



HARLEY-DAVIDSON® PARTS & ACCESSORIES

PACKAGING AND LABELING STANDARDS FOR INBOUND PARTS AND ACCESSORIES

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***** INTRODUCTION

To Our Supplier,

Harley-Davidson Packaging has assembled the enclosed 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 shipping to a Harley-Davidson distribution center or contract packaging facility only.

If you are shipping product into a Harley-Davidson contract packaging facility, please note that Section C (Standard Distribution Center Packaging), is NOT a requirement. ALL other sections require adherence.

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

All packaging and shipping 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 & Regards,

Harley-Davidson

A 1.1 Product Identification Labels

Harley-Davidson's enterprise-wide product identification labels are the Container, Master, Mixed Load, and Mixed Master barcode labels, which utilize the AIAG B-10 standard as the base format. The labels are 4 x 6" and tie the contents of the shipment to Harley-Davidson's requirement as well as an electronic Advance Ship Notice (ASN).

- Container Label -Reflects the contents of a single container holding an identical part number.
- Master Label Reflects the contents of a single pallet containing identical part numbers.
- Mixed Load Label A single pallet that contains multiple part numbers.

All suppliers must utilize this format to identify product shipped to Harley-Davidson. Product Identification Labels are required for shipments to ALL Harley-Davidson Distribution Centers and contract facilities.

Proper positioning of the product identification labels is also important for effective identification of the container of parts sent to Harley-Davidson. An illustration of exact locations for container labels is included (see A 9.1 Master Label – Master Load Master Label Placement). If stretch wrap is used to hold the containers together on a pallet, all Container labels must be clearly visible under the stretch wrap.

This text is an excerpt from the Bar Coding Requirements document that can be found in its entirety on H-DSN: www.h-dsn.com/genbus/PublicDocServlet?docID=75&docExt=pdf

A 2.1 Materials

Pressure sensitive label stock or printed on paper sheet and secured with a 2" pressure sensitive poly tape.

A 2.2 Dimensions

Six inches wide and variable in length based on information required. Harley-Davidson suggests using a common **6 x 4"** label stock size, which is an off-the-shelf product.

A 2.3 Specifications

Format:

Information from internal Harley-Davidson sources and Automotive Industry Action Group (AIAG) standards, specifically the B-10 Trading Partner Label Guidelines.

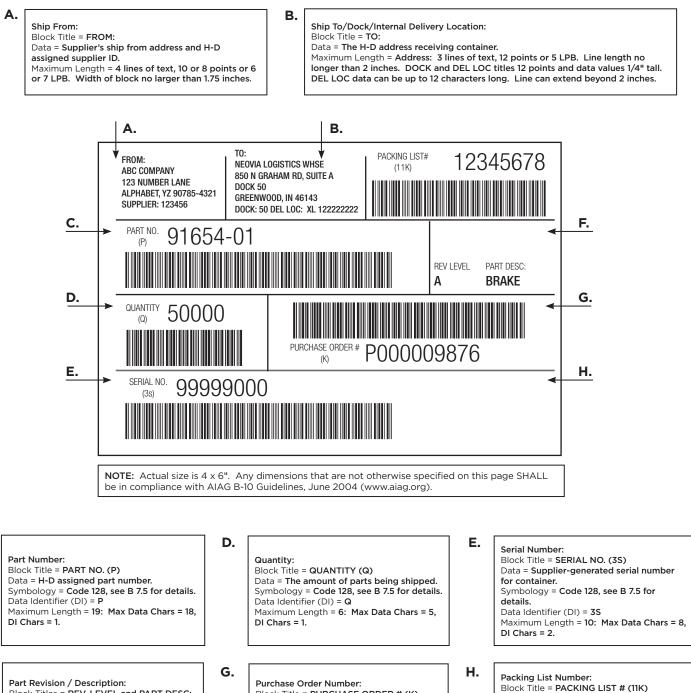
A copy of this guideline can be ordered for a nominal fee from

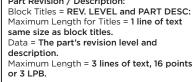
Customer Service

Automotive Industry Action Group 26200 Lahser Road, Suite 200 Southfield, MI 48033-7100 Tel: (248) 358-3003 Fax: (248) 799-7995 E-mail order: order_inquiry@aiag.org Website: www.aiag.org

A 3.1 Container Label

Reflects the contents of a single container holding an identical part number.





C.

F.

Packaging & Labeling Standards for Inbound Parts and Accessories AC2.03.PAD.33 V1

Maximum Length = 16: Max Data Chars =

Block Title = PURCHASE ORDER # (K)

Data = H-D purchase order number.

Symbology = Code 128, see B 7.5 for

Data Identifier (DI) = K

15, DI Chars = 1.

details.

Data = Supplier-generated packing list

Data Identifier (DI) = 11K

DI Chars = 3.

number, which may be the same as the ASN

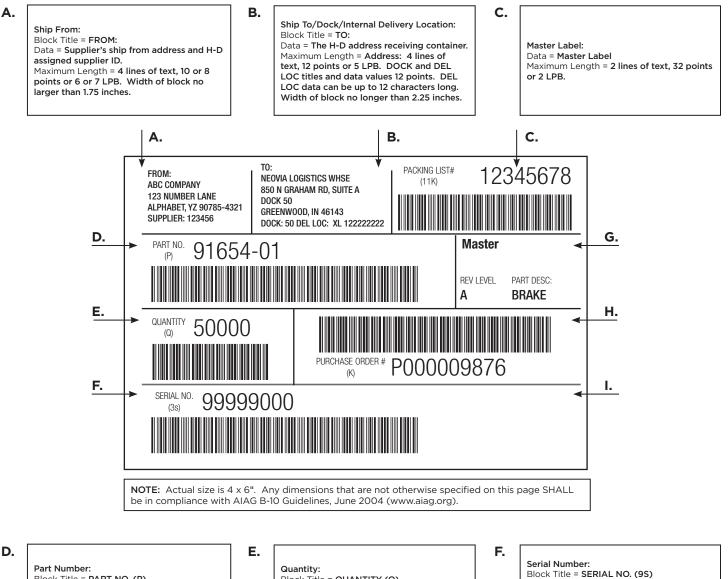
Symbology = Code 128, see B 7.5 for details.

Maximum Length = 11: Max Data Chars = 8,

number (if not, must be pack list number).

A 4.1 Master Label

Reflects the contents of a single pallet containing identical part numbers.



Block Title = PART NO. (P) Data = H-D assigned part number. Symbology = Code 128, see B 7.5 for details. Data Identifier (DI) = P Maximum Length = 19: Max Data Chars = 18, DI Chars = 1.

Block Titles = REV. LEVEL and PART DESC:

Maximum Length = 3 lines of text, 16 points

Maximum Length for Titles = 1 line of text

Data = The part's revision level and

Part Revision / Description:

same size as block titles.

description.

or 3 LPB.

G.

Quantity: Block Title = QUANTITY (Q) Data = The amount of parts being shipped. Symbology = Code 128, see B 7.5 for details. Data Identifier (DI) = Q Maximum Length = 6: Max Data Chars = 5, DI Chars = 1.

H. Purchase Order Number: Block Title = PURCHASE ORDER # (K) Data = H-D purchase order number. Symbology = Code 128, see B 7.5 for details. Data Identifier (DI) = K Maximum Length = 16: Max Data Chars = 15, DI Chars = 1. Packing List Number: Block Title = PACKING LIST # (11K) Data = Supplier-generated packing list number, which may be the same as the ASN number (if not, must be pack list number). Symbology = Code 128, see B 7.5 for details. Data Identifier (DI) = 11K Maximum Length = 11: Max Data Chars = 8, DI Chars = 3.

Data = Supplier-generated serial number

Symbology = Code 128, see B 7.5 for details.

Maximum Length = 10: Max Data Chars = 8,

for pallet.

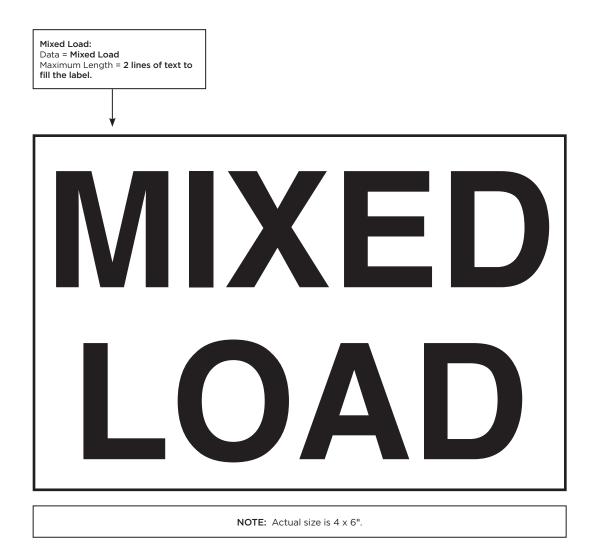
DI Chars = 2.

I.

Data Identifier (DI) = 95

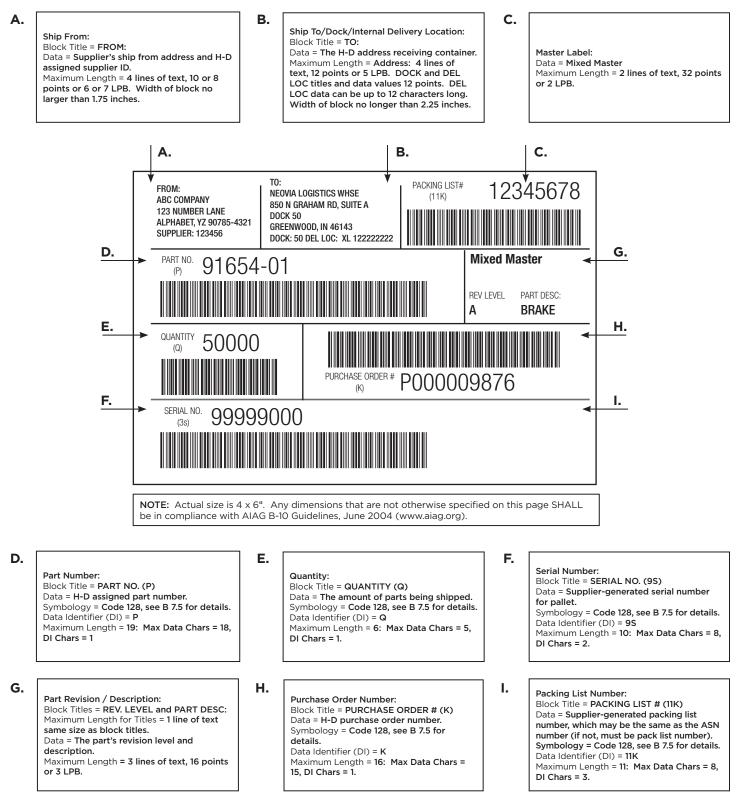
A 5.1 Mixed Load Label

The Mixed Load label is to be used on a single pallet containing multiple part numbers.



A 6.1 Mixed Master Label

The Mixed Master label is 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.



A 7.1 Alpha-Numeric Text Blocks

The height of text characters is defined by using a unit of measure called Lines per Block (LPB) measurement enables the operator to determine the actual height and font of the text for a given LPB because it may be different with each printer or label-making software selected.

A 7.2 Barcode Building Blocks

- This building block contains no more than one barcode.
- The data characters per block for a barcode, including data identifiers (DI), shall not exceed 19.
- The barcode symbol shall be placed in the lower portion of the barcode building block and left justified.

Lines per Block	Max Characters per Line	Point	Inches	ММ
1	8	64	0.9	22
2	18	32	0.4	11
3	28	20	0.25	7
4	34	16	0.2	5
5	42	12	0.15	4
6	48	10	0.12	3
7	59	8	O.1	2
8	68	6	0.08	1.5

A 8.1 Data Identifier

The Data Identifier is a character encoded in the barcode as a constant preceding the variable information in each building block.

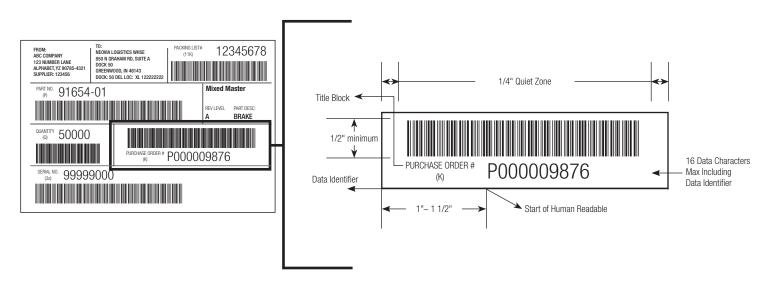
The Data Identifier is NOT part of the human readable text printed above the barcode. The barcode must be encoded with the specific character as shown on the example.

Data Identifier	Field
Р	Part Number
Q	Quantity
К	Purchase Order Number
3S	Serial Number (Container Label)
95	Serial Number (Master Label & Mixed Master Label)
11K	Packing List Number

A 8.2 Master Label Barcode Symbology

Code 128 Specifications for Container and Master Labels:

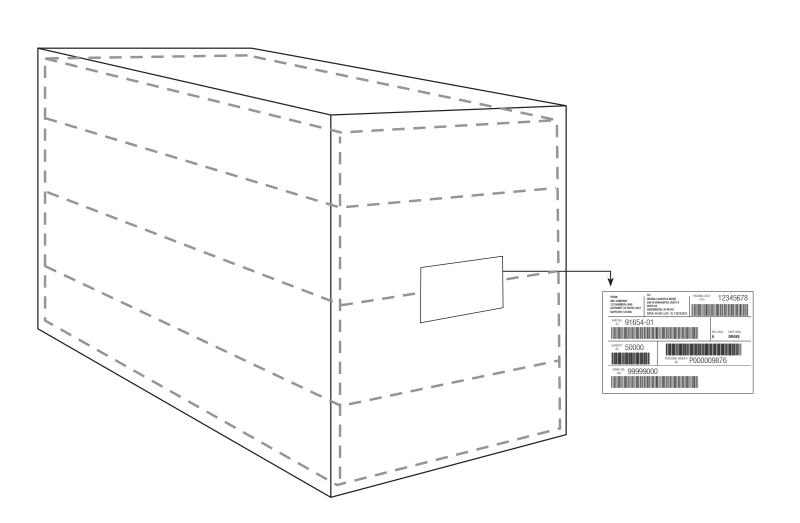
- Industry standard is the Automotive Industry Action Group (AIAG)
- Use Code 128 Subset C for numeric characters
- Use Code 128 Subset A for alpha characters and ASCII symbols
- "X" dimension shall be in the range of 0.33 mm (0.013 inch) to 0.43 mm (0.017 inch)
- Barcode height shall be a minimum of 13 mm (0.5 inch)
- Quiet zone (blank space at each end of the barcode) shall be a minimum of 6.3 mm (0.25 inches)
- Barcode shall meet a minimum ANSI print quality grade of "C"
- Human readable data must be 3 LPB
- Row/block height must be 1 inch tall



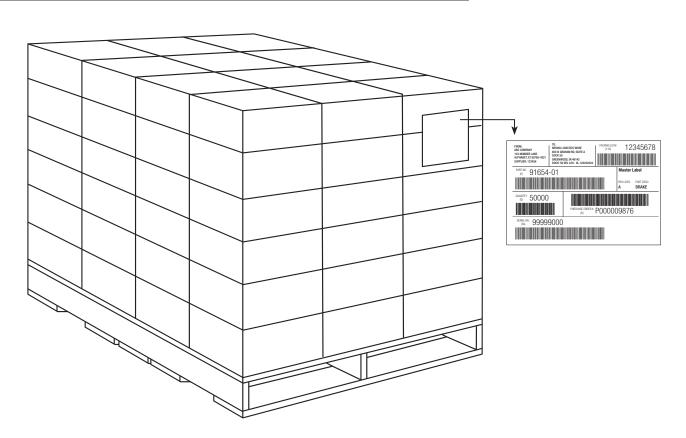
B 8.3 Master Label Verification

Suppliers are required to send a sample master label to their SCA/DPA for scan and format approval to avoid charge backs. If you do not have a label printer or are unable to print labels yourself, see H 1.1 for a contact.

A 9.1 Container Label Placement

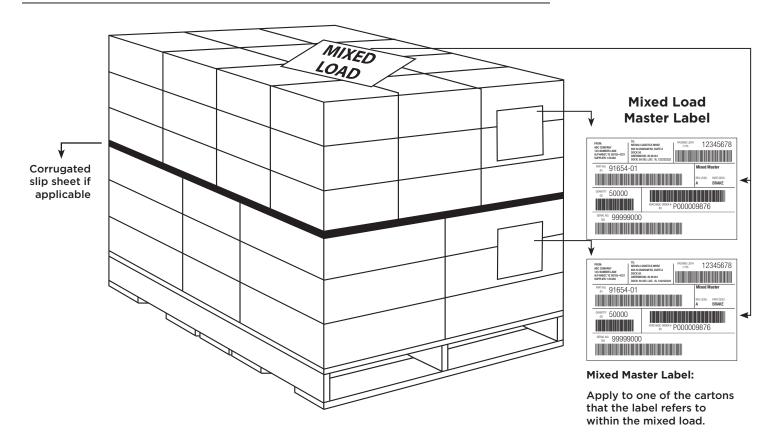


A 9.2 Master Load Master Label Placement



Master Label Placement Clarification: Place label on top right corner of end of shipment inside of stretch wrapping.

A 9.3 Master Load Master Label Placement



A 9.4 Mixed Master Label Requirements

Mixed Skid?	More than one box of part # on skid?	Multiple Purchase Order (PO) #s?	Multiple Packing List #s?	Mixed Master Label Requirement
Yes	No	N/A	N/A	Use one Mixed Master label that equals quantity of the box. Continue to next part on the pallet.
Yes	Yes	No	No	Use one Mixed Master label that equals the quantity of all of the boxes. Continue to next part on the pallet.
Yes	Yes	No	Yes	Use a Mixed Master label for each of the packing list #s used for the part #. The label quantity should reflect the quantity for each packing list appropriately. Continue to next part on the pallet.
Yes	Yes	Yes	No	Use a Mixed Master for each of the PO #s used for the part #. The label quantity should reflect the quantity for each PO appropriately. Continue to next part on the pallet.
Yes	Yes	Yes	Yes	Use a Mixed Master for each unique packing list/PO combination used for the part #. The label quantity should reflect the quantity for each combination appropriately. Continue to next part on the pallet.

B PALLETS

B 1.1 Materials

Wood, metal, and plastics meeting the criteria stated in this document are acceptable. Corrugated disposables are **NOT** acceptable.

B 1.2 Dimensions

 $48 \times 45"$ (+/- 1/8" in length or width maximum). Main entry on 45" side.

B 1.3 Specifications

Туре

- Two-way: Openings accepting handling equipment in two ends.
- (Optional) Partial Four-way (Notched stringer style): Openings at both ends and side openings with limited accessibility to handling equipment.

Style

- Only flush (no winged) reversible or non-reversible stringer pallets are allowed.
- Nine block style pallets are NOT ACCEPTED.

Construction

• As defined by the National Wooden Pallet/Container Association

1421 Prince St, Suite 340 Alexandria, VA 22314-2805 Tel: (703) 519-6104 Web: www.nwpca.com

Load Weight

• Maximum: 1800 lbs

Pallet Load Height

• Maximum: 72 in

Pallet Loading and Space Utilization

• Additional guidelines are available at the following link for anyone needing assistance with pallet design: www.h-dsn.com/genbus/PublicDocServlet?docID=209&docExt=pdf

Load Securement

- Use stretch wrap or shrink wrap.
- Non-metallic (plastic) strapping can be used with written approval PRIOR to shipment.
- Metal strapping/banding is **NOT** acceptable. All packages must be secured and load must be prevented from shifting during transit.

c STANDARD DISTRIBUTION CENTER PACKAGING

C 1.1 Background

Standard size master shipping cartons are used to improve productivity, inventory accuracy, and also provide consistency among suppliers. Product shipped to the distribution center packaged so that it does not require any additional packaging or pre-packaging is a strong candidate for one of the standard master shipping cartons. The standard master shipping carton sizes are specifically designed to fit the storage racks and pick and pack areas within the distribution center.

When are Master Shipping Cartons required? For product inbound to a Harley-Davidson distribution center

When are there exceptions? Product that is larger than Master Shipping Cartons Product shipped dealer direct

For further explanation, please contact the product's SCA/DPA.

C 1.2 Master Shipping Carton Dimensions (See Appendix for Drawings)

Large (-PKG000849) 22 15/16 x 18 x 10" Inside dimensions Medium (-PKG000848) 18 x 11 x 10" Inside dimensions **Small** (-PKG000847) 18 x 5 3/8 x 10" Inside dimensions **Very Small** (-PKG000846) 18 x 5 3/8 x 5" Inside dimensions

c STANDARD DISTRIBUTION CENTER PACKAGING

C 1.3 Master Shipping Carton Specifications

Style

- Regular Slotted Container (RSC)
- International Box Code 0201
- Manufacturer's joint shall be glued

Material

• 275 Mullen Burst strength and "C" flute material for all sizes.

Weight Restriction

• 50 lbs maximum (including product, box, and packaging materials regardless of size)

Void Fill

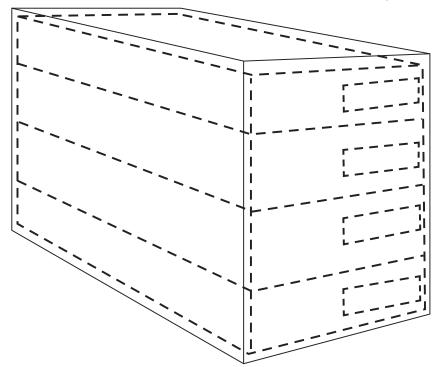
- Acceptable materials are clean, wadded kraft paper or bubble wrap.
- **Unacceptable materials** are expanded foam "peanuts," shredded or wadded newspaper or computer paper, excelsior, and popcorn.

CPQ/CCFG

- Container Pack Quantity (CPQ): the total number of units per box. Image to right.
- Case Configuration (CCFG): the total number of units per pallet; also called Pallet Configuration (PCFG).
- Acceptable materials are 2 3" fiber reinforced paper tape or 2 3" poly tape.
- Unacceptable materials are staples, twine, metal, or plastic banding.

Note: The CPQ must be followed for every shipment of all retail-packaged products.

Inside Master Shipping Carton View Note: In the example below the CPQ is QTY 4



D SUPPLIER NON-COMPLIANCE CODES

D 1.1 ASN Codes

Code	Description	Definition
N30	ASN: Missing	ASN is missing.
N31	ASN: Incomplete	ASN is not usable or doesn't contain all of the SKU's in the shipment.

D 1.2 Master Label Codes

Code N43	Description Mast Lab: Field Missing	Definition Barcoded field on the master label isn't populated.
N44	Mast Lab: Does not scan	ASN is not usable or doesn't contain all of the SKU's in the shipment.
N46	Mast Lab: Missing Master Label	Product arrives without a master label.
N51	Mast Lab: Wrong Leading Chars	Any barcode on the master label does not scan because the leading characters are wrong.
N61	Mast Lab: Invalid Part Number	Invalid part number is referenced on the master label.
N97	Mast Lab: ASN Qty-Load Qty Mismatch	Quantity referenced in the ASN does not match the quantity received in the shipment.
D 1.3 Mixed Label Codes		

Code	Description	Definition
N70	Mix Lab: Missing Mixed Label	Label that identifies a mixed load is missing.

E SUPPLIER NON-COMPLIANCE CODES

E 2.1 Pallet Codes

Code N73	Description Pallet: Dimensions Not (48x45")	Definition Pallet is not the correct size.		
N74	Pallet: Wrong Material/ Construction	Pallet is not of the right construction.		
N80	Pallet: Load Height Over	Pallet arrives with product stacked taller than appropriate for configuration.		
N83	Pallet: Metal Banding	Product is banded - metal or plastic.		
N84	Pallet: Insufficient Ld Secure	Pallet is not wrapped sufficiently to safely move the pallet.		
N86	Pallet: Incorrect CCFG	Product arrives with more parts on a single pallet than what is configured in the Item Master.		
E 2.2 Case Codes				
Code	Description	Definition		
N85	Case: Incorrect CPQ	Product arrives with too many parts		

Code	Description	Definition
N85	Case: Incorrect CPQ	Product arrives with too many parts in the correct size container.
N88	Case: Incorrect Container	Product arrives in the wrong container size.
N90	Weight Over (50 lbs)	Individual carton weighs more than 50 lbs.

E 2.3 Miscellaneous Codes

Code	Description	Definition
N98	Misc: Packlist Missing	Shipment is missing the packlist.

F APPENDIX

F 1.1 Compliance Checklist

General Requirements

Reviewed Packaging & Labeling Standards

CPQ/CCFG quantities communicated to SCA/DPA

Detailed Process & Material Requirements

Utilized	correct	Master	Shipping	Carton	size -	VS.	S.	M. I	
othized	CONCCU	induction	Sinpping	Curton	5120	v ٥,	Ο,	, .	-

- Master Shipping Carton did not exceed 50 LBS gross weight
- Ensured Master Shipping Cartons were properly sealed
- Verified Palletizing Requirements
 - Pallet size & type
 - □ Final stack height of pallet and product (Under 72")
 - □ No over-hang of product
 - Product secured correctly to pallet (1800LBS or Less)
- Verified Master shipping Label Data
 - PO Number
 - Part Number
 - Quantity
 - Serial Number
 - Packing List Number
 - Ship To
 - □ Ship From
 - Master Label Type -(ie. Mixed or Master)

ISSUE ASN ONCE REVIEW IS COMPLETE

F APPENDIX

F 1.2 Resource Assistance

For CPQ/CCFG values, pallet loading configurations, barcode verification, and other questions, contact your assigned Supply Chain Analyst or Development Purchasing Analyst.

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

Packaging Suppliers

Material	Company	Contact Information		
Label Stock	Advance Label Technology	Debbie Kailer Tel: (262) 673-3008 Fax: (262) 673-3009 E-mail: advancelabel@nconnect.net		
Pallets, Printer Ribbon	Midland Paper, Packaging, & Supplies	Todd Nick Tel: (847) 777-2639 Fax: (847) 403-6940 E-mail: todd.nick@midlandpackaging.com		
Master Shipping Cartons, Bulk Bins	Menasha Packaging Company	Jarrod Dornbach Tel: (414) 915-5558 E-mail: jarrod.dornbach@menasha.com		

Distribution Center

Neovia Logistics Whse 850 N Graham Rd, Suite A Dock 50 Greenwood, IN 46143

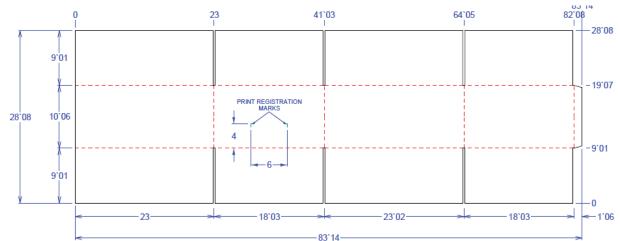
F APPENDIX

F 1.3 Master Shipping Carton Drawings

Please note that all dimensions are written in inches and sixteenths of an inch. Example: 18'08 is 18.5 inches. The registration marks on Harley-Davidson supplied master shipping cartons are intended to provide guidance on the placement of the AIAG container label.

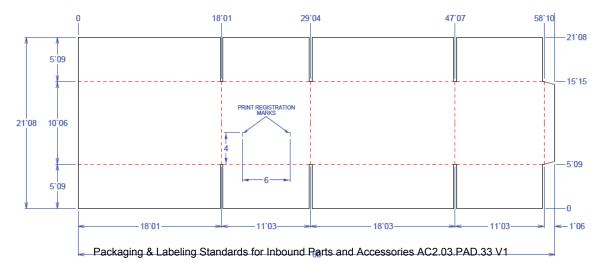
Large Master Shipping Carton - PKG000849

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- 1/2" block letters, centered in space.
- Printed line.
- 1" block letters, centered on panel.



Medium Master Shipping Carton - PKG000848

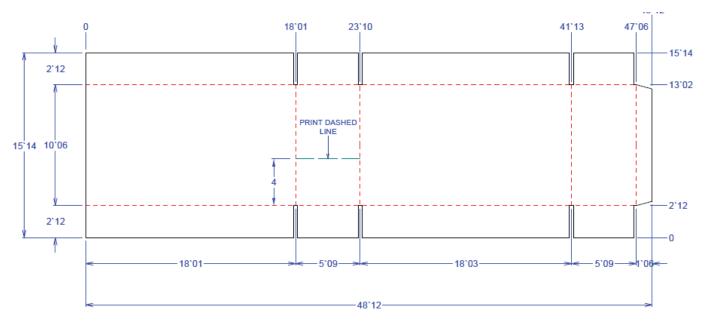
- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- 1/2" block letters, centered in space.
- Printed line.
- 1" block letters, centered on panel.



F APPENDIX: MASTER SHIPPING CARTON DRAWINGS

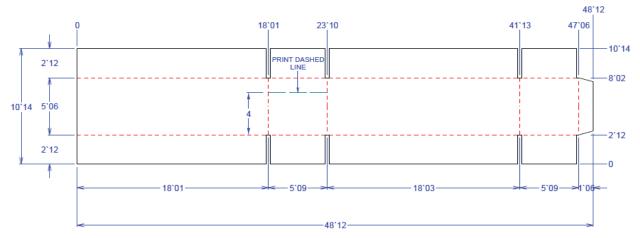
Small Master Shipping Carton - PKG000847

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- 1/2" block letters, centered in space.
- Printed dashed line 5" long, 4" from score.
- 1" block letters, centered on panel.



Very Small Master Shipping Carton -PKG000846

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- 1/2" block letters, centered in space.
- Printed dashed line 5" long, 4" from score.
- 1" block letters, centered on panel.



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