

Packaging and Labeling Standards For Inbound Parts and Accessories





Table of Contents

*	Introduction	E	Standard Distribution Center Packaging
A	Compliance/Non-Compliance	E 1.1	Background
A 1.1	Supplier Charge Back	E 1.2	Master Shipping Carton Dimensions
A 1.2	Compliance Checklist	E 1.3	Master Shipping Carton Specs
B	Product Identification Labels	E 2.1	Large Master Shipping Carton
B 1.1	Labeling Requirements	E 3.1	Medium Master Shipping Carton
B 2.1	Materials	E 4.1	Small Master Shipping Carton
B 2.2	Dimensions	E 5.1	Very Small Master Shipping Carton
B 2.3	Specifications	E 6.1	Bulk Bin Use
B 3.1	Container Label	E 6.2	Bulk Bin Dimensions
B 4.1	Master Label	E 6.3	Bulk Bin Specifications
B 5.1	Mixed Load Label	F	Dealer Returns
B 6.1	Mixed Master Label	F 1.1	Requirements
B 7.1	Alpha-Numeric Text Blocks	F 1.2	Packaging Material Requests
B 7.2	Barcode Building Blocks	F 1.3	Ship All Packaging Materials to:
B 7.3	Shipping Destination Block	F 1.4	Billing/Invoices
B 7.4	Data Identifier	G	Packaging Data Compliance
B 7.5	Master Label Barcode Symbology	G 1.1	Background Information
B 7.6	Master Label Verification	G 1.2	Requirements
B 8.1	Master Load Master Label Placement	G 1.3	Further Information
B 9.1	Mixed Master Label Placement	H	Resource Assistance
B 9.2	Mixed Master Label Requirements	H 1.1	Harley-Davidson Contacts
C	SKU Labels	H 1.2	Packaging Suppliers
C 1.1	Materials	H 1.3	Distribution Center
C 1.2	Dimensions	I	Supplier Non-Compliance Codes
C 1.3	Source	I 1.1	ASN Codes
C 1.4	Small Plain Label	I 1.2	Master Label Codes
C 1.5	Retail Display Label	I 1.3	Mixed Label Codes
C 2.1	Data Identifier	I 1.4	Pallet Codes
C 2.2	SKU Label Barcode Symbology	I 1.5	Case Codes
C 2.3	SKU Label Verification	I 1.6	Miscellaneous Codes
C 3.1	SKU Label Placement		
C 3.2	Retail Label and Boxed Merchandise		
C 3.3	Inside Standard Master Shipping Carton		
D	Pallets		
D 1.1	Materials		
D 1.2	Dimensions		
D 1.3	Specifications		



Introduction



To Our Supplier,

Harley-Davidson Packaging has assembled the enclosed packaging and labeling guidelines in an effort to help you better understand and comply with our requirements. The information contained within this document will provide you with detailed packaging and labeling instructions for shipping to the distribution center or contract packaging facility only. This information is NOT to be used for shipping to any Harley-Davidson assembly or production facility.

All packaging and shipping instructions must be followed for our operations to be efficient and effective. Product received packaged or labeled incorrectly will result in costly delays, additional labor, reduction of efficiencies, and possible supplier charge back.

Harley-Davidson also requires you to provide information on the individual packaging components used to package a retail product by completing a Packaging Summary Form. This information is used to remain in compliance with regulations put in place by countries in which we do business.

If you are aware of any potential obstacle in meeting the requirements in this document, please contact your Development Purchasing Analyst (DPA) for new parts or your Supply Chain Analyst (SCA) for ongoing parts.



Supplier Charge Back

A 1 .1

Compliance with Harley-Davidson packaging requirements and shipping standards is required of all suppliers, including part suppliers, contract packaging organizations, and Harley-Davidson production facilities, sending product to the distribution center or contract packaging facility.

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 the shipment may be returned freight collect.

Compliance Checklist

A 1 .2

- Reviewed Packaging and Labeling Standards document
- Received CPQ/CCFG quantities from the DPA/SCA
- Submitted Packaging Summary Form to hdpapackaging@harley-davidson.com prior to first shipment

Materials

Shipping Procedure

Standard Distribution Center Ship Case Boxes

- Correct size – VS, S, M, L?
- Quantity?
- Order Date

SKU Labels

- Correct information?
- Quantity?
- Correct size?
- Order date
- Format/scan approval?
(required if not requested from Harley-Davidson)

Standard Distribution Center Ship Case Labels

- Correct information?
- Complete information?
- Order date
- Format/scan approval?
(required if not requested from Harley-Davidson)

Master Pallet

- Quantity?
- Order date

Standard Distribution Center Product/Ship Case Box

- Product not packaged correctly?
- Product labeled correctly?
- Correct number of individual items per shipping carton?
- Shipping carton equal to or less than 50 lbs?
- Shipping carton sealed correctly?
- Shipping carton stacked on pallet correctly?
- Shipping carton secured on pallet correctly?
- Palletized packages labeled with master load label?
- Palletized packages labeled with mixed load label?
- Palletized packages with pallet label?
- Pallet weighs less than 1800 lbs?
- Are your CPQ/CCFG/PCFG the same as the last time you shipped?
- ASN Issued?



Labeling Requirements

B 1 .1

Product Identification Labels

Harley-Davidson's enterprise-wide product identification labels are the Container, Master, Mixed Load, and Mixed Master barcode labels, which utilize the AIAG B-10 standard as the base format. The labels are 4" x 6" and tie the contents of the shipment to Harley-Davidson's requirement as well as an electronic Advance Ship Notice (ASN). The Container label reflects the contents of a single container holding an identical part number, the Master label reflects the contents on a single pallet containing identical part numbers, and the Mixed Load label indicates that the single pallet contains multiple part numbers.

All suppliers must utilize this format to identify product shipped to Harley-Davidson. Currently, the product identification labels are only required at the Harley-Davidson manufacturing locations for the original equipment (OE) parts and at the distribution center.

Proper positioning of the product identification labels is also important for effective identification of the container of parts sent to Harley-Davidson. An illustration of exact locations for container labels is included (see B 8.1 Master Label – Master Load Master Label Placement). If stretch wrap is used to hold the containers together on a pallet, all Container labels must be clearly visible under the stretch wrap.

Labeling of Secondary Packaging

Any parts placed within a container within packaged bags of more than one unit (i.e. fasteners, labels, small electrical connectors) must include a human readable label on the bag identifying the Harley-Davidson part number, the description, the quantity within the bag, and the name of the supplier for the part.

New Model Year Parts

Harley-Davidson requires that all new parts being shipped for an upcoming model year or mid-model year launch must be properly labeled to distinguish them from other current production material. Incoming containers of new parts must have labels indicating "NPC" to distinguish them from other current production parts. Harley-Davidson will provide suppliers with these labels or provide instructions on how to obtain or create the labels. Containers of parts should also include the Product Identification Container Label (B-10 label). The revision level of the part must be clearly indicated as required on the label as well as the packing list for the shipment. The packing list must also clearly indicate that the parts shipped are for the new model year. If a supplier ships new model year parts along with their normal production requirements, a separate packing list must be created for both the new model year parts and the normal shipment. Harley-Davidson considers this labeling requirement as very critical, and non-compliance to the requirements listed above will not be tolerated. Suppliers must contact their purchasing representative if they are unclear as to their responsibilities.

This text is an excerpt from the Bar Coding Requirements document that can be found in its entirety on H-DSN: <https://www.h-dsn.com/genbus/PublicDocServlet?docID=75&docExt=pdf>



Product Identification Labels

B

Materials

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

B 2 .1

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.

B 2 .2

Specifications

Format:

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

B 2 .3

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

Customer Service
Automotive Industry Action Group
26200 Lahser Road, Suite 200
Southfield, MI 48033-7100
Tel: (248) 358-3003
Fax: (248) 799-7995
E-mail order: order_inquiry@aiag.org
Website: www.aiag.org



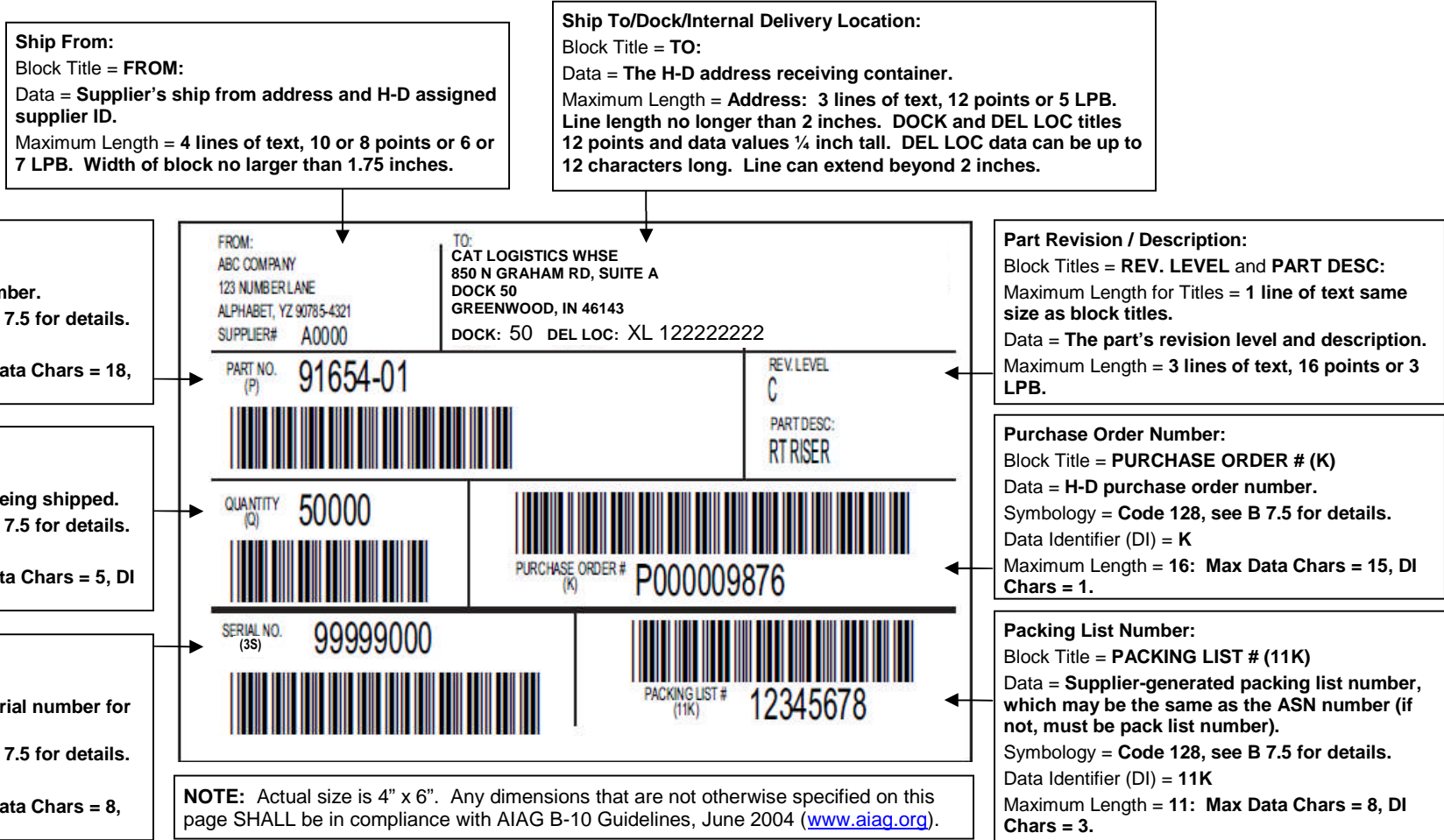
Product Identification Labels

B

Container Label

B 3 .1

The Container Label is to be used on a single container holding identical part numbers. Container labels should not be used on cartons that use the SKU labels described in Section C.





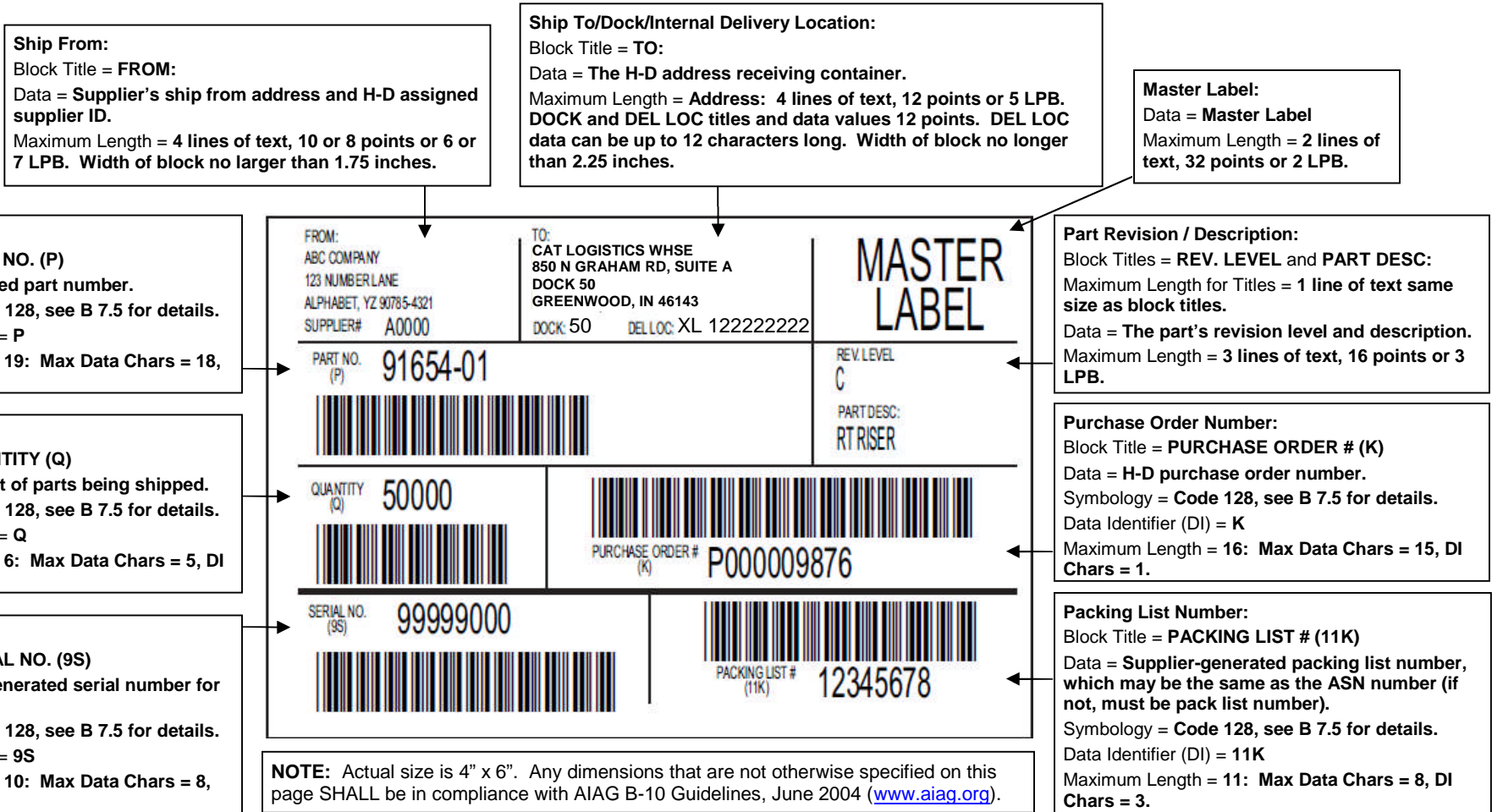
Product Identification Labels



Master Label

B 4 .1

The Master Label is to be used on a single pallet containing identical part numbers.





Mixed Load Label

The Mixed Load label is to be used on a single pallet containing non-identical part numbers (multiple part numbers).

B 5 .1

Mixed Load:
Data = **Mixed Load**
Maximum Length = **2 lines of text to fill the label.**

**MIXED
LOAD**

NOTE: Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10 Guidelines, June 2004 (www.aiag.org).



Product Identification Labels

B

Mixed Master Label

B 6 .1

The Mixed Master label is to be used on a single pallet containing multiple part numbers. Each part number/purchase order number/packing list number combination must have a Mixed Master label.

Ship From:
 Block Title = **FROM:**
 Data = **Supplier's ship from address and H-D assigned supplier ID.**
 Maximum Length = 4 lines of text, 10 or 8 points or 6 or 7 LPB. Width of block no larger than 1.75 inches.

Ship To/Dock/Internal Delivery Location:
 Block Title = **TO:**
 Data = **The H-D address receiving container.**
 Maximum Length = **Address: 4 lines of text, 12 points or 5 LPB. DOCK and DEL LOC titles and data values 12 points. DEL LOC data can be up to 12 characters long. Width of block no longer than 2.25 inches.**

Master Label:
 Data = **Mixed Master**
 Maximum Length = 2 lines of text, 32 points or 2 LPB.

Part Number:
 Block Title = **PART NO. (P)**
 Data = **H-D assigned part number.**
 Symbology = **Code 128, see B 7.5 for details.**
 Data Identifier (DI) = **P**
 Maximum Length = 19: **Max Data Chars = 18, DI Chars = 1.**

Quantity:
 Block Title = **QUANTITY (Q)**
 Data = **The amount of parts being shipped.**
 Symbology = **Code 128, see B 7.5 for details.**
 Data Identifier (DI) = **Q**
 Maximum Length = 6: **Max Data Chars = 5, DI Chars = 1.**

Serial Number:
 Block Title = **SERIAL NO. (9S)**
 Data = **Supplier-generated serial number for pallet.**
 Symbology = **Code 128, see B 7.5 for details.**
 Data Identifier (DI) = **9S**
 Maximum Length = 10: **Max Data Chars = 8, DI Chars = 2.**

FROM: ABC COMPANY 123 NUMBER LANE ALPHABET, YZ 90785-4321 SUPPLIER# A0000		TO: CAT LOGISTICS WHSE 850 N GRAHAM RD, SUITE A DOCK 50 GREENWOOD, IN 46143 DOCK: 50 DEL LOC: XL 122222222		<h1>MIXED MASTER</h1>
PART NO. (P) 91654-01 		REV LEVEL C PART DESC: RTRISER		
QUANTITY (Q) 50000 		PURCHASE ORDER # (K) P000009876 		
SERIAL NO. (9S) 99999000 		PACKING LIST # (11K) 12345678 		

Part Revision / Description:
 Block Titles = **REV. LEVEL** and **PART DESC:**
 Maximum Length for Titles = 1 line of text same size as block titles.
 Data = **The part's revision level and description.**
 Maximum Length = 3 lines of text, 16 points or 3 LPB.

Purchase Order Number:
 Block Title = **PURCHASE ORDER # (K)**
 Data = **H-D purchase order number.**
 Symbology = **Code 128, see B 7.5 for details.**
 Data Identifier (DI) = **K**
 Maximum Length = 16: **Max Data Chars = 15, DI Chars = 1.**

Packing List Number:
 Block Title = **PACKING LIST # (11K)**
 Data = **Supplier-generated packing list number, which may be the same as the ASN number (if not, must be pack list number).**
 Symbology = **Code 128, see B 7.5 for details.**
 Data Identifier (DI) = **11K**
 Maximum Length = 11: **Max Data Chars = 8, DI Chars = 3.**

NOTE: Actual size is 4" x 6". Any dimensions that are not otherwise specified on this page SHALL be in compliance with AIAG B-10 Guidelines, June 2004 (www.aiag.org).



Product Identification Labels

B

Alpha-Numeric Text Blocks

B 7 .1

The height of text characters is defined by using a unit of measure called Lines per Block (LPB) instead of inches, millimeters, or points. This measurement enables the operator to determine the actual height and font of the text for a given LPB because it may be different with each printer or label-making software selected.

Barcode Building Blocks

B 7 .2

- This building block contains no more than one barcode.
- The data characters per block for a barcode, including data identifiers (DI), shall not exceed 19.
- The barcode symbol shall be placed in the lower portion of the barcode building block and left justified.

Suggested LPB Character Parameters

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

B 7 .3

To: Cat Logistics Whse
 850 N Graham Rd, Suite A
 Dock 50
 Greenwood, IN 46143

To: (Other destination as specified by your PO)



Data Identifier

B 7 .4

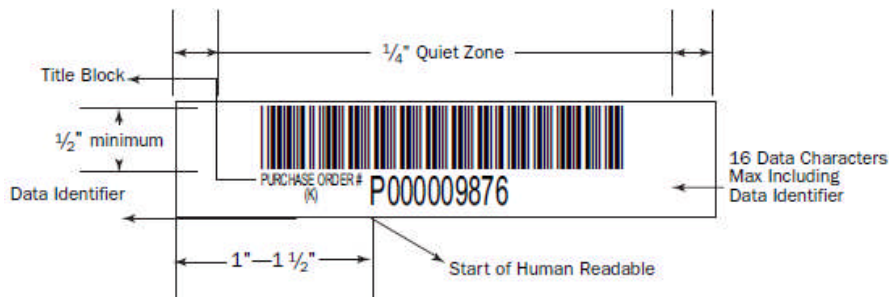
The Data Identifier is a character encoded in the barcode as a constant preceding the variable information in each building block. The Data Identifier is NOT part of the human readable text printed above the barcode. *The barcode must be encoded with the specific character as shown on the example.*

Master Label Barcode Symbology

B 7 .5

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)
- Barcode height shall be a minimum of 13 mm (0.5 inch)
- Quiet zone (blank space at each end of the barcode) shall be a minimum of 6.3 mm (0.25 inches)
- Barcode shall meet a minimum ANSI print quality grade of "C"
- Human readable data must be 0.25 inches, 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.



Master Label Verification

B 7 .6

Suppliers are encouraged to send a sample master label to their SCA/DPA 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 for a contact.

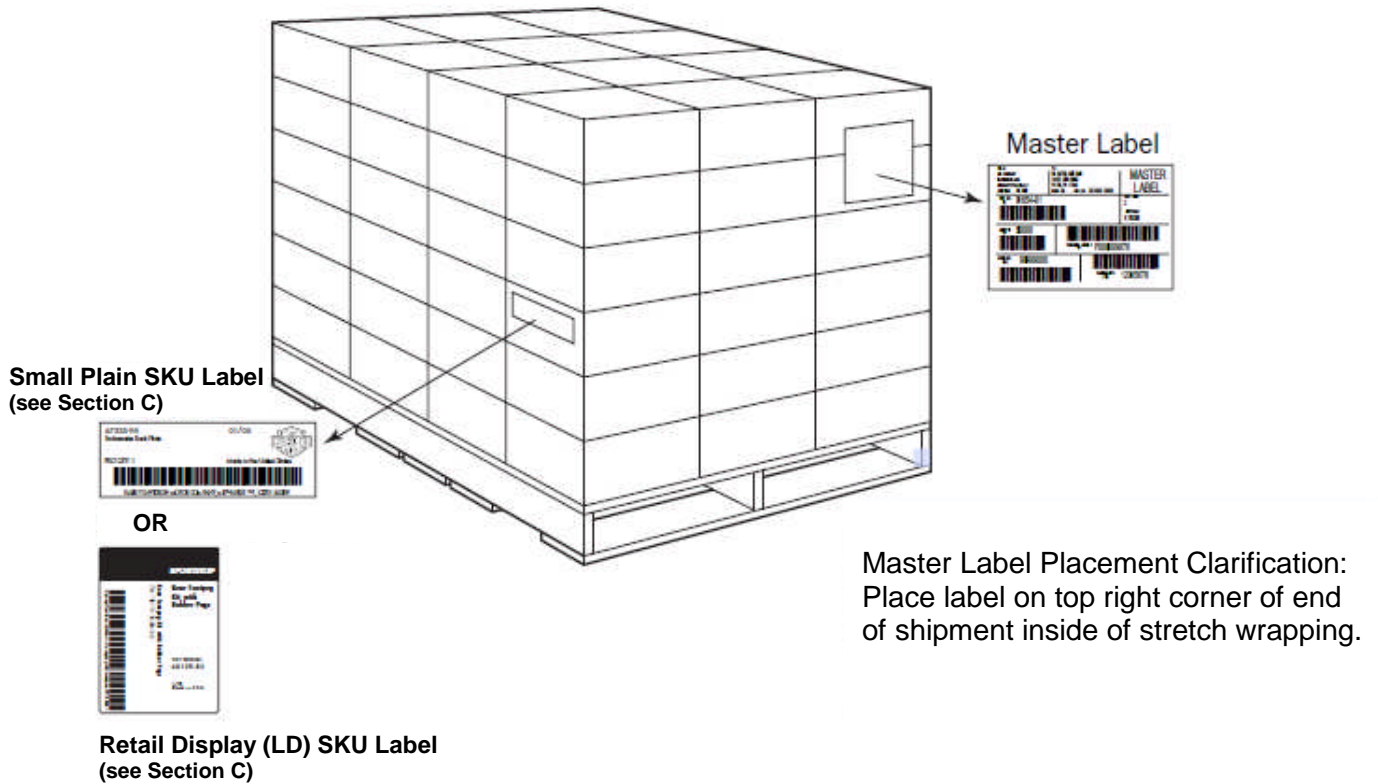


Product Identification Labels

B

Master Load Master Label Placement

B 8 .1



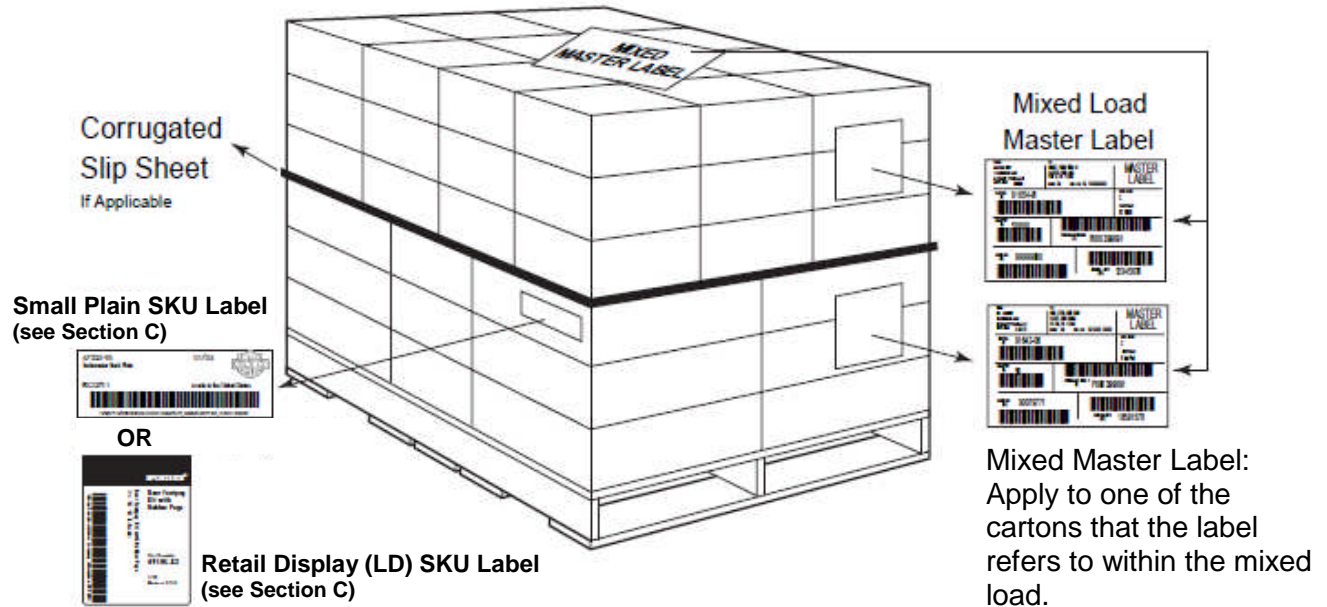


Product Identification Labels

B

Mixed Master Label Placement

B 9 .1



Mixed Master Label Requirements

B 9 .2

Mixed Skid?	More than one box of part # on skid?	Multiple Purchase Order (PO) #s?	Multiple Packing List #s?	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 the quantity of all of the boxes. Continue to next part on the pallet.
Yes	Yes	No	Yes	Use a Mixed Master label for each of the packing list #s used for the part #. The label quantity 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 PO #s used for the part #. The label quantity should reflect the quantity for each PO appropriately. Continue to next part on the pallet.
Yes	Yes	Yes	Yes	Use a Mixed Master for each unique packing list/PO combination used for the part #. The label quantity should reflect the quantity for each combination appropriately. Continue to next part on the pallet.



SKU Labels

C

Materials

Pressure sensitive paper label stock die cut on rolls or on sheets.

C 1 .1

Dimensions

Small Plain Label (SP):
4" x 1 7/8"

Retail Display Label (LD):
2 7/8" x 4"

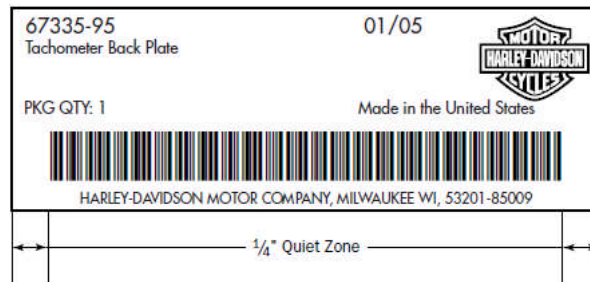
C 1 .2

Source

Harley-Davidson will provide labels free of charge to all suppliers. If the supplier has been approved to print labels independently, please see section C 2.2 – SKU Label Barcode Symbology.

C 1 .3

Small Plain Label (SP)

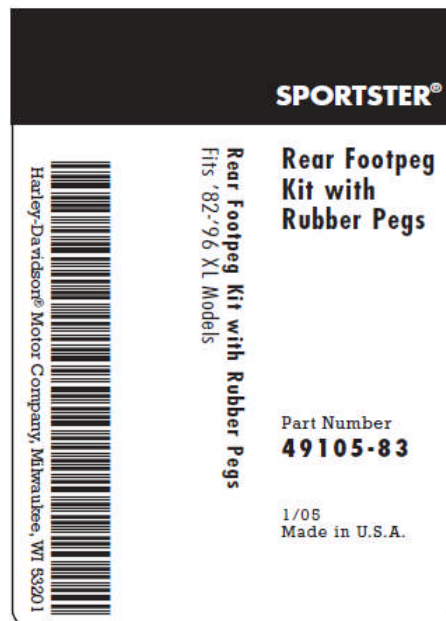


C 1 .4

Retail Display Label (LD)

All parts in display packaging must use this label.

C 1 .5





Data Identifier

C 2 .1

The Data Identifier is a character encoded in the barcode 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 barcode. *The barcode must be encoded with the specific character as shown on the example.*

SKU Label Barcode Symbology

C 2 .2

If you do not have a label printer or are unable to print labels yourself, see H 1.1 for a contact.

Code 128 Specifications for SKU 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) using a number 10 measuring aperture and inspection wavelength of 660 nm +/- 10 nm
- Barcode height shall be a minimum of 10.5 mm (0.41 inch)
- Quiet zone (blank space at each end of the barcode) shall be a minimum of 6.3 mm (0.25 inches)
- SKU barcode shall meet a minimum ANSI print quality grade of "B"
- Human readable data must be 0.25 inches, 20 points, or 3 LPB

SKU Label Verification

C 2 .3

Suppliers will submit a minimum of 10 label samples to their SCA/DPA for review to print labels independently. Suppliers should not print labels without scan approval. Scanning of the label samples will be performed by the Packaging Engineering group. Harley-Davidson will provide a response back to the supplier three business days after the receipt of the samples.



SKU Labels

C

SKU Label Placement

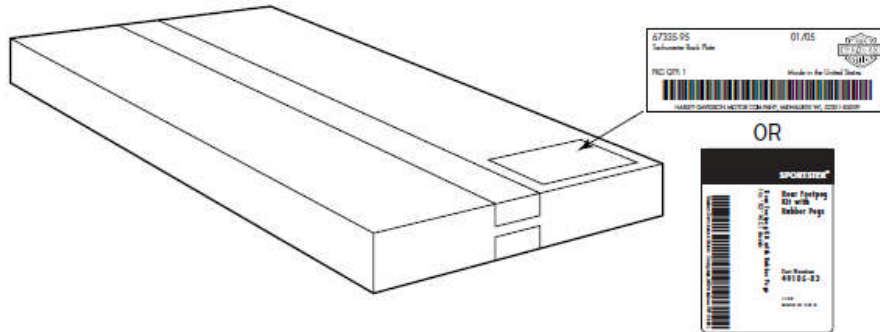
C 3 .1

Each part must include either a small plain label or retail display label, placed on the primary type of packaging that encases and holds the part. All display packaged parts should be labeled with a retail display label.

Retail Label and Boxed Merchandise

C 3 .2

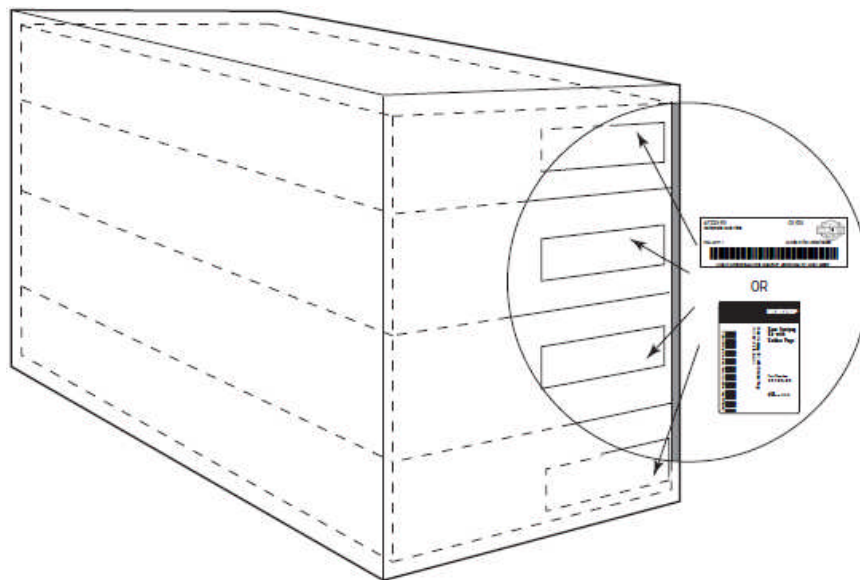
Place label on end panel. If the end panel is not large enough, place label on lower right hand corner of top panel.



Inside Standard DC Master Shipping Carton

C 3 .3

Face labeled packages toward the end panel that is labeled. Place cushioning on the opposite end of labeled boxes.





Materials

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

D 1 .1

Dimensions

48" x 45" (+/- 1/8" in length or width maximum). Main entry on 45" side.

D 1 .2

Specifications

Type

- 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 non-reversible stringer pallets are allowed.
- Nine block style pallets are not accepted.

Construction

- As defined by the National Wooden Pallet/Container Association
1421 Prince St, Suite 340
Alexandria, VA 22314-2805
Tel: (703) 519-6104
Web: www.nwpc.com

Load Weight

- Maximum: 1800 lbs.

Pallet Height

- Maximum: 72 inches

Pallet Loading and Space Utilization

- Additional guidelines are available at the following link for anyone needing assistance with pallet design: <https://www.h-dsn.com/genbus/PublicDocServlet?docID=209&docExt=pdf>

Load Securement

- Use stretch wrap or shrink wrap.
- Non-metallic (plastic) strapping can be used with written approval PRIOR to shipment.
- Metal strapping/banding is not acceptable.
- All packages must be secured and load must be prevented from shifting during transit.

Nails

- #7 drive screw nail with thickness of 0.099" to 0.113".
- 3 nails per 6" joint and 2 nails per 4" joint.

Pallet Supplier

See H 1.1

Load Identification

See Section B

D 1 .3



Standard Distribution Center Packaging

E

Background

E 1 .1

Standard size master shipping cartons are used to improve productivity, inventory accuracy, and also provide consistency among suppliers. Product shipped to the distribution center packaged so that it does not require any additional packaging or pre-packaging is a strong candidate for one of the standard master shipping cartons. The standard master shipping carton sizes are specifically designed to fit the storage racks and pick-to-light areas within the distribution center. Contact the product's SCA/DPA for further explanation.

Master Shipping Carton Dimensions

E 1 .2

Large (-PKG000849)
22 15/16" x 18" x 10"
Inside dimensions

Small (-PKG000847)
18" x 5 3/8" x 10"
Inside dimensions

Medium (-PKG000848)
18" x 11" x 10"
Inside dimensions

Very Small (-PKG000846)
18" x 5 3/8" x 5"
Inside dimensions

Master Shipping Carton Specifications

E 1 .3

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 all sizes.

Weight Restriction

- 50 lbs maximum (including product, box, and packaging materials regardless of size)

Void Fill

- Acceptable materials are clean, wadded kraft paper or bubble wrap.
- Unacceptable materials are expanded foam "peanuts," shredded or wadded newspaper or computer paper, excelsior, and popcorn.

Construction

- Must conform to standards as defined by the Fibre Box Association
25 Northwest Point Blvd, Suite 510
Elk Grove Village, IL 60007
Tel: (847) 364-9600
Fax: (847) 364-9639
Web: www.fibrebox.org

CPQ/CCFG

- Container Pack Quantity (CPQ): the total number of units per box.
- Case Configuration (CCFG): the total number of units per pallet; also called Pallet Configuration (PCFG).

Closure

- Acceptable materials are 2" – 3" fiber reinforced paper tape or 2" – 3" poly tape.
- Unacceptable materials are staples, twine, metal, or plastic banding.

Note:
The CPQ must be followed for every shipment of all retail-packaged products.



Standard Distribution Center Packaging

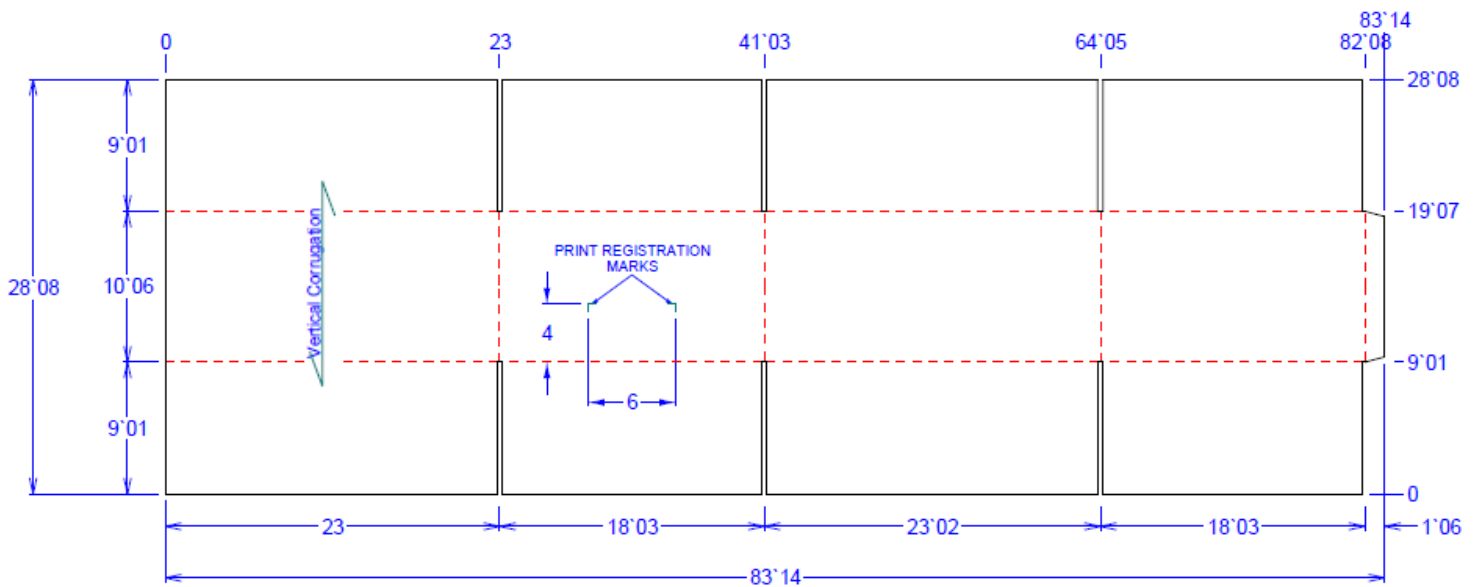
E

Large Master Shipping Carton –PKG000849

E 2 .1

Notes:

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- ½" block letters, centered in space.
- Printed line.
- 1" block letters, centered on panel.





Standard Distribution Center Packaging

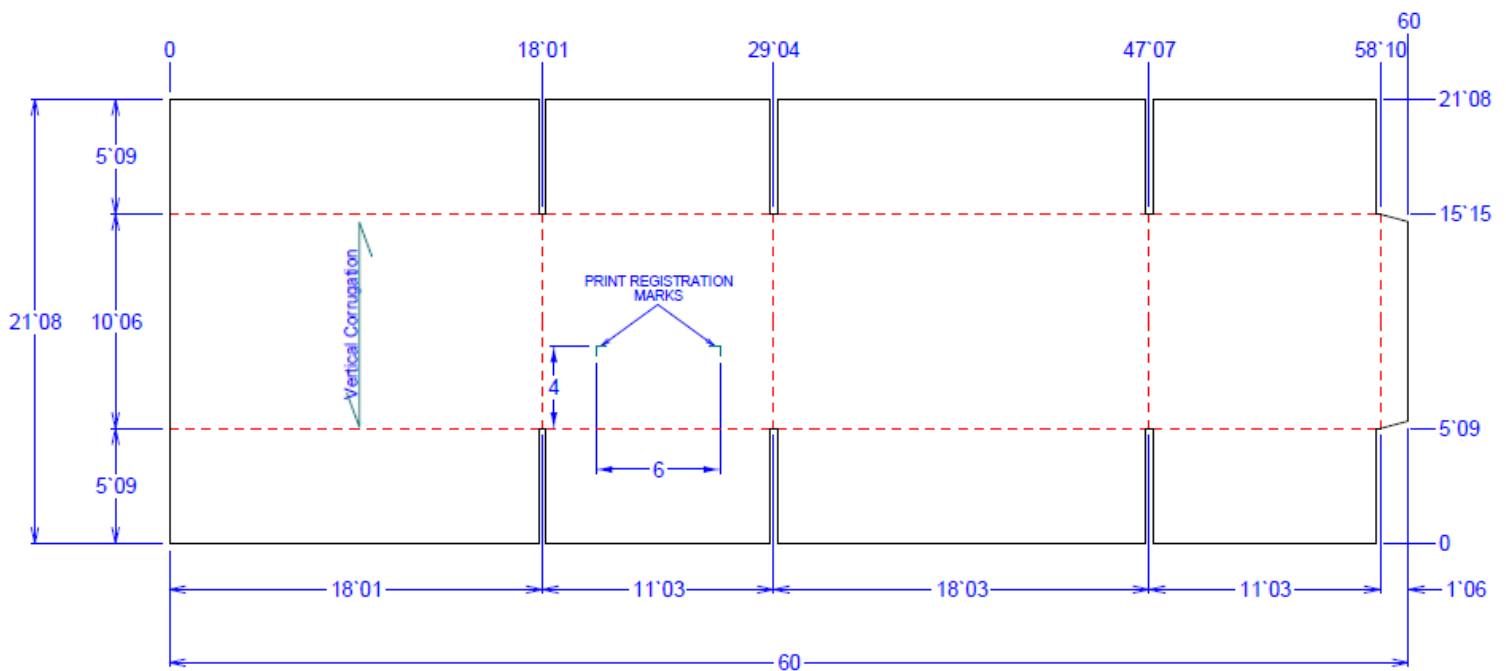
E

Medium Master Shipping Carton –PKG000848

E 3 .1

Notes:

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- ½" block letters, centered in space.
- Printed line.
- 1" block letters, centered on panel.





Standard Distribution Center Packaging

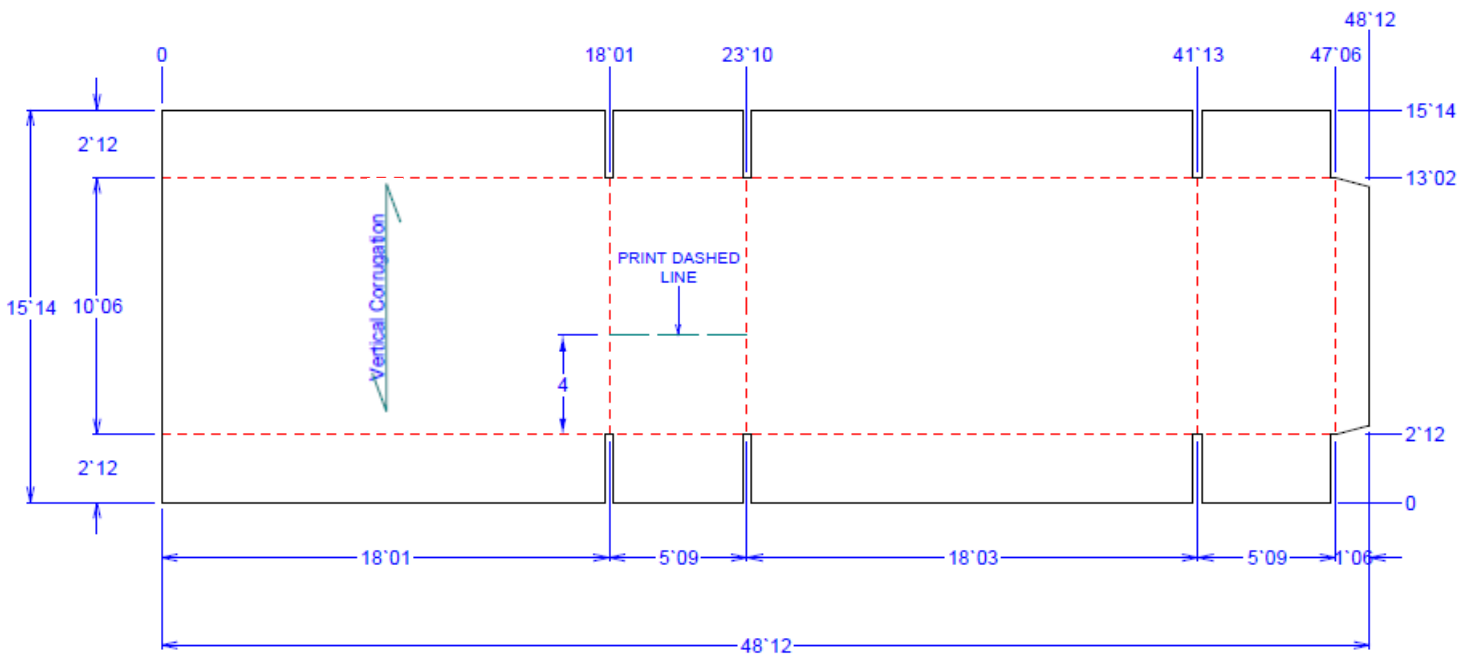
E

Small Master Shipping Carton –PKG000847

E 4 .1

Notes:

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- ½" block letters, centered in space.
- Printed dashed line 5" long, 4" from score.
- 1" block letters, centered on panel.





Standard Distribution Center Packaging

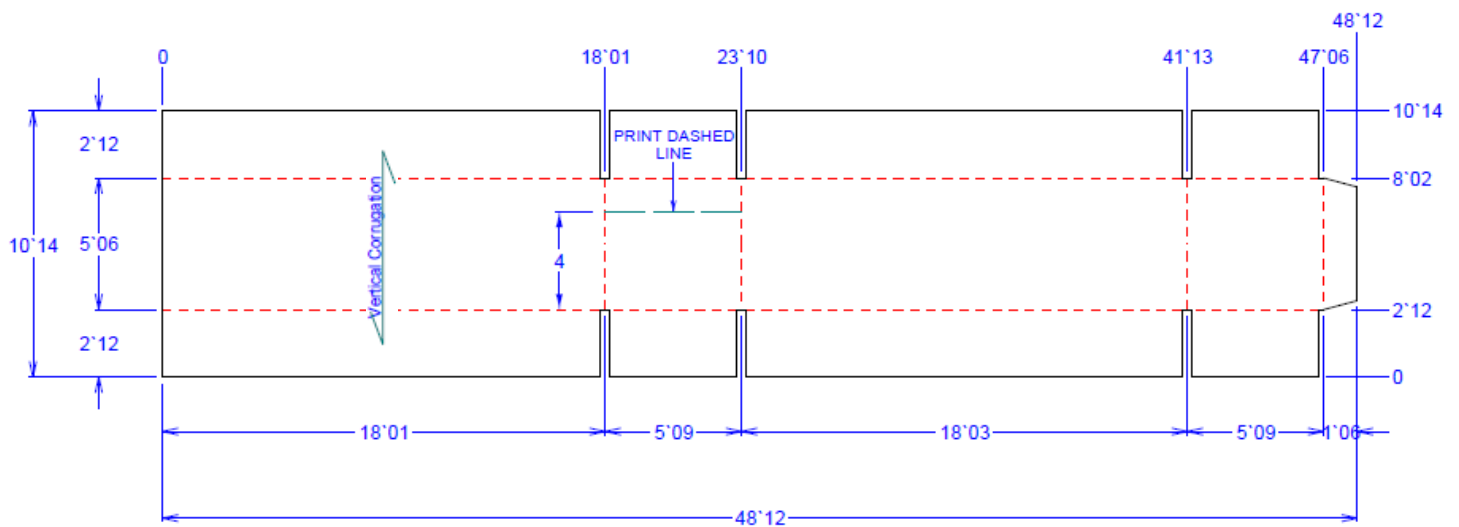
E

Very Small Master Shipping Carton –PKG000846

E 5 .1

Notes:

- Material: corrugated, 275 Mullen Burst, C flute.
- Inside glue joint.
- Print color: black.
- ½" block letters, centered in space.
- Printed dashed line 5" long, 4" from score.
- 1" block letters, centered on panel.





Standard Distribution Center Packaging

E

Bulk Bin Use

The use of bulk containers must be approved by the SCA/DPA PRIOR to shipment.

E 6 .1

Bulk Bin Dimensions

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

E 6 .2

Bulk Bin Specifications

Style

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

Material

- Tube: corrugated double wall (C/B) material with minimum 350 Mullen Burst strength.
- Cover: Impact resistant polymer plastic OR corrugated single wall material with 275 minimum Mullen Burst strength.

Weight Restriction

- Maximum: 1800 lbs.

Closure

- Built-in locking feature or plastic banding.

Construction

- Must conform to standards as defined by the Fibre Box Association
25 Northwest Point Blvd, Suite 510
Elk Grove Village, IL 60007
Tel: (847) 364-9600
Fax: (847) 364-9639
Web: www.fibrebox.org

Void Fill

See E 1.3 Standard DC Packaging – Master Shipping Carton Specifications

Label Identification

See B 4.1

Label Placement

See B 8.1

E 6 .3



Dealer Returns

F

Requirements

Harley-Davidson may require you to provide packaging materials for dealer returns, which includes all materials necessary to repackage a product to its original packaged condition, i.e. corrugated boxes, inserts, sleeves, poly bags, etc.

F 1 .1

Packaging Material Requests

All requests for packaging materials will be made by the SCA/DPA.

F 1 .2

Ship All Packaging Materials To:

Attn: Dealer Return Goods Department
Cat Logistics Whse
850 N Graham Rd, Suite A
Dock 70
Greenwood, IN 46143

F 1 .3

Billing/Invoices

All billing and invoices should be handled through your SCA/DPA.

F 1 .4



Packaging Data Compliance

G

Background Information

Harley-Davidson is now required to generate annual international shipping reports to remain in compliance with regulatory reporting standards on imported packaging materials. To meet these regulations, suppliers must submit a completed Packaging Summary Form, which details the packaging materials used to package a product, for all new products as a part of the PPAP process and prior to the first shipment of product to the distribution center.

G 1 .1

Requirements

Information on all packaging components, including labels and dunnage, used to package one SKU must be entered on the Packaging Summary Form. This information includes dimensions, materials, cost information, and the weight of each individual component. The loaded packaging weight is also required.

G 1 .2

Further Information

The Packaging Summary Form and the Supplier Information Packet, which provides instructions for filling out the summary form and definitions of packaging terms, can be found at the following site on H-DSN under the “P&A Packaging Supplier Reporting Guidelines” section: <http://www.h-dsn.com/genbus/packaging.jsp>. Please submit all questions and completed summary forms to the P&A Packaging Team.

G 1 .3



Harley-Davidson Contacts

H 1 .1

For CPQ/CCFG values, pallet loading configurations, barcode verification, and other questions, contact your assigned Supply Chain Analyst or Development Purchasing Analyst.

For packaging inquiries and Packaging Summary Form submissions, contact P&A Packaging Engineering at hdpapackaging@harley-davidson.com.

Packaging Suppliers

H 1 .2

Material	Company	Contact Information
Instruction Sheets	Coakley-Tech	Gail Hokenson Tel: (262) 369-6012 Fax: (262) 369-5647 E-mail: ghokenson@comcom.com Web: www.coakleytech.com/isheet
SKU Labels	Unified Solutions Inc.	Deanna Letizia Tel: (262) 942-5213 Fax: (262) 942-5255 E-mail: dletizia@usipackaging.com Web: www.usipackaging.com/hdlabelprod
Label Stock	Advance Label Technology	Debbie Kailer Tel: (262) 673-3008 Fax: (262) 673-3009 E-mail: advancelabel@nconnect.net
Pallets, Printer Ribbon	Midland Paper, Packaging, & Supplies	Todd Nick Tel: (847) 777-2639 Fax: (847) 403-6940 E-mail: todd.nick@midlandpackaging.com
Master Shipping Cartons, Bulk Bins	Menasha Packaging Company	Jarrod Dornbach Tel: (414) 915-5558 E-mail: jarrod.dornbach@menasha.com

Note:
Suppliers and prices are subject to change without notice from Harley-Davidson.

Distribution Center

H 1 .3

Cat Logistics Whse
850 N Graham Rd, Suite A
Dock 50
Greenwood, IN 46143



Supplier Non-Compliance Codes

I

ASN Codes

Code	Description	Definition
N30	ASN: Missing	ASN is missing.
N31	ASN: Incomplete	ASN is not usable or doesn't contain all of the SKU's in the shipment.

I 1 .1

Master Label Codes

Code	Description	Definition
N43	Mast Lab: Field Missing	Barcoded field on the master label isn't populated.
N44	Mast Lab: Does not scan	ASN is not usable or doesn't contain all of the SKU's in the shipment.
N46	Mast Lab: Missing Master Label	Product arrives without a master label.
N51	Mast Lab: Wrong Leading Chars	Any barcode on the master label does not scan because the leading characters are wrong.
N61	Mast Lab: Invalid Part Number	Invalid part number is referenced on the master label.
N97	Mast Lab: ASN Qty-Load Qty Mismatch	Quantity referenced in the ASN does not match the quantity received in the shipment.

I 1 .2

Mixed Label Codes

Code	Description	Definition
N70	Mix Lab: Missing Mixed Label	Label that identifies a mixed load is missing.

I 1 .3



Supplier Non-Compliance Codes

I

Pallet Codes

Code	Description	Definition
N73	Pallet: Dimensions Not (48x45)	Pallet is not the correct size.
N74	Pallet: Wrong Material/Construction	Pallet is not of the right construction.
N80	Pallet: Load Height Over	Pallet arrives with product stacked taller than appropriate for configuration.
N83	Pallet: Metal Banding	Product is banded – metal or plastic.
N84	Pallet: Insufficient Ld Secure	Pallet is not wrapped sufficiently to safely move the pallet.
N86	Pallet: Incorrect CCFG	Product arrives with more parts on a single pallet than what is configured in the Item Master.

I 1 .4

Case Codes

Code	Description	Definition
N85	Case: Incorrect CPQ	Product arrives with too many parts in the correct size container.
N88	Case: Incorrect Container	Product arrives in the wrong container size.
N90	Weight Over (50 lbs)	Individual carton weighs more than 50 lbs.

I 1 .5

Miscellaneous Codes

Code	Description	Definition
N98	Misc: Packlist Missing	Shipment is missing the packlist.

I 1 .6