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# BARCODING CHECKLIST

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**Need assistance? Reach out to our team**

**Contact us on : +91 93730 35540**

**We work from Monday to Friday 10 a.m to 6 p.m**

# BARCODING CHECKLIST

## How does Barcode work?

A Barcode essentially is a way to encode information in a visual pattern that a machine can read. The combination of black and white bars (elements) represents different text characters which follow a set algorithm for that barcode type. If you change the sequence of elements you get a different text. A Barcode scanner reads this pattern of black and white that is then turned into a line of text your computer can understand.

## Does Barcode reflect the price of the item?

A Barcode can hold any type of text information you encode but with the product label the price is not usually encoded. The barcode will denote what product it is and your POS software or database will have pricing information associated to this.

## What is a 1D (linear) barcode? What is a 2D barcode?

A 1D (linear) code is the typical “picket fence” style barcode that people are most familiar with. There are several versions of 1D codes and some encode only numbers while others can encode any keyboard character. All the information in the code is organized horizontally from left to right. These types of codes can be read by any type of barcode scanner. 2D barcodes are a bit more complex as they organize information vertically and horizontally. This allows 2D codes to hold much more information and take up less space than a 1D code. 2D codes require an imager scanner to be read properly.



## Benefits of getting a Barcode

- Helps with a faster listing of products on e-commerce platforms.
- Meets prerequisite to doing business with modern trade retailers.
- Facilitates accurate and faster billing at retail billing counters.
- Empowers search engines to provide more precise search results, increasing the visibility of products online.
- Gives an international look and feel to products.
- Enables automated data capture with 100% information accuracy. This helps eliminate human errors, offering a reliable way to read encoded information.
- Ensures correct consignment dispatches as per customer orders.
- Supports accurate real-time stock management for manufacturers/suppliers and retailers.
- Helps meet several buyer/regulatory compliance requirements internationally and nationally.
- Allows efficient track & trace and recall of all product types (e.g. consumer products, medical devices, pharmaceuticals, food, electronics, alcoholic beverages, etc.) helping ensure patient and consumer safety.
- Optimised inventory management – as product packages feature barcodes, businesses can use the technology to maintain accurate control over inventory. For example, warehouses and retailers can scan barcodes when products arrive and leave, to take a record of inventory. Some companies link their inventory control to online portals so that they can instantly update package status.

## How to ensure good quality Barcode?

As a general guide the following should be checked to avoid common barcode problems:

- Sizes of the white spaces to the left and right of each barcode
- Sufficient contrast between bars and spaces (background)
- Correct colour choice for bars and spaces
- Barcode construction
- Barcode height – any reduction of bar height impairs reading efficiency
- Packaging – wrapping prevents the access of the light beam of the scanner (package welding, printed borders, etc.)
- Deteriorated code (flecks, blots, wrinkling, etc.)
- Inadequate symbol positioning (mainly on cylindrical packaging)

## List of documents and information required for getting a barcode:

(Which information and documents are required for getting a barcode?)

- Applicant Company's PAN card or proprietor's PAN card for a proprietorship firm or PAN card of the firm
- Copy of latest audited balance sheet
- Letter on letterhead requesting barcode allotment
- Proof of Status of the Applicant:
  1. For Proprietorship Firms: GST registration certificate
  2. For Partnership Firms: GST registration certificate or partnership deed
  3. For Private/Public Ltd. Company: GST registration certificate and Registrars of Companies (ROC) certificate or Memorandum of Association (MOA)
  4. For other entities (e.g. Registered Society, HUF etc.): GST registration certificate or Registrar of Society (ROS) certificate
  5. Details of the product i.e. its size, quantity, description, price, etc.
  6. Number of barcodes required

## FAQs

**Q: Is it mandatory to get barcodes?**

A – It is not a mandatory requirement. But if you are selling your products through a supermarket or a mall, they might insist you on providing barcodes, for ease of billing and various other reasons.

**Q: What is the cost of getting barcodes?**

A – Cost of barcodes depends on various factors such as type of product, information to be included in the barcode, type of barcode, number of barcodes required, size of barcode, etc.

**Q: Are the prices of products included in the barcode?**

A – Generally, prices are not included in the barcode. The barcode represents the number that simply identifies the item uniquely. All the information about a product is held in a computer database. By scanning the barcode, this information (including the description and price) may be retrieved from the database.

**Q: Are all barcodes the same?**

A – All barcodes represent data in a machine-readable format using patterns of different widths of dark bars and pale spaces. Some show the data only using the different widths of the bars, some have only two different widths of bars and spaces, some can only represent numbers, while others can show alphanumeric data.

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Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey!

Should you require any further assistance, please feel free to reach out, and we will be delighted to assist you!

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