

## Packaging

- 1) In regards to packaging, the main focus of (ASTEMO)BK is to ensure that all parts will be protected against damage and contamination during transportation and storage at the most economic value possible. Returnable packaging shall be used where applicable. (ASTEMO)BK may assist with the packaging design and development, but (ASTEMO)BK is not responsible or liable for the performance of the final pack except when (ASTEMO)BK supplied packaging is selected.

For packaging testing standards, refer to ASTM standard D4169-05

[WWW.ASTM.ORG](http://WWW.ASTM.ORG)

- 2) The first PPAP shipment shall be shipped to (ASTEMO)BK in mass production style packaging. A completed (ASTEMO)BK "Packaging Approval Sheet" (PM-FORM- 40) (last two pages of this document) must be attached to the package. The complete form shall also be sent to the Supplier's Supplier Quality Assurance (SQA) contact at (ASTEMO)BK noting the Estimated Time of Arrival (ETA). When the packaging is received at (ASTEMO)BK, it will be evaluated by all involved departments for approval. If the package design is rejected, the packaging design must be improved, based on mutual agreement between (ASTEMO)BK and the supplier. If the supplier is unable to ship in mass production style packaging for the first PPAP shipment, they must obtain a deviation from the SQA contact.
- 3) Any hand-held container must weigh under 35 pounds.
- 4) Approved returnable packaging must be hot stamped with the owners name and address and be equipped to meet (ASTEMO)BK labelling requirements. Any damaged returnable packaged shall be returned to the owner by the regular freight route and labeled as "Damaged".
- 5) All returnable pallets (plastic) shall be 48 in. x 45 in. 4 entry and contain the name and address of the company that owns the pallet by either hot stamp or metal plate.
- 6) The maximum allowable height of any pack (pallet/boxes/containers, etc.) shall be 48 inches. The maximum width is 48 inches and the maximum length is 45 inches unless a larger than specified pack is approved by (ASTEMO) SQA contact.
- 7) All pallets shall be labeled with a master pallet label. See master label example #1 on page 3.
- 8) All boxes on a pallet shall be labeled with the complete scannable (ASTEMO)BK drawing number (Part Number), Delivery order number, quantity, and lot code data from the manufacturer. The serial/lot code number provided should be comprised of data needed by the manufacturer for lot traceability in the event of a quality issue. This serial/lot code should also be included on the packing list. (See packing list example #4 on page 5.)
- 9) For electronic parts each reel, pack, sealed or ESQA bag, stick, etc. shall be labeled with (ASTEMO)BK drawing number, quantity, and manufacturer lot data as outlined in #8 above.
- 10) A pallet containing more than one part shall be labeled with a "Mixed Load" label and a label showing the quantity of each part number on the pallet.
- 11) All parts shipped on a pallet must be stacked and shipped in a full layer (no pyramiding ) to allow double-stacking for the most efficient use of space. If the packaging cannot be double-stacked, it is the responsibility of the supplier to place "**DO NOT STACK**" labels on the top and all four sides of the pallet.
- 12) If there is to be any type of packaging change made, a revised (ASTEMO)BK "Packaging Approval Sheet" must be submitted by the Supplier to the (ASTEMO)BK SQA contact along with a sample pack for inspection. The new submission will be inspected and approved by the same process as the original. (Refer to #2 above)
- 13) It is the supplier's responsibility to transmit an accurate ASN (Advanced Shipping Notice) no later than 30 minutes after every shipment leaves the supplier's facility. All suppliers have the capability to transmit an ASN either by EDI or by Hitachi's SupplyWeb. Any shipment arriving at BK without an ASN will result in a delivery score deduction which will negatively affect the supplier rating. All deductions will require corrective action stating cause and countermeasure. Any issues must be escalated to Hitachi-BK PC&L before the shipment arrives.

## (ASTEMO)BK Alternative Packaging Requirements

### Alternative (Expendable) Containers

Any time returnable packaging is chosen, there must be an approved expendable alternative. If the approved returnable package is not available at the vendor's location, this alternative packaging must be used. A lack of returnable packaging is not a legitimate reason to miss shipment.

### Alternative Pallet

The size and style of wooden pallets may vary and will depend on the size and weight of the parts. If pallet is full size, it shall be 48" W x 45" L x 5" H and be 4 way entry, notched stringer style.

## (ASTEMO)BK Package Label Requirements

### Bar Coding

#### Label Format

Bar code shall be Code 39 symbology and based on the AIAG Standard.

Bar codes shall be directly below all human readable characters.

No check digits shall be used with bar codes or human readable data

Data identifiers shall be included in bar codes.

#### Valid Data Identifiers

- part number (P)
- quantity (Q)
- vendor number (V)
- delivery order number (D)
- serial number/lot code
  - individual pack (S)
  - master load (4S)
  - mixed load (5S)

### Required Dimensions for Master Label (see example #1 on page 3)

- human readable heights
  - part number height shall be 0.5 inch (13 mm)
  - D.O. (Delivery Order Number) shall be 0.5 inch (13 mm)
  - vendor number height shall be 0.2 inch (5 mm)
  - serial number height shall be 0.2 inch (5 mm)
  - vendor name height shall be 0.1 inch (2.5 mm)
- bar heights
  - all bar heights shall be 0.5 inch (13 mm)
- average bar width
  - narrow elements shall conform to range of .013 to .017 inch (0.33 to .043 mm)
  - ratio of wide to narrow elements shall be 3:1, with acceptable range of 2.81:1 to 3.2:1
- quiet zone
  - leading and trail zones should be at least 0.25 inch (6.4 mm)
- interchange gap
  - width should be same as average narrow element bar width.
- label size
  - 4 inches (102 mm) high by 6 inches wide (153 mm)

## Required Dimensions for Container Label (see example #1 below)

- Label size should be 4 inches (102mm) high by 6 inches (153mm) wide unless container is too small to accommodate 4 by 6. In that case, Supplier should submit sample to (ASTEMO)BK for approval.

### Instructions:

- There must be one master label per pallet/container/ropack
- Multiple parts included on one pallet/container/ropack requires multiple master labels on the same pallet/container/ropack.**
- If you ship multiple Delivery Order numbers on a pallet a Master Label is required for each D.O. and it must be affixed to the outside of the wrapped pallet.**
- Use full (ASTEMO)BK part number as transmitted via EDI 830 & 862. Do not deviate from the (ASTEMO)BK part number.
- All labels must be affixed to the outside of the container. They can not be laying inside the totes or on top of the material.**
- Suppliers are responsible for the removal of all old labels from returnable containers.**



### Master Pallet/Container/Ropack/Box Label (Example #1)

1.2 in 30 mm	PART NO. (P)		4.0 in 102 mm
1.1 in 28 mm	QUANTITY (Q)	DELIVERY ORDER NO. (D)	
0.8 in 20 mm	VENDOR (V)	(For vendor's use unless otherwise specified)	
0.9 in 23 mm	SERIAL/LOT CODE (S)		
ABC Company, INC. Anywhere, KY 12345			
6.0 in 153 mm			

<b>PART NO.</b> <b>(P)</b> <h1>12345678</h1> 	
<b>QUANTITY</b> <b>(Q)</b> <h1>1000</h1> 	<b>DELIVERY ORDER NUMBER</b> <b>(D)</b> <h1>A012345</h1> 
<b>VENDOR</b> <b>(V)</b> <h1>123456</h1> 	<b>VENDOR USE</b>
<b>SERIAL/LOT CODE</b> <b>(S)</b> <h1>123456</h1>  ABC Company, Inc. Anywhere, KY 12345	

## Optional 2D Master Label Requirement

Some (ASTEMO) facilities have a 2D scan requirement for the Master Label. In that case, all specs stay the same except for the bar code requirement. Please check with the SQA contact of the (ASTEMO) site for which packaging is being supplied to ascertain if the 2D option is required.

1.2 in 30 mm	<b>PART NO.</b> <b>(P)</b>		4.0 in 102 mm
1.1 in 30 mm	<b>QUANTITY</b> <b>(Q)</b>	<b>DELIVERY ORDER NO.</b> <b>(D)</b>	
0.8 in 20 mm	<b>SUPPLIER</b> <b>(V)</b>	 Data Matrix	
0.9 in 23 mm	<b>SERIAL / LOT CODE</b> <b>(S)</b> ABC COMPANY, INC.	Or  QR コード	
6.0 in 153 mm			

**Vendor Name**  
**Vendor Address**

**PACK LIST**

DATE	DOCUMENT NUMBER
28-JUN-17	1021057105

**SHIP TO**

HITACHI AUTOMOTIVE PRODUCTS  
955 WARWICK ROAD, DOCK 4  
HARRODSBURG, KY 40330 USA

CCN: 102 ML: 01 PACKLIST: 1021057105



ECT1

267787 01

CUSTOMER ORDER	CARRIER	DELIVERY TERMS	BILL OF LADING NUMBER	
R444167	FedEx 2 Day Economy - Collect	FOB SHIPPING		
ITEM/DESCRIPTION		UOM	SHIPPED QTY	REFERENCE
<div>FED-EX#: ***** RACHEL RILEY TEL:859 734- FAX:859 734- RACHEL.RILEY@HITACHI-AUTOMOTIVE.US ***** MANDI JONES TEL:859 734- FAX:859 734- MANDI.JONES@HITACHI-AUTOMOTIVE.US ***** CC: ALL ORDER CONFIRMATIONS TO: CHARLOTTE.ALLEN@HITACHI-AUTOMOTIVE.US ***** INVOICES AUTO-EMAIL TO: RACHEL.RILEY@HITACHI-AUTOMOTIVE.US  0001 BMP-1 A 2500200 001 BRD MKR PRB&amp;RECP PROMISE DATE: 28-JUN-17 SO LINE: 0001 LOCATION: STOCK BIN: LOT NUMBER: 256790300010001  ULTIMATE DESTINATION: USA</div>		EACH	1.00	1
PRINTED BY SERGIO MURGUIA 28-JUN-17 17:21:14 SO: 2141287				

D.O. number must  
be barcoded also.

Vendor lot number

PL

2141287


# **\*\*Upcoming Changes for Packing List\*\***





- Hitachi-BK will require all Suppliers to print the required packing list from SupplyWeb. All Suppliers have access. Please use the link provided from our homepage or this URL <https://supplyweb.hitachi-automotive.us/supplyWeb/account/login>
- Hitachi-BK will use this packing list to scan all receipts into the system for payment. This will ensure accurate up to date information is input in our system and ensure timely payment per the terms.
- The date of implementation will be January 2<sup>nd</sup>, 2019. If you have any questions or concerns please do not wait until the last minute. Any issues after January 2<sup>nd</sup> 2019 will result in a delivery performance issue

## Packing List

Page 1 of 2

Ship Notice			
Sold To	Ship To	Ship From	Supplier ID (V)
Hitachi Automotive Systems Americas, Inc. 955 Warwick Road Harrodsburg, KY 40330 UNITED STATES	(HIAMS) Berea South 993 301 Mayde Road Berea, KY 40403 UNITED STATES	Seymour Tubing, Inc. 1515 E. Fourth Street Seymour, IN 47274 UNITED STATES	 HA0020

Shipper Details					
Shipper ID (2S)			Creation Date	Ship Date	
 B91098			09-13-2018	09-13-2018	
Route Code	AETC	SCAC	Vehicle Type	Vehicle Number	Transport
		L&G	M		Motor Carrier
Dock	AETC Responsibility		Pro Number	Bill Of Lading Number	
				B91098	
Remarks					

Line Items					
Line No.	UoM (3Q)	Model Year	PO Number	Eng. Lvl.	Lot Number
	Customer Part (P)		Ship Qtys. (Q)	Pull Signals (15K)	
1	EA		B005693		
					
7A16124-4510		270	A285332		
					
Remarks :					

# Hitachi Packaging Data Sheet

## Hitachi Automotive Systems Americas, Inc. Packaging Data Sheet (PDS)

Part Number:		Supplier Name:	
Part Name:		Contact Name:	
Program Name:		Address:	
Hitachi Contact:		City, State, Zip Code:	
Phone:		Phone:	
E-mail:		E-mail:	

Ship Method:		Packaging Design/Purchase Responsibility:		Estimated SOP Date:	
Land(Truck) <input checked="" type="radio"/>	Sea <input type="radio"/> Air <input type="radio"/>	Hitachi: <input type="checkbox"/>	Supplier: <input type="checkbox"/>		

Packaging Information	Outside Packaging Dimensions						Weight(kg/lbs)						Standard Number of Pieces/Pack (SNP)	
	Length		Width		Height		Net		Tare		Gross			
	in	mm	in	mm	in	mm	lbs	kg	lbs	kg	lbs	kg	Per Box	Per Pallet
Hand Held Container														

Component Dimensions (in and mm)	Length		Width		Height		Weight		Supplier Outside Process		No <input type="checkbox"/> Yes <input type="checkbox"/>	
	in	mm	in	mm	in	mm	lbs	kg	If yes, how many days in the process?			
									What is the quantity of packaging?			

Pallet specifications						Packaging Components			Container / Box Label Information	
Material Type: plastic Heat Treatment: no Banded: no Wrapped: yes Pallet dimensions (inches & millimeters) Length in _____ Length mm 0 Width in _____ Width mm 0 Height in _____ Height mm 0 Pallet weight Tare (lbs): _____ Tare (kgs): 0 Net (lbs): _____ Net (kgs): 0 Gross (lbs): 0 Gross (kgs): 0						Bag <input type="checkbox"/> Polifoam Dividers <input type="checkbox"/> Silica Gel Bubble Wrap <input type="checkbox"/> Blister/Tray <input type="checkbox"/> ESD Protection <input type="checkbox"/> Corner Support <input type="checkbox"/> Other (Specify below) <input type="checkbox"/> VCI Paper			Box Label Information Traceability method: Date <input type="checkbox"/> Shift <input type="checkbox"/> Production line <input type="checkbox"/> Mfg. Location <input type="checkbox"/> Julian date <input type="checkbox"/>	
Max Stack Factor N/A Pallet weight Tare (lbs): _____ Tare (kgs): 0 Net (lbs): _____ Net (kgs): 0 Gross (lbs): 0 Gross (kgs): 0						Packaging Type Container Internal Dunnage Expendable <input type="checkbox"/> Expendable <input type="checkbox"/> Returnable <input type="checkbox"/> Returnable <input type="checkbox"/>			Other examples: VCI paper, Temperature Indicator, Humidity Indicator, Reel Diameter	

Comments:

Notes:

Packaging Contingency Plan for returnable packaging: Supplier to propose alternate packaging or provide additional details on separate form.

Refer to section 11 of the Supplier Handbook for additional packing and label instructions

Internal Use Only:

Procurement	Pkg Engineer	SQA	DE	PC	Whse/Logistics	Production	QA PLT

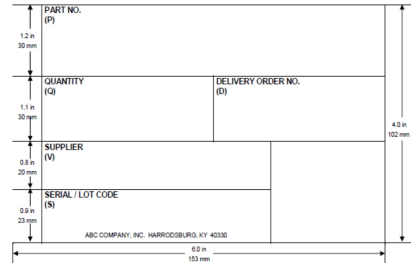
# Hitachi Packaging Data Sheet

## Photos (Tab 2 on data sheet)

Hitachi Automotive Systems Americas, Inc.  
Packaging Photos

Part Picture

Label Picture



Container Photo (or sketch)

Interior Design Photo (or sketch)



Container Photo (or sketch)

Interior Design Photo (or sketch)



**Pallet (requires 4 way entry, clearance high 5" (120 mm))**

Packaging Description: Pallet holds 24 boxes and 96 parts

Notes:

*This is the second tab. Please make sure this is completed.*