



1205 Kimball Boulevard
Jasper, IN 47546
(812) 634-4000 Fax (812) 634-4001

Labeling Standard

Labeling standards have been established to allow Kimball Electronics (KE) to properly identify and maintain traceability throughout processing. The bar code standard has been created to allow KE the ability to use scanning equipment in the receipt of incoming material.

All bar codes are in compliance with Electronics Industry Association specifications. Please reference CEA-556-B and CEA-624-A. For a copy of these standards contact:

Electronics Industry Association
2001 Pennsylvania Avenue
Washington, DC 20006
Phone: 202-457-4966

1. Symbology

All barcodes are to be printed in code 3 of 9 (code 39). Human readable characters should be printed with each bar code. [The acceptable barcode formats are QR code, DataMatrix and PDF 417.](#) Each barcode should be 2D and have a field separator to isolate single piece of information on the data stream.

2. Data Field Identifiers

The following data field identifiers are to be used in the barcode and the human readable formats. Please reference the label example section.

Data Field	Characters	Field Identifier
Customer P.O. #	Up to 25	K
Customer Part #	Up to 25	P
Manufacturer Part #	Up to 25	1P
Manufacturer Name	Up to 30	18V
Quantity	Up to 8	Q
Date Code	Up to 9	9D
Lot Code	Up to 18	1T

3. Label Specification

Label size is to be appropriate for the size of the product. For example: On large outer cartons a 4" x 6" or 3" x 5" is acceptable. Labels for smaller inner cartons will vary depending on package size and material. Please reference example labels for information required on inner and outer carton.

4. Label Application

Label Application is required on all packages. If the package contains no inner carton, the inner carton label must be applied to the outer carton. If the carton contains multiple inner cartons, the label must be applied to each individual inner carton.

5. Example Labels

OUTER CARTON LABEL FOR SINGLE PART

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGGOTEE, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 16TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000006	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 280-0004-01	
(18V) MANF. NAME: COMPANY X	
(1P) MANF. PART #: 12345	
NUMBER OF CARTONS: 1 OF 2	

OUTER CARTON LABEL FOR MULTIPLE PARTS

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGGOTEE, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 15TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000008	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 260-0004-01	
(18V) MANF. NAME: COMPANY X	
(1P) MANF. PART #: 12345	
NUMBER OF CARTONS: 1 OF 2	MIXED CARTON

INNER CARTON LABEL

SHIP FROM: SUPPLIER X 9999 BARNYARD DRIVE LOGGOTEE, IN 47553	SHIP TO: KIMBALL ELECTRONICS GROUP 1038 EAST 15TH STREET JASPER, IN 47549
(K) CUSTOMER P. O. #: 5500000008	(Q) QUANTITY: 5000
(P) CUSTOMER PART #: 260-0004-01	(2P) REVISION: A
(18V) MANUFACTURE'S NAME: COMPANY X	
(1P) MANF. PART #: 12345	
(1T) LOT NUMBER: 8789	(9D) DATE CODE: 10/27

Kimball use only:

Revision level - D, Revision Date -10-11-2021, DC-374269, Owner - Global Supply Chain, SAP QSD 10000020426
X:\Portal\Global_Documentation\Global Standards and Guidelines\KEG_Supplier_Requirement\KEG_Labeling_Standard.doc

Approved By
KE Director of Global Purchasing
KE Global Supply Chain Manager

Distribution
KE Application Developer (J.Sitzman)
KE Global Quality Council
KE Global Materials Council