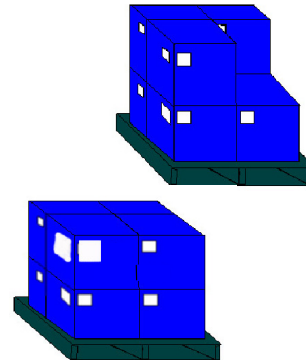
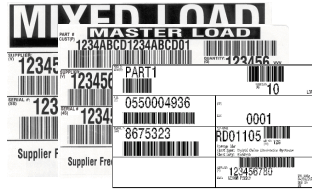
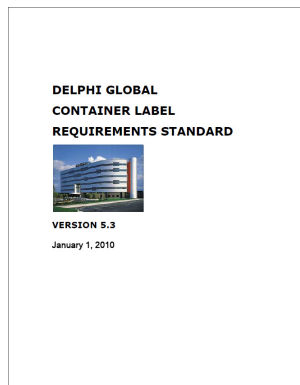


**DELPHI**

### *Container Labeling*



*Supplier Training*

This is a comprehensive review of Delphi Electronics & Safety labeling requirements and the impact SAP will have on suppliers concerning the container labeling process.

**DELPHI**

### Container Labeling

- ◆ Container Labeling Certification
  - All Suppliers will be contacted and certified by Delphi-E&S Label Team with respect to pallet/container labeling and the Packing Slip requirements
  - The *Delphi Global Container Label Requirements Standard* contains detailed information concerning Delphi-E&S label requirements
    - » Refer to the end of this module for information on accessing this *Standard*



2

*Supplier Training*

Label certification will help suppliers understand and comply to label standards.

In addition to reviewing the material in this training module, Delphi offers suppliers a document called the *Delphi Global Container Label Requirements Standard* that will help suppliers understand the requirements. Refer to the end of this module for information to access this *Standard*.

### **DELPHI**

### **Container Labeling**

- ◆ EDIFACT Label Certification
  - EDIFACT Certification must start prior to Delphi E&S Label Certification
    - » GXS has been employed by Delphi to certify all Delphi suppliers to our EDIFACT (traditional EDI) specifications
  - Label Certification can begin after the test DELJIT is received
  - Delphi Global American Container Label Standard will give step by step instructions on how to map the DELJIT values to the container label

3

*Supplier Training*

As a supplier becomes EDIFACT certified it is important for the supplier to understand the relationship between the EDIFACT that is received and container label mapping from a DELJIT (the authorization to ship material to Delphi).

### **DELPHI**

### **Container Labeling**

- ◆ Delphi WebEDI Certification
  - Delphi WebEDI Certification has built in application for container labeling
  - Delphi WebEDI Suppliers will be identified and contacted by a Delphi WebEDI Team that works exclusively with the WebEDI Certification
    - » The Certification Team will help with initial Covisint set up
    - » Delphi-E&S WebEDI Support Team will educate supplier on ASN creation and label print from WebEDI

4

*Supplier Training*

Supplier that will be using Delphi WebEDI will be instructed on how to print container labeling from the WebEDI application.

If a WebEDI supplier is able to print container label to meet the Delphi label standard from a stand alone system, the Delphi Label Team will need to certify supplier container labeling to the Delphi Global standard and certify supplier per label certification process.

Delphi WebEDI can also help with supplier conformance to stand alone label printing by occasionally comparing labels generated by WebEDI to their own system generated labels.

### **DELPHI**

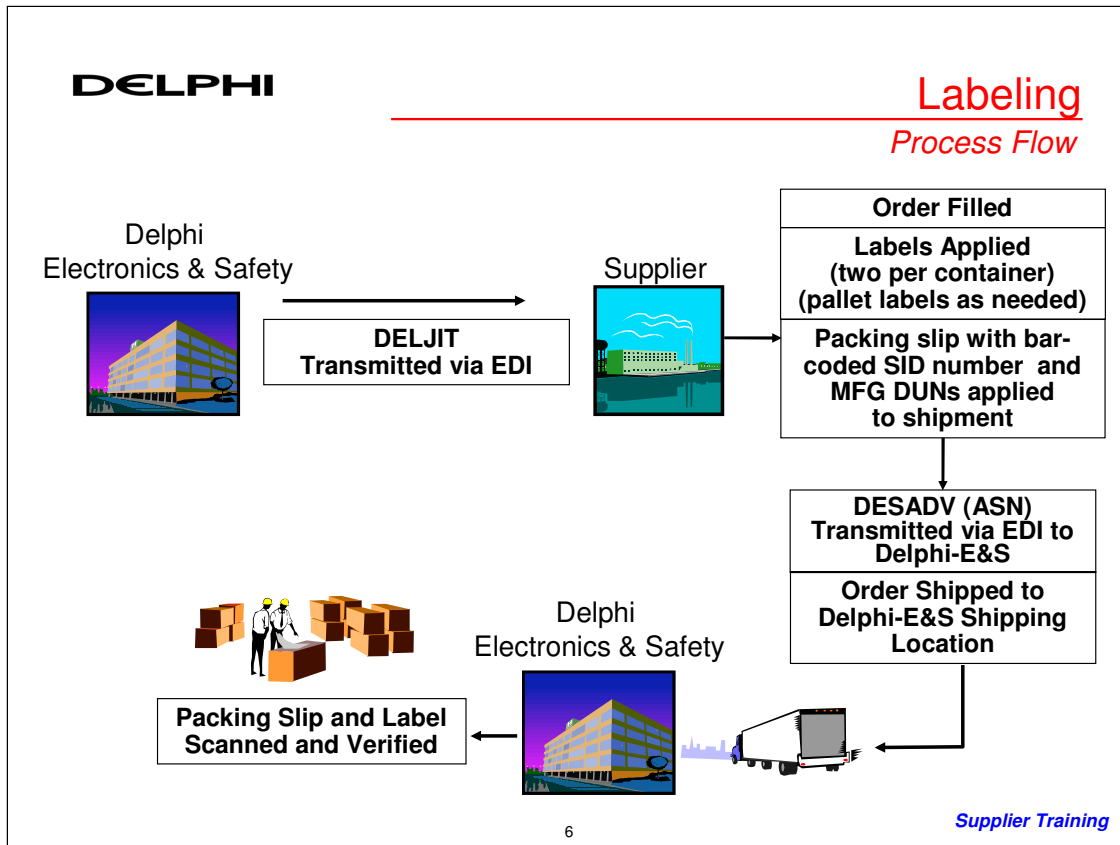
### **Container Labeling**

- ◆ The Label:
  - Container label is considered an extension of the part
  - Printed by the Supplier
  - Must be attached to containers and pallets as needed
  - Information required for mapping to the label is in the EDIFACT DELJIT
    - » Delphi WebEDI has labeling capability built into the application

5

*Supplier Training*

The label is an important part of the product and the supplier is expected to know and follow Delphi Global labeling standards and guidelines. Mapping information from the DELJIT will ensure correct information on container labeling.



This is the process flow for labels. Until a label is scanned and verified at the Delphi-E&S Label Team, the supplier is responsible and will be contacted if a problem exists.

### **DELPHI**

### **Container Labeling** *Certification*

- ◆ Certification is conducted by the Delphi-E&S Label Certification Team
- ◆ Certification is completed for New Supplier ship-from locations (VN DUNs)
- ◆ Certification assures correct label format is used, data is properly formatted, and barcodes can be interpreted.
- ◆ Supplier must mail sample labels to the Label Certification Team (address in appendix) for verification and approval
  - The Delphi Global Container Label Requirements Standard can be downloaded from the Delphi Portal

7

*Supplier Training*

The Delphi Global Container Label Requirements Standard can be downloaded from [https://delphi.portal.covisint.com/web/portal/vega/-/journal\\_content/56\\_INSTANCE\\_pJy9/107627/114729](https://delphi.portal.covisint.com/web/portal/vega/-/journal_content/56_INSTANCE_pJy9/107627/114729) (you may have to copy and paste into browser address field; no ID or password is required).

Certification is required if supplier has a new ship site (VN DUNs) because:

- 1) Moved from original certified location
- 2) Opened a new ship location

Anytime you implement something new, there must be a new certification (i.e. printers, software, etc.).

### DELPHI

### Container Labeling

#### ◆ Three types of labels

- Container Label
  - » Label used to identify the contents of the container
  - » Follow the Delphi Global Container Label Requirements Standard
- Master Label
  - » Label used to identify and summarize the total contents of a multiple pack of a single part number (material number) within the same container shipping to a single destination
  - » Used for pallets, skids, etc., holding more than one standard pack of the same part number (material number)
- Mixed Load Label
  - » Label used to identify the contents of multiple standard packs of different part numbers (material numbers) shipping to a single destination
  - » Used for pallets, skids, etc., holding more than one standard pack of different part numbers (material numbers)

8

Supplier Training

There are three types of labels required by Delphi-E&S: Container labels, Master labels, and Mixed Load labels.

The Master and Mixed Load labels are identifiers for receiving multiple standard pack containers on a skid or pallet.

More details on each kind are given above. Refer to the *Delphi Global Container Label Requirements Standard* provides more detailed information concerning each label type. Information on accessing this *Standard* is included at the end of this module.

**DELPHI**

### Container Labeling *Certification*

#### ◆ Label Size and Material

- The label medium shall be white in color with black printing
- Label size 4.0 inches (101.6mm) high by 6.0 inches (152.4mm) wide
- Adhesive label medium and assure application is wrinkle free
- Alternative container label is available with approval from Delphi Label Team for suppliers with small containers
  - » Label size: 4.0 inches (101.6mm) high by 2.0 (50.2mm) wide

#### ◆ The Label Team member will verify and review your label per the *Delphi Global Container Label Requirements Standard* and will return results back to Supplier

- Several submissions are often required before approval is granted

#### ◆ **Continue shipping while undergoing Label Certification**

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*Supplier Training*

Remember that several submissions may be required before SAP label certification is complete. If you have issues or questions, contact information is included in the *Appendix* section of this training.

#### Label Size and Material

- 1) The label medium shall be white in color with black printing.
- 2) Label size 4.0 inches (101.6mm) high by 6.0 inches (152.4mm) wide
- 3) Adhesive label medium and assure application is wrinkle free

A new supplier to Delphi-E&S must get label certification as well as EDI certification.

**DELPHI**

**Label Requirements**

- ♦ Wide to narrow ratio of bars between 2.8:1 and 3.2:1
- ♦ Quiet zone on each side of barcode should be at least .25 inch (6.35mm)
- ♦ Barcode Symbology: Code 39, except for **Part No.** and **Lot No.** fields, which will be **Code 128**

The diagram shows a rectangular label with several fields and barcodes. A red arrow points to the 'Supplier Free Space' area at the bottom left. Another red arrow points to the 'Barcode 128' field, which is the 'SUPPLIER' field. The label contains the following fields and barcodes:

- PART #:** 1234ABCD1234ABCD01
- QUANTITY:** 123456
- P.O. (K):** 123456789012
- REV. LVL. (2P):** 12345678
- DLOC:** 12345678
- SERIAL #:** 123456789
- PLY / DOCK:** 1234567
- LOT NO.:** 1234ABCD01
- Storage Bin:** 123456789012345678901234567890
- Plant Name:** 123456789012345678901234567890
- Plant City:** 123456789012345678901234567890
- SUPPLIER:** 1234567890
- DESC:** 123456789012345678901234567890
- MFG. DATE:** 04/22/2005
- MADE IN:** 12345678901234567890

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Supplier Training

The wide to narrow ratio refers to the ratio of the lines in the barcode symbology. The ratio must be between 2.8:1 and 3.2:1. This is specified in the *Delphi Global Container Label Requirements Standard*, Section D.3.6 "Wide to Narrow Element Ratio."

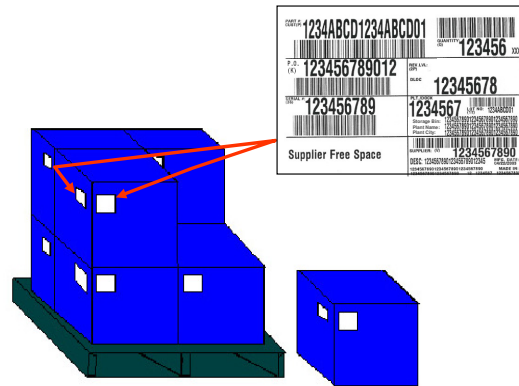
For optimum scanning, a symbol's leading and trailing clear area (quiet zone) shall be at least 0.25 inch (6.35 mm). This is specified in the *Delphi Global Container Label Requirements Standard*, Section D.3.7 "Quiet Zone"

Barcode Symbology information is detailed in the *Delphi Global Container Label Requirements Standard*, Section D.3 "Barcode Symbology"

**DELPHI**

### Container Label Placement

- ◆ Two labels per container are required
- ◆ Container labels must be affixed to two adjacent sides of each container



**Memo Item: Returnable Totes must have container labels placed at each end of tote**

**Refer to Section J of the *Delphi Global Container Label Requirements Standard***

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Supplier Training

Container labels must be placed properly on containers. The above example illustrates proper placement of labels on expendable containers. Labels are placed on two adjacent sides of each container to help confirm readability even if the box gets turned on the pallet.

In addition, Delphi-E&S currently has suppliers that are involved in a Returnable Container Program. Label placement for returnable containers requires suppliers to place a container label on each end of the returnable tote. For Master and Mixed Load labels, suppliers should follow placement instructions for palletized containers.

**DELPHI**

### Container Label Fields

#### ① Delphi Material Number (Part Number)

**Field Identifier:**

PART #  
CUST

**Data Identifier:**

(P)

**Maximum characters:**

18 (not including data identifier)

**Barcode Symbology:**

Code 128

PART #: CUST(P) <b>1234ABCD1234ABCD01</b> ①		QUANTITY (Q) <b>123456</b> XXX
P.O. (K) <b>123456789012</b>	REV. LVL: (2P) <b>12345678</b>	
SERIAL #: (3S) <b>123456789</b>	PLT./DOCK (11) <b>1234567</b>	
Supplier Free Space		LOT NO: 1234ABCD01 Storage Bin: 123456789012345678901234567890 Plant Name: 123456789012345678901234567890 Plant City: 123456789012345678901234567890
SUPPLIER: (V) <b>1234567890</b>		DESC: 1234567890123456789012345678901234567890 MFG. DATE: 04/22/2005 MADE IN: 12345678901234567890 12 1234567 1234567890

**This information is obtained from the LIN segment in the DELJIT**

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

The material (part) number refers to the Delphi-E&S material (part) number, not to the supplier's part number. This information is included in the DELJIT (Supplier JIT Schedule) sent to suppliers.

**DELPHI**

### Container Label Fields

② Purchase Order – Assigned by Delphi-E&S

**Also called:**  
Scheduling Agreement

**Field Identifier:**  
P.O.

**Data Identifier:**  
(K)

**Maximum characters:**  
12 (not including data  
identifier)

PART #: CUST(P) 1234ABCD1234ABCD01		QUANTITY (Q) 123456 XXX	
P.O. (K) 123456789012		REV. LVL: (2P) 12345678	
SERIAL #: (3S) 123456789		DLOC 12345678	
Supplier Free Space		PLT./DOCK 1234567	
		LOT NO: 1234ABCD01	
		Storage Bin: 123456789012345678901234567890	
		Plant Name: 123456789012345678901234567890	
		Plant City: 123456789012345678901234567890	
		SUPPLIER: (V) 1234567890	
		DESC: 123456789012345678901234567890	
		MFG. DATE: 04/22/2008	
		MADE IN: 12345678901234567890 12 1234567 1234567890	

**This information is obtained from the  
RFF+AAN segment in the DELJIT**

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

Delphi-E&S is shipment-based and must have the Scheduling Agreement (or Purchase Order), from RFF+ON segment of the ORDERS or ORDCHG message) number on the label.

**DELPHI**

### Container Label Fields

#### ③ Serial Number – Assigned by Supplier

**Field Identifier:**  
SERIAL #

**Data Identifier:**  
(3S)

**Maximum characters:**  
9 (not including data  
identifier)

PART #: CUST(P) 1234ABCD1234ABCD01		QUANTITY (Q) 123456 XXX	
P.O. (K) 123456789012		REV. LVL: (2P)	
DLOC 12345678		PLT./DOCK	
SERIAL # (3S) 123456789		LOT NO: 1234ABCD01	
Supplier Free Space		Storage Bin: 123456789012345678901234567890 Plant Name: 123456789012345678901234567890 Plant City: 123456789012345678901234567890	
		SUPPLIER: (V) 1234567890	
		DESC: 12345678901234567890123456789012345 MFG. DATE: 04/22/2009 123456789012345678901234567890 12 1234567 1234567890	

**This number is a unique number assigned by the Supplier. The number cannot be reused within a 12-month timeframe**

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

The serial number is a unique number created by the supplier. The serial number does not necessarily need to be in sequential order and shall not be repeated on another label within a 12-month period. Serial number is used for traceability of the part or parts in the container.

On the Container Label, the serial number identifier is 3S.

**DELPHI**

### Container Label Fields

#### ④ Supplier Free Space

Supplier can populate this area as desired

PART #: CUST(P) 1234ABCD1234ABCD01		QUANTITY (Q) 123456 XXX	
P.O. (K) 123456789012		REV. LVL: (2P)	
SERIAL #: (3S) 123456789		DLOC 12345678	
PLT./DOCK 1234567		LOT NO: 1234ABCD01	
Storage Bin: 123456789012345678901234567890		Plant Name: 123456789012345678901234567890	
Plant City: 123456789012345678901234567890		SUPPLIER: (V) 1234567890	
DESC: 123456789012345678901234567890		MFG. DATE: 04/22/2008	
12345678901234567890 12 1234567 1234567890			

④

Supplier Free Space

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

Supplier can leave blank, add logo, supplier part number et cetera, but must stay within confines of the block.

**DELPHI**

### Container Label Fields

**5** Quantity

**Field Identifier:**  
QUANTITY

**Data Identifier:**  
(Q)

**Maximum characters:**  
6 (not including data  
identifier)

PART #: CUST(P) 1234ABCD1234ABCD01 		
P.O. (K) 123456789012 		REV.LVL: (2P) DLOC 12345678 
SERIAL #: (3S) 123456789 	PLT./DOCK 1234567 	
Supplier Free Space		
SUPPLIER: (V) 1234567890 DESC: 1234567890123456789012345678901234567890 MFG. DATE: 04/22/2009 MADE IN: 12345678901234567890 12 1234567 1234567890		

**Unit of measure is assumed PCE. Any other unit of measure must appear in human readable text with a maximum of 3 characters**

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

The unit of measure is assumed to be “each” unless specified otherwise in the human readable text.

**DELPHI**

**Container Label Fields**

**6**

REV LVL (not used)

DLOC

**Field Identifier:**  
DLOC  
(Delivery Location)

— EDIFACT DELJIT  
PCI...11Z segment

**Maximum  
characters:**  
8

PART #: (CUST(P))	1234ABCD1234ABCD01	QUANTITY: (Q)	123456 XXX
P.O. (K)	123456789012	REV LVL: (2P)	12345678 <b>6</b>
SERIAL #: (3S)	123456789	LOT NO: (11)	1234ABCD01
Supplier Free Space		Storage Bin:	123456789012345678901234567890
		Plant Name:	123456789012345678901234567890
		Plant City:	123456789012345678901234567890
		SUPPLIER: (V)	1234567890
		DESC: 123456789012345678901234567890	MFG. DATE: 04/22/2009
		12345678901234567890 12 1234567 1234567890	MADE IN:

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Supplier Training

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

The REV\_LVL will not be used at Delphi-E&S, but it may be used by other Delphi divisions.

DLOC - it is important to understand this information is in the EDIFACT DELJIT PCI...11Z segment . This is the "House Storage Location" and is internal to Delphi-E&S.

This has been the most confusing area of the label for the supplier. You **must** put whatever is on the EDIFACT DELJIT PCI segment here. **Do not hard code this label.**

**DELPHI**

### Container Label Fields

#### ⑦ PLT./DOCK / LOT NO.

**Field Identifier:**  
PLT./DOCK

**Data Identifier:**  
N/A

**Maximum characters:**  
7

**Field Identifier:**  
LOT NO.

**Data Identifier:**  
(1T)

**Maximum characters:**  
10 (not including data identifier)

**Barcode Symbology:**  
Code 128

PART #: CUST(P) 1234ABCD1234ABCD01		QUANTITY (Q) 123456 XXX
P.O. (K) 123456789012	REV. LVL: (2P)	DLOC 12345678
SERIAL # (3S) 123456789	PLT./DOCK (1T) 1234567	LOT NO: 1234ABCD01
Supplier Free Space		Storage Bin: 123456789012345678901234567890 Plant Name: 123456789012345678901234567890 Plant City: 123456789012345678901234567890
SUPPLIER: (V) 1234567890		DESC: 123456789012345678901234567890 MFG. DATE: 04/22/2009 123456789012345678901234567890 12 1234567 1234567890

PLT./DOCK will be mapped from the LOC+11 segment from the DELJIT. The rest of the information in this block will be mapped from the PCI...13-15Z segments from the DELJIT

For Suppliers using WebEDI labels the fields will populate automatically, with the quantity, serial number and lot no given during ASN creation.

The Plant/Dock and the Lot Number information is in this block. The Plant/Dock is mapped from the EDIFACT DELJIT LOC+11 segment. The Lot Number, if used, is assigned by the Supplier and encoded in barcode 128 with a 1T Data Identifier.

Storage Bin: Mapped from DELJIT PCI...13Z segment

Plant Name: Mapped from DELJIT PCI...14Z segment

Plant City: Mapped from DELJIT PCI...15Z segment

**DELPHI**

### Container Label Fields

#### 8 Part and Supplier Information

**Field Identifier:**  
SUPPLIER

**Data Identifier:**  
(v)

**Maximum characters:**  
12 ( not including  
identifier)

**Field Identifier:**  
DESC

**Maximum characters:**  
25

**Field Identifier:**  
MFG. DATE

**Barcode Symbology:**  
Code 39

PART #: (CUST(P)) 1234ABCD1234ABCD01		QUANTITY (Q) 123456 XXX	
P.O. (K) 123456789012		REV. LVL: (2P)	
DLOC 12345678		PLT./DOCK 1234567	
SERIAL #: (3S) 123456789		LOT NO: 1234ABCD01	
Supplier Free Space		Storage Bin: 123456789012345678901234567890 Plant Name: 123456789012345678901234567890 Plant City: 123456789012345678901234567890	
		SUPPLIER: (V) 1234567890 8	
DESC: 1234567890123456789012345		MFG. DATE: 04/22/2005	
123456789012345678901234567890		MADE IN: 12 1234567 1234567890	

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Supplier Training

The Supplier Identification number is the "Ship From" supplier number or shipping DUNs number provided by Delphi-E&S in the NAD+SU segment of the DELJIT.

The part description describes the part and is a maximum of 25 characters. This is provided in the PCI 17Z segment of the DELJIT.

The manufacturing date is the date that the part was manufactured.

The Country of Origin heading will state either "Assembled IN" or Made "IN" and will reflect whether the part was assembled or manufactured by the supplier.

Use standard country abbreviation.

Include supplier name, supplier city, supplier state, and supplier postal code.

**DELPHI**

**Master Label**

<b>MASTER LOAD</b>	
PART # CUST(P) <b>1234ABCD1234ABCD01</b>	QUANTITY: (Q) <b>123456</b> XXX
SUPPLIER (V) <b>123456789012</b>	DLOC <b>12345678</b>
SERIAL # (4S) <b>123456789</b>	PLT./DOCK <b>1234567</b>
Supplier Free Space	SHIP DATE: <b>07/26/2002</b> DESC: 1234567890123456789012345 123456789012345678901234567890 MADE IN: 12345678901234567890 12 1234567 1234567890

**Refer to Section F of the *NorthAmerica Container Label Requirements Standard***

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Supplier Training

A Master Load Label shall be used to identify the total contents of a multiple pack load of the SAME part number.

- 1) The serial number data identifier for the Master Load label is 4S.
- 2) Serial numbers must be unique and cannot be reused within a twelve month period

**DELPHI**

**Mixed Load Label**

<b>MIXED LOAD</b>	
SUPPLIER: (V) <b>123456789012</b> 	SHIP TO: 1234567890123456789012345 1234567890123456789012345 12345678901234567890 12 1234567
SERIAL #: (5S) <b>123456789</b> 	PLY./DOCK <b>1234567</b> Storage Bin: 123456789012345678901234567890 Plant Name: 123456789012345678901234567890 Plant City: 123456789012345678901234567890
Supplier Free Space	SHIP DATE: <b>07/26/2002</b> 123456789012345678901234567890 12345678901234567890 12 1234567

**Refer to Section G of the *NorthAmerica Container Label Requirements Standard***

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Supplier Training

A Mixed Load label shall be used to identify the total contents of a multiple pack load of material (part) numbers that are mixed. One part number per container.

- 1) The serial number data identifier for the Mixed Load Label is 5S.
- 2) Serial numbers must be unique and cannot be reused within a twelve month period.

- ◆ **Master Label or Mixed Load Label**  
must be affixed to outer area of the total package and will identify the part configuration of the skid or pallet
- ◆ **Two labels per pallet**



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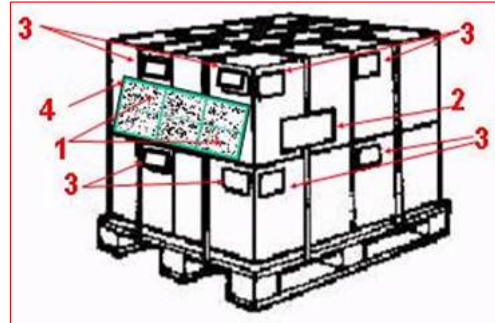
**DELPHI**

### Mixed Load Label Requirements

◆ **Additional labeling required for Mixed load shipments**

- Suppliers shipping Mixed Load skid/pallets are required to place a Master Load label per part number on the outer most area of the shipment next to the Mixed Load Label

- ◆ 1. Individual Master Load Label
- ◆ 2. Mixed Load Label
- ◆ 3. Container Label
- ◆ 4. In this example:
  - Cardboard placard to hold Master Load Label
  - Labels can also be applied directly to shrink wrap



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Supplier Training

Freight Hubs or Crossdocks are being identified as cost effective for Delphi shipments.

As material comes into these Hubs there is a need to push it through in a timely manner to meet shipping compliance windows. It is therefore imperative that personnel working the incoming material and outgoing shipments see accurate container labeling so to match the material with the correct Carrier and therefore ship material in a timely manner.

This additional labeling of a Master Load label on a Mixed load pallet will ensure that the crossdock personnel can accurately account for all material on the skid as it is designate for it's final destination without having to break the skid down which will incur the cost of time and money.

### **DELPHI**

### **Best Practices**

#### ◆ Labels

- Edge Determination
  - » Ensure correct amount of elements by checking that print heads are not damaged
- Decodability
  - » Ensure clear decodability and print clarity by
    - ◆ Use of ink gain, jagged edges, etc. contribute to poor "Decodability".
    - ◆ Can be corrected by altering temperature of printer Quiet Zones
- Ensure minimum .25 inch (6.35 mm) of Quiet Zone on either side of barcode

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*Supplier Training*

Suppliers should follow best practices to ensure proper labeling of Delphi Electronics & Safety products.

When utilizing a laser printer it is important to verify the printer has an adequate amount of toner and that the printer is routinely maintained and cleaned.

When using a thermal printer, the heat sensitivity needs to be monitored to ensure good label quality.

### **DELPHI**

### **Best Practices**

- ◆ Electronic Data Integrity of Label
  - Ensure correct label for correct part is properly affixed on container or pallet
  - All processes should be tied together electronically to ensure data is correct
- ◆ If manual data entry required for printing labels, second party verification should be used
- ◆ Operator work instructions for all labeling activities should be complete, documented, and accessible
- ◆ Training is defined, established, documented, and verified for operators and supervisors

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*Supplier Training*

This is a continuation of best practices that suppliers should follow for labeling.

### **DELPHI**

### **Best Practices**

- ◆ Label content and quality verified
- ◆ Printed label content and quality verified after any changes are made to printing equipment. Should include:
  - Checking barcode quality using a barcode verifier
    - » If supplier does not have proper equipment to verify bar code ask Delphi E&S Label Team to assist
  - Checking format of label to label specification or template sample
  - Checking legibility of human readable information
  - If new system has been installed a re-certification must be completed by the Delphi E&S Label Team

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*Supplier Training*

For additional information on supplier responsibilities see the *Supplier Responsibilities* section of the *Appendix*.

### **DELPHI**

#### **CONTAINER LABELING COMPLIANCE CHECKLIST**

- ❑ Print and use the most current version of the Delphi North American Container Labeling Standard
- ❑ Work with Delphi Electronics & Safety (E&S) Label Team to certify required labeling for incoming shipments to Delphi E&S
- ❑ Suppliers must certify a container, master and mixed load label
- ❑ Supplier will receive approval and certification from Delphi E&S Label Team

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*Supplier Training*

Suppliers should be encouraged to use this checklist prior to shipping to Delphi facilities

Checklist will ensure that supplier has completed all the required tasks prior to shipping into Delphi facilities.

**DELPHI****Packing Slip**

◆ **Shipment ID (SID) Barcode**

- SHALL be in upper right corner of the supplier Packing Slip
- Will be directly above SID human readable
- Supplier to use current packing slip format with barcode modification
- Code 39 – Bar Code Symbology

**Human readable information:**  
Minimum of 10 point font


**(2S) Data Identifier: Required**

**SID is the number transmitted in the BGM segment of the DESADV. Cannot be repeated within a 12-month timeframe**

**Barcode contains SID preceded by (2S) Data Identifier. Max of 10 characters**  
Example: 2S1234567890

**Manufacturing DUNs Number is required**


**Packing Slip**

  
**SID (2S) # 1234567890**

Ship To: Delphi  
5820 Delphi Drive  
Troy, MI 48098

Ship From: Vendor X  
123 One Street  
Troy, MI 48098

Part Number	Manufacturing DUNs Number	Qty
XYZ	793255852	100 EA



The Shipment Identification Number (SID) is a unique number assigned by the supplier and does not need to be in sequential order. It is returned on the packing slip and shall be barcoded with Barcode Symbology 39. This number will link the barcode data on the packing slip to the DESADV (ASN) sent by the supplier for receiving purposes.

The SID shall not be repeated to Delphi-E&S on another packing slip within a 12-month period. The SID number has a maximum length of 10 alphanumeric characters with a data identifier (2S).

It is very important that the human readable information associated with the barcode is clear and appears on every packing slip. For example: If the barcode cannot be scanned, a manual entry using the human readable characters will need to occur to complete the receiving process.

A packing slip is usually 8 1/2" by 11" (215.9mm x 479.4mm, standard NA paper size).

The Manufacturing DUNs number, per part number, is required on the packing slip. This is just an example.

### **DELPHI**

### **Packing Slip Requirements**

- ◆ Each packing slip **MUST** have unique number called a SID (Shipment IDentification number) barcode
  - Assigned by Supplier
  - Does not need to be in sequential order
  - The barcode SID on the packing slip links the ASN sent by supplier for receiving purposes
  - SHALL NOT be repeated on another packing slip within twelve-month period
  - SHALL be exact same number as sent in ASN transaction. (Example, if ASN SID Number is 1234567890, then the barcoded Packing Slip SID Number SHALL read 2S1234567890 (2S data identifier is part of the bar code but not included in the BGM segment of the DESADV)

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*Supplier Training*

This is a continuation from the previous page concerning Delphi-E&S packing slip requirements.

### **DELPHI**

### **Packing Slip Requirements Checklist**

- ❑ Is not part of the North American Container Labeling Standard
  - ❑ Documentation for the SID bar code requirement located on the Delphi E&S Supplier Training Webpage  
[https://www.delphisuppliers.com/vendor\\_documents/delphi-d/Vega2/index.html](https://www.delphisuppliers.com/vendor_documents/delphi-d/Vega2/index.html)
- ❑ Must be included with every shipment
- ❑ Must be on the outermost surface of shipment
- ❑ Preferably in a sleeve marked “Packing Slip Enclosed”
- ❑ Must include a unique Shipment Identification Number (SID) that is barcoded
- ❑ Must clearly indicate the material numbers (part numbers), total quantity shipped, unit of measure, and Manufacturing DUNs number per material number

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*Supplier Training*

Suppliers must comply to all Delphi-E&S packing slip requirements.

This is not on the web site and is not part of the North American Container Label Requirements Standards.

Packing Slip Requirements can be found in the Appendix of this manual.

If you need additional help, contact your Label Certification Team Member found in your Appendix.

### DELPHI

### Global EDI & Receiving Non-Conformance Notification

- ◆ *This practice will allow all Delphi E & S Receiving sites to be common*
  - *Provides Supplier History*
    - » 1st time offenders
    - » Repetitive Occurrences
    - » Enable follow up & resolution

Delphi - Electronics & Safety  
Notification of EDI / Receiving Problems

#### REQUIRES YOUR IMMEDIATE ACTION

Failure to send accurate and timely ASN's may impact supplier payments, result in PR&R's, and impact your future business opportunities with Delphi.

Location notifying you of the problem:

Delphi Contact person:  
Supplier guidelines link: <http://www.delphisupplier.com/vendor/document/delphi-edi.asp?index.html>  
Contact phone:  
Plant contact:

Today's date:

Vendor name: Supplier SAP Vendor

Part # Shipped to:

ASNs and type of problem:

ASN#	Date first Received	Problem Type (1-9)	Field in error	Incorrect Data	Corrected Data

#### Problem type:

Problem type:	How to Correct:
1 No SLD or SLD barcode on packing slip	All future packing slip must have SLD barcodes
2 SLD# Bar-coded incorrectly	To resolve technical issues: Help Desk 1-877-733-3744 International: +1(015774-6599 - prompt 4, prompt 4
3 Packing slip info doesn't match ASN data	Verify that packing slip matches the ASN before making shipment
4 No Packing slip with the shipment	Please fax a packing slip ASAP to (area code) - phone # of Plant Receiving Manager
5 ASN not received from Supplier	All Delphi Shipments require ASN's
6 ASN received late	ASN should be sent when materials leave your dock
7 ASN has LDC format errors	To resolve technical issues: Help Desk 1-877-733-3744 International: +1(015774-6599 - prompt 4, prompt 4
8 Label Problems: missing, non-scannable, damaged, etc.	Verify all shipping labels before making shipment
9 Other (any Receiving error not previously listed above)	To be defined by Delphi

#### Other Problems / Comments:

Respond within 48 hours to avoid PR&R issues and potential cost recovery charges. If you need assistance please contact the Delphi Help Desk 1-877-733-3744 (Option 4), (Option 4) for International suppliers: +1(015774-6599 (Option 4), (Option 4) for SAP PUP team help. First occurrence generates a non-conformance notification. Second occurrence generates a PR&R.

September 14, 2004

Global EDI & Receiving Non-Conformance Notification

Supplier Training

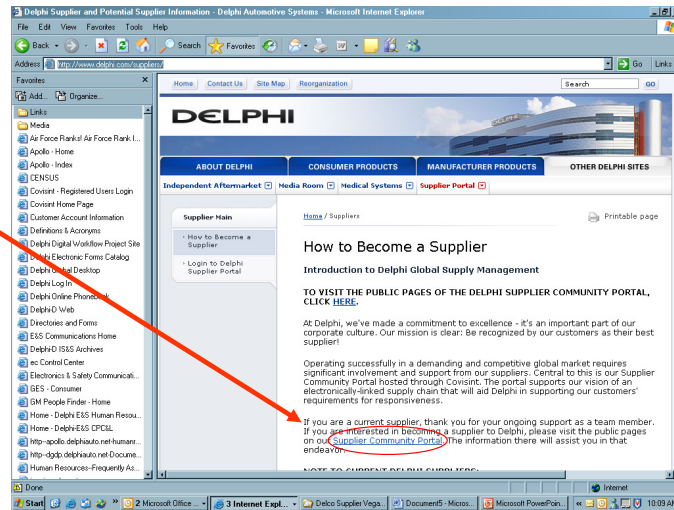
### DELPHI

### Accessing the Label Requirements Standard

- 1 Access the Delphi Supplier web site

<http://www.delphi.com/suppliers/>

- 2 Click on Supplier Community Portal



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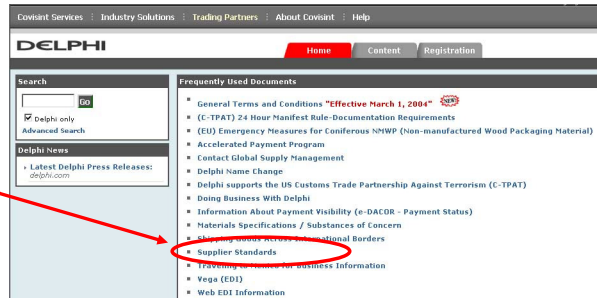
Supplier Training

The next few slides will guide you through accessing the *North America Container Label Requirements Standard*. You should review and understand all labeling requirements within this *Standard*.

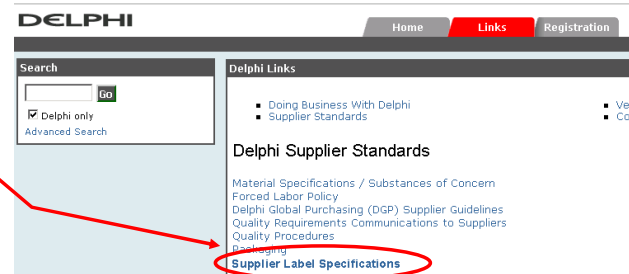
### DELPHI

### Accessing the Label Requirements Standard

- 3 Click on  
**Supplier Standards**  
in the *Frequently  
Used Documents*  
section



- 4 Click on  
**Supplier Label  
Specifications**



### DELPHI

### Accessing the Label Requirements Standard

- 5 To download the Standard,  
click on the icon  
(must have Adobe®  
Acrobat® Reader)

- 6 To view on screen,  
click **Supplier  
Label  
Specifications –  
North America  
Only**

SUPPLIER LABEL SPECIFICATIONS				
	<a href="#">Supplier Label Specifications - North America Only</a> These specifications are to be used for shipments to North American plants <b>only</b> .		Nov 1, 2007	2.8 MB
	<a href="#">Supplier Label Specifications - Europe Only</a> These specifications are to be used for shipments to European plants <b>only</b> .		Nov 27, 2001	0 KB

To view this document on screen, you must have Adobe® Acrobat® Reader. A free download is available on the Adobe® web site.

**DELPHI**

### Accessing the Label Requirements Standard

- 7 The *NorthAmerica Container Label Requirements Standard* will display
- ◆ If you have any questions or problems accessing the *Standard*, contact information is included in the *Appendix* section



**DELPHI**

# **Questions and Answers**

If you have additional questions regarding VEGA 2 after the training session, please contact the  
Delphi Electronics & Safety VEGA Support Team:  
**[delco.vega.support.kokomo@delphi.com](mailto:delco.vega.support.kokomo@delphi.com)**



*Supplier Training*