



September 2011

Dear Valued Supplier,

Harley-Davidson requires bar code label compliance on every shipment received at all Harley-Davidson ship to locations. Shipments missing bar code labels impacts the Harley-Davidson receiving process and will impact your company as well. The impact to your company may be delayed payment, proof of delivery, and/or a decrease in the supplier performance rating.

Due to the receiving process being dependent upon the presence of accurate bar code labels and the possibility of bar code system failures due to power outages, hardware breaking, loss of Internet connection, and et cetera, this letter is to provide you with an approved disaster recovery plan that will ensure all shipments have bar code labels.

### **Disaster Recovery Plan**

To have at hand for immediate use, pre-printed bar code labels for each Harley-Davidson part number. The required amount of pre-printed bar code labels for each part number must equal to the number of containers and pallets shipped on any given day. The pre-printed bar code labels should **not have the packing list and serial numbers printed on them**. When the pre-printed bar code labels are used, **the packing list and serial numbers must be handwritten on them at the time of shipment**. **This manual process is only acceptable in an emergency.**

To ensure that the pre-printed labels contain current information, they must be reviewed periodically against the most recently received requirements. It is preferred that a process is implemented so that when a new part number is added or when changes to an existing part number occur, new labels are updated/created and printed and the outdated labels discarded. Changes to the existing part number could be a new revision level, new purchase order number, new supplier ID, new container quantity as packing requirements change, different ship to address, and et cetera.

It is Harley-Davidson's expectation that your company will implement a bar code disaster recovery plan immediately.

If you have any questions regarding the approved disaster recovery plan, please feel free to contact your Harley-Davidson purchasing representative.