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Introduction

Supply Chain Excellence is by Volvo Car Corporation (VCC) set to be one of the key areas in order to be a competitive and attractive Car Brand to the Customer. To be able to reach this goal, the supply chain with its different processes, has been well developed to work as a lean and effective part in the Material Planning and Logistic flow.

An example of this is re-use of information in the Electronic Data Interchange (EDI) messages and having an automatic scanning of the Odette Transport Label (OTL) in the goods receiving area.

In the lean and effective goods receiving process at VCC it is set up a fully automatic process with no manual interference of the administrational information.

Suppliers delivering parts to VCC must therefore be able to implement the OTL according to the VCC demands specified in this guideline.
Paper, Size and Materials

- The format of the OTL is A5 (210x148 mm). See figure 2.
  This format may not be printed on larger paper size, e.g. A4. See figure 1.
- The OTL paper must be white with black printing.
- The label material has to have a weight of not less than 160-170 g/m².
- This is to assure the OTL information being readable in the complete supply chain.
- An adhesive OTL (the whole surface of the label must be adhesive) must be used on Transport packages of Homogenous- and Mixed character, using Label holder (see chapter 9 and 10.2 page 25) and plastic- or cartoon boxes. The adhesive OTL material, exclusive the back-side paper, has to have a weight of not less than 80 g/m².
- Adhesive labels may be pressure-sensitive or dry-gummed as long as the adherence to the package surface is assured and that the OTL is removable from the Transport package after usage.
- The adhesive must be of alkaline water-soluble kind to be approved in environmental aspects.

Recommendations of which OTL printer paper to be used, has to be requested by the OTL paper supplier. For Direct Thermo it is recommended to use minimum Semi Thermal paper.

The label must be durable enough to ensure readability at its destination, i.e. being water and sun resistant. Note! It is not acceptable to use plastic bag instead of a proper weather resistant paper.

For further details, please follow this link: https://www.odette.org/
Printers and Software

To ensure readability of the bar codes, a very high print quality is demanded. Therefore VCC recommends using either a Direct Thermo or Thermo Transfer printers as they are more suitable for industrial printing and are more robust for the environment it is working in. A Direct Thermo printer is considered to be less expensive, more environmentally friendly and demands less maintenance. This due to e.g. no use of foil. In most cases a Thermo Transfer printer can easily be transferred to a Direct Thermo printer.

If a Laser printer is used to print the OTL it must be, by the printer manufacturer, recommended for industrial use and printing. This since a Laser printer is more sensitive to the environment it is working in. A configuration of the printing set up which allows edge compensation is NOT allowed as this will have a negative effect on the printed barcode. A Laser printer is considered to be best suitable when only small series of OTL's are printed. This due to high working expenses.

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

It is most important that the recommended maintenance of the printer is followed according to the given instruction by the printer manufacturer. If the printer is located 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 a purchase of a printer also include a support agreement with the printer supplier. If changes or a modification is needed of the OTL, this support is valuable not to interfere with any part of the supply chain.

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

The VCC requirements are very specific and it is of high importance that they are followed correct. Especially when it comes to the Transport Label (OTL) the demands are very high (higher than other OEM's). Make sure that you have correct printer in place.
Data

Data Area Layout
The size of each data area is defined to fit the content considering font size, bar code heights and dimensions.

Outer border line (frame) is not allowed on the OTL. This to provide the best reading possibilities of the bar code (see Quiet zone in chapter Bar code symbologies).
Each data area should be separated by thin lines.

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

The data information 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 VCC and the respective supplier, must be left blank.

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

The OTL is divided into two sections:
   a. Shipping section – Receiver, Dock/Gate, Advice Note number, Supplier address, Net weight, Gross weight and Number of boxes.
   b. 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 Table and Data Area Sections.

The illustration below shows the layout of the OTL, figures in millimeter (mm). **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.
Data Identifiers shall be printed as a part of the Data area title, at the end of the title and within brackets, e.g. Serial Number (S). Further information regarding Data Identifiers is to be found in the Data Area Table in chapter 5.1, column Data Identifiers.
## Data Area Table

<table>
<thead>
<tr>
<th>Data Area Content</th>
<th>User Attributes</th>
<th>Field Length Excl. Data Identifiers</th>
<th>Bar code Size height (mm)</th>
<th>Text Size height (mm)</th>
<th>Data Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHIPPING SECTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Receiver</td>
<td>R</td>
<td>2 lines x an..20</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>2. Dock/Gate</td>
<td>R</td>
<td>1 line x an..12</td>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>3. Advice Note Number</td>
<td>R</td>
<td>an..8</td>
<td>13</td>
<td>7 N</td>
<td></td>
</tr>
<tr>
<td>4. Supplier Address</td>
<td>R</td>
<td>an..29</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5. Gross Weight</td>
<td>D</td>
<td>n..5</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>6. Total Transport Unit weight</td>
<td>R</td>
<td>n..5</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td><strong>PARTS IDENTIFICATION SECTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Part Number</td>
<td>R</td>
<td>n..24</td>
<td>13</td>
<td>13 P</td>
<td></td>
</tr>
<tr>
<td>8. Package or Transport Unit quantity</td>
<td>R</td>
<td>n..10</td>
<td>13</td>
<td>13</td>
<td>Q</td>
</tr>
<tr>
<td>9. Unit Of Measurement</td>
<td>D</td>
<td>an..3</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>10. Description</td>
<td>R</td>
<td>an..22</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>11. LogisticReference</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Supplier ID</td>
<td>R</td>
<td>an5</td>
<td>13</td>
<td>5 V</td>
<td></td>
</tr>
<tr>
<td>13. Date</td>
<td>D</td>
<td>an7</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>14. Engineering Change</td>
<td>D</td>
<td>an..14</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>15. Serial Number</td>
<td>D</td>
<td>n..9</td>
<td>13</td>
<td>5 S</td>
<td></td>
</tr>
<tr>
<td>16. Master Label Number</td>
<td>D</td>
<td>n..9</td>
<td>13</td>
<td>5 M or G</td>
<td></td>
</tr>
<tr>
<td>17. Batch Number</td>
<td>D</td>
<td>n..9</td>
<td>13</td>
<td>5 H</td>
<td></td>
</tr>
</tbody>
</table>

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
- M = Homogenous Handling
- G = Mixed Handling Unit
- H = Batch Number
Data Area Sections

Shipping section

1. **Receiver**
   - *Alphanumeric human readable text Designated by VCC.*
   - The destination name of VCC’s unloading location.

2. **Dock/Gate**
   - *Alphanumeric human readable text Designated by VCC*
   - This information must be flexible as it might be changed from one shipment to another due to changes in production.
   - The information must be collected from the delivery schedule DELFOR (segment LOC+159) /DELINS (segment CSG 3923).

3. **Advice note number (N)**
   - *Bar Code and numerical human readable text Designated by Supplier*
   - Within VCC the Advice Note Number is used and matched to the information given in the Advance Ship Notice (AVIEXP/DESADV).
   - The number may not be repeated within 12 months.
   - Remark: Some recipients may have restrictions on the data format.

4. **Supplier address**
   - *Alphanumeric 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 kilogram (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 kilogram (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 VCC*
   - Part number is designated by VCC 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 VCC 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 VCC*
    - 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 VCC. 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 VCC. Please find the possible alternative data in the Odette Transport Label Version 1 Revision 4 (to be found at [www.odette.org](http://www.odette.org) under publications
    - 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 is to prevent misreading when automatic scanning is used.

12. Supplier ID (V)
    - *Bar Codes and Alphanumeric human readable text Designated by VCC*
    - The supplier code of the **Manufacturing site**.

13. Date
    - *Alphanumeric human readable text Designated by Supplier*
    - Date of dispatch (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” (Dispatch date) or “P” (Production date).

14. Engineering change
    - *Alphanumeric human readable text Designated by VCC*
    - 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.
    - **Leading zeroes are not allowed.**
    - **The number may not be repeated within 12 months.**
• Identifiers S, M or G are assigned according to label usage, see Chapter 9

16. Batch number (H)
• Bar Code and Characters Designated by Supplier
• 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 (quite zone and bar code).

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

Odette AVIEXP – OTL

- DELINS – CSG 3036
- AVIEXP – MID 1004
- DELINS – PDM 1128
- AVIEXP – ARD 7304
- DELINS – ARD 7304
- AVIEXP – ARD 6270*
- AVIEXP – TCO 6652*
- AVIEXP – CDT 3296**
- AVIEXP – SDT 3296**
- DELINS – SDT 3296
- AVIEXP – NCO 7102 (S)**
- AVIEXP – NCO 7246 (MI)**

* Depending on Transport Package structure, see chapter 9.
** Depending if the Manufacturing site and Shipping site has been allocated different Supplier ID. See Purchase Order.
*** Depending on Transport Package structure, see chapter 9.

Odette DESADV – OTL

- DELFOR – NAD 3036 (CN)
- DESADV – BGM 1004
- DESADV – LIN 7140 (IN)
- DELFOR – LIN 7140 (IN)
- DESADV – QTY 6060 (52)*
- DESADV – QTY 6060 (12)*
- DESADV – NAD 3039 (CS2)**
- DESADV – NAD 3039 (SE)**
- DELFOR – NAD 3039 (SE)
- DESADV – GRR 7402***
- DESADV – RFF 1154 (AA)**

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

- Example and reference to the EDI messages AVIEXP or DESADV to be found at http://www.volvo.com/volvoit/edi/en-gb/vcc/specifications/
in:
- Application Of Odette AVIEXP 9308-2
- Application Of Odette / EDIFACT DESADV 9805
Bar Code

Bar Code Symbologies

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 bars in code 39 should be as close to the average narrow element width as is practical.

Quiet zones
Bar codes require a quiet zone to the left and right of the bar/space pattern. Begin and end margins (quiet zones) must be at least 6.4 mm so that no line or similar (e.g. staples, straps or fixation stickers) makes the decoding of the bar code impossible.

Bar code heights
The height of the bar code must be 13 mm.
This to give the best possible scanning possibilities as the area allows.

Narrow element and Ratio
Narrow element is the smallest bar element in the bar code. Narrow element can also be named as X-dimension.

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

The Ratio is the proportion between narrow and wide element in the bar code.
- VCC recommends using the following table to set the Ratio.
  This to use the most of the data area and make the bar code less vulnerable.

<table>
<thead>
<tr>
<th>Narrow element</th>
<th>Maximum Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>0,33</td>
<td>3,0</td>
</tr>
<tr>
<td>0,36</td>
<td>2,8</td>
</tr>
<tr>
<td>0,40</td>
<td>2,4</td>
</tr>
</tbody>
</table>
Bar Code Quality

Quality
- Minimum Overall Symbol Grade is set to B
- Nominal measuring Aperture is set to be 10 mil
- Wave length of light is set to 660 nm In all this gives: 
  B/10/660

The result of the Symbol Grade is defined with the letters/qualifiers from A to D and F as for failure.

The following 7 parameters are measured:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Symbol Grade</th>
<th>Explanation</th>
<th>VCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference code / Decode</td>
<td>Pass or Fail</td>
<td>Wrong set up of bar code</td>
<td>A</td>
</tr>
<tr>
<td>Symbol contrast (SC)</td>
<td>A, B, C, D or F</td>
<td>The difference between the highest and the lowest reflectance in the whole symbol, including quite zone</td>
<td>≥B</td>
</tr>
<tr>
<td>Minimum Edge contrast (Ecmin)</td>
<td>Pass or Fail</td>
<td>The worst reflectance difference between a bar and a space in a symbol</td>
<td>A</td>
</tr>
<tr>
<td>Modulation</td>
<td>A, B, C, D or F</td>
<td>The ratio between edge contrast and symbol contrast</td>
<td>≥B</td>
</tr>
<tr>
<td>Minimum Reflectance (R.min/R.max)</td>
<td>Pass or Fail</td>
<td>The reflectance of the black bar must be lower than half of the maximum reflectance in the symbol</td>
<td>A</td>
</tr>
<tr>
<td>Defects</td>
<td>A, B, C, D or F</td>
<td>Dirty label or white lines/dots in bar code</td>
<td>≥B</td>
</tr>
<tr>
<td>Decodability</td>
<td>A, B, C, D or F</td>
<td>How much of the tolerance has been used</td>
<td>≥B</td>
</tr>
</tbody>
</table>

VCC expect ALL parameters to be measured to give an Overall Symbol Grade as minimum B.

Summarize of Bar code specification:

<table>
<thead>
<tr>
<th>Type of bar code</th>
<th>Code 39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrow element (X-dimension)</td>
<td>0.33 - 0.43 (recommended 0.33)</td>
</tr>
<tr>
<td>Ratio</td>
<td>1.2.4 – 1:3.0 (recommended 3.0)</td>
</tr>
<tr>
<td>Print contrast signal (PCS)</td>
<td>&gt;= 75%</td>
</tr>
<tr>
<td>Quiet Zone</td>
<td>&gt; 6,4 mm</td>
</tr>
<tr>
<td>Colouring of code</td>
<td>Black</td>
</tr>
<tr>
<td>Bar code height</td>
<td>13 mm</td>
</tr>
<tr>
<td>Bar code orientation in thermo printing</td>
<td>Fence like orientation</td>
</tr>
<tr>
<td>Overall Symbol Grade</td>
<td>Minimum B</td>
</tr>
</tbody>
</table>
Usage of Package and Transport Labels

**Standard Type Master Label (S)**
Are used for one of the following set ups:

- Racks
- Pallet incl. frames
- Pallet with closed carton box

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

**Master Type Label (M) and Group Type Label (G)**
Are used for one of the following set ups:

- 780 small boxes
- 840/-750 boxes

In conclusion:
Master Type Label (M): when a multiple of packages containing the same part number with a unit load given by VCC (see Packaging Instruction), and fixed to a pallet and lid.
Group Type Label (G): when a multiple of packages containing different part numbers, where each part number has been given a unit load by VCC (see Packaging Instruction), and fixed to a pallet and lid.

**Standard label (S)**
Are used for one of the following set ups:

- 780 small box
- 840 small box

Might also be used when a multiple of cardboard boxes are used and fixed to a pallet and the unit load is linked to a single cardboard box.

*Note - Labels must be adhesive!*


Simplified Handling Unit (S)

- Odette reference for simplified handling unit (S):
  Handling unit which is a package unit at the same time.
  VCC refers the unit load to one handling unit.

In the example below, the product is packed in packages of 128 pieces on an L-pallet with four frames and a lid. With the current syntax rules and in accordance with VCC’s specification, the notification is as follows:

One Standard Master Type Label (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. VCC refers the unit load to one small box or similar.

In the example below, the product is packed in 16 small boxes of 56 pieces in each on an L-pallet and a lid, in all 896 pieces. With the current syntax rules and in accordance with VCC’s specification, the notification is as follows:

One Standard Label (S) shall be fixed on each small box and one Master Type Label (M) should be fixed on a cardboard Label Holder, EMB 153 on the pallet.

Standard Type label (S) - 4 OTL out of 16

Notice:
- Information in the shipping section might be omitted at the Standard labels (S).
- A Homogenous Handling unit using small box as transport package shall always have full layers. To complete a layer it might be needed to add one to three empty boxes.
- If any small box is shipped empty, this one should NOT be marked with an OTL.
- Transport package -750 has the possibility of maximum 4 layers (8/16/24/32 boxes depending on the call off quantity)
- Transport package -780 has the possibility of maximum 4 layers (4/8/12/16 boxes depending on the call off quantity)
- Transport package -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. VCC refers the unit load to one small box.

In the example below, different items are packed in 8 small boxes with different quantities in each, placed on an L-pallet and a lid. With the current syntax rules and in accordance with VCC’s specification, the notification is as follows:

One Standard Type Label (S) shall be fixed on each small box and one Group Type Label (G) should be fixed on a cardboard label holder, EMB 153 on the pallet.

Notice:
- Information in the shipping section might be omitted at the Standard labels (S).
- No part number or quantity is given on Group Type Label (G).
- A Homogenous Handling unit using small box as transport package shall always have full layers. To complete a layer it might be needed to add one to three empty boxes.
- If any small box is shipped empty, this one should NOT be marked with an OTL.
- Transport package -750 has the possibility of maximum 4 layers (8/16/24/32 boxes depending on the call off quantity).
- Transport package -780 has the possibility of maximum 4 layers (4/8/12/16 small boxes depending on the call off quantity).
- Transport package -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.
- The OTL on small boxes, cardboard boxes and label holders must be adhesive.
- 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 dispatch to VCC. 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.

To facilitate the best possible reading environment for scanning the bar code there are a number of prerequisites to fulfill and prepare before the shipping to VCC.

Simplified Handling unit (Pallet+frames+lid):

Position
- The OTL should always be placed in the left hand short end corner.
- Exception 1: On K-pallets (820x615mm) the OTL shall be placed in the middle at the bottom frame.
- Exception 2: On H- (1805x820mm), F- (1630x1220mm) and E- (2400x820mm) pallets the OTL shall be placed at the left hand long side corner.

Affixing
- OTL shall be fixed with staples. One staple in each corner and one in the middle.
- If self-adhesive label material is used, do NOT remove the back paper.
Simplified Handling unit (Pallet+card board box/es)

Position
- The OTL should always be placed in the left hand short end corner.
- Exception 1: On K-pallets (820x615mm) the OTL shall be placed in the middle at the bottom frame.
- Exception 2: On H- (1805x820mm), F- (1630x1220mm) and E- (2400x820mm) pallets the OTL shall be placed at the left hand long side corner.

Affixing
- Self-adhesive label material shall be used.

Closed card board box    Several card board boxes

Note!
Only ONE label should be used when sending several card board boxes.

Simplified Handling unit (Racks):

Position
- Place the OTL in the Rack Label holder at the predefined area.

Affixing
- OTL shall be placed in the Rack Label holder with no fixing arrangement.
- If self-adhesive label material is used, do NOT remove the back paper.
Homogenous- and Mixed Handling units (Pallet+Small boxes+ lid):

Position
- The Master Label should be fixed on a Label holder. This Label holder should be placed under the Small box/Card board box at the bottom short end left hand corner.
- The Standard label should be fixed on the short end of small box -780.
- The Standard label should be fixed on the long end of small box -840/-750.
- 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.

Affixing
- Self-adhesive label material shall be used.
- Master label shall be fixed on a Label holder (type 153).
Label holder (type 153)

Label Holders can be ordered via aPak:
- Mail: info@apak.se
- Tel: +46 (0)31 7212284
- Website: http://shop.apak.se/
- Label holder can also be purchased by the supplier via their own contacts.
Checklist when Preparing a Transport Unit

- **Staples:**
  Do NOT put any staples in the bar code. The bar code will then be damaged and unreadable for scanning device.
  Do NOT put any staples as close to the bar code as the quite zone will be affected. It is NOT allowed to use staples on small boxes.

- **Stickers, Tape or glue dots:**
  Do NOT use any of these as it might affect the reading possibility of the bar code and the label may fall off during the transportation to VCC.

- **Straps:**
  Shall NOT cover any part of the OTL.
  It is NOT allowed to use 2 stripes to hold the OTL in place. The whole OTL must be adhesive.

- **Transparent plastic bag:**
  It is NOT allowed to use plastic bag to fix the OTL as the reflection of it makes the bar code unreadable.

- **Internal supplier labels:**
  There should only be one label on each handling unit.
  Remove all non-significant labels. Supplier or Forwarder unique labels are NOT allowed and shall be removed since they might interfere scanning or storing of Transport unit.

When attaching the OTL on wooden frames, VCC recommends the supplier to use a staple device like shown below in picture.
Checklista
1. År godsmärket fullkomligt läsbart?
2. Inga häftklammrar genom streckkoden?
3. Täcker spännbanden streckkoderna?
4. Är dock/gate (port/förråd) informationen korrekt?
5. Det ska endast vara ett godsmärke på pallen:
   Odettes streckkokade 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. Étiquette parfaitement lisible?
2. Pas d’agrafes dans les codes-barres?
3. Pas de sangles sur les codes-barres?
4. Indication dock/gate correcte?
5. Étiquette Odette seule étiquette sur la palette.

Tarkistuslista
1. Onko etiketti täysin luettava?
2. Onko niitomahakanen viivakoodin päällä?
3. Peitälääkö vanne viivakoodin?
4. Onko dock/gate informaatio oikea?
5. Lavassa saa ainoastaan olla yksi etiketti:
   Odette viivakoodi etiketti.
## Standards

<table>
<thead>
<tr>
<th>Naming</th>
<th>Standard</th>
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<tbody>
<tr>
<td>Odette Transport Label</td>
<td>Version 1 Revision 4</td>
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<tr>
<td>Bar Code Quality Test Specification Linear Symbols</td>
<td>ISO/IEC 15416:1</td>
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<tr>
<td>Bar Code Verifiers Conformance Specification, Linear</td>
<td>ISO/IEC 15426:1</td>
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<tr>
<td>Symbology Specification code 39</td>
<td>ISO/IEC 16388</td>
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<tr>
<td>Data Identifier</td>
<td>FACT Data Identifier Standard</td>
</tr>
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The Layman’s Guide to ANSI, CEN and ISO Bar Code print quality has also been used as a guideline for this specification.