

APPROVERS INFORMATION

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Preface

The purpose of this document is to clarify Littelfuse required packaging label format standards. These specifications are essential to become compliant with Littelfuse.

This is a living document with periodic updates as business processes change within Littelfuse and new technology emerges.

Littelfuse Supplier Labeling Specs - <http://www.littelfuse.com/about-us/supplier-quality.aspx#documents>

Note:

Littelfuse discourages placing data on its shipping labels and/or part identification labels other than described in this specification. However, if state, federal, or country laws are passed which require a supplier to include information such as health, safety, customs, or environmental data to be added to the label, the supplier SHALL notify Littelfuse of the requirement.

A. Introduction

A.1 Purpose

In order to facilitate efficient and effective operations, the Littelfuse Labeling specs are required to be followed for printing and applying of all labels used for shipments to every Littelfuse location. If there is any concern in meeting these requirements, please contact your LF Labeling Representative at Supplierlabeling@Littelfuse.com.

A.2 Hardware and Software

We recommend the use of barcoding software and hardware, which allows flexibility in label generation. If you do not have access to barcoding software/hardware, online generation of labels is offered through various websites and can be printed to any laser printer.

Thermal printers and laser printers are strongly recommended. Dot matrix printers are **not** to be used as barcoded data can become skewed.

A.3 Sample Label Approval

Suppliers are required to submit samples of the format prior to use, and due within 30 days of this notification. Samples should be sent your LF Labeling Representative at Supplierlabeling@Littelfuse.com. Written approval will be sent from Littelfuse to the supplier once the label format is tested and approved.

B. Definitions

Code 128 and 39

Barcode symbology used for alphanumeric or numeric-only barcodes. These codes may vary in length and appearance.

Data Identifier

Specified character(s) that define the data input

Label

A card, strip of paper, etc. marked and attached to an object to convey information

Label Size

- AIAG - Standard size is 4x6
- Odette - Standard size is 6x8
- Small Single Pack – Label size is 4x2

Logo

The Littelfuse logo (branding mark)

Lot Number

A lot number is an identification number assigned to products indicating the batch or lot in which the product was manufactured or processed.

Master Label

A label used to summarize the total contents within a carton or on a pallet of the same part number.

Mixed Load Label

A label used to identify a carton or pallet containing different part numbers and/or different lot numbers.

Part Number

A single part or material purchased, manufactured, and/or distributed.

Regulatory Symbols – Symbols printed on labels to meet regulatory requirements. Ex. RoHS, PB Free, CCC, KK etc.

Single Pack Label (or considered an Inner Pack label)

A label used to identify the contents of a carton and convey information of a single part number.

Small Single Pack Label (or considered an Inner Pack label)

A smaller version label used to identify the contents of a carton and convey information of a single part number. This is to be used only when a Single Pack Label is too large for the carton.

C. General Information

C.1. Size and Material

The label SHALL be white with black printing.

The size of the label SHALL be determined by the size of the container it is being applied to. For most shipping containers, the acceptable label size is 4.0 inches (101.6mm) by 6.0 inches (152.4mm) - (AIAG Label)

A smaller alternative sized label of 4.0 inches (101.6mm) by 2.0 inches (50.8) (Small Single Pack Label) SHALL only be used when the container is not large enough to accommodate the larger label.

Adhesive label types can be pressure sensitive or dry gummed, as long as adherence to the package is solid and application is wrinkle-free until received at final shipping destination.

Do not wrap label around corners.

C.2. General Information

Four types of labels are required depending on how material is packaged for shipment. They are the SINGLE PACK LABEL, SMALL SINGLE PACK LABEL, MASTER LABEL, AND MIXED LOAD LABEL. Every package to the smallest unit shipped must have a label. Each label format is described below.

- The Single Pack Label SHALL be used to identify a single pack containing the same part number. It is the most commonly used shipping/parts identification label.
- The Small Single Pack Label SHALL be used when the Single Pack Label is too large to fit on a pack or container.
- A Master Label SHALL be used for containers, pallets, skids, etc., holding more than one single pack of the same part number. Each individual package SHALL contain a single pack label within the outer package.
- A Mixed Load Label is used for containers, pallets, skids, etc., holding more than one single pack of different part numbers and/or different lot numbers of the same part. This label may be required based on specific Littelfuse requirements. Each individual package SHALL contain a Single Pack Label within the outer package.

All barcodes must be 3 of 9 (39) or 128 code

All letters on the label should be in **BOLD UPPERCASE**

Lot numbers should be no more than 10 digits and cannot be a date. A LOT NUMBER SHALL NOT BE USED MORE THAN ONCE IN 365 DAYS.

Many countries have laws governing how country of origin may be stated, such as “Made In”, “Product Of”, or “Assembled In”. Please use your Country’s laws and regulations to determine the most appropriate statement for country of origin. If you require assistance, please contact Littelfuse by email at CustomsCompliance@Littelfuse.com.

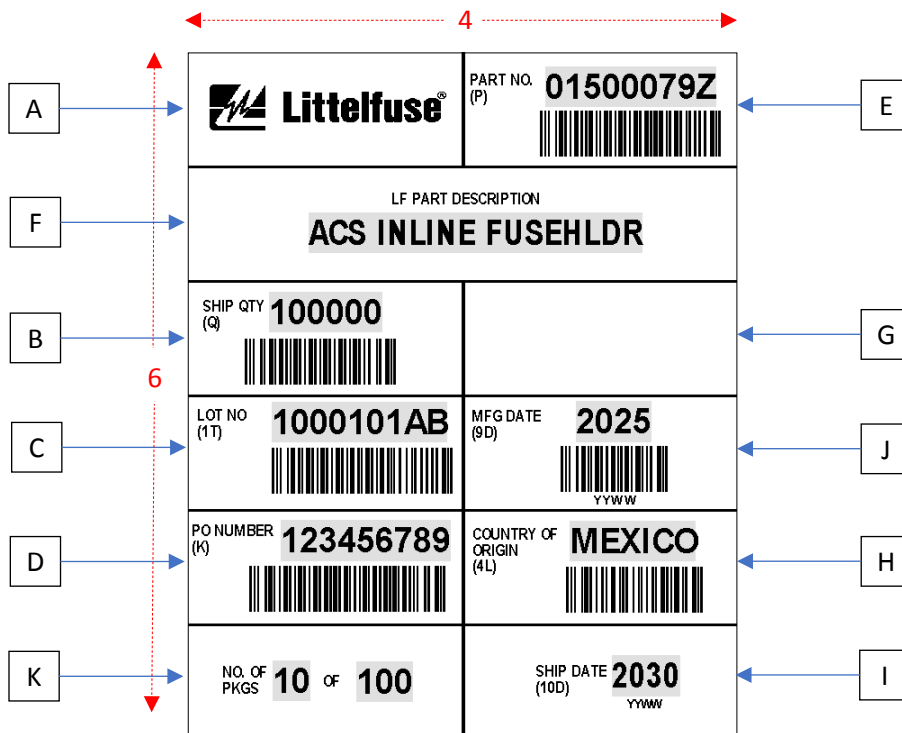
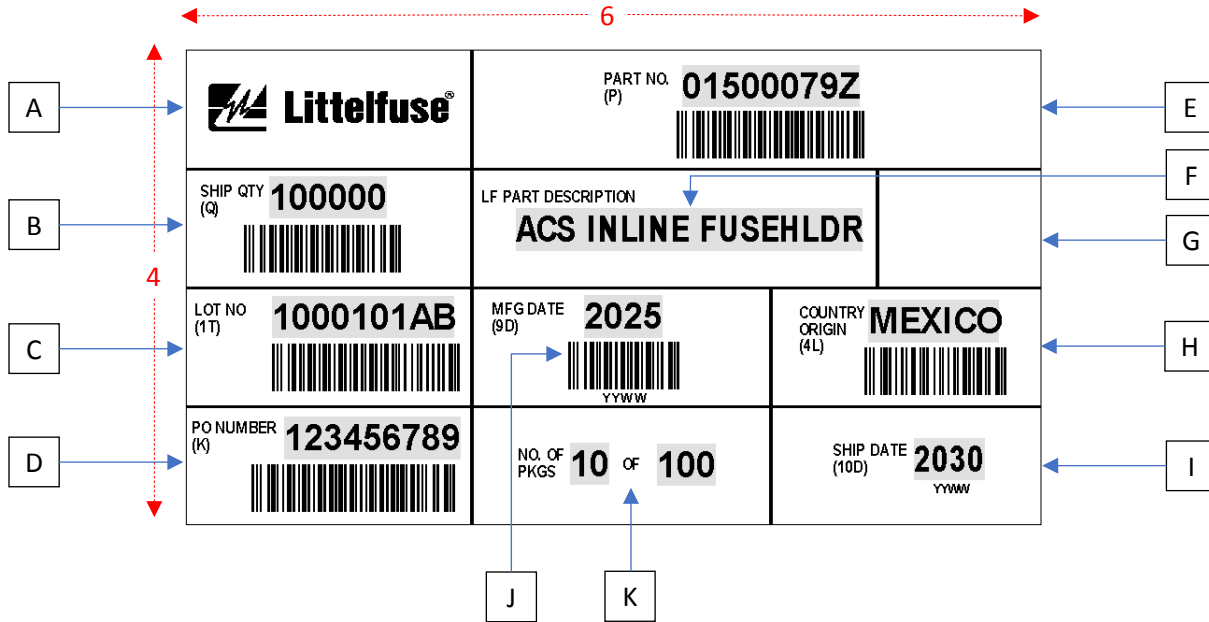
C.3. Data Identifiers

The data identifiers listed below SHALL be used on Littelfuse labels:

<u>Data Identifier</u>	<u>Data Area</u>
P	Part Number
Q	Quantity
1T	Supplier Lot Number
K	Purchase Order Number
9D	Manufacturing Date
10D	Ship Date
4L	Country of Origin

D. Single Pack Label

A Single Pack Label is to be used to identify a single pack containing the same part number, lot number, and PO number. This pack could be a carton or a bag, etc. It is the most commonly used shipping/parts identification label. EVERY INNER BOX AND/OR BAG MUST HAVE A LABEL.



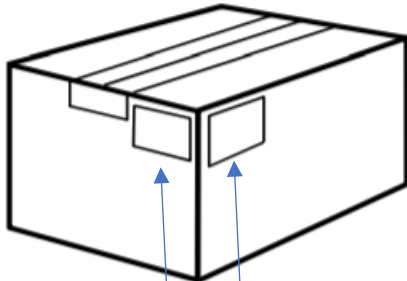
SIZE OF LABEL = 4 INCHES X 6 INCHES

****ANY RELEVANT REGULATORY SYMBOLS MUST BE ON THE SINGLE LABEL IN THE BLANK SPACE**

Single Pack Label

- A. Littelfuse Logo (If you do not have the LF logo, a bitmap can be sent to you)
- B. Quantity (Q data identifier) (Must be indicated in full numeric values (6,000). Abbreviated quantities, such as 6K will not be accepted) [text and barcode]
- C. Supplier lot number (1T data identifier) [text and barcode]
 - EVERY LOT NUMBER MUST BE 10 DIGIT OR LESS IN LENGTH
 - LOT NUMBER SHOULD NOT BE A DATE.
 - A LOT NUMBER SHALL NOT BE USED MORE THAN ONCE IN 365 DAYS.
EXAMPLE: 1000101010, 1000101020, OR 1000101AA0, 1000101AB0
- D. Purchase order number (K data identifier) [text and barcode]
- E. Littelfuse part number (P data identifier) [text and barcode]
- F. Description of part
- G. Blank space for regulatory symbols, if applicable
- H. Country of Origin (4L data identifier) [text and barcode]
- I. Date Shipped (10D data identifier) (format must be YYWW)
- J. Manufacturing Date (9D data identifier) (format must be YYWW)
- K. Package count

BOX and CARTON – Identical labels (2) must be located on two adjacent sides.



		PART NO. 01500079Z 	
SHIP OFF. 100000 	LT PART DESCRIPTION ACS INLINE FUSELDR		
LOT NO. 1000101AB 	EXPIRE DATE 2025 	COUNTRY OF ORIGIN MEXICO 	
ORDER NO. 123456789 	NO. OF PARTS 10 of 100 	SHIP DATE 2020 	

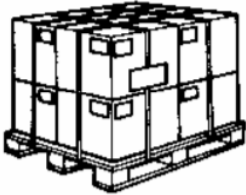


One label per bin in appropriate slot, or on the outside of the bin if no slot is available.

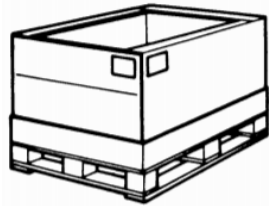
Caution: All labels on the container must be identical. Label placement should be a minimum of 1” from top and side of container. Do not wrap the label around the corner of the container.

Suggested Label Placements:

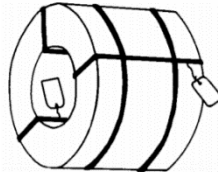
Cartons on Pallets



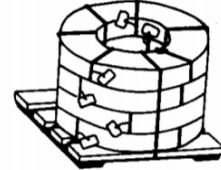
Pallet Box



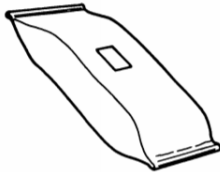
Single Coil



Split Coils



Bag



Tubing and Bars

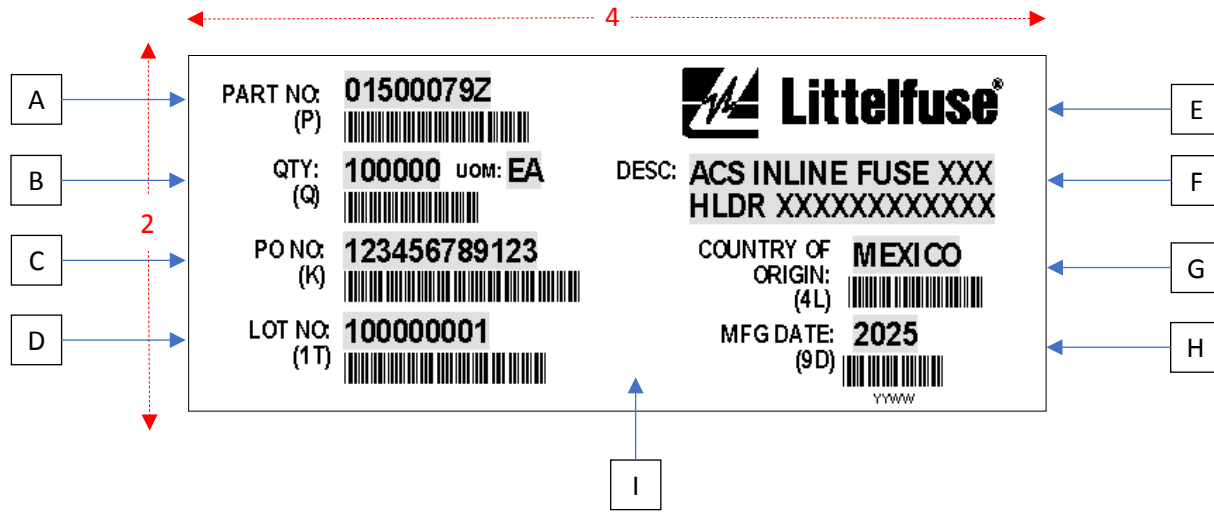


Bin or Tub



E. Small Single Pack Label

At times there may be smaller packages sent to LF where the 4-inch X 6 inch label is too large for that particular package. This includes any type of package inside of a carton. If so, below is a smaller single pack label that may be used.



SIZE OF LABEL = 4 INCHES X 2 INCHES

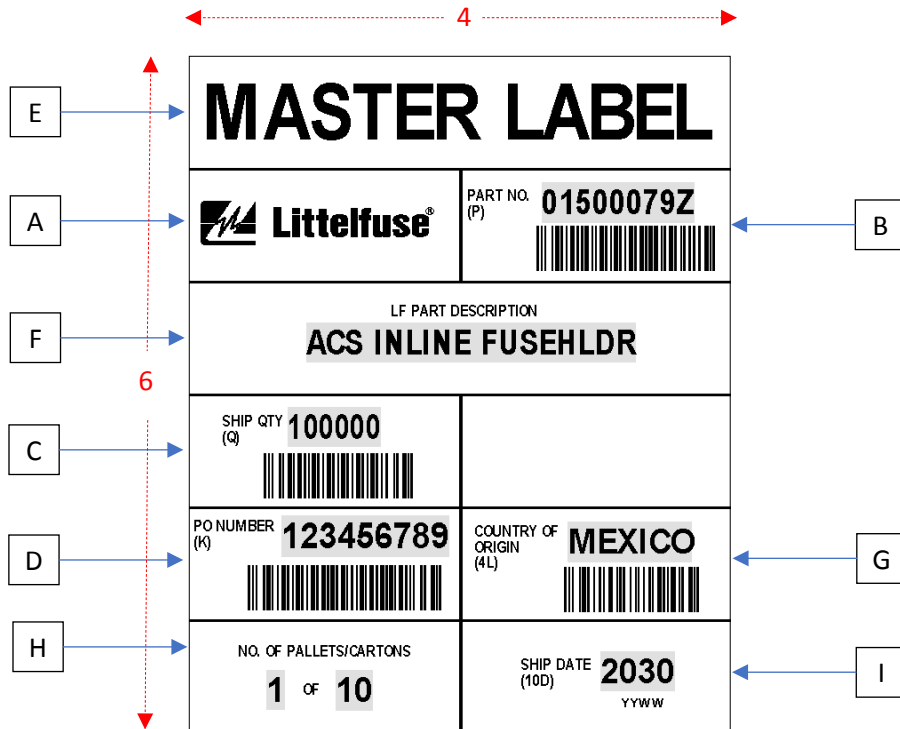
****ANY RELEVANT REGULATORY SYMBOLS MUST BE ON THE LABEL IN THE BLANK SPACE**

Small Single Pack Label

- A. Littelfuse part number [text and barcode]
- B. Quantity (Q data identifier) (Must be indicated in full numeric values (6,000). Abbreviated quantities, such as 6K will not be accepted) [text and barcode]
- C. Purchase order number (K data identifier) [text and barcode]
- D. Supplier lot number (1T data identifier) [text and barcode]
 - EVERY LOT NUMBER MUST BE 10 DIGIT OR LESS IN LENGTH
 - LOT NUMBER SHOULD NOT BE A DATE.
 - A LOT NUMBER SHALL NOT BE USED MORE THAN ONCE IN 365 DAYS.
- EXAMPLE: 1000101010, 1000101020, OR 1000101AA0, 1000101AB0
- E. Littelfuse Logo (If you do not have the LF logo, a bitmap can be sent to you)
- F. Description of part
- G. Country of Origin (4L data identifier) [text and barcode]
- H. Manufacturing Date (9D data identifier) (format must be YYWW)
- I. Blank space for regulatory symbols if applicable

F. Master Label

Master Label - Multiple Single Packs of Same Part Number in a carton or on a pallet A Master Label as shown below is to be used to identify the total contents of a multiple single pack load of the same part number going to one single destination. Please note that material going to multiple destinations must be packaged in a separate load for each destination with a Master Label identifying each.



SIZE OF LABEL = 4 INCHES X 6 INCHES

****ANY RELEVANT REGULATORY SYMBOLS MUST BE ON THE LABEL IN THE BLANK SPACE**

Master Label

- A. Littelfuse Logo (If you do not have the LF logo, a bitmap can be sent to you)
- B. Littelfuse part number (P data identifier) [text and barcode]
- C. Quantity (Q data identifier) (Must be indicated in full numeric values (6,000). Abbreviated quantities, such as 6K will not be accepted) [text and barcode]
- D. Purchase order number (K data identifier) (if multiple purchase orders are combined on one pallet, there must be a “MIXED LOAD” label on the pallet, and individual labels on each carton with the purchase order number) [text and barcode]
- E. **MASTER LABEL** should be printed across the top of the format
- F. Description of part
- G. Country of Origin (4L data identifier) [text and barcode]
- H. Total number of pallets on the load
- I. Date Shipped (10D data identifier) (format must be YYWW)

Master Labels are similar in format to Single Pack Labels and are to conform to the same specifications as the Single Pack Label, with the following exceptions:

1. The heading **MASTER LABEL** is to be printed in bold across the top of the label.
2. The quantity on the Master Label is to be the total quantity in all sub packs.
3. The number of packages will equal the total number of pallets on the load.?

***Each carton within the pallet must be identified with a Single Pack Label.

- 2 labels are required
- Identical labels must be located on two adjacent sides.
- All cartons placed on pallet must have labels facing outward (see illustration below)

Below are illustrations of where labels should be placed.

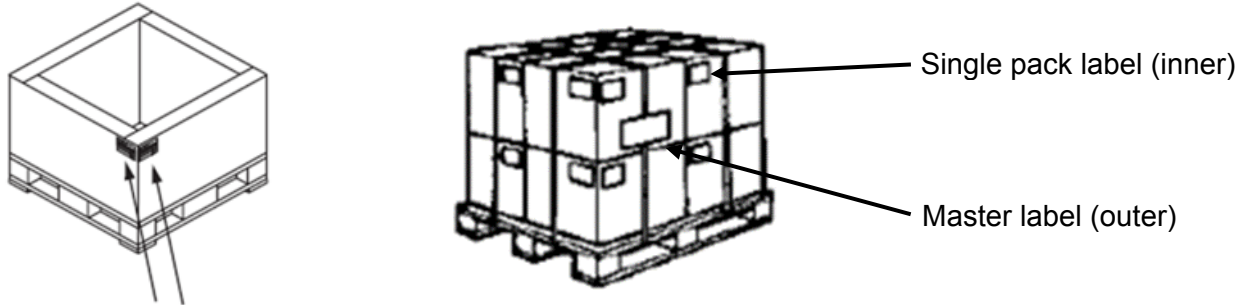
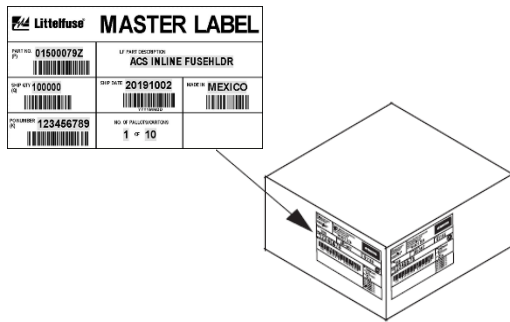
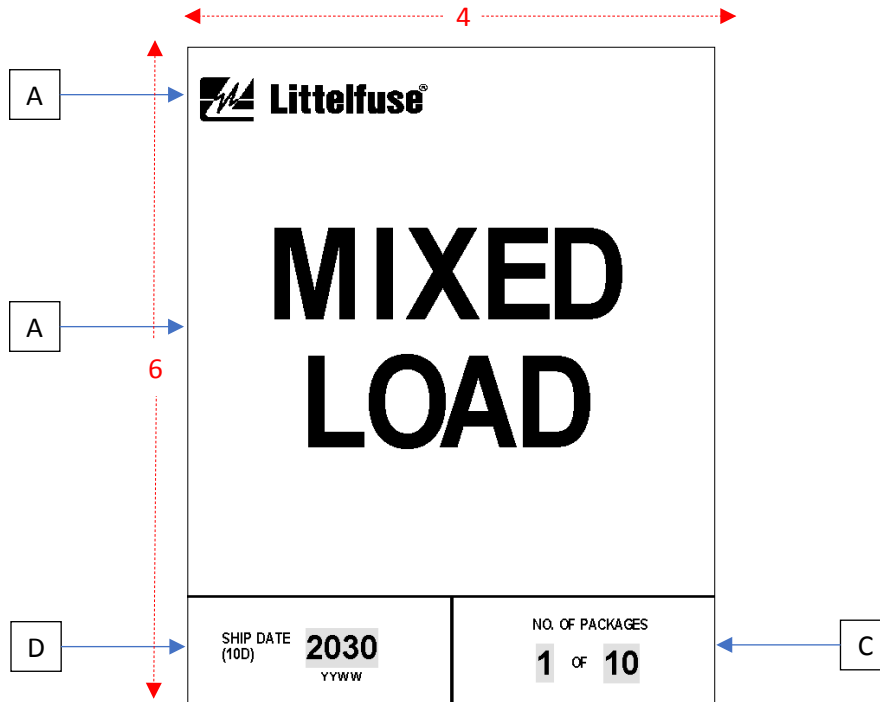
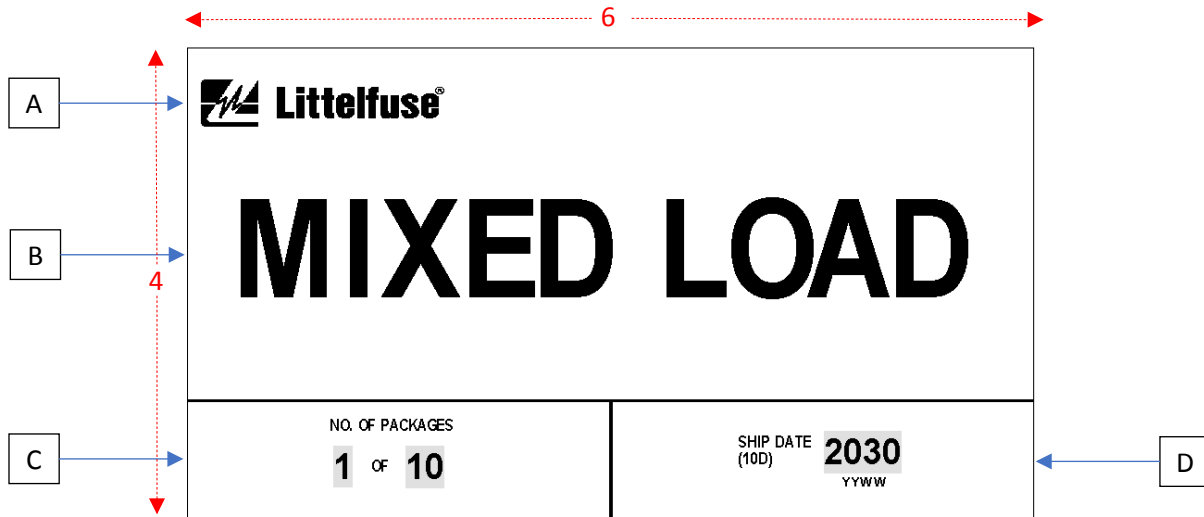


Illustration of Master Label if individual cartons are shipped. (if not on a pallet)



G. MIXED LOAD LABEL - Multiple Single Packs of Multiple Parts and/or Multiple Lot Numbers

A Mixed Load Label is to be used for containers, pallets, skids, etc., holding more than one single pack of multiple part numbers and/or multiple lot numbers going to one single destination. No barcodes are required



SIZE OF LABEL = 4 INCHES X 6 INCH

Mixed Load Label

- A. Littelfuse Logo (If you do not have the LF logo, a bitmap can be sent to you)
- B. **MIXED LOAD** printed across the center of the label format
- C. Pallet number and total number of pallets or carton number and total number of cartons
- D. Date Shipped (10D data identifier) (format must be YYWW)

Mixed Load label placement

- 2 MIXED LOAD labels are required
- Identical labels must be located on two adjacent sides.

Note:

- The mixing of containers on a single skid/pallet destined for different plants or delivery docks SHALL NOT be allowed
- A load is considered mixed if the carton or pallet contains different part numbers, different lot numbers, or different PO numbers.
- Each carton within the pallet must be identified with a Single Pack Label.

Revision	Originator	Changes / Description	Date
A	Greg Mier	Initial Document	10-01-20