

# RAW MATERIAL LABELING REQUIREMENTS

1/25/2018 Revision

## SECTION I. LABELING & DOCUMENTATION OVERVIEW

All inbound shipping labels must be approved by Trans-Matic. Please review the following sections for approval process details.

To be considered for trans-matic supplier labeling certification, all material suppliers must submit sample labels with the final page of this document completed.

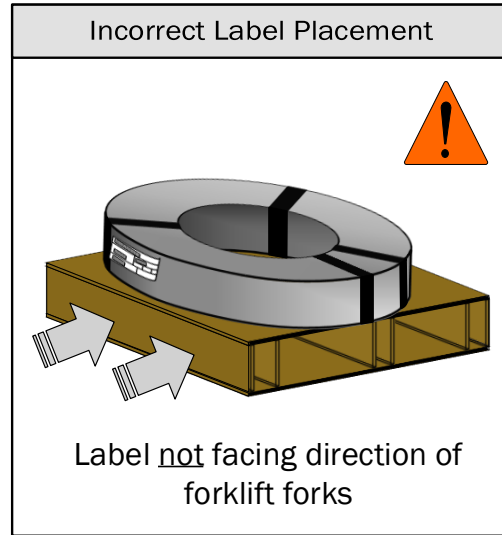
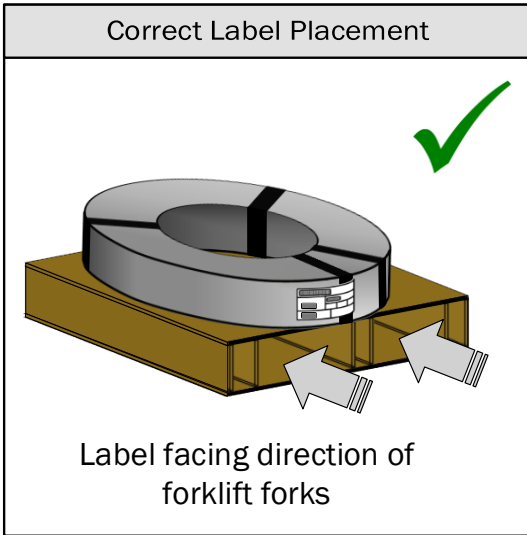
These labeling requirements correspond to Trans-Matic's unique requirements, as such, they may be more or less restrictive than the typical AIAG standard.

## SECTION II. GENERAL LABELING REQUIREMENTS

- Trans-Matic expects all suppliers to provide their own labels. Trans-Matic will not issue labels, nor will Trans-Matic provide access to a supplier portal where labels can be printed. It is the supplier's responsibility to acquire a system that conforms to these labeling requirements.
- Suppliers are expected to use a standard 4" x 6" AIAG container label, or an 8" x 6" vertical layout raw material label. Other label sizes may also be approved on a case by case basis. Additionally, all labels must meet the requirements listed in this document.
- A **unique serial number must be assigned to each container** of product received into Trans-Matic. This will be used for lot traceability and inventory tracking.
  - Each serial number may be used no more than once. Serial numbers must be alphanumeric (no spaces or special characters).
  - For raw material coils, each skid of coils shall be assigned a serial number.
- In most cases, Trans-Matic requires a label for each container or coil.
- Different label formats may be discussed and agreed upon in advance with Trans-Matic purchasing.

SECTION III. LABEL PLACEMENT REQUIREMENTS

- The raw material label must be placed visibly and directly on the approved packaging.
- The raw material label must not be affixed to or stuck directly on the raw material.
- All labels must be placed on the side of the pallet that faces the direction of incoming forklift forks.
  - Labels may not be placed on the side of the pallet that cannot accept forklift forks.




The following are examples of labels that would be approved by Trans-Matic.

EXAMPLE LABEL – 4" X 6" RAW MATERIAL LABEL

PART NO (P) <b>100420067040</b>			
PO NO (K) <b>0004913</b>		HEAT NO (1T) <b>45287K11</b>	
QUANTITY (2Q) <b>10600</b> lbs	DESCRIPTION <b>TM PART DESCRIPTION</b>		
	MFG DATE <b>7/15/2015</b>	SUPPLIER PART <b>AKG-7561-24PK</b>	SUPPLIER CODE <b>Acme Steel Corp.</b>
SERIAL (S) <b>ABC2813653</b>	[Space Reserved For Supplier Use]		

**EXAMPLE LABEL – 8 X 6 RAW MATERIAL LABEL**

<b>From</b> Supplier Name 1234 Street Name Ave City, State, ZIP	<b>To</b> Trans-Matic 1234 Street Name Ave City, State, ZIP								
(P) Part No <b>100420067040</b>									
(K) PO No <b>000757</b>									
(V) Supplier Code <b>UBLC</b>									
(S) Serial No <b>UBLC046676</b>									
(1T) Heat No <b>7572464-002</b>									
(2Q) Quantity / Weight <b>2633</b>									
Section reserved for general use	Size  (Gage / grade / dimensional information)								
Section reserved for general use									
Section reserved for general use									
<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Net Weight</td> <td>2633</td> </tr> <tr> <td style="text-align: right;">Tare Weight</td> <td>48</td> </tr> <tr> <td style="text-align: right;">Gross Weight</td> <td>2681</td> </tr> <tr> <td style="text-align: right;">UOM</td> <td>LBS</td> </tr> </table>		Net Weight	2633	Tare Weight	48	Gross Weight	2681	UOM	LBS
Net Weight	2633								
Tare Weight	48								
Gross Weight	2681								
UOM	LBS								

SECTION IV. LABELING FIELD DESCRIPTIONS AND VALIDATION

The table below lists the fields to control on the Raw Material Label. The column “**Bar Code Required**” and “**Text Required**” indicate if the information is required<sup>1</sup>.

**For supplier label testing**, place a checkmark in the in the confirmation box for each field that meets the minimum requirements. Suppliers who are unable to place a checkmark in the confirmation box must provide a reason in the “Remarks” column.

While the size and dimensions on each supplier’s label may vary, each label must at least conform to the requirements shown in the table below:

Raw Material Label Specification					Confirmation / Validation		
Field Description	Bar Code Required	Bar Code Prefix	Bar Code Format	Text Required	Supp	TM	Remarks
Supplier Name	✓			✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Supplier Address					<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Supplier Code					<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Part Number	✓	P	3 of 9	✓	<input type="checkbox"/>	<input type="checkbox"/>	Do not include Rev in the part number field
Part Description Item description from Purchase Order				✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Quantity Actual/Net Weight	✓	2Q	3 of 9	✓	<input type="checkbox"/>	<input type="checkbox"/>	Must also include unit of measure nearby (LBS/KG)
Purchase Order Number	✓	K	3 of 9	✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Lot/Serial Number	✓	S	3 of 9	✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Heat Number	✓	1T	3 of 9	✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Shipper Number					<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Date Must be Manufacturing Date or Shipping Date				✓	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Destination Location Ship-to Address					<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

<sup>1</sup> In some cases, suppliers may be required to submit non-mandatory data on their label. Trans-Matic reserves the right to require non-mandatory elements on a case by case basis.