



Shipping Label Supplier Guide

Version 3.2



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INTRODUCTION

This document provides Dura Automotive Systems, Inc guidelines on trading partner labels to be used for shipping material to Dura production facilities. The scope of this guideline does not include labels associated *with Pull Signals*. Division specific requirements relative to *Pull Signal* labels are unchanged by this guideline.

Documents related to Shipping Labels can be referenced on the Dura CommerceDesk Supplier ExtraNet.

<u>ExtraNet Document</u>	<u>Document Content</u>
Frequently Asked Questions (FAQs)	Go to the <Key Information/FAQs> section and reference the FAQs on Shipping Labels for clarifications on program requirements and options.
Contact & Facility Directory	Reference division directories for Information Technology contacts. Questions relative to compliance with Dura shipping label requirements should be directed to your Contact Manager identified in the corporate directory.
Shipping Label Submittal Form	A copy of the sample label submittal form is in this guide. A copy can also be obtained from the ExtraNet under <Key Information/Forms>

DOCUMENT VERSION SUMMARY

Version 3.2 – October 18, 2007 – clarified/updated information on pages: 7, 10-13, 15 and 19.

Version 3.1 – May 23, 2007 - **modified in all areas.**

Version 2.01 – January 4, 2002

- Master Pack Shipping Label incorrectly had the Data Identifier of the License Plate as 1J. The correct identifier is 2J.



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Version 2 – November 1, 2001

- Font changed to Dura standard Arial
- Bar coded LOT NUMBER, added Serial number to Master Label
- Removed MFG Date, now only require Shipment Date
- Added Line Feed (or called Dock code or Stock Location)
- Clarified that CP\ODE 128 is a valid option for the bar codes
- Fixed up some confusing verbiage and document format.

Version 1.1 – February 25, 2000

Version 1.1 adds information previously referenced in the AIAG B10 Publication. To address frequent questions, use of Code 39 is highlighted and line per block parameter characters are listed. There is no change to the specifications.

Version 1.0 – January 1, 2000

Version 1.0 is the initial release of this supplier guide.



LABEL CERTIFICATION PROCEDURE

Initial Barcode Label Certification

It is imperative that Dura suppliers have high quality bar codes in order to assure the success of Dura's automatic identification systems. The objective of the label certification procedure is to ensure suppliers adhere to AIAG's B-10 Guideline and Dura's label requirements. Label certification need only be conducted with the Dura corporate certification contact.

The label certification procedure below is for a supplier location that has not certified labels with any Dura division.

1. Supplier must monitor division announcements on the Supplier Extranet.

Each Dura Plant during the implementation of this procedure will conduct label certifications as part of their bar code receiving implementation as new suppliers or supplier FOB points are added to the implementation schedule. If you do business with any Dura Plant, please review the shipping label implementation dates on the Supplier Extranet, you only need to be certified once. Each of a supplier's shipping/manufacturing locations that have business with a Dura Plant that has not been approved will have to have their labels certified as new plants are added per the implementation schedule.

2. Supplier initiates certification testing.

- Fill out the *Label Certification Submittal* form found at the end of this section. The "Initial Submittal of Labels" reason box should be checked.
- Create a sample single pack, quick receive and mixed load label (reference the *Shipping Label* section of this Guideline). Valid data should be used when creating sample labels, e.g. valid Dura supplier number and part number.
- Create a *Supplemental Information* label only if one will be used to provide all label information.
- A *Label Certification Submittal* is required for each supplier location that ships or manufactures parts. This form and a sample of each label should be mailed to the address found on the *Label Certification Submittal* form.



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3. Dura conducts certification tests:
 - Label format conformance with Dura label specifications will be verified.
 - Bar code quality will be evaluated.
4. Dura notifies supplier when labels are (accepted as) certified. The supplier location commences use of labels. Labels should be applied to shipments for all Dura facilities, not just plants of the certifying division.
5. If the supplier location failed certification testing, labels are to be fixed and resubmitted for certification testing following the *Label Certification Re-Submittal* procedure detailed in the following section.

Label Certification Re-Submittal

The label certification procedure for a supplier location that has previously undergone certification testing. It is similar to the “Initial Label Certification” procedure. The reason for re-submittal will be one of the following:

- The supplier has changed the printer, ink or label stock used in the creation of labels for Dura. Only one sample label (with bar codes) need be submitted. It is the supplier’s responsibility to re-submit a label for testing prior to introducing changes that may impact label quality.
- Dura has requested the supplier submit one or more labels for re-testing.
- The test is for label changes being implemented by Dura.

Supplier Responsibilities

Accurate quality labels are required to support Dura’s receiving and payment processes. After certification testing the supplier is responsible for:

- Correcting any record errors prior to implementing Dura shipping labels.
- Continued adherence to AIAG B-10 and Dura label requirements.
- Initiating a label re-test before changes to printer, ink or label stock are implemented.



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Shipping Labels Certification Submittal Form

SHIPPING/MANUFACTURING LOCATION

Company/Division Name: _____

Location (City/State): _____

Location Supplier Code: _____

Label Contact Name: _____

Label Contact e-mail: _____

Label Contact Phone: _____ Fax: _____

Submission Date: _____

INSTRUCTIONS:

For detailed instructions reference the "Label Certification" section of the *Shipping Label Supplier Guide*.

Send this form along with sample labels to the Contact Listed in the Dura Supplier Extranet. (<http://extranet.duraauto.com>)

Mail to:

CHECK SUBMITTAL REASON

Initial submittal of labels

Submittal of new label

Printer change

Re-test requested by Dura

CHECK SAMPLES ENCLOSED

Single Pack

Mixed Load

Quick Receive

Supplemental Information

Dura Automotive Systems, Inc.
Attn.: Extranet Contact Name found @ <http://extranet.duraauto.com>
2791 Research Drive
Rochester Hills, MI 48309

LABEL PRINTING PROCESS INFORMATION

Label Creation Software: _____

Printer type (e.g. thermal transfer, dot matrix, etc.): _____

Printer brand/model: _____

Type of ribbon/ink used: _____

Type of label stock/adhesive used: _____



USE AND APPLICATION OF LABELS

Summary of Label Requirements

All production material shipments to Dura facilities are to be accompanied by the following labels and documents:

- Packing list per attached format.
- *Quick Receive Label* attached to the back of the packing slip.
- A *Single Pack Shipping Label* is used to identify a single pack of like items (parts).
- A *Supplemental Information Label* is used when information is missing from the *Single Pack*.
- A *Mixed Load Shipping Label* is used to identify mixed item unit loads.
- Plant specific requirements regarding *Pull Signals* are adhered to.

Reference the AIAG B-10 Trading Partner Labels standard for guidelines on label use, placement and orientation. This section clarifies frequently asked questions relative to label placement and usage.

Label Use

For clarity the definition of a *unit* load is “one or more transport containers or other items held together by means such as strapping, interlocking, glue, shrink wrap, or net wrap, making them suitable for transport, stacking and storage as a unit”. Labeling conventions for different unit loads are described below.

Like Item Pack: When a unit load consists of a single pack (e.g. box, rack, tub) containing the same part number, the Single Pack Label is to be used to identify pack contents.



Mixed Load Label:

1. Mixed Item Single Pack: When two items are shipped together in the same pack, (e.g. bolt and nut, left and right sleeve), the following method of labeling is appropriate: attach a separate Single Pack label for each part in the pack. Attach a Mixed Load label to the unit load.
2. When multiple part numbers in separate boxes are shipped on the unit load, attach a Mixed Load label to the unit load.

Label Placement on Small Packs:

Considerations for small packs and containers:

- When a pack size does not accommodate edge clearance, labels can be attached closer than 1.25 inch from the edge of a pack.
- If the 6-inch width of a B-10 label exceeds package width, the label may be placed vertically if the pack can accommodate.
- When pack is too small to accommodate a label, it should be attached as a (hang) tag.
- When returnable containers are used, labels should be placed in the container label holder with the label adhesive cover intact.



SHIPPING LABEL DETAILED SPECIFICATIONS

Use of AIAG Standards

Dura guidelines for trading partner labels are based on the Automotive Industry Action Group publications AIAG B-10, Trading Partner Labels. The AIAG B-10 publication provides information about the following:

- Format characteristics
- Bar code symbology (Code 128)
- Label size and materials
- Quality assurance requirements

A copy of the B10 Guideline should be obtained for developing labels. As an example, the table on page 11 provides the following line per block (LPB) character parameters for a 1-inch block height:

- 2 LBP = .40 inches (11 mm)
- 3 LBP = .25 inches (7 mm)
- 4 LBP = .20 inches (5 mm)
- 5 LBP = .15 inches (4 mm)
- 6 LBP = .12 inches (3 mm)
- 7 LBP = .10 inches (2 mm)
- 8 LBP = .08 inches (1.5 mm)

AIAG can be contacted to obtain a copy of the B-10 publication. The price is \$15 for members and \$40 for non-members:

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

Phone: (248) 358-3570
Fax: (248) 358-3253



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Dura B-10 Label Specifications

Four labels are defined:

Single Pack

Mixed Load

Quick Receive

Supplemental Information

- Labels parameters and placement are to conform to AIAG B-10 *Trading Partner Labels Guideline* publication.
- Labels are designed to fit 4" x 6" stock based on an X Dimension of 0.013 inch.
- Fonts are in uppercase Arial Narrow. Font style for data fields is bold. Font Style for titles is regular.
- Dates are in the following format: "MMDDYY", unless otherwise specified.
- Bar codes should be Code 128.
- Mixed Load Label is text only.
- When certifications are contained in a box instead of the packing slip envelope, a "Supplemental Information" label must be used to identify the box containing certifications.
- Field lengths accommodate the maximum usage needed by any Dura Plant. Attributes of data fields on labels are shown in the table below.

Dura specification sheets for B-10 shipping labels follow. (* Indicates field must be left blank)

Data Summary Single Pack Shipping Label and Quick Receive Label						
Data Field	Block Used	Sub-block Type	Field Length	DI	Text LPB	Sub-block Width (in)
Supplier Address	1a	TEXT			7 or 8	2
Dura Status Field *	1b					1.625
Lot/Serial/Heat #	1c	BARCODE	11	1T	5	2.375
Part Number	2a	BARCODE	19	P	2	4.75
Quantity	2a	BARCODE	8	%	4	4.75
EC (Engineering Change Level)	2b	TEXT	8		5	1.25
Move to next	2b	TEXT			5	1.25
License Plate	3a	BARCODE	17 (1,7,9)	S		4.75
Supplier Free text	3b	TEXT				1.25
Quick Receive	1a	TEXT			2	6
ASN Shipment ID	2a	BARCODE	21	2S	5	6
Dura Supplier ID.	3a	BARCODE	8	V	5	6
Ship Date	4a	BARCODE	6	D	5	6



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Block Title Lines:
Data = all block and sub-block Title lines.
Font style = Bold regular
Text Height = 5 LPB

Label Title
Title = Quick Receive
Text Height = 2LPB

Quick Receive

ASN Shipment ID (Packing Slip Number)
Title = (2S) ASN Shipment ID
Data Identifier (DI) = 2S
Data = Supplier shipper number/packing slip number.
Maximum Length = 21
Bar Code Data Height = 3 LPB

(2S) ASN SHIPMENT ID. 9999999999



Dura Supplier ID:
Title = (V) Dura Supplier ID:
Data Identifier (DI) = V
Data = Suppliers Dura assigned Supplier Number
Maximum Length = 8
Bar Code Data Height = 3 LPB

(V) DURA SUPPLIER ID. S999999



Ship Date
Title = (D) Ship Date
Data Identifier (DI) = D
Data = Ship Date in format of MMDDYY
Required Length = 6
Bar Code Data Height = 3 LPB

(D) SHIP DATE 010106



	QUICK RECEIVE LABEL	Version Revision 3.2	Issue Date: 10/18/2007



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Block Title Lines:
 Data = All block and sub-block title lines.
 Font Style = Regular (not bold)

Ship - From Address:
 Title = FROM:
 Data = Name of supplier's company and shipping facility.
 Text height = 7 LPB (use 8 LPB if necessary)
 NOTE: Supplier can (optionally) include a telephone number and/or email address than can be called in case of problems or questions.



Dura Status Sub-block:
 NOTE: This is used by the Dura plant to color code material status. **MUST LEAVE BLANK.**

Reference Information Sub-block:
 Title = LOT/SERIAL/HEAT# (1T):
 Data Identifier (DI) = 1T
 Data = Traceability number assigned by supplier. (Maybe the same as last nine digits of the license plate number).
 Maximum Length = 2 char. DI + 9 data characters
 Text height = 5 LPB

Part Number:
 Title = PART #
 CUST (P)
 Data Identifier (DI) = P
 Text Height=2 LPB
 Data = The part number assigned by Dura.
 Maximum Length = 1 char. DI + 18 data char.

Quantity:
 Title = QUANTITY (%)
 Data Identifier (DI) = %
 Data = The number of pieces in the container.
 Text Height=4 LPB
 Maximum Length = 1 char. DI + 7 data characters.

NOTE: The Quantity is included in the Part Number barcode. Part Number field is to be trimmed (if required) and followed by % and the quantity.

FROM ABC Supplier 123 Grove St. Your City, State 12345		LOT/SERIAL/HEAT # (1T) 000104389  1234567	
PART # CUST (P) AZ9999-Z9ZZ1234567	Quantity 9999999	EC# MOVE TO NEXT ASSEMBLY LINE	
Part Desc. FASTENER - SELF LOCKING			
LICENSE PLATE (S) S999999 001043  012345678901234		Supplier Part Number 800182	
License Plate: Title = LICENSE PLATE (S) Data Identifier (DI) = S Data = Supplier Identifier: Supplier's Dura assigned supplier number, 7 characters Serial Number: Unique Package Identification assigned by supplier, 9 characters maximum. Maximum Length = 1 character DI + 16 data characters maximum			

EC, Line Feed & Ship Date Sub-block:
 Title = EC#
 Data = Engineering Rev. Level
 Text height = 5 LPB
 Maximum Length = 8 characters

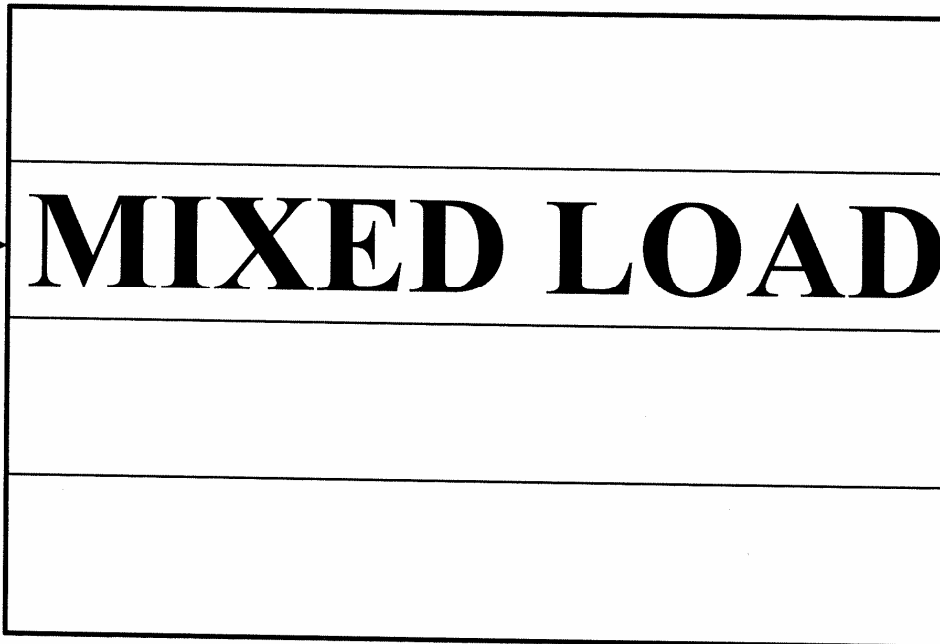
Title = Move to Next:
 Data = Dura assigned location
 Text height = 5 LPB
 Maximum Length = 8 characters

NOTE: Data fields are concatenated. Spaces are used in human readable test only.

SPACES SHALL NOT BE INCLUDED IN BAR CODE DATA.

Free Text Sub-block:
 NOTE: This area is available for use by supplier.

Label Title
Title = MIXED LOAD
Text height = 1 LPB, 64 Points



	MIXED LOAD LABEL	Version Revision: 2.01	Issue Date: 04JAN2002	



SUPPLEMENTAL INFORMATION
SHIP DATE: 06JUN2000
DOCUMENTATION: CERTIFICATIONS ENCLOSED

Label Title:

Title = SUPPLEMENTAL INFORMATION
Text Height = 2 LPB

Title:

SHIP DATE
Data = Format DDMMYYYY
Text Height = 3 LPB

Title:

DOCUMENTATION
Data = CERTIFICATIONS ENCLOSED
Text Height = 3 LPB

Note: If certifications are not included in the packing slip envelope, then a supplemental label shall be used to identify the box containing all certifications.

SUPPLEMENTAL INFORMATION

Version 3.2 October 18, 2007



Supplier Packing Slip Example Minimum Information

Supplier Name:

Supplier XYZ
123 Street
My City, State

Zip Code

Ship To:

Dura Automotive Systems
2200 Helton Drive
Lawrenceburg, TN

38464

Packing Slip: 123456

Supplier No.

S028800

Ship Date: 06/23/2007

Part Number	Purchase Order	Quantity	Total Quantity
6019PA	81028800 Lot number: 080207 100 pcs.	100	100
6021PB	81028800 Lot number: 080207 25 pcs., lot number 080907 25 pcs.	50	50

Gross weight 240
Net weight 234
Number of containers 6



Packing Slip Field information:

Supplier Name:	Supplier name and street address, city, state and zip code of shipping FOB point.
Ship To:	Dura site name, street address, city, state and zip code.
Pack Slip No:	Your packing slip number or shipper identification, this should match your invoice for easy of payment matching, since Dura payment advice is by pack slip number.
Supplier Number:	Your Dura supplier number
Ship Date:	Ship date in the month date year format, MM/DD/YYYY.
Part Number:	The Dura part number on the Purchase order.
Purchase Order:	Your Dura purchase order number.
Quantity:	Number of pieces for this pack slip line number.
Total Quantity:	Total pieces for this part number
Lot Number:	Lot detail and quantity of material in the purchased unit of measure for each lot.
Gross Weight:	Total weight including the packaging and/or dunnage.
Net Weight:	Part weight only excluding tare weight (packaging/dunnage)
Number of Containers:	Total number of containers shipped



DEFINITIONS:

B-3	The initial <i>Shipping/Parts Identification Label</i> standard (AIAG B-3) defined for use in the automotive industry.
B-10	The new Trading Partner Label standard (AIAG B-10) which is a replacement for the B-3 Shipping/Parts Identification Label. The B-10 standard, which is based on the multi-industry ANSI MH10.8 standard, was approved by AIAG in 1995.
B-12	The <i>Quick Receive Guideline</i> (AIAG B-12) which defines the quick receive trading partner label and receiving process.
Building Block	The basic unit of a B-10 label format that is one inch in height. A building block is the entire width of the label or can be broken into sub-blocks.
Common Item Pack	A pack that contains all like items, i.e. same part/item numbers.
Highlighting Line	Heavy horizontal divider line(s) placed above and below B-10 building blocks to readily distinguish a pack's 'unique container identifications'.
Label	A card, strip paper, etc. marked and attached to an object to convey information. Labels can be with or without adhesive backing.
Pack, Packages, Load	A unit that provides containment of items, alias containers.
Pull Signal	A document sent to suppliers which authorizes the shipment of one standard pack of an item. Currently, individual Dura divisions using pull systems define their own pull signal formats.



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Pull Signal Label	Pull signal data formatted to Dura specifications on a B-10 label. All block and sub-blocks are text, i.e. no bar codes are included.
Quick Receive Label	Shipment ASN control number (SID – this is your Packing Slip Number) is printed on a <i>Quick Receive</i> label and attached to the Packing Slip. The <i>Quick Receive</i> label is based on the B-12 Guideline and uses the B-10 Label format.
Returnable Container Label Holder	A label holder attached to a container that is used to retain the label to the container without use of adhesive backing.
Shipping/Parts Identification Label	The name for a B-3 label used to identify the contents of a pack used for shipping items from one facility to another.
Standard Pack Size	The agreed number of an item to be included in one pack.
Trading Partner Label	The name for a B-10 label used to identify the contents of a pack used for shipping items from one facility to another.
Unique Container Identification	Alias “license plate”. The combination of the supplier code and package serial number that together uniquely identify a container.
Unit Load	A unit load is one or more transport containers or other items held together by means such as strapping, interlocking, glue, shrink-wrap, or net wrap, making them suitable to transport, stacking and storage as a unit.