entrée.UPC V3

Product Features

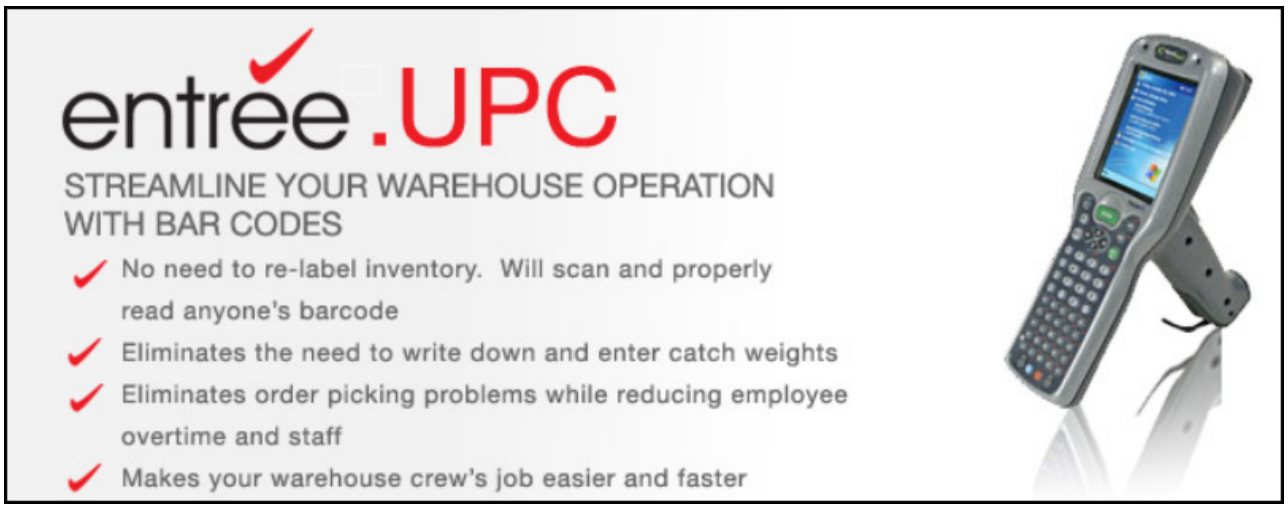
entrée®.UPC

BAR CODE SCANNING SOFTWARE

- Eliminate the need to record catchweights
- Dramatically improve Recieving/Inventory process
- Scan products on the loading dock
- Main system is updated immediately

1 Welcome to entrée.UPC

Welcome to **entrée.UPC**, an add-on module for the **entrée** food distribution system. The **entrée.UPC** system allows distributors to automate their warehouse and shipping procedures by using bar code scanning. This guide will help you get up and running with the **entrée.UPC** system.



Bar codes are being used everywhere. Most of us encounter bar codes as part of everyday life: at the grocery store, the department store and other retailers. Many large corporations are also putting bar codes on the products that they sell at the wholesale level. Why? Because bar codes provide a quick and consistent means for identifying any product to which a label can be affixed, which is really just about anything. For instance, at the check-out lines in the grocery store, the cashiers no longer have to key in the price of each item. They simply pass the UPC label over the scanner. Immediately the item is identified and the price is added to your bill. UPC labels are a highly simplified example of how bar codes can be used.

Being able to read and interpret several different bar code systems has great potential to save time and, especially, improve accuracy.

As a food service distributor you have probably noticed the increased presence of bar codes on the products that you buy and sell. But you are probably aware that, unlike the retailers who are using UPC labels, there is no industry-standard bar code currently in use at the wholesale level. Each of your vendors has their own particular variation of bar code label. The sad thing is that everyone really has the same goal: provide a simple, consistent mechanism to record and report information about a unit of product. The information included in many bar code labels is not only item identification (as in UPC) but also various combinations of unit weight, lot number, packaging date, expiration date and other information.

Being able to make use of existing bar code labels has great potential to save time and, especially, improve accuracy. This is particularly true when dealing with catch weight items. But those of your vendors who use bar codes have usually developed a system centered on their own needs without much concern for "the greater good". As a result, developing a system capable of reading and interpreting several different bar code systems presents quite a challenge. At NECS we feel that the system you have just purchased is equal to that challenge.

This manual will provide the instructions and additional information you need to successfully perform the invoicing and receiving functions, and take physical inventories using the various bar codes that your vendors use.

In order for you to get the most benefit from the **entrée.UPC** system you will need to perform a certain amount of preparatory work. One of the most critical tasks is creating and maintaining bar code definitions. A bar code definition can be viewed as a "fingerprint" that describes a particular vendor's bar code label. This fingerprint tells us where various individual data items may be found in the string of data that is encoded on the label, such as item numbers and weight values. As a rule, a bar code definition will need to be created for each of your vendors and, in order to function correctly, each of these definitions must be unique. Creating bar code definitions is covered in **Chapter 2**.

2 entrée.UPC Product Features

NECS designed our **entrée.UPC** add-on software module to bring the power of bar codes to your food service operation. The cost savings that **entrée.UPC** will bring you in the form of a reduced warehouse and office staff, speed and accuracy, will pay for itself in a very short time. NECS customers who have upgraded their warehouse operations to bar code scanning, would never think of running their warehouse any other way.

The **entrée.UPC** system will organize and streamline three key areas of your warehouse management:

1. Receiving of Inventory
2. Picking and Loading Customer Invoices
3. Physical Inventory

entrée.UPC operates with WIFI based, wireless hand held computers running Windows Mobile 5 or later.

Benefits for Your Business

Once installed, the following are a few of the benefits you'll experience right away:

- Will scan any bar code label and works with non-bar coded product. It will even print bar code labels for you.
- Catch weights, shortages and other adjustments are made on the scanners, without the need of your office staff to edit the invoice.
- Orders are picked and on the way to the customer with accurate invoices in a fraction of the time it takes you now.
- Serve your customers faster through improved productivity in the warehouse and front office.
- Eliminate order picking errors, including over/under ships, wrong item ships, etc.
- Improve employee morale with a user friendly tool that helps them do their job easier and faster.
- Improve your reputation for reliability by having accurate orders that go out correctly the first time.
- Eliminates customer undercharges.
- Reduces customer order shortage claims.
- Reduces customer "special runs" to correct critical order errors.
- Reduces excessive employee overtime and even warehouse staff.
- Catch weights are scanned, making it unnecessary for office to manually enter.
- Makes theft visible and risky.

Bar Code Definitions

As a food service distributor you have probably noticed the increased presence of bar code labels on the products that you buy and sell.

But you are probably aware that, unlike the retailers who are using UPC labels, there is no industry-standard bar code currently in use at the wholesale level. Each of your vendors has their own

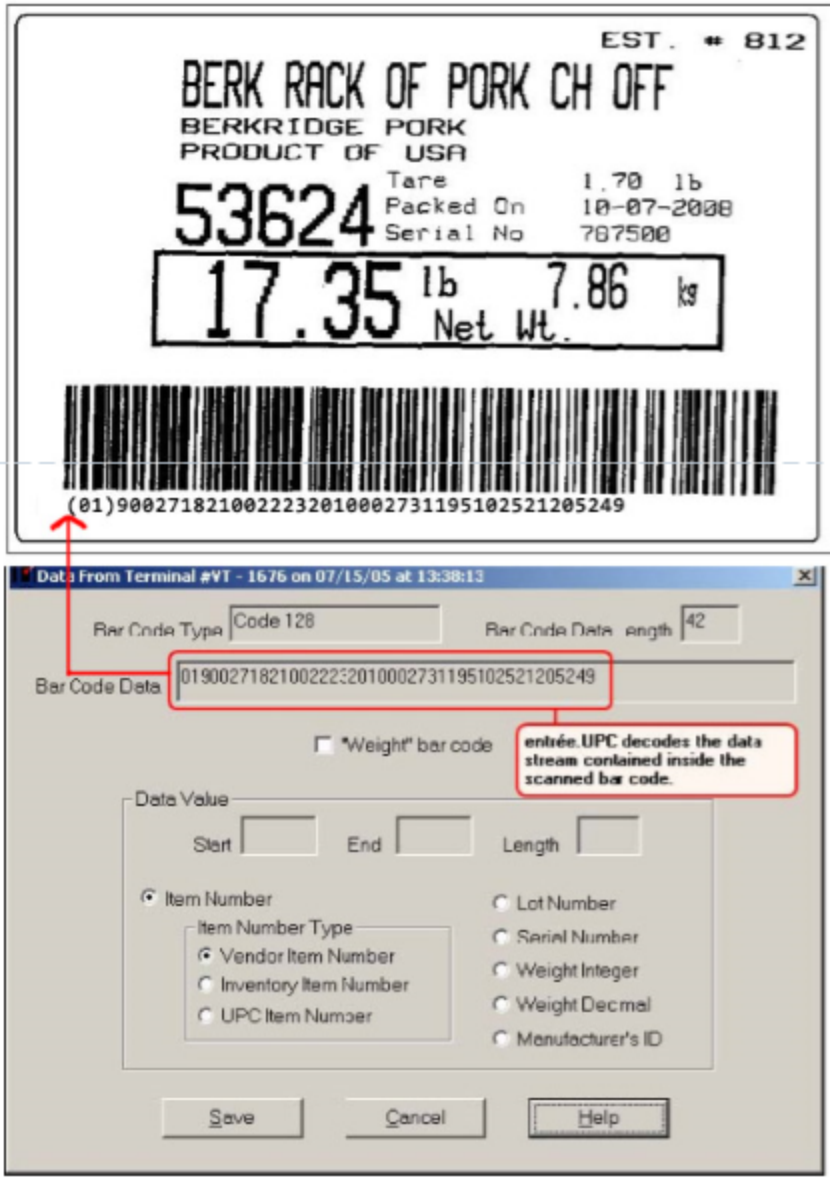
particular variation of a bar code label.

As a result, NECS developed the 'Bar Code Definitions' utility, so that you can easily deal with the many variants' of label styles between your vendors.

The 'Bar Code Definition' can be viewed as a 'fingerprint' that describes a particular vendor's bar code label. This fingerprint tells **entrée.UPC** where various individual data items may be found in the string of data that is encoded on the label, such as item numbers and weight values.

When defining a 'Bar Code Definition' for your vendors, you can specify the:

- Item Number (UPC, Vendor's Item Number or your Item Number)
- Lot Number
- Serial Number
- Unit Weight
- Manufacturers ID
- Production Date



Receiving Features

Your flow of inventory starts with the Receiving process into your warehouse and this is where you'll see the first benefits of using entrée.UPC.

As inventory is accurately received and your purchase orders are updated, what used to take multiple steps, now quickly takes you only one.

- Stops receiving errors on purchase orders.
- Print a copy of weights / qty scanned and compare to suppliers invoice.
- Stops supplier overcharges.
- Cuts employee overtime and labor.
- Makes theft visible and risky.

Invoicing, Picking & Loading Features

Automating the process of picking and loading product for customer invoices is where you'll see the most immediate and outstanding benefits when you start using **entrée.UPC**.

It saves time in the warehouse and even the office, as catch weights, shortages, and other adjustments are made on the scanner, without the need for your office staff to edit the invoice.

Orders are picked and on the way to the customer with accurate invoices in a fraction of the time it takes you now.

- Serve your customers faster through improved productivity in the warehouse and front office.
- Eliminate order picking errors, including over/under ships, wrong item ships, etc.
- Improve employee morale with a user friendly tool that helps them do their job easier and faster.
- Improve your reputation for reliability by having accurate orders that go out correctly the first time.
- Eliminates customer undercharges.
- Reduces customer order shortage claims.
- Reduces customer 'special runs' to correct critical order errors.
- Reduces excessive employee overtime.
- Catch weights are scanned, making it unnecessary for office to manually enter.
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3 entrée.UPC Adminstrator Features

The **entrée.UPC Administrator** application is used to maintain **entrée.UPC** and is run on the host computer via this desktop icon.

- The **entrée.UPC Administrator Utilities** menu displayed here is where you access the features for maintaining the data files.
- The **entrée.UPC Administrator Edit** menu.
- The **entrée.UPC Administrator View** menu.
- **Updated "Purge entrée.UPC data files" Utility:**

The **Purge Options** dialog has been updated to include a design similar to what is used in the main **entrée** system with "current" and "history" file purge options. During the purge operation you can choose when to permanently purge information from your system. This final purge defaults to a cutoff of two years. Since the data retention period for some products is as short as six months, the purge value can be changed to retain more or less data as required for your business.

Purges & the Bioterrorism Act of 2002

The Bioterrorism Act of 2002* authorizes the Secretary of HHS, acting through the FDA, to issue regulations to protect the Nation's food and drug supplies against bioterrorism and food-borne illness. The data retention requirements of the Bioterrorism Act specify that product-tracing data must be retained for as long as two years for certain types of products. Keeping two years of scan data in your active data file would degrade the performance of the scanning process so in version 3 we created a new design that pushes the older data into a "history" file. This designs keeps the size of the data files used for day-to-day activities to a manageable size while meeting the data retention requirements in a readily available historical data file.

*Source **www.fda.gov - Bioterrorism Act**

Utility to Edit Bar Code Definitions

The Edit bar code definition utility opens the **Create/Edit Bar Code Definitions** dialog box. Your options are:

1. **New** - To add a new bar code definition.
2. **Edit** - To modify an existing bar code definition.
3. **Delete** - To remove an existing bar code definition.

The Bar Code Definition Properties dialog will be used to edit or create new definitions. You will enter or edit information in 3 tabs: Description, Data Locations - Page 1 and Data Locations - Page 2.

Once you click **Edit** the Description tab with the new **List Definitions** button will be displayed (see page 8 for more information about List Definitions).

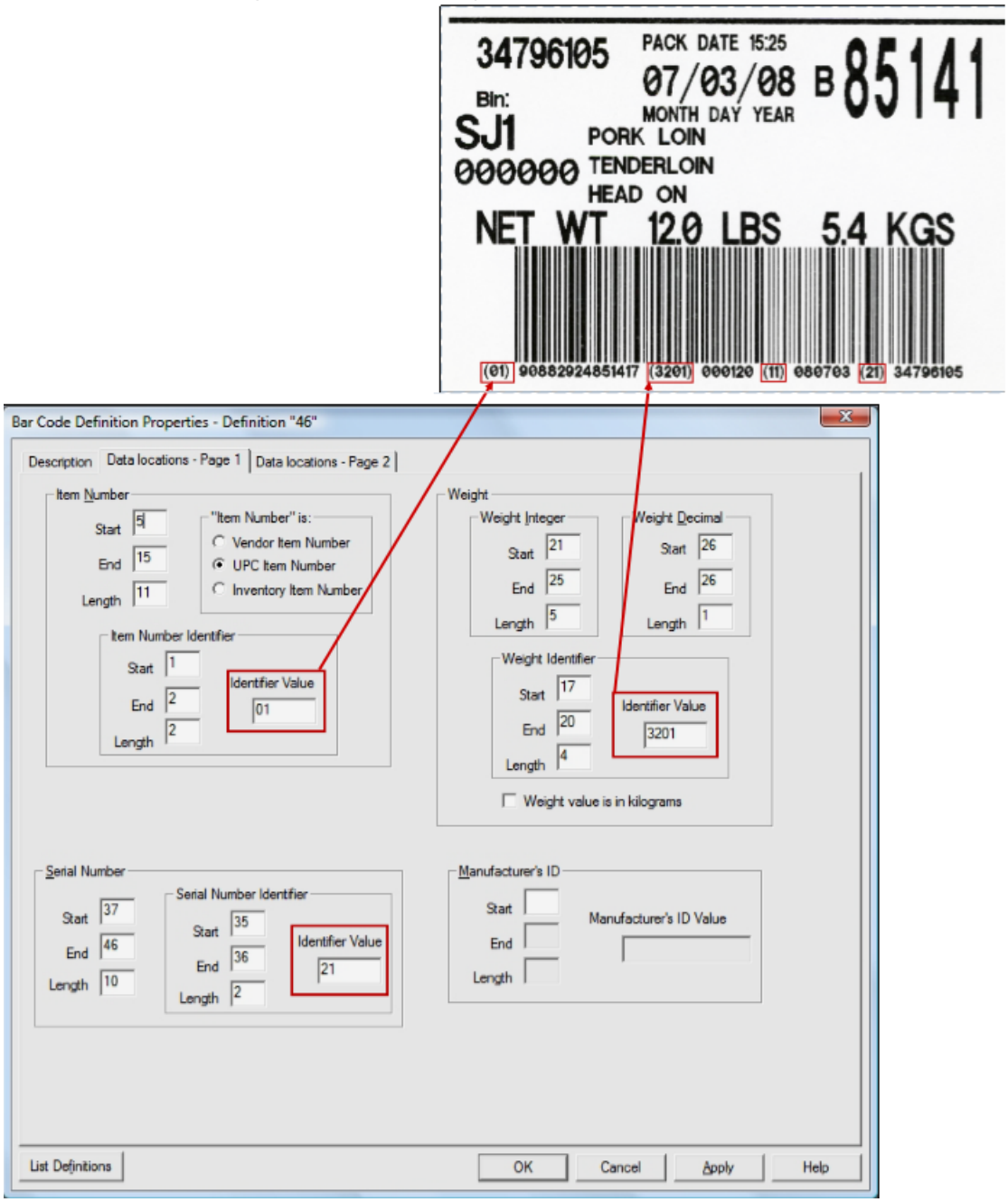
You have these fields from the GS1 Bar Code standard to enter in the **Description** tab:
Bar Code Identifier, Bar Code Type, Bar Code Value, Bar Code Description, Data Length, Associated Weight Bar Code and Associated Lot Number Bar Code.

Edit Bar Code Definition Utility

The “Edit bar code definitions” utility **Data Locations - Page 1** tab contains the following information: Item Number, Serial Number, Weight and Manufacturer ID locations which are identified and defined on this tab.

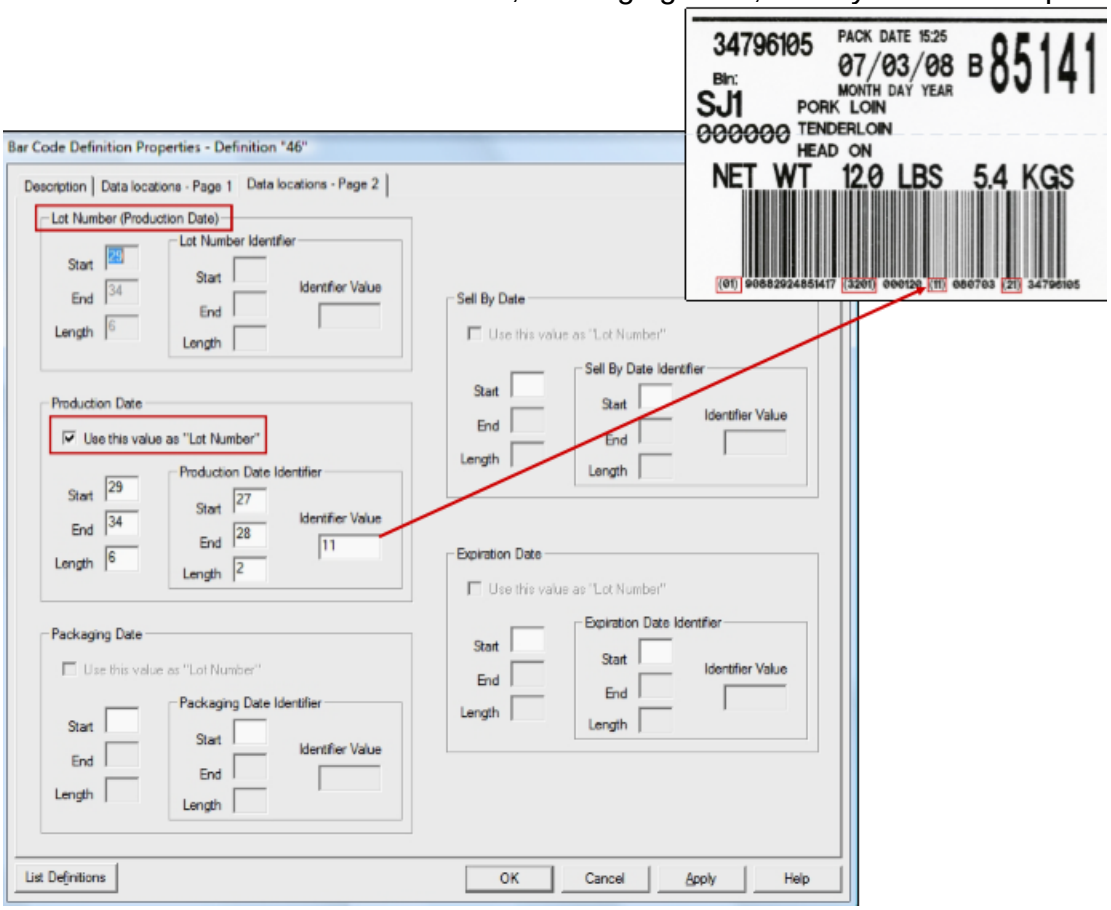
The label on the right uses the GS1 Bar Code standard. The Application Identifier fields, which are always enclosed in parenthesis, have been outlined in red.

You can see three of the Application Identifier field values in the GS1 bar code label defined in the **Data Locations - Page 1** tab in the image below.



For more information about the GS1 Bar Code standard and Application Identifiers in this **Creating Bar Code Definitions**.

Below is the **Data Locations - Page 2** tab which supports four new date values in the GS1 Bar Code standard: Production Date, Packaging Date, Sell By Date and Expiration Date.



Lot Numbers

Since one of these dates can either officially or unofficially be used as the item's "Lot Number", the field definitions for these date values include a check box which allows you to designate one of them to be recorded as the "Lot Number" value for the scan (the images show the relationship between the GS1 bar code label Application Identifier field and the Production Date definition).

The system will record the “Lot Number” and “Serial Number” information in the bar code data when scanned if the fields exist ***and*** if the fields are specified in the bar code definition.

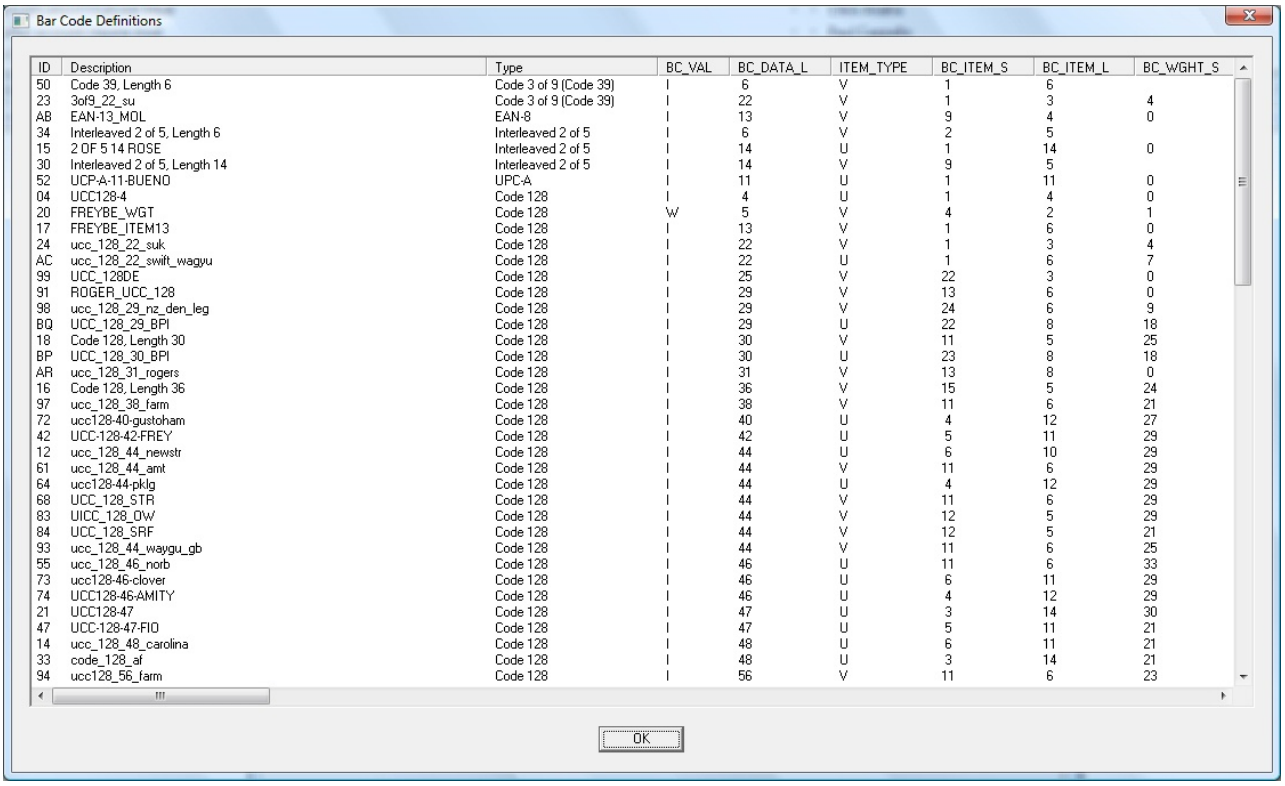
Product Recalls & Bar Code Definitions

A product recall can be issued against any of the data values present in a bar code, so it would be beneficial to define the “Lot Number” field in the bar codes that provide one, along with any of the four date fields listed above. Defining and scanning for this bar code data will enhance your businesses ability to trace all activity on a given product using a report. This enables you to respond quickly in the event of a product recall.

New List Definitions Feature

Below is the “Bar Code Definitions” screen which displays a list of all defined bar codes in your system when you click the **List Definitions** button from the **Edit Bar Code Definition** utility.

The **List Definitions** button allows you to review the properties of all your existing bar code definitions in one screen. You can easily examine bar code definitions for errors or compare bar code definitions to help you resolve conflicts.



ID	Description	Type	BC_VAL	BC_DATA_L	ITEM_TYPE	BC_ITEM_S	BC_ITEM_L	BC_WGHT_S
50	Code 39, Length 6	Code 3 of 9 (Code 39)	I	6	V	1	6	
23	3of9_22_su	Code 3 of 9 (Code 39)	I	22	V	1	3	4
AB	EAN-13_MOL	EAN-8	I	13	V	9	4	0
34	Interleaved 2 of 5, Length 6	Interleaved 2 of 5	I	6	V	2	5	
15	2 OF 5 14 ROSE	Interleaved 2 of 5	I	14	U	1	14	0
30	Interleaved 2 of 5, Length 14	Interleaved 2 of 5	I	14	V	9	5	
52	UCP-A-11-BUENO	UPC-A	I	11	U	1	11	0
04	UCC128-4	Code 128	I	4	U	1	4	0
20	FREYBE_WGT	Code 128	W	5	V	4	2	1
17	FREYBE_ITEM13	Code 128	I	13	V	1	6	0
24	ucc_128_22_suk	Code 128	I	22	V	1	3	4
AC	ucc_128_22_swift_wagyu	Code 128	I	22	U	1	6	7
99	UCC_128DE	Code 128	I	25	V	22	3	0
91	ROGER_UCC_128	Code 128	I	29	V	13	6	0
98	ucc_128_29_nz_den_leg	Code 128	I	29	V	24	6	9
BQ	UCC_128_29_BPI	Code 128	I	29	U	22	8	18
18	Code 128, Length 30	Code 128	I	30	V	11	5	25
BP	UCC_128_30_BPI	Code 128	I	30	U	23	8	18
AR	ucc_128_31_rogers	Code 128	I	31	V	13	8	0
16	Code 128, Length 36	Code 128	I	36	V	15	5	24
97	ucc_128_38_farm	Code 128	I	38	V	11	6	21
72	ucc128-40-gustoham	Code 128	I	40	U	4	12	27
42	UCC-128-42-FREY	Code 128	I	42	U	5	11	29
12	ucc_128_44_newstr	Code 128	I	44	U	6	10	29
61	ucc_128_44_amt	Code 128	I	44	V	11	6	29
64	ucc128-44-pklg	Code 128	I	44	U	4	12	29
68	UCC_128_STR	Code 128	I	44	V	11	6	29
83	UICC_128_OW	Code 128	I	44	V	12	5	29
84	UCC_128_SRF	Code 128	I	44	V	12	5	21
93	ucc_128_44_waygu_gb	Code 128	I	44	V	11	6	25
55	ucc_128_46_norb	Code 128	I	46	U	11	6	33
73	ucc128-46-clover	Code 128	I	46	U	6	11	29
74	UCC128-46-AMITY	Code 128	I	46	U	4	12	29
21	UCC128-47	Code 128	I	47	U	3	14	30
47	UCC-128-47-FIO	Code 128	I	47	U	5	11	21
14	ucc_128_48_carolina	Code 128	I	48	U	6	11	21
33	code_128_af	Code 128	I	48	U	3	14	21
94	ucc128_56_farm	Code 128	I	56	V	11	6	23

4 Contact NECS

- Please visit our website at **necs.com** to learn about our other add-on modules, products and services.
- If you would like more information about **entrée.PEN**, the Anoto Digital Pen interface, please contact NECS Sales by emailing **Anoto@necs.com**.
- Contact our **NECS Sales Department** at **sales@necs.com** for more information.
- Contact the **Tech Support Department** at **tech@necs.com** for assistance.
- For information about current NECS software training classes use this link: **necs.com/training.php**

NECS, Inc.
322 East Main Street, Third Floor
Branford, CT 06405

Office Hours: Monday - Friday from 8:30AM EST - 5:30PM EST

Toll Free: 800.766.6327 (NECS) **Phone:** 475.221.8200 **Fax:** 203.208.0889