1.0 Purpose

This document guides the user on DigiKey's Advanced Ship Notice (ASN) barcode and label requirements.

2.0 Guidelines

In keeping with the strategic intent to provide a best-in-class client experience and continuously improve operations with suppliers, DigiKey is launching an important initiative to utilize Advanced Ship Notices as part of the receiving processes. The goal is to have ASN barcode labels affixed properly to every product, carton, and/or shipment sent to DigiKey. The information in this document should be referenced when designing and implementing ASN labels.

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Note: The ASN barcode implementation will bring greater value and efficiencies to both DigiKey and DigiKey's suppliers. These efficiencies help reduce manual processing and allow shipment tracking and visibility.

2.1 Reference Documentation

1. This document is consistent with current industry standards. See GS1 US, Electronics Industries Alliance (EIA), Consumer Electronics Association (CEA), American National Standards Institute (ANSI), and International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) reference documents and is modeled after the recommendations set forth by the Electronic Components Industry Association (ECIA) covering barcode symbols and formatting, standardized data and data identifiers, and barcode/label placement. All technical document references are located in Appendix E.

2.2 Barcode Symbols

1. To accommodate DigiKey's different scanning applications, suppliers are required to include 1D barcodes on their product and logistic labels, along with the Serialized Shipping Container Code (SSCC) or Advanced Ship Notice (ASN) Barcode.
2. Acceptable Linear Barcodes:

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A. The two acceptable symbols are Code 39 and Code 128. Linear symbols must be compliant with DigiKey requirements, even on formats where they are included optionally.

3. Linear Barcodes Examples:

Code 39:

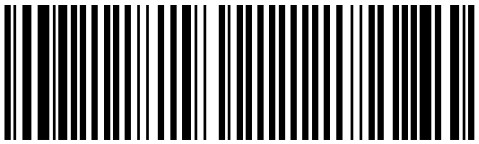
Code 128:

4. Acceptable SSCC ID Barcodes:

A. The SSCC ID can be created using a linear GS1-128 barcode symbology and is recommended in this symbology.

5. SSCC ID Barcode Examples:

GS1-128



(00) 0 0042273 000000113 1

2.3 How to Comply

1. In order to comply with DigiKey's labeling requirements, suppliers will need the following:

A. On-demand printer: Laser or thermal (direct or thermal transfer) printers are best suited for this type of labeling.

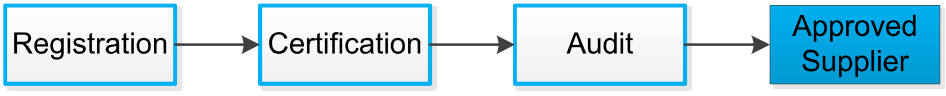
B. Barcode software: Software capable of creating linear barcodes. Software solutions can be integrated into existing applications or a stand-alone program requiring user data entry.

C. Barcode Imager: A 2D barcode scanning device configured to read linear barcodes. This is required to validate barcode content.

2.4 Certification and Approval Process

1. Suppliers are required to register and certify all shipping locations for all applicable ASN Label formats. Following certification, an audit will be performed on a live shipment. Please contact the appropriate Product Manager or email SQI@digikey.com to begin the certification process.

Example of approval process:



Note: To register for Electronic Data Interchange (EDI), contact Tracy Cote (Tracy.Cote@Digikey.com). For ASN Labelling and barcoding, contact SQI@digikey.com

2.5 Elements

1. Glossary: The following terms are helpful for understanding DigiKey labeling requirements:

A. 1-Dimensional (1D) Linear Barcode: A barcode symbol formed of a single row of symbol characters; referred to as linear barcodes in this document.

B. Data Identifier (DI) or Application Identifier (AI): A specified character or string of characters that defines the intended use of the data element that follows.

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C. Attribute Data: Data or data fields associated to a product or group of products. This can include, but not limited to: Part Number, Date Code, Lot Code, Country of Origin, Quantity, PO Number.

D. Supplier label: Label designated per supplier's standard labeling process.

E. Product Label: Label at the product level that contains product data.

F. Intermediate Label: Label used on intermediate package level.

G. Logistic Label: Also known as a carton label or shipping label; label required on shipment packaging that contains shipment, and order data in text and barcode format. This will be in the format of an ASN Label or Mixed ASN Label.

H. ASN Label: Label used on largest level package containing product with same attribute data. This label displays the ASN-18 ID or SSCC-18 ID and corresponding barcode.

I. Mixed ASN Label: Label used on shipping or master carton to indicate shipment contains multiple ASN or SSCC IDs.

J. Product Package or Unit Pack: A commercial unit of components; usually identified with the lowest level package label.

K. Intermediate Package: A box, carton, bag, or other container used to contain multiple product packages within the shipping container. Intermediate packages are not always required or necessary. Marked with an intermediate label when present.

L. Shipping Container or External Packaging: The outer container that is sufficiently strong enough to be handled by a freight carrier in the transportation of an order.

2. Field Definitions:

Note: The following fields are used on DigiKey product and shipment labeling. The data identifier or and a brief definition are provided for each. If a data identifier is included in a barcode, it must always be followed with the appropriate information. Data identifiers must never be alone in a barcode.

A. Address Information: supplier's and DigiKey's names and addresses.

B. Ship to Postal Code (Data/Application Identifier 31L/420): Postal Code of designated package's destination and is required on Logistic Label. When using SSCC ID, use Application Identifier 420 based on GS1 US standards. When using ASN ID, use 31L Data Identifier based on ANSI standards.

C. ASN ID (Data Identifier 9S): 18- character serialized number unique to a supplier and specific shipment assigned through the EDI ASN portal as defined by DigiKey and subsequent EDI specifications and is required on the ASN label if SSCC ID is not listed.

D. SSCC ID (Application Identifier 00): 18- digit serialized number unique to a supplier and specific shipment assigned through the EDI ASN portal as defined by GS1 US subsequent EDI specifications and is required on the ASN label if ASN ID is not listed.

E. Vendor or Supplier Part Number (Data Identifier 1P): A unique part number assigned by the supplier and is required on all ASN labels.

F. Quantity (Data Identifier Q): The quantity of items being sent in each package. The quantity on each label should represent the number of items within the container it is affixed to. Decimals and commas may be used in text, but there should be no decimals, commas or any other characters in a quantity field that is encoded into any barcode. Also known as Package Quantity

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G. PO ID (Data Identifier K): PO ID that has been assigned by DigiKey and is required on the ASN label in text and barcode format.

H. Date Code (Data Identifiers 9D, and 10D): Significance of date to be established by supplier and communicated to DigiKey. 9D (YYWW), 10D (YYWW); required if applicable. If no date code is used for a particular part, series of parts, or all products from a supplier, this field should be populated with “N/T” to indicate the product is “Not Traceable” by this data field. There must be only one date code per sales package (reel, tube, tray, bag, etc.). The date code must consist of numbers only with no alphabetic characters allowed. The date code must be based on the standard calendar year only. Date codes on labels for a product must match each other and any part markings.

I. Lot Code (Data Identifier 1T): Traceability number assigned to a batch or group of items; required if applicable. If no lot code is used for a particular part, series of parts, or all products from a supplier, this field should be populated with “N/T” to indicate the product is “Not Traceable” by this data field. There must be only one lot code per sales package (reel, tube, tray, bag, etc.) Lot codes on labels for a product must match each other and any part markings.

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3. Data Characteristics Chart:

The following chart lists all potential data fields and compares their use across the different label formats:

Field Name	Data/ Application Identifier	Max Field Length	Product Label	Inter-mediate Label	Logistic Label	Mixed Load Label	Specific Requirements
Ship From	*n/a*				○	○	Supplier name and address
Ship To	*n/a*				○	○	DigiKey name and address
Ship To Postal Code	31L (ANSI), 420 (GS1)	5			●	●	Postal Code of package destination.
Carrier	*n/a*				–	–	Company responsible for package delivery
Progressive Number	*n/a*				–	–	Number used for tracking and chain of custody process from supplier (shipper) to customer - DigiKey
Bill of Lading Number	*n/a*				–	–	Number assigned to the legal document detailing the goods being transported.
SSCC ID	00	18	◘	◊	●	–	Serialized Number assigned to a group of products with like attributes. Must be placed on largest package of like attributes using SSCC Label. Not required if ASN ID is used.
ASN ID	2S, 9S	18	◘	◊	●	–	Serialized Number assigned to a group of products with like attributes. Must be placed on largest package of like attributes using ASN Label. Not Required if SSCC ID is used.
DigiKey PO	K	13	◘	◊	●		DigiKey assigned purchase order number. Must be listed on SSCC or ASN Label found on largest level package
Vendor Part Number	1P	40	◘	◊	●		Supplier assigned part number. Reflective of manufacturer's part number, as shown on PO. Barcode not required on product packaging if SSCC used on outer packaging.
Quantity	Q	9	○	–	–		Quantity of product in package.
Date Code	9D, 10D	4	–	–	–		9D - YYWW, 10D - YYWW. Significance to be established with DigiKey. This field should be not left blank. If no date code is used, this field should be populated with N/T to indicate the product is Not Traceable by this data field.
Lot Code	1T	20	–	–	–		Traceability number assigned to a batch or group of items. This field should be not left blank. If no lot code is used, this field should be populated with N/T to indicate the product is Not Traceable by this data field.
UPC Number	*n/a*	12	▲	–	–		Number assigned to trade items or retail items. Typically accompanied by GS1 Barcode on product packaging
SKU Number	*n/a*		–	–	–		Number assigned to product by retailers or customers purchasing from suppliers.
Package Count	13Q				–	–	Sequential carton count in format "#/#" or "# of #". ("this is the nth piece of x pieces in this shipment")

● Required in barcode and text
▲ Optional in barcode and text.
◊ Required in barcode and text when in a MIXED carton

◘ Required in barcode and text if no Int. label present
○ Required in text
– Optional in text

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2.6 Labels

Note: Each level of packaging must be marked with an appropriate label.

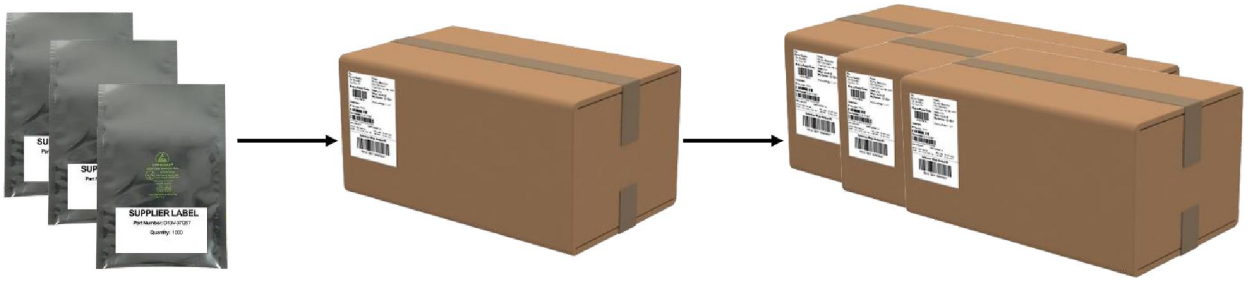
Note: Suppliers must place a DigiKey label on every product, logistic container, and shipment.

1. Shipment Examples:

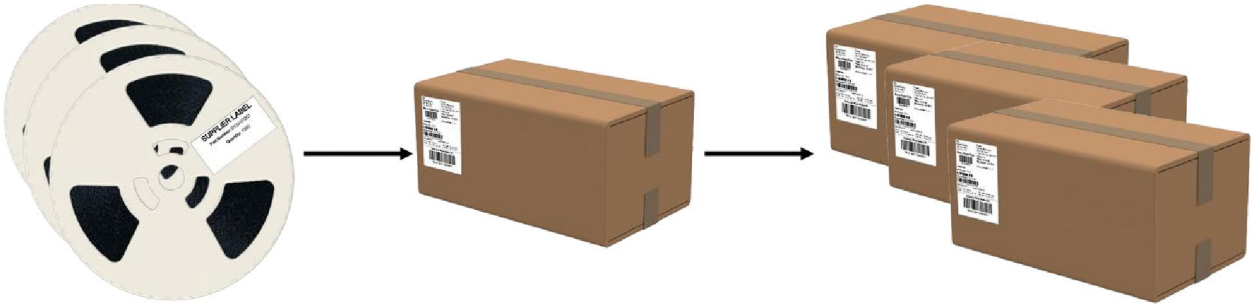
Examples:

First shipment example below: Tubes containing product with supplier product labels, a carton with an ASN logistic label, and a pallet containing multiple cartons.

Second shipment example below: Bags containing product with supplier product labels, a carton with an ASN logistic label, and the full shipment (three cartons, all with ASN logistic labels).



Third shipment example below: Product on reels with supplier product labels, a carton with an ASN logistic label, and the full shipment of multiple cartons.



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2. Intermediate Packs with single ASN:

Product labels are required at the smallest level of packaging, and on any intermediate packs that are used. The quantity field must reflect the total number of items for that level of packaging:

Bags:

Reels:

Product Label: MFG standard label applied to the smallest level of packing.

Intermediate Label: MFG standard label applied to intermediate pack. Quantity field is total number of items in pack.

Logistic Label: ASN label applied to carton containing intermediate packs.

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3. Intermediate Packs with multiple ASNs:

Product labels are required at the smallest level of packaging. The quantity field must reflect the total number of items for that level of packaging. ASN label required on intermediate packs that are used. Mixed ASN Logistic Label is required on the shipping or master carton.

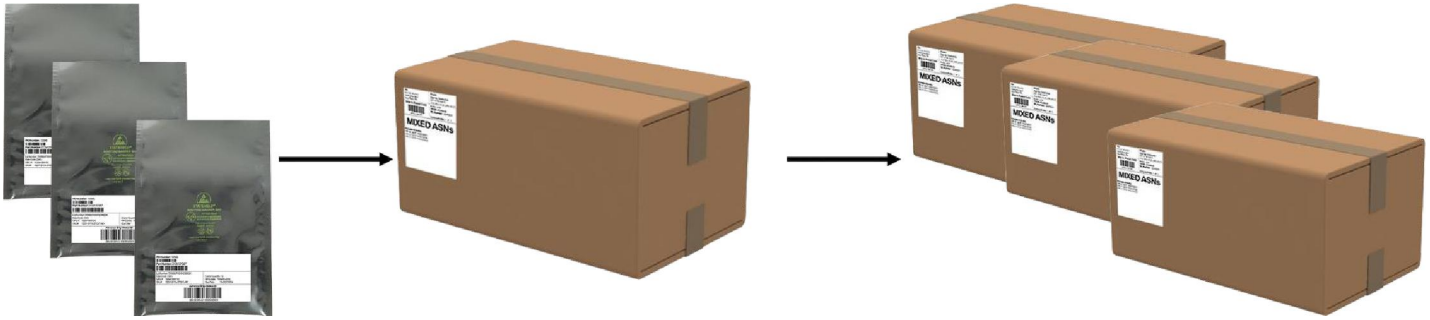
Product Label: MFG standard label applied to the smallest level of packing.

Intermediate Label: ASN label applied to each box or package.

Logistic Label: MIXED ASNs label applied to carton containing intermediate packs.

4. Master cartons with multiple ASNs, no intermediate pack:

ASN Label is required on the product-level packaging. The quantity field must reflect the total number of items for that level of packaging (if used). Mixed ASN Logistic Label is required on the shipping or master carton.



Product Label: ASN Intermediate label applied to bag

Logistic Label: MIXED ASNs label applied to carton containing intermediate packs.

Multiple Logistic Label: MIXED ASNs label applied to each carton.

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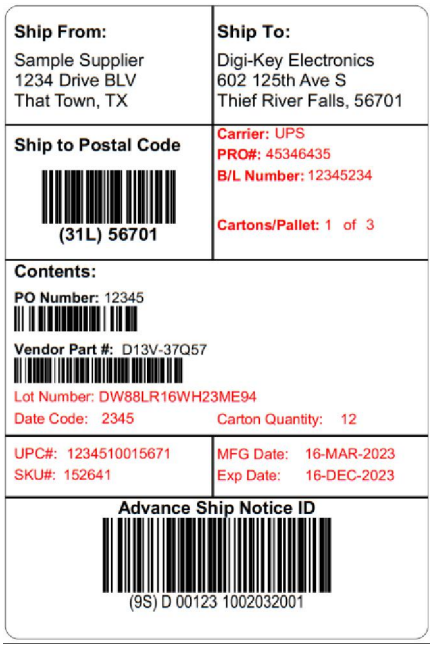
5. DigiKey Preferred Format:

The following formats are DigiKey's preferred formats for product, intermediate, and logistic labels.

A. ASN Logistic Label:

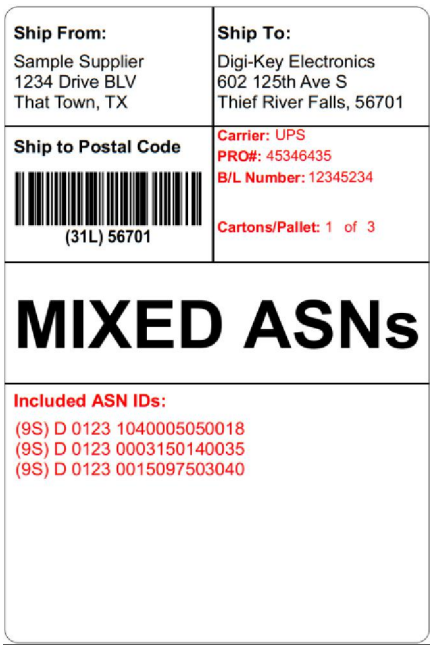
Note: Required on shipping carton containing single ASN



B. MIXED ASN Logistic Label:

1. Mixed ASN Logistic Label

Note: Required on shipping carton containing mixed ASNs



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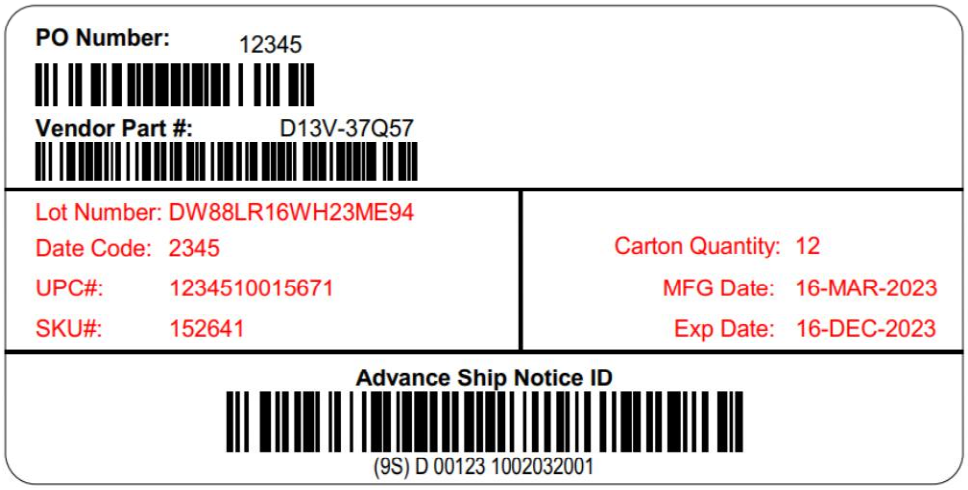
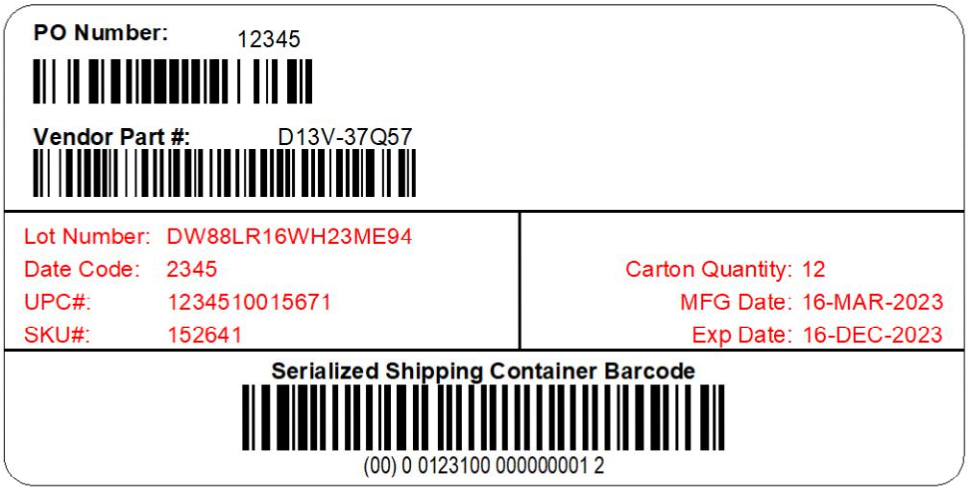
2. ASN Intermediate or Product Label

   Note: Required on intermediate or product level packaging with mixed shipping carton.



6. Sample SSCC Intermediate or Product Label



Note: All RED text and fields displayed in the above label examples are optional fields. Please see Data Characteristics in section 2.5,3 for more information.

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7. Labels for Specialized Shipments:

Note: Any specialized shipment (Mil Spec, Sample, or Consignment) must be referenced in the "Ship To" address field. The addresses should appear accordingly:

Mil Spec	Sample Program	Consignment
DIGIKEY CORP (MIL SPEC) 602 125th Ave South Thief River Falls, MN 56701	DIGIKEY CORP (SAMPLE PROGRAM) 602 125th Ave South Thief River Falls, MN 56701	DIGIKEY CORP (CONSIGNMENT) 602 125th Ave South Thief River Falls, MN 56701

Note: The above addresses should be used on all labeling where the "Ship To" information is displayed, including tracking labels, logistic labels.

Example of a carrier tracking label for a Mil Spec shipment:

2.7 Label Dimensions:

Though DigiKey does not have set label size requirements, all data and barcodes must fit on the labels used and be readable. Common label sizes are as follows (height x width):

1. 6-inch x 4-inch: Commonly used for Logistic Labels, including single-line ASN and Mixed ASN Labels
2. 3-inch x 4-inch: Commonly used for larger intermediate and/or product labels, including supplier labels and intermediate/product ASN Labels.
3. 2-inch x 4-inch: Also commonly used for larger intermediate and/or product labels, including supplier labels and intermediate/product ASN Labels.

2.8 Label Placement

Consistent and compliant label placement allows the label to be quickly identified and scanned. This section covers the general placement guidelines for standard packaging.

In order to be read, labels must not be covered by tape, other labels, or any other materials such as shrink-wrap. In addition, barcodes must not be creased, placed along a package seam, nor folded around sharp corners.

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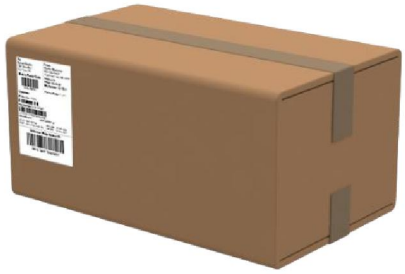
	**Intermediate or Product Label Placement:** **Cartons under 4 inches wide:** Labels for smaller cartons should be placed on the top panel. **Cartons 4 inches wide and greater:** Labels should be placed on the front-side panel of these cartons.
	**Logistic Label Placement:** For palletized shipments, place logistic labels on the cartons so they are visible when the carton is on the pallet.

2.9 Contacts

1. Suppliers should contact Tracy Cote (Tracy.Cote@digikey.com) with any questions related to the following:
   - **A.** ASN Data Transmission
   - **B.** EDI Setup
   - **C.** ASN/EDI Data Requirements
2. For questions related to the ASN or 2D barcode maintenance items below, email SQI@digikey.com:
   - **A.** Label approval process.
   - **B.** Technical requirements.
   - **C.** Label placement.

2.10 Appendix A: Linear Barcode Technical Information

The required data may utilize a 1D Barcode for each data point.

Note: The linear barcodes acceptable for use are Code 128 and Code 39 barcodes.

1. Linear Barcode Dimensions:
   - **A.** Narrow Element: X-Dimension:

     The X-dimension of a barcode is a measure of the narrow elements (the bars and spaces) that make up the barcode. The X-dimension, along with the data encoded, determines the overall width of the barcode symbol.

     The minimum X-dimension for Code 128 and Code 39 barcodes is 9.5 mils (0.0095”/0.24 mm).
   - **B.** Code 39 Wide-to-Narrow Ratio:

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For the Code 39 symbols, an additional parameter called wide-to-narrow ratio (or “W/N”, or just “ratio”) defines the size of the wide barcode elements in relation to the size of the narrow barcode elements.

Acceptable wide to narrow ratios for the Code 39 barcode must be between 2.25:1 and 3.0:1.

C. Barcode Height:

The target height for linear barcodes is 0.375”/0.95 cm. The minimum height is 0.25”/0.64 cm.

2. Linear Barcode Quiet Zones:

For optimum scanning, a symbol's leading and trailing clear area known as the quiet zone must be at least 10 times the width of the narrowest element or 0.25” (0.64 cm), whichever is greater.

3. Linear Barcode Print Quality:

Note: A minimum ISO/ANSI print quality grade of 1.5/5/660 (C) is required for the Code 128 and Code 39 barcodes.

A. The following components comprise the 1.5/5/660 (C) print grade:

1. 1.5: The ISO/ANSI Print Quality grade. Equivalent to a “C” grade.
2. 5: The aperture of the reading device in mils.
3. 660: The light wavelength of the reading device in nanometers.
4. (C): The letter equivalent of the print quality grade.

4. Linear Barcode Data Structure:

A. The data encoded in the linear barcodes must follow this format:

Example: For a carton with the PO Number, the following would be encoded in the PO barcode:

<Data Identifier>	<Data String>
K	**89122123**

Note: No spaces should be encoded between the data identifier and data string.

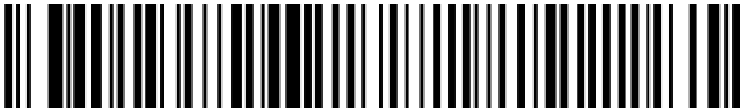
2.11 Appendix B: SSCC-18 and ASN-18 ID structure

1. ASN ID Data structure

A. The ASN number and barcode is structured as follows:

1. Data Identifier (2 characters): 9S to indicate ASN number.
2. Barcode Specification (1 character): D to indicate DigiKey specification.
3. Supplier/ Vendor ID (5 digits): A unique number assigned to each supplier or entity doing business with DigiKey. If Vendor ID is less than 5 digits, 0 will be used as leading digit(s).
4. Serial or Shipment Reference: The number allocated to identify a logistic or shipping unit. This number would be assigned by the supplier.

B. ASN-18 Example



(9S) D 08513 100203200101

1. Barcode structure: 9SD08513100203200101

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2. SSCC ID Data structure

A. The SSCC number and barcode is structured as follows:

1. Application Identifier (2 digits): 00 to indicate an SSCC ID.
2. Extension Digit (1 digit, 0-9): Used to increase capacity of the Serial Reference.
3. GS1 Company Prefix: A globally unique number issued to a GS1 member company. This is assigned through the GS1 US application. (See section 3.A)
4. Serial Reference: The number allocated to identify a logistic or shipping unit.
5. Check Digit: A modulo 10-digit used to check for input errors. (See section 2.C)

B. SSCC-18 Example

(00) 0 0042273 000000113 1

1. Barcode structure: 000042273000001131

C. Check Digit Calculation

1. The check digit is calculated using the following steps:
   a. Multiply the numbers in positions one, three, five, seven, nine, eleven, thirteen, fifteen, and seventeen by 3, then add together.
      I. Using the above example: 0+0+6+21+0+0+0+3+9=39
   b. Add the numbers in positions two, four, six, eight, ten, twelve, fourteen, and sixteen.
      I. 0+4+2+3+0+0+0+1 = 10
   c. Add the results of step a and step b.
      I. 39+10 = 49
   d. The Check Digit is the smallest number needed to round the result from step c up to a multiple of 10.
      I. 49+1 = 50, thus check digit is 1
   e. This can be confirmed by setting up a table with 18 columns, 1 column for each digit within the sequence and the 18th column reserved for the check digit.

Position:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SSCC ID	0	0	0	4	2	2	7	3	0	0	0	0	0	0	1	1	3	√
	0		0		6		21		0		0		0		3		9	
Step a	Multiply values in positions 1, 3, 5, 7, 9, 11, 13, 15, 17, then add values (example: 39)																	
		0		4		2		3		0		0		0		1		
Step b	Add values in positions 2, 4, 6, 8, 10, 12, 14, 16 (example: 10)																	
Step c	Add steps a & b (example: 39+10 = 49)																	
Step d	Step c result rounded up to the nearest multiple of 10, minus step d result (example: 49 rounded up to 50, 50-49 = 1)																	1

Note: Barcoding software capable of GS1-128 SSCC barcodes have the capability to calculate the check digit automatically.

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3. GS1 Company Prefix

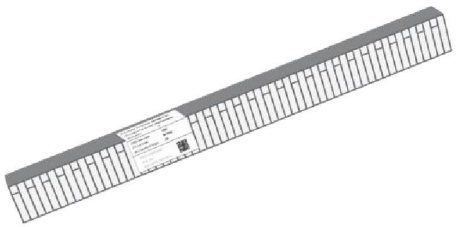
A. The GS1 Company prefix is assigned through the GS1 application site. An overview of the GS1 US Serial Shipping Container Code (SSCC) can be found here.

1. Alternatively: https://www.gs1.org/standards/id-keys/sscc

2.12 Appendix C: Placement Examples

1. Placement Examples:

Note: This section covers additional placement examples.

	**Intermediate or Product label:** **Cartons under 4 inches wide:** Labels should be placed on the top panel. **Cartons 4 inches wide and greater:** Labels should be placed on the front-side panel.
	**Reel:** Label to be placed on flat surface of reel, not impeding center spindle hole or any cutouts on the reel surface. If reel is placed in a ASN Identified pack, a supplier's designated label is recommended.
	**Bag** Label to be placed on flat surface of bag, not folded around or used as a seal for the bag. If bag is placed in a ASN identified pack, a supplier's designated label is recommended.
	**Tube:** Tube labelling is not required but is recommended with a supplier's designated label if placed in an ASN identified pack.

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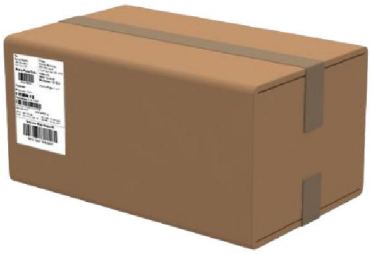
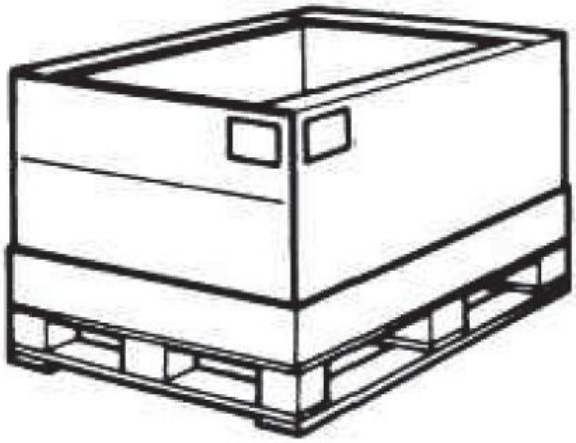
	**Box or carton**
	**Cartons on pallet with multiple SSCCs or ASNs:** Each carton shall be individually labeled as described above. Cartons should be arranged on the pallet so that carton labels are visible.
	**Cartons on pallet with single SSCC or ASN:** A single SSCC or ASN label may be applied to the pallet in place of labels on individual cartons. This only applies when the pallet contains product with all the same attributes under a single-line SSCC or ASN Number.
	**Pallet box:** Identical labels shall be located on two adjacent sides or as agreed to by the trading partners (wrap around label is acceptable).

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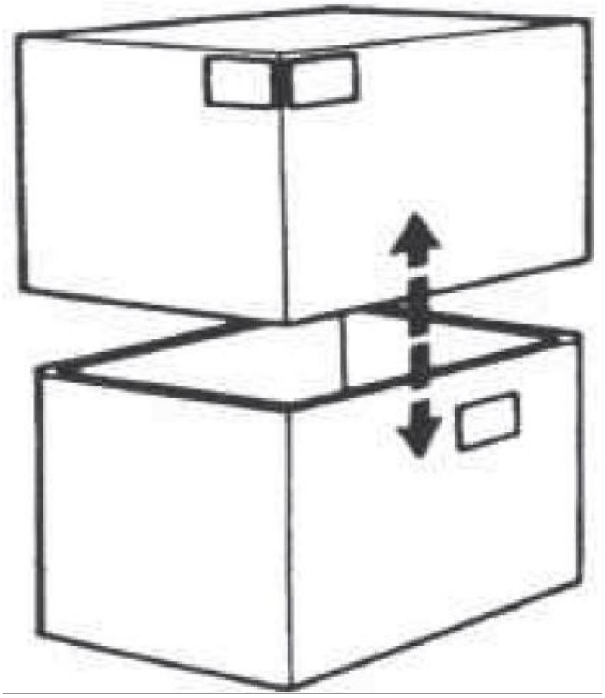
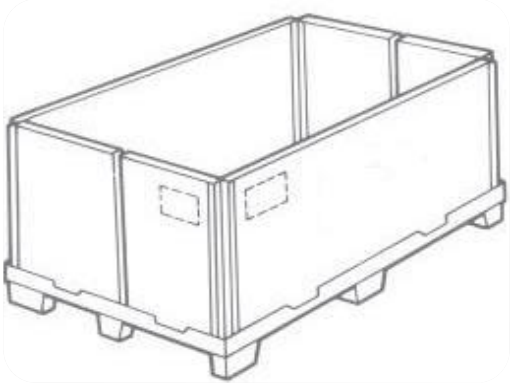
	**Telescopic or set-up containers:** Identical labels shall be located on two adjacent sides of the outer box or as agreed to by the trading partners. Some applications may also require identification of the inner box (wrap around label is acceptable).
	**Collapsible sleeve pack:** Identical labels shall be located on two adjacent sides in designated locations or as agreed to by the trading partners.

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2.13 Appendix D: Technical References

1. GS1 US An Introduction to the Serial Shipping Container Code (SSCC), Release 3.0, February 2019
2. GS1 US General Specifications Standard, Release 23.0, Ratified, Jan 23
3. ANSI MH10.8.2 Data Application Identifier Standard.
4. CEA-556-C, Outer Shipping Container Label Standard.
5. CEA-624-A, Linear Barcode and Two-Dimensional Symbols for the Labeling of Product Packages.
6. ISO 22742 - Packaging - Linear Barcode and Two-Dimensional Symbols for Product Packaging.
7. ISO/IEC 15416, Information Technology - Automatic Identification and Data Capture Techniques - Barcode Print Quality Test Specification - Linear Symbols.
8. ISO/IEC 15417, Information Technology - International Symbols Specification - Code 128.
9. ISO/IEC 15434 Automatic identification and data capture techniques - Syntax for high-capacity ADC media.
10. ISO/IEC 16388, Information Technology - International Symbols Specification - Code 39.
11. JEDEC JEP 130, Guidelines for Packing and Labeling of Integrated Circuits in Unit Container Packing.
12. EIGP 114.2018, ECIA Labeling Specification for Product and Shipment Identification in the Electronics Industry – 2D Barcode

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	ASN Barcode and Label Specifications for product packaging and shipments
Document Number : GDE-3683	Home Manual : Supplier Quality
Version : 1	

Author: Dustin Berg
Document Category: Guide
Document Status: Current
Date Approved: Jan 15, 2024
Expiration Date:

Approval History

Name of Approver	Approval Date	Approval Notes
Derek Haas	Jan 15, 2024	
Matt Turner	Jan 15, 2024	

Controlled Document Record Activity

Activity	Created By	Created Date	Comment
checkout	Dustin Berg	Jan 11, 2024	
checkin	Dustin Berg	Jan 11, 2024	Checking in new specification.
rejectapproval	Matt Turner	Jan 12, 2024	All sections using Heading 2 quick style (2.1, 2.2, 2.3, etc.) is indented too far to the left. Please increase indentation so it matches proper alignment. For example, 2.1 should be aligned with the Note above it. Step 2.5, 2, D - Please spell out EDI and then add EDI in parenthesis after definition. Step 2.7 - Once you fix alignment of 2.7 to match Heading 2 quick style, also increase indent in text below this step. Step 2.8 - Once you fix alignment of 2.8 to match Heading 2 quick style, also increase indent in text below this step. Step 2.10 - This section is missing between section 2.9 and 2.11 on page 12. Please fix. Step 2.12, 2, A, 5 - Bookmark link does not work. Please fix or remove.
checkout	Dustin Berg	Jan 15, 2024	
checkin	Dustin Berg	Jan 15, 2024	1. Corrected alignment for sections throughout document. 2. Added EDI title to note under 2.4,1 3. adjusted alignment for text under 2.7 and 2.8 4.

			Corrected numbering after section 2.9 5. Fixed links and bookmarks in section 2.11
approveapproval	Matt Turner	Jan 15, 2024	
rejectapproval	Derek Haas	Jan 15, 2024	Page 8: The letter M is cut off on text Multiple logistic Label. Page 9/10: The red text is not referenced as to it's meaning.
checkout	Dustin Berg	Jan 15, 2024	
checkin	Dustin Berg	Jan 15, 2024	1. Adjusted table borders on page 8. 2. Added note detailing red text.
approveapproval	Matt Turner	Jan 15, 2024	
approveapproval	Derek Haas	Jan 15, 2024	
release	Derek Haas	Jan 15, 2024	

Reference

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