



Label Standard for Incoming Parts



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Document control

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1 INTRODUCTION

1.1 Purpose

The purpose of this document is to clearly define labeling requirements to Federal-Mogul suppliers.

This standard describes the requirements for two common label templates used on unit loads.

- Individual container
- Master Load container

This standard does not supersede or replace any applicable safety or regulatory marking or labeling requirements. This standard is to be applied in addition to any other mandated labeling requirements.

1.2 Scope

This standard applies to direct material items shipped to Federal-Mogul facilities.

1.3 Sample Label Approval

Suppliers shall submit sample labels to the Federal-Mogul contact. Supplier will receive written approval from Federal-Mogul once the label format is tested and approved.

2 GENERAL LABEL INFORMATION

2.1 Types of Labels

Federal-Mogul shall require carton labels, master labels, and mixed load labels.

Each type shall be defined in this document.

2.2 Label Size and Material

The label size shall be 4.0 in. (102 mm) high by 6.0 in. (151 mm) wide.

The label paper shall be white in color with black printing.

Federal-Mogul will also accept Odette for its Europe-based suppliers. The printable format of the Odette label is A5 (210x148 mm).



2.3 Bar Codes

The bar code used is CODE 128 or CODE 39. All bar codes will maintain a minimum quiet zone of 5mm before and after the bar coded symbol

To ensure readability of the bar codes, a very high print quality is demanded. Therefore Federal-Mogul recommends using either a Thermo or Thermo Transfer printer to reach acceptable quality.

2.4 Titles

Most blocks will require a short title. The recommended titles are defined in the next sections of this document. All titles should be printed in regular 8pt. font (approximately 1.5mm high letters).

2.5 Fonts

All fonts on the labels shall be bold UPPER CASE for readability. Fonts shall be Arial Narrow, Helvetica Condensed, or equivalent. Color fonts shall not be used. Italics shall not be used. Font size selection shall accommodate the data to be printed.

2.6 Identifiers

The data identifiers listed below SHALL be used on Federal-Mogul labels:

Data Identifier	Data Area
V	Supplier number
P	Part Number
1T	Lot Number
Q	Quantity
K	Purchase Order Number
1K	Purchase Order Line Number
2P	Engineering Change/Revision Level
S	Serial Number – Standard Container Label
4S	Serial Number - Master Label
5S	Serial Number - Mixed Load Label

3 CARTON LABEL DATA AREAS AND TITLES

3.1 Part Number

The Federal-Mogul part number shall be printed across the top of the label in both human readable character and bar code. It should have a short title of PART NO. The human readable characters shall be bold and have an approximate height of 36pt. (or 10mm high). The bar coded data shall be a minimum of 10mm high. The bar coded part number shall be preceded by the Data Identifier P.



3.2 Part Rev Level

The Federal-Mogul Part Rev Level shall be printed in both human readable character and bar code. It should have a short title of REV. The human readable characters shall be bold and have an approximate height of 12pt. (or 4mm high). The bar coded data shall be a minimum of 6mm high. The bar coded Part Rev Level shall be preceded by the Data Identifier 2P.

3.3 Lot Number

Supplier lot number is used for lot traceability, and should therefore be associated with supplier internal processes, the time period manufactured, and the supplier's ability to do lot traceability with their own suppliers. It shall be printed in both human readable character and bar code. The bar coded data shall be a minimum of 10mm high. The bar coded lot number shall be preceded by the Data Identifier 1T.

3.4 Quantity

The quantity shall be printed in both human readable character and bar code. It should have a short title of QTY. It should indicate the quantity in unit of measure (and when weight are used quantity should be the net weight) in the container being labeled. The human readable characters shall be bold and have an approximate height of 12pt. (or 4mm high). The bar coded data shall be a minimum of 10mm high. The bar coded quantity shall be preceded by the Data Identifier Q.

3.5 Purchase Order Number

The purchase order (PO) number shall be printed in both human readable character and bar code. It should have a short title of PO # It has a maximum length of 10 characters. The human readable characters shall have an approximate height of 12pt. (or 4mm high). The bar coded data shall be approximately 10mm high. The bar coded PO number shall be preceded by the Data Identifier K.

3.6 Purchase Order Line Number

The purchase order (PO) line number shall be printed in both human readable character and bar code. It should have a short title of P.O. Line #. It has a maximum length of 3 characters. The human readable characters shall and have an approximate height of 12pt. (or 4mm high). The bar coded data shall be approximately 10mm high. The bar coded PO Line Number shall be preceded by the Data Identifier 1K. (Note only required if supplied on Federal-Mogul PO)

3.7 Part Description

The part description shall be printed only in human readable character. The description shall not be bar coded. It shall not have a short title. The description will have a maximum length of 35 characters and may be truncated to the number of characters that fit on the label. The part description should have an approximate height of 12pt. (or 4mm high).

3.8 Production / Expiration Date

The production date shall be printed in both human readable character and bar code. For materials which have a shelf life, provide the expiration date instead of the production date. Individual container/packages within a multi-pack carton shall also be labeled with the production/expiration date. The human readable character date SHALL appear in the format DDMMYYYY (example: 15DEC2012) with a short title PROD DATE or EXP DATE. The bar coded data shall be approximately 10mm high. The bar coded production date shall be preceded by the Data Identifier 17D in the format DDMMYYYY (example: 17D15122012). The bar coded expiration date shall be preceded by the Data Identifier 15D in the format DDMMYYYY (example: 15D15122012).



3.9 Ship-From

The supplier ship-from information shall be printed only in human readable character. It shall not be bar coded. It should not have a short title. The supplier ship-from information should have an approximate height of 8pt. font (approximately 1.5mm high letters). It shall have only 1 line of Data: Company Name, and Address.

3.10 Supplier Number

The supplier number is the Federal-Mogul supplier number associated with this supplier. The supplier number shall be printed in both human readable character and bar code. The bar coded supplier number shall be preceded by the Data Identifier V. It should have a short title of SUPPLIER. The supplier number should have an approximate height of 12pt. (or 4mm high).

3.11 Serial Number

The serial number is the traceability number. Each shipping container or pack shall have a unique number called a serial number. This number is assigned by the supplier, not Federal-Mogul. The serial number shall be printed in both human readable character and bar code. It SHALL NOT be repeated to Federal-Mogul on another label within a twelve-month period. The serial number has a maximum length of nine (9) alphanumeric characters. The bar coded serial number shall be preceded by the Data Identifier S.

PART# (P) AXXK8695T		BALL JOINT	
QTY (Q) 123456 EA	LOT# (1T) 082010AB		
PO # (K) 862589	PO LINE (1K) 010	EXP DATE (15D) 15NOV2012	
		REV (2P) AP	
SERIAL (S) 123456789		SUPPLIER (V) 1234567890	
SUPPLIER NAME, STREET, CITY, ZIP, COUNTRY			

Figure 1 — Carton Shipping Label Example (not to scale)

4 MASTER LABEL DATA AREAS AND TITLES

Master labels are required when shipping multiple packages of the same part number on one pallet. (e.g., several small cartons inside a larger pallet box). Individual packs (sub-packs) shall have a label on each pack as per Section 3.

The master label will have the same data fields as the carton label but for the serial number. A unique serial number must be placed on the master label. The data identifier 4S must be used on master labels.

When a shipping pack requiring a master label is stretch or shrink wrapped, securely attach the master label to the outside of the wrap.

MASTER LABEL

PART# (P) AXXK8695T		BALL JOINT	
			
QTY (Q) 123456	EA	LOT# (1T) 082010AB	
			
PO # (K) 862589	PO LINE (1K) 010	EXP DATE (15D) 15NOV2012	
			
		REV (2P) AP	
			
SERIAL (4S) 123456789		SUPPLIER (V) 1234567890	
			
SUPPLIER NAME, STREET, CITY, ZIP, COUNTRY			

Figure 2 — Master Label Example (not to scale)

5 MIXED LOAD

Mixed item packs are only permitted in conjunction with a mixed load label. The different part numbers within the mixed item pack must be separated and contained inside sub packs. Each sub pack must be individually labeled with at least one container label or master label if applicable.

Mixed item loads shall have a label with the words “**MIXED LOAD**” in bold 1.0 inch (25.4mm) letters attached in a noticeable location. Label design shall be the same basic design format as that of a Master Label with data printed only in the **supplier and serial number** data fields. Serial number uses data identifier 5S on Mixed Load Labels.

6 ODETTE LABEL

Federal-Mogul will accept the European automotive industry approved Odette transport label for the identification of packaging and container contents for European suppliers - provided that it conforms to the Odette standard and satisfies Informational requirements in this specification.

The full specification of the label is obtainable from the Odette organization. Each pallet should be identified with an Odette label as the following example:








<small>(1) Recebtor</small> FEDERAL MOGUL FRICTION PRODUCTS PROGRES 394 BADALONA 08918		<small>(2) NUMBER, DATE</small> 07/08/08	
<small>(3) N° Albarán (N)</small> 08030017 		<small>(4) Proveedor Dirección</small> Sender Supplier name	
<small>(8) N° de Referencia (P)</small> CY0001 		<small>(5) Peso Neto (Kg)</small> 499	<small>(6) Peso Bruto (Kg)</small> 515
<small>(9) Cantidad (Q)</small> 499 		<small>(10) Descripción Producto</small> Iron Powder	
<small>(12) Código Proveedor (V)</small>  P000001		<small>(11) N° Referencia Proveedor (DPS)</small> XYZ123 	
<small>(13) N° Etiqueta (S/M/G)</small> S 2 		<small>(13) Fecha</small> D080304	<small>(14) Gambio (ing)</small> V1
		<small>(16) N° Lote (H)</small> 08001 	

Figure 3 — Odette Label Example (not to scale)

Label field (identifier)	Mandatory
Receiver	Mandatory
Shelf-Life Date (if the product has an expiry date)	Mandatory
Delivery Note Number	
Sender's Name and Address	

Label field (identifier)	Mandatory
Net Weight (Kg)	Mandatory
Gross Weight (Kg)	Mandatory
Number of Boxes	Mandatory
Part Number (P)	Mandatory
Quantity (Q)	Mandatory
Description	
Supplier Part Number	
Supplier Code (V)	
Production Date (or Expiration Date when applicable)	Mandatory
Engineering Change	
Serial Number	Mandatory
Batch Number (H)	Mandatory

7 BAG LABEL

Small Inner Label to be used on bags, individual boxes, spools, etc inside containers must have the following information:

- Part number. Part number shall be printed in both human readable character and bar code. The bar coded part number shall be preceded by the Data Identifier P.
- Lot number. Lot number shall be printed in both human readable character and bar code. The bar coded lot number shall be preceded by the Data Identifier 1T.
- Quantity. Quantity shall be printed in both human readable character and bar code. The bar coded lot number shall be preceded by the Data Identifier Q.
- Unit of measure shall be printed in human readable character.
- Revision level. Revision level shall be printed in both human readable character and bar code. The bar coded Revision level shall be preceded by the Data Identifier 2P.
- Production date: Production date shall be printed in both human readable character and bar code. The human readable character date SHALL appear in the format DDMMYYYY (example: 15DEC2012). The bar coded data shall be approximately 10mm high. The bar coded production date shall be preceded by the Data Identifier 17D in the format DDMMYYYY (example: 17D15122012).
- Expiration date: Expiration date shall be printed in both human readable character and bar code. The human readable character date SHALL appear in the format DDMMYYYY (example: 15DEC2012). The bar coded data shall be approximately 10mm high. The bar coded expiration date shall be preceded by the Data Identifier 15D in the format DDMMYYYY (example: 15D15122012).