

Name	FBU RAW MATERIAL AND COMPONENT LABELING STND	Corporate Standard Number
Identifier	GENERAL CORPORATE STANDARDS	FCS 10XXX DRAFT

Abstract

This Standard is intended to be applied to all direct material that enters a Fleetguard facility, be it raw material, Purchased Finished, internal components, etc. For Fleetguard facilities, it refers to raw or component parts. It does not reflect finished goods parts to be shipped directly to another customer. All received material must be labeled correctly from both our internal and external suppliers/vendors. Compliance is not optional. Specific procedures and/or requirements may exist in each of these functional areas and are not included here. This is why it is critically important to work with each entity to understand their specific requirements. However, some label design is common throughout all of Fleetguard. The design of the label is subject to change to fit Fleetguard needs. This standard does not pertain to packing slips.

These labeling practices apply to the labeling of production parts to and from all Fleetguard entities worldwide. These labeling practices are defined to eliminate waste, increase accuracy and improve quality by labeling. It is intended that the Standards be used by Fleetguard Materials, Manufacturing and Engineering personnel as well as by all Fleetguard suppliers.

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Forward

This Standard specifies labeling practices and standards for both our Internal and External vendors/suppliers. These standards are intended to provide a framework within which internal and external Fleetguard customers and suppliers will continuously improve labeling quality and cost.

These labelling practices are the foundation for Suppliers to develop their labeling specification. The ability to readily identify loose and packaged materials, not only upon receipt, but also in tiered storage is important. Consequently, the following requirements shall be mandatory for proper identification of production/service parts delivered to Fleetguard by suppliers. These requirements pertain to all production parts and materials including samples. These requirements do not cover content identification, which may be required for governing tariffs, special handling instructions or hazardous material. There may be specific requirements within these standards that some of the Fleetguard manufacturing plants may have with regard to unique line-side presentation for components shipped to them, such as bulk pack, carton pack, size limitations, lot size/quantity per carton/pack limitation etc. Suppliers are to develop their specific labeling proposal based on these standards. The Supplier must submit their labeling proposal to the GIEA representative for validation and approval via the Labeling Data Sheet. Once approved, the Labeling Data Sheet will become the standard labeling specification for that specific component (s) and Fleetguard entity and should be referenced in their Materials Agreements.

For packaging concerns reference the Cummins Packaging Standards which clarifies additional packaging requirements.

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1. Scope

This Standard is intended to be applied to all direct material that enters a Fleetguard facility, be it raw material, Purchased Finished, internal components, etc. For Fleetguard facilities, it refers to raw or component parts. It does not reflect finished goods parts to be shipped directly to another customer. All received material must be labeled correctly from both our internal and external suppliers/vendors. Compliance is not optional. Specific procedures and/or requirements may exist in each of these functional areas and are not included here. This is why it is critically important to work with each entity to understand their specific requirements. However, some label design is common throughout all of Fleetguard. The design of the label is subject to change to fit Fleetguard needs. This standard does not pertain to packing slips.

These labeling practices apply to the labeling of production parts to and from all Fleetguard entities worldwide. These labeling practices are defined to eliminate waste, increase accuracy and improve quality by labeling. It is intended that the Standards be used by Fleetguard Materials, Manufacturing and Engineering personnel as well as by all Fleetguard suppliers.

2. Applicable Documents

Applicable documents listed below may be obtained from the respective organizations.

- a. AIAG B10, Trading Partner Labels Implementation Guideline
- b. ODETTE Standard - Transport Labels (Global), <www.odette.org>

3. Definitions

3.1. Box Label

A box label is used to identify individual cartons, items, etc. Box labels are in primary/storage unit of measure which may differ from the purchasing unit of measure.

3.2. Fleetguard Part Number

The part number shown on the shipment identification shall be the official, correct and complete Fleetguard part number.

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3.3. Master Label

A master label, also known as a container label, is used to identify the entire load in that container or on that pallet. The unit of measure on a master label usually reflects the purchasing unit of measure.

3.4. Part Description

It is preferred that the official Fleetguard description or an understandable abbreviation thereof be used.

3.5. Quantity

The amount of material or the number of pieces in a package or in a loose lot shall be identified to show the quantity and the unit of measurement. The container identification label will indicate all material available on that container.

3.6. Purchase Order (PO) Number

Purchase order number assigned or issued to cover the material ordered.

3.7. Initials

Person printing the label as explained in Section 7.5.3.4., and indicates receipt date.

4. Organization/Responsibility

4.1. Improvements in Labeling

Improvements in labeling are a joint concern with Fleetguard and our suppliers (Internal and External). These labeling practices are intended to be implemented and maintained through active individual Customer/Supplier relationships.

4.2. Specific Labeling Responsibility

Specific labeling responsibility resides with the designated labeling representative in each major Fleetguard entity and Suppliers. All labels must be approved by the Fleetguard Business Unit (FBU) Global Integrated Enterprise Application Manufacturing/Inventory (GIEA MFG/INV) representative.

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5. Labeling Practices Compliance and Maintenance

5.1. Compliance

These labeling practices will govern all labeling materials and improvements. Progress toward compliance with these labeling practices is expected at each Fleetguard entity and will be audited.

5.2. Definition, Maintenance and Enforcement

Definition, maintenance and enforcement of these labeling practices are the responsibility of the entity labeling representative, led by GIEA Inventory/MFG representative, at least initially (. These labeling practices will be reviewed and updated as necessary. GEIA MFG/INV Team will approve all revisions to this document.

6. Supplier/Customer Relationships

6.1. General Requirements

6.1.1. General responsibility for labeling is jointly held by internal and external Fleetguard customers and suppliers as mutual partners. The ability for Fleetguard Distribution Centers (DCs) to print box labels is desirable if the production plant has not applied the box label to the carton prior to shipping the product to the DC.

6.1.2. This document in conjunction with the Labeling Data Sheets (see [Figure 1: Label on page 16](#)) should be referenced in any materials agreements.

6.1.3. The customer is responsible for specifying parameters for labeling requirements (using this standard.)

6.1.4. The supplier is responsible for completing a copy of the Fleetguard Labeling Data Sheets for each product supplied, including unit labeling costs.

6.1.5. Continuous improvement in labeling cost and quality is expected.

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6.1.6. Customer/Supplier agreements may modify the general responsibilities listed below, with GEIA MFG/INV approval.

- a. Initiate improvements in labeling, quality, and cost.
- b. Identify labeling contact to Fleetguard plant entity.
- c. Ensure that labeling representatives at the customer are informed in advance of any labeling changes and approved.
- d. Specify and communicate parameters for labeling requirements to supplier.
- e. Identify supplier labeling contact.

6.2. Key Contacts

The following area representatives are logically involved and should agree with labeling changes.

- a. Material Handler or Packer User of the material
- b. Quality Engineer
- c. FBU GIEA MFG/INV Representative
- d. Plant Labeling Representative (as determined by each plant)
- e. Configuration Management
- f. Supply Chain Commodity Manager

Errors and oversights are avoided by their involvement. **Communicate!** Questions about how to proceed with labeling improvements should be addressed first to plant labeling representatives.

7. Labeling

7.1. Practices

7.1.1. Labeling Viewed as Required

7.1.1.1. Labeling is a feature that provides direct value to the end customer. It saves time and money and certainly reduces costly errors. Fleetguard views labeling as a requirement for smooth and accurate Inventory accountability and identification. The ability to readily identify loose and packaged materials, not only upon receipt, but also in tiered storage is important. Consequently, the following requirements shall be mandatory for proper identification of production/service parts delivered to Fleetguard, Inc. by internal or external suppliers.

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7.1.1.2. These requirements do not cover the content identification, which may be required by governing tariffs, special handling instructions or the labeling of hazardous materials.

7.1.1.3. Specific changes to bring all Fleetguard labeling into conformance with these labeling practices are expected and will be monitored. Failure to meet these requirements adds cost which Fleetguard is unwilling to bear. After the first warning and a one week grace period to implement corrective actions, Fleetguard may debit your company/plant \$200 per infraction. This service charge covers the cost associated with the failure itself and the additional administrative work it created.

7.2. Quality Impact of Labeling

All of the labeling practices are designed to contribute to the quality of the service provided by Fleetguard.

7.3. Standardization of Labeling

7.3.1. Improvements in quality and cost are all made possible through standardization of label types and sizes. Specific types and sizes of labels have been chosen to accommodate the needs of the corporation while maximizing the possibility for reuse either by Fleetguard entities or suppliers.

7.3.2. There will be products that do not allow the use of standard labeling or do not make good economic sense. All exceptions to standard labeling must be approved by the GIEA MFG/INV representative and the Customer.

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7.4. Labeling Guidelines

The following guidelines apply to all labeling. Note: Exceptions to this are when labelling may destroy re-useable containers. In this situation, alternative labelling shall be discussed with the GEIA MFG/INV team. Refer to Section 7.5.3. [Acceptable Label Deviation on page 9.](#)

7.4.1. Carrier Loading

7.4.1.1. The proper loading of materials is the supplier and/or carrier's responsibility. Labeling is an asset when shipping mixed loads. Damaged labels from improper adhering of the label or through damage of the label during transportation nullifies the advantages of labeling.

7.4.1.2. Improper labeling and carrier loading results in increased costs with:

- a. Increased damaged claims
- b. Additional inspection and handling time
- c. Rejected shipments
- d. Risk of Production Line Stoppage

7.4.2. Disposition of Improperly Labeled Materials

To insure fast, accurate disposition of material improperly labeled, each supplier must execute corrective action, or restitution, or compensation, and/or recovery plan directly with the receiving plant, sorting costs and quality concerns arising from the misidentification of material. Damage determined as carrier responsibility will be filed against the delivering carrier.

7.5. Standardization in Labeling

7.5.1. Standardized Labeling

No concept is any more important to labeling quality and cost than standardization. Fleetguard recognizes two types of labels:

- a. "Master Label"
- b. "Box Label"

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7.5.2. Standard Size and Look

These labeling requirements have been chosen to accommodate business needs at the lowest total cost to the corporation and supplier.

7.5.2.1. All internally (FBU) produced labels and tags shall be:

- a. On a white background, unless otherwise approved by the GEIA MFG/INV team,
- b. 4"x 6", AIAG Industry standard, self adhesive label printed in "Landscape" format. European suppliers may, upon approval by the GEIA MFG/INV team, use ODETTE Standards.
- c. Identification shall be clearly imprinted or hand stamped
- d. The characters shall have a preferred height of ¼ inch (6.35 mm) with lines spaced a minimum of ¼ inch (6.35 mm) apart
- e. Labels and tags shall conform to standard sizes established by the label industry (AIAG or ODETTE)

7.5.2.2. Acceptable Mediums

Acceptable mediums of identification shall be:

- a. Gummed labels (master or box)
- b. Tags
- c. Preprinted as appropriate and in accordance with the specification herein

7.5.3. Acceptable Label Deviation

A wire tag of the same format and size, [as defined in 7.5.2.1.](#), is to be attached to bundles and similar packages if normal container labeling conditions are not feasible.

7.5.3.1. FBU Warehouse/Plant Labelling Requirements

All material in any FBU warehouse/plant will be labeled. Labeling occurs at three points - at the receiving dock, by the supplier/DC and at the scales/returns/cycle count.

7.5.3.2. All labels will be in AIAG Industry Standard format, per [Section 2. Applicable Documents on page 3](#), both internally and from Suppliers.

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7.5.3.3. Both the master and box, standardized and common, label shall look like the example shown in [Figure 1: Label on page 16](#).

7.5.3.3. External Supplier Requirements

External suppliers will use a white, 4"x 6" AIAG Industry standard label on all packages sent to the FBU. It is preferred that the label be in a "Landscape" format.

7.5.3.4. Each label (both master and box) sent to Fleetguard from the internal and external supplier will contain the following fields:

- a. Item Number* (Fleetguard Item Number)
- b. Description
- c. QTY* (master label - Load and box label - Box Qty)
- d. Supplier Name
- e. Unit of Measure (UOM)*
- f. Date (Date of label printing)
- g. Initials (Log-on ID of person printing label: for internal warehouse use only)
- h. Serial Number*- (if required by BOM or other relevant documents)
- i. Lot Number* - (if required by Purchasing or other relevant agreements)
- j. PO Number* (not required on box labels for Fleetguard/internal produced products)
- k. Made in "Country of Origin" - This field will reflect the country that manufactured the product

* Indicates barcoded information

Note: For items being returned to the line from production, PO number, Receipt Number and Supplier Name fields need not be populated.

7.5.3.5. Internally Applied Labels Retuning from Production

Internally applied labels returning from production will employ the same type label information (minus irrelevant fields) as the Supplier Label. To assist in FIFO inventory control and visual identification of partial box quantities, "light yellow" colored labels should be used or some other visually identifying method.

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7.5.3.6. Labeling Requirements for Incoming Material From Suppliers

All incoming material from suppliers will have two labels applied. The outer wrapper or master label will include all of the information listed in Section 7.5.3.4.. The quantity on this label will indicate the pallet load. The second label, or box label, will have identical information as the master label but will reflect box quantities and the primary stocking unit of measure for the customer per Section 7.5.3.4.. The box label is applied to each container. Fleetguard/internally produced products do not need to reflect the PO numbers on the box labels.

7.5.3.6.1. Single Container Pallet Load

In the event that the pallet load is a single container, it will have a duplicate of the master label underneath the protective wrapping. This is to ensure identification after the outer wrappings are opened and discarded.

7.5.3.6.2. Multiple Packages per Pallet Load (with Protective Wrap)

In the event that the pallet has multiple packages per pallet load and is in a protective wrap, then each label for the box or container will reflect all the information per Section 7.5.3.4. but will indicate the BOX quantity. The pallet will still have a master label applied on the outside of the wrapper that reflects total load quantity.

7.5.3.6.3. Multiple Packages per Pallet Load (without Protective Wrap)

In the event that a pallet has multiple packages, and is not in a protective wrap, then each individual container is marked per Section 7.5.3.4. with the container quantity, and one master label is applied to one package with the total pallet quantity indicated.

7.5.3.6.4. Mixed Load Pallets

In the event of mixed load pallet, there will be one master label, per Section 7.5.3.4., per part number on each pallet reflecting every part number on the pallet.

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7.5.3.6.5. Location of Box Labels

The individual box labels are affixed to the outside side panels facing out where they can be read. Box labels need to be located where they are least likely to be destroyed and where they will remain visible for the longest period of time, i.e., place labels on cartons on the bottom left or right hand side of a carton. This helps in identification when the top part of the box is cut off to facilitate use.

7.5.3.6.6. Label Readability

It is the responsibility of the supplier to ensure that all labels are readable (both human readable and with a scanner). This includes ensuring that the labels are not ripped, smudged, or destroyed.

7.6. Datafield Identifiers (DFI)

7.6.1. All barcoded information must apply Data Field Identifiers (DFI). DFIs are useful in reducing error caused by scanning the wrong barcode into a field on a mobile device. They are also helpful because they allow fields to be scanned out of order and values to be placed into the appropriate fields.

7.6.2. DFIs are used extensively for the purpose of identifying the type of data that is embedded within a barcode. A DFI consists of one to three characters prepended to the data that is encoded in the barcode. For instance, a DFI for Part Number is a 'P'. If the part number that were encoded in a given barcode were 'AS54888' then the barcode would encode the value 'PAS54888' to indicate that the barcode is for a Part Number and that Part Number is 'AS54888'. [Table 1: DFIs for Each Barcode Field on page 13](#) lists the DFIs for each barcoded field.

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Table 1: DFIs for Each Barcode Field

Field	# of Characters (minus DFI)	Alpha/Numeric	DFI	Barcode Symbology
Item Number	17	Alpha/Numeric	P	Code 39 (Full ASCII 28)
Quantity	16	Numeric	Q	Code 39 (Full ASCII 28)
UOM	3	Alpha/Numeric	3Q	Code 39 (Full ASCII 28)
PO Number	12	Alpha/Numeric	K	Code 39 (Full ASCII 28)
Description	50 char - max 2 lines	Alpha/Numeric	-	Human Readable Only
Supplier	50 char - max 2 lines	Alpha/Numeric	-	Human Readable Only
Date	8 - format dd/mm/yy (current date)	Alpha/Numeric	-	Human Readable Only
Lot Number	12	Alpha/Numeric	T	Code 39 (Full ASCII 28)
Initials	5	Alpha/Numeric	-	Human Readable Only

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7.7. Conveyor Systems Compatibility

Label designs shall allow the load to be handled on powered or non-powered conveyor systems. Labels must be located to prevent damage by commonly used fork lift and pallet truck conveyance common to the automotive industry. Refer to Section 7.5.3.6. for label placing guidelines

8. Labeling Data Sheets

[Table 2: Labeling Data Sheet on page 15](#) captures and example of the required Labeling Data Sheet that is to be completed by suppliers prior to labeling of material.

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Table 2: Labeling Data Sheet

LABELING DATA SHEET				
Company:	SMITH TUBING, Inc.			
Address:	123 Main St. Pleasantville, Mo. USA. 38888			
Date:	2/14/2004			
FGD Part Number	Customer Part Number	Size Label	Label Format	Color
371033867	T-452-00	4" x 6"	Landscape	White
Label Placement		Fleetguard Approval:		
Master: Outside Wrapping		Signatures:	Supplier:	
Box: Lower Left - Outside Facing			GIEA:	
			Plant:	
			Product Engineer:	
			SCM:	
	Barcode Symbology	Alpha/Numeric	Number of Characters	DFI Code
Item Number	Code 39 (Full ASCII 28)	A/N	17	P
Description	Human Readable Only	A/N	50	
UOM	Code 39 (Full ASCII 28)	A/N	3	3Q
QTY	Code 39 (Full ASCII 28)	N	16	Q
PO Number	Code 39 (Full ASCII 28)	A/N	12	K
Supplier	Human Readable Only	A/N	50	
Date	Human Readable Only	A/N (DD/MM/YYYY)	8	
Initials	Human Readable Only	A/N	10	
Lot Number	Code 39 (Full ASCII 28)	A/N	12	T
Exhibit(s):	See Figure 1: Label on page 16			






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Figure 1: Label

Item#: (P)		
12345678901234567		
Desc:	12345678901234567890123456789012345 6789012345678901234567890	Date: 6/4/04
UOM (3Q)	 123	PO: (K)  123456789012
Qty: (a)	 1234567890123456	
Initials: CH059	Lot# (T) 123456789012	
Supplier:	12345678901234567890123456789012345 6789012345678901234567890	Made in the USA

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Table 3: Document Revision History

REV	Release Number	Description	Date	By
00	E	Initial Release		Kim Hamler/Bill Thomas

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