

CNI Supplier Label Specifications

Introduction

These specifications provide guidelines for printing and applying a Shipping/Parts Identification Label. The label is designed to improve productivity and control at CNI.

All fields on the label are required. CNI and the supplier will agree upon any additional fields and their location on the label.

Size and Materials

The minimum label size shall be 4.0 inches high by 6.0 inches wide. See Exhibit A.

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

The use of dot matrix printers for label printing is prohibited.

Application of the label will be wrinkle-free. If the label cannot be affixed to the container because of container size or design, special arrangements will be required.

Data Area Characteristics

The part number, quantity, purchase order number, supplier number, lot number and serial number shall be displayed in both human-readable, English text characters and bar-code symbols.

Data Areas and Titles

Part number, quantity, purchase order number, supplier number, lot number, serial number and description shall be separated by thin lines and shall contain its title in the upper left-hand corner. Titles shall be printed in 0.06-inch high letters. The outer borderlines are for exhibit only and are not to be printed. See Exhibit A.

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Data Identifier Codes

A data identifier code in the first position, following the start code of the bar code symbol shall be used to identify the information to follow. This character is not to be included in the human readable line, but is shown under the title for the appropriate data area in 0.06 inch high letters.

P – Part Number **Q** – Quantity **V** – Supplier Number
K – Purchase Order Number **S** – Serial Number **T** – Lot Number **DATE** - Open

Note that any other code is not allowed.

Data Area Specification

Part Number

The human-readable, part number characters shall be bold and a minimum of .375 inches to a maximum of 0.5 inches high. The part number shall be designated by CNI.

The bar-code symbol of the part number shall be directly below the human readable characters and shall be 0.5 inches high.

The maximum length anticipated for the part number is twelve (12) numeric characters, plus the data identifier (P).

Quantity

The human-readable, quantity characters shall be bold and a minimum of .375 inches to a maximum of 0.5 inches high.

The bar code symbol of the quantity shall be directly below the human-readable characters and shall be 0.5 inches high.

The maximum length anticipated for the quantity is eight (8) numeric characters, plus the data identifier (Q).

The quantity is further defined as six (6) whole numbers and two (2) decimal numbers, if applicable. Use decimals only if fractional numbers apply.

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Description

This area is used to further identify the product as defined by the part number field and does not require a bar code symbol.

The human-readable characters shall be a minimum of 0.2 inches high.

CNI has determined a maximum of fifteen (15) characters per line, up to two (2) lines.

Supplier Number

The human-readable supplier number characters will be CNI assigned, be bold, and a minimum of .375 inches to a maximum of 0.5 inches high.

The bar-code symbol of the supplier number shall be directly below the human-readable characters and shall be 0.5 inches high.

The maximum length anticipated for the supplier number is eight (8) characters, plus the data identifier (V).

The supplier name, city, state, and zip code shall be located below the serial number bar-coded symbol and be 0.1 inches high.

Purchase Order Number

The human-readable, purchase order number characters shall be bold and a minimum of .375 inches to a maximum of 0.5 inches high.

The bar-code symbol of the purchase order number shall be directly below the human-readable characters and shall be 0.5 inches high.

The maximum length anticipated for the purchase order number is ten (10) characters, plus the data identifier (K).

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Serial Number

The serial number data shall be a unique number assigned by the supplier that will not be repeated within any calendar year. The human-readable characters shall be a minimum of .375 inches to a maximum of 0.5 inches high.

The barcode symbol for the Serial Number shall be directly below the human-readable characters and shall be 0.5 inches high.

The maximum length anticipated for the serial number is nine (9), plus the data identifier (S).

Lot Number

The human-readable, lot number characters shall be bold and a minimum of .375 inches to a maximum of 0.5 inches high.

The maximum length anticipated for lot number is twelve (12), plus the data identifier (T).

Date

The human-readable date number characters shall be bold and a minimum of 0.5 inches high.

Bar-Code Symbology

Bar codes shall be the “3-of-9” (Code 39) type and shall conform to the standards published by the Automotive Industry Action Group.

Check digits shall not be used in the bar codes.

The printed bar-code symbols shall meet the reflectivity and contrast requirements at all electromagnetic wave lengths from B633 to B900 nanometers specified by AIAG.

The quiet zone is the area immediately preceding the bar-code start character and following the stop character, which contains no markings. The minimum quiet zone shall be .025 inches.

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Label Location and Protection

A minimum of two (2) labels is required on each package/container. The top edge of the label shall be placed no more than six (6) inches and no less than two (2) inches from the top of the package/container. The bottom edge of the label shall be parallel to the base of the container. The label shall not be folded, wrapped, or wrinkled.

Shipments consisting of multiple containers on a single pallet must have scanning access without repositioning the containers.

CNI and the supplier shall agree upon placement of the label that does not fit the above criteria.

Label protection is required in harsh environments and is encouraged whenever practical. In choosing any protection method, care must be taken to assure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.

EXHIBIT "A"

Part (P) VB7754 	Date 10/28/04
Quantity (Q) 100 	Desc. PLAS SUBSTRATE HINGE COVER
Supplier (V) GR0010 	PO No. 123456 (K) 
Serial (S) 000034273 	Lot 123456789 (T) 

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