This guide describes the necessary material flow information to be printed and encoded on the Odette Transport label OTL on delivery of production material to the Volkswagen AG plants.

Contents

More detailed descriptions on the use of the transport label can be found in the process-describing EDI Implementation Guidelines and in the separate description of the structural depiction of packages required in VWAG. These guides can be found on our website.

The description of the OTL standard can be obtained from the regional ODETTE organisations. Contact your national Odette organisation to see whether a translation is available in your domestic language. A german VDA recommendation is available from VDA, here named VDA 4902.

You can also find the latest version of this guide
in the Internet under
http://www.vwgroupsupply.com/b2b/vwb2b_folder/supplypublic/en/platform/applications/applications_edi/edi_download.html

1 The OTL Odette Transport Label as a standard

The OTL has been developed as a common standard within the European automobile industry. The standard document "ODETTE TRANSPORT LABEL" and the VDA recommandation 4902 are the basis of these guidelines.

The previously used OTL = Odette Transport Label (also VDA 4902) may initially continue to be used in deliveries to Volkswagen AG plants. The exclusive use of the GTL may be demanded in order to support improved transport and incoming goods processes (e.g. OT direct deliveries) in the plants.

2 Task and purpose of the OTL

Package-related information which is required to identify the handling unit (package), material and packaging and to assign EDI messages and accompanying paper slips must be stored on the VW transport label derived from VDA 4902.

The data on the VW transport label are registered visually and, if necessary, mechanically

- in the material receiving department on delivery to a store in a VWAG plant, to a consignment store, to a logistics contractor or, for direct-from-supplier spare parts shipments, to a distribution centre.
- in the haulier's consolidation centre in the event of transport transfer
- in the supplier's dispatch department when picking or verifying a shipment.

The OTL is mechanically registered and processed in the goods recipient's material receiving department and store. Normally, only the supplier ID and the package number (barcode 39) has to be registered in order to access the material and packaging data generated from the EDI data in the incoming goods system. The other coded fields can be used to check the identity of label data and EDI data. If the IG system is unavailable (backup case) or in non-system-supported environments (external store, CC), it enables the package data (material and packaging data) to be registered with minimum effort.

The Volkswagen AG brands and plants process the OTLs in accordance with the following VW description.

Automatic registration is being introduced at VW and Audi according to an implementation plan based on specific unloading points

A transport label should also be used for (initial) sample parts if the supplier's dispatch system can generate it. If the transport label cannot be mechanically generated, a similarly processed transport label must be supplied.

3 General terms

A label (transport label) must be used on all packaging (main packaging) delivered with production material to Volkswagen and Audi. In addition, the quantity per package is always assigned to the main packaging. No quantity per package is assigned to auxiliary packaging (e.g. cover); no label is affixed on this.

In order to ensure code legibility, we recommend laser print quality for the barcode.

The transport label must be sufficiently durable and be affixed in such a way that it can be mechanically and visually read without problem on arrival of the package. Before affixing the transport labels, it must be ensured that previously affixed transport labels are removed, as this may otherwise result in incorrect readings, especially in the case of mechanical identification.

VWAG packaging generally has defined areas or label pockets for affixing the transport labels. Horizontal attachment of the transport labels in the defined location ensures visual and mechanical legibility of the slips. Packaging strapping must not cover or run beneath the master transport label. Code fields must never be concealed by adhesive dots!

If substitute packaging (e.g. boxes) is used in exceptional cases, the transport label must be affixed on the top edge of one side.

The standard format of the printed area is DIN A5. If necessary, document dimensions larger than DIN A5 may be selected. The OTL for small charge carriers (KLT label) must be used if VDA-KLT systems (VDA 4500) are used.

3.1 Particulars of the Small Label KLT

The contents of the VDA Transport Label for small charge carriers = flat KLT (small label) are identical to those of the DIN A5 OTL. The height of the small label is half that of the A5 label. The small label fits precisely into the KLT holders (label pockets). The labels must be inserted into the label pockets and secured against loss (e.g. by adhesive dots).

Both label types can be generated on one printer without changing the paper. The following printing procedures are possible:

- Print out of two small labels on the DIN A5 print area and then cut to a height of 7.4 cm.
- Print out one small label on the upper half of the DIN A5 print area and then fold in half to a height of 7.4 cm. The lower half is not printed.

A small transport label must be generated for the following small charge carriers:

003147	004147	006147	006428, (alternatively, DIN A5 possible)

Use of the following small charge carriers is being phased out; a small label must still be generated for these until further notice:

003214			
004314	004317	004321	(004328; alternatively, DIN A5 possible)
006414	006417	006421	

3.2 Slip language and characters

In the event of international deliveries, the field and line titles must be written in English. If necessary, field and line titles in the domestic language of the recipient plant must be agreed in the event of international deliveries. The domestic language of the recipient plant may be selected in the case of national deliveries.
In the case of international deliveries, only ISO character set A or B characters are permissible for the field and line titles. Country-specific characters may only be selected in the case of national deliveries or subject to agreement.

In the same manner as the EDI data, the language of the field contents must be neutral. Text data without any EDI reference, e.g. address data (From / To) must be in English in the case of international deliveries. Field contents in the domestic language of the recipient plant may be agreed in the case of international deliveries. The domestic language may be selected in the case of national deliveries.
In the case of international deliveries, only ISO character set A or B characters are permissible for the field contents. Country-specific characters may only be used in the case of national deliveries and subject to agreement.

3.3 Use of fonts

Use of the proportionate ARIAL or ARIAL NARROW font is recommended. A similar font from the same family may also be used.

According to the standard, the following font sizes must be selected for the field and line titles:

7 pt, max. 8 pt for A5 label size
6 pt for the small label and label size A6 / B10

The font sizes for the data contents must be selected according to the assignment examples in Chapter 5 and the data element descriptions in Chapter 6. The assignment examples are oriented towards the field lengths

used within VW AG. If the field lengths are exceeded in individual cases, the font size must be reduced to the necessary size.

4 The OTL in the VW package structure

In the case of **simplified load units** (without sub-packaging) and **delivery units** (in a bundle), a **single label with the package ID S** must always be affixed on the main packaging.

In the case of **homogeneous load units (bundles)** with identical (inner) delivery units, a **master-label with the package ID M** must always be affixed on the main packaging (outer packaging).

In the case of mixed containers / mixed bundles with different (inner) delivery units, a **mixed-label with the package ID G** must always be affixed on the main packaging (outer packaging).

Packages in an intermediate level of the package hierarchy can not be marked as in the GTL as outer packaging (with delivery units) with a corresponding Mixed- (or Master-)Label. The VDA representation for „**added packs“ with package identification S** is to choose.

No labels may be affixed on auxiliary packaging. Like auxiliary packaging, empty KLTs in the bundle (for stabilisation) must be shipped without labels.

Note: A comprehensive description of the package structures, together with examples, can be found in the guide "Package structures and record sequences in the VW delivery note data VDA 4913".

5 Layout and assignment samples for the GTL within VW AG

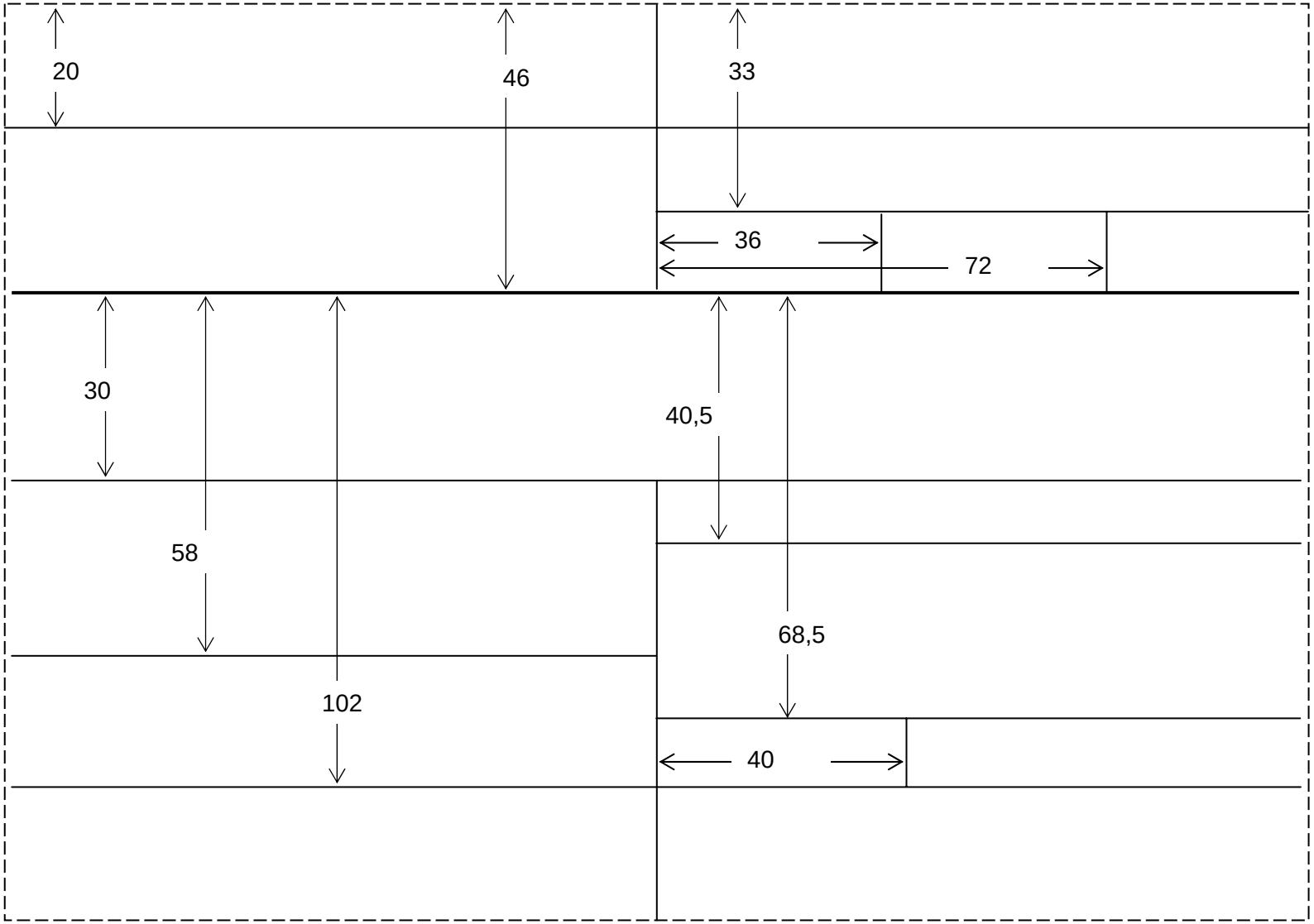

Fig: 1

A5 - Label

Frames and field sizes

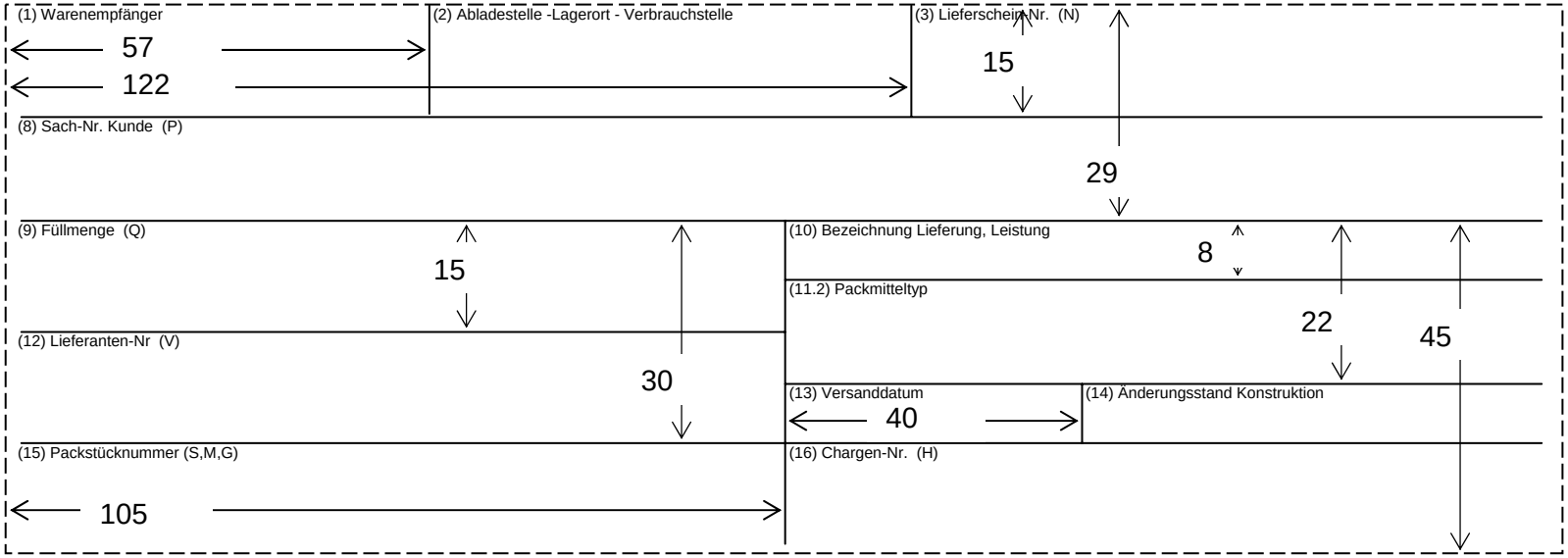

Fig: 2

VDA KLT - Label

Frames and field sizes

Field allocation
as on A5-label

Fields 4 - 8 don't exist
on the KLT-label

Font size (height)
homogeneous 5 mm (20pt)

Font size receiver (address field)
3 mm (12pt)

Font size Dock / Gate (Abladestelle)
5 mm (20pt) and 3 mm (12pt)

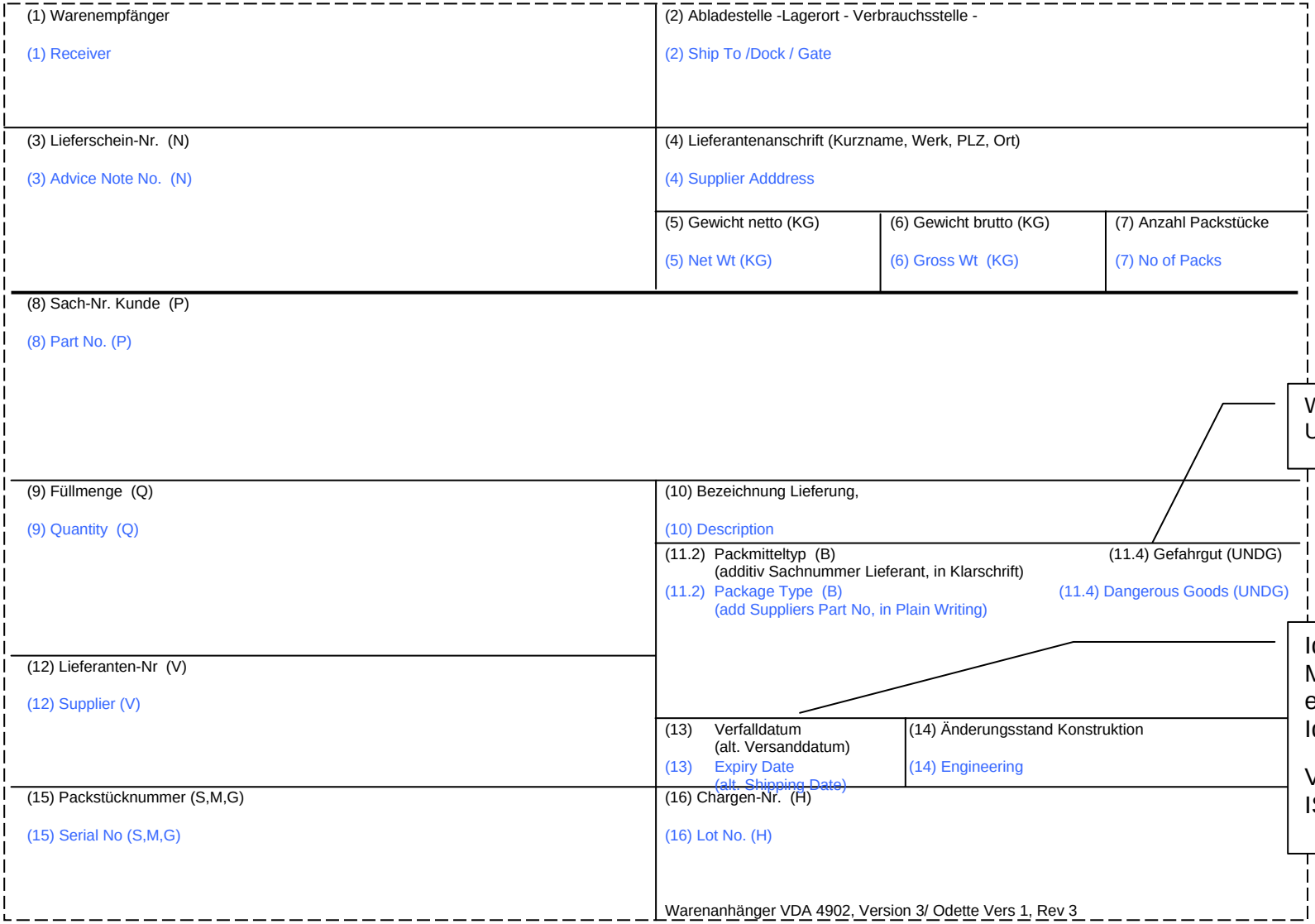

Fig: 3

A5 - Label

Field Assignments

Standard allocation
of the label-fields in the
VWAG

According to Odette /
VDA4902 (german +
englisch)

Fig: 4

A5 - Label

Lines and font sizes

Fig: 5

A5 - Label

Single Label
simplified handling unit

Single Label can be also "transportation label"

Code-content does not correspond to the data shown!

In the delivery (delivery note) position there are 6 simplified handing-units with this article, independent of the packaging model

In case of dangerous good the UN dangerous good number must be entered here.

Expiry date U,
Mandatory when applying, else iIdentifier D = Shipping date

Fig: 6

A5 - Label

Single Label Delivery Unit

Delivery unit
(inner packaging) in the following bundle

Code-content does not correspond to the data shown!

Fig: 4

Fig: 7
A5 - Label
Masterlabel Load Unit
(outer packaging)

Code does not correspond to the data shown!

Fig: 8

A5 - Label

Mixed-Load-Unit (outer packaging)

Code does not correspond to the data shown!

Fig. 9
(Small) KLT-Label
Single Label

Code does not correspond to the data shown!

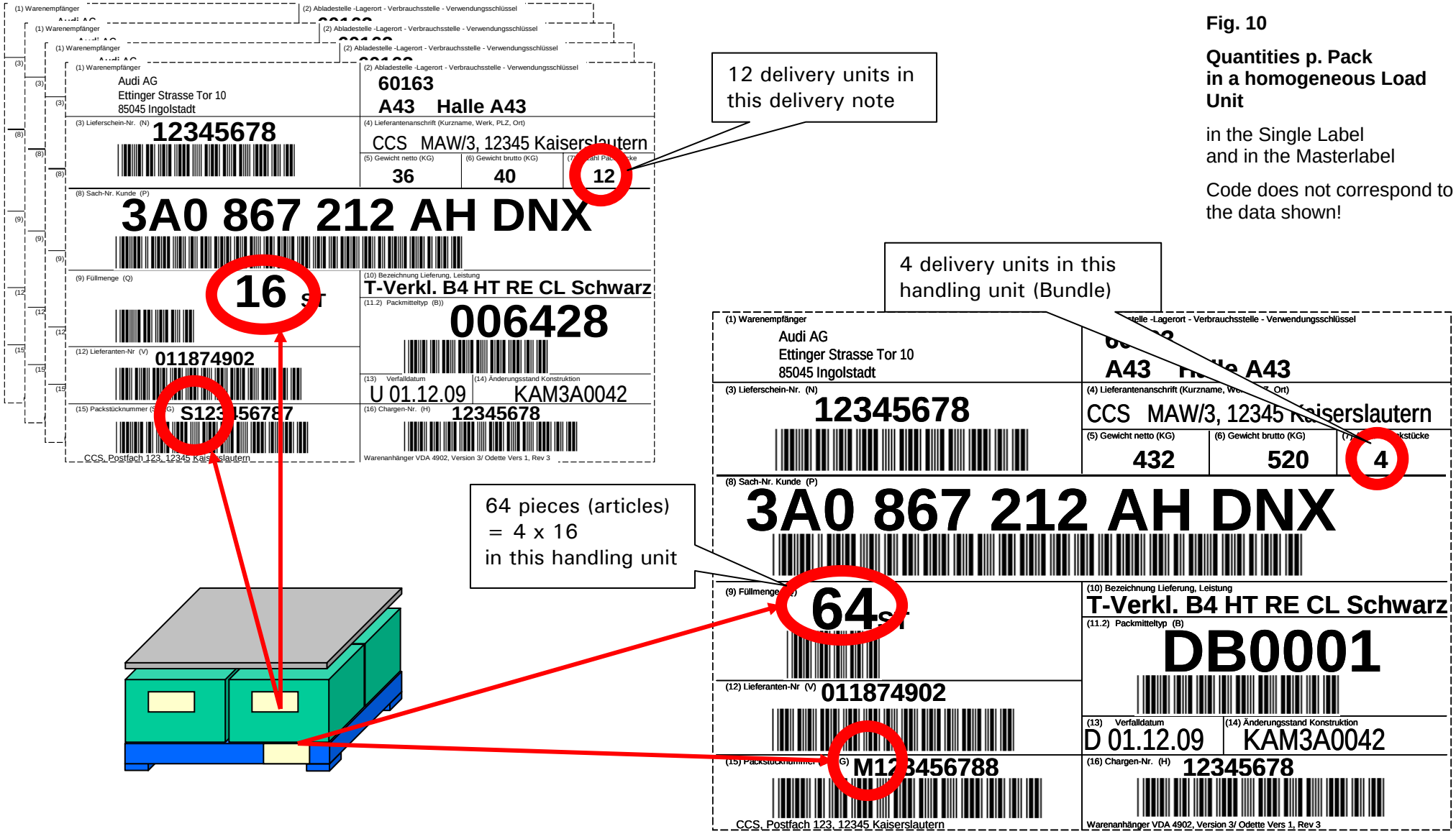

Fig. 10

Quantities p. Pack in a homogeneous Load Unit

in the Single Label and in the Masterlabel

Code does not correspond to the data shown!

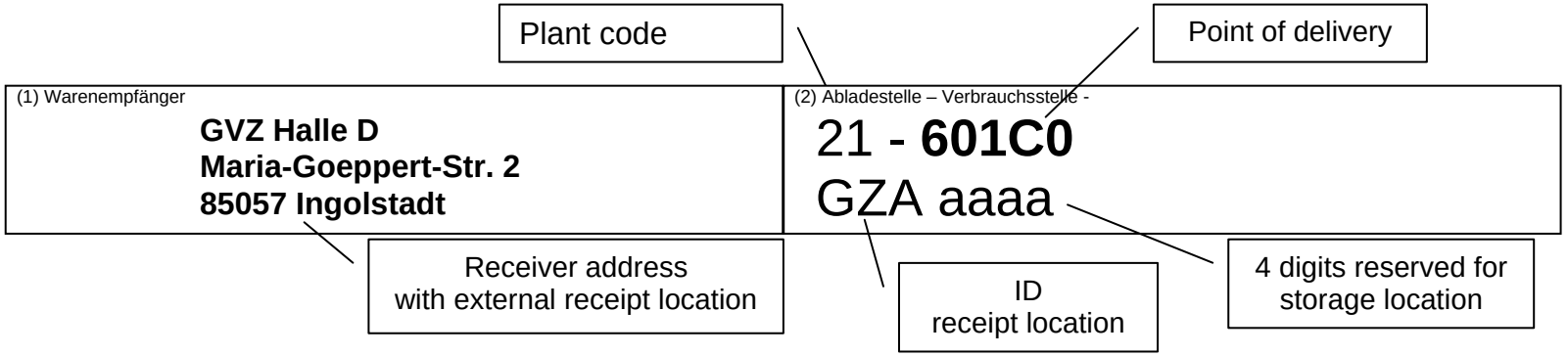

Fig. 11a

A5-Label
Example with external
Ship To - / Receiver location

Without point of consumption

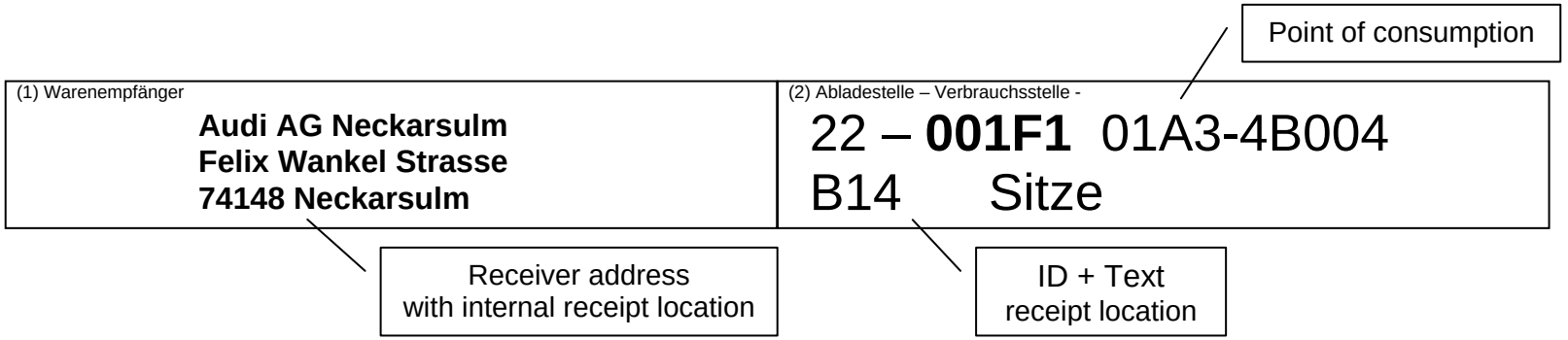

Fig. 11b

A5-Label
Example with internal
Ship To - / Receiver location

With point of consumption

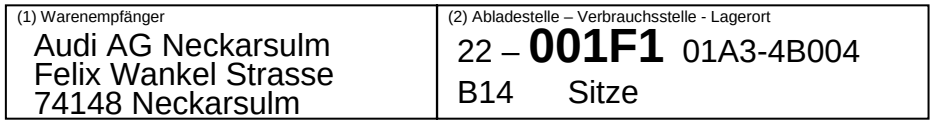

Fig. 11c

KLT-Label
Example with internal
Ship To - / Receiver location

With point of consumption

6 Data fields and data contents

The following specifications define the use of the data fields for VW AG. The data contents and the formal structure of the transport label's data elements must basically be integrated from the call-off data, unless this involves data which are to be determined or inserted by the supplier. The information on the transport label must basically correspond to the delivery note EDI information and the transport and shipment slips.

(1) **Warenempfänger / Goods Receiver** (3 mm / 12 pt, with three lines address specification)
Address of the recipient plant in the form typical of the country, i.e. Germany: Name of the company, road or P.O. box, number, postal country code, postal code, location.
Note: The delivery address may, e.g. in the case of external stores, deviate from the address of the recipient plant.
The delivering postal address must be entered on the label . (See fig. 11a-c)
The postal addresses of the factories and corresponding ship to / receipt locations are provided on the VW supplier platform. The addresses can be allocated by the company code and the 3-digit ID of the ship to location. The ID of the ship to location is transferred in delivery instructions (the first three digits of the stock location).

(2.1) **Delivery plant** (24 pt) 2 digits
The group recipient plant must be entered here according to the entry in the call-off data. "VWAG" must be entered before the recipient plant in order to identify the slip layout.

Point of delivery (24 pt) 5 digits
The point of delivery must be entered to the rear of the separator according to the entry in the material call-offs and the entry in the delivery note and transport data.

Point of consumption (20 pt) 14 digits
If Audi's Neckarsulm and Györ plants are supplied, a point of consumption transmitted in the call-offs must be printed depending on the part number.
If the point of consumption has to be printed out, the font size must be adapted accordingly.
(S. Fig. 11b + d)

Receipt location / Ship To Location (5 mm / 20 pt) 3 digits code, 15 digits text
The ID of the ship to / receipt location is transferred in te delivery instructions (in the first three digits of the „storage location“). The ship to location is to be entered here acc. to the entry in the delivery instruction data. For internal receipt locations the text form is to be printed too. (See fig. 11b)
Note: The receipt location is referred as a stock location to in formerly written VW-guides. After the ship to location key four writing positions for a complement to the receipt location key (Stock location) should be reserved, which currently are not to be filled.
For (first-) model parts the special warehouse or the receipt locationis is to enter appropriate manually, that was set from the factory logistics of the concerning factory or agreed with the partner in the receiver factory.

(3) **Lieferscheinnummer** / **Delivery note number** (20 pt) digits
(Barcode-ID N)
The delivery note number assigned by the supplier must always be entered here.
In the case of mixed containers (MIXED LOAD), the delivery note number may only be printed on the master transport label for the load unit if all of the delivery units in the container belong to the same delivery note..
If material is delivered via an EDL, the EDL assigns a new delivery note number on delivery and transmission of the EDI data to VW/Audi. However, the EDL does not generate a new label, i.e. the delivery note number assigned by the supplier on the transport label deviates from the delivery note number in the EDI data from the EDL.

(4) **Lieferantenanschrift kurz / Supplier address short** (5 mm / 20 pt)
Address of the loader (supplier) in short form.

(5) **Brutto-Gewicht / Gross weight** (5 mm / 20 pt)
The gross weight must be determined and integrated by the supplier using suitable methods (weighing, calculation).

(6) **Netto-Gewicht / Net weight** (5 mm / 20 pt)
The net weight must be determined and integrated by the supplier using suitable methods (weighing, calculation).

(7) **Anzahl Packstücke / Number of packages** (5 mm / 20 pt)
With delivery units and simplified handling-units (Package identification "S") the number of the packages with same article is to be entered in the delivery (= delivery item). The number of the delivery units with identification "S" in the handling-unit is to enter at handling-units (bundles) with identification "M" or "G".

(8) **Artikelnummer** / **Article number** (13 mm / 48 pt) 19 digits
(Barcode-ID P)
The customer's article number (customer part No. / VW part number) must be entered flush-left according to the entry in the delivery call-off. As in all other messages forwarded to VW AG, the VW/Audi part number must be depicted in "printed format" here. Blanks in front of and in the part number must be depicted.

Alternative use with Mixed-Load Label
The text "MIXED LOAD" or "MASTER LABEL" must be printed on a mixed load label in two lines à 48 pts.

(9) **Füllmenge** / **Quantity per package** (13 mm / 48 pt) 7 digits + if necessary short form of quantity units (Default ST = Stück/Pieces)
(Barcode-Kennung Q)
The actual quantity per package, which is to be determined by the supplier, must always be entered. It may only deviate from the nominal quantity per package specified in the packaging agreements in the event of unavoidable impediments.

S In the Single Label article's quantity per package is to be entered.
M The load unit's quantity per package (= total of the individual quantities in the delivery units which are contained) must be integrated into the master label.
G On the Mixed-Load Label no quantity per packt must be entered.

Note: The quantity units specified in the EDI delivery note and transport data must be used.

(10) **Bezeichnung der Lieferung / Delivery designation** (5 mm / 20 pt)
The article designation agreed between the recipient and the supplier must be entered in the case of delivery units and simplified load units.

(11.2) Packmitteltyp / **Packaging type** (13 mm / 48 pt) 7 digits
(Barcode-ID B)
The packaging designation must be entered according to the current VW/Audi packaging agreement. We will inform you of the packaging data in the delivery call-offs and in a written packaging agreement. The packaging agreement may contain substitute packaging (packaging alternatives or disposable packaging).

(11.4) UNDG-Nr.
In case of dangerous good the four-digit UN dangereous good number (UNDG) is to be entered in the form "UNnnnn"! (See fig. 3) The Font Size is to be reduced then to 7mm / 28pt.

(11.1) Sachnummer des Lieferanten / Article number of the supplier
acc. to ODETTE- and VDA recommendation this field can be reserved also with article number of the supplier. Suppliers who use their own article number to the dispatch control on the label can print this - without bar code coding - besides to the Volkswagen/Audi packaging number into the data field 11 behind the VW-Audi-packaging-code or under the bar code (example). In this case a character height of 5 mm can be chosen in the field 11.
The supplier article number is to mark additional with "Sach-Nr. Lieferant" in front of the article number. If this procedure proposition should not consider the interests of the supplier sufficiently, a differing use must be agreed on before with the logistics-departments in the receiver factories.

Fig 12 Examples for the assignment of field 11 with suppliers article number (KLT and A5)

(12) Lieferantennummer / Supplier ID (20 pt) 9 digits (old: 6 digits)
(Barcode-ID V)
The supplier-ID is to be entered with index of the delivery plants. It must correspond to the supplier number in the delivery instruction and in the ASN-data. Leading zeros are to be printed in plain character. Only in the plain character representation the index may be separated with a "/", "-", or blank between digit 7 and 8 (old: between digit 5 and 6).

(13) Datumsfeld / Date Field (28 / 20 pt) nn digits

Shipping date (delivery note date)/ expiry date / production date
The date must be specified in the form YYYY-MM-DD (or YYYY.MM.DD or YYYY MM DD).

The article's **shipping date** / delivery note date must be entered without a date ID as standard. The prefixed ID "D" for the shipping date / delivery note date is permissible.

On delivery of material with a limited shelf life (e.g. process materials), the article's **expiry date** must be integrated with the ID "E" on the basis of our technical terms of delivery or in consultation with the recipient.

On delivery to an EDL (supplier material) or at the request of the recipient, the article's **production date** may alternatively be integrated with the ID "P".

(14) **Änderungsstand Konstruktion / Engineering change status** (28 / 20 pt) nn Stellen

Data regarding part traceability may (alternatively) be demanded for selected articles on the basis of legal regulations, for quality management, on the basis of our terms of delivery or on the basis of agreements.
If several informations on the part traceability must be indicated, the GTL is to use as product label or the representation on the OTL is to be aggreed with the consignee in a separated way.
Data regarding part traceability must only be printed on the label for delivery units or for simplified load units (ID "S").
The engineering change status must be entered subject to agreement and in the case of deliveries to Audi.

(15) **Packstückkennung u. Packstücknummer / Package ID and Package no.** (20 pt) 19 Stellen
(Barcode-ID S, M, G)
The package number consists of the package identification (1 digit) and the package number (9 digits). On the OTL the package-identifications S, M or G are to be used as data identifiers.
The supplier assigns the package no. to exactly one package. For auxiliary packaging (no label and thus no package number is necessary.

The package no – in connection with the supplier ID - (uniquely) identifies the package within a year. It is reference term for the ASN data of the VDA 4913 and during the clarification of discrepancies. Supplier ID, delivery note no. and package-no. are keywords during capturing of the received goods. By capturing of the label the completeness of the shipment is checked with the package numbers. Via package ID and package number structures can be identified in the VDA 4913. Therefore the package numbers must absolutely be given in the VDA 4913 and printed in the shipment paper VDA 4912 .

Detailed regulations regarding the assignment of package IDs in the packaging hierarchy are described in detail and portrayed on the basis of examples in our ASN guides **Package Representation in the VDA 4913/4 messages** and **Package structures and segment sequences in the VW EDIFACT DESADV** guide!

Brief instruction:
- "**S**" must be set as the ID before the license plate in the case of simplified load units (packages without sub-packaging) .
- "S" must be set as the ID in the case of delivery units (inner packaging in the container).
- "**M**" must be set as the ID before the license plate on a master label (package with identical part numbers in sub-packaging).
- "**G**" must be set as the ID before the license plate on a label for mixed containers (package with different part numbers in sub-packaging).

The package-identification is to be shown as a component of the package number in the bar code; it must be printed in character in front of the package number, if necessary behind the field description in brackets.

(16) **Chargennummer / Batch Number** (20 pt) 10 digits
(Barcode-ID H)
Specification of a batch No (ID 1T) is expected if our technical terms of delivery demand this entry for the supplied goods.

(17) **Lieferantenanschrift lang / Suppliers Address** (long form) (10 pt) 45 digits
The full address of the supplier (Consignor) is to be entered.

7 Assignment Survey of Data Fields in GTL and OTL

Datenfeldbezeichnung Data Field Denotation	V L	S I	M A	M I	Nutzung Datenfelder GTL bei VW			Nutzung Datenfelder OTL (VDA 4902) bei VW		
					Sub-Blk Zeil.Pos	Format	Code 2D / B	Nr.	Format	Code B
Lieferantenanschrift kurz oder			M	M	A1	3 x an..14		4	an..29	
Lieferantenanschrift (lang)			K	K	A1	4 x an..17		17	an..45	
Kontakt	K	K	K	K	A1.5	an..15				
Ursprungsland	M	M			A1.6	an..3				
Warenempfänger lang (Versandadr.)	M	M	M	M	A2	4 x an..23		1	3x35	
VW-Kennung "VWAG" VW-Anliefer-Werkskennzeichen	M	M	M	M	A2.2	an4 an2	2L / 	 2.1	 an2	
Abladestelle	M	M	M	K	A2.2	an5	1L /	2.1	an5	
Lieferschein-Nr.	M	M	M	K	B1.1	n..8	12S	3	n..8	N
Lieferanten-Nr. m Index (Werk)	M	M	M	M	B1.2	an9 (an6)	V	12	an9 (an6)	V
Empfangsort / Lagerort Kunde (K)	M	M	M	M	B2.1	an3 (+ an..4)		2.2	an3 (+ an..4)	
Empfangsort Text	K	K	K	K	B2.1	an..15		2.2	an..15	
Verbrauchsstelle / Verbrauchsort	K	K	K		B2.1	an..10		2.1	an..14	
Packstückanzahl			M	M	B3.1	n..3		7	n..3	
Auflastung (kg)	K		M	M	B3.1	n5				
Packmittel-Typ Kunde	M	M	M	M	B3.1	an..7	B /	11.2	an..7	B
Füllmenge Packstück (Stück) ggf. mit Qualifier LT, KG, MR, SM, CM	M	M	M		B3.2	n..7	Q / 7Q..LT	9.1	n..7,3	Q
Mengeneinheit	M	M	M		B3.2	an..3		9.2	an..2	
Artikelnummer (Sachnr) Kunde	M	M	M		C..1	an..19	P /	8	an..19	P
Sicherheitszeichen	K	K			C..2	Grafik		8	Grafik	
License Plate m. DUNS-Nr. Packstück-Nr.	M	M	M	M	D1	an11 (14) n9	1J 5J 6J / 1J 5J 6J	 15	 n9	 S M G
Packstückgewicht netto incl. ME	K	K	K		D2.1	n..7		5	n..4	
Packstückgewicht brutto incl. ME	M		M	M	D2.1	n..7		6	n..4	
Lieferscheindatum / Versanddatum	M		M	M	D2.2	an..10	~~6D..060~~	13	an..9	
Verfalldatum	K	K			D2.2	"E"+an..10	~~14D~~	13	"U"+an..9	
Produktionsdatum	K	K			D2.2	"P"+an..10	~~16D~~	~~13~~	~~7~~	
Änderungsstand Konstruktion mit Qualifier ANSI 374 "060"	K	K			D2.3	"EC"+an..10	~~6D..060~~	14	an..10	
Werkzeuggeneration	K	K			D2.3	"TG"+an..10	~~10S~~			
Software-Versionsstand	K	K			D2.3	"SW"+an..10	~~1S~~			
Artikel Serial Nr.	K	K			D2.3	"SN"+an..10	~~S~~			
Fahrgestellnummer	K	K			D2.3	"VV"+an..17	VV			
Chargennummer	K	K			D2.4	an..10	1T /	16	an..10	H
Kfz-Kennzeichen	K	K			D2.4	an..10	/			
Film-Nr für Kennzeichen	K	K			D2.4	an..10	/			
Verwendungsschl. ET,.Erstmuster					E2.1	an..3		2.4	an1	
Artikel-Bezeichnung	M	M	M		E2.2	an..22		10	an..30/22	
Gefahrgutschlüssel UNDG-Nr.					E2.3	an..5		11.4	an6	
OT-SAP-Bestellnummer+PosNr.	K	K			E2.1	an10+5				
OT-Kunden-Bestellnummer	K	K			E2.2	an 20				
OT-Endkunden-Referenz	K	K			E2.3	an 20				
OT-Lieferauftragsnummer	K	K			E2.4	an10				
OT-Rahmenvertragsnummer	K	K			E2.5	an10				

VL = Label Vereinfachte Ladeeinheitheit / simplified hu SI = Single Label Innere Verpackung / inner packaging
MA = Master Label Homogeneous Load MI = Master Label Mixed Load
M = Muss, Mandatory (bei GTL), K = Kann, Conditional (bei GTL)
Durchgestrichene Codes werden z.Z. noch nicht genutzt. / cancelled codes are not used yet

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