



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

LISTING MANUAL

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Introduction

The Iowa Alcoholic Beverages Division (ABD) is responsible for controlling the importation of all alcoholic liquor to be sold in the state of Iowa. ABD also functions as the sole wholesaler of alcoholic liquor to retailers holding a class “E” liquor control license.

The purpose of this manual is to set forth the protocols that suppliers and brokers of alcoholic liquor products must follow in order to have their products listed for sale in the state of Iowa. Failure to adhere to these protocols will result in a product not being listed, a product being delisted, or applying [special handling charges](#) against the supplier and or the broker.

This manual contains six sections. Section 1 provides an overview of the steps a supplier must take before submitting a new listing request for a product. Section 2 provides details on the listing process. Section 3 provides information on how suppliers can ensure they are properly managing their inventory within the ABD warehouse. Section 4 describes how products are delisted and removed from the ABD warehouse. Section 5 provides an overview of how the bailment process works, which is how suppliers are paid for inventory sold. Finally, Section 6 addresses the specific requirements for shipment of product to the ABD warehouse.

If you have any questions regarding the material presented in this manual, please contact the Product Management Team via email at products@iowaabd.com.

Section 1: Before You List

Before the submission of a listing request for your product there are steps that need to be completed. In section one the steps are applicable only to new suppliers and or those items applicable to each new product brand submitted for listing consideration.

New Suppliers

New suppliers *must ensure that they are licensed to do business in the state of Iowa*. They must also be set up to be paid via the State's bailment system.

Licensing Requirements

Before any product will be listed a supplier must be appropriately licensed to either manufacture their product in the state of Iowa or import their product into Iowa if they manufacture outside the state. In-state suppliers must hold either a manufacturer's license or a class "A" native distilled spirits license. Out-of-state suppliers must hold a distiller's certificate of compliance.

If an in- or out-of-state supplier uses an Iowa broker to represent or promote its products, the broker must hold a broker's permit. The holder of a distiller's certificate of compliance must provide ABD with a list of the names and addresses of all representatives who have been appointed to represent the certificate holder in the state, and must amend the list as necessary to keep it current. Broker's permit holders are also required to provide ABD with a list of names and addresses of all manufacturers, distillers, and holders of a distiller's certificate of compliance whom the permit holder has been appointed to represent, and must amend the list as necessary to keep it current.

An application for a license, permit, or certificate must be made using the [eLicensing system](#). All questions regarding licensing should be directed to Licensing@IowaABD.com.

Bailment Forms

ABD operates on a bailment system, whereby suppliers are paid for their products after they are sold by ABD to class "E" licensees. *More information on this process is covered in Section 5.*

In order to receive proper payment for products sold, the following forms must be completed and submitted via email to ABD's Accounting Department (Accounting@IowaABD.com) prior to the submission of a listing request:

- [Bailment Authorization Form](#) - Grants ABD the authority to effect the removal of the supplier's product from bailment through shipment on a continuing basis.
- [Bailment Contact Information Form](#) - Identifies the name, address, and phone number of the person who will represent the supplier in all dealings with ABD regarding bailment.
- [Bailment Hold Harmless Agreement](#) - Acknowledges that the supplier will hold ABD harmless for any losses incurred due to fire, water, or other damage by the elements while the supplier's inventory is stored at ABD's warehouse.

New Products

Each new product, new size of an already-listed product, or new flavor of product to be sold in the state of Iowa requires a new listing request to be submitted for consideration.

Before submitting a listing request for a product, the product must have a label approved by the federal Alcohol and Tobacco Tax and Trade Bureau (TTB); must have a Control State Code number issued by the National Alcohol Beverage Control Association (NABCA); must have a description of the product and an image of the product available for posting on ABD's shop portal; must meet Iowa's 5-cent bottle deposit refund labeling requirements; and must adhere to the Distilled Spirits Council's (DISCUS) Code of Responsible Practices.

TTB Label Approval

All products to be listed must bear a label that has been approved by the TTB. More information on the TTB's requirements for distilled spirits labeling can be found at <https://www.ttb.gov/distilled-spirits/labeling>.

Control State Code Number

NABCA operates the Control State Coding System, which provides suppliers with accurate sales and depletion data. Iowa participates in the Control State Coding System, and, as such, requires a Control State Code (CSC) for each listed product. A CSC is a unique number identifying alcoholic beverage brands and sizes sold in control states.

More information on CSCs, as well as application forms, can be found at <https://www.nabca.org/control-state-forms>.

Image and Description of the Product

A listing request for a product must include an image of the product and a brief description. The image and description are used on ABD's shop portal, which is the customer-facing website used by class "E" licensees to order products from ABD.

Images must meet the following requirements:

- Each product must have its own image. Do not use a single image for multiple sizes of products.
- Items packaged or grouped together and sold as one item should feature the pack or sleeve, not the single container (e.g. 10-pack of 50ml bottles, 4-pack of cans).
- Images should have a solid white or transparent background. Backgrounds cannot have patterns, gradients, accompanying items, or text/graphic overlays.

Descriptions of products must be fewer than 500 characters and should not include any information that will be otherwise displayed (e.g. UPC code, pack size, price, etc.).

Sample description: *"Iowa Whiskey sets the standard with layers of flavor from the hand-selected, rare casks from across the Midwest. Its flavors are influenced by the rich Iowa soil and the locally-grown corn."*

Iowa Bottle Deposit Refund

Iowa law requires that the phrase “Iowa Refund 5¢” or “IA 5¢” be displayed on all alcoholic liquor containers, regardless of brand or size. The wording may be embossed, incised, printed in a high-contrasting color, stamped or labeled, or any other method that is approved by the Iowa Department of Natural Resources (DNR). The wording must be placed on top of a metal container and must be noticeable on a glass or plastic container. The wording must be ⅛” if the notice is embossed on the bottle, or ¼” if otherwise affixed to the bottle.

For 50ml bottles, each individual bottle must display the phrase “Iowa Refund 5¢” or “IA 5¢” unless an exemption has been obtained from DNR. An exemption can be applied for by submitting an [Application for Beverage Container Label Exemption](#) to DNR using the submission options at the bottom of the form.

Refund stickers are available for purchase from ABD by suppliers to be affixed to each bottle prior to shipment of product to ABD. Stickers may be placed anywhere on the container except for the cap or the bottom of the container. Suppliers will be billed for stickers and postage/shipping charges. Stickers may be ordered by emailing Orders@IowaABD.com.

Products arriving at ABD without refund stickers affixed will be quarantined, and arrangements will be made between ABD and the supplier to have that product be properly sticker within 24 hours following receipt of delivery at the ABD warehouse. The supplier will be assessed a special handling charge for inventory stickered by warehouse personnel. A schedule of ABD’s special handling charges can be viewed [here](#).

Social Responsibility

ABD is responsible for regulating alcohol in a manner that protects the welfare, health, peace, morals, and safety of the people of Iowa. To that end, ABD strives to ensure that products listed do not contradict those directives.

ABD follows DISCUS’s [Code of Responsible Practices](#) as it applies to advertising and marketing alcohol in a responsible manner, including brand advertising, consumer communications, promotional events, packaging, labels and distribution, sales materials, and print and electronic media such as the internet and web pages.

ABD reserves the right to refuse to list a product if it is determined that the product does not meet the standards set forth in the DISCUS Code of Responsible Practices, or if the product is deemed by ABD to have the reasonable potential to unduly jeopardize the welfare, health, peace, morals, or safety of Iowa consumers.

Section 2: The Listing Process

ABD has the authority to determine the classes, varieties, and brands of alcoholic liquors to be kept in State warehouses. To make this determination, ABD has established the following policies and procedures regarding the listing of products.

Vendor Portal

All listings may be presented by the supplier at any time throughout the year. All listing requests must be submitted electronically using [ABD's Vendor Portal](#). To set up an account for the Vendor Portal, contact products@iowaabd.com. All listing requests require the following information:

- CSC number
- Bottle/case/pallet weights and dimensions
- Cases per pallet and cases per layer
- Shipping Container Code (SCC)
- UPC
- Representative for the product

Inaccurate or incomplete information entered into the Vendor Portal will result in listing denial, future delisting of the product, or special handling charges assessed against the supplier.

Product Availability

All products must be available for purchase by all class "E" licensees. Product must be available for purchase as it is received by ABD. ABD makes no guarantee to suppliers or brokers that any pre-sale commitments by class "E" licensees to purchase a product will be honored or that class "E" licensees will receive the requested amount of product.

Permanent Listed Products

When a listing request for a new permanently-listed product is made, ABD's Product Management Team will take into consideration the following:

- Social Responsibility
- Proof
- Price Floor

Listing requests for powdered alcohol products will be denied. Additionally, products that exceed 151 proof are considered high proof and will be listed at ABD's discretion. The ABD Administrator or their designee reserves the right to deny or limit the number of permanent product listing requests made by a supplier. Products denied can be re-presented for permanent listing six months from the denial letter date.

Suppliers will be required to conduct a 5-10 minute in person or web presentation for all new products presented for permanent listing (size extensions exempt), tastings are optional per supplier request. Once the new product listing request is entered into the vendor portal, ABD will reach out to the supplier to schedule the presentation meeting.

All listing requests for new permanent listed products will receive a determination letter from ABD sent only to supplier contacts listed in the vendor portal no later than 15 business days following the request submission date.

Temporary Listed Products

Products may be listed on a temporary basis. All listings may be presented by the supplier at any time throughout the year. ABD reserves the right to limit the quantities of temporarily-listed products that class "E" licensees can order. Quantities available for purchase may be limited for up to the first two weeks of availability in order to provide equal access to all class "E" licensees.

All value-added packages (VAPs), including holiday items and limited-time offers/allocations, will be listed as temporary listings. VAPs and temporarily-listed products remaining will be included in the next scheduled delisting and must be returned to the supplier. A special handling charge shall be assessed for all products returned to the supplier.

Size Extensions

Additional sizes of currently-listed products require a new listing request to be submitted. All currently-listed sizes of the same product will be reviewed upon a listing request for an additional size. All listed sizes of the same product must meet or exceed sales of \$36,000 or 360 cases annually (based on rolling 12 months) before size extensions will be accepted. Suppliers should present all requested sizes at one time. Failure to meet this criteria will result in the size extension listing request being denied.

Size extensions that are denied may be eligible for a temporary listing. At the conclusion of the listing period, the product will be eligible to be delisted during the next scheduled delisting.

Private Label Brand

ABD follows the definition of private label from the Distilled Spirits Council of the United States ([DISCUS](#)) defined as:

A product "made under contract and/or agreement, express or implied, between a manufacturer and a retailer for a retailer that (1) may or may not own the trademark and/or (2) has or does not have intellectual property rights therein and (3) may or may not contain a retailer's trade name, trademark or other words and/or symbols that may or may not be identifiable with a retailer."

Private label products shall be made available to all class "E" licensees at the same price regardless of quantity purchased.

Special Orders

While ABD maintains a diverse selection of listed products, requests are made by class "E" licensees for products that are not currently listed. Such requests are referred to as special orders.

When ABD receives a request for a special order, that request is forwarded to the appropriate supplier. If the supplier honors the request, the requested quantity of the product is shipped to ABD and then sold and delivered to the class “E” licensee that placed the special order. Special order items must be available for request from any class “E” licensee.

All special order products are sold by the full case only, however exceptions can be made for bottle purchases. Any outstanding special order requests with the supplier after 90 days will be canceled. Over-shipped special order products will be included in the next scheduled delisting and must be returned to the supplier. A special handling charge will be assessed for all products returned to the supplier.

A Special Barrel Program allows a supplier to offer for sale at wholesale to a class “E” license holder the case-equivalent of the full contents of a barrel-aged spirits product, along with the original container for the spirits—the aging barrel. These programs may also offer customized labels which feature the retailer’s logo and specific information about the contents of the bottle and specialty display items for use in the retail establishment.

In 2014, ABD determined that Special Barrel Programs are not per se addressed in Iowa Code chapter 123 or in ABD’s administrative rules. Suppliers can offer Special Barrel Programs to Iowa retailers under the following guidelines:

1. Spirits products offered by suppliers as a part of a Special Barrel program purchases shall be made available on a special order basis only.
2. Store orders shall be placed individually and shall not be split.
3. Products purchased on a special order basis shall be non-returnable.
4. Programs shall not offer a custom blended product that is retailer-exclusive.
5. Any product samples used in a Special Barrel Program shall be imported into Iowa through the Division.
6. Aging barrel may be included as part of a Special Barrel Program for use as a display, provided the barrel bears conspicuous and substantial advertising matter and the value does not exceed \$300.
7. Retailer-specific labels, medallions, or signage that is offered as part of a Special Barrel Program shall not directly state or imply that the retailer has exclusive rights of ownership or distribution for the product.

Special Order On-Hand

Products that are frequently sold as special orders may be listed as special order on-hand, if eligible.

In order to be eligible for special order on-hand status, the product must have been previously sold 5 or more times as a special order with at least 20 cases sold in the past 12 months (rolling and excluding pallet and barrel buys). Products that have been delisted are not eligible to be moved from permanent listing to special order on-hand status.

Products listed as special order on-hand are visible on the ABD shop portal, will have a maximum inventory level of 10 cases, and will be available to all class “E” licensees for purchase by the case or bottle. No temporary price reductions or quantity discounts shall be applied to special order on-hand products.

Products listed in special order on-hand status will remain in that status for at least one year. If the listing criteria is not maintained, the product is at risk of a status change back to special order. Products moving status from special order on-hand back to special order will be included in the next scheduled delisting and must be returned to the supplier. A special handling charge will be assessed for all products returned to the supplier.

Highly Allocated

Highly allocated products are products of a limited supply that are in high demand by class “E” licensees. ABD will review sales and demand for products presented as highly allocated to determine which listing category the product should fall under. If the product no longer falls under highly allocated based on previous allocations, the product will move to the temporary listing status and be limited by the bottle or case necessary for fair distribution of the products.

Any products to be allocated to ABD as highly allocated should be communicated to the Product Management Team as soon as the supplier is aware of the timing and quantities associated with the allocation.

Highly allocated products are not available as special orders and are subject to a lottery system for distribution to class “E” licensees. Brokers or suppliers must notify ABD of highly allocated products to be taken out as samples at the time the new allocation is presented to ABD.

Any remaining inventory of highly allocated products after the initial release through the lottery will be available for purchase by class “E” licensees for 3 months on a first come, first served basis. Any remaining inventory after 3 months will be included in the next scheduled delisting cycle and must be returned to the supplier. A special handling charge will be assessed for all products returned to the supplier.

Appeals

If ABD’s Product Manager denies a listing request, the supplier of the product will be notified in writing and may appeal the denial to the ABD Administrator within 30 days of the denial notification. If the Administrator affirms the denial, the Administrator’s decision may be appealed to the Iowa Alcoholic Beverages Commission. ABD must receive a notice of appeal to the Commission in writing within 30 days of the Administrator’s decision.

The Commission has discretion as to whether to hear the appeal. If the Commission chooses to hear the appeal, it will be heard at the next scheduled Commission meeting or a special meeting called for by the chairperson, the Administrator, or at least three members of the Commission. If the Commission reverses the decision of the Administrator, the product will be listed under terms established by the Commission. If the Commission affirms the Administrator’s decision, or chooses not to hear the appeal, the listing

request is denied. The Commission's decision constitutes final agency action for the purposes of Iowa Code chapter 17A.

Section 3: Inventory Management

It is the responsibility of the supplier to ensure appropriate inventory of product is available in the ABD warehouse. The supplier is responsible for ensuring that inventory does not fall under the minimum inventory level or exceed the maximum inventory level set for each product. All product maximum and minimum levels are reviewed and set accordingly by ABD twice per year, in January and September.

Managing Inventory Levels - Submitting a Purchase Order

It is the responsibility of the supplier to submit purchase orders (PO) as needed to maintain appropriate product inventory levels. All POs must be submitted electronically using [ABD's Vendor Portal](#).

- All products that the supplier is shipping to ABD must be included on the PO.
- Once the PO has been submitted on the Vendor Portal, ABD will assign a PO number and confirm the delivery date and time with the supplier.
- Suppliers may edit their POs on the Vendor Portal. For assistance with editing, scheduling, or cancelation of your PO, please contact Receiving@lowaABD.com.

Over Maximum Levels

Products that are over the maximum level are reviewed monthly.

- Suppliers with products with inventory levels exceeding a 12 week sales forecast will be contacted to pick up over maximum inventory.
- Over maximum products will follow the same special handling charges as delisted products to reduce inventory levels.

In the event that a temporary spike in demand is expected, an “over max” exception may be granted to a supplier by the Product Management Team. Any request to ship over maximum inventory levels should be sent electronically on the [over-maximum exception form](#) prior to scheduling a PO.

Under Minimum Levels/Out of Stock

- ABD reserves the right to assess a fee on any product that is out of stock.
- ABD reserves the right to delist a product that is out of stock for more than 30 days.
- Delisted products are eligible to be presented again for permanent listing after one year.

Quote Changes

Any changes to a product quote (UPC, SCC, dimensions, weight, pallet configurations, etc.) must be entered into the Vendor Portal prior to the changed product being shipped to ABD.

Temporary Price Reductions

- Suppliers may make temporary price reductions (TPR) to the total invoice cost per case of permanent and temporary products monthly.
- TPRs are effective the first of any month and must be submitted electronically through the Vendor Portal at least 30 days prior to the effective date.
- Special order, special order on-hand, and highly-allocated products are not eligible for TPR.

Permanent Price Changes

- Suppliers may make permanent price changes to the total invoice cost per case of products quarterly.
- Permanent price changes are effective the first of January, April, July and October and must be submitted electronically through the Vendor Portal at least 60 days prior to the effective date.
- All product types follow this timeline, including special order and special order on-hand products.

Supplier to Consumer Discounting

Mail-in manufacturer rebates and coupons for liquor products are allowable, provided they meet federal regulations found in 27 C.F.R., parts 6, 8, and 11. It is the responsibility of the supplier to ensure compliance with federal and state laws in regards to the mail-in rebates and coupons.

Section 4: The Delisting Process

In order to maintain an assortment of liquor products that reflect customer demand, ABD conducts a full product portfolio performance review two times per year. The process by which liquor products that do not meet established sales criteria are eliminated from the product portfolio is known as delisting.

Product portfolio performance reviews are effective February 1st and August 1st. Permanent products are eligible for review and delisting after twelve months. Suppliers with product(s) at risk of being delisted will receive a “warning” letter via email two months prior to the effective delist date. If you receive a “warning” letter all incoming products from future POs will be cut two months prior to the effective delist date. Over-shipped special orders, temporary products and highly allocated products that have remaining inventory after three months will also be included in the next delisting period. Special order on-hand products that have been in that status for at least one year that do not meet the special order on-hand listing criteria will be included in the next delisting period.

Delisted products are eligible to be presented for relisting after twelve months. Delisted products will not be converted to special order on-hand; however, delisted products will be available through the regular special order process.

Delisting Criteria

ABD’s Product Management Team reviews established sales criteria to determine which products are eligible to be delisted from the product portfolio:

- Products that are in the bottom 5% of both revenue and sales of each category and size are eligible for delisting.
- Products that have sales below 120 cases and \$12,000 in revenue are eligible for delisting.
- Products that are trending less than 20% are eligible for delisting.
- Human review of full list.

Notification of Delisted Products

- Delist letters will be sent to brokers and suppliers the month prior to the effective date.
- Delisted products will be blocked on the delist effective date. All remaining inventory must be returned to the supplier during the delist month with a special handling charge assessed.
- All suppliers that receive the 12 month delist letter are required to make arrangements for all delisted products to be picked up from the ABD warehouse within 15 days of the effective delist date.
- Inventory remaining after the initial deadline will be charged an additional \$2.00 per case per day for 15 days. Any product remaining in inventory after the second deadline will be destroyed at the supplier’s expense.

Appeals

If ABD's Product Manager delists a product, the supplier of the product will be notified in writing and may appeal the denial to the ABD Administrator within 30 days of the delisting notification. If the Administrator affirms the delisting, the Administrator's decision may be appealed to the Iowa Alcoholic Beverages Commission. ABD must receive a notice of appeal to the Commission in writing within 30 days of the Administrator's decision.

The Commission has discretion as to whether to hear the appeal. If the Commission chooses to hear the appeal, it will be heard at the next scheduled Commission meeting or a special meeting called for by the chairperson, the Administrator, or at least three members of the Commission. If the Commission reverses the decision of the Administrator, the product shall remain listed under terms established by the Commission. If the Commission affirms the Administrator's decision, or chooses not to hear the appeal, the product is delisted. The Commission's decision constitutes final agency action for the purposes of Iowa Code chapter 17A.

Section 5: Bailment Policies

ABD operates on a bailment system, whereby suppliers are paid for their products after they are sold by ABD to class “E” licensees.

ABD pays bailment to suppliers bi-monthly. Bailment is paid via check or direct deposit as determined by the supplier.

Bailment owed to suppliers is calculated using the following formula for each product sold:

Total Bottles Sold - Bailment Fee - Defective Product Charges - Special Handling Charges = Bailment Paid

The bailment fee is \$1 per case sold. When a supplier lists a product, they are required to set a case price and a bottle price for the product. The case price must be divisible by the number of bottles in the case. The supplier determines how many bottles comprise a case. When calculating the bailment fee, the total number of bottles sold of a particular product is converted into cases and multiplied by the \$1/case bailment fee amount.

Defective product charges are any deductions from bailment that would arise from class “E” licensees returning defective products to ABD.

Special handling charges are charges assessed against suppliers for failure to adhere to the policies and procedures established by ABD or for services performed by ABD for the supplier outside of the normal course of business. A schedule of ABD’s special handling charges can be viewed [here](#).

Section 6: Shipping Product to ABD

Case Code Label Instructions

- The size of the Case Code label is 4"x6".
- Case Code labels should be on white stock paper with black lettering unless approved otherwise.
- The Case Code label should be placed on an end panel.
- **Case Code labels must include the following information:**
 - The CSC number provided for the specific product by NABCA.
 - Special order products should display CSC or lowa-assigned number.
 - CSC number measures 7/8" - 1" vertically. The prefix and suffix numbers measure ¼" - ½" vertically.
 - Universal Price Code (UPC) and scannable barcode, located in the lower left-hand corner of the Case Code label.
 - 14- digit Shipping Container Code (SCC-14) and scannable barcode.

Shipping Container Code

All merchandise must have a 14-digit shipping container code (SCC-14). The barcode must be readable by ABD warehouse scanning equipment.

Application Standard for Shipping Container Codes

- Minimum print quality grade: 1.5(C)
- Measurement aperture: 0.01" (0.254 mm)
- Inspection wavelength: 670 nm + 10 nm

NOTE: The minimally acceptable grade of 1.5/10/670 applies to the final symbol at its point of use. It is appropriate to strive for a higher symbol grade at the point of printing to allow for process variations and possible degradation from packaging, storage, shipping and handling. Wherever practical, it is recommended that the symbol grade as printed should equal or exceed 2.5/10/670.

An SCC-14 number consists of 14-digits starting with an indicated digit and ending with a check digit. The check digit is calculated according to the UCC/EAN algorithm (same as UPC/EAN check digit).

N1 N2 N3 N4 N5 N6 N7 N8 N9 N10N11N12N13 N14

An SCC-14 number contains the following information:

- N1 Package indicator (PI)
- N2-3 UPC number system/EAN country prefix
- N4-8 Manufacturer code
- N9-13 Item identification number
- N14 Check digit

The first digit, Package Indicator (PI), indicates package variants. For example, you package the same product into two different cases with 1 case containing 10 items and another containing 12. You assign 1 for the first case and 2 for the second. However, there is no standard mandating how many items should be placed in the case for PI=1. The quantity is checked against the database.

In two scenarios you may assign PI=0. The first instance is to indicate the item number identifying a container is different from the item number on the units inside the container. The second instance is when the container contains one unit of the item. When stored in the database, a 12-digit UPC or 13-digit EAN code is stored into a 14-digit numeric format. The 14-digit is identical to the SCC-14 with PI=0.

Print Contrast and Tolerances

These two concepts have been used historically to evaluate the quality of printed barcode symbols. Printers may wish to continue using print contrast or tolerances. In setting up their processes, although neither of these measures is explicitly part of this standard.

Symbol contrast using the ANSI X3.182 method will typically be somewhat more lenient than the reflectance and PCS requirements given by the ANSI/USS-3, U.P.C. Shipping Container Code and Symbol Specification Manual, which has been replaced by this document

Similarly, decidability will always be more lenient than the previously published tolerances. Bar and space dimensions of Interleaved 2-of-5 or not as critical as when the old specifications were established.

- Avoid using red ink for the SCC. Black generally provides the greatest contrast.
- If the SCC is enclosed within a border, ensure that this is at least ¼" of white space between the border and the first and last vertical bars of the SCC.
- Maximize contrast between the SCC and the background to maximize readability.
- Do not place the SCC to the immediate right or left of the UPC as the scanner may read only the UPC or may try to read both.

Symbol Location

All bar codes (UPC, EAN, SCC-14 and other AIs &Data) must be printed and placed in a vertical bar configuration (picket fence). Placement of barcodes is independent of printing technology and symbology employed.

Transport Packages less than 39 Inches (1m)

It is important to maintain the following locations to ensure efficient scanning in automated environments and to prevent damage of the barcode due to edge crush. Placement specifications are independent of print technology and symbology. For transport packages 39 inches (1m) or less in height including cases, placement of the symbol must comply with the following specifications:

- The bottom edge of the bar code that contains the SCC-14 or the SSCC-18 should be located 1.25”+0.125” from the container’s natural bottom. It must appear on a minimum of one side and should appear on two adjacent sides. Symbol location requirements vary by industry and throughout the supply chain. Adjacent side placement resolves these requirements. Therefore, one side placement should be chosen cautiously, and only with a complete understanding of all supply chain trading partner requirements.
- The outer edge of the quiet zone must be no closer than 0.75” to the edge of the vertical face. It is recommended the outermost bar (excluding the bearer bar) be no closer than 1.25” to the edge of the vertical face.

Universal Product Code (UPC) & Global Trade Item Number (GTIN)

Valid and unique UPC or GTIN product codes are a standard requirement in most retail stores. These codes are comprised of a company prefix which is followed by additional digits that represent each unique product manufactured by the company. The last digit of the UPC code typically represents a check digit which is a calculation of the previous digits.

A product is considered unique by type, size, category, brand, etc. Thus, different sizes of the same product will require a unique identification number. Outer packages that intended to pass to the consumer without alteration should carry a unique code separate for the UPC or GTIN on the enclosed contents.

ABD **requires** submission of the entire product code including the check digit when quoting or updating products. A penalty may be assessed upon submission of invalid codes.

Barcode symbology is widely used for point of sale and inventory replenishment. Failure to conform to product code standards may limit the ability of products to be sold in retail settings.

To learn more about product codes or to register your company, please contact GS1 directly.
 GS1 phone: 937.435.3870 Website: <http://www.gs1us.org> Email: info@gs1us.org

Shipping Product to ABD

- All products must be shipped to ABD’s warehouse on #1, 40”x 48” hardwood pallets. Suppliers who ship product on non-hardwood pallets will be assessed a special handling charge.
- All pallets must be in good repair and must not have broken or missing boards.
- All pallets of product are required to be securely shrink-wrapped.
- No overhang is allowed on straight-stacked pallets (no cross-tying of cases.)
- Cross-tied pallets are allowed a 4” maximum overhang.
- Each pallet shipped should contain only one product SKU if possible. If multiple SKUs are shipped on one pallet, each SKU should be separated by a pallet layer. When a mixed-product pallet is received and layers are not separated by a pallet, each product SKU must be separated onto an additional pallet and a special handling charge will be assessed against the supplier.

Special Handling Charges

Any product shipped to ABD by a supplier that does not meet the guidelines set forth in this manual will result in a notification from the ABD Scorecard sent to the supplier informing them of pending special handling charges. ABD will automatically remedy the errors and assess a special handling charge 24 hours from the ABD Scorecard notification. A schedule of ABD's special handling charges can be viewed [here](#).