PACKAGE LABELING AND IDENTIFICATION FOR INBOUND AND INTERPLANT SHIPMENTS

RECORD OF CHANGES

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PACKAGE LABELING ANF IDENTIFICATION
FOR INBOUND AND INTERPLANT SHIPMENTS | CS19.0.2

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CORPORATE STANDARD

File No. 19-0

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1.0   SCOPE

This document describes bar code and plain text identification of nonbulk 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

1. **ASN** (Advanced Shipment Notice) - An Electronic Data Interchange (EDI) transaction that notifies the receiving location of a pending delivery for any given shipment. The advanced notification helps receivers to better plan workloads and processing. The first nine digits represent the supplier numbers assigned by Snap-on. The second nine digits are unique numbers created by the supplier.

2. **Box #1 or Pallet #1** - Whenever a shipment involves multiple containers, it is the designation given to the first box or pallet and identified as *"**Box 1 of** "* or *"**Pallet 1 of** "*. Remaining boxes or pallets are identified as *"**Box 2 of** ,"* *"**Box 3 of** ,"* *"**Pallet 2 of** ,"* *"**Pallet 3 of** ,"* etc.

3. **HRI** – Human Readable Information, plain text in all capital letters.

4. **Intermediate pack** - A wrap, box, or bundle containing two or more unit packs of identical items. Often times intermediate packages are unitized onto a pallet or used as a shipping container.

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

6. **Mixed or Mixed Load label** – 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.

7. **PO** – An acronym for Purchase Order.

8. **Shipping container** – 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.

9. **SKU** – 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.

10. **Unit pack** - The first tie, wrap, or container applied to a single item, or group of identical items having the same SKU number and placed into one complete or identifiable package.

11. **Unitized load** – Packed or unpacked items arranged and secured on a pallet or within a large shipping container so that the whole load is 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

1. All nonbulk items are to be identified with the Snap-on part number and the quantity of issue (normally 1 each) using bar code and HRI formats. If space permits, an item description and serial number or date code (if applicable) shall be added using bar code and HRI formats.

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

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

4. In addition to the identification requirements, shipping labels shall also include the PO number, ASN number, quantity, serial number (if applicable), box count, gross weight, and expiration date (if applicable); this information is to appear on all Intermediate containers and Master packs in bar code and HRI formats.

5. The minimum label or tag size shall be 1" x 2" for identification and 5" x 4" for shipping labels.

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.

7. Printing must be clear, legible, durable, nonfading, and sufficient to withstand normal exposure to environmental and handling conditions.

8. Lettering/printing shall 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.

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

10. Different bar code labeled containers can be consolidated onto a pallet or within a larger shipping container provided that the consolidated pack/pallet is clearly marked "MIXED" and the packs inside are properly labeled.

11. Each shipment must have a packing list that includes the Snap-on part and purchase order numbers. The supplier part number may be included as a cross-reference.

12. Always affix a packing slip to the outside of the shipping container.

13. For consolidated shipments, affix all packing slips to the outside of "Box #1" or "Pallet #1."

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

4.0 BAR CODES

1. Use either Code 39 or Code 128 formats according to industry standards:
   - Automotive Industry Action Group (AIAG); or,

- Global Standards GS1 association for global data synchronization; or,
- American National Standards Institute (ANSI) MH10.8.2-2013.

2. Human Readable Information (HRI) is placed below the barcoded data and preceded by the data element name (e.g., S/N = serial number, P/N = Snap-on part number, etc.).
   - The data identifiers themselves should not be included in the HRI.
3. Suppliers are required to submit their bar code labels for certification and must maintain compliance for all future shipments. Send labels to:

Attention: Snap-on Label Certification
Dept. Snap-on Tools Crystal Lake Dist.
Center East Route 176, Door 14
Crystal Lake, IL 60014

5.0 ASN
(applies only to Suppliers enrolled in the web based SupplyWeb ordering system)

1. An ASN is required for all SupplyWeb based purchasing transactions.
   Note: Training for SupplyWeb shippers is available online at https://SupplyWeb.snapon.com.
2. The shipper must have the ability to apply barcode labels per requirements herein.
3. The ASN may cover multiple part numbers and purchase orders.
4. The ASN must match items, orders, and quantities actually shipped.
5. The ASN# may be the same as the Bill of Lading#, the Packing List#, or the Invoice#.
6. Do not use the ASN# as the carrier tracking#.
7. Clearly write the ASN# on the Bill of Lading.
8. Use only one ASN per ship-to address and it cannot be reused for any other shipment.
9. Submit the ASN after the truck is loaded yet prior to arrival at the ship-to address.
10. Recommend submitting the ASN before the carrier leaves supplier's facility to ensure that it can be included with all shipping documentation.
11. When shipping an order complete on multiple truckloads, the shipper must send another ASN(s) for the additional truck(s) within 24 hours of sending the first ASN.

6.0 RADIO FREQUENCY IDENTIFICATION (RFID) TAG
(applies only to Suppliers enrolled in the web based SupplyWeb ordering system)

1. Supplier must be able to access the SupplyWeb ordering system.
2. Affix Passive RFID tags to the shipping container or outermost box whenever multiple boxes are consolidated for shipment.
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."

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

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. 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.

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.

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:

   - Class 1 - 64-bit
   - Class 1 - 96-bit
   - Class 1 - 128 bit

7.0   LABEL CONTENT AND PLACEMENT

1. Labels and other identification must be readily visible on a vertical surface without being obscured. Labels must not wrap around corners, cover up other markings, nor be damaged when the pack is opened for inspection.

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

3. For items exceeding 14 cu.ft. and 150 lbs., a second label is to be located on an adjacent side.

4. **Unit packs** - one label affixed to the largest side of the container with the following information:

   - Snap-on part number (P/N) bar code & HRI as indicated on the PO
   - Description bar code & HRI
   - Quantity bar code & HRI

Example: UNIT PACK

SNAP-ON (P): OEX10B	QTY (Q): 1 EA
PART DESC (28P): 5/16" STD WRENCH	SERIAL (S): NONE

- If the unit pack is also used as a shipping container, the label will also show:
  - ASN barcode & HRI (SupplyWeb users only)
  - Snap-on part number (P/N) bar code & HRI as indicated on the PO
  - Quantity bar code & HRI
  - PO number bar code & HRI
  - Description bar code & HRI
  - Box count HRI
  - Gross weight HRI (lbs & kg)
  - Serial number (if applicable) bar code & HRI
  - Expiration date (if applicable)
  - Additional identification as required for regulated hazardous materials

Example: UNIT PACK = SHIPPING CONTAINER

ASN # (2S): 91827A041602000128	
SNAP-ON (P): OEX10B	QTY (Q): 1
ORDER #(K): R000009876	
PART DESC (28p): 5/16" STD WRENCH	
NUMBER OF CTNS (13Q): 1/1	WT: 1.1 LBS (.5 KG)
PKG ID (3S): NONE	MADE IN (4L): USA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

5. **Intermediate packs** – one label affixed to largest side of the container with the following information:

- Snap-on part number (P/N) bar code & HRI as indicated on the PO
- Description bar code & HRI
- Quantity bar code & HRI

Example: <mark>INTERMEDIATE PACK</mark>

SNAP-ON (P): OEX10B	QTY (Q): 20 EA
‖‖‖‖‖‖‖	‖‖‖‖
PART DESC: 5/16" STD WRENCH	SERIAL (S): NONE
‖‖‖‖‖‖‖‖‖‖‖	‖‖‖‖

- If the intermediate pack is also used as a shipping container, the label will also show:
    - ASN barcode & HRI (SupplyWeb users only)
    - Snap-on part number (P/N) bar code & HRI as indicated on the PO
    - Quantity bar code & HRI
    - PO number bar code & HRI
    - Description bar code & HRI
    - Box count HRI
    - Gross weight HRI (lbs & kg)
    - Serial number (if applicable) bar code & HRI
    - Expiration date (if applicable)
    - Additional identification as required for regulated hazardous materials

Snap-on

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Example: **INTERMEDIATE PACK = SHIPPING CONTAINER**

ASN # (11K): 91827A041602000128	
SNAP-ON (P): OEX10B	QTY (Q): 20
ORDER #(K): R000009876	
PART DESC: 5/16" STD WRENCH	
BOX 1 OF 1	WT: 22 LBS (10 KG)
SERIAL NUMBER (S): NONE	EXPIRATION: NONE
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

6. **Shipping containers & Unitized loads, LIKE ITEM/SAME PO** – Attach MASTER labels to the exterior surface of the shipping container or unitized load on two adjacent sides.

- Unit packs and Intermediate packs must be properly labeled as previously described
- Do not intermingle items or POs into the same shipping container or palletized unit load
- If shipping more than one container, identify sequentially as "*Box 1 of __,*" "*Box 2 of __,*" "*Box 3 of __,*" or "*Pallet 1 of __,*" "*Pallet 2 of __,*" "*Pallet 3 of __,*" etc.
- Additional identification as required for regulated hazardous materials
- Unitized loads should always be secured to the pallet with stretch wrap. Make sure that the MASTER labels are affixed on the outside of the stretch wrap. They are to be located on two adjacent sides in areas to prevent confusion with any labels still visible beneath the stretch wrap.

Example: **SAME SKU & SAME PO**

ASN # (2SK): 91827A041602000128	**MASTER**
SNAP-ON (P): OEX10B	QTY (Q): 1000
ORDER #(K): R000009876	
PART DESC (28P): 5/16" STD WRENCH	
NUMBER OF CTNS (13Q): 1/3	WT: 1100 LBS (500 KG)
PKG ID (4S): NONE	MADE IN: USA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

7. **Shipping containers & Unitized loads, UNLIKE ITEMS/MULTIPLE PO** – Attach MIXED or MIXED LOAD labels to the exterior surface of the shipping container or unitized load on two adjacent sides.

   - Unit packs and Intermediate packs are properly labeled as previously described
   - Different items from different POs packed into the same shipping container or palletized unit load
   - If shipping more than one container, identify sequentially as "***Box 1 of __ ,*** " "***Box 2 of __ ,*** " "***Box 3 of __ ,*** " or "***Pallet 1 of __ ,*** " "***Pallet 2 of __ ,*** " "***Pallet 3 of __ ,*** " etc.
   - Additional identification as required for regulated hazardous materials
   - Unitized load should always be secured to the pallet with stretch wrap. Make sure that the MIXED or MIXED LOAD labels are affixed on the outside of the stretch wrap and located on two adjacent sides in areas to prevent confusion with any labels still visible beneath the stretch wrap.

Example: UNLIKE ITEMS and/or MULTIPLE PO

or

MIXED LOAD

Packing Slips:
1. Packing slips must be sealed in water-resistant envelopes and secured to the exterior of the container, palletized load, or unpacked item in a protected location.
2. Place the SupplyWeb generated packing slip outermost in the clear plastic envelope/pouch. Any supplier packing slips or other identification must be behind the SupplyWeb packing slip.
3. For shipments under one PO involving more than one container or palletized unit load, the packing slip is attached to the first or lowest numbered container.
4. Minimum content:
   - Packing slip number
   - Snap-on Purchase Order (PO) number
   - Snap-on part number
   - Supplier part number (optional)
   - Quantity shipped
   - Number of boxes or pallets (e.g., 1 of 5, 2 of 5, 3 of 5, etc.)
   - Country of origin

   Note: Training for SupplyWeb shippers is available online at https://SupplyWeb.snapon.com.
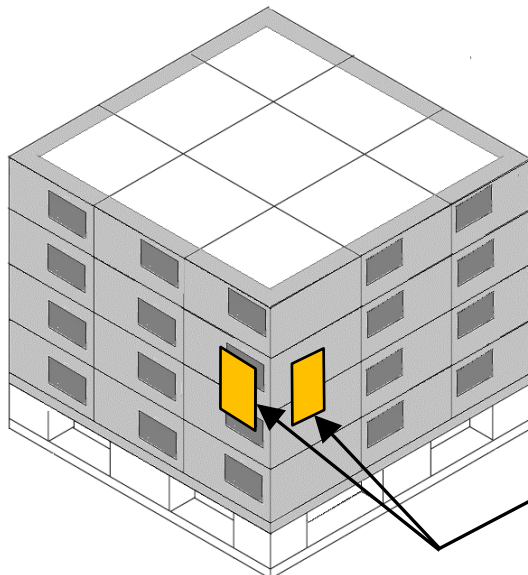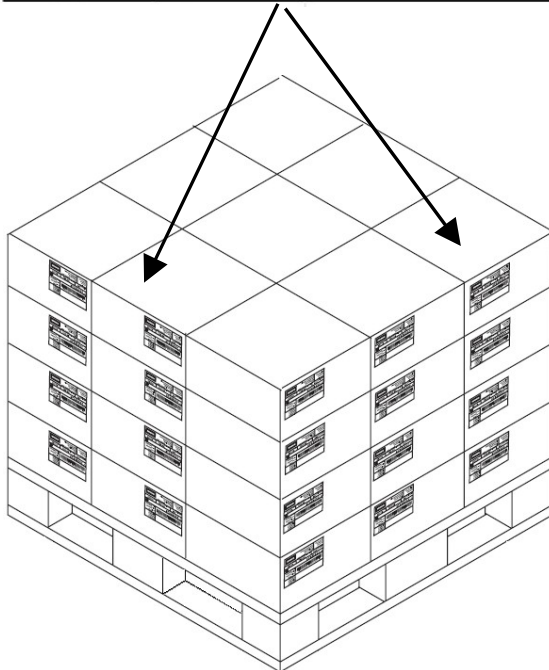
Example 1 – Unitized load (pallet) of <mark>SAME SKU</mark>

1 label per box

SNAP-ON (P): OEX10B		PART DESC (28P): IMPACT WRENCH	
QTY (Q): 1 EA	MADE IN (4L): USA	SERIAL (S): ABC123XYZ	

2 labels per unitized load

ASN # (2SK): 91827A041602000128	**MASTER**
SNAP-ON (P): OEX10B	QTY (Q): 27
ORDER #(K): R000009876	
PART DESC (28P): IMPACT WRENCH	
NUMBER OF CTNS (13Q): 1/3	WT: 324 LBS (147 KG)
PKG ID (4S): NONE	MADE IN: USA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

STRETCH WRAP
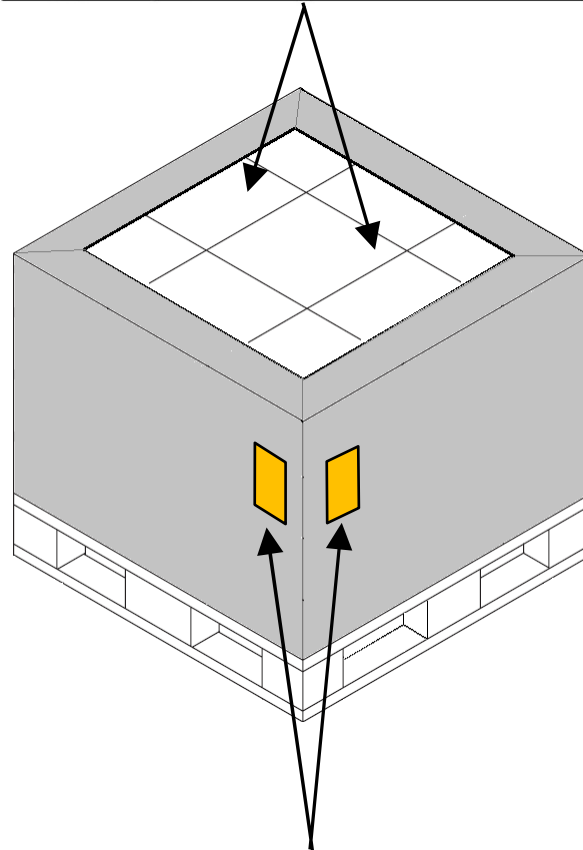
Example 2 – Unitized load (large container) of SAME SKU

1 label per box

SNAP-ON (P): OEX10B		PART DESC (28P): IMPACT WRENCH
QTY (Q): 1 EA	MADE IN (4L): USA	SERIAL (S): ABC123XYZ

2 labels per unitized load

| ASN # (2SK): 91827A041602000128	MASTER
SNAP-ON (P): OEX10B	QTY (Q): 27
ORDER #(K): R000009876	
PART DESC (28P): IMPACT WRENCH	
NUMBER OF CTNS (13Q): 1/3	WT: 324 LBS (147 KG)
PKG ID (4S): NONE	MADE IN: USA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

Example 3 – Unitized load (pallet) of <mark>DIFFERENT SKUs</mark>
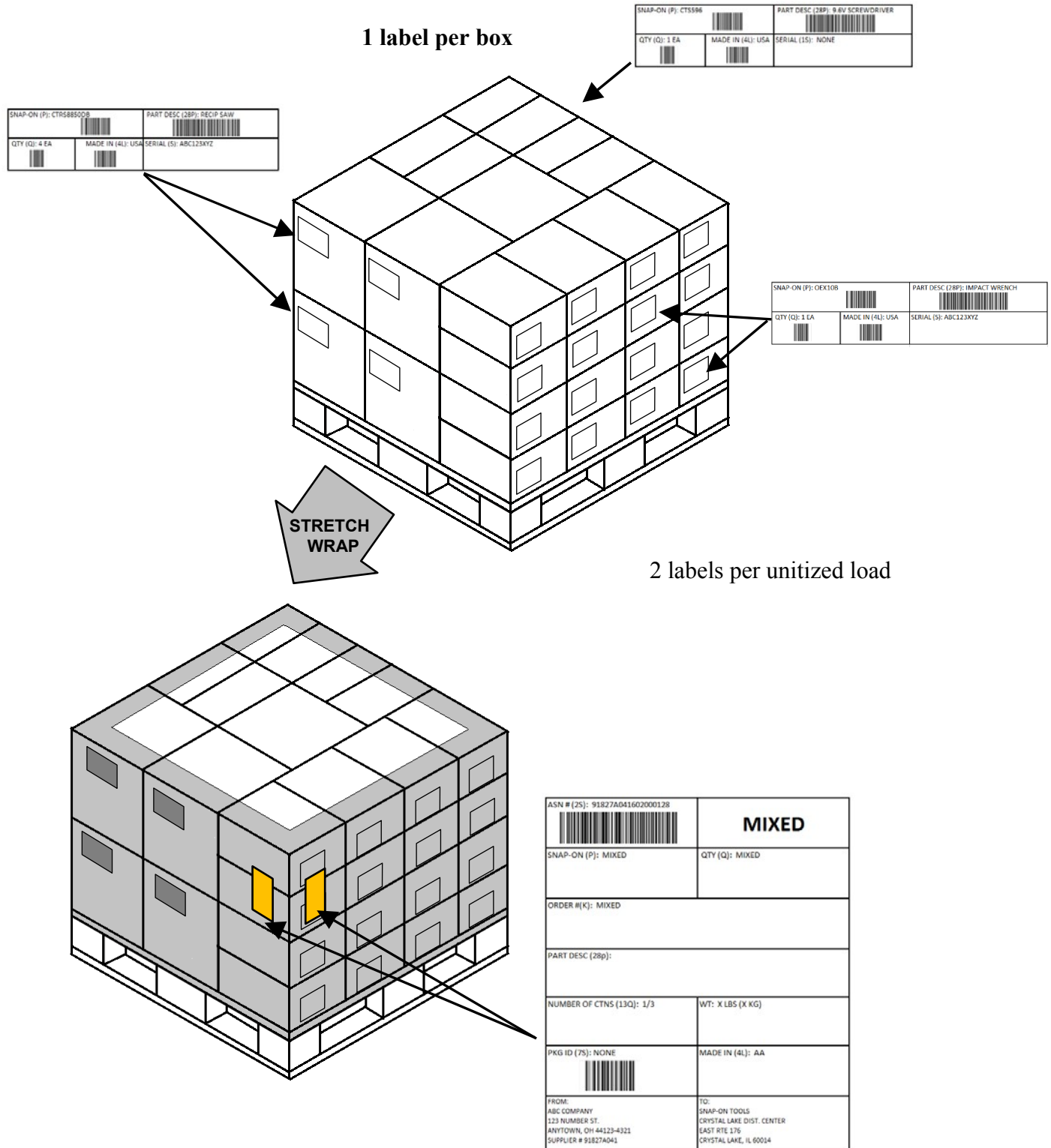
1 label per box

SNAP-ON (P): CTS596	PART DESC (28P): 9.6V SCREWDRIVER
QTY (Q): 1 EA	MADE IN (4L): USA	SERIAL (15): NONE

SNAP-ON (P): CTRS8850DB	PART DESC (28P): RECIP SAW
QTY (Q): 4 EA	MADE IN (4L): USA	SERIAL (S): ABC123XYZ

SNAP-ON (P): OEX10B	PART DESC (28P): IMPACT WRENCH
QTY (Q): 1 EA	MADE IN (4L): USA	SERIAL (S): ABC123XYZ

STRETCH WRAP
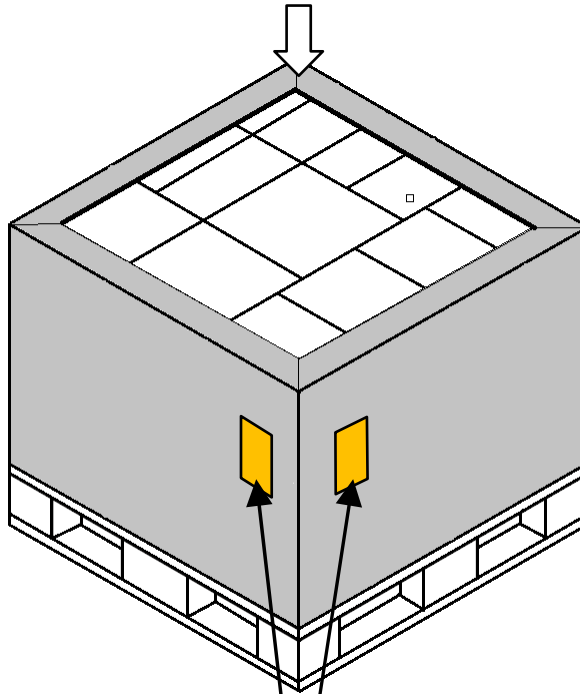
2 labels per unitized load

ASN # (2S): 91827A041602000128	**MIXED**
SNAP-ON (P): MIXED	QTY (Q): MIXED
ORDER #(K): MIXED	
PART DESC (28p):	
NUMBER OF CTNS (13Q): 1/3	WT: X LBS (X KG)
PKG ID (7S): NONE	MADE IN (4L): AA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

Example 4 – Unitized load (large container) of <mark>DIFFERENT SKU</mark>

SNAP-ON (P): CTS596	PART DESC (28P): 9.6V SCREWDRIVER
QTY (Q): 1 EA MADE IN (4L): USA	SERIAL (1S): NONE

+

SNAP-ON (P): CTRS885008	PART DESC (28P): RECIP SAW
QTY (Q): 4 EA MADE IN (4L): USA	SERIAL (S): ABC123XYZ

1 label per box

+

SNAP-ON (P): OEX10B	PART DESC (28P): IMPACT WRENCH
QTY (Q): 1 EA MADE IN (4L): USA	SERIAL (S): ABC123XYZ

ASN # (2S): 91827A041602000128	**MIXED**
SNAP-ON (P): MIXED	QTY (Q): MIXED
ORDER #(K): MIXED	
PART DESC (28p):	
NUMBER OF CTNS (13Q): 1/3	WT: X LBS (X KG)
PKG ID (7S): NONE	MADE IN (4L): AA
FROM: ABC COMPANY 123 NUMBER ST. ANYTOWN, OH 44123-4321 SUPPLIER # 91827A041	TO: SNAP-ON TOOLS CRYSTAL LAKE DIST. CENTER EAST RTE 176 CRYSTAL LAKE, IL 60014

2 labels per unitized load

Example 5 – Unitized load (large container) of DIFFERENT SKU with DIFFERENT POs & MULTIPLE ASNs