



Packaging, Labeling, and Shipping Manual

JANUARY 2020

Packaging, Shipping and Documentation Requirements

- All suppliers are responsible for designing packaging that will protect the product during shipment and maintain the integrity of the product during storage.
- All packaging must be designed with consideration for the Environment and Recyclability.
- Some commodities purchased by Gentex do not fit the packaging requirements set forth in this manual. When this occurs, packaging and labeling requirements shall be documented within the PPAP and approved by Gentex.
- Other specific requirements may be determined based on the commodity purchased and the geographical location of the purchase. The Gentex Buyer or Material Planner will inform the supplier of these requirements.

Skids

- All containers must fit securely on a standard 45" x 48" (114cm x 122 cm) skid and may not overhang any side of the skid unless explicitly approved by Gentex.
- Total skid height (including the skid) cannot be higher than 52 inches (134 cm).
- Total skid load (including the skid) is not to exceed 1750 lbs (793 Kilograms)
- All skids must be in good condition with no loose, damaged or missing runners or slats.
- All cartons shipped to Gentex on skids must be securely held to the skid using stretch wrap or banding.
- No mixed engineering revision levels of a Gentex part number on the same skid.
- International shipments must use stretch wrap to protect the shipment from saltwater damage.
- All skids received with multiple part numbers must have labels that state "Mixed Load". A minimum of one label on each side of the skid must be used – 4 labels per skid

Shipping Cartons

- Only one part number per individual shipping carton (over-pack container/box). This part number must be the same as the part number indicated on our Purchase Order.
- Individual cartons cannot exceed 30lbs. Exceptions may be made for over-pack containers/boxes, but this must be communicated to and agreed upon by Gentex.
- No mixed Purchase Orders or Purchase Order line numbers per over-pack container.
- No mixed engineering revision levels of a Gentex part number in the same over-pack container.
- Each over-pack box must be labeled per Gentex Labeling Specifications included in this document and must contain a single Gentex part number, Purchase Order number, Purchase Order line number, and Gentex engineering revision level.
- ***All suppliers are required to utilize the Gentex Labeling Specifications outlined in this document.***

Documentation

- Each shipment must be accompanied by a packing slip. The packing slip will be used for receipt. The packing slip must be securely fastened to the container and must contain the following:
 - Supplier Name and Address
 - Gentex Part Number(s)
 - Gentex Part Revision Level (Engineering Revision)
 - Part Description
 - Part Quantity and Unit of Measure
 - Packing Slip Number
 - Purchase Order Number
 - Purchase Order Line Number
 - The Harmonized Tariff Schedule of the United States (HTSUS) Code where applicable
- All Hazardous Chemicals must be accompanied by a Certificate of Analysis (COA) and/or Certificate of Conformance (CofC) for each individual lot number provided to Gentex and all information on the COA and/or CofC must match the information provided on the Over-pack Labeling spec as noted in this document.
- ***All Hazardous Chemical over-pack containers shall also be labeled in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). Reference 29 CFR 1910.1200 for the definition of a Hazardous Chemical and GHS labeling information.***
- The following items must be included with each international shipment:
 - Bill of Lading
 - Packing Slip
 - HTSUS Code

- Country of Origin
- Commercial Invoice
- All documentation related to international shipments must be transmitted to the initiating Gentex Buyer or Material Planner via e-mail. All copies must be in English and recognizably legible. This information must include:
 - Commercial invoice including proper country of origin designation
 - Master airway bill/House airway bill or
 - Ocean bill of lading
 - Flight number, ETA or vessel number and ETA
 - Certificate of Fumigation, if applicable
- All international suppliers must use proper International Commercial terms (“Inco terms”) to avoid overpayment of duty by Gentex. All freight charges must be STATED SPECIFICALLY on the transportation documents.

Labeling Requirements

Definitions

- AIAG – Automotive Industry Action Group
- Code 39 Bar Code – Industry standard bar code defined by AIAG
- Over-pack Container – The outermost packaging
- Individual Packages – Reels, cartons, containers and bags that are packaged inside the over-pack container
- Individual Reel – Reels found within the over-pack container or within an individual package inside the over-pack
- ASN – Advanced Shipping Notice

Special Notes

- All suppliers are required to utilize one of the following: **Standard Over-Pack Label**, **Hazardous Chemical Over-Pack Label**, or **ASN Over-Pack Label**.
- All suppliers are also required to utilize either the “Standard” or the “Hazardous Chemical” Individual Package labels for any smaller boxes/bags/reels/containers within the over-pack container. **All individual packages within the over-pack must be labeled.**
- **Suppliers may not use the ASN Over-Pack Label spec unless contacted by Gentex to do so – Full testing and explicit approval from Gentex are required to utilize ASN Over-pack Labels.**

Label Size

- All over-packed material must have a minimum of one label per box that includes the minimum information as outlined within this specification.
- Label size will be determined by the package size and the information on the label other than the minimum required in this specification. **Standard over-pack label size for minimum required information is 4x6 inches.**
- Each individual package inside the over-pack must have a minimum of one label that includes the minimum information as outlined within this specification. Individual packages include reeled product or smaller cartons within the over-pack. Label size will be determined by the package size and the information on the label other than the minimum required in this specification.

General

- All labels must have barcode information per AIAG specification Code 39 - All details on AIAG Code 39 are available through AIAG.
- Barcode information on the over-pack labels must be at least 5/16 inch in height, clear and can be easily scanned
- Barcode information on the individual packages within the over-pack must be at least 1/4 inch in height, clear and can be easily scanned
- Each over-pack container must contain a single Gentex part number, Purchase Order number, Purchase Order line number, and Gentex engineering revision level.
- No mixed Gentex part numbers per over-pack container.
- No mixed Purchase Orders or Purchase Order line numbers per over-pack container.
- No mixed engineering revision levels of a Gentex part number in the same over-pack container or any subsequent boxes/containers inside of the over-pack.

Standard Over-Pack Label

- All suppliers are required to comply with the Standard Over-Pack Label specifications listed below unless you provide Hazardous Chemicals or have been contacted by Gentex to provide an ASN specific label.
- Over-pack containers must have labels with the following information (please see **Figure 1** below for a sample label) in the order listed below:
 - Gentex **Purchase Order Number** with barcode including the embedded data identifier “K”
 - Gentex **Release Number** with barcode including the embedded data identifier “5K”
 - Please note - release number will not be used for all orders; release number is specific to the type of order that is sent to a supplier.
 - Order types are:
 - Blanket Release - Blanket Release documents will contain both line and release number
 - Standard Purchase Order - Standard Purchase Orders will only contain line number
 - This field will need to be included on all over-pack labels, regardless of order type and will need to be left blank in the case where the release number is not applicable
 - Gentex **Purchase Order Line Number** with barcode including the embedded data identifier “4K”
 - Gentex **Part Number** with barcode including the embedded data identifier “P” along with part description
 - Current Gentex **Engineering Revision Level** with barcode including the embedded data identifier “2P”
 - Total **Quantity** contained within the over-pack container with barcode including the embedded data identifier “Q”
 - **Manufacture Date** with barcode – this field requires no embedded data identifier
 - The human readable text must be in the following format: MM/DD/YYYY
 - The barcode must be in the following format: MMDDYYYY (no separator)
 - Please note that the “Manufacture Date” is to be the date on which the material inside the box was manufactured; please do not mix multiple manufacture dates within a single box
 - Unique **Serial Number** (LPN) for the package with barcode including the embedded data identifier “S”
 - Serial number must be in the following format – SSSSS#####
 - S denotes supplier code as defined in the Gentex Oracle EBS system – please contact Gentex for your specific supplier code
 - # denotes a 9-digit randomized non-repeating number; this may include alpha-numeric text (letters or numbers)
 - When the serial number does not include the full nine alpha-numeric text following the supplier code, it must be left padded by zeros (i.e. 13791123 = Unacceptable, 1379100000123 = Acceptable, where 13791 indicates the supplier code)
 - Each over pack container must have a completely unique serial number
 - Serial numbers **cannot** be repeated or re-used at any time in the future



PO (K)		1479856
RELEASE (5K)		PO LINE (4K)
		
		2
PART NUMBER (P)	340-0714-000	
		
ITEM DESCRIPTION		
REVISION (2P)		AAA
QUANTITY (Q)		300
MANUFACTURE DATE		04/01/2013
LPN (S)		13791005238976

Figure 1 – Standard Over-Pack Label

Hazardous Chemical Over-Pack Label

- If the material you provide to Gentex is classified as Hazardous Chemical please follow the labeling specifications noted below
- Each over-pack container must contain a single Gentex part number, Purchase Order number, Purchase Order line number, and Gentex engineering revision level.
 - No mixed Gentex part numbers per over-pack container.
 - No mixed Purchase Orders or Purchase Order line numbers per over-pack container.
 - No mixed engineering revision levels of a Gentex part number in the same over-pack container.
- Over-pack containers must have labels with the following information (please see **Figure 2** below for a sample label) in the order listed below:
 - Gentex **Purchase Order Number** with barcode including the embedded data identifier “K”
 - Gentex **Purchase Order Line Number** with barcode including the embedded data identifier “4K”
 - Gentex **Part Number** with barcode including the embedded data identifier “P” along with part description
 - Current Gentex **Engineering Revision Level** with barcode including the embedded data identifier “2P”
 - Total **Quantity** contained within the over-pack container with barcode including the embedded data identifier “Q”
 - *The applicable unit of measure (UOM) must also be included in the human readable text*
 - Supplier **Lot Code** with barcode including the embedded data identifier “L”
 - **Expiration Date** with barcode – this field requires no embedded data identifier
 - The human readable text must be in the following format: MM/DD/YYYY
 - The barcode must be in the following format: MMDDYYYY (no separator)
 - Please do not mix multiple expiration dates within a single over pack container
 - In addition to following this labeling specification, all Hazardous Chemical shipments must also include a copy of the COA (Certificate of Analysis) and/or CofC (Certificate of Conformance) for each individual lot number provided to Gentex and all information on the COA and/or CofC **must** match the information provided on the Over-pack Label (expiration, lot, material, etc.)
- **Please Note:** *All Hazardous Chemical over-pack containers shall also be labeled in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). Reference 29 CFR 1910.1200 for the definition of a Hazardous Chemical and GHS labeling information.*

PO (K)	2079856	
PO LINE (4K)	2	
PART NUMBER (P)	530-0123-000	
ITEM DESCRIPTION		
REVISION (2P)	AAB	
QUANTITY (Q)	10	Kilograms
LOT CODE (L)	1935687A	
EXPIRATION DATE	12/31/2018	

Figure 2 – Hazardous Chemical Over-Pack Label

ASN Over-Pack Label

- All Suppliers on ASN with Gentex are required to comply with the ASN specific Over-Pack Requirements as listed below.
- ASN Over-pack containers must have labels with the following information (please see **Figure 3** below for a sample label) in the order listed below:
 - **ASN Number** (same as supplier packing slip number) with barcode including the embedded data identifier “2S”
 - Please note that the ASN number must exactly match the supplier packing slip number
 - Gentex **Part Number** with barcode including the embedded data identifier “P” along with part description
 - Current **Gentex Engineering Revision Level** with barcode including the embedded data identifier “2P”
 - Unique **Serial Number** (LPN) for the package with barcode including the embedded data identifier “S”
 - Serial number must be in the following format – SSSSS#####
 - S denotes supplier code as defined in the Gentex Oracle EBS system – please contact Gentex for your specific supplier code
 - # denotes a 9-digit randomized non-repeating number; this may include alpha-numeric text (letters or numbers)
 - When the serial number does not include the full nine alpha-numeric text following the supplier code, it must be left padded by zeros (i.e. 13791123 = Unacceptable, 1379100000123 = Acceptable, where 13791 indicates the supplier code)
 - Each over pack container must have a completely unique serial number
 - Serial numbers **cannot** be repeated or re-used at any time in the future
 - Total **Quantity** contained within the over-pack container with barcode including the embedded data identifier “Q”
 - Gentex **Purchase Order Number** with barcode including the embedded data identifier “K”
 - Gentex **Purchase Order Line Number** with barcode including the embedded data identifier “4K”
 - **Manufacture Date** with barcode – this field requires no embedded data identifier
 - The human readable text must be in the following format: MM/DD/YYYY
 - The barcode must be in the following format: MMDDYYYY (no separator)
 - Please note that the “Manufacture Date” is to be the date on which the material inside the box was manufactured; please do not mix multiple manufacture dates within a single box

ASN/PACKING SLIP (2S)		1178539
PART NUMBER (P)		340-0714-000
ITEM DESCRIPTION		
REVISION (2P)		AAA
LPN (S)		13791005238976
QUANTITY (Q)		300
PO (K)		1475983
PO LINE (4K)	14	MANUFACTURE DATE 04/01/2013

Figure 3 – ASN Over-Pack Label

Standard Individual Package Labels within the Over-Pack

- Individual packages (reels, cartons, containers or bags) within the over-pack must contain a label with a minimum of the following information (please see **Figure 3** below for a sample label):
 - Gentex **Part Number** with barcode including the embedded data identifier “P”
 - Current Gentex **Engineering Revision Level** with barcode including the embedded data identifier “2P”
 - Please note that only one revision level may be included in each package (reel, carton, bag)
 - Quantity** within the package (reel, carton, bag) with barcode including the embedded data identifier “Q”
 - Manufacture Date** with barcode including the embedded data identifier “M”
 - Please note that individual package labels require an embedded data identifier, unlike the over-pack labels – do not include this identifier on over-pack labels
 - The human readable text must be in the following format: MM/DD/YYYY
 - The barcode must be in the following format: MMDDYYYY (no separator) and must also be preceded by an “M” (the embedded data identifier)
 - Please note that the “Manufacture Date” is to be the date on which the material inside the package was manufactured; please do not mix multiple manufacture dates within a package
 - Supplier Name** without barcode
- Product shipped to Gentex within an over-pack containing sealed packages (i.e. reeled product in anti-static bags or hermetically sealed bags), must have individual peel-able Gentex labels on the outside of each individual sealed package (so that labels can be transferred to reels). Such labels are not needed on internal package contents.*
- Please note:** Additional reel labeling requirements (including 2D barcodes) may be communicated by Gentex depending on the product supplied.





PART NUMBER (P)	
100-0001-000	
	
ITEM DESCRIPTION	
REVISION (2P)	AAB
	
QUANTITY (Q)	1000
	
MANUFACTURE DATE (M)	04/12/2013
	
SUPPLIER/VENDOR	
Acme Manufacturing Company	

Figure 4 – Standard Individual Package Label

Hazardous Chemical Individual Package Labels within the Over-Pack

- If the material you provide to Gentex is classified as Hazardous Chemical please follow the labeling specifications noted below
- Individual packages (reels, cartons, containers or bags) within the over-pack must contain a label with a minimum of the following information (please see **Figure 4** below for a sample label):
 - Gentex **Part Number** with barcode including the embedded data identifier “P”
 - Current Gentex **Engineering Revision Level** with barcode including the embedded data identifier “2P”
 - Please note that only one revision level may be included in each package (reel, carton, bag)
 - **Quantity** within the package (reel, carton, bag) with barcode including the embedded data identifier “Q”
 - *The applicable unit of measure (UOM) must also be included in the human readable text*
 - **Expiration Date** with barcode – this field requires no embedded data identifier
 - The human readable text must be in the following format: MM/DD/YYYY
 - The barcode must be in the following format: MMDDYYYY (no separator)
 - Please do not mix multiple expiration dates within a single over pack container
 - **Manufacturer Name** without barcode
- **Please note:** Additional reel labeling requirements (including 2D barcodes) may be communicated by Gentex depending on the product supplied.

PART NUMBER (P)	
530-0001-000	
	
ITEM DESCRIPTION	
REVISION (2P)	AAC
	
QUANTITY (Q)	1000 Kilograms
	
EXPIRATION DATE	04/12/2018
	
MANUFACTURER	
Acme Manufacturing Company	

Figure 5 – Hazardous Chemical Individual Package Label

Label Placement

- When package dimensions allow, all labels must be on the upper, right, end, corner of the package (please see **Figure 5**).

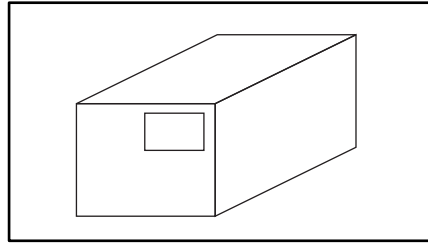


Figure 6

- When package dimensions do not allow for above, then the label must be placed on the package in a clearly visible location. Labels must not be placed on the bottom of the carton
- Returnable packaging will have a predetermined area for label placement. This area is smooth and allows for removal of old labels
- Examples of Packaging with properly placed labels are illustrated in **Figure 6**

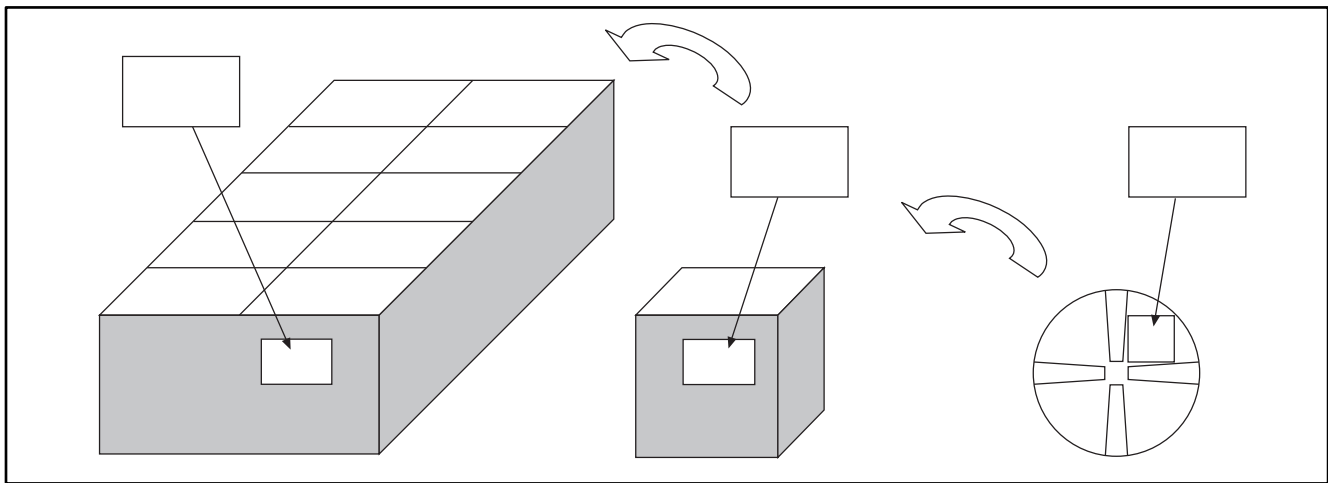


Figure 7

Revision	Date	Change Summary	Approval
001	January 10, 2020	Max weight of individual cartons language added	Dana Reynolds – Director of Supply Chain Mgmt.