



**TRISTONE**



## **Annex 2: Supplier Labelling Manual**


**Revision 1.0**

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## 1. INTRODUCTION

Modern supply processes for automotive parts require efficient communication between the parties involved. Consequently every packaging (PU & SU) that is sent to Tristone Flowtech needs to be identified with a proper Global Transport Label so that it can be identified at any moment within the supply chain. In this document the TFT requirements on correct labelling are defined and described.

These specifications are needed to allow suppliers to become compliant with TFTs' label formats and placement requirements. The term "Label" refers to the label attached to the transport packaging.

Suppliers, both internal and external, SHALL use the label formats detailed defined in this document when shipping to all TFT locations world wide.

## 2. FUNCTION OF LABELS

### 2.1 SINGLE UNIT LABEL

The Single Unit Label is used to identify the contents of Packaging Units [PU]

### 2.2 MASTER UNIT LABEL

The Master Unit Label is used to identify and summarize the total contents of a Shipping Unit [SU] holding more than one PU of the same part number.

### 2.3 MIXED UNIT LABEL

The Mixed Unit Label is used to identify and summarize the total contents of a SU holding more than on PU of several part numbers.

## 3. REQUIREMENTS

### 3.1 GENERAL

All SU and/or PU must be labelled in accordance with following standards:


- VDA 4994 – Global Transport label V2.0 2023-07

OR:

- ODETTE Global Transport Label (LL08) V2.2

Please follow the links below to download more details from VDA and/or ODETTE website in German or English language.

<https://www.vda.de/de/aktuelles/publikationen/publication/vda-4994---global-transport-label-v2.0-2023-07--ersetzt-die-vda-4902->

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<https://www.vda.de/en/news/publications/publication/vda-4994---global-transport-label-v2.0-2023-07--replaces-vda-4902->

<https://www.odette.org/process/labelling#summary>

The labels must be applied in an easy accessible location, well visible from outside and completely legible, both manually and automatically (PDAs', barcode scanners) at any time.

Labels must be printed with black characters on white background unless requested by the plant for special exceptions.

All PUs' and SUs' shall have identical labels on two adjacent or opposite sides to reduce the destruction of both labels in the event of mishap.

Old labels and inspection notes must be removed completely (without any residue) by the supplier.

### 3.2 TRISTONE FLOWTECH SPECIFIC

In addition to the VDA/ODETTE standard labelling, TFT requires to not only to mention the Scheduling Agreement (SA) or Purchase Order (PO) Number but also the particular Line Item Number. (see 3.6 Single Unit Label)

### 3.3 FIXATION OF LABELS

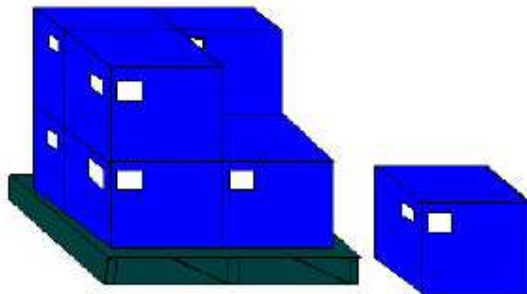
Most preferably the labels shall be fixed by an integrated label holder. In case an integrated label holder is not available, labels shall be fastened by a self-adhesive delivery slip or by adhesive fixing points.


### 3.4 POSITIONING OF LABELS

If an integrated labels is not available labels shall be placed no closer than 30 millimeters (1.25 inches) from any container corner.

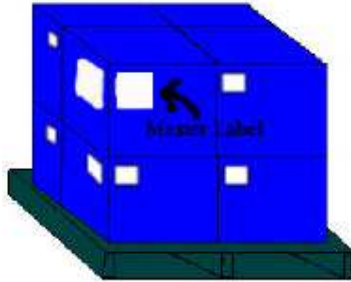
For Shipping Units, the placement of the Master/Mixed Label shall be on the upper half of the SU. The bottom edge of the label shall not be higher than 1500 millimeters (60 inches) from the bottom of the SU.

Example of Packaging Units with Single Unit Label



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Example of Shipping Unit with Master/Mixed Label. (Notice the Single Unit Labels on each PU)

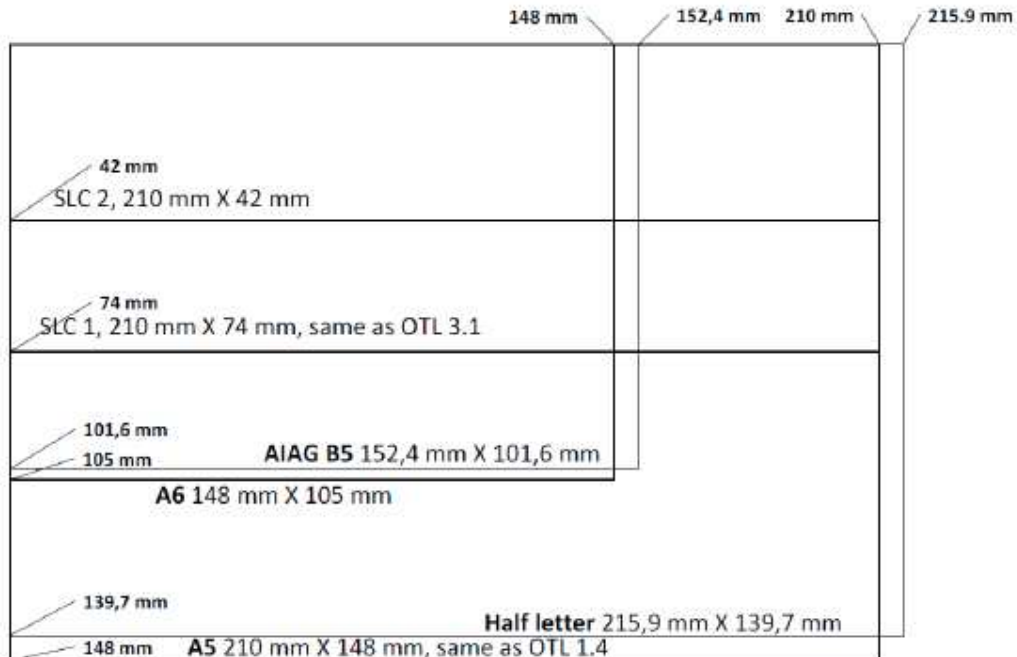



### 3.5 SIZE OF LABEL

Generally Tristone requires all labels in AIAG B5 (152.4 x 101.6 mm) size.

Other sizes as per VDA 4994/ODETTE standard are possible but need to be agreed with the receiving TFT location prior to first delivery.

Example of Label sizes (also included in the VDA 4994 & ODETTE)



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### 3.6 SINGLE UNIT LABEL

Example of Individual Container Label, note the big “S” in the upper right corner for Single Unit Label.


Supplier Name and Address	SHIP FROM Zhangshu Automotive Trim Co., Ltd. 张舒汽车零部件有限公司 张舒汽车零部件有限公司 CN	SHIP TO GOLDE ORADEA S.R.L. OGORULUI 214, Oradea, Bihor 410554, Romania	<b>S</b>	Golden Name and Address
Material Country of Origin	COUNTRY OF ORIGIN: CN	PLANT/UNLOADING POINT/CUSTOMER INTERNAL DESTINATION		Expected Delivery Date/Time (desirable)
Delivery Note and Supplier Code	DELIVERY NOTE NUMBER ASN2020062800024 SUPPLIER NUMBER 1000068	CUSTOMER SPECIFIC PUBLISHING INFORMATION ETA: 2020-06-29 00:00 QUANTITY (KG) NET WG GROSS WG 20 20 26		Quantity and Weights
Golden Part Number	CUSTOMER PART NUMBER <b>538.687535_2</b> Sursă: https://www.zhangshu.com.cn/zh-CN/			
Package ID. Barcode does not contain data identifier. If really necessary please use 35	PACKAGE ID <b>SD00315933</b> 	PACKAGING TYPE <b>BOX</b> SHIPMENT DATE S 2020-06-29 BATCH NUMBER 200624 ENGINEERING CHANGE/WORKREV/REV/SOFTWARE REV 02		Packaging, Shipment or Production Date, Supplier Batch, Engineering Level
	SUPPLIER AREA	EXPIRATION DATE 2099-01-01 PO NUMBER 5500000009 / 10		Expiration Date SA/PO No. & Line Item No.

- Supplier Name and Address
- Supplier Code
- Delivery Note and ASN (desirable)
- Tristone Location Name and Address
- Expected Delivery Date/Time (desirable)
- Quantity and Weights
- TFT Part Number
- Package ID (if available)
- Packaging Type
- Shipment or Production Date
- Supplier Batch Number
- Engineering Level (if applicable)
- Expiration Date (if applicable)

### 3.7 MASTER UNIT LABEL

If you ship on Master Units, please follow VDA/ODETTE standard for labels. Same package ID specifications apply like in Single Unit Label:

- Supplier Name and Address
- Supplier Code
- Delivery Note and ASN (desirable)
- Tristone Location Name and Address
- Expected Delivery Date/Time (desirable)
- Quantity and Weights

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- TFT Part Number
- Package ID (if available)
- Packaging Type
- Shipment or Production Date
- Number of Packaging Units


Example of Master Unit Label, note the big “M” in upper right corner for homogeneous master label.

SUPPLIER LIEFERANT AG WERK BERLIN BERLIN DE-10117 ID: 887766554		BUYER MODERN CAR INC. LONDON PLANT 72 GREAT PETER STREET UK SW1P 2BN LONDON <small>FLAVYLL ROAD, SOUTH POINT, DUCKWORTH INDUSTRIAL, DUCKWORTH</small>		<h1>M</h1>
COUNTRY OF ORIGIN: DE		DATE/TIME OF LABEL PRINTING: 2016-01-15/13:30		
IDENTIFICATION NUMBER: 12345678		QUANTITY: 1000000 NET WT: 9999 GROSS WT: 19999		
SUPPLIER NUMBER: 987654321				
<h2>GFS-123-554-765</h2>				
PACKAGE ID: SD90000033		PRODUCTION TYPE: 0009PAL SHIPMENT DATE: S 2016-01-14		
<div style="border: 1px dashed black; padding: 2px; display: inline-block;">         Master Unit ID.          Data Identifier: 45       </div>				
		NO OF PACKS: 40		
SUPPLIER AREA:				

### 3.8 MIXED UNIT LABELT

If you ship on Master Units, please follow VDA/ODETTE standard for labels. Same package ID specifications apply like in Single Unit Label:

- Supplier Name and Address
- Supplier Code
- Delivery Note and ASN (desirable)
- Tristone Location Name and Address
- Expected Delivery Date/Time (desirable)
- Weights
- Package ID (if available)
- Packaging Type
- Shipment or Production Date
- Number of Packaging Units

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Example of Mixed Unit Label, note the big “MIX” in upper right corner for homogeneous master label.

SHIP FROM LIEFERANT AG WERK BERLIN BERLIN DE-10117 ID: 887766554	SHIP TO MODERN CAR INC. LONDON PLANT 72 GREAT PETER STREET UK SW1P 2BN LONDON PLANT / UNLOADING POINT / CUSTOMER INTERNAL DESTINATION	<b>MIX</b>	
COUNTRY OF ORIGIN:	DELIVERY TO THE WAREHOUSE 12345678	CUSTOMER SPECIFIC ORDERING INFORMATION	ETA 2016-01-15/13:30
ORDER NUMBER: 987654321	CUSTOMER PART NUMBER:	NET KG 780	GRASS KG 850
PACKAGED (SQ)	SD90000073	PACKAGING TYPE GLT4711	SHIPMENT DATE S 2016-01-14
		BATCH NUMBER	NO OF UNITS PKG 40
SUPPLIER AREA			

Mixed Pallet ID.  
Data identifier: 55

#### 4. MISSING / INCORRECT LABELLING

In case of incorrect or missing labelling, supplier will be informed by its TFT Logistics contact and a problem case will be issued.

#### 5. CHANGE HISTORY

Release	Date	Change Description	Author
001	2024-11-01	First Edition	Christian Matzanke Nirmal Baskar Gian Franco Buscemi