



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
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Purpose

This document outlines the mandatory standards and specifications for barcode and non-barcode labeling that Briggs & Stratton's suppliers must follow for all shipping containers and logistics units. Its main goal is to ensure labeling conformity (e.g. AIAG Standard specific data identifiers) to facilitate inventory control, tracking, and warehousing.

Scope

This document applies to all supplier shipments to Briggs & Stratton. It governs the labeling of:

- **Individual shipping packs** (using Part Labels).
- **Multiple packs** (e.g. pallet, trailer) containing more than one shipping container of the same or different part numbers (using Master Labels).
- **Logistics units** for handling and warehousing (Handling Unit Labels, required for all end products and engine shipments).
- **Multiple packs** containing more than one part number (requiring a Mixed Load Identifier in addition to Part and Master Labels).

Non-conformance to these requirements will affect a Supplier's Performance Evaluation and may impact existing and new business opportunities.

Reference

U.S. National Identifier Standard (ANSI/FACT – 1)
American National Standard Institute (ANSI) Grading Scale
AIAG Shipping / Parts Identification Label Standard (AIAG-B-3-1984)
AIAG Bar Code Symbology (Code 39)
Supplier Production Process Qualification
Supplier Packaging Requirements
Packaging Plan

Procedure

1.0 PART LABELS

A part label is used to identify the contents of an individual shipping pack. Each container, whether expendable or returnable, requires at least two part labels, on two adjacent sides.

1.1 PART LABEL CONTENTS

There are ten (10) data areas of the Part Label:

AIAG Standard Area	BAR CODE AND HUMAN READABLE
1. Part Number	Required & Human Readable
2. Quantity	Required & Human Readable
3. Supplier Number	Required & Human Readable (<i>all characters</i>)
4. Serial Number	Required & Human Readable
Special Data Area	
5. Purchase Order Number	Required & Human Readable
6. Revision Level	Required & Human Readable



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

7. Supplier Name	Required and Human Readable
8. Description	Required and Human Readable
9. Manufacture Date & Lot#	Required and Human Readable
10. Supplier Location	Required and Human Readable

Each data area must be separated by thin lines and must contain its title in the upper left hand corner, as shown in the label samples. Outer borderlines are not required. Titles should be printed in 0.06-inch (1.5 mm) high letters. Refer to Figure 1 for an example of a part label.

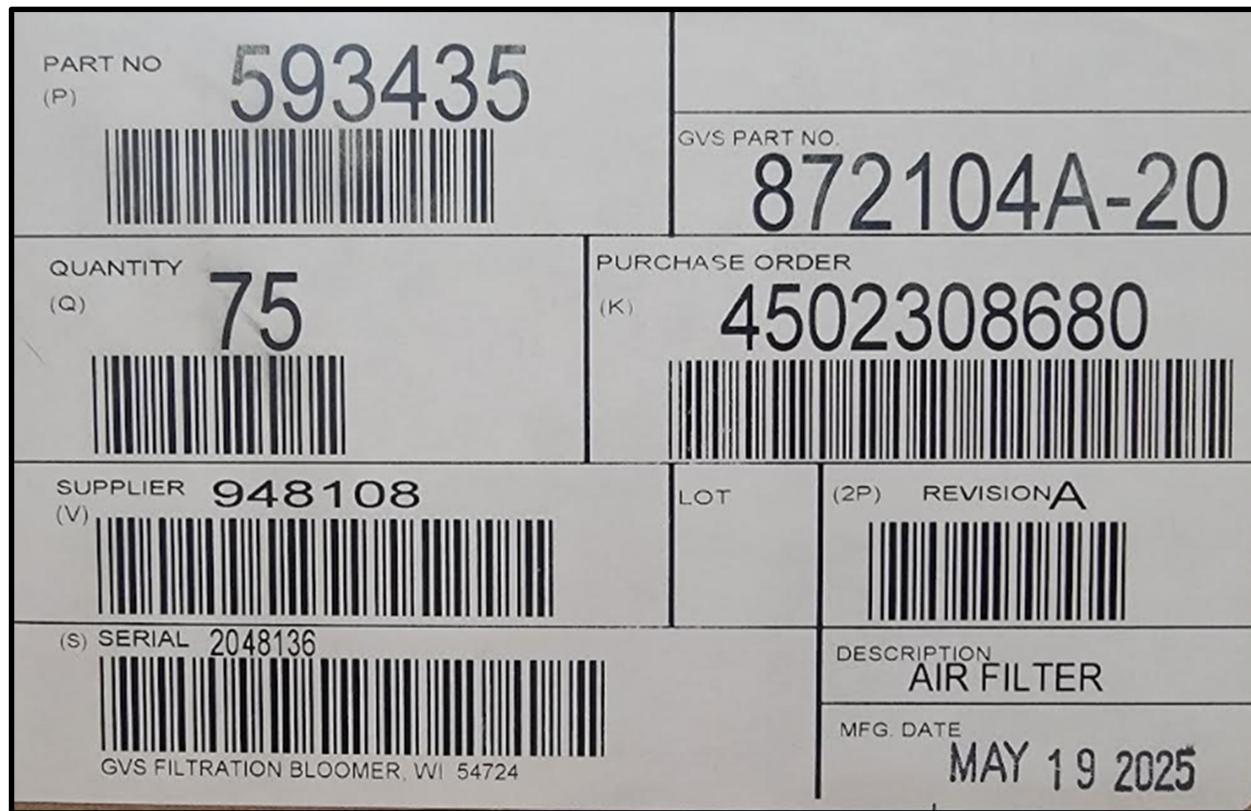


Figure 1

1.1.1 BAR CODED DATA

The following is required on the Part Label and Master Label in the format shown. All data is to be displayed in both bar code symbols and human readable characters. Exceptions are part description, manufacture date, manufacture lot, and supplier location, which must appear in human readable form only. Leading zeros in numeric fields and trailing spaces in alphanumeric fields are insignificant and must not be used, EXCEPT FOR THE SUPPLIER NUMBER FIELD.

1.1.2 DATA IDENTIFIER CODE

The first position after the start code of the bar code symbol must be used to identify the information to follow. This character is not to be included in the human readable line, but is shown in human readable characters under the title for the appropriate data area.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

Briggs & Stratton recognizes the following data identifiers assigned by Automatic Identification Manufacturer (AIM) and listed in the U.S. National Identifier Standard ANSI/FACT-1.

P Briggs & Stratton Part Number

Q Quantity

V Supplier Number

K Purchase Order Number

S Unique Tracking Serial Number – Part Label

2P Revision Level

1.1.3 BRIGGS & STRATTON PART NUMBER

This is the part number as assigned by Briggs & Stratton. The human readable characters and bar code symbols must be a minimum of 0.5 inches (13 mm). The maximum character allowance for part field is 13 + 1 character for the data identifier “P”.

1.1.4 QUANTITY

In most cases, this is the location to document the number of units within a container; however, if the quantity is not a raw count, but rather a unit of measure (e.g. gallons, pounds, etc), it must be noted in human readable characters to the right of the human readable quantity. The unit of measure is NOT to be bar coded.

Human readable characters and bar code symbols must be a minimum of 0.5 inches (13 mm) high. The maximum character allowance for the quantity number field is 9 + 1 character for the data identifier “Q”.

1.1.5 SUPPLIER NUMBER

This is the supplier code assigned by Briggs & Stratton. It may contain an alpha character. The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 0.5 inches (13 mm) high.

The maximum character allowance for the supplier number field is 8 + 1 character for the data identifier “V”. Do not include a hyphen in this field.

1.1.6 SERIAL NUMBER

The serial number is a unique number for both the Part and Master Label assigned by the supplier for each shipping container (e.g. carton, pallet, box, etc.) having identification labels. Serial numbers cannot be duplicated within the calendar year for the same supplier number.

Serial Numbers may be assigned by Briggs & Stratton for selected items, or supplied by the Vendor, with the approval of Briggs & Stratton (confirmed through PPAP for format and readability)

The human readable characters must be a minimum of 0.2 inches (5mm) high. The bar code symbol must be a minimum of 0.5 inches (13 mm) high.

Serial number length and format must be approved by Briggs & Stratton to ensure system compatibility and avoid duplication.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

NOTE: Two labels are required on each container, adjacent to each other. This necessitates printing two identical labels, with the same serial number.

1.1.7 PURCHASE ORDER NUMBER

This is the purchase order number assigned by Briggs & Stratton. Suppliers must use only current purchase order numbers.

If a new Purchase Order is issued and a supplier has existing inventory, the supplier must contact Briggs & Stratton Purchasing requesting a deviation to ship product manufactured and labeled with the old Purchase Order.

The human readable characters must be a minimum of 0.3 inches (8mm) high. The bar code symbol must be a minimum of 0.5 inches (13 mm) high.

The maximum character allowance for the purchase order field is 10 + 1 character for the data identifier "K".

1.1.8 REVISION NUMBER

This is the part revision assigned by Briggs & Stratton and must include a dash, a letter, or a number. It cannot be left blank.

The revision level is the manufactured revision level. If the revision level is different from the current active revision level, the supplier must request a deviation from Briggs & Stratton Purchasing.

The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 0.5 inches (13mm) high.

The maximum character allowance for the revision field is 4 + 2 characters for the data identifier "2P".

1.1.9 DESCRIPTION

This is the product description specified on the part print in the title box and should be in human readable characters only. Minimum character size is 0.2 inches (5 mm) high.

1.1.10 MANUFACTURING DATE / LOT NUMBER

The manufacturing date and manufacturing lot of final production or assembly of all the parts in the container should be in human readable characters only. Minimum character size is 0.2 inches (5 mm) high.

1.1.11 SUPPLIER LOCATION

Supplier name, city, state, and zip code must be shown in the lower left hand corner of the bar code label. Character size is 0.1 inches (2.5 mm) high.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

2.0 MASTER LABELS

A label used to identify and summarize the total contents of the same part number in a multiple pack. A multiple pack (pallet, trailer, etc.) is a pack containing more than one individual shipping container of the same part number or different part numbers.

2.1 MASTER LABEL CONTENTS

The Master Label contents must conform to the same specification as the Part Label content specified in Section 1.1. The following are additional requirements:

- All pallets containing multiple containers or cartons of the same or different part numbers require a Master Label for each part number
 - The only exception would be one container on a pallet such as a Gaylord.
 - The heading MASTER LABEL must be printed in bold 1.0 inches (25.4 mm) high letters. Recommended label size is 7.5 inches (191 mm) high by 9.0 inches (230 mm) wide.
 - An optional label size of 4.0 inches high by 6.0 inches wide can be used if all required information is contained in the label and is identified by the words MASTER LABEL.
- The Data Identifier for the serial number of a Master Label is “4S” or “M”.
 - “4S” or “M” Unique Tracking Serial Number – Master Label, like items.
 - The maximum character allowance for the serial number field is 9 + 2 characters for the data identifier “4S” or 1 character for the data identifier “M”.
 - The serial number is a unique number for both the Part and Master Label assigned by the supplier for each shipping container (e.g. carton, pallet, box, etc.) having identification labels.
 - Serial numbers cannot be duplicated within the calendar year for the same supplier number.
 - The human readable characters must be a minimum of 0.2 inches (5 mm) high. The bar code symbol must be a minimum of 0.5 inches (13mm) high.
 - The maximum character allowance for the serial number field is 9 + 1 character for the data identifier “S”.
- Placement of Master Label will be determined by the type of shipment. Refer to Figure 2 for an example of a Master Label.
- The Master Label quantity must be the total quantity for each part number on a pallet.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26



Figure 2

3.0 LABEL CHARACTERISTICS

3.1 SIZE

The label size must accommodate long part numbers and large shipping quantities. Wire tags put on loose parts on metal racks will be the same size plus the material necessary to add a reinforcement eyelet. The recommended minimum sizes for the various labels are as listed below in Figure 3.

LABEL	HEIGHT	WIDTH
Part	4 inches (102 mm)	6 inches (165 mm)
Master	7.5 inches (191 mm)	9 inches (230 mm)
Mixed Load	4 inches (102 mm)	6 inches (165 mm)

Figure 3

3.2 QUALITY

Labels are to be wrinkle free and durable to ensure readability at destination. A sample label must be tested to ensure accuracy of readability, print contrast and all other specifications prior to usage.

3.3 SYMBOLOGY

Bar Codes must be 3 of 9 (Code 39) type and conform to the AIAG Standard.

3.4 MATERIAL

Labels can be pressure sensitive or dry gummed-type. Adherence to the package must be ensured.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

3.5 LABEL PROTECTION

Labels must be protected against moisture, weathering, and abrasion. Laminates, sprays, window envelopes and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care must be taken to ensure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.

4.0 SAMPLE VERIFICATION

Prior to use, suppliers are required to submit a Part Label and Master Label to Briggs & Stratton for verification. All samples must be on actual barcode stock and all information must be valid. Briggs & Stratton requires an American National Standard Institute (ANSI) grade of B or higher and a Scannability Trend Index (STI) readability grade of 50% or greater for each bar code. Mail all bar code samples to your Plant Purchasing Representative.

5.0 PART LABEL AND LOCATION

Part labels are required on adjacent corners of each shipping container as illustrated. The label must be parallel to the container base. If parts are shipped in returnable containers that cannot be labeled, tags are to be used. The serial numbers of the two labels on a container MUST be the same. There is only one unique serial number per container.

5.1 SINGLE CARTONS

Part labels are to be located on two adjacent sides. A wrap around label is acceptable. Refer to Figure 4 for an example of the desired single carton label location.

5.2 CARTONS ON A PALLET

Part labels are required on each carton as shown above. When a Master Label or Mixed Load identifier is required on each pallet / load, the label/identifier must be positioned in such a manner that it is easily removable when the pack is broken down. Refer to Figure 5 for an example of the desired pallet label location.



Figure 4



Figure 5



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

5.3 DRUMS OR BARRELS

Part Labels are required on two sides, or a side and top of the container. Refer to Figure 6 for an example of a drum/barrel label location.

5.4 HIGH-BOYS, TRUCKS, WIRE BASKETS, ETC.

Part Labels are to be attached to adjacent sides of the container or two loose top pieces. Refer to Figure 7



Figure 6



Figure 7

5.5 PALLET BOX/GAYLORD

Part Labels are to be attached to adjacent sides of the container. Refer to Figure 8 for an example of a pallet box / gaylord label location.



Figure 8

5.6 TELESCOPIC CONTAINERS



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

Part Labels are to be attached to adjacent sides of the container. One Part Label must also be attached to the bottom half of the container.

6.0 MIXED LOAD LABEL

Mixed Load Labels are required, in addition to Part Labels and Master Labels, when there is more than one part number on the same multiple pack. This label is shown below with bold 1 inch (254mm) high letters.



Figure 9

7.0 MASTER LABELS USED IN CONJUNCTION WITH MIXED LOAD LABELS

Special situations occur when there is a mixed load. Below are some examples for reference.

7.1 MIXED LOAD WITH MULTIPLE PACKS OF MULTIPLE PART NUMBERS

This situation calls for one Mixed Load Label and Master Labels for every part number in the load, even if there is only one container.



Figure 10

This example requires:

- (1) Mixed Load Label
- (54) Two Part Labels on each container
- (4) One Master Label for each part number

7.2 LOAD OF SAME PART NUMBER WHICH DOES NOT REQUIRE A MIXED LOAD LABEL

This situation calls for one Master Labels and two labels for each container in the load. Master Labels should be placed nearest to the last loaded container. Refer to Figure 11 for an example.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26



Figure 11

This example requires:

- (54) Two Part Labels on each container
- (1) Master Label

7.3 MIXED LOADS WITH MULTIPLE BASKETS OR HIGH-BOYS

This situation calls for one Mixed Load Label and Master Labels for each part number in the load, even if there is only one container for certain parts. Master Labels should be placed nearest to the last loaded basket of that part number. Refer to Figure 12 for an example.



Figure 12

This example requires:

- (1) Mixed Load Label
- (16) Two Part Labels on each container
- (2) One Master Label for each part number

8.0 CASE vs CARTON (GLOBAL SUPPORT) REQUIREMENTS FOR DOCK TO STOCK

A carton is packaging that is used for single items, but not used as the shipping container. A case is packaging that is used for multiple cartons as well as the shipping container.

8.1 EXPECTATIONS & PREFERENCES

- a) Preferred White for cases and Red for cartons with Briggs & Stratton logo. Cases and cartons should not contain any other identifying labels or markings other than those requested by Briggs & Stratton. Dock to Stock shipments cannot contain mixed products.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

- b) Carton (single item) Label: Carton labels are to be located on the top of each carton (1" X 1" minimum). Refer to Figure 13 for an example for a single carton label.
- c) Carton (single item) Label Contents:
 1. Part Number (preceding zeros must be included)
 2. Part Description
 3. Date Code (e.g. 9920 99 = year & 20 = week)
 4. UPC (assigned from Briggs & Stratton) Version A (picket fence orientation preferred)
 5. Port of Origin
- c) Case (shipper) Label: Case labels are to be located on two adjacent sides (3" X 4" minimum). A wrap around label is recommended. Refer to Figure 14 for an example of a case label.
- d) Case (shipper) Label Contents:
 1. Part Number (preceding zeros must be included)
 2. Part Description
 3. Quantity
 4. Weight (total case and product)
 5. UPC (assigned from Briggs & Stratton) Interleaved 2 of 5. Bearer bars required. (picket fence orientation preferred)
 6. Date Code (e.g. 9920 98 = year & 20 = week)
- e) Master Label: One Master Label is required per shipment and must be put on a pallet.
 1. Code 39 – AIAG Standard
 2. ANSI grade B or higher and a STI read grade of 50%. Refer to Briggs & Stratton Supplier Manual, Section 9.6.



Figure 13



Figure 14

9.0 CONTRACT MANUFACTURING HANDLING UNIT LABELS

A handling unit label is used to identify logistics units for handling and warehousing. It contains and uses Serial Shipping Container Code (SSCC) identifiers, which can be used worldwide. It has unique, scannable identification numbers that contain the complete material identification, the quantity, and serial numbers of the contents.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

9.1 HANDLING UNIT LABEL REQUIREMENTS

Briggs & Stratton requests all the end products & engines shipments must have this label. Briggs & Stratton handling unit label contains Handling Unit Number (SSCC - 20 digits), format as below. The labels will be provided by Briggs & Stratton. When there is any pallet unpacking, suppliers are requested to provide the SSCC together with the serial numbers for each pallet. Refer to Figure 15 for an example of a Handling Unit Label.



Figure 15

9.2 HANDLING UNIT IMPORTANCE

The handling unit label controls and tracks goods quickly in SAP and contains SSCC code(Serial Shipping Container Code).

9.3 HANDLING UNIT REQUIREMENTS

The handling unit packing and structure should be in agreement with Briggs & Stratton guidelines specified in the packaging specifications provided to you. The specification could vary by material number, MTT, product group, region and contract manufacturer and has been decided based on container cubing and warehouse racking design.

Refer to Figure 16 for some examples, which are for representation purposes only. Please contact Briggs & Stratton buyers for specific information related to your purchase order.

Physical Representation based on Pack Specification	System Representation or HU level	ASN / Container Level	Example
One Pallet with 16 eaches	One HU with 16 serial Numbers	Can have several HU's depending upon the ASN quantity	ASN has 336 EA – 21 HU's of 16 each
Single Pack - Loose	One HU per Each serial number	Can have several HU's depending upon the ASN quantity.	ASN has 42 EA – 42 HU's of 1 each
Container Pack – Floor Loaded	One HU per Container quantity	One HU per container	ASN has 192 EA – 1 HU with 192 eaches

Figure 16

Once the ASN is processed and Goods Receipt has been performed by Briggs & Stratton, no changes to the Handling unit should be made unless instructed by the Briggs & Stratton team. The HU in the CM possession should be stored intact in the CM warehouse and special care should be taken for Container packs.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

Effort will be made to ship a full HU quantity against the Sales Order or STO based Outbound Delivery from the CM warehouse, however based on customer order quantity, expedited LCL orders, quality reasons etc., the CM may be required to break down the HU and split the quantity into multiple HU's to address the partial quantity requirement.

NOTE: All serial numbers in stock should be associated with a handling unit at all times.

9.4 HANDLING UNIT PLACEMENT REQUIREMENTS

Carton labels should be placed on the outside corner of the carton, where it is easier to scan, as in Figure 17. Pallet labels should be placed on the same location, but outside of shrink wrap, as in Figure 18.



Figure 17



Figure 18

Revision History

Date	Owner/Change Agent	Summary of Changes
12/22/2023	Miguel Perez	Initial creation. Information extracted from B&S Supplier Manual (2019) to simplify the document.



Global Supply Chain Supplier Labeling Requirements

Owner: Miguel Perez
Document Date: 1/27/26

1/27/2026	Miguel Perez	Reformatted doc to align with the new Global Supply Chain format.