Dear Supplier,

New York Air Brake (NYAB) requests both Direct and Indirect suppliers' participation for the following requirements that are being incorporated with our receiving docks.

We are continuing to transition from manual data entry to barcode data entry information for packages ordered via a Purchase Order and being delivered to NYAB. This action will produce a more efficient and more accurate process for NYAB to receive materials and help facilitate payments to our valued suppliers.

NYAB / KB business units are requesting that all packages containing Purchase Order materials being delivered to all sites must be sent using the barcode label information contained in the NYAB Barcode Specification document enclosed below. *Sites include all KB locations but not limited to New York Air Brake, LLC (Watertown, NY. US01), Kansas City Service Center (Riverside, MO. US03), Anchor Brake Shoe (Chicago, IL. US40), Premtec (Salisbury, NC. US05), Train Dynamic Systems-TDS, (Irving, TX. US04), KBRM (Acuna. US08)*

To our suppliers who are already adhering to this request no further action is required on your part. To those of you who are not we are asking you start immediately.

If your company does not have the capability of creating a conforming barcode label, you can use a Barcode generator located at:
http://nyab.com/en/technicalservices/purchasing_docs/supplierdocs_1.jsp

If you have a question regarding the actual barcoding or a problem you can contact Brian Searle at 315-786-5393 or Brian.Searle@nyab.com.

Kindest Regards,

Matthew Jones
SBU Supply Chain Manager
Telephone 315-786-5218
Email: Matthew.Jones@nyab.com

NYAB Barcode Specifications

Barcode Types

The preferred barcode types are Code 128a, 128b, code39 full ascii or code93.

Barcode Content and Format

The NYAB specific barcode requires the following four pieces of information:
1) **Delivery note number** (Packing Slip Number) of the Supplier.
   - If alphanumeric, only capital letters are allowed.
   - May contain spaces or special characters, EXCLUDING the # sign.
2) **NYAB purchase order number** (without purchasing group attached)
   - 10 digits, numeric values only
3) **NYAB purchase order line item** (not the delivery line item)
   - Numeric values only, 5-digit maximum
   - PO line items (Materials with NYAB P/N's) starts with 10 or 20 not 1 or 2
   - MRO (tools, operating supplies) PO line items start with line 1, 2 etc.
4) **Delivered quantity in NYAB unit of measurement**
   - Numeric values only - no unit of measurement
   - Commas and decimal points are NOT allowed

Each of these four pieces of information <u>must be separated by a '#' sign</u>.

Shipping label detail Example:

In addition, the data must be printed underneath the barcode in readable form, using Universe Condensed font. The character size is defined using the following parameters:

The maximum barcode length is restricted to 35 characters (including spaces and special characters). Leading zeroes do not have to be printed.

The barcode should be printed in black on white. The height is 9 -10 mm (3/8 inch).

Delivery note barcodes:
On the delivery note (packing list), the barcode must be printed for each delivery line item; in a separate line immediately below the description of each delivery line item.

No character should be printed before the first character (delivery note number) or after the last character (delivery quantity).

If the NYAB PO line item number is a single digit (ex "1") the barcode must be printed on the Packing slip as a double digit (ex "01") otherwise the hardware will not interpret the correct values.

The distance between the beginning and the end of the barcode and the page border or other bars, or characters should be minimum 6.4 mm (1/4 inch)

Barcode example printed on the delivery note (packing list) from Supplier to NYAB:

Instructions below to download a free bar code generator for use with Excel.

SAP Module	Topic	Description	Author	Date Modified
	Barcode Generator	Downloading "Code 128" font	D.Moyle	06/18/2019

Purpose

The purpose is to provide a step by step guide for suppliers to use in order to download the barcode font "code 128" from the internet, for free, to use with the NYAB barcode generator. This will solve the issue of the generator creating strange fonts such as "wingdings" or incorrect barcodes.

Transaction Codes

Process

1. Open the following link to navigate to the website where the font can be downloaded from. http://www.barcodelink.net/barcode-font.php

2. Find the portion of the webpage shown in the following screen shot and click on the link circled in red.

Free download of 128 Barcode Font

This free font contains 107 patterns of the code. START and STOP codes include the relevant margins as needed. Download the font below and install it on your computer. For windows users place it in C:\WINDOWS\FONTS

Download Code 128 Barcode Font

3. The following image will pop up on the screen, click "open"

Do you want to open or save **code128.ttf** (7.74 KB) from **barcodelink.net**?   Open   Save ▾   Cancel   ✕

4. Once you click open, a new window will pop up. Click "Allow"

- A website wants to open web content using this program on your computer

This **program** will **open outside of Protected mode. Internet Explorer's** Protected mode **helps protect your computer. If you do not trust this website, do not open this program.**

Name:	**Windows Font Viewer**
Publisher:	**Microsoft Windows**

El Do not show me the warning for this program again

(Mow   Don't alto.,

5. The following window will open, click "Install" at the top of the window.

A Code 128 (TrueT,pej   —   O   X

Print   Install

Font name: Code 128
Version: 2,00 April 3, 2008
TrueType Outlines

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6. The font should now be installed into Excel, if not then it was auto saved into your downloads folder located in the file explorer.
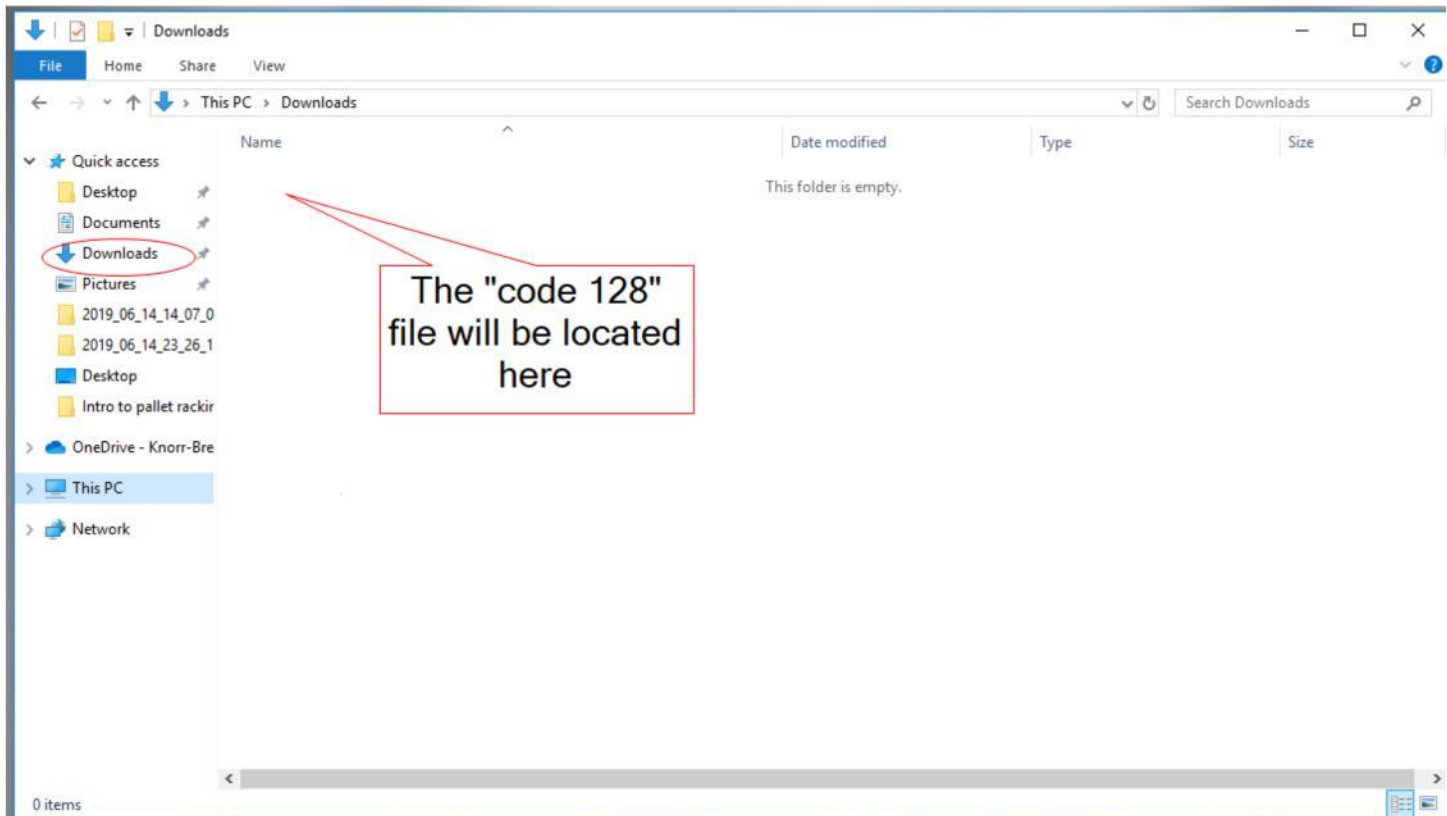
7. Copy the "Code 128" file from your downloads folder to your C:Drive>Windows>Fonts folder in order to make it active in windows programs.

Copy file from downloads
Open the C:Drive
Open "Windows"
Open "Fonts"
Paste copied font file
(path shown by screen shots on following page)

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