



WALLACE & TIERNAN PRODUCTS

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To: USFilter Wallace & Tiernan Supplier
Subject: Bar-Code Initiative Information

This letter is to inform and/or update our suppliers of our Bar-Coding initiative that was started at Wallace Tiernan Vineland late in 2004. We are presently in the process of installing bar-coding scanners, software, and applying labels to all shelves, items, and purchase, sales, and work orders. As you can imagine, this is expected to assist us in reducing costs and increasing capacities in all areas.

We need your help. We are requesting that our suppliers please include a Bar-Coded packing slip or additional attached sheet that contains the information needed to process the parts/items that arrive daily. Many of you may already have these capabilities and are already supplying them with your orders or with other customer's orders. The bar-codes can be created using many Microsoft programs including Word for which the font is available free for download at www.squaregear.net/fonts/ (see attached sheet for instructions). As this will expedite our receiving and handling of items that we receive, in addition to a possible benefit for supplier on-time-delivery performance, we would like to begin as soon as possible. We are asking that each supplier provide at least one sample submitted for testing and approval prior implementing. Below is a list of information and restrictions in order for Wallace & Tiernan to fully benefit from this process:

Code format: 3 of 9

Minimum font size: 36

Minimum separation between two separate codes or lines: 1/2 inch

Supported characters: A - Z (uppercase only), 0 - 9, hyphen, and period

Coded Information Required (In order)

- 1) Packing Slip #
- 2) Purchase Order #
- 3) Purchase Order Line #
- 4) Part/Item #
- 5) Quantity of Pieces delivered

Sample form submitted for approval by June 15, 2006.

Target implementation of all major suppliers by June 29, 2006.

Your participation is requested and appreciated. Attached please find an example format of an approved packing list. If you have any questions about this process or format, please do not hesitate to call or email.

Thank you in advance!

Steven Naylor

Manufacturing Supervisor

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Downloading Free 3 of 9 Software

- 1) Got to <http://www.squaregear.net/fonts/>
- 2) Download the "Free 3 of 9 Barcode" (Requires WinZip)
 - a. Click on the picture of the disk to the left of the barcode
 - b. When the WinZip window opens, click "Open"
 - c. Click "I agree" at bottom of window
 - d. Click on the "Free3of9.ttf" file (Not "Fre3of9x.ttf")
 - e. Click on "Extract" in upper right of window
 - f. Navigate to C:\winnt\fonts or C:\windows\fonts directory on your computer
 - g. Click "Extract" at top right
- 3) The barcode is now listed with the Fonts in all applications as "Free 3 of 9"

Creating a Bar Coded Packing List

Special note to older version MS Word users: There is a default setting in Word that changes text surrounded by *'s into bold text. This setting must be disabled for these fonts to work, otherwise the * characters that are necessary for the barcode to scan properly will be lost and the thickness of the bars will be altered. The setting might be found in a different place in other versions but can normally be disabled from the Tools menu. Open the AutoCorrect dialog box. On the AutoFormat tab uncheck the box for "*Bold* and _underline_".

- 1) To create a valid 3 of 9 barcode you have to begin and end it with a special character so that the reader knows where to start and stop reading the barcode, which in this case is the * character. So, to create a barcode for the text "ABC123" it requires "*ABC123*". Note that barcode readers will not include the *'s in the text they return. They will just give you the "ABC123".
- 2) Type the desired characters normally into the form inserting the * before and after the characters.
- 3) Highlight the characters that are desired to be coded.
- 4) Change the font to "Free 3 of 9" (everything changes to code)
- 5) Confirm that the Font size is at least 36