



PUR-02 SUPPLIER LABELING REQUIREMENTS

I. IMMI LABELING REQUIREMENTS

IMMI requires bar code labels to be used to identify parts shipped to IMMI. This will allow for improved productivity, control and lot traceability through the use of standardized labeling and lot numbering procedures.

1.0 HUMAN READABLE CHARACTERS ON BAR CODE LABELS

All bar code symbols must have human readable characters printed above the bar code.

2.0 BAR CODE SYMBOL REQUIREMENTS

All bar code symbols shall be of the CODE 3 OF 9 (CODE 39) type and have the following requirements:

- Must be a minimum of .5" high
- Narrow element a minimum of .015" wide
- Must have a 3 to 1 ratio of wide to narrow elements
- The minimum quiet zone is .25"
- Bar code symbols on right hand side of label should be offset from those on left side of label to prevent laser scanning of two different fields
- Check digits shall not be added to bar code symbols

3.0 BAR CODE LABEL DATA IDENTIFIERS

- Each field on a label that contains a bar code symbol requires a unique data identifier as part of the bar code symbol.
- The data identifier is used to identify the field to the bar code scanner.
- The data identifier appears only in the bar code symbol, not in the human-readable field.

Label Field	Data Identifier	Used on Label:
IMMI Purchase Order Number	K	Master Label Only
Supplier Packing List Number	2S	Master Label Only
Number of Cartons	7Q	Master Label Only
Purchase Order Line Number	2K	Master Label Only
Purchase Order Release Number	5K	Master Label Only, Blanket PO Only
IMMI Part Number	P	Standard Carton Label and Master Label
Quantity	Q	Standard Carton Label and Master Label
IMMI Lot Identification Number	T	Standard Carton Label and Master Label

4.0 Master Label









The Master label is required for each shipment. If the total quantity shipped is in a single container, the container must have both a Master Label and a Standard Carton Label. A single pallet may contain more than one Master Label.

The Master Label is used to represent the total of all cartons in a shipment which contain:

- A single IMMI part number at a single revision level
- A single IMMI lot identification number
- Parts shipped against a single IMMI Purchase Order (PO) Number and PO line number

Master Label Requirements:

- Enclose the Master Label with packing slips.
- The Master Label **MUST NOT** be placed on the outside of the shrink wrap on a pallet.
- The heading “**MASTER LABEL**” must appear in human readable characters at the top of the label in large, bold letters.

P.O. NUMBER (K)	123456	MASTER LABEL	
		RELEASE NO. (5K)	1
LINE NUMBER (2K)	1		
		PACKING LIST#. (2S)	1234
PART NUMBER (P)	14207		
		# OF CARTONS (7Q)	1
QUANTITY (Q)	200		
			
IMMI LOT # (T)	3202015		
			

Example of a Master Label

Master Label Fields	Bar Code Symbol Required	Comments
IMMI Purchase Order Number (K)	Yes	The Master Label shall include only one IMMI Number
IMMI Purchase Order Line Number (2K)	Yes	The Master Label shall include only one IMMI Purchase Order Line Number
IMMI Purchase Order Release Number (5K)	Yes	The Master Label shall include only one IMMI Purchase Order Release Number. (This field is only necessary for blanket purchase orders. This field should be left blank for discrete purchase orders).
IMMI Part Number (P)	Yes	The Master Label shall include only one IMMI part number and revision
Quantity (Q)	Yes	The Master Label quantity shall be the total quantity of parts shipped that have: - the same part number and revision - the same lot number - the same PO and line number
IMMI Lot Identification Number (T) (See Requirements in section II)	Yes	The Master Label shall include parts from only a single IMMI Lot ID Number.
Supplier Packing List Number (2S)	Yes	
Number of Cartons (7Q)	Yes	

5.0 Standard Carton Label

Each carton, container, basket, bag bundle or other pack shipped to IMMI must include a standard carton label. The fields required on the Standard Carton Label are shown in the table below:

PART NO (P)	14207	MFG DATE	AVG CONTAINER TARE WT (LBS)
		3/19/15	20 LB.
QUANTITY (Q)	200		ENG. CHANGE LEVEL
			2
IMMI LOT NO. (T)	3192015	SUPPLIER NUMBER	
		NAME	
		12345	

Example of a Standard Carton Label

Standard Carton Label Fields	Bar Code Symbol Required	Comments
IMMI Part Number (P)	Yes	
IMMI Part Number Revision Level	No	Characters a minimum of .2" high
IMMI Lot Identification Number (T) (See Requirements in Section II)	Yes	Each container shall include parts from only a single Lot Identification Number
Quantity (Q)	Yes	Quantity of parts in the container - If the unit of measure is other than each, include the unit of measure in the human readable quantity, but not in the bar code symbol.
Average Container Tare Weight	No	Characters a minimum .2" high.
Supplier Number	No	Characters a minimum .2" high. - IMMI assigned supplier number appears on each PO
Supplier Name	No	Characters a minimum .2" high.
Date	No	Characters a minimum .2" high. - date of packaging

Standard Carton Label Location on Various Types of Packaging

For different types of packaging, IMMI requires standard carton labels to be located in different places. See table below for location of Standard Carton Label in various shipping packs.

If Shipping Package Is...	Then Standard Carton Label Location Is...
Box, Carton, Pallet Box ("Gaylord")	Identical labels located on two adjacent sides, wrap-around label is acceptable. The upper edges of the labels should be as high as possible from the bottom of the carton.
Drums, Barrels, Cylindrical Containers	Identical labels should be located on the top and near the center of the side.
Bundle, Roll	Identical labels - or tags with label applied - located at each end
Metal Bin or Tub, Wire Mesh Basket	Tag one piece near the top, or use label holders on two adjacent sides.
Telescopic or Set-Up Containers	Identical labels located on two adjacent sides of the outer box. Some applications may also require identification on inner box.

6.0 Alternative Label Process

As PUR-02 is our guideline for labeling requirements we recognize that these requirements may not be attainable for our entire supply base due to various limitations. An alternate solution is provided on the IMMI website via the Quality Assurance Portal. To access go to www.imminet.com and click on Clients and log onto the Quality Assurance Portal. Follow the Bar Code Label Instruction provided under the section Bar Code Labeling.

II. IMMI LOT IDENTIFICATION NUMBER REQUIREMENTS

The IMMI Lot Identification Number (Lot ID Number) is used to identify and maintain traceability on critical components. The Lot ID number and the IMMI Part Number must appear on:

- Standard Carton Label
- Master Label
- Packing List
- Certification Document

IMMI has established the following requirements for suppliers to use when creating Lot ID Numbers for shipments to IMMI:

1. Requirements for when a lot ID number must be changed
2. Lot ID number requirements for metal component parts
3. Lot ID number requirements for other component parts
4. Lot ID number requirements for assemblies
5. Special lot ID requirements for component parts and assemblies designated by IMMI
6. Lot ID number requirements for outside processing parts or assemblies

However, IMMI may issue approval to a supplier authorizing the use of an alternative Lot ID number system on labels and documents. Suppliers must contact IMMI Quality Assurance department to request approval for an alternative lot numbering system. Suppliers must not deviate from IMMI requirements without approval from IMMI.

1.0 REQUIREMENTS FOR WHEN A LOT ID NUMBER MUST BE CHANGED

The Lot ID Number must be changed for a part if any of the following situations occur:

- Start of a new production run.
- Raw material lot changes.
- Total quantity produced reaches:
 - 50,000 assemblies
 - 50,000 pieces per cavity for metal component parts
 - 100,000 pieces total for other component parts (including metal die castings)
 - 50,000 pieces per cavity for plastic components
- Metal component parts from the same Stamp Lot Number are heat treated in different batches.
- Tool is removed from press for any reason, including maintenance.
- Completion of a production run.

2.0 LOT ID NUMBER REQUIREMENTS FOR METAL COMPONENT PARTS

For metal component parts produced in conventional stamping, fine blanking, and powder metal processes IMMI requires the following identification:

- A Stamp Lot Number imprinted on the parts (see IMMI Procedure QA-27 for details)
- A Lot ID Number printed on shipping labels and documents

Lot ID Number Format for Metal Component Parts

First & Second Digits	Third & Fourth Digits	Fifth & Sixth Digits	Seventh Digit -If Applicable	Eighth Digit	Ninth Digit
<u>Last two digits of year of manufacture</u> Ex: 2010 = 10	<u>Supplier Plant Code</u> (Assigned by IMMI) Reference IMMI Form QA-931 Supplier Codes - For Internal Use Only	<u>Run Number</u> Denotes the number of times a production run has occurred for the item during the current year The run number for the Lot ID number must be the same as the Stamp Lot run number, which is imprinted, on the part.	<u>Heat Treat Number</u> Denotes the number of the shipment of Heat Treat Batches for a production run If all parts are heat treated in one batch and there are no additional processes, this can be left blank. See Example.	(Optional) Additional Process #1 Denotes the number of the shipment of any additional process for a production run. This field is left blank if no additional operations were performed.	(Optional) Additional Process #2 Denotes the number of the shipment of any additional process for a production run. This field is left blank if no additional operations were performed.

Example:

Example 1: Plant Code 99. Year = 2010, first run of the year. All items heat-treated in one batch with no additional processes.
Lot ID: 109901

Example 2: Plant Code 99. Year = 2010, first run of the year. Items heat-treated in two batches with no additional processes.
Lot ID for First Batch shipped: 1099011
Lot ID for Second Batch shipped: 1099012

Example 3: Plant Code 99. Year = 2010, first run of the year. Items heat-treated in one batch, but with one additional process.
Lot ID for First Batch shipped: 10990111
Lot ID for Second Batch shipped: 10990112

3.0 LOT ID NUMBER REQUIREMENTS FOR OTHER COMPONENT PARTS

Lot ID Number Format for Other Component Parts

First & Second Digits	Third, Fourth and Fifth Digits
Last two digits of the year of manufacture	The three digit Julian date of the final manufacturing operation of the production run

Example:

- A supplier runs 100,000 parts in a two-day production run, which is completed on June 14, 2010.
- June 14 is the 165th day of the year 2010; therefore the Julian Date is 165.
- Partial quantities of the 100,000 parts are shipped to IMMI on three separate days.

The Lot ID number for all three shipments would be: **10165**

4.0 LOT ID NUMBER REQUIREMENTS FOR ASSEMBLIES

Lot ID Number Format for Assemblies

First & Second Digits	Third, Fourth & Fifth Digits
Last two digits of year of manufacture	The 3 digit Julian date of the final manufacturing operation of the production run •NOTE: Supplier must maintain record of lot numbers of all sub-components that are used in each production run.

Example:

- Supplier X provides an assembly to IMMI that contains the following sub-components:
 - Part A - Metal stamping manufactured by Supplier X
 - Part B - A second metal stamping manufactured by Supplier X
 - Part C - Fineblank part manufactured by Supplier Y, which is provided to Supplier X by IMMI at no charge
 - Part D - Rivet purchased from Supplier Z by Supplier X
- Supplier X fabricates 50,000 assemblies in a two-day production run which is completed on June 14, 2010.
- June 14, 2010 is the 165th day of the year 2010, therefore the Julian Date is 165.
- Partial quantities of the 50,000 parts are shipped to IMMI on three separate days.

The Lot ID number for all three shipments would be: **10165**

Please Note: Supplier X must maintain records of the following lot traceability information for the assemblies produced as Lot ID 1165; and must be able to provide this information to IMMI upon request:

- Quantity by Stamp Lot Number of Part A consumed in the production run
- Quantity by Stamp Lot Number of Part B consumed in the production run
- Quantity by Stamp Lot Number of Part C consumed in the production run
- Quantity by Lot ID Number of Part D consumed in the production run

5.0 SPECIAL LOT ID REQUIREMENTS FOR COMPONENT PARTS AND ASSEMBLIES DESIGNATED BY IMMI

IMMI may designate special Lot ID Number requirements for certain items. IMMI will notify suppliers if special Lot ID Number requirements apply. This may occur when identical components or assemblies with different Lot ID Numbers must be maintained and processed separately.

Lot ID Number Format for Specially Designed Parts

First Digit	Second & Third Digits	Fourth, Fifth & Sixth Digits	Seventh & Eighth Digits
Supplier Code (Assigned by IMMI) Reference IMMI Form QA-931 Supplier Codes - For Internal Use Only	Year Code	The three digit Julian date of the final manufacturing operation of the production run	Run Number

A) Requirements for When the Lot ID Number Must be Changed for Wiring Harnesses and Electric Assemblies

The Julian date and Run Number must be changed for wiring harnesses and electric assemblies if any of the following situations occur:

- Start of a new production run
- Process change
- Total quantity produced reaches 2,000
- Change of tooling
- Completion of a production run

B) Requirements for When the Lot ID Number Must be Changed for Gas Generator Assemblies

The Julian date and Run Number must be changed for gas generator assemblies if any of the following situations occur:

- Start of a new production run
- New lot of prime
- New lot of pellets (generant)
- Total quantity produced reaches 6,000
- Change in load date
- Change in shift
- Completion of a production run

C) Permanent Label Specifics

See IMMI Drawing for specific serial number, bar code, label location, or label content requirements.

6.0 LOT ID REQUIREMENTS FOR OUTSIDE PROCESSING PARTS OR ASSEMBLIES

For IMMI orders issued as outside processing, designated as purchased items or assemblies OP-XXXXX, the lot ID number must match the manufacturing job number issued by IMMI.