

Appendix B**Revised: 1/7/2026**

Incoming Material Packaging and Labeling Specification

I. Scope

The purpose of this specification is to identify the basic packaging and labeling methods required by the Rehlko Engine Division plants.

II. Palletizing

- A.** Where applicable all material must be palletized.
- B.** Maximum total size limits, including pallets, are 35" high, 42" wide, and 42" long, except where the size of a single part exceeds the limit. Minimum pallet size required is 36" wide and 36" long.
- C.** Overhang on any side of the pallet is not permissible. The load must be centered and meet the size limits described in item B.
- D.** Tops of pallet loads must be flat to permit stacking. All containers must be stackable for the purpose of warehousing.
- E.** Tops of wooden full or half boxes must not be filled to the extent that containers cannot be stacked.
- F.** Quantity of material per pallet or carton shall be determined at the start of each order and maintained as a standard. All non-standard pallets / cartons must be clearly marked as partial.
- G.** Material must be secured to the pallet. Method of gluing, banding, or stretch wrapping shall be sufficient to contain the material on the pallet during transit and normal in-plant handling. Stapling containers to pallets is not permissible.
- H.** Material in cartons or bundles must be cross-stacked or alternated to provide a stable load.
- I.** Pallet construction and material shall be in accordance with the National Wood Pallet Manufacturers Association minimum standard specifications. Pallets must have a minimum of 3.5 inches of spacing between runners and cracking.

III. Identification

- A.** Each pallet or bundle of material must be identified on at least one end and one side. Identification must include the following:
 - Manufacturer Identification
 - Date of Manufacture
 - Rehlko Purchase Order Number
 - Rehlko Part Number
 - Rehlko Part Number Revision
 - Quantity Per Individual Box / Carton
 - Lettering Size Minimum: .75" High
- B.** Packing slips must accompany all material and must include:
 - Rehlko Part Number and Revision
 - Rehlko Purchase Order Number
 - Quantity of pieces in this shipment
 - Number of pallets / cartons in this shipment
- C.** All material must be identified with the vendor lot number.

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IV. Weight of Material

- A. Material in cartons should not exceed 35 lbs. per carton.
- B. Palletized material is not to exceed 3,000 lbs. per pallet.

V. Packaging

- A. Hardware items must be containerized in cartons no larger than 9.5" x 9.5" x 7" high.
- B. All material shipped via parcel carriers must be reinforced to endure the additional handling.
- C. The Hattiesburg facility requires sheet metal and plastic components packaged in an array using a minimum number of dividers.
- D. The maximum individual carton size is 18" wide, 15" deep, and 10" high.

VI. Compliance

Shipments of material not in conformance with this specification are subject to rejection, and may be returned to the vendor for repackaging at the vendor's expense. Any exceptions to the above must have written approval of the Purchasing Manager of the individual plant.

Bar Code, Label, Manifest, and Packing List Specifications

LABEL SPECIFICATIONS

- 1. Bar coded receiving labels should comply with ANSI MH10.8M or AIAG standards.
- 2. Label size minimum is 4" x 6".
- 3. White only.
- 4. The following information should be included on the label.
 - 4.1 Ship From (complete name and address)
 - 4.2 Ship To
 - 4.3 Rehlko Part Number and Revision
 - 4.4 P.O. Number
 - 4.5 Quantity
 - 4.6 Item Description
 - 4.7 Package Count
 - 4.8 Manufacture date or lot number
- 5. Items that must be bar coded are: Part No., P.O. Number, and Quantity.

BAR CODE SPECIFICATIONS

- 1. CODE 39 format
- 2. One bar code per horizontal line
- 3. Bar code height of .5 inch
- 4. .25 inch quiet zone at each end of the bar code
- 5. Medium density within a range of 2.5:1 to 3:1 ratio
- 6. Should not have data identifier.
- 7. No check characters.

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MASTER LABEL FOR STANDARD PALLETS SPECIFICATION

The Master Label is used when multiple boxes are unitized on a pallet in a standard pallet quantity.

Specifications are the same as the individual box label with the following variance:

- The words “Master Label” should appear at the top of the label.
- Quantity on the label should reflect the quantity per skid.
- PO Number should appear if it is not on the box label.

MANIFEST SPECIFICATION

The manifest should reflect the packing list information in bar code format, and be included with the packing list. Manifest requirements:

- Printed on standard size white paper (8.5 x 11 recommended)
- Included with the packing list and protected from shipping damage.
- If prepared for individual cartons, manifests should be placed with the packing list, or the packing list itself can be bar coded with the information.
- All bar codes pertaining to a particular part number may be placed on one horizontal line, but must have minimum spacing of 1.5 inches between bar codes.
- Human readable text is required and must be placed just above or below the related bar code.
- Packing list number must be bar coded and placed at the top right hand side of the manifest.
- The following information must be included on the manifest and **specific items must be bar coded as indicated below**.
 - Ship From (complete name and address)
 - Ship To
 - **Purchase Order Number – BAR CODE REQUIRED**
 - **Rehiko Part Number– BAR CODE REQUIRED**
 - **Rehiko Part Number Revision**
 - **Quantity Shipped Per Purchase Order– BAR CODE REQUIRED**
 - **Packing List Number– BAR CODE (TOP RIGHTHAND SIDE PLACEMENT) REQUIRED**
 - Carton Count - Optional

If the shipment includes multiple purchase order numbers, all numbers may be listed on the same manifest.

PACKING LIST SPECIFICATIONS

The packing list layout with required information is shown below in *Figure 1 - Approved Packing List*. (Note - there are no letters in front or back of the PO number.)

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Supplier Quality Requirements Supplement (SQR)

This manual is intended for use by Rehiko Engines Division suppliers as a supplement to the Rehiko Global Supplier Quality Manual. To verify the latest version of this document, go to <https://www.rehiko.com/conducting-business>

Figure 1 - Approved Packing List

Client Name:		Shipped From:	
Client Code:		Vendor Code:	
Address:		Address:	
Telephone#:		Telephone#:	
Fax #:		Fax #:	
Contact:		Contact:	
KH-BK		SUNSPRING NORTH AMERICA, LLC.	
444 Highland Drive		46926	
Kohler, WI 53044		2000B S. Grove Ave., Ste. 201	
920-459-1613		Ontario, CA 91761	
920-803-4861		909-673-0608	
JASON ARNHOLTER		909-673-0609	
		PING CHOU	

Pallet #	Purchase Order #	Part Number	Quantity	Carton Count
001	1002590626BK	85789-CP	72	2
001	1002586308BK	86524-CP	140	1
002	1002573668BK	1001893-BN	150	3
002	1002573668BK	1001893-BN	300	6
002	1002579796BK	1001893-BN	450	9

Resources

Creating Bar Codes

Reference **Barcodes** section of this web page for instructions.

Download and install the free true type font **IDAutomationHC39M** from ID Automation.com. Once it is placed in the font folder in the control panel (switch to Classic View, copy /paste into the "Font" folder), it is selectable in the same manner as "Arial" or "Times New Roman" and is selectable immediately. (Reference Barcodes section, **Install Font and Create Barcode.pdf**).

Creating a barcode in a spreadsheet (Excel or Open Office) is the easiest software to use because a second tab with barcode can be created from the original tab using concatenate. (Reference Barcodes section, **Creating a Barcode in a Spreadsheet.pdf**)

If there is something that Rehiko can do to assist with getting bar coding implemented, please do not hesitate to contact your Rehiko Production Planner or the Production Planning Manager.

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Revision History			
Rev. Level	Date	Change Description	Changed By
O	7/18/2025	Updated from Kohler to Rehiko	J.Maes
1	1/7/2026	Add revision level to part number requirements to Section III A, Section III B, Manifest section, and Label Specification	J.Maes

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