Means Industries Inc.

Shipping Label Specification

Version 8.0
October 3, 2019

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Introduction

A) Purpose

The Means Industries *Shipping Label Specification* provides written requirements for the printing and application of container labels. Suppliers SHALL use the label formats detailed in this document when shipping to all Means Industries locations.

In this document the word "SHALL" indicates a requirement and the word "SHOULD" indicates a recommendation.

B) References

This label specification is based on the Automotive Industry Action Group (AIAG) B-10 Trading Partner Labels Implementation Guideline. A copy of this guideline is available for download or purchase from the AIAG web site (www.aiag.org) or by contacting the AIAG at:

Automotive Industry Action Group
26200 Lahser Road, Suite 200
Southfield, MI 48034

Sample Label Approval

C) Sample Label Submission Information

Suppliers SHALL submit sample labels to Means Industries. Written approval will be sent to the supplier once the label is verified. Label tests will include, but are not limited to, barcode decodability, correctness of data identifiers, barcode heights, text sizes, quiet zones, and barcode element ratio. Suppliers must submit one Label Approval Form for each label to be shipped to Means Industries. Suppliers SHALL use Appendix A for label submissions.

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D) Sample Label Contact

Means Industries Inc.
Attn: Amanda St. John
3715 E. Washington Rd.
Saginaw, MI 48601

Phone: (989) 754-1433 x3544
Email: Amanda.StJohn@MeansIndustries.com

General Information

E) Size and Material

The label medium SHALL be white in color with black printing. The size of the label medium SHALL be determined by a combination of the data requirements and the printing technology used. Currently, the acceptable label sizes of 4.0 inches high by 6.0 inches wide and 4.0 inches high by 6.5 inches wide should handle all known conditions. Exception – The approximate size of the Primary Metal label is 5.5 inches wide by 7.5 inches high.

F) Types of Labels and Packaging

Five types of labels are required depending on how material is packaged for shipment as described below.

The Container Label SHALL be used to identify a single pack containing the same part number. It is the most commonly used shipping/parts identification label. See section 4 for details.

A Master Label SHALL be used for containers, pallets, skids, etc, holding more than one single pack of the same part number. Each individual package SHALL still contain a container label within the outer package. See section 5 for details.

A Dual Parts Label is used for containers, pallets, skids, etc, holding more than one single pack of DIFFERENT part numbers. Some materials may be shipped as left hand and right hand, top and bottom, or other combinations, which create an environment of pairs. These are known as dual parts or paired parts. These parts require the Dual Parts Label for proper identification. **The Dual Parts label can be used to identify up to 2 part numbers packaged in the same**

container. The goods shipped SHALL be of the EXACT SAME QUANTITY. See section 6 for details.

An Outside Processor Label is used for the receipt of material from outside processors. It identifies a single pack containing the same part number. Included is the requirement that the unique serialized container numbers, known as a Handling Unit numbers (HU), of the source containers are returned to Means/TFA on the shipping label as up to 2 supplier lot numbers. Since data lengths on the Outside Processor Label can be greater than other label types, suppliers are encouraged to utilize **Code 128** barcode symbology where appropriate. See section 7 for details.

A Primary Metal Label is used for the receipt of raw material, generally, coils of steel. Follow the Primary Metals specification shown later in this document. Since data lengths on the Primary Metals Label can be greater than other label types, suppliers are encouraged to utilize Code 128 barcode symbology where appropriate. The bar height on the Primary Metal label SHALL be a minimum of 0.4 inches. See section 8 for details.

G) Serial Numbers

Each shipping container or pack SHALL have a unique number called a serial number. This number is assigned by the supplier and does not necessarily need to be in sequential order. This unique number helps link the barcode data on the labels to EDI (where utilized) for traceability purposes.

The serial number SHALL NOT be repeated on another label within a twelve-month period.

The maximum length of the serial number is 14 digits. All digits must be numeric.

H) Barcode Symbology

In compliance with the current AIAG B10 Shipping Label Specifications, the symbology used SHALL be Code39 or Code128.

The four special characters ($, ?, +, and %) SHALL NOT be used on the barcoded fields of the label.

Check digits SHALL NOT be added to the barcode or human readable interpretation.

The bar height SHALL be a minimum of 0.5 inches unless otherwise noted.

The width of Code 39 narrow elements SHALL be within the range of 0.013 to 0.017 inches.

The ratio of the width of wide to narrow elements SHALL be within the range of 2.8:1 to 3.2:1 (3:1 is recommended).

For optimum scanning, a symbol's leading and trailing clear area (Quiet Zone) SHALL be al least 0.25 inches.

E) Use of Data Identifiers

A data identifier is one or more characters that define a general category type or specific use of bar coded data. The bar coded field SHALL start with the data identifier and will identify the type of information encoded in that symbol. Care must be taken that the bar coded data has the proper data identifier.

The data identifier SHALL be printed in human readable characters in parentheses under the title for the appropriate data area.

The data identifier SHALL NOT be included in the human readable interpretation of the bar coded symbol.

Table 1 shows the data identifiers that SHALL be used:

Data Identifier	Data Area
K	Purchase Order Number
P	Part Number
1T	Lot Number / Heat Number
Q	Quantity
S	Serial / COIL Number – Primary Metals Label
3S	Serial Number – Container Label
4S	Serial Number – Master Label
5S	Serial Number – Dual Parts Label
V	Supplier Number
2Q	Actual Weight – Primary Metals Label
1Q	Theoretical Weight – Primary Metals Label

Table 1: Data Identifiers

F) Text Lines Per Block

The height of text characters is defined by using a unit of measure called Lines Per Block (LPB) rather than inches or points. This enables the printer of the label to determine the actual height and font of the text for a given LPB.

Eight sizes may be specified for text, ranging from 1 to 8 lines per block. The exact character heights corresponding to the 8 text sizes SHALL be chosen by the label designer based on the capabilities of the printing process.

Labelers SHALL choose a single height for each of the 8 sizes so that clear distinctions are evident between the text sizes. Figure 2 shows suggested point, inch, and metric sizes.

Lines Per Block	Max Characters Per Line	Point	Inches	MM
1 LPB	8	64	0.90	22.0
2 LPB	18	32	0.40	11.0
3 LPB	28	20	0.25	7.0
4 LPB	34	16	0.20	5.0
5 LPB	42	12	0.15	4.0
6 LPB	48	10	0.12	3.0
7 LPB	59	8	0.10	2.0
8 LPB	68	6	0.08	1.5

Figure 2: Text Conversion Table

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Container Label Specification

1st Block LEFT
Customer Part Number
Block Title = **PART CUST (P)**
Data = **Part number, assigned by the customer.**
Data Identifier (DI) = **P**
Font Size = **2LPB**

2nd Block LEFT
Purchase Order Number
Block Title = **PO # (K)**
Data = **Purchase Order number, customer assigned.**
Data Identifier (DI) = **K**
Font Size = **3LPB**

3rd Block LEFT
Supplier Name
Block Title = **Supplier Name**
Data = **Supplier's name**
Font Size = **3LPB**

4th Block LEFT
Serial Number
Block Title = **SERIAL # (3S)**
Data = **Package Identification assigned by the supplier to the lowest level of packaging (container) that has a package ID code.**
Data Identifier (DI) = **3S**
Font Size = **3LPB**

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline.

1st Block RIGHT
Quantity
Block Title = **QUANTITY (Q)**
Data = **Quantity (integer numeric) (Unit of measure assumed to be "each")**
Data Identifier (DI) = **Q**
Font Size = **3LPB**

2nd Block RIGHT
Lot Number
Block Title = **LOT # (1T)**
Data = **Traceability number assigned to a unique batch or group of items by the supplier/manufacturer.**
Data Identifier (DI) = **1T**
Font Size = **3LPB**

3rd Block RIGHT
Supplier Use Area
Block Title = **None**
Data = **Part description. Remaining space can be used at the supplier's discretion**
Font Size = **4LPB**

4th Block RIGHT
Shipment Information
Block Title = **None**
Data = **Shipment Date (mm/dd/yy), Part Revision Level**
Font Size = **4LPB**

Label illustration:

PART # CUST (P) 12345
PO # (K) 123456
SUPPLIER NAME ABC Company Inc.
SERIAL # (3S) 00000004
QUANTITY (Q) 123
Lot # (1T) 12345
Part Desc
SHIP DATE: 10/15/03
Rev Level: 1234

Customer: Means Industries Inc.	Label Purpose/Use: Container Label: To identify containers of LIKE parts.	NOTE: Illustration is NOT actual size. Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10
	Issue Date: 5/22/2015	Version 4.0	

Master Label Specification

1st Block LEFT

Customer Part Number

Block Title = **PART CUST (P)**

Data = **Part number, assigned by the customer.**

Data Identifier (DI) = **P**

Font Size = **2LPB**

1st Block RIGHT

Quantity

Block Title = **QUANTITY (Q)**

Data = **Quantity (integer numeric) (Unit of measure assumed to be "each")**

Data Identifier (DI) = **Q**

Font Size = **3LPB**

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline.

2nd Block LEFT

Purchase Order Number

Block Title = **PO # (K)**

Data = **Purchase Order number, customer assigned.**

Data Identifier (DI) = **K**

Font Size = **3LPB**

2nd Block RIGHT

This sub-block is empty.

PART #
CUST (P) **12345**

QUANTITY **123**
(Q)

PO #
(K) **123456**

SUPPLIER

ABC Company Inc.

Part Desc

SERIAL #
(4S) **00000003**

MASTER LABEL

3rd Block LEFT

Supplier Name

Block Title = **Supplier Name**

Data = **Supplier's name**

Font Size = **3LPB**

3rd Block RIGHT

Supplier Use Area

Block Title = **None**

Data = **Part description. Remaining space can be used at the supplier's discretion**

Font Size = **4LPB**

4th Block LEFT

Serial Number

Block Title = **SERIAL # (4S)**

Data = **Package Identification assigned by the supplier to packaging containing multiple containers of like items on a single customer load (Master Load)**

Data Identifier (DI) = **4S**

Font Size = **3LPB**

4th Block RIGHT

Master Label Designation

Block Title = **None**

Data = **"Master Label"**

Font Size = **3LPB**

Customer: Means Industries Inc.	Label Purpose/Use: Master Label: Used to identify packaging of multiple containers of LIKE parts	NOTE: Illustration is NOT actual size. Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10
	Issue Date: 5/22/2015	Version 4.0	

Dual Part Label Specification

1st Block LEFT

1st Customer Part Number

Block Title = **PART CUST (P)**

Data = **Part number, assigned by the customer.**

Data Identifier (DI) = **P**

Font Size = **2LPB**

2nd Block LEFT

1st Part's Lot Number

Block Title = **LOT # (1T)**

Data = **1) Traceability number assigned to a unique batch or group of items by the supplier/manufacturer, 2) Part Revision Level**

Data Identifier (DI) = **1T**

Font Size = **3LPB, 7LPB**

3rd Block LEFT

Purchase Order Number

Block Title = **PO # (K)**

Data = **Purchase Order number, customer assigned.**

Data Identifier (DI) = **K**

Font Size = **3LPB**

4th Block LEFT

Serial Number

Block Title = **SERIAL # (5S)**

Data = **Package Id assigned by the supplier to packaging containing multiple containers of unlike items on a single customer order.**

Data Identifier (DI) = **5S**

Font Size = **3LPB**

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline.

1st Block RIGHT

2nd Customer Part Number

Block Title = **PART CUST (P)**

Data = **Part number, assigned by the customer.**

Data Identifier (DI) = **P**

Font Size = **2LPB**

2nd Block RIGHT

2nd Part's Lot Number

Block Title = **LOT # (1T)**

Data = **1) Traceability number assigned to a unique batch or group of items by the supplier/manufacturer, 2) Part Revision Level**

Data Identifier (DI) = **1T**

Font Size = **3LPB, 7LPB**

3rd Block RIGHT

Quantity

Block Title = **QUANTITY (Q)**

Data = Quantity (integer numeric) (Unit of measure assumed to be "each")

Data Identifier (DI) = **Q**

Font Size = **3LPB**

4th Block RIGHT

DUAL PARTS Designation

Block Title = **None**

Data = "DUAL PARTS", First Part Description, Second Part Description, Supplier Name

Font Size = **3LPB, 6LPB, 6LPB, 6LPB**

Label illustration:

PART # CUST (P) **12345**

LOT # (1T) **12345**   Rev. 1234

PO # (K) **123456**

SERIAL # (5S) **00000002**

PART # CUST (P) **12345**

LOT # (1T) **12345**   Rev. 1234

QUANTITY (Q) **123**

DUAL PARTS
Part 1 Desc
Part 2 Desc
ABC Company Inc.

Customer: Means Industries Inc.	Label Purpose/Use: Dual Parts Label: Used to identify containers of UNLIKE parts.	NOTE: Illustration is NOT actual size. Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10
	Issue Date: 5/22/2015	Version 4.0	

Section 7) Outside Processor Label

1st Block LEFT
Customer Part Number
Block Title = **PART CUST (P)**
Data = **Part number, assigned by the customer.**
Data Identifier (DI) = **P**
Font Size = **2LPB**

1st Block RIGHT
Quantity
Block Title = **QUANTITY (Q)**
Data = **Quantity (integer numeric) (Unit of measure assumed to be "each")**
Data Identifier (DI) = **Q**
Font Size = **3LPB**

NOTE: NOT TO SCALE
For correct measurements, see the AIAG B-10 Guideline.

2nd Block LEFT
Purchase Order Number
Block Title = **PO # (K)**
Data = **Purchase Order number, customer assigned.**
Data Identifier (DI) = **K**
Font Size = **3LPB**

2nd Block RIGHT
Inbound Handling Unit # 1
Block Title = **INBOUND HANDLING UNIT 1 (1T)**
Data = **Handling Unit (HU) number of first source container.**
Data Identifier (DI) = **1T**
Font Size = **4LPB**

3rd Block LEFT
Supplier Name
Block Title = **Supplier Name**
Data = **Supplier's name**
Font Size = **3LPB**

3rd Block RIGHT
Inbound Handling Unit # 2
Block Title = **INBOUND HANDLING UNIT 2 (1T)**
Data = **Handling Unit (HU) number of second source container.**
Data Identifier (DI) = **1T**
Font Size = **4LPB**

4th Block LEFT
Serial Number
Block Title = **SERIAL # (3S)**
Data = **Package Identification assigned by the supplier to the lowest level of packaging (container) that has a package ID code.**
Data Identifier (DI) = **3S**
Font Size = **3LPB**

4th Block RIGHT
Shipment Information
Block Title = **None**
Data = **Shipment Date (mm/dd/yy), Part description. Part Rev Level**
Font Size = **6LPB**

Label illustration:

PART CUST (P) 12345
QUANTITY (Q) 123
PO # (K) 123456
INBOUND HANDLING UNIT 1 (1T) 1234567890
SUPPLIER NAME ABC Comapny Inc.
INBOUND HANDLING UNIT 2 (1T) 1234567890
SERIAL # (3S) 000000004
PART DESC: Part Desc
SHIP DATE: 09-Nov-10
REV LEVEL: 1234

Customer: Means Industries Inc.	Label Purpose/Use: Outside Processer Label: To identify containers of LIKE parts.	NOTE: Illustration is NOT actual size. Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10
	Issue Date: 5/22/2015	Version 4.0	

Section 8) Primary Metals Label

1st Block LEFT

Ship From

Block Title = **SHIP FROM**

Data = **Supplier Name and Address**

Data Identifier (DI) = not applicable

Font Size = **5 LPB**

2nd Block

Part Number

Block Title = 1-PRODUCT IDENT (P)

Data = **Part number, assigned by the customer**

Data Identifier (DI) = **P**

Font Size = **3 LPB**

4th Block

Serial Number/Coil Number

Block Title = **3-SERIAL / COIL NO. (S)**

Data = **Package Id assigned by the supplier.**

Data Identifier (DI) = **S**

Font Size = **3 LPB**

6th Block

Heat Number

Block Title = **HEAT/PROCESS NO. (1T)**

Data = **Traceability number assigned to a unique batch or group of items by the supplier/manufacturer**

Data Identifier (DI) = **1T**

Font Size = **3 LPB**

SHIP FROM

ABC COMPANY
1234 ANYSTREET AVE
ANYTOWN, MI 12345

SHIP TO

MEANS INDUSTRIES
1860 S. JEFFERSON
SAGINAW, MI 48601

1 - PRODUCT IDENT (P)   123456

2 - SUPPLIER NO (V)   123456

3 - SERIAL/COIL NO. (S)   123456789

4 - CSTMR ORD. NO. (K)   123456789

5 - HEAT / PROCESS NO. (1T)   123456789

6 - ACTUAL WEIGHT (2Q)   12345 | 9 - SIZE

7 - LENGTH / THEO WT (1Q)   12345 | 10 - SPECIAL DATA

8 - PIECES (Q)   1

1st Block RIGHT

Ship To

Block Title = **SHIP TO**

Data = **Customer Name and Address**

Data Identifier (DI) = not applicable

Font Size = **5 LPB**

3rd Block

Supplier Number

Block Title = **2-SUPPLIER NO (V)**

Data = **Supplier code assigned by customer.**

Data Identifier (DI) = **V**

Font Size = **3 LPB**

5th Block

Purchase Order Number

Block Title = **CSTMR ORD NO. (K)**

Data = **Purchase Order number, customer assigned.**

Data Identifier (DI) = **K**

Font Size = **3 LPB**

7th Block RIGHT

Size

Block Title = **9-SIZE**

Data = **Gauge and width values**

Data Identifier (DI) = not applicable

Font Size = **5 LPB**

7th Block LEFT

Actual Weight

Block Title = **6-ACTUAL WEIGHT (2Q)**

Data = **Actual weight (Unit of measure assumed to be pounds)**

Data Identifier (DI) = **2Q**

Font Size = **3LPB**

8th Block LEFT – Optional

Theoretical Weight

Block Title = **7-LENGTH/THEO WT (1Q)**

Data = **Actual length or theoretical weight**

Data Identifier (DI) = **1T**

Font Size = **3 LPB**

8th Block RIGHT

Special Data

Block Title = **10-SPECIAL DATA**

Data = Supplier use area

Data Identifier (DI) = not applicable

Font Size = not specified

9th Block LEFT

Quantity

Block Title = **8-PIECES (Q)**

Data = Quantity (integer numeric) (Unit of measure assumed to be "each")

Data Identifier (DI) = **Q**

Font Size = **3 LPB**

Customer: Means Industries Inc.	Label Purpose/Use: Primary Metals Label: To identify raw materials.	NOTE: Illustration is NOT actual size. Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10
	Issue Date: 5/22/2015	Version 4.0	

Appendix A: Label Approval Form – Means Industries Inc.

TO: **FROM:**

Name: Amanda St. John   **Name:** _____

Company: Means Industries   **Company:** _____

Address: 3715 E. Washington Rd.   **Address:** _____

City: Saginaw   **City:** _____

State, Zip: MI 48601   **State, Zip:** _____

Phone: (989) 754-1433 x3544   **Phone:** _____

Place your label here

Approved by (printed name):_____

Approval Signature: _____ Approval Date:_____