JAGUAR LAND ROVER LABELING GUIDELINES FOR THE SUPPLIER

CONTENT

Version	Status	Date	Name	Department	Revision Notes
0.1	Draft	2016	Hui Jiang	Logistics Operations	
0.2	Update	16-February-2017	Unique Xu	Logistics Operations / Data Integrity	1. Layout Field 3 updated from Customer Order Number to Advice Note Number (N). 2. Layout Field 15 updated from Serial No to Shipping Serial Container Code (SSCC). 3. Layout Field 16 updated from Work Order No to Batch Number (H). 4. Add SSCC Numbering in the Appendix.
0.3	Update	31-August-2017	Hui Jiang	Logistics Operations	1. Version control table format. 2. Layout Field 3 content description adherent to ASN request to replace Customer Order Number request.

I. Brief Introduction

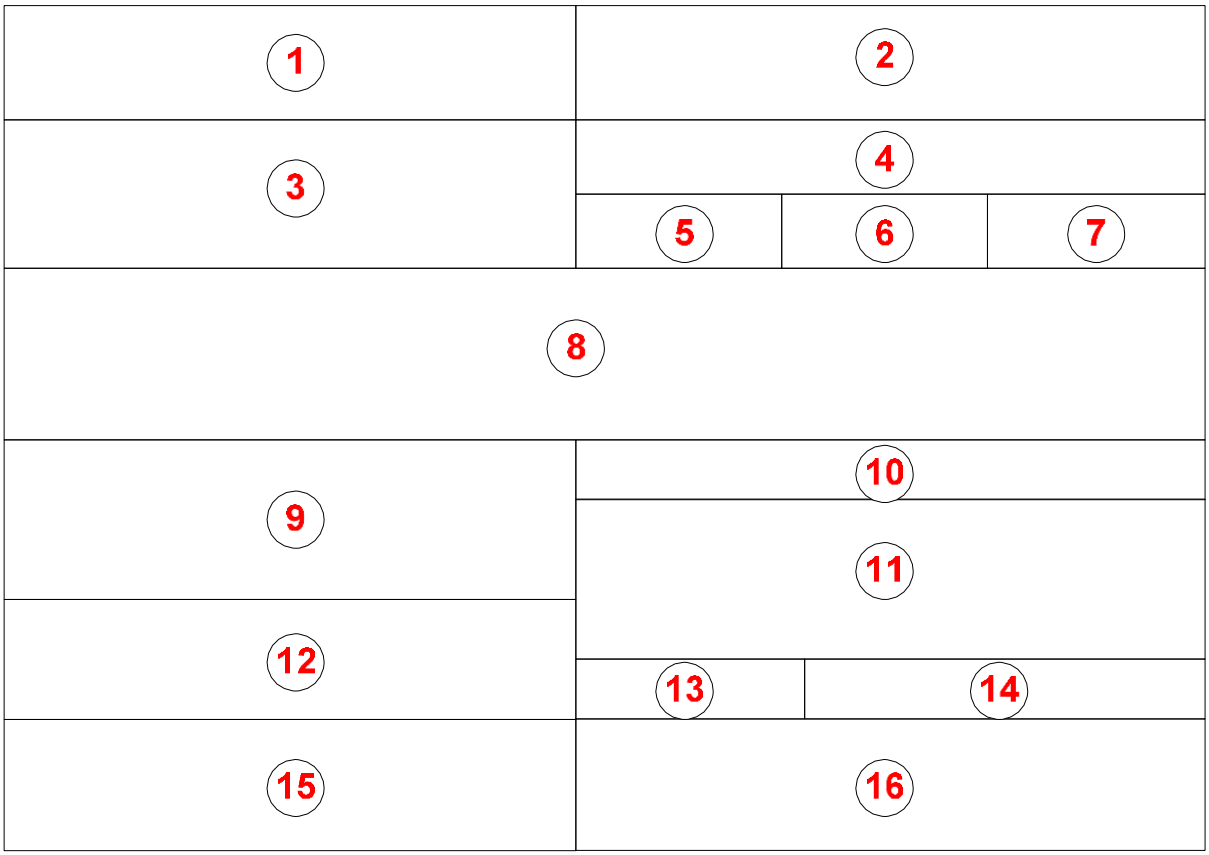
All containers sent to JLR require an Odette label. These must be filled out using the information below:

1) Pallet label size should be **A5 (21x14.8cm) for KLT 4329 and 6429.**
2) Box label size should be **21x7.4cm**,it can be made up of the current 21x14.8cm folded or cut in half for **KLT 4315,6415 and 3215**.
3) The barcode format is **code 39**.
4) The part number barcode should be prefixed with a **'P'** and the quantity to be prefixed with a **'Q'**.
5) The minimum height for the barcode is **7mm**.
6) For engineering changes, esure the information on the label is updated to reflect the parts inside.
7) Labels should be printed on a minimum of **160 gsm paper**.
8) Handling Unit labels will be printed on standard A5 white paper (210mm x 148mm) and will be in landscape orientation.
9) Dark blank ink is required and not greyscale.
10) Self-adhesive lables are not acceptable.
11) Barcodes must always be visible and clear.
12) Make sure labels are secure.

Please find more details in **Dimensions**, **Title** & **Identifier Codes** and **Characters.**

II. Label Layout

a) Layout Sample



b) Field title and Description

The Standard Odette Label format will be used. It will be A5 sized and divided into a number of sub-fields.
The Handling Unit Label is divided into two sections:

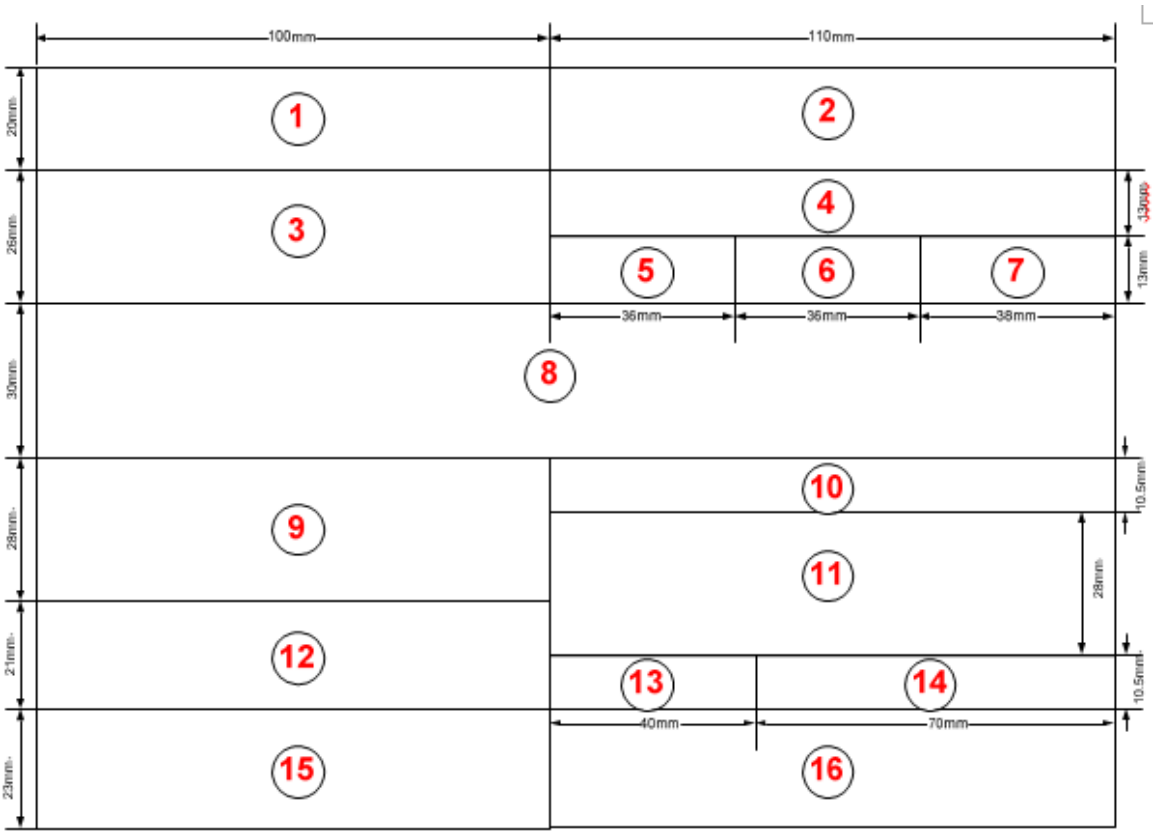
- **Shipping Section (1 to 7)**
- **Parts Identification section. (8 to 16)**

Field Title / Description Table

Field ID	Field Title	Format	Notes
1	**Receiver**	*Alphanumerical human readable text*	Name of Recipient.
2	**Dock/Gate**	*Alphanumerical human readable text*	Despatch Staging Location / Door. The Dock Code sent on the Delivery Schedule.
3	**Advice note number (N)**	*Bar Codes and Alphanumerical human readable text*	The Advice Note Number is used and matched to the information given in the Advanced Shipping Note (ASN) by the Vendor.
4	**Supplier Address**	*Alphanumerical human readable text*	Name and shipping address of the supplier and country of origin.
5	**Net weight**	*Numeric Value*	Weight of goods in (kg) excluding transport packaging. Unit of measurement must be printed in the title of the field in brackets.
6	**Gross weight**	*Numeric Value*	Weight of goods in (kg) including transport packaging.
7	**Number of boxes**	*Numeric Value*	Number of boxes contained in the Handling Unit (HU).
8	**Part number (P)**	*Bar Code and Numeric human readable text*	Material Code of the product being shipped.
9	**Quantity (Q) – incl. UoM**	*Bar Code and Numeric human readable text*.	Total quantity of parts in the Handling Unit (HU). Include the Unit of Measure.
10	**Description**	*Alphabetical human readable text*	Description of articles or products.
11	**Supplier Part Number**	*Bar Code and Numeric human readable text*.	Supplier's part number.
12	**Supplier ID (V)**	*Bar Codes and Alphanumerical human readable text*	The supplier code (GSDB code).
13	**Despatch Date**	*Alphanumerical human readable text*	Date of despatch (stated at first hand) or date of production. The date must be printed in the format YYMMDD (Y = year, M = month, D = day) preceded by the character "D" (Despatch date) or" P" (Production date).
14	**Engineering change**	*Alphanumerical human readable text*	To specify engineering changes.
15	**Shipping Serial Container Code**	*Bar Code and Numeric human readable text*	To specify serial reference number of HU label.
16	**Batch number (H)**	*Bar Code and Characters*	Is a Reference number to designate grouping of products of VSP-parts (Vital Safety Parts) within the same production batch.

III. Label Dimensions

a) Dimensions Sample



b) Titles and Identifier Codes

In the upper left corner of each data area, the Data Area titles shall be printed. This information is to be printed in English (UK). Font size to be used is **Arial 6pt bold**..

Data Identifiers shall be printed as a part of the Data area title, at the end of the title and in brackets, e.g. Serial Number (S). Further information regarding Data Identifiers is to be found in the Data Area Table (section 4.3), column Data Identifiers.

c) Characters

Any readable character set can be used, but the recommendations are the following:

- Font: Arial (NB: To be set to **BOLD** text where indicated - See 4.3 Data Area Table)
- Size: Variable (See 4.3 Data Area Table for exceptions due to field dimensions)

d) Data Area Table

		LABEL INFORMATION				
	Data Area Content	**User Attributes**	**Field Length** *Excl. Data Identifiers*	**Bar code Size height (mm)**	**Text Size Height (Variances)**	**Data Identifiers**

	SHIPPING SECTION					
1	**Receiver**	R	2 lines x an..20		24pt	
2	**Dock/Gate**	R	an4		36pt	
3	**Advice note number (N)**	R	an..8		18pt	N
4	**Supplier Address**	R	3 lines x an..20		10pt	
5	**Net weight**	R	n..5		18pt	
6	**Gross weight**	R	n..5		18pt	
7	**Number of boxes**	R	n..3		18pt	
	PARTS IDENTIFICATION SECTION					
8	**Part number (P)**	R	n..18	13	30pt **(Bold)**	P
9	**Quantity (Q) – incl. UoM**	R	n..20	13	24pt **(Bold)**	Q
10	**Description**	R	an..40		24pt	
11	**Suppler Part Number**	N	an..18		18pt	
12	**Supplier ID (V)**	R	an5	13	18pt	V
13	**Despatch Date**	R	an7		18pt	
14	**Engineering change**	N	an..14		18pt	
15	**Shipping Serial Container Code (SSCC)**	R	an..20		18pt	S or M
16	**Batch number (H)**	N	n..9	13	18pt	H

User Attributes:
R = Required
N = Not Use

Field Length:
an = alpha numeric value
a = alpha value
n = numeric value
..10 = 1-10 positions
10 = exact 10 positions

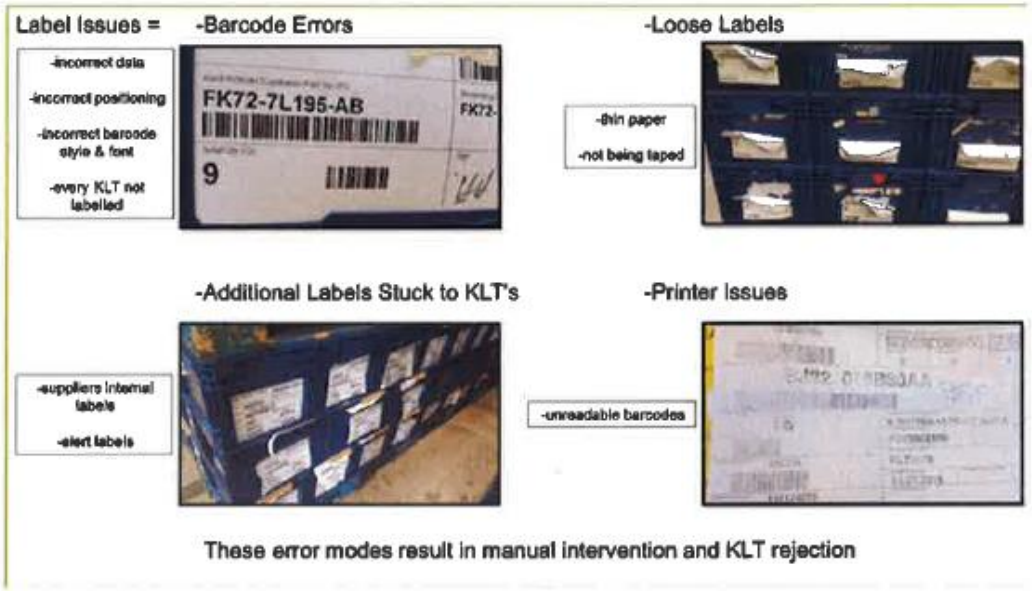
Data Identifiers
N = Advice Note Number
P = Part Number
Q = Quantity
V = Supplier ID
S = Simplified Handling Unit
M = Homogenous Handling Unit
G = Mixed Handling Unit
H = Batch Number

IV. Label Error

You should not do the following:

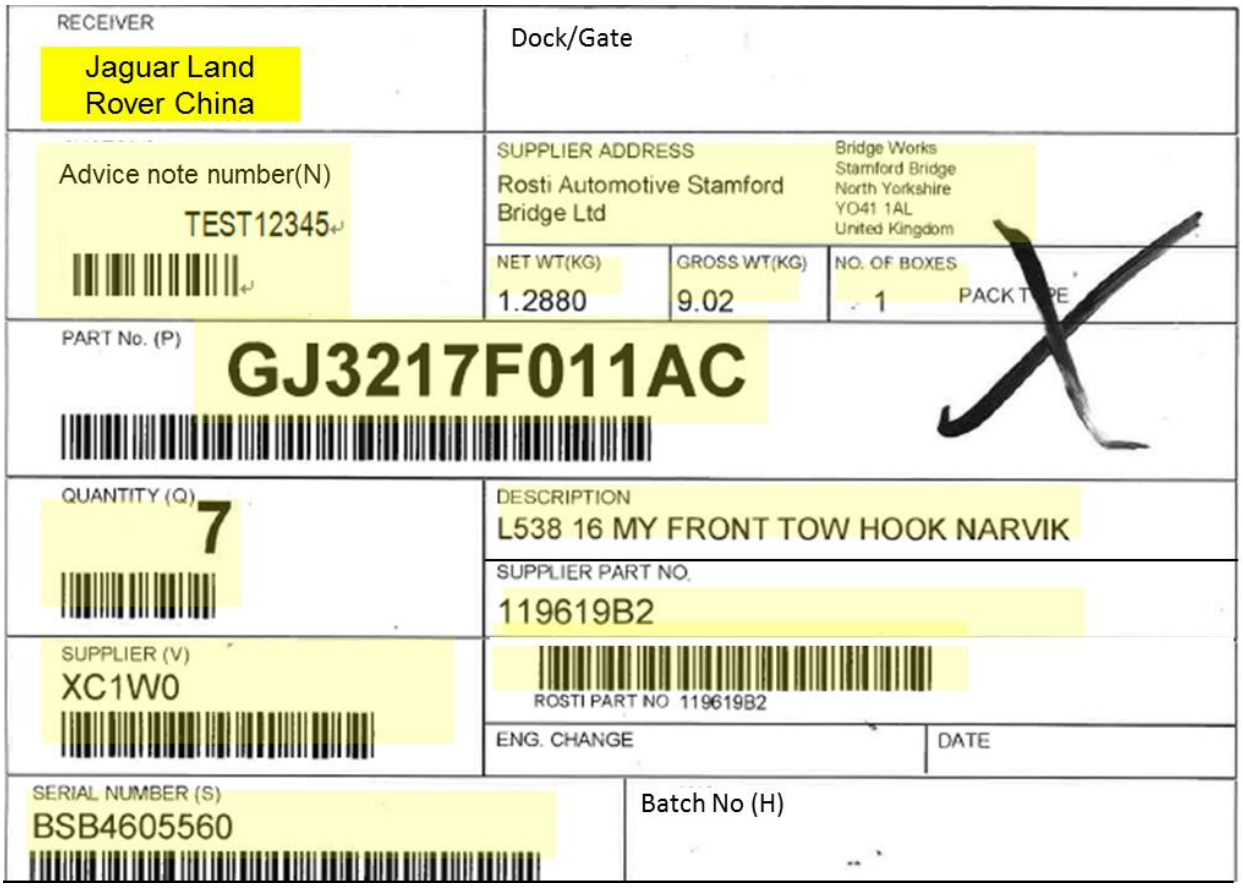
1) Do not change the stock total per container with a pen without updating the barcode.
2) Do not put the barcode within 15mm of the edge of the label.
3) Do not place labels within plastic bags.

The following label error mods must be avoided at all costs.



V. Physical Sample

Label A5 (21x14.8cm)



Box label (21x7.4cm)

Appendix: SSCC Numbering

Definition of a SSCC

The GS1 Identification Key used to identify a logistic unit. The key is comprised of an Extension digit, GS1 Company Prefix, Serial Reference, and Check Digit.'
The Serial Shipping Container Code (SSCC) is used to identify individual logistic unit. A logistic unit can be any combination of units put together in a case or on a pallet or truck where the specific unit load needs to be managed through the supply chain. The SSCC enables this unit to be tracked individually which brings benefits for order and delivery tracking and automated goods-receiving. As the SSCC provides a unique number for the delivery it can be utilized as a look-up number to provide not only detailed information regarding the contents of the load but also as part of an Advanced Shipping Notice (ASN) or Despatch Advice process.

Typically this means that just one scan at a goods-in bay of the SSCC on a logistic unit can be linked to a pre-received electronic ASN/Despatch Advice of the contents of the logistic unit to facilitate speedy goods-in and put away processes. Alternatively when tracking a unit in transit the SSCC provides all the information required for accurate identification.

An SSCC is different to a traded unit in that it is used when an item or unit load need to be identified specifically when moving from one place to another. It is possible to have a single item identified with both an SSCC and a GTIN (an example would be a pallet of bottled water that needs to be tracked in the supply chain but is also bought and sold). The SSCC can be captured when a specific logistic unit is dispatched, arrives at the destination or at any other intermediary point in the supply chain.

Key SSCC Attributes

The SSCC will identify any logistic unit uniquely thus ensuring that it is always identified correctly anywhere in the world. Combined with GS1 standards for electronic messaging, this 'license plate' facilitates simple tracking of goods from carton to even trailer load level. In addition it allows reliable
look up of complex load detail. In turn this saves having to encode long detailed consignment information on individual logistic unit labels.
The serial reference component of the SSCC provides virtually unlimited number capacity simplifying number allocation and guaranteeing unique identification.

SSCC Structure

The Application Identifier (00) indicates that the GS1 Application Identifier data field contains an SSCC. When printed in a bar code the correct symbology is GS1-128. It may also be encoded using an EPC tag.

The SSCC is an 18 digit number that comprises of the following which should be printed as the Serial No:

	SSCC (Serial Shipping Container Code)																	
Application Identifier	Extension Digit	GS1 Company Prefix →								← Serial Reference								Check Digit
0 0	N_1	N_2	N_3	N_4	N_5	N_6	N_7	N_8	N_9	N_{10}	N_{11}	N_{12}	N_{13}	N_{14}	N_{15}	N_{16}	N_{17}	N_{18}

Extension digit is used to increase the capacity of the Serial Reference within the SSCC. It is assigned by the company that constructs the SSCC. The Extension digit ranges from 0-9. **GS1 Company Prefix**
A globally unique number assigned to a GS1 member company
Serial Reference The 'serial' part of the number assigned one-by-one by the member company to create a globally unique SSCC.
Check Digit A modulo-10 number calculated across the preceding digits to ensure data integrity. The GS1 Logistic Label provides a global standard on how GS1-128 and the GS1 Application Identifiers are used on Logistic Units. The only mandatory field on GS1 Logistics Labels is the SSCC.
The SSCC is represented by AI (00) and in principle is sufficient for all logistics applications.
In an environment where Electronic Data Interchange (EDI) is used to transmit detailed information about a logistic unit, or where that information is already resident in a database, the SSCC acts as a reference pointer to all information.
However, when EDI is not available at each point in the supply chain certain additional elements of information are also desirable in bar code form and can be represented through the use of AIs and associated with the SSCC.

Using SSCC allows JLR to use this serial number in its own receiving and internal logistics processes. An SSCC number is unique worldwide.