

Supply Chain Purchasing Supplier Labeling Requirements

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1.0 INTRODUCTION

Briggs & Stratton has agreed to accept barcode labeling which meets the Automotive Industry Action Group (AIAG) Shipping / Parts Identification Label Standard (AIAG-B-3-1984). Briggs & Stratton supports the use of data identifiers and follows the U.S. National Identifier Standard ANSI/FACT – 1. All non-bar code labels must follow the guidelines as described in this section regarding content, size, readability, placement, etc.

Non-conformance to these labeling requirements will be reflected in a Supplier's Quarterly Performance Rating.

2.0 LABEL DEFINITIONS

PART LABEL: A label used to identify the contents of an individual shipping pack. Each container, whether expendable or returnable, requires at least two part labels, on two adjacent sides.

MASTER LABEL: A label used to identify and summarize the total contents of the same part number in a multiple pack. A multiple pack (pallet, trailer, etc.) is a pack containing more than one individual shipping container of the same part number or different part numbers.

HANDLING UNIT LABEL: A label used to identify logistics units for handling and warehousing. Contains and uses Serial Shipping Container Code (SSCC) identifiers.

MIXED LOAD IDENTIFIER: A label used to identify mixed part numbers in a multiple pack or pallet.

3.0 PART LABEL CONTENTS

There are ten (10) data areas of the Part Label:

AIAG Standard Area

AREA	BAR CODE AND HUMAN READABLE
1. Part Number	Required and Human Readable
2. Quantity	Required and Human Readable
3. Supplier Number	Required and Human Readable (incl Alpha Character, if applicable)
4. Serial Number	Required and Human Readable

Special Data Area

AREA	BAR CODE AND HUMAN READABLE
5. Purchase Order Number	Required and Human Readable
6. Revision Level	Required and Human Readable
7. Supplier Name	Required and Human Readable
8. Description	Required and Human Readable
9. Manufacture Date & Lot #	Required and Human Readable
10. Supplier Location	Required and Human Readable

Each data area must be separated by thin lines and must contain its title in the upper left hand corner, as shown in the label samples. Outer borderlines are not required. Titles should be printed in 0.06-inch (1.5 mm) high letters.

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3.1 PART LABEL SAMPLE – New label sample needed showing supplier # w/alpha character.

PART NO. 698607 (P)	
QUANTITY 125	PO # 5500019157
SUPPLIER	31010-00-A REVISION 0
SERIAL 0312039	DESCRIPTION G. D. I.
	DATE
RE PHELON CO. INC. AIKEN SOUTH CAROLINA 29802	
EQB	

3.2 BAR CODED DATA

The following is required on the Part Label and Master Label in the format shown. All data is to be displayed in both bar code symbols and human readable characters. Exceptions are part description, manufacture date, manufacture lot, and supplier location, which must appear in human readable form only. Leading zeros in numeric fields and trailing spaces in alphanumeric fields are insignificant and must not be used, EXCEPT FOR THE SUPPLIER NUMBER FIELD.

3.2.1 Data Identifier Code

The first position after the start code of the bar code symbol must be used to identify the information to follow. This character is not to be included in the human readable line, but is shown in human readable characters under the title for the appropriate data area.

Briggs & Stratton recognizes the following data identifiers assigned by Automatic Identification Manufacturer (AIM) and listed in the U.S. National Identifier Standard ANSI/FACT-1.

P Briggs & Stratton Part Number

Q Quantity

V Supplier Number

K Purchase Order Number

S Unique Tracking Serial Number -
Part Label

2P Revision Level

3.2.2 Briggs & Stratton Part Number

This is the part number as assigned by Briggs & Stratton. The human readable characters and bar code symbols must be a minimum of 0.5 inches (13 mm). The maximum character allowance for part field is 13 + 1 character for the data identifier "P".

3.2.3 Quantity

The unit of measure is the number of pieces. If the unit of measure is not pieces, (e.g. gallons, pounds, etc.), it must be noted in human readable characters to the right of the human readable quantity. The unit of measure is NOT to be bar coded.

Human readable characters and bar code symbols must be a minimum of 0.5 inches (13 mm) high.

The maximum character allowance for the quantity number field is 9 + 1 character for the data identifier "Q".

3.2.4 Supplier Number

This is the supplier code assigned by Briggs & Stratton. It may contain an alpha character. The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 9.5 inches (13 mm) high.

The maximum character allowance for the supplier number field is 7 + 1 character for the data identifier "V". Do not include a hyphen in this field.

3.2.5 Serial Number

The serial number is a unique number for both the Part and Master Label assigned by the supplier for each shipping container (e.g. carton, pallet, box, etc.) having identification labels. Serial numbers cannot be duplicated within the calendar year for the same supplier number.

Serial Numbers may be assigned by Briggs & Stratton for selected items, or supplied by the Vendor, with the approval of Briggs & Stratton (confirmed through PPAP for format and readability)

The human readable characters must be a minimum of 0.2 inches (5mm) high. The bar code symbol must be a minimum of 0.5 inches (13 mm) high.

Serial number length and format must be approved by Briggs & Stratton to ensure system compatibility and avoid duplication.

NOTE: Two labels are required on each container, adjacent to each other. This necessitates printing

two identical labels, with the same serial number.

3.2.6 Purchase Order Number

This is the purchase order number assigned by Briggs & Stratton. Suppliers must use only current purchase order numbers.

If a new Purchase Order is issued and a supplier has existing inventory, the supplier must contact Briggs & Stratton Purchasing requesting a deviation to ship product manufactured and labeled with the old Purchase Order.

The human readable characters must be a minimum of 0.3 inches (8mm) high. The bar code symbol must be a minimum of 0.5 inches (13 mm) high.

The maximum character allowance for the purchase order field is 10 + 1 character for the data identifier "K".

3.2.7 Revision

This is the part revision assigned by Briggs & Stratton and must include a dash, a letter, or a number. It cannot be left blank.

The revision level is the manufactured revision level. If the revision level is different from the current active revision level, the supplier must request a deviation from Briggs & Stratton Purchasing.

The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 0.5 inches (13mm) high.

The maximum character allowance for the revision field is 4 + 2 characters for the data identifier "2P".

3.2.8 Description

This is the product description specified on the part print in the title box and should be in human readable characters only. Minimum character size is 0.2 inches (5 mm) high.

3.2.9 Manufacture Date / Lot Number

The manufacture date and manufacture lot of final production or assembly of all the parts in the container in human readable characters only.

Minimum character size is 0.2 inches (5 mm) high.

3.2.10 Supplier Location

Supplier name, city, state, and zip code must be shown in the lower left hand corner of the bar code label. Character size is 0.1 inches (2.5 mm) high.

4.0 MASTER LABEL CONTENTS

The Master Label contents must conform to the same specification as the Part Label content specified in Section 9.3. The following are additional requirements:

All pallets containing multiple containers or cartons of the same or different part numbers require a Master Label for each part number. The only exception would be one container on a pallet such as a Gaylord.

1. The heading MASTER LABEL must be printed in bold 1.0 inches (25.4 mm) high letters. Recommended label size is 7.5 inches (191 mm) high by 9.0 inches (230 mm) wide. (An optional label size of 4.0 inches high by 6.0 inches wide can be used if all required information is contained in the label and is identified by the words MASTER LABEL.)
2. The Data Identifier for the serial number of a Master Label is “4S” or “M”.
3. “4S” or “M” Unique Tracking Serial Number - Master Label, like items.

4. The maximum character allowance for the serial number field is 9 + 2 characters for the data identifier “4S” or 1 character for the data identifier “M”.
5. The serial number is a unique number for both the Part and Master Label assigned by the supplier for each shipping container (e.g. carton, pallet, box, etc.) having identification labels. Serial numbers cannot be duplicated within the calendar year for the same supplier number.

The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 0.5 inches (13mm) high.

The maximum character allowance for the serial number field is 9 + 1 character for the data identifier “S”.

6. Placement of Master Label will be determined by the type of shipment.
7. The Master Label quantity must be the total quantity for each part number on a pallet.

4.1 MASTER LABEL

PART #
CUST (P)

MASTER LABEL

282123



REV(2P):

P



QUANTITY(Q):

96



ITEM #: (P)

701930



09/21/04

SUPPLIER(V)

A45262



PURCHASE ORDER (K):

5500013320-WAU



LOT NO(S):

001826669



DESCRIPTION:COVER REAR ENGINE

SHIP TO BRIGGS & STRATTON
3300 NORTH 124TH STREET
BURLEIGH PLANT-DOCK B9
WAUWATOSA, WI 53222-3106

DATE:
09/21/04



TITAN PLASTICS GROUP, INC. 1452 ROWE PARKWAY, POPLAR BLUFF MO. 63981

PLASTIC'S LABEL P

5.0 LABEL CHARACTERISTICS

SIZE: The recommended minimum sizes for the various labels are as listed below:

LABEL	HEIGHT	WIDTH
Part	4 inches (102 mm)	6 inches (165 mm)
Master	7.5 inches (191 mm)	9 inches (230 mm)
Mixed	Load 4 inches (102 mm)	6 inches (165 mm)

This size must accommodate long part numbers and large shipping quantities. Wire tags put on loose parts on metal racks will be the same size plus the material necessary to add a reinforcement eyelet.

QUALITY: Labels are to be wrinkle free and durable to ensure readability at destination. A sample label must be tested to ensure accuracy of readability, print contrast and all other specifications prior to usage.

SYMBOLOLOGY: Bar Codes must be 3 of 9 (Code 39) type and conform to the AIAG Standard.

MATERIAL: Labels can be pressure sensitive or dry gummed type. Adherence to the package must be ensured.

LABEL PROTECTION: Labels must be protected against moisture, weathering, and abrasion. Laminates, sprays, window envelopes and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care must be taken to ensure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.

6.0 SAMPLE VERIFICATION

Prior to use, suppliers are required to submit a Part Label and Master Label to Briggs & Stratton for verification. All samples must be on actual barcode stock and all information must be valid. Briggs & Stratton requires an American National Standard Institute (ANSI) grade of B or higher and a Scannability Trend Index (STI) readability grade of 50% or greater for each bar code. Mail all bar code samples to your Plant Purchasing Representative.

7.0 PART LABEL AND LOCATION

Part labels are required on adjacent corners of each shipping container as illustrated. The label must be parallel to the container base. If parts are shipped in returnable containers that cannot be labeled, tags are to be used. The serial numbers of the two labels on a container MUST be the same. There is only one unique serial number per container.

SINGLE CARTONS: Part labels are to be located on two adjacent sides. A wrap around label is acceptable.



CARTONS ON A PALLET: Part labels are required on each carton as shown above. When a Master Label or Mixed Load identifier is required on each pallet / load, the label/identifier must be positioned in such a manner that it is easily removable when the pack is broken down.



DRUMS OR BARRELS: Part Labels are required on two sides, or a side and top of the container.



HIGH-BOYS, TRUCKS, WIRE

BASKETS, ETC.: Part Labels are to be attached to adjacent sides of container or two loose top pieces.



PALLET BOX/GAYLORD: Part Labels are to be attached to adjacent sides of the container.



TELESCOPIC CONTAINERS: Part Labels are to be attached to adjacent sides of the container. One Part Label must also be attached to the bottom half of the container.

8.0 MIXED LOAD LABEL

Mixed Load Labels are required, in addition to Part Labels and Master Labels, when there is more than one part number on the same multiple pack. This label is shown below with bold 1 inch (254mm) high letters.

**MIXED
LOAD**

9.0 MASTER LABELS USED IN CONJUNCTION WITH MIXED LOAD LABELS

Special situations occur when there is a mixed load:

EXAMPLE #1: Mixed Load with multiple packs of multiple part numbers. This situation calls for one Mixed Load Label and Master Labels for every part number in the load, even if there is only one container.



Requires:

- (1) Mixed Load Label
- (54) Two Part Labels on each container
- (4) One Master Label for each part number

EXAMPLE #2: A load with the same part number does not require a Mixed Load Label.



Requires:

- (54) Two Part Labels on each container
- (1) Master Label

EXAMPLE #3: Mixed loads with multiple baskets or high boys on a tractor-trailer or truck. This situation calls for one Mixed Load Label and Master Labels for each part number in the load, even if there is only one basket for certain parts. Master Labels should be placed nearest to the last loaded basket of that part number.



Requires:

- (1) Mixed Load Label
- (16) Two Part Labels on each container
- (2) One Master Label for each part number

10.0 CASE OR CARTON (GLOBAL SUPPORT) REQUIREMENTS FOR DOCK TO STOCK

CARTON: Packaging used for single items not used as the shipper.

CASE: Packaging used for multiple cartons and shipping.

Expectations & Preferences:

1. Preferred White for cases and Red for cartons with Briggs & Stratton logo. Cases and cartons should not contain any other identifying labels or markings other than those requested by Briggs & Stratton. Dock to Stock shipments cannot contain mixed products.
2. Carton (single item) Label: Carton labels are to be located on the top of each carton (1" X 1" minimum).

3. Carton (single item) Label Contents:
 - a. Part Number (preceding zeros must be included)
 - b. Part Description
 - c. Date Code (e.g. 9920 99 = year & 20 = week)
 - d. UPC (assigned from Briggs & Stratton) Version A (picket fence orientation preferred)
 - e. Port of Origin



4. Case (shipper) Label: Case labels are to be located on two adjacent sides (3" X 4" minimum). A wrap around label is recommended.

5. Case (shipper) Label Contents:
 - a. Part Number (preceding zeros must be included)
 - b. Part Description
 - c. Quantity
 - d. Weight (total case and product)
 - e. UPC (assigned from Briggs & Stratton)
Interleaved 2 of 5. Bearer bars required. (picket fence orientation preferred)
 - f. Date Code (e.g. 9920 98 = year & 20 = week)
6. Master Label: One Master Label is required per shipment and must be put on a pallet.
 - a. Code 39 – AIAG Standard
 - b. ANSI grade B or higher and a STI read grade of 50%. Refer to Briggs & Stratton Supplier Manual, Section 9.6.

11.0 CONTRACT MANUFACTURING HANDLING UNIT LABELS

Definition for Handling Unit Label: Logistics unit which can be used worldwide, have unique, scannable identification numbers that can be developed, contain the complete material identification, the quantity, and serial numbers, the respective object list.

Briggs & Stratton's Requirements:

Briggs & Stratton requests all the end products & engines shipments must have this label. Briggs & Stratton handling unit label contains Handling Unit Number(SSCC - 20 digits), format as below. The labels will be provided by Briggs & Stratton. When there is any pallet unpacking, suppliers are requested to provide the SSCC together with the serial numbers for each Pallet.

Example of Handling Unit Label:




Importance: Control & track goods quickly in SAP and contains SSCC code(Serial Shipping Container Code) - Can be used worldwide.

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Handling Unit Requirements: The handling unit packing and structure should be in agreement with Briggs & Stratton guidelines specified in the packaging specifications provided to you. The specification could vary by material number, MTT, product group, region and contract manufacturer and has been decided based on container cubing and warehouse racking design.

Below are some examples for representation purposes only. Please contact Briggs & Stratton buyers for specific information related to your purchase order.

Physical Representation based on Pack Specification	System Representation or HU level	ASN / Container Level	Example
One Pallet with 16 eaches	One HU with 16 serial Numbers	Can have several HU's depending upon the ASN quantity	ASN has 336 EA – 21 HU's of 16 each
Single Pack - Loose	One HU per Each serial number	Can have several HU's depending upon the ASN quantity.	ASN has 42 EA – 42 HU's of 1 each
Container Pack – Floor Loaded	One HU per Container quantity	One HU per container 	ASN has 192 EA – 1 HU with 192 eaches

Once the ASN is processed and Goods Receipt has been performed by Briggs & Stratton, no changes to the Handling unit should be made unless instructed by the Briggs & Stratton team. The HU in the CM possession should be stored intact in the CM warehouse and special care should be taken for Container packs.

Effort will be made to ship a full HU quantity against the Sales Order or STO based Outbound Delivery from the CM warehouse, however based on customer order quantity, expedited LCL orders, quality reasons etc., the CM may be required to break down the HU and split the quantity into multiple HU's to address the partial quantity requirement.

NOTE: All serial numbers in stock should be associated with a handling unit at all times.

Location Requirements:

On the outside corner of carton where easy to scan:



On the same location but outside of shrink wrap if the pallet packed with shrink wrap:

