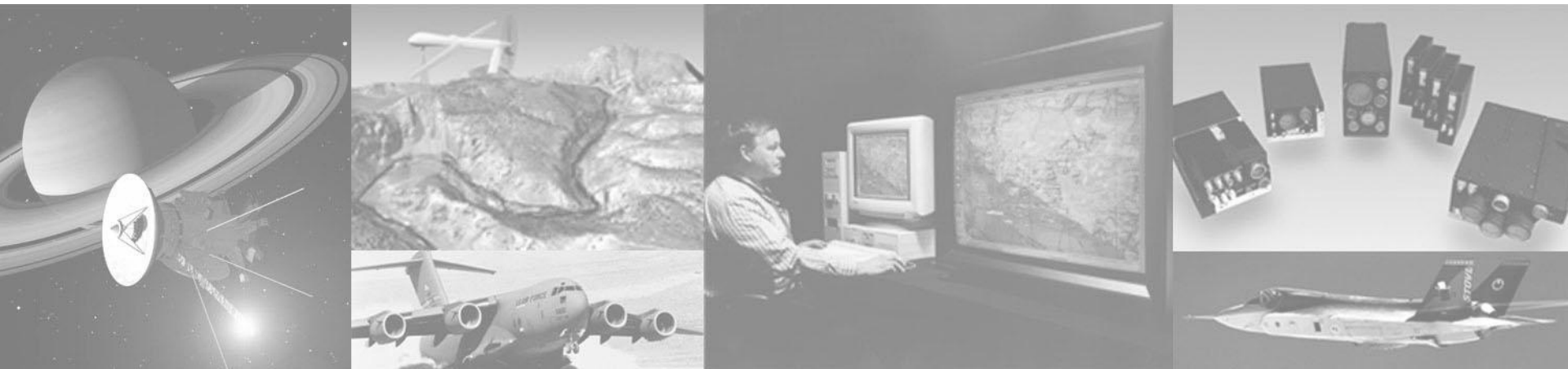# 2-D Bar Code Program
Supplier Guidelines
October 2016

Requirements – Using the Supplier's System

- If you are using 2-D bar code labels, please use this format.
- Labels can be produced with the supplier's internal system, as long as they include all required information.
- Labels produced on a supplier's system must be approved by the Receiving Supervisor prior to use.
- Note: Actual label size is left to the discretion of the supplier.

```
PO: 162011
LINE ITEM: 1
PART NUMBER: 1632006P086
PART DESCRIPTION:
QUANITY: 1
```

Requirements – Using the BAE Systems Generator

- Suppliers can also use the 2-D bar code generator available to BAE Systems suppliers at: http://www.baesystems.com/suppliercenter or refer to your purchase order for this link.

- A Java update may be required. If so, please refer to the Java website under downloads.

- Actual label size is left to the discretion of the supplier.

Online 2-D bar code generator

- Enter the BAE Systems PO number ONLY in the Purchase Order Number field, with no extra characters.

- The part number must be stated in either the Part Number or the Part Description field but not both.

Packaging / Shipping requirements

- Affix bar code labels to the outside of every shipment box. This will ensure a more efficient receipt and invoice payment.

- Attach the packing slip and invoice in a pack list "blister" envelope on the outside of the box for all items in the package.

- If more than one PO is contained in a shipment multiple labels can be affixed to the outside of the box if space permits, or the balance may be included with the packing slip and invoices, in the "blister" envelope on the outside of the box for all items in the package.

Got Questions?

For questions or assistance please contact:

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