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# **Guardian Automotive**

## **Supplier Label Specification**

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# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## Overview

In order to promote more consistency and accuracy within Guardian Automotive, Guardian Automotive is requesting all suppliers to begin using standard container labels on all shipments to Guardian. The label specifications will outline the content of the label and placement on the label. This will insure that when shipments are received, they can be processed consistently with the correct information.

These labels were created using the guidelines and standards issued by the Automotive Industry Action Group (AIAG). Most suppliers are familiar with these guidelines and standards as they are the most generally recognized manufacturing-based guidelines. For additional information regarding AIAG, please refer to the AIAG section within this document.

# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## **B-10 (Product Identification) Label**

Guardian Automotive product identification labels are the Container, Master, Mixed Load, which were 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 Guardian Automotive expectation that all containers (i.e., boxes, pallets, etc.) in the shipment be labeled appropriately and documented in the ASN. Label specifications follow in this document.

Proper positioning of the product identification labels is also important for effective identification of the container of parts sent to Harley-Davidson. An illustration of acceptable locations for container labels is included in this section. If stretch wrap is used to hold containers together on a pallet, all Container labels must be clearly visible under the stretch wrap. Suppliers who are unclear as to where to attach the container label should contact their appropriate Harley- Davidson purchasing representative for clarification.

Any parts placed within a container 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 Guardian Automotive part number, a description, the quantity within the bag, and the name of the supplier providing the part.

# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## *Label Requirements*

The label 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



# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## Container Label (B-10) Specification Sheet

The Container Label is to be used on a single container holding identical part / purchase order / packing list numbers

### Ship From

**Block Title = FROM:**

**Data** = Supplier's Ship from address and G.A. assigned supplier ID

**Maximum Length** = 4 Lines of text. Largest font that will fit in the block

### Ship To

**Block Title = TO:**

**Data** = Guardian plant address

**Maximum Length** = 4 lines, largest font that will fit in block

### 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

Data characters 10

DI characters 3

### Part Number/Description

**Block Title = PART (P)**

**Data** = Guardian assigned part number and description

**Symbology** = Code 128 (part number only)

**Data Identifier (DI)** = P

**Maximum Length** = 19 (Part No)

Data characters 18

DI characters 1

Description can be placed below barcode the width of the block.

|  |   |  |
|--|---|--|
| FROM:<br>ABC SUPPLIER<br>123 MAIN STREET<br>ANYTOWN, OH<br>SUPPLIER: 2345678 | TO:<br>GUARDIAN AUTOMITVE<br>123 MAIN STREET<br>ANYTOWN, OH | PACKING LIST # (11K)<br>1234567890<br> |
| PART (P) ABCD1234567890<br><br>DESCRIPTION OF PART                           |   | QUANTITY (Q)<br>12345<br>              |
| STR LOC PART STORAGE LOCATION  |   |  |
| PURCHASE ORDER (K)<br><br>12345678   | PO LINE NO (4K)<br><br>1234                                 |  |
| SERIAL NO (3S) 12345678901234<br>  |   |  |

### Quantity

**Block Title = QUANTITY (Q)**

**Data** = Part quantity in container

**Symbology** = Code 128

**Data Identifier (DI)** = Q

**Maximum Length** = 6

Data characters 5

DI characters 1

### Storage Location

**Block Title = STR LOC**

**Data** = Guardian Inventory Location

**Maximum Length** = 10 characters

### Purchase Order Line Number

**Block Title = PO LINE # (4K)**

**Data** = Guardian purchase order line number

**Symbology** = Code 128

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

**Maximum Length** = 6

Data characters 4

DI characters 2

### Purchase Order Number

**Block Title = Purchase Order # (K)**

**Data** = Guardian supplied purchase order

**Symbology** = Code 128

**Data Identifier (DI)** = K

**Maximum Length** = 9

Data characters 8

DI characters 1

### Serial Number

**Block Title = SERIAL NO (3S)**

**Data** = Supplier generated serial number. Serial number must be unique for 24 months.

**Symbology** = Code 128

**Data Identifier (DI)** = 3S

**Maximum Length** = 17

Data characters 15

DI characters 2

### Supplier Information

**Data** = This area can be used for supplier specific information. The area cannot interfere with the serial number and must be separated from the serial number block if used.






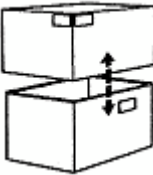



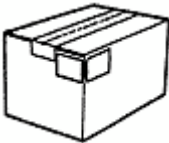

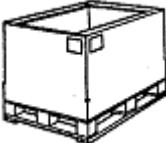
# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

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# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## *Container Label Placement*

The Container Label is to be used on a single container holding identical part / purchase order / packing list numbers.

|   |   |   |   |
|---|---|---|---|
|   | <p>ROPAK – Identical Container labels shall be located on each end. The end is defined as having the large fork truck entry points and is wider</p> |    | <p>BASKET, WIRE MESH CONTAINER – Identical Container labels shall be located on two adjacent sides.</p>   |
|    | <p>Bag – Place on Container label at the center of the face.</p>  |   | <p>ROLL – Hang one Container tag 2.0 inches (51mm) from the end of the material.</p>  |
|   | <p>BALES – Identical Container labels shall be located at the upper corner of an end and the adjacent side.</p>                                     |   | <p>TELESCOPIC OR SETUP CONTAINER – Identical Container labels shall be located on two adjacent sides of the out box. Some applications may also require</p> |
|  | <p>METAL BIN OR TUB – Attach hang tag Container label to ear of tub or use a label holder.</p>  |  | <p>RACK – Attach Container hang tag label to ear of rack</p>  |
|  | <p>BUNDLE – Identical Container label tags shall be located at each end.</p>  |  | <p>BOX OR CARTON – Identical Container labels shall be located on two adjacent sides. The upper edges of the labels shall be as high as possible up</p>     |
|  | <p>DRUMS, BARRELS, OR CYLINDRICAL CONTAINERS – Identical Container labels shall be located on the top and near the center of the side.</p>          |  | <p>PALLET BOX – Identical Container labels shall be located on two adjacent sides.</p>  |



# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## *Container Label EDI Reference*

The following table identifies the Container label sections and the referring EDI segments of the ASN.

| <b>Label Section</b>       | <b>EDI Segment (ASN)</b> |
|----------------------------|--------------------------|
| 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                      |



# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## Master Label Specifications

### Master Label (B-10) Specification Sheet

The Master Label is to be used on a pallet holding one or more containers of the same part/packing list.

**Ship From**  
**Block Title = FROM:**  
**Data** = Supplier's Ship from address and G.A. assigned supplier ID  
**Maximum Length** = 4 Lines of text.  
 Largest font that will fit in the block

**Ship To**  
**Block Title = TO:**  
**Data** = Guardian plant address  
**Maximum Length** = 4 lines, largest font that will fit in block

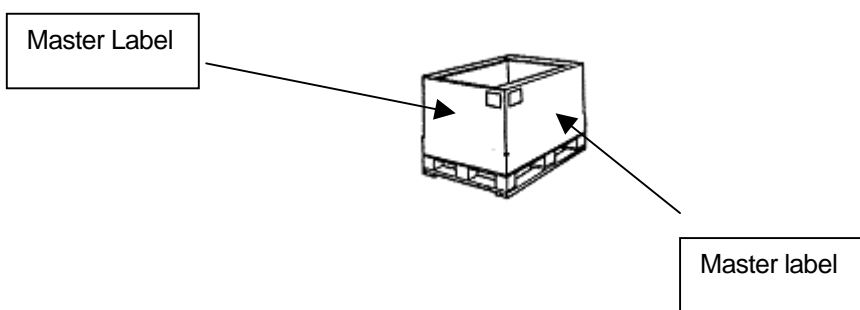
**Packing List Number**  
**Block Title = PACKING LIST # (11K)**  
**Data** = Supplier generated packing list number or bill of lading number.  
**Symbology** = Code 128  
**Data Identifier (DI) = 11K**  
**Maximum Length** = 13  
     Data characters 10  
     DI characters 3

|  |  |   |
|--|--|---|
| FROM:<br>ABC SUPPLIER<br>123 MAIN STREET<br>ANYTOWN, OH<br>SUPPLIER: 2345678   | TO:<br>GUARDIAN<br>AUTOMITVE<br>123 MAIN STREET<br>ANYTOWN, OH | PACKING LIST # 1234567890<br><small>(11K)</small><br> |
| <h2 style="margin: 0;">MASTER LABEL</h2> <div style="border: 2px solid red; height: 40px; width: 100%; margin-top: 10px;"></div> |  |   |

**Supplier Information**  
**Data** = This area can be used for supplier specific information. The area cannot interfere with the serial number and must be separated from the serial number block if used.

***Master Label Placement***

The Master Label is to be used on a pallet holding container of identical part/packing list numbers. Two identical Master Labels must be attached on adjacent sides of the pallet



Please note that in addition to the Master Label requirement, individual Container Labels are required on the containers that support the Master Label. If the Container “is the pallet” then a master label is not required.

***Master Label EDI Reference***

The following table identifies the Master label sections and the referring EDI segments of the ASN.

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



# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

## Mixed Load Label Specifications

### Mixed Load Label (B-10) Specification Sheet

The Mixed Load Label is to be used on a pallet holding one or more containers of different parts and/or packing list.

**Ship From**  
**Block Title = FROM:**  
**Data** = Supplier's Ship from address and G.A. assigned supplier ID  
**Maximum Length** = 4 Lines of text.  
Largest font that will fit in the block

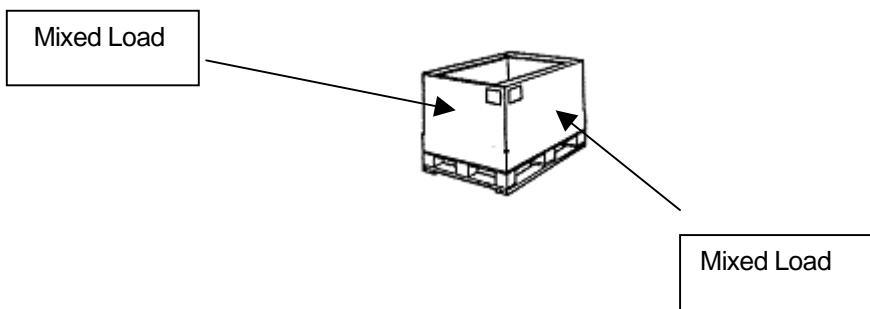
**Ship To**  
**Block Title = TO:**  
**Data** = Guardian plant address  
**Maximum Length** = 4 lines, largest font that will fit in block

|   |  |  |
|---|--|--|
| FROM:<br>ABC SUPPLIER<br>123 MAIN STREET<br>ANYTOWN, OH<br>SUPPLIER: 2345678                                  | TO:<br>GUARDIAN<br>AUTOMITVE<br>123 MAIN STREET<br>ANYTOWN, OH |  |
| <p>MIXED<br/>LOAD</p> <div style="border: 1px solid red; height: 40px; width: 100%; margin-top: 20px;"></div> |  |  |

**Supplier Information**  
**Data** = This area can be used for supplier specific information .The area cannot interfere with the serial number and must be separated from the serial number block if used.

***Mixed Load Label Placement***

The Mixed Load Label is to be used on a pallet holding containers of different parts/packing list numbers. Two identical Mixed Load Labels must be attached on adjacent sides of the pallet



Please note that in addition to the Mixed Load Label requirement, individual Container Labels are required on the containers that support the Mixed Load Label.

***Mixed Load Label EDI Reference***

The following table identifies the Mixed Load label sections and the referring EDI segments of the ASN.

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



## GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

### Label Certification

All suppliers are required to submit the B-10 (Product Identification Labels) for certification. The certification process ensures that the labels meet the published standard. PDF label samples can be emailed to the Purchasing Representative at the following locations:

1900 S. Center St. Auburn, IN

860 W. U.S. 6, Ligonier, IN

12688 State Route 67, Upper Sandusky, OH

24145 W. Moline Martin Rd., Millbury, OH

original label samples are to be submitted with PPAP



## GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

### AIAG Information

The Automotive Industry Action Group (AIAG) is a not-for-profit trade association of North American vehicle manufacturers and suppliers. The mission of AIAG is to improve the global productivity of its members and the North American automotive industry by providing an organization to:

- Foster cooperation and communication between trading partners and their suppliers to improve and reduce variation in business processes and practices.
- Address existing and emerging common issues and apply new and current technology to increase the efficiency of the industry.
- Promote a sense of urgency in adopting developed business practices.
- Cooperate and communicate with other industry, government, educational, and technical organizations.

AIAG offers many services, some of which are:

- Seminars
- Annual Conference (AUTO-TECH)
- ActionLINE*, a monthly magazine
- Over 60 publications including several in the areas of continuous quality improvement
- Electronic Data Interchange (EDI)
- Product Part Approval Process (PPAP)
- Failure Mode and Effect Analysis (FMEA)
- Packaging Systems

AIAG can be reached by the following methods: Automotive Industry Action Group

26200 Lahser Road

Suite 200

Southfield, MI 48034

Telephone Number: (248) 358-3570

Fax Number: (248) 799-7995



# GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS

[www.aiag.org](http://www.aiag.org)





# **GUARDIAN AUTOMOTIVE SUPPLIER LABEL SPECIFICATIONS**