

Document type
SPECIFICATION

Title
**Scania Odette Transport Label
Specification**

Issue
1.4:13

Approved by (department acronym, name)
OISE Mie Åstrand

Issued by (department acronym name phone)
OISE Sebastian Sandh +46855386063

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SCANIA ODETTE TRANSPORT LABEL SPECIFICATION

VERSION 1.4:13

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DOCUMENT CONTROL

The actual issue of this document is given in the header of the pages. The issue is following the structure 1.4:13 where:

1 = Version of international specification

4 = Revision of international specification

The last number is the version of the Scania profile

Date	Version history
2019-06-26	Changed 'Issued by' Updated reference to logistic manual Updated instruction about label size Updated instruction about affixing the label
2019-08-21	Corrected info about DELINS/DELFOR in caption of figure 8 and 9 Updated File name in header
2019-11-28	Changed 'Issued by' Changed 'Approved by' Changed version info in Document Control
2020-03-31	Overall changes of specification
2020-04-29	Changed layout Changed 'Issued by' Changed 'Approved by' Changed version info in Document Control Added Captions to images and tables

GLOSSARY

OTL = Odette Transport Label

EDI = Electronic Data Interchange

EDIFACT = Electronic Data Interchange for Administration, Commerce and Transport

DELFOR = EDIFACT Delivery Forecast message

DESADV = EDIFACT Despatch Advice message

DELINS = Odette Delivery forecast message

AVIEXP = Odette Despatch Advice message



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ODETTE TRANSPORT LABEL EXAMPLE

Receiver SCANIA PARTS EUROPE OUDSBERGEN BELGIUM		Dock/Gate 597A/597	
Delivery Note No (N) DEL102		Sender Name Demo Supplier POLAND	
		Net Weight (Kg) 80.00	Gross Weight (Kg) 119.00
Part no (P) 2378409		No of Boxes	
Quantity (Q) 200	Description GEAR SHIFT ROD		
	Supplier Item No (30S) 2378409		
Supplier no (V) 2222			
	Date D190909	Eng. Change	
Serial no (S) 2882	Order No (K)		

Figure 1 Example of an OTL S label

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INTRODUCTION

This specification is the Scania profile of Odette Transport Label (OTL). It refers to Scania profiles of Odette subsets of EDIFACT. In addition to this document there are addendums that describe what is specific for some logistical flows, i.e. sequenced deliveries. The Odette Transport Label is to be used on all goods (sample parts and prototype parts excluded) that Scania expects to be labelled with an Odette transport label.

Some data on the label shall be collected from the EDI delivery instruction message (DELFOR or DELINS) and some data shall correspond to data in the EDI despatch advice message (DESADV or AVIEXP). This is specified in samples below. In case data transmission is not established, the corresponding information shall be collected from the delivery schedule¹.

The supplier is responsible for providing labels with bar codes that meet these specifications. To verify that bar code symbols meet the specifications, Scania recommends the use of a bar code verifier.

Before transport labels are used in production, samples must be sent to Scania for approval.

1. First in a PDF format to support@edi.scania.com
2. After approval of the digital copy you need to send a physical sample by post to
*OISE, Scania CV AB
151 87 Södertälje
Sweden*

When changing hardware and/or software for printing of transport labels, new samples shall be sent to Scania for approval.

¹ FAX or E-mail



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SUMMARY OF THE ELEMENTS OF THE LABEL

Shipping section	RECEIVER 1	DOCK/GATE 2		
	ADVICE NOTE NO(N) 3	SUPPLIER ADDRESS 4		
		NET WT(KG) 5	GROSS WT(KG) 6	NO OF BOXES 7
Parts Identification section	PART NO(P) 8			
	QUANTITY(Q) 9	DESCRIPTION 10		
		LOGISTICS REFERENCE 11		
	SUPPLIER NO(V) 12	DATE 13	ENG CHANGE 14	
		BATCH NO(H)) 16		
	SERIAL NO(G) 15	Odette Ver.1 Rev.4		

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Table 1 Label Data Areas

Field No	Field	Bar code Identifier	Text size height	Bar code size	Field length (Excluding bar code identifier)
1	Receiver Scania's unloading location		7mm		2 lines x an..20
2	Dock/Gate Scania's final delivery point		13mm		1 line x an..20
3	Advice note No Suppliers advice note number	N	7mm	13mm	1 line x an..17
4	Supplier address Supplier's name and address, country of origin		5mm		1 line x an..29
5	Net weight Material weight within transport unit		7mm		1 line x n..5
6	Gross weight Total transport unit weight		7mm		1 line x n..5
7	Number of boxes Number of packages within one transport unit		7mm		1 line x n..5
8	Part number Scania's part number	P	13mm and extra bold	13mm	1 line x an..7
9	Quantity Package or transport unit quantity	Q	13mm	13mm	1 line x n..9 (Quantity) 1 line x an..3 (Unit of measurement)
10	Description Scania's part description		5mm		1 line x an..15
11	Logistics reference See separate chapter				
12	Supplier No Scania supplier code (4-digit number)	V	5mm	13mm	1 line x an4
13	Date Material production date, despatch date or latest date for use		7mm		1 line x an7
14	Engineering change Scania's ECO number		7mm		1 line x an..6
15	Serial number Supplier package or transport unit identification number	S, M or G	5mm	13mm	1 line x n..9
16	Batch number Supplier's identification for batch of produced documentation parts	H (if bar code added)	5mm 13mm	13mm (if bar code added)	1 line x an..10 (if bar code and human readable form) 1 line x an..12 (only human readable form)

Explanations to format and length of field

an	alpha numerical
a	alpha (a-z)
n	numerical (0-9)
..20	up to 20 characters
20	Exactly 20 characters

Example:

1 line x an..12

Meaning on one line, with an alphanumeric value of up to 12 characters.

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SIZE AND MATERIALS

The format of the OTL is A5 (210 x 148 mm). This label may not be printed on larger format, e.g. A4. The label paper must be white with black printing, with minimum Print Contrast (PCS)=75. To minimise the risks of distortion it is required that label paper, or in the case of composite paper, adhesive and release paper together, is 160-170 g/m² and weather resistant. If the adhesive label is glued on a surface, paper may be of lower weight (e.g. 80 g/m²). The label must be durable enough to ensure readability at its destination. Additional materials, such as e.g. plastic folders, are prohibited.

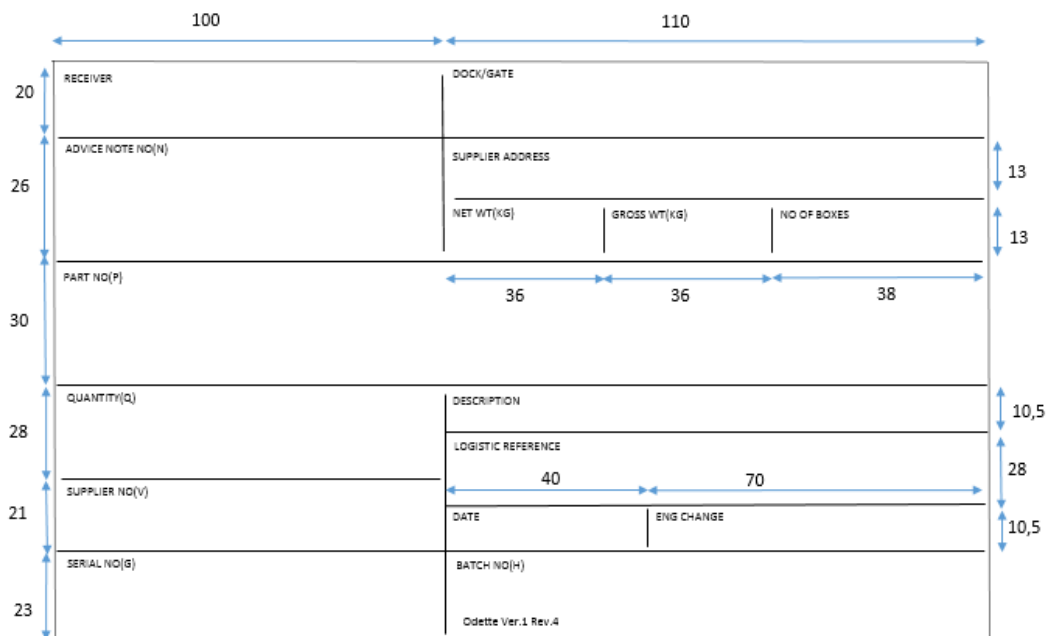


Figure 2 Size of the different fields on the OTL in millimetres. (The size of label is A5)

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POSITION AND AFFIXING THE LABEL

To assist readability and automatic scanning, the label shall be secured horizontally, when the package is in its normal position. The label shall be placed in the lower left corner on the side of the pallet that will be facing the forklift. Securing methods, e.g. staples must be used in such a way that readability is not impaired and there should be 1 staple in each corner of the label (total 4) to ensure labels do not fold or tear during transport (this applies to labels attached to pallets with collars).

Adhesive labels may be pressure-sensitive or dry-gummed if adherence to the package substrate is assured. To enable removal of the label, only non-permanent types of adhesive labels may be used. For pallets containing boxes, a goods label holder² should always be used for the master label to ensure durability during transport.

On boxes, there is a built in label holder and that should be used for the VDA4902 labels (For VDA4902 specification, please go to Scania Supplier Portal). For the green small and mini boxes, the label shall be possible to be removed after 3 months. Staples are **NOT** allowed to be used on any boxes.

Note that no other labels than the Scania labels should be attached to the pallets, collars or boxes.

The Odette Transport Label shall be placed according to the examples below and on the following page.



Figure 3 Examples of labels placed on European pallets with collars

² The goods label holder can be found in the appendix.

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Figure 4 Examples of labels placed on a European pallet with KLT boxes



Figure 5 Examples of labels placed on half pallets with KLT boxes



Figure 6 Examples of labels placed on European and half pallets with small boxes

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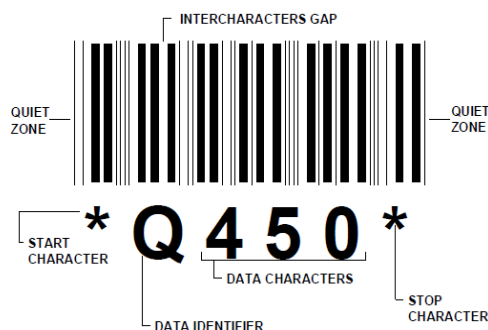
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BAR CODE SYMBOLOGY

Bar codes must be of the 3of9 (code 39) type with the following requirements.

Code format

The format of each element of bar code is a start character followed by the data identifier followed by the data and a stop character. The data identifier identifies the data element and is essential when more than one element of data is being scanned. The data identifier is omitted from the human readable characters but is printed to the right of the title for each data area.



Code density and dimensions

The bar heights must be 13 mm high, or as near as possible depending on printer capability. For each bar code symbol, the average width [X] of the narrow elements must be within the range of: $[X] = 0.33 \pm 0.11$ mm to 0.43 ± 0.15 mm. The ratio of the nominal width of the wide elements to the nominal width of the narrow elements must be 3:1 with an allowable range of 2.8:1 to 3.2:1.

Inter-character gap

The space between two characters should be as close to the average narrow element width as is practical.

Printing and quiet zones

Bar codes shall be left-oriented with quiet zones (begin and end margins) of at least 6.4 mm.

DIFFERENT VERSIONS OF ODETTE LABELS

There are three different types of Odette labels; S, M and G:

- S label – to be used on homogenous transport units such as pallets with wooden collars, racks etc. May also be used as unit label on individual small and mini boxes (green boxes)
- M label – to be used as master label on all box pallets containing the same part number
- G label – to be used as master label on all box pallets containing multiple part numbers (mixed pallets)

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There are also two versions of the S label, one used for boxes and one used as a master label. The standard S label is used for the green mini and small boxes, while the Master S label is used for pallets with collars or pallets with racks etc.

Standard label S

- The bar-coded serial number on the label must be prefixed by S.
- Shall only be used on small and mini boxes

Master label for standard pallets S

- Transport label to be used on all transport units containing the same part number.
- The bar-coded serial number on the label must be prefixed by S.
- Shall be used on standard pallets with collars, racks etc.

Receiver SCANIA PARTS EUROPE ODDSBERGEN BELGIUM		Dock/Gate 597A/597	
Delivery Note No (N) DEL102		Sender Name Demo Supplier POLAND	
		Net Weight (Kg) 80.00	Gross Weight (Kg) 119.00
Part no (P) 2378409		No of Boxes	
			
Quantity (Q) 200	Description GEAR SHIFT ROD		
	Supplier Item No (30S) 2378409		
Supplier no (V) 2222			
	Date D190909	Eng. Change	
Serial no (S) 2882	Order No (K)		
			

Figure 7 Example of S label for pallets with collars

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Master label for multiple common item pack M

- Master label is to be used where many common item packages are loaded within the same transport unit.
- Each package is previously labelled with a either a standard S label or VDA4902 label depending on the box.
- The quantity on the master label must be the sum of the quantities within all the packages.
- The bar-coded serial number on the label must be prefixed by M.
- Individual packages on the pallet must have labels with a prefix of S.
- Shall be used on all box despatches with common item packages and master labels shall be affixed with a special holder on the pallet (goods label holder).

Receiver SCANIA PARTS EUROPE OUDSBERGEN BELGIUM		Dock/Gate 597A/597	
Delivery Note No (H) DEL102		Sender Name Demo Supplier POLAND	
		Net Weight (Kg) 500.00	Gross Weight (Kg) 526.85
		No of Boxes 5	
Part no (P) 1785833			
			
Quantity (Q) 50		Description GEAR LEVER	
		Supplier Item No (30S) 1785833	
Supplier no (V) 2222			
		Date D190909	
Serial no (M) 2894		Eng. Change	
		Order No (K)	

Figure 8 Example of Odette M label

Master label for mixed item pack G

- The G master label is to be used where several packages with different part numbers are loaded within the same transport unit.
- Each package must be labelled with a standard label.
- The transport unit must be labelled with the Master transport label on which the *part number* and *quantity fields* are left blank.
- The bar-coded serial number on the Master label must be prefixed by G.



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- Individual packages on the pallet must have labels with a prefix of S.
- Shall be used on all box despatches with mixed item packages and masterlabel shall be affixed with a special holder on the pallet(goods label holder).

Receiver		Dock/Gate	
SCANIA PARTS EUROPE		597A/597	
OUDSBERGEN BELGIUM			
Delivery Note No (N)		Sender Name	
DEL102		Demo Supplier POLAND	
		Net Weight (Kg)	Gross Weight (Kg)
		580.00	606.28
			No of Boxes
			4
Part no (P)			
Quantity (Q)		Description	
		Supplier Item No (30S)	
Supplier no (V)		Date	
2222		D190909	
		Eng. Change	
Serial no (G)		Order No (K)	
2886			

Figure 9 Example of G label

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DATA AREA CHARACTERISTICS

Some data on the label shall be collected from the EDI delivery instruction message (DELFOR or DELINS) and some data shall correspond to data in the EDI despatch advice message (DESADV or AVIEXP). This is specified in samples below. In case data transmission is not established, the corresponding information shall be collected from the delivery schedule.

The basic rule is that non-significant zeroes and blanks in the data string shall be suppressed when the bar codes and/or human readable characters are printed. If the supplier finds zeros significant for their systems and use them in advice notes and invoices, zeros are then accepted by Scania and must be used on the OTL.

Type of font

Any readable character set can be used, Odette recommends the use of one of the following listed types of fonts for printing the information on the label:

- 1) Helvetica bold
- 2) ISO 3098 Part 1, standard character set, lettering B vertical.

DATA AREA CONTENT AND REFERENCE (EDI to OTL)

DELFOR: NAD+CN 3036 & 3124	DELFOR: LOC+11/LOC+159 DELINS: CSG 3921
SCANIA PARTS EUROPE OUDSBERGEN BELGIUM	
DESADV: BGM 1004 AVIEXP: MID 1004	597A/597 Supplier NET WEIGHT: 0.80 GROSS WEIGHT: 13.89 NO OF BOXES: 1
DELFOR: LIN 7140 DELINS: ARD 7304	1534703 100 STRAP 1534703
DESADV: QTY 6063 AVIEXP: ARD 6270	DELFOR: IMD 7008 DELINS: ARD 7008
DELFOR: NAD+MF 3039 DELINS: MDT 3296	D200130 123456788
DESADV: RFF+AAT 1154 AVIEXP: NCO 7246	

DATA AREAS AND TITLES

Each data area is to be separated by thin lines and must contain its title and data identifier, if appropriate, in the upper left-hand corner, as shown in the illustrations. Outer border lines shall not be printed within the active A5 format area. Titles of data areas may be printed in the supplier's language with 1.5 mm high characters.

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Field content

Receiver area (field 1)

- The destination name and address as designated by Scania.
- Human readable characters: 7 mm high on 2 lines
- Field length: 2 x an..20

Example from DELFOR

NAD+CN+CHA::92+SODERTALJE SWEDEN+SCANIA-CHA-LC'

Example from DELINS

CSG+:SCANIA-CHA-LC:SODERTALJE SWEDEN

See example below.

RECEIVER

**SCANIA CHA-LC
SODERTALJE SWEDEN**

Dock AND gate area (field 2)

- Final destination point, the name and place to which the goods are to be finally delivered.
- 2 Separate addresses
- Human readable characters: 13 mm high
- Field length: 1 x an..10

Example from DELFOR:

NAD+CN+CHA::92+SODERTALJE SWEDEN+SCANIA-CHASSIE'

LOC+11+270 '

LOC+159+270PS '

Example from DELINS:

CSG+:SCANIA-CHASSIE:SÖDERTÄLJE SWEDEN:::CHA+270/270PS'

See example below.

DOCK/GATE

270/270PS

Advice note No (field 3)

- Advice note number.
- Human readable characters: 7 mm high
- Data identifier for bar code: N
- Field length: 1 x an..17

Supplier's address area (field 4)

- Name and shipping address of the supplier, and country of origin.
- Human readable characters: 5 mm high

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-
- Field length: 1 x an..29

Net weight area (field 5)

- Weight of goods in kg excluding transport packaging. Unit of measurement must be printed in the title of the data area in brackets.
- Human readable characters: 7 mm high
- Field length: 1 x n..5

Gross weight area (field 6)

- Weight of goods in kilogrammes including transport packaging. Unit of measurement must be printed in the title of the data area in brackets.
- Human readable characters: 7 mm high
- Field length: 1 x n..5

Number of boxes area (field 7)

- Number of packages on the transport unit.
- Human readable characters: 7 mm high
- Field length: 1 x n..5

Part number area (field 8)

- Part number designated by Scania for the part in the package.
- Human readable characters: 13 mm high and extra bold
- Data identifier for bar code: P
- Information shall correspond to: DESADV Despatched part - Buyer's part number
- Field length: 1 x an..7

Quantity area (field 9)

- Quantity in the package.
- Corresponds normally to Scania packing instructions.
- When the unit of measurement is pieces, no notation is required.
- When the unit of measurement is kilograms, pairs, meters, etc. it must be noted in human readable form only.
- When used, the unit of measurement must be directly to the right of the human readable quantity.
- The unit of measurement must not be bar coded.
- Human readable characters: 13 mm high (Quantity) / 5 mm high (Unit of measurement)
- Data identifier for bar code: Q
- Information shall correspond to: DESADV Group of packages - Quantity of articles in package
- Field length: 1 x n..9 (Quantity) / 1 x an..3 (Unit of measurement)

Description area (field 10)

- Description as designated by Scania.

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-
- Human readable characters: 5 mm high
 - Field length: 1 x an..15

Logistics reference area (field 11)

- Information for the improvement of logistics between supplier and Scania.
 - This area is normally reserved for the supplier's part number. The area may be used to print alternative data as specified by Scania. i.e. manufacturing reference No.
 - In case of sequenced deliveries. Be aware that Scania has a specified label for sequence

Supplier code area (field 12)

- Supplier code (number) as designated by Scania, **4-digit**.
- Human readable characters: 5 mm high
- Data identifier for bar code: V
- Information shall correspond to: DESADV Consignor - Consignor's identification number
- Field length: 1 x an4

Date area (field 13)

- Date of production, despatch date or date for latest use of the product.
- The date is printed in the format YYMMDD (Y = year, M = month, D = day) preceded by the character "P", "D" or "U".
 - Production date PYMMDD
 - Despatch date DYMMDD
 - Latest date for use UYMMDD
- Human readable characters: 7 mm high
- Field length: 1 x an7

Engineering change area (field 14)

- Designated by Scania to specify ECO No. (Engineering change order).
- Human readable characters: 7 mm high
- Field length: 1 x an..6

Serial number area (field 15)

- The serial number must be a unique number (not necessarily in sequential order) assigned by the supplier. Suppliers are not allowed to repeat the same serial numbers within at least one year.
- Human readable characters: 5 mm high
- Data identifier for bar code: S, M or G. Identifiers S, M or G are assigned according to label usage. See separate chapter.
- Information on S-labels shall correspond to: DESADV Individual package - Package label number

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- Information on M/G-labels shall correspond to: DESADV Individual handling unit
 - Transport label number in combination with DESADV Individual handling unit
 - Handling unit category
 - Field length: 1 x an..9

Batch number area (field 16)

- Reference number assigned by the manufacturer to designate grouping of parts within the same production batch. This data area is used for parts with documentation or charge number requirements. If given in bar coded form as well as in human readable form.
- Human readable characters: 5 mm high
- Data identifier for bar code: H
- Information shall correspond to: DESADV/AVIEXP Production batch - Batch number
- Field length: 1 x an..10
- If given in human readable form, only.
- Human readable characters: 13 mm high
- Information shall correspond to: DESADV/AVIEXP Production batch – Batch number
- Field length: 1 x an..12

Version/source indicator

- This line indicates the exact version and source of the label. To appear just below the batch number area, in human readable form, as follows:
Odette Ver.1 Rev.4
- Human readable characters: 2.5 mm high
- Field length: 1 x an18

Document type
SPECIFICATION

Title
Scania Odette Transport Label Specification

Issue
1.4:13

Approved by (department acronym, name)
OISE Mie Åstrand

Issued by (department acronym name phone)
OISE Sebastian Sandh +46855386063

Date
2020-04-29

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APPENDIX

Goods label holder (part number *798-713*) can be purchased from:

shop.apak.se

aPak AB

Box 60

431 21 Mölndal, Sweden

Telephone: +46 (0) 31 721 22 84



Figure 10 Example of a goods label holder

Document type
SPECIFICATION

Title
Scania Odette Transport Label Specification

Issue

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Date

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CHECKLIST FOR SUPPLIERS

CHECKLIST FOR PALLETS/LABELS

- Are labels correct according to Scania specifications?
 - RECEIVER and DOCK/GATE correct?
- Are labels correctly placed?
 - Bottom left corner facing forklift?
 - No staples through bar codes?
 - No straps covering barcodes of masterlabels?
- Only one masterlabel per pallet?



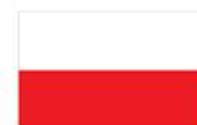
CHECKLISTA FÖR PALLAR / GODSFLAGGOR

- Är godsflaggorna enligt Scanias specifikationer?
 - Är MOTTAGARE och DOCK/GATE korrekta?
- Är godsflaggorna korrekt placerade?
 - Längst ner till vänster mot gaffeltruck?
 - Inga häftstift genom EAN koderna?
 - Inga band som täcker EAN koderna på mastergodsflaggan?
- Endast en mastergodsflagga per pall?



LISTA KONTROLNA DLA PALET / ETYKIET

- Czy etykiety są zgodne ze specyfikacjami obowiązującymi w Scania?
 - Czy dane odbiorcy i brama są poprawne?
- Czy etykiety są umieszczone poprawnie?
 - Lewy dolny róg skierowany do wózka widłowego?
 - Brak zszywek na kodach kreskowych?
 - Brak pasków zakrywających kody kreskowe lub etykiety?
- Tylko jedna główna etykieta na palecie?



LISTA DE VERIFICAÇÃO PARA PALETES / ETIQUETAS

- As etiquetas estão corretas de acordo com as especificações da Scania?
 - Consignatário/Dock e gate estão corretos?
- As etiquetas estão colocadas corretamente?
 - No canto inferior, na esquerda e voltado para a empilhadeira?
 - Nenhum grampo nos códigos de barras?
 - Nenhuma alça cobrindo os códigos de barras?
- Somente um etiqueta principal por paleta?



CHECKLIST VOOR PALLETS/LABELS

- Zijn de labels correct volgens de Scania specificaties?
 - RECEIVER en DOCK/GATE volgens standaard?
- Zijn de labels op de correcte plaats geplaatst?
 - Links onderaan vanuit het oogpunt van de vorkliftbestuurder?
 - Geen nietjes door de barcodes?
 - Geen straps over de barcodes of masterlabels?
- Niet meer dan 1 label per pallet?



Checkliste für paletten/labels

- Sind die Labels nach Scania Standard?
 - Sind die Angaben von Empfänger und Tor/Gate korrekt?
 - Sind die Labels richtig platziert?
 - Sitzt das Label unten links in Richtung Gabelstapler?
- Keine Heftklammern von Barcodes/EAN Nummern übrig?
 - Keine Bänder, die die Barcodes / EAN Nummern des Hauptlabels verdecken könnten?
- Nur ein Hauptlabel pro Palette.



Checklist pour les palettes/étiquettes

- Les étiquettes sont-elles correctes selon les spécifications de Scania?
 - Indication RECEIVER et DOCK/GATE correcte?
- Les étiquettes sont-elles placées correctement?
 - Au coin inférieur gauche de palette face au chariot élévateur?
 - Pas d'agrafes dans les codes-barres?
 - Pas de sangles sur les codes-barres ou le masterlabel?
- Un seul masterlabel par palette?

