



**Guide To Application of Global Transport Label**

**Methode Electronics Malta Ltd**  
**Mriehel Industrial Estate**  
**Birkirkara BKR3000**  
**Malta**

**GUIDE TO APPLICATION OF  
GLOBAL TRANSPORT LABEL  
(GTL)**

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## **1 INTRODUCTION**

The aim of this document is to act as a guide to Methode Electronics Malta Ltd trading partners, on the application of the Global Transport Label (GTL). The label is to be used for shipping of material to the Methode Electronics Malta Plant facility. The introduction of the GTL label is part of a system of initiatives that will facilitate the movement of goods and the exchange of data both to and fro.

The Global Transport Label is a joint initiative between Odette (Europe), AIAG(North America) and JAMA/JAPA(Japan) who have provided the automotive industry with a universally accepted format.

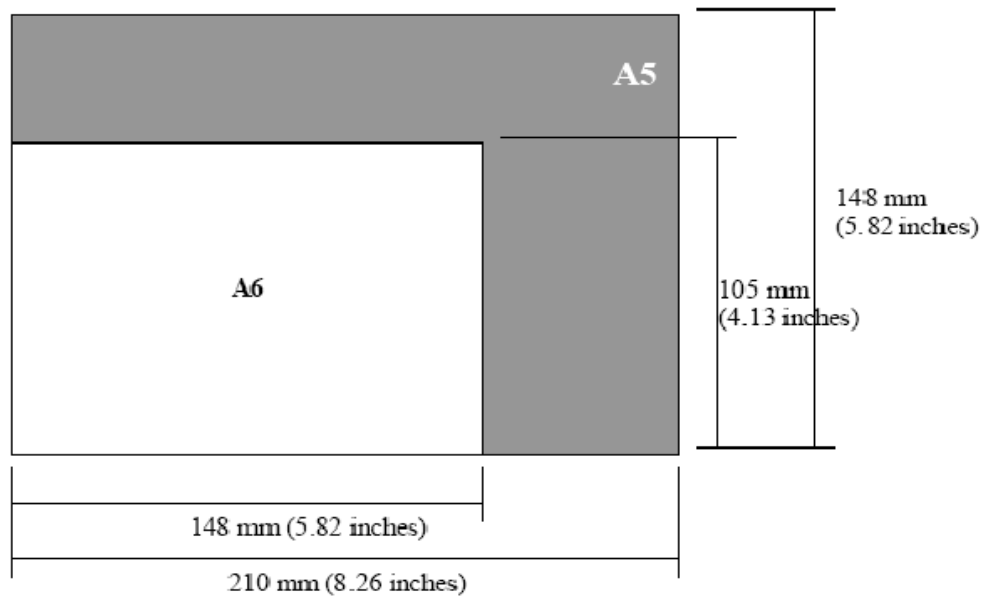
As Methode has trading partners worldwide, the GTL is considered to best suit its requirements and obligations.

**Note: All labels on this document are for illustrative purposes only and may not be to scale or Bar Code readable.**

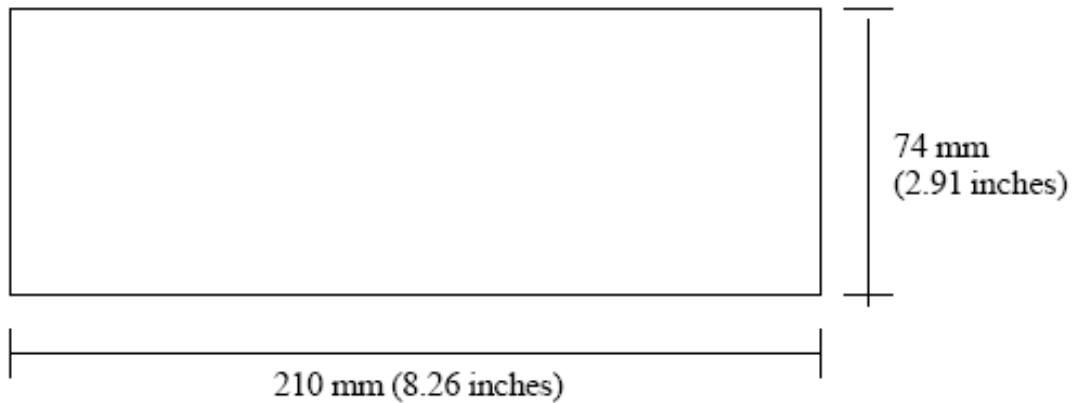
## 2 LABEL SIZE

In line with the design of the GTL standard, Methode will support three label sizes available which include the A5 210mm x 148mm (European Profile), the AIAG 152.4mm x 101.6mm (North American Profile - roughly A6), and the Small Container Label (KLT) 210mm x 74mm. The standard choice of the label dimension is left to the supplier; with all 3 sizes covered in this document.

*Figure 1 - A5 and A6 Label Size*



*Figure 2 - Small Container Label Size*



### **3 LABEL MATERIAL**

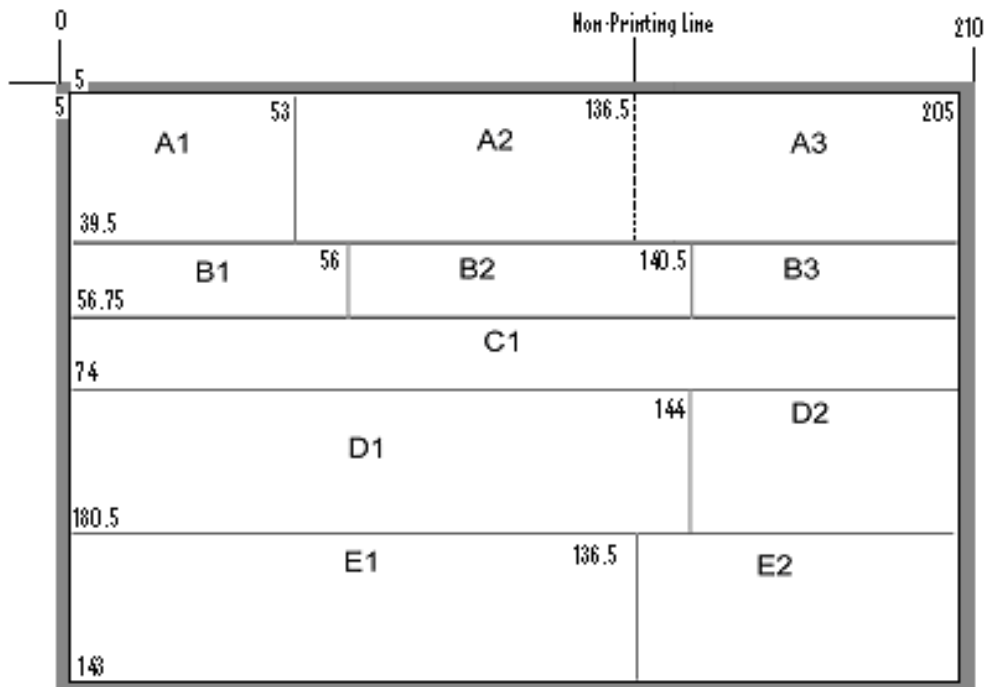
The print material to be used for the Methode GTL labels should consist of high quality adhesive labels with good adherence to the package on which they are attached. The GTL label shall be white with black print, with minimum (Print Contrast) PCS=75.

To ensure readability, Laser or Thermal Transfer printing is highly advised. To minimize distortion it is recommended to use 160-170g/m<sup>2</sup>. Labels should be weather resistant and print should not fade.

## 4 GTL LABEL ORGANIZATION

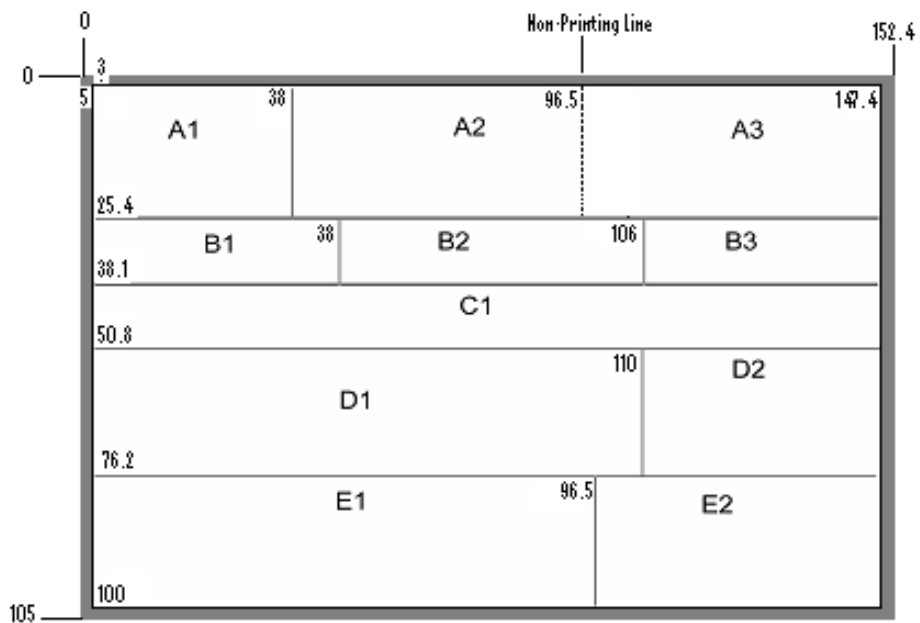
The GTL label is based on a concept of vertical building Blocks that range from Block A to Block E. These Blocks are further divided into horizontal Sub-Blocks; providing the area that contains the Data and Bar Codes. The figures below show the dimensions of each block and sub-block for the A5, A6 and Small Height GTL.

**Figure 3 - Dimensions of Block and Sub-blocks A5 (210mm x 148mm)**

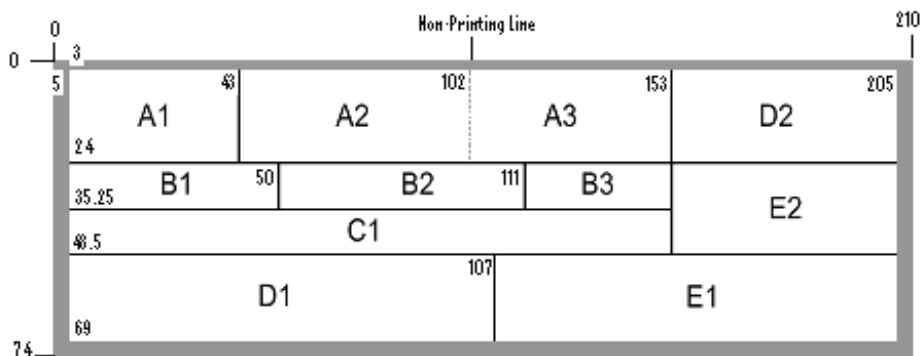


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*Figure 4 - Dimensions of Block and Sub-block A6 Label (152.4mm x 105mm)*



*Figure 5 - Dimensions of Block and Sub-blocks of Small height Label (210mm x 74mm)*



## 5 GTL LABEL CONTENT DESCRIPTION

This section outlines the data content that should appear in each block and sub-block. **Figure 6** and **Figure 7** provide a graphical view of how the data fits in within the segments; whilst **Table 1** synthesizes the data content, indicating fonts and font sizes and whether data is mandatory or not.

*Figure 6 - Data Content Layout For A5 & A6 Label*

A1 SHIP FROM	A2 SHIP TO, PLANT/DOCK	A3 2D BARCODE
B1 PO#, QUANTITY	B2 CUSTOMER ROUTING	B3 LOGISTIC REF
C1 CUSTOMER PART NUMBER		
D1 LICENSE PLATE		D2 SHIPMENT DATE, GROSS WEIGHT
E1 SUPPLIER AREA		E2 ASN/DELIV. NOTE#,

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**Figure 7 - Data Content layout for Small height Label**

<b>A1</b> SHIP FROM	<b>A2</b> SHIP TO, PLANT/DOCK	<b>A3</b> 2D BARCODE	<b>D2</b> SHIP DATE, GROSS WEIGHT KGS
<b>B1</b> PO#, QTY	<b>B2</b> CUST. ROUTING	<b>B3</b> LOG. REF	<b>E2</b> ASN/DELIVERY#,
<b>C1</b> CUSTOMER PART NUMBER			
<b>D1</b> LICENSE PLATE		<b>E1</b> SUPPLIER AREA	

**Table 1 - Data Content A5, A6 & Small Height Label**

Block Ref	Line No	Line Title	Font/ Bar Code	Font Size			Required
				A5	A6	SH	
A1	1	Supplier Address Line 1	Arial Narrow Bold	12	10	10	Mandatory
	2	Supplier Address Line 2	Arial Narrow Bold	12	10	10	Mandatory
	3	Supplier Address Line 3	Arial Narrow Bold	12	10	10	Mandatory
	4	Supplier Address Line 4	Arial Narrow Bold	12	10	10	Mandatory
	5	Supplier e-mail Address	Arial Narrow Bold	10	10	8	Mandatory
	6	Country of Origin	Arial Narrow Bold	10	10	8	Mandatory
A2	1	Methode Address Line 1	Arial Narrow Bold	14	10	10	Mandatory
	2	Methode Address Line 2	Arial Narrow Bold	14	10	10	Mandatory
	3	Methode Address Line 3	Arial Narrow Bold	14	10	10	Mandatory
	4	Methode Address Line4	Arial Narrow Bold	14	10	10	Mandatory
	5	Plant/Dock					Not Required
A3	1	2D Barcode	PDF-417				Optional
B1	1	Methode Purchase Order No	Arial Narrow Bold	24	14	14	Mandatory
	2	Quantity	Arial Narrow Bold	24	14	14	Mandatory
B2	1	Storage Location	Arial Narrow Bold	24	14	14	Mandatory
	2	Material Handling Code	Arial Narrow Bold	24	14	14	Mandatory
B3	1	Logistic Reference					Mandatory
C1	1	Methode Part Number	Arial Narrow Bold	44	36	36	Mandatory
D1	1	License Plate	Code 128				Mandatory
	2a	Methode Vendor #	Arial Narrow Bold	36	24	24	Mandatory
	2b	Vendor Serial #	Arial Narrow Bold	36	24	24	Mandatory
D2	1	Supplier Ship Date - <b>CCYYMMDD</b>	Arial Narrow Bold	36	24	24	Mandatory
	2	Gross Weight Kgs	Arial Narrow Bold	36	24	24	Mandatory
E1	1	Supplier Area					Optional
E2	1	ASN/Delivery Note #	Arial Narrow Bold	36	24	24	Mandatory
	2	ASN/Delivery Note # Barcode	Code 128				Mandatory

## 6 BAR CODE STRUCTURE

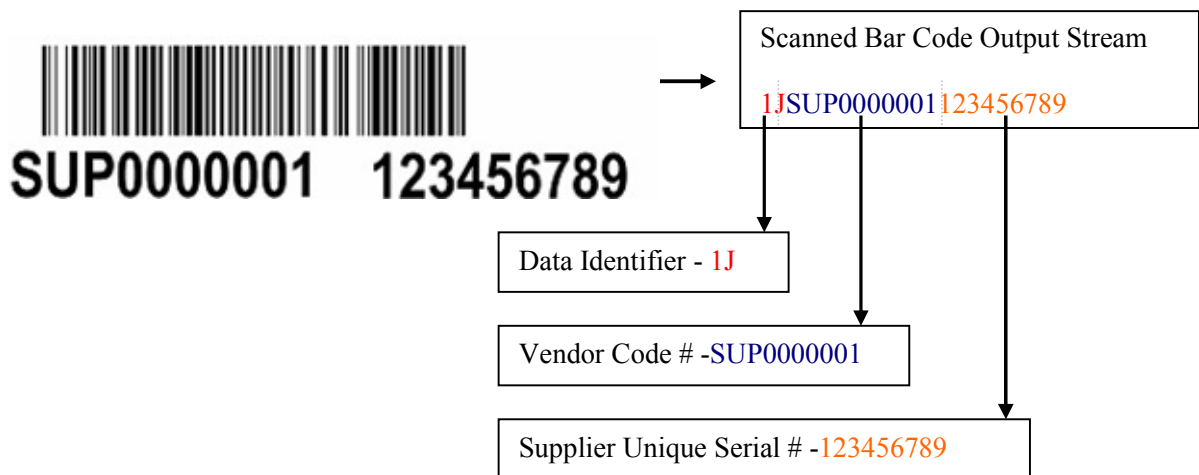
The GTL Format has two Barcodes consisting of the License Plate using the Code 128 bar code structure and the 2D bar code that uses the PDF 417 structure. The section below explains the structure of these two bar codes.

### Code 128 Structure For License Plate

The License Plate is to be found in Sub-Block Reference D1 and is made up of three elements which are concatenated together. These elements are:

- 1) The Data Identifier – 1J for single container labels, 5J for Mixed Load Labels, 6J for Master Labels.
- 2) The Methode Vendor Code # – A 10digit code supplied by Methode Electronics Malta Ltd (Example SUP0000001)
- 3) Supplier Serial Number – A supplier serial number that should not be repeated within 2 years (Example 123456789)

*Figure 8 – Code 128 License Plate Structure*

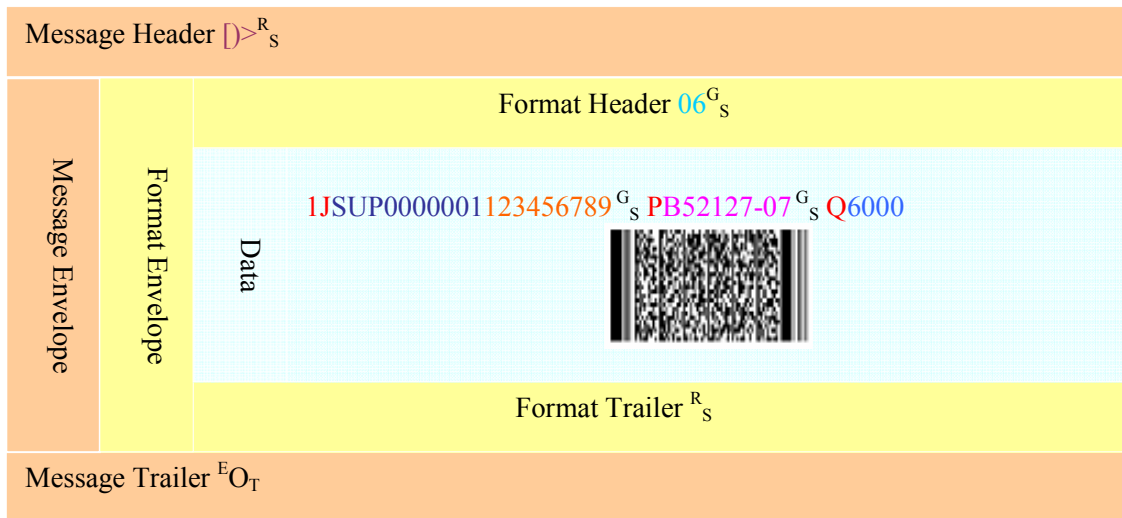


### PDF417 Code Structure For 2D Bar Code

The 2D Bar Code is to be found in Sub-Block Reference A3 and is made up of a message structure according to ISO 15434 standard. The message structure is in the form of an envelope and consists of a Message Header and Trailer at the topmost and bottommost level. Under the Message Envelope we find the Format envelope which has a Format

Header and Trailer. Within this envelope we find the Actual Message whose content consists of concatenated data elements. Each data element is preceded by a data identifier(DI).

**Figure 9 – PDF417 Message Structure – (Based on Serial label example)**



The complete 2D Syntax Structure would therefore look like the example given below:

$D \rangle^R_s 06^G_s 1J5J/6J \text{ SUP0000001123456789}^G_s \text{ PB52127-07}^G_s \text{ Q6000}^R_s ^E O_T$

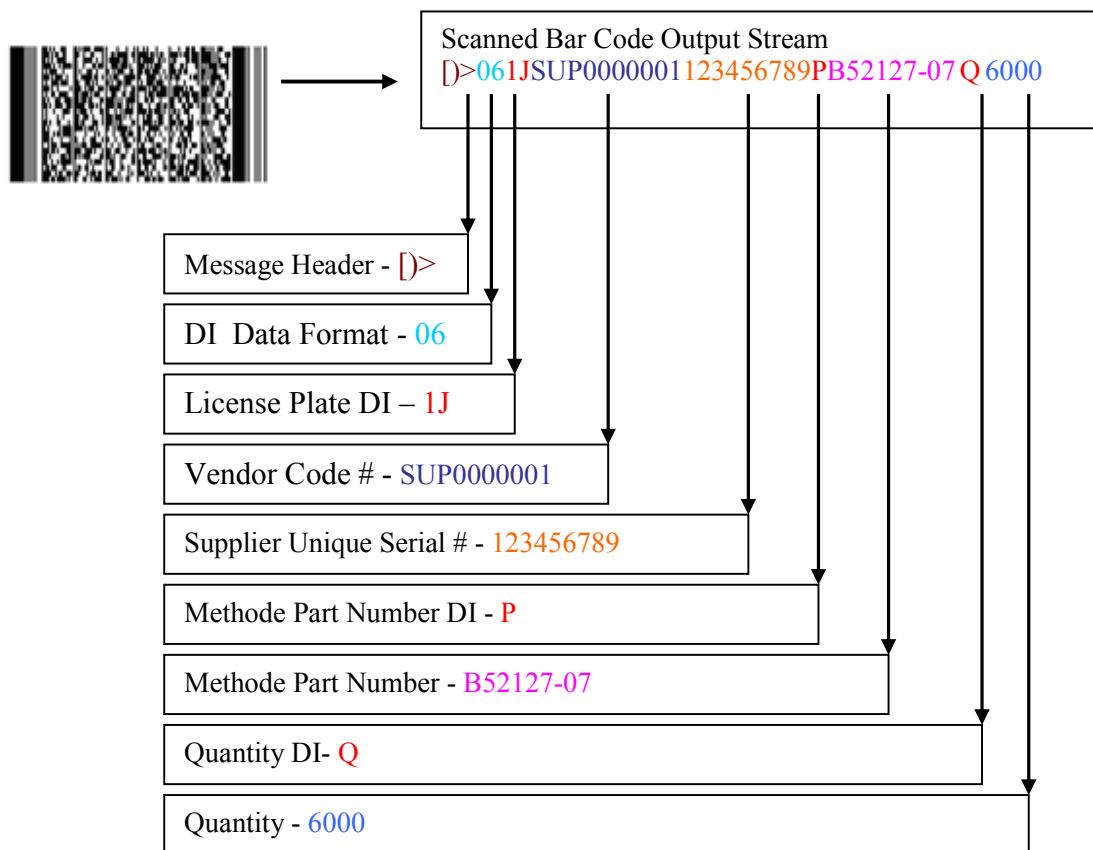
**Table 2** below, breaks down the 2D structure into elements briefly explaining each element.

**Table 2 - 2D Bar Code Structure**

<b>2D Bar Code Syntax Structure</b>			
<i>Element</i>	<i>Description</i>	<i>Decimal</i>	<i>Hex</i>
$D \rangle^R_s$	Message Header		
	Record Separator	Char(30)	1E
06	Data Format (06=DI's)		
$^G_s$	Group Separator	Char(29)	1D
1J/5J/6J	DI – License Plate		
SUP0000001123456789	Data – License Plate		
$^G_s$	Group Separator	Char(29)	1D
P	DI – Part Number		
B52127-07	Data – Methode Part Number		
$^G_s$	Group Separator	Char(29)	1D
Q	DI - Quantity		
6000	Quantity		
$^R_s$	Record Separator	Char(30)	1E
$^E O_T$	End of Transmission	Char(04)	04

In the example above the scanned Bar Code Output stream will be as follows:

**Figure 10 – 2D Bar Code Output Stream**



## 7 Methode Label Requirements

All materials supplied to Methode need to have a Single Pack Shipping label that is used to identify a single pack of like goods. In this case the data Identifier for the License Plate is 1J. Besides the single pack label a Master Label or a Mixed Load label is required to identify the pallet build. If the pallet build consists of homogenous items, then a Master label is to be used with the data identifier of the License Plate being 6J. If the pallet build consists of different parts then a Mixed load label should be used with the License plate data identifier being 5J. When using the Mixed Load label a number of fields are left blank. A look at the specimens in section 8 gives a graphic view of the requirements.

## 8 GTL Label Specimen

This section provides a view of what the final label should look like.

*Figure 11 - A5/A6 Label Specimen*




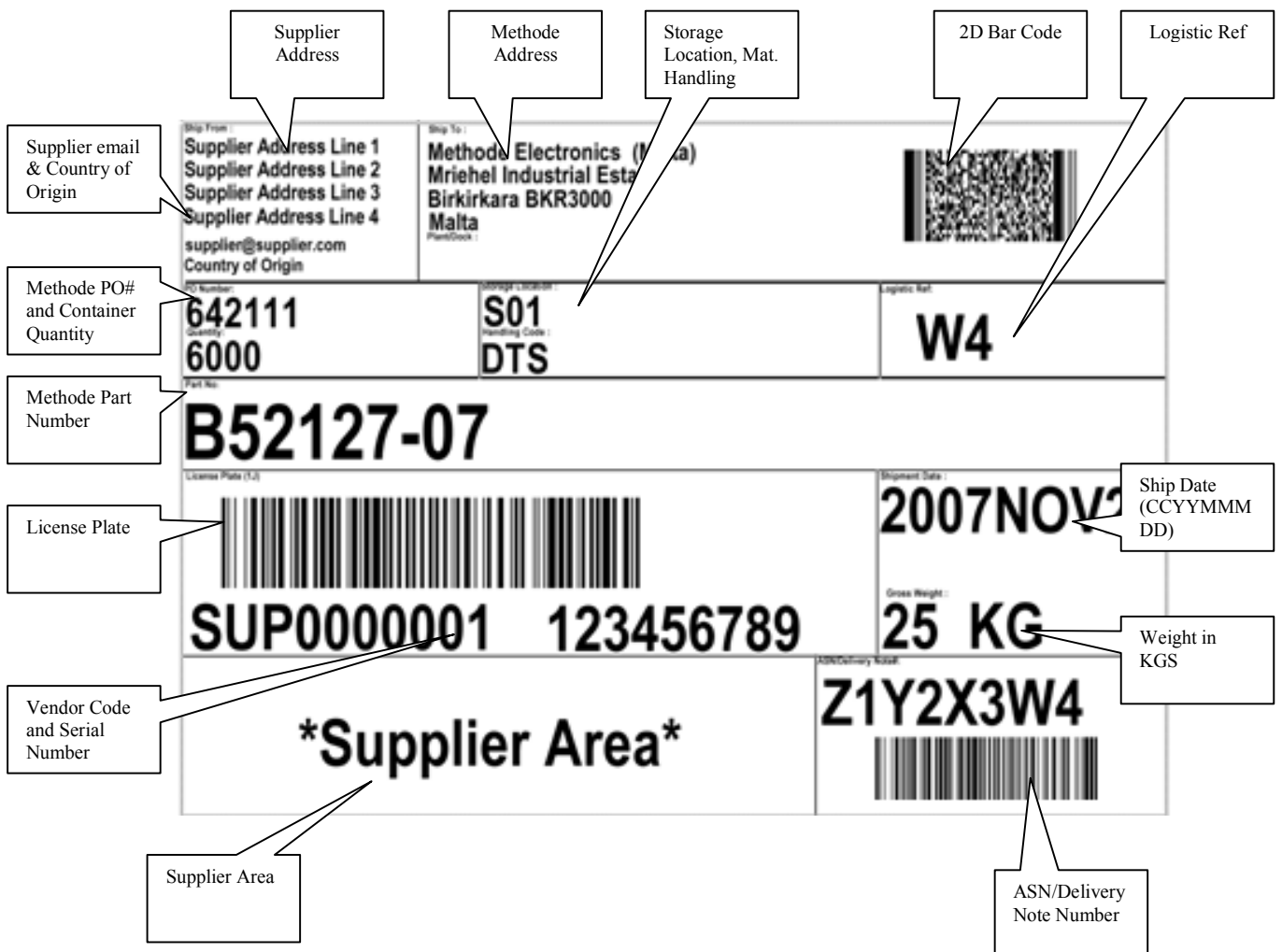
<small>Ship From :</small> <b>Supplier Address Line 1</b> <b>Supplier Address Line 2</b> <b>Supplier Address Line 3</b> <b>Supplier Address Line 4</b> supplier@supplier.com Country of Origin		<small>Ship To :</small> <b>Methode Electronics (Malta)</b> <b>Mriehel Industrial Estate</b> <b>Birkirkara BKR3000</b> <b>Malta</b> <small>Plant/Stock :</small>	
<small>PO Number:</small> <b>642111</b> <small>Quantity:</small> <b>6000</b>	<small>Storage Location :</small> <b>S01</b> <small>Handling Code :</small> <b>DTS</b>	<small>Logistic Ref:</small> <b>W4</b>	
<small>Part No:</small> <b>B52127-07</b>			
<small>License Plate (1J)</small>  <b>SUP0000001 123456789</b>		<small>Shipment Date :</small> <b>2007NOV21</b> <small>Gross Weight :</small> <b>25 KG</b>	
<b>*Supplier Area*</b>		<small>ASN/Delivery Note:</small> <b>Z1Y2X3W4</b> 	

Figure 12 - A5/A6 Label Specimen Explanation

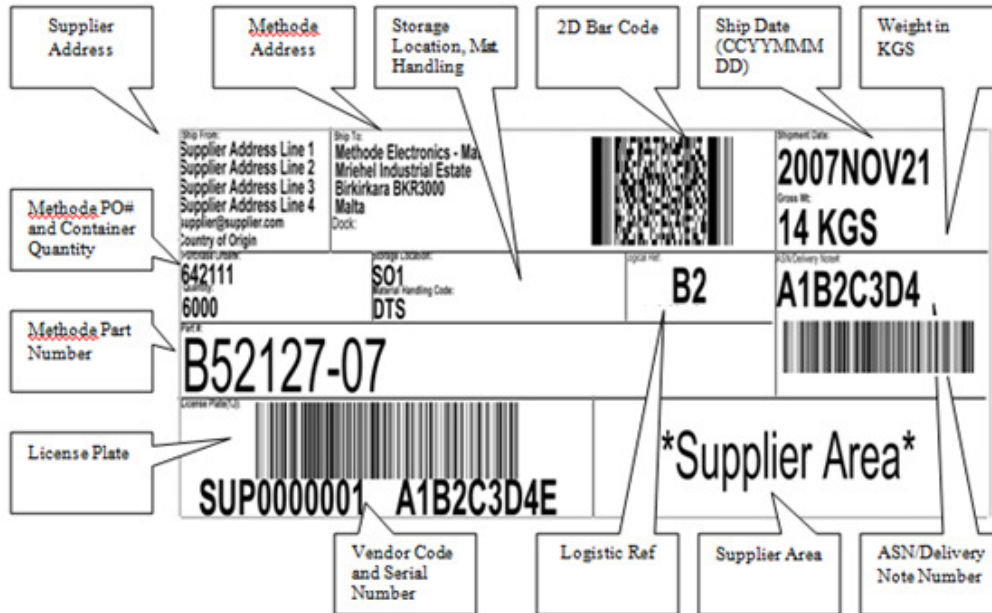


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*Figure 13 – Small Height Label Specimen*

<small>Supplier Address Line 1</small> <small>Supplier Address Line 2</small> <small>Supplier Address Line 3</small> <small>Supplier Address Line 4</small> <small>Supplier@supplier.com</small> <small>Country of Origin</small>		<small>Method Electronics - Malta</small> <small>Mriehel Industrial Estate</small> <small>Birkirkara BKR3000</small> <small>Malta</small> <small>Dock:</small>		<small>2007NOV21</small> <small>14 KGS</small>	
<small>642111</small> <small>6000</small>		<small>SO1</small> <small>DTS</small>		<small>B2</small>	
<small>642111</small> <small>6000</small>		<small>B52127-07</small>		<small>A1B2C3D4</small>	
<small>SUP0000001</small>				<small>*Supplier Area*</small>	
<small>SUP0000001</small>		<small>A1B2C3D4E</small>			

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Figure 14 – Small Height Label Specimen Explanation





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*Figure 15 - A5/A6 Label Specimen – Master Label*

Ship From : Supplier Address Line 1 Supplier Address Line 2 Supplier Address Line 3 Supplier Address Line 4 supplier@supplier.com Country of Origin		Ship To : Methode Electronics (Malta) Mriehel Industrial Estate Birkirkara BKR3000 Malta ParcelDeck :	
PO Number: <b>642111</b>		Storage Location : <b>S01</b>	
Quantity: <b>6000</b>		Heading Code : <b>DTS</b>	
Part No: <b>B52127-07</b>		Logistic Ref: <b>1Y</b>	
License Plate (EU) 		Shipment Date : <b>2007NOV21</b>	
<b>SUP0000001 123456789</b>		Gross Weight : <b>25 KG</b>	
<b>*Supplier Area*</b>		ASN/Inventory No: <b>Z1Y2X3W4</b> 	

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*Figure 16 – Small Height Label Specimen – Master Label*

<small>Ship From:</small> Supplier Address Line 1 Supplier Address Line 2 Supplier Address Line 3 Supplier Address Line 4 <small>Supplier@supplier.com</small> <small>Country of Origin</small>		<small>Ship To:</small> <b>Methode Electronics - Malta</b> <b>Mrehel Industrial Estate</b> <b>Birkirkara BKR3000</b> <small>Malta</small> <small>Dock:</small>		<small>Shipment Date:</small> <b>2007NOV21</b> <small> Gross Wt:</small> <b>124 KGS</b>	
<small>Part No:</small> <b>642111</b> <small>Quantity:</small> <b>18000</b>		<small>Supplier Location:</small> <b>S01</b> <small>General Handling Code:</small> <b>DTS</b>		<small>Supplier Ref:</small> <b>1B</b>	
<small>Part No:</small> <b>B52127-07</b>				<small>AS/Inventory No/Ref:</small> <b>A1B2C3D4</b> 	
<small>License Plate/ID:</small> <b>SUP0000001</b>				<b>*Supplier Area*</b>	
<b>SUP0000001</b>		<b>A1B2C3D4E</b>			

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**Figure 17 - A5/A6 Label Specimen – Mixed Load Label**

<small>Ship From :</small> <b>Supplier Address Line 1</b> <b>Supplier Address Line 2</b> <b>Supplier Address Line 3</b> <b>Supplier Address Line 4</b> <small>supplier@supplier.com</small> <small>Country of Origin</small>		<small>Ship To :</small> <b>Methode Electronics (Malta)</b> <b>Mriehel Industrial Estate</b> <b>Birkirkara BKR3000</b> <b>Malta</b> <small>Paradeck:</small>	
<small>Storage Location :</small> Handling Code :		<small>Logistic Ref:</small> 	
<small>License Plate (SU)</small>  <b>SUP0000001 123456789</b>		<small>Shipment Date :</small> <b>2007NOV21</b> <small>Gross Weight :</small> <b>100 KG</b>	
<b>*Supplier Area*</b>		<b>MIXED LOAD</b>	

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*Figure 18 – Small Height Label Specimen – Mixed Load Label*

<small>Ship From:</small> Supplier Address Line 1 Supplier Address Line 2 Supplier Address Line 3 Supplier Address Line 4 Supplier@supplier.com Country of Origin		<small>Ship To:</small> Methode Electronics - Malta Mriehel Industrial Estate Birkirkara BKR3000 Malta Dock:		<small>Shipment Date:</small> <b>2007NOV21</b> <small>Gross Wt:</small> <b>124 KGS</b>	
<small>License Plate/ID:</small> <b>SUP0000001</b>					
<b>A1B2C3D4E</b>		<b>*Supplier Area*</b>		<b>MIXED LOAD</b>	

## **9 LABEL CERTIFICATION PROCEDURE**

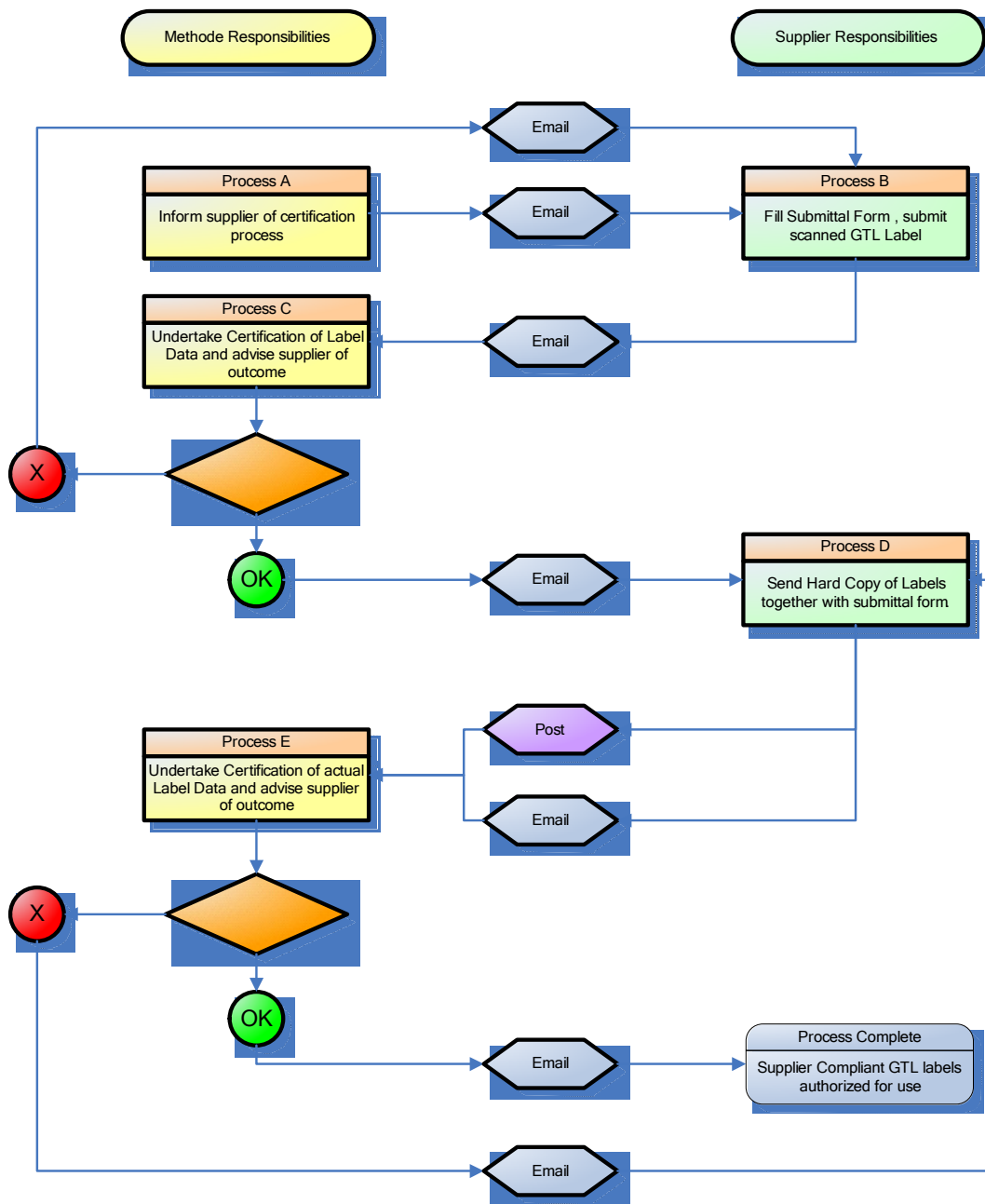
It is important that Methode Trading Partners adhere to the label specifications outlined in the document. Non-adherence to these specifications will signify that Methode will not be able to correctly receive suppliers' goods with costly consequences. The labels need to have both high quality bar codes and be correct and complete with respect to the data provided.

The label certification process hereunder outlines the procedure to be adopted to become compliant with Methode's requirements.

### **Label certification Submittal process:**

- a) Methode informs supplier of Certification Process.
- b) Supplier fills *Label Certification Submittal Form* (found at the end of this section) and emails form together with scanned GTL labels.
- c) Methode conducts test of data and within 7 days of submittal of form will advise supplier whether the data supplied conforms, or does not conform and why. Non-conforming Labels must be corrected and re-submitted together with the *Label Certification Submittal Form*.
- d) On conformity of data Methode will advise supplier to send actual hard copy labels via post accompanied by the *Label Certification Submittal Form*. Supplier will advise Methode via email that labels have been posted and attach a copy of *Certification Submittal Form* with the email sent.
- e) Methode will validate data and revert back to supplier. If label is correct in all aspects, Methode will authorize supplier to use label with shipments. Otherwise supplier will be asked to correct non-conformities and re-submit hard copies.

It is highly recommended that in this process real data is used.

**Figure 15 – Label Certification Flow Chart**


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**Company Information – (Filled By Supplier)**
**Company Name** \_\_\_\_\_ **Form Submission Date** \_\_\_\_\_

*Methode Supplier Code*
**Label Contact Name** \_\_\_\_\_

**Label Contact e-mail** \_\_\_\_\_

**Label Contact Phone** (      )

**Label Printing Process Information – (Filled By Supplier)**

	<b>Printer Type</b>		
Printer Brand/Model	Thermal Transfer	Laser	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label Stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	210mm x 148mm (Odette GTL)	152.4mm x 101.6mm (AIAG GTL)	210mm x 74mm (KLT small)
Label Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Label Approval Process – (Filled by Methode)**

ID	Process	Date	Process Start		Label Approved		Process Complete	
			No	Yes	No	Yes	No	Yes
A	Methode informs Supplier of certification process		<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	Supplier Submits scanned GTL label		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	Methode informs supplier of outcome		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D	Supplier submits hard copy of labels		<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	Methode informs supplier of outcome		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							NO	YES
<b>Supplier Authorized To Ship Material With GTL</b>							<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Guide To Application of Global Transport Label

Date: May 25<sup>th</sup> 2008

To: All Methode Electronics Suppliers

Subject: Methode Electronics Application of Global Transport Label

Methode Electronics is in the final phase of implementing changes in receiving process within the Malta Production Plant. This has entailed a radical overhaul of the processes involved. From a supplier perspective, these changes include the introduction of EDI capabilities, the use of Web EDI as an alternative to EDI and as a means of posting planning schedules and receipt of ASN's, and the introduction of the Global Transport Label - the automotive standard agreed to by AIAG and Odette.

These changes will allow for a more effective transfer of information between Methode and its suppliers; making for a smarter and error free receipt of materials. This will also ensure more complete and timely payments.

With respect to Labeling of containers, Methode requirements for receiving materials includes the single pack shipping label to be placed on the container being shipped, together with either a Master Label or Mixed Load label that identifies the pallet build. This should also be accompanied by the required documentation.

A label certification submittal is required for each supplier that ships to Methode Electronics-Malta; which information is outlined in the document 'Guide To Application of Global Transport Label'.

Should any questions arise, please email your queries to [Gabriel.CassarTorregiani@methode-eur.com](mailto:Gabriel.CassarTorregiani@methode-eur.com) .