

Snap-on Tools/SLC
Packaging
Specification

For Shipments to Snap-on Distribution Centers in:

Olive Branch, Mississippi
Crystal Lake, Illinois
Robesonia, Pennsylvania
Carson City, Nevada

01/31/2003



This document specifies the Snap-on Distribution Group inbound shipment packaging and bar code label requirements, which is common across all North American distribution sites. The current distribution sites are Robesonia PA, Olive Branch MS, Crystal Lake IL, and Carson City NV.

Important Notice: Shipments to Snap-on Plants and Repair Centers will continue to ship in bulk packaging.

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Bar Code Label Certification Program

Snap-on Distribution Group implemented a Bar Code Certification Program to verify label format and bar code readability. All suppliers are required to submit their bar code labels for certification at the following address:

Attention: Carmen Weygand
Snap-on Tools Crystal Lake Distribution Center
3011 East Route 176, Door 14
Crystal Lake, IL 60014
carmen.m.weygand@snapon.com

Once the labels are tested and certified, it is expected that the data entered on the certified label matches all future shipments. Snap-on WMS group reserves the right to sample a label any time after certification to validate that the label contains:

- information that matches this specification , and
- readable bar codes as when certified.

Snap-on scanners can read both 39 and 128 codes. If you need to make a choice on the 128 series, choose 128A. **Also intermittent bar code readings are minimized with an asterisk prefix and suffix.**

Snap-on Distribution Group labeling requirements generally follow the guidelines and standards issued by the broadly recognized Automotive Industry Action Group (AIAG).

Questions Regarding this Specification

If, after reading this document, you have a question on some detail of the specification; please contact:



Bill Yenawine
Snap-on Tools Crystal Lake Distribution Center
3011 East Route 176, Door 14
Crystal Lake, IL 60014
William.C.Yenawine@snapon.com

Individual Item Packaging and Labeling (SKU)

Snap-on expects that each supplier will package the product to protect it from transit and handling damage. Suppliers must keep in mind that your products will ship with a wide variety of items of varying shapes and weight. A majority of these shipments are somewhat loosely packed in corrugated containers. Your package must protect your product in this environment.

Labeling for individual items must include the following information. *Add a serial number to the label only if your product has a serial number.* If you are required to supply an ASN label, page 7, this label is still required in addition to an ASN label.

SKU label is not to scale. Size to fit package. Must remain readable.

Part Number:	<u>OEX10B</u>
	
Description:	<u>Wrench</u>
Quantity:	<u>1</u>
	

Quantity

Important: Since this is an SKU label, the quantity will ALWAYS be 1. Even if Snap-on sells the item in a pack of 10, 12 or 20 etc., this is an SKU package and the quantity is 1.

Flag Labels



If an item is normally shipped with a flag label only, a human readable part number and a bar code will be acceptable. If the item is small such as a drill bit or a driver bit, a flag alone is not acceptable. Small items must be packed in a poly-bag (minimum) to prevent the part from being obscured under a corrugated flap.

Intermediate Container Packaging and Labeling

Occasionally, a container will have intermediate packaging inside. For example, the corrugated master carton holds 144 items. There are 24 intermediate cartons each holding 6 SKU items. And, of course, each individual SKU item has its own packaging.

Labeling of intermediate packaging must include the following information.

Label is not to scale. Size to fit package. Must remain readable.

INTERMEDIATE PACK	
Part Number:	_____ OEX10B _____
	
Description:	_____ Wrench _____
Quantity:	_____ 50 _____
	

The Container or Master Pack and ASN Labeling

The container or master pack must carry the information on the label sample on the next page. **The ASN number may not be required at this time.**

As suppliers are added to the web-based POnet purchasing system, an ASN number will be a requirement. The ASN number will be generated by Ponet and you will print it from your web browser to a standard 8 ½ x 11 piece of paper. If you are on the POnet ordering system the specifications for the labeling of your shipment will be available on the web-site.

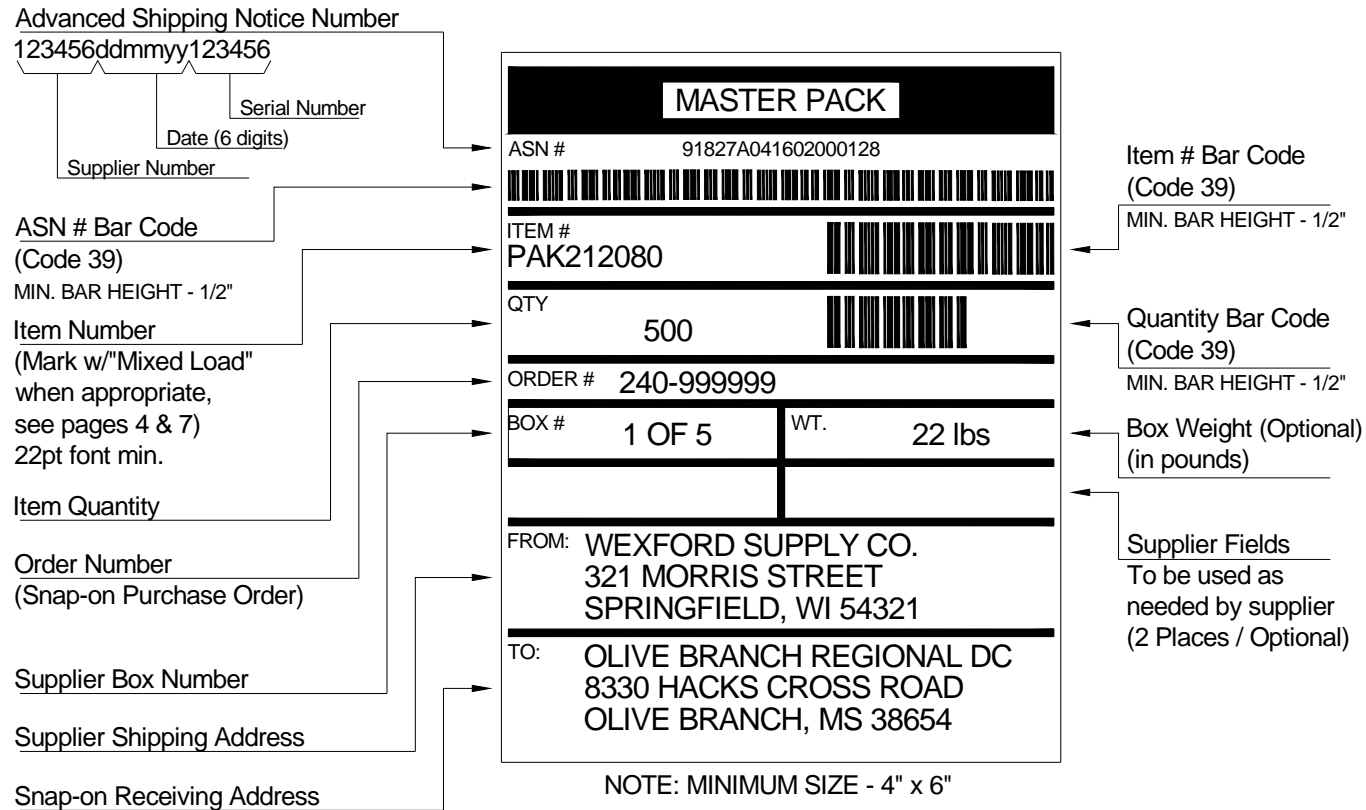
- A. **Common Load**: If the box, pallet, or container (box) includes the **same item** in either single or multiple master boxes then there should be **one barcode label** applied to the outside of the box or placed in a **clear plastic pouch** affixed firmly to the box. The barcode label should have the total number of items in the box “240” (or applicable number) in the **Qty field**, along with all other fields filled out completely (see example on next page). In addition, each individual box or package should be identified with the **item number and quantity** (these can be supplier labels or handwritten). If you choose to use a clear plastic pouch for the barcode label, your **packing list must** be placed in the same clear plastic pouch behind the barcode label(s).

- B. **Mixed Load**: If the box, pallet, or container (box) includes **mixed items**, **all barcode labels** should be placed in a **clear plastic pouch** firmly attached to the outside of the box---**do not attach the ASN labels to the individual boxes or packages inside. See page 5 for the proper SKU label.** The front barcode label in the pouch (the label our Receiving Department sees first) should have “Mixed Load” in the **Item # field**. **Each mixed item should be packaged suitable for stocking and identified with the item number and quantity** (these can be different supplier labels or handwritten). Your **packing list must** be placed in the same clear plastic pouch behind our barcode label(s).

All suppliers must utilize these labels and procedures to identify product shipped to Snap-on. This label format is used across all Snap-on distribution locations.

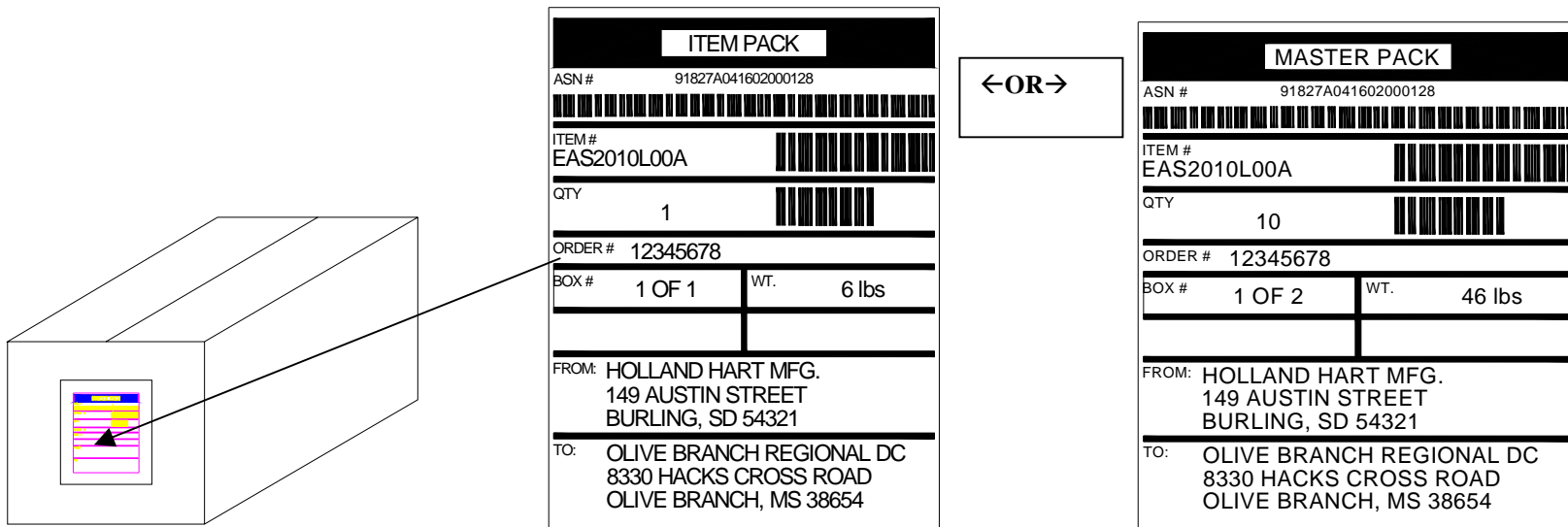
Sample of “Master Pack” ASN Barcode Label created from the POnet system.

(not shown in proper size--- label will be sized to print off your browser)



Parcel Deliveries---Loose Boxes or Packages (Same Item):

- 1) **Common Load, Same Item(s) in Box:** It is required that each loose box or package has its own ASN barcode label printed off the POnet system. If all the items are the **same** inside a box, then **only one** ASN barcode label is required on the outside of the box or package as shown below. For single boxes a barcode label can be applied directly to box. If you choose to use a plastic pouch, your **packing list must** be placed in the same clear plastic pouch behind the barcode label. Note options of **Item Pack versus Master Pack** labels based on the quantity in the box. The **Item Pack** label is used only for a container(s) with a **quantity of one**. The **Master Pack** label is used for a container(s) with any **quantity greater than one**.



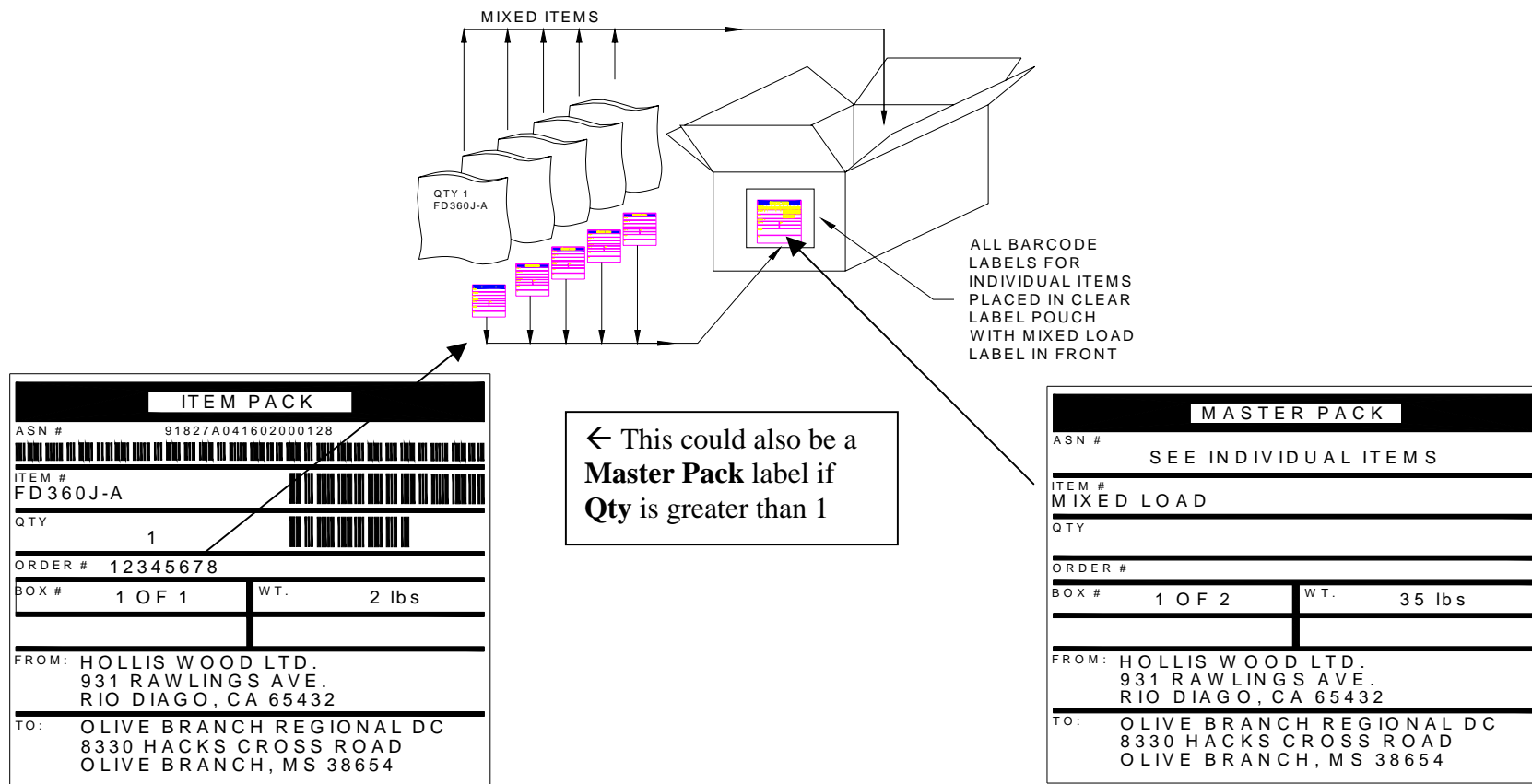
For single boxes a Barcode label can be applied directly to box or put in a clear plastic pouch. Packing list **must go behind barcode label** if pouch is used. Affix pouch firmly to box.

Note “**Item Pack**” label for Qty =1.

Qty field to equal quantity in box. Note “**Master Pack**” label for Qty > 1.

Parcel Deliveries---Loose Boxes or Packages (Mixed Load):

- 2) **Mixed Load, Different Items in Box:** If the loose box contains mixed items, all barcode labels must be placed loose in a clear plastic pouch firmly attached to the outside of the box---do not attach the labels to the individual boxes or packages inside. The front barcode label in the pouch (the label our Receiving Department sees first) should have “Mixed Load” in the Item # field as shown below. The **Mixed Load** label should always indicate the number of containers, 1 of 2, 2 of 2, etc. In addition, **individual barcode labels** for all the boxes with mixed items should be placed loose in the clear pouch behind the Mixed Load label. Also, **each mixed item should be packaged suitable for stocking and identified with the item number and quantity** (these can be different supplier labels or handwritten). Your **packing list** must be placed in the same clear plastic pouch behind our barcode labels.

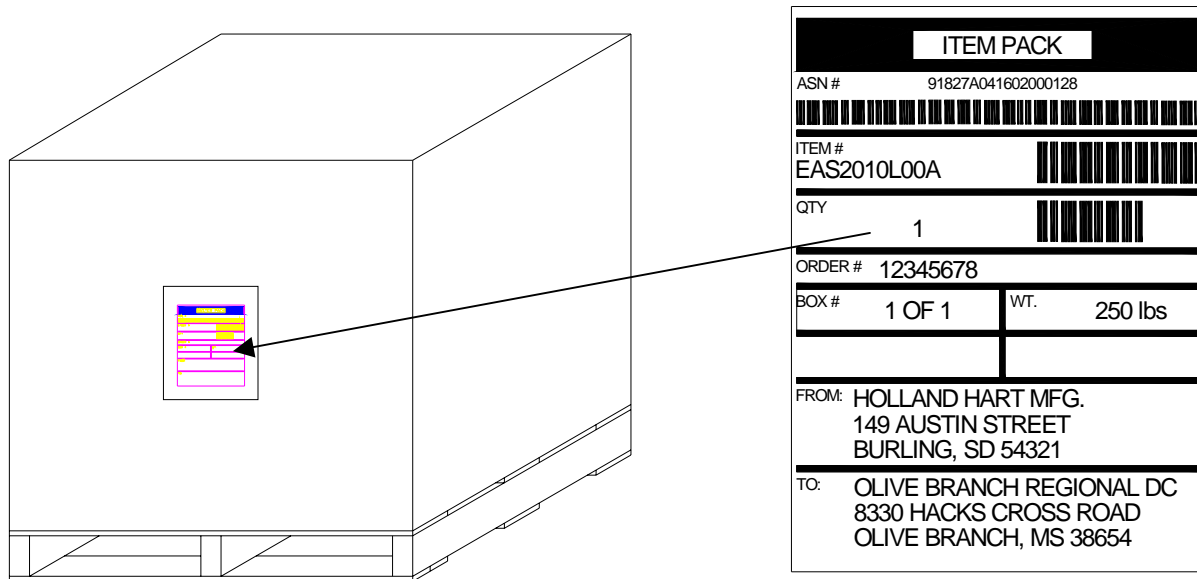


Item # changes for each different item.

Note “Mixed Load” in “Item” field.

Common Carrier Deliveries—Whole Pallet or Container

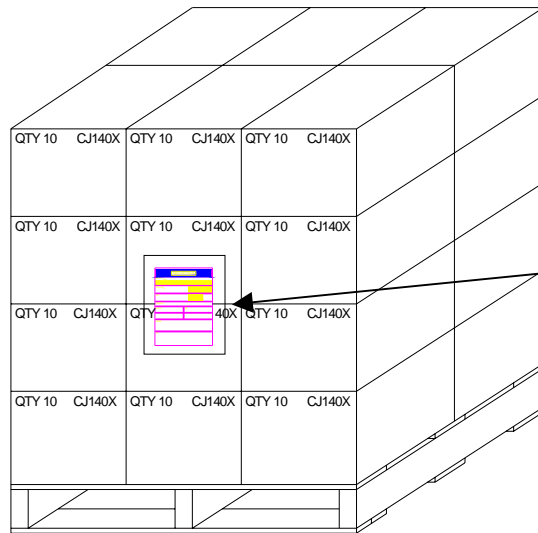
- 1) **Common Load, One Item Per Load:** If the whole pallet(s) contains **one item**, then there should be **one ASN barcode label** applied to the outside of the pallet. The barcode label should have a “1” in the Qty field, along with all other fields filled out completely (see label example this page). Your **packing list must** be placed in the same clear plastic pouch behind the barcode label.



Note “**Item Pack**” label

Common Carrier Deliveries—Whole or Partial Pallets or Containers

2) **Common Load Of Boxes with Same Item:** If the pallet(s) or container(s) has the **same item** in multiple master boxes then there should be **one barcode label** in the clear plastic pouch on the outside of each pallet or container. The barcode label should have the **total number of items** on each pallet in the **Qty field** (in this example 24 boxes times 10 inside each box equals 240). Please ensure all other fields filled are out completely (see example this page). We don't need to know the total number of boxes on each pallet. (**Future phase**--if there are multiple pallets or containers in the shipment, be sure to list 1 of 2, 2 of 2, etc. in the **Box # field**). In addition, each box should be identified with the **item number and quantity** (these can be supplier labels or handwritten). Your **packing list must** be placed in the same clear plastic pouch behind our barcode label(s).



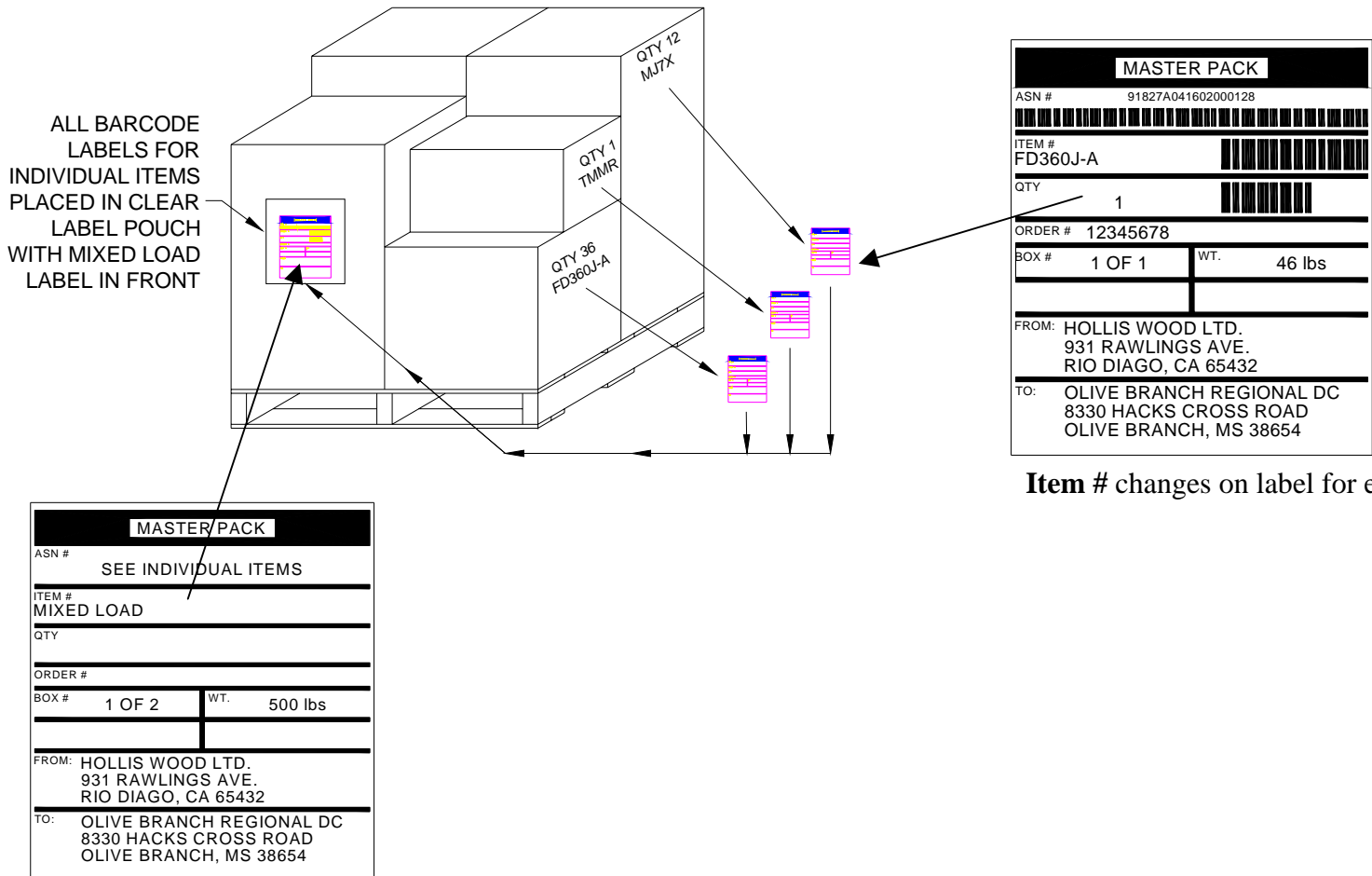
Shrink-wrapped pallet

MASTER PACK	
ASN #	91827A041602000128
[Barcode]	
ITEM #	CJ140X
[Barcode]	
QTY	240
[Barcode]	
ORDER #	12345678
BOX #	1 OF 2
WT.	520 lbs
FROM: GRUMBY & SONS INC. 236 BRISTOL RD. HECTOR, IN 65432	
TO: OLIVE BRANCH REGIONAL DC 8330 HACKS CROSS ROAD OLIVE BRANCH, MS 38654	

-**Qty field** should equal total quantity on each pallet.
 -(**Future phase**) **Box # field** should reflect the total number of pallets in the shipment, not the number of boxes on each pallet.

Common Carrier Deliveries—Whole or Partial Pallets

- 3) **Mixed Load (pallet):** If the shrink-wrapped pallet has mixed items, **all barcode labels** should be placed in a **clear plastic pouch** firmly attached to the outside of the pallet--**do not attach the ASN labels to the individual boxes or packages**. The front barcode label (the label our Receiving Department sees first) should have **“Mixed Load”** in the **Item # field** as shown below. In addition, **individual barcode labels** for all the boxes with mixed items should be **placed loose** in the clear pouch **behind** the Mixed Load label. Also, **each box on the pallet should be identified with the item number and quantity** on an exposed end (these can be different supplier labels or handwritten). Your **packing list must** be placed in the same clear plastic pouch behind our barcode labels.

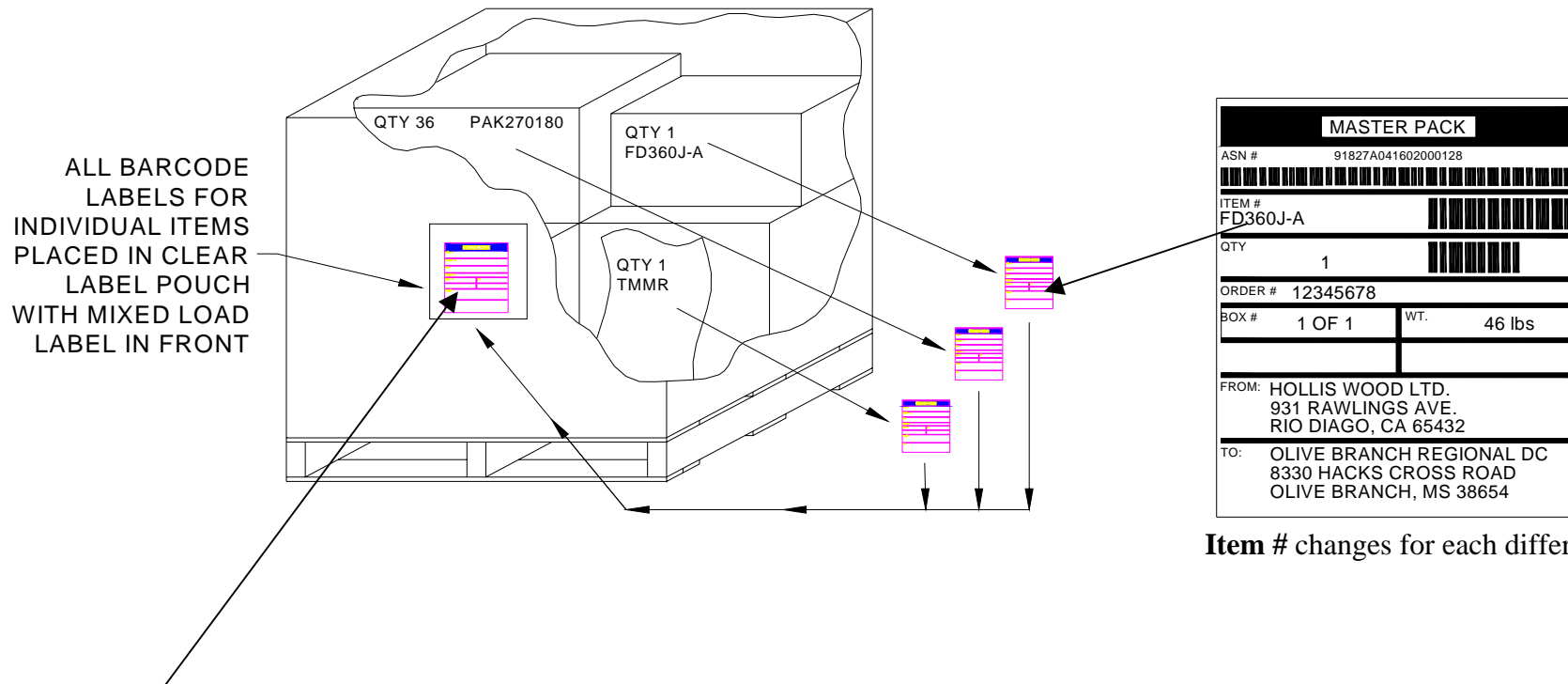


Item # changes on label for each mixed item.

Note “Mixed Load” in “Item #” field. (Future phase: The Box # field should reflect the total number of pallets, **not** the number of boxes per pallet).

Common Carrier Deliveries—Whole or Partial Containers

- 4) **Mixed Load (container)**: If the container has mixed items, **all barcode labels** should be placed in a **clear plastic pouch** firmly attached to the outside of the container--**do not attach the ASN labels to the individual boxes or packages**. The front barcode label (the label our Receiving Department sees first) should have “Mixed Load” in the **Item # field** as shown below. In addition, **individual barcode labels** for all the boxes with mixed items should be **placed loose** in the clear pouch **behind** the Mixed Load label. Also, **each box in the container should be identified with the item number and quantity** on an exposed end (these can be different supplier labels or handwritten). Your **packing list must** be placed in the same clear plastic pouch behind our barcode labels.



Item # changes for each different item.

MASTER PACK	
ASN # SEE INDIVIDUAL ITEMS	
ITEM # MIXED LOAD	
QTY	
ORDER #	
BOX # 1 OF 2	WT. 500 lbs
FROM: HOLLIS WOOD LTD. 931 RAWLINGS AVE. RIO DIAGO, CA 65432	
TO: OLIVE BRANCH REGIONAL DC 8330 HACKS CROSS ROAD OLIVE BRANCH, MS 38654	

Note “**Mixed Load**” in “**Item**” field. The **Box # field** should reflect the total number of pallets, **not** the number of boxes per pallet.