



# **TOLEDO MOLDING & DIE, INC.**

## **Supplier labeling specifications**

## Objective:

The objective of this document is to provide a labeling standard to TMD's supply base for all packages and/or containers shipped to any of TMD's manufacturing locations.

Compliance to this standard is mandatory for all TMD suppliers. Deviating from this standard may affect future sourcing.

For any questions regarding the standard please contact Laura DePodesta at [depodesl@tmdinc.com](mailto:depodesl@tmdinc.com)

## Labels location and quantity:

Each package and/or container must be labeled with **two** barcode labels affixed at adjacent corners of the package or container.

Illustrations of the most common shipping packs and recommended label locations are shown in Exhibits C. In most cases two labels are specified. The bottom edge of the label **SHOULD** be parallel to the base of the package/container. To facilitate automatic reading of the bar code symbols, the top edges of the label, whenever possible, **SHOULD NOT** be more than 20 inches from the bottom of the container. Wraparound labels are acceptable for expendable containers as long as quiet zones are within specifications.

## TMD SUPPLIER LABEL SPECIFICATIONS

**LABEL STOCK** = White stock, 4 inches high by 6 or 6.5 inches wide.

**QUITE ZONE** = A quite zone of at least 0.25 inches is required at the end of each barcode and at each edge of the label.

**BARCODE** = Code 3 of 9 or Code 128 shall be used. All barcode will be 0.50 inches and printed below the human readable line it represents.

**DATA IDENTIFIERS** = Shall be the first character in the barcode but shall not be used in the human readable line it represents.

**DATA AREAS & TITLES:** There are 9 data areas and 7 titles on the label. See exhibits A and B for layout and sample data. All titles shall be 8 LPB and located in the upper left corner of their Data Area. Their content is explained below.

**1. TMD PART NUMBER:**

Title = PART (P)

Human Readable: Bold font, 2 LPB (0.40 - 0.50 in). The TMD part number as sent in releases.

Barcode: Data identifier P

**2. SHIP TO ADDRESS:**

Title = SHIP TO:

Human Readable: Maximum 4LPB (0.20 in) minimum 3LPB (0.25 in). The address of the TMD plant being shipped to.

**3. QUANTITY ON LABEL:**

Title = QTY (Q)

Human Readable: 2LPB (0.40 - 0.50 in). The quantity of parts in the container. Leading zeros shall not be included.

Barcode: Data identifier Q. Leading zeros shall not be included

**4. PART DESCRIPTION:**

Title = DESC.

Human Readable: 3 LPB (0.25 in). This shall be the description as sent in the P.O. and may be up to 2 lines of data on the label if needed.

**5. SUPPLIER ID:**

Title = SUPPLIER (v).

Human Readable: 3 LPB (0.25 in). The supplier id shall be the supplier's DUNS number.

Barcode: Data identifier V.

## **DATA AREAS & TITLES (CONT)**

### **6. SHIP DATE:**

Title = SHIP DATE:

Human Readable: 2LPB (0.40 – 0.50 in). The date shall be in YYYY – DD – MM format.

### **7. FUTURE USE:**

This area shall be left blank for the time being.

### **8. SERIAL NUMBER & SHIP FROM:**

Title = SERIAL # (S)

Human Readable: SERIAL NUMBER. 3 LPB (0.25 in). The serial number shall be a maximum of 9 numeric characters plus the alpha data identifier. Leading zeros shall be included. Suppliers will not repeat serial numbers within a calendar year.

SHIP FROM: 7 LPB (0.10 in) printed below the serial number barcode.

The address being shipped from.

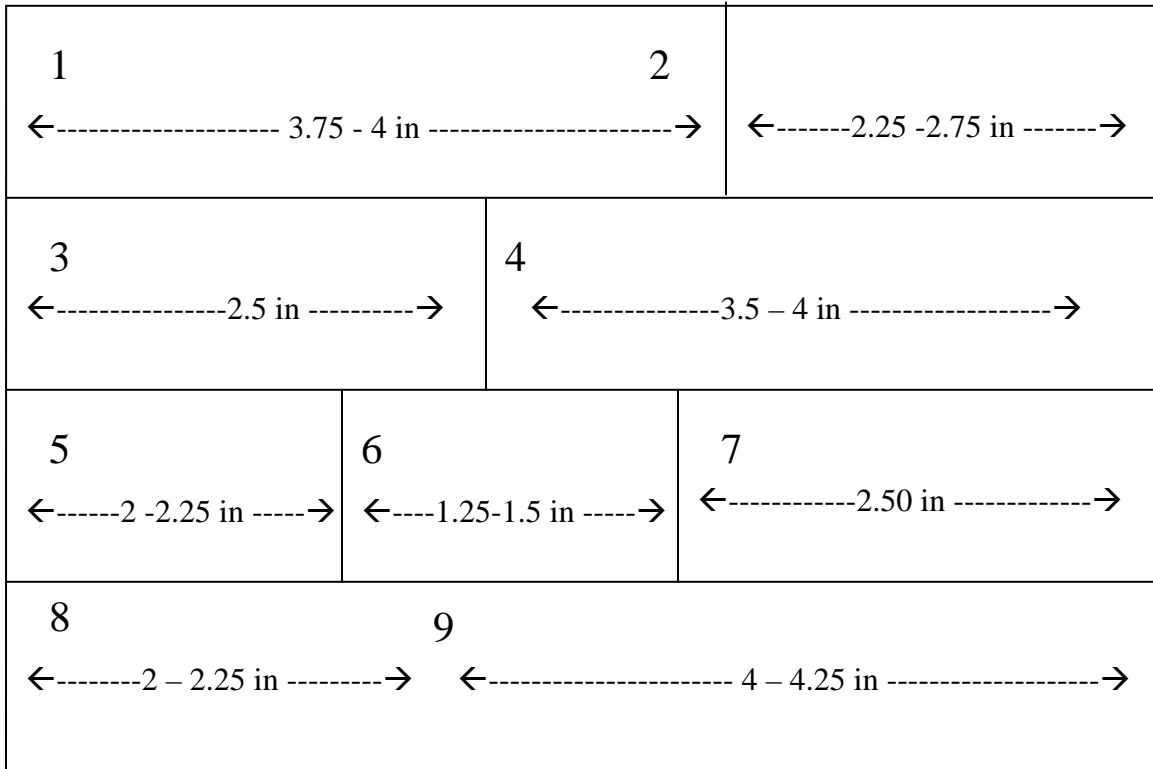
Barcode: Data Identifier S. Leading zeros shall be included.

### **9. SUPPLIER AREA:**





Human Readable: This area shall include ALERTS when used, 3 LPB (0.25 in). This area may also include information as needed by the supplier.

**EXHIBIT A**

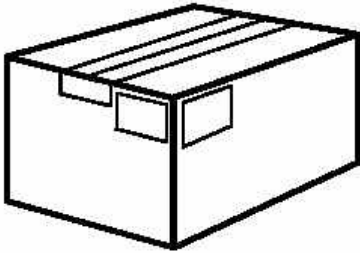
Each of the horizontal lines are 1 inch apart. Measurements between the vertical lines are provided as guidelines but some variance will be allowed. Measurements between the vertical lines are based on both 4x6 and 4x6.5 inch label stock. The dimensions of exhibit A are approx 4x6 in.



**EXHIBIT B**

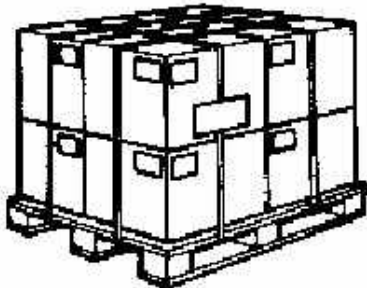
PART (P) <b>TMD PART NUMBER</b> 		SHIP TO: TOLEDO MOLDING AND DIE, INC. BOWLING GREEN PLANT STREET ADDRESS CITY, STATE ZIP	
QTY (Q) <b>100</b> 	DESC <b>PART DESCRIPTION</b> <b>PART DESCRIPTION</b>		
SUPPLIER (V) <b>123456789</b> 	SHIP DATE <b>01/14/2005</b>	<b>RESERVED FOR FUTURE USE</b>	
SERIAL # (S) <b>12345678</b> 	SUPPLIER AREA		
SUPPLIER NAME STREET ADDRESS CITY, STATE ZIP			

**Exhibit C**  
**Label Locations on Various Shipping Packs**



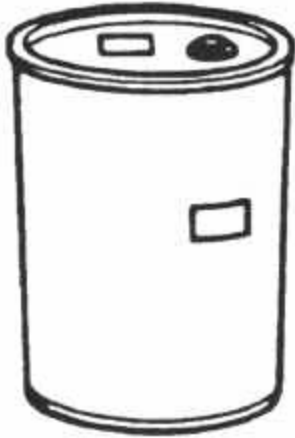
***Box or Carton***

Identical labels shall be located on two adjacent sides (wrap around label acceptable). The upper edges of the labels should be as high as possible up to 20 inches from bottom of carton.



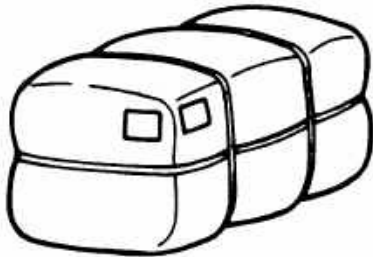
***Cartons on Pallet***

*Each carton shall be individually labeled as described above.*



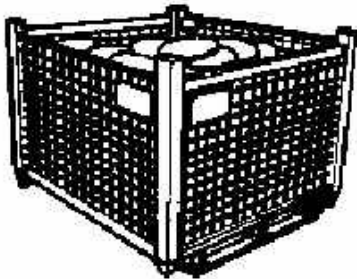
***Drums, Barrels, or Cylindrical Containers***

*Identical labels shall be located on the top and near the center of the side.*



***Bales***

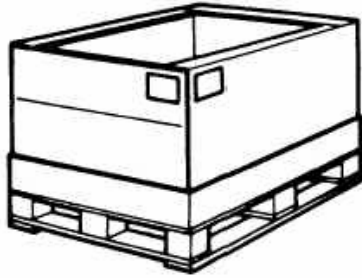
*Identical labels shall be located at the upper corner of an end and the adjacent side (wrap around label is acceptable).*



***Basket, Wire Mesh Container***

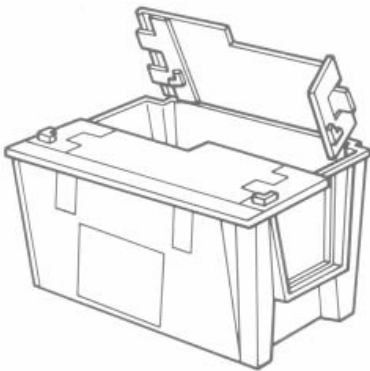
*Identical labels shall be located on two adjacent sides.*





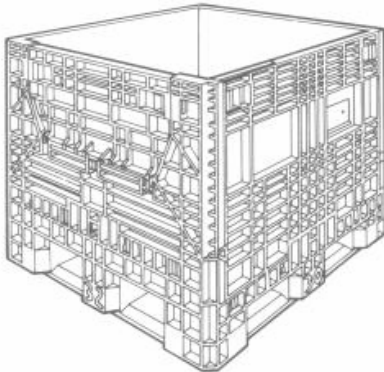
***Pallet Box***

*Identical labels shall be located on two adjacent sides (wrap around label is acceptable).*



***Plastic Modular Container, Tote***

*Identical labels shall be located on two adjacent sides in designated locations.*



***Plastic Pallet Box***

*Identical labels shall be located on two adjacent sides in designated locations.*