



**SPECIFIC CRITERIA FOR THE ADAC TRADING PARTNER LABEL TEMPLATE:**

- Font sizes are specified for readability.
  - Label dimensions are approximately 4" (102 mm) high by 6.5" (165mm) wide.
  - Label/font sizes may be scaled equally to fill larger label media.
  - Bar codes must be Code 3 of 9 (Code 39) type and must include an identifier code in the first position.
  - Bar code for License Plate and Master Serial Numbers must be Code 128 and must include the correct identifier in the first position.
  - Labels shall be printed with black characters on white background.
  - Fonts shall be uppercase and bold.
  - Typeface shall be Arial Narrow, Helvetica Condensed, or equivalent.
  - Labels shall be affixed in accordance with A.I.A.G. recommendations found in the B-10 guidelines.
  - The supplier shall verify that the label is legible per A.I.A.G. B-10, B-14, B-8, QS9000, and ISO standards.
- (NOTE: BAR CODES MUST BE EASILY SCANNABLE AND MEET OR EXCEED ANSI PRINT QUALITY "C" AT POINT OF RECEIPT)

The AIAG B-10 Implementation Guideline is a copyrighted document. Copies may be purchased through the AIAG's web site at [www.aiag.org](http://www.aiag.org) or by calling (248)358-3003.

Fax or E-Mail requests for added clarification or suggested changes to:

Mailing Address:  
 ADAC Plastics, Inc.  
 5670 Eagle Dr SE  
 P.O Box 888375  
 Grand Rapids, MI 49512

Label Contact:  
 Attn: Label Verification  
 Fax (616) 957-5217  
 labels@adacautomotive.com

**IT'S YOUR IMAGE**

Your label is the first impression of your company and its products. Poorly printed labels, sloppy placement, and unscannable bar codes reflect on the perception of your company. The shipping label and associated processes should receive the same quality efforts as your product - it's your image

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>		<u>NOTE:</u>
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION RELEASE:</u> <b>2009 R1</b>
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# CONTAINER LABEL FORMAT & FONT SPECS

**Title:**  
Part No. (P)  
8 point

**Human Readable Text:**  
28 Point

**Bar Code**  
Code 3 of 9  
Height .55"

The Title, Human Readable, and Barcode specifications are the same for the following:  
Quantity (Q) and Description

NOTE – There shall be no leading zeroes in the Part#, Quantity or License Plate#.

NOTE – USE APPROPRIATE DIS AND DATA SYNTAX FOR ALL BAR CODES IN SUPPLIER AREA



**License Plate:**  
License Plate (1J), 8pt.

**Human Readable Text:**  
24 pt.

**Bar Code**  
Code 128  
Height .60"

NOTE – Space between Supplier Codes and Serial number in human readable only.

**Bar Code will NOT have a space.**

FROM: SUPPLIER PLANT 310 MISSING LANE RD SOMEWHEREVILLE, MI 49659	TO: ADAC AUTOMOTIVE 5920 TAHOE DRIVE GRAND RAPIDS, MI 49588	Lot #:	Mfg Date:
		Expire Date:	Ship Date:
Part No. (P) <b>9400-0005.000</b> 	<h2 style="margin: 0;">Part Description</h2>		
Quantity (Q) <b>60</b> 	<h2 style="margin: 0;">(Supplier Area)</h2>		
License Plate (1J) <b>A464B 123456789</b> 			

FROM, TO, Lot#, Mfg. Date, Expire Date, and Ship Date.  
8 pt.

Lot#, Mfg. Date, Expire Date, and Ship Date. Must be filled in, but can be hand written, or stamped. Legibility must be ensured.

\* The label provider must ensure quiet zone requirement of 0.25 in. (6.4 mm) is maintained.

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>	<u>LABEL PURPOSE/USE:</u> To be used on a single container holding one or more parts of the same part number.	<u>NOTE:</u>
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION RELEASE:</u> <b>2009 R1</b>

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# CONTAINER LABEL BLOCK LAYOUT

<b>1" x 1.85"</b>	<b>1" x 1.85"</b>	<b>.5" x 1.4"</b>	<b>.5" x 1.4"</b>
		<b>.5" x 1.4"</b>	<b>.5" x 1.4"</b>
<b>1" x 3.7"</b>		<b>1" x 2.8"</b>	
<b>1" x 3.7"</b>		<b>1" x 2.8"</b>	
<b>1" x 6.5"</b>			

\* ANY DIMENSIONS THAT ARE NOT OTHERWISE SPECIFIED ON THIS PAGE SHALL BE IN COMPLIANCE WITH AIAG B10 STANDARDS.

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>	<u>LABEL PURPOSE/USE:</u> To be used on a single container holding one or more parts of the same part number.		<u>NOTE:</u>
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION RELEASE:</u> <b>2009 R1</b>	Control # 501 - Miscellaneous - Rev F 8-5-09  <b>PAGE 3 of 6</b>

# MASTER LABEL FORMAT & FONT SPECS

**Title:**  
MASTER  
64point

**Human Readable Text:**  
64Point

**Title:**  
Part No.: (4P)  
8 point

**Identifier:**  
4P

**Bar Code**  
Code 3 of 9  
Height.55"

**Human Readable Text:**  
24 Point

**Title:**  
Master Serial#: (4S)  
8 point

**Identifier**  
4S

**Human Readable Text:**  
24 pt.

**Bar Code**  
Code 128  
Height: min .60"

NOTE – Space between  
Supplier Codes and Serial  
number in human readable only.

**Bar Code will NOT have a  
space.**

**Title:**  
Description  
8 point

**Human Readable Text:**  
16 Point

**Title:**  
Quantity: (4Q)  
8 point

**Identifier:**  
4Q

**Bar Code**  
Code 3 of 9  
Height.55"

**Human Readable Text:**  
24 Point

Note: Total number of pieces  
for the part on the pallet.

<h1 style="font-size: 48pt; margin: 0;">MASTER</h1>	<b>DESCRIPTION</b>  <b>PART DESCRIPTION</b>
<p><b>Part No.: (4P)</b></p> <p style="font-size: 24pt; margin: 5px 0;"><b>9400-0005.000</b></p> 	<p><b>Quantity: (4Q)</b></p> <p style="font-size: 24pt; margin: 5px 0;"><b>10000</b></p> 
<p><b>Master Serial#: (4S)</b></p> <p style="font-size: 24pt; margin: 5px 0;"><b>A464B 987654321</b></p>  <p style="font-size: 10pt; margin-top: 5px;">SUPPLIER PLANT, 310 MISSING LANE RD, SOMEWHEREVILLE, MI 49659</p>	

**\*Pallets containing multiple part numbers must have a master label representing each part.**

\* The label provider must ensure quiet zone requirement of 0.25 in. (6.4 mm) is maintained.

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>	<u>LABEL PURPOSE/USE:</u> To be used on a skid/pallet to represent all serial numbers in that group.	<u>NOTE:</u>
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION.RELEASE:</u> <b>2009 R1</b>
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# MASTER LABEL BLOCK LAYOUT

<b>1.25" x 4"</b>	<b>1.25" x 2.5"</b>
<b>1.25" x 4"</b>	<b>1.25" x 2.5"</b>
<b>1.5" x 6.5"</b>	

\* ANY DIMENSIONS THAT ARE NOT OTHERWISE SPECIFIED ON THIS PAGE SHALL BE IN COMPLIANCE WITH AIAG B10 STANDARDS.

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>	<u>LABEL PURPOSE/USE:</u> To be used on a skid/pallet, with a common part, to represent all serial numbers in that group.		<u>NOTE:</u>
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION RELEASE:</u> <b>2009 R1</b>	Control # 501 - Miscellaneous - Rev F 8-5-09  <b>PAGE 5 of 6</b>

# DATA IDENTIFIERS

DATA IDENTIFIERS (DIs) DEFINE THE NATURE OF THE DATA CONTAINED WITHIN THE LINEAR BAR CODE. THE TABLE BELOW REPRESENTS TYPICAL DIs USED WITH ADAC SHIPPING LABEL TEMPLATES. ADDITIONAL DIs MAY BE USED AS BUSINESS PROCESSES REQUIRE AND SHALL CONFORM TO AIAG B10, B14, ANSI, AND ISO STANDARDS.

Data Identifier	Definition	Format	Example
P	ADAC Part Number	15 Alpha/Numeric	P9110-0119
Q	Quantity	9 Numeric	Q60
1J	License Plate	16 Alpha/Numeric	1JA464B123456789
4P	Master ADAC Part Number	15 Alpha/Numeric	4P9110-0119
4Q	Master Quantity	9 Numeric	4Q60
4S	Master Serial#	16Alpha/Numeric	4SA464B987654321

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Note – Suppliers must use appropriate AIAG DI's and Data syntax for all barcodes in the supplier's area.

<u>CUSTOMER NAME</u> <b>ALL ADAC FACILITIES</b>		NOTE:
<u>AUTHORIZATION</u> <b>ADAC PURCHASING</b>	<u>ISSUE DATE:</u> <b>5 August, 2009</b>	<u>VERSION.RELEASE:</u> <b>2009 R1</b>
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# Supplier Container Label Certification Form

Date: \_\_\_\_\_

### Sample Container Label:

### Supplier Info

Supplier Name:		Supplier ID:	
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### Contact Info

Label Issues Contact:		Phone #:	
E-Mail Address:		Job Title:	

### Label Info

Label Software:	Label Stock Type:
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*(ie. Direct Thermal, Laser, etc ...)*

*For Use By ADAC Automotive*

Label Format Compliance:    yes    no   Test Date: \_\_\_\_\_   Tested By: \_\_\_\_\_

Part No:   Code 3 of 9:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

Quantity:   Code 3 of 9:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

License Plate:   Code 128:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

**PASS / FAIL**

Please Mail Completed Form To: ADAC Label Verification  
 5670 Eagle Dr SE  
 Grand Rapids, MI 49512



# Supplier Master Label Certification Form

Date: \_\_\_\_\_

## Sample Master Label:

### Supplier Info

Supplier Name:	Supplier ID:
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### Contact Info

Label Issues Contact:	Phone #:
E-Mail Address:	Job Title:

### Label Info

Label Software:	Label Stock Type:
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*(ie. Thermal Transfer, Direct Thermal, Laser ...)*

*For Use By ADAC Automotive*

Label Format Compliance:    yes    no   Test Date: \_\_\_\_\_   Tested By: \_\_\_\_\_

Part #:   Code 3 of 9:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

Quantity:   Code 3 of 9:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

Master Serial #:   Code 128:    Qualifier: \_\_\_\_\_   Note: \_\_\_\_\_

**PASS / FAIL**

Please Mail Completed Form To: ADAC Label Verification  
 5670 Eagle Dr SE  
 Grand Rapids, MI 49512