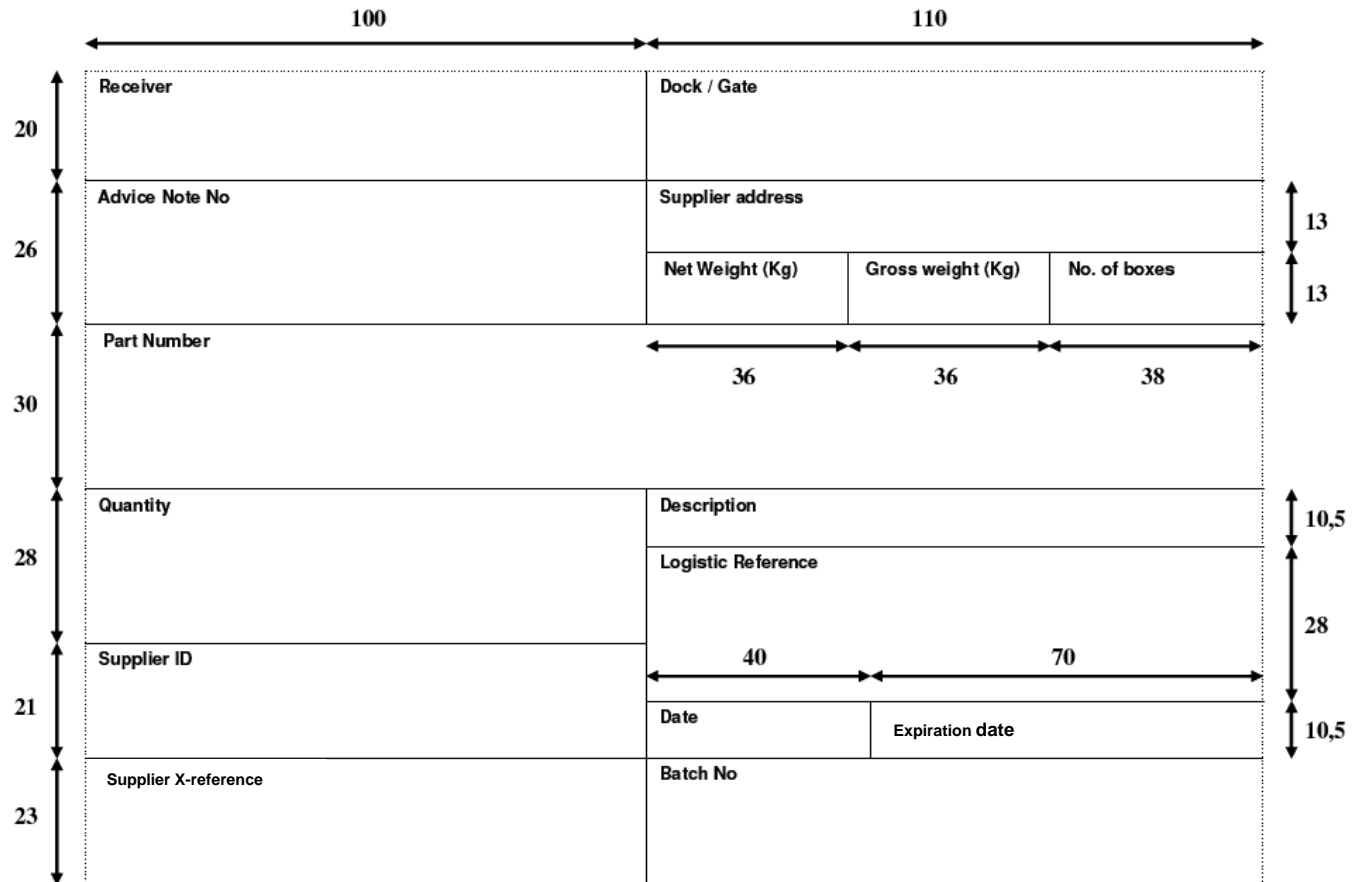
For chemicals:
production/expiration date



Donaldson Standard Supplier Label

Label format: **Landscape A5** (format A6 only upon specific approval due to the width of the current thermotransfer printers)

Data area layout:



Donaldson Standard Supplier Label

Printers: Direct Thermo or Thermo Transfer printers

(Laser printer is suitable only for printing of small quantities. This is due to their higher costs and higher impact on the environment)

Bar codes font : Code 128 or Code 39 (13 mm height)

Font: Helvetica bold => OTL / 1234567890

- Titles – height **1,5 mm**
- Supplier Address, Supplier ID, Supplier X-reference;
Batch Number – height **5 mm**
- Dock gate, Part Number, Quantity, E-Kanban ID –
height **13 mm**
- Other fields – height **7 mm**

Supplier has to ensure readability of the bar codes and texts; a very high printing quality is required!

How to apply the Label on Boxes and Pallets

- o Pallet identification labels should always be in front of the pallet.
- o When supplying goods packed as multi packages on one pallet, a MASTER label is required:
 - **Homogenous** – Packages containing exactly the same part number (see detail on page 8)
 - **Mixed** – Packages containing mixed part numbers (see detail on page 9)
- o The shipping details, the receiver and delivery fields must always be filled in on all labels.

Homogenous – multi packages of one item

1 master pallet label

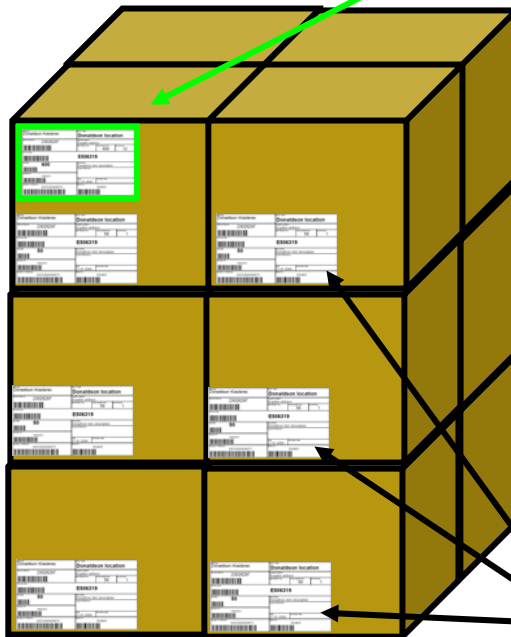
Summarized item info:








Number of boxes
Weight of all boxes
Quantity of all boxes

Receiver Donaldson Klasterec	Dock / Gate Donaldson location		
Advice Note No 23026297	Supplier address		Supplier address
	Net Weight (kg) 600	Gross weight (kg)	No. of boxes 12
Part Number 	E506319		
Quantity 600	Description Donaldson item description		
	Logistic Reference		
Supplier ID 166251	Date 01.01.2009		Expiration date
	Supplier X-reference 0255200449675		
	Batch No. 503607		
			

12 boxes identification label

On each box a standard Donaldson label with detail of item is required.



Receiver Donaldson Klasterec	Dock / Gate Donaldson location		
Advice Note No 23026297	Supplier address		Supplier address
	Net Weight (kg) 50	Gross weight (kg)	No. of boxes 1
Part Number 	E506319		
Quantity 50	Description Donaldson item description		
	Logistic Reference		
Supplier ID 166251	Date 01.01.2009		Expiration date
	Supplier X-reference 0255200449675		
	Batch No. 503607		
			






Mixed – multi packages of mixed items

1 master pallet label

Summarized delivery info:

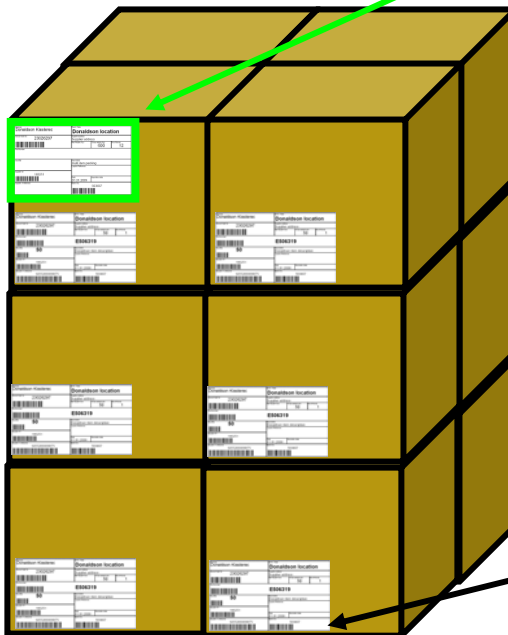
Number of boxes
Weight of all boxes





No details of items and quantity (or order)

Receiver Donaldson Klasterec	Dock / Gate Donaldson location	
Advice Note No 23026297	Supplier address Supplier address	
	Net Weight (Kg) 600	No. of boxes 12
Part Number		
Quantity		
Supplier ID 166251	Description multi item packing	
	Date 01.01.2009	Expiration date
Supplier X-reference		
Batch No. 503607		

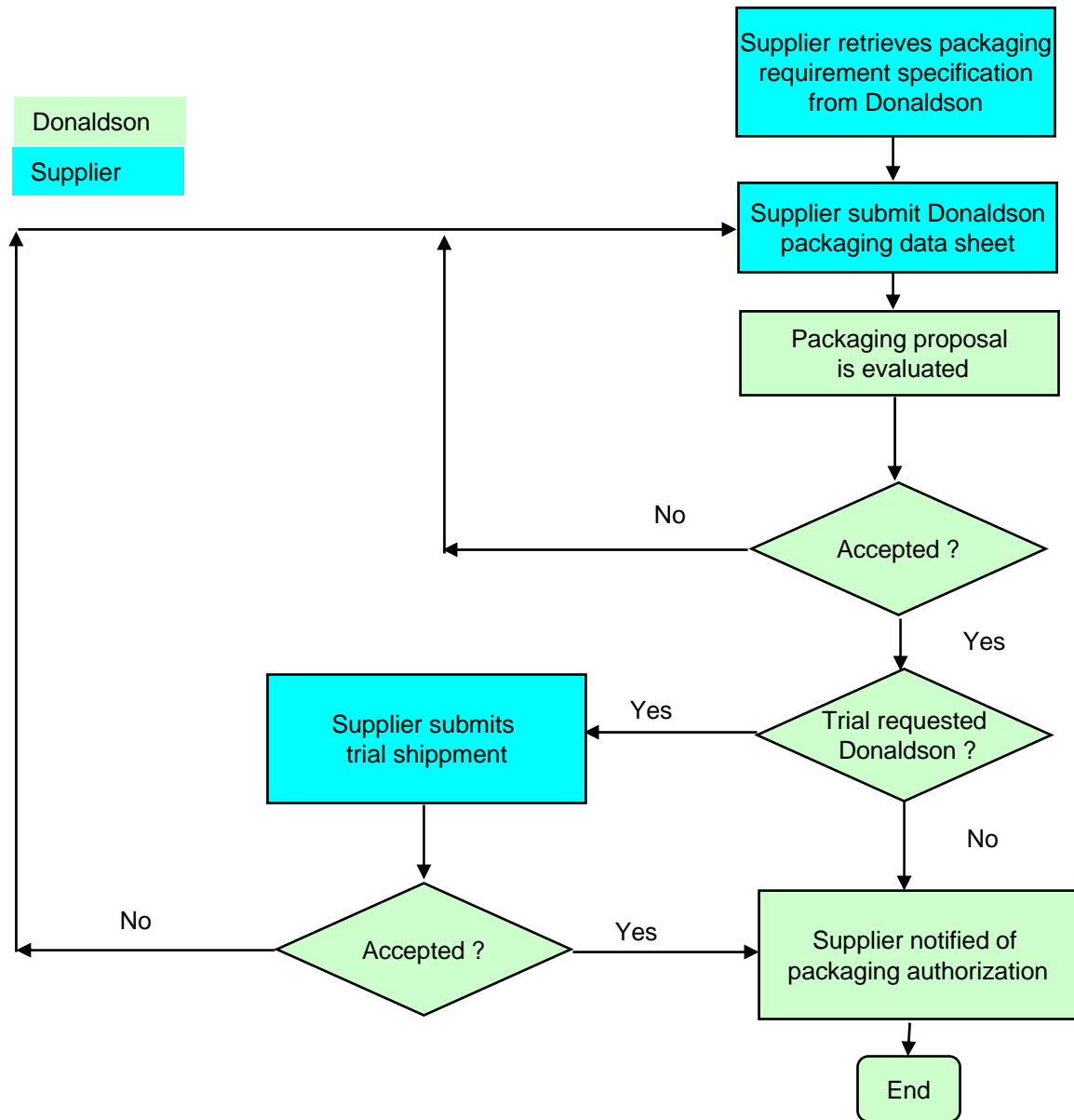
12 unique item identification label

On each box is standard Donaldson label with detail of item



Receiver Donaldson Klasterec	Dock / Gate Donaldson location	
Advice Note No 23026297	Supplier address Supplier address	
	Net Weight (Kg) 50	No. of boxes 1
E506319		
Quantity 50	Description Donaldson item description	
Supplier ID 166251	Logistic Reference	
	Date 01.01.2009	Expiration date
Supplier X-reference 0255200449675	Batch No. 503607	
		

Packaging & Labelling Authorization Flow



2. Supplier Labelling examples

Revision: March 2012

Expanded metal coils





Pallets with filtration media rolls



Pallets with folded cardboard boxes





Drums with chemical products



IBC tanks



Pallet with
winded rubber
profiles





Rolls of plastic mesh

Bundle of pallets



Mixed
small
parts





Returnable
cardboard boxes,
stillages or plastic
pallet boxes





Bulk cardboard boxes



Example of wrong information on label

Order acknowledgement n° instead of our PO n°.

-
Cannot be used for barcode receiving

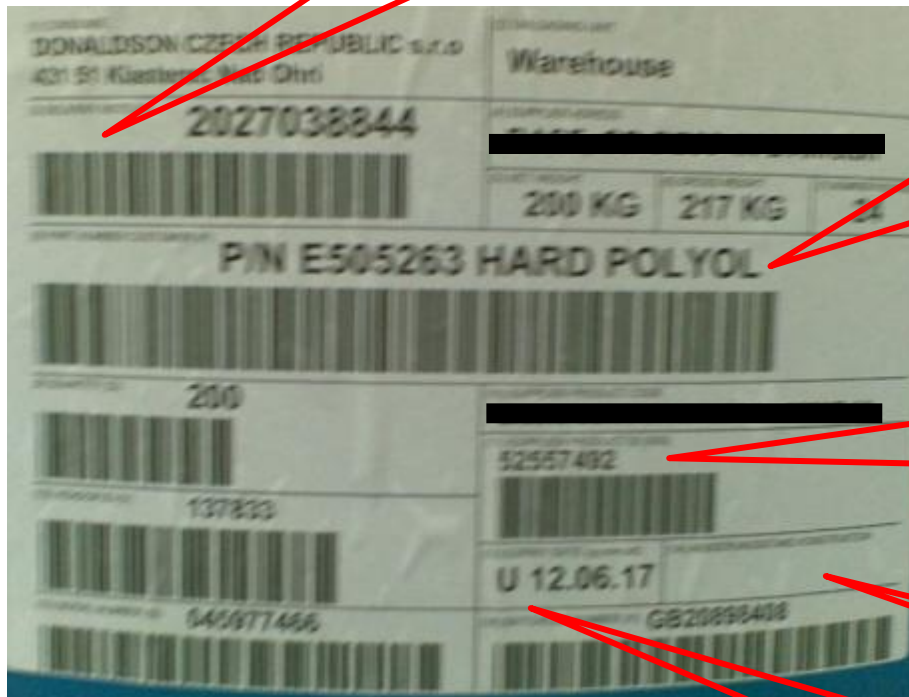
Item description as part of barcode.

-
Cannot be used for barcode receiving

This field should be EMPTY for future use in E-KANBAN or LPN (License plate n°)

Should be shipping date

Should be Production/Expiration date



Donaldson
FILTRATION SOLUTIONS

3. Supplier Labelling Standard – template manual

Revision: March 2012

Supplier Labelling Barcode Standard

If you are using Odette label format for other customers, you should also use it for Donaldson but please take into account our specific requirements.

If you are not familiar with Odette label format yet, you can use the enclosed Excel template and print this label at any standard printer. In order to print this template correctly, the barcode font should be installed on your computer, for this you may refer to:

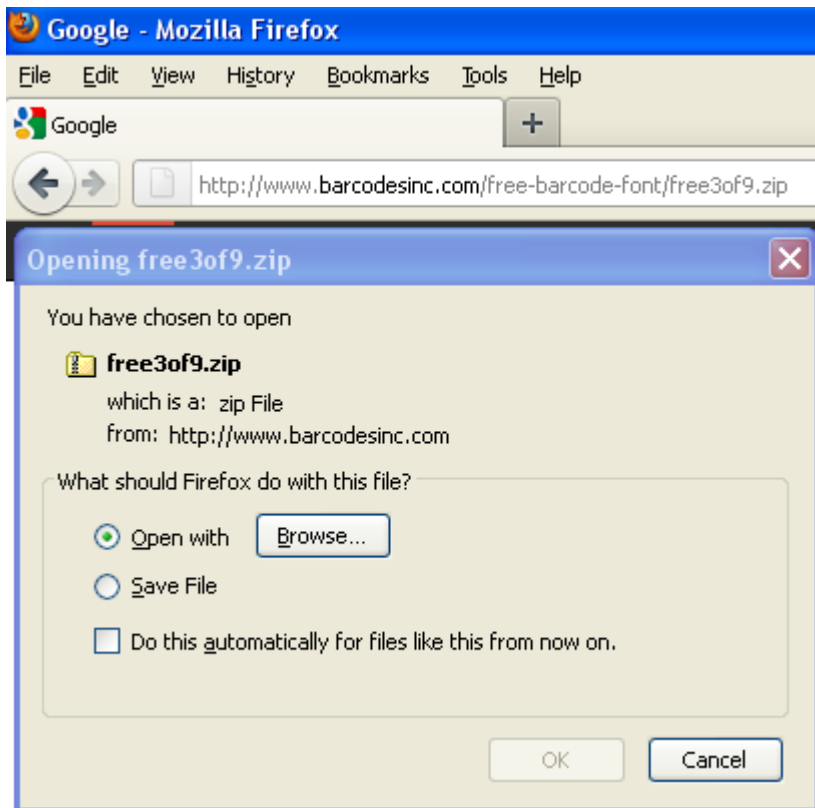
<http://www.barcodesinc.com/free-barcode-font/free3of9.zip>

If needed, more information may be obtained from your Donaldson purchasing contact.

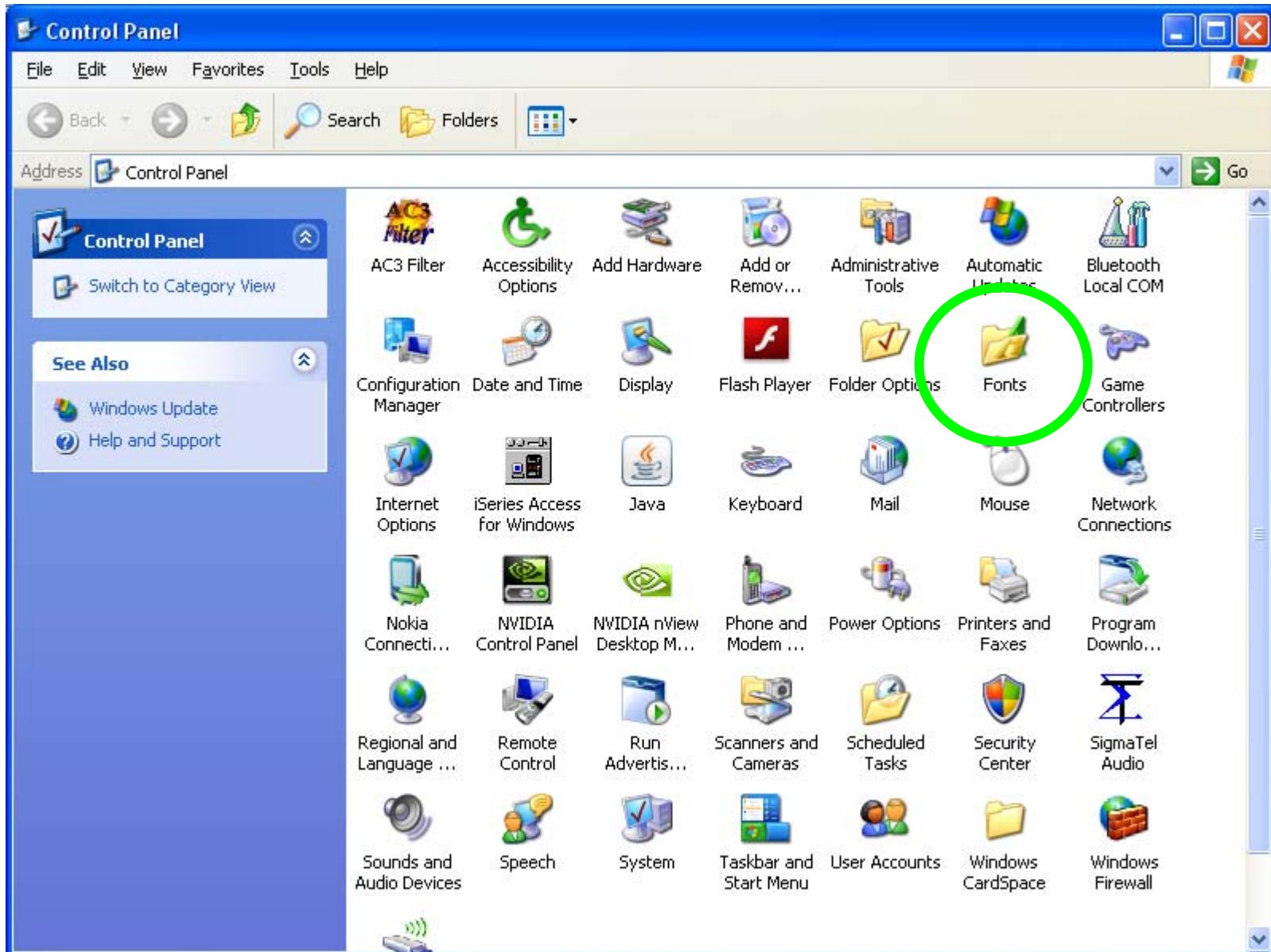
Supplier Labelling Barcode Standard

This is where you can find barcode templates:

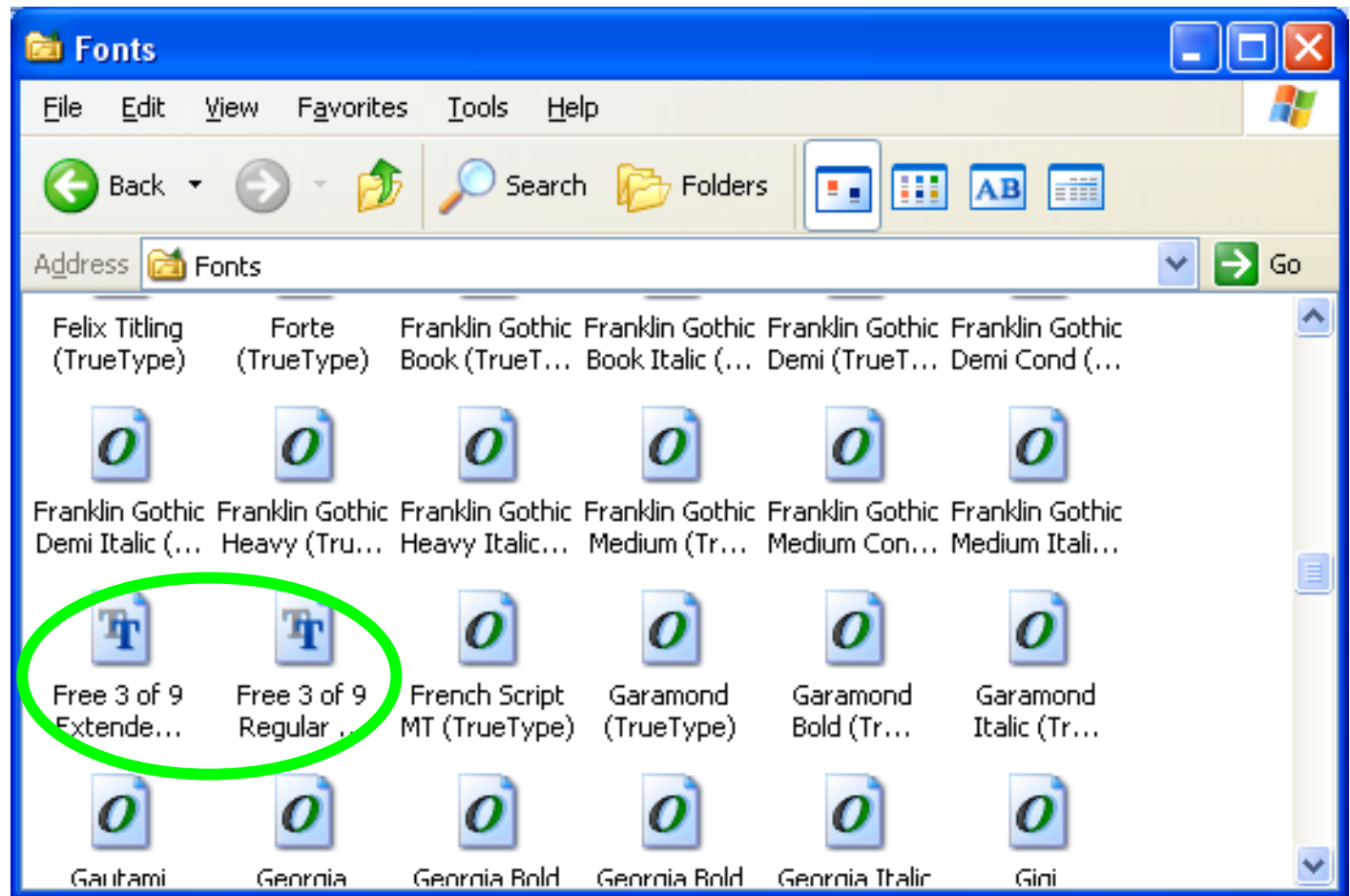
<http://www.barcodesinc.com/free-barcode-font/free3of9.zip>



Barcode installation – on PC



Barcode installation – on PC



Template for supplier- General setup sheet

	A	B	C	D
1	Basic Data:			
2	Customer	DONALDSON CZECH REPUBLIC		
3	Customer address	Prumyslova 11, Klasterec n/O. Czech R.		
4	Supplier ID	166250		
5	Supplier address	Supplier name address		
6	warehouse location	XY RACK		
7	Barcode start + end	*		
8				
9				

Donaldson
warehouse or
factory address

Supplier
identification

Default data will
be automatically
uploaded into
labels

Supporting
field for
label
template
formula

Donaldson
warehouse or
factory location
(time reduction for clerks –
can be area in warehouse)

Template for supplier – Items setup sheet

The screenshot shows an Excel spreadsheet with the following data:

	A	B
1	Item	Description
2	E505252	EE OPN MLD PENT14142VITP90/157
3	E505253	EE CLS MLD PENT14141VITP90/156
4	E505268	OPEN MOULD 317.5 VITP 91/063
5	E505269	CLOSED MOULD 317.5 VITP 91/064
6	E505269 111	CLOSED MOULD 317.5 VITP 91/064
7	E505270	OPEN MOULD 267.5 VITP 91/065
8	E505271	CLOSED MOULD 267.5 VITP 91/066
9	E505271 111	CLOSED MOULD 267.5 VITP 91/066
10	E505305	EE OP MLD ECB08-5041VITP92/088
11	E505306	EE CL MLD ECB08-5041VITP92/089
12	E505306 111	CLOSED MOULD WITH NIPPLE
13	E505478	EE MOULD OPEN (#26-03477)
14	E505529	SFTY MLD(C)26-04752 NON SWIRL
15	E505579	OP MOLD GEN2 5M" 26-03988
16	E505582	OPEN MOULD GEN2 8"M 26-03977
17	E505600	EE OP MOULD PHII (B12-0376)
18	E505648	OPEN MOULD 10"M HYBRID GEN2
19	E505649	EE FLAPPER 10" HYBRID GEN2
20	E506000	O/MOULD 11.09"M 26-04095
21	E506003	O/MOULD 11.50"M 26-04097
22	E506006	O/MOULD 12.50"M 26-04099
23	E506009	OPEN MOULD 14" D V FILTER

Item + description
(warning – use Donaldson MRP descriptions data to avoid missing empty space when pack code is used, this will reduce receiving errors/ issues)
To obtain Donaldson Item Numbers and Descriptions, please contact Donaldson Purchasing responsible.

Item default data will be automatically uploaded into load report and labels

Template for supplier - Load Report sheet

Receiver DONALDSON CZECH REPUBLIC Prumyslova 11, Klasterec n/O, Czech R.		Dock / Gate XY RACK	
Advice Note No 843723		Supplier address Supplier name, address	
Part Number E505478		Net Weight (Kg) 0	Gross weight (kg) 0
Quantity 200		No. of boxes 1	
Supplier ID 166250		Description EE MOULD OPEN (#26-03477)	
Supplier X-reference 0		Logistic Reference	
Date 16/8/10		Expiration date 0/1/00	
Batch No. 0		Batch No. 0	

Load / shipment report
automatically generating
labels

field for
extra important
information
Such as "oiled" or
"dangerous - ADR"

Microsoft Excel - DCR Standard label template - Advanced Plastics

File Edit View Insert Format Tools Data Window Help

Types a question for help

100%

Arial 10

Reply with Changes... End Review...

Label sheet	Shipping date	Purchase order	Item	Description	Qty	Supplier ref. no	Supplier batch no.	expiration	net weight	gross weight	no. of boxes on one pallet	Supplier note (oiled or non-oiled)
1	16/8/2010	843723	E505478	EE MOULD OPEN (#26-03477)	200				0	0	0	-
2	16/8/2010	843723	E505529	SFTY MLD(C)26-04752 NON SWIRL	50				0	0	0	-
2	16/8/2010	843723	E505579	OP MOLD GEN2 5M" 26-03988	50				0	0	0	-
3	16/8/2010	843723	E505582	OPEN MOULD GEN2 8"M 26-03977	50				0	0	0	-
3	16/8/2010	844018	E505600	EE OP MOULD PHII (B12-0376)	300				0	0	0	-
3	16/8/2010	844018	E505648	OPEN MOULD 10"M HYBRID GEN2	300				0	0	0	-
				#N/A					0	0	0	-
				#N/A					0	0	0	-

Vendor data / Items / Load Report / LABEL

Draw AutoShapes

Ready

NUM

Label Template

automatically
generated labels

-
No manual input on
this sheet

	A	B	C	D	E	F	G
1							
2	Receiver			Dock / Gate			
3	DONALDSON CZECH REPUBLIC			XY RACK			
4	Prumyslova 11, Klasterec n/O. Czech R.						
5	Addice Note No			Supplier address			
6	843723			Supplier name, address			
7	[Barcode]			Net Weight (kg)	Gross weight (kg)	No. of boxes	
8				0	0	1	
10	Part Number			E505478			
11	[Barcode]						
14	Quantity			Description			
15	200			EE MOULD OPEN (#26-03477)			
16	[Barcode]			Logistic Reference			
19	Supplier ID						
20	186250						
21	[Barcode]			Date	Expiration date		
22				16/8/10	0/1/00		
23	Supplier Reference			Batch No.			
24	0			0			
25	[Barcode]			[Barcode]			
34	Receiver			Dock / Gate			
35	DONALDSON CZECH REPUBLIC			XY RACK			
36	Prumyslova 11, Klasterec n/O. Czech R.						
37	Addice Note No			Supplier address			
38	843723			Supplier name, address			
39	[Barcode]			Net Weight (kg)	Gross weight (kg)	No. of boxes	
40				0	0	1	
42	Part Number			E505529			
43	[Barcode]						
44	[Barcode]						

Next Previous Zoom Print... Setup...

	A	B	C	D	E	F	G
1	Receiver			Dock / Gate			
2	DONALDSON CZECH REPUBLIC			XY RACK			
3	Prumyslova 11, Klasterec n/O. Czech R.						
4	Addice Note No			Supplier address			
5	843723			Supplier name, address			
6	[Barcode]			Net Weight (kg)	Gross weight (kg)	No. of boxes	
7				0	0	1	
10	Part Number			E506478			
11	[Barcode]						
14	Quantity			Description			
15	200			EE MOULD OPEN (#26-03477)			
16	[Barcode]			Logistic Reference			
19	Supplier ID						
20	186250						
21	[Barcode]			Date	Expiration date		
22				16/8/10	0/1/00		
23	Supplier Reference			Batch No.			
24	0			0			
25	[Barcode]			[Barcode]			

Wrong Label → barcode font is not installed on PC

Receiver DONALDSON CZECH REPUBLIC Prumyslova 11, Klasterec n/O. Czech R.		Dock / Gate XY RACK	
Advice Note No 843723		Supplier address Supplier name, address	
843723		Net Weight (Kg) 0	Gross weight (kg) 0
		No. of boxes 1	
Part Number E505478		E505478	
Quantity 200		Description EE MOULD OPEN (#26-03477)	
200		Logistic Reference	
Supplier ID 166250		Date 16/8/10	
166250		Expiration date 0/1/00	
Supplier X-reference 0		Batch No. 0	
0		*0*	