



SECTION 5	BAR CODE MANUAL	Page 1 of 1
DATE 8/2002	TITLE: ATTACHMENT D	ISSUE: REV. 2

### Bar Code Manual Change Procedures

Changes must be made to this standard from time to time to reflect changes in our methods and procedures. Every vendor and plant site is encouraged to suggest improvements and revisions.

Suggestions from the plant sites should be handled as follows:

- A. Revision suggestions for the Bar Code Manual should be submitted in writing to the site Bar Code Owner. The Bar Code Owner will work with the site System Owner to evaluate the suggestion and determine if the site should request the change to the Bar Code manual.
- B. If the site chooses to pursue the change, the site System Owner will propose the change to the Application Software Review Board.
- C. The Application Software Review Board will be responsible for determining if this change is aligned with the industry standards (via a review with P&G's Representatives to the Uniform Code Council and EAN International Organizations), if it impacts any other businesses, and if it requires a change to P&G's Bar Code Specification. The Review Board will keep the Bar Code Network advised of the status of the proposed change and will document if the change will be made.
- D. The Application Software review Board will then issue the Bar Code Manual with the change incorporated.

Suggestions from Vendors should be made to the site that is responsible for their label qualification. If that site agrees with the change they will continue with the procedure outlined above (B. thru D). Suggestions may also be made via their normal Purchasing contact. Purchasing should forward the change request to an appropriate receiving site or to the Application Software Review Board and request that it be reviewed.

Each vendor is expected to have a single point of contact for bar coding. All bar code manual revisions will be issued to this single point of contact. Any changes to the point of contact should be communicated via Purchasing.