



## Barcode Instructions

Purchase orders will make reference to the barcode specifics for all product required to be bar-coded upon receipt

1. Reference the Cary Francis Group, Inc. (CFG) item number on the purchase order.
2. Use the Item Number on the purchase order to search the barcode database for the appropriate barcode content information.
3. Download per data provided, so data entry is not required, avoiding errors.

Database is located on the Cary Francis website

1. Access <http://www.thecfg.com/pages/home.html>
  2. Select the Preferred Vendor tab
  3. Under the Vendor Barcode Data heading you will see additional links.
  4. Barcode Data
    - a. Select this link
    - b. A box will appear where the vendor will enter the CFG item number and select Find.
    - c. The barcode content will be visible in chart format.
    - d. The data can be imported to an excel format for use in your barcode program software.
- To Select an Entire Account of Item Numbers
- a. Select the Barcode Data link and type in the first two letters of the item number and choose Find
  - b. All item data within the program selected will be visible.
  - c. The data can be imported to an excel format for use in your barcode program software.
5. A sample sheet of barcodes for each account is available for your review and visual reference, also further instructions for use. Link titled Vendor Barcode Label Samples.

## Barcode Specification/Positioning

1. Barcodes must be prepared in Code 39 format.
2. Required information on barcode include; unique item number, country of origin\*, quantity per package and account name.  
(For John Deere product an additional LP number is needed)
3. Labels must be maximum 1" x 2". Size variance will need to be approved prior.
4. No particular font is required.
5. Apparel and soft goods; place the label in the designated area on hangtags if used. Otherwise place the label on the lower right corner of the package. When placed on hangtags, please position hangtag with barcode showing out on garment.
6. Hard goods; label placement will need to be on each product/backside/underside. Or carton/package if individually boxed or bagged in minimum quantities\*\*.

\* *Please note: If country of origin is missing from the database provided, please add the data prior to printing barcodes as this information is a known entity from manufacturer/vendor.*

\*\* *Please note: If your product is bulk packaged per CFG instruction, placement must be on package/bag not individual unit.*

Contact [barcodecompliance@thecfg.com](mailto:barcodecompliance@thecfg.com) with questions or Tony at 414-304-6416.