

# GA-ASI Supplier Barcode Packaging Specification

## Frequently Asked Questions (FAQs)

Rev D (8/2/16)

[Click on question to review answers](#)

**NOTE:** Press CTRL-F to search by keyword

### Table of Contents

#### **GENERAL HARDWARE/SOFTWARE:**

1. Will I need any special equipment or software to do barcoding? If yes, what do you recommend?
2. How do I get in contact with the recommended hardware and software vendors?
3. Does the recommended hardware and software work with Microsoft Windows?
4. What is the average cost for the barcode hardware & software?
5. What are my options for providing barcoded information?
6. What are the expectations for how the supplier should pay for this technology?

#### **BARTENDER SOFTWARE:**

7. Can I use the Basic edition of the BarTender software?
8. Can I use the Demo version of the BarTender software?
9. What version of BarTender can I use?
10. When using the GA-ASI BarTender template, what is the name of the template folder?

#### **LABEL PRINTERS/BARCODING SERVICES:**

11. Can I use my label printer if it has a dots-per-inch (DPI) capability lower than the recommend level?
12. What is the recommended dots-per-inch (DPI) for the label printers?
13. Can you provide a list of 3rd party service providers for barcoding?

#### **GENERAL DATA FIELDS/BARCODE REQUIREMENTS:**

14. What are all the data fields and barcodes that are required?
15. Must the readable text match the scanned barcode data?

#### **MATERIAL (PART #, REV, & DESCRIPTION):**

16. If the purchase order does NOT have a GA-ASI part number associated with it, can we put our supplier part number on the label?
17. What are the character limitations for the material description field?
18. Can you clarify that you need the part number revision on the package label?

#### **SERIAL NUMBERS & UNIQUE ITEM IDENTIFIER (UII):**

19. When are Serial Numbers required?
20. When is Unique Item Identifier (UII) information required?
21. Are there requirements to provide UII barcodes on the packaging labels and packaging slips?  
Currently, we have the barcoded UII label physically attached to the item.

#### **DATE OF MANUFACTURE (DOFM) & SHELF LIFE EXPIRATION DATE (SLED):**

22. Is the "date of manufacture" (DofM) just the manufacturer's date code?
23. Are "date of manufacture" (DofM) and "batch" both required? Or is one or the other acceptable?
24. Need clarification on Heat/Date/Lot Code, this seems to be a duplicate of batch and date of manufacture (DofM).

### **GENERAL PACKING SLIP/PACKAGING LABELS:**

- 25. Do the barcoded packaging label and packing slip have the same data field/barcode requirements?
- 26. How close should the barcodes be on the packing slip and/or label?
- 27. What happens when there is a fold or crease on the barcode?
- 28. Can I use a barcode font type in Microsoft Word for the printout?
- 29. Is it required to use two dimensional (2D) barcodes? If so, can I use 2D barcodes?

### **PACKING SLIP:**

- 30. Do the barcodes have to be printed on the packing slip?
- 31. Can the packing slip label be printed on an 8.5x11" sheet of paper?
- 32. When there are multiple boxes shipped for the same order, do all boxes require their own packing slips?

### **PACKAGING LABEL:**

- 33. Is a 4x2" label size required?
- 34. How do I determine how many labels are required?
- 35. Where should I attach the barcoded packaging label?

### **TEMPLATE SUBMITTAL:**

- 36. Am I required to submit a mockup/example of both the barcoded packing slip and packaging label?
- 37. What do I do if some of the data fields/barcodes are non-applicable to our company?
- 38. If a gap/issue is identified with a supplier's barcoded packaging label or packing slip, can the supplier correct it via email?
- 39. How will this apply to new suppliers?
- 40. Does this apply to me if I am not a supplier for GA-ASI, but have worked with EMS or GA corporate?

### **SHIPPING LABELING REQUIREMENTS:**

- 41. Do these requirements supersede any contract or purchase order requirements for packaging or labeling instructions (e.g. part, S/N, UII labels)?
- 42. Do these requirements supersede any United State Military Standard (MIL-STD) packaging or shipping labels?
- 43. Do these requirements supersede any shipping carrier (e.g. UPS, FedEx, DHL) specific labeling requirements?
- 44. Do these requirements supersede any Certificate of Conformance (CoC) requirements?

### **GA-ASI BARCODED TEMPLATES:**

- 45. Are there templates for printing the barcoded packaging label or packing slip?
- 46. Is there training on how to create a barcoded label using the GA-ASI provided template?
- 47. What displays on the template when my source data file (.xls) has [blank] fields?
- 48. Where should I attach the printed GA-ASI barcoded label templates?
- 49. Why is the website trying to load as a secured site?

**TYPES OF MATERIAL:**

- 50. Does this apply to suppliers that provide software or services?
- 51. Does this apply when GA-ASI purchases a packaged solution (includes hardware, software, services)?
- 52. Does this apply to raw material?
- 53. Does this apply to “kitted” parts?
- 54. If the item ordered is an indirect material/non-production/does not have a GA-ASI material master, do these requirements apply?
- 55. Do these requirements apply to Outside Processing (OSP) suppliers?

**SHIPMENT/ORDER TYPES:**

- 56. Does this apply to partial shipments?
- 57. Does this apply to items that are drop shipped?
- 58. Does this apply to a blanket Purchase Order?

**ADVANCE SHIPPING NOTICE (ASN):**

- 59. For suppliers on the GA-ASI SNC (supplier portal) that use Advanced Shipping Notice (ASN), will/can the barcodes be part of the ASN form?

**WAIVER PROCESS:**

- 60. When would I request for a waiver?
- 61. How do I make a request for the waiver form?
- 62. What is the waiver review process?
- 63. Once approved for a waiver, what does the supplier do next?
- 64. Must I submit a waiver for a label that does not conform to the recommended label size?

**ADDITIONAL INFORMATION:**

- 65. Where can I find the GA-ASI Supplier Barcoded Packaging Specification and FAQ documents?
- 66. Where can I find the Quality Clause and Barcode Specification Language?
- 67. Will the current GA-ASI receiving kick/count/verification process be impacted? Will receiving continue to scan applicable barcoded labels found physically on the material (e.g. part, S/N, UII)?
- 68. How does this benefit the supplier?
- 69. What if the supplier chooses not to respond or comply with these barcode requirements?
- 70. Who do I contact if I have a question?

## GENERAL HARDWARE/SOFTWARE:

### 1. Will I need any special equipment or software to do barcoding? If yes, what do you recommend?

GA-ASI: Yes, if the supplier's current system does not support barcodes. It is the supplier's responsibility to provide the appropriate hardware and software that will meet GA-ASI's barcode specifications.

Below are recommended products that will meet our specifications. Contact your IT department or hardware/software vendors for support.

**NOTE:** The hardware and software identified herein are suggestions only, not requirements. It is the supplier's responsibility to select the appropriate hardware and software that will generate the GA-ASI's barcode specifications. GA-ASI accepts no responsibility for any financial or other consequences arising from the use of the hardware and software selected by the supplier.

#### Packaging Label-Printing

- Hardware: **Zebra**, recommend a desktop label printer model. The model would depend on various factors, including the expected number of print jobs.  
GA-ASI standard: GX430 or ZD500 (either with 300 dots per inch-dpi)
  - <http://www.zebra.com>
  - Desktop Label Printers: <https://www.zebra.com/us/en/products/printers/desktop.html>
- Software: **BarTender by Seagull Scientific**. The edition depends on various factors including (1) number of users and (2) number of label printers. Recommended editions include Professional, Automation, & Enterprise Automation. Basic and Demo versions do NOT allow for importing of data.
  - <http://www.seagullscientific.com/>
  - Edition Comparison: <http://www.seagullscientific.com/label-software/barcode-label-design-and-printing/compare-bartender-editions/>

#### Packing Slip-Printing

- Hardware/Software: This depends on the supplier's current system used to generate packing slips. In addition to the supplier's printer models and features.
  - Example of upgrades: firmware update, download of specific barcode fonts, barcode converted peripheral (hardware) may be necessary
  - Contact your IT department or hardware supplier for support

### 2. How do I get in contact with the recommended hardware and software vendors?

GA-ASI: Both hardware and software are available via direct contact to the vendor, resellers, or other partners. See below for vendor contact pages:

- Zebra: <https://www.zebra.com/us/en/about-zebra/contact-zebra/how-to-buy.html>
- BarTender by Seagull Scientific: <http://www.seagullscientific.com/about-us/contact-us>

### 3. Does the recommended hardware and software work with Microsoft Windows?

GA-ASI: Yes, both recommended hardware and software solutions work with Microsoft Windows. Contact your IT department or hardware/software vendor for additional information.

**4. What is the average cost for the barcode hardware & software?**

GA-ASI: This depends on the number of software licenses and label printers acquired.

Average costs range from ~\$250-\$1,900

- Hardware-depends on label printer model (~\$250-\$900/EA)
- Software-depends on BarTender edition (~\$400-\$1,000)

**5. What are my options for providing barcoded information?**

GA-ASI: Options for providing barcoded information include:

- Supplier updates their own internal documentation/labels**
- Use GA-ASI BarTender templates**
  - GA-ASI templates are available at 'GA-ASI Barcoded Label Template' link on <http://www.ga-asi.com/supplier-barcode-packaging-specification>
- Use 3<sup>rd</sup> party vendors**: See section 'LABEL PRINTERS/BARCODING SERVICES'

**6. What are the expectations for how the supplier should pay for this technology?**

GA-ASI: We consider this a "cost of doing business" with GA-ASI.

**BARTENDER SOFTWARE:**

**7. Can I use the Basic edition of the BarTender software?**

GA-ASI: No, the Basic edition does NOT allow for importing of data. Selection of the appropriate edition depends on various factors including (1) number of users and (2) number of label printers. Recommended editions include Professional, Automation, & Enterprise Automation.

**8. Can I use the Demo version of the BarTender software?**

GA-ASI: No, the Demo version does NOT allow for importing of data. Selection of the appropriate edition depends on various factors including (1) number of users and (2) number of label printers. Recommended editions include Professional, Automation, & Enterprise Automation.

**9. What version of BarTender can I use?**

GA-ASI: We recommend using version 10.0 or higher.

**10. When using the GA-ASI BarTender template, what is the name of the template folder?**

GA-ASI: The name of folder created on the user's computer is 'GA-ASI-Barcode-Label'

**LABEL PRINTERS/BARCODING SERVICES:**

**11. Can I use my label printer if it has a dots-per-inch (DPI) capability lower than the recommend level?**

GA-ASI: It depends, GA-ASI will review it on a case-by-case scenario. Please submit an example of your printed labels to [SM-GA-ASI-Barcode-Team@ga.com](mailto:SM-GA-ASI-Barcode-Team@ga.com) for approval.

**12. What is the recommended dots-per-inch (DPI) for the label printers?**

GA-ASI: The recommended DPI for label printers is 300 dots-per-inch.

**13. Can you provide a list of 3rd party service providers for barcoding?**

- <http://www.uidsolutions.com/>
- <http://www.osscoproducts.com/>
- <http://www.infinidtech.com/>
- [http://www.wincoid.com/rf\\_dod.htm](http://www.wincoid.com/rf_dod.htm)
- <http://www.id-integration.com/>

**GENERAL DATA FIELDS/BARCODE REQUIREMENTS:**

**14. What are all the data fields and barcodes that are required?**

GA-ASI: Reference Appendix A (Required Data Fields & Barcoded) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

**15. Must the readable text match the barcoded data?**

GA-ASI: Yes, the readable text must exactly match the barcoded data.

**MATERIAL (PART #, REV, & DESCRIPTION):**

**16. If the purchase order does NOT have a GA-ASI part number associated with it, can we put our supplier part number on the label?**

GA-ASI: Yes, since this would be the only part number available, the supplier's part number is acceptable.

**17. What are the character limitations for the material description field?**

GA-ASI: When using the GA-ASI label templates, there is a maximum of 45 characters for the material description field. This includes alphanumeric, special characters, and spaces. When using the GA-ASI label templates, it is acceptable if the material description field is condensed/truncated when there are more than 45 characters.

**18. Can you clarify that you need the part number revision on the package label?**

GA-ASI: Yes, part number revision is required on the packaging label. Reference Appendix A (Required Data Fields & Barcoded) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document. If the part does not have a revision, then the information is not required.

**SERIAL NUMBERS & UNIQUE ITEM IDENTIFIER (UII):**

**19. When are Serial Numbers required?**

GA-ASI: If material is serialized, serial number information & barcodes are required. If the part is not serialized, this requirement is not applicable.

**NOTE:** It is the supplier's responsibility to identify all material attribute data fields that are non-applicable to their company. When emailing your template, please provide an explanation as to why the field(s) are not applicable.

## 20. When is Unique Item Identifier (UII) information required?

GA-ASI: If material is UII relevant, it requires UII information. If part is not UII, this requirement is not applicable.

**NOTE:** It is the supplier's responsibility to identify all material attribute data fields that are non-applicable to their company. When emailing your template, please provide an explanation as to why the field(s) are not applicable.

## 21. Are there requirements to provide UII barcodes on the packaging labels and packaging slips?

**Currently, we have the barcoded UII label physically attached to the item.**

GA-ASI: No, UII barcodes are not required on the packaging label or packing slip. However, the UII data string is required on the packing slip. Please note, this is in addition to the UII label requirement.

## DATE OF MANUFACTURE (DOFM) & SHELF LIFE EXPIRATION DATE (SLED):

### 22. Is the "date of manufacture" (DofM) just the manufacturer's date code?

GA-ASI: DofM and Date Code usually represent the same information (date when product was made), but are required in different situations and may be provided in different formats.

- DofM format shall be MM/DD/YYYY (e.g. 12/18/2015)
- Date Code is usually an abbreviated version of the DofM or references the week/year (e.g. 4315) the product was created

For receiving purposes, GA-ASI requires both data fields (as applicable).

- If the part is not age sensitive material (Q-20), but requires traceability (Q-24), GA-ASI uses the Date Code for traceability
- If the part is age sensitive material (Q-20), GA-ASI is required to enter the DofM as this part will have an expiration date and its shelf life will need to be known.

### 23. Are "date of manufacture" (DofM) and "batch" both required? Or is one or the other acceptable?

GA-ASI: Yes, (when applicable) DofM and Batch are both required and are not duplicate fields.

- Batch is an identifier of a unique grouping of material
- DofM is the date when a product was made.
  - DofM format should be MM/DD/YYYY (e.g. 12/18/2015)

### 24. Need clarification on Heat/Date/Lot Code, this seems to be a duplicate of batch and date of manufacture (DofM).

GA-ASI: Suppliers may have different methods/definitions/forms of product traceability. Based on these various business practices, GA-ASI has provided multiple options for suppliers to provide their traceability data.

Examples of tractability data include:

- Batch and Lot code may be the same field
- Date Code may be an abbreviation of DofM
- Heat Code is usually reserved for raw material

Batch and DofM are not duplicate fields:

- Batch is an identifier of an unique grouping of material
- DofM is the date when a product was made. DofM format should be MM/DD/YYYY (e.g. 12/18/2015).

## GENERAL PACKING SLIP/PACKAGING LABELS:

**25. Do the barcoded packaging label and packing slip have the same data field/barcode requirements?**

GA-ASI: No, the packing slip has additional required barcoded fields that the packaging label does not require. Reference Appendix A (Required Data Fields & Barcoded) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

**26. How close should the barcodes be on the packing slip and/or label?**

GA-ASI: There should be enough space between each barcode to be able to uniquely scan/identify with a barcode reader. Rule of thumb is to provide additional white space.

**27. What happens when there is a fold or crease on the barcode?**

GA-ASI: The barcode may be damaged and not able to be scanned, deeming it as unusable. Suppliers should carefully fold documentation appropriately to prevent any folds, creases, or damage to the barcodes. Reference Appendix C (Associated Documentation Fold Techniques) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

**28. Can I use a barcode font type in Microsoft Word for the printout?**

GA-ASI: Yes, you can use Code 39 TrueType barcode font in Microsoft Word to generate the required barcoded label/documentation. Contact your IT department or Microsoft Support (<https://support.office.com/>) for additional information.

**29. Is it required to use two dimensional (2D) barcodes? If so, can I use 2D barcodes?**

GA-ASI: No, 2D barcodes are not required. However, if the supplier does send 2D barcodes, GA-ASI will accept them on their packing slip and packaging labels.

## PACKING SLIP:

**30. Do the barcodes have to be printed on the packing slip?**

GA-ASI: No, we would accept a label or 8.5x11" printout attached (e.g. stapled) to the supplier's packing slip with all required packing slip data fields and barcodes populated. GA-ASI templates for the barcoded packaging label and packing slip are available at 'GA-ASI Barcoded Label Template' link on <http://www.ga-asi.com/supplier-barcode-packaging-specification>.

**31. Can the packing slip label be printed on an 8.5x11" sheet of paper?**

GA-ASI: Yes, the packing slip label may be printed on an 8.5x11" sheet of paper and attached (e.g. stapled) to the supplier's packing slip. However, the packaging label must be printed on label stock.

**32. When there are multiple boxes shipped for the same order, do all boxes require their own packing slips?**

GA-ASI: No, one packing slip per shipment will suffice, as long as the packing slip is included in at least one of the boxes and clearly identifies the number of boxes associated with the shipment.



## PACKAGING LABEL:

### 33. Is a 4x2" label size required?

GA-ASI: No, the acceptable label sizes include 4x2", 4x4", or 4x6". A waiver can be granted for different label sizes as long as all required data fields and barcodes are provided. Reference 'Label Size' topic in Section 3 (Key Specifications) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

### 34. How do I determine how many labels are required?

GA-ASI: Reference 'Number of Labels' topic in Section 3 (Key Specifications) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

### 35. Where should I attach the barcoded packaging label?

GA-ASI: Reference 'Label Placement' topic in Section 3 (Key Specifications) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document. Examples can be found in Appendix D (Packaging and Marking Examples) within the same document.

## TEMPLATE SUBMITTAL:

### 36. Am I required to submit a mockup/example of both the barcoded packing slip and packaging label?

GA-ASI: Yes, ALL suppliers are required to submit examples of their packaging label and slip to GA-ASI for pre-approval.

### 37. What do I do if some of the data fields/barcodes are non-applicable to our company?

GA-ASI: This is acceptable only for the material attribute data fields. (e.g. supplier does not handle serialized/UII parts, expiring material, etc.). The list of material attribute data fields can be found in the Appendix A (Required Data Fields & Barcoded) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

**NOTE:** It is the supplier's responsibility to identify all material attribute data fields that are non-applicable to their company. When emailing your template, please provide an explanation as to why the field(s) are not applicable.

### 38. If a gap/issue is identified with a supplier's barcoded packaging label or packing slip, can the supplier correct it via email?

GA-ASI: Yes, the supplier can email the corrected barcoded packaging label and/or packing slip to SM-GA-ASI-Barcode-Team@ga.com.

### 39. How will this apply to new suppliers?

GA-ASI: New suppliers will be notified via a 'Supplier Barcode Notification Letter' and provided with a 90-day grace period to comply. For additional information, please send an email to SM-GA-ASI-Barcode-Team@ga.com

### 40. Does this apply if I am not a supplier for GA-ASI, but have worked with EMS or GA corporate?

GA-ASI: No, not at this time. However, if you are a supplier that works with both GA-ASI and EMS or GA corporate, it is a requirement.

**NOTE:** EMS and GA corporate will be enforcing similar requirements in the near future. Contact your EMS or GA corporate buyer for additional details.

## **SHIPPING LABELING REQUIREMENTS:**

- 41. Do these requirements supersede any contract or purchase order requirements for packaging or labeling instructions (e.g. part, S/N, UII labels)?**

GA-ASI: No, these requirements are in addition to any contract or purchase order requirements (e.g. part, s/n, UII labels).

- 42. Do these requirements supersede any United State Military Standard (MIL-STD) packaging or shipping labels?**

GA-ASI: No, these requirements are in addition to any MIL-STD packaging or shipping labels requirements.

- 43. Do these requirements supersede any shipping carrier (e.g. UPS, FedEx, DHL) specific labeling requirements?**

GA-ASI: No, these requirements are in addition to any shipping carrier labeling requirements.

- 44. Do these requirements supersede any Certificate of Conformance (CoC) requirements?**

GA-ASI: No, these requirements are in addition to the Certificate of Conformance

## **GA-ASI BARCODED TEMPLATES:**

- 45. Are there templates for printing the barcoded packaging label or packing slip?**

GA-ASI: Yes, BarTender by Seagull Scientific templates are available online at the 'GA-ASI Barcoded Label Template' link on <http://www.ga-asi.com/supplier-barcode-packaging-specification>. For additional help contact your IT department or Seagull Scientific.

- 46. Is there training on how to create a barcoded label using the GA-ASI provided template?**

GA-ASI: Yes, a training video is included with the GA-ASI templates and data source files for the barcoded packaging label and packing slip. The training is available online at the 'GA-ASI Barcoded Label Template' link on <http://www.ga-asi.com/supplier-barcode-packaging-specification>. For additional help contact your IT department or Seagull Scientific.

- For mass printing, it will require the supplier to export data from their source system and import it into the BarTender software

- 47. What displays on the template when my source data file (.xls) has [blank] fields?**

GA-ASI: There is logic in the GA-ASI label templates to display 'N/A' when there is no data in the field.

**NOTE:** It is the supplier's responsibility to identify all material attribute data fields that are non-applicable to their company. When emailing your template, please provide an explanation as to why the field(s) are not applicable.

- 48. Where should I attach the printed GA-ASI barcoded label templates?**

GA-ASI: Reference 'Label Placement' topic in Section 3 (Key Specifications) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document. Examples can be found in Appendix D (Packaging and Marking Examples) within the same document.

For packing slip labels, either the 8.5x11" printout or an unpeeled label shall be attached (e.g. stapled) to the supplier's packing slip paperwork.

**49. Why is the website trying to load as a secured site?**

GA-ASI: The website is not located on a secured site. Please verify that you have entered 'HTTP' as opposed to 'HTTPS' in your web browser address bar. Entering 'HTTPS' will attempt to incorrectly load the URL to a secured site which displays an error message when loading.

**TYPES OF MATERIAL:**

**50. Does this apply to suppliers that provide software or services?**

GA-ASI: No, this is a requirement for all goods physically delivered to a GA-ASI facility. Internally, the purchase order will indicate when the item requires a good receipt transaction.

**51. Does this apply when GA-ASI purchases a packaged solution (includes hardware, software, services)?**

GA-ASI: Yes, when hardware is included in the packaged solution and is physically delivered to a GA-ASI facility. When the packaged solution only includes software and/or services this is not a requirement

**52. Does this apply to raw material?**

GA-ASI: Yes, this is a requirement for all goods (including raw materials) physically delivered to a GA-ASI facility.

**53. Does this apply to "kitted" parts?**

GA-ASI: Yes, this is a requirement for all goods (including kits) physically delivered to a GA-ASI facility. Reference Section 4.3 (Part Kits) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

**54. If the item ordered is an indirect material (non-production/does not have a GA-ASI material master), do these requirements apply?**

GA-ASI: Yes, this is a requirement for all goods physically delivered to a GA-ASI facility. For this scenario, the supplier is required to provide their own part number and description information.

**55. Do these requirements apply to Outside Processing (OSP) suppliers?**

GA-ASI: Yes, OSP suppliers are in-scope if they provide goods that are physically delivered to a GA-ASI facility.

**SHIPMENT/ORDER TYPES:**

**56. Does this apply to partial shipments?**

GA-ASI: Yes, this is a requirement for all goods (full and partial order deliveries) physically delivered to a GA-ASI facility. Suppliers are required to send barcoded labels and packing slips that accurately reflect the shipped quantity.

**57. Does this apply to items that are drop shipped?**

GA-ASI: Yes, this is a requirement for all suppliers that drop ship items that are physically delivered to a GA-ASI facility.

**58. Does this apply to a blanket Purchase Order?**

GA-ASI: Yes, this is a requirement for all goods physically delivered to a GA-ASI facility procured on a blanket Purchase Order.

## **ADVANCE SHIPPING NOTICE (ASN):**

### **59. For suppliers on the GA-ASI SNC (supplier portal) that use Advanced Shipping Notice (ASN), will/can the barcodes be part of the ASN form?**

GA-ASI: Technically yes, however at this time we require the updates to the supplier's packing slip or a separate label (with all required packing slip fields/barcodes) to be attached to the packing slip.

## **WAIVER PROCESS:**

### **60. When would I request for a waiver?**

GA-ASI: Supplier would request for a waiver for the following two (2) scenarios:

- a) Deviating from the recommended **Label Size**
  - Reference 'Label Size' topic in Section 3 (Key Specifications) in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.
- b) Requesting an exemption for a data field and/or barcode requirement
  - Reference 'Appendix A-Required Data Fields & Barcodes' in ASI-12014: GA-ASI Supplier Barcode Packaging Specification document.

### **61. How do I make a request for the waiver form?**

GA-ASI: Send a request for the waiver form via email to SM-GA-ASI-Barcode-Team@ga.com

### **62. What is the waiver review process?**

GA-ASI: All completed waiver forms are reviewed on a case-by-case basis to determine validity of their justifications. As part of the review, it will be determined whether or not the supplier can use the 'GA-ASI Label Templates.' The decision of the waiver review process will be provided to the supplier with reasons for rejection (when applicable).

Below are the different waiver types and durations:

- **Waivers Types**
  - a) PARTIAL EXEMPTION: Some GA-ASI approved data fields and/or barcodes are exempt from being provided
  - b) FULL EXEMPTION: ALL data fields and barcodes are exempt from being provided
- **Waiver Durations**
  - a) TEMPORARY: GA-ASI approved timeline, once timeline has expired supplier will be reassessed for compliance of requirements
  - b) PERMANENT: Indefinite waiver, with no expiration date

### **63. Once approved for a waiver, what does the supplier do next?**

GA-ASI: Once a supplier is approved for a waiver, they must submit a copy of the approved waiver form with every shipment sent to a GA-ASI facility.

At the discretion of GA-ASI, failure to meet any of the foregoing requirements, or those specified on supplementary drawings may be sufficient cause for rejection of shipment. Rejections may result in return of product to the supplier and/or request for immediate shipment of replacements at the supplier's expense. Rejections may impact the suppliers' rating, if applicable.

**64. Must I submit a waiver for a label that does not conform to the recommended label size?**

GA-ASI: Yes, the supplier must submit a waiver form. A waiver may be granted for different label sizes as long as all required data fields and barcodes are provided.

**ADDITIONAL INFORMATION:**

**65. Where can I find the GA-ASI Supplier Barcoded Packaging Specification and FAQs documents?**

GA-ASI: All applicable files are located on the GA-ASI external supplier website (<http://www.ga-asi.com/supplier-barcode-packaging-specification>)

**66. Where can I find the Quality Clause and Barcode Specification Language?**

GA-ASI: Quality Clause and Barcode Specification Language are located on the GA-ASI external supplier website (<http://www.ga-asi.com/supplier-barcode-packaging-specification>)

**67. Will the current GA-ASI receiving kick/count/verification process be impacted? Will receiving continue to scan applicable barcoded labels found physically on the material (e.g. part, S/N, UII)?**

GA-ASI: There is no impact or change to receiving's kick/count/verification process. Yes, receiving will continue to scan the barcoded labels found on the material (e.g. part, S/N, UII).

**68. How does this benefit the supplier?**

GA-ASI: This expedites GA-ASI's receipt process by eliminating manual data entry, while reducing data quality errors. This results in faster confirmation of receipts, thus allowing accounts payable to obtain applicable data to potentially *process and issue supplier payments faster*.

**69. What if the supplier chooses not to respond or comply with these barcode requirements?**

GA-ASI: Failure to comply or obtain a waiver for requirements defined in ASI-12014: GA-ASI Supplier Barcode Packaging Specifications document *may impact your opportunity for future business with GA-ASI*.

**70. Who do I contact if I have a question?**

GA-ASI: Please review ASI-12014: GA-ASI Supplier Barcode Packaging Specification document and this FAQ document as many of your questions may already be answered. For additional questions, please send an email to [SM-GA-ASI-Barcode-Team@ga.com](mailto:SM-GA-ASI-Barcode-Team@ga.com)