

DELPHI

Electronics & Safety

Subject: **Delphi Electronics and Safety Packing Slip Requirements addendum for LIRC**

All Delphi-E&S suppliers shall follow the labeling requirements as outlined in the current Delphi **NORTH AMERICAN CONTAINER LABELING REQUIREMENTS STANDARD**, *version 5.3, dated January 1, 2010*

Below are highlights from this document:

CONTAINER LABEL

- 1) Two barcode labels per container (mandatory) shall be affixed to adjacent sides of the container.
- 2) Critical label fields (see sample label below)
 - Part number
 - Quantity
 - Plant



When a Supplier is shipping multiple containers on a skid or pallet the above Container Labels must be affixed to each container and a pallet label applied. Remember – only material for one plant is allowed per pallet.

MASTER PALLET LOAD LABEL

- 1) (Required) - To enable PN/Qty verification through the SCAN receiving process.
- 2) Suppliers shipping multiple containers of the same part number using a skid or pallet shall affix one **Master Pallet Load Identification Label** to the external area of the pallet (outside of any shrink wrapping) clearly visible, and preferably next to the "Packing Slip Enclosed" pouch. Note: **DO NOT APPLY** to top of pallet
- 3) The Master Load Label will reflect the **TOTAL** quantity of the part number on the skid.
- 4) All containers on a pallet must be going to the **same** Delphi Plant Code destination.
- 5) Master label must look similar to below.
- 6) Critical label fields
 - Part number
 - Quantity
 - Plant

MASTER LOAD PART#: 28039996 CUST (P) SUPPLIER: 070299268 (V) SERIAL#: 010030487 (4S)		QUANTITY: 2000 (Q) DLOC: 0002 PLT / DOCK: DA31
SM 24-Nov-09 10:22:40 11395721 SHIPPER: 620632 1 CTNS: 1		PLANT NAME: DELPHI E&S DELNOSA PLANT CITY: LOS INDIOS SHIP DATE: 11/24/2009 DESC: SCREW-M6 X 1.0 X 12 MNP CORPORATION UTICA MI 48318 MADE IN: USA

If all the material on the pallet is not the same (several material numbers for only one plant):

MIXED PALLET LOAD LABEL

- 1) (Required) - Visual Aid to insure recognition at the Receiving Site that there are multiple PN's on the specified pallet.
- 2) Suppliers shipping multiple containers of different part numbers using a single skid or pallet shall affix one **Mixed Pallet Load Identification Label** to the external area of the pallet (outside of any shrink wrapping) clearly visible, next to the "Packing Slip Enclosed" pouch. Note: DO NOT apply to top of the pallet
- 3) All containers on a pallet must be going to the same Delphi Plant Code Destination. Do not palletize multiple Delphi Plant Code Destinations on the same Pallet.
- 4) In addition, a **Master Pallet Label** per part number should be affixed to the outer area of the shipment to make clear to receiving personnel total quantity per part number.



In addition to container labeling, it is very important for the following information to be included on your Packing Slip. The payment process for Delphi-E&S starts at shipment receipt, and proper information on your Packing Slip will ensure prompt and proper processing.

SUPPLIER PACKING SLIP

Supplier ASN/SID/PSLIP (Packing Slip) Configuration - Shipment Guidelines

- Supplier material shipped on the same date to **ONE** Delphi Plant destination SHALL be manifested and invoiced on **ONE** ASN/SID/PSLIP number.
 - Supplier shipments SHALL contain multiple part numbers per **ONE** ASN/SID/PSLIP number when shipping to **ONE** Delphi Plant destination.
 - Suppliers shipping to multiple Delphi Plant destinations on the same date are required to issue **ONE** ASN/SID/PSLIP **for each** Delphi Plant destination. **Note:** Supplier SHALL NOT consolidate multiple Plant destination shipments under one ASN/SID/PSLIP number.
- 1) Accompanies each shipment and shall be affixed next to the master label when skid is palletized or next to the container label if the shipment is a single container (outermost surface of shipment). Preferably in a sleeve marked "packing slip enclosed".
- 2) Critical Packing Slip Information:
- Barcode shipment ID (ASN)
 - Part number
 - Quantity
 - Purchase Order Number
 - Manufacturing DUNS #
 - Ship from address
 - Ship to address **(Complete Delphi address including receiving dock information)**
 - Ship date/carrier information

Packing Slip

EXAMPLE



SID# (2S) 1234567890

Ship From: Vendor X
123 One Street
Your City, DC 12345

Date: January 15, 2010

Carrier Information

Ship To: Delphi Plant **DA26**
601 Joaquin Cavazos Road
Los Indios, TX 78567 US

Carrier Name:
BOL:
PRO:

Delphi Part Number	Mfg DUNS #	PO	Qty	UoM
12349876	006068050	550000001	100	PC
NME12349877	006068050	550000001	40	PC
12348899001	006068050	550000002	25	PC

Lastly, an Advanced Shipment Notice (ASN) is required for all shipments made to a Delphi-E&S plant:

ASN'S- ADVANCED SHIPMENT NOTICE

- 1) Supplier shall create an ASN at time of shipment. The ASN shall not be repeated to any Delphi plant within a twelve-month period and must be exactly the same as the human readable SID # placed on the Supplier Packing Slip (maximum length of 10 characters not including the 2S data identifier). If there are leading zeroes used, they must be present on both the ASN and the barcode.

The Supplier shipment carton/pallet Labeling, Packing Slip and ASN transmission are critical to facilitate timely and accurate Delphi scan receipt processes and payments to Suppliers. This also helps to ensure supplier schedule accuracy and Supply Chain tracking and Logistics.

Non compliant Supplier shipments (Non-conforming labels, ASN's, packing slips) are subject to PR&R issuance, and cost recovery.

Please refer to links below for further specifications regarding Delphi Container Labeling/Packing Slip/ASN compliance:

NORTH AMERICAN CONTAINER LABELING REQUIREMENTS STANDARD

https://delphi.portal.covisint.com/c/document_library/get_file?p_l_id=113438&folderId=3577121&name=DLFE-139006.pdf (if copy and paste be sure to grab both lines of this URL, "...1&name=D...")

PACKING SLIP INSTRUCTIONS

http://www.delphisuppliers.com/vendor_documents/delphi-d/Vega2/packing%20slip%20instruction.zip

If you need assistance with either or both of these topics please contact Delphi-E&S Supplier Compliance team members:

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Revision History	
December 16, 2009	Initial Release
January 5, 2010	"North American Container Labeling Requirements Standard" renamed to "Delphi Global Container Label Requirements Standard", version 5.3, January 1, 2010
January 15, 2010	Included example of supplier packing slip
August 6, 2010	Added more information about multi-part shipping, revised packing slip example