

Bar Code Label Requirements

January 2014

Label Types

B-10, Product Identification Labels

B-12, Quick Receive Label

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Introduction

Harley-Davidson believes that an enterprise-wide B-10 (Product Identification) and B-12 (Quick Receive) bar code label requirements help enable greater efficiencies in shipping and receiving processes, better data integrity, easier product identification, and integration with other electronic commerce systems. These labels were created using the guidelines and standards issued by the Automotive Industry Action Group (AIAG). Most suppliers are familiar with these guidelines and standards as they are the most generally recognized manufacturing-based guidelines. For additional information regarding AIAG, please refer to the AIAG section within this document.

Each H-D site may require additional label requirements. Please become familiar with the site's business requirements by reviewing the information posted on H-DSN. For additional assistance, please contact the H-D site's purchasing representative.

H-D highly recommends that suppliers use bar code scanners to collect the information required for the supplier's shipment documentation, including the Advanced Ship Notice (ASN, EDI 856). Although use of bar code scanners is not a specific requirement, H-D does require that all shipment documentation be sent to them promptly and accurately. Bar code scanners facilitate the efficient collection and transmission of accurate information.

Compliance to the labeling requirements as directed is considered foundational to doing business with H-D. Failure to comply as directed with labeling requirements will have an adverse affect on current and future business opportunities. Bar code compliance will be reported on the Supplier Performance System (SPS) Report.

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H-D Site Requirements

| | B-10 | B-10 | B-10 | B-10 | B-12 | |
|----------------------------|-----------|--------|-------|----------|---------|--------------|
| | Container | Master | Mixed | Multiple | Quick | Additional |
| | Label | Label | Load | Part | Receive | Label |
| | | | Label | Label | Label | Requirements |
| Bawal | X | X | | | | |
| Brazil | X | X | X | X | | |
| General Merchandise | X | X | X | | | X |
| India | X | X | X | X | | |
| Kansas City | X | X | X | X | | |
| Parts & Accessories | X | X | X | | | X |
| Pilgrim Road | X | X | X | | X | |
| Tomahawk - Both | X | X | X | | X | |
| Plants | | | | | | |
| Supplier Direct | X | X | X | | | X |
| York | X | X | X | X | | |

SPECIAL NOTES:

- 1. **GENERAL MERCHANDISE** Please reference the *General Merchandise Expectation Manual* for additional label requirements. The *General Merchandise Expectation Manual* has precedence over this document. The manual can be found on H-DSN.
- 2. **PARTS & ACCESSORIES** Please reference the *Packaging and Labeling Standards* for *Inbound Parts and Accessories* for additional label information regarding the B-10 labels and other label requirements. The *Packaging and Labeling Standards for Inbound Parts and Accessories* has precedence over this document. The manual can be found on H-DSN.
- 3. **SUPPLIER DIRECT** Please reference the *Supplier Direct Manual* for additional information regarding the B-10 labels and other label requirements. The *Supplier Direct Manual* has precedence over this document. The manual can be found on H-DSN.

Label Certification

All suppliers are required to submit the B-10 (Product Identification Labels) and B-12 (Quick Receive) bar code labels for certification. The certification process ensures that the labels meet the published standard. PDF label samples can be emailed to kelly.barbara@harley-davidson.com or original label samples can be mailed to:

Harley-Davidson Motor Company Attention: Kelly A. Barbara 1425 Eden Road York, PA 17402

B-10 (Product Identification) Labels

Harley-Davidson's enterprise-wide product identification labels are the Container, Master, Mixed Load, Sequenced Parts, and Multiple Parts Labels, which were created using the AIAG B-10 guidelines. The data on the label ties the contents of the shipment to the electronic Advanced Shipment Notice (ASN), thus enabling an efficient receiving process. For additional information about the ASN, please reference the *eCommerce Options* document posted on H-DSN's Electronic Commerce Information web page.

It is Harley-Davidson's expectation that all containers (i.e., boxes, pallets, etc.) in the shipment be labeled appropriately and documented in the ASN. Label specifications follow in this document.

Proper positioning of the product identification labels is also important for effective identification of the container of parts sent to Harley-Davidson.

- Container Labels: Illustrations of acceptable locations for Container Labels is included in this section. If stretch wrap is used to hold containers together on a pallet, all Container labels must be clearly visible under the stretch wrap. Suppliers who are unclear as to where to attach the container label should contact their appropriate Harley-Davidson purchasing representative for clarification.
- Master Labels: H-D will utilize the Master Label for receiving all material. Illustrations of where the Master Label is to be attached to loose containers (defined as any container not shipped on a pallet, including ropak, pallet boxes, etc.), pallets, and mixed pallets is included in this section.

If individually packaged bags of more than one unit (i.e. fasteners, labels, small electrical connectors) are shipped together in a box/ container, then each packaged bag must have a Container Label attached. Also, for each part number/packing list number/PO number combination, there must be a Master Label placed in the pack list envelope.

For additional information about the sequenced and multiple part (also known as kitted) processes, please reference H-DSN's Doing Business with Harley-Davidson web page.

| Shipping Scenario: | One Part Number in Multiple Containers on One Pallet | | | |
|---------------------------------------|--|-------------|--|--|
| | Labe Requirement | Mandatory | Information | |
| | | or Optional | | |
| | | | Container can be cardboard, hand-held returnable, corrugated box, drum, tote, or any other small container that is shipped on a pallet. | |
| | 1 Set of Container Labels attached to each container | Mandatory | Each container requires one set of Container Labels attached to front and back of container. | |
| AAAA | on the pallet | | Container Serial Number optional and will not be used in any H-D processes. | |
| 1 Part, Multiple Containers on Pallet | 1 Set of Master Labels attached to pallet | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory | |
| | | | will be used during the material receipt process. Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet) | |
| | | | - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

| Shipping Scenario: | One Part Number in Mu | ltiple Containers | on Two or More Pallets |
|--|--|-----------------------|---|
| | Labe Requirement | Mandatory or Optional | Information |
| Pallet 1 | | | Container can be cardboard, hand-held returnable, corrugated box, drum, tote, or any other small container that is shipped on a pallet. |
| AAA | 1 Set of Container Labels attached to each container on Pallet 1 | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| 1 Part, Multiple Containers on Pallet | 1 Set of Master Labels attached to Pallet 1 | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |
| Pallet 2 | 1 Set of Container Labels attached to each container on Pallet 2 | Mandatory | Each container requires one set of Container Labels attached to front and back of container Container Serial Number optional and will not be used in any H-D processes |
| A A A 1 Part, Multiple Containers on Pallet | 1 Set of Master Labels attached to Pallet 2 | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet) OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |

| Shipping Scenario: | Mixed Pallet - Multiple Parts Numbers in Multiple Containers on One Pallet | | |
|---------------------------------|--|-----------------------|---|
| | Labe Requirement | Mandatory or Optional | Information |
| | | _ | Container can be cardboard, hand-held returnable, corrugated box, drum, tote, or any other small container that is shipped on a pallet. |
| AAAA | 1 Set of Container Labels attached to each container containing Part A | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| B B B Multiple Parts, Multiple | 1 Set of Container Labels attached to each container containing Part B. | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| Containers on Pallet | A Master Label for Part A placed in a packing list envelope. | Mandatory | Master Labels to be placed in the packing list envelope. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet) OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |
| | A Master Label for Part B placed in a packing list envelope. | Mandatory | Master Labels to be placed in the packing list envelope. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet) OM SAP ASN: must be documented in the Mstr HU# page. |
| | 1 set of Mixed Load Labels | Mandatory | Mixed Load Label to be attached to front and back (fork truck entry points) of pallet. |

| Shipping Scenario: | One Part Number in One Ropak or in Another Large Container that can Only be Moved by a Fork Truck | | | |
|--------------------|---|-------------|--|--|
| | Labe Requirement | Mandatory | Information | |
| | | or Optional | | |
| | | | Large and must be moved by a fork truck | |
| | 1 Set of Container Labels attached to Ropak/Large Container | Optional | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| | 1 Set of Master Labels attached to Ropak/Large Container on face plate. | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per ropak). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

| Shipping Scenario: | One Part Number in Two or More Ropaks or in Another Large Container that can Only be Moved by a Fo Truck | | |
|--------------------|---|-----------------------|--|
| | Labe Requirement | Mandatory or Optional | Information |
| Ropak 1 | | | Large and must be moved by a fork truck |
| | 1 Set of Container Labels attached to Ropak/Large Container 1 | Optional | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| | 1 Set of Master Labels attached to Ropak/Large Container 1 on face plate. | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per ropak). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |
| Ropak 2 | 1 Set of Container Labels attached to Ropak/Large Container 2 | Optional | Each container requires one set of Container Labels attached to front and back of container Container Serial Number optional and will not be used in any H-D processes |
| | 1 Set of Master Labels attached to Ropak/Large Container 2 on face plate. | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per ropak). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |

| Shipping Scenario: | Pallet Box/Large Container with Several Containers of the Same Part Number | | | |
|--|--|-------------|---|--|
| | Labe Requirement | Mandatory | Information | |
| | | or Optional | | |
| | | | Large and must be moved by a fork truck Pallet Box may be returnable | |
| | 1 Set of Container Labels attached to each smaller container placed in the pallet box/large container | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| THE PART OF THE PA | 1 Set of Master Labels | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet box). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

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| Shipping Scenario: | Two Pallet Boxes/Large | e Container with | Several Containers of the Same Part Number |
|--------------------|--|-----------------------|---|
| | Labe Requirement | Mandatory or Optional | Information |
| Pallet Box 1 | | | Large and must be moved by a fork truck Pallet Box may be returnable |
| | 1 Set of Container Labels attached to each smaller container placed in the pallet box/large container | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| BIBI | 1 Set of Master Labels for Pallet Box 1 | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet box). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |
| Pallet Box 2 | 1 Set of Container Labels attached to each smaller container placed in the pallet box/large container | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| | 1 Set of Master Labels for Pallet Box 1 | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet box) OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |

| Shipping Scenario: | Mixed Large Box/Container - Multiple Part Numbers in Large Box/Container | | |
|--------------------|--|-----------------------|--|
| | Labe Requirement | Mandatory or Optional | Information |
| | 1 Set of Container Labels attached to each smaller container placed in the pallet box/ large container | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| | 1 set of Master Labels for each part number in the pallet box/large container placed in the packing list envelope. | Mandatory | Master Labels to be placed inside the packing list envelope or placed inside the box (to be seen when the box is opened). Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per pallet). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |
| | 1 set of Mixed Load Labels | Mandatory | Mixed Load Label to be attached to front and back (fork truck entry points) of pallet. |

| Shipping Scenario: | One Part Number in Pallet of Trays or Layer Pads | | | |
|---|--|-----------------------|--|--|
| | Labe Requirement | Mandatory or Optional | Information | |
| | | | One part number per pallet/stack of trays or layer pads. | |
| 10 mm | 1 Set of Container Labels attached to each tray or layer pad | Optional | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| | 1 Set of Master Labels attached to pallet/stack | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per set of trays or pad). - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

| Shipping Scenario: | Loose Container (defined as any Container Not Shipped on a Pallet that can be Moved Without the Need | | | |
|-----------------------------|--|-------------|--|--|
| | Fork Truck) | | | |
| | Labe Requirement | Mandatory | Information | |
| | | or Optional | | |
| | 1 set of Container Labels attached to the container | Optional | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| Loose Container Shipment | 1 Set of Master Labels attached to the container | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number per single container) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

| Shipping Scenario: | · · · · · · · · · · · · · · · · · · · | | | | |
|--|---|-------------------|--|--|--|
| | Need of a Fork Truck) | | | | |
| | Same Part Number in Mu | ultiple Container | S | | |
| | Labe Requirement | Mandatory | Information | | |
| | | or Optional | | | |
| | 1 set of Container Labels attached to Part A, | Mandatory | Each container requires one set of Container Labels attached to front and back of container. | | |
| CNTR 1 CNTR 2 Part A Part A | Container 1 | | Container Serial Number optional and will not be used in any H-D processes. | | |
| Multiple Loose Containers in Shipment Same Part Number in Both Containers | 1 set of Container Labels attached to Part A, | Mandatory | Each container requires one set of Container Labels attached to front and back of container. | | |
| | Container 2 | | Container Serial Number optional and will not be used in any H-D processes. | | |
| | Master Label for Part A placed in pack list envelope (Quantity on label | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory | | |
| | summaries CNTR 1 and CNTR 2) | | will be used during the material receipt process. Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number containers) | | |
| | | | - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | | |

| Shipping Scenario: | Multiple Loose Containe | Multiple Loose Containers (defined as any Container Not Shipped on a Pallet that can be Moved Without the | | | |
|--|--|---|---|--|--|
| •• | Need of a Fork Truck) | | | | |
| | Part A shipped in Two Containers, Part B shipped in One Container | | | | |
| | Labe Requirement Mandatory | | Information | | |
| | • | or Optional | | | |
| | 1 set of Container Labels attached to Part A, | Mandatory | Each container requires one set of Container Labels attached to front and back of container. | | |
| | Container 1 | | Container Serial Number optional and will not be used in any H-D processes. | | |
| CNTR 1 CNTR 2 CNTR 3 Part A Part B | 1 set of Container Labels attached to Part A, Container 2 | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | | |
| Multiple Loose Containers in Shipment Part A in Two Containers Part B in One Container | Master Label for Part A placed in pack list envelope (Quantity on label summaries CNTR 1 and CNTR 2) | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number containers) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | | |
| | 1 set of Container Labels attached to Part B, Container 1 | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | | |
| | Master Label for Part B placed in pack list envelope (Quantity on label summaries CNTR 1 and CNTR 2) | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number per single container) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | | |

| Shipping Scenario: | Multiple Loose Containers ((defined as any Container Not Shipped on a Pallet that can be Moved Without the Need of a Fork Truck)in Shipment Part A in One Container, Part B in One Container | | | |
|---|--|--------------------------|--|--|
| | Labe Requirement | Mandatory or Optional | Information | |
| | 1 set of Container Labels attached to Part A, Container 1 | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| CNTR 1 Part A CNTR 2 Part B Multiple Loose Containers in Shipment Part A in One Container Part B in One Container | Master Label for Part A placed in pack list envelope (Quantity on label summaries CNTR 1 and CNTR 2) | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number containers) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |
| | 1 set of Container Labels attached to Part B, Container 1 | Mandatory | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. | |
| | Master Label for Part B placed in pack list envelope (Quantity on label summaries CNTR 1 and CNTR 2) | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per Part Number containers) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. | |

| Shipping Scenario: | <u>Envelope</u> | | |
|--------------------|--|-------------|--|
| | Labe Requirement | Mandatory | Information |
| | | or Optional | |
| | 1 Set of Container Labels attached to envelope | Optional | Each container requires one set of Container Labels attached to front and back of container. Container Serial Number optional and will not be used in any H-D processes. |
| Master Label | 1 Set of Master Labels attached to envelope or placed with the packing list. | Mandatory | Master Labels to be attached to front and back (fork truck entry point) of pallet. Master Serial Number: - mandatory - will be used during the material receipt process. - Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per envelope) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. |

| Shipping Scenario: | Sequenced Parts in a Container | | | |
|-------------------------------|---|-------------|--|--|
| | Labe Requirement Mandatory Information | | Information | |
| | | or Optional | | |
| | Container Labels not needed | Not Needed | | |
| Sequenced Parts in a Conainer | 1 set of Sequenced Master Labels attached to container | Mandatory | Master Labels to be attached to placards when present or on hang tags. Master Serial Number: - mandatory - will be used during the material receipt process Traditional EDI Suppliers: must be documented in the EDI segment REF SE (one HL Tare Loop per rack) - OM SAP ASN Suppliers: must be documented in the Mstr HU# page. Use only if currently using legacy SEQ labels. | |

Label Requirements

- Label size must be 4 x 6 inches, which is a standard size label
- Code 128 bar code symbology must be used:
 - o Use Code 128, Subset A for alpha characters and ASCII symbols
 - o Use Code 128, Subset C for numeric characters
- X dimension must be in the range of 0.013 inches (0.33 MM) to 0.017 inches (0.43 MM)
- Bar code height must be a minimum of 0.5 inches (13MM)
- Quiet zone (blank space at each end of the bar code) must be a minimum of 0.25 inches (6.3 MM).
- Bar code must meet a minimum ANSI print quality of "C"
- Human readable data must be 0.25 inches or 20 points or 3 LPB
- Row/block height must be 1.0 inch tall

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Container Label (B-10) Specification Sheet

The Container Label is to be used on a single container holding identical part / purchase order / packing list numbers

Ship From

Block Title = **FROM**:

 $\underline{Data} =$ Supplier's ship from address and H-D assigned supplier ID

<u>Maximum Length</u> = 4 lines of text using the largest font that will fit into the block

Part Number

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

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

Symbology = Code 128

Data Identifier (DI) = \mathbf{P}

<u>Maximum Length</u> = 19: Max Data Chars = 18 DI Chars = 1

Quantity

Block Title = **QUANTITY** (**Q**)

<u>Data</u> = The amount of parts being shipped.

Symbology = Code 128

 $\underline{\text{Data Identifier (DI)}} = \mathbf{Q}$

<u>Maximum Length</u> = 6: Max Data Chars = 5 DI Chars = 1

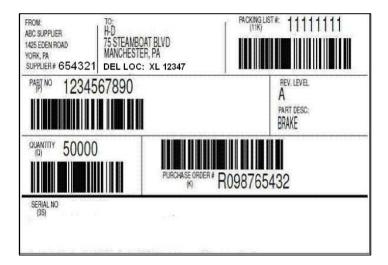
Ship To

Block Title = **TO**:

Data = The H-D address receiving the container

<u>Maximum Length</u> = 4 lines of text using the largest font that will fit into the block

Note: DEL LOC field only required for shipments to the Powertrain plant.



Serial Number

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

<u>Data</u> = Optional Information: Supplier generated serial number for the container. Serial number must be unique for 24 months.

Symbology = Code 128

 $\underline{\text{Data Identifier (DI)}} = 3S$

<u>Maximum Length</u> = 17: Max Data Chars = 15

DI Chars = 2

Packing List Number

Block Title = PACKING LIST # (11K)

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

Symbology = Code 128

Data Identifier (DI) = 11K

<u>Maximum Length</u> = 11: **Max Data Chars = 8 DI Chars = 3**

Part Revision / Description

Block Title = **REV LEVEL and PART DESC**

(set up as per illustration)

 $\underline{\underline{Maximum\ Length\ for\ Titles:}} = 1\ line\ of\ text\ same\ as$

block titles

Symbology = Code 128

Data = The part's revision level and description

Maximum Length = The width of the block

Purchase Order Number

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

Data = H-D purchase order number

Symbology = Code 128

Data Identifier (DI) = \mathbf{K}

 $\underline{Maximum \ Length} = 16: \ Max \ Data \ Chars = 15$

DI Chars = 1

Harley-Davidson Contacts:

Jaison Battle, Director Materials Planning – (414) 343-7584 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526 Issue Date: 2011

Specification ID: Container Label

Container Label Placement

The Container Label is to be used on a single container holding identical part / purchase order / packing list numbers.

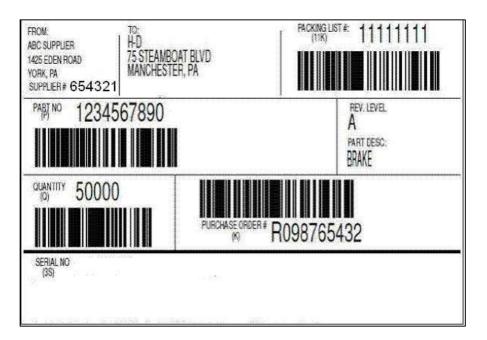
| ROPAK – Container label(s) shall be placed on two opposite sides, which should be the primary fork truck entry sides. | PALLET BOX, BASKET, WIRE MESH CONTAINER – Container label(s) shall be placed on two opposite sides, which should be the primary fork truck entry sides. |
|---|---|
| HAND-HELD RETURNABLE CONTAINER & CORRUGATED BOXES – Identical Container labels shall be located on each end. | RACK, METAL BIN OR TUB – Apply labels to provided placards when present or Attach 2 Container hang tags and labels to ear of rack |
| PALLET OF TRAYS OR LAYER PADS – Identical container labels shall be located on two opposite sides, which should be the primary fork truck entry sides. | SINGLE DRUMS, BARRELS, OR CYLINDRICAL CONTAINERS – Identical Container labels shall be located on the top and near the center of the side. |
| Bag – Place on Container label at the center of the face. | ROLL – Hang one Container tag 2.0 inches (50mm) from the end of the material. |
| TELESCOPIC OR SETUP CONTAINER – Identical Container labels shall be located on two opposite sides of the outer box. Some applications may also require identification of the inner box. | BUNDLE – Identical Container label tags shall be located at each end. |

Note:

- Bulk or irregular palletized loads shall have identical container labels located on two opposite sides, which should be the primary fork truck entry sides.
- When multiple drums, bundles, bags, rolls or other products are shipped on a pallet, Master Label and Mixed Load Label rules apply.

Container Label Tie to ASN

The data on the Container Label ties to the ASN, which is sent by the supplier when the material leaves their dock. Below is a table that cross references the blocks on the label to traditional EDI and H-DSN's Order Management.



| | Traditional EDI EDI Segment | H-DSN Order Management Field | Sterling Web Forms Field |
|------------------|--------------------------------|------------------------------------|-------------------------------------|
| Supplier ID | N1 SU 04 | Supplier ID | Supplier Code |
| Packing List # | REF PK 02 | Pkg List | Packing List(Only if Note ASN #) |
| Part No. | LIN 03 | Part # | H-D Part # |
| Rev. Level | LIN 05 | Rev | Drawing Rev. Level |
| Quantity | CLD 02 | Cont Qty | Load Detail: Units per Container |
| Purchase Order # | LIN 07 | PO | H-D PO# |
| Serial No. | REF LS 02 | Ser# | AIAG Label Serial |
| (Optional | | (Field will not be | Number |
| Information) | | in the ASN to SAP sites) | |

New Model Year Parts

Harley-Davidson requires that all new parts that are being shipped for an upcoming model year or mid-model year must be properly labeled as to distinguish them from other current production material. Incoming containers of new parts must have labels indicating "NPC" to distinguish them from other current production parts. For additional information, please contact the Harley-Davidson purchasing representative or reference H-DSN's Doing Business with Harley-Davidson web page.

Containers of parts should also include the Product Identification Container Label (B-10 label) as indicated earlier in this section. The revision level of the part must be clearly indicated as required on the label as well as the packing list for the shipment. The packing list must also clearly indicate that the parts shipped are for the new model year. If a supplier ships new model year parts along with their normal production requirements, a separate packing list must be created for both the new model year parts and the normal shipment.

Harley-Davidson considers this labeling requirement as very critical. Non-compliance to the requirements listed above will not be tolerated. Suppliers must contact their purchasing representative if they are unclear as to their responsibilities.

Sample Submission Parts

Harley-Davidson requires that all sample parts shipped to Harley-Davidson must be properly labeled as to distinguish them from other current production material. Incoming containers of these parts must have labels clearly denoting them as, for example, "Sample Parts" or "Sample Parts – Inspection Required". For additional information, please contact the Harley-Davidson purchasing representative or reference H-DSN's Doing Business with Harley-Davidson web page.

Containers of parts should also include the Product Identification Container Label (B-10 label), if applicable, as indicated earlier in this section. The revision level of the part must be clearly indicated as required on the label as well as the packing list for the shipment. The packing list must also clearly indicate that the parts shipped are samples. If a supplier ships sample parts along with their normal production requirements, a separate packing list must be created for both the sample parts and the normal shipment.

Harley-Davidson considers this labeling requirement as very critical. Non-compliance to the requirements listed above will not be tolerated. Suppliers must contact their purchasing representative if they are unclear as to their responsibilities.

Master Label (B-10) Specification Sheet

The Master Label is to be used on a single pallet containing identical part / purchase order / packing list numbers.

If the pallet has multiple parts, then a Master Label is required for each part / purchase order / packing list number combination.

Ship From

Block Title = **FROM**:

 $\underline{Data} = \textbf{Supplier's ship from address and H-D} \\ \textbf{assigned supplier ID}$

<u>Maximum Length</u> = 4 lines of text using the largest font that will fit into the block

Part Number

Block Title = PART NO. (P)

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

Symbology = Code 128

Data Identifier (DI) = \mathbf{P}

<u>Maximum Length</u> = 19: Max Data Chars = 18 DI Chars = 1

Ouantity

Block Title = QUANTITY (Q)

Data = The amount of parts being shipped.

 $\underline{\text{Symbology}} = \text{Code } 128$

Data Identifier (DI) = \mathbf{O}

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

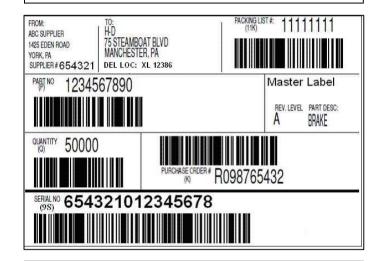
Ship To

Block Title = **TO**:

Data = The H-D address receiving the container

 $\underline{Maximum\ Length} = 4\ lines\ of\ text\ using\ the\ largest\ font\ that\ will$ fit into the block

Note: DEL LOC field only required for shipments to the Powertrain plant.



Serial Number

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

 \underline{Data} = Number must begin with H-D supplier ID and immediately followed by a set of unique numbers. The combination of both values must equal 15 digits.

Symbology = Code 128

Data Identifier (DI) = 9S

<u>Maximum Length</u> = 17: Must equal 15 numeric digits DI Chars = 2

Packing List Number

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

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

Symbology = Code 128

Data Identifier (DI) = 11K

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

Part Revision / Description

Block Title = Master Label, REV LEVEL and PART DESC (set up as per illustration)

 $\underline{Maximum\ Length\ for\ Titles:} = 1\ line\ of\ text\ same\ as$

block titles

Symbology = Code 128

 $\underline{Data} =$ The part's revision level and description

Maximum Length = The width of the block

Purchase Order Number

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

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

Symbology = **Code 128**

Data Identifier (DI) = \mathbf{K}

<u>Maximum Length</u> = 16: Max Data Chars = 15 DI Chars = 1

Harley-Davidson Contacts:

Jaison Battle, Director Materials Planning – (414) 343-7584 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526 Issue Date:

2011

Specification ID: Master Label

January 2014

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Master Label Placement

The Master Label is to be used on all shipments to Harley-Davidson, regardless of whether or not the container is shipped individually, on a pallet, or in a bulk container.

- A pallet/bulk container containing **identical** part / purchase order / packing list number will require a set of Master Labels (two identical labels) to be **attached on opposite sides of the pallet**. If the container has a face plate, the Master Label should be attached at those locations.
 - O A bulk container is defined as a large container that requires a fork truck to lift it. Bulk containers, which include large ropaks, pallet boxes, large containers, etc.
- A pallet/large container containing **multiple** parts will require a Master Label for each part / purchase order / packing list number combination to be **placed in the containers pack list envelope**.
- A loose container (which is defined as any type of container not shipped on a pallet) will
 require a Master Label to be placed in the pack list envelope or directly on the
 container.

Please note that in addition to the Master Label requirement, individual Container Labels are required on the containers that support the Master Label.

For additional information regarding label requirements, please reference the *Shipping Scenario and Label Requirements* section of this document.

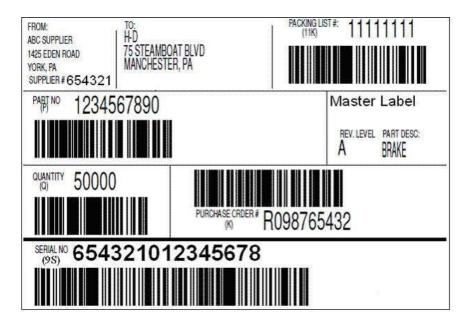
Master Serial Number Requirement

The serial number entered must be in the SAP format, which is a 15 digit number that begins with an SAP Supplier ID and is followed by a set of unique numbers.

The Bawal plant does not require serial numbers to be on the Master Label.

Master Label Tie to ASN

The data on the Master Label ties to the ASN, which is sent by the supplier when the material leaves their dock. Below is a table that cross references the blocks on the label to traditional EDI and H-DSN's Order Management.



| | Traditional EDI EDI Segment | H-DSN Order Management Field | Sterling Web Forms Field |
|-------------------------|--------------------------------|--|--|
| Supplier ID | N1 SU 04 | Supplier ID | Supplier Code |
| Packing List # | REF PK 02 | Pkg List | Packing List(Only if Note ASN #) |
| Part No. | LIN 03 | Part # | H-D Part # |
| Rev. Level | LIN 05 | Rev | Drawing Rev. Level |
| Quantity | CLD 02 | Cont Qty | Load Detail: Units per Container |
| Purchase Order # | LIN 07 | PO | H-D PO# |
| Serial No. | REF SE | Mstr HU# Notes: - Field will only be in ASNs to SAP sites The MHU# must be 15 digits and consist of: - A seven digit supplier ID: six digit Supplier ID 123456 + 0 = seven digit Supplier ID 1234560) - An eight digit unique serial number If the auto-populate functionality is activated in OM, then OM will populate the fields. The user will need to ensure that those values are entered on the Master Label. | ASN format has not been updated to include Master Serial Numbers. Must use H-DSN Order Management if H-D business requires the Master Label serial number to be documented in the ASN. |



Mixed Load Label (B-10) Specification Sheet

The Mixed Load Label is to be used on a single pallet containing multiple part / purchase order / packing list numbers.

Mixed Load

 $\overline{Data} = \overline{Mixed} \ Load$

<u>Maximum Length</u> = 2 lines of text

to fill the label



Harley-Davidson Contacts:

Jaison Battle, Director Materials Planning – (414) 343-7584

Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526

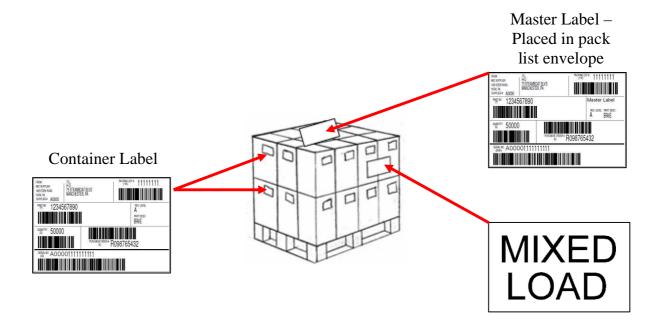
Issue Date: 2011

Specification ID: Mixed Load Label

Mixed Load Label Placement

The Mixed Load Label is to be used on a single pallet containing multiple part / purchase order / packing list number combinations. Two identical Mixed Load Labels must be attached on opposite sides of the pallet. The labeling requirements are:

- Each box (or container) must be labeled according to the instructions in the *Container Label Placement* section in this document.
- The pallet must be labeled according to the instructions in the *Master Label Placement* section in this document.
- The pallet must have two identical Mixed Load Labels attached on opposite sides, which should be the primary fork truck entry sides.





Sequenced Part Label (B-10) Specification Sheet – York Only

The Sequenced Part Label is to be used on containers having multiple parts in a sequenced order.

Ship To

Block Title = **TO**:

<u>Data</u> = The H-D address receiving the container

<u>Maximum Length</u> = 4 lines of text using the largest font that will fit into the block

Label to be implemented at the end of June/beginning of July in conjunction with GME/SAP.

Ship From

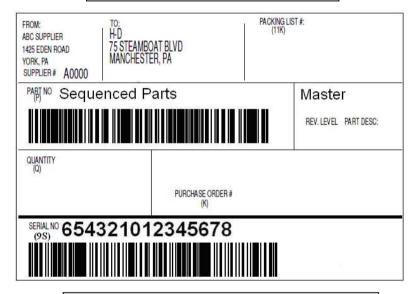
Block Title = FROM:

 $\underline{Data} = \textbf{Supplier's ship from address and H-D} \\ \textbf{assigned supplier ID}$

<u>Maximum Length</u> = 4 lines of text using the largest font that will fit into the block

Part No. Block

Enter the value of "Sequenced Parts" in the Part No. block.



Serial Number

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

 \underline{Data} = Supplier generated serial number for the Sequenced Part container. Serial number must be unique for 24 months.

Symbology = **Code 128**

Data Identifier (DI) = 9S

 $\underline{Maximum \ Length} = 17: \ Max \ Data \ Chars = 15$

DI Chars = 2

Part Revision / Description

Block Title = Master Label, REV LEVEL and PART DESC (set up as per illustration)

 $\underline{Maximum\ Length\ for\ Titles:} = 1\ line\ of\ text\ same\ as$ block titles

 $\underline{\text{Symbology}} = \mathbf{Code} \ \mathbf{128}$

 \underline{Data} = There will be no revision level and description entered on the label

Maximum Length = The width of the block

Harley-Davidson Contacts:

Jaison Battle, Director Materials Planning – (414) 343-7584

Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526

Issue Date: 2011

Specification ID: Sequenced Part Label

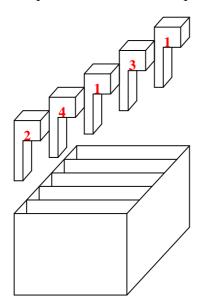
Implementation of the Sequenced Part Label – York Only

This version of the Sequenced Part Label *is to be implemented April 1. 2012 for all York shipments.* This label implementation will be in conjunction with the York Plant's go-live date for SAP.

When to use a Sequenced Part Label – York Only

Container meeting the following criteria must have a set of Sequenced Part Labels attached:

- Multiple part numbers packaged in order of production (sequenced)
- Supplier packages parts per the specified order from the H-D production schedule
- Each container has a unique combination and sequence of parts



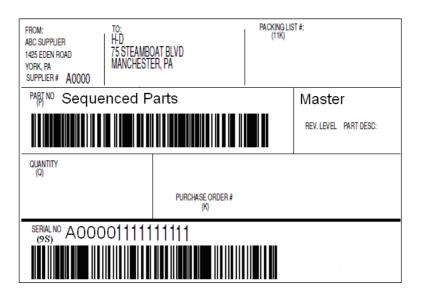
Sequence Part Label Placement – York Only

The Sequenced Part Label is to be used on containers having multiple parts in a sequenced order. For placement of this label, please reference the *Container (B-10) Label Placement* section in this document.

Sequenced Part Label Tie to ASN – York Only

Only the serial number on the Sequenced Part Label will tie to the SAP ASN. The H-D receiving process will scan the serial number and locate the ASN that it is documented in. All line items in the ASN that is associated with the serial number will be received.

Below is a table that cross references the blocks on the label to traditional EDI and H-DSN's Order Management.



| | Traditional EDI | H-DSN Order | Sterling Web |
|--------------------|-----------------|-----------------|-------------------------|
| | EDI Segment | Management | Forms Field |
| | | Field | |
| Supplier ID | N1 SU 04 | Supplier ID | Supplier Code |
| Packing List # | No tie to ASN | No tie to ASN | No tie to ASN |
| Part No. | No tie to ASN | No tie to ASN | No tie to ASN |
| Rev. Level | No tie to ASN | No tie to ASN | No tie to ASN |
| Quantity | No tie to ASN | No tie to ASN | No tie to ASN |
| Purchase Order # | No tie to ASN | No tie to ASN | No tie to ASN |
| Serial No. | REF SE | Master Handling | ASN format has not |
| | | Unit | been updated to include |
| | | | Master Serial Numbers. |
| | | | Must use H-DSN Order |
| | | | Management if H-D |
| | | | business requires the |
| | | | Master Label serial |
| | | | number to be |
| | | | documented in the ASN. |



Sequenced Part Label (B-10) Specification Sheet – Non-York

The Sequenced Part Label is to be used on containers having multiple parts in a sequenced order.

Label to be used for York shipments until GME/SAP implementation.

Group Code

Block Title = **GROUP CODE** (**T**)

<u>Data</u> = Group code will be a fixed length field of 9 characters consisting of 3 characters for group type SEQ, and a 6 character alphanumeric (SEQXXXXXX).

Symbology = Code 128
Data Identifier (DI) = T

Maximum Length = 10: Max Data Chars = 9
DI Chars = 1

Date / Sequence Range

Block Title = **DATE / SEQUENCE RANGE (2D)**

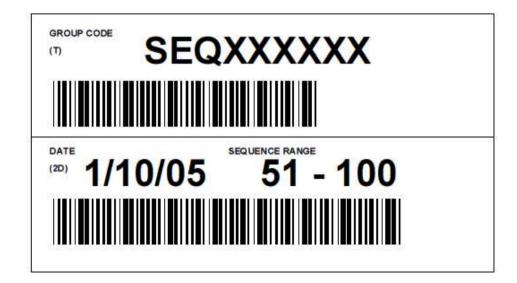
<u>Data</u> = Production Date and Sequence range (Starting Sequence Number and Ending Sequence Number) is a fixed length field of 14 characters,

(MMDDYYAAAAZZZZ example 01100500510100). The human readable text shall be MM/DD/YY and sequence range without leading zeros.

Symbology = Code 128

Data Identifier (DI) = 2D

<u>Maximum Length</u> = 10: Max Data Chars = 9 DI Chars = 1



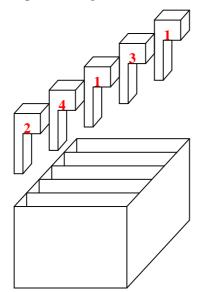
Implementation of the Sequenced Part Label – Non-York

This version of the Sequenced Part Label is to be used for shipment to non-York locations.

When to use a Sequenced Part Label – Non-York

Container meeting the following criteria must have a set of Sequenced Part Labels attached:

- Multiple part numbers packaged in order of production (sequenced)
- Supplier packages parts per the specified order from the H-D production schedule
- Each container has a unique combination and sequence of parts
- Production date and sequence range will be used for FIFO in EMS



Sequence Part Label Placement – Non-York

The Sequenced Part Label is to be used on containers having multiple parts in a sequenced order. For placement of this label, please reference the *Container (B-10) Label Placement* section in this document.

Sequenced Part Label Tie to ASN – Non-York

The Non-York Sequenced Part Label does not tie to the ASN.

May 2013 33



Multiple Part Label (B-10) Specification Sheet - Non-York

The Multiple Part Label (created using the Master Label) is to be used on containers having multiple parts.

Label to be

Label to be used for York shipments until GME/SAP implementation.

Group Code

Block Title = **GROUP CODE** (**T**)

<u>Data</u> = Group code will be a fixed length field of 9 characters consisting of 3 characters for group type MLT, and a 6 character alphanumeric (MLTXXXXXX).

 $\underline{Symbology} = \textbf{Code 128}$

Data Identifier (DI) = \mathbf{T}

Maximum Length = 10: Max Data Chars = 9

DI Chars = 1

Date / Sequence Range

Block Title = **DATE / SEQUENCE RANGE**

 $\underline{Data} = \mathbf{No} \ \mathbf{data} \ \mathbf{is} \ \mathbf{required} \ \mathbf{for} \ \mathbf{this} \ \mathbf{block}$



Implementation of the Multiple Part Label – Non-York

This version of the Mutliple Part Label is to be used for shipment to non-York locations.

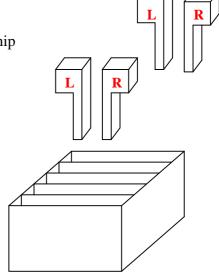
When to use a Multiple Part Label – Non-York Only

Container meeting the following criteria must have a set of Multiple Part Labels attached:

• Multiple parts in one container

• A kit of parts that are used together in production

• The contents of the container have a fixed relationship (i.e. always one left and one right)



Multiple Part Label Placement - Non-York

The Multiple Part Label is to be used on containers having multiple parts (i.e. left part and a right part). For placement of this label, please reference the *Container (B-10) Label Placement* section in this document.

Multiple Part Label Tie to ASN - Non-York

The Non-York Multiple Part Label does not tie to the ASN.

B-12 (Quick Receive) Label

The Quick Receive Label is common for the Capitol Drive, Pilgrim Road and Tomahawk manufacturing plants and is only required for shipments to these plants. The label was designed using AIAG's B-12 guidelines. Data on the label ties the physical shipment to the electronic Advanced Shipment Notice (ASN), thus, enabling an efficient receiving process. For additional information about the ASN, please reference the *eCommerce Options* document posted on H-DSN's Electronic Commerce Information web page.

It is Harley-Davidson's expectation that the Quick Receive Label be printed directly on the shipment's packing slip or attached to it in a location that does not cover pertinent information. Label specifications follow in this document.

The label consists of the Harley-Davidson supplier code and the ASN number, also known as a shipment identification number. Harley-Davidson prefers and highly recommends, but does not require, that the supplier's unique packing list number be used as the ASN number and the invoice number (if applicable). Using the same unique number to identify the packing list, the ASN, and the invoice number allows for more efficient transactional processing.

Label Requirements

- Label size must be 2 x 4 inches, which is a standard size label
- Code 39 bar code symbology must be used
- X dimension must be in the range of 0.013 inches (0.33 MM) to 0.017 inches (0.43 MM)
- Bar code height must be a minimum of 0.5 inches (13MM)
- Quiet zone (blank space at each end of the bar code) must be a minimum of 0.25 inches (6.3 MM).
- Bar code must meet a minimum ANSI print quality of "C"
- Human readable data must be 0.25 inches or 20 points or 3 LPB
- Row/block height must be 1.0 inch tall



Quick Receive Label (B-12) Specification Sheet

The Quick Receive Label is to be printed on or attached to the packing list.



 $\overline{Block\ Title} = (13V)\ Supplier$

Symbology = Code 39

 $\underline{Data} = \mathbf{H} \cdot \mathbf{D}$ assigned supplier ID number.

Data Identifier (DI) = 13V

Maximum Length = 9: Max Data Chars = 6
DI Chars = 3



87651387

ASN Shipment ID / Quick Receive ID

Block Title = (2S) ASN Shipment ID / Ouick Receive

 $\underline{\text{Symbology}} = \text{Code } 39$

<u>Data</u> = Supplier assigned ASN/Shipment ID number.

Data Identifier (DI) = 2S

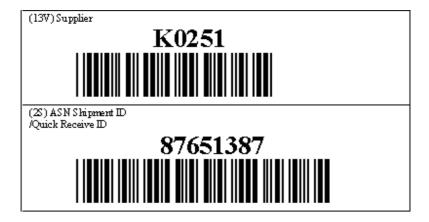
Maximum Length = 10: Max Data Chars = 8
DI Chars = 2

Harley-Davidson Contacts:

Jaison Battle, Director Materials Planning – (414) 343-7584 Kelly Barbara, Corporate EDI Coordinator – (717) 852-6526 Issue Date: March 1999 Specification ID: Quick Receive Label

Quick Receive Label Tie to ASN

The data on the Quick Receive Label ties to the ASN, which is sent by the supplier when the material leaves their dock. Below is a table that cross references the blocks on the label to traditional EDI, H-DSN's Order Management and Sterling Web Forms.



| | Traditional EDI | H-DSN Order | Sterling Web Forms |
|---------------------|-----------------|------------------|--------------------|
| | EDI Segment | Management Field | Field |
| Supplier | N1 SU 04 | Supplier ID | Supplier Code |
| ASN Shipment | BSN 02 | ASN# | ASN Number |
| ID/Quick Receive ID | | | |

Web Print by Edibar Systems, Inc.

For suppliers who do not have bar coding capabilities, Harley-Davidson recommends reviewing Edibar Systems, Inc.'s Web Print internet application, which is a solution for meeting the H-D bar coding requirements. Web Print interfaces with H-DSN Order Management and Sterling Web Forms' ASN to automatically create Container labels.

Edibar Systems, Inc. originated in 1982 as Bar Code Solutions, Inc. and specializes in bar code label printing and scanning software development. They also offer a wide range of solutions for Electronic Data Interchange (EDI), release management, and supply chain needs. Below is Edibar's contact information:

Edibar Systems, Inc. 51520 Regency Center Dr. Macomb, MI 48042

toll free: 800.633.3210 phone: 586.677.8800 fax: 586.677.8801

www.edibar.com

Automotive Industry Action Group (AIAG)

The Automotive Industry Action Group (AIAG) is a not-for-profit trade association of North American vehicle manufacturers and suppliers. The mission of AIAG is to improve the global productivity of its members and the North American automotive industry by providing an organization to:

- Foster cooperation and communication between trading partners and their suppliers to improve and reduce variation in business processes and practices.
- Address existing and emerging common issues and apply new and current technology to increase the efficiency of the industry.
- Promote a sense of urgency in adopting developed business practices.
- Cooperate and communicate with other industry, government, educational, and technical organizations.

AIAG offers many services, some of which are:

- Seminars
- Annual Conference (AUTO-TECH)
- ActionLINE, a monthly magazine
- Over 60 publications including several in the areas of continuous quality improvement
- Electronic Data Interchange (EDI)
- Product Part Approval Process (PPAP)
- Failure Mode and Effect Analysis (FMEA)
- Packaging Systems

AIAG can be reached by the following methods:

Automotive Industry Action Group 26200 Lahser Road Suite 200 Southfield, MI 48034

Telephone Number: (248) 358-3570 Fax Number: (248) 799-7995

www.aiag.org

Updates

January 2014

Added the following notes in the **H-DSN Order Management** Field column in the table on Page 26:

- The MHU# must be 15 digits and consist of:
 - A seven digit supplier ID: six digit Supplier ID 123456 + 0 = seven digit Supplier ID 1234560)
 - An eight digit unique serial number.
- If the auto-populate functionality is activated in OM, then OM will populate the fields. The user will need to ensure that those values are entered on the Master Label.