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 11): *"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 on the Auburn submission form** to enter the product information on all the items in the submission.
https://rfidlab.org/wp-content/uploads/VendorName_GTIN_File.xlsx

3. **Follow the RFID inlay guide** in the playbook to determine the right tag for your packaging type. Request several samples of tags from a 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.

Tag Placement Guides

home.pdf (rfidlab.org)   toys.pdf (rfidlab.org)
electronics.pdf (rfidlab.org)   sportinggoods.pdf (rfidlab.org)

For apparel, please download the guide from Retail Link Supplier Academy Page

5. **Take a minimum of 6 high quality photos and one video** of the sample item and follow the upload guide: https://rfidlab.org/wp-content/uploads/TaggingLocationPhotoVideoGuidelines.pdf The photos and video must clearly show the dimensions and composition of the product and packaging in relation to the **location of the RFID tag**.

6. **Please send Five (5) RFID tag samples only (no product or packaging) to the RFID Lab** for performance testing prior to bulk production. These may be branded or generic hangtags, or stickers for each submission. These are the same tags you used to make the photos and the video. Please ensure the RFID tags have correct EPCs made from the UPC/GTIN of the representative item, and 5 unique serial numbers. **Each RFID tag must be perma-locked with a different serial number.**

7. **Use the link in the playbook to access the submission form** Enter all required information about your sample product. Upload your like item spreadsheet, photos, and video. You will receive a conformation email. Print and mail a copy of the PDF confirmation with your RFID sample to the lab. The lab will contact you on the success of your submission once your sample has been tested. **Validation will be completed within two weeks of delivery.**

Auburn RFID Submission Forms

https://rfidlab.org/WalmartHome/
https://rfidlab.org/Walmartelectronics/
https://rfidlab.org/Walmarttoys/
https://rfidlab.org/Walmartsportinggoods/
https://rfidlab.org/WalmartApparel/

Auburn RFID Sample Submission Form

Vendor Name *
XYZ Company

Vendor ID *
123456
This should be a six to eight digit number.

Contact Name
Bob Smith

Contact Email *
Bob.Smith@XYZcompany.com
This will be the email address the PDF confirmation is sent to once the form is completed.

Walmart Buyer Name
Jane Doe

Shipment Carrier *
FedEx

Shipment Tracking Number *
1234567890123456

GTIN/UPC for Item Submitted *
121212121212

GTIN of the representative item

Item File Upload *

Browse Files
Drag and drop files here

VendorN...le.xlsx   11.4KB

Upload a complete list of your items using the template

Brand Name *
XYZ

Brand Type *
- ○ Private
- ○ Proprietary
- ○ Supplier
- ● National

Department Number *
D17 Home Decor

Inlay Spec / Manufacturer / Model (Please contact your RFID provider to confirm the Inlay model) *
W1
Avery Dennison Smartrac
Avery Dennison Smartrac AD-236u7 NXP UCODE 7

Please upload the list of all items that are represented by this UPC. They should all have the same product supplier, brand, packaging type, packaging provider, and RFID inlay. Please download [LINK] and use the item file template to provide the information maintaining the same file name. For example, if UPC 0723445 67342 is submitted for validation as the representative UPC for 24 UPCs supplied by the supplier then the item file should have information about all the 24 items.

RFID Packaging Provider *
ABC Packaging

Packaging Type *
Belly Band

Do the products contain metal? *
No

Do the products contain liquids? *
No

Do the products contain glass? *
No

Do the products contain foil? *
No

Does the product's packaging contain foil? *
No

Tagging Location Photo/Video *

Browse Files
Drag and drop files here

IMG_6314.JPG   5.8MB
IMG_6313.JPG   3.6MB
IMG_6312.JPG   3.3MB

You must **submit 6 photos and one video** with your submission. Follow the photo upload guide

Please include photos/videos showing the tagging location of the RFID tag on the product. Please make sure that the tag and the product can be clearly seen. Please download [LINK] and use the photo guideline to provide the photos. Please upload as a jpg file.

IMG_6313.JPG	3.6MB	🗑
IMG_6312.JPG	3.3MB	🗑
IMG_6311.JPG	4.8MB	🗑
IMG_6309.JPG	3.8MB	🗑
IMG_6305.JPG	4.0MB	🗑
IMG_6303.mpg	6.1MB	🗑
IMG_6302.JPG	5.4MB	🗑

You must submit 6 photos and one video with your submission.
Follow the photo / video upload guide.

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.

Notes

Type here...

Please ship five RFID tags of the same GTIN and a printed copy of the PDF that will be sent when the form is submitted to the Auburn RFID Lab for approval. If you are sending more than one submission 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.

Please send your submission to the following address:

Auburn University RFID Lab

Attn: Walmart Home Supplier Validation

1550 E Glenn Ave

Auburn, AL 36849

Phone: (334)-844-7513

Contact Name: Walmart Home Supplier Validation

Please note that this submission will not be processed and will fail automatically if any information is incorrect, incomplete, or not provided. This includes a correct/complete item file and tagging location photos. This submission process will have to be restarted if the validation fails which includes submitting a new form and shipping new samples.

Submit

It is important to collect all the required product and RFID information, pictures, and video before submitting. Press **Submit** Only when you have accurately completed the form. **You cannot make changes once submitted.**

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

Merchandise Innovations

Online Confirmation

Submitted

Submission Number: 1909900179817

...s for your submission and interest in Walmart's RFID program. Your submission has been received. You should be receiving a confirmation email shortly to the email provided.

NOTE: If you do not receive a confirmation email, please print this page and include it with your package.

To make any changes to the previous submission(s), please submit a new form

Please include five RFID tags of the same GTIN and a printed copy of the PDF that was emailed to the address you provided when submitting to the Auburn RFID Lab for approval. We ask that you use your shipping number for delivery confirmation. No additional receipt confirmation will be provided by Auburn. Validation will be completed within two weeks of delivery.

The registration for **Source Tagging Workshop** is now open at https://rfidlab.org/sourcetaggingworkshop/ The event will be held on April 26/27 at Auburn University, Auburn, AL. More details about the event and additional sessions will be updated on that webpage.

You will receive an online confirmation **after a successful submission.**

Keep this number for your records

Successful Confirmation Email
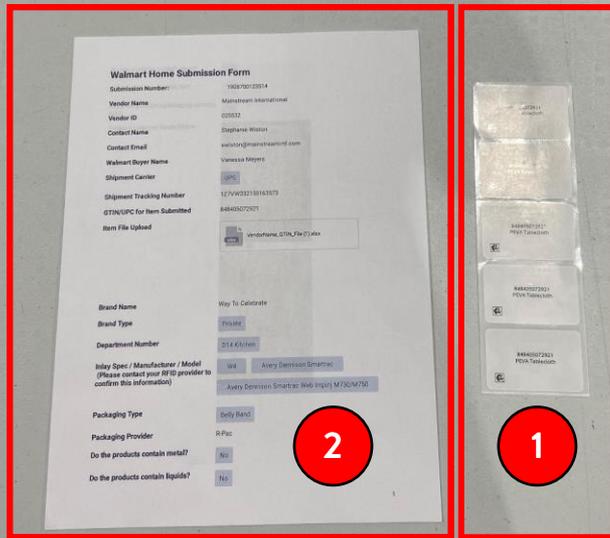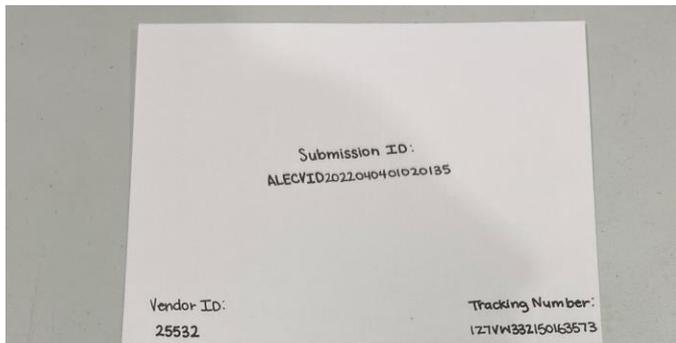
WM Home Supplier Form

Submission Number	1909900179817
Vendor Name	XYZ Company
Vendor ID	123456
Contact Name	Bob Smith
Contact Email	Bob.Smith@XYZcompany.com
Walmart Buyer Name	Jane Doe
Shipment Carrier	FedEx
Shipment Tracking Number	1234567890123456
GTIN/UPC for Item Submitted	121212121212
Item File Upload	VendorName_GTIN_File - Sample.xlsx
Brand Name	XYZ
Brand Type	National
Department Number	D17 Home Decor
Inlay Spec / Manufacturer / Model (Please contact your RFID provider to confirm the Inlay model)	W1 Avery Dennison Smartrac Avery Dennison Smartrac AD-236u7 NXP UCODE 7

NOTE: If you missed reporting some of your items during the previous submission…

Please reply to the confirmation email with an updated Spreadsheet vs. making a new submission.

RFID Packaging Provider	ABC Packaging
Packaging Type	Belly Band
Do the products contain metal?	No
Do the products contain liquids?	No
Do the products contain glass?	No
Do the products contain foil?	No
Tagging Location Photos/Video	IMG_6302.JPG IMG_6303.mpg IMG_6305.JPG IMG_6309.JPG IMG_6311.JPG IMG_6312.JPG IMG_6313.JPG IMG_6314.JPG
Does the product's packaging contain foil?	No

IMG_6309.JPG

IMG_6311.JPG

IMG_6312.JPG

Sample Mailing Instructions

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