



Supplier handbook
Logistics
MHG-SC-M-0007
Supp. 3
Labeling

Revision 0
07/2025

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1 Foreword

This supplementary manual describes the standards for labeling of handling units.

Plant specific deviations can be agreed between location and supplier.

All general information is published in the Supplier handbook logistics MHG-SC-M-0007 which is available on the MANN+HUMMEL homepage.

2 List of abbreviations

AIAG	Automotive industry action group
GTL	Global transport label
ISO	International Organization for Standardization
KLT	Kleinladungsträger (small load carrier / totes)
VDA	Verband der Automobilindustrie (German Association of the Automotive Industry)

3 Cooperation between MANN+HUMMEL and the supplier

For good cooperation between MANN+HUMMEL and the supplier, it's essential that communication is as clear as possible. In order to achieve this and prevent misunderstandings, the following rules must be observed.

4 Labeling in general

For labels white, non-adhesive paper has to be used.

The label must still be legible on arrival, visually or by automatic scanning, regardless of environmental or transport conditions.

Depending on the packaging agreement the form, content as well master and/or single labels are in place.

Barcodes have to be printed in a good quality according the ISO barcode standards.

Old labels must be removed before new ones are attached.

The goods label must be clearly visible on the handling unit.

Labels must be affixed so that they cannot be lost (but have to be removable).

In addition, packaging elements (e.g. strapping) may not cover parts of the goods label.

Goods label not attached under shrink or stretch wrap.

On cages or small boxes (KLT), the goods label is attached by adhesive dots in a designated position. For cages, do not use goods labels which are completely adhesive on the back.

Mixed shipments have to be labeled accordingly.

4.1 Label standards

Goods labels

The type of goods-label is depending on the requirements of the plant. It can deviate to the standard which is described. (e.g. AIAG or GTL label). The content of non-standard labels (plain text and barcodes) must comply with standard label content.






If not otherwise defined, goods labels must meet the Odette or VDA 4902 standard (the relevant currently valid version). Valid are also labels from SupplyOn platform.

In exceptional cases additional labels can be agreed, like production samples or special notes.,

Example of a standard VDA large goods label:

(1) Receiver Customer one 70100 Downtown		(2) Dock / Gate Gate 2	
(3) Advice Note No. (N) 36114262 		(4) Supplier Addr. MANN+HUMMEL GmbH, D-71636 Ludwigsburg	
(8) Part No. (P) KD4711225 		(5) Net Wt. 91	(6) Gross Wt. 176
		(7) No. Boxes 2	
(9) Quantity (Q) 23 		(10) Description PICO-DAEMPFERFILTER 22.000 - €	
(12) Supplier (V) 471104CX 		(11.1) Partnumber Supplier 4619685937	
		(11.2) Packaging materials Cust	
(15) Serial (S) 114262 001 		(13) Date D 140626	(14) Engr. Change
		(16) Charge No. (H)	
(17) Mann+Hummel GmbH, D-71636 Ludwigsburg		Warenanhänger VDA 4902, Version 4e	

Example of a standard VDA small goods label:

(1) Receiver Customer one 70100 Downtown	(2) Dock / Gate Gate 2	(3) Advice Note No. (N) 36114262 
(8) Part No. (P)  KD4711225		
(9) Quantity (Q)  23	(10) Description PICO-DAEMPFERFILTER 22.000 -	
(12) Supplier (V) 471104CX 	(11) REF. PROVIDOR 4619685937	
(15) Serial (S) 114262 003 	(13) Date D 140626	(14) Engr. Change
(16) Charge No. (H)		

Field description	Content
(1) Receiver	Plant address + Zip code and location
(2) Dock / Gate	Unloading point, if specified
(3) Advice Note No. (N)	Number allocated by the supplier to the delivery note
(4) Supplier Addr.	Address in short form
(5) Net Wt.	Weight of package in kg without load carrier
(6) Gross Wt.	Weight of package in kg with load carrier
(7) No. Boxes	Total number of packages passed to the carrier
(8) Part No. (P)	MANN+HUMMEL ID number of the product
(9) Quantity (Q)	Actual contents in the package
(10) Description	Description of goods
(11) Partnumber Supplier	The reference number of the supplier
(12) Supplier (V)	The ID number allocated by MANN+HUMMEL to the supplier
(13) Date	Goods dispatch date
(14) Engr. Change	Amendment status according to valid drawing
(15) Serial (S)	The ID number allocated by the supplier to the package
(16) Charge number (H)	ID number allocated by the supplier to a batch

4.2 Label position

Some examples of correct positioning are illustrated below.

Correct labeling:



Attached to KLTs (small boxes)



Attached to cardboard boxes, strapping does not obscure goods label



Correctly attached to cage



Attached to cage with adhesive dots

Incorrect labeling:



Goods label not properly attached



Goods label curls up



Does not meet required standards for goods labels

5 Useful Links

The following links could be helpful to look up information or for norms that are demanded in this handbook:

MANN+HUMMEL Homepage:

Homepage: www.mann-hummel.com
www.mann-hummel.com/en/company/downloads/supplier-documents.html

Norms:

VDA-Norm: www.vda.de
<https://www.vda.de/en/services/Publications>
Odette Norm: www.odette.org
<http://www.odette.org/publications>

6 Department in charge

Global Material Planning & Logistics
MANN+HUMMEL GMBH,
Schwieberdinger Straße 126
71636 Ludwigsburg, Germany

7 Change history

Revision	Release date	Changes from previous revision
00	07 / 2025	Initial version