

P & A Supplier Label Printing Supplier Setup Process



Table of Contents

• Introduction	3
• Supplier Access Steps	4
• Business Requirements	5
• Environment Setup	6
• Post Implementation – Supplier Responsibilities	9
• Ordering Label Stock	10
• References	11



Introduction

- **Purpose**
 - This document provides a guide on what is required to setup a supplier to perform Retail Label Printing through the Contract Packaging application, accessible through H-DSN.
- **Definitions**
 - **H-DSN:** Harley-Davidson Supplier Network
 - **Contract Packaging:** Application that allows suppliers to perform necessary business transactions against legacy systems without the need for direct access to H-D network. This includes **Retail Label Printing**.
 - **Remote Print Manager (RPM):** software installed on a Windows based server or PC at the supplier location. It accepts print files from HOST system and allows manipulation management of print files.



Supplier Access Steps

- **H-DSN Supplier**
 - Supplier must be a current H-DSN supplier or be implemented successfully
 - Registration can be initiated by the buyer/planner by going to the H-DSN public menu and registering online. A valid pre-approved supplier ID is required.
 - H-DSN url: <https://www.h-dsn.com/>
- **Contract Packaging (Label Printing) Access**
 - A request is submitted in H-DSN for Label Printing access
 - Log on to H-DSN
 - Click on "Contact Us" on the column to the left
 - Fill out the request to specifications
 - The request must include the following:
 - Supplier contact information
 - P&A purchasing representative.
 - The IP address where the RPM software will be installed. The IP address must be accessible through the firewall.
 - Both the supplier and the P&A purchasing representative will be notified when setup is complete.



Business Requirements

- **Retail Packaging**
 - Suppliers must be able to perform the retail packaging for their products for this label printing capability to work.
- **Signed Master Supplier Agreement (MSA)**
 - The Master Supplier Agreement includes a section forbidding the misuse of the H-D trademark.
 - Since we will be providing suppliers with our electronic versions of our trademarks, we need to ensure that the H-D icons will only be used for printing labels.
- **Purchase Remote Print Manager (RPM)**
 - RPM software is needed to print the Harley-Davidson labels to standards.
 - Maintenance of the RPM software requires a small annual fee.
 - Software Information:
 - Elite – supports 99 printers, designed for Windows NT/2000/XP/2003
 - Select – supports 24 printers, designed for Windows NT/2000/XP/2003
 - Contact RPM directly through their website: <http://lpd.brooksnet.com>



Environment Setup

- **RPM - Remote Print Manager**
 - The supplier will purchase software directly from Brooks Internet Software, Inc and be responsible for all software and maintenance related costs, maintenance and back-ups related to this software.
 - The software can be downloaded from the brooksnet.com website. The supplier will receive a welcome letter after the purchase with download and install instructions as well as the license key.
 - As part of the software download the supplier will receive softcopy manuals that contain detailed information on the software functionality and setup processes.
 - Remote Print Manager (RPM) must be loaded on a machine that has network access to the zebra printer(s) to be used.
 - A print queue must be created for each facility that will be receiving printer output.
 - The print queue name will be provided by the applications support team as it must match the queue name setup on the Harley-Davidson host system
 - The Harley-Davidson print queue will be directly pointed to the IP address of the server on which the RPM software is installed. This IP address must be accessible through the firewall.
- **Barcode Thermal Printer**
 - Zebra printers is an industry standard for thermal bar code printers and these printers meet Harley-Davidson's standards.
 - Printer must be able to print at 300 DPI (Dots Per Inch)
 - Currently only the Zebra Model 170Xi has been tested and approved to meet standards
 - Contact Zebra or a similar company to purchase a printer if necessary.



Environment Setup (cont.)

- **Harley-Davidson Icons**
 - Harley-Davidson Icons must be acquired in order to print H-D labels. They will be given to the supplier through the Packaging Team
 - Buyer/Planner must contact the P&A Packaging Engineer or Marketing for electronic copy of the icons
 - Buyer/Planner must verify that the supplier has signed a Master Supplier Agreement (MSA) before the icons can be issued.
 - Packaging team member will send a zip file with the icons to the buyer/planner
- **Loading Icons onto Printer**
 - Harley-Davidson icons must be loaded on the zebra printer.
 - The buyer/planner will provide the supplier with the file 'graphics.tab' which can be located in the attached files
 - This file is the script to load the icons on the printer
 - Use Notepad to open and change the 'graphics.tab' file.
 - The supplier will need to replace the H-D server name ('hdmxxxxxx1') and the H-D printer name (ENG-Yellow_74-Zebra_140xill-1) with the supplier's server and printer name
 - Save the file with an extension of '.bat'
 - Double click the newly saved 'graphics.bat' file to run it.



Environment Setup (cont.)

- **Formatting Printer to Print Labels**
 - Work with Zebra to format printer to print H-D labels correctly.
- **Label Verification Process**
 - Before the supplier is permitted to use printed labels, the supplier's label must meet the H-D inbound packaging standards.
 - Reference the "Packaging System Requirements – "Packaging and Labeling Standards For Inbound Parts and Accessories" document on H-DSN for the specifications
 - H-DSN > Menu > General Business Information > Packaging Specifications
 - Suppliers will submit a minimum of 10 label samples to the lead buyer/planner for review prior to printing their own labels. Without scan approval, suppliers should not print labels.
 - Have the supplier ship the label samples to the lead Buyer/Planner
 - Scanning of the label samples will be done at Juneau by the packaging engineering group.
 - Harley-Davidson will provide a response back to the supplier three business days after the receipt of the label samples.
 - If failure occurs the packaging engineering group will specify which dimensions of quality failed and will work with the supplier to determine a resolution.



Post Implementation – Supplier Responsibilities

- **Precautionary Measures**

- Ensure that extra copies of RPM and other backups are kept off site in the situation of disaster
- Perform maintenance of printers to ensure proper performance
 - Includes: Cleaning printer heads and replacing ribbon
- Sample test printed labels from each order to ensure readability.
- If RPM software is moved to a different Server move the HD Icon file to the same server.
- If the software is moved to a new server or the IP address of the server is changed you must notify HD of the new IP address.



Ordering Label Stock

- **Ordering Labels**
 - Suppliers can order blank label stock through Advance Label Technology, Inc. while printed labels will continue to be ordered through USI.
 - The cost of the labels will be paid for by Harley-Davidson but the freight will be paid for by the supplier.
- **Minimum Order Quantity**
 - Minimum Order Quantity for the Small Plain and Large Display labels is 1 case.
 - 1 case = 2 rolls x 4000 Small Plain labels/roll = 8000 Small Plain Labels
 - 1 case = 4 rolls x 2000 large display labels/roll = 8000 Large Display Labels
- **Label Stock Levels**
 - Do not hold or order more than 3 months supply of Label Stock unless the 3 month supply is less than the minimum order quantity.
- **Purchasing Representative**
 - Orders can be placed through Advance Label Technology, Inc. via phone, e-mail, or fax.
 - Debra Kailer is the contact for ordering labels.
 - Phone: (262) 673-3008
 - E-mail: advancelabel@nconnect.net
 - Fax: (262) 673-3009



Ordering Label Stock (cont.)

- **Ordering Requirements**
 - Orders must include: Stock number(s), description, quantity, shipping code, supplier's name, contact person's name, and shipping address.
 - Reference the list of Stock number(s) and Description

Labels	
STOCK NUMBER	DESCRIPTION
-PKG002065	SMALL PLAIN
-PKG002147	LARGE PLAIN
-PKG002149	LIGHT BLUE BUELL
-PKG002150	FGC WHITE 4 X 4
-PKG002152	FGC YELLOW 4 X 4
-PKG002153A	BLUE MULTIFIT
-PKG002154A	YELLOW SPORTSTER
-PKG002155A	RED DYNA
-PKG002156A	PURPLE SOFTAIL
-PKG002157A	GREEN TOURING
-PKG0002158A	BLACK MOTORPARTS
-PKG002159A	BUELL DISPLAY LABEL
-PKG002160A	GRAY, VRSC
-PKG002162A	SCREAMIN EAGLE DISPLAY



References

- Contract Packing User Guide: available on-line through the application in H-DSN. This guide will provide the user with a step by step instruction on how to print labels through the application.
- Remote Print Manager Application manual available for download from the brooksnet.com web site.
- Packaging System Requirements – Packaging and Labeling Standards For Inbound Parts and Accessories: available on-line through H-DSN.