Material Identification

And

Shipping Label Standards

For Direct and Indirect Materials

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Overview

For more consistency and accuracy within our Supply Chain, Carlex Glass America is requiring all suppliers to begin using standard container labels on all shipments of both direct and indirect materials. The label specifications in this guide will outline the content of the label and placement of the label. Our intent is to ensure the shipments we receive can be processed correctly and consistently.

The labels we require and that are shown in this guide were created using the B-10 standard issued by the Automotive Industry Action Group (AIAG). As an automotive supplier you are likely familiar with AIAG and these guidelines and standards. For additional information regarding AIAG, please visit their website at

www.aiag.org

Material Identification Labels (B-10)

The Carlex Material Identification Labels are the Container Label, the Master Label, and the Mixed Load Label. Each of these labels was 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.

It is the expectation of Carlex that all containers (i.e., boxes, pallets, etc.) in every shipment be labeled appropriately and documented by the ASN. Specifications for the labels mentioned above are provided later in this document.

Proper location of the Material Identification Labels on the load is also important for effective identification of the container of parts sent to any Carlex facility. An illustration of acceptable locations for each of the different labels is included in this guide. If stretch wrap is used to unitize the load on a pallet, all Container labels must be clearly visible. Suppliers who are unclear about the location of the labels should contact their appropriate Carlex Packaging Engineer for clarification.

Any parts placed within a container and within packaged bags of more than one unit (i.e. fasteners, labels, small electrical connectors) must include a human readable label on the bag identifying the assigned Carlex part number, the part description, the quantity within the bag, and the name of the supplier providing the part.

Label Requirements

All labels must meet the following requirements:

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

Container Label Specifications (B-10)

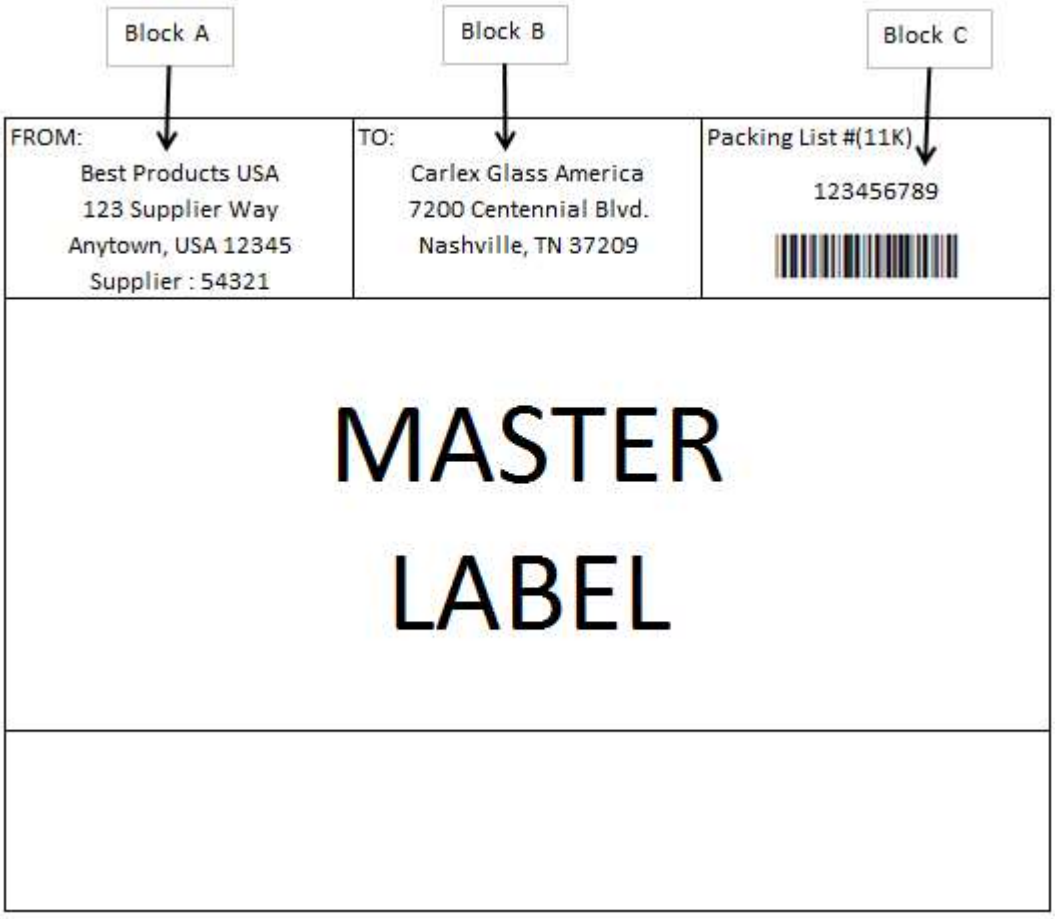
Container labels shall be used on each individual container holding identical parts, from the same purchase order, and the same packing list numbers.

Note: Bar codes should not be located on the same plane.

See explanations and specifications for each block on page 9.

Master Label Specifications (B-10)

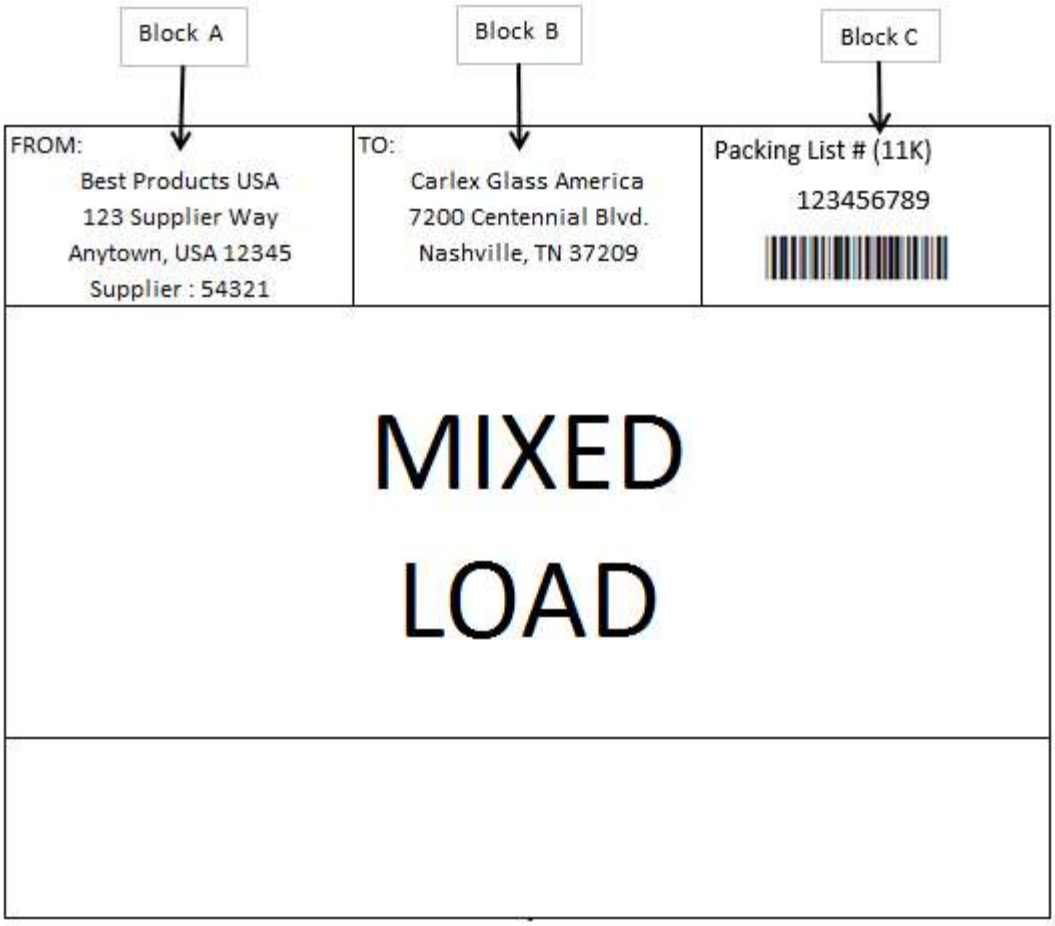
Master labels shall be used on each pallet holding identical parts, from the same purchase order, and with the same packing list numbers.



See explanations and specifications for each block on page 9.

Mixed Load Label Specifications (B-10)

Mixed Load labels shall be used on each pallet holding different parts, from different purchase orders, and different packing list numbers.



See explanations and specifications for each block on page 9.

Label Block Specifications

Block A

Ship From
Block Title – FROM:
Data – Supplier's ship from address and supplier number assigned by Carlex
Maximum Length – 4 lines of text using the largest font that will fit in the block

Block B

Ship To
Block Title – TO:
Data – Carlex facility address
Maximum Length – 4 lines of text using the largest font that will fit in the block

Block C

Packing List Number
Block Title – PACKING LIST # (11K)
Data – Supplier generated packing list number or bill of lading number
Symbology – Code 128
Data Identifier (DI) – 11K
Maximum Length – 13 characters in total (10 data characters and 3 DI characters)

Block D

Part Number / Description
Block Title – PART (P)
Data – Part number and description assigned by Carlex
Symbology – Code 128 (part number only)
Data Identifier (DI) – P
Maximum Length – 19 characters in total (18 data characters and 1 DI character)
Description shall be placed below the barcode as shown and may be the width of the block

Block E

Purchase Order Number
Block Title – PURCHASE ORDER # (K)
Data – Purchase order number issued by Carlex
Symbology – Code 128
Data Identifier (DI) – K
Maximum Length – 9 characters in total (8 data characters and 1 DI character)

Block F

Serial Number
Block Title – SERIAL NO (3S)
Data – Supplier generated number that will be unique for minimum of 18 months from date of issue
Symbology – Code 128
Data Identifier (DI) – 3S
Maximum Length – 9 characters in total (7 data characters and 2 DI characters)

Block G

Storage Location
Block Title – STR LOC
Data – Inventory storage location assigned by Carlex
Maximum Length – 10 data characters in total

Block H

Quantity
Block Title – QUANTITY (Q)
Data – The number of pieces in the container
Symbology – Code 128
Data Identifier (DI) – Q
Maximum Length – 6 characters in total (5 data characters and 1 DI characters)

Block I

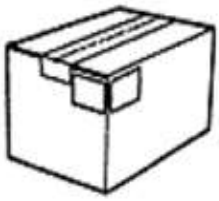
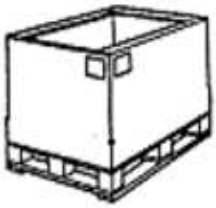
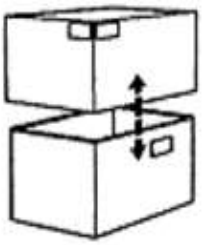
Purchase Order Line Number
Block Title – PO LINE # (4K)
Data – The number of the line on which this product is listed on the Carlex purchase order
Symbology – Code 128
Data Identifier (DI) – 4K
Maximum Length – 6 characters in total (4 data characters and 2 DI characters)

Block J

Traceability Information

The supplier must include in this area all required traceability information. Minimum requirement is Mfg. Date and Lot#. The information in Block J must be printed or legibly written.

Container Label Placement

	**Injection Molded Bulk Bins** Identical Container labels shall be located on each opposite end. The ends of the container shall be defined as the two widest sides.		**Wire Mesh Containers and Unique Steel Containers** Identical Container labels shall be located on two adjacent sides. The container shall have two label placards to provide a level surface for the label to adhere to.
	**Injection Molded Totes** Identical Container labels shall be located on each opposite end in the area molded to accept labeling.		**Corrugated Boxes/Cartons** Each corrugated box shall have two identical labels affixed to adjacent sides and placed as near the top of the box as is feasible.
	**Gaylord Style Boxes** Each Gaylord Style box shall have two identical labels affixed to adjacent sides and placed as near the top of the box as is feasible.		**Telescoping or Tray/Top Style** Each Telescoping or Tray/Top style box shall have two identical labels affixed to adjacent sides and placed as near the top of the box as is feasible.
	**Drums, Barrels, and other Cylindrical Containers or Items** Where possible, two idnetical container labels shall be placed one on the top and one near the center of the side.		**Poly Bags** Container label shall be located in the center of the bag face.

*Hang tag labels and wrap around labels are not permitted.

**If you have questions about placement of material identification labels please contact your Carlex Packaging Engineer.

***Any deviation from the label placements shown above must be approved in writing before shipment. To request a deviation please contact your Carlex Packaging Engineer.

Master Label Placement

The Master Label is to be used on any pallet holding containers of identical parts and packing list numbers.

Two identical Master Labels shall be attached to adjacent sides of the pallet as shown below.

If load is stretch wrapped to the pallet, the Master Labels shall be attached in the same general area on the outside of the wrap.

*Master Labels may not cover or conceal the container label that is required on each individual container.

**If the pallet or box/carton is the “container”, a Master Label is not required.

***If you have questions concerning the need for a Master Label please contact your Carlex Packaging Engineer.

Mixed Load Label Placement

The Mixed Load Label is to be used on any pallet holding containers of different parts with different packing list numbers.

Two identical Mixed Load Labels shall be attached to adjacent sides of the pallet as shown below.

If load is stretch wrapped to the pallet, the Mixed Load Labels shall be attached in the same general area on the outside of the wrap.

*Mixed Load Labels may not cover or conceal the container label that is required on each individual container.

**If you have questions concerning the need for a Mixed Load Label please contact your Carlex Packaging Engineer.

EDI / Label References

Container Label –

Label Section	EDI Segment (ASN)
Ship From	N1 [SU]
Part Number/ Description	LIN
Storage Location	REF [LF]
Purchase Order Number	PRF
Serial Number	REF [LS]
Ship To	N1 [ST]
Packing List Number	BSN
Quantity	SN1
Purchase Order Line Number	PRF

Master Label –

Label Section	EDI Segment (ASN)
Ship From	N1 [SU]
Ship To	N1 [ST]
Packing List Number	BSN

Mixed Load Label –

Label Section	EDI Segment (ASN)
Ship From	N1 [SU]
Ship To	N1 [ST]
Packing List Number	BSN

"Sample Parts Tag", Human Readable

This label shown below must be used when sending parts at any of the following levels; Prototype, 1st off Production Tooling, PPAP, Engineering Changes. One label must be attached to each container/box of components. The label must be printed on paper that is one of the following approved colors: bright yellow, bright pink, or bright orange paper. The printing orientation of the label shall be landscape and the layout should cover as much of the page as possible. All sections of the form must be completed. Populating the cells may be completed by hand so long as the writing is legible.

The label shown below is for reference only. A full-size label, suitable for duplication, is attached to this document as an addendum.

SAMPLE PARTS TAG

CONTAINER INCLUDES PRE-PRODUCTION PARTS

DO NOT INVENTORY

PART LEVEL:	PURCHASE ORDER #:	DELIVER TO ATTN OF:
☐ Prototype ☐ Egr Change ☐ 1st off Prod Tool ☐ Rework/Repair ☐ PPAP ☐ Other		
PROGRAM:	**ASSEMBLY PART TYPE (circle one):** WS BL FD RD SR QR SL ML	
PART#:	**QUANTITY:**	**DATE OF PRODUCTION:**
PART DESCRIPTION:	**SPECIAL INSTRUCTIONS OR COMMENTS:**	

Instructions:

- Use this form when sending parts at either of the levels noted above in the *part level* box.
- This form must be attached to each container/box of components.
- This form must be printed on one of the 3 approved colors – bright yellow, bright pink, bright orange.
- All sections of this form must be completed.

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Certification of Labels

To ensure that Carlex's published standards are met, all suppliers are required to submit their material identification labels for certification before using them for shipping product. A PDF sample of each label may be made and sent via email to your Carlex Packaging Engineer or your Carlex Purchasing Representative.

Original label samples are to be submitted with PPAP documentation.

Revision History

Original Publication Date: 1/29/2016

Revision Number:	Reason for Revision:	By:	Revision Date:
001	Correct typographical error on Label Block Specifications	JBM	3/14/2017
002	Added Block C to Mixed Load Label	JBM	3/14/2017
003	Added Traceability Information to Block J, Removed Block J from Master and Mixed Load labels.	JBM	6/8/2017
004	Corrected Block F explanation	JBM	10/6/2017
005	Added “Sample Parts Tag” requirement and sample addendum	JBM	2/15/2018
006	Updated “Sample Parts Tag”	JBM	2/23/2018
007	Corrected logo, file name, formatting	JRE	03/08/19

Addendum

SAMPLE PARTS TAG

CONTAINER INCLUDES PRE-PRODUCTION PARTS
DO NOT INVENTORY

PART LEVEL:	PURCHASE ORDER #:	DELIVER TO ATTN OF:
☐ Prototype ☐ Egr Change ☐ 1st off Prod Tool ☐ Rework/Repair ☐ PPAP ☐ Other		
PROGRAM:	**ASSEMBLY PART TYPE (circle one):** WS BL FD RD SR QR SL ML	
PART#:	**QUANTITY:**	**DATE OF PRODUCTION:**
PART DESCRIPTION:	**SPECIAL INSTRUCTIONS OR COMMENTS:**	

Instructions:

- Use this form when sending parts at either of the levels noted above in the *part level* box.
- This form must be attached to each container/box of components.
- This form must be printed on one of the 3 approved colors – bright yellow, bright pink, bright orange.
- All sections of this form must be completed.

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