

# **Benteler Automotive**

## Transport Label Specification

Version 3.1  
3<sup>rd</sup> August 2010

## Version Changes

***Changes in this version compared to Version 3.0, 30. April 2004:***

<b>Chapter</b>	<b>Changes</b>
1. General Information	Extention of country list by Russian Federation (GUS) und Slovakia
2. Label data elements	The field 14, "Engr. Change" is not mandatory

## 1. General Information

This specification is valid for all suppliers and subcontractors delivering to any Benteler Automotive plant in the following countries:

Germany	United Kingdom	South Africa
Switzerland	Czech Republic	Hungary
Belgium	Russian Federation (GUS)	Slovakia

**Unless no other agreement between the supplier and the receiving Benteler plant is made this specification must be met.**

This specification is based on the VDA 4902 Version 4 transport label and is therefore compatible with the ODETTE Ver.1 Rev.4 transport label.

The packaging units must be clearly labelled according to the guidelines of the VDA 4902 Version 4 label.

The minimum required data elements on the label are listed below.

Details about the label specifications can be obtained from the VDA organisation.

## 2. Label Data Elements

All mandatory elements must be available on the label. Deviations from the content and design must be agreed with the Benteler receiving plant.

No	Field name / data element	Barcode identifier	Mandatory	Barcode	Remarks
(1)	Receiver		Yes	No	Name and location of receiver
(2)	Dock-Gate		Yes	No	Location where the goods have to be unloaded at the customer plant
(3)	Advice Note No	(N)	Yes	Yes	Delivery note number
(4)	Supplier Address		Yes	No	Name, plant, postal code and town of supplier
(5)	Net weight		No	No	Net weight of packaging unit w/o packaging to which the label belongs [kg]
(6)	Gross weight		No	No	Gross weight of packaging unit including packaging to which the label belongs [kg]
(7)	No. of Boxes		Yes	No	Number of delivered packaging units per delivery note or delivery
(8)	Part No	(P)	Yes	Yes	Part number given by Benteler
(9)	Quantity	(Q)	Yes	Yes	Quantity of the part per packaging unit
(10)	Description		Yes	No	Description of the delivery (e.g. part description)
(11)	Package Reference No.	(B)	No	No	For supplier use or for agreed information
(12)	Supplier	(V)	Yes	Yes	Supplier no. given by Benteler
(13)	Date		Yes	No	Production or shipping date
(14)	Engr. Change		No	No	Engineering change number for this part, given by Benteler
(15)	Serial No.	(S)	Yes	Yes	Unique number per packaging unit from the supplier. It should be a unique no. per year with 15 digits.
(16)	Batch No	(H)	Yes	Yes	Batch number of the supplier. Only one batch per delivery note no. !

Example of a VDA 4902 Version 4 label (not the original size):

(1) Warenempfänger <b>Benteler Automobiltechnik GmbH D-33102 Paderborn</b>		(2) Abladestelle - Lagerort - Verwendungsschüssel <b>Halle 3</b>	
(3) Lieferschein-Nr. (N) <b>40963717</b> 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) <b>Lieferant ABC, Werk 3 D-11222 Musterstadt</b>	
		(5) Gewicht netto <b>831</b>	(6) Gewicht brutto <b>923</b>
		(7) Anzahl Packstücke <b>5</b>	
(8) Sach-Nr. Kunde (F) <b>31234567</b> 			
(9) Füllmenge (Q) <b>550</b> 		(10) Bezeichnung Lieferung, Leistung <b>ZSB. TUNNELBRUECKE</b>	
(12) Lieferanten-Nr. (V) <b>123456</b> 		(11) Packmittel-Nr. Kunde (B) <b>114100</b> 	
		(13) Datum <b>D021007</b>	(14) Änderungsstand Konstruktion <b>01.08.1997</b>
(15) Packstück-Nr. (S) <b>4667874</b> 		(16) Chargen-Nr. (H) <b>31001797</b> 	
<small>(17) BENTELER AUTOMOBILTECHNIK GMBH &amp; CO. KG 33102 PADERBORN</small>		<small>VDA 4902 HÄNGER VDA 4902 Vers. 4 (WA02)</small>	

### 3. Bar Code Type

According to the recommendation of VDA and ODETTE the Code 39 has to be used. The Code 128 is also accepted.

### 4. Attachment of the Label

Each packaging unit must be clearly labelled. One label shall be affixed at two sides of the packaging unit. Each label must be affixed horizontally and shall be near to one of the top corners of the packaging unit.

*Recommendation: Where multiple packages are placed on a pallet or in a container an additional "Master Label" should be affixed on the top or on one side of the load unit.*

To prevent that the labels get wrinkled or damaged and become unreadable therefore, and especially when the container has no special or ideal place to affix the label, we request to put the labels into a plastic cover or pocket.

Labels of previous deliveries must be removed.

## **5. First In – First Out Principle**

The suppliers and subcontractors have strictly to follow the first in – first out principle for all processes and shipments.

This includes that parts of a new batch must not be shipped before the packaging units of the previous batch are completely shipped.

## **6. Identification of Parts with Technical - / Engineering - Changes:**

For the first three shipments of a new part to any Benteler plant (or subcontractors from Benteler) the packaging units must get an additional label with the special note about the new part. Further information and details about the size and design can be obtained from the appropriate Benteler customer plant and have to be agreed.

## **7. Traceability**

The supplier or subcontractor has to ensure that only goods of the same batch are delivered per packaging unit. Packaging units with two batches must be clearly labelled and traceability must be ensured.

The supplier commits himself to ensure the traceability of the supplied products according to an own risk evaluation.

Traceability must be possible in case of quality problems or defects for all delivered goods.