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LAB-001

Production Control Supplier Manual

POLICIES AND GUIDELINES

LEVEL/SECTION

LABELING

TITLE

INVENTORY TAGS AND ID TAGS

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PURPOSE

To define the requirements for AIAG tags and identification (ID) tags for incoming product.

IMPORTANCE

Proper labels are one important tool that DMMI uses to keep inventory accurate. Errors in processing at either the supplier or DMMI will result in inventory discrepancies, emergency orders and expediting cost. DMMI requires the supplier to adhere to the policy of only sending product to DMMI with DMMI specified labels. No other labels are allowed.

Both the ID tags and AIAG tags must be stamped with the date of production. The stamp should be:

- Numeric MM-DD-YY
- Minimum of 7/16" height, bold and block. (needs to be easily read from forklift)
- Located in the bottom right hand corner of both the AIAG & ID tags

RESPONSIBILITY

The supplier is responsible for complying with all labeling requirements. Failure to do so will result in the issuance of an RPR and points being deducted from the Supplier Delivery Performance Rating.

I. REQUIRED LABELS

A. AIAG Tags

The only inventory tag necessary on both components and a-parts is the AIAG tag. AIAG tags can be created by the supplier (with prior approval from DMMI Information Systems Dept.) or obtained from:

* Quixerve

205 Eighth Street, Unit C
Battle Creek, MI 49015
Telephone: 269-441-0702
Fax: 269-441-0701

Suppliers who create their own AIAG tags must:

- Adhere to the Automotive Industry Action Group (AIAG) B-3 Shipping/Parts Identification label standard. The supplier can obtain a copy of this standard from *Attachment #1 below.
- Submit 20 samples to DMMI Information Systems for approval.
- Begin using the tags **after written approval is received from DMMI Supplier Focus.**
- Production date should be included on the AIAG tags.

B. Identification Tags

- DMMI requires one ID tag per carton/tote. ID tags must contain the part number, quantity and the production date.
- ID tags cannot contain barcode characters.
- Boxes weighing between 30-35 pounds require a "HEAVY" stamp or label on the ID tag.

II. LABEL PLACEMENT

A. AIAG tags

- Must be placed in a clear vinyl envelope on the end of the container if lot size is a carton, or on the upper right-hand corner if lot size is a pallet.

The correct envelopes can be purchased from:

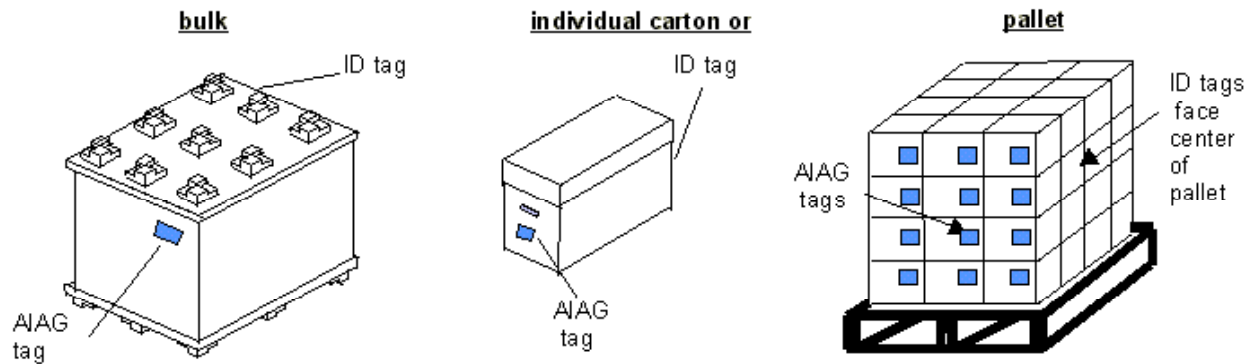
Xpedex
2945 Walkent Court, NW
Walker, MI 49544
Phone: 800-822-6236 or 616-785-8600
Fax: 800-785-7061 or 616-785-7061
Part# ADCTR (packing envelope, 4.75" x 9.25")

- Never stick or adhere the label to the container. DMMI pulls the AIAG from the envelope and scans them through a reader to relieve inventory.

B. ID Tags

- The ID tag must be on every container, opposite side of the AIAG tag.
- Never stick or adhere the label to returnable containers. It is acceptable to stick the ID tag only on expendable boxes.

Examples of correct label placement:



- All AIAG tags must face outward when possible, unless otherwise specified by DMMI. This will allow auditing the load without physically handling containers.

* Attachment #1: AIAG Standard