



Shipping Parts / Identification Label Standard (Global)

Acknowledgements

Supplement to Ford Production Part Packaging Guidelines

(MFG 1750NA, EU1750 Europe, and Global 1750 Export All Regions)

This Ford Motor Company Guideline was developed in conjunction with, and is an extraction from the Global Transport Label, standard version 3 dated November 17, 2010 (GTL) developed by the Automotive Industry Action Group (AIAG), Odette, JAMA and JAPIA. Ford Motor Company variances or additions to the GTL standards are denoted by ®. Ford Motor Company Guidelines are subject to periodic review and users are cautioned to obtain the latest editions.

This specification applies to all Ford locations worldwide for all containers (returnable or non-returnable) of PRODUCTION, PROTOTYPE or SERVICE parts or material. This includes joint venture operations. Bulk materials which are carried in conveyances and raw material, i.e. coils of steel, which use lift tags, do not use labels.

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Odette Standards are reprinted with their permission.

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ALL SUPPLIERS SHOULD REFER TO APPENDIX Q FOR INFORMATION RELATING TO THE LABEL CERTIFICATION PROGRAM INSTITUTED IN 2007 FOR NORTH AMERICA AND IN 2012 FOR EUROPE.

NOTE: all modified, added and changed text portions from the previous level will be YELLOW.

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Shipping / Parts Identification Label Specifications

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Ford Documents to be used in conjunction with this standard

North American Shipping and Routing Guide for Assembly & Manufacturing Plants
 FCSD Packaging & Shipping Guide N.A. #FCSD-PSL-PKG-G-004
 FCSD European Packaging and Shipping Guide
 Shipments for Production Parts to FoE Plants & Export Distribution Centers
 MP&L in a Box Label Standards page

1. Introduction

These specifications provide guidelines for shipping/parts identification labels for suppliers shipping to Ford Motor Company facilities. The label is designed to improve the productivity and controls at suppliers and Ford Motor Company, by allowing effective and efficient capture of data for production counts, warehouse input/output, shipper generation, forwarding, freight transfer control, receiving, and other inventory controls. Strict adherence to these specifications for the Shipping/Parts Identification Label will benefit both suppliers and Ford Motor Company.

Please make sure that your transport labels have been certified before used! Please see appendix Q for details.

In this document, the word “SHALL” indicates a requirement and the word “SHOULD” indicates a recommendation.

Ford Motor Company variances or additions to the GTL standards are denoted by ⊗.

2. Definitions

2D

See Two-Dimensional Symbol

Alphanumeric

A character set that contains alphabetic characters (letters), numeric digits (numbers), and usually other characters such as punctuation marks

ANSI

American National Standards Institute

⊗ ASSOCIATE CONTAINER LABEL

The labels on containers of parts that are used in a master or mixed load. Example: labels on each of 20 totes in a Master Load are Associates to the Master Load Label.

Autodiscrimination

The ability of a bar code reader to distinguish automatically between two or more symbologies (e.g. Interleaved 2 of 5, Code 39, Code 128, PDF417).

Bar code symbol

An array of rectangular bars and spaces that are arranged in a predetermined pattern following specific rules to represent elements of data that are referred to as characters; A bar code symbol typically contains a leading quiet zone, start character, data character(s), stop character, and a trailing quiet zone.

Carrier

The party that provides freight services

Character

In a bar code symbol, the smallest group of elements that represents one or more numbers, letters, punctuation marks, or other information

Code 39

For the purposes of this guideline, Code 39 (also known as Code 3 of 9) shall be the symbology as specified by ANSI AIM BC

Code 128

For the purposes of this standard, Code 128 shall mean the symbology as described in ISO/IEC15417. Code 128 generally uses a check digit for validation. For the purposes of this document, the ONLY check digit type NOT TO BE USED is the EAN/UCC type. Code 128, should have an 'x' dimension of 0.010" - 0.017". **Code 128 is the preferred standard to be used.**

Compliance Indicator

A specified character or string of characters indicating that the message that follows complies with an industry, regional or international standard

Container

A receptacle for shipping goods; examples are boxes, totes, trays and racks. (See also Pack, Package or Load)

Customer

In a transaction, the party that receives, buys, or consumes an item or service

Customer Part Number

The part number as defined by the customer

Data Element

The smallest named item of information that can convey data, analogous to a field in a data record or a word in a sentence

Data Element Separator

The special character used to separate data elements in a data format

Data Identifier (DI)

A specified character (or string of characters) that defines the general category or intended use of the data that follow; data identifiers are defined by ANSI MH10.8.2 / ISO 15418. The DI is not part of the data.

Date

The date field is to be formatted in two ways, one for use in the 2D bar code in the following format: data identifier of D, 2 digit year, month & day: dYYMMDD, example: d050430; and for human readability in the format of a 2 digit day, 3 character month & 4 digit year: DDMMYYYY, example 30APR2005.

Decoder

An electronic assembly, that translates the proportional electrical signals from a scanner into recognizable or computer-compatible data.

⊗Delivery Document Number/ASN Number

Number assigned by the supplier to correspond with the ASN number sent to the customer for the shipment.

D-U-N- S®

Data Universal Number System, a 9-character company identifier assigned by Dun & Bradstreet to uniquely identify business establishment.

ECC (Error Correcting Code)

A technique used at the byte level to detect and correct data transmission errors.

Supplemental bits introduced or source encoded into a data stream to allow automatic correction of erroneous bits and/or derivation of missing bits, in accordance with a specific computational algorithm. See also “Error Correction Level.”

Electronic Data Interchange (EDI)

The computer-to-computer exchange of formatted data between trading partners.

EDI Message Data

The data communicated between business trading partners in a standard format and syntax, e.g., ANSI ASC X12 or UN/EDIFACT.

Element

A single bar or space in a linear or stacked symbol or a single cell (module) in a matrix symbol (not the same as Data Element)

Element Width

The thickness of an element measured from the leading edge of an element to the trailing edge of the same element (see X dimension.)

Error Correction

A method used to correct erroneous data produced during the transmission, transfer, or storage of data

Error Correction Level

An indicator of the number of characters used in a two-dimensional symbol commonly referred to as “ECC”, for error correction. Higher levels of error correction allow the correction of greater potential symbol damage.

Error Detection

The automatic determination that a decoded message's content is incorrect. Error detection will keep the two-dimensional symbol from being decoded as erroneous data.

Error Detection Characters

Symbol characters that are reserved for error detection. These characters are calculated automatically from other symbol characters.

FINIS Code

The Finis-Code is a unique part number which is used at FCSD in Europe and Asia for service parts. The finis code is used in addition to the engineering part number.

Goods

A term that refers to raw material and/or produced parts

⊗GSDB code

Global Supplier Data Base code, a 5-character company identifier assigned by UCCS. It is used to identify a physical location for a supplier, customer, warehouse, etc.

Half Height Label

A label 1/2 the height of the standard label, for AIAG they are 2 inches (50.8mm), for Odette, 3.11 inches (79 mm) tall. Half Height labels are used on containers that do not have enough space for a full height label. Half Height labels are the same length as their full height versions. Half height labels contain less data due to their size and may be used on small containers or trays in master and mixed packs as Associate Container Labels, rarely alone.

Highlighting line

A horizontal divider line(s) placed above and/or below building block or blocks.

Highlighting lines are easily distinguishable from the horizontal separator lines used to separate other building blocks. This visual difference may be the result of using a thicker line chosen by the labeler.

Human Readable Interpretation

The human readable letters, digits or other characters representing the data encoded in/and printed along with the linear bar code or 2D symbol.

ID

Abbreviation for Identification

Item

A single part or material purchased, manufactured, and/or distributed

Label

A card, strip of paper, plastic, card stock or metal that is marked (by printing or some other means) and attached to an object to convey information

Labeller

A term to identify the organization responsible for the labelling of a container or unit load

Labelling Area

Area on the label available for printing

⊗License Plate

A license plate is assigned to a transport unit by its issuer. Any license plate issuer shall be authorised by an issuing agency in accordance with the rules set up by that agency and 15459-1 (ISO/IEC JTC 1/SC 31 - Procedural Standard for unique identification of transport units). Issuing agencies are authorised and registered by the Registration Authority.

A license plate number:

- a) SHALL start with a string of characters, the issuing agency code (IAC), assigned to the issuing agency by the Registration Authority;
- b) SHALL conform to a format specified by the issuing agency;

- c) SHALL be unique in the sense that no issuer re-issues a number until a sufficient period of time has passed so that the first number has ceased to be of significance to any user responsible to the Issuing Agency;
- d) SHALL contain only numeric and upper case alphabetic characters
SHALL not contain more than 22 characters;

Like Parts

Same part/item number

Linear Symbol

A one-dimensional bar code Symbol, such as Code 128

An array (linear sequence) of variable width rectangular bars and/or spaces, arranged in a predetermined pattern, following specific rules, to represent elements of data; these bar and space patterns are referred to as characters. A bar code symbol typically contains a leading quiet zone, a start character, data character(s) including a check character (if any), a stop character and a trailing quiet zone

Lines Per Block (LPB)

Units of measure defining the height of text characters (see appendixes C & D for examples and approximate conversion to inches and millimetres).

Lot/Batch

A quantity of homogeneous material either manufactured or received.

Manufacturer

Actual producer or fabricator of an item; not necessarily the supplier in a transaction

Master Label Packing List

Is a plain paper listing of all the associate labels used in a master pack. Data should include each serial number, part number (all the same) and quantity of each associate label. (It MAY include the same bar codes that are found on the corresponding labels.)

Master Load

A multiple pack or unit load of common items (sharing a single part number), such as a pallet of totes or trays, each with Associate labels.

Master Load Label

A label used to identify and summarize the total contents of a master pack.

Master Pack

A unit load containing common (like parts) items.

Mixed Item Pack

A pack containing items with different part/ item numbers

Mixed Load

A multiple pack or unit load of mixed items (different part numbers), such as a mixed-container pallet of totes or trays, each with Associate labels.

Mixed Load Label

A label used to designate mixed item, shipping packs.

Mixed Label Packing List

Is a plain paper listing of all the associate labels used in a mixed item pack. Data should include each serial number, part number and quantity of each associate label. (It MAY include the same bar codes that are found on the corresponding labels.)

Mixed-Master Label

A label used to designate the total quantity of a single part number in mixed load shipping packs.

Mixed-Master Load List

A paper listing of label data (part number, quantity, supplier code) both human readable and bar coded, used to designate each part, each total quantity and each supplier of the parts in mixed load shipping packs. This can be used instead of the Mixed-Master Summary Card

Mixed-Master Summary Card

The single grouping of Mixed-Master labels on a mixed load shipping pack used for scanning of mixed load shipments through Logistic Partner cross dock operations.

Multiple Pack

A pack containing smaller packages of items

Normative

Establishing a norm or standard.

Non-Standard Quantity Pack

A pack containing variable quantities of like items

Pack, Package or Load

A container that provides protection and containment of items plus ease of handling by manual or mechanical means (e.g. totes, trays, boxes, and racks)

Pallet

A platform to hold unit loads, permitting stacking of materials and the movement of the materials as a single load.

Part

An identifiable item that has a unique name and/or number assigned to it.

Part Number

A unique code that identifies a part, assembly, component or kit

PDF417

A stacked 2D symbol use in the AIAG B16 Global Transport Label Standard for the Automotive Industry as a portable data base. Symbology: 2D=PDF 417 should have an 'x' dimension of at least 0.010"

Quantity

On a label, the marking that indicates the number of parts or items or the amount in any other unit of measure that is contained within the package.

Quiet Zone

Areas free from interfering markings surrounding a bar code symbol and, in particular, preceding the start character and following the stop character. Also referred to as “light margin” or “clear area”.

Reader

A device consisting of a scanner and a decoder

Scanner

An electronic device to collect and convert reflected light from the elements (e.g. bars and spaces in linear symbols) of a symbol into electrical signals for processing by the decoder.

Serial Number

A string of numeric or alphanumeric characters in the issuer’s information system used for uniquely identifying an individual item or entity for its life. This character string shall not be repeated within 365 days to a single customer.

Shall/Should

In this document, the word “SHALL” indicates a requirement and the word “SHOULD” indicates a recommendation.

Ship From

On a transport label, the address of the location where the carrier will return the shipment if the container is undeliverable

Ship To

On a transport label, the address of the location where a carrier will deliver the shipment

Shipping Pack / Container

A pack or container used for shipping items from one plant to another and can be any of the packs described above (totes, palletboxes or racks).

Shipping / Parts Identification Label

A label used to identify the contents of a shipping pack

Standard Quantity Pack

A pack which always contains the same quantity of like items

Supplier

In a transaction, the party that provides or furnishes an item or service

Symbol

A graphic array of light and dark elements that forms a complete scannable entity

Symbology

A standard means of representing data in bar code form; each symbology specification sets out its particular rules of composition or symbol architecture.

Syntax

The way in which data are combined to form messages; syntax also includes rules governing the use of appropriate identifiers, delimiters, separator character(s) and other non-data characters within the message. Syntax is the equivalent of grammar in spoken language.

Tag

A label that is hung from an object, usually with a wire placed through a reinforced eyelet in the label/ tag

Trading Partner

Any organization in a customer/supplier relationship; all members within the channels of distribution within an industry (suppliers, carriers, customers and intermediaries)

Two-dimensional Symbol

A machine-readable symbol that must be examined both vertically and horizontally to read the entire message. A 2D symbol may be one of two types of machine-readable symbols: a Matrix Symbol or a Stacked Symbol. 2D symbols differ from linear bar codes in that they have the capability for high data content, small size, data efficiency, and error correction.

UN/EDIFACT

United Nations/EDI For Administration, Commerce, and Transport

The acronym for the international data standard for electronic business messages

⊗UCCS code

Uniform Company Coding System; an alphanumeric field which identifies a specific company

Unit Load

One or more containers held together by means such as seatbelts or banding, making them suitable for transport, stacking and storage as a unit.

3. Size and Materials

3.1. Labels

The standard size for labels in North America is 4"x6". The standard size outside of North America is 6"x8" (ISO A5 210mm x 148mm). The format and data are identical globally except where indicated. Sizing in this guide is the minimum for the 4x6 label size. All data and spacing can be sized larger as labels allow and appropriate for commonly used label holders. Suppliers must now print long Ford Motor Company part numbers on either size label stock on a single line. This **SHOULD** be achieved using a narrower font such as UPPERCASE NARROW ARIAL, HELVETICA CONDENSED or equivalent, not a smaller font. The label paper **SHALL** be white in color with black printing. Unless special written specifications are authorized for printing of color labels, no color shall appear on supplier labels that reduce the scan distance. It is also recommended that no red or green shades be used due to the occurrences of people with red/green color blindness. For shipments from

Europe to the NAFTA countries the European standard label sizes can be used. For shipments from the NAFTA countries to Europe the US label sizes can be used. Allowed label language is English only.

3.1.1. Adhesives for Returnable Containers

SHALL be removable type pressure sensitive adhesive based on synthetic elastomers featuring moderately high initial tack, good resistance to static shear, a high level of ultimate adhesive and clean removability

3.1.2 Adhesives for Expendable Containers

SHALL be wrinkle free and assure adherence to the package substrate; adhesive types can be pressure sensitive or dry gummed. If the specified label cannot be affixed to the package/container because of container size or design, special arrangements will be required.

3.2. Hang Tags

The tag size SHALL be the same as described in Section 3.1 plus the material necessary to add a reinforced eyelet. The tag SHALL be durable enough to assure readability at its destination. See Exhibit 7 for example.

3.3. See Exhibit 8 for label on Hydraulic Brake Fluid Drums.

4. Data Area Characteristics: See Exhibit 4.2 for field positions.

4.1 Data Areas and Titles

There are ten data areas for each label: SUPPLIER SHIP FROM CODE and name (Block A1), SUPPLIER BAR CODE (Block A2), 2D PDF417 Bar Code and Mixed/Master Label title (Block A3), Quantity, both numeric and bar coded (Block B1), Suppliers area 1 with Container part number, Gross weight/Unit of Measure & Label Date, optional work center, optional shift and optional lot/batch number (Block B2), Part Number, alpha-numeric and BAR CODE (128 for all linear), prefix base suffix delimited by spaces, inverted delta for safety items (Block C1), Storage/Market Place/Location 1 (Block D1), Line Feed Loc 2, in Europe and Asia, delivery document/ASN number numeric and BAR CODE (Block D2). Suppliers area with Serial Number alpha-numeric and BAR CODE, description, optional supplier's part number, optional Mixed/Master Label title, optional assembled/manufactured in, optional User ID and optional Label ID (Block E1), and Dock Code, Customer (ship to) Name and Plant Code and optional Engineering Alert number (Block E2). Each data area SHALL be separated by thin lines (except for blocks A2, A3, & B3) and SHALL contain its title in the upper left hand corner (except for blocks A2, A3, C1 E1 & E2) or as shown in the Block Titles Exhibit, #3. Outer borderlines are not required. Titles SHOULD be printed in 0.08 inch (1.5 mm) high letters, 8 LPB (see appendix D). The data area titles are: SUPP (V), QTY (Q), CONTAINER, GROSS WEIGHT, DATE, PART (P), STR LOC 1, LINE FEED LOC 2 or DEL DOC/ASN NUMBER (N), SERIAL NO. (S) or (3S), TO, DOCK CODE, CUST, & when

required, ENG ALERT. Optional titles include MADE IN, W/C, SHIFT and LOT/BATCH. The following fields SHALL be in a BOLD font, Storage Location 1, Quantity, Line Feed Location 2 or Del Doc/Asn Number, Customer code, Part number, Supplier code, Gross weight, Container Part number, Serial number and Dock Code.

4.2 Data Identifier Codes

A data identifier code in the first position following the start code of the bar code symbol SHALL be used to identify the information below. 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. See Exhibits 3, 4, 5 and 6.

Using additional bar code symbols on shipping packages is not encouraged, but may be appropriated in some circumstances. To prevent reading wrong data into a system, and to differentiate among all bar code symbols, any added bar code symbols placed on the Shipping/ Parts Identification label SHALL use data identifiers. Any bar code symbol placed elsewhere on a shipping package SHOULD contain a data identifier.

⊗The following identifier codes are assigned for the different types of data:

V – Supplier Code

Q – Quantity

Z – Gross Weight

B – Container Type

D – Date

1T – Lot/Batch number

15D – Expiration Date

P – Part Number, Prefix, Base, Suffix

C – Part Number Suffix – NOTE: No longer used in this specification

L – Storage Location

20L – Line Feed Location 2

⊗N – Delivery Document/ASN Number

1P – Supplier Part Number

⊗S or 3S - Unique Serial Number – Shipping / Parts Identification Label

⊗M or 4S – Unique Serial Number – Master Label

5S –Unique Serial Number – Mixed Label

G – Unique Serial Number – Mixed Load ILVS (US only)

14D – CASH = Continuous Annealing and Solution Heat Treatment, date the material was treated.

8V– Customer ID

1L – Dock Code

The 18D will not be used at this time.(18D – "Global Date" may be the future DI for bar code use.)

1J – Unique license plate number assigned to a transport unit that is the lowest level of packaging, the unbreakable unit.

5J – Unique license plate number assigned to a mixed transport unit that contains unlike items on a single customer transaction.

6J – Unique license plate number assigned to a master transport unit that contains like items on a single customer transaction.

5. Label Data Positions and Specifications

5.1. Block A1: See Exhibit 4.2 for field positions

NOTE: For all human readable fields, the font SHALL BE at the largest specified unless the field area cannot contain the data, then you may reduce to the lower specification

5.1.1. ☉Supplier

The title for the Supplier SHALL be human readable, 8LPB and located in the upper left corner of Block A1. The Supplier GSDB Bar Code SHALL be code 128, a maximum of .375 in (9.5mm) high. The nominal starting position of the bar code SHOULD be 0.25 in (6.4mm) from the left edge of the label. A vertical separator line MAY be located nominally 2.375 inches (60.3mm) from the left side of the label to separate Block A1 from A2.

5.1.2. Supplier Plant Name

The Supplier Plant Name SHALL be up to 35 characters long, human readable, 8LPB on one line and located to the right of the SUPP. title at the top of the A1 and A2 blocks. Abbreviations must be used to keep data within blocks A1 and A2

5.2. Block A2: See Exhibit 4.2 for field positions

5.2.1. Supplier GSDB Code

The Supplier GSDB Code SHALL be human readable, 2-3LPB and located in the center of Block A2. No title will be used in this block.

5.3. Block A3

5.3.1. 2D Bar Code Symbology

The PDF417 Bar Code symbol SHALL be centrally located in Block A3, Block A3 SHALL NOT have boundary lines, and conform to the specifications found in the AIAG B16 document. Data to be contained in container labels SHALL consist of the following data elements and associated Data Identifiers (DI's):

Part number delimited with spaces (P) in the format PREFIX BASE SUFFIX CONTOL-CODE(this last 3 character field only if used by your customer and sent in the release. NOTE: The European Part number format is limited to Prefix (6) Base (8) Suffix (8) and control code (2) due to the EDI format used.) ; Quantity (Q); Supplier Code (V); Gross Weight (Z); Date (D)[label date, manufacture date, or ship date] in the format of DYYMMDD, example d040110 (January 10th, 2004); Customer Code (8V); Dock Code (1L); Serial Number (S) or (3S), and for Europe and Asia, Delivery Document/ASN Number (N), Container Type (B). OPTIONAL FIELDS: Lot Number (1T), Storage Location 1 (L), Line Feed Location 2 (20L), CASH date (14D), License plate number (1J/5J/6J).

NOTE: The order of data field entry is not important when using DI's.

When printing Master Labels, the data contained in the PDF417 SHALL consist of Part Number, delimited with spaces (P); total quantity of the pack (Q); Supplier Code (V); Container Type (B), Delivery Document/ASN Number (N), Date [label date, manufacture date, or ship date] in the format of YYMMDD, (D); and Serial Number (M) or (4S); Customer Code (8V); Dock

Code (1L) . OPTIONAL FIELDS: Storage Location 1 (L), Line Feed Location 2 (20L).

NOTE: Certain Suppliers may be required, via direct notification by the customer plant or customer staff, to include an expiration date with their material. In those cases the following fields SHALL ALSO be included in the 2D bar code; Expiration Date (15D) in the format DDMMYYYY, (exp: 15D15112006). Supplier Part Number (1P), Lot Number (1T), CASH date (14L).

When printing Mixed Labels, the data contained in the PDF417 SHALL consist of the Supplier Code (V); Date [label date, manufacture date, or ship date] in the format of YYMMDD, (D); Customer Code (8V); Dock Code (1L), Serial Number (5S) and Delivery Document/ASN Number (N).

5.3.2. Bar Code Specifications

See Annex C and Annex D of the AIAG B16 document for AIAG specifications to use when building a PDF417 2D bar code for this Ford Motor Company label.

5.3.3. ☒Master Label

When using this design for a Master Label, the words "MASTER LABEL" SHALL appear at the top of the A2 Block, above the 2D bar code 4LPB high. Also see optional Master Label in the E1 Block.

5.3.4. ☒Mixed Label

When using this design for a Mixed Label, the words "MIXED LABEL" SHALL appear at the top of the A1 Block, 4LPB high. Also see optional Mixed Label in the E1 Block.

5.3.5. ☒Mixed-Master Label

When using this design for a Mixed-Master Label, the words "MIXED-MASTER" SHALL appear at the top of the A1 Block, 4LPB high. Also see optional Mixed-Master Label in the E1 Block.

5.4. Block B1

5.4.1. Quantity

The Quantity field SHALL be a maximum of nine characters, both human readable and bar coded, the human readable SHALL NOT show lead zeros (although the bar code SHOULD contain lead zeros) 2LPB, and located in Block B1.

The bar code symbol for the quantity SHALL be directly below the human readable characters and SHALL be a minimum 0.375 inches (9.5mm) high. The nominal length anticipated for the quantity is six (6) numeric characters plus the data identifier (Q). The length of this area (the line separating the Quantity Area from the Special Area) may be adjusted to handle specific needs of the supplying location and/or Ford Motor Company for information required in the special data area of the label. The nominal starting position of the bar code 128 SHOULD be 0.25 in (6.4 mm) from the left edge of the label. When the unit of measure is pieces (PC) or each (EA), notation is not required. When the unit of measure is not pieces or each (e.g. pounds, pairs, feet, etc.), the unit of measure SHALL be noted in human readable form only. When used, the unit of measure SHALL be directly to the right of the bar code

quantity and SHALL be 7LPB high. The unit of measure SHALL not be bar coded. Unit of measure abbreviations as defined in the ASCX 12.3 – 1984 Data Element Dictionary SHALL be used.

5.5. Block B2

5.5.1. ☉CNTR, Container

The title for the container field SHALL be human readable, 8LPB and located just above the container field in Block B2. The container field SHALL be human readable, alphanumeric, 5LPB and located at the top left corner of the B2 field, consisting of the base and suffix of the container part number separated by a dash if there is a suffix. The maximum number of characters SHALL not exceed 9 for the base (8 maximum in Europe) and 5 for the suffix. Container part number should match the approved packaging form 1271 (formerly Form 150 or 1121).

5.5.2. Gross Weight

Each container label SHOULD have a human readable, 5LPB Gross Weight measure displayed in the left central area of Block B2. The title for Gross Weight SHALL be 8LPB, located directly above the Gross Weight data. The type of weight measure SHOULD be in English pounds (lbs) or Kilograms (kg) as advised by the customer plant. Gross Weight measure is optional for Master or Mixed labels but SHALL be located in the same relative location as the container label. If a Gross Weight cannot be provided, then a Net Weight is permissible for Master and Mixed labels. Weight shall be a whole number – no decimals.

5.5.3. Date CYMD

The human readable date field title SHALL be 8LPB with the title above the date, located in the bottom left corner of the B2 Block. The human readable date SHALL be no smaller than 5LPB, in the format of a two digit day followed by a three letter month (SHOULD be in English) followed by a full four digit century-year, (example: 25DEC2004).

5.5.4. ☉W/C-SHIFT-LOT/BATCH

These three human readable fields are totally optional, used at the discretion of the supplier, but SHALL have titles of 8LPB. They SHOULD be located to the right of the gross weight and date fields with the Lot/Batch field above the Shift and W/C(work center). If the supplier is a Ford Motor Company Plant, then the W/C will consist of a maximum size of 5 characters (6LPB), shift will be 1 character (4LPB), and lot size will be up to 5 characters (4LPB) (this field may be up to 13 characters if none of the other fields are used. In this case the maximum height will be 6LPB).

5.6. Block C1

5.6.1. ☉Part Number

The human readable part number characters SHALL be bold and minimum of 0.5 inches (12.7 mm) high (2 LPB), The format of Ford Motor Company part numbers are 7 Prefix, 9 Base, 8 Suffix, 3 Control Code (6,8,8,2 in Europe), separated by spaces in EDI and bar codes, dashes (-) when printed as human

readable characters on labels. The maximum length of any bar symbol SHOULD not exceed 5.5 inches (140 mm), 30 characters including spaces. The part number separation characters between prefix-base-suffix SHALL be dashes replacing spaces for all part numbers to improve readability. A maximum of 1 dash between prefix/base and base/suffix should be used.

The bar code symbol of the part number SHALL be directly below the human readable characters, at least 0.25 inch (6.4 mm) from the left label edge, see Exhibits 4, 5 & 6, and SHALL be a minimum 0.35 inches (9 mm) high. The maximum length of any bar symbol SHOULD not exceed 5.5 inches (140 mm).

The part number SHALL be the designated number assigned by Ford Motor Company. The prefix, base and suffix of the part number SHALL be located in the Block C1 area, designated by the identifier (P) with each section of the part separated by a dash. A blank space between the prefix and base and between the base and suffix SHALL be included in the bar code symbol.

Control (safety) items SHALL be identified with an inverted delta located in Block C1 preceding, following, or below the part number depending on length of part number. The inverted delta SHALL NOT be included in the bar code symbol. The inverted delta may be enclosed by a circle. See Exhibits 4.2 and 5.2 or Appendix E.

5.6.2. Part Number Continuation

The part suffix SHALL NOT be printed in a separate Block any longer except for ILVS labels. See North American Label Supplement.

5.6.3. FCSD in Europe

The part number field has to include the unique Finis code in addition to the part. The Finis number is not part of the barcode.

5.6.4. Prototype Parts in Europe (GPIRS)

The part number field has to include the GPIRS purchase order number in addition to the part number. The GPIRS number shall not be part of the barcode.

5.7. Block D1

5.7.1. Storage Loc 1 (previously the R-Code Area)

The STR LOC 1 field SHALL be human readable, no smaller than 3 LPB, located in Block D1 and SHALL be up to 10 characters long. The title for this field SHALL be located in the upper left of the block. There MAY be a separator line between blocks D1 and D2. NOTE: This data must be sent via EDI in the 830 Planning and/or the 862 Shipping or the equivalent VDA/Edifact release by the customer plant or the field SHALL be blank.

5.8. Block D2

5.8.1. ☒LINE FEED LOC. 2 or Delivery Document/ASN Number

The Line Feed Location 2 field SHALL be human readable, a maximum of 10 character long, no smaller than 3 LPB and located against the left side of Block D2, directly to the right of STR. LOC 1 field. The title for this field SHALL be located in the upper left corner of Block D2. NOTE: This data must be sent via EDI in the 830 Planning and/or the 862 Shipping or the equivalent VDA/Edifact release by the customer plant or the field SHALL be blank.

For Europe and Asia: The Delivery Document/ASN Number SHALL be entered instead. It SHALL be human readable, a maximum of 8 characters, and include a Bar Code 128. The human readable characters are printed above or next to the barcode.

5.9. Block E1

5.9.1. Supplier Area

The supplier area is to be used primarily by the suppliers for the data required to meet their needs for MRP processes and to meet Ford Motor Company and AIAG MMOG standards for building accurate counting and shipment EDI data.

5.9.1.1. Supplier Expiration Date, CASH date

When required by mutual agreement, the human readable expiration or CASH date SHALL appear in BLOCK E1 in the format of EXP DATE or CASH DATE DDMMYY, with a suggested size of 7LPB, located in the upper right corner.

5.9.2. ☒Supplier Part Number

The human readable supplier part number is an optional field with a suggested size of 6LPB Block, located in the upper left corner of Block E1.

5.9.3. Description

The Ford part number description field SHALL be human readable, 6LPB, a maximum of 34 characters long and located against the left edge of the middle of the E1 Block, below the supplier number, if supplier number is used.

5.9.4. ☒Label Serial Number

The human readable serial number characters SHALL be a minimum of 7LPB (up to 4LBP) high and located in Block E1.

The bar code symbol for the serial number SHALL be directly below the human readable characters and SHALL be a minimum 0.35 inches (9 mm) high.

The maximum length of the serial number MAY be nine (9) alphanumeric or numeric characters (length and character type are supplier options) plus the data identifiers.

The serial number SHALL be a unique number (not necessarily in sequential order) assigned by the supplier within any calendar year. Each Shipping

container or pack having a Shipping/ Parts Identification label SHALL have a unique serial number.

5.9.5. Optional "Made In"

E1 is an area that may optionally contain Made In country name information.

5.9.6. ☒Master Label

When using this design for a Master Label, the words "MASTER LABEL" MAY appear in the bottom right of the E1 Block, 6LPB high. Also see Master Label in the A3 Block.

5.9.7. ☒Mixed Label

When using this design for a Mixed Label, the words "MIXED LABEL" MAY appear in the bottom right of the E1 Block, 6LPB high. Also see Mixed Label in the A3 Block.

5.9.8. ☒Mixed-Master Label

When using this design for a Mixed-Master Label, the words "MIXED-MASTER" MAY appear in the bottom right of the E1 Block, 6LPB high. Also see Mixed-Master Label in the A3 Block.

5.10. Block E2

5.10.1. Customer Plant Name

The Ford Plant Name SHALL be up to 30 characters long on each of two lines, if necessary. The first line SHALL begin with the name FORD, located below the "To" header.

5.10.2. ☒Dock Code

The 2 character Dock Code field SHALL be human readable, a maximum of 2 characters long, 1-1.5 LPB and located in the center of Block E2. The title for this field SHALL be located in the upper right corner of Block E2. NOTE: This data must be sent via EDI in the 830 Planning and/or the 862 Shipping or the equivalent VDA/Edifact release by the customer plant or the field SHALL be blank.

For shipments to FCSD North America, this field shall contain the Intermediate Consignee GSDB code instead of Dock Code when requested by FCSD. The intermediate consignee code is not used for shipments to FCSD Europe. The font size shall be reduced to fit in the same space.

5.10.3. ☒Customer Code

The Customer Code field SHALL be human readable, 4 LPB, be the Ford Global Supplier Data Base, 5 character ID of the customer plant and located in the central, bottom of Block E2. The Ford global plant list can be obtained from the GSEC European page (<https://www.supcomm.ford.com/europe/>).

5.10.4. ☒ENGR. ALERT, Engineering Alert

The Engineering Alert field is to be only to be displayed when required by the customer plant. The title for the Engineering Alert field SHALL be human readable, 8LPB and located in the bottom left corner of Block E2. The field for the Engineering Alert data SHALL be a minimum of 7LPB and a maximum of 9 characters in length. This data must be provided to the supplier

verbal or in written form from the customer plant. It SHALL be displayed from the time notice is first given until the number is rescinded or changed on all container labels for a part.

6. Linear Bar Code Symbology (see AIAG B-16 Linear Bar Code, page 16)

6.1. Linear Bar Code

Bar codes SHALL be the Code 128 type and SHALL as described in ISO/IEC 15417. The print quality for information encoded in the Code 128 symbol shall comply with ISO/IEC Standard for Bar Code Print Quality 15416. In addition: The Code 128 symbol SHALL be left justified, allowing for a quiet zone at each end of the symbol, of at least 0.25 inches (6.4mm).

6.2. Code Configuration

The four characters %(PERCENT SIGN), /(FORWARD SLASH), \$(DOLLAR SIGN), +(PLUS SIGN) SHALL NOT be used on the container, master or mixed labels.

6.3. Code Density and Dimensions

The minimum height of the symbol SHALL be 0.5 inch, (13mm) except as noted. Non-significant zeros and spaces SHALL be omitted. "X" Dimension. The dimension of the narrowest element (X dimension) range should be from 0.010 to 0.017 inch (0.254 to 0.432mm) as determined by the printing capability of the supplier/printer of the label. Symbols with narrow elements at the lower end of this range may require special care to meet the print quality requirements. Conformance to the print quality requirements SHALL be determined in accordance with ISO/IEC 15416.

6.4. Check Digits

Check digits SHALL be used in the code 128 bar codes. The ONLY check digit type NOT TO BE USED is the EAN/UCC type.

6.5. Reflectivity and Contrast

The printed bar code symbols SHALL meet the reflectivity and contrast requirements, specified in Section 4.1 of AIAG's B1 document, at all electromagnetic wave length from B633 to B900 nanometers.

6.6. Quality Assurance Requirements

It is the responsibility of the supplier to provide bar coded labels that meet these specifications. Equipment is available to verify the bar code symbols to meet these requirements. Use of statistical process control techniques to minimize printing variability is recommended

The minimum symbol grade at point of customer scan SHALL be "C", 1.5/10/660, where:

- 1.5 is the minimum print quality at point of production
- 10 (=0.254mm) is the measurement of aperture, and
- 660 (=660 nanometers [nm] +/-10nm) is the inspection wavelength

For more detailed specifications related to the automotive industry, reference the AIAG B8 document.

7. Label Location and Protection

7.1. Label Location

Illustrations of the most common shipping packs and recommended label locations are shown in the regional 1750 packaging guides. In most cases two labels on adjacent sides are specified. The bottom edge of the label SHOULD be parallel to the base of the package/container. To facilitate automatic reading of the bar code symbols, the top edges of the label, whenever possible, SHOULD NOT be more than 20 inches from the bottom of the container. Wraparound labels are acceptable for expendable containers as long as quiet zones are within specifications. NOTE: for Ford internal Stamping Business Unit plant; a single label SHOULD BE sufficient on all racks if concurred between trading partners.

7.2. ☉Label Protection

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged whenever practical. Laminates, sprays, window envelopes, and clear plastic pouches are examples of possible protection methods for use on corrugated containers only. In choosing any protection method, care must be taken to assure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.

8. Special Labels

8.1. Multiple, Common Item Packs

A Master Label, as shown in Exhibit 5.2, SHALL be used when the supplier and Ford agree that the total contents of a multiple, common item packs SHOULD be identified. Each sub-pack/container of the multiple packs SHALL be identified with a Shipping Parts Identification Label (Example 4.2). The total multiple pack SHALL be identified with a Master Label in a location specified by Ford. The label SHALL be placed on the pack in such a manner that when the pack is broken apart the label is discarded (i.e., hang Master Label from banding or attach to stretch wrap). The balance of the label format SHALL conform to the specification for the Shipping / Parts Identification Label except that the data identifier for the serial number SHOULD Be "M" or "4S" instead of "S". The serial number, preceded by an "M" or "4S" in the bar code form only SHALL be a unique number, not to be repeated over the course of a year. The quantity on the Master Label SHALL be the total in all the sub-packs.

8.2. Mixed Item Loads

Mixed item loads as shown in Exhibit 6.2, SHALL be used when the supplier and Ford agree that the total contents of a multiple, mixed item packs SHOULD be identified. Each sub-pack/container of the multiple packs SHALL be identified with a Shipping Parts Identification Label (Example 4.2). The total multiple pack SHALL be identified with a Mixed Label in a location specified by Ford. The label SHALL be placed on the pack in such a manner that when the pack is broken apart the label is discarded (i.e., hang Mixed Label from banding or attach to stretch wrap). The Mixed Load Label serial number SHALL be a unique number, not to be repeated over the course of a year and the data identifier SHALL be "5S" instead of "G". The "G" identifier is to be used with In Line Vehicle Sequenced (ILVS) parts (US only).

8.3. ☒ Mixed-Master Labels for scanned loads.

There is a requirement to have the ability to scan mixed load associate labels for shipments through a logistics partner without breaking down the pack. This forces a new process on suppliers that ship through these logistics partners (known as Origin Distribution Centers (ODC's)).

Normal mixed load labeling SHALL be followed, labels on each associate container and mixed load labels on the whole pack. Then an added label step must be performed that is not to be included in the ASN/EDI!

The process REQUIRES that a master label SHALL be created for each part number in a mixed load. Each master label SHALL have the title "MIXED-MASTER" above the 2D bar code and be attached to a single Mixed-Master Summary Card that SHALL be attached to the whole, mixed load. Optionally, you MAY utilize a Mixed-Master Load List instead of the Mixed-Master Summary Card. The report or Mixed-Master Load Label must contain a summary, by part, of the total quantity for each part in the load.

Both the "Mixed-Master Load" and the report must have linear bar codes for the part, quantity, part continuation, and supplier code (in that order) for each part in the mixed load. They may be Code 128 (preferred) or Code 39

If labels are used, attach all Mixed-Master labels to a single card. Attach the card to the load. See the following Exhibit 6.3.

8.4. ☒ Half-Height Labels for Container

Container that do not have enough area available for a 4x6 inch or A5 label still require a minimum of data for proper handling through the supply chain. Examples of Half height labels are shown in Exhibit 4.9.

8.5. ☒ Special Handling Data

At times special handling of data requires unique label processing for data or clear identification purposes. Examples of this include Left-Right parts, invisible part differences, FIFO/LIFO processed parts, supplier processes using codes. To accommodate this, permissions to use restricted spaces on labels and/or color stripes or dots can be agreed to on a supplier to plant basis. See appendix "L".

9. ☒ Other Identification Requirements

9.1. Control Items (Inverted Delta Items)

Control Items (inverted delta items) are defined as "parts which can affect either compliance with government regulation or safe vehicle operation". These parts are identified on part prints or other engineering documents by an inverted delta preceding the part number and shall be identified on the shipping label by an inverted delta (0.35 inches high) preceding or after the part number (human readable Only). See Exhibit 4.2.

Certain inverted delta parts require lot traceability per the part drawing or speciation. These items SHALL have their lot control code identified on a separate label (human readable code only minimum of 0.5 inches/13mm high), affixed to the container on the same side as the shipping label. NOTE: For returnable containers the adhesive for these special labels must conform to Section 3.1.1 of this standard.

THE SUPPLIER SHALL HISTORICALLY RECORD AND CROSS REFERENCE THE LOT/BATCH CODE NUMBERS TO A SPECIAL LABEL SERIAL NUMBER.

9.2. Toxicology Number

When required, toxicology numbers SHALL be identified on a separate label, human readable only, affixed to the container on the same side as the shipping label. NOTE: For returnable containers the adhesive for these special labels must conform to Section 3.1.1 of this standard.

9.3. Critical Materials

Containers for critical materials shall have dispensing and venting bung holes sealed and bonded with metal caps and shall be identified as follows:

<u>Contents</u>	<u>Part number</u>
Long Life Coolant Concentrate	ESE-M97B44-A
Wheel Bearing Grease	ESA-M1C75-B
Automatic Transmission Fluid	ESP-M2C138-CJ and ESP-M2C166-H
Power Steering Fluid	ESW-M2C33-F
Engine Oil SAE #10W30	ESE-M2C96-G
Hypoid Gear Lubricant	ESP-M2C154-A and EST-M2C154-A
Extreme Pressure Lubricant SAE-80	ESP-M2C83-C
Grease – NLGI – 1-Life Time Lube	ESW-1C87-A
Hydraulic Clutch Fluid	ESA-M6C25-A

Drums can be any color, except red, as red is specified for hydraulic brake fluid* only.

*Heavy Duty Hydraulic Brake Fluid (ESA-M6C25-A)

Color of Drum Must Be M-472 --- Red Enamel

Color of Stripes Must Be M-325 --- Target Yellow Enamel

*Hydraulic brake fluid must conform to MS-100-16, “Hydraulic Brake Fluid – Procedure Relative to Drums, Tank Car or Tank Truck Shipments”, prior to leaving supplier’s plant. See Stencil “B”, Destroy Drum – For Hydraulic Brake Fluid Drum Only.

*Drums containing hydraulic brake fluid are to have eighteen (18) vertical stripes around the circumference of the drum at each end. Stripes are to be approximately 2” wide and 9” long equally spaced around the circumference (See Exhibit 8, “Critical Material Identification”).

9.3.1. The specifications for Shipping and Identification of Critical Materials are as follows (See Exhibit 8)

- The color of lettering for “Stencil A” SHALL contrast with the color of drum.
- Lettering must be bold style with letters being at least 1” high.
- Letters of part number SHALL be 2” high.
- Hazardous materials SHALL be identified by a six digit “Toxicology Number” placed on a separate label.
- Parts shipped in permanent racks or returnable containers SHALL be identified by a label placed in a label holder. The particulars of labels,

holders, racks and method of attachment, etc., shall be subject to review and approval of the Material Handling Department of the requisitioning activity.

9.4. Pallet Loads Restrained by Stretch or Shrink Wrap

When a pallet load consists of identical part numbers, and the load is restrained by a plastic stretch or shrink film wrap (or similar), then a master label representing the complete load is to be attached to the outside of the wrap as well as a label on each individual container.

9.5. Hazardous Materials

All hazardous materials SHALL be marked in accordance with the latest provisions of both Title 29, Section 191-0, 1200, and Title 49, Code of Federal Regulations, published by the Office of the Federal General Services Administration. If conflict between Title 29 and Title 49 provisions should arise, then the provisions of Title 49 take precedence.

9.6. Deviation Numbers

When required the supplier SHALL cross reference and track the deviation number(s) with the serial number of the label. The deviation number SHALL NOT be printed on the shipping label.

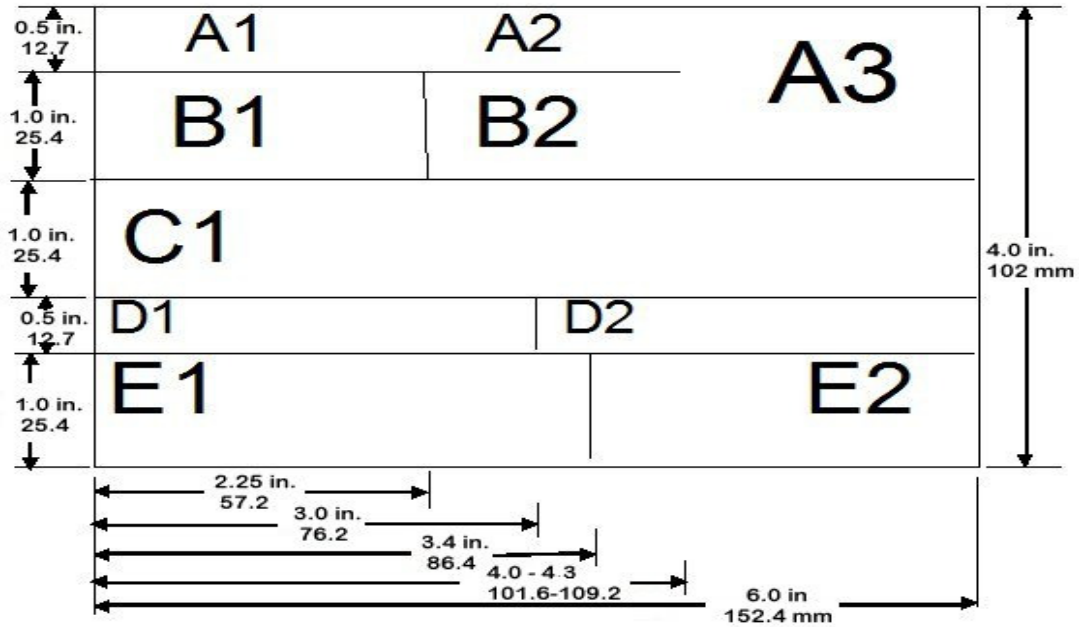
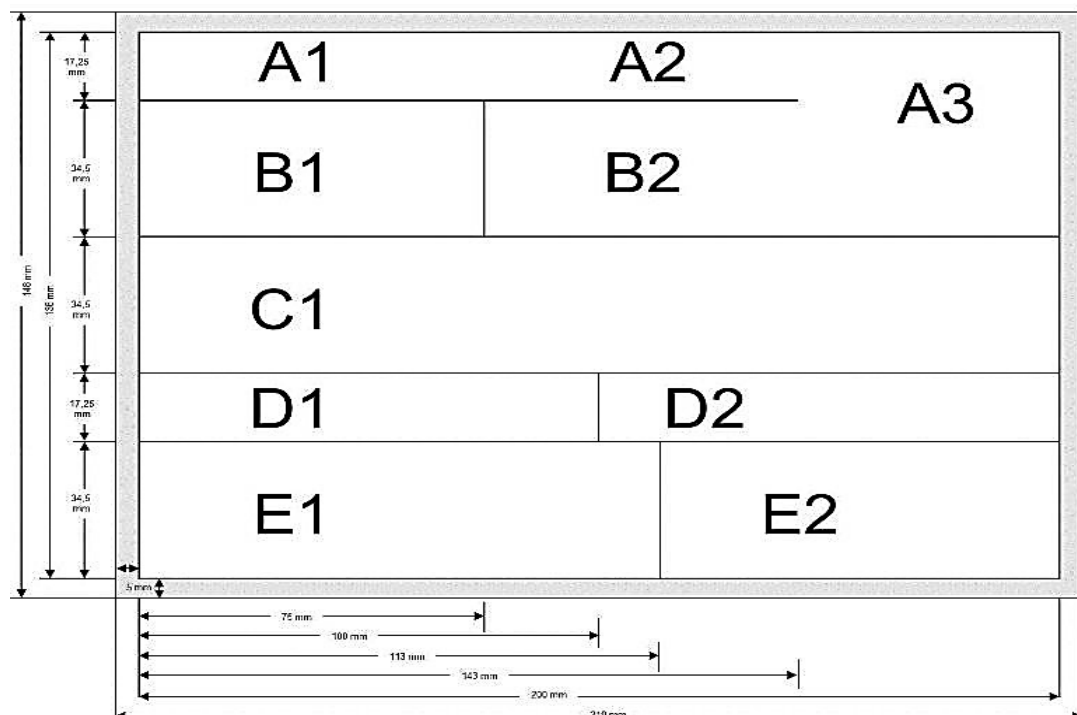
Note: For Europe, all dangerous material and hazardous material regulations are covered through the European packaging guide called 'Packaging Terms and Conditions (EU1750) – Europe'.

EXHIBITS

Exhibits 1.1, 1.2, 1.3

LABEL BLOCK DIMENSIONS AND BLOCK USES

Exhibits not to scale – for illustrative purposes only.

1.1 4X6 label**1.2 6X8 label (A5)**

1.3 Block Uses

A1 Supplier ship from name Supplier code bar code 128	A2 Supplier code alpha-numeric	A3 Master / Mixed Label
B1 Quantity in numeric Bar code 128 UOM	B2 Container part number Gross weight and UOM Label / Manufacturing/ Shipping date	PDF 417 2D barcode Lot/Batch number Shift / Workcenter,
C1 Part number, alpha-numeric and bar code 128 Inverted delta for safety items		
D1 Storage / Market place location 1	D2 Line feed loc 2 or Delivery doc/ASN number Bar code 128 for Delivery doc/ASN number	
E1 Supplier's area: supplier part number, Part description, serial number	Optional label and user ID, Mixed/Master Made in country name	E2 Dock code Customer ship to name and plant code Engineering alert number

Note:

A3 will contain Master or Mixed Label designation as appropriate for label type.

D2 will contain only Delivery Doc Number/ASN Number (with Bar code) in Europe and only Line Feed Loc 2 in rest of world.

E2 will contain Alternate Receiving Location instead of Dock code for shipments to FCSD North America.

For the 1D barcodes code 128 has to be used.

Exhibit 3

BLOCK TITLES

Block titles are to be left justified in each block except where noted and 8 LPB. Titles for bar coded items SHALL include the data identifier that corresponds to the field as defined in the GTL. NOTE: Ford Motor Company utilizes some codes and layouts that are not listed in the GTL. As the supplier serial number is not scanned by Ford Motor Company, trading partners SHOULD use the recommended GTL standard where appropriate and as their manufacturing systems allow. Grey or light titles are Optional titles and fields, depending on supplier/customer use.

Not to scale – for illustrative purpose only.

SUPP (V)			
QTY	CONTAINER		
(Q)	GROSS WGT	LOT/BATCH	
EA	DATE	LB or KG	SHIFT W/C
PART			
(P)			
STR LOC 1		LINE FED LOC 2 or DELIVERY DOC/ASN NUMBER (N)	
SERIAL NO (S)	WT2D	TO	DOCK CODE
MADE IN	EF4526H	CUST	
		ENG ALERT	

NOTE ON SERIAL NUMBERS: Ford Motor Company uses the "S" data identifier for containers, "M" for master loads and "5S" for mixed load serial numbers. The GTL lists these data identifiers to be "3S", "4S" and "5S" respectively. Trading partners SHOULD use GTL standard as their manufacturing systems allow.

Line Feed Loc 2 is replaced with DELIVERY DOC/ASN NUMBER for Europe.

Exhibits 4.2 Example

CONTAINER LABEL FIELD POSITIONS AND SIZES

The container label SHALL be placed on each single container of like parts. Linear Bar Code symbology SHALL be Code 128. All field locations, dimensions, print sizes will be found in Appendix E.

Not to scale - for illustrative purposes only. Grey fields are optional fields.

Label with Line Feed Loc 2, 4x6 label size

SUPP (V) SALINE PLASTICS PLANT		PP03B			
QTY (Q)	56	CONTAINER	SK32 C630L	LOT	3290
		GROSS WGT	44	LB	3290
	EA	DATE	11NOV2003	SHIFT	2
				W/C	2721
3S4X-A045A74-AAZUYI					
PART (P)					
STR LOC 1		LINE FEED LOC 2			
2D33B75A-1		J11-232-4C			
3S4X A045A74 AAZUYI			TO WAYNE STAMPING & ASSEMBLY		DOCK CODE
2527 CNSL FRT LO MED DK GRAPH			CUST		WD
SERIAL NO (S)	0AAC2195	WT2D	EF4526H	ENG ALERT	DPB1023AA
		MADE IN			

Label with Delivery Doc/ASN Number, A5 label size **Europe**

SUPP (V) SALINE PLASTICS PLANT		PP03A			
QTY (Q)	56	CONTAINER	SK32 C630L	LOT/BATCH	32903
		GROSS WGT	440	KG	32903
	EA	DATE	01JUN2012	SHIFT W/C	2 27120
3S4X-4A574-AA					
PART (P)					
STR LOC 1			DELIVERY DOC/ASN NUMBER (N)		
2D33B75A-1			1619606		
3S4X A045A74 AAZUYI			TO WAYNE STAMPING & ASSEMBLY (NQ)		DOCK CODE
2527 CNSL FRT LO MED DK GRAPH KIT			CUST		WD
SERIAL NO (S)	0AAC2195	WT2D	EF4526	ENG ALERT	DPB1023AA
		MADE IN			

Exhibit 4.9 Example of Method to handle Half-Height Labels for Totes & Trays

CONTAINER LABEL FIELD POSITIONS AND SIZES

Some suppliers have containers that require the use of a smaller label. This label must still contain the required minimum data for material handling. Container that do not have enough area available for a 4x6 inch label still require a minimum of data for proper handling through the supply chain. An example of the format and required data elements for half height label use is provided below in example 4.9. The label MAY be made from the current 4x6 or 6x8 inch stock that is folded in half or upper half is cut off). 1D bar codes SHALL be a minimum of .25 inches tall. Human readable fonts are to be as large as will fit in the remaining area when bar codes are in the same block.

Not to scale - for illustrative purposes only. Grey fields are optional fields. 4x6 label size.

Suppliers area, fold over or cut off for shipment.			
QTY (Q)	56	EA	STR LOC 1
		EF4526H	LINE FEED LOC 2
		2D33B75A-1	J11-232-4C
		DATE	11NOV2003
		ENG ALERT	DPB1023AA
PART No. (P)	MADE IN		
3S4X-A045A74-AAZUYI			
			
SERIAL NO (S)	0AAC2195		
		CONTAINER	
		SK32 0630L	
		GROSS WGT	
		44	
		CUST	
		AP16A	
		DOCK CODE	
		WD	
		SUPP (V)	
		PP03B	

Label with Delivery Doc /ASN Number. 6x8 label size.

Suppliers area, fold over or cut off for shipment.

QTY (Q) 56 EA 	STR LOC 1 2D33B75A-1 DATE 01JUN2012	LOT/BATCH 1619606 ENG ALERT DBB1023AA WT2H
PART (P) 3S4X-4A574-AA 		MADE IN 
SERIAL NO (S) 0AAC2195 	SUPP (V) PP03A 	CONTAINER SK32 C630L DOCK CODE WD GROSS WGT 440 KG CUST AP16A

Note: Line Feed Loc 2 is replaced by Delivery Doc/ASN Number in Europe but the 1D barcode will not be required on the half height label for this field.

Exhibits 5.2 Example

MASTER LABEL FIELD POSITIONS AND SIZES

Not to scale - for illustrative purposes only.

SUPP (V) 	SALINE PLASTICS PLANT PP03B	MASTER LABEL
QTY (Q) 560 	CONTAINER SK32 C630L GROSS WGT 440 LB DATE 11NOV2003	
PART (P) 3S4X-A045A74-AAZUYI 		
STR LOC 1 2D33B75A-1	LINE FEED LOC 2 J11-232-4C	
3S4X A045A74 AAZUYI 2527 CNSL FRT LO MED DK GRAPH SERIAL NO (M) 0AAC2196 		TO FORD WAYNE ASSEMBLY CUST AP16A DOCK CODE WD ENG ALERT DPB1023AA

Exhibits 6.2 Example

MIXED LOAD LABEL FIELD POSITIONS AND SIZES

NOTE ON MIXED LOAD DOCK CODE: All parts SHALL HAVE the same dock code in a mixed load if the label displays a dock code. A DOCK CODE SHALL NOT BE DISPLAYED on a mixed label if no part has a dock code designated by the customer.

Mixed Label 4x6 for US Not to scale - for illustrative purposes only.

SUPP (V) SALINE PLASTICS PLANT		PP03B		MIXED LABEL	
QTY (Q)		CONTAINER SK32 C630L GROSS WGT 240 LB			
		DATE 11NOV2003			
PART (P)					
STR LOC 1			LINE FEED LOC 2		
SERIAL NO (5S)		0AAC2197		DOCK CODE	
		WT2D EF4526H		TO FORD WAYNE STAMPING & ASSEMBLY CUST AP16A	
		MIXED LABEL		WD	

Mixed label A5 size for Europe Not to Scale – For Illustrative purposes only

SUPP (V) SALINE PLASTICS PLANT		PP03A		MIXED LABEL	
QTY (Q)		CONTAINER SK32 C630L GROSS WGT 440 KG			
		DATE 01JUN2012			
PART (P)					
STR LOC 1			DELIVERY DOC/ASN NUMBER (N)) 12345678		
SERIAL NO (5S)		0AAC2195		DOCK CODE	
		WT2D EF4526		TO FORD WAYNE STAMPING & ASSY (NQ) CUST AP16A	
				WD	

Exhibits 6.3 Examples of Mixed-Master Load List & 6.4 Mixed-Master Label.

In addition to the Mixed label, Mixed-Master Labels and Summary Card or Mixed-Master Load List shall be used.

There must be a report or batch of “Mixed-Master Load” labels attached to the Mixed container. The report or “Mixed-Master Load” List (Exhibit 6.3) must contain a summary, by part number, of the total quantity for each part in the load. Both the “Mixed-Master Load” and the report must have linear bar codes, .50 inch (12.7mm) tall for the part number, quantity, and supplier code (in that order) for each part in the mixed load. The number of packages shall be added to the Mixed-Master Load list, no bar code. The barcodes SHOULD be Code 128. If labels are used, attach all Mixed-Master labels to a single Summary Card. Multiple bar codes for supplier code are optional as is the addition of the dock code in the upper right corner of the sheet. Attach the card to the load. See the following examples. The Mixed-Master Load List does not need to be approved by the certification company.

Exhibit 6.3 Mixed-Master Load List

Not to scale - for illustrative purposes only

MIXED MASTER LOAD LIST			
ASN NUMBER	PLANT CODE	DOCK CODE	SUPPLIER
87654321	2953A	WD	PP03B
Part Number (P)		Quantity (Q)	
			
3S4X - 4A574 - AA		560	
			
2S6T - 7C534 - AA		4000	
			
			
			

Grey or light titles are Optional titles and fields, depending on supplier / customer use.
ASN Number is for European suppliers only.

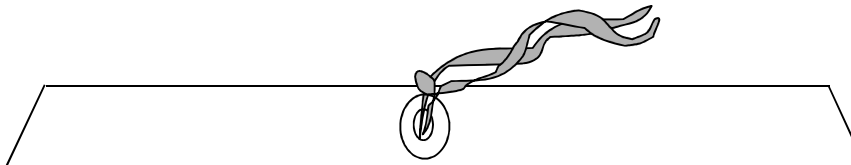
Exhibit 6.4 Mixed-Master Label

SUPP (Y) SALINE PLASTICS PLANT		MIXED-MASTER	
		PP03B	
QTY (Q)	560	CONTAINER	SK32 C630L
	EA	GROSS WGT	440 LB
		DATE	11NOV2003
3S4X-A045A74-AAZUYI			
PART (P)			
STR LOC 1		LINE FEED LOC 2	
2D33B75A-1		J11-232-4C	
3S4X A045A74 AAZUYI		TO DOCK CODE	
2527 CNL FRT LO MED DK GRAPH		FORD WAYNE ASSEMBLY	
SERIAL NO (M)	0AAC2196	CUST	WD
	WT2D EF4526H	AP16A	
MASTER LABEL		ENG ALERT	DPB1023AA

Exhibit 7

HANG TAG

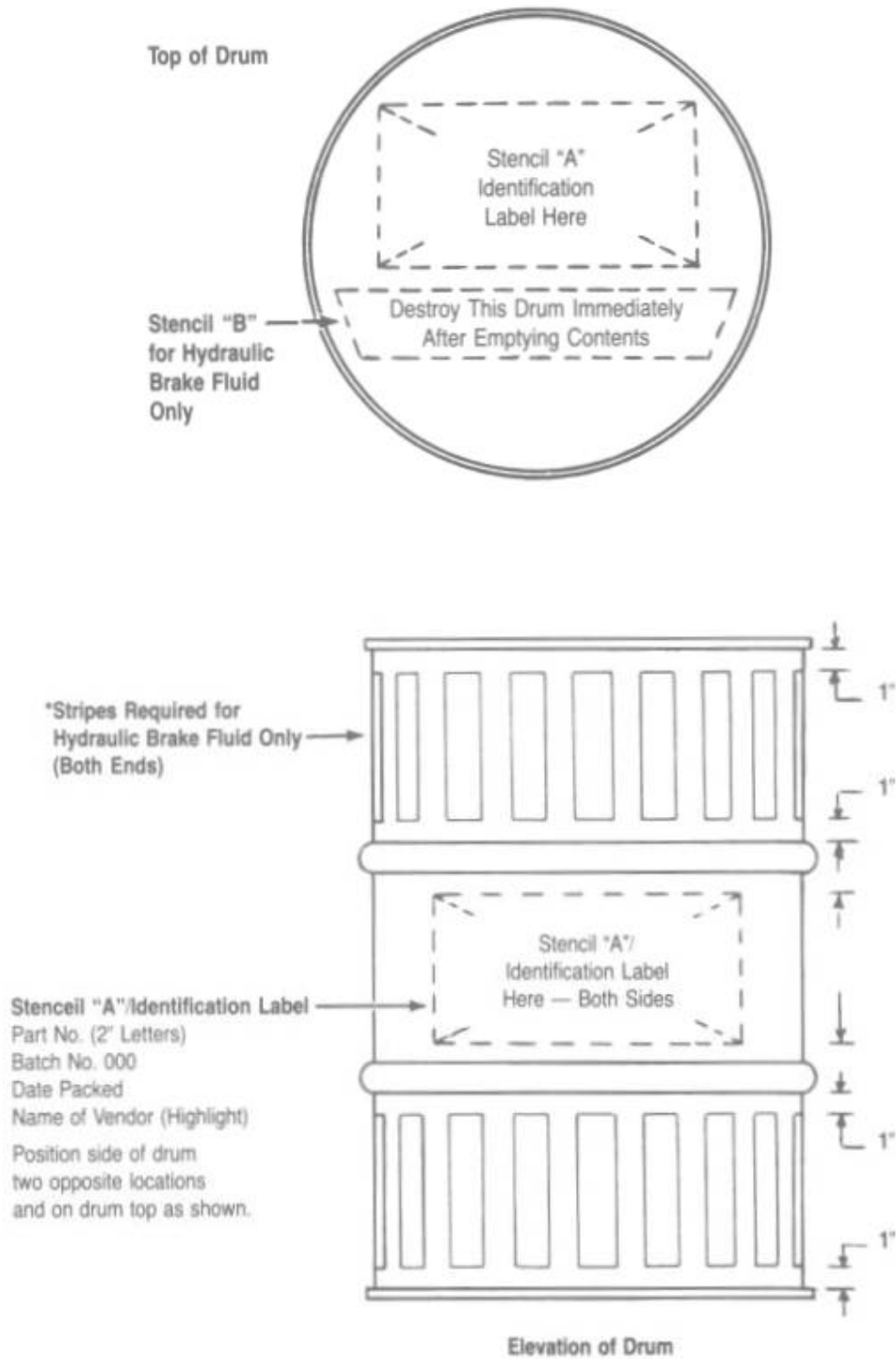
Not to scale - for illustrative purposes only.



SUPP (M) SALINE PLASTICS PLANT		PP03B			
QTY (Q)	56	CONTAINER	SK32 C630L	Lot/Batch	
		GROSS WGT	44 LB	3290	W/C
	EA	DATE	11NOV2003	SHIFT	2 2721
3S4X-A045A74-AAZUYI					
PART (P)					
STR LOC1	2D33B75A-1		Delivery Doc/ASN Number		
			123456		
3S4X A045A74 AAZUYI			TO WAYNE STAMPING & ASSEMBLY		DOCK CODE
2527 CNL FRT LO MED DK GRAPH			CUST		WD
SERIAL NO (S)	0AAC2195		AP16A		
		MADE IN	WT2D EF4526H	ENG ALERT	DPB1023AA

Exhibit 8

Specifications for Shipping Identification of Critical Materials Labels
(Hydraulic Brake Fluid Shown)



The diagram shows a shipping label with the following fields and callouts:

- 8 LPB**: Callout to the top left section.
- ALL TITLES**: Field at the top left.
- 2-3 LPB**: Callout to the top middle section.
- 5 LPB**: Callout to the top right section.
- 2 LPB**: Callout to the middle left section.
- 7 LPB**: Callout to the middle right section.
- 6 LPB**: Callout to the middle right section.
- 2 LPB**: Callout to the middle right section.
- 3 LPB**: Callout to the bottom left section.
- 7 LPB**: Callout to the bottom left section.
- 3 LPB**: Callout to the bottom right section.
- 1-1.5 LPB**: Callout to the bottom right section.
- 8 LPB**: Callout to the bottom left section.
- 4 LPB**: Callout to the bottom middle section.
- 7 LPB**: Callout to the bottom right section.

The label content includes:

- SUPP (V)**: SALINE PLASTICS PLANT
- PP03B**
- QTY**: 56
- CONTAINER**: SK32 C630L
- GROSS WGT**: 44
- DATE**: 11NOV2003
- LOT**: 3290
- SHIFT**: 2
- W/C**: 2721
- 3S4X-A045A74-AAZUYI**
- PART (P)**
- STR LOC 1**: 2D33B75A-1
- LINE FEED LOC 2**: J11-232-4C
- 3S4X A045A74 AAZUYI**
- 2527 CNSL FRT LO MED DK GRAPH**
- SERIAL NO (S)**: 0AAC2195
- WT2D**: EF4526H
- TO**: WAYNE STAMPING & ASSEMBLY
- CUST**: AP16A
- DOCK CODE**: WD
- ENG ALERT**: DPB1023AA
- MADE IN**

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Appendix D

Suggested LPB (lines per block) Character Parameters

LINES PER BLOCK	MAXIMUM CHARACTERS PER LINE	APPROXIMATE POINT HEIGHT	APPROXIMATE HEIGHT IN INCHES	APPROXIMATE HEIGHT IN MILLIMETERS
1 LPB	~8	80-100	0.90-1.00	22.0-25.4
2 LPB	~18	32-36	0.40-0.50	11.0-12.7
3 LPB	~28	20-24	0.25-0.33	7.0-8.4
4 LPB	~34	16-18	0.20-0.25	5.1-6.4
5 LPB	~42	12-14	0.17-0.20	4.3-5.1
6 LPB	~48	11-12	0.14-0.17	3.6-4.3
7 LPB	~59	8-10	0.13-0.14	3.3-3.6
8-10 LPB	~68-77	6-7	0.08-0.12	2.0-3.0

NOTE: Calculation of Maximum Characters Per Line is based on a block/label width of 6 inches. Calculation of Approximate heights is based on block height of 1 inch. Actual text dimensions will depend on the data, the font used, and the capability of the label provider's printer and software.

When a range of size is given, the intent is to get the largest size, human readable, as will fit within the designated area.

Note: Font sizes shown above are for the 4x6 label but shall be as large as practical for information printed and available space, e.g. for the A5 label.

Appendix E

Summary Chart

Block	Data Title	DI	Description	BC (Bar code)	Max Char	Type (Alpha/ Numeric/ Date)	LPB	Font Size
A1	Supplier	V	Supplier GSDB Code Assigned by Ford	1D	5	A/N	8	6-7
A1	Supplier Name		The supplier name shall be printed on 1 line		35	A/N	8	6-7
A2	Supplier		Supplier GSDB Code Assigned by Ford		5	A/N	2-3	24-32
A3	2D Symbol PDF417		Combination of Part Number (P), Quantity (Q), Supplier Code (V), Date (D) in format YYMMDD, Customer (8V), Container Type (B), Gross weight (Z), Dock Code (1L), and Serial Number (S/3S/4S/5S/M). OPTIONAL FIELDS: Lot Number (1T), Storage Location 1 (L), Line Feed Location (20L), Expiration Date (15D), Supplier Part Number (1P), Delivery Doc/ASN Number (N/2S), License plate number (1J/5J/6J), CASH date (14D).	2D		A/N		
B1	Quantity (& UoM)		Unit of Measure assumed to be each unless required otherwise.		9 (2)	N (A)	2	32-36
B1	Quantity	Q	Barcode only quantity, not UoM	1D	9	N	2	32-36
B2	Container		Contain base and suffix separated by a dash.		15	A/N	5	12-14
B2	Gross Weight		Pounds or Kilograms(whole numbers – no decimals) unless required otherwise		10	N	5	12-14
B2	Date		The Date format shall be DDMMYYYY (25DEC2011)		9	D	5	12-14
B2	Lot/Batch		OPTIONAL		13	A/N	7	11-12
B2	Shift – W/C		OPTIONAL			A/N	6	11-12
C1	Part		Human readable part shall be dash delimited.		30	A/N	2	32-36
C1	Part	P	Bar coded part number shall be space delimited.	1D	30	A/N	2	32-36
C1	Control Item		Control items shall be identified with inverted Delta.					
C1	Finis / Prototype		Optional, FCSD (Parts Service operation) code or Prototype order number		7	N	5	12-14
D1	Storage Loc		Data must be sent in customer release or shall be blank		10	A/N	3	20-24
D2	Line Feed Loc or Delivery Doc		Line Feed Loc must be sent in customer release or shall be blank. Delivery Doc is for Europe only.		10	A/N	3	20-24
D2	Delivery Doc	N	Bar code only if Delivery Doc/ASN number is used	1D	10	A/N	3	20-24
E1	Supplier Area		Optional fields: Supplier expiration date, supplier part number, CASH date					
E1	Description		Description of part		34	A/N	7	8-10
E1	Serial Number		Unique serial number assigned by supplier.		9	A/N	6	10-14
E1	Serial Number	S	DI can be S, 3S, 4S, 5S, M as appropriate	1D	9	A/N	6	10-14
E2	Customer		Customer Plant Name (shall begin with Ford)		30	A/N	8	6-7
E2	Dock Code		Data must be sent in customer release or shall be blank		2	A/N	1-1.5	36-60
E2	Customer Code		Ford Assigned GSDB code		5	A/N	4	20-24
E2	Eng Alert		Optional, only displayed when required by customer plant in verbal or written form. It SHALL be displayed when parts are affected by an engineering alert.		9	A/N	7	8-10

Note: Font sizes shown above are for the 4x6 label but shall be as large as practical for information printed and available space, e.g. for the A5 label. Data titles are all uppercase and the same size. Font shall support slash zero. Symbology: 1D = Code 128, 2D = PDF 417.

Appendix L

EXAMPLE SPECIAL HANDLING DATA

For times when part identification and handling requires clear label differences (i.e. left/right parts, similar part number, supplier code processes, FIFO/LIFO, prototype parts, initial sample or pre-job 1 parts, etc.) mutually agreed solutions SHALL be made between supplier and plant. Restrictions include: 1) No Colored Labels!, a colored stripe that does not cover any bar code, 1D or 2D is permissible as in the example below; 2) Use of the supplier area, Block E1 is preferred in all circumstances. See the number 74 and the dot (orange in color) below; 3) Use of any other block is restricted to C1 VIA WRITTEN PERMISSION to the right of the bar code ONLY! See the number 74 below in block C1; 4) AVOID REDS & GREENS when using color due to the significant population of people who cannot distinguish between these two colors.

SUPP(V) SALINE PLASTICS BLANT		PP03B			
QTY (U)	56	CONTAINER	C630L		
	EA	GROSS WGT	440	LB	32903
		DATE	11NOV2003	2	27210
3S4X-A045A74-AAZUYI					
PAKT (P)				74	▽
STR LOC 1			DIN PROD LOC 2		
2D33B75A-1			J11-232-4C		
3S4X A045A74 AAZUYI			TO DOCK CODE		
2527 CNSL FRT LO MED DK GRAPH			FORD WAYNE STAMPING & ASSY		
SERIAL NO (S) 0AAC2195			CUST		
			AP16A WD		

Appendix Q

Label Certification Requirements for all North American and European Suppliers:

Ford Motor Company requires that all supplier shipping labels be certified by a third party provider. Labels should be certified to the current specification in this document. **If you are already producing labels to the current specification and you have received validation since July 2007, you DO NOT need to revalidate your labels at this time.**

There are four types of labels: Container, Master Load, Mixed Load and Mixed-Master. You may not use all four types – you only need to validate those that you use.

You will need to contact one of the three suppliers (see below for a list of their web sites) for assistance and certification. There are three available validation companies who are authorized to perform validation (at a minimal cost -- approximately \$50-\$75.00 per validation attempt by supplier / system / site, until successful). Each supplier is required to validate their label layout and scan ability with the 3rd party supplier.

A supplier that has one company label design and printing system for all sites is required to only validate one label set. A supplier that has multiple sites using the same central system, or copies of a master system at multiple sites and is sure all sites are in synch will only require this single validation. A supplier that has individual systems at multiple sites is required to validate each site / system.

Available bar code validation vendors are:

www.aalstec.com Aalstec data corp.

www.freedomcorp.com Freedom Technologies, Inc.

www.edibar.com Edibar systems, Inc.

This process is part of your Q1, MMOG compliance guideline as of December 31, 2007. If/when a Ford Motor Company site writes a Quality Report (QR) against your labels, you will need to follow the above validation steps, presenting proof of validation and replacement of the incorrect labels with new valid labels.

Contact SMPG@FORD.COM in the US and SDPEU@FORD.COM in Europe for any questions related to a supplier Q1 delivery rating process.

Addendum

SUMMARY OF CHANGES FROM PREVIOUS 2016 VERSION

Chapter 5.3: Gross weight added to the 2D barcode

Exhibit 6.3: master load list updated and Mixed load label changed to reflect ASN number for European suppliers

Minor text corrections