

# APPLICATION FOR SUBSCRIPTION TO GS1 MAURITIUS

| We [name of company or owner] hereby wish to subscribe to GS1 Mauritius and agree to a | abide by the General Terms ar   | nd Conditions governing the GS1 system.  |
|--|---|--|
| Nature of Constitution (please tick ✓)  ☐ Sole-proprietor ☐ Partnership                | ☐ Limited Company   |  |
| Type of Company (please tick ✓)  ☐ Manufacturer ☐ Wholesaler                           | ☐ Retailer  | ☐ Other (please specify)   |
| Annual Turnover (please tick ✓) □ Up to Rs 1 Million (Category A)                      | ☐ Above Rs 1 Million (Cate  | gory B)  |
| Number Bank (please tick ✓) ☐ 1,000 ☐ 10,000 ☐ 100,                                    | 000 □ Varia   | able Product Code  |
| Member of Mauritius Chamber of Commerce and Indust                                     | ry 🗆 Yes  | □No  |
| BRN :  | VAT Registration No   | :  |
| Products Manufactured/Traded :   |   |  |
| Sector : ☐ Retail ☐ Others   |   | Export Markets :   |
| Name of Chief Executive :  | Name of Key   | Contact Person :   |
| Office Address :   |   |  |
|  |   | Country :  |
| Telephone :  | Mobile :  |  |
| E-mail :   | Telefay :   |  |
| governing subscribers to GS1 Mauritius and on behalf of  Name :                        | Title/Position in t   |  |
|  |   |  |
| 3. Fees are to be renewed annually.  | any (if applicable) Is duly filled Iasic principles of GS1 & Barcoo<br>JS" for registration fee, annual,<br>3, Royal Street, Port-Louis (Te | I fee and training fee el: 230 208 3301) ting and addressed to The Secretary-General, GS1 Mauritius. |
| company).  | For office use  | (you may not assign, licence or allow its use by any other   |
| Please pay: Registration Fees :  |   | Total amount: Rs   |
| Approved by  |   | Date of Admission:   |
| Global Company Prefix :  |   | Global Location No :   |



# **Statement from Accountant / Auditors**

| Name of Account                       | ant / Auditors:                  |                      |  |
|---------------------------------------|----------------------------------|----------------------|--|
| Name of Compan                        | y:                               |                      |  |
| (Full Address):                       |                                  |                      |  |
| Statement of Acco                     | ountant / Auditors               |                      |  |
| We,                                   |                                  |                      | hereby   |
|                                       | (Name of Accour                  | itant / Auditor)     |  |
| Certify that                          |                                  |                      |  |
|                                       | (Name of Applica                 | int)                 |  |
| Has an Annual Tu                      | rnover as indicated below (Pleas | se tick as appropria | ate):  |
| Category A:                           | Up to Rs 1million                |                      |  |
| Category B:                           | Above Rs 1 million               |                      |  |
| <br>Accountant / Aud                  | itors signature and stamp        |                      | Date   |
|                                       | <u>.</u>                         | NEW COMPAN           | <u>IIES</u>  |
| yet to be produce                     | • •                              |                      | d the first Annual Accounts and Balance Sheet have rtificate is waived and the applicant's Chief Executive |
| As a newly incorp<br>our Annual Turno |                                  | to produce our An    | inual Accounts and Balance Sheet. We estimate that   |
| Category A:                           | Up to Rs 1million                |                      |  |
| Category B:                           | Above Rs 1 million               |                      |  |
| Name                                  |                                  |                      | Signature  |
| Chief Executive O                     | fficer / Managing Director       |                      |  |
| Name of Company                       |                                  |                      | Date   |



# **Mandatory Training for New Members**

GS1's Terms and Conditions of Membership include the requirement for all new members to attend a <u>compulsory</u> workshop. This ensures that all are equipped with a working knowledge of GS1 Standards and the correct implementation thereof.

These workshops are suitable for current and new users of the GS1 Standards. The MQA approved Course "Basic Principles of GS1 & Barcoding" is now available.

We encourage you to attend if you:

- Are new to the subject
- Need a refresher
- Are responsible for barcodes in your organisation
- Want to improve your supply chain management efficiency and reduce print errors costs

#### **Learning Outcomes:**

- 1. Creating, allocating and managing item (bar code) numbers
- 2. Understanding bar code technical standards type, dimensions, location, colour, etc
- 3. Eliminating errors
- 4. Improving the inventory control and supply chain by using bar codes

#### **Training Fees**

| GS1 Mauritius Members     | RS 1,000 per participant |  |  |  |  |
|---------------------------|--------------------------|--|--|--|--|
| Non-GS1 Mauritius Members | RS 1,500 per participant |  |  |  |  |

Please note that no application will be processed without a completed Booking Form



# BASIC PRINCIPLES OF GS1 & BAR CODING Booking Form

| Company Name or Owner's Name :  |   |  |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|--|
|   |   |  |  |  |  |  |  |  |  |  |
| Postal Address:   | _ |  |  |  |  |  |  |  |  |  |
| Telephone:  |   |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
| Telephone: Mobile: Fax:   | _ |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
| Email:  |   |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
| Number of participants:   |   |  |  |  |  |  |  |  |  |  |
| 1 Surname   |   |  |  |  |  |  |  |  |  |  |
| Name  |   |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
| Name  |   |  |  |  |  |  |  |  |  |  |
| 3 Surname   |   |  |  |  |  |  |  |  |  |  |
| Name  |   |  |  |  |  |  |  |  |  |  |
| Preferred Language: □English □French □ Creole                           |   |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |
| Profitti Date   |   |  |  |  |  |  |  |  |  |  |
| January Friday 30 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis  |   |  |  |  |  |  |  |  |  |  |
| February Friday 27 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis |   |  |  |  |  |  |  |  |  |  |
| March Friday 27 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis    |   |  |  |  |  |  |  |  |  |  |
| April Friday 24 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis    |   |  |  |  |  |  |  |  |  |  |
| May Friday 29 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis      |   |  |  |  |  |  |  |  |  |  |
| June Friday 26 <sup>th</sup> 09.15 hrs – 12.30 hrs MCCI, Port Louis     |   |  |  |  |  |  |  |  |  |  |
| For Office Use  |   |  |  |  |  |  |  |  |  |  |
| Company Prefix: Date of Membership                                      |   |  |  |  |  |  |  |  |  |  |



#### General Terms and Conditions of Membership & Licence Agreement with GS1 Mauritius

The following terms and conditions apply to the Membership of GS1 Mauritius and the **Licence** to use the GS1 System and numbers granted by GS1 Mauritius to the Member. Use of GS1 Numbers constitutes agreement by the Member to these Terms and Conditions. Failure to observe and abide by these terms and conditions may lead to termination of the Membership and the Licence.

#### 1. DEFINITIONS

The following definitions will apply within these terms and conditions

- 1.1. "GS1" means GS1 Mauritius.
- **1.2."GS1 Numbers"** means the GS1 company prefix and serialized product numbers that are issued to You by GS1 for Your use in accordance with these terms and conditions
- **1.3. "Intellectual Property"** means patents, registered designs, utility models, trade marks, applications for any of the foregoing, inventions, unregistered trade marks, copyright, confidential information, know-how, processes and trade secrets and other intellectual property, and equivalents of any of the foregoing anywhere in the world and includes the Trade Marks
- 1.4. "Licence" means the licence granted by GS1 to You to use the GS1 Numbers.
- 1.5. "Licensee" means You
- 1.6. "Member" means You
- 1.7. "Membership" means the state of being a member of GS1 Mauritius
- 1.8. "Products" means the products manufactured and/or sold by You
- **1.9. "Application Form"** means the GS1 Application form whereby persons apply to become members of GS1 and for the issue of GS1 Numbers
- **1.10. "terms and conditions"** means these General Terms and Conditions as varied by time to time by GS1 in accordance with clause 7
- 1.11. "Trade Marks" means the trade marks associated with GS1 and/or the GS1 numbering system
- **1.12. "You"** means the person, company, corporation or other legal entity that has signed the Application Form applying for membership of GS1 and the issuance of GS1 numbers. "Your" has a corresponding meaning
- 1.13. "VAT" means Value Added Tax

#### 2. GRANT OF MEMBERSHIP AND LICENCE

- **2.1.** If GS1 accepts Your application for membership and issues You with a GS1 company prefix, GS1 also grants You a non-exclusive non-transferable licence to use those GS1 company prefix in connection with the supply and sale of Your Products.
- **2.2.** The Licence and these terms and conditions come into effect for You on the date on which GS1 issues You with Your GS1 Member Number and will continue until terminated as provided in clause 12.
- **2.3.** The Member agrees that it is responsible for providing GS1 with the data required for the administration of its membership and that such data is accurate.
- **2.4.** Notwithstanding the above clause 2.1, the written permission and approval of GS1 Mauritius is required in the event that You sell the company, brand name, or individual products to a third party and require that Your GS1 Member Number, or specific GS1 Numbers transfers with the products to the new owner. (Such approval to be granted or withheld at GS1's sole discretion; such approval will not be unreasonably withheld)

#### 3. FEES

- **3.1. Registration Fee**: On joining GS1 Mauritius, You must pay a Registration Fee as specified in the Application Form.
- **3.2. Annual Licence fee is Payable**: You must pay the Licence Fee to GS1 annually within 30 days of the date of GS1's invoice. The annual fee covers the period 1st January to 31st December.
- **3.3.** Amount of Registration Fee and Licence fee: As at the commencement of the Membership the amount of the Registration Fee and the annual Licence fee is as specified in the Application Form. However, should a subscriber apply for membership in the course of the year, such subscription fee will be computed for payment purposes on a quarterly basis, i.e., the subscriber will have to pay the full fee for the quarter in which he will have joined GS1 Mauritius.

- **3.4.** GS1 may, from time to time, increase the Fee by giving You at least 30 days' written notice. On expiry of the notice period the increase shall be effective and due and payable.
- **3.5. Fees Payable after Termination of Membership**: Where products bearing GS1 Numbers issued to You are already in the marketplace at the time the Licence is terminated, notwithstanding such termination You will remain liable for a fee equivalent to the then current Licence Fee for the period that You continue to distribute those Products.
- **3.6. VAT**: All amounts payable under this clause are exclusive of VAT. You will also pay any VAT in addition to the base amount payable.

#### 4. YOUR CONDUCT

- **4.1. Training**: You are required to register and undergo training, within 1 year of joining GS1 Mauritius. Make sure you attend the first course, which is mandatory for all new members.
- **4.2. Not Prejudice GS1's Goodwill**: You will not at any time during the term of the Membership, or after its termination, be a party to any act, matter or thing whereby GS1's goodwill, trade or business may be prejudicially affected or brought into disrepute.
- **4.3. Standards**: You will abide by and comply with the technical standards set out in the GS1 Mauritius manuals/guidelines and such other directions as GS1 may give from time to time.

#### 5. USE OF GS1 NUMBERS AND OTHER INTELLECTUAL PROPERTY

- **5.1. Use of GS1 Numbers**: You are only entitled to use the GS1 Numbers issued to You by GS1. You must not use any numbers issued by GS1 to any other person. You may not use any numbers which purport to be issued by GS1 or which copy the GS1 numbering system. You will only use the GS1 Numbers issued to You in connection with the manufacture, sale and identification of Your Products.
- 5.2. Not Alter the Numbers: You will not alter the GS1 Numbers licensed to You in any way
- **5.3. Title to Numbers:** The Member acknowledges and accepts that GS1 or its licensors will at all times own the rights and title to the GS1 Numbers and all Intellectual Property relating thereto and the Member will not at any time do or suffer to be done any act or thing which may in any way impair GS1 rights or its licensors' in the GS1 Numbers or related Intellectual Property. **The GS1 Numbers are the exclusive property of GS1 or its licensors.** The Member will acquire no rights in or to the GS1 Numbers or any related Intellectual Property save as specifically stated in these Terms and Conditions.
- **5.5.** You must not permit anyone else to use or display the company prefix issued to You. They may not lend; lease; rent out or sell.
- **5.6.** You must ensure that the products bear all proprietary notices that GS1 may require from time to time.

#### 6. USE OF TRADE MARKS FOR MARKETING/PROMOTION

With GS1's prior written consent, You may use the GS1 Trade Marks for marketing and promotion of the products. You must ensure that the Trade Marks are reproduced only in accordance with the manner, form and other guidelines specified to You by GS1 from time to time.

#### 7. VARIATION OF TERMS AND CONDITIONS

GS1 has the right to vary these terms and conditions at any time by giving written notice to You. Any such variation notified by GS1 shall take effect immediately (unless a later date is specified in the notice).

#### 8. COMPLIANCE WITH GS1 RULES

8.1 As long as You remain a member of GS1, You must comply with the terms of the standards, specifications, policies and terms of use of GS1 Numbers as issued from time to time by GS1. The Member understands that such standards, specifications, policies and terms of use may require modification and amendment and that such modifications and amendments may be made without prior notice. The Member acknowledges that such standards, specifications, policies and terms of use are deemed to form part of these Terms and Conditions. Failure to comply with these standards, specifications, policies and terms of use may result in revocation of a Member's GS1 Numbers and even termination of Membership in accordance with condition 12.

#### 9. SURVIVAL

The covenants and acknowledgements contained in clauses 3.5 4.2, 10 and 11 shall remain in force and effect after the termination or expiry of the Licence for any reason and shall not be deemed waived, merged or extinguished upon such termination or expiry.

#### 10. INDEMNITY

You agree to indemnify GS1 against claims, suits, losses, damages or costs suffered or incurred by GS1 as a result of Your conduct, Your use of the GS1 Numbers and any breach of these terms and conditions by You.

#### 11. CONFIDENTIALITY

You will always keep confidential and secure, and not exploit or otherwise misuse, any information of GS1's which is identified as or would reasonably be expected to be, proprietary, confidential or commercially sensitive. You will only disclose that information to the extent:

- (a) necessary to perform Your obligations under the Licence and on a "need-to-know" basis only;
- (b) GS1 authorises it in writing; or
- (c) as required by law.

#### 12. TERMINATION

GS1 shall have the right to terminate the Licence immediately by giving notice if:

- **12.1. Failure to Pay Licence fee**: You fail to pay the annual Licence fee by its due date. This means that You can no longer use the number(s) allocated to You. This withdrawal shall be advised to the numbering organisations around the world and a request will be made to them to inform their retailers not to accept products bearing those codes.
- 12.2. Breach: You commit a breach of Your obligations under these terms and conditions
- **12.3. Insolvency**: You are declared bankrupt, go into liquidation, have a receiver or statutory manager appointed, or (being a company) are wound up otherwise than for the purpose of a reconstruction; or
- **12.4.** Head Licence Terminates: GS1 ceases to hold the necessary licence rights to issue GS1 numbers in Mauritius.
- **12.5. Termination by either Party**: Either GS1 or You may otherwise terminate this Licence in any other circumstances by giving six months written notice to the other party
- **12.6. No Release from Obligations**: Termination of this Licence does not relieve either GS1 or You from liability arising from any prior breach of the terms of this Licence.

#### 13. CONSEQUENCES OF TERMINATION

- 13.1. On termination of this Licence, Your rights under this Licence terminate and you must:
- (a) immediately cease applying the company prefix and Bar codes to any of Your Products manufactured or sold by You after the termination date;
- (b) cease to Use Intellectual Property: cease all direct or indirect use of the GS1 Numbers, Intellectual Property other than in connection with Products manufactured or sold prior to the termination date;
- (c) within 7 days, pay to GS1 all amounts due to GS1 under this Licence at the termination date; and
- (d) if case of non-payment after 7 days, GS1 reserves the right to take all necessary legal steps to recover the said payments. All costs will be borne by You.
- **13.2.** You are not entitled to any rebate or refund of the Licence Fee or any other fees or charges paid under this Licence, unless this Licence expressly states otherwise.
- **13.3.** the termination or expiry of this Licence does not affect those provisions which by their nature survive termination, including clauses 10 and 11.

#### 14. DISPUTE RESOLUTION

Where any dispute arises in relation to the Licence or any matter arising under it, GS1 and You will make genuine efforts to resolve the dispute by negotiation. Any dispute arising in connection with the present contract shall be settled under the Mediation Rules of the Arbitration and Mediation Center of the Mauritius Chamber of Commerce and Industry (MARC). In the event that no settlement is thereby reached within 15 days of the commencement of the mediation, or such further period as the parties shall agree in writing, the dispute shall be finally settled under the Arbitration Rules of the Arbitration and Mediation Center of the Mauritius Chamber of Commerce and Industry (MARC), by one arbitrator appointed in accordance with the said rules.

#### 15. NOTICES

- **15.1.** All notices and other communications in connection with this Licence:
- (a) must be in writing; and
- (b) Take effect from the time they are received unless a later time is specified.
- **15.2.** Notices for you will be sent to the address specified on Your Registration Form (or such other address as you may notify GS1 of from time to time). Notices for GS1 must be sent to the Secretary-General of GS1 at GS1's address as notified to You from time to time.

#### **16. DATA PROTECTION**

- **16.1** Use of personal data: GS1 uses data obtained from Members for general administration purposes, including but not limited to, building up a database of Members and invoicing Members. From time to time, unless a Member or an individual representative of a Member indicates that they would not like to receive such information, GS1 may use the contact details of such individuals to contact them by post, fax, email or telephone to brief them about GS1 activities and developments relevant to their membership of GS1.
- **16.2 Consent:** the Member confirms that it has obtained the necessary consents of any person whose personal data is made available to GS1 by the Member in connection with these Terms and Conditions, for such person's personal data to be used by GS1.

#### 17. GENERAL PROVISIONS

- **17.1.** These General Terms and Conditions and Application Form constitute the entire agreement of the parties about its subject matter and supersedes all previous agreements, understanding and negotiations on that subject matter.
- **17.2.** This Licence is governed by the laws in force in Mauritius.
- **17.3.** A provision of this Licence or a right created under it may not be waived except in writing, signed by the party giving the waiver.
- 17.4. You must not assign, transfer or sublicense Your rights or obligations under this Licence.

#### **18. ANNEX**

- **18.1.** Sets out the scale of the registration and licence fee and fees for mandatory training payable when You join. Thereafter You are only required to pay the subscription on an annual basis on the 1st January each year.
- To enable us to establish the rate of the Annual Subscription payable by You please ask Your Accountant / Auditors to complete the attached statement and send it to us.
- **18.2.** Sets out the fees charged by us where You ask us to carry out training on Your behalf in respect to Your staff.

#### 19 Notes:

- **19.1.** We will only issue Your certificate of membership of GS1 Mauritius and the GS1 Numbers You require once You have paid Your registration fee, Annual subscription fee, training fee and sent us the requested documents mentioned in the Application Form.
- **19.2.** We reserve to ourselves the right in our sole and absolute discretion to ask You from time to submit a fresh statement/evidence of your annual turnover for the purposes of confirmation of the rate of Annual Subscription payable by You.
- If Your reported turnover has increased placing You in a higher scale, then the increased subscription fee will come into effect on the next renewal date.
- 19.3. All subscriptions are payable within 30 (thirty) days of the date of issue on the renewal (invoice).

**NOTICE** Failure to pay may lead to us cancelling Your membership and withdrawing Your allocated bar codes.



## FEES APPLICABLE TO SUBSCRIBERS OF GS1 MAURITIUS

## A. One off-payment:

1. Registration Fees : Rs 5,000 + 15% VAT

2. Training Fees for 'Basic Principles of GS1 & Barcoding' (MQA Approved)

GS1 Members : Rs 1,000 Non-GS1 Members : Rs 1,500

### **B.** Annual Subscription Fees

#### CATEGORY A (Small Companies with annual turnover of up to Rs 1 Million)

|  | ANNU                                       | JAL FEES RS     |  |  |  |  |
|--|--|-----------------|--|--|--|--|
|  | Members of Chamber Non-Members of Chambers |                 |  |  |  |  |
| GTIN-13 manufacturer number  Or  Variable Product Code | 2,200 + 15% VAT                            | 2,400 + 15% VAT |  |  |  |  |

#### **CATEGORY B (Companies with annual turnover above Rs 1 Million)**

|  | ANNU               | JAL FEES RS            |
|--|--------------------|------------------------|
|  | Members of Chamber | Non-Members of Chamber |
| GTIN-13 manufacturer number Or Variable Product Code | 8,000 + 15% VAT    | 10,000 + 15% VAT       |

#### Notes:

- (a) Upon payment of the annual fee, subscribers in Category A and B will be allocated one manufacturer number.
- (b) Subscribers in Category A will be required to submit a documentary evidence of annual turnover acceptable to the Chamber at the beginning of each renewal period.
- (c) Subscription fees will be payable on a yearly basis. However, should a subscriber apply for membership in the course of the year, such subscription fee will be computed for payment purposes on a <u>quarterly</u> basis, i.e., the subscriber will have to pay the full fee for the quarter in which he will have joined GS1 Mauritius



Rs

 Registration Fees
 5,000 + 15% VAT
 5,750

Training GS1 Members 1,000 Non-GS1 Members 1,500

#### NON-MEMBERS OF MCCI

Category A

GTIN-13 manufacturer number **or** Variable Product Code

Registration Fees (Rs 5,000 + VAT)

Training

Category B

GTIN-13 manufacturer number  $\ or \ Variable \ Product \ Code$ 

Registration Fees (Rs 5,000 + VAT)

Training

| 1ST QUARTER     |        | 2ND QUARTE  | 3RD QUART | ER          | 4TH QUARTER |           |        |
|-----------------|--------|-------------|-----------|-------------|-------------|-----------|--------|
| Jan - Mar       | Amount | Apr - Jun   | Amount    | Jul - Sep   | Amount      | Oct - Dec | Amount |
| 2,400 + 360 VAT | 2,760  | 1,800 + 270 | 2,070     | 1,200 + 180 | 1,380       | 600 + 90  | 690    |
|                 | 5,750  |             | 5,750     |             | 5,750       |           | 5,750  |
|                 | 1,000  |             | 1,000     |             | 1,000       |           | 1,000  |
| TOTAL           | 9.510  |             | 8.820     |             | 8.130       |           | 7.440  |

Rs

| TOTAL              | 18,250 |               | 15,375 |             | 12,500 |             | 9,625 |
|--------------------|--------|---------------|--------|-------------|--------|-------------|-------|
|                    | 1,000  |               | 1,000  |             | 1,000  |             | 1,000 |
|                    | 5,750  |               | 5,750  |             | 5,750  |             | 5,750 |
| 10,000 + 1,500 VAT | 11,500 | 7,500 + 1,125 | 8,625  | 5,000 + 750 | 5,750  | 2,500 + 375 | 2,875 |

#### MEMBERS OF MCCI

Category A

GTIN-13 manufacturer number or Variable Product Code

Registration Fees (Rs 5,000 + VAT)

Training

Category B

GTIN-13 manufacturer number or Variable Product Code

Registration Fees (Rs 5,000 + VAT)

Training

| 1ST QUARTER              |       | 2ND QUARTE     | 3RD QUART | TER              | 4TH QUARTER |             |          |
|--------------------------|-------|----------------|-----------|------------------|-------------|-------------|----------|
| Jan - Mar Amount Apr - J |       | Apr - Jun      | Amount    | Jul - Sep Amount |             | Oct - Dec   | Amount   |
| 2,200 + 330 VAT          | 2,530 | 1,650 + 247.50 | 1,897.50  | 1,100 + 165      | 1,265       | 550 + 82.50 | 632.50   |
|                          | 5,750 |                | 5,750     |                  | 5,750       |             | 5,750    |
|                          | 1,000 |                | 1,000     |                  | 1,000       |             | 1,000    |
| TOTAL                    | 9,280 |                | 8,647.50  |                  | 8,015       |             | 7,382.50 |

| 8,000 + 1,200 VAT | 9,200  | 6000 + 900 | 6,900  | 4000 + 600 | 4,600  | 2000 + 300 | 2,300 |
|-------------------|--------|------------|--------|------------|--------|------------|-------|
|                   | 5,750  |            | 5,750  |            | 5,750  |            | 5,750 |
|                   | 1,000  |            | 1,000  |            | 1,000  |            | 1,000 |
| TOTAL             | 15,950 |            | 13,650 |            | 11,350 |            | 9,050 |



#### **KEY STEPS TO BARCODE IMPLEMENTATION**

To gain the full benefits of product numbering, product numbers must be allocated correctly and the bar codes must be printed accurately to ensure that they <u>scan first time</u>, <u>every time</u>.

#### 1. Become a GS1 Mauritius member and obtain a GS1 Global Company Prefix (GCP)

You need to be registered with GS1 Mauritius to obtain a bank of numbers. These numbers will include a Company Prefix which is uniquely assigned to your company. The GCP is, depending on the range of numbers you applied for, either in nine, eight, or seven digits of thirteen-digit Global Trade Item Number (GTIN).

9 Digit company prefix: 1 000 numbers

|   | Company Prefix |   |   |   |   |   | Ite | em N | 0. | С |   |   |
|---|----------------|---|---|---|---|---|-----|------|----|---|---|---|
| Р | P              | Р | Р | Р | Р | Р | Р   | Р    | _  | I | - | С |

8 Digit company prefix: 10 000 numbers

|   |   | С | ompa | any Pi | refix |   |   | Item No. |   |   |   | С |
|---|---|---|------|--------|-------|---|---|----------|---|---|---|---|
| Р | P | P | Р    | Р      | Р     | Р | Р | 1        | 1 | 1 | 1 | С |

7 Digit company prefix: 100 000 numbers

| Company Prefix |   |   |   | Item No. |   |   |    | С  |   |   |     |   |
|----------------|---|---|---|----------|---|---|----|----|---|---|-----|---|
| Р              | Р | Р | Р | Р        | Р | Р | -1 | -1 | 1 | ı | - 1 | С |

#### 2. Assign Numbers

Using your GS1 Global Company Prefix, generate your number(s). When assigning numbers to retail items a separate Global Trade Item Number (GTIN) must be given for each different size, shape, weight, colour, flavor, pack configuration, promotional variant.

Number sequentially. Example of Sequential Numbering

GLN: 609123456000C Product A: 609123456001C Product B: 609123456002C Product C: 609123456003C

#### Check digit calculation

The GTIN Check Digit Calculator is available on

http://www.gs1.org/barcodes/support/check\_digit\_calculator

<u>OR</u>

- 1. GTIN-13: Enter 12 digits in blocks
- 2. Add digits in top blocks and multiply answer by 3
- 3. Add digits in lower blocks
- 4. Add result of step 2 above to result of step 3
- 5. Check Digit is a number, which when added to the unit digit of result of step 4, produces an answer of 0

GTIN-13

Example: 609123456001-C

- Numbering of Outer Cases 14 digit (GTIN-14)
  - Prefix the internal consumer unit number with any digit from 1-8 (indicator) and recalculate the check digit
  - o Indicator 9 is reserved for variable measure items
- Keep a record of numbers allocated to the products in a database

| SEQUENCE     | CHECK DIGIT | GTIN          | PRODUCT DESCRIPTION    |
|--------------|-------------|---------------|------------------------|
| 609123456001 | 3           | 6091234560013 | Ex: Jam Strawberry 50g |
| 609123456002 | 0           | 6091234560020 | Jam Peach 50g          |
| 609123456003 | 7           | 6091234560037 | Jam Strawberry 100gr   |

#### 3. Select a barcode printing method

Bar code labels can either be printed by a printer or produced in-house.

#### 4. Select a 'primary' scanning environment

There are four basic scanning environments for trade items that ultimately will influence the choice of the barcode, size and placement. These environments are:

- Retail Point-of-Sale Only
- General Distribution Only
- Point-of-Sale and General Distribution
- Special environments (e.g. medical device marketing)

#### 5. Select the most appropriate barcode

Please refer to the table below for selecting the right barcode:

| Application Areas                                     | Encoded GTIN and / or attribute information | Symbol           |
|---|---|------------------|
| General Retail Point-of-Sale and General Distribution | GTIN-13                                     | EAN-13           |
| Outercase   | GTIN-13                                     | EAN-13           |
|   | GTIN-14                                     | ITF-14 / GS1-128 |
| Pallet  | GTIN-14                                     | ITF-14 / GS1-128 |
|   | SSCC  | GS1-128 (00)     |

#### 6. Pick a barcode size

The EAN/UCC Symbol has a nominal height and width.

| Standard Size 100%  | Width (mm) | Height (mm) |  |  |
|---------------------|------------|-------------|--|--|
| EAN/UCC for GTIN-13 | 37.29      | 25.91       |  |  |

The specified magnification range for an EAN/UCC Symbol for a GTIN-13 being scanned at

Retail POS : 80% - 200%
 General distribution : 150% - 200%

• For more information, please refer to the GS1 General Specifications

#### Note:

- <u>Truncation</u> (where the height is decreased) should be avoided as it may have a negative impact on scan rates for omnidirectional scanners.
- <u>Light Margins / Quiet Zones</u> is the area surrounding the bar code on the left and right. Without these light margins, the scanner is unable to recognise the beginning and the end of the bar code. The light margins vary depending on the magnification of the bar code. For a nominal size (100%), the right light margin should be 2,31 mm and 3,63 mm to the left, with 0,33 mm required from the top of the bars. Make sure that absolutely no information or graphics infringe on this area.

#### 7. Format the Barcode Human Readable Interpretation

The text beneath a barcode is important because if the barcode is damaged or of poor quality, then the text is used as a back-up.

#### 8. Pick a barcode colour

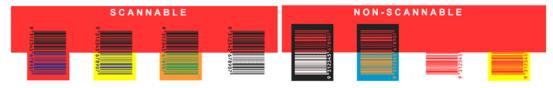
Scanners interpret bar codes by measuring the widths of the light and dark bars. The optimum colour combination for a barcode symbol is black bars with a white background (spaces and Quiet Zones).

Combinations of other colours can be equally as effective. As a scanner's beam is a shade of red, the contrast seen by scanner is different to that seen by the human eye. The table below gives an indication of how certain colour combinations work together.

**Suitable Colour Combinations** 

| Good Contrast   | Poor Contrast   |
|-----------------|-----------------|
| Black on White  | Red on White    |
| Blue on white   | Orange on White |
| Green on white  | Yellow on White |
| Black on Red    | Black on Blue   |
| Blue on Orange  | Black on Green  |
| Green on yellow | Red on Blue     |

If you want to use other colours, the following may help you:



#### 9. Choose the barcode placement





#### **NEVER ON THE BASE!**

#### **Consumer Units**

- Close to the natural base
- Lower right quadrant
- Opposite the promotional panel
- Between 8mm and 100mm from the edge
- Orientated ladder fashion on cylindrical products

#### **Multipacks and Cash & Carry Packs**

- On longer side and, if possible, opposite the promotional panel
- Lower right quadrant
- · Choose flat surface if irregular

#### For Distribution

- Lowest edge of bar code is 32 mm from base of unit and at least 19mm from vertical edges.
- Placement must be on the short side and the side to the right.
- Picket Fence

#### **For Pallets**

- Height from 400mm to 800mm from base of unit.
- Not closer than 50mm from vertical edges

#### 10. Enhance a barcode quality

Once the barcode symbols have been printed, they need to be tested. Testing is the technical process by which a barcode symbol is analysed to determine its conformance with specifications for the symbol. Ongoing checks are recommended to ensure that the barcode complies with the required quality standard and to identify any potential problems.

For more information, contact

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