Labeling & identification worksheet

Complete one worksheet per part or kit. IDMK uses it to build bag and carton labels that match your receiving and field processes. The highlighted column is a filled **EXAMPLE**; an editable Excel version is available alongside this PDF.

CUSTOMER [Customer name]	PROGRAM / PROJECT [Program]	CUSTOMER LABEL SPEC / DRAWING [Spec # / rev]
IDMK WORK ORDER [Work order]	PREPARED BY [Name / date]	CUSTOMER APPROVAL [Name / date]

Label fields

FIELD	GUIDANCE	EXAMPLE	YOUR ENTRY
Customer part number	Your internal P/N printed on bag and carton labels.	EX-CPN-0001	
IDMK part / config string	Configurator reference or IDMK P/N for the item.	IDMK-ASM-LCU-SCA-OS2-OFNR-0003M-FO00-BAG	
Description	Short human-readable description (≤ 40 characters recommended).	LC/UPC–SC/APC OS2 OFNR 3 m duplex jumper	
Barcode type	Code 128 (1D), QR, or Data Matrix — per label.	Bag: Code 128 · Carton: QR	
Barcode data	Exact string encoded in each barcode, incl. separators.	Bag: EX-CPN-0001 Carton: config|CPN|lot|qty	
Human-readable text	Text printed under / beside the barcode.	EX-CPN-0001 · 3 m · LC/UPC–SC/APC	
Bag label	Size, stock, and content fields on each bag.	2 × 1 in · CPN, desc, barcode, lot	
Carton label	Size, stock, and content fields on each carton.	4 × 6 in · PO, CPN, qty, lot, QR, ship-to	
Qty per bag	Units sealed in each bag.	1	
Qty per carton	Units (or kits) per shipping carton.	50	
Lot / date code	Lot number and date-code format.	EX-A0001 · YYYY-Www (2026-W47)	
Special markings	Flags, colors, hazard, country of origin, customer logos.	“APC” flag on End B; green boot	

CHOOSING A BARCODE TYPE

Code 128 — linear, scans with nearly any handheld. Best for a single ID such as a P/N or lot.

QR — 2D, holds several fields (config, P/N, lot, qty) in one scan; readable by phones and 2D imagers.

Data Matrix — compact 2D for small labels and tight spaces; requires a 2D imager.

Approval

CUSTOMER APPROVAL (NAME / SIGN)	IDMK APPROVAL (NAME / SIGN)	DATE / REVISION

Mock label layouts

Layouts show how the example fields above map onto labels. Final sizes, stock, and content are set by your label spec and approved with the prototype.

EXAMPLE

CUSTOMER P/N
EX-CPN-0001
LC/UPC–SC/APC OS2 OFNR 3 m duplex jumper

QTY
1

EX-CPN-0001

IDMK-ASM-LCU-SCA-OS2-OFNR-0003M-FO00-BAG

LOT EX-A0001

Bag label — 2 × 1 in, shown at 2× scale. Code 128 encodes the customer P/N.

EX

EX-CPN-0001
LC/UPC–SC/APC 3 m
EX-A0001

Optional unit / cable flag — Data Matrix for tight spaces.

LABEL CHECKLIST

- Barcode data matches the human-readable text exactly
- Scan-tested on your receiving scanners
- Quiet zones kept clear on all sides
- Text legible at arm's length in field conditions
- Lot / date code format agreed

EXAMPLE

FROM / TO
IDMK LLC
[Address]

SHIP TO
[Ship-to name]
[Ship-to address]

ORDER
PO: [Customer PO]
WORK ORDER: [IDMK WO]

PART
CUSTOMER P/N
EX-CPN-0001
LC/UPC–SC/APC OS2 OFNR 3 m duplex jumper
IDMK-ASM-LCU-SCA-OS2-OFNR-0003M-FO00-BAG

SCAN

QTY
50

LOT / DATE
EX-A0001 · 2026-W47

LOT
EX-A0001

CARTON [x] OF [y]

MADE BY IDMK LLC

Carton label — 4 × 6 in, shown reduced. QR encodes config | CPN | lot | qty.

Label content matrix EXAMPLE

FIELD	BAG LABEL	CARTON LABEL	UNIT FLAG
Customer P/N	●	●	●
IDMK config string	●	●	—
Description	●	●	○
Barcode	Code 128	QR	Data Matrix
Quantity	●	●	—
Lot / date code	●	●	●
PO / work order	—	●	—
Ship-to / carton x of y	—	●	—

● required · ○ optional · — not used. Adjust per your label spec.