# How to Submit a Product Sample to the Auburn RFID Lab

**Start by visiting the RFID Retail Link Supplier Academy Page.**
https://supplieracademy.wal-mart.com/mod/wiki/view.php?id=647
Download the RFID playbook for your department(s). In the playbook you will find the RFID inlay guide, links for the tag placement guide, and the online submission form. **Please follow all guidelines listed in the playbook and submission form for faster service**.

**RFID Playbook (Page 18):** *"Submit one UPC per Submission Form. - Not all UPCs supplied by a supplier requires a validation. Select one representative UPC (SKU) per product supplier, per brand, per packaging type, per packaging agency, per RFID Inlay model, per tagging location. Send 5 inlay samples of the one representative UPC."*

1. **Group your products into like items by packaging type** as per the guidelines in the playbook. For example, if you produce a line of 30 kitchen accessories that are all the same brand (XYZ brand), packaging type (belly band), same RFID tag, and in the same location - **all 30 items can be submitted together by choosing one item as a representative sample for the other like items. A sample of 5 RFID tags must be submitted for each group of like products in each submission.**

2. **Use the item list template submission form** to enter the product information on all the items in the submission. Submission Form.

3. **Follow the RFID inlay guide** in the playbook to determine the right tag for your packaging type. Request tag samples from listed inlay provider or your current packaging provider.

4. **Follow the tag placement guide** link in the playbook to put the RFID tag in the correct location. Inlay Location Guide.
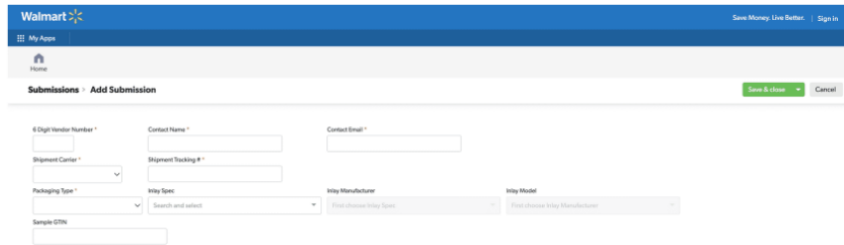
For apparel, please download the guide from Retail Link Supplier Academy Page

# RFID - Tag Validation

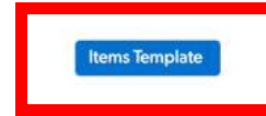## Walmart RFID Submission Form

## Download Item Submission Template





Go to the Submission form and provide all the required fields on the Walmart RFID Submissions Form.

Download the Items Submission Template by clicking the Items Template button.

# RFID - Tag Validation

## Item Submissions Template
### Submitting Items



| A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UPC | WM Item # | Brand Name | Brand Type | Packaging Type | RFID Inlay Model | Tagging Location | RFID Packaging Provider | Do the products contain metal | Do the products contain liquids | Do the products contain glass | Do the products contain foil | Does the products packaging contain foil |

Open the file and provide a complete list of <u>all items</u> that are represented by this UPC (including the submitted UPC).

They should all have the same product supplier, brand, packaging type, packaging provider, and RFID inlay.

## Items Submission Template
### Saving the File

To add your item information;

- Open the template
- Fill in all data
- Save file as a .csv format. Do not use .csv UFT-8 (all other saved fromats will be rejected)
- Attach file to the request.

**Items Template**

Items Attachment (.csv Format )
(Non UTF-8 Format) *

Choose File  No file chosen

**Save the file with your changes in .csv format (do not rename the file). Then, upload it to the submission form. Ensure all UPCs are correct with no check digits.**

# RFID - Tag Validation

## Upload Photos & Videos



Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Photo Attachment

Choose File | No file chosen

Video Attachment

Choose File | No file chosen

Upload a minimum of **6 high-quality photos and one video** of the one representative sample item (not photos of all items) that clearly shows the dimensions and composition of the product and packaging in relation to the location of the RFID tag.

Note: Refer to the Tagging Location Photo/Video Guidelines for more details.
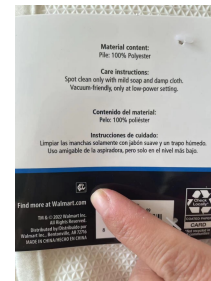
# RFID - Tag Validation

## Review Checklist

Review the Checklist to make sure you've met the requirements. All required product and RFID information, including the Items Submission Template and Tagging Location Photos/Video, must be provided before submitting the form.

**Helpful Hint:** You **cannot** make changes to the form once it has been submitted, so please review all your information carefully.

Checklist *

- [ ] The information and RFID tags submitted are submitted directly by the Walmart Product Supplier.
- [ ] A complete item file that follows the item file template has been provided.
- [ ] Five RFID tags of the representative UPC that mentioned above will be included in the package being sent to Auburn.
- [ ] The tagging location photos submitted show clearly the whole product and the RFID tag's placement on that product and follow the photo guideline.
- [ ] The inlay used in the RFID Tags does not have any damage.
- [ ] The RFID tags include an EPC symbol.
- [ ] All five RFID tags submitted sent to Auburn will be production samples.
- [ ] An email confirmation will be sent after submitting this form. Please print and include the confirmation in the tag shipment to Auburn.
- [ ] Please do not ship any product or product packaging unless specifically requested by the RFID Lab. The ALEC validation process will be significantly delayed if you sent packaging or product with your shipment.
- [ ] A correct/complete item file is provided using the item file template provided above.

# RFID - Tag Validation

## Submit Form

Photo Attachment *

Choose File   No file chosen

Photo Attachment *

Choose File   No file chosen

Video Attachment *

Choose File   No file chosen

Additional Information

Admin

Approval/Validation Status       Approval/Validation Notes

Save & close  ▼   Cancel

Click the **Save & close** button at the top right corner or bottom left corner of the form.

## Mail RFID Tag Samples

If you've successfully submitted the form, you will receive an online confirmation and a confirmation email from QuickBase **(Notify@QuickBase.com**) with your submission number, specific info about next steps, and contact info.

Print and mail a copy of the confirmation with your 5 RFID tag samples of the same item (no product or packaging) to the lab. The lab will contact you on the success/failure of your submission once your sample has been tested. Validation will be completed within 10 business days from the sample delivery at Auburn.

**Helpful Hint:** The validation process will have to be restarted if the validation fails which includes submitting a new form and shipping new samples.

# RFID - Tag Validation

## Sample Mailing Instructions

**Mail your sample to the lab including:**

**1** Five perma-locked RFID tags with the same GTIN (different serial number)

**2** Printed copy of the confirmation document

**3** **Please mail your submission to the following address:**

**Auburn University RFID Lab**
**Attn**: Walmart (Dept) Supplier Validation
1550 E Glenn Ave
Auburn, AL 36849
Phone: (334)-844-7513

Use the shipper tracking number for delivery confirmation. No additional receipt notification will be provided by Auburn. **Incomplete or failed submissions may take longer to process.**
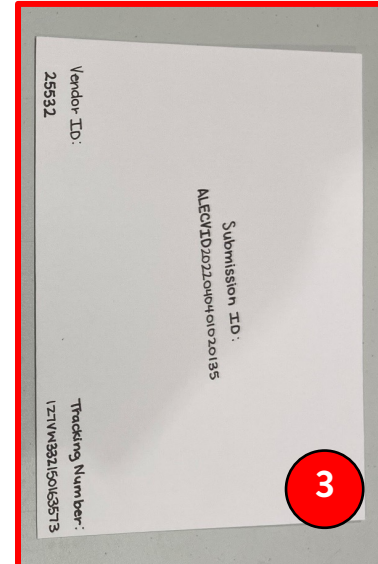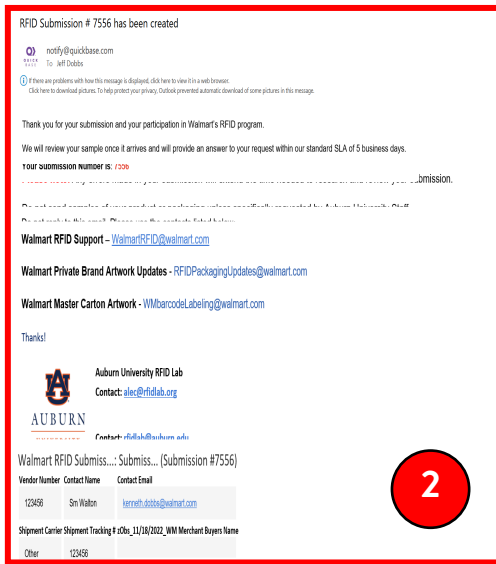






**Helpful Hint:** If your submission has failed, you must complete a new submission. Mark on the outside of your envelope "Resubmission"

**NOTE**: If you missed reporting some of your items: Please reply to the confirmation email with an updated Spreadsheet vs. making a new submission.

NOTE: If your submission has failed, you must complete a new submission. Merchandise Innovations