

ST. CLAIR Technologies Inc.

Innovative Solutions For
Electrical Systems

460 S. Benson Lane Ste # 7 Chandler, Arizona 85224, PH:602-842-7392 FX:480-726-2257 www.stclairtech.com

Specific Criteria for the St. Clair Shipping Supplier Label Template:

1. The template, available at <http://www.stclairtech.com/files/SCTSupplierLabelSpec.pdf>, identifies how and where the data is to be placed on the label when it is required.
2. **Font sizes** are specified for readability.
Data that will not fit at the specified font sizes are to be shortened.
3. Label dimensions will be 4" (102MM) High by 6" (152MM) wide.
4. Labels shall be printed with black characters on white background (neither colored paper nor colored ink is allowed).
5. At least one label per container.
6. All fields must be labeled.
7. The name "St. Clair Technologies" must appear at the top of the label.
[View sample label below.](#)
8. **Part number:** St. Clair part number. Text height must be no less than .75inches (1.9cm). Bar-coded part number must be CODE128 and be no less than 0.5 inches (13mm) high.
9. **Description:** Component description must be no less than .75 inches (1.9cm) high.
10. **Quantity:** Quantity of the component in St. Clair's unit of measure for the container the label is being affixed to. Text must be no less than .75 inches (1.9cm). Bar-coded quantity must be CODE128 and be no less than 0.5 inches (13mm) high.
11. **Unit of Measure:** St. Clair's unit of measure for the item. Must be no less than .5 inches (1.3cm) high.
12. **Date:** Ship date - - Format of MM/DD/YYYY. Must be no less than .25 inches (.6cm) high.
13. **Purchase Order – Line – Release:** St. Clair's purchase order, line, and release (if blanket order).
Text must be no less than .25 inches (.6cm) high. Bar-coded Purchase order - line – release must be CODE39 and no less than 0.5 inches (13mm) high.



ST. CLAIR
Technologies Inc.

Innovative Solutions For
Electrical Systems

460 S. Benson Lane Ste # 7 Chandler, Arizona 85224, PH:602-842-7392 FX:480-726-2257 www.stclairtech.com

For blanket purchase orders, acceptable formats are:

- a. Format is Purchase Order – Line – Release
- b. Purchase Order number is alphanumeric and is a maximum of 7 characters
- c. Line is an integer and is a maximum of 3 digits
- d. Release is an integer and is a maximum of 3 digits
- e. Each data element is separated by a “-“

NOTE: ALL BLANKET PURCHASE ORDER MUST INCLUDE A VALID RELEASE NUMBER

For regular purchase orders (non-blanket) acceptable formats are:

- f. Purchase Order Number-Line OR
- g. Purchase Order-Line-0 (that’s a zero, not oh)

Valid Blanket Purchase Order Examples are:

R009944-26-45

R009944-026-045

Valid Regular Purchase Order Examples are:

M006422-5

M006422-05

M006422-5-0

M006422-5-





ST. CLAIR
Technologies Inc.

Innovative Solutions For
Electrical Systems

460 S. Benson Lane Ste # 7 Chandler, Arizona 85224, PH:602-842-7392 FX:480-726-2257 www.stclairtech.com

SAMPLE SUPPLIER SHIPPING LABEL

ST. CLAIR TECHNOLOGIES PART NUMBER:			
1234ABCD1234ABCD1234			
			
DESCRIPTION:			
DEMO PART NUMBER			
QUANTITY IN BOX:		U/M:	DATE
45000		FT	01/31/2008
PO-LINE-REL: W012345-678-901			
