



TITLE	Proterra Vendor AIAG Labeling Guide		
DOCUMENT #	SQ-PRO-003	REVISION #	1
CREATED BY	Jonathan Hughey	APPROVED BY	Regina Lopez
EFFECTIVE DATE	4/26/2023	DEPARTMENT	Supplier Quality

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**I. PURPOSE**

Purpose - This document defines the process to control the incoming/inbound labeling instructions, applications for proper labeling of parts and materials shipped or delivered to Proterra Production locations.

**II. SCOPE**

- Scope - This document applies to all inbound material and utilizes the AIAG B10 labeling for identification.

**III. RESPONSIBILITY/AUTHORITY**

- The \_\_\_ Manager shall promptly....
- \_\_\_ Manager is responsible for and authorized to execute, manage and document\_\_\_\_\_.

**IV. OBJECTIVES AND KPI**

**V. GENERAL GUIDELINES AND PROCEDURE**

**1.0 Barcoded Logistics Shipping/Receiving Labels**

- Suppliers must ensure that all parts and material are correctly labeled and that the labels are properly attached. Please note that Label specifications on the parts themselves are handled by Engineering.

- AIAG Labeling Guideline and ANSI MH10.8.2 Data Identifier Guidelines

The AIAG Trading Partners Labels Implementation Guideline (B-10) provides instructions for printing and applying shipping/parts identification labels to improve productivity and controls at suppliers and Proterra locations. ANSI MH10.8.2 provides instructions for inclusion of proper data identifiers into the label barcodes.

- Label Certification Process

Each supplier will submit a label for approval before their first shipment and in conjunction with the EDI and ASN set-up process. The label will be reviewed and tested for technical (scanning) and informational compliance. If any corrections are needed, the supplier will be notified of the problem and required to resubmit a revised label. Once the label passes all reviews and tests, the supplier will be notified of their compliance.

- Scan progress will be monitored and audited. You will be required to submit sample labels with live data if it appears there is a quality issue. If there any changes or upgrades to your EDI or ERP system or process, labels should be recertified.

**1.0a Label Specifications**

- All labels must by 4” x 6” with bold black ink. Thermal printed labels are preferred, but not required. Ink or bubble jet printing is highly discouraged as they bleed and smudge easily.
- The label paper shall be white with bold, black printing. No colored labels or colored inks will be allowed.

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- Adhesive labels can be pressure sensitive, dry gummed or affixed with a plastic cable tie hang tag if adherence to the container is assured, application is wrinkle-free and only used for expendable packaging.
- All bar codes will be Code 128 symbology and .5” high or better. Start and stop characters along with a check digit are required, per AIAG B-10 Guidelines. Data Identifiers are required. Barcode symbology Code 39 is acceptable, but not preferred.
- Bar codes will be a minimum of 5 mil to a maximum of 30 mil or .01 to .017 inches for the narrowest element.
- For bar code symbology, requirements, and specifications refer to AIAG B-10.
- Human readable fonts should be simple and there must be a clear distinction between the letter’s “O” and “I” and between the numbers “0” and “1”, respectively.
- A quiet zone of no less than .25 inches is required in front of and behind all bar codes.
- All font heights will be defined in LPBs(lines per block). See 1.4b LPB Character Parameters Table below. This table is found in the AIAG B-10, as well.
- Borders around the labels will not be required, even though they are shown in all the label examples in this document. Sample labels are located below.

#### 1.0b Data Area Characteristics

Proterra part number, quantity, supplier number, and label serial number must be included on each label in the designated data areas and must be displayed in both human readable characters and bar code symbols. All data may vary in the number of characters. No leading zeros or blanks are acceptable.

##### 1.0b.1 Data Areas and Titles

There are six data areas for each label: Part Number, Quantity, Supplier Number, Serial Number, Description, and Special Data. Each data area shall be separated by thin lines and shall contain its title in the upper left-hand corner as shown in the Exhibits. Outer borderlines are not required. Titles should be printed in 0.06 in (1.5mm) high letters. The data area titles are Part No., Quantity, Supplier, Serial, and Description.

##### 1.0b.2 Data Identifier Codes

A data identifier code should follow immediately after the Star code “\*” of each bar code symbol. It is used to specify the type of information that follows. The Master List of approved data identifiers is the Data Application Identifier Standard (ANSI / MH10.8.2). Through the proper use of data identifiers, customers and suppliers can accurately communicate using bar code labels. The data identifier is not to be included in the human readable information line but is shown in human readable characters under the title for the appropriate data area.

Using additional bar code symbols on shipping packages is not encouraged but may be necessary 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 Identification Label or anywhere else on the package shall use data identifiers.

##### 1.0b.3 Part Number Area



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The human readable part number characters shall be bold type. The bar code symbol of the part number shall be directly below the human readable characters. The length of the part number is variable plus the data identifier (P). The part number Identifier shall be the designated number assigned by Proterra.

#### 1.0b.4 Quantity Area

The human readable quantity characters shall be bold type. The bar code symbol of the part number shall be directly below the human readable characters. The maximum length of the quantity is 6 numeric characters plus the data identifier (Q). This will allow area for the special data area of human readable fields when required.

When the unit of measure is pieces, no notation is required. When the unit of measure is not pieces (e.g., pounds, pair, feet, etc.), it shall be noted in human readable form only. When used, the unit of measure shall be directly to the right of the human readable quantity. The unit of measure shall not be bar coded. Unit of measure, abbreviations, as defined in the ASC X 12.3 –1987 Data Element Dictionary shall be used.

#### 1.0b.5 Supplier Number Area

The bar code symbol for the supplier number shall be directly below the human readable characters. The maximum length anticipated for the supplier number is seven (7) characters plus the data identifier (V). The supplier number shall be the designated supplier code number assigned by the Navistar Inc. procurement documents or EDI transmissions.

#### 1.0b.6 Serial Number Area

The bar code symbol for the serial number shall be directly below the human readable characters. The maximum length of the serial number shall be nine (9) alphanumeric characters plus the data identifier:

##### Data Identifier Description

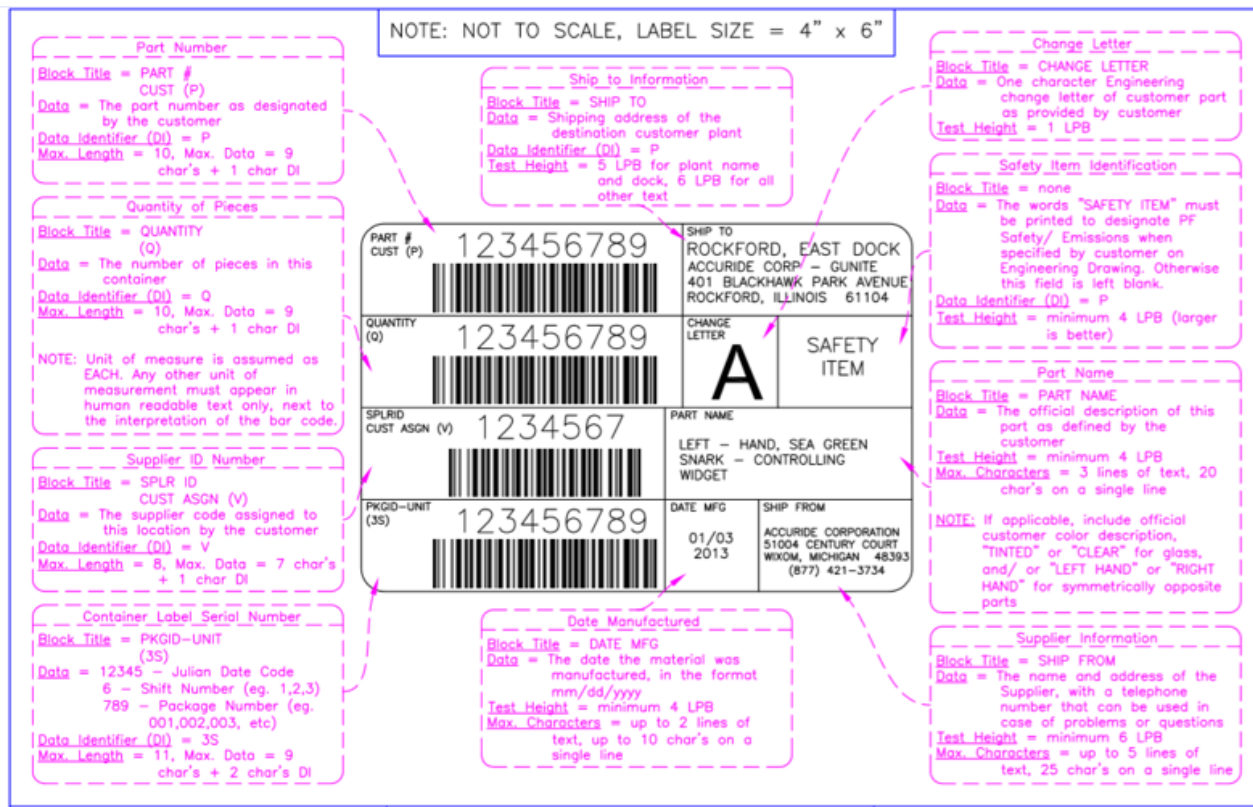
- S Serial Number assigned by the supplier to an entity for its lifetime.
- 2S Shipment ID number. If you are using EDI, this corresponds to the SID (Data Element 396 of ANS X12.3, as used in the 856 Shipment Notification transaction).
- 3S Package Identification assigned by the supplier to the lowest level of packaging (container) that has a package id code. (To be used for full pallets of one part).
- 4S Package Identification assigned by the supplier to packaging containing multiple containers of like items on a single customer order (Master Load).
- 5S Package Identification assigned by the supplier to packaging containing multiple containers of unlike items on a single customer order (Mixed Load).

The serial number shall be a unique number (not necessarily in sequential order) assigned by the supplier. Suppliers shall avoid repeating serial numbers within any calendar year. Each shipping container or pack having a Shipping Identification label shall have a unique serial number. In this way, each container, regardless of content or destination, can be differentiated from others.

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### 1.0b.7 Special Data Area

This area is generally reserved for human readable information only. As a minimum, it must contain one word description of the contents, manufacturing lot of number of dates of manufacture shipment, gross weight pounds (PG), net weight pounds (PN), and Proterra destination.



### 1.0c Suggested LPB Character Parameters Table

Lines per block Max char per line Point Inches mm 1 LPB 08 64 0.90 22.0 2 LPB 18 32 0.40 11.0 3 LPB 28 20 0.25 7.0 4 LPB 34 16 0.20 5.0 5 LPB 42 12 0.15 4.0 6 LPB 48 10 0.12 3.0 7 LPB 59 08 0.10 2.0 8 LPB 68 06 0.08 1.5 NOTE: Based on 4" x 6" label.

### 1.0d Labeling on Stretch Film

When a unit load is stretch wrapped, a single Master Label and a Mixed Load Label shall be adhered to the outside of the stretch wrap, visible to operators and readable for barcode scanning. This label is required for all stretch wrapped unit loads of single or multiple packs. This label may be removed with the stretch wrap making individual container labeling necessary as described in Section 1.18. See Section 1.19 for Mixed Load Labeling.

### 1.0e Master Label

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A master shall be used to identify the total contents of a multiple single pack load of the same part number. The label shall be placed on the unit load in such a manner that when the unit load is broken apart the label is discarded (ex. Attach to outside of stretch wrap). One Master Label per individual part number on the pallet is required. A Master Label will aggregate Carton Label quantities. See AIAG B-10 for further information.

#### 1.0f Container Label

Identical labels should be located on two adjacent sides of each container. The upper edge of the label should be as high as possible on the container. At least one of the two container labels on each carton should be visibly facing outward when inspecting the pallet. Do not stack the carton so that both carton labels face inward. A sample container label is in Section 1.4b.7

#### 1.0g Mixed Load Label

Mixing of part numbers on a pallet is discouraged but may be unavoidable due to low economic order quantities and/or shipping/handling expense. In these limited circumstances, a Mixed Load Label shall be used to identify a load of multiple single packs of different part numbers.

Note: Mixed loads are required to have a Master Label of each individual part number on the unit load. The labels shall be placed on the unit load in such a manner that when the unit load is broken apart the label is discarded (ex. Attach to outside of clear stretch wrap). See AIAG B-10 for further information.

#### 1.0h Destination Label

Each unit load must be identified with a properly addressed Destination Label directing the unit load to the receiving plant location shipping address. The destination is not a third-party consolidator or transshipment facility; we need the actual plant location. The Destination Label must be placed on the unit load where it can be easily seen and read.

#### 1.0i Odd Size and Shaper Shipping

Shipments of other kinds may require different forms of labeling or hang tags with adhesive labels.

- Drums, barrels, or cylinder containers- Identical Package labels shall be located on the top and near the center of the side.
- Bale - Identical Package labels shall be located on at the upper corner of an end and an adjacent side.
- Rack - Place Label on Kennedy placard adhesive sticker / card or label plate provided on Rack or Open Metal Bin. If there is no Kennedy placard available, please use plastic cable tie hang tags.
- Open Metal bin or tub Place Label on Kennedy placard adhesive sticker / card or label plate provided on Rack or Open Metal Bin. If there is no Kennedy placard available, please use plastic cable tie hang tags.
- Single Coil or Roll - Attach Package label with plastic cable tie hang tag to both inside and outside of coil.
- Tubing and Bars/Bundles - Attach Package label with plastic cable tie hang tag to each end.
- Returnable Containers - Remove all old labels and affix the new labels in the space provided on the returnable container. Please do not build up a stack of used stickers on top of each other.