

# DELPHI ELECTRONICS AND SAFETY

## PACKING SLIP REQUIREMENTS STANDARD

### A. Introduction

#### A.1 Purpose

The *Delphi Electronics and Safety Packing Slip Requirements Standard* provides written requirements for the printing and application of Bar Coded Shipment ID Number (SID) on the supplier packing slips.

Suppliers SHALL use the packing slip requirements detailed in this document when shipping to *Delphi Electronics and Safety* facilities in North America.

#### 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.
- Supplier Packing Slips SHALL be placed in a plastic sleeve and attached to the outside of the container or to the shrink wrap of the pallet.

In this document, the word 'SHALL' indicates a requirement and the word 'SHOULD' indicates a recommendation. These words followed by 'NOT' will help emphasize the opposite of the statement.

In order to facilitate efficient and effective operations, packing slip requirements SHALL be followed exactly. If there is any concern in meeting these requirements, please contact your representative listed in Appendix C.

**To reiterate, this change pertains to the supplier packing slip only and not the supplier container label.**

#### A.2 Sample Packing Slip Approval

Suppliers SHALL submit sample bar coded packing slips to their Label Certification Team Member.

Approval will be sent from *Delphi Electronics and Safety* to the supplier once the packing slip bar code format is tested and passes.

### B. Definitions

#### Data Identifier

A specified character string that defines the specific data that immediately follows as defined by ANSI MH10.8.2, Data Identifier Guideline.

#### Electronic Data Interchange (EDI)

The computer communication of data between trading partners.

#### Text Lines-per-block (LPB)

The height of text characters is defined by using this unit of measure rather than inches, millimeters, or points.

### C. General Information

#### C.1. Material

The label medium SHALL be white in color with black printing.

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### C.2 Bar Code Symbolology

In compliance with the current AIAG B10 Shipping Label Specs, the symbology used SHALL be Code 39 or Code 128.

#### C.2.1 Code Configuration

The four characters (\$, /, +, %) SHALL NOT be used on the Bar Coded Shipment ID Number (SID).

#### C.2.2 Check Digits

For code 39, the check digits SHALL NOT be added to the bar codes or human readable interpretation.

#### C.2.3 Code Density and Dimensions

This standard requires that the bar code meets a minimum height and that the bars and spaces maintain specific sizes and ratios. Acceptable (100%) scanner read rates also require that quiet zones and gap widths be a specific size.

#### C.2.4 Bar Height

The bar height SHALL be a minimum of 0.5 inches and a maximum of .75 inches.

#### C.2.5 Narrow Elements

The bars and spaces in a symbol are called elements. For each bar code 39 symbol, the narrow element width (known as the X dimension) SHALL be within the range of 0.013 to 0.017 inches (0.33 to 0.43 mm).

#### C.2.6 Wide to Narrow Element Ratio

The ratio for code 39 of the average width of the wide elements to the average width of the narrow elements SHALL be 3:1, with an allowable range of 2.8:1 to 3.2:1.

#### C.2.7 Quiet Zone

For optimum scanning, a symbol's leading and trailing clear area known as the quiet zone SHALL be at least 0.25 inches (6.4mm).

### C.3 Use of Data Identifiers

A data identifier is one or more character that defines a general category type or specific use of bar coded data. The bar-coded field SHALL start with the data identifier and will identify the type of information encoded in that symbol. Care must be taken that the bar-coded data has the proper data identifier.

The data identifier SHALL be printed in human readable characters in parentheses under the title for the appropriate data area.

The data identifier SHALL NOT be included in the human readable interpretation of the bar code symbol.

All lengths specified in the following sections do not include the data identifier within the bar-coded fields.

See data identifier sample for SID bar code listed below:

<u>Data Identifier</u>	<u>Data Area</u>
2S	Shipment ID

### D. Data Area Characteristics

#### SID #(2S):

Each packing slip SHALL have a unique number called a Shipment ID (SID) number. This number is assigned by the supplier, not *Delphi Electronics and Safety*, and does not necessarily need to be in sequential order. This unique number links the supplier packing slip to the

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transmitted Advance Shipping Notice (ASN) for receiving purposes. The SID number SHALL NOT be repeated on another supplier packing slip to *any Delphi Division on SAP* within a twelve-month period.


The SID number SHALL be the exact same number as sent in the DESADV message. For Example, if the ASN Number sent by the supplier is 1234567890 then the Bar Coded SID number SHALL read (2S) 1234567890.

The SID number has a maximum length of 10 alphanumeric characters. The data identifier (2S) is NOT part of this maximum.

The human readable part number characters SHALL be **bold** and a minimum font of 10 points.

The bar code symbol for the SID Number SHALL be directly above the human readable characters, SHALL be a minimum of ½" high, and SHALL contain the data identifier (2S) at the beginning of the bar code.

## Example

Packing Slip				
				
			SID# (2S) 1234567890	
Ship From:	Vendor X 123 One Street Your City, DC 12345			
Ship To:	Delphi Plant DA26 601 Joaquin Cavazos Road Los Indios, TX 78567 US			
<u>Delphi Part Number</u>	<u>Mfg DUNs #</u>	<u>PO</u>	<u>Qty</u>	<u>UoM</u>
12349876	006068050	550000001	100	PC
NME12349877	006068050	550000001	40	PC
12348899001	006068050	550000002	25	PC

### E. Placement

The Shipment ID Bar Code SHOULD be placed in the upper right hand corner.

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### F. Quality Check

Suppliers have a responsibility to provide bar coded packing slips that meet Delphi standards and Delphi has a responsibility to alert suppliers of any persistent packing slip non-conformance.

The ANSI X3.182, Bar Code Print Quality Guideline SHALL be used to determine bar code symbol print quality. It is suggested that the supplier's minimum internal print quality grade SHALL be (B) 3.0/10/660, to guarantee a customer print quality grade of (C) 1.5/10/660 where:

Minimum print quality grade = 3.0 (B)  
Measurement aperture = 0.010 inch (0.254 mm)  
Inspection wavelength = 660 nanometers +/- 10 nanometers.

It is recommended that verification audits be used in conjunction with statistical process control to assure label quality.

### Appendix

#### Appendix A: Packing Slip Bar Code Approval

For approval of the Packing Slip bar code format, mail this form to:

- a) Label Certification Team member as designated
- Team member shall direct supplier with regard to mailing samples

#### Appendix B: Label Approval Checklist by Delphi Internal Usage

*Delphi Electronics and Safety* will scan all SID bar codes presented by the supplier. A checklist will be kept on file as the Label Team qualifies the SID bar code for certification. Supplier will be notified of pass or fail and follow up will occur if needed. Upon certification of the SID bar code supplier will be instructed to put this into production with next shipment to *Delphi Electronics and Safety*.

#### Appendix C: Delphi Electronics and Safety Label Certification Contact List

Andrea Taylor	Phone: 765-451-3524 Fax: 765-451-3530 Email: <a href="mailto:andrea.taylor@delphi.com">andrea.taylor@delphi.com</a>
Tom Richardson	Phone: 765-451-3513 Fax: 765-451-3530 Email: <a href="mailto:thomas.a.richardson@delphi.com">thomas.a.richardson@delphi.com</a>

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March 1, 2004	Initial Release	Delphi Corp
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July 1, 2010	Added Supplier ASN/SID/Packing Slip Shipment Guidelines, updated Appendix C.	Delphi Corp