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Cover Page

**CBP-0010**



**Holley Performance Products**  
Bowling Green, Kentucky, U.S.A.

RECEIVING BAR CODE LABEL SPECIFICATION

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## 1.0 SCOPE

### 1.1 PURPOSE

This specification provides guidelines for printing and applying bar coded labels to containers for all goods supplied to Holley Performance Products, Inc. The label standard is designed to improve productivity and controls for suppliers of Holley Performance Products, Inc, by allowing effective and efficient transfer of data for production counts, warehouse input/output, cycle counting, shipping documents, expediting, transportation, receiving, and other inventory controls.

## 2.0 REQUIREMENTS

### 2.1 DEFINITIONS

**LABEL** - A card, strip of paper, etc. marked and attached to an object to indicate its nature, contents, ownership, destination, etc.

**CONTAINER** - Something that encloses or can enclose one or more items (e.g. box, crate, can, jar, etc.). A shipment of two or more containers of the same product to have one label for the total quantity. The label to be placed on box 1 of \_\_. Each container will be numbered to identify the total containers in the shipment.

**TO** - The destination address of Holley Performance as defined on the purchase order.

**FROM** - The name and address of the supplier.

**HOLLEY PURCHASE ORDER NUMBER** - A Holley Performance assigned number identifying a particular purchasing transaction. This is a 6 position, numeric field.

**LINE NUMBER** - A Holley Performance assigned number identifying a particular line within a purchase order. This is a 3 position numeric field.

**HOLLEY ITEM NUMBER** - A unique code assigned by Holley Performance to identify a specific part or raw material. If the material number does not exist (from the P.O.) leave the field blank. This is a 15 position, alpha/numeric field.

**QUANTITY** – The quantity, amount, or number of pieces. This is an 11 position numeric field

UNIT OF MEASURE - The unit of measure will be specified on the purchase order. This is a 2 position alpha field.

VENDOR LOT NUMBER - A unique number assigned to material by a manufacturer to differentiate it from another lot of the same material. Not required unless specified as a requirement on the purchase order. This is a 10 position numeric field.

MANUFACTURING DATE - The date of manufacture of a material in YYYYMMDD format. Not required unless specified as a requirement on the purchase order. This is an 8 position numeric field.

## 2.2 LABEL CHARACTERISTICS

### 2.2.1 Description

The label shall have a high quality, white background with black print. It shall have a pressure sensitive backing such that adherence is assured. The label is to be wrinkle free.

### 2.2.2 Material

Label material and black printing shall be such that the bar code can be easily read by both visible red and infrared type contact and non-contact bar code readers.

### 2.2.3 Environment Requirements

Label shall be capable of adhering to container in a wide range of temperatures.

## 2.3 LABELING REQUIREMENTS

### 2.3.1 Building Block Height

Building block height, where the barcode is inserted, shall be a minimum of ½ inch and 1 inch for the address blocks. (see figure 1)

2.3.2 Human Readable Interpretation of the Bar Code Symbology. The data encoded in the bar code symbol shall be represented in human readable characters below the bar code symbol. The human readable interpretation should be upper case. Human readable character height shall be .08 inch minimum to .10 inch maximum.

2.3.3 Human Readable Characters Involving No Bar Code Symbology. The supplier can determine the size of any human readable characters that do not involve bar code symbology. It is requested that the data characters be large enough to be human readable.

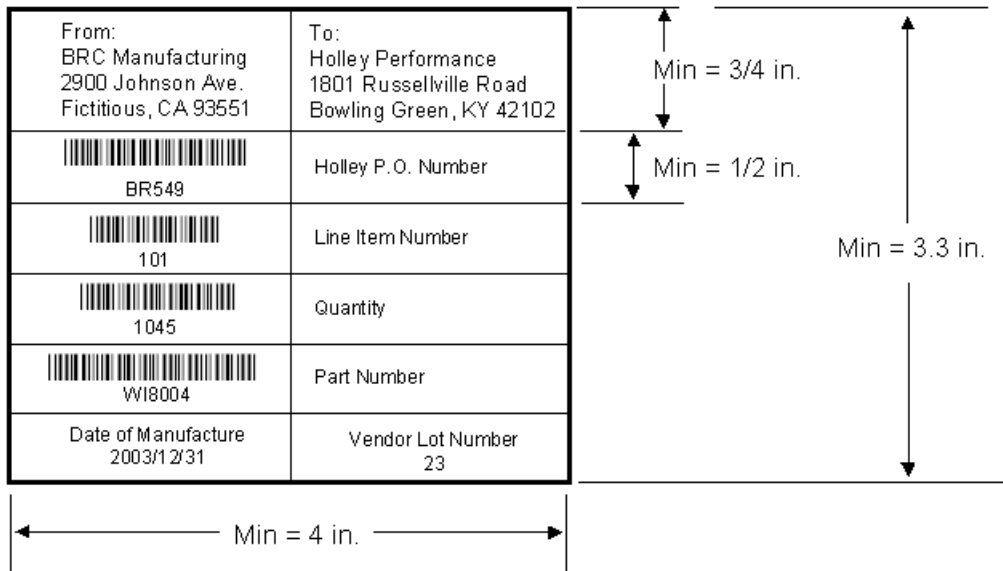
### 2.3.4 Bar Code Symbology

The two dimensional barcode will conform to UPC pr 3 of 9 format or code 39.

### 2.3.5 Bar Code Symbol Height

The barcode dimensions will be such that it fits inside the building block space as dimensioned in the specification.

## 2.4 RECEIVING BAR CODE LABEL (FIGURE 1)



### 2.4.1 Size

Label size shall be a minimum of five (4) inches (length/height) by four (4) inches (width).

### 2.4.2 Layout

The To: Holley Performance Address, From: Supplier Address, Purchase Order Number, Line Number, Quantity and Part Number required data elements. Manufacturing Date and vendor lot number are required text data elements, if applicable, but do not require a barcode

This data is to be presented in the exact order as FIGURE 1, and in a stacked configuration. The “To” and “From” information is human readable only. The Holley Purchase Order Number, Line Item Number, Quantity, Part Number are to be bar coded and in human readable form. The balance of information does not require a barcode, only text.

In the building block entitled “Manufacturing Date”, the structure of the date should be as YYYYMMDD.

#### 2.4.3 Multiple Labels

Whenever a data field changes within the same shipment, whether it is a different Manufacturing Date, or Batch Number, a new label must be generated and affixed to the shipment, allowing for multiple labels on individual containers.

#### 2.5 LABEL PLACEMENT

Labels should be placed no closer than 1.25 in. (32mm) from any package edge. Label placement towards the center of the sides of rectangular, corrugated packages should be avoided because excessive abrasion damage may render the label not usable. For placement on various types of packages, labels or tags should be applied in an easily accessible location. Labels or tags should be sufficiently secured and protected to ensure that they are present, wrinkle – free at point of end use.

#### 3.0 QUALITY ASSURANCE REQUIREMENTS

Quality assurance is the responsibility of the supplier. Holley Performance expects all suppliers to provide labels that can be successfully scanned with not more than one attempt.

Approved: (June 18, 2004)

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Production Planning and Control