

## ENGINEERING STANDARD

Trane  
La Crosse, Wisconsin



No. ES 3609008  
Rev. A  
Date June 2015  
Page 1 of 5

## SUPPLIER PACKAGED AND NUMBERED LABELING REQUIREMENTS

### 1.0 SCOPE

- 1.1 Purpose - This Standard defines packaging label requirements for supplier branded and numbered parts. Packaging and labeling for parts are defined by supplier, and Trane Part number is the same as the Supplier part number, which is located on the packaged part.
- 1.2 Applicability - This Standard applies to all items purchased by Trane HVAC Parts and Supply Solutions that are shipped to a Trane Distribution Center, directly shipped to a Trane Part Center or shipped to the end user location.

### 2.0 APPLICABLE DOCUMENTS

All documents listed in this Section are the latest revision.

#### 2.1 Referenced Documents

##### Industry

- |               |   |
|---------------|---|
| AIAG B-4      | - Parts Identification and Tracking Standard                                  |
| AIAG B-10     | - Trading Partner Labels Implementation Guidelines                            |
| ISO/IES 18004 | - Information Technology-Automatic Identification and Data Capture Techniques |
| QR Code 2005  | - Barcode Symbology Specification   |

#### 2.2 Related Documents

None.

### 3.0 GLOSSARY (some terms from Request for Quote, RFQ)

- 3.1 Individually Packaged and Labeled / Finished Part – Interchangeable terms based on the ship to location, each term has the part individually packaged and labeled for resale. Finished Part and Individually Packaged and Labeled part numbers may have one of the following Item Types: **PACKAGED & LABELED, FINISHED MDC, AUTO WIP.**
- 3.2 Vendor Part Numbered Packaging – Packaging in which all the labeling attributes are printed on the supplier packaging. The minimum requirements must include Vendor Part Number, Item Description, UPC Code, and Country of Origin.
- 3.3 Master Box Label - Label identifying a box of like parts that contain individually finished packaged parts.
- 3.4 Master Label – Label identifying a part number and quantity of bulk shipped parts.
- 3.5 Pallet Label - Label identifying a pallet.
- 3.6 Part Label - Label on individually packaged part.

(continued)

Copyright 2015 Trane

Authorized By: Charlie Lipke  
Engineering Leader, Parts

**ENGINEERING STANDARD**

Trane  
La Crosse, Wisconsin



No. ES 3609008  
Rev. A  
Date June 2015  
Page 2

**4.0 REQUIREMENTS FOR FINISHED PACKAGING**

4.1 General – Notification must be given to Trane Parts and Supply if any changes to packaging or labeling occurs after the first part is shipped.

4.1.1 The following information is required on packaging:

- Finished Part Number
- Quantity
- Description
- Country of Origin
- UPC

**4.2 2D Bar Code**

If a 2D-Bar code is applied to the package, the size, format, placement and content must be approved by Trane Parts. In particular, if a QR barcode references a website, the Trane Parts must approve all content.

A sample must be submitted for this approval.

The preferred bar code height is 1.0 inches and the minimum height is 0.5 inches. The barcode must be readable by Standard Bar Code reader/scanners, and follow the specifications in the ISO/IEC 18004.

**5.0 REQUIREMENTS FOR MASTER AND PALLET LABELING**

5.1 Master Label - At a minimum, each box must be labeled with a Master Label on two adjacent sides of the box as indicated by the green labels on the pallet below. Additionally, one of those labels should be faced toward the outside of the pallet to facilitate access to the barcodes.

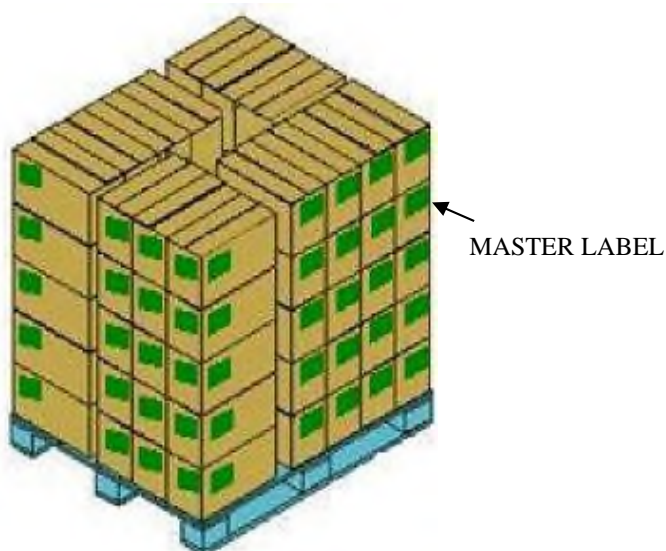


Figure 3

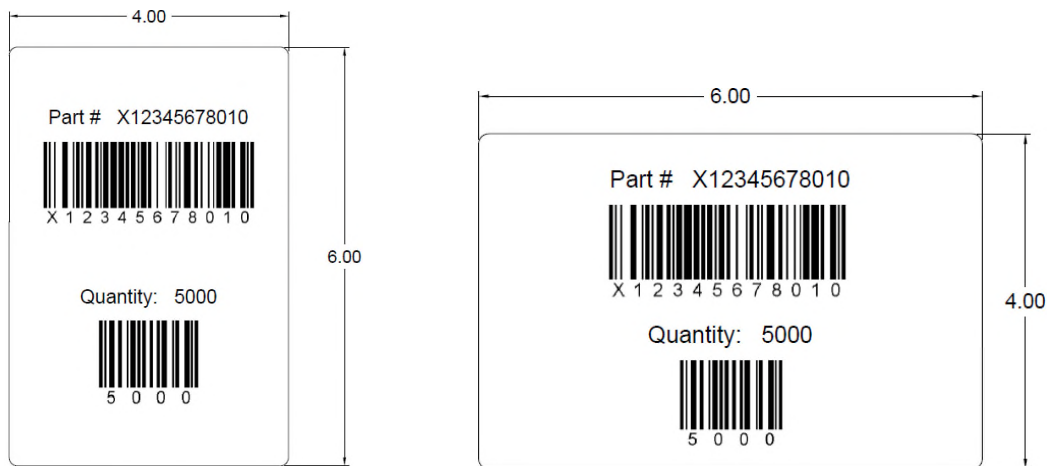
(continued)

**ENGINEERING STANDARD**

*Trane*  
 La Crosse, Wisconsin



No. ES 3609008  
 Rev. A  
 Date June 2015  
 Page 3



Note: Position and size text are approximate as shown, black on white, adhesive backed.

Figure 4 - Master Label for Bulk Part Number (Portrait and Landscape)

5.2 Pallet Label (for both Bulk and Finished Parts) - The pallet label is applied to two sides of the pallet. If the pallet contains multiple Part Numbers/PO Numbers, there will be two pallet labels for each Part Number/PO Number. The pallet label will contain the information of the container label, with a consolidated quantity for the pallet. An example is shown below where the blue rectangles represent the pallet labels.

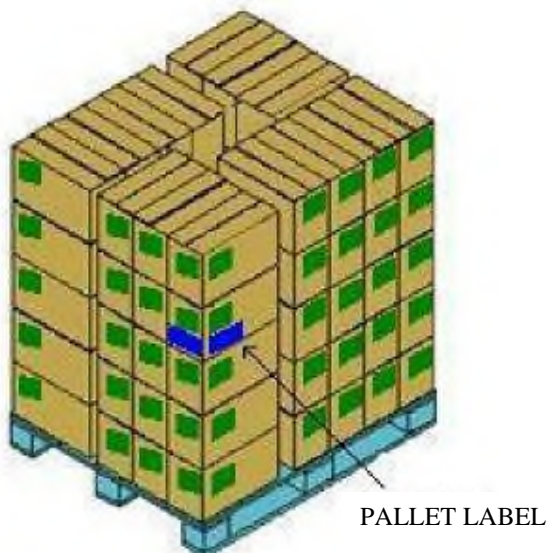


Figure 5

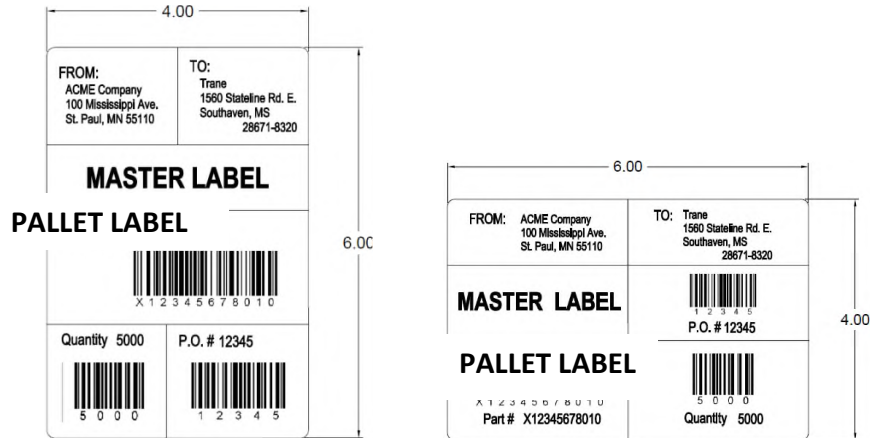
(continued)

**ENGINEERING STANDARD**

Trane  
La Crosse, Wisconsin



No. ES 3609008  
Rev. A  
Date June 2015  
Page 4



Note: Position and size text are approximate as shown, black on white, adhesive backed.

Figure 6 - Pallet Label (Portrait and Landscape).

- 5.3 **Palletization** - When sending a pallet of multiple Part Numbers/PO Numbers, no boxes should be located in the middle of the pallet where it would require breaking down the pallet to reach the barcodes as indicated below. Any pallet of like parts containing Serial Numbers should have a list of all Serial Numbers listed on Master Label if all Serial Numbers are not accessible without breaking down pallet.

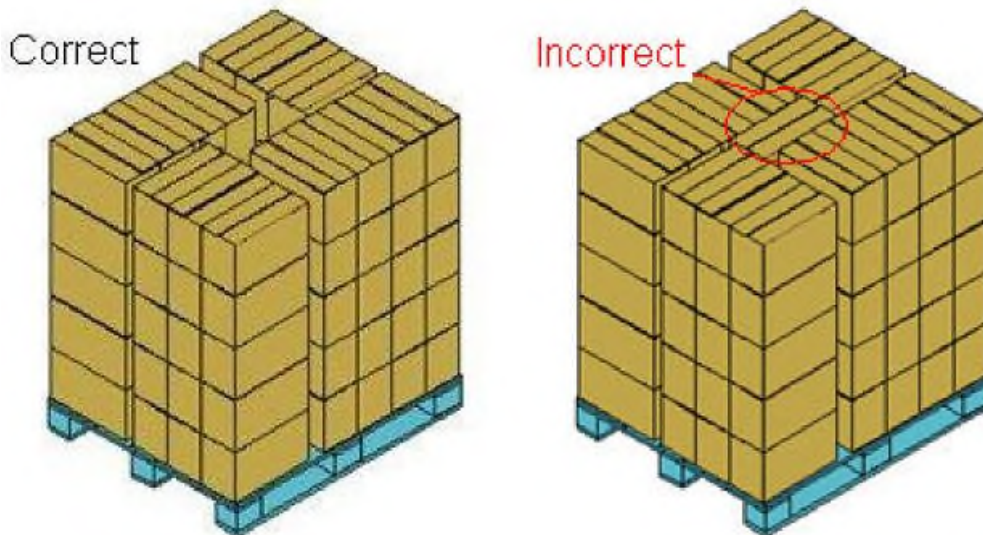


Figure 7

**ENGINEERING STANDARD**

*Trane*  
*La Crosse, Wisconsin*



**No. ES 3609008**  
**Rev. A**  
**Date June 2015**  
**Page 5**

---

5.4 General Specifications of Product Identification Labels for Boxes and Pallets

- 5.4.1 Barcodes and labels presented in this document refer to AIAG standards as appropriate. This document takes precedence when discrepancies between this document and the AIAG standard exist.
- 5.4.2 Barcodes used for individual part identification (AIAG B-4) will be CODE 128 and will not contain data identifiers.
- 5.4.3 If stretch wrap is used on the pallets, please ensure that all Pallet Labels are clearly visible through the stretch wrap, placing labels on the outside of the stretch wrap when feasible.