



To: All Suppliers, Cooper Standard Automotive

Revision Date: February 1, 2011

RE: Labeling Requirements (Bar Code Standards)

In recent years, the push for uniformity and cooperation in the North American Automotive Industry has resulted in many different changes in the way business is conducted. The Automotive Industry Action Group (AIAG) in conjunction with many managers, executives, and volunteers representing a wide range of companies in the industry have been instrumental in developing standards to improve the entire business process. Examples relative to bar coding are the "Trading Partner Implementation Label Standard (AIAG B-10)" and the "Bar Code Symbology Standard (AIAG B-1)".

Divisional Purchasing at Cooper-Standard Automotive believe that a uniform Bar Code Standard should be issued to our Suppliers due to the continued utilization of radio frequency equipment in our Receiving departments. This document has been issued to illustrate the steps involved in standardizing the supplier-furnished bar code labels in order to meet the AIAG's bar code labeling standards.

This document is to serve as a culmination of the standards between Cooper-Standard Automotive and the AIAG. Cooper-Standard's intention is to have your company follow the standards outlined in this document to produce your own labels for all material shipped to all of our plants. However, this document was written with flexibility in order to outsource the production of labels if you do not possess the technology to do so.

If you have any questions concerning the label and/or its contents, please call the applicable plant and speak with the materials manager on site. You may also secure a copy of the AIAG Standards referenced in this document by contacting the sources listed in Appendix A.

COOPER-STANDARD COMPONENT SUPPLIER BAR CODE LABEL STANDARD

This Cooper Tire & Rubber Company/Fluid Systems Division Label Standard was developed in conjunction with the "Trading Partner Implementation Label Standard (AIAG B-10)" developed by the Automotive Industry Action Group (AIAG). The Supplier will be required to adhere to the coding, symbology and display requirements in their labels to the Fluid Systems standard as defined in this document. In addition, the following specifications must be adhered to unless superseded by Cooper-Standard guidelines:

- The label **SHALL** employ the Code 3-of-9 bar code symbology as established in the "AIAG Bar Code Symbology Standard (AIAG B-1)".
- The data identifiers and units of measure where applicable, must be in accordance to the ANSI MH 10.8.2 Data Identifiers Standard.

The following is a listing of the variations and/or additions to the actual table of contents found in the "Trading Partner Implementation Label Standard AIAG B-10" publication that relate to specific standards for Cooper Standard Automotive

Size and Materials

- **Labels**
The minimum label size **SHALL** be 4.0 inches high by 6.0 inches wide or 4.0 inches high by 6.5 inches wide (see Exhibit 2). No other label formats will be accepted due to variations that may inhibit the effectiveness of this program to Cooper-Standard and Cooper-Standard suppliers.

The label must be secured to the container and/or load to prevent loss AND present the label in a reasonably clean, flat, and uprightly oriented manner so that either contact or non-contact devices can scan it.

Data Area Characteristics

- The label must display the Cooper-Standard part number, quantity in the container the label is being applied to, the Cooper-Standard Supplier code number, the serial number assigned by the Supplier, the Cooper-Standard purchase order number covering the material. This information **SHALL** be included on each label in the designated areas and **SHALL** be displayed in both human readable characters and bar code symbols as described in this standard. The date of manufacture and the Cooper-Standard engineering release level letter designation that coincides with the material in the container **SHALL** also be in human readable characters in the designated areas. Bar code symbols are optional. The maximum length of the bar code symbol **SHOULD NOT** exceed 5.5 inches (140 mm) (see Exhibits 8A 8.1A, 8C, 8E, 8F).
- **Usage of Data Identifiers**
The encoded bar code label **SHALL** include only the start and stop characters, the data identifier and the specific Cooper-Standard data requirements described in the following sections. No place holders or other special characters will be allowed in the bar code.
- **Part Number Area**
The Part Number Area **SHALL** accommodate at least sixteen (16) characters. Only the Cooper-Standard part number assigned by Cooper-Standard Purchasing can be used in this area. The human readable characters **SHALL** be composed of the correct Cooper-Standard part number as shown on the Blanket Purchase Order or Release. Some Cooper Locations use a Dash in the Part Number, please include the Dash in the Bar Code. For example, if part number 30-0000-0 is printed on the label, they hyphens **SHALL** also be encoded in the bar code. The data identifier (P) **SHALL** precede the part number in the bar code. Hence, if the human readable part number is 30-0000-0, the bar code **SHALL** be encoded *P30-0000-0* ("*" denotes start and stop characters for the bar code). **If a Dash is not on the Blanket Order do not include the Dash on the Label.**

- **Quantity Area**

The Quantity Area **SHALL** accommodate at least six (6) characters. The unit of measure will be pieces unless otherwise specified between Cooper-Standard Purchasing and the Supplier. For most Cooper-Standard purchased components, the data identifier (Q) is used. For example, if the human readable quantity is 1000 with no unit of measure specified, the bar code **SHALL** be encoded *Q1000* ("*"denotes start and stop characters for the bar code). The quantity shown on the label **SHALL** accurately reflect the number of pieces within the container on which the label is applied. All human readable characters **SHALL** be 0.5 inches high by 0.375 inches wide. The bar code **SHALL** be printed directly below the human readable characters and be a minimum of 0.5 inches high.

- **Supplier Number Area**

The Supplier Number Area **SHALL** accommodate at least nine (9) characters. The supplier number **SHALL** be composed of the Supplier number indicated on the Blanket Purchase Order assigned by Cooper-Standard Purchasing. The Supplier number is required by Cooper-Standard's computer system to correctly identify the product to the supplier and credit the Supplier's account. The data identifier (V) **SHALL** precede the Supplier number in the bar code. For example, the bar code **SHALL** be encoded *V123456789* ("*" denotes start and stop characters for the bar code). All human readable characters **SHALL** be 0.2 inches high. The bar code **SHALL** be printed directly below the human readable characters and be a minimum of 0.5 inches high.

- **Serial Number Area**

The Serial Number Area **SHALL** have a unique serial number assigned by the Supplier, not by Cooper-Standard. This serial number **SHALL NOT** be repeated to Cooper-Standard within a twelve-month period to uniquely differentiate that particular container, regardless of content or destination, from others. The data identifier (S) **SHALL** precede the serial number in the bar code. For the example above, if the Supplier serial number is 123456789, the bar code **SHALL** be encoded *S123456789* ("*" denotes start and stop characters for the bar code). All human readable characters **SHALL** be 0.2 inches high. The bar code **SHALL** be printed directly below the human readable characters and be a minimum of 0.5 inches high. The Supplier name, city, state, and zip code **SHALL** be printed directly below the serial number bar code and **SHOULD** be 0.1 inches high. **THE BAR CODE SERIAL NUMBER MUST BE 9 CHARACTERS IN LENGTH & ONLY NUMERIC. IF YOU CAN NOT GENERATE A 9 DIGIT SERIAL NUMBER, PLEASE FILL WITH LEADING ZEROS. PLEASE CONTACT DIVISIONAL PUCHASING WITH ANY QUESTIONS.**

- **Purchase Order Number Area**

The Purchase Order Number Area **SHALL** accommodate at least ten (10) characters and display the Cooper-Standard Purchase Order number pertaining to the parts in the container. The data identifier (K) **SHALL** precede the serial number in the bar code. For example, if the purchase order number is A00000, the bar code **SHALL** be encoded *KA00000* ("*" denotes start and stop characters for the bar code). All human readable characters **SHALL** be 0.2 inches high. The bar code will be printed directly ABOVE the human readable characters and be a minimum of 0.5 inches high. The reason for printing the bar code above the human readable characters is to decrease the possibility of a scanner encountering more than one symbol on the same horizontal scan.

- **Supplier Name** information included in Serial Number Area

- **Special Data Area**

The Manufacturing Date Area **SHOULD** contain the date the parts were manufactured and packed into the container on which the label is applied. The human readable characters **SHOULD** be 0.2 inches high. The Date **SHALL** be legibly printed either mechanically or by hand. The Engineering Level Area **SHALL** display the Cooper-Standard Engineering Revision Level that pertains to the parts within the container to which the label is applied. The Engineering Revision Level **SHALL** be legibly printed either mechanically or by

hand. If printed mechanically, the characters **SHOULD** be 0.2 inches high. The remaining unused areas can be utilized at the Supplier's discretion.

Master Labels

- **Multiple, Common Item Packs - Master Label**

When multiple containers of the same item, part, or code number are packed as a unit, a Master Label **SHALL** be used and **SHOULD** be positioned in such a manner that when the pack is broken apart, the label is discarded. The top of the label **SHALL** have the heading "MASTER LABEL" printed in 1.0 inch high letters. A bordered sheet **SHOULD** be used to display the label to help clearly distinguish it from an Individual Container Label. A bordered sheet with this heading that can be used by the Supplier can be found in Exhibit 8B. The data areas of the label **SHALL** conform to the specifications defined in the Individual container Label except that the data identifier for the serial number **SHALL** be the total in all the sub packs. Please refer to Exhibits 8B-C for examples.

QUALITY REQUIREMENTS

All Suppliers shall submit a sample of their label to the Materials Control Manager, initially at becoming involved with Cooper-Standard's labeling program and periodically thereafter at the request of the Materials Manager , Cooper-Standard Plant Quality Assurance, and/or Cooper-Standard Purchasing. Cooper-Standard will evaluate the label for conformance to the standard for human readable characters and to AIAG Bar Code Symbology 3 of 9. The Supplier will be notified of any discrepancies found and the corrective action required. The purpose is to assure uniformity and accurate decodability of the Supplier's label by Cooper-Standard scanning equipment.

EXHIBITS

3B. 4" x 6.5" **SHALL** be used.

However, hand tag **SHALL ONLY BE USED** if the application warrants and with the approval of the Divisional Packaging Manager.

Exhibit 8A Individual Container Sample Format

Exhibit 8.1.A Individual Container Sample Format unit of measure used in bar code and human readable, and the data identifier 7Q used.

Exhibit 8.B Master Label Border Format

Exhibit 8.C Master Label

APPENDIX A

Suppliers can secure their own copies of the AIAG Standards referenced in this standard by calling or writing:
Automotive Industry Action Group 26200 Lasher Road, Suite 200 Southfield, MI 48034 (810) 358-3570 Fax
(810) 358-3253

The following AIAG Standards were referenced in this Cooper- Standard guideline:

"Shipping/Parts Identification Label Standard B-3 02.00 12/90." "AIAG Bar Code Symbology Standard B-1 2.00 10/88." "AIAG Bar Code Evaluation Guidelines B-801.01 2/88"

Suppliers can secure their own copy of the ANSI Standard referenced in the AIAG B-3 Standard by calling or writing:
ANSI 1430 Broadway New York, NY 10018 (202) 642-4900

The following ANSI Standard was referenced in the AIAG B-2 Standard:

"FACT-1 Data Identifier Standard, ANSI/FACT-1, 1991"

Container Label Example

PART NO: (P) 15778109	
	
QUANTITY: (Q) 200	PURCHASE ORDER NO. (K)
	
C1111111	
SUPPLIER (V) 1XXX24	
	
SERIAL: (S) 999000007	MFG. DATE
	05/18/05
SUPPLIER NAME, ADDRESS	ENG. LEVEL
	0000000000
	COOPERT

Master Label Example

PART NO:
(P) **15778109**



MASTER LABEL

QUANTITY:
(Q) **200**



PURCHASE ORDER NO.
(K)



C1111111

SUPPLIER
(V) **1XXXX24**



SERIAL:
(M) **999000006**



SUPPLIER NAME, ADDRESS

MFG. DATE
05/18/05

ENG. LEVEL
0000000000
COOPERMT