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This handout is also available for download on our website, [www.MOD2.com](http://www.MOD2.com)

# MOD2 Bar-code Implementation

**This handout is meant to educate the client's implementation team on how to effectively prepare and rollout the Mod2 Bar-Code Module.**

## I. Things that are Needed Prior to Implementation:

1. Identify the employees that will be participating in the bar-code implementation
  - A. **Team Leader**—The main person, who will be directly involved in ensuring that the implementation runs smoothly as possible and in a timely manner. Will be the eyes and ears of Mod2 during the whole process. Will act as the police in a sense, in order to make sure that all steps are done correctly and religiously. The Team leader will also be the person who will act as the bridge between the implementation team and Mod2.
  - B. **Front Office Members** (Employees who encode the actual packing list of the goods received on to the Mod2 Software)
  - C. **Back Office Members** (Warehouse personnel who actually receive, sort, store, and ship the goods.)
  
2. Prepare Warehouse and Front Office
  - A. Make sure that the Front Office/Back Office has printing capability on printers located in the warehouse. You may assign two people in the front office (one as the primary and one as a backup) and another two people in the warehouse itself (one primary and one as backup) as people who have the authority to print box or roll bar-code stickers. The team leader might opt to be one of this people during the implementation, just in order to maintain control during the first few weeks of process.
  - B. Purchase Bar-Code Guns—Wireless is preferred. Keep maybe two in the sample room and order as many as the team leader deems necessary for the main warehouse.
  - C. The idea of having small laptops with wireless internet access which can be paired to bar-code guns might be an option that you might consider.
  - D. Buy the correct sticker paper types from which to print the bar-code stickers to.
  - E. Prepare Rack Locations and Warehouse with corresponding labels. Ex. Decide if you want to do locations by rack or Aisles, if so, you may want to

# MOD2 Bar-code Implementation

place a label with that location's ID boldly shown on it.

- F. Make sure that the location Ids that you created are also created in Mod2 as warehouse locations.

## II. Implementations

### 1. New Receiving Implementation

- A. Items are received in Mod2 using either electronic receiving or manual receiving using the packing list supplied by your vendor.
- B. Authorized personnel will have to reprint either the box or roll bar-code stickers for the receiving.
- C. New items received will be placed in a staging area of the warehouse where in they will be inspected and re-tagged with Mod2 bar-code stickers
- D. Make sure to ask back office members in charge of retagging to keep unused stickers and give them back to the member who is authorized to adjust inventory.
- E. Inventory will be adjusted to the correct amount and shortages reported to accounts payable in order to request a debit memo from your supplier.
- F. Make sure to double check that location of the boxes or rolls are correct in Mod2, if they aren't a move and transfer to the correct location may be needed.

### 2. Old Receiving Implementation

- A. When a style/color's inventory quantity is in question, you may decide to do a physical check on that particular item by doing a physical or if the rolls don't have Mod2 stickers, you may want to reprint the stickers for the active rolls and match them to the ones that are in that physical location.
- B. Unused stickers must be returned back to the authorized employee who can do an inventory adjustment if the items are really not to be found.

### 3. Move and Transfer

Whenever a box or roll is transferred either to a sample room or a different location in the warehouse, a move and transfer must also be reflected in Mod2.

### 4. Packing with Bar-Code Stickers

Once the employee receives the picking sheet (the picking sheet also has a corresponding bar-code). Shoot the bar-code of the picking sheet with the bar-code gun and Mod2 automatically detects the sales order information and it will then proceed to the packing list screen where in it will present you with the items to pack. Start shooting the rolls that you will be packing, (take note that Mod2 asks the unit price every time a different item is shot). Once you are done press ESC and save the packing list. After the packing list is generated the items will automatically be removed from your inventory.

## MOD2 Bar-code Implementation for SAMPLES

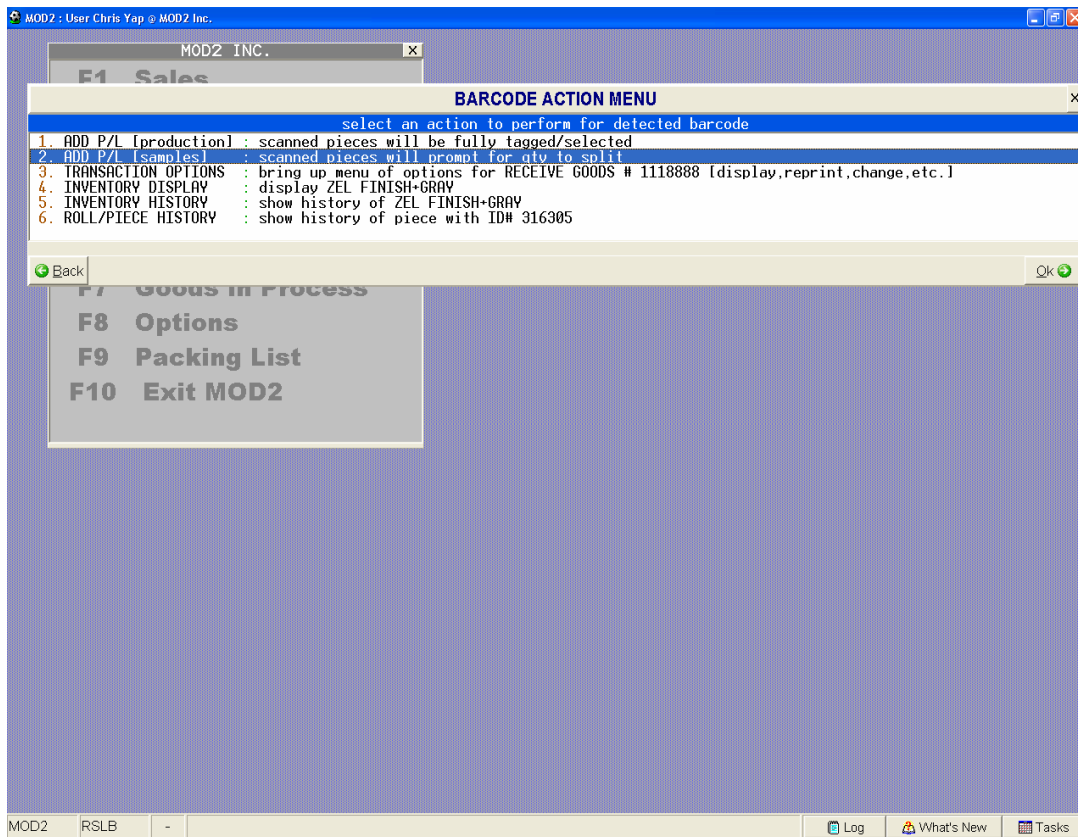
*This handout is meant to educate the client's implementation team on how to effectively apply Mod2 Bar-Coding in preparing samples.*

### Pre-requisites:

1. Rolls to be used in sampling must have been retagged with it's own Mod2 Bar-Code Sticker
2. A Sample Warehouse has to have been defined on Mod2, Inc.
3. Rolls that will be purely used for sampling purposes must be moved and transferred to the defined Sample Warehouse in Mod2 (A Move and Transfer must be performed)

### Actual Implementation:

1. Shoot the roll sticker of the roll that will be cut for sampling purposes.
2. This Screen will appear:

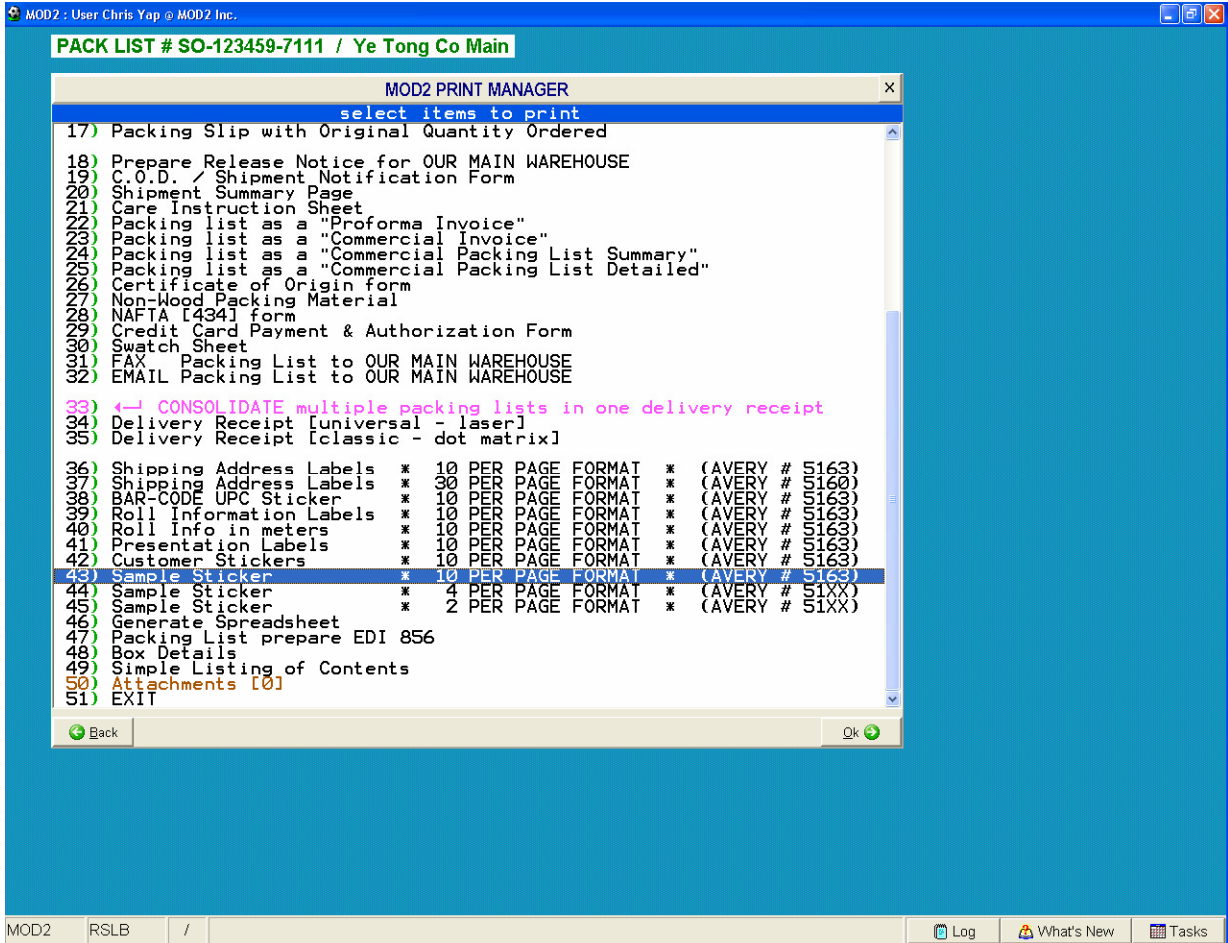


\* If the roll that you are sampling is not really going to be part of the sample warehouse but you will just use it just this once for a sample then the default would be set to option #1. You would however have select Option #2 in order to correctly prepare the sample sales order and sticker.

# MOD2 Bar-code Implementation

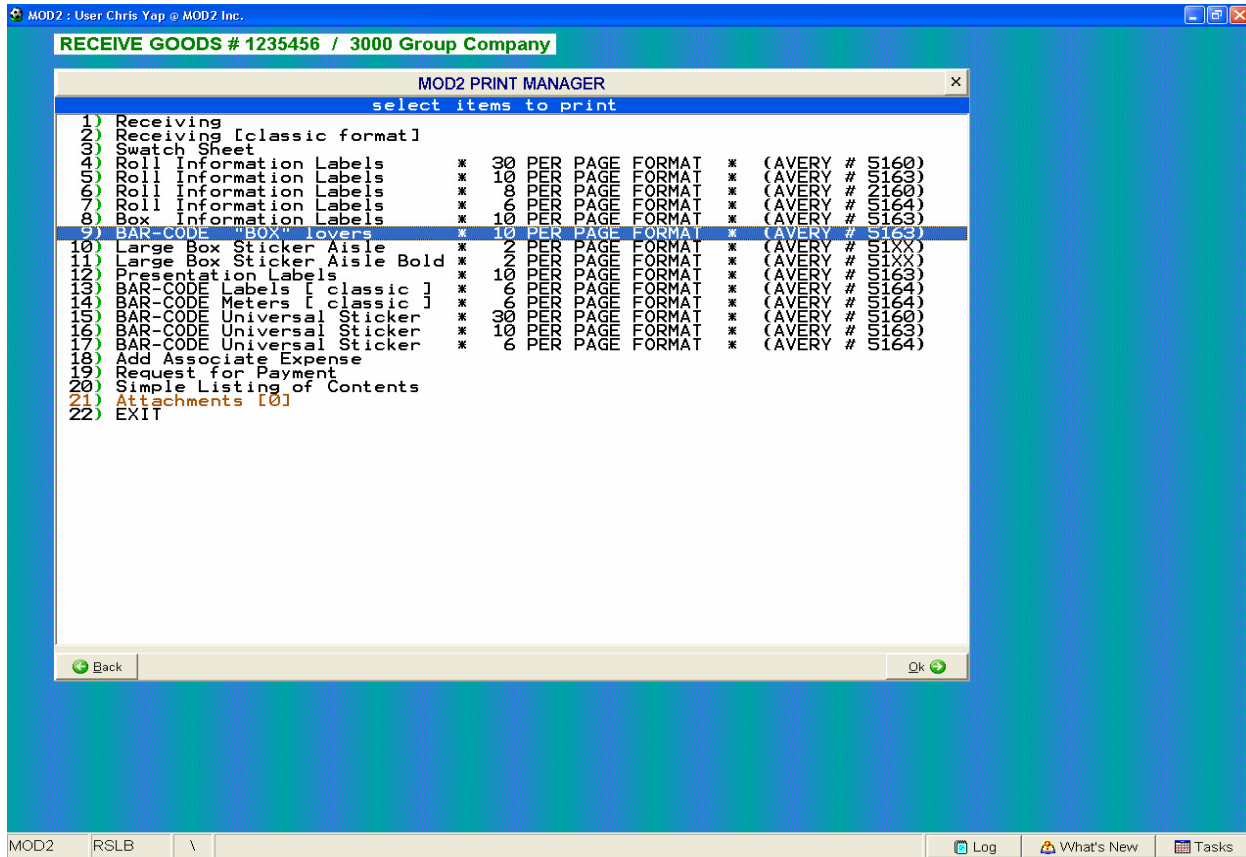
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3. Go thru the steps of creating a sample packing list. Enter all the information as well as the sample prices correctly. The system will ask also what quantity it is that you will be cutting of each roll that you are sampling.
4. Once the sample packing list is saved, you will then be brought to the packing list reprint manager shown below:



5. You then have to print the sample sticker, select any sticker between #43 to #45 as the sample sticker format that you want to print. #43 uses AVERY 5163 and gives you 10 stickers per page while #44 and #45 uses UPS Two Large stickers per page and will give you either 4 or 2 stickers.

## MOD2 Bar-code Stickers from RECEIVING



There are several bar-code stickers from the receiving reprint menu which are constantly used in Mod2. This documentation will just focus on the ones that are usually used in stock keeping and shipping.

Once the items received are in the staging area, you will then decide if your company wants to retag the items either by box or by roll.

The stickers can act as a checking mechanism because once you generate the stickers from the receiving which is based on your suppliers packing list, it will be easier to see if you have left over stickers or stickers which don't match the actual items received. The excess or mismatched stickers must then be given to the team member who has access to adjust inventory and he in turn will advise the accounts payable person to ask for a debit note if there are any damages or shortages in the shipment.

Reprint # 9 up to #11 are different variations of the box sticker. #9 uses AVERY 5163 while #10 and #11 use the Large UPS Sticker which gives you two large stickers per sheet.

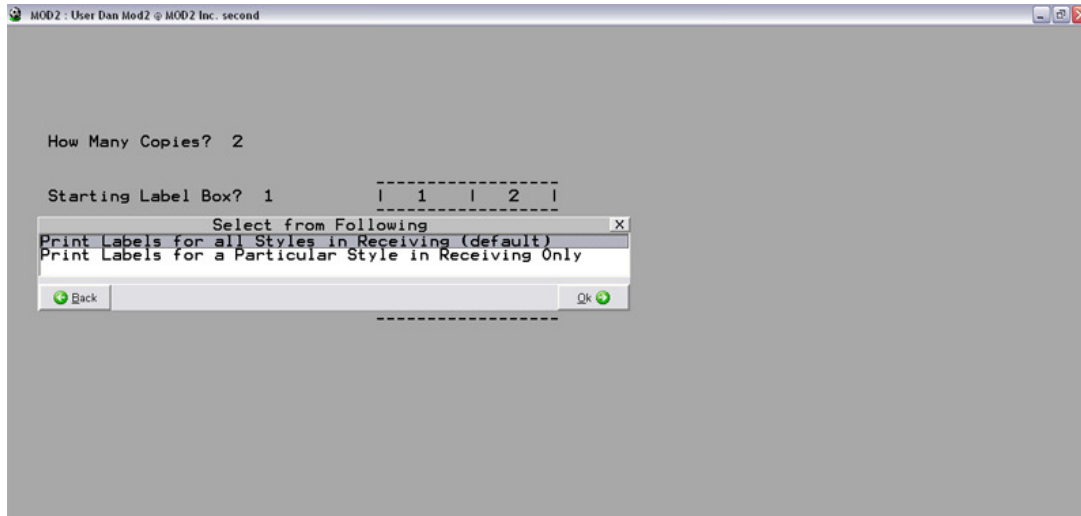
Reprints #15 to #17 on the other hand are the different types of roll stickers. Like the Box Stickers, they all contain the same bar-code, for the most part it is the size of the sticker which changes as well as the amount of information that the sticker can physically show. #15 uses AVERY 5160, #16 AVERY 5163, and #17 AVERY 5164

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## BAR-CODE "BOX" LOVERS


Type of Paper: *AVERY # 5163*




MOD2 RSL - Pending Faxes/Emails: 1

BOX#: 1	RCV #: 1118888	BOX#: 1	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888	STYLE # : ZEL FINISH	Ref # 1118888
COLOR		COLOR	
QUALITY		QUALITY	
Lot: 1 0		Lot: 1 0	
<b>BOX#: 1</b>		<b>RCV #: 1118888</b>	
STYLE # : ZEL FINISH		Ref # 1118888	
COLOR : BLACK		70207	
QUALITY : 100% Polyester 58/60"			
DETAILS			
Lot: 1 0 x 5			
			
© 2007 MOD2 INC.		5 PCS 0 YDS	

BOX#: 1	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : GRAY	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 1 100 x 496	
	
	5 PCS 495 YDS

BOX#: 1	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : GRAY	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 1 100 x 496	
	
	5 PCS 495 YDS

BOX#: 2	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : GRAY	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 2 100 x 6	
	
	5 PCS 500 YDS

BOX#: 2	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : GRAY	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 2 100 x 6	
	
	5 PCS 500 YDS

BOX#: 1	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : WHITE	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 1 100 x 6	
	
	5 PCS 500 YDS

BOX#: 1	RCV #: 1118888
STYLE # : ZEL FINISH	Ref # 1118888
COLOR : WHITE	70207
QUALITY : 100% Polyester 58/60"	
DETAILS	
Lot: 1 100 x 6	
	
	5 PCS 500 YDS

## LARGE BOX STICKER AISLE

Type of Paper: UPS Large 2 in a Page Sticker

<b>ZEL FINISH+BLACK</b>													
<b>1118888</b>													
<table border="1"><tr><td>BOX#: 1</td><td>RCV #: 1118888</td></tr><tr><td>STYLE # : ZEL FINISH</td><td>Ref # 1118888</td></tr><tr><td>COLOR : BLACK</td><td></td></tr><tr><td>QUALITY : 100% Polyester 58/60"</td><td>DETAILS</td></tr><tr><td>Lot: 1 0 x 5</td><td></td></tr><tr><td>70207</td><td>5 PCS QTY 0</td></tr></table>	BOX#: 1	RCV #: 1118888	STYLE # : ZEL FINISH	Ref # 1118888	COLOR : BLACK		QUALITY : 100% Polyester 58/60"	DETAILS	Lot: 1 0 x 5		70207	5 PCS QTY 0	
BOX#: 1	RCV #: 1118888												
STYLE # : ZEL FINISH	Ref # 1118888												
COLOR : BLACK													
QUALITY : 100% Polyester 58/60"	DETAILS												
Lot: 1 0 x 5													
70207	5 PCS QTY 0												
<b>ZEL FINISH+BLACK</b>													
<b>1118888</b>													
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BOX#: 2	RCV #: 1118888												
STYLE # : ZEL FINISH	Ref # 1118888												
COLOR : BLACK													
QUALITY : 100% Polyester 58/60"	DETAILS												
Lot: 2 0 x 5													
70207	5 PCS QTY 0												

## LARGE BOX STICKER AISLE BOLD

Type of Paper: UPS Large 2 in a Page Sticker

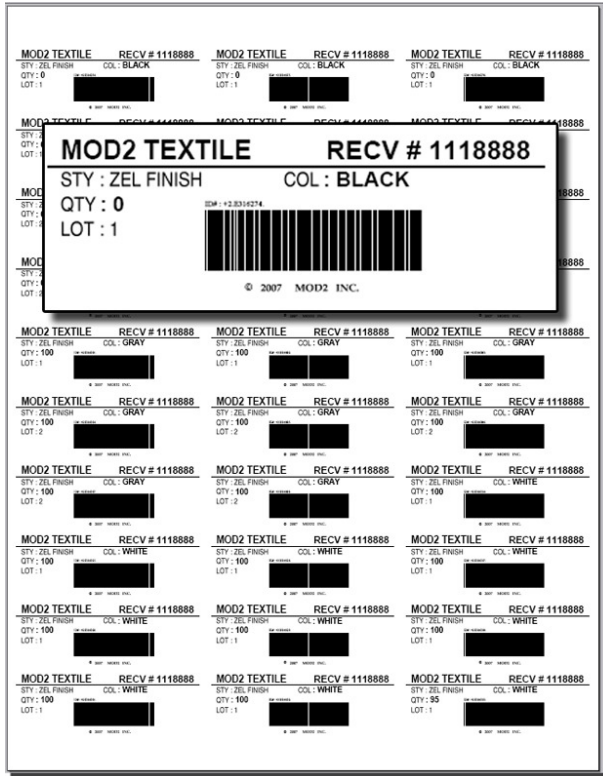
<b>ZEL FINISH+BLACK</b>													
<b>1118888</b>													
<table border="1"><tr><td>BOX#: 1</td><td>RCV #: 1118888</td></tr><tr><td>STYLE # : ZEL FINISH</td><td>Ref # 1118888</td></tr><tr><td>COLOR : BLACK</td><td></td></tr><tr><td>QUALITY : 100% Polyester 58/60"</td><td>DETAILS</td></tr><tr><td>Lot: 1 0 x 5</td><td></td></tr><tr><td>70207</td><td>5 PCS QTY 0</td></tr></table>	BOX#: 1	RCV #: 1118888	STYLE # : ZEL FINISH	Ref # 1118888	COLOR : BLACK		QUALITY : 100% Polyester 58/60"	DETAILS	Lot: 1 0 x 5		70207	5 PCS QTY 0	
BOX#: 1	RCV #: 1118888												
STYLE # : ZEL FINISH	Ref # 1118888												
COLOR : BLACK													
QUALITY : 100% Polyester 58/60"	DETAILS												
Lot: 1 0 x 5													
70207	5 PCS QTY 0												
<b>ZEL FINISH+BLACK</b>													
<b>1118888</b>													
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BOX#: 2	RCV #: 1118888												
STYLE # : ZEL FINISH	Ref # 1118888												
COLOR : BLACK													
QUALITY : 100% Polyester 58/60"	DETAILS												
Lot: 2 0 x 5													
70207	5 PCS QTY 0												

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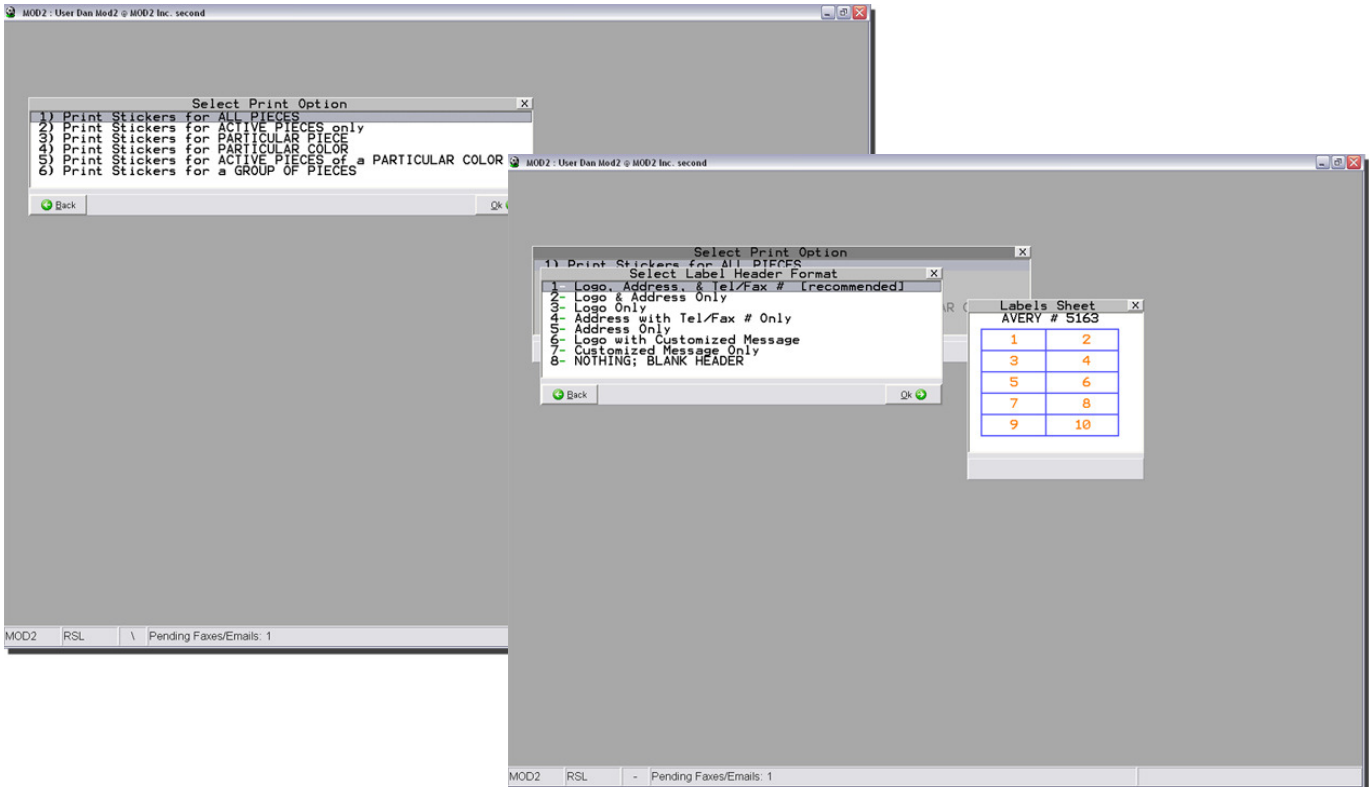
## BAR-CODE UNIVERSAL STICKER 30 PER PAGE

Type of Paper: AVERY 5160

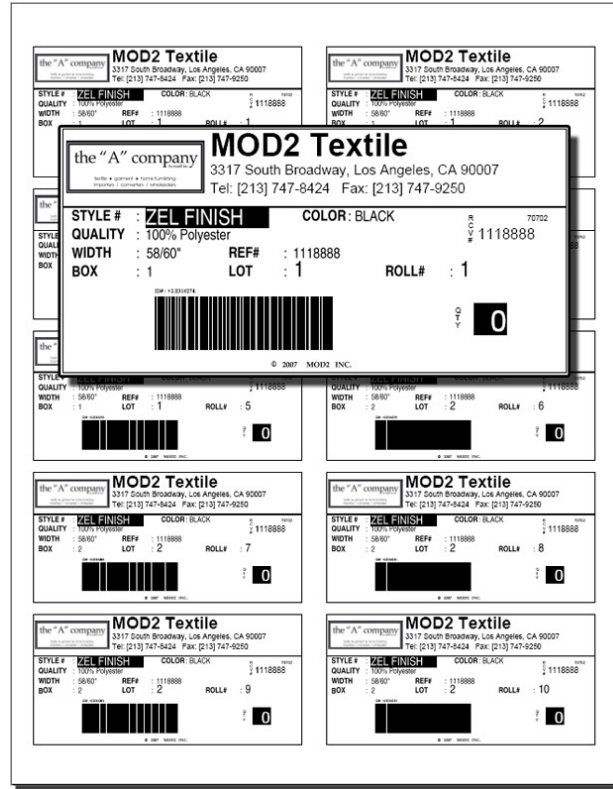


## BAR-CODE UNIVERSAL STICKER 10 PER PAGE

Type of Paper: AVERY 5163

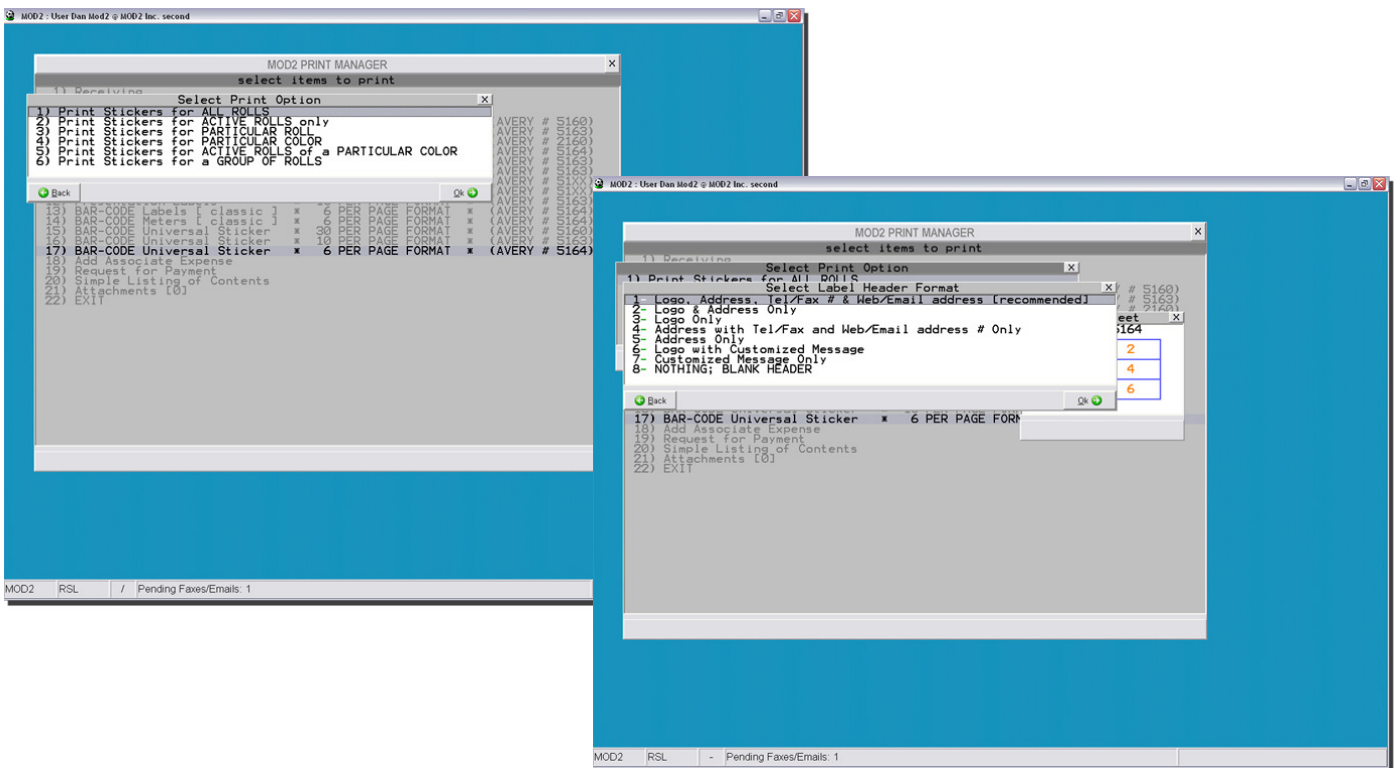


Cont.. ( BAR-CODE UNIVERSAL STICKER 10 PER PAGE )



BAR-CODE UNIVERSAL STICKER 6 PER PAGE

Type of Paper: AVERY 5164



# MOD2 Bar-code Implementation

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Cont.. ( BAR-CODE UNIVERSAL STICKER 6 PER PAGE )

the "A" company  
MOD2 Textile  
3317 South Broadway, Los Angeles, CA 90007  
Tel: [213] 747-8424 Fax: [213] 747-9250  
Web: www.mod2.com Email: support@mod2.com

CON# : 1118888  
RCVG# : 1118888  
STYLE# : ZEL FINISH  
COLOR : BLACK  
WIDTH : 58/60"  
DESC : 100% POLYESTER

BOX #	1
LOT #	1
ROLL #	1
QTY	1

the "A" company  
MOD2 Textile  
3317 South Broadway, Los Angeles, CA 90007  
Tel: [213] 747-8424 Fax: [213] 747-9250  
Web: www.mod2.com Email: support@mod2.com

CON# : 1118888  
RCVG# : 1118888  
STYLE# : ZEL FINISH  
COLOR : BLACK  
WIDTH : 58/60"  
DESC : 100% POLYESTER

BOX #	2
LOT #	2
ROLL #	2
QTY	6

the "A" company  
MOD2 Textile  
3317 South Broadway, Los Angeles, CA 90007  
Tel: [213] 747-8424 Fax: [213] 747-9250  
Web: www.mod2.com Email: support@mod2.com

CON# : 1118888  
RCVG# : 1118888  
STYLE# : ZEL FINISH  
COLOR : BLACK  
WIDTH : 58/60"  
DESC : 100% POLYESTER

BOX #	1
LOT #	1
ROLL #	1
QTY	5

the "A" company  
MOD2 Textile  
3317 South Broadway, Los Angeles, CA 90007  
Tel: [213] 747-8424 Fax: [213] 747-9250  
Web: www.mod2.com Email: support@mod2.com

CON# : 1118888  
RCVG# : 1118888  
STYLE# : ZEL FINISH  
COLOR : BLACK  
WIDTH : 58/60"  
DESC : 100% POLYESTER

BOX #	1
LOT #	1
ROLL #	1
QTY	5