



SECTION 3	BAR CODE SPECIFICATION	Page 1 of 5
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In order to insure we have high quality bar code pallet labels that will consistently deliver first read scans, each the bar codes from each supply location will need to be qualified and verified. This will be done in two steps. The first step is qualification. Qualification needs to be achieved prior to the pallet labels being utilized on the inbound materials. A label will be qualified if it has no more than 1 deviation from the standard.

Once qualified the supplier must proceed through a verification process (a minimum of 6 months). The length of the verification period will depend on the volume of receipts. Higher volume materials may be verified more quickly than small volume materials. During this period, pallet labels will be randomly selected from inbound receipts for analysis. In addition to the ANSI reading and quality grade, a placement grade will also be used during this verification period.

Placement Grades:

- A= Meets all placement specifications.
- B= Only one deviation from specifications
- C= Two or three deviation from specifications
- D= Four or five deviation from specifications
- E= Label is in poor condition (i.e.-Torn, Wrinkles), placement is on bottom corner or non-existent.

To be verified a supplier must have no more than one deviation from the standard and maintain an A/B Placement Grade during the verification period. Once verified the pallet labels will not need to be tested on a monthly basis.

Suppliers are accountable for the quality and the scannability of the bar code at the point of receipt at the P&G plant (Please refer to the Principles of Accountability in Attachment G in the Appendix). Appropriate quality control processes should be put in place to achieve and maintain the verified status. We strongly encourage suppliers to purchase a bar code verifier to be able to do the appropriate internal bar code testing (Attachment F in the Appendix provides recommended capabilities and suppliers of verifiers.) If a P&G site begins to experience on-going problems with a supplier's label at any point after they have been verified, the supplier will be requested to correct the problems and will need to be requalified and reverified.

Suppliers that ship to multiple plants will be formally qualified by only one site. The qualified label should then be used on shipments to all sites. As subsequent sites begin requiring labels they may also ask for a sample label for testing. If they do not feel it meets the qualification criteria, that site will work with the site that did the initial qualification to determine if there is an issue that exists that will require changes by the supplier and requalification.

The following is an example of the worksheet the plant sites will utilize for the qualification process.



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Bar Code Qualification Worksheet

Verifier: _____ Date: _____

Supplier: _____

Product: _____

Equipment Used: _____ Qualified: YES NO

UCC/EAN 128# on Label: _____ Date Rec'd: _____

GRADING:

Bar Code (line 1) Data String: _____
 ANSI or ISO/IEC 15426-1 (Symbol) Grade: A B C D F

Bar Code (line 2) Data String: _____
 ANSI or ISO/IEC 15426-1 (Symbol) Grade: A B C D F

Bar Code (line 3) If needed??
 Data String: _____
 ANSI or ISO/IEC 15426-1 (Symbol) Grade: A B C D F

Code UCC/EAN 128
 SSCC-18
 ANSI or ISO/IEC 15426-1 (Symbol) Grade: A B C D F

HUMAN READABLE ELEMENTS

Segment 1: Supplier Name Identified? _____ Y N
 Location Identified? _____ Y N

Segment 3: Proper Item Description _____ Y N
 Height _____ min 3/8" (10mm)? Y N

Segment 4: Contents (Optional) correct? _____ Y N
 Height _____ min 3/8" (10mm)? Y N

Segment 5: Expiration Date (if required) _____ Y N
 Height _____ min 3/8" (10mm)? Y N

Segment 6: IRMS/GCAS # correct _____ Y N
 Height _____ min 3/8" (10mm)? Y N

Segment 7: Quantity _____ Y N
 Proper Unit of Measurement in metrics? Y N
 Height _____ min 3/8" (10mm)? Y N

Segment 8: Lot # _____ Y N
 Proper Vendor ID? Y N

Segment 9: Height _____ min 3/8" (10mm)? Y N
 Pallet Type correct? _____ Y N
 Height _____ min 3/8" (10mm)? Y N

BAR CODE



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Verifier Name: _____

Date: _____

Supplier: _____

Product: _____

Equipment Used: _____

Grade: A B C D F

Material Unit Type: Round Square Bag

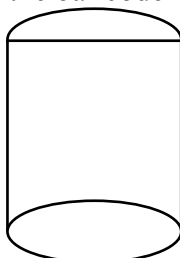
Date Rec'd: _____

1. Does each unit load have a bar code? Y N NA

2. Place an "X" on the location(s) of the bar code for the unit.



Square



Round



Bag

3. Is the label placed in the upper half of the unit? Y N NA

Are the bar codes clear of any banding, header, or other obstructions? Y N NA

4. Is the bar code placed on the outside of the stretch wrap? Y N NA

5. Are there any wrinkles in the bar code that impact scannability? Y N NA

6. Is there any other damage to the label that may impact scannability? Y N NA

If yes, are there - Smudges? Y N

Tears? Y N

Other? _____

7. Is the same UCC/EAN 128 SSCC identification on number on all labels on the unit? If no, please explain. Y N

8. Does each unit represent only one lot number? Y N



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If no, please explain.

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9. Is the IRMS/GCAS # correct? Y N
**** For Round Units Only ****
 Are there 3 bar codes on each unit? Y N NA
 (5 gallon buckets only require 1 label.)
 (Drums require only 1 label per drum, drums with different Lot # can be placed on the same pallet)
- ** For Square Units Only ****
 Is there a label on all 4 sides? Y N NA
- ** For Baled Pulp ****
 Are the bar codes available from the unloading door of the railcar? Y N NA
 If there was a truck shipment, were bar codes available from the rear of the trailer? Y N NA
- ** For Bags ****
 Are the bar codes placed in a clear plastic envelope outside bag? Y N
 Are bar codes in the 2 opposite sides of the bag? Y N

Grading

1. Tally up the number of outages = _____
2. Assign a grade based on the scale below and circle the letter grade at the top of the first page.

Grading Scale

# Deviations	Grade
0	A
1	B
2-3	C
4-5	D
6+	F

* A grade of A or B must be earned to pass the verification**