

**TITLE: Label Requirements – Incoming Material**

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A. Purpose:

This document is to provide a more detailed specification for labeling of material shipments with bar code readability. This document applies to all shipments from all suppliers for Prestolite Electric Inc. North American facilities.

B. Policy:

All inbound shipments of raw materials and component parts must comply with these standards, unless the Purchase Order specifically requires a non-standard alternative.

C. References:

Prestolite Packaging Requirements – Incoming Material (Dated 01-15-08)

D. Bar Coding Standards (Code 39 symbology):

E. Label Specifications:

- Minimum of 4" [102 mm] X 6" [152 mm] self-adhesive label required.
- Label to be white in color with black print.
- Tags may be required on any shipping container smaller than the allowed label size

Note: On the following three pages the Intermediate, Master & Mixed Load labels are illustrated and all the fields are listed with appropriate descriptions.

**TITLE: Label Requirements – Incoming Material**

Intermediate Label Format (Individual Box) – SEE FIGURE # 1 below.

- A. Part No. ( P ) – 1/2” [12.7 mm] Bar code height & 5 pixel width  
The Prestolite Part Number “MUST” be as shown on the Prestolite Purchase Order. Bar code to be generated below.
- B. Box Number of Total Boxes  
Add individual number of box and number of total containers in this field.
- C. Quantity ( Q ) –3/8” [9.5 mm] Bar code height & 5 pixel width  
The Quantity field must be numeric only in format (after the data identifier). Letters, commas, spaces, periods, symbols and leading zero’s are “NOT” allowed.
- D. Unit of Measure:  
This is to illustrate the unit of measure. Lb, ea, ft, in, etc..
- E. Mfg. Date  
Date of manufacture.
- F. Country of Origin  
This is the country that the item was manufactured in.
- G. Supplier (U) –3/8” [9.5 mm] Bar code height & 5 pixel width  
The Supplier code used on the bar code should be the first five digits of the Prestolite assigned supplier code. Leading zero’s “ARE REQUIRED” on a less than five digit number. Example: 00123
- H. Supplier PN –3/8” [9.5 mm] Bar code height & 5 pixel width  
Place the proper supplier part number if it differs from the Prestolite Part Number.
- I. Ship To Address:  
This is the Prestolite address of the facility that you are shipping your components to.
- J. DRG / REV  
This field should be entered to verify that components are built to proper revision levels of Prestolite drawing.
- K. Description  
This is a brief description of item(s) being shipped. Abbreviations allowed
- L. P.O. (K) –3/8” [9.5 mm] Bar code height & 5 pixel width  
This is the Prestolite P.O. #. Bar code to be generated also.
- M. Ship From address  
This is where the supplier adds the address that they are shipping the goods from.



**TITLE: Label Requirements – Incoming Material**

This label is to be used on mixed loads containing more than one part number per skid.

Ship To address

This is the address of the Prestolite Facility that the supplier will be making the shipment to.

Ship From address

This is the address of Supplier that the shipment is coming from.

Prestolite Part No. ( P ) –3/8” [9.5 mm] Bar code height & 5 pixel width

The Prestolite Part Number “MUST” be as shown on the Prestolite Purchase Order. Bar code to be generated below. Enough room for four different part numbers per label. If more than 4 numbers are on the skid, Multiple Master labels will be required.

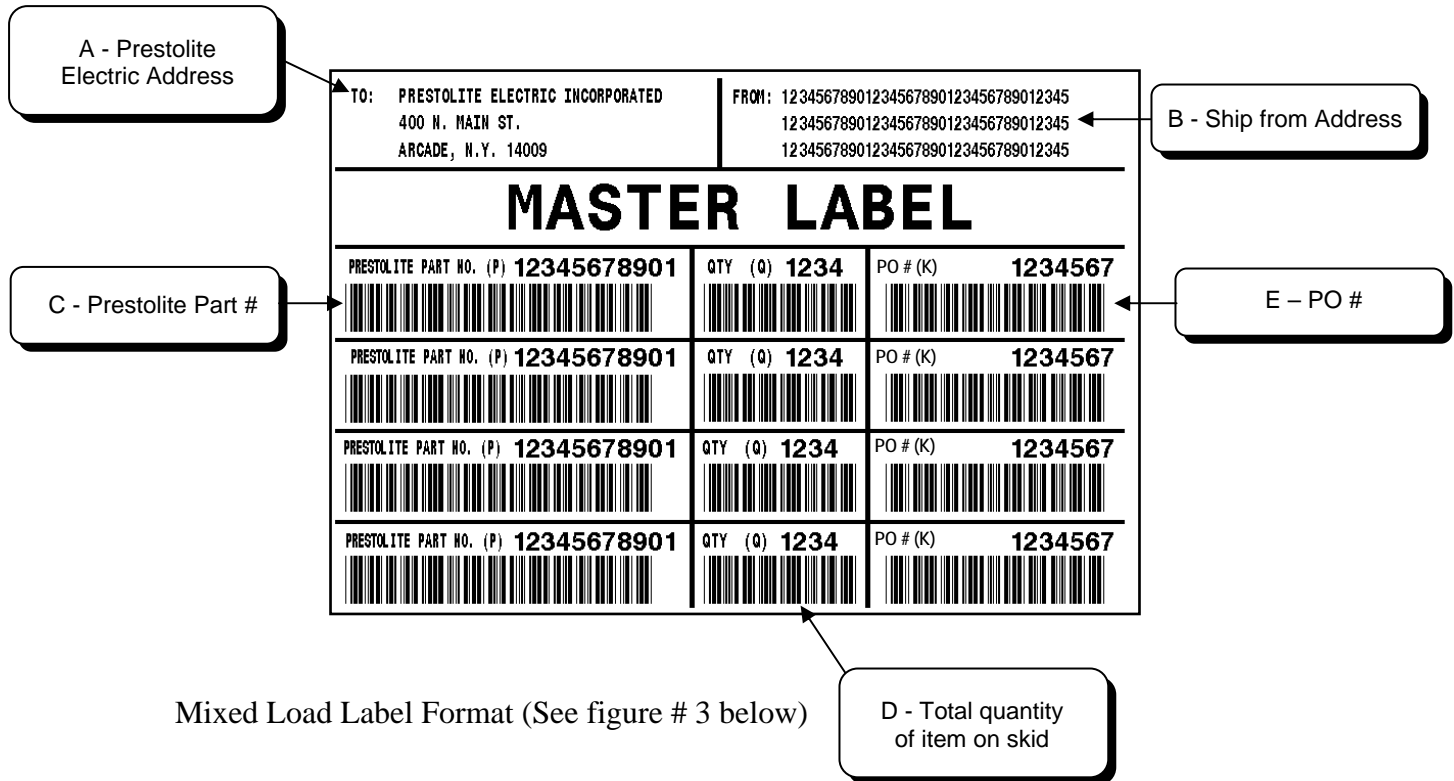
Quantity ( Q ) –3/8” [9.5 mm] Bar code height & 5 pixel width

The quantity field shall indicate the “TOTAL” quantity of items contained within the skid. The quantity field must be numeric only in format (after the data identifier). Letters, commas, spaces, periods, symbols and leading zero’s are “NOT” allowed.

PO # (K) –3/8” [9.5 mm] Bar code height & 5 pixel width

The Supplier code used on the bar code should be the first five digits of the Prestolite assigned supplier code. Leading zero’s “ARE REQUIRED” on a less than five digit number. Example: 00123

**FIGURE # 2**



**TITLE: Label Requirements – Incoming Material**

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This label is to be used to identify mixed loads. A Master Label will also be added to list different part #'s on skid.

There are no fields for this label – text only.

**FIGURE # 3**

