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PACKAGE LABELING AND IDENTIFICATION FOR INBOUND AND INTERPLANT SHIPMENTS

RECORD OF CHANGES

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A	17-0245	2017-Aug-10					
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1.0 SCOPE

1.1. This document describes bar code and plain text identification of non-bulk products shipped to or between Snap-on locations. This guidance herein is intended to supplement specific directions provided by the Purchase Order or other agreement.

2.0 REFERENCE

2.1. <u>ASN</u> (Advanced Shipment Notice) – A document used to transmit critical shipping information to the receiver for SupplyWeb suppliers. It contains information on the carrier, the items and quantities shipped by Order, packaging information, and (potentially) labeling data from the item, package. It is an 18-digit code; first nine digits represent the supplier number, the second nine digits are unique numbers assigned by the supplier.

2.2. <u>Bulk packaging</u> - Occurs when many identical items are consolidated into a large container by volume or weight and handled mechanically. Typically, items packaged in bulk do not have inner packaging.

2.3. <u>HRI</u> – Human Readable Information, plain text in all capital letters.

2.4. <u>Intermediate pack</u> - A wrap, box, or bundle containing multiple unit packs of identical items. Often times intermediate packages are unitized onto a pallet or used as a shipping container.

2.5. <u>Master label</u> – A single label identification applied to the outer packaging containing like items from a single order. Each inner packaging is labeled properly for identification.

2.6. <u>Mixed or Mixed Load label</u> – A single label identification applied to the outer packaging or unitized load of different items and/or different PO. Each inner packaging is labeled properly for identification.

2.7. <u>PO</u> – An acronym for Purchase Order.

2.8. <u>Shipping container</u> – A strong exterior packaging that meets carrier regulations and has sufficient strength to protect its contents during distribution without further packing. If the Shipping container is comprised of two or more different SKUs, then it is considered to be a "MIXED" pack.

2.9. <u>SKU</u> – Stock Keeping Unit is a distinct type of item for sale or inventory. It may be a single item, multiples of the same item, or a set of related items that are always issued, sold, or inventoried together.

2.10. <u>Unit pack</u> - The first tie, wrap, or container applied to a single item, or group of items comprising a single SKU number, and placed into one complete and identifiable package.

2.11. <u>Unitized load</u> – Packed or unpacked items arranged and secured on a pallet or within

a large shipping container and handled as a single unit. If the unitized load is comprised of two or more different SKUs and/or POs, it must be marked as a "MIXED" load.

3.0 GENERAL

3.1. Identification markings must be clear, legible, durable, nonfading, and sufficient to withstand normal exposure to environmental and handling conditions.

3.2. Markings shall be both HRI and bar code formats.

3.3. Identification may be printed on a label or tag that is attached to the item or its packaging.

3.4. Sole use of supplier part number is not allowed.

3.5. Minimum label size shall be 2" x 2" for identification and 4"x 6" for shipping labels.

3.6. Label material should be white with black printing, water and fade resistant, and printable without smudging. It may be self-adhesive or held in place with a separate clear envelope affixed to the product packaging.

3.7. Printing will be in capital letters of equal height, clearly visible, and the largest size practical but normally not less than 0.09 inch (2.3 mm) or ~ 6.5 pt. font size.

3.8. When item configuration prohibits the use of a self-adhesive label, a tag is to be securely fastened to the item and/or container in a conspicuous location sufficient to remain intact and legible during normal transportation and handling.

3.9. Whenever different SKU's are consolidated onto a pallet or within a shipping container for convenience of handling, the pallet or shipping container must be clearly marked "MIXED".

3.10. Each shipment must have a packing list attached to the outside of the shipping container or unitized load that includes the Snap-on part and purchase order numbers. The supplier part number may be included as a cross-reference.

3.11. Nonconformances may result in corrective actions, shipment refusal, or fees to cover additional labor and administrative costs.

4.0 BAR CODES

4.1. Use either Code 39 or Code 128 formats according to industry standards:

     4.1.1. Automotive Industry Action Group (AIAG); or,

     4.1.2. Global Standards GS1 association for global data synchronization; or,

     4.1.3. American National Standards Institute (ANSI) MH10.8.2-2013.

4.2. Human Readable Information (HRI) is placed above or below the barcoded data and preceded by the data element name (e.g., S/N = serial number, P/N = Snap-on part number, etc.).

4.3. New suppliers are required to submit their bar code labels for validation and must maintain compliance for all future shipments. Send labels to the Crystal Lake Barcode Label Validation team at: ValidLabel@snapon.com

5.0 ASN

5.1. An ASN is required for all SupplyWEB based purchasing transactions.

5.2. Training for SupplyWEB shippers is available online at:
    https://SupplyWEB.snapon.com/SupplyWEB/account/login

5.3. The shipper must have the ability to apply barcode labels per requirements herein.

5.4. The ASN may cover multiple part numbers and purchase orders.

5.5. Each shipping container or unitized pallet load requires a separate and unique ASN. One ASN per pallet. One ASN per shipping container.

5.6. The ASN must match items, orders, and quantities actually shipped.

5.7. <u>Do not use</u> the ASN# as the carrier tracking#.

5.8. Clearly write the ASN#'s on the Bill of Lading.

5.9. Do not reuse ASN numbers for other shipments.

5.10. Be sure to *'PUBLISH'* the ASN in SupplyWEB after the truck is loaded yet prior to arrival at the ship-to address.

5.11. Suppliers not enrolled in the SupplyWEB system are not required to use an ASN at this time.

6.0 RADIO FREQUENCY IDENTIFICATION (RFID) TAG

   (this paragraph is for future reference and is not in effect at this time)

6.1. Supplier must be able to access the SupplyWEB ordering system.

6.2. Affix Passive RFID tags to the shipping container or outermost box whenever multiple boxes are consolidated for shipment.

6.3. Ensure that the data encoded on each passive RFID tag is globally unique (i.e., the tag ID is never repeated or duplicated) and conforms to the requirements specified in the most current version of "GS1 EPC Global Transport and Logistics Industry User Group Implementation Guide - TLS Pilots."

6.4. Affix the passive tag at the appropriate location on the specific level of packaging.

6.5. The Supplier shall encode (or procure) an approved RFID tag using the instructions provided in the Electronic Product Code (EPC) Tag Data Standards in effect at the time of contract award. The EPC Tag Data Standards are available at: http://www.gs1.org/epc/tag-data-standard.

6.6. If the Supplier is an EPC global subscriber and possesses a unique EPC company prefix, the Supplier may use any of the identifiers and encoding instructions described in the most recent EPC Tag Data Standards document to encode tags.

6.7. ASN - Enter the RFID tag serial number (ASCII equivalent) in the space provided on the "shipper" screen within SupplyWEB for shipments to Snap-on facilities.

6.8. Tag Requirements – Use passive tags that meet the EPC Global Class 1 Generation 2 and ISO/IEC 18000-6C specification with a read range of at least 5 feet. Supplier shall use any one of the following RFID tags to meet requirements:

6.8.1. Class 1 - 64-bit

6.8.2. Class 1 - 96-bit

6.8.3. Class 1 - 128 bit

7.0 LABEL CONTENT AND PLACEMENT

7.1. Unit and Intermediate Packs –Unless otherwise specified in the contract/purchase order, the following are the minimum requirements. When the unit or intermediate pack is also the shipping container the requirements of 7.2 & 7.3 shall apply:

7.1.1. Part number,

7.1.2. Product name or description,

7.1.3. Quantity and unit of issue,

7.1.4. Country of origin marking (as defined by the Snap-on Product Authorization),

7.1.5. Shelf-life markings (expiration date, etc.), if applicable, and

7.1.6. Serial number or date coding, if applicable.

7.1 Example (Unit & Intermediate Packs):

7.2. Shipping Containers (single SKU) - Unless otherwise specified in the contract/purchase order, the following are the minimum requirements. If required, include pictorial markings as identified in Snap-on Corporate Standard CS19.0.1:

7.2.1. Consignee and consignor address,

7.2.2. Part number,

7.2.3. Product name or description,

7.2.4. Quantity and unit of issue,

7.2.5. ASN number,

7.2.6. Box size (rounded to the nearest whole inch increment),

7.2.7. Gross and Net weight of the package (rounded to nearest $1/10^{th}$ lb.),

7.2.8. Contract number/purchase order number,

7.2.9. Country of origin marking (as defined by the Snap-on Product Authorization),

7.2.10. Shelf-life marking (expiration date, etc.), if applicable.

7.2 Example (SINGLE SKU):

FROM: ROUND 2 LLC 4073 MEGAN BEELER CT SOUTH BEND, IN 46628 www.round2corp.com	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER ROUTE 176 CRYSTAL LAKE, IL 60014
SNAP-ON: SSX20P153 ‖‖‖‖‖‖‖‖	DESCRIPTION: 1/64 SIX CAR SE ‖‖‖‖‖‖‖‖
QUANTITY: 8 EA ‖‖‖‖‖‖‖‖	ASN: 600000068000000123 ‖‖‖‖‖‖‖‖
BOX SIZE: 13 X 11 X 17 ‖‖‖‖‖‖‖‖	GWT: 13 lbs (5.9 Kg) NWT: 8.5 lbs (3.9 Kg)
ORDER: 4Y6113394 ‖‖‖‖‖‖‖‖	COUNTRY OF ORIGIN: MADE IN CHINA ‖‖‖‖‖‖‖‖

7.3. Shipping Containers (mixed SKUs) - Unless otherwise specified in the contract/purchase order, the following are the minimum requirements. **All items mixed in a shipping container must be from the same Purchase Order or ASN. Any subsequent mixed shipping container must use a different Purchase Order or ASN**. If required, include pictorial markings as identified in Snap-on Corporate Standard CS19.0.1:

7.3.1. Consignee and consignor address,

7.3.2. Part number = "MIXED"

7.3.3. Product name or description = "MIXED",

7.3.4. Quantity and unit of issue = "MIXED",

7.3.5. ASN number,

7.3.6. Contract number/purchase order number or MIXED,

7.3.7. Country of origin marking = "MIXED",

7.3.8. Shelf-life marking (expiration date, etc.), if applicable.

7.3 Example (MIXED SKU):
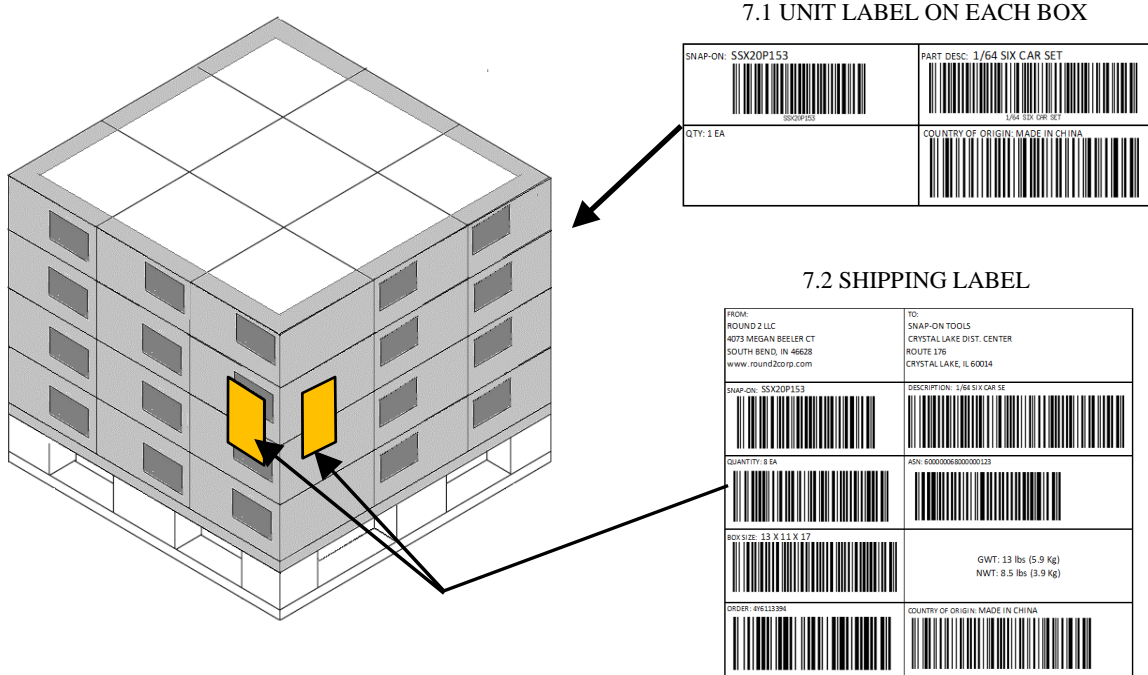
FROM: ROUND 2 LLC 4073 MEGAN BEELER CT SOUTH BEND, IN 46628 www.round2corp.com	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER ROUTE 176 CRYSTAL LAKE, IL 60014
SNAP-ON: **MIXED**	DESCRIPTION: **MIXED**
QUANTITY: **MIXED**	ASN: 600000068000000123 ‖‖‖‖‖‖‖‖‖‖‖‖
ORDER: 4Y6113394 ‖‖‖‖‖‖‖‖‖‖‖‖	COUNTRY OF ORIGIN: **MIXED**

7.4.   Unitized Load Marking

7.4.1.   Ensure that individual packages shipping containers are properly identified and labeled as previously described.

7.4.2.   For SINGLE SKU pallet loads attach a label as shown in 7.2 to the outside of the stretch wrap on two adjacent sides of the unitized load.
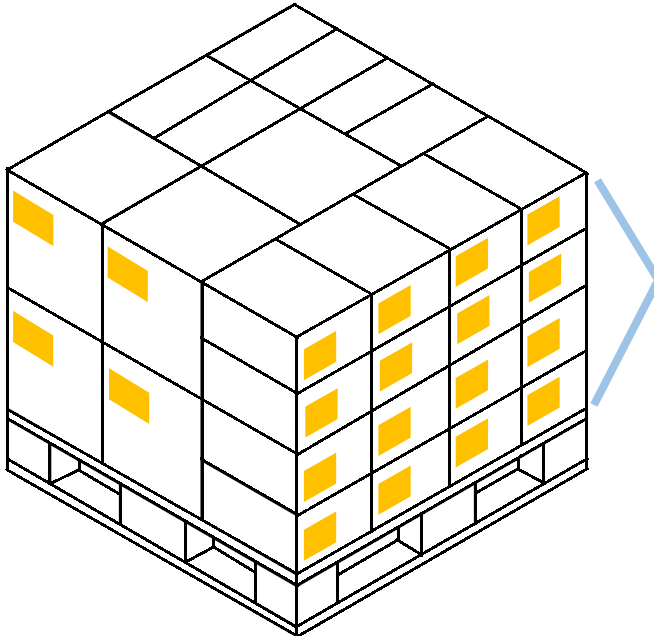
7.4.2. Example (SINGLE SKU unitized load):

7.1 UNIT LABEL ON EACH BOX

SNAP-ON: SSX20P153 ‖‖‖‖‖‖‖ SSX20P153	PART DESC: 1/64 SIX CAR SET ‖‖‖‖‖‖‖ 1/64 SIX CAR SET
QTY: 1 EA	COUNTRY OF ORIGIN: MADE IN CHINA ‖‖‖‖‖‖‖

7.2 SHIPPING LABEL

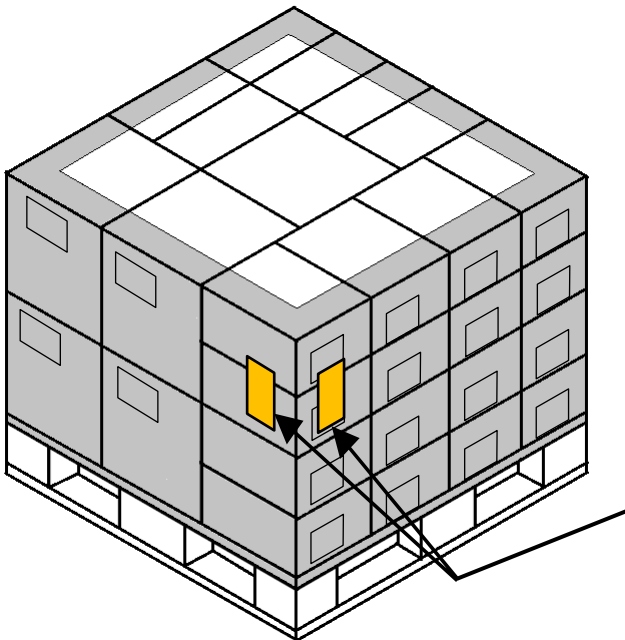| FROM: ROUND 2 LLC 4073 MEGAN BEELER CT SOUTH BEND, IN 46628 www.round2corp.com	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER ROUTE 176 CRYSTAL LAKE, IL 60014
SNAP-ON: SSX20P153 ‖‖‖‖‖‖‖	DESCRIPTION: 1/64 SIX CAR SE ‖‖‖‖‖‖‖
QUANTITY: 8 EA ‖‖‖‖‖‖‖	ASN: 600000068000000123 ‖‖‖‖‖‖‖
BOX SIZE: 13 X 11 X 17 ‖‖‖‖‖‖‖	GWT: 13 lbs (5.9 Kg) NWT: 8.5 lbs (3.9 Kg)
ORDER: 4Y6113394 ‖‖‖‖‖‖‖	COUNTRY OF ORIGIN: MADE IN CHINA ‖‖‖‖‖‖‖

7.4.3. For MIXED SKU pallet loads of multiple SKUs a label as shown in 7.2 is used on each box and a label as shown in 7.3 is attached to the outside of the stretch wrap on two adjacent sides of the unitized load. **All items mixed on a pallet load must be from the same Purchase Order or ASN. Any subsequent mixed pallets must use a different Purchase Order or ASN.**

7.4.3. Example (MIXED SKU unitized load):

7.2 SHIPPING LABEL ON EACH BOX

FROM: ROUND 2 LLC 4073 MEGAN BEELER CT SOUTH BEND, IN 46628 www.round2corp.com	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER ROUTE 176 CRYSTAL LAKE, IL 60014
SNAP-ON: SSX20P153	DESCRIPTION: 1/64 SIX CAR SE
QUANTITY: 8 EA	ASN: 600000068000000123
BOX SIZE: 13 X 11 X 17	GWT: 13 lbs (5.9 Kg) NWT: 8.5 lbs (3.9 Kg)
ORDER: 4Y6113394	COUNTRY OF ORIGIN: MADE IN CHINA

7.3 SHIPPING LABEL

FROM: ROUND 2 LLC 4073 MEGAN BEELER CT SOUTH BEND, IN 46628 www.round2corp.com	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER ROUTE 176 CRYSTAL LAKE, IL 60014
SNAP-ON: **MIXED**	DESCRIPTION: **MIXED**
QUANTITY: **MIXED**	ASN: 600000068000000123
ORDER: 4Y6113394	COUNTRY OF ORIGIN: **MIXED**

7.5.   Labels and the Bill of Lading must be readily visible on a <u>vertical</u> surface without being obscured. Do not place labels on the top. Labels must not wrap around corners, cover up other markings, nor be damaged when the pack is opened for inspection.

7.6.   Bundled items should be marked with a tag or other means to ensure the label is visible and remains intact throughout normal handling.

7.7.   For items exceeding 14cu.ft. and 150lbs., affix a second label on the adjacent side.

8.0 PACKING SLIPS

8.1.   Packing slips must be sealed in water-resistant envelopes and secured to the exterior vertical surface of the shipping container, palletized load, or unpacked item. Not on top. The packing slip must include:

   8.1.1. Packing slip number,

   8.1.2. Snap-on Purchase Order (PO) number,

   8.1.3. Snap-on part number,

   8.1.4. Supplier part number (optional),

   8.1.5. Quantity shipped, and

   8.1.6. Country of origin (as defined by the Snap-on Product Authorization).

8.2.   Note: Training for SupplyWEB shippers is available online at https://SupplyWEB.snapon.com.