



Volvo's Application Of Odette / Transport Label

TRANSPORT LABEL Version 1 Revision 4
(2008-11-26)

WebEDI users

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Paper, Size and Materials

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

But, when printed from the WebEDI, paper format must be A4.

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 and that it is weather resistant.

This is to assure the OTL information being readable in the complete supply chain.

If adhesive label is used and attached on the Transport package, the label material has to have a weight of not less than 80 g/m² and that it is weather resistant.

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 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.

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 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 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, Volvo requests that the supplier inform the affected goods receiving sites. There might be a need of a new verification of the OTL.

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.



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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

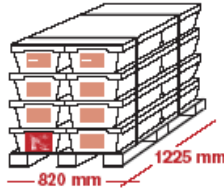


V-EMB 840 small box

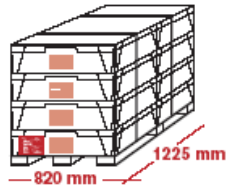


Self reminder

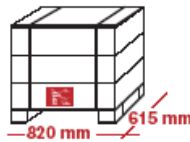
Smallbox 780



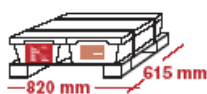
Smallbox 790



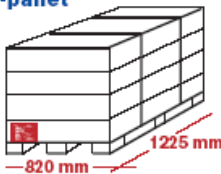
K-pallet



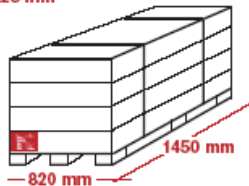
780 K-pallet



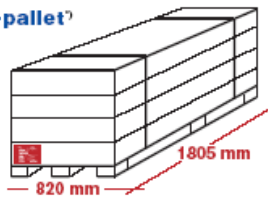
L-pallet



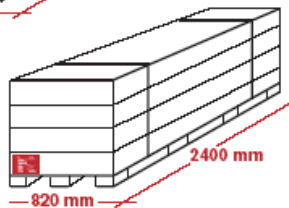
G-pallet



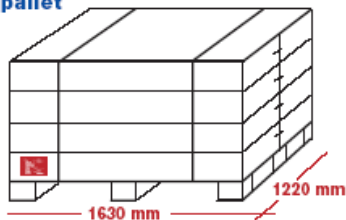
H-pallet^{*)}



701-pallet^{*)}



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 streckoden?
3. Täcker spännbanden streckoderna?
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. 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 nitomahakanen viivakoodin päällä?
3. Peittääkö vanne viivakoodin?
4. Onko dock/gate informaatio oikea?
5. Lavassa saa ainoastaan olla yksi etiketti: Odette viivakoodi etiketti.



^{*)} For Volvo Parts and for Volvo Umeå components the label shall be placed on the long side at the lower left corner