Marmon/Keystone LLC Bar Code Specifications For Material

Date: May 7, 2014
General Information

Shipments to Marmon/Keystone facilities must have bar code readable tags affixed to each end of each bundle and a copy of each tag with the packing list.

All tags are to be prepared in conformance to the AIAG B5 primary metals tag standard that was published in July 1993 (see attached example at Exhibit 2) and endorsed by the Steel Tube Institute as a guideline for printing and supplying product identification tags. Copies of the above standard can be obtained from the AIAG at the below address for $30 ($15 for AIAG members):

Automotive Industry Action Group
26200 Lahser Road, Suite 200
Southfield, Michigan 48033-7100
248/358-3570
248/358-3253 Fax
Attn: Order Department

IT IS OUR COMPANY'S INTENT TO COMPLY WITH THE ABOVE STANDARD TO THE FULLEST EXTENT POSSIBLE.

The following bar code support contacts at Marmon/Keystone have been established to answer any questions you may have in complying with our bar coding request:

Computer Programming/Testing Support

Name: Paul Kristofik
Address: Marmon/Keystone LLC
P.O. Box 992
Butler, PA 16003-0992
Phone: (724)477-4395
Fax: (724)283-0558 E-Mail: pkristofik@marmonkeystone.com

Supplier Commercial Support

Name: Bart Gardina
Position: Manager of Purchasing
Address: Marmon/Keystone LLC
P. O. Box 992
Butler, PA 16003-0992
Phone: 724/477-4332
Fax: 724/283-0558
E-Mail: bgardina@marmonkeystone.com

The following pages of these bar code instructions described how each field in the tag must be coded. The below table briefly explains the importance factor that each field has when it is processed into our

new automated receiving system:

Field No.	Description	Identifier Code	M/K Importance Factor	Comply to AIAG Standard
1	Product Identifier	P	Info. Only	Yes
2	Supplier No.	V	Critical	Yes
3	Serial No.	S	Critical	Modify
4	Customer Order No.	K	Critical	Yes
5	Heat No.	1T	Critical	Yes
6	Actual Weight	2Q	Important	Yes
7	Length	1Q	Critical	Modify
8	Pieces	Q	Important	Yes
9	Size		Info. Only	Yes
10	Special Data		Info. Only	Yes

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The only small modifications to the AIAG B5 Primary Metals Tag Standard that Marmon/Keystone may be requiring would be for the following fields:

#7 Length - We will use this length field to record the total amount of the footage in each bundle. Although the AIAG standard documents that this field should be a maximum of five characters with no decimals, Marmon/Keystone may require some suppliers to record decimal positions in this field.

Many of our suppliers do not bill us with whole feet on their invoices. If these mills only record whole footage lengths in field #7, our computerized receiving and mill bill processing system will not match these receiving records to the invoice and treat these as a footage discrepancy. Loss of time and possible delays in supplier payment could result from these small footage differences.

We require that the length field #7 have one decimal position if the invoice you send our company for this shipment has any decimals in the billing footage. Use the following table to determine the number of decimal positions needed in the length field:

# Decimals on Supplier Invoice	# Decimals on Field #7 on Tag	Field #7 Format
0	0	99999
1	1	9999.9
2	1	9999.9
3	1	9999.9
4	1	9999.9
more	1	9999.9

See the detail coding instructions for field # 7 for additional detail.

Marmon/Keystone is aware that some suppliers may already have begun using the new BIO standard for material tags. We would prefer that you use the B5 standard tag but if you cannot generate a B5 tag, please call Ted Glasgow at Marmon/Keystone and we will discuss on an individual supplier basis. A B10

tag in the same format as the B5 format, explained in this document, may work.

Bar Coding Tag - Shipping Instructions

Marmon/Keystone requires that all bundles are tagged on both ends with bar coded tags conforming to the AIAG B5 Primary Metals Tag Standard. These tags must be clipped on the very end of the pipe/tube at each end of the bundle. It cannot be attached to the bundle strapping if the strapping is not at the very end of the bundle. Many times if the tags are attached only to the strapping, bundles that are piled on top of lower bundles will cover the bar code tag. Marmon/Keystone's intent is to scan in tags for all bundles and agree to the computerized purchase order, before any part of the truck load is to be unloaded.

In addition, a duplicate of each bundle tag must be attached to the packing slip and given to the driver for presentation to our receiving clerk at time of delivery. This extra bar coded tag is to be used by our receiving clerk as an ASN (Advanced Shipping Notice) type record to be matched against our open purchase order file to make sure the shipment is a valid purchase before we dispatch the truck to the receiving area.

The following pages document the requirements of how each field in the bar coded AIAG B5 tag should be completed.

FIELD # 1 - Product Identification (P)

Requirement

The Product Identification field contains the size and product description. This is a free form text field for our people to look at to identify the size and type of material.? We will no longer be bar code reading this field but it is important for our people to be able to read it.

Example

The sample confirming Purchase Order (at Exhibit 3) lists the following information in the Product Code section:

The size could be .500 X.120 W (.5 diameter by .120 wall). The product decription should include enough information for our people to determine the product and grade if needed.? Examples would include DOM, A53, A106, 304, 316L, seamless or welded.? Please limit the size to what will be easily readable on the tag.

FIELD # 2 - Supplier No. (V)

Requirement

The Supplier Number field must contain the 5 digit numeric code assigned to each vendor by Marmon/Keystone LLC. The Marmon/Keystone vendor number is listed in the mill field of the Marmon/Keystone's confirming purchase order (see Exhibit 3).

Example

The Supplier Number in the sample purchase order (see Exhibit 3) is 70938. This field is at the very top of

the purchase order on the left hand side.

If you have trouble locating this number you can call our purchasing department to get your supplier number.

Sample of field layout:

7 0 9 3 8

FIELD # 3 - Serial No. (S)

Requirement

The Serial Number field must contain a unique sequential number assigned to each bundle furnished to Marmon/Keystone.

Per AIAG standards, the maximum length of this field is (15) alphanumeric characters.

Example

The unique serial number is generated by your company bar coding system. These serial numbers must be unique and not repeated for a period of 12 months of shipments to Marmon/Keystone. For example, your tag serial number is 1234567.

Sample of field layout:

1 2 3 4 5 6 7

FIELD # 4 - Customer Order No. (K)

Requirement

The Customer Order Number field must contain the purchase order number issued by Marmon/Keystone followed by a hyphen and then the purchase order item number. The purchase order number is located in the P. O. No. field of Marmon/Keystone's confirming purchase order (see sample of Exhibit 3). All characters (including the hyphen between characters two and three) must be recorded in this field.(No Spaces)? It is not necessary to pad the fields with leading zeroes.? It must match our hard copy PO exactly.

Example

In the sample purchase order (at Exhibit 3) the purchase order number is 45-45-20244. The P.O. line item number is 1.

Sample of field layout:

4 5 - 4 5 - 2 0 2 4 4 - 1

Example 2

4 5 - 4 5 - 1 2 3 4 - 1
FIELD # 5 - Heat No. (1T)

Requirement

The Heat Process Number field must contain the heat number of the product shipped in each bundle as shown on the material test report furnished to Marmon/Keystone by the vendor number. Only one heat number is allowed per bundle.

Per AIAG Standards, the maximum length of this field is (12) alphanumeric characters.

Example

The heat number of the material shipped to Marmon/Keystone is T B 6 6 3 2 9 A.

Sample of field layout:

T B 6 6 3 2 9 A

FIELD # 6 - Actual Weight (2Q)

Requirement

The actual weight field must contain the total net weight of the material furnished in the bundle. It should not include the weight of packaging. The weight should be recorded in pounds, rounded to the nearest total pound.

Example

If the total weight of the bundle is 2975 lbs.

Sample of field layout:

2 9 7 5

FIELD # 7 - Length (1Q)

Requirement

The Lgth/Theo. Weight field must contain the total footage in each bundle. The invoice quantity for a purchase order line item must correspond to the sum of all bundle tags on a shipment for the item. Although the AIAG standard documents that this field is anticipated to be a maximum of five characters, with no decimals, Marmon/Keystone will require some suppliers to record some decimal positions in this field.

For suppliers who do not invoice Marmon/Keystone in whole feet and only record total footage bundle lengths in whole feet in field #7, our computerized receiving and mill bill processing system will not match

these receiving records to the invoice and treat the difference as a footage discrepancy. Loss of time and possible delays in supplier payment could result from these small footage differences.

We require that the length field #7 have one decimal position if the supplier invoice that you send our company for this shipment has any decimals in the billing footage. Use the following table to determine the number of decimal positions needed in the Length field:

# Decimals on Supplier Invoice	# Decimals on Field #7 on Tag	Field #7 Format
0	0	99999
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3	1	9999.9
4	1	9999.9
more	1	9999.9

Example

Supplier ABC invoices Marmon/Keystone in two decimal positions. The invoice is for 1092' 9" and the actual footage invoiced is for 1092.75 feet. If only one bundle is received for this invoice line item then the bundle tag should also record to decimal position (1092.8).

Sample of Field Layout:

1 0 9 2 . 8

Other considerations

Rounding - If more than two decimal digits are billed on the supplier invoice then we need the bundle bar code tag to have only two decimal digits. We do not need any more than two decimal digits to agree our receiving records to the supplier invoice.

The two decimal digits should be rounded as follows:

Add five to the digit to the immediate right of the level of precision when required, then drop (truncate) the extra digits (those beyond the required level of precision).

If supplier does not want to include decimals in field #7, Marmon/Keystone will accept a change in supplier invoices to whole feet to agree with bar code tag.

FIELD # 8 - PIECES (Q)

Requirement

The Pieces field must contain the number of pieces packaged in each bundle. The number of pieces listed cannot exceed five characters.

Example

Bundle includes 50 pieces.

Sample of field layout:

5 0

FIELD # 9 - SIZE

Requirement:

The Size field is printed in human readable characters only. Therefore, Marmon/Keystone has no format requirements for this field.

FIELD # 10 - Special Data

Requirement

The Special Data field is printed in human readable characters only. Therefore, Marmon/Keystone has no format requirements for this field.

LISTING OF EXHIBITS

1. Supplier Bar Code Information Sheet

2. Example of properly completed bar code tag in accordance with Marmon/Keystone's requirements.

SUPPLIER BAR CODE INFORMATION SHEET

Supplier Name _____

Division _____

Address _____

_____

Bar Code Contact:

Name _____

Phone No. _____

Fax No. _____

E-Mail No. _____

Bar Code Supervisor:

Name _____

Phone No. _____

Is your current shipping system capable of generating
AIAG B5 formatted Bar Code tags Yes _____ No _____

After reviewing the attached Marmon/Kesytone
bar code requirements, will you be able to comply
to our request Yes _____ No _____

Date you can fax a test tag to Marmon/Keystone _____

Anticipated date the required bar code tags will be on
material shipped to our Butler and Chicago branches _____

Comments on problems you might have in complying
with our request

_____

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