

# **SEARS HOLDINGS CORPORATION & SEARS RIM BARCODE LABEL TESTING**

# TESTING PROCESS

- ▶ To start receiving live orders from Sears, you will need to complete their barcode label testing
- ▶ The testing process is detailed in this document and is outlined below
  - Verify GS1 prefix with Sears
  - Submit payment to test labels,
  - Complete training on label testing site
  - Submit digital label
  - Submit physical version on label once digital label passes

# LOGIN TO SEARS LABEL TESTING SITE

- ▶ Your login information will be sent to you in an email from [startup@searshc.com](mailto:startup@searshc.com)
- ▶ The email will have your login information formatted like the example below:
  - Login to <https://barcode.searshc.com/>  
Passwords are case sensitive  
ID: XXXXXXXX  
Password: XXXXXX

# STEP 1: GS1 VERIFICATION

- The first thing you will need to do is verify your GS1 prefix

## Welcome to the Sears Holdings Label Certification process!

As the label contact for ITACCESSORIES LLC , you'll need to complete the following steps:

1. Review your GS1 Company Prefix. If the field is blank or the information displayed is not accurate, email SHCLabel@searshc.com.

Your GS1 company prefix must be verified before you can begin the label certification process. Please email SHCLabel@searshc.com your GS1 Company Prefix certificate. Once this information is received and validated, you can submit payment, and begin the SHC Label Certification process.

2. Pay label certification fee
3. Complete the on-line training
4. Upload digital sample label
5. Submit physical sample label

Remember! The first 4 steps MUST be completed within **5 business days**.

Your company must complete the On Boarding process by **02/27/2013** , so be sure to start immediately!



SPS COMMERCE

# GS1 PREFIX CERTIFICATE EXAMPLE

- ▶ You will need to email this to SHClabel@searshc.com



**GS1 Company Prefix Certificate**

Issued and Registered to:  
[REDACTED] Inc.  
("Company")

GS1 Company Prefix: 0[REDACTED]6  
For use in creating:

- Global Trade Item Number (GTIN) • Serial Shipping Container Code (SSCC)
- Asset Identification: Global Individual Asset Identifier (GIAI) and Global Returnable Asset Identifier (GRAI)
- Additional Global Location Number (GLN) • Global Service Relation Number (GSRN)

Legal Entity GLN: 0[REDACTED]2

When creating a U.P.C. bar code, use:  
U.P.C. Company Prefix: [REDACTED]6

  
Dennis W. Harrison, President  
GS1 US BarCodes and eCom™

Printed Date: 10/19/2012

The GS1 Company Prefix and the corresponding U.P.C. Company Prefix ("the Prefixes") are assigned for the sole and exclusive use of the registrant and are restricted to the member to whom they are issued. Only one company may use the Prefixes. Any other use of the Prefixes is prohibited, including but not limited to renting, leasing or subdividing all or a portion of the Prefixes. Upon the sale of a company, division, or product line, Company shall forward a letter signed by both parties to the transaction or a copy of the legal agreement to evidence that the Prefixes were part of such sale before GS1 US may, in its sole discretion, change its official registration for any Prefixes involved in the sale.

## STEP 2: SUBMIT PAYMENT

- ▶ After you have verified your GS1 prefix with Sears, you will need to submit payment to test
- ▶ Each connection with Sears that needs to be tested will cost \$150 and allows an unlimited number of tests



# STEP 3: ONLINE TRAINING

- ▶ First, select the label you need to test. If you are only working with one division, you will only have one choice
- ▶ Example:

✓ Welcome

✓ Payment

Select Label

Training

Test Digital Sample

Certify Physical Sample

Select Flow path

Overview

Label Options

Select Option

Select Flow Path - Miriade SPA

Select label to certify. All the labels displayed below must be certified by the Requested Completion Date.

	Flow path	Status	Requested Completion Date	Store format	Order writing system
<input type="radio"/>	D2S - direct to store	Payment	02/08/2013	Sears_Store	Allocation/INFOREM
<input type="radio"/>	D2S - direct to store	Payment	02/08/2013	Sears_Store	RIM

Next >>



SPS COMMERCE


# STEP 3: ONLINE TRAINING

- Review all information and then choose next

✓ Welcome	✓ Payment	<b>Select Label</b>	Training	Test Digital Sample	Certify Physical Sample
Select Flow path	<b>Overview</b>	Label Options	Select Option		

**Overview**

SSCC



(00) 0 12 34567 123456789 3

**GS1-128 Shipping Label**

**REQUIREMENT:**

A GS1-128 Shipping Label is required on all direct-to-store and crossdock shipments (EMP or JIT). It is also required on shipments to 3rd party distribution centers and Sears DOS facilities.

**WHAT IS A GS1-128 SHIPPING LABEL?**

GS1-128 shipping label enables carton visibility throughout the supply chain. This label contains the SSCC-18 barcode, which is normally tied to an EDI 856 Ship Notice (ASN) referencing the shipper, purchase order, item and quantity information so the receipt can be processed automatically.

*The information required on the GS1-128 label is specific to the product flow path. If you ship via multiple flow paths, be sure to check the label requirements for each flow.*

**EDI 856 Ship Notice (ASN) requirements**

Transmit the 856 for each shipment in the 'Pick & Pack' structure and include the 20 data characters encoded in the SSCC-18 symbols in Pack level details.

Refer to the EDI Guidelines for further details on the EDI 856 Ship Notice (ASN).

**<< Back** **Next >>**



# STEP 3: ONLINE TRAINING

- Review all information and then choose next

✓ Welcome	✓ Payment	<b>Select Label</b>	Training	Test Digital Sample	Certify Physical Sample
Select Flow path	Overview	<b>Label Options</b>	Select Option		

### Label Options

#### GS1-128 Shipping Label Options

You may produce your own GS1-128 shipping labels or have them produced by a third-party provider.

You may choose any third-party label provider. Bar Code Graphics is Sears Holdings' certified third-party provider for GS1-128 shipping labels

You can contact Bar Code Graphics via their website - [www.orderbarcodes.com](http://www.orderbarcodes.com) or phone 1-800-662-0701.

If choosing a non-certified provider, the company chosen will be required to submit a sample GS1-128 shipping label for certification. Refer to "GS1-128 Shipping Label Certification" on the following page for information on the certification process.

[<< Back](#) [Next >>](#)

## STEP 3: ONLINE TRAINING

- ▶ Choose label type depending on your flow path
  - Actual label examples may vary slightly from the image options on the screen
  - If you have a flow path that is not mentioned on the next slide, please contact your implementation analyst

# STEP 3: ONLINE TRAINING

✓ Welcome	✓ Payment	Select Label	Training	Test Digital Sample	Certify Physical Sample
Select Flow path	Overview	Label Options	Select Option		

- ▶ Sears Holdings Corporation or RIM D2S
  - Choose “Standard Label”
- ▶ Sears RIM DC
  - Choose “Standard Label”
- ▶ Sears Holdings Corporation DC
  - Choose “Combination Label”

# STEP 3: ONLINE TRAINING

- Review the topics below and choose next

✓ Welcome

✓ Payment


✓ Select Label

✓ Training


Test Digital Sample

Certify Physical Sample

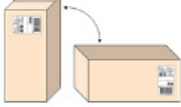
Vendors are required to comply with SHC shipping carton marking and labeling requirements. Click on a topic to review.




How the label should look



Where to find the data to put on the label



Where the label should be placed on the carton



What happens if it's done wrong?

# STEP 4: TEST DIGITAL SAMPLE

- ▶ You will now need to verify your GS1-128 or SSCC-18
- ▶ To do this, you can follow the instructions provided. The GS1-128 or SSCC-18 information will be on the test label provided to you

✓ Welcome

✓ Payment

✓ Select Label

✓ Training

**Test Digital Sample**

Certify Physical Sample

**Test Digital Sample - Miriade SPA**

Remember! You must submit GS1 - 128 . Click [here](#) to view the information to be provided on your test label. The entire on-boarding process should be completed by 02/08/2013 , so be sure to start immediately.

Enter GS1-128 Barcode  Save

Number\*:

This is a 20 digit number appearing below your GS1-128 barcode that includes your Companys GS1 Company Prefix beginning in position 4.

SSCC-18 Data Structure

(00) 0 0123456 00000000 1 8

Application Identifier    Extension Digit    GS1 Company Prefix    Serial Number    Check Digit

GS1 Prefix or Serial Number based on length of GS1 Company Prefix

# STEP 4: TEST DIGITAL SAMPLE

- ▶ Once your GS1-128 or SSCC-18 is saved, you will be able to upload your label
- ▶ This label will be given to you by your implementation analyst in the setup complete email

WelcomePaymentSelect LabelTrainingTest Digital SampleCertify Physical Sample

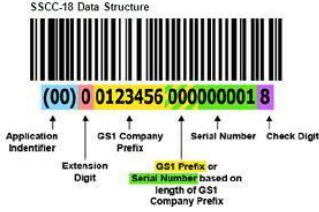
Test Digital Sample - Miriade SPA



Remember! You must submit GS1 - 128 . Click [here](#) to view the information to be provided on your test label.  
The entire on-boarding process should be completed by 02/08/2013 , so be sure to start immediately.

Enter GS1-128  
Barcode Number\*:


This is a 20 digit number appearing below your GS1-128 barcode that includes your Company's GS1 Company Prefix beginning in position 4.

SSCC-18 Data Structure






- Click the browse button to locate a file to be uploaded.
- Once you have selected the file, click .
- Click  to delete a file.
- Click  when you are finished.

Upload Digital Sample



# STEP 4: TEST DIGITAL SAMPLE

- ▶ To upload your label, you will first need to find it using the Browse button
- ▶ Once you have done this, click the green plus sign to add your label

- Click the browse button to locate a file to be uploaded.
- Once you have selected the file, click .
- Click  to delete a file.
- Click  when you are finished.

Upload Digital Sample

C:\Users\tjborgen\Des

Browse...



<<Back

Submit

# STEP 4: TEST DIGITAL SAMPLE

- ▶ Once you click the green plus button your label will appear
- ▶ Now, click submit
- ▶ Please let us know the results of your test

Upload Digital Sample

Browse...

Comments

<< Back

Submit



## STEP 4: TEST DIGITAL SAMPLE

- Within 2 business days you will hear your results.
- Please let us know the results of your test



- ▶ Once digital label testing has passed Sears will require a physical copy of this label
- ▶ They will provide details on this step

# TESTING COMPLETE

- Once the physical label has passed you will just need to wait for Sears to start sending live orders
- If you have any questions during this process, please ask your implementation analyst