

# Automotive Service Solutions QMS

## Supplier Product Labeling, Packaging, and Bar Coding Specifications

**Purpose:** This document will define the inbound shipping requirements to Automotive Service Solutions facilities.

**Scope:** This document applies to the Automotive Service Solutions; Owatonna, MN and Romeoville, IL facilities.

**Definitions:**

**ITEM** – A single part or material purchased, manufactured and/or distributed.

**PACK, PACKAGE, or LOAD** – A unit which provides protection and containment of items, and/or eases handling by manual or mechanical means. Examples of disposable containers or packs include cartons, bags, and pallet boxes. Re-usable containers or packs include, but are not limited to, shop tanks, pallets, and steel shop pans and/or liners.

**LABEL** – A card, strip of paper, adhesive material, etc. marked and attached to a container to identify its contents, ownership, destinations, country of origin, etc.

**TAG** – A label that is hung from an object, usually with a wire placed through a reinforced eyelet in the label/tag.

**MASTER LABEL** – A label used to identify and summarize the total contents of a multiple pack.  
Example: A master label shall be placed on the outside of a master case containing multiple smaller cases of the same part.

**MASTER PACK** – A pallet, carton, crate or other larger shipping media containing multiple smaller cartons/cases of the same part.

**MIXED LOAD LABEL** – A label used to designate mixed items within a shipping pack, package or load. Example: A mixed load label shall be placed on a master carton containing multiple smaller cases of differing part numbers.

**Standard:**

This is an important area of supplier responsibility to ensure:

- Product is properly protected during shipment
- Product is properly marked for handling
- Product has the necessary documents to properly process inbound shipments
- Maximum throughput

**Note:** This specification provides requirements for containers, and identification of parts and materials shipped to the facilities indicated above.

In this document the word “shall” indicates a requirement and the word “should” indicates a recommendation.

Failure to adhere to the AUTOMOTIVE SERVICE SOLUTIONS Supplier Product Labeling, Packaging, and Bar Coding Specification, could result in a monetary nonconformance fine.

**1 Requirements**

- 1.1 Our purchase order number shall appear on all packages, invoices, shipping papers, and correspondence.
- 1.2 Packing lists shall accompany each shipment and contain the Country of Origin (COO). (1 per pallet)
- 1.3 All packaging must be identified with the AUTOMOTIVE SERVICE SOLUTIONS part number.
- 1.4 Shipments that contain additional documents, such as material certifications, Evidence of Conformance, etc., are required to place documents on outside of packaging clearly labeled “Additional Documents.”
- 1.5 First Article shipments must be clearly marked First Articles Attn: (person’s name indicated on AUTOMOTIVE SERVICE SOLUTIONS’s Purchase Order).

**2 Standard Containers**

- 2.1 All product shipped to AUTOMOTIVE SERVICE SOLUTIONS shall be contained in/on a standard container. AUTOMOTIVE SERVICE SOLUTIONS uses the following standard containers.
  - 2.1.1 40” wide x 48” long pallets
  - 2.1.2 14” high x 49.25” long x 25.25” wide steel shop tanks
  - 2.1.3 36” wide x 42” long x 27” high wooden crates

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- 2.1.4 8" wide x 12" long x 5" deep shop pan
- 2.2 Shop tanks can be made available to suppliers for delivery of product to AUOMOTIVE SERVICE SOLUTIONS by contacting the transportation office at: (507) 455-7333.
- 3 Label Specifications
- The label design, label size, layout, print quality, print size, information required, and bar code symbology is based on the Automotive Industry Action Group (AIAG) **Standard for Shipping/ Parts Identification** (AIAG B-4).
- Automotive Service Solutions encourages suppliers become familiar with the AIAG standard for bar code symbology and labeling. Copies of the standard as well as other AIAG information is available from: Automotive Industry Action Group (248) 358-3003 [www.aiag.org](http://www.aiag.org)
- 3.1 Size and Materials (Exhibit 1)
- 3.1.1 Labels and Tags
- 3.1.1.1 The minimum label size should be 4.0" high by 5.0" wide.
- 3.1.1.2 The width may be as large as 6.5" to accommodate data requirements.
- 3.1.1.3 Tags shall be large enough to accommodate the size noted above with additional material to accommodate the attachment of said tag.
- 3.1.1.4 Both labels and tags should be able to withstand the elements encountered during shipment to ensure readability at Automotive Service Solutions facilities.
- 3.1.1.5 The labels and tags should be white in color with black ink printing.
- 3.1.1.6 Adhesive type labels can be of any type as long as adherence to the package is assured and they are wrinkle-free.
- 3.2 Data Area Characteristics (Exhibit 2)
- 3.2.1 The following data areas on labels shall be readable, both by human visual means and by bar code scanners:
- 3.2.1.1 Automotive Service Solutions Part/Item Number\*
- 3.2.1.2 Quantity\*
- 3.2.1.3 Automotive Service Solutions Purchase Order/Contract Number\*
- 3.2.1.4 Supplier Number
- 3.2.1.5 Serial Number (if applicable)
- 3.2.2 All bar code symbology shall be printed no less than 0.5" high.
- 3.2.3 Human readable characters shall be no less than 0.5" high for the Automotive Service Solutions Part Number, Quantity, and Automotive Service Solutions Purchase/Contract Number.
- 3.2.4 Human readable supplier and serial numbers shall be 0.2" high
- 3.2.5 Supplier name, city, state, and zip code shall be directly below the serial number bar code and shall be 0.1" high
- 3.2.5.1 The bar code used shall be Code 39 symbology. Ratios of the:
- Average width of the elements to the average width of the narrow elements shall be 3:1
    - With an allowable range of 2.8:1 to 3.2:1
  - The leading and trailing edge quiet zone should be at least 0.25".
- Examples of standard labels may be found in the following exhibits.
- 3.3 Mixed Load Label and/or Master Labels (Exhibit 3 and 4)
- 3.3.1 All packs, packages, or loads satisfying the previously mentioned definitions of Master Label or Mixed Load Label shall be labeled with the appropriate Master or Mixed Load Label. Examples of these labels may be found in the following exhibits.
- 3.3.2 Mixed Load Labels may be printed on bright colored material and placed on all four sides of the container.
- 3.4 Packing Slip
- 3.4.1 All products delivered to Automotive Service Solutions facilities shall include a packing slip. The packing slip shall include:
- 3.4.1.1 Customer name
- 3.4.1.2 Destination address
- 3.4.1.3 Supplier name
- 3.4.1.4 Supplier number
- 3.4.1.5 Supplier address

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- 3.4.1.6 Purchase Order number
- 3.4.1.7 Country of Origin
- 3.4.1.8 All part numbers contained in shipment
- 3.4.1.9 Quantity of each part number
- 3.4.1.10 Job number (if shipment is an outside operation, such as finishing, machining, etc.)
- 3.4.1.11 Supplier part number (if different than Service Solutions part number)
- 3.4.1.12 Any lot or batch information
- 3.4.2 In addition, the following information shall also be indicated in bar code format:
  - 3.4.2.1 Purchase Order number
  - 3.4.2.2 Automotive Service Solutions part numbers
  - 3.4.2.3 Quantity
  - 3.4.2.4 Supplier number
  - 3.4.2.5 Serial and/or lot numbers, if applicable
  - 3.4.2.6 Supplier invoice number

Note: All bar codes on the packing slip shall be of the same symbology as outlined for labels within this document.

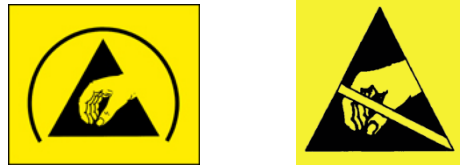
#### 4 Hardware/Software

4.1 Automotive Service Solutions does not require the use of any particular hardware or software to produce standard labels. There are many available solutions available to meet these requirements.

#### 5 Electronics

5.1 ESD (Electro Static Discharge) sensitive [ESDS] items be labeled in accordance with the latest revision of ANSI/ESD S20.20.

##### ESD Symbols



ESD Protective Symbols

ESD Susceptibility Symbol May also be referred to as Sensitivity or Caution Symbol

Figure 5.1.1

5.2 MSD (Moisture Sensitive Devices) shall be labeled in accordance with the latest revision of IPC/JEDEC J-STD-033.

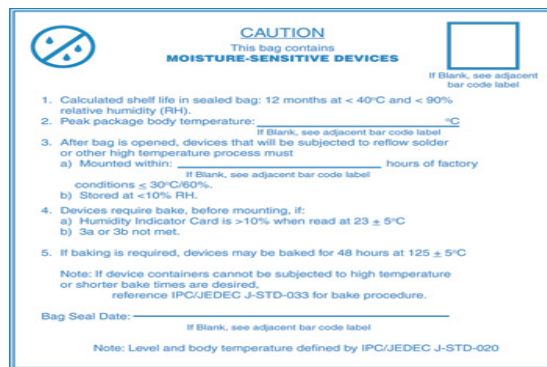


Figure 5.2.1



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6 Age Controlled Material

6.1 With each delivery, the suppliers of shelf life/age control items shall provide the product expiration date.

6.1.1 Supplier shall label shelf life item with highly visible label

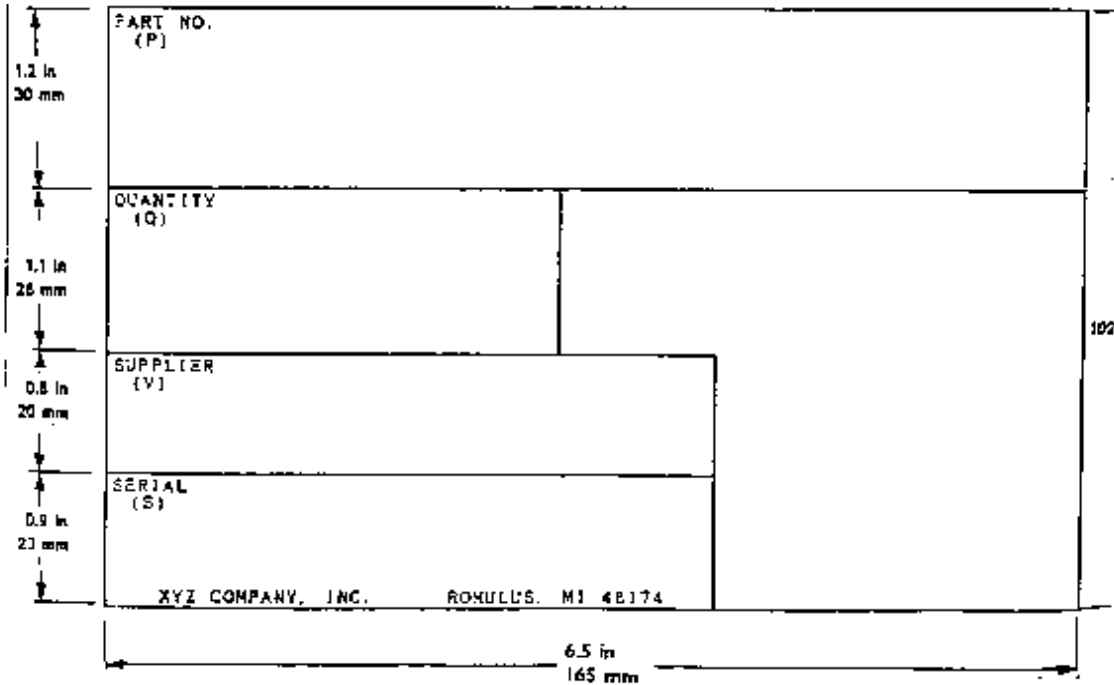
- Kenmore Label and Tag item 4 x 2 label number L21P-SL is recommended.



Note: Any label with the equivalent size and visibility may be substituted for this item.

Figure 6.1

## Exhibit 1





**Exhibit 2**

PART NO: (P) 613090 	
QTY: (Q) 140 	P.O. (K) ST-T123769 
SUPPLIER: (Y) 16569AA 	
SERIAL: (S) 00010043 	

**Exhibit 3**

**MIXED  
LOAD**

## Exhibit 4

## MASTER LABEL FOR COMMON ITEM PACKS

<b>MASTER LABEL</b>	
PART NO. (P) <b>E6VB 54203A33A5TBA</b>	
	
QUANTITY (Q) <b>125000</b>	Purchase Order (PO) <b>111111</b>
	
SUPPLIER (V) <b>162968734</b>	
	
SERIAL (4S) <b>121584</b>	
	
XYZ COMPANY, INC.      ROMULUS, MI 48174	