

## 1 Introduction

This guide is for purchase order label and position in different product types. Purchase order label should be in visible place or easy to check when product is folded in stock. Order lots are possible to track in laundries if necessary.

### 1.1 Purchase order –label position

Purchase order label should be placed to every product so that order lots are possible to be tracked in laundries. There is e.g. purchase label on below.

#### L0298 PO LABEL

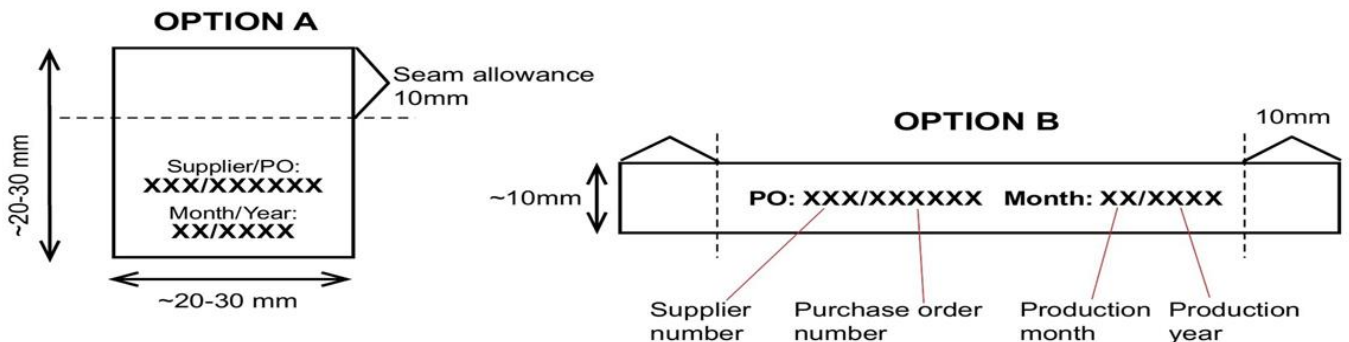
Label included in BOM list, attached to all garments. Supplier can select which of below option to follow.

Variable information (**bold font**):

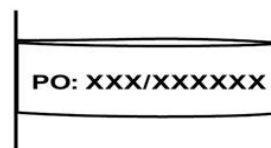
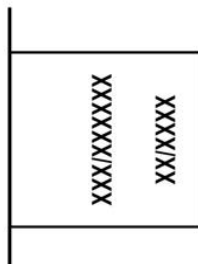
- Supplier/Purchase order number
- Production month/year

Supplier prints the label themselves (no supplier info at BOM)

- **Printed text has to be easily readable and stay in washing**
- Printed on paper, print color is black
- Label can be printed also only with numbers.



Fastening/protective clothing: Placing next to printed protective clothing labels



Option B:  
folded  
print can be inside or  
outside

Material Comments	Modified By
This PO label can be used for ALL garments. It is not limited for protective clothing only.	Anne Vaari - 5/8/2018 10:47:38 AM
PO label for CE marked protective clothing. Printed for each PO order. No indicated supplier, label printed by garment supplier. Label included to BOM and label images	Anne Vaari - 1/10/2018 4:07:43 PM

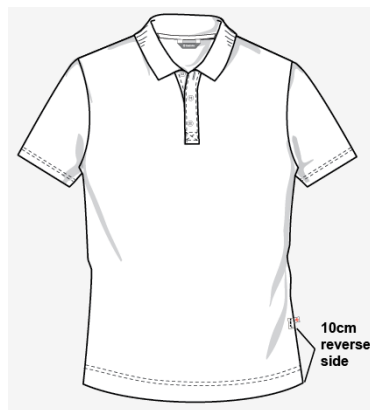
## 2 Jackets, coats, shirts, overalls, waistcoats, dungarees

Purchase order label is placed to reverse side to collar seam on the left side, beside hang loop.



## 3 T-shirts, polo shirts, sweaters

Purchase order label is placed to reverse side to left side seam, 10cm from hem.

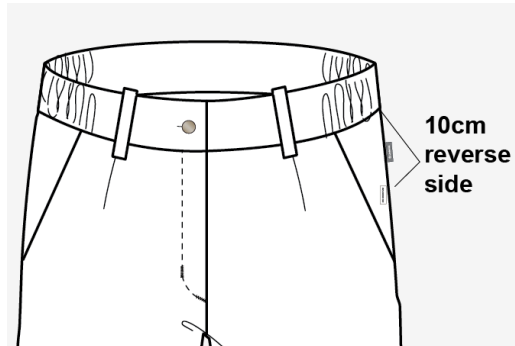


If not side seams, then label is placed to the middle of neck seam.



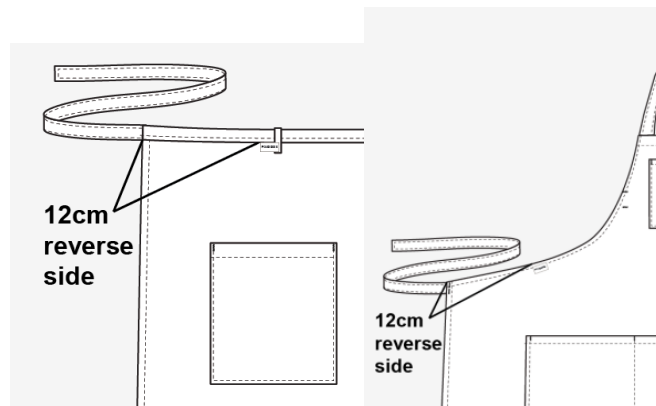
#### 4 Trousers, skirts

Purchase order label is placed to reverse side to left side seam, 10cm from waistband seam.



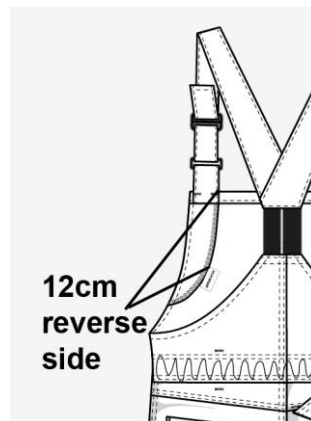
#### 5 Aprons

Purchase order label is placed to reverse side to right side of apron, 12cm from side edge of waistband.



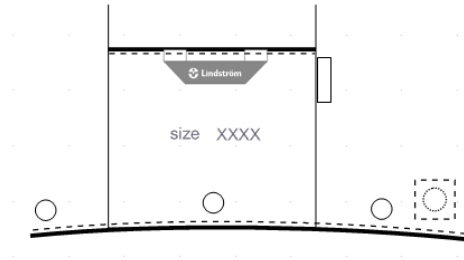
#### 6 Bib & Braces

Purchase order label is placed to reverse side to left side of front part, 12cm from top of front part.



## 7 Hoods

Purchase order label is placed to reverse side to left side of marking piece, near upper seam of marking piece.



## 8 Hats

Purchase order label is placed to reverse side under product code label.

