Supplier manual for creating Kid/Hemtex export marking via Kidlabel program

Version 1.0 2020-04-15
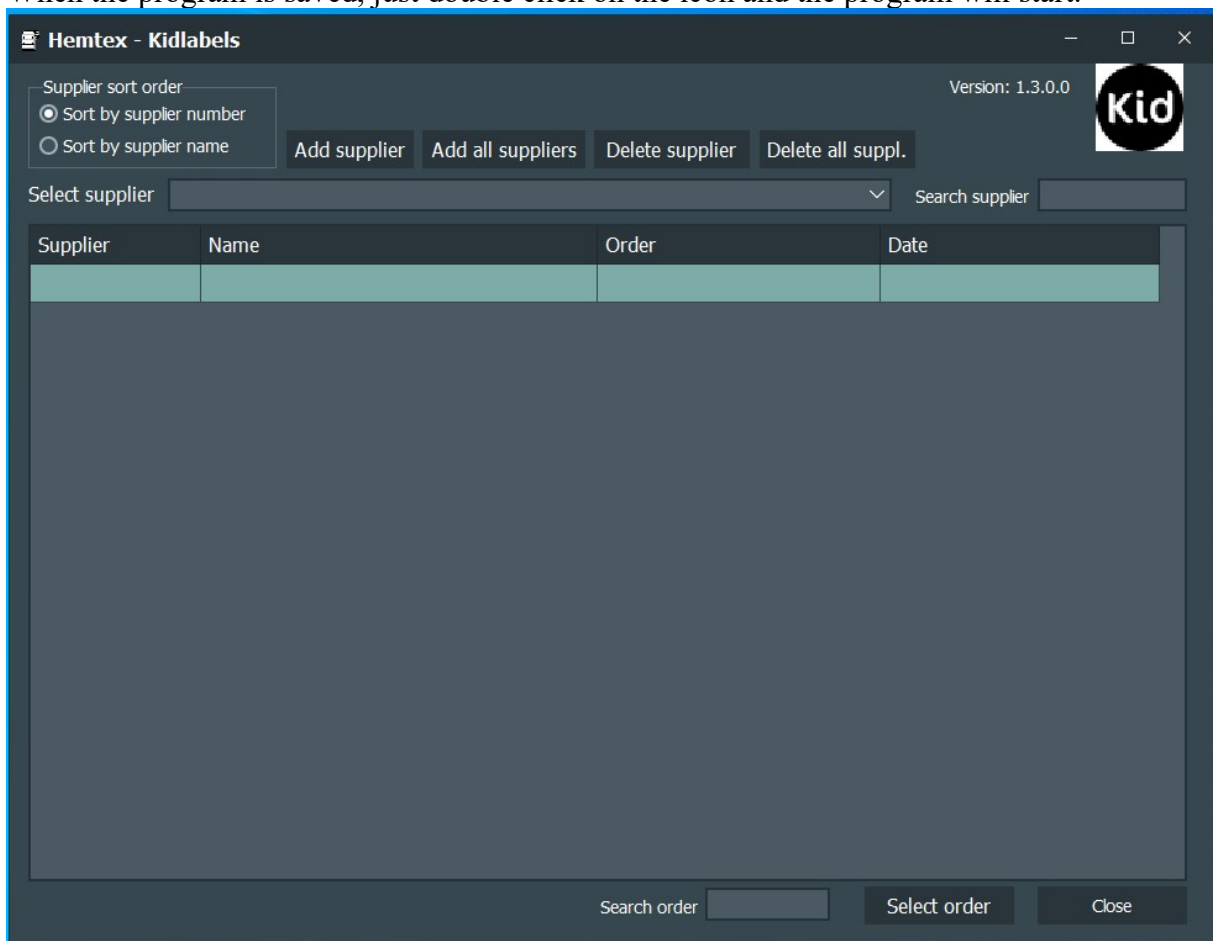
1. Kidlabel

The program Kidlabel.EXE is received via email from KID/Hemtex AB and needs to be saved somewhere local on the computer. Make sure that you save the program in a folder where you have read/write permissions.
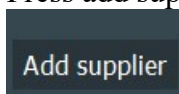

When the program is saved, just double click on the icon and the program will start.
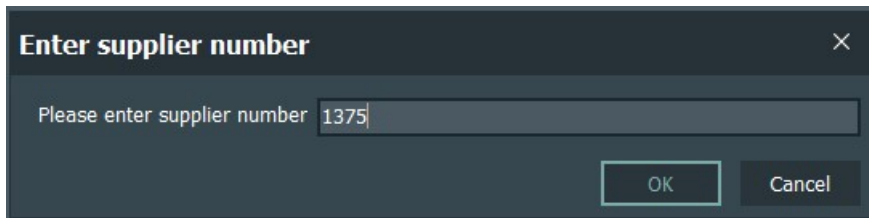

When you first enter the program it will not have any supplier allocated.
You need to add your **supplier number** and an **access code** which you will receive along with the program from KID/Hemtex AB.
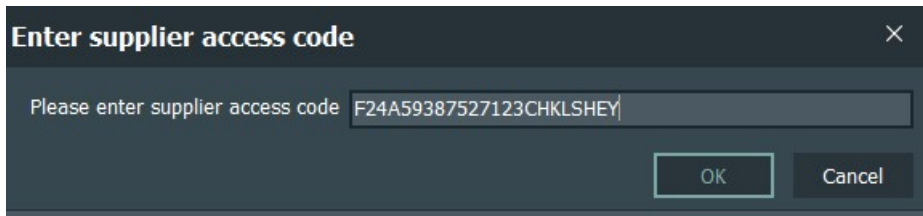
Press add supplier

Write your supplier number - press OK

Enter supplier number   ✕

Please enter supplier number 1375

                                          OK   Cancel
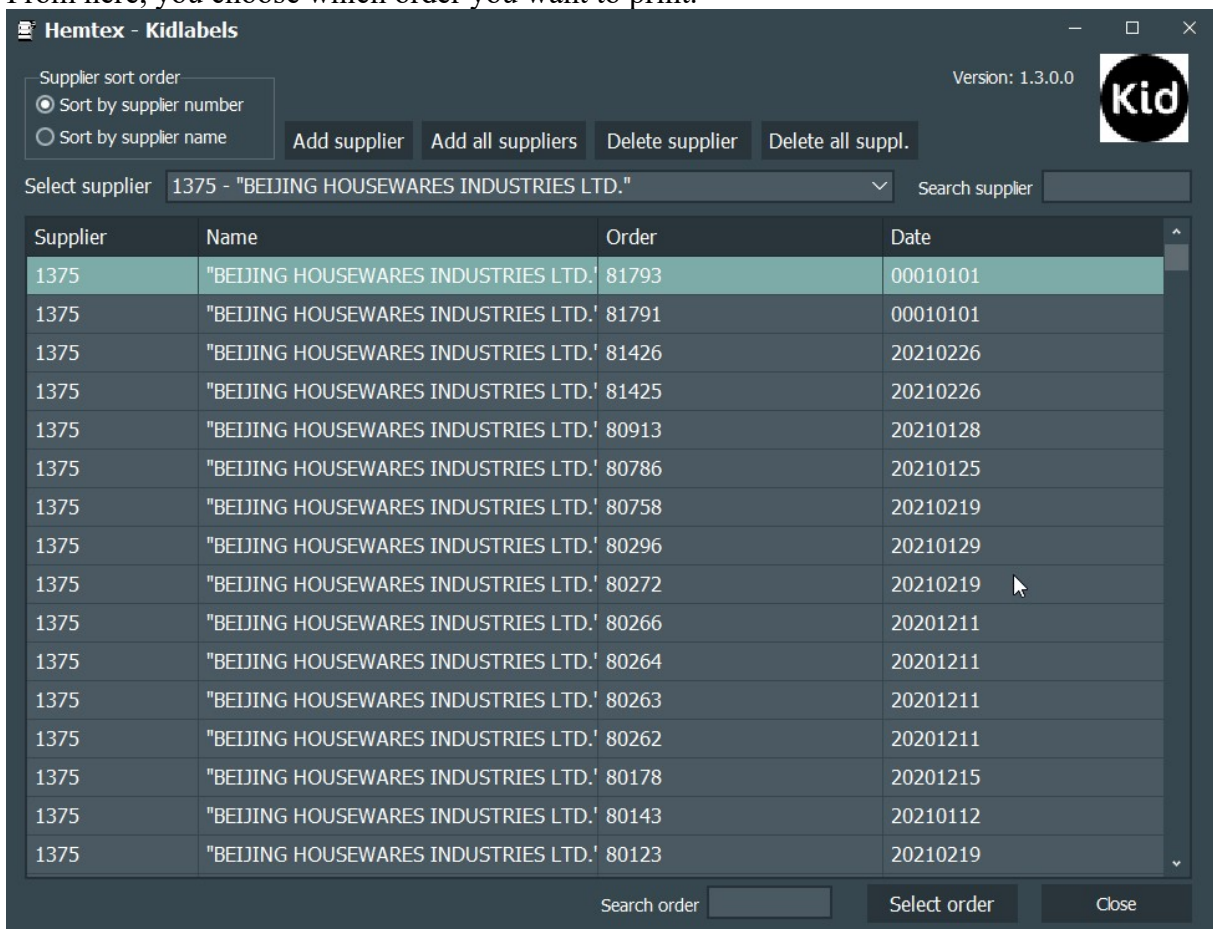
write or copy and paste the access code that you got from Hemtex AB/KID.

Enter supplier access code   ✕

Please enter supplier access code F24A59387527123CHKLSHEY

                                          OK   Cancel

You only have to do this once and the information will be saved next time you start the program.

Now you will be able to see all current orders for the registered supplier.
From here, you choose which order you want to print.

Hemtex - Kidlabels   — ☐ ✕

Supplier sort order   Version: 1.3.0.0   **Kid**
◉ Sort by supplier number
○ Sort by supplier name   Add supplier   Add all suppliers   Delete supplier   Delete all suppl.

Select supplier 1375 - "BEIJING HOUSEWARES INDUSTRIES LTD." ▽   Search supplier [   ]

Supplier	Name	Order	Date
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	81793	00010101
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	81791	00010101
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	81426	20210226
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	81425	20210226
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80913	20210128
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80786	20210125
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80758	20210219
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80296	20210129
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80272	20210219
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80266	20201211
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80264	20201211
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80263	20201211
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80262	20201211
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80178	20201215
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80143	20210112
1375	"BEIJING HOUSEWARES INDUSTRIES LTD."	80123	20210219

                        Search order [   ]   Select order   Close

2. Choose order for printing.

All pending orders for the selected supplier are shown in the grid below.

Mark the order you want to print and click on the line with the order number and press the button "Select order" or double click on the line. It is also possible to search a specific order by the function search order in the bottom of the screen.

A new window will be showed which articles is included in this order.
Select which article you want to print labels for by double click or mark end press "select article".
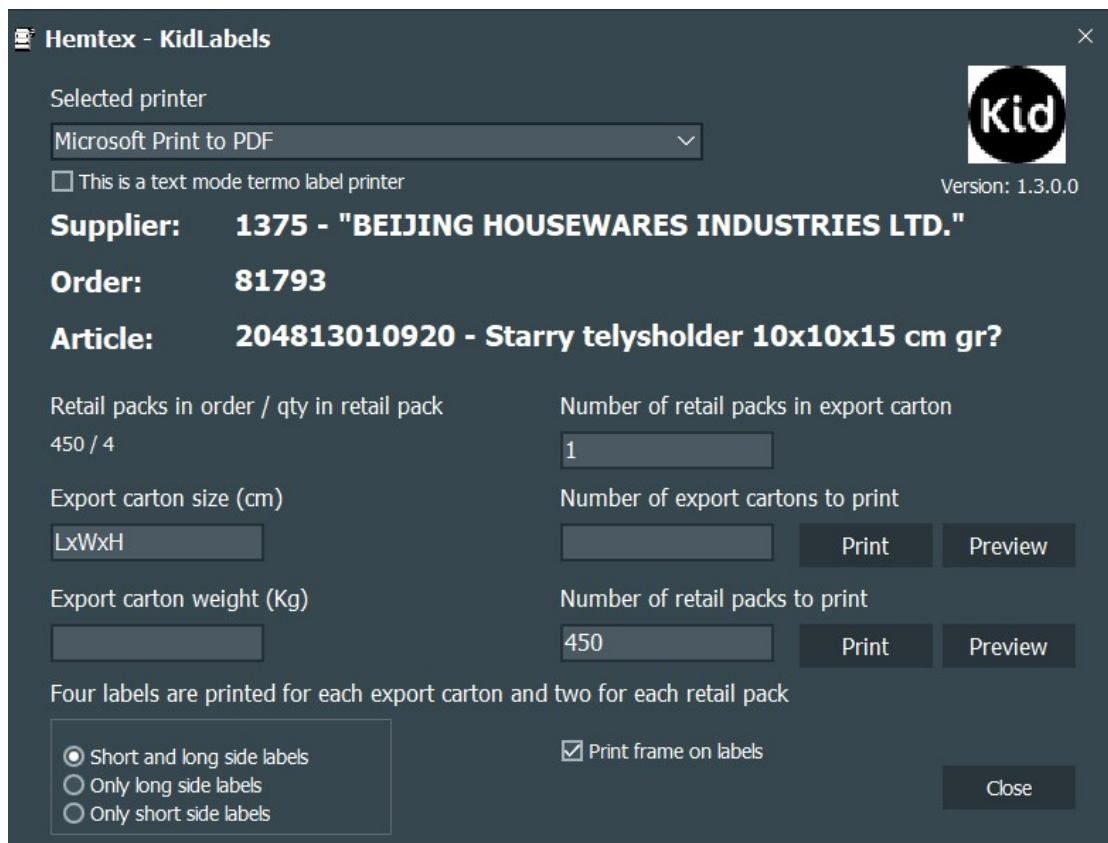
A new window will be showed with information about this article and order.
Choose which printer you should print on, this is only needed to be done the first time. Make sure the checkbox "This is a text mode termo label printer" is NOT checked if you want to print on a laser printer.

There are two types of labels; one for export label and one for retail label and Pre-pack label.

- Export labelling is enough for **one** carton
- Retail labelling is enough for **two** packed
- Pre-pack labelling is enough for **two** packed (same as retail label ➔ qty = 1)

Before you print you can have a look at the preview of the label. Press the preview and make sure that al the information is correct.
It is possible to save to pdf-preview in order to print on other device.

There are some information stated that is not changeable and some that you need to enter yourselves.
If you are printing export carton labels:
- Enter "Export carton size", format is L*W*H in centimetres. Example: 70*70*100
- Enter "Export carton weight", format is in kg, Example: 25
- Enter the number of retail packs in each export carton.
- Enter number of export cartons you need labels for
- Press the Print button next to the "Number of export cartons to print" quantity.

- Tick the box "Only print short side labels" if you wish to only print short side labels

If you are printing retail pack labels:
- Enter number of retail pack cartons you need labels for
- Press the Print button next to the "Number of retail packs to print" quantity.

Note: If you ship the retail packs directly without putting them into export packs you have to use export carton labels directly on the retail pack and no retail pack labels!

All other information on the label is picked from KID/Hemtex business system. If you as supplier find any information incorrect, please contact KID's purchasing office for correction. That the labels hold correct information is you as the suppliers responsibility.

Enter the information necessary and print by press Print or Preview and print from the PDF.

When you are done press close to close the window.

Example label for export carton

Is enough for **one** carton.

Order to Kid Norway

Export label long side	Export label short side
Receiver: Kid Interiør AS, Gilhusveien 1 **Destination:** N-3426 Gullhaug **Country code:** NO **Supplier nr:** 13088 **Exp.carton: LxWxH:** 10x10x10 (cm) **Exp.carton weight:** 50 (kg) 0000075679-154280-627-000012	**Order nr:** 0000075679 **Article nr:** 154280 **Color nr / name:** 627 / Grey blue **Retail ctns in exp ctn 3** **Pcs in retail pack:** 4 **Article name:** Victor 150 x 240 cm Bedspread, Grey blue 0000075679-154280-627-000012
Receiver: Kid Interiør AS, Gilhusveien 1 **Destination:** N-3426 Gullhaug **Country code:** NO **Supplier nr:** 13088 **Exp.carton: LxWxH:** 10x10x10 (cm) **Exp.carton weight:** 50 (kg) 0000075679-154280-627-000012	**Order nr:** 0000075679 **Article nr:** 154280 **Color nr / name:** 627 / Grey blue **Retail ctns in exp ctn 3** **Pcs in retail pack:** 4 **Article name:** Victor 150 x 240 cm Bedspread, Grey blue 0000075679-154280-627-000012

Order to Hemtex Sweden

HEMTEX — Export label long side	HEMTEX — Export label short side
Receiver: Schenker Logistics AB, Hangarvagen 1 B **Destination:** 438 70 Landvetter **Country code:** SWEDEN **Supplier nr:** 1361 **Exp.carton: LxWxH:** 94x10,5x10,5 (cm) **Exp.carton weight:** 3 (kg) 0000806581-536620600-00004	**Order nr:** 80658 **Article nr:** 153662 **Color nr / name:** **Retail pack in exp ctn1** **Pcs in retail pack:** 4 **Article name:** Saga lystett rullegardin 80x185 cm Offwh 0000806581-536620600-00004
Receiver: Schenker Logistics AB, Hangarvagen 1 B **Destination:** 438 70 Landvetter **Country code:** SWEDEN **Supplier nr:** 1361 **Exp.carton: LxWxH:** 94x10,5x10,5 (cm) **Exp.carton weight:** 3 (kg) 0000806581-536620600-00004	**Order nr:** 80658 **Article nr:** 153662 **Color nr / name:** **Retail pack in exp ctn1** **Pcs in retail pack:** 4 **Article name:** Saga lystett rullegardin 80x185 cm Offwh 0000806581-536620600-00004

Example label for retail pack

Is enough for **two** packed.

If prepack No of pcs in retail carton should always be 1.

Order to Kid Norway

Order to Hemtex Sweden

3. Check the barcode

When printing the barcodes for transport labelling you always need to test so that the barcode is readable. We want you to do this so that the printer that you use does not

have a setting that changes the barcode from the original. The barcode that the PDF has from the web portal has the right proportions, but you printer can have a setting that are changing the outlook for the lines in the barcode and therefore makes it not readable.

There are many ways to test the barcode:
- Use a scanner if you have one, this is the best option
- If you have a Iphone or an Android phone download an App for reading barcodes
- Send KID a samples that we can test for you

The barcode will give you this information:

04500012345612131450000400

1 zero before the order number
10 numbers for the order number
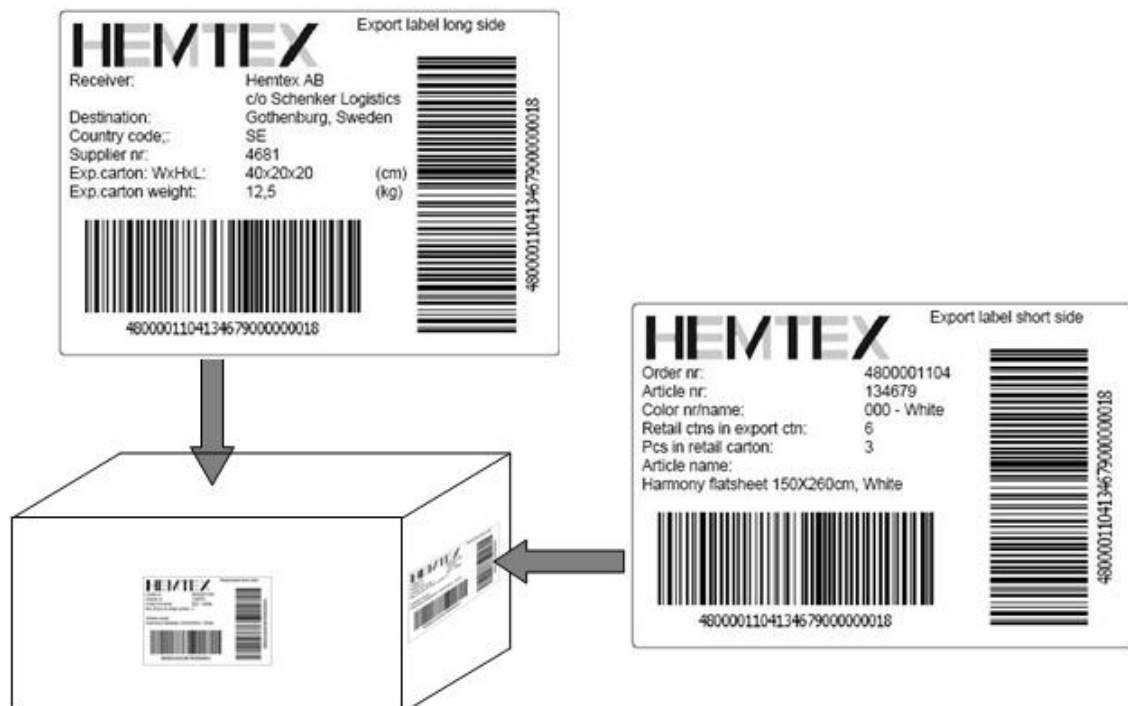9 numbers for the article and color
6 numbers for the quantity (total pcs in retail pack / export carton)

# 4. How to mark the cartons

Export carton

Place label on Export carton on both long side and short side; **four labels** on every export carton, as showed below.

In case of fragile goods the export carton needs to be marked accordingly to avoid damage during transport.

Retail carton and Pre-pack

Place label on Retail pack on both short sides; **two labels** on every retail pack. As showed below.
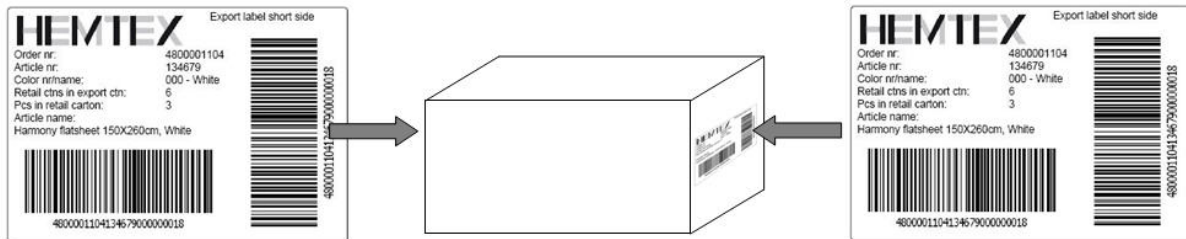
In case that the retail pack is the same as export carton (number of retail packs in the export carton = 1) the export label should be used.

In case of fragile goods the retail pack or pre-pack needs to be marked accordingly to avoid damage during transport.

5. Paper and glue quality

The paper and glue need to have this quality:

* Substance   70 g/m2   ISO 536
* Caliper   90   ISO 534
* Tensile strength MD   5.2 kN/m   ISO 1924/1
* Tensile strength CD   2.2 kN/m   ISO 1924/1
* Brightness   98 %   ISO 2470/1
* Roughness   5.0 microns ISO 8791
* Opacity   92 %   ISO 2471
* Stifness MD   0,28 nMn   ISO/DP 2493
* Stifness CD   0.10 mNm   ISO/DP 2493

No other paper is allowed.

Size of the paper

Every label has the size of 13,5 x 9 cm.
Standard paper name A4 (210 x 297mm) or Letter (8 ½ x11") is to be used, the paper need to be divided into four pieces with that size.