



Engine **Cooling Solutions** Worldwide®

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## ***Horton Inbound Product Guidelines***

This document published for the use of employees  
and suppliers.

***Approval is required prior to using barcode labels.***

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## **INTRODUCTION:**

Horton's Inbound Products Guidelines establishes minimum requirements pertaining to documentation, labeling and packing of all inbound shipments. These guidelines apply to all Suppliers/Vendors that do business with Horton.

## **PURPOSE:**

Sufficient standardization of documentation, labeling, and packing, improves the Horton receiving and payment process. It also reduces cost to our material handling and storage operation. By following this procedure, Horton suppliers will aid in achieving a mutually beneficial, quality driven materials receiving system.

### **1) Bills of Lading**

- A. When used, the Bill of Lading must have the proper freight description, and freight classification.

### **2) Packing Lists:**

- A. All shipments must include a Packing List that provides the following minimum information in human readable text **and** alphanumeric barcode symbology 128b or 39 (Standard Non Full ASCII). Code 128b is preferred because part numbers take up much less space than code 39. **Refer to Appendix D**
  - i. Horton's Purchase Order Number. If a blanket Purchase Order is used, please indicate purchase order release number.
  - ii. Horton Part Number(s), Revision level, Date and Descriptions.
  - iii. Supplier Packing Slip number
  - iv. The quantity of each item included in the shipment
  - v. **Refer to Appendix A, Sample Packing List**
- B. If a Packing List is attached to the Bill of Lading, a second copy must be attached to one of the shipment's containers, clearly marked "Packing Slip Enclosed".

### **3) Packaging of Parts**

- A. Only one part number should be contained per package. Never mix multiple part numbers in a box or container.
- B. Date codes or pour dates cannot be mixed, unless pre-approved by Horton to mix a maximum of 2 date codes or pour dates to accommodate transition times.
- C. All packaging will have no less than two barcode labels including Horton part number, revision levels, purchase order, quantity, and line number (systems permitting). These labels are to be visible on adjacent sides of box or container.

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- D. Barrels or wood crates, pallets, and containers must be in sound condition and heat treated. They must also contain the proper labeling. Packages should be marked 1 of 5, 2 of 5, 3 of 5, etc.
- E. Suppliers who provide Horton product as part of the “consignment program” must mark each bag or container “Consignment Inventory-Dock to Stock”.
- F. All products with a shelf life must have the cure date on the package or product label. These items include: seals, sealants, hardware with lock-patch, etc.

### 4) Palletization of Package Parts

- A. Inbound Product Weight Restrictions:
  - i. Individual shipping containers or pallets must not exceed 2500# gross weight, and product furnished in open top packaging cannot extend beyond the max. height of the container.
- B. Horton requests that its’ suppliers use standard 40" X 48" 4-way double entry pallets with standard 3 1/2" sideboards. Variation to this criteria must be pre-approved or requested by Horton
- C. Material should not extend beyond the facing edge of the pallet and should be placed with labels facing outside to allow easy reading of labels on the adjacent sides of boxes or containers (**see Exhibit B, Pallet Layout for Labeling**).
- D. Where pre-approved, materials that are not packaged or do not fit standard palletization must be shipped on pallets of appropriate size.
- E. All material must be banded or stretch wrapped to insure damage does not occur during shipment.
- F. It is the supplier’s responsibility to ensure that loads are placed in carrier equipment so they do not shift during transport. When double stacking pallets, load separators should be used.
  - i. Bearings must never be double-stacked.

### 5) Mixed Loads

- A. If the part quantity shipped is not sufficient to form complete pallet loads those packages or containers containing the parts may be combined with the packaging of another pallet. The pallets must have a “MIXED LOAD” label attached. No part can appear on more than one mixed pallet per shipment.
- B. Label should be placed on 2 sides, at least 4”x6” in size, 1” lettering, top right location on pallet

### 6) Supplier Bar Code Label Specifications

- A. Reference Horton ‘[Supplier Documentation for Barcode Labels](http://www.hortonww.com/Portals/0/Documents/BarcodeSpec_4.pdf)’ document for Barcode specifications and instructions.  
(Available at [http://www.hortonww.com/Portals/0/Documents/BarcodeSpec\\_4.pdf](http://www.hortonww.com/Portals/0/Documents/BarcodeSpec_4.pdf))

**B. Refer to Appendix C, Barcode Label Sample**

**7) Returnable Containers**

- A. Through agreement with Horton, suppliers may utilize returnable packaging.
- i. All returnable containers must be approved by a representative from the Horton safety committee prior to program implementation.
  - ii. Casting suppliers must use Horton returnable containers, or Horton approved pallets/containers that are 30” x 36” to accommodate Horton storage racks.
  - iii. It is the supplier’s responsibility to keep all packaging clean, including removing old labels, and to inspect all containers for damage before use. Only clean containers should be used to transport product.
  - iv. Horton owned returnable containers are to be treated as product. It is the supplier’s responsibility to maintain Horton returnables in a safe environment and free from damage. All damage must be reported to Horton personnel immediately.
  - v. Labels on returnable packaging should be removable without use of excessive force or cleaning agents. Non-stick label placards should be used.

**8) Delivery Policy**

- A. All orders must arrive on-time 100% of the time. If an order is going to be delayed, Horton must be notified in advance of due date.
- B. Any cost or expenses related to supplier responsible late shipments (e.g. special freight costs) will be the responsibility of the supplier.
- C. The date listed on the purchase order or contract order is the date the shipment is formally processed at Horton. Deliveries made within seven calendar days early of the agreed upon promised delivery date (between buyer and supplier) are considered on time.
- D. Product is considered delivered upon receipt of goods into Horton’s business, so suppliers must allow enough time for transportation and in-house processing at Horton.
- E. Horton encourages suppliers to provide Advanced Ship Notices (ASN’s) to Horton’s shipping/receiving personnel for all shipments.

## Appendix A – Sample Packing List

Packing List # 89156

Supplier Address in this space



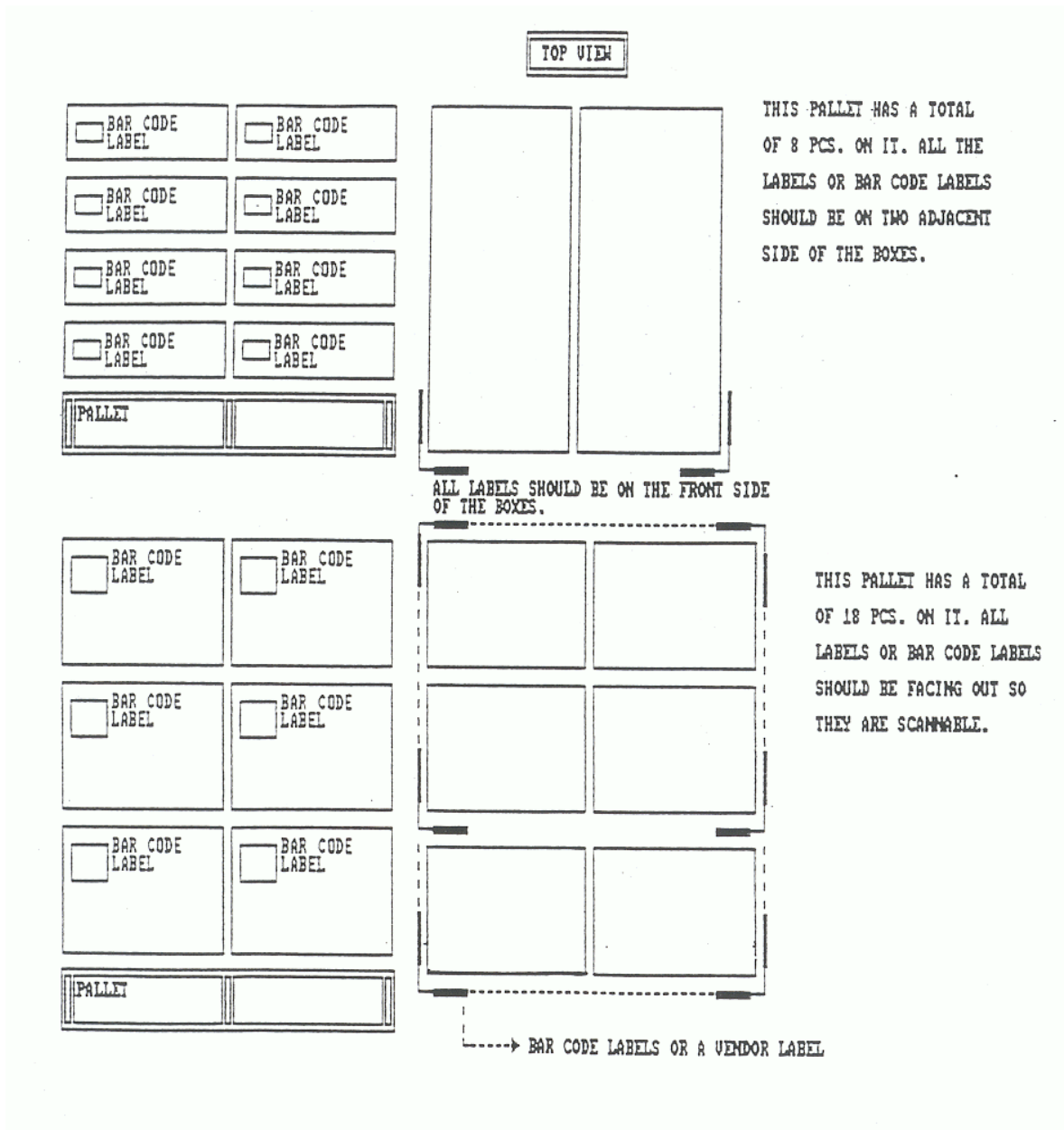
PO Number  <b>234567</b>	Release #  <b>12</b>	Part Number  <b>601903</b>	Revision  <b>--A</b>	Packages <b>1</b>
Quantity  <b>400</b>	Date <b>07/20/07</b>	Description <b>Sheave casting</b>		

PO Number  <b>234567</b>	Release #  <b>12</b>	Part Number  <b>601904</b>	Revision  <b>--D</b>	Packages <b>1</b>
Quantity  <b>295</b>	Date <b>07/20/07</b>	Description <b>Sheave casting</b>		

PO Number  <b>234567</b>	Release #  <b>12</b>	Part Number  <b>601831</b>	Revision  <b>--B</b>	Packages <b>1</b>
Quantity  <b>750</b>	Date <b>07/20/07</b>	Description <b>Journal casting</b>		

PO Number  <b>234567</b>	Release #  <b>12</b>	Part Number  <b>601908</b>	Revision  <b>--B</b>	Packages <b>1</b>
Quantity  <b>300</b>	Date <b>07/20/07</b>	Description <b>Sheave casting</b>		

## Appendix B – Pallet Layout for Labeling Example



## Appendix C – Barcode Label Example

PO # <b>1234567</b> 	REL. NO <b>12</b> 
PART # <b>601903</b> 	REVISION <b>-- A</b> 
QUANTITY <b>400</b> 	DESCRIPTION Sheave <hr/> SHIP DATE <b>07/12/07</b>
Packing List # <b>64345</b>   Horton Inc. Britton SD	Supplier Address TK-Waupaca Plant-1 406 N Division Waupaca, WI 54981



## Appendix D – Definition of Code 39 symbology (standard Non Full ASCII)

**Code 39 -- (3 of 9 Code)** - A discrete, variable length, bar code symbology encoding the characters 0 to 9, A to Z, and the additional characters - (dash), . (period), space, \$ (dollar sign), / (slash), + (plus sign), and % (per cent sign), as well as a special symbology character to denote the start and stop character, conventionally represented as an \* (asterisk). Each Code 39 symbol consists of a leading quiet zone, a start symbol pattern, symbol characters representing data, a stop pattern, and a trailing quiet zone. Each Code 39 character has three wide elements out of a total of nine elements. Each symbol consists of a series of symbol characters, each represented by five bars and four intervening spaces. Characters are separated by an inter-character gap. Each element (bar or space) is one of two widths. The values of the X dimension and N remain constant throughout the symbol. The particular pattern of wide and narrow elements determines the character being encoded. The inter-character gaps are spaces with a minimum nominal width of 1X.

**Code 128** is a very high-density barcode symbology, used extensively worldwide in shipping and packaging industries. GS1-128 (formerly known as UCC/EAN-128) is one of its variants. It is used for alphanumeric or numeric-only barcodes. It can encode all 128 characters of ASCII and is also capable of encoding two numbers into one character width, called double density. This feature is evidence of it being designed to reduce the amount of space the bar code occupies to address the ever-increasing needs of item catalogs. Each printed character can have one of three different meanings, depending on which of three different character sets are employed. Code 128 is the major component of the labeling standard for GS1-128 (formerly known as UCC/EAN-128), used as product identification for container and pallet levels of retail markets.

### **Specification**

A Code 128 barcode will have six sections:

- Quiet Zone
- Start Character
- Encoded Data
- Check Character
- Stop Character
- Quiet Zone

The check character is calculated from a modulo 103 calculation of the weighted sum of all the characters.

#### Subtypes

Code 128 barcodes may be generated specifically as 128A, 128B, or 128C. It is possible to change between each subtype at any time within a barcode.

- 128A - 0-9, A-Z, ASCII control codes, special characters
- 128B - 0-9, A-Z, a-z, special characters
- 128C - 00-99 (double density encoding of numeric only data)