Topic: **GENERATING IN-HOUSE BARCODES**

Barcodes are machine-readable graphics representing a number that can be used to identify products in your inventory. Uniwell POS terminals can store a large quantity of items (PLUs) that have a valid barcode number, allowing them to be quickly 'read' by a scanner attached to the POS, with Uniwell Lynx providing extensive item database management facilities.

However, many local retailers have products that they produce themselves, or purchase, that do not come with a standard barcode printed on the packaging by a manufacturer. If they wish to create a barcode that can be adhered to the product (for easier registration at the POS), there are certain things that are needed:

- A basic understanding of retail standard barcode formats (typologies)
- The ability to create a 'valid' barcode (with a correct check digit)
- Label printing software that converts the designated number into a proper barcode

FAQ: What are the standard barcode formats typically used in retail that are recognised by Uniwell POS terminals?

- *The most common standards used on consumer products are EAN (European Article Number) barcodes – either EAN-13 (13 digit), EAN-8 (8 digit) or UPC-A (Universal Product Code) 12 digit barcodes*
- *For examples and more information, please see: www.gs1.org/standards/barcodes/ean-upc*

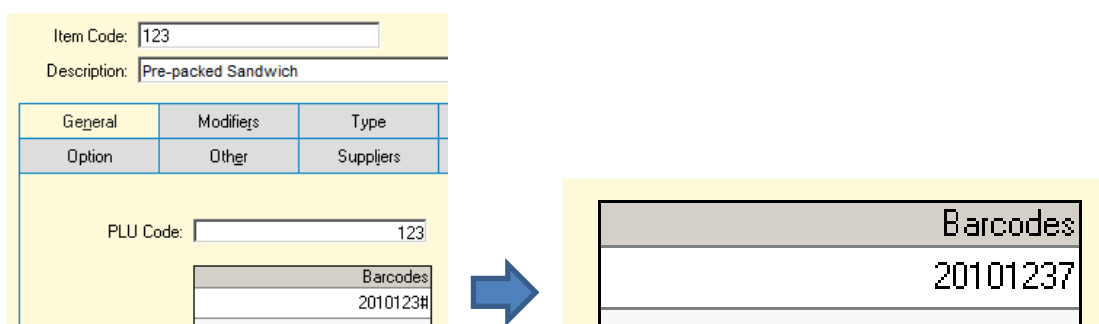FAQ: Does it matter what numbers I use as in-house barcodes?

- ***YES**, there are 2 factors that are important when deciding on the number sequences to be used for barcodes*
  1. *The number MUST be unique (2 individual products in your inventory should not have the same barcode)*
  2. *The last digit of the barcode is a calculated 'check digit' that barcode scanners use to check its validity*
- *To ensure that barcodes can be created for a local environment that don't conflict with a manufactured product that a store might purchase in, the international standard allows EAN barcodes that start with '2' and '02' to be solely used in-house. No manufacturer is assigned these numbers for use with mass-produced products*
- *Therefore Uniwell Lynx users that wish to generate barcodes should use numbers between 2000000 and 29999999 (8th number = check digit) or 2000000000000 and 2999999999999 (13th number = check digit)*

EXAMPLES OF VALID BARCODES THAT CAN BE USED IN-HOUSE:

FAQ: How do I create a valid barcode number to be associated with my product in Uniwell Lynx?

- *Go to the Items grid, select the item that you wish to add an in-house barcode to, and press Modify*
- *In the Barcodes section of the screen, enter the first 7 digits of the desired EAN-8 code (or 12 digits if you want to use EAN-13 codes) and then enter a # in place of the last digit (see image below)*
- *Press the down arrow and the valid check digit will be calculated – which means your in-house barcode is ready for printing*

FAQ: How can I print this barcode and stick in on my product?

- *Uniwell Lynx has an Export Data > Items for Label Printing facility (File menu) that allows Item description, price, barcode and other information to be exported in a CSV format, and then imported into selected label printing software*
- *Contact POSLynx, Uniwell POS Australia or your local Uniwell support provider to discuss what software, printer and labels would best suit your requirements*