

ALEC 2.0 SUBMISSION COMPLETION GUIDE



RFID LAB

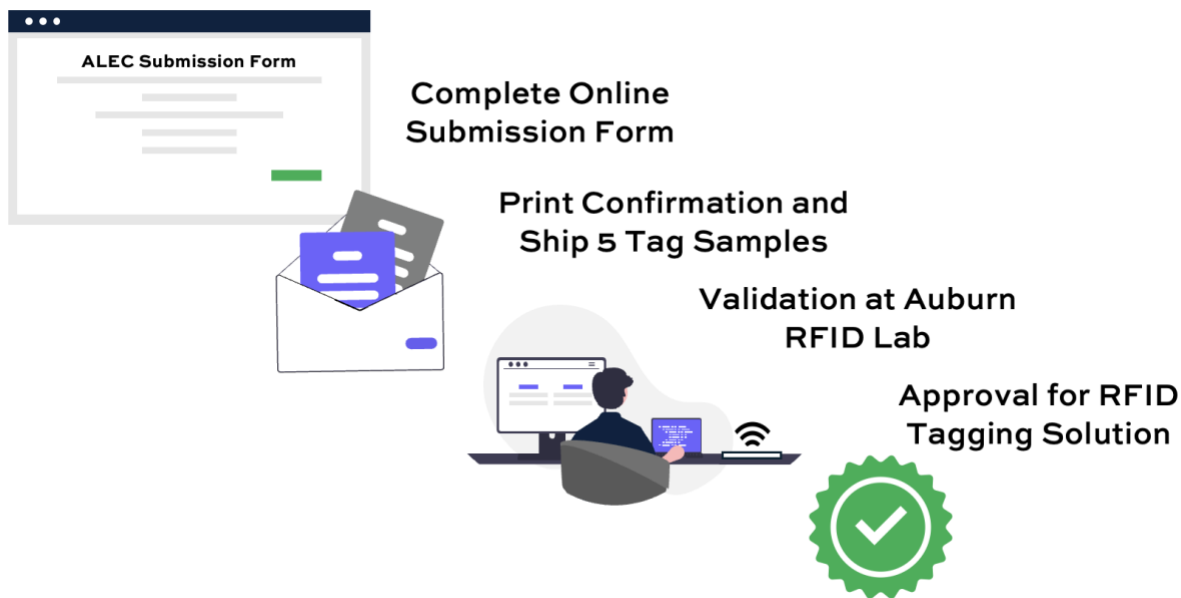
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Section 1: ALEC Overview

What is the ALEC Program?

The **ALEC Program** is a **validation** and **support** program to ensure RFID-enabled product packaging meets the requirements of an end user's deployment. Tens of billions of RFID tagged products flow through the supply chain every year, and successful execution is critical to enable the benefits of RFID technology.



The ALEC program validates compliance to the following requirements:

- ✓ RFID Inlay Spec
- ✓ RFID Tagging Location
- ✓ RFID Tag Encoding
- ✓ EPC Logo Visibility
- ✓ Permalocking
- ✓ Serialized 2D Barcodes (if applicable)

What's New with ALEC 2.0?

Historically, product suppliers have been responsible for creating and managing their ALEC submissions. ALEC 2.0 allows packaging providers to register and submit to ALEC on behalf of the product suppliers they service.

If a product supplier is responsible for their own RFID-enabled packaging, they can still submit by selecting "In-House Printing" in the submission form.

1a: Complete the ALEC 2.0 Submission Form

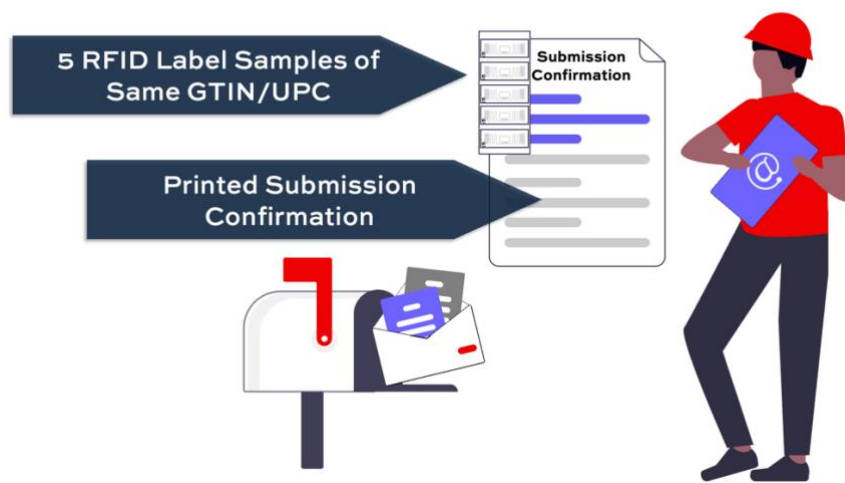
In ALEC 2.0, the Packaging Provider will complete the ALEC Submission Form on behalf of the Product Supplier. The Packaging Provider and Product Supplier should align on all information required, such as like-item groupings and retailer vendor numbers. If the Product Supplier is responsible for their own RFID-enabled packaging, they can still submit by selecting “In-House Printing” in the packaging provider field.

All Packaging Providers must register here prior to submitting.



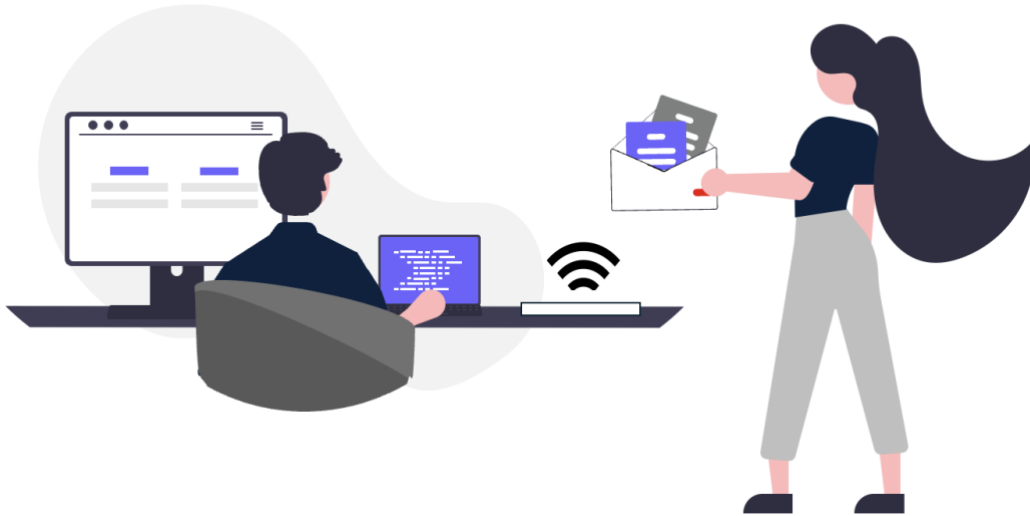
1b: Print Submission Confirmation and Ship Samples

Once the ALEC 2.0 Submission Form has been completed, the email confirmation of the submission form should be printed and mailed with 5 RFID label samples to the RFID Lab.



1c: ALEC Validation at Auburn RFID Lab

Upon receipt, please allow 10 business days for the Auburn RFID Lab to validate the submission. Submission progress can be tracked [HERE](#).



If the submission fails ALEC validation, the Packaging Provider must resubmit. The Product Supplier will **not** be notified if a submission fails.



1d: Supplier Approval Claim Process

If the submission is approved, the Packaging Provider will receive a notification, and the Product Supplier will receive an email prompting them to accept or decline the submission.



1e. Final Confirmation

If the Product Supplier accepts the submission, the Packaging Provider and Product Supplier will receive a final confirmation of the ALEC approval via email.



Section 2: What To Know Before You Submit

2a: Review Your Product Suppliers' RFID Playbook

Retailer RFID playbooks should be made available directly from the retailer to the Product Supplier. The RFID playbook will provide retailer-specific guidance on RFID requirements, including RFID tag specs, tagging locations, encoding, and more.

2b: ALEC 2.0 Submission Form Access Code(s)

Access codes to submit will be made available to each registered Packaging Provider. If you have not registered, you can do so [here](#). Each access code is good for ONE submission and cannot be reused. An access code is valid until the submission form has been submitted. Access codes should not be shared with anyone outside of your company.

After the pilot has concluded, feedback will be utilized to determine a roll out plan for the ALEC 2.0 Process.

2c: Ensure You're a Registered RFID Packaging Provider

If your company is registered, your company name will appear in the "RFID Packaging Provider" dropdown on the submission form.

If you do not see your company in the drop-down, you will need to complete the [RFID Packaging Provider Registration Form](#).

IN-HOUSE PRINTING: If you are a Product Supplier who is responsible for your own RFID-enabled packaging, please select "In-House Printing" in the "RFID Packaging Provider" dropdown and provide a description of your In-Plant Printing Method.

2d: Acquire All Relevant Product Supplier Information

If you are a Packaging Provider, work with your Product supplier to acquire all the below necessary information that is relevant to them.

- Product Supplier Contact Name
- Product Supplier Contact Email
- GTIN/UPC for the Product Suppliers Item(s)
- Product Supplier Brand Name
- Product Supplier Brand Type
- Product/Packaging Materials (Metal, Liquid, Glass, Foil)
- Product Supplier Retailer(s)
- Product Supplier ID (Unique to each retailer)
- Product Department (Unique to each retailer)
- [Item File](#) (All like-item UPCs to the representative item being submitted)

2e: Group Like Items Together

A submission can represent multiple GTIN/UPCs if each GTIN/UPC has the same:

- Product Supplier
- Brand (Same GS1 Company Prefix)
- Packaging Type
- RFID Packaging Provider

- Inlay Model
- Inlay Spec
- Tagging Location

Please select **ONE Representative GTIN/UPC** to fill out the form with. Any [like-items](#) can be added to the submission in the [Item File](#).

Any like items that contain metal, liquid, glass, and/or foil that the Representative Item does not, **CANNOT** be added to this submission and **MUST** be submitted separately in a different submission.

2f: Determine The Best RFID Tagging Location for Each Product

Please see the RFID Tagging Guidelines below for advice on where to place the RFID Tag on the product/packaging:

[Auburn University RFID Lab General Merchandise Tagging Location Guide](#)
[GS1 Apparel & General Merchandise Implementation Guideline](#)

If you are still unsure where to tag the product, please fill out the [ALEC Contact Form](#).

2g: Prepare To Ship RFID Tag Samples

You will be required to send a copy of the form with 5 fully encoded RFID Tag Samples per inlay model selected on the form.

You will need to create a shipment *before* you submit the form so that you can complete the “Shipment Carrier” and “Shipment Tracking Number” fields.

2h: Confirmation Email

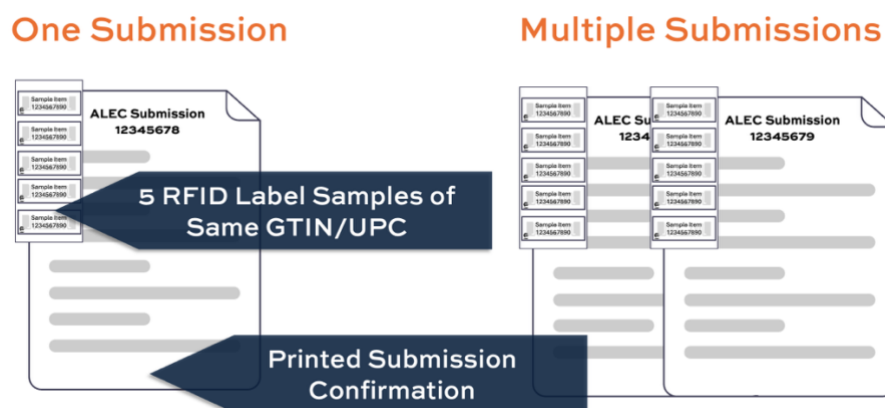
After submitting, you will see a thank you page and receive a confirmation email with your submission details and next steps.

If you did not see the thank you page or receive a confirmation email, please contact us at alec@rfidlab.org.

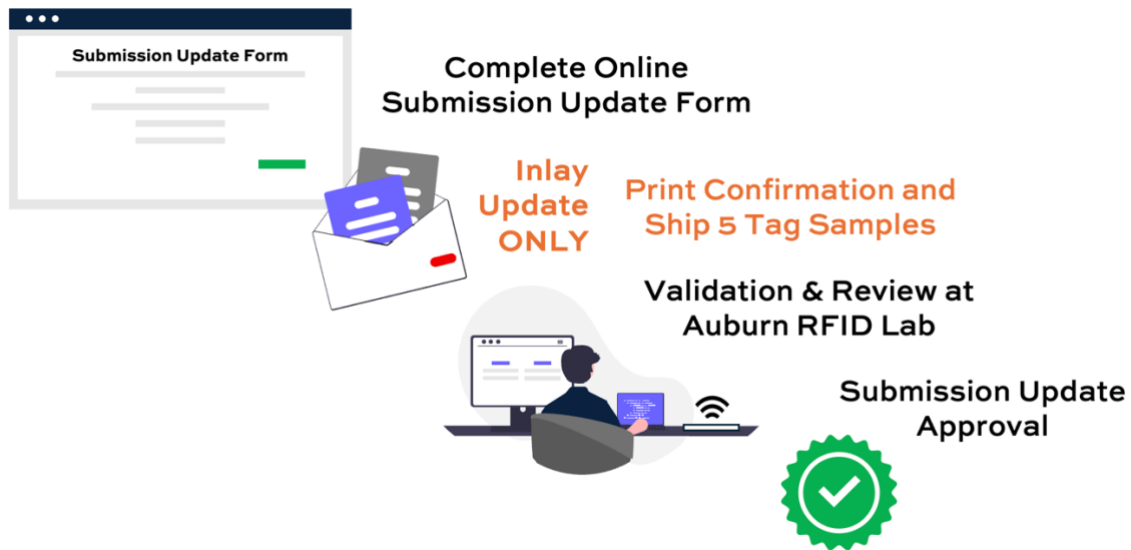
2i: Shipping your Submission

Please be prepared to ship five RFID tags per inlay model selected and a printed copy of the PDF that is attached to the confirmation email.

If more than one submission is being sent in a shipping package, please divide each submission (RFID samples and confirmation PDF) into folders within the package. Each folder within the package should only contain one submission.



Section 3: Submission Update



3a: Overview

The [Submission Update Form](#) allows the Product Supplier to update the Inlay Model, Tagging Location, or Retailer for previously approved ALEC submissions.

To submit this form, you will need the Approval ID and Submission ID for the Submission that is being updated.

ALEC Submissions created AFTER December 31st, 2022 & any ALEC 2.0 Submission that has been APPROVED & ACCEPTED by the Product Supplier is eligible for the Submission Update process.

3b: Inlay Model Update

Allows the Product Supplier to add new inlay models/update the Spec for a previously approved ALEC Submission.

Updating the Inlay Model **WILL REQUIRE** new RFID Tag Samples be sent to the Auburn University RFID Lab for approval.

3c: Tagging Location Update

Allows the Product Supplier to update the tagging location for a previously approved ALEC Submission.

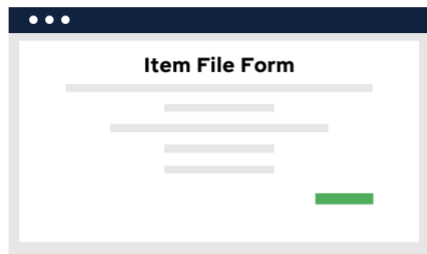
Updating the Tagging Location **WILL REQUIRE** photos of the new tagging location & a visible EPC logo on the exterior packaging.

3d: Retailer Update

Allows the Product Supplier to add additional retailers to a previously approved ALEC Submission.

Adding additional Retailers **WILL REQUIRE** that the inlay model approved for the original Retailer meets the Spec requirement for the new Retailer.

Section 4: Item File Update



Complete Online Item
File Update Form



Review by Auburn RFID
Lab

Item File Update
Approval



4a: Overview

The [Item File Update Form](#) will allow the Product Supplier or Packaging Provider to add like-items to a previously approved ALEC Submission.




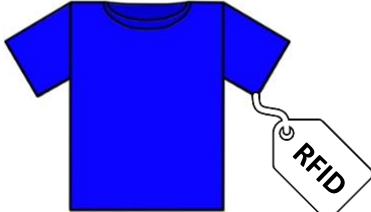
Like-Items: Items that have the same:

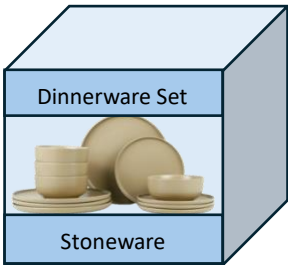
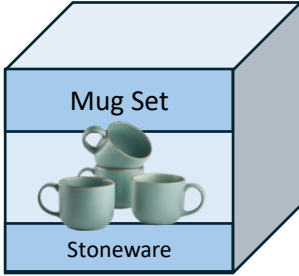
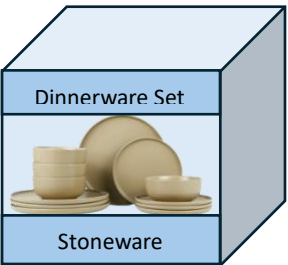
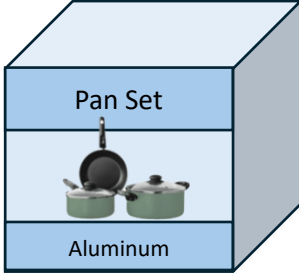
- Product Supplier
- Brand (Same GS1 Company Prefix)
- Packaging Type
- RFID Packaging Provider
- Inlay Model
- Inlay Spec
- Tagging Location

If items differ in their metal, liquid, glass, and/or foil content, they are **not** considered like items and must be submitted separately.

To submit the item file update form, you will need the Approval ID and Submission ID associated with the Item File that is being updated.

4b: Like-Item Examples

Example 1: Like-Items	
Item 1	Item 2
	
Example 1: Non-Like-Items (Different Tagging Locations)	
Item 1	Item 2
	

Example 2: Like-Items	
Item 1	Item 2
	
Example 2: Non-Like-Items (Different Product Materials)	
Item 1	Item 2
	

Section 5: Form Field Explanations

5a: Access Code

Access Code

Enter the 7-Character Access Code provided to the RFID Packaging Provider.

5b: RFID Packaging Provider Information

RFID Packaging Provider

Enter the name of the Company that is providing the finished RFID Tag that will be applied on the Product Suppliers items.

RFID Packaging Provider Contact Name

Enter the Contact Name for the RFID Packaging Provider who is submitting the Product Suppliers item for approval.

RFID Packaging Provider Contact Email

Enter the Contact Email for the RFID Packaging Provider who is submitting the Product Suppliers item for approval.

5c: Product Supplier Information

Product Supplier Company Name

Enter the Company Name for the Product Supplier whose item is being submitted for approval.

Product Supplier Contact Name

Enter the Contact Name for the Product Supplier whose item is being submitted for approval.

Product Supplier Contact Email

Enter the Contact Email for the Product Supplier whose item is being submitted for approval.

5d: Shipping Information

Shipment Carrier

Enter the Shipment Carrier that is being used to ship the RFID Tag Samples and Submission Form(s) to the Auburn University RFID Lab for approval.
(e.g. UPS, FedEx, DHL, USPS, etc.)

Shipment Tracking Number

Enter the Tracking Number assigned by the Shipment Carrier for the package containing the RFID Tag Samples and Submission Form(s) being sent to the Auburn University RFID Lab for approval.

5e: Product Information

GTIN/UPC

Enter the GTIN/UPC for the Representative Item that is being submitted for approval. The check digit should be removed from the GTIN/UPC in this field.

Brand Name

Enter the Brand Name for the Representative Item that is being submitted for approval. (e.g. Hanes, Nike, Samsung, Lego, etc.)

Brand Type

Enter the Brand Type associated with the Brand Name of the Product Suppliers item.

Private/Vertical: A brand owned and sold exclusively by a particular retailer, also known as store brands or house brands.

(e.g. Great Value – Walmart, Kirkland Signature – Costco, Archer Farms – Target)

National: A brand owned and marketed by a manufacturer, widely recognized and available across various retail stores and online platforms.

(e.g. Coca-Cola, Nike, Kellogg's)

Packaging Type

Enter the Packaging Type for the representative item that is being submitted for approval.

(e.g. Box, Hang Tag, Adhesive Label, Belly Band, etc.)

In the event that the Representative Item has multiple Packaging Types (e.g. Pants with an Adhesive Size Strip and a Hang Tag) please select the Packaging Type that will contain the RFID Tag.

Does Product Contain Metal?

Select if the Representative Item that is being submitted for approval contains any metal components or materials. If yes, describe what the metal is and where it is in the product.

Does Product Contain Liquid?

Select if the Representative Item that is being submitted for approval contains any liquid. If yes, describe what the liquid is and where it is in the product.

Does Product Contain Glass?

Select if the Representative Item that is being submitted for approval contains any glass components or materials. If yes, describe where it is in the product.

Does Product Contain Foil?

Select if the Representative Item that is being submitted for approval contains any foil components or materials. If yes, describe where it is in the product.

Does Packaging Contain Foil?

Select if the packaging for the Representative Item that is being submitted for approval contains any foil components or materials. If yes, describe where it is in the packaging.

RFID Tagging Location

Enter the location on the product/packaging where the RFID tag will be placed.

Internal: The RFID tag is inside the product's packaging or within the product itself and is usually not visible from the outside of the product/packaging.

External: The RFID tag is on the outside of the product or its packaging and is usually visible from the outside of the product/packaging.

5f: Retailer/Inlay Information

Retailer

Select all Retailers enrolled in the ALEC Program that the Product Suppliers item is being submitted for.

Product Supplier ID

Enter the Supplier ID for the Product Supplier. The Supplier ID will be unique to each Retailer.

If multiple Retailers are selected, the Supplier ID will need to be entered for each Retailer selected.

If the entered Supplier ID comes back as invalid, the Product Supplier will need to reach out to their retailer to confirm they have provided the correct Supplier ID. If the issue persists, please contact us at alec@rfidlab.org.

Retailer Department

Select the Department for the Representative Item being submitted for approval. The Department will be unique to each Retailer.

If multiple Retailers are selected, the Department will need to be entered for each Retailer selected.

Inlay Spec

Select the Inlay Spec for the Inlay Model that is being submitted for approval.

To ensure that the correct Inlay Spec is selected for the Product Suppliers' item being submitted, please review the selected Retailers RFID Playbook.

Inlay Model

Select each Inlay Model that is being submitted for approval.

Please ensure that the selected Inlay Models match the Inlay Model image that is displayed. If the Inlay Model you are submitting cannot be found, that Inlay Model is not approved for the Inlay Spec that was selected.

5g: Files

Tagging Location Photos/Video

Upload images and a video showing all sides of the packaging and where the RFID tag is located on the product/packaging.

If the product/packaging contains any metal, liquid, glass, or foil, this should be highlighted in the images/video.

EPC Logo Location Photos/Video

Upload images and a video showing any EPC logos that are on the product, packaging, and/or RFID Tag.

If the only EPC logo is on the RFID Tag and it is placed on the inside of the product/packaging, a secondary EPC logo will need to be added somewhere on the outside of the packaging.

Item File

Upload the [Item File](#) containing the GTIN/UPC for the Product Suppliers Representative Item and all like-items.

The [Item File](#) is where the GTIN/UPC of any like-items to the Product Suppliers Representative Item need to be entered so that the selected Retailer will recognize those like-item UPCs as ALEC Approved.

Like-Item: Items that have the same Product Supplier, Brand (Same GS1 Company Prefix), Packaging Type, RFID Packaging Provider, Inlay Model, Inlay Spec, and Tagging Location.

Any like-items that contain Metal, Liquid, Glass, and/or Foil that the Representative Item does not, CANNOT be added to the [Item File](#) for this submission and must be submitted separately in a different submission.