Packaging and Labeling Standards For Inbound Parts and Accessories







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To Our Supplier,

Harley-Davidson Packaging services has assembled the enclosed packaging guidelines in an effort to help you better understand and comply with our packaging requirements. Based on suggestions from our stakeholders we feel we have created a more "user friendly" guide to better serve you. This guide is easier to use and helpful in locating the information you need to meet the necessary requirements.

Information contained within this document will provide you with detailed packaging and labeling instructions for shipping to *Harley-Davidson Parts and Accessories Distribution Center or Contract Packaging Facility only.* This information is NOT to be used for shipping to any Harley-Davidson or Buell assembly or production facility. Packaging and shipping instructions need to be followed exactly in order for our operations to be efficient and effective. Product received incorrectly packaged or labeled will result in costly delays, additional labor, reduction of efficiencies and possible supplier charge back.

If you are aware of any potential obstacle in meeting these requirements please contact the appropriate Resource Assistance found in the table of contents of these guidelines. Your Buyer/Planner and Packaging Services are just two of the resources available to work with you to meet these requirements.





1

Supplier Charge Back

Compliance with Harley-Davidson Packaging Requirements and Shipping Standards is required of all suppliers sending product to the Harley-Davidson Distribution Center or Contract Packaging Facility. This includes, but is not limited to suppliers, contract packaging organizations and Harley-Davidson/Buell production facilities.

Suppliers shipping packaged product not in compliance with the information set forth in this document and not having prior written approval from Harley-Davidson will be subject to charge back or shipment may be returned freight collect.

Compliance Checklist

O Read and understood Packaging Requirements Manual

- O Used Resource Assistance to answer questions
- O Received CPQ/CCFG quantities from Buyer/Planner

Materials	Shipping Procedure
Standard Franklin Distribution Center Ship Case-Boxes	Standard Franklin Distribution Center Product/Ship Case-Box
O Correct size-V,S,M,L?	O Product packaged correctly?
O Quantity?	O Product labeled correctly?
O Order Date	O Correct number of individual items per Ship Case-Box?
Sku Labels O Correct Information?	O Ship Case-Box equal to/or less than 50 lbs. Maximum weight?
O Quantity?	O Ship Case-Box sealed correctly?
O Order Date	O Ship Case-Box stacked on pallet correctly?
O Format/scan approval?	O Ship case-box secured on pallet correctly?
(required if not requested from Harley-Davidson)	O Palletized packages labeled with
Pallets	Master load label?
O Correct size?	O Palletized packages labeled with
O Correct construction?	Mixed load label?
O Quantity?	O Palletized packages with Pallet label?
O Order Date	O Pallet weighs less than 1800 lbs. and greater than 250 lbs.?
Standard Franklin Distribution Center Ship Case Labels O Correct information?	O Are your CPQ/CCFG/PCFG the same as the last time you shipped?
O Complete information?	
O Order Date	
O Format/scan approval? (required if not requested from Harley-Davidson)	

Master Pallet

- O Quantity?
- O Order Date

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Materials

Paper pressure sensitive label stock or printed on paper sheet and secured with 2" pressure sensitive poly tape.

Dimensions

Six inches wide and variable in length based on information required. Harley-Davidson suggests using a common 6" x 4" label stock size which is an "off the shelf" product.

Specifications

Format

Information from internal Harley-Davidson sources and Automotive Industry Action Group (AIAG) standards, specifically the B-10 Trading Partner Label Guidelines.

A copy of this can be ordered for a nominal fee from:

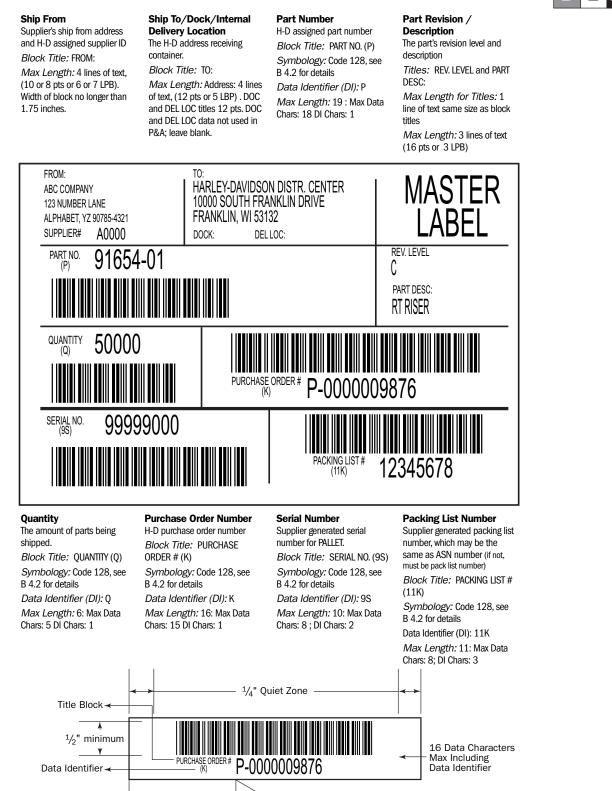
Customer Service Automotive Industry Action Group 26200 Lahser Road Suite 200 Southfield, Michigan 48034-7100 Tel (248) 358-3003 Fax (248) 799-7993 Email order : order_inquiry@aiag.org



2



Drawings



B 2.

Start of Human Readable

1"—1¹/₂"





Alpha-Numeric Text Blocks

All text within any given block will contain text characters defined by using a unit of measure called Lines-Per-Block (LPB).

This will enable the operator to determine the actual height and font of text for a given LPB or range, as it may be different with each printer or label making software selected.

В	3	.1

Bar Code Building Blocks

- This building block contains no more than one bar code.
- Data characters per block for a bar code shall *not* exceed 19.
- Bar code symbol shall be placed in the *lower* portion of the block and *left* justified.

Lines per Block	Max Characters per Line	Point	Inches	MM
1	8	64	0.9	22
2	18	32	0.4	11
3	28	20	0.25	7
4	34	16	0.2	5
5	42	12	0.15	4
6	48	10	0.12	3
7	59	8	0.1	2
8	68	6	0.08	1.5

Shipping Destination Block

- To: Harley-Davidson Distribution Center 10000 South Franklin Drive Franklin, Wisconsin 53132
- To: (Other destination as specified by your PO)



B 3







Data Identifier

Characters encoded in the bar code as a constant preceding the variable information in each building block. The Data Identifier is *not* part of the human readable text printed

above the bar code. The bar code must be encoded with the specific character as shown on the example.



Bar Code Symbology

Harley-Davidson encourages you to send a sample master label to the address listed in (G **1.1** *Resource Assistance* – Buyer/Planner) for scan and format approval to avoid charge backs.

If you do not have a label printer or are unable to print labels yourself. (see H **1.1** *Suppliers Information Master Labels.*)



Code 128 Specifications for Container and Master Labels:

Industry Standard is the Automotive Industry Action Group (AIAG)

Use Code 128 Subset C for numeric characters

Use Code 128 Subset A for alpha characters and ASCII symbols

"X" Dimension shall be in the range of 0.33 MM (0.013 inch) to 0.43 MM (0.017 inch)

Bar code height shall be a minimum of 13 MM (0.5 inch)

Quiet zone (blank space at each end of bar code) shall be a minimum of 6.3 MM (0.25 inch)

Bar code shall meet a minimum ANSI print quality grade of "C"

Human readable data must be 0.25 inches or 20 points or 3 LPB

Row/Block height must be 1 inch tall

For certification purposes only, enter the maximum number of characters per block to ensure block size is large enough. Production B-10 labels (labels that are sent on inbound shipments to the plant) must accurately match the data from EDI or the purchase order. DO NOT ENTER additional characters (i.e. 0) to fill the block.

Label Drawing

(see B **2.1** *Master Label* – Drawings)

Placement

(See B 6 — B 7 Master Label – Label Placement)





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B 5

Franklin Distribution Center Standard Box Sizes

Large Box

Place label on bottom of width (end) panel centered left to right in locator brackets printed on box.

Medium Box

Place label on bottom of width (end) panel centered left to right in locator brackets printed on box.

Small Box

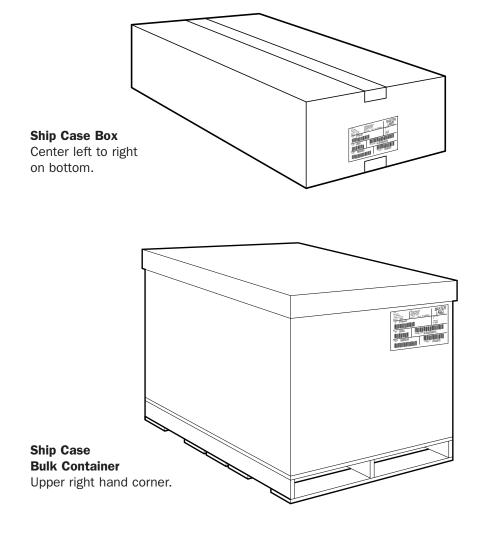
Place label on bottom of width (end) panel centered left to right (wrapping label around edges of box) in locator brackets printed on box.

Very Small Box

Place label on bottom of width (end) panel centered left to right (wrapping label around edges of box) in locator bracket printed on box.

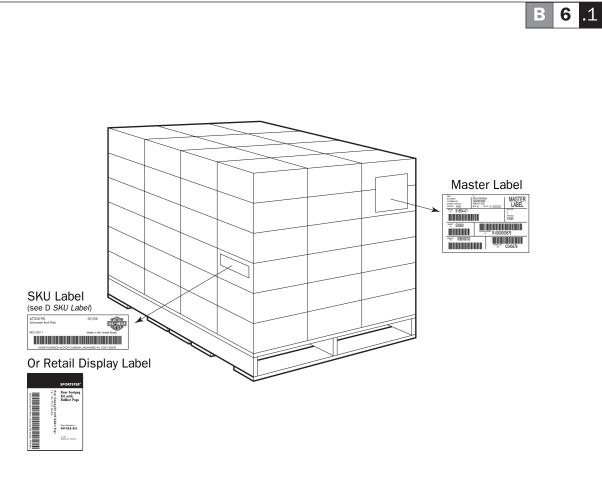
Label Placement







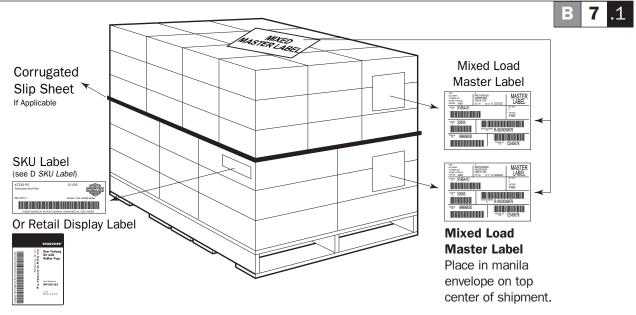
Master Load Label Placement



Master Label Top right corner of shipment.



Mixed Load Master Label Placement



Mixed Load Master Label Requirement

B 7.2

Mixed Skid?	More than one box of Part # on skid?	Multiple Purchase Order #?	Multiple Packing List #?	Mixed Master Label Requirement
Yes	No	N/A	N/A	Use one Mixed Master label that equals quantity of the box. Continue to next part on the pallet.
Yes	Yes	No	No	Use one Mixed Master label that equals quantity of all of the boxes. Continue to next part on the pallet.
Yes	Yes	No	Yes	Use a Mixed Master for each of the packing list numbers used for the part #. Quantity on the labels should reflect the quantity for each packing list appropriately. Continue to next part on the pallet.
Yes	Yes	Yes	No	Use a Mixed Master for each of the purchase order numbers used for the part #. Quantity on the labels should reflect the quantity for each purchase order appropriately. Continue to next part on the pallet.
Yes	Yes	Yes	Yes	Use a Mixed Master for each unique packing list/purchase order combination used for the part #. Quantity on the labels should reflect the quantity for each combination appropriately. Continue to next part on the pallet.



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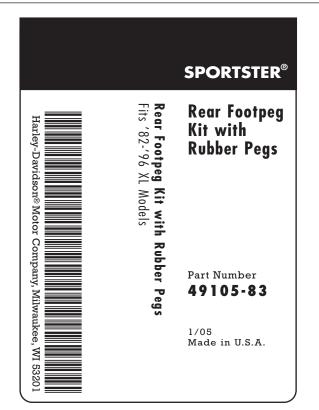
С

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Materials		
Pressure sensitive paper label	stock die cut on rolls or on sheets	C 1 .1
Dimensions		
Small Plain - SP 4" x 1 ⁷ /8"	Retail Display Label - LD $2^{7}/8" \times 4"$	C 1 .2
Source		
Harley-Davidson will provide la (see H 1.1 Supplier Information – Lab	bels to all suppliers free of charge. el SKU.)	C 1 .3
Small Plain		

67335-95 Tachometer Back Plate PKG QTY: 1 HARLEY-DAVIDSON MOTOR COMPANY, MILWAUKEE WI, 53201-85009 1/4" Quiet Zone

Retail Display Label



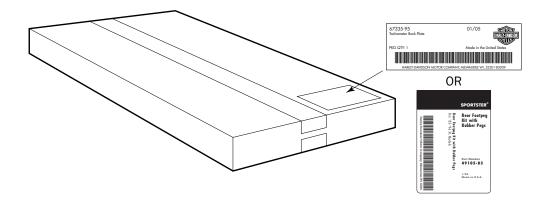


SKU Label Placement

Label placement on packages should not cover pertinent information of instructions.

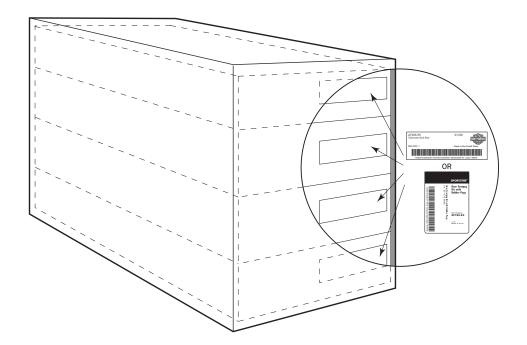
Retail Label and Boxed Merchandise

Place label on end panel or lower right hand corner on top panel if end panel is not large enough.



Inside Standard FDC Ship Case

Face labeled packages toward the end panel that is labeled, if possible. Place cushioning opposite end of labeled boxes. **C 2** .3









Pallet

Wood, metal and plastics meeting the criteria stated in this document are acceptable. Corrugated disposable are *not* acceptable.

Dimensions

48" X 45" (+ or $-\frac{1}{8}$ " in length or width maximum). *Main entry on 45" side.*

Specifications

Туре

Two-way: Openings accepting handling equipment in two ends.

(Optional) Partial Four-way (Notched stringer style): Openings at both ends and side openings with limited accessibility to handling equipment.

Style

Only flush (no winged) reversible or nonreversible stringer pallets are allowed. Nine block style pallets are *not accepted*.

Construction

As defined by: National Wooden Pallet/Container Association 1800 North Kent Street Suite 911 Arlington, VA 22209-2104 (703) 527-7667 www.nwpca.com

Load Weight

Minimum: 250 lbs.

Maximum: 1800 lbs. (For less than 250 lbs., contact your Buyer/Planner)

Load Height

Low load: equal to or greater than 24" and equal to or less than 48" high.

High load: equal to or taller than 60" and equal to or less than 72" high.

Note: Loads less than 2", see buyer/planner for authorization.

Pallet Loading

Large boxes should be column stacked for strength. Small boxes should be interlock stacked for stability. Pallet loading configuration software is available for Anyone needing assistance. (See G **1.1** *Resource Assistance* — Pallet Loading Configuration.)

Surface Utilization

No overhang of boxes is allowed. Underhang is only allowed as long as 90% of the Surface is utilized.

Load Securement

Use stretch wrap or shrink wrap. Nonmetallic (plastic) strapping can be used with written approval PRIOR to shipment.

All packages must be secured and load must be prevented from shifting during transit. **Metal strapping/banding is** *not* **acceptable.**

Nails

#7 Drive screw nail with thickness of .099" to .113". 3 nails per 6" joint and 2 nails per 4" joint

Load Identification

(See B Master Label.)

Pallet Supplier

(See H 1.1 Supplier Information – Pallet.)



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greater than 48" and less than 60" or exceeding 72" will not be accepted.







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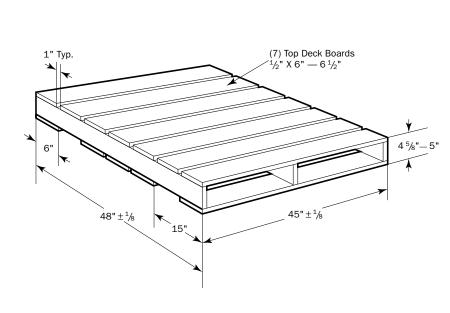
D

D





Drawings



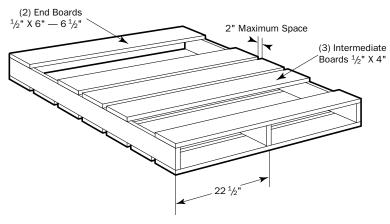


Note:

This pallet may be handled by a fork lift truck or pallet jack on the 45" side.

Maximum 2" space between bottom intermediate boards.

Top Deck



Bottom Deck



E

Background

Standard size ship case boxes are used to improve productivity, inventory accuracy and also provide consistency among suppliers. Product shipped to the Harley-Davidson Distribution Center packaged so that it does not require any additional packaging or pre-packaging is a strong candidate for one of the standard ship case containers. The standard ship case box sizes are specifically designed to fit the storage racks and pick-to-light areas within the Distribution Center. Contact the products Harley-Davidson Buyer/Planner for further explanation.



Dimensions

Large -PKG000849 $22^{15}/_{16}$ " x 18" x 10" Inside Dimension

Medium -PKG000848 18" x 11" x 10" Inside Dimension Small -PKG000847 $18" \times 5^{3}/_{8}" \times 10"$ Inside Dimension

Very Small -PKG000846 18" x $5^{3}/_{8}$ " x 5" Inside Dimension

Specifications

Style

Regular Slotted Container (RSC) International Box Code 0201 Manufacturer's joint shall be glued and not stitched or taped.

Material

275 Mullen Burst strength and "C" flute material for large, medium, small and very small boxes.

Weight Restriction

40 pounds *Maximum* (including product, box, and packaging materials regardless of size).

Void Fill - Acceptable Materials

Clean wadded kraft paper or bubble wrap are acceptable void fill materials.

Void Fill - UNACCEPTABLE MATERIALS

The use of expanded foam "peanuts", shredded or wadded newspaper or computer paper, excelsior or popcorn are *not* acceptable void fill materials.

Construction

Must conform to standards as defined by: Fibre Box Association 2850 Golf Road Rolling Meadows, IL 60008 Tel (708) 364-9600 Fax (708) 364-9639

www.fibrebox.org

CPQ/CCFG

Container Pack Quantity: The total number of units per ship case box.

Case Configuration (also called PCFG — Pallet Configuration): The total number of units per pallet.

Closure - Acceptable Methods

2" - 3" fiber reinforced paper tape or 2" - 3" poly tape is acceptable.

Closure - UNACCEPTABLE MATERIALS

Staples, twine, metal or plastic banding are *not* acceptable closure methods.



Note:

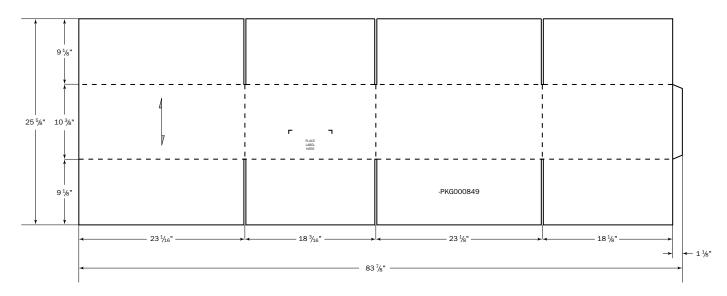
The quantity determined must be followed for all packaged product for every shipment. This only applies to products that you perform retail packaging to.

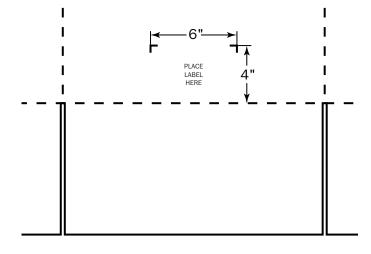


Large Ship Case -PKG000849

Notes:

- 1. Material: corrugated, 275 Mullen Burst, C flute.
- 2. Inside glue joint.
- 3. Print color: black.
- 4. 1/2" Block Letters, centered in space.
- 5. Printed line.
- 6. 1" block letters, centered on panel.







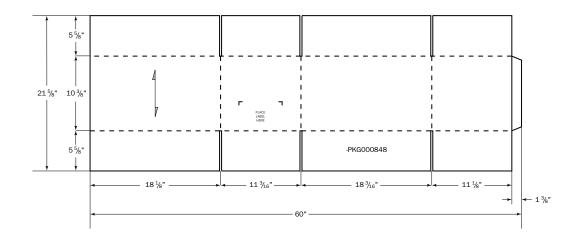
E 2.1

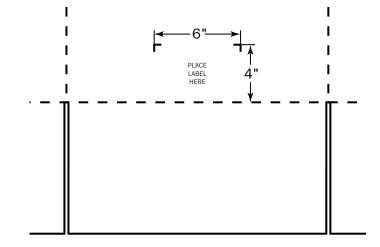


Medium Ship Case -PKG000848

Notes:

- 1. Material: corrugated, 275 Mullen Burst, C flute.
- 2. Inside glue joint.
- 3. Print color: black.
- 4. 1/2" Block Letters, centered in space.
- 5. Printed line.
- 6. 1" block letters, centered on panel.





Detail A

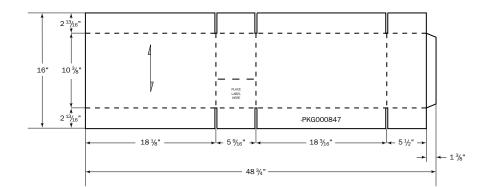
E 3.1

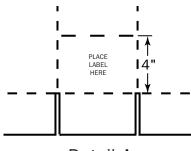


Small Ship Case -PKG000847

Notes:

- 1. Material: corrugated, 275 Mullen Burst, C flute.
- 2. Inside glue joint.
- 3. Print color: black.
- 4. $^{1}\!/_{2}"$ Block Letters, centered in space.
- 5. Printed dashed line 5" long, 4" from score
- 6. 1" block letters, centered on panel.





Detail A

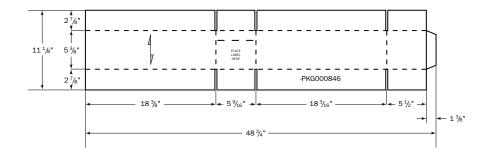
E 4.1

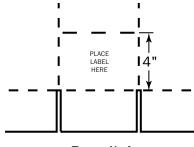


Very Small Ship Case -PKG000846

Notes:

- 1. Material: corrugated, 275 Mullen Burst, C flute.
- 2. Inside glue joint.
- 3. Print color: black.
- 4. $^{1}/_{2}$ " Block Letters, centered in space.
- 5. Printed dashed line 5" long, 4" from score
- 6. 1" block letters, centered on panel.





Detail A

E 5.1



Standard Franklin Distribution Center Box

Approval Form

Use of bulk containers must be approved prior to shipment to the Distribution Center.

Dimensions

Cannot exceed 48" x 45" x 24" including pallet height.

Specifications

Style

Tube with top and bottom covers or a half-slotted box with cover

Material

Tube: 350 minimum Mullen Burst strength corrugated double wall (C/B) material.

Cover: Impact resistant polymer plastic OR corrugated single wall corrugated material with 275 minimum Mullen Burst strength.

Cannot exceed 48" x 45" x 24" including pallet height.

Weight Restriction

Maximum: 1800 lbs. Minimum: 250 lbs.

Closure

Built-in locking feature or plastic banding.

Must conform to standards as defined by: Fibre Box Association 2850 Golf Road Rolling Meadows, IL 60008 Tel (708) 364-9600 Fax (708) 364-9639

www.fibrebox.org

Construction

Void Fill (See E **1.3** *Standard FDC Box* – Specifications).

Label Identification (See B 2.1 *Master Label* – Drawings).

Label Placement (See B 6.1 *Master Label* – Placement).

Notes:

Once a bulk container is selected for a given part number, all future shipments must be made in the same size bulk container.

Only one part number per bulk container. All parts must be shipped in an approved bulk container.

It is the responsibility of the supplier to provide each bulk container shipped in a damage free usable condition, upon receipt to the Distribution Center.

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Requirements

called dealer returns or return goods from Harley-Davidson dealerships. original packaged condition, i.e. corrugated boxes, inserts, sleeves, poly bags, etc	6		F 1
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Packaging Material Requests

All requests for packaging materials will be	Packaging Engineering through the	F	1	.2
made for Return Goods department by	Buyer/Planner group.			

Ship All Packaging Materials To:

Attn: Dealer Return Goods Department Harley-Davidson Distribution Center 10000 South Franklin Drive Franklin, WI 53132

Billing/Invoices

All billing and invoices should be handled through your Buyer/Planner.



1.3

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Barcode Scanning	Buyer/Planner	(414) 342-4680	G 1 .
Barcode Verification	Buyer/Planner	(414) 342-4680	
Buyer/Planner	Buyer/Planner	(414) 342-4680	
CPQ/CCFG	Buyer/Planner	(414) 342-4680	
Pallet Loading Configuration	Buyer/Planner	(414) 342-4680	
Receiving	Distribution Center	(414) 423-2608	
Unified Solutions Incorporated	Contract Packager	(262) 947-7280	
Unisource (Harley on-site reps)	Anne Ward anne.ward@harley-davidson.com	(414) 343-7883	

Master Label Verification

Mailing Address Attn: Ed Zoelle Harley-Davidson Distribution Center 10000 South Franklin Drive Franklin, WI 53132



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Material	Name & Address	Contact
Instruction Sheets	Coakley-Tech 4000 West Burnham St. Milwaukee, Wisconsin 53215	Shadell Sapp H 1 1 Tel (414) 389-1900 Note: Suppliers and prices
Label — Sku	Unified Solutions Incorporated 9801-80th Avenue Pleasant Prairie, Wisconsin 53158	Jim Lipowskisubject to changeTel(262) 947-7280without notice fromFax(262) 947-7283Harley-Davidson.www.usipackaging.com/hdlabelprod/
Label - Master Labels	Barcode Solutions	www.bcswebprint.com
Label Material	Unisource (Harley on-site rep)	Anne Ward Tel (414) 343-7883 anne.ward@harley-davidson.com
Pallet	Unisource (Harley on-site rep)	Anne Ward Tel (414) 343-7883 anne.ward@harley-davidson.com
Printer Ribbon	Unisource (Harley on-site rep)	Anne Ward Tel (414) 343-7883 anne.ward@harley-davidson.com
Ship Case — Box —Bulk Container	Unisource (Harley on-site rep)	Anne Ward Tel (414) 343-7883 anne.ward@harley-davidson.com

Distribution Center

Harley-Davidson Distribution Center 10000 South Franklin Drive Franklin, Wisconsin 53132





Master Label Codes

N45 NC Mast Lab: Label Placement N46 NC Mast Lab: Missing Label N47 NC Mast Lab: Unmatched Content

Purchase Order Field

N48 NC Mast Lab: Data ID Missing N49 NC Mast Lab: GT 12 Char. N50 NC Mast Lab: LT 12 Char. N51 NC Mast Lab: PO Prefix Missing N52 NC Mast Lab: Incorrect PO Prfx N53 NC Mast Lab: Unable to Scan N54 NC Mast Lab: PO Missing

Serial Field

N55 NC Mast Lab: Data ID Missing N56 NC Mast Lab: Unable to Scan N57 NC Mast Lab: Serial Missing N58 NC Mast Lab: GT 8 Char.

Part Number Field

N59 NC Mast Lab: Data ID Missing N60 NC Mast Lab: Doesn't Match Load N61 NC Mast Lab: Invld H-D Part No N62 NC Mast Lab: Unable to Scan N63 NC Mast Lab: Part Num. Missing

Quantity Field

N64 NC Mast Lab: Data ID Missing N65 NC Mast Lab: Gt than 5 Char. N66 NC Mast Lab: Leading Char. N67 NC Mast Lab: Doesn't Match Load N68 NC Mast Lab: Unable to Scan N69 NC Mast Lab: Qty Missing

Mixed Label Codes

N70 NC Mix Lab: Missing Label

SKU Label Codes

N71 NC Sku Lab: Missing Label N72 NC Sku Lab: Doesn't Match Cntnt

Pallet Codes

N73 NC Pallet: Dim. are Not (48x45) N74 NC Pallet: Materials N75 NC Pallet: Broken Pallet N76 NC Pallet: Style (No Wing) N77 NC Pallet: Construction (Gaps) N78 NC Pallet: Load Weight (1,800) N79 NC Pallet: Load Weight (Under) N80 NC Pallet: Load Weight (Over) N81 NC Pallet: Surface Util (90%) N82 NC Pallet: Pallet Loading N83 NC Pallet: Metal Banding N84 NC Pallet: Insuf. Load Secure







Case Codes

Part Type 5 Only

N85 NC NC Case: Incorrect CPQ N86 NC NC Case: Incorrect CCFG N87 NC NC Case: Incorrect Dimensions N88 NC NC Case: Incorrect Container N89 NC NC Case: Contnr Not Fit For Use

Miscellaneous Codes

N96 NC Misc: PO-Part Num. Mismatch N96 NC Misc: Packlist-Load Mismatch N97 NC Misc: Pckl & Ld QTY Mismatch N98 NC Misc: Packlist Missing

All Part Types

N90 NC NC Case: Weight (45 lbs.) N91 NC NC Case: Incorrect Closures N92 NC NC Case: Unapproved Void Fill N93 NC NC Case: Insufficient Void Fill N94 NC NC Case: Multiple Parts



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.1