Label Printing Application Guide

Ver. 2.2 – October 2017

System Requirements/Notes

- **Carton labels** are generated in 4" x 6" format and can be printed in a single label layout for thermal transfer label printers (do not use direct thermal label stock) or matching layout using Uline S-5492 legal size laser label stock.
- **PGI Item Number labels** are generated in a 1" x 3" format and can be printed in a single label layout for thermal transfer label printers (do not use direct thermal label stock) or matching layout using Avery 5160 letter size laser label stock.

Note: Your computer must be running one of the following compatible browsers in order to use the label-creation tool:

- Internet Explorer 10 or above with Adobe Reader
- Google Chrome (Adobe Reader not required)
- Mozilla Firefox (Adobe Reader not required)

Printer Requirements

- Please use at least 200dpi Thermal Transfer label printers to ensure barcode quality and label longevity of the single label layout
- Do not use "refurbished" or "refilled" toner cartridges when printing on laser printers. The use of these types of cartridges adversely affects the quality of the output and can affect the readability of the bar code.

Print Setup

When printing labels, it's important to ensure that your Adobe Reader print setup has been configured properly. Failure to properly set up your print configuration can cause misalignment of the labels on the page. This is true if you save your PDF documents and then print from Adobe Reader, or if you decide to print using the Adobe Reader plugin from within your browser. The following screen shot shows the two

important settings that Adobe uses to format the page. Make certain that page scaling is set to "Actual Size" and that you have checked the two box or boxes to use PDF page size to select paper source.
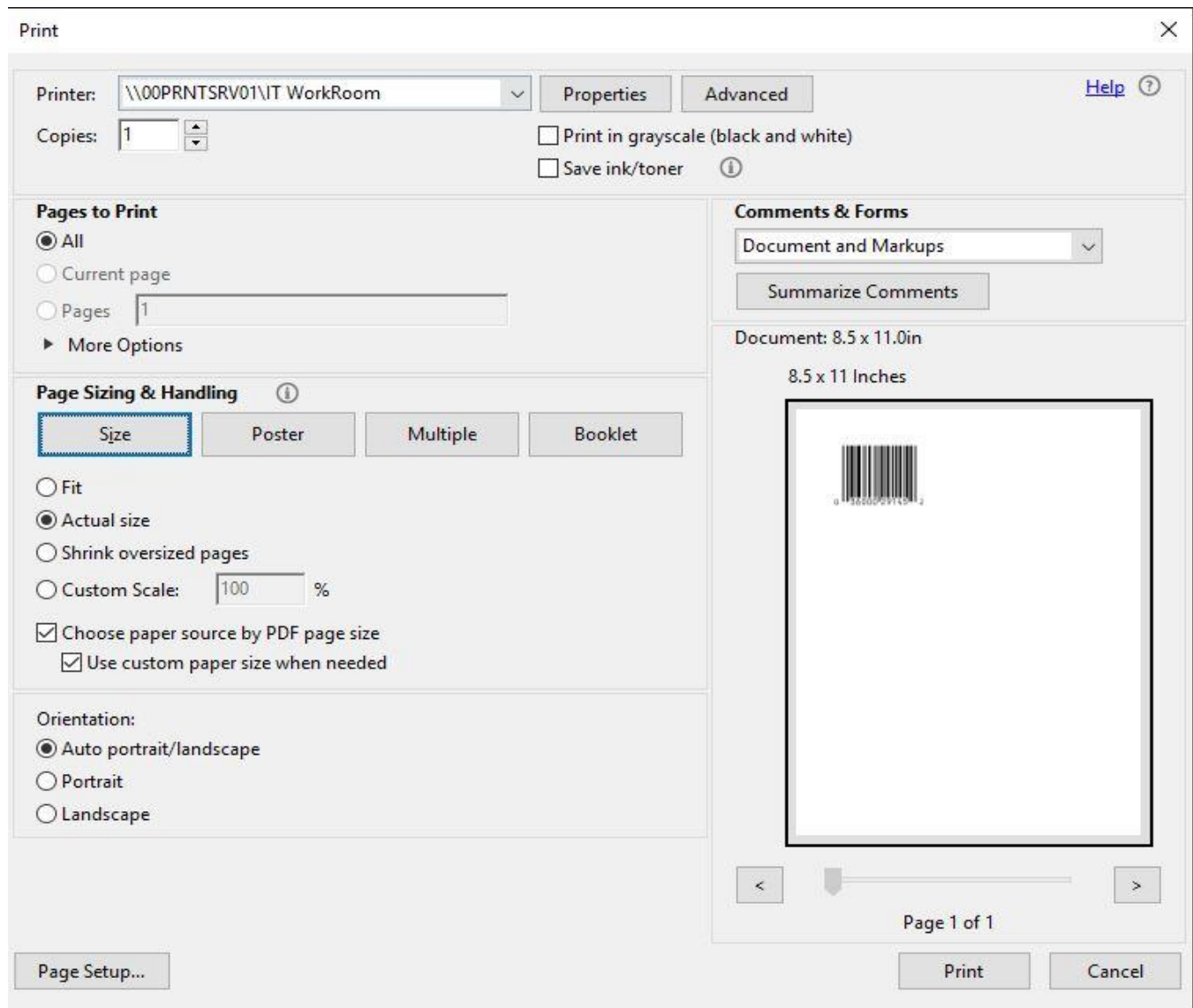

Performance Considerations

PDF label generation will be affected by several factors:

- Current load on the system
- Number of labels generated (~400 labels/minute)
- The speed of your Internet connection to download/open the PDF

Generating Individual Item Label Barcodes

Item barcode labels should be generated and applied to every individual item being sent to the PGI Distribution Center.

1. Click the **Create Item Barcodes** button found on the Barcode Labels section of the Vendor Portal.

> Create item barcodes
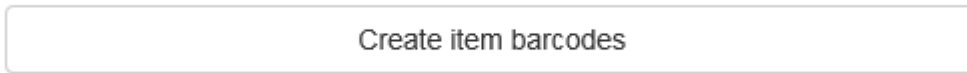
2. Do one of the following:
    *   If you have a Purchase Order number:
        a. Enter the Purchase Order # you wish to generate labels for in the PO lookup field and click the **Get PGI Item Numbers** button. The system will retrieve the items associated with that Purchase Order and will reflect the current "open quantity" left to receive in the QTY field.
        b. Adjust the quantity (if needed).
        c. Select the check box(es) next to the row(s) that you want to print (or select the check box at the top of the listing to print all of the rows).

> Add PGI Item Number

	PGI Item Number	Description	Quantity
☐	PC5109 1X	Navy Daisy Dress 1X	70
☐	PC5109 2X	Navy Daisy Dress 2X	35
☐	PC5109 3X	Navy Daisy Dress 3X	21
☐	PC5109 L	Navy Daisy Dress Large	122
☐	PC5109 M	Navy Daisy Dress Medium	67
☐	PC5109 S	Navy Daisy Dress Small	68
☐	PC5109 XL	Navy Daisy Dress X Large	80
☐	PC5109 XS	Navy Daisy Dress X Small	9

*   If you don't have a Purchase Order number:
        a. Click the **Add PGI Item Number** button.
        b. Enter the desired Item # exactly as it appears on the PO, description and label quantity information.

	PGI Item Number	Description	Quantity
☐	as appears on PO		0

c. Click the **Add PGI Item Number** button to create additional item labels (if needed).
        d. Select the check box(es) next to the row(s) that you want to print (or select the check box at the top of the listing to print all of the rows).

3. Select a print layout option.

   TIP: If you're printing to a laser printer you will need Avery 5160 1*3 letter sized sheets (or a matching template). If you're printing to a label printer (Thermal Transfer recommended) select the single column format.

4. Do one of the following:
   - Click the **Exact Qty** button to create a PDF of your labels to match the specified template.
   - Click the **15% More Labels** button to create a PDF of your labels to match the specified template, including an extra 15% more labels for each item checked.

   Time to generate the PDFs will depend on the number of labels requested and current load on the system.

   Depending on your browser, you may be presented with the option to print directly or save the file to print labels at a later time.
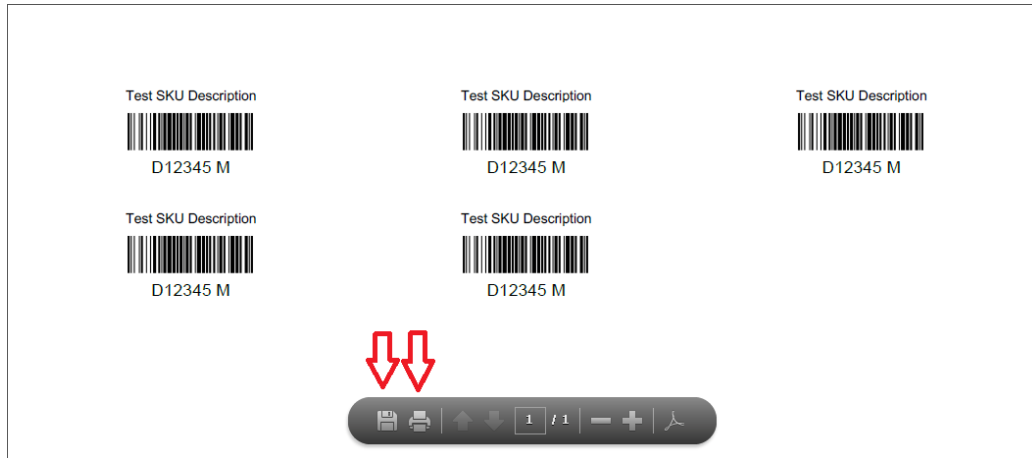
5. All item labels should be placed on the bottom left corner of the polybag or box.

Generating Carton Labels for Purchase Orders

Carton Labels must be applied to every carton/box shipped to our Distribution Center. Each Carton label will have 4 barcodes.

1. Click the **Create Carton Barcodes** button.

<div style="text-align:center;">Create carton barcodes</div>

2. Enter a valid PO number in the PO lookup box.

Purchase Order Number   [Purchase Order Number exactly as it appears on PO]   [Lookup PGI Item Numbers (Optional)]

The system automatically populates the Item Number drop down with the descriptions of the Item Numbers found on this Purchase Order,

Choose Item Number   (Found 8 Item Numbers)

```
PC5109 1X
PC5109 2X
PC5109 3X
PC5109 L
PC5109 M
PC5109 S
PC5109 XL
```

Carton Label Details

3. Choose an Item Number from the list and then enter the number of boxes that contain that item and the quantity of the item in each box.
   IMPORTANT: Unique entries/labels should be generated for each Item Number/carton/quantity combination.

Purchase Order Number	601074175
PGI Item Number	PC5109 3X
PGI Item Description	Navy Daisy Dress 3X
Number of Labels	
Items per Carton	
Choose Print Layout	Uline S-5492 4 x 6 ⌄

Note — each label will have 4 barcodes printed on it. Put one label on each carton indicating that carton's contents.

[Print]

4. Select a print layout option.

   TIP: Select Uline S-5492 legal sized for laser printers or single column 4*6 labels for thermal transfer label printers.

5. Click the **Print** button. The system generates a PDF that can be printed from the browser or saved as a file to print at a later time/different location.
   - In this example, there are 2 boxes containing 10 units each:

LPN: LPN000000000046	LPN: LPN000000000047
QTY: 00010	QTY: 00010
ITM #: PC5109 3X Navy Daisy Dress 3X	ITM #: PC5109 3X Navy Daisy Dress 3X
PO #: 601074175	PO #: 601074175

6. To print carton labels for Additional colors / sizes, click the down arrow at the Choose Item Number field, select next color / size.

7. The carton label must be placed in the lower center on the front of the case, no less than 1 inch from the bottom middle edge.

8. For Mixed cartons, enter the PO number in the carton label details section. At the PGI item number and description, enter Mixed box. The quantity is the total in the carton. Each bulk polybag inside the carton also needs a master carton label with the item number and quantity. Slip the label inside the bulk polybag. Do not use the adhesive.

Note: Individual labels can be generated for reprints or where mixed boxes are being shipped. The application will allow you to enter information into each of the carton label fields.

- For reprints, make certain the PO and Item Number fields are accurate. This is critical for efficient processing within our Distribution Center.
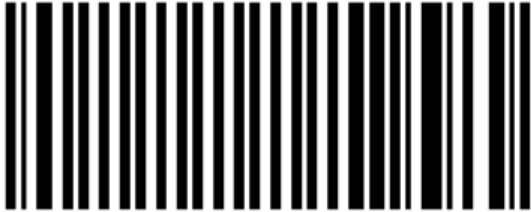
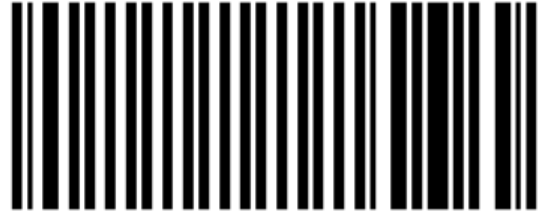| Purchase Order Number	610146
PGI Item Number	Mixed Box
PGI Item Description	Mixed Box
Number of Labels	5 ✕
Items per Carton	10
Choose Print Layout	Uline S-5492 4 x 6 ⌄

Note — each label will have 4 barcodes printed on it. Put one label on each carton indicating that carton's contents.

Print

LPN: LPN000000000048

LPN: LPN000000000049

QTY: 00010

QTY: 00010

ITM #: Mixed Box
Mixed Box

ITM #: Mixed Box
Mixed Box

PO #: 610146

PO #: 610146