



HARLEY-DAVIDSON® PARTS & ACCESSORIES

SKU PACKAGING REQUIREMENTS

2015

SKU (Retail Unit Part or Accessory) Packaging & Labeling Requirements AC2.03.PAD.33 V1

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NEED HELP?

If there are any questions or concerns regarding the Display Packaging Assembly Requirements, please send an email to: hdpapackaging@harley-davidson.com
SKU (Retail Unit Part or Accessory) Packaging & Labeling Requirements AC2.03.PAD.33 V1

***INTRODUCTION**

To Our Supplier,

Harley-Davidson Packaging has assembled the enclosed SKU packaging and labeling guidelines in an effort to help you better understand and comply with our requirements. The information contained within this document will provide you with detailed packaging and labeling instructions for retail packaging used within Harley-Davidson dealerships.

***This information is NOT to be used for shipping to any Harley-Davidson assembly or production facility.

All products shipping to Harley-Davidson dealerships OR distribution centers REQUIRE retail packaging. These instructions must be followed for our operations to be efficient and effective. Product received packaged or labeled incorrectly will result in costly delays, additional labor, reduction in efficiencies, and possible supplier charge back.

If you are aware of any potential obstacle in meeting the requirements in this document, please contact your Development Purchasing Analyst (DPA) for new parts or your Supply Chain Analyst (SCA) for ongoing parts.

Thank you and Regards,

Harley-Davidson

A. PACKAGING DATA COMPLIANCE

A.1 Packaging Summary Forms

Background Information

Harley-Davidson is a global company. In order to comply with regional and global requirements, led by governmental bodies outside of Harley-Davidson, we must generate annual reports on packaging materials. To meet these regulations, suppliers must submit a completed Packaging Summary Form, which details the packaging materials used to package a product. Please note, you are enabling us to effectively participate in the marketplace by complying with this requirement. Information provided on these forms is used for not only reporting, but evaluating new regulations, that pose a risk to our ability to distribute our products.

Compliance is REQUIRED for all products distributed through our distribution centers, shipped dealer-direct, or consumer direct. Compliance information is needed prior to the first shipment of a product that is new to P&A (Service or New Development) or has a packaging change after the product has launched. Typically this is included with PPAP.

Requirements

Information on all packaging components, including labels and dunnage, used to package one SKU must be entered on the Packaging Summary Form. This information includes dimensions, materials, cost, and the weight of each individual packaging component.

Further Information

The Packaging Summary Form and the Supplier Information Packet, which provides instructions for filling out the summary form and includes definitions of packaging terms, can be found at the following site on H-DSN under the “P&A Packaging Supplier Reporting Guidelines” section: www.h-dsn.com/genbus/packaging.jsp. Please submit all questions and completed summary forms to the P&A Packaging Team at hdpapackaging@harley-davidson.com.

A.2 Packaging Regulations

Packaging Material Restrictions

Many governmental entities in foreign and domestic regions have restrictions based on material, dimensions, thickness, and/or weight. By following our requirements with the Packaging Summary Forms, we are able to successfully distribute product and meet regulatory needs.

Example: Product A uses a high density polyethylene (HDPE) bag that is 15 x 15 inches and .5 mil thick. This bag may require a printed warning statement for specific regions, as it presents a potential suffocation hazard for small children.

Packaging Material Requirements

Products that pose a specific safety risk or are chemical in nature, may have additional regulatory requirements. If there are special packaging assembly or known material requirements, please be sure to notify your H-D purchasing or engineering team. If the product contains or is chemical in nature, H-D requires a GHS SDS be submitted for review.

There may be additional labeling or shipping requirements in order to satisfy Harley-Davidson's distribution channels.

All plastic bags used as an internal package component or as a primary package for retail must have a minimum material thickness. The minimum thickness is .001 inch, also expressed as .0254 millimeter or 1 mil.

Environmental Sustainability

Materials known to be environmental hazards: PVC plastic, composite films or pouches (multi-layer materials), skin board (Film adhered to a corrugated surface)

If you are aiding in the material selection process for Harley-Davidson, we ask that you please consider materials that provide a positive environmental impact.

B. SKU LABELS

B.1 Materials

Pressure sensitive paper label stock die cut on rolls or on sheets.

B.2 Dimensions

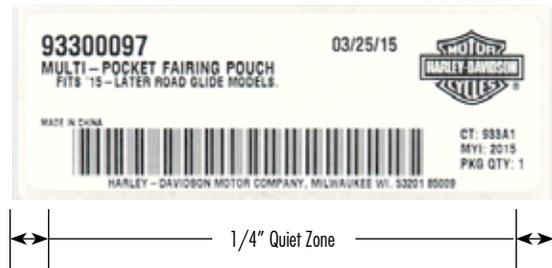
Small Plain Label (SP):
4 x 1 7/8"

Retail Display Label (LD):
2 7/8 x 4"

B.3 Source

Harley-Davidson will provide labels free of charge to all suppliers. If the supplier has been approved to print labels independently, please see section B.2.2 - SKU Label Barcode Symbology.

Small Plain Label (SP)



Large Display Label (LD)

All parts in display packaging must use this label.



B. SKU LABELS

B.4 Data Identifier

The Data Identifier is a character encoded in the barcode as a constant preceding the variable information in each building block. The Data Identifier is NOT part of the human readable text printed above the barcode. *The barcode must be encoded with the specific character as shown on the example.*

B.5 Label Barcode Symbology

If you do not have a label printer or are unable to print labels yourself, see G1.2 for a contact.

Code 128 Specifications for SKU 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) using a number 10 measuring aperture and inspection wavelength of 660 nm +/- 10 nm
- Barcode height shall be a minimum of 10.5 mm (0.41 inch)
- Quiet zone (blank space at each end of the barcode) shall be a minimum of 6.3 mm (0.25 inches)
- SKU barcode shall meet a minimum ANSI print quality grade of “B”
- Human readable data must be 3 LPB

B.6 SKU Label Verification

Suppliers will submit a minimum of 10 label samples to their SCA/DPA for review to print labels independently. Suppliers should not print labels without scan approval. Scanning of the label samples will be performed by the Packaging Engineering group. Harley-Davidson will provide a response back to the supplier three business days after the receipt of the samples.

C. STANDARD DISPLAY MATERIALS



C.1
Litho Box



C.2
Box and Sleeve



C.3
Clamshell



C.4
**Standard Header Card
and Poly Bag**



C.5
**Graphic Header Card
and Poly Bag**

C.1 LITHO BOX

REQUIRED DISPLAY MATERIALS



Large Display (LD) SKU Labels (QTY: 2)



Litho Box



Outer Brown Box



STEP 1

Assemble the Litho Box.



STEP 2

Insert product into the Litho Box.
Ensure proper protective materials are used with the product.



STEP 3

Ensure product or internal packaging does not block hang holes.



STEP 4

Close the Litho Box.



STEP 5

Identify the Display Label Location Marks on the bottom left side of the Litho Box.



STEP 6

Apply the Large Display (LD) SKU Label by lining up the Label's right-side top and bottom corners with the Display Label Location Marks.

*Verify package quantity on label is correct before application.

C.1 LITHO BOX



STEP 7

Wrap the label around the left side of the box as shown.



EXAMPLE:

Display Packaged Product.



STEP 8

Place the Display Packaged Product into the Outer Brown Box.



STEP 9

Fold in end flaps of Outer Brown Box as shown.



STEP 10

Seal both ends of the Outer Brown Box with protective tape.



STEP 11

Place the second LD SKU Label on the outside of the Outer Brown Box.

Place the label on the end panel as shown above. See Section VI for labeling exceptions.

*Verify package quantity on label is correct before application.



NOTE:

If you receive Small Plain (SP) SKU Labels, pictured above, instead of the LD Labels, do not use labels and inform your Harley-Davidson contact immediately.

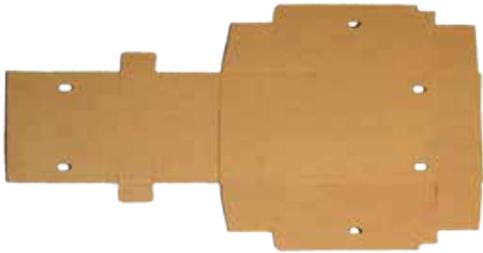
*For labeling exceptions, please see Labeling Section D

C.2 BOX AND SLEEVE

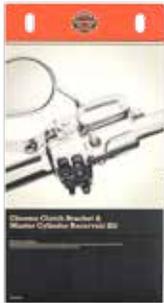
REQUIRED DISPLAY MATERIALS



Large Display (LD) SKU Labels (QTY: 2)



Inner Box (Note: One Side is White)



Graphic Sleeve

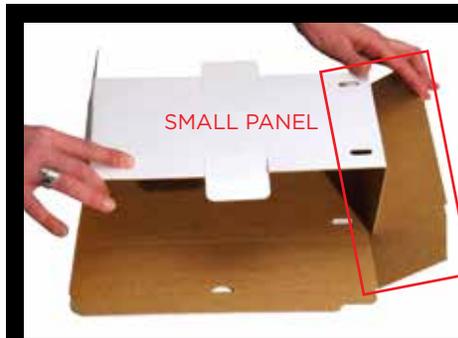


Outer Brown Box



STEP 1

Begin assembly of the Inner Box, folding the large panel first.



STEP 2

Fold the small end panel, located at the opposite end of the large panel, upwards.

The short panel will overlap part of the large panel on the outside of the Inner Box.



STEP 3

Fold the small flaps inward on one side of the Inner Box.



STEP 4

Tuck the end panel inward on the same side as the small flaps used in Step 3.

*Box should be securely closed on one end, and remain assembled.

Use tape as needed to ensure proper closure.



STEP 5

Insert product into the Inner Box.

Ensure proper protective materials are used with the product.



STEP 6

Ensure product or internal packaging does not block hang holes.

C.2 BOX AND SLEEVE



STEP 6

Close final end panel (Similar to Steps 3 & 4) and apply the Large Display (LD) SKU Label to the left corner of the box as shown.

The white mark on the color stripe of the label will line up with the corner edge of the box.

DO NOT cover the top hang holes with the label.



STEP 7

For small Inner Boxes, the LD SKU Label will cover the bottom left hang hole cut-out.

Ensure the barcode is visible when the sleeve is applied.



STEP 8

Apply the Graphic Sleeve.

Ensure the hang holes of the Graphic Sleeve line up with the open hang holes on the Inner Box.



EXAMPLE:

Display Packaged Product.



STEP 9

Place the Display Packaged Product into the Outer Brown Box.

Fold end panels of the Outer Brown Box and secure closed with proper protective tape.



Step 10

Place the second LD SKU Label on the outside of the Outer Brown Box.

The label should be placed on the end panel as shown above. See Section VI for labeling exceptions.

*Verify package quantity on label is correct before application.



NOTE:

If you receive Small Plain (SP) SKU Labels, pictured above, instead of the LD Labels, do not use labels and inform your Harley-Davidson contact immediately.

*For labeling exceptions, please see Labeling Section D

C.3 CLAMSHELL

REQUIRED DISPLAY MATERIALS



Large Display (LD) SKU Labels (QTY: 2)



Clamshell Package



Insert Card



Tamper Evident Labels - Round (QTY: 3)

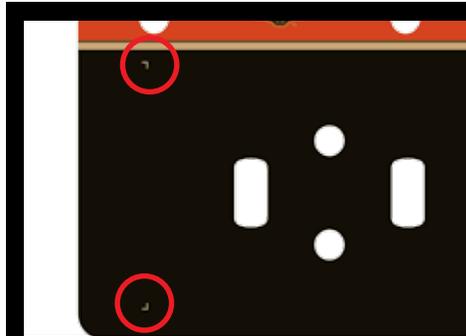


Poly Bag



STEP 1

Place the product and I-Sheet (if required) into the Clamshell.



STEP 2

Identify the Display Label Location Marks on the left side of the printed Insert Card.



STEP 3

Apply the Large Display (LD) SKU Label by lining up the label's right-side top and bottom corners with the Display Label Location Marks.

*Verify package quantity on label is correct before application.



STEP 4

Wrap the label around the back of the Insert Card.



STEP 5

Place the Insert Card into the Clamshell.



STEP 6

Close the Clamshell, ensuring the corners and all snap pins are fully engaged.

C.3 CLAMSHELL



STEP 7

Seal the top, right, and left edges with tamper evident labels.



EXAMPLE:

Display Packaged Product.



STEP 8

Place the Display Packaged Product into the poly bag.

If required, place the bagged clamshell into an Outer Brown Box and tape closed. Reference Section VI for final labeling instructions.



STEP 9

Fold over the unsealed end of the bag.



STEP 10

Place the second LD SKU Label over the folded edge of the bag, securing the clamshell inside.



EXAMPLE:

Complete Packaged Product.



NOTE:

If you receive Small Plain (SP) SKU Labels, pictured above, instead of the LD Labels, do not use labels and inform your Harley-Davidson contact immediately.

C.4 STANDARD HEADER CARD AND POLY BAG

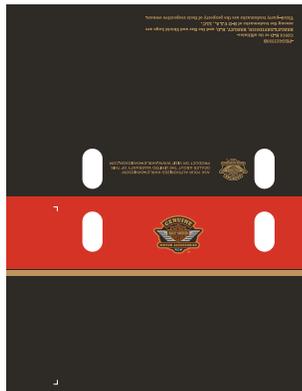
REQUIRED DISPLAY MATERIALS



Large Display (LD) SKU Labels (QTY: 1)



Poly Bag



Header Card



STEP 1

Place Product into Poly Bag.



STEP 2

Fold over any excess bag material and place the bagged product beneath the hang holes on the inside of the header card.



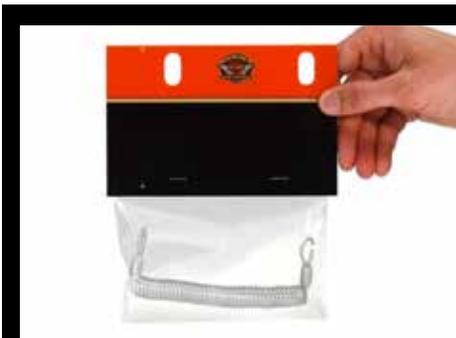
STEP 3

Close the Header Card.



STEP 4

Staple the header card as shown above.



EXAMPLE:

Please note - hang holes are to be free of obstruction from the poly bag.



STEP 5

Identify the Display Label Location Marks on the left side of the Header Card.

C.4 STANDARD HEADER CARD & POLY BAG



STEP 5

Apply the Large Display (LD) SKU Label by lining up the label's right-side top and bottom corners with the Display Label Location Marks.

*Verify package quantity on label is correct before application.



STEP 6

Wrap the label around the back of the Header Card.



EXAMPLE:

Complete Packaged Product.



NOTE:

If you receive Small Plain (SP) SKU Labels, pictured above, instead of the LD Labels, do not use labels and inform your Harley-Davidson contact immediately.

C.5 GRAPHIC HEADER CARD AND POLY BAG

REQUIRED DISPLAY MATERIALS



Large Display (LD) SKU Labels (QTY: 2)



Small Poly Bag



Graphic Header Card



Outer Poly Bag



STEP 1

Place Product into Small Poly Bag.



STEP 2

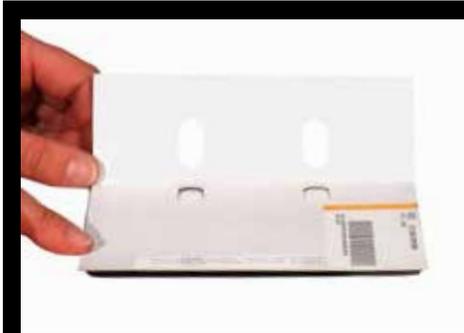
Identify the Display Label Location Marks on the left side of the Graphic Header Card.



STEP 3

Apply the Large Display (LD) SKU Label by lining up the label's right-side top and bottom corners with the Display Label Location Marks.

*Verify package quantity on label is correct before application.



STEP 4

Wrap the label around the back of the Graphic Header Card.



STEP 5

Fold over any excess bag material and place the bagged product beneath the hang holes on the inside of the Graphic Header Card or block hang holes.

*DO NOT allow the bagged product to hang below the Graphic Header Card.



STEP 6

Close the Graphic Header Card.

C.5 GRAPHIC HEADER CARD AND POLY BAG



STEP 7

Staple the header card as shown above.



EXAMPLE:

Display Packaged Product - Front.



EXAMPLE:

Display Packaged Product - Back.



STEP 8

Place the Display Packaged Product into the second, outer, Poly Bag.



STEP 9

Fold over the unsealed end of the bag and place the Second LD SKU Label over the folded edge of the bag, securing the Display Packaged Product inside.



EXAMPLE:

Complete Packaged Product.



NOTE:

If you receive Small Plain (SP) SKU Labels, pictured above, instead of the LD Labels, do not use labels and inform your Harley-Davidson contact immediately.

D. LABEL PLACEMENT

D.1 Non-Display Poly Bags

Commonly used sizes and acceptable label placement or barcode printing.



D.2 Non-Display Folding Cartons

Commonly used sizes and acceptable label placement.



D.3 Display & Non-Display Corrugated Boxes



PREFERRED PLACEMENT:

Place the SKU Label on the outside of the Outer Brown Box.

The label should be placed on the end panel as shown above.

*Verify package quantity on label is correct before application.



EXCEPTION #1:

If the end panel of the Box is NOT large enough (2 7/8 x 4" surface area) to show the entire Large Display (LD) SKU Label, fold the LD Label over the top edge of the Outer Brown Box.

NOTE: The dashmarks on the label will line up with the corner edge of the box.



EXCEPTION #2:

If neither the Preferred Placement, or Exception #1 enable proper placement of the LD Label, the LD Label may also be applied along the left corner and edge of the box as shown.

NOTE: The dashmarks on the label will line up with the corner edge of the box.



EXCEPTION #3:

If neither the Preferred Placement, Exception #1, or Exception #2 enable proper placement of the Label, the Label may be applied to the top of the box.

E. PRODUCT PROTECTION GUIDELINES

E.1 Cosmetically Finished Products

Scope: Cosmetically finished products ranging from powder coats, polished aluminum, painted accessories, other.

Purpose: Provide a tool to aid in selection of packaging materials for direct contact with cosmetic product surfaces. Products are best protected if fully cured prior to final packaging.

E.1.1 Interior Packaging – Protective Materials

Note: If other materials are to be used outside of recommended solutions, the product will require further review by the H-D Packaging Engineering Group. Contact by email at: hdpapackaging@harley-davidson.com

Materials Currently Approved for contact with surface of finished part:

- Jersey Knit (Commonly referred to as T-Shirt)
- Soft white paper wrap (see suggested supplier list under resource assistance)
- Spunbond Polypropylene bag - recommended

Materials currently NOT approved for direct contact with cosmetic surfaces:

- Bubble wrap
- Plastic bags - generic
- Plastic films - For exceptions see H-D packaging or purchasing representative (SCA/DPA)
- Other paper based materials (outside of approved paper wrap)
- Other rigid materials

Exceptions (requires individual product review):

- HDPE bags, expanded polyethylene or polypropylene flexible foams may be acceptable. Foam materials should be thicker for large or heavy parts. Approved film in select applications: 3M 2156C.

E.1.2 Packing Requirements / Guidelines:

- Finished Part must be wrapped securely in any one of the approved materials found in Section 1 of this document. The material should be wrapped around the part tightly and secured or fastened to minimize movement of the material against the cosmetically finished surface. This will aid in minimizing cosmetic damage to the part.
- Cosmetic surfaces must be completely covered by the Approved Surface Protecting Material. The cosmetic surface is not to be in direct contact with protective outer packaging (box materials, cardboard, corrugated) or other cushioning materials.
- Additional Cushioning Materials may still be used in conjunction with surface protecting materials, on the interior of the package to secure the wrapped part within the outer protective packaging.

E. PRODUCT PROTECTION GUIDELINES

E.2.1 Distribution

Harley-Davidson may distribute your product globally. This means your product will be subject to many lanes of distribution and modes of transportation. Testing validation is recommended for New proposed packaging solutions to the International Safe Transit Association (ISTA):3A test. Go to ISTA web page to find a lab near you: <http://www.ista.org/members/labs.php>.

E.2.1 Shipping Hazards

Shock – Occurs when packages are dropped or struck by other packages. Packages should be able to withstand shock from any direction. Because of sorting systems at carrier hubs, small parcel carriers cannot honor orientation labels. Transit orientation may be different than intended.

Vibration – Occurs when a package is mechanically transported or handled. Duration and intensity are the main factors when it comes to vibration. Damage caused by vibration can be: scuffing, abrasion, loosening of fasteners and closures and package fatigue.

Compression – Occurs when packages are stacked one on top of the other. Compression may be a static condition or a dynamic condition. Static represents packages under load but the carrier vehicle is not in motion, while dynamic would have the carrier vehicle in motion. Dynamic compression imposes both vertical and lateral compressive forces.

Atmospheric Conditions – Packages are subject to temperature and humidity extremes in the small parcel environment. Humidity has the ability to decrease a corrugated box's stacking strength by up to 50%.

F. COMPLIANCE CHECKLIST

General Requirements

Reviewed SKU Packaging Requirements Document

- Data Compliance
- Regulatory Requirements
- Product Protection
- Packaging Assembly
- Labels

Detailed Process and Material Requirements

Data Compliance

- Completed Packaging Summary Form Prior to first shipment of product
- H-D approved my summary form

Regulatory Requirements

- Safety warnings
- GHS SDS (For chemical products)

Product Protection

- Materials reviewed against guidelines for products with cosmetic surfaces
- Testing was considered to meet H-D distribution requirements

Assembly

- Display Packaged Products
 - Use of approved display materials (Litho box, clamshell, etc.)
 - Follow appropriate packaging assembly instruction
 - Verify hang holes are not blocked (Boxed product)
 - Verify label is correctly placed
- Non-Display Packaged Products
 - Verified material selection with H-D (Via Summary Form)
 - Followed label placement guidelines

G. APPENDIX

G.1 Resource Assistance

For packaging inquiries and Packaging Summary Form submissions, contact P&A Packaging Engineering at hdpapackaging@harley-davidson.com.

Packaging Suppliers

Material	Company	Contact Information
Instruction Sheets	Coakley-Tech	Gail Hokenson Tel: (262) 369-6012 Fax: (262) 369-5647 E-mail: ghokenson@comcom.com Web: www.coakleytech.com/isheet
SKU Labels	Unified Solutions Inc.	Deanna Letizia Tel: (262) 942-5213 Fax: (262) 942-5255 E-mail: dletizia@usipackaging.com Web: www.usipackaging.com/hdlabelprod
H-D Logo Poly Bags, Protective Materials for Cosmetic Surfaces	Midland Paper, Packaging, & Supplies	Todd Nick Tel: (847) 777-2639 Fax: (847) 403-6940 E-mail: todd.nick@midlandpackaging.com

G. APPENDIX

G.2 DEALER RETURNS

Requirements

Harley-Davidson may require you to provide packaging materials for dealer returns, which includes all materials necessary to repackage a product to its original packaged condition, i.e. corrugated boxes, inserts, sleeves, poly bags, etc.

Packaging Material Requests

All requests for packaging materials will be made by the SCA/DPA.

Ship All Packaging Materials To:

Attn: Dealer Return Goods Department
Neovia Logistics Whse
850 N Graham Rd, Suite A
Dock 70
Greenwood, IN 46143

Billing/Invoices

All billing and invoices should be handled through your SCA/DPA.