




Supplied Product Labeling and Documentation Specifications

Document: S-PUR-001
Revision: B
Date: 8/16/2018

| Owner Approval | Approval Date |
|---------------------|---------------|
| Purchasing Director | 8/16/2018 |
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| REV LEVEL | REV DATE | DETAILS | | DESCRIPTION OF CHANGE |
|-----------|------------|---------|-------|--|
| | | Page | Para. | |
| 0 | 02/09/10 | All | All | Original Issue |
| A | 02/06/16 | All | All | Replace SMI logo with Safe Fleet logo |
| B | 08/16/2018 | All | All | Added Non-conformance info, and removed SMI references |

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1.0 **PURPOSE**

- 1.1 This document is to define the labeling and documentation requirements for supplied product.

2.0 **DEFINITIONS**

- 2.1 **Code 39:** (also known as "USS Code 39", "Code 3/9", "Code 3 of 9", "USD-3", "Alpha39", "Type 39", "Code 93") is a barcode symbology that can encode uppercase letters (A through Z), digits (0 through 9) and a handful of special characters like the \$ sign. The name Code 39 is derived from the fact that three of the nine elements that constitute a codeword are wide elements, the remaining six are narrow. Code 39 is standardized as ANSI MH 10.8 M-1983 and MIL-STD-1189. The width ratio between narrow and wide can be chosen between 1:2 and 1:3.

3.0 **GENERAL APPLICATION**

- 3.1 Each shipment of product will come with a Packing List containing the required information.
- 3.2 Each container of product shipped to Safe Fleet shall be labeled with a Box Label as defined below (refer to Figure 1). Under no circumstances shall multiple part numbers be contained in a single box.
- 3.3 Each pallet of product shipped to Safe Fleet shall be labeled with a Pallet Label as defined below (refer to Figure 2). For pallets containing multiple part numbers, the pallet shall be labeled with a Pallet Label for each part number contained on the pallet, totaling the quantity of each part number on the pallet.
- 3.4 Suppliers of products covered in this specification are expected to achieve product labeling compliance within 90 days of receipt of this specification.

4.0 **PACKING LIST GUIDELINES**

- 4.1 The Packing List shall contain the below information at a minimum:
- 4.1.1 **Part Number:** The full Safe Fleet part number as it appears on Safe Fleet purchasing documents. The part number should also be bar coded (Code 39)
- 4.1.2 **Quantity:** The total quantity by unit of measure. The quantity should also be bar coded (Code 39).
- 4.1.3 **Purchase Order Number:** The complete Safe Fleet purchase order. The purchase order number should also be bar coded (Code 39).
- 4.1.4 **Purchase Order Release:** The complete Safe Fleet blanket purchase order release number (applicable only to blanket purchase orders). The purchase order release number should also be bar coded (Code 39), if applicable.
- 4.1.5 **Purchase Order Line:** The complete Safe Fleet purchase order or blanket release line number. The purchase order line should also be bar coded (Code 39).
- 4.1.6 **Packing Slip Number:** A unique number from the vender identifying the shipment.
- 4.2 These requirements can at a minimum be satisfied by attaching a copy of the box/pallet label to the normal packing list or using the Safe Fleet Barcode Excel tool.
- 4.3 The invoice also must match the packing slip to facilitate quick payment.

5.0 LABELING GUIDELINES

5.1 Box Label (refer to Figure 1 below):

- 5.1.1 **Supplier Information:** The full name and address of the supplier.
- 5.1.2 **Ship-To Information:** The full shipping address of the Safe Fleet destination facility or drop ship location. This information is detailed on Safe Fleet purchasing documents.
- 5.1.3 **Part Number:** The full Safe Fleet part number as it appears on Safe Fleet purchasing documents in Arial 48 pt font or equivalent. The part number should also be bar coded (Code 39)
- 5.1.4 **Month/Year:** The month and year of production in MMM/YY format (e.g., NOV 10) in Arial 48 pt font or equivalent.
- 5.1.5 **Quantity:** The total box quantity in Arial 48 pt font or equivalent. The quantity should also be bar coded (Code 39).
- 5.1.6 **Lot Number:** A supplier-assigned control number, such as a lot number, batch number, etc. that can be used to identify the contents for traceability purposes in Arial 48 pt font or equivalent.
- 5.1.7 **Purchase Order Number:** The complete Safe Fleet purchase order number in Arial 24 pt font or equivalent. The purchase order number should also be bar coded (Code 39).
- 5.1.8 **Purchase Order Release:** The complete Safe Fleet blanket purchase order release number (applicable only to blanket purchase orders) in Arial 24 pt font or equivalent. The purchase order release number should also be bar coded (Code 39), if applicable.
- 5.1.9 **Purchase Order Line:** The complete Safe Fleet purchase order or blanket release line number in Arial 24 pt font or equivalent. The purchase order line should also be bar coded (Code 39).

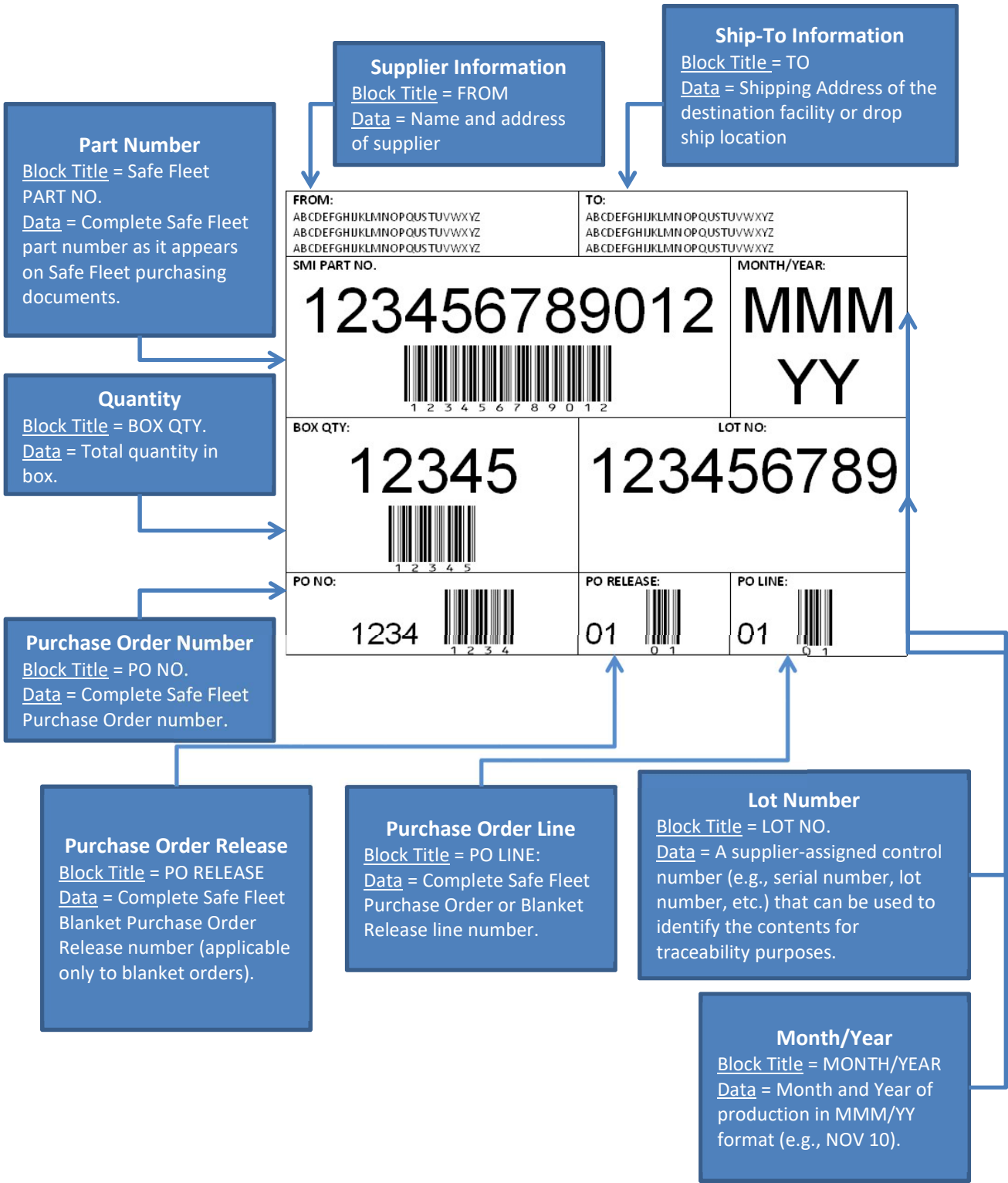


Figure 1

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- 5.2 Pallet Label (refer to Figure 2 below):
- 5.2.1 **Supplier Information:** The full name and address of the supplier.
 - 5.2.2 **Ship-To Information:** The full shipping address of the Safe Fleet destination facility or drop ship location. This information is detailed on Safe Fleet purchasing documents.
 - 5.2.3 **Part Number:** The full Safe Fleet part number as it appears on Safe Fleet purchasing documents in Arial 48 pt font or equivalent. The part number should also be bar coded (Code 39).
 - 5.2.4 **Quantity:** The total pallet quantity in Arial 48 pt font or equivalent. The quantity should also be bar coded (Code 39). Note that a separate Pallet Label is required for each part number contained on the pallet, totaling the quantity of each part number on the pallet.
 - 5.2.5 **Month/Year:** The month and year of production in MMM/YY format (e.g., NOV 10) in Arial 48 pt font or equivalent.
 - 5.2.6 **Purchase Order Number:** The complete Safe Fleet purchase order number in Arial 24 pt font or equivalent. The purchase order number should also be bar coded (Code 39).
 - 5.2.7 **Purchase Order Release:** The complete Safe Fleet blanket purchase order release number (applicable only to blanket purchase orders) in Arial 24 pt font or equivalent. The purchase order release number should also be bar coded (Code 39), if applicable.
 - 5.2.8 **Purchase Order Line:** The complete Safe Fleet purchase order or blanket release line number in Arial 24 pt font or equivalent. The purchase order line should also be bar coded (Code 39).

[Document continued with Figure 2 on page 6]

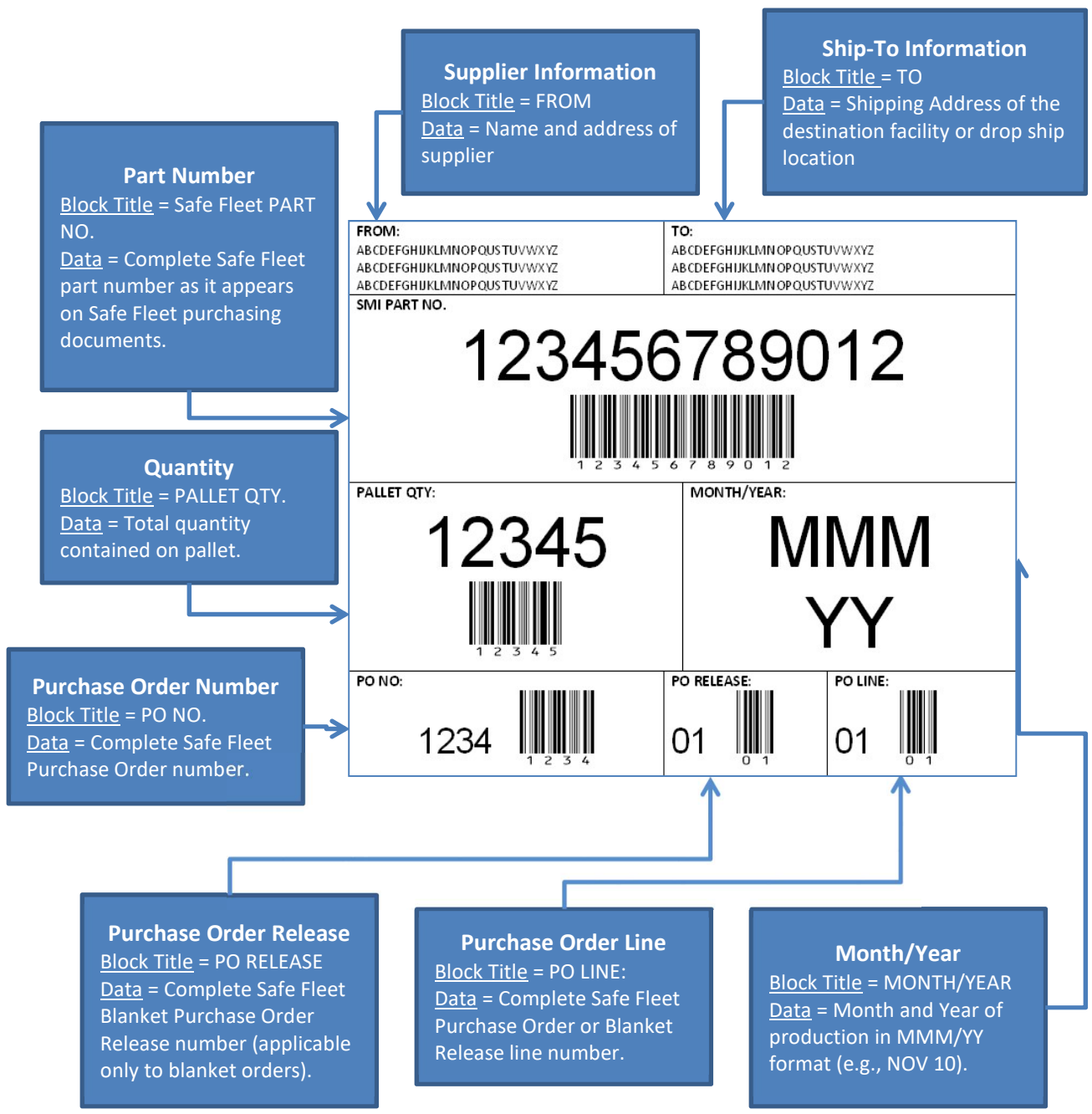


Figure 2

4.0 REFERENCES

N/A

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