ALEC SUBMISSION FORM GUIDE

AUBURN
RFID LAB

Before Getting Started

1. Start by reviewing your product suppliers' RFID playbook

Please reach out to your product supplier about getting the appropriate resources in order to submit. Most retailers have an RFID playbook. The RFID playbook is a great way to understand the Spec, Encoding, Format, and other requirements set by the retailer for your product suppliers' items.

2. Acquire submission form access code(s)

Before you can submit you will need to acquire a submission form access code. Each access code is good for ONE submission and an access code 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.

3. Ensure you are registered as an RFID Packaging Provider

Before you can submit, you will need to ensure that your company is registered with us as an RFID Packaging Provider. If your company is registered, your company name will appear in the drop-down under the "RFID Packaging Provider" field.

If you do not see your company in the drop-down, you will need to complete the RFID Packaging Provider Registration Form linked here: https://rfidlab.org/packagingproviderregistration/

4. Acquire all relevant product supplier information

To successfully and accurately complete the submission form you will need to 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)*

5. Prepare to ship RFID tag samples

Once you have completed the submission form, you will be required to send a copy of your submission form with 5 fully encoded tag samples per inlay model selected on the submission form. You will need to create a shipment before you complete the form so that you can complete the "Shipment Carrier" and "Shipment Tracking Number" fields.

6. Determine the best tagging location for each product

When determining the best tagging location for a product you want to consider how close the RFID tag is/will be too metal, liquid, glass, foil, and each other. Please offset your tag from any of those listed materials and ensure that the RFID tags are not stacked directly on-top/in-front of each other in close proximity. Do not place RFID tags on the bottom of your product packaging. Recommended area of packaging to tag in is the side of the packaging near the top. Please see our tagging guidelines below for further advice on where to tag your product:

General Merchandise: https://rfid.auburn.edu/tagging-location-guide/

Apparel: https://documents.gs1us.org/adobe/assets/deliver/urn:aaid:aem:f6f9280c-0452-4c40-b2e3-c14ffce21cb3/implementation-guideline-format-symbol-placement.pdf

If you are still unsure where to tag the product, please fill out an item question here: https://rfidlab.org/aleccontactform/

7. Group like items together

A submission can represent multiple UPCs if each UPC has the same Product Supplier, Brand (Same GS1 Company Prefix), RFID Packaging Provider, Packaging Type, Inlay Model, and Tagging Location. You will select one representative UPC to fill out the form with.

If any of the above criteria is not the same, a new submission will be required.

Form Field Explanations

Access Code

Access Code

The 36-character access code provided to the RFID Packaging Provider

RFID Packaging Provider Information

RFID Packaging Provider Contact Name

The contact name for the RFID Packaging Provider who is submitting the Product Suppliers item for approval.

RFID Packaging Provider Contact Email

The contact email for the RFID Packaging Provider who is submitting the Product Suppliers item for approval.

RFID Packaging Provider

The company that is providing the finished RFID tag that will be applied on the Product Suppliers items.

Product Supplier Information

Product Supplier Contact Name

The contact name for the Product Supplier whose item is being submitted for approval.

Product Supplier Contact Email

The contact email for the Product Supplier whose item is being submitted for approval.

Shipping Information

Shipment Carrier

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

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.

Product Information

GTIN/UPC

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

The name of the brand for the representative item that is being submitted for approval. (e.g. Hanes, Nike, Samsung, Lego, etc.)

Brand Type

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

The type of packaging that the representative item that is being submitted for approval has.
(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.

RFID Tagging Location

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.*

Does Product Contain Metal?

Does the representative item that is being submitted for approval contain any metal components or materials. If yes, please describe what the metal is and where it is in the product.

Does Product Contain Liquid?

Does the representative item that is being submitted for approval contain any liquid. If yes, please describe what the liquid is and where it is in the product.

Does Product Contain Glass?

Does the representative item that is being submitted for approval contain any glass components or materials. If yes, please describe where it is in the product.

Does Product Contain Foil?

Does the representative item that is being submitted for approval contain any foil components or materials. If yes, please describe where it is in the product.

Does Packaging Contain Foil?

Does the packaging for the representative item that is being submitted for approval contain any foil components or materials. If yes, please describe where it is in the packaging.

Tagging Location Images

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

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

EPC Logo Images

Upload images of any EPC logos that are on the product, packaging, 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.

Retailer/Inlay Information

Retailer

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

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.

Department

Enter 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

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

To ensure that the correct 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 image that is displayed. If the inlay model you are submitting cannot be found, that inlay model is not approved for the Spec that was selected.

Item File

The Item File is where any like-items to the Product Suppliers representative item need to be added so that the selected retailer will recognize those like-item UPCs as ALEC approved.

__Like-Item__: Items that have the same product supplier, brand, packaging type, packaging provider, inlay model, and tagging location as the representative item.

After Submitting

Confirmation Email

If your submission was submitted successfully, 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.

Send In Your Submission

Please 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.

Multiple Submissions:

One Submission