HELPDESK

KnowledgeBase Article 2126b

Labels Supplement

The attached document is an example of the specific labeling requirements of a customer (in this case, Harley Davidson). This document is provided to help explain each component and required item within a label along with the corresponding AIAG Code description.

This document is used solely as an example of what may be required. Guardian can customize labels depending on customer requirements as described in KB 2126 Labels. Examples of the standard Guardian labels are included in that document.

Should you require additional assistance, please contact Support or your Account Manager.

Supplier Compliance Container (B-10) Label (4" x 6") Specification Sheet

For additional detail, refer to *AIAG B-10 Guidelines–June 2004*.
For Code 128, refer to Page 3 of this document.

Ship From

Block Title = **FROM:**

Data = **Supplier's ship from address and H-D assigned supplier ID**

Maximum Length = **4 lines of text, (10 or 8 Points or 6 or 7 LPB). Width of block no larger than 1.75 inches.**

Ship To /Dock/Internal Delivery Location

Block Title = **TO:**

Data = **The H-D address receiving container.**

Maximum Length = **Address: 3 lines of text, (12 Points or 5 LBP). Line length no longer than 2 inches. DOCK and DEL LOC titles 12 Points and data values ¼ inch tall. DEL LOC data can be up to 12 characters long. Line can extend beyond 2 inches.**

Part Number

Block Title = **PART NO. (P)**

Data = **H-D assigned part number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **P**

Maximum Length = **19: Max Data Chars = 18 DI Chars = 1**

Part Revision / Description

Titles = **REV. LEVEL** and **PART DESC:**

Maximum Length for Titles: **1 line of text same size as block titles**

Data = **The part's revision level and description**

Maximum Length = **3 lines of text (16 Points or 3 LPB)**

Quantity

Block Title = **QUANTITY (Q)**

Data = **The amount of parts being shipped.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **Q**

Maximum Length = **6: Max Data Chars = 5 DI Chars = 1**

Purchase Order Number

Block Title = **PURCHASE ORDER # (K)**

Data = **H-D purchase order number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **K**

Maximum Length = **16: Max Data Chars = 15 DI Chars = 1**

Serial Number

Block Title = **SERIAL NO. (3S)**

Data = **Supplier generated serial number for container.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **3S**

Maximum Length = **10: Max Data Chars = 8 ; DI Chars = 2**

Packing List Number

Block Title = **PACKING LIST # (11K)**

Data = **Supplier generated packing list number, which may be the same as ASN number (if not, must be pack list number)**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **11K**

Maximum Length = **11: Max Data Chars = 8; DI Chars = 3**

Label area:

FROM:
ABC COMPANY
123 NUMBER LANE
ALPHABET, YZ 90785-4321
SUPPLIER # A0000

TO:
HARLEY DAVIDSON
1426 EDEN ROAD
YORK, PA 17402
DOCK: A3 DEL LOC: XL 122222222

PART NO. (P) 91654-01

REV. LEVEL
C

PART DESC:
RT RISER

QUANTITY (Q) 10000

PURCHASE ORDER # (K) R000009876

SERIAL NO. (3S) 99999999

PACKING LIST #: (11K) 12345678

Customer Name: Harley-Davidson Motor Company	Label Purpose/Use: CONTAINER LABEL: To be used on a single container holding identical part numbers.	NOTE: Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10 Guidelines, June 2004 (www.aiag.org).

Supplier Compliance Master (B-10) Label (4" x 6") Specification Sheet

For additional detail, refer to *AIAG B-10 Guidelines–June 2004.* .
For Code 128 specifications, refer to Page 3 of this document.

Ship From

Block Title = **FROM:**

Data = **Supplier's ship from address and H-D assigned supplier ID**

Maximum Length = **4 lines of text, (10 or 8 Points or 6 or 7 LPB). Width of block no longer than 1.75 inches.**

Ship To /Dock/Internal Delivery Location

Block Title = **TO:**

Data = **The H-D address receiving container.**

Maximum Length = **Address: 4 lines of text, (12 Points or 5 LBP) . DOC and DEL LOC titles and data values 12 Points. DEL LOC data can be up to 12 characters long. Width of block no longer than 2.25 inches.**

Master Label
Data = **Master Label**
Maximum Length = **2 lines of text (32 Points or 2 LPB)**

Part Number

Block Title = **PART NO. (P)**

Data = **H-D assigned part number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **P**

Maximum Length = **19: Max Data Chars = 18 DI Chars = 1**

Part Revision / Description

Titles = **REV. LEVEL** and **PART DESC:**

Maximum Length for Titles: **1 line of text same size as block titles**

Data = **The part's revision level and description**

Maximum Length = **3 lines of text (16 Points or 3 LPB)**

Quantity

Block Title = **QUANTITY (Q)**

Data = **The amount of parts being shipped.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **Q**

Maximum Length = **6: Max Data Chars = 5 DI Chars = 1**

Purchase Order Number

Block Title = **PURCHASE ORDER # (K)**

Data = **H-D purchase order number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **K**

Maximum Length = **16: Max Data Chars = 15 DI Chars = 1**

Serial Number

Block Title = **SERIAL NO. (9S)**

Data = **Supplier generated serial number for PALLET.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **9S**

Maximum Length = **10: Max Data Chars = 8 ; DI Chars = 2**

Packing List Number

Block Title = **PACKING LIST # (11K)**

Data = **Supplier generated packing list number, which may be the same as ASN number (if not, must be pack list number)**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **11K**

Maximum Length = **11: Max Data Chars = 8; DI Chars = 3**

Label content (center):

FROM:
ABC COMPANY
123 NUMBER LANE
ALPHABET, YZ 90785-4321
SUPPLIER # A0000

TO:
HARLEY DAVIDSON
1425 EDEN ROAD
YORK, PA 17402
DOCK: A3   DEL LOC: XL 122222222

MASTER LABEL

PART NO. (P) 91654-01

REV. LEVEL C

PART DESC: RT RISER

QUANTITY (Q) 50000

PURCHASE ORDER # (K) R000009876

SERIAL NO. (9S) 99999000

PACKING LIST # (11K) 12345678

Supplier Compliance Mixed Load (B-10) Label (4" x 6") Specification Sheet
For additional detail, refer to *AIAG B-10 Guidelines–June 2004.*
For Code 128 specifications, refer to Page 3 of this document.

MIXED LOAD

Mixed Load
<u>Data</u> = **Mixed Load**
<u>Maximum Length</u> = **2 lines of text to fill the label**

Code 128 Specifications for Container and Master Labels:

- Industry Standard is the Automotive Industry Action Group (AIAG)
- Use Code 128 Subset C for numeric characters
- Use Code 128 Subset A for alpha characters and ASCII symbols
- "X" Dimension shall be in the range of 0.33 MM (0.013 inch) to 0.43 MM (0.017 inch)
- Bar code height shall be a minimum of 13 MM (0.5 inch)
- Quiet zone (blank space at each end of bar code) shall be a minimum of 6.3 MM (0.25 inch)
- Bar code shall meet a minimum ANSI print quality grade of "C"
- Human readable data must be 0.25 inches or 20 points or 3 LPB
- Row/Block height must be 1 inch tall
- *For certification purposes only*, enter the maximum number of characters per block to ensure block size is large enough. Production B-10 labels (labels that are sent on inbound shipments to the plant) must accurately match the data from EDI or the purchase order. DO NOT ENTER additional characters (i.e. 0) to fill the block.

<u>Customer Name:</u> Harley-Davidson Motor Company	<u>Label Purpose/Use:</u> MIXED LOAD LABEL: To be used on a single pallet containing non-identical part numbers (multiple part numbers).	<u>NOTE:</u> Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with the H-D Detailed Container (B-10) Bar Code Label Specification (www.h-dsn.com, Public Menu, General Business Information, Electronic Commerce, Bar Codes) and AIAG B-10, Version 02.00, 3/00 (www.aiag.org).	
<u>Harley-Davidson Contacts:</u> Jaison Battle, Director of EDI – (414) 343-7584 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526	<u>Issue Date:</u> May 8, 2003	<u>Release:</u> 3 – April 2007	<u>Specification ID Number:</u> Mixed Load (B-10) Label	**Page 3 of 9**

Supplier Compliance Mixed Master (B-10) Label (4" x 6") Specification Sheet

For Code 128 specifications, refer to Page 3 of this document.

Ship From

Block Title = **FROM:**

Data = **Supplier's ship from address and H-D assigned supplier ID**

Maximum Length = **4 lines of text, (10 or 8 Points or 6 or 7 LPB). Width of block no longer than 1.75 inches.**

Ship To /Dock/Internal Delivery Location

Block Title = **TO:**

Data = **The H-D address receiving container.**

Maximum Length = **Address: 4 lines of text, (12 Points or 5 LBP) . DOC and DEL LOC titles and data values 12 Points. DEL LOC data can be up to 12 characters long. Width of block no longer than 2.25 inches.**

Mixed Master

Data = **Master Label**

Maximum Length = **2 lines of text (32 Points or 2 LPB)**

Part Number

Block Title = **PART NO. (P)**

Data = **H-D assigned part number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **P**

Maximum Length = **19: Max Data Chars = 18 DI Chars = 1**

Part Revision / Description

Titles = **REV. LEVEL** and **PART DESC:**

Maximum Length for Titles: **1 line of text same size as block titles**

Data = **The part's revision level and description**

Maximum Length = **3 lines of text (16 Points or 3 LPB)**

Quantity

Block Title = **QUANTITY (Q)**

Data = **The amount of parts being shipped.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **Q**

Maximum Length = **6: Max Data Chars = 5 DI Chars = 1**

Purchase Order Number

Block Title = **PURCHASE ORDER # (K)**

Data = **H-D purchase order number**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **K**

Maximum Length = **16: Max Data Chars = 15 DI Chars = 1**

Serial Number

Block Title = **SERIAL NO. (9S)**

Data = **Supplier generated serial number for PALLET.**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **9S**

Maximum Length = **10: Max Data Chars = 8 ; DI Chars = 2**

Packing List Number

Block Title = **PACKING LIST # (11K)**

Data = **Supplier generated packing list number, which may be the same as ASN number (if not, must be pack list number)**

Symbology = **Code 128, see Page 3 for details**

Data Identifier (DI) = **11K**

Maximum Length = **11: Max Data Chars = 8; DI Chars = 3**

Label image contents:

FROM:
ABC COMPANY
123 NUMBER LANE
ALPHABET, YZ 90785-4321
SUPPLIER #   A0000

TO:
HARLEY DAVIDSON
1425 EDEN ROAD
YORK, PA 17402
DOCK: A3   DEL LOC: XL 122222222

MIXED MASTER

PART NO. (P)   91654-01

REV. LEVEL   C

PART DESC: RT RISER

QUANTITY (Q)   50000

PURCHASE ORDER # (K)   R000009876

SERIAL NO. (9S)   99999000

PACKING LIST #: (11K)   12345678

Customer Name: Harley-Davidson Motor Company	Label Purpose/Use: MIXED MASTER: To be used on a single pallet containing multiple part numbers. Each part number/purchase order number/packing list number combination must have a Mixed Master label.	NOTE: Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with the H-D Detailed Container (B-10) Bar Code Label Specification (www.h-dsn.com, Public Menu, General Business Information, Electronic Commerce, Bar Codes) and AIAG B-10, Version 02.00, 3/00 (www.aiag.org).	

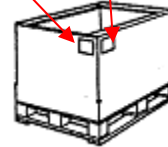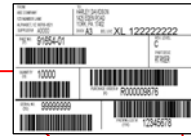| Harley-Davidson Contacts:
Jaison Battle, Director of EDI – (414) 343-7584
Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526 | Issue Date:
May 8, 2003 | Release:
3 – April 2007 | Specification ID Number:
Mixed Load (B-10) Label | **Page 4 of 9** |

Which Label to Use and Where to Place it on the Container

For additional detail, refer to *AIAG B-10 Guidelines–March 2000*.
For Code 128 specifications, refer to Page 3 of this document.
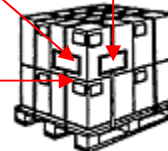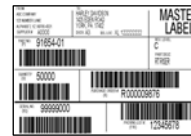
Container Label

- **Full pallet** (i.e. pallet box) or skid of **identical parts** (no individual containers used) **will require a Container label** for the full container, pallet or skid. **A Master label will not be required.** See the "Pallet Box" illustration to the right.

PALLET BOX – Identical Container labels shall be located on two adjacent sides.

Master Label

- The **Master label will be used for identical parts on the same pallet** or skid where multiple containers are used that support that pallet or skid. **Individual Container labels are required on the Containers that support the Master label** on the pallet or skid. See the "Box or Carton" illustration on Page 7 and the "Identical Parts in Cartons on Pallet" illustration to the right.

IDENTICAL PARTS IN CARTONS ON PALLET – Each carton shall be individually labeled as described above. Two identical Master labels shall be used on adjacent sides.

Mixed Load Label

- **All pallets or skids that have non-identical containers of parts require a Mixed Load label. Containers that support the Mixed Load label require individual Container labels**. See the "Box or Carton" illustration on Page 7 and the "Non-Identical Parts in Cartons on Pallet" illustration to the right.
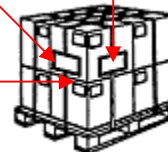
NON-IDENTICAL PARTS IN CARTONS ON PALLET – Each carton shall be individually labeled as described above. Two identical Mixed Load labels shall be used on adjacent sides.

Which Label to Use and Where to Place it on the Container

For additional detail, refer to *AIAG B-10 Guidelines–March 2000*.
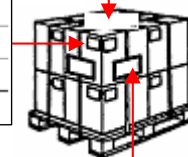*For Code 128 specifications, refer to Page 3 of this document.*

Mixed Master Label

Container Label

MIXED LOAD

- **All pallets or skids that have non-identical containers of parts require a Mixed Master label. Each part number/purchase Order number/packing list number combination must have a Mixed Master label. Containers that support the Mixed Load label require individual Container labels**. Mixed Master labels are to be placed in an envelope and attached to the top of the pallet. See the "Box or Carton" illustration on Page 7 and the "Non-Identical Parts in Cartons on Pallet" illustration to the right.

NON-IDENTICAL PARTS IN CARTONS ON PALLET – Each carton shall be individually labeled as described above. Two identical Mixed Load labels shall be used on adjacent sides. All Mixed Master labels shall be placed in an envelope and attached to the top of the pallet.

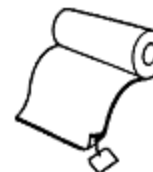| Customer Name: Harley-Davidson Motor Company				
Harley-Davidson Contacts: Jaison Battle, Director of EDI – (414) 343-7584 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526	Issue Date: May 8, 2003	Release: 3 – April 2007		**Page 6 of 9**

Where to Place it on the Container

For additional detail refer to *AIAG B-10 Guidelines–March 2000.*
For Code 128 specifications, refer to Page 3 of this document.

METAL BIN OR TUB – Attach hang tag Container label to ear of tub or use a label holder.

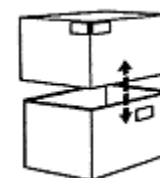ROLL – Hang one Container tag 2.0 inches (51mm) from the end of the material.

ROPAK – Identical Container labels shall be located on each end. The end is defined as having the large fork truck entry points and is wider than the sides.

BUNDLE – Identical Container label tags shall be located at each end.

TELESCOPIC OR SETUP CONTAINER – Identical Container labels shall be located on two adjacent sides of the out box. Some applications may also require identification of the inner box.

Bag – Place on Container label at the center of the face.

DRUMS, BARRELS, OR CYLINDRICAL CONTAINERS – Identical Container labels shall be located on the top and near the center of the side.

RACK – Attach Container hang tag label to ear of rack

BALES – Identical Container labels shall be located at the upper corner of an end and the adjacent side.

BASKET, WIRE MESH CONTAINER – Identical Container labels shall be located on two adjacent sides.

BOX OR CARTON – Identical Container labels shall be locate on two adjacent sides. The upper edges of the labels shall be as high as possible up to 20 inches (510mm) from the bottom of the carton.

MRO Supplier Compliance Container (B-10) Label (4" x 6") Specification Sheet

For additional detail refer to *AIAG B-10 Guidelines–March 2000.*
For Code 128 specifications, refer to Page 3 of this document.

Ship From

Block Title = **FROM:**

Data = **Supplier's ship from address and H-D assigned supplier ID**

Maximum Length = **4 lines of text, (10 or 8 Points or 6 or 7 LPB). Width of block no larger than 1.75 inches.**

Ship To /Dock/Internal Delivery Location

Block Title = **TO:**

Data = **The H-D address receiving container.**

Maximum Length = **Address: 3 lines of text, (12 Points or 5 LBP). Line length no longer than 2 inches.**

FROM:
ABC COMPANY
123 NUMBER LANE
ALPHABET, YZ 90785-4321
SUPPLIER # A0000

TO:
HARLEY DAVIDSON
1425 EDEN ROAD
YORK, PA 17402

PART NO. 91654-01

QUANTITY 10000

PURCHASE ORDER # R000009876

PACKING LIST #: 12345678

These fields are not mandatory. If a single part is being shipped in a package, it is preferred that the part # and quantity be printed on the label.

Purchase Order Number

Block Title = **PURCHASE ORDER**

Data = **H-D purchase order number**

Symbology = **Code 128, see Page 3 for details**

Maximum Length = **16: Max Data Chars = 16**

Packing List Number

Block Title = **PACKING LIST # (11K)**

Data = **Supplier generated packing list number, which may be the same as ASN number (if not, must be pack list number)**

Symbology = **Code 128, see Page 3 for details**

Maximum Length = 11: **Max Data Chars = 11**

Customer Name: Harley-Davidson Motor Company	Label Purpose/Use: MRO LABEL: To be attached to a single container holding identical or multiple part numbers that are on the same purchase order and packing list.	NOTE: Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with the H-D Detailed Container (B-10) Bar Code Label Specification (www.h-dsn.com, Public Menu, General Business Information, Electronic Commerce, Bar Codes) and AIAG B-10, Version 02.00, 3/00 (www.aiag.org).	
Harley-Davidson Contacts: Cassandra Olson, Electronic Commerce Lead (414) 423-2222 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526	Issue Date: March 10, 2009	Release: 0 – March 2009	**Page 8 of 9**

MRO Supplier Barcode & Label Requirements

For additional detail refer to *AIAG B-10 Guidelines–March 2000.*
For Code 128 specifications, refer to Page 3 of this document.

- The supplier is required to put the <u>Packing List #, Harley-Davidson Purchase Order #, and Harley Davidson Part #'s (when available)</u> as BARCODES & digits on the Packing List.

- The numbers should NOT contain any added prefixes or suffixes. They must be exactly the ones provided by Harley-Davidson.

- The packing list must NOT be inside the box. The packing list must be secured well and must ALWAYS be on the TOP of the box.

- A single box should NOT have items from more than ONE Purchase Order in it.

- Harley-Davidson suppliers are required to have Barcode labels on the box. The label must contain two items:
  1. H-D Purchase Order #,
  2. Packing List #

- Recommended/ Preferred Label standards:
  o The labels must be of size 4" x 2"
  o Horizontal Width – 4" & Vertical Length – 2".
  o These are standard sized labels available easily everywhere.

Customer Name: Harley-Davidson Motor Company					
Harley-Davidson Contacts: Cassandra Olson, Electronic Commerce Lead (414) 423-2222 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526		Issue Date: March 10, 2009	Release: 0 – March 2009		**Page 9 of 9**