

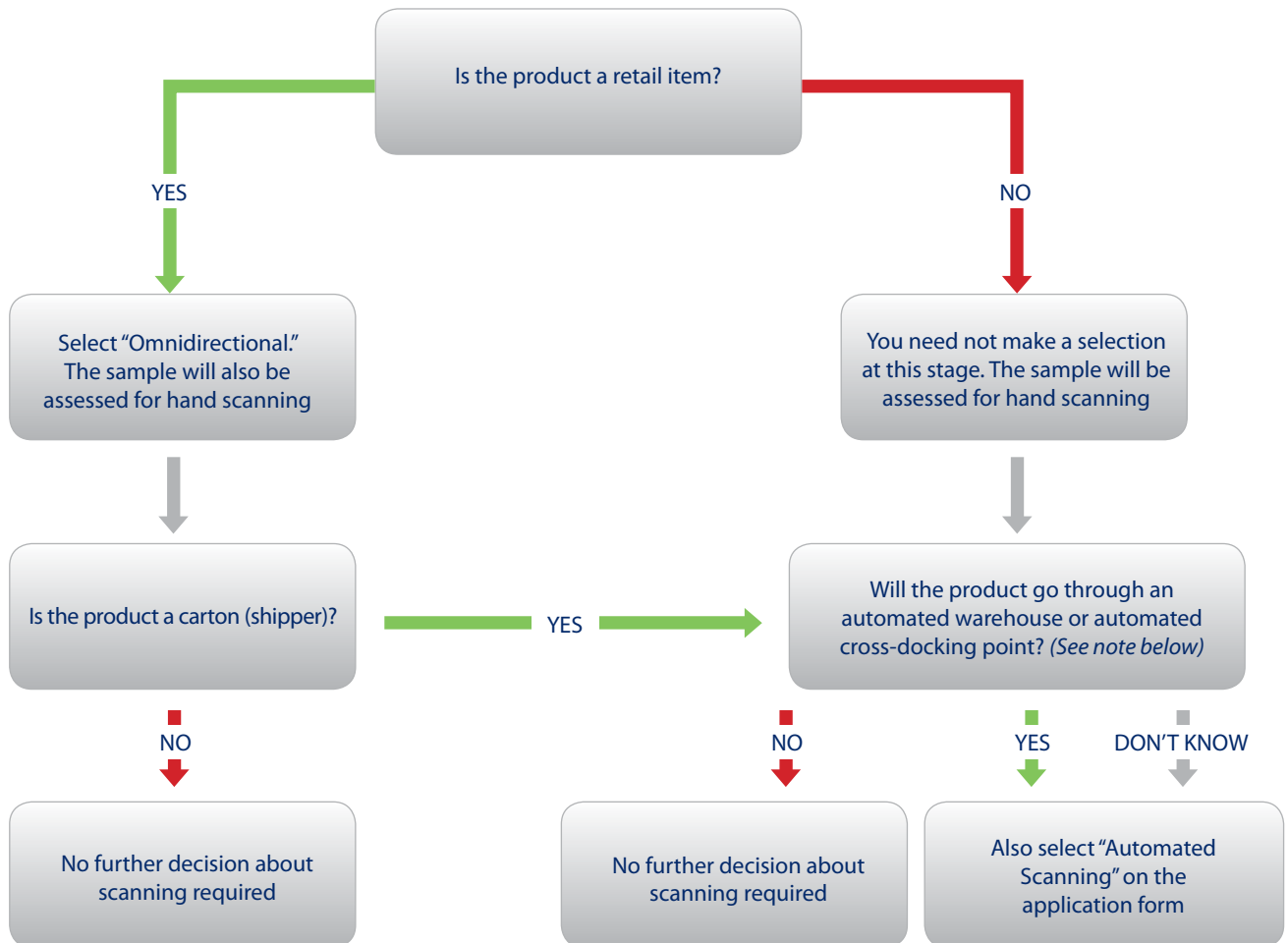
GS1 New Zealand

Barcode Testing Service - Submitting Products



1. The Scanning Environment

The GS1 Bar Code Verification Service offers a range of options for obtaining the reports you need. The first thing you should know is the scanning environment/s your product may enter i.e. where it will be scanned and with what equipment. This will influence the technical requirements the bar code must fulfil. You will be asked to indicate 'scanning environment' when you complete the Verification Application.



What are the "scanning environments"?

Omni directional - scanning with the type of scanner used in supermarkets, service stations and a growing number of other outlets. Applies only to retail outlets.

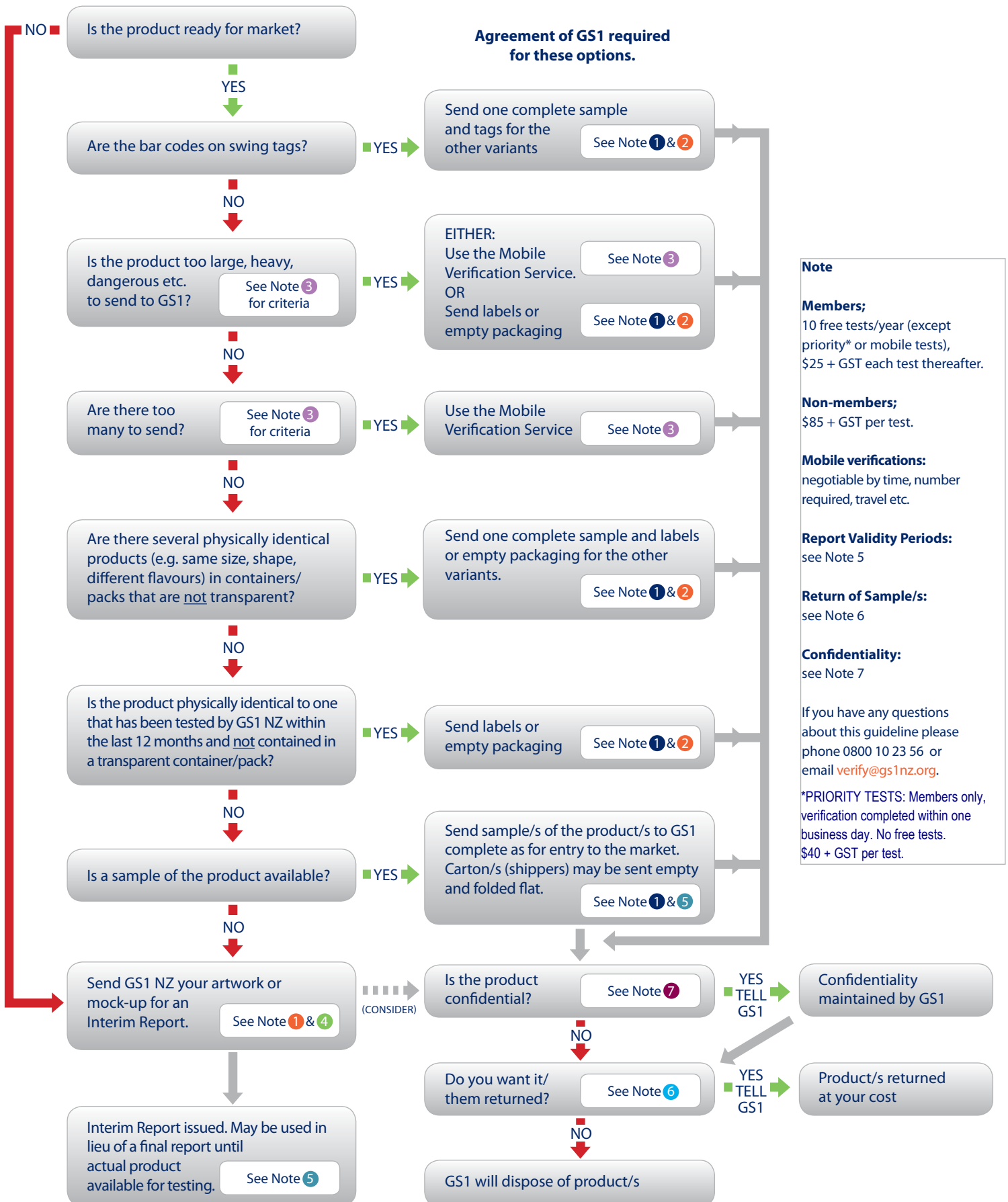
Hand Scanning - scanning with a hand scanner. Can apply to retail or distribution settings.

Automated - scanned in automated situations that require the bar code to meet specific size and location requirements. Applies only to distribution.

NOTE: This question refers to the shipper not the inner. Where a carton containing inners goes through an automated site only the carton is scanned. In such a case "no" is the appropriate answer for the inner.

2. Submitting samples for testing.

The flow chart below and the accompanying advice notes will help you to decide which option is best for your circumstances.



3. Notes

1 Application & Sending To GS1 NZ Testing Lab

- **GS1 members** go to My GS1 at <http://www.gs1nz.org> and log on
- If you do not know your username and password call GS1 on 04 494 1050 for assistance
- On the list at left of the My GS1 home page select *Verify Your Bar Code Scans*, then *Order a Verification Report*
- Complete the form on line
- Be sure to indicate in the boxes provided;
 - Whether you want the sample/s returned (see 6 below)
 - Whether the sample/s is/are/ confidential (see 7 below)
 - The scanning environment you expect your product/s will enter (see the decision tree on page 1)
- Important: at the lower left of the form is a 'submit' button; be sure to press it to send the form to GS1
- Print off the completed form
- Enclose a copy of the completed form with the product/s
- Post or (preferably) courier the product/s to GS1 at the address shown on the application form
- Usual turnaround time is two days
- **Non-members of GS1**, go to http://www.gs1nz.org/get_a_verification_report.php
- Print and manually complete the form **Non-Members GS1 Bar Code Verification Report Application Form**
- Be sure to indicate in the boxes provided;
 - Whether you want the sample/s returned (see 6 below)
 - Whether the sample/s is/are confidential (see 7 below)
 - The scanning environment you expect your product/s will enter (see the decision tree on page 1)
- Call the GS1 Membership Services Administrator on 04 494 1050 to arrange payment in advance for the tests: this is usually made by credit card
- Enclose a copy of the completed form with the product/s
- Post or (preferably) courier the product/s to GS1 at the address shown on the application form
- Usual turnaround time is two days

2. Testing Labels, Swing Tags, or Empty Packaging

- Note that this option is not available where the empty packaging is a transparent material, including glass, whether tinted or clear
- Fill out Exception Application Form 1a (for labels, swing tags or empty packaging) or 1c (for product/s identical to ones previously tested within 12 months) and fax to 04 494 1051 or email scanned to verify@gs1nz.org
- Fill out the application form and send your labels, swing tags, or empty packing to GS1 Wellington for testing. See Note 1 "Application and Sending To GS1 NZ" above
- GS1 recommends that you supply photograph/s of completed examples of the product/s (except filled pallets). Without an image GS1 cannot assess bar code location and the location report will be endorsed 'not assessed'. This omission may influence your trading partners' willingness to accept the verification report. Images:
 - May be hard copy or electronic
 - Must include a scale or ruler laid near the bar code to illustrate size
 - Must illustrate location of bar code on complete unit
 - More than one image of the same product/s may be required
 - Electronic images should have the GTIN within the file name

3. Mobile Verification Service

- Auckland and Wellington, elsewhere by negotiation
- Guideline threshold for engagement :
 - + 20 product/s in AK/WN areas, + 75 elsewhere
 - +5kg or bigger than 0.125m3
 - Haz Mat class creates difficulties of transport or storage

- Members' free tests not redeemable
- 7 – 9 tests completed per hour
- Charged on a time & materials basis
- Minimum one-hour charge plus travel time
- Disbursements (excl travel time) not charged in Auckland and Wellington metropolitan areas
- To utilise this service contact GS1 to discuss your requirements: a proposal will be prepared and sent to you
- Note that you are responsible for familiarising GS1 staff with all health and safety aspects of their visit to your site and supplying any necessary clothing or equipment

Discuss with GS1 NZ before ordering mobile verification

4 Interim Reports

- Send GS1 the best available representation of the label or package including the bar code
- Mock-up in authentic colours, dimensions, shape, preferred option
- Artwork; colour proof electronically or hard copy preferred otherwise black and white electronic image
- Electronic files must be pdf, ps or eps. Other file types do not enable dimensions to be accurately represented
- Note: an interim report should be replaced with a final report on a finished product/s as soon as possible
- *Warning:* because of the different materials, processes and possibly colours involved the final form of a printed bar code may provide different test results than those obtained from the artwork

The GS1Verification Report that you will receive will have a report number preceded by 'INT' and will not contain data on some attributes of the bar code that can only be assessed from an example of the finished job. If the final location of the bar code is not clear it may be reported as "not assessed" for location. The report will contain a comment warning that properties of the bar code may change with the final printing process.

5 Report Validity Period

Final Report: 12 months but obtaining reports more often is best practice.

Interim Report: Should be replaced by a final report at the first available opportunity and in no event longer than 12 months.

6 Return of Samples

Unless return is requested GS1 will dispose of non-confidential samples by donation to appropriate bodies such as the City Mission.

Where return is required please enclose a pre-paid courier ticket or envelope for the purpose.

7. Confidential Samples

- Where 'confidential' is indicated on the application form GS1 will limit the number of staff who deal with the product/s and will store it/ them out of sight at their premises
- 'Confidential' sample/s will always be returned to the sender as soon as testing is complete: please enclose a pre-paid courier ticket or envelope for this purpose
- If a 'confidential' sample fails the verification test the sender will be contacted immediately and the reasons explained so that the sample/s may be sent back immediately
- A normal GS1 verification report containing all relevant details will be sent to the designated contact. If you wish your personal or company details to be left blank on the verification report please contact GS1 directly to discuss this requirement

8. Understanding the report

For help in understanding the verification report
http://www.gs1nz.org/verification_failures.php