


BENTELER Standard Transport Label VDA 4902				 makes it happen	
BS.SCM.037				Edition: 3.2 Replaces: 3.1 / 03.08.2010	
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Scope of Application: BENTELER Automotive, Markets, Plant, Supplier			Reference to global processes: Entire Global Process Map		
Document classification:	<input checked="" type="checkbox"/> -public <input type="checkbox"/> -restricted <input type="checkbox"/> -confidential <input type="checkbox"/> -strictly confidential				

Revision note for this issue: 3.2nd edition

1. General Information

The aim of this document is to define the standard label for delivering parts to BENTELER Automotive plants. This specification is valid for all suppliers and subcontractors delivering for any BENTELER Automotive plant. Exceptions needs to be formally approved by BENTELER team.

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 standard VDA 4994 2.0 is also a standard acceptable but needs to be validated mandatory with BENTELER plant before its implementation and needs BENTELER express approval.

Document is available at: <https://www.benteler.com/en/global-procurement/>

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

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

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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		Yes	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) or (M) see remarks	Yes	Yes	Unique number per packaging unit from the supplier. "S" for Single HU's and "M" for Master HU's The Serial No must not contain any leading zeros on the label nor in the EDI transmission
(16)	Batch No	(H)	Yes	Yes	Batch number of the supplier.

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

Receiver ¹ VOLVO CAR BELGIUM N.V. 9000 Gent	Dock / Date ² 086 L3WOWRSF			
Advice note no (N) ³ 85333345 	Supplier address ⁴ BENTELER Automotive Mos, S.L.U., Rua Anel da lagoa 41			
Part No (P) ⁸ 13071756 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"> Net Weight (kg) ⁵ 137 </td> <td style="width: 33%; padding: 2px;"> Gross Weight (kg) ⁶ 467 </td> <td style="width: 33%; padding: 2px;"> No of boxes ⁷ 27 </td> </tr> </table>	Net Weight (kg) ⁵ 137	Gross Weight (kg) ⁶ 467	No of boxes ⁷ 27
Net Weight (kg) ⁵ 137	Gross Weight (kg) ⁶ 467	No of boxes ⁷ 27		
Quantity (Q) ⁹ 8 	Description ¹⁰ 32246360_566414_VOLVO_BMX <small>(11) supplier ref. no. (005) ¹¹</small> 13071756 			
Supplier ID (V) ¹² AEZWW 	Country of Origin: ES Date ¹³ D240513			
Package ID (H) ¹⁵ 300868436 	Engr. change ¹⁴ Batch No (H) ¹⁶ 			

00ETTE Ver. 1 Rev. 4

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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 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.

All the BENTELER Supplier Quality Requirements must be followed. Please consult the documentation: BSQR BENTELER Supplier Quality Requirements.

Document is available at: <https://www.benteler.com/en/global-procurement/>

8. Record of revisions

Revision:	Description of changes in the revision	Author:	Date:
1	General Information - Extension of country list by Russian Federation (GUS) und Slovakia	A. Berger	30.04.2004
2	Label data elements - The field 14, "Engr. Change" is not mandatory	A. Berger	03.08.2010
3	Label Requirements - Adjust Barcode identifier and description in field 15 of Label Data Elements	C. Ruecker / M. Farias	04.06.2024