



## **Volvo's Application Of Odette / Transport Label**

**TRANSPORT LABEL Version 1 Revision 4**  
(2026-04-23)

TABLE OF CONTENT

**PAPER, SIZE AND MATERIALS .....3**

**PRINTERS AND SOFTWARE .....4**

**DATA.....5**

    DATA AREA LAYOUT A5 (210 MM × 148 MM) ..... 5

    DATA AREA LAYOUT HALF LETTER (8.5 IN X 5,5 IN) ..... 6

    DATA AREA CONTENT ..... 7

    DATA AREA TABLE ..... 8

    DATA AREA SECTIONS ..... 11

    DATA AREA CONTENT CROSS REFERENCE TABLE (EDI GLOBAL MESSAGES VS. OTL) ..... 14

**BAR CODE ..... 15**

    BAR CODE SYMBOLOGY’S ..... 15

    BAR CODE QUALITY ..... 16

**TRANSPORT LABEL STRUCTURE ..... 17**

    PARTS IDENTIFICATION LABEL (S) ..... 18

    MASTER LABEL STANDARD (S)..... 18

    MASTER LABEL COMMON ITEM (M) ..... 19

    MASTER LABEL MIXED ITEM (G)..... 19

**USAGE OF PACKAGE AND TRANSPORT LABELS ..... 20**

    SIMPLIFIED HANDLING UNIT (S) ..... 22

    HOMOGENOUS HANDLING UNIT (M)..... 23

    MIXED HANDLING UNIT (G) ..... 24

**POSITION AND AFFIXING OF THE LABEL ..... 25**

**STANDARDS..... 27**

**SELF REMINDER..... 28**

## Paper, Size and Materials

The format of the Odette Transport Label (OTL) is A5 (210x148 mm) (cf. figure 1.)

Or

The format of the Odette Transport Label (OTL) is half letter (8.5"x5.5") (cf. figure 1.)

This format may not be printed on larger paper size, e.g. A4 (cf. figure 2.)

The OTL paper must be white with black printing.

The label material must have a weight of not less than 160-170 g/m<sup>2</sup> (60–65 lb Cover (face stock) and that it is weather resistant. This is to ensure the OTL information being readable in the complete supply chain.

If adhesive label is used and attached on the Transport package, the label material must have a weight of not less than 80 g/m<sup>2</sup> (0.18 lb. Cover (face stock) and that it is weather resistant.

**Adhesive labels** may be pressure-sensitive or dry-gummed if the adherence to the package surface is assured and that the OTL is easily removable from the Transport package after usage.

The label must be durable enough to ensure readability at its destination, i.e. being weather resistance.

A5  
Figure 1

A4  
Figure 2

## Printers and Software

To ensure readability of the bar codes, a very high print quality is demanded. Therefore, Volvo recommends using either a **Thermo** or **Thermo Transfer** printer to reach acceptable quality.

If a **Laser** printer is used to print the OTL it is necessary to follow the manufacturer specification according to maintenance and paper material. This is since a Laser printer is more sensitive to environment it is working in.

**Matrix** printers are **NOT** allowed in any supply chain to Volvo because of low quality aspects.

It is most important that the recommended maintenance of the printer is followed according to the instruction given by the printer manufacturer.

If the printer is in a very dirty/dusty environment it is recommended that the maintenance of the printer is carried out more often than the recommendation says.

If the environment is of extreme character, it is needed to take in consideration adding a "hood cover" to the printer.

It is recommended that within the purchase of a printer also include a support agreement with the printer supplier. If changes or modification is needed of the OTL, this support is valuable not to interfere with any part of the supply chain.

To ensure that a change of printer or software does not interfere with any aspects of the supply chain, Volvo requests that the supplier informs us of the affected goods receiving sites. There might be a need for a new verification of the OTL.

## Data

### *Data Area Layout A5 (210 mm × 148 mm)*

#### Data Area

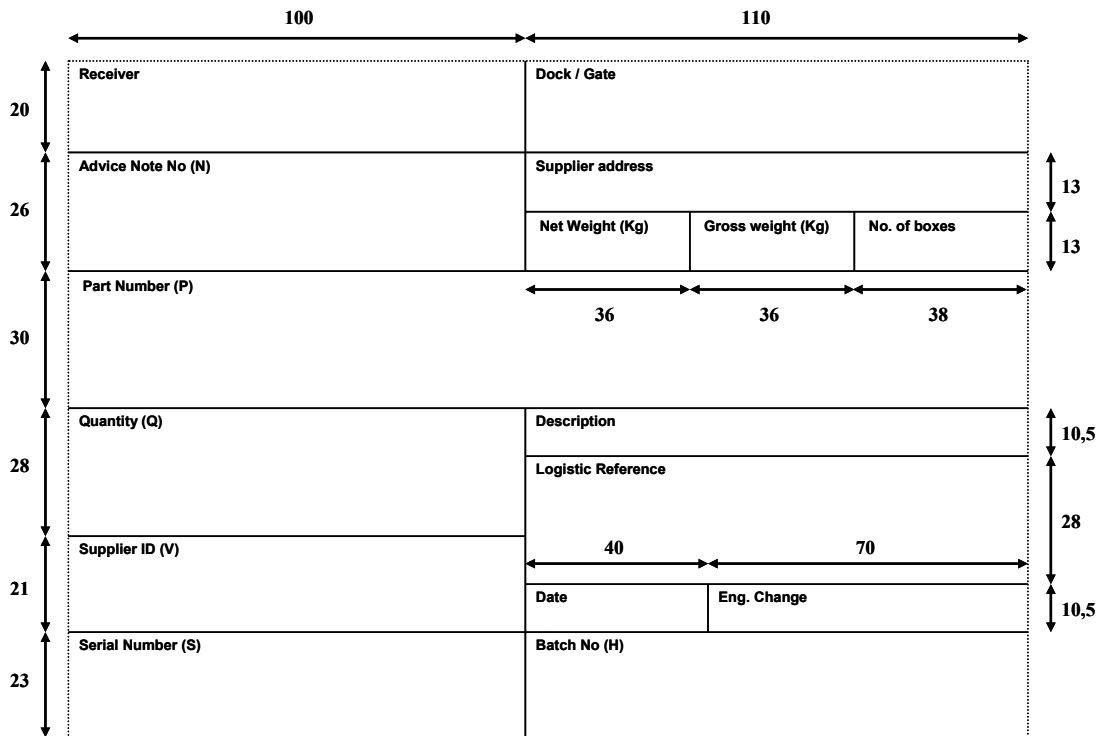
The size of each data area is defined to fit the content, taken into consideration of font size, bar code heights and dimensions.

Outer border line (frame) should not be printed on the OTL. This provides the best reading possibilities of the bar code (see Quiet zone in chapter Bar code symbology's).

Each data area should be separated by thin lines.

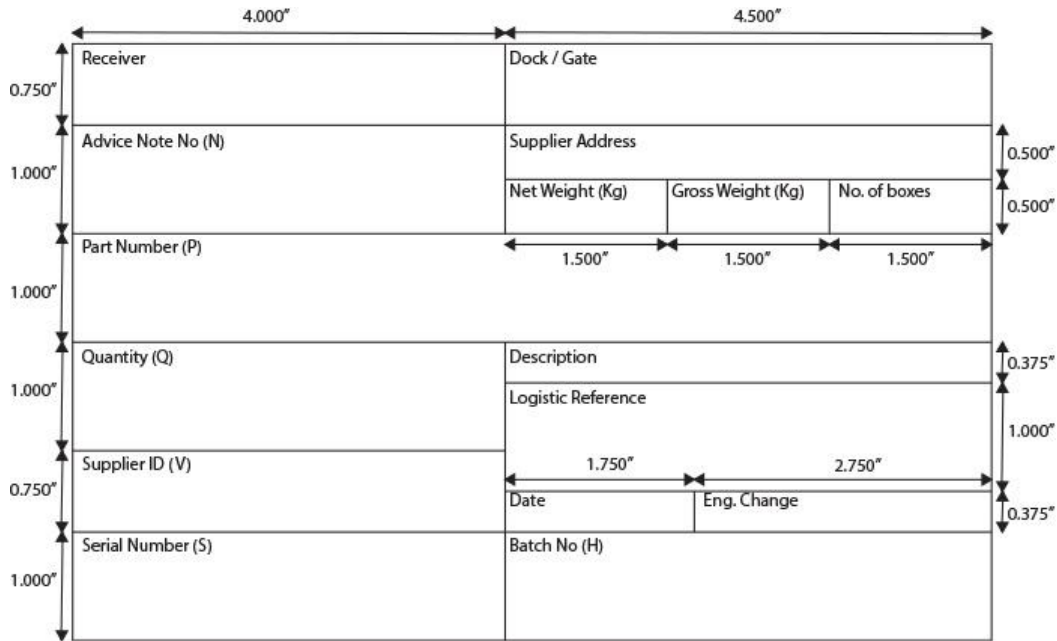
The illustration below shows the layout of the OTL, figures in millimeters (mm).

**Notice! Not actual size.**



**Data Area Layout half letter (8.5 in x 5,5 in)**

The illustration below shows the layout of the OTL for letter printing, figures in inches (in).  
**Notice! Not actual size.**



**Characters**

Any readable character set can be used, but the Odette recommendations are the following:

- Font: Helvetica bold e.g. **OTL / 1234567890**
- Character Set: ISO 3098-1

**Titles and Identifier Codes**

In the upper left corner of each data area, the Data Area titles shall be printed. This information is allowed to be printed in any language. Font size to be used is 1.5 mm (0,06 in)  
 Data Identifiers shall be printed as a part of the Data area title, at the end of the title and in brackets, e.g. Serial Number (S). Further information regarding Data Identifiers is to be found in the Data Area Table, column Data Identifiers.

### Data Area Content

Data printed on the OTL must be consistent with the data collected from the Delivery Schedules (Global DELFOR) and in conjunction with the ASN message (Global DESADV).

The data in readable text must be printed above and in conjunction with the bar code, e.g. Advice note number.

Conditional Data Areas (Occasionally or Dependent information) which are not required by any agreement between Volvo and the respective supplier, must be left blank. See Data Area Table in chapter 5.1.

**Non-significant (leading or initial) zeros and blanks/spaces in the data string should be suppressed/deleted, when the bar code and/or human readable characters are printed.**

The OTL is divided into two sections:

- **Shipping section** – Receiver, Dock/Gate, Advice Note number, Supplier address, Net weight, Gross weight and Number of boxes.
- **Parts Identification section** – Part number, Quantity, Supplier, Serial Number, Description, Logistic Reference Area, Date, Engineering change and Batch number.

The Data Areas are numbered from 1 to 16 and should be read together with information given in pages for Data Area Sections.

Notice! Not actual size.

Shipping section	Receiver (1)	Dock / Gate (2)		
	Advice Note No (N) (3)	Supplier address (4)		
		Net Weight (Kg) (5)	Gross weight (Kg) (6)	No. of boxes (7)
Parts Identification section	Part Number (P) (8)			
	Quantity (Q) (9)	Description (10)		
		Logistic Reference (11)		
	Supplier (V) (12)	Date (13)	Eng. Change (14)	
		Batch no (H) (16)		
Serial Number (S) (15)				

## Application Of Odette Transport Label Vers. 1 Rev. 4

### *Data Area Table*

	Data Area Content	User Attributes	Filed Length Excl. Data identifiers	Barcode Size height(mm)	Text Size hight(mm)	Barcode Size height(in)	Text Size hight(in)	Data Identifiers	DELFOR source Segment, (code) & element	DESADV source Segment, (code) & element
	<b>SHIPPING Section</b>									
1	<b>Ship to / Receiver</b> <i>Volvos unloading location</i>	R	2 lines x an..20		7		0.26		NAD (ST) 3036 and 3164	NAD (ST) 3036 and 3164
2	<b>Dock/Gate</b> <i>Volvos final delivery point (LOC+159)</i>	R	an..12		13		0.51		LOC (159) 3225	LOC (159) 3225
3	<b>Advice note number</b> <i>Supplier's advice note number</i>	R	an..8	13	7	0.51	0.26	N		BGM (351) 1004
4	<b>Ship From</b> <i>Supplier's Name</i>	R	an..29		5		0.19		NAD (SF) 3036	NAD (SF) 3036
5	<b>Net weight</b> <i>Material weight within Transport unit</i>	D	n..5		7		0.26			
6	<b>Gross weight</b> <i>Total Transport unit weight</i>	R	n..5		7		0.26			MEA (AAD) 6314
7	<b>Number of boxes</b> <i>Number of packages within one transport unit</i>	D	n..5		7		0.26			

### Application Of Odette Transport Label Vers. 1 Rev. 4

	Data Area Content	User Attributes	Filed Length Excl. Data identifiers	Barcode Size height(mm)	Text Size hight(mm)	Barcode Size height(in)	Text Size hight(in)	Data Identifiers	DELFOR source Segment, (code) & element	DESADV source Segment, (code) & element
	<b>Parts Identification Section</b>									
8	<b>Part number</b> <i>Volvos Part number</i>	R	n..24	13	13	0.51	0.51	P	LIN (IN) 7140	LIN (IN) 7140
9	<b>Quantity</b> <i>Package or Transport unit quantity</i>	R	n..10	13	13	0.51	0.51	Q		QTY (52) 6060 or QTY (12) <i>Depending on Transport package structure</i>
9	<b>Unit of measurement.</b> <i>Value PCE is assumed, If other maesurements, it needs to be given</i>	D	an..3		7		0.26			
10	<b>Description</b> <i>Description of articles or products is according to what is given on the drawing.</i>	R	an..22		7		0.26			
11	<b>Logistic reference</b> <i>Supplier owned Designated by Supplier</i>	D								
12	<b>Supplier ID</b> <i>Supplier's number / ID</i>	R	an..10	13	5	0.51	0.19	V	NAD (SF) (SE) 3039 <i>Depending on if the Manufacturing site and Shipping site has been allocated different Supplier ID</i>	NAD (SF) (SE) 3039 <i>Depending on if the Manufacturing site and Shipping site has been allocated different Supplier ID</i>
13	<b>Date</b> <i>Material production date (P) or despatch date (D)</i>	R	a7		7		0.26			

## Application Of Odette Transport Label Vers. 1 Rev. 4

	Data Area Content	User Attributes	Filed Length <i>Excl. Data identifiers</i>	Barcode Size height(mm)	Text Size hight(mm)	Barcode Size height(in)	Text Size hight(in)	Data Identifiers	DELFOR source Segment, (code) & element	DESADV source Segment, (code) & element
	<b>Parts Identification Section</b>									
14	<b>Engineering Change</b> <i>Buyer's engineering change number</i>	D	an..14		7		0.26			
15	<b>Serial number</b> <i>Supplier Package or Transport unit identification number</i>	R	n..9	13	5	0.51	0.19	S		GIN (ML) 7402
15	<b>Master label number</b> <i>Supplier Transport unit number</i>	R	n..9		5		0.19	M or G		RFF (ACI) 1154
16	<b>Batch number</b> <i>Supplier's identification of documentation items</i>	D	n..9	13	5	0.51	0.19	H		GIR (BX) 7402

**User Attributes:**

R = Required  
D = Dependent  
N = Not Used

**Field Length:**

an = alpha numeric value  
a = alpha value  
n = numeric value  
..10 = 1-10 positions  
10 = exact 10 positions

**Data Identifiers**

N = Advice Note Number  
P = Part Number  
Q = Quantity  
V = Supplier ID  
S = Simplified Handling Unit  
M = Homogenous Handling Unit  
G = Mixed Handling Unit  
H = Batch Number

## ***Data Area Sections***

### **Shipping section**

#### **1. Receiver**

*Alphanumerical human readable text*

*Designated by Volvo*

The destination name of Volvo's unloading location.

#### **2. Dock/Gate**

*Alphanumerical human readable text*

*Designated by Volvo*

This information must be flexible as it might be changed from one shipment to another due to changes in production.

The information must be taken from the latest delivery schedule Global DELFOR.

#### **3. Advice note number (N)**

*Bar Code and Alphanumerical human readable text*

*Designated by Supplier*

Within Volvo the Advice Note Number is used and matched to the information given in the Advanced Shipping Note (Global DESADV).

The number may not be repeated within 12 months.

#### **4. Supplier address**

*Alphanumerical human readable text*

*Designated by Supplier*

Name and shipping address of the supplier and country of origin.

#### **5. Net weight**

*Numeric Value*

*Designated by Supplier*

Weight of goods in (kg) excluding transport packaging.

Unit of measurement must be printed in the title of the field in brackets.

#### **6. Gross weight**

*Numeric Value*

*Designated by Supplier*

Weight of goods in (kg) including transport packaging.

#### **7. Number of boxes**

*Numeric Value*

*Designated by Supplier*

Number of boxes on the transport unit.

Is mainly used on small box shipments.

**Parts Identification Section**

**8. Part number (P)**

*Bar Code and Numeric human readable text*

*Designated by Volvo*

Part number is designated by Volvo for the product in the package.

**9. Quantity (Q)**

*Bar Code and Numeric human readable text*

*Designated by Supplier*

Quantity in the package shall be according to Volvo packing instruction and its unit load or a multiple of it.

Default the unit of measurement is pieces (PCE) and is not needed to be given. However, if it is kg, pairs, meters etc., the type code must be given in human readable form. When used, the unit of measurement must be printed directly to the right of the human readable quantity.

**10. Description**

*Alphabetical human readable text*

*Designated by Volvo*

Description of articles or products is according to what is given on the drawing.

**11. Logistics reference**

*Supplier owned*

*Designated by Supplier*

Information is given to improve the logistics between the supplier and Volvo.

This area is normally reserved for the Supplier's part number.

However, if agreed by the supplier, the area may be used to print alternative data as specified by Volvo. Please find the possible alternative data in the Odette Transport Label Version 1 Revision 4.

If a supplier likes to add an internal bar code in the Logistic Reference area it is necessary to adapt to the FACT DI-Standard. This to prevent miss-reading when automatic scanning is used.

**12. Supplier ID (V)**

*Bar Codes and Alphanumerical human readable text*

*Designated by Volvo*

The supplier code of the Manufacturing site.

**13. Date**

*Alphanumerical human readable text*

*Designated by Supplier*

Date of despatch (stated at first hand) or date of production.

The date must be printed in the format YYMMDD (Y = year, M = month, D = day) preceded by the character "D" (Despatch date) or "P" (Production date).

**14. Engineering change**

*Alphanumerical human readable text*

*Designated by Volvo*

To specify engineering changes.

Information may be coded (e.g. P-04) or in clearer (e.g. "pre serial" etc).

**15. Serial Master label number (S, M or G)**

*Bar Code and Numeric human readable text*

*Designated by Supplier*

The serial number must be a unique number (not necessarily in sequential order) assigned by the supplier.

The number may not be repeated within 12 months.

Identifiers S, M or G are assigned according to label usage.

## Application Of Odette Transport Label Vers. 1 Rev. 4

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### 16. Batch number (H)







*Bar Code and Characters*

*Designated by Supplier*

Is a Reference number to designate grouping of products of VSP-parts (Vital Safety Parts) within the same production batch.

### Indicators

Marks may be printed as graphic symbols or applied as stickers in the Data area of Part number as long as it does not impair reading of the printed bar code (quiet zone and bar code).

Receiver <b>VOLVO TRUCK, Gothenborg</b>		Dock / Gate <b>F-11 020</b>			
Advice Note No (N) <b>18200</b> 		Sendersname and address <b>SUPPLIER NAME,</b>			
		Net Weight (Kg) <b>120</b>	Gross Weight (Kg) <b>123</b>		
		No of boxes			
Part Number (P) <b>12345678</b> 		<div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 150px; margin: 0 auto;"></div> <p style="text-align: center;">← Area where Indicators might be printed.</p>			
Quantity (Q) <b>1</b> 				Description <b>ITEM 1</b>	
Supplier Number (V) <b>99999</b> 				Supplier Part Number <b>1234321</b>	
		Date <b>D080613</b>	Eng. Change		
Serial Number (S) <b>52997</b> 		Batch No (H) <b>456789001</b> 			













### Version/Source Indicator

This line indicates the exact version and source of the OTL. To appear on one line, right just below the Batch number area, in the same font as the rest of the OTL, 18 characters in human readable text, 2,5 mm character size, exactly as follows:

Odette Ver. 1 Rev. 4

## Application Of Odette Transport Label Vers. 1 Rev. 4

### *Data Area Content Cross Reference Table (EDI Global messages vs. OTL)*

<p>DELFOR - NAD 3036 &amp; 3134 (ST)</p> <p>DESADV - BGM 1004 (3251)</p> <p>DELFOR - LIN 7140 (IN) DESADV - LIN 7140 (IN)</p> <p>DESADV - QTY 6060 (52) * DESADV - QTY 6060 (12) *</p> <p>DELFOR - NAD 3039 (SF)** Delfor - NAD 3039 (SE)** DESADV - NAD 3039 (SE) **</p> <p>DESADV - GIN 7402 (ML) *** DESADV - RFF 1154 (ACI)***</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><small>Receiver</small> <b>VOLVO TRUCK, Gothenborg</b></td> <td style="width: 50%;"><small>Dock / Gate</small> <b>F-11 020</b></td> </tr> <tr> <td><small>Advice Note No (N)</small> <b>18200</b></td> <td><small>Sender name and address</small> <b>SUPPLIER NAME,</b></td> </tr> <tr> <td></td> <td><small>Net Weight (Kg)</small> <b>120</b></td> </tr> <tr> <td><small>Part Number (P)</small> <b>12345678</b></td> <td><small>Gross Weight (Kg)</small> <b>123</b></td> </tr> <tr> <td><small>Quantity (Q)</small> <b>1</b></td> <td><small>Description</small> <b>ITEM 1</b></td> </tr> <tr> <td></td> <td><small>Supplier Part Number</small> <b>1234321</b></td> </tr> <tr> <td><small>Supplier Number (V)</small> <b>99999</b></td> <td><small>Date</small> <b>D080613</b></td> </tr> <tr> <td></td> <td><small>Eng. Change</small></td> </tr> <tr> <td><small>Serial Number (S)</small> <b>52997</b></td> <td><small>Charge-No (H)</small></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<small>Receiver</small> <b>VOLVO TRUCK, Gothenborg</b>	<small>Dock / Gate</small> <b>F-11 020</b>	<small>Advice Note No (N)</small> <b>18200</b>	<small>Sender name and address</small> <b>SUPPLIER NAME,</b>		<small>Net Weight (Kg)</small> <b>120</b>	<small>Part Number (P)</small> <b>12345678</b>	<small>Gross Weight (Kg)</small> <b>123</b>	<small>Quantity (Q)</small> <b>1</b>	<small>Description</small> <b>ITEM 1</b>		<small>Supplier Part Number</small> <b>1234321</b>	<small>Supplier Number (V)</small> <b>99999</b>	<small>Date</small> <b>D080613</b>		<small>Eng. Change</small>	<small>Serial Number (S)</small> <b>52997</b>	<small>Charge-No (H)</small>			<p>DELFOR- LOC 3225 (159) DESADV- LOC 3225 (159)</p> <p>DESADV- GIR 7402 (BX)</p>
<small>Receiver</small> <b>VOLVO TRUCK, Gothenborg</b>	<small>Dock / Gate</small> <b>F-11 020</b>																					
<small>Advice Note No (N)</small> <b>18200</b>	<small>Sender name and address</small> <b>SUPPLIER NAME,</b>																					
	<small>Net Weight (Kg)</small> <b>120</b>																					
<small>Part Number (P)</small> <b>12345678</b>	<small>Gross Weight (Kg)</small> <b>123</b>																					
<small>Quantity (Q)</small> <b>1</b>	<small>Description</small> <b>ITEM 1</b>																					
	<small>Supplier Part Number</small> <b>1234321</b>																					
<small>Supplier Number (V)</small> <b>99999</b>	<small>Date</small> <b>D080613</b>																					
	<small>Eng. Change</small>																					
<small>Serial Number (S)</small> <b>52997</b>	<small>Charge-No (H)</small>																					
																						

\* Depending on Transport Package structure, see chapter 9.

\*\* Depending on if the Manufacturing site and Shipping site has been allocated different Supplier ID. See Purchase Order

\*\*\* GIN 7402 (ML) shall be used if it is a

## Bar Code

### *Bar Code Symbology's*

Bar codes must be of the 3-of-9 (code 39) type with the following requirements:

#### Code Configuration

The format for each bar code-element is: Start character, Identifier (Data Identifier), Data characters and Stop character.

All bar-coded areas are printed left justified.

#### Inter-character gap

The space between two characters in code 39 (the inter-character gap) should be as close to the average narrow element width as is practical.

#### Quiet zones

Begin and end margins (quiet zones) must be at least 6.4 mm (0.252 in) so that no line or similar makes the decoding of the bar code impossible.



#### Bar code heights

The height of the bar code must be 13 mm (0.512 in).

This to give the best possible scanning possibilities as the area allows.

#### Narrow element/Ratio

Narrow element is the size of the smallest bar element in the bar code. The Narrow element can also be named as X-dimension.

- Narrow element is allowed to be set between 0,33 - 0,43 mm (0.013 – 0.017 in)
- Volvo recommends the modulation to be set to 0,33 mm (0.013 in).  
(Some printers having minimum 200 dpi the recommendation is 0,375 mm. (0.015 in))

The Ratio is the proportion between narrow and wide element in the bar code.

- Volvo recommends using the following table to set the Ratio.  
This to use most of the data area and make the bar code less vulnerable.

Narrow element/X-dimension	Maximum Ratio
0,33 mm (0.013 in)	3,0
0,36 mm (0.014 in)	2,8
0,40 mm (0.016 in)	2,4
0,43 mm (0.017 in)	2,2

## ***Bar Code Quality***

### **Quality**

Volvo is leaning on the ISO/IEC 15416 –standard, Bar Code Quality Test Specification Linear Symbols.

- Minimum Overall Symbol Grade is set to **B**
- Nominal measuring Aperture is set to be **6 mil**
- Wavelength of light is set to **660 nm** (0.00002598 in)

In all this gives:

**B/6/660**

The result of the Overall Symbol Grade is defined with the letters from A to F (E is excluded), where A is an excellent result and F is a not approved result of the quality verification.

**The following 7 parameters are measured:**

<b>Parameter</b>	<b>Grade scale</b>	<b>Explanation</b>	<b>Volvo</b>
Reference code	A or F	Wrong set up of bar code	<b>A</b>
Symbol contrast	A, B, C, D or F	The difference between the highest and the lowest reflectance in the whole symbol, including light margins	<b>≥B</b>
Edge contrast	A of F	The worst reflectance difference between a bar and a space in a symbol	<b>A</b>
Modulation	A, B, C, D or F	The ratio between edge contrast and symbol contrast	<b>≥B</b>
R.min/R.max	A or F	The reflectance of the black bar must be lower than half of the maximum reflectance in the symbol	<b>A</b>
Defects	A, B, C, D or F	Dirty label or white lines/dots in bar code	<b>≥B</b>
Decodability	A, B, C, D or F	How much of the tolerance has been used	<b>≥B</b>

**Volvo expect ALL parameters to be measured as an Overall Symbol Grade as minimum B.**

**Summarize of Bar code specification:**

Type of bar code	Code 39
Modulation (X-dim./narrow element)	0,33 – 0,43 mm (recommended 0,33 mm) 0.013 – 0.017 in (recommended 0.013 in)
Ratio	1:2,2 – 1:3,0 (recommended 3,0)
Print contrast signal	≥ 75%
Quiet Zone	> 6,4 mm (0.252 in)
Colouring of code	Black
Bar code height	13 mm (0.512 in)
Bar code orientation in thermo printing	90 degrees to thermomodul
Overall Symbol Grade	Minimum B

## Transport label structure

The Odette organisation has identified two levels of using an OTL.

### Package and Handling Unit (Two key expressions concerning the packaging)

**Package Unit** (S-Label)  
A unit in which the article itself is loaded. Always placed on a Non-Simplified Handling Unit

• **Handling Unit** (Handling unit Labels)

○ **Simplified Handling Unit** (S-Label)  
Handling unit which is a package unit at the same time.

○ **Non-Simplified Handling Unit**  
Handling unit containing more than one package units.

Non-Simplified Handling Unit can be of two kinds:

• **Homogenous Handling Unit** (M-Label)  
Contains the same article number in all the package units.

• **Mixed Handling Unit** (G-Label)  
Contains more than one article number.

**Application Of Odette Transport Label Vers. 1 Rev. 4**

***Parts Identification label (S)***

The Parts Identification label contains the product information. **For Renault Trucks SAS receivers, information in the shipping fields must be given.**

The bar-coded Serial Number on the label must be prefixed by “ S ”. Is only to be used on small box packaging.

Receiver <b>VOLVO TRUCK, Gothenborg</b>		Dook / Gate <b>F-11 020</b>	
Advice Note No (N) <b>31595529</b> 		Sendername and address <b>SUPPLIER NAME,</b>	
		Net Weight (Kg) <b>84</b>	Gross Weight (Kg) <b>90</b>
		No of boxes	
Part Number (P) <b>3500302</b> 			
Quantity (Q) <b>42</b> 		Description <b>ITEM 2</b>	
Supplier Number (V) <b>99999</b> 		Supplier Part Number <b>12345678</b>	
		Date <b>D080611</b>	Eng. Change
Serial Number (S) <b>52376</b> 		Charge-No (H)	

***Master Label Standard (S)***

Transport label to be used on all transport units containing the same part number or separate packages with the same part number when each package is not labelled with a “Parts Identification” label. Is to be used on simplified handling unit (standard pallets, like K1, L1, K2 etc.)

Receiver <b>VOLVO TRUCK, Gothenborg</b>		Dook / Gate <b>F-11 020</b>	
Advice Note No (N) <b>31595529</b> 		Sendername and address <b>SUPPLIER NAME,</b>	
		Net Weight (Kg) <b>84</b>	Gross Weight (Kg) <b>90</b>
		No of boxes	
Part Number (P) <b>3500302</b> 			
Quantity (Q) <b>42</b> 		Description <b>ITEM 2</b>	
Supplier Number (V) <b>99999</b> 		Supplier Part Number <b>12345678</b>	
		Date <b>D080611</b>	Eng. Change
Serial Number (S) <b>52376</b> 		Charge-No (H)	

**Application Of Odette Transport Label Vers. 1 Rev. 4**



***Master Label Common Item (M)***

Master labels must be used where several common item packages are loaded within the same transport unit. Each package is previously labelled with a “Parts Identification” label. The quantity on the “Master” Label must be the sum of the quantities within all the packages. The transport unit must be labelled with the full Transport Label. The bar-coded Serial Number on the label must be prefixed by “M”. Individual packages may have a prefix of “S”. Must be used on all small box shipments. The Master label is affixed to a special holder (see p.26).

Receiver <b>VOLVO TRUCK, Gothenborg</b>		Dock / Gate <b>F-11 020</b>		
Advice Note No (N) <b>3159529</b> 		Sendname and address <b>SUPPLIER NAME,</b>		
		Net Weight (Kg) <b>1344</b>	Gross Weight (Kg) <b>1440</b>	No of boxes <b>16</b>
Part Number (P) <b>3500302</b> 				
Quantity (Q) <b>672</b> 		Description <b>ITEM 2</b>		
Supplier Number (V) <b>99999</b> 		Supplier Part Number <b>12345678</b>		
		Date <b>D080611</b>	Eng. Change	
Serial Number (M) <b>52392</b> 		Charge-No (H)		

***Master Label Mixed Item (G)***

Mixed Item Loads labels must be used where several packages with different part numbers are loaded within the same transport unit. Each package must be labelled with a “Parts Identification” label. The transport unit must be labelled with the full Transport label on which the Part Number and Quantity fields are left blank. The Serial Number on the label must be prefixed by a “G”. Individual packages may have a prefix of “S”. Must be used on all small box shipments. The Master label is affixed to a special holder.

Receiver <b>VOLVO TRUCK, Gothenborg</b>		Dock / Gate <b>F-11 020</b>		
Advice Note No (N) <b>18199</b> 		Sendname and address <b>SUPPLIER NAME,</b>		
		Net Weight (Kg) <b>488</b>	Gross Weight (Kg) <b>506</b>	No of boxes <b>5</b>
Part Number (P)				
Quantity (Q)		Description		
		Supplier Part Number		
Supplier Number (V) <b>99999</b> 		Date <b>D080613</b>	Eng. Change	
Serial Number (G) <b>52996</b> 		Charge-No (H)		

## Usage of Package and Transport labels

### Master Label Standard (S)

Are used for one of the following set ups:

Pallet incl. frames



Pallet with closed carton box



Racks



In conclusion: when a single Transport Handling unit has been given a unit load by Volvo (see Packaging Instruction).

### Master Label Common Item (M) and Master Label Mixed Item (G)

Are used for one of the following set ups:

V-EMB 750/780 boxes

V-EMB 800/840 boxes



In conclusion:

Master Label Common Item (M): when a multiple of packages containing the same part number with a unit load given by Volvo (see Packaging Instruction) and fixed to a pallet and lid.

Master Label Mixed Item (G): when a multiple of packages containing different part numbers, where each part number has been given a unit load by Volvo (see Packaging Instruction) and fixed to a pallet and lid.

**Remark:** Every small carton box packaging, like **V-EMB 100**, which are usually aimed to be handled into standard frame pallets (like K1, L1, K2 etc.) do not need OTL identifications.

However, a **basic identification** remains needed on each carton box: the part number with its barcode, the quantity and the date of production (or date of shipment) should be easily readable.

## Application Of Odette Transport Label Vers. 1 Rev. 4

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### Parts Identification label (S)

Are used for i.e. one of the following set ups:

V-EMB 780 small box



V-EMB 840 small box



Other plastic or card board box



### Simplified Handling Unit (S)


**Odette reference for simplified handling unit (S):**

Handling unit which is a package unit at the same time.  
Volvo refers the unit load to one handling unit.

In the example below, the product is packed in packages of 42 pieces on an L-pallet with four frames and a lid.

With the current syntax rules and in accordance with Volvo's specification, the notification is as follows:

**Master Label Standard (S)**



Receiver <b>VOLVO TRUCK, Gothenborg</b>	Dock / Gate <b>F-11 020</b>		
Advice Note No (N) <b>31595529</b>	Sendename and address <b>SUPPLIER NAME,</b>		
	Net Weight (Kg) <b>84</b>	Gross Weight (Kg) <b>90</b>	No of boxes
Part Number (P) <b>3500302</b>	Receiver <b>VOLVO TRUCK, Gothenborg</b>		
	Dock / Gate <b>F-11 020</b>		
Quantity (Q) <b>42</b>	Advice Note No (N) <b>31595529</b>	Sendename and address <b>SUPPLIER NAME,</b>	
	Net Weight (Kg) <b>84</b>	Gross Weight (Kg) <b>90</b>	No of boxes
Supplier Number (V) <b>99999</b>	Part Number (P) <b>3500302</b>		
Serial Number (S) <b>52378</b>	Quantity (Q) <b>42</b>	Description <b>ITEM 2</b>	
		Supplier Part Number <b>12345678</b>	
Supplier Number (V) <b>99999</b>	Date <b>D080611</b> Eng. Change		
	Charge-No (N)		
Serial Number (S) <b>52377</b>			

One Master Label Standard (S) shall be fixed on each Transport Handling unit.

## Homogenous Handling Unit (M)

### Odette reference for homogenous handling unit (M):

Small boxes containing the same article number fixed on a pallet.

Volvo refers the unit load to one small box or similar.

In the example below, the product is packed in 16 small boxes of 42 pieces in each on an L-pallet and a lid, in all 672 pieces.

With the current syntax rules and in accordance with Volvo's specification, the notification is as follows:

**Master Label Common Item (M)**

Receiver: <b>VOLVO TRUCK, Gothenborg</b>		Dock / Gate: <b>F-11 020</b>	
Advice Note No (N): <b>31595529</b>		Sendername and address: <b>SUPPLIER NAME.</b>	
Part Number (P): <b>3500302</b>		Net Weight (Kg): <b>1344</b>	Gross Weight (Kg): <b>1440</b>
Quantity (Q): <b>672</b>		Description: <b>ITEM 2</b>	
Supplier Number (S): <b>89999</b>		Supplier Part Number: <b>12345678</b>	
Serial Number (M): <b>52392</b>		Date: <b>D080611</b>	Eng. Change
		Charge No (H)	

One Parts Identification Label (S) shall be fixed on each small box and one Master Label Common Item (M) should be fixed on a cardboard Label Holder, V-EMB 153, on the pallet.

### Parts Identification label (S) - 4 OTL out of 16

**Notice: For Renault Trucks SAS receivers, information in the shipping section must always be given on the Parts Identification Labels (S).**

A Homogenous Handling unit using small box as transport package shall always have full layers.

If any small box is shipped empty, this one should **NOT** be marked with an OTL.

E.g. transport package V-EMB 780 has the possibility of maximum 4 layers (4/8/12/16 small boxes depending on the call off quantity) and transport package V-EMB 800/840 has the possibility of maximum 4 layers, (2/4/6/8 small boxes depending on the call off quantity).

### Mixed Handling Unit (G)

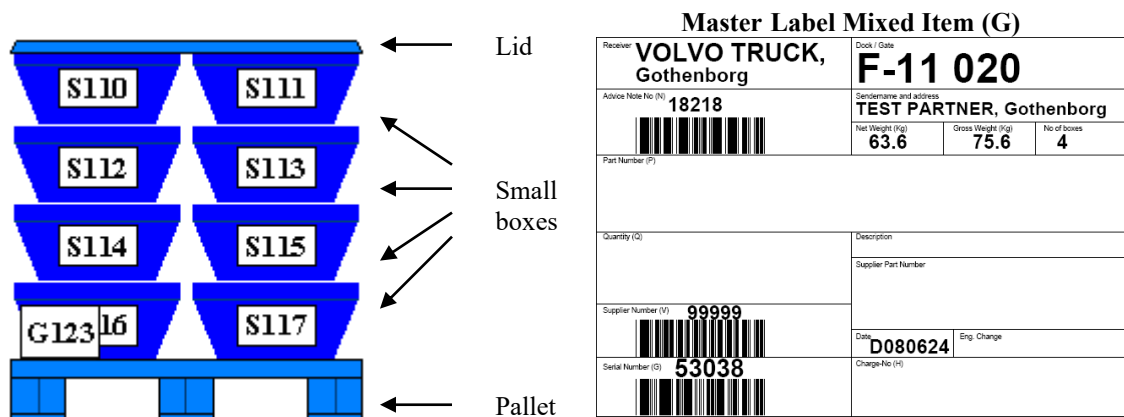
**Odette reference for mixed handling unit (G):**

Small boxes containing different article numbers fixed on a pallet.

Volvo refers the unit load to one small box.

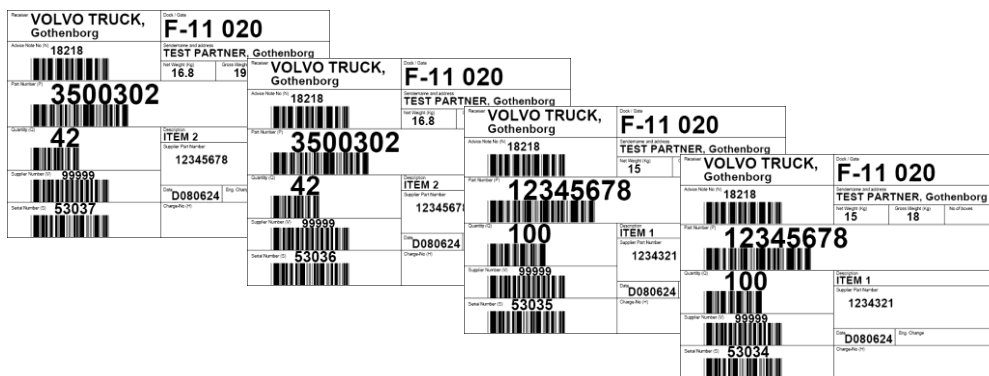
In the example below, different items are packed in 16 small boxes with different quantities in each, placed on an L-pallet.

With the current syntax rules and in accordance with Volvo’s specification, the notification is as follows:



One Parts Id Label (S) shall be fixed on each small box and one Master Label Common Item (G) should be fixed on a cardboard label holder, V-EMB 153, on the pallet.

### Parts Identification label (S) - 4 OTL out of 16



**Notice: For Renault Trucks SAS receivers, information in the shipping section must be given on the Parts Identification Labels (S).**

A Mixed Handling unit using small box as transport package shall always have full layers.

If any small box is shipped empty, this one should NOT be marked with an OTL.

E.g. transport package V-EMB 780 has the possibility of maximum 4 layers (4/8/12/16 small boxes depending on the call off quantity) and transport package V-EMB 800/840 has the possibility of maximum 4 layers, (2/4/6/8 small boxes depending on the call off quantity).

## Position and Affixing of the Label

### General

OTLs are always fixed in a horizontal way using staples to wooden frames or glued on surface to small boxes, card board boxes and label holders.

Straps or bundling of the Transport Handling unit shall always work on the long side of the pallet.

Other labels or markings on the Transport Handling unit shall be removed before the despatch to Volvo. This as it may interfere in the automatic scanning process as well as it may affect the automatic storage process, e.g. Supplier Internal labels.

If plastic cover is used on the pallet, the OTL shall be fixed on the inside of this.

When Self-adhesive labels are used, following applies:

- Shall be stuck on specified area on the small boxes. (Do **NOT** staple).
- Shall be stapled on wooden frames. Do **NOT** remove the back paper.
- Shall be put in label holder on steel rack/specific packaging. Do **NOT** remove the back paper.

### 1. Simplified Handling unit

#### a. Pallet, frames and lid

The OTL should always be fixed with staples (One staple in each corner and one in the middle) in the left hand short end corner.

If self-adhesive label material is used, do **NOT** remove the back paper.

### Exceptions:

- On K-pallets (820x615mm) the OTL shall be placed in the middle at the bottom frame.
- On H- (1805x820mm), F- (1630x1220mm) and E- (2400x820mm) pallets the OTL shall be placed at the left hand long side corner.



#### b. Pallet and closed card board box

The OTL should always be placed in the left hand short end corner.

Self-adhesive label material shall be used.



## Application Of Odette Transport Label Vers. 1 Rev. 4

### c. Racks

Place the OTL in the Rack Label holder at the predefined area, with no other fixing arrangement. If self-adhesive label material is used, do **NOT** remove the back paper.



### 2. Homogenous- and Mixed Handling units (Pallet, Small boxes and lid or Pallet, card board boxes, with or without lid)

The Master Label should be fixed on a Label holder. This Label holder (Label Holder is ordered via *Volvo Logistics Corporation* as V-EMB 153) should be placed under the Small box/Card board box at the bottom short end left hand corner.

1. The Standard label should be fixed on the **short** end of small box V-EMB 750/780.
2. The Standard label should be fixed on the **long** end of small box V-EMB 800/840.

In both set ups named above the Standard labels has to be pointing outwards from the short end of the Transport Handling unit, in the meaning all labels should be visual.

Self-adhesive label material shall be used.

V-EMB 750/780 boxes



V-EMB 800/840 boxes



V-EMB 153



V-EMB 840 small box

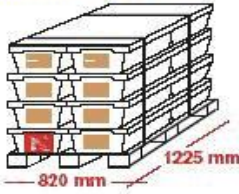


## Standards

<b>Naming</b>	<b>Standard</b>
Odette Transport Label	Version 1 Revision 4
Bar Code Quality Test Specification Linear Symbols	ISO/IEC 15416:1
Bar Code Verifiers Conformance Specification, Linear	ISO/IEC 15426:1
Bar Code verifies Conformance Specification, Two-Dimensional verifiers	ISO/IEC 15426:2
Symbology Specification code 39	ISO/IEC 16388
Data Identifier	FACT Data Identifier Standard

## Self reminder

Smallbox 750/780



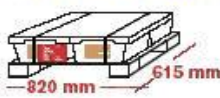
Smallbox 800/840



K-pallet



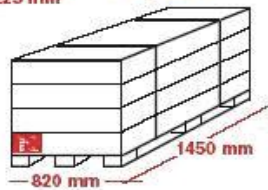
750/780 K-pallet



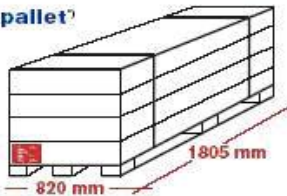
L-pallet



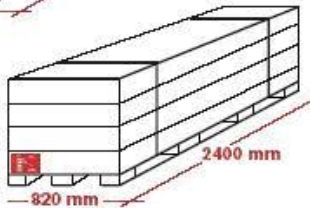
G-pallet



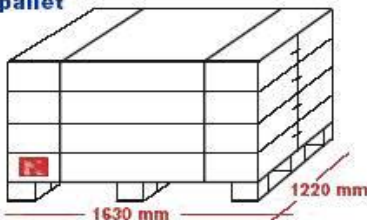
H-pallet<sup>\*)</sup>



701-pallet<sup>\*)</sup>



F-pallet



### Checklist

1. Is the label perfectly legible?
2. Are there no staples through the bar codes?
3. Are there no straps over the bar codes?
4. Is the dock/gate information correct?
5. There should only be one label on the pallet: the Odette label.



### Checklista

1. Är godsmärket fullkomligt läsbart?
2. Inga häftklamrar genom streckkoden?
3. Täcker spännbanden streckkoderna?
4. Är dock/gate (port/förråd) informationen korrekt?
5. Det ska endast vara ett godsmärke på pallen: Odettes streckkodade godsmärke.



### Kontrolliste

1. Ist der Warenanhänger vollkommen lesbar?
2. Sind Heftklammern in den Barcodes?
3. Sind keine Bänder über den Barcodes?
4. Ist die Dock/Gate Information korrekt?
5. Es soll nur 1 Warenanhänger an der Palette sein: Der Odette Warenanhänger.



### Checklist

1. Is het label duidelijk leesbaar?
2. Geen nietjes in de streepjescodes?
3. Geen spanriem over de streepjescodes?
4. Is de dock/gate-informatie juist?
5. Slechts 1 label per pallet: het Odette-label.



### Liste de vérification

1. Etiquette parfaitement lisible?
2. Pas d'agrafes dans les codes-barres?
3. Pas de sangles sur les codes-barres?
4. Indication dock/gate correcte?
5. Etiquette Odette seule étiquette sur la palette.



### Tarkistuslista

1. Onko etiketti täysin luettava?
2. Onko nitomahakanen viivakoodin päällä?
3. Peittääkö vanne viivakoodin?
4. Onko dock/gate informaatio oikea?
5. Lavassa saa ainoastaan olla yksi etiketti: Odette viivakoodi etiketti.



<sup>\*)</sup> For Volvo Parts and for Volvo Umeå components the label shall be placed on the long side at the lower left corner