



Supplier QR Barcode Packing Slip Specification Document

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Document Summary

This document details Eversource's QR barcoding requirements to be used with External Suppliers.

Document History

Version	Issue Date	Author/Owner	Description/Distribution
DRAFT	10/9/2016	Steve Holland	Initial Draft
1.0	11/5/2016	Steve Holland	Submitted for Review
1.1	11/6/2016	Steve Holland	Updated max field lengths
1.2	06/13/17	Steve Holland	Updated Required field definitions

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1 Introduction

1.1 Purpose

The purpose of this specification document is to provide clear instructions to all Eversource suppliers on how to format the required QR Barcode on the supplier provided packing slip.

1.2 Scope

In order facilitate Eversource's Mobile Inventory Receiving Process, 2D QR (Quick Reference) barcode labeling of the Supplier packing slip is necessary. This document details the specifications required to implement QR barcode receiving packing slips with Eversource.

2 Responsibilities

It is the responsibility of Procurement to provide this information to all suppliers shipping product to Eversource. It is the responsibility of the supplier to provide labels that meet these specifications. The supplier shall be responsible for verifying the accuracy of the label production process and ensure that the data is current and correct on all shipping containers and packaged quantities.

3 Key Specifications

3.1 Packing Slip Barcode Requirements

- QR Code Matrix Symbology must adhere to the QR (Quick Reference) standards as defined in ISO/IEC 18004:2015. Please refer to **Appendix A** for definition details.
- All required fields must be coded exactly as received on the original Eversource Purchase Order.
- A comma delimiter “,” must separate each of the fields in the barcode.
- A single point of contact at the Supplier should be provided for all barcode related issues.
- The QR barcode must be 2.0” x 2.0”, and placed in the upper right portion of the packing slip. For an example, please see **Appendix B**
- Please do not include lines for non-material related items such as freight.

3.2 Data Field Specifications

Field #	Field Name	Description	Max Length	Example	Format	Req'd
1	Scan Prefix	Static PO Prefix Field	2	PO	A	Y
2	PO Number	Eversource Purchase Order number	14	68912	AN	Y
3	PO Line Number	PO Line Number	14	1	AN	Y
3	Item Number	Eversource Internal Item Number	30	573771	AN	Y
4	Manufacturer	Eversource Manufacturer Code	12	40MYGH-000	AN	N
5	Part Number	Manufacturer Part Number	30	PART1	AN	N
6	Quantity	Shipped Quantity	8,0	2.0	N	Y

Delimiter: A comma (,) is required between the “PO” prefix field and “PO Line Number at the start of the text string. A pipe character (|) is required to delimit the records associated with the specified line number. The pipe character should be used to separate the PO line, Item Number, Manufacturer Code, Part Number, and Quantity. A comma should always follow quantity, and will therefore end the data string.

NOTE: It is not necessary to repeat the PREFIX (PONU) or the PO Number at the start of each additional line. **These are variable length fields.** The max combined string length is limited to 4000 characters.

Example:

PO, 10003958,1|574045|MANU|PART|5.0,2|574046|MANU|PART|34.0,

4 Appendix

4.1 Appendix A

This International Standard defines the requirements for the Symbology known as QR Code. It specifies the QR Code Symbology characteristics, data character encoding methods, symbol formats, dimensional characteristics, error correction rules, reference decoding algorithm, production quality requirements, and user-selectable application parameters.

The full standard document is hosted at ISO.org

http://www.iso.org/iso/catalogue_detail.htm?csnumber=62021

4.2 Appendix B

PACKING SLIP

XYZ Supplier

Address: 123 Road Parkway
City, CT 12345
Phone: 555-555-0100
Fax: 555-555-0111

Ship To: Berlin Central Warehouse
Eversource Energy
107 Selden Street
Berlin, CT 06037
860-555-5555

← 2" →



Order Date: October 24, 2016
Order Number: 892345
Purchase Order: 164011

Bill To: Eversource Energy

107 Seldin Street
Berlin CT, 06637
860-665-5555

Line #	Item ID	Description	Manufacturer	Part Number	Ship Quantity
1	900017	This is a description	MANU	PART1	4
2	900022	This is a description	MANU	PART2	6
Total:					10

Comments:

Thank you for your business!