

# Henderson Stamping and Production, Inc.

## Inbound Material Labeling Requirements

### Overview

#### Label design / Specification

Henderson Stamping & Production receives purchased components into inventory through a scanning process on the dock. It is absolutely mandatory that the components shipped be accurately labeled. These labeling specifications are mandatory for every supplier.

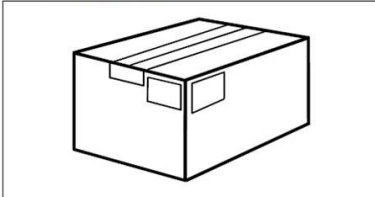
#### Label Placement and Orientation

Labels should be placed no less than 1.25 inches from any container edge. When label locations are identified they shall not be applied outside of the defined area. Suppliers are responsible to apply bar code labels sufficiently secure, protected and wrinkle-free so they are readable at the final point of usage. Labels shall be placed on the side of the container with barcode lines perpendicular to the base of container.

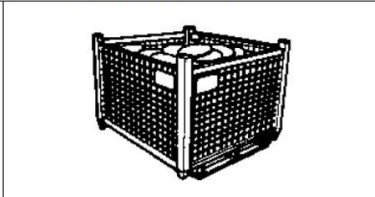
\* All boxed product shall have a minimum of TWO identical labels (same serial number) applied on adjacent sides as indicated in the images below.

\* All coils shall have at least one TAG affixed in a manner that removing any protective outer wrap will not destroy the tag.

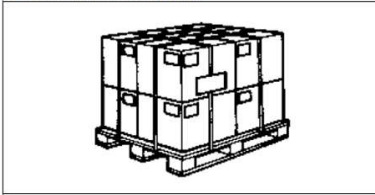
BOX OR CARTON



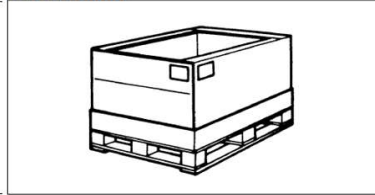
BASKET, WIRE MESH CONTAINER



CARTONS ON PALLET



PALLET BOX



#### Label/Tag Durability

Labels and tags should be sufficiently durable to remain in place and be **legible** to point of use. Some of the factors that should be considered include temperature, humidity, light exposure, abrasion, chemical contamination and aging.

#### Obsolete Labels

Obsolete labels shall be rendered unusable by either being removed, defaced or covered.

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### Label Fields

Below is overview of the standard label data fields. See the attached label type samples for specifics.

#### Supplier number and Ship from

The supplier number is unique to each supplier shipping location. It is on the purchase orders and planning schedules. The supplier number shall be on the label as human and barcode readable. The data identifier character for the supplier (vendor) number is "V".

i.e.:

Human readable:	50198
Bar code scanner to read:	V50198

**Supplier ship from address should be clearly visible on the label.**

#### Henderson Stamping Part number

The Henderson Stamping part number is the part number on the purchase order and the planning schedules sent on a weekly basis. The part number has to be on the label as human and barcode readable. The data identifier character for the part number is "P". The part number needs to be the complete HSI number including dashes if present.

i.e.:

Human readable:	MA101548745
Bar code scanner to read:	PMA101548745

#### Material Description

The Material Description field need only be human readable.

#### Quantity (Pieces)

The container Quantity shall be on the label as human and barcode readable. The unit of measurement is included on the label as human readable. The data identifier for the part quantity in container is "Q".

i.e.:

Human readable:	432
Bar code scanner to read:	Q432

#### Quantity (Actual Net Weight) for Primary Metals

The actual weight of a coil of metal shall be on the label as human and barcode readable. The unit of measurement is included on the label as human readable. The data identifier for the part quantity in container is "2Q". The expected unit of measure is LB but is not included in the barcode data.

i.e.:

Human readable:	4896
Bar code scanner to read:	2Q4896

#### Lot/Heat/Batch Traceability Number

The Traceability number is assigned by the supplier to a unique batch or group of items (lot, heat, batch). The batch number is included as human and barcode readable. The data identifier for the batch number is "1T".

i.e.:

Human readable:	057601013396
Bar code scanner to read:	1T057601013396

# **Henderson Stamping and Production, Inc.**

## **Inbound Material Labeling Requirements**

### **Serial Number**

The Serial Number is used to identify separate handling units (containers/coils) within the inventory process. The serial number is included as human and barcode readable. The data identifier for the serial number is "S"

i.e.:

Human readable: 0576010018

Bar code scanner to read: S0576010018

### **Purchase order number**

The purchase order is included as human and barcode readable. The data identifier for the purchase order number is "K". HSI typically issues a separate purchase order for each HSI location receiving shipments from the supplier.

i.e.:

Human readable: 58987

Bar code scanner to read: K58987

# Henderson Stamping and Production, Inc.

## Inbound Material Labeling Requirements

### Primary Metals (Coils & Blanks)

Field #	Data	Barcode Prefix	Font Size	Max Length	Notes
1	HSI Part Number	P	12 mm		MUST match Part Number exactly as on HSI PO
2	HSI Supplied Supplier # for the Vendor	V	9.5 mm	5 Numeric	Printed on HSI PO issued to supplier.
3	Unique container serial number	S	9.5 mm	Alpha/Numeric	Must never repeat
4	HSI PO Number	K	9.5 mm	6 Numeric	
5	Heat/Lot number	1T	9.5 mm	Alpha/Numeric	Lot traceability number.
6	Actual Coil Weight (Prefer LB)	2Q	9.5 mm	5 Numeric	Barcode is NUMERIC ONLY. Prefer no decimals.
7	Vendor Data				Vendor Data
8	# Material Pieces	Q	9.5 mm	Numeric	This is the piece count of material. In case of coil, this should always be 1. In case of sheets or blanks, this should be the actual number of pieces.
9	Vendor Data	N/A	9.5 mm	N/A	Vendor Choice, but dimensions and specs should be on the label somewhere.
10	Vendor Data	N/A	9.5 mm	N/A	Vendor Data

#### Important Information:

Labels should be 4"x6" standard size or larger 6"x8"+ to accommodate all required information.

Label formats may vary as long as all data fields and barcodes are present and conform to the standards listed above.

All HSI provided data must be printed/coded verbatim. (i.e. NO preceeding zeros on supplier code or PO number)

Barcodes must all be Code 39 or 128. Narrow bars should be 3 dots wide (.38 mm) with wide bars at a ratio of at least 2.

Barcodes must have at least 1/4 inch white space on each side. Barcodes must be at least 3/8 inch tall.

Barcode prefixes must be prepended directly to the data with no spaces or hyphens. (i.e. Q3000 NOT Q 3000 or Q-3000)









There must be NO spaces in any barcode data, however hyphens in the data are acceptable.

All barcodes must scan or a DMR will be issued.

Each serial number must be unique and never duplicated.

Shipments containing duplicate serial numbers from previous shipments will be rejected and have a DMR issued.

**SUPPLIER NAME**  
**SUPPLIER SHIP FROM ADDRESS**  
**SUPPLIER CITY/STATE/ZIP**

1-PRODUCT IDENT P) ME22330A5200000 	
2-SUPPLIER NO. V) 62-280-5018 	
3-SERIAL NO. S) 057601001800389 	
4-CUSTOMER ORD. NO. K) 56672 	
5-HEAT/PROCESS NO. 1T) 057601013396 	
6-ACTUAL WEIGHT 2Q) 1760 LB 	9-SIZE 9.0440/.0500 x 11.2950 1.12MM/1.27MM x 286.89MM
7-CUT# C) 1 	10-ITEM DATA 10
8-PIECES Q) 1 	

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## Inbound Material Labeling Requirements

### Box/Container Label

<b>1</b>	PART NO. (P) <b>M1001874728</b> 	REV LEVEL <b>06</b> <b>6</b>
<b>2</b>	DESCRIPTION <b>ROLLER TRAXXIS</b>	
<b>3</b>	QUANTITY (Q) <b>99999</b> 	<b>7</b> LOT NO. (1T) <b>07123</b> 
<b>4</b>	SUPPLIER (V) <b>50001</b> 	<b>8</b> PURCHASE ORDER (K) <b>300001</b> 
<b>5</b>	SERIAL (S) <b>123456789</b> 	
	SUPPLIER: SUPPLIER NAME HERE SUPPLIER ADDRESS SUPPLIER CITY/ST/ZIP	
		<b>9</b>

6" or 6/5"

4"

Field #	Data	Barcode Prefix	Font Size	Max Length	Notes
1	HSI Part Number	P	12 mm		MUST match Part Number exactly as on HSI PO
2	HSI Part Description	N/A	9.5 mm	N/A	Description from HSI PO
3	Container/Box Quantity	Q	9.5 mm	5 Numeric	Prefixes: Q for Eaches parts, 2Q for weighed material like steel and wire.
4	HSI Supplied Supplier # for the Vendor	V	9.5 mm	5 Numeric	Printed on HSI PO issued to supplier.
5	Unique container serial number	S	9.5 mm	Alpha/Numeric	8 or 9 numeric is preferred except in the case of steel coils where a longer serial is ok.
6	Part Revision Level	N/A	9.5 mm	N/A	Revision, if applicable, should appear as listed on the PO.
7	Heat/Lot number	1T	9.5 mm	Alpha/Numeric	Lot traceability number.
8	HSI PO Number	K	9.5 mm	6 Numeric	
9	Supplier Ship-From location	N/A		N/A	Suppliers physical ship from location information.

#### Important Information:

Labels should be 4"x6" or 4"x6.5" standard size or larger to accommodate all required information.

Label formats may vary as long as all data fields and barcodes are present and conform to the standards listed above.

All HSI provided data must be printed/coded verbatim. (i.e. NO preceeding zeros on supplier code or PO number)

Barcodes must all be Code 39 or 128. Narrow bars should be 3 dots wide (.38 mm) with wide bars at a ratio of 2.

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