Department of Revenue

Listing Manual

Bureau of Alcohol Operations

Status: Published
Version: 7.0

Prepared by: Products Management Team

Date Created: 1.2019
Date Last Revised: 8.2026

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Introduction

The Iowa Department of Revenue (Department) is responsible for controlling the importation of all alcoholic liquor to be sold in the state of Iowa. The Department is the sole wholesaler of alcoholic liquor to retailers holding a class “E” retail alcohol license. Iowa Code § 123.22 (2026). This manual is to set forth the protocols that suppliers and brokers of alcoholic liquor products must follow in order to have their products listed for sale in the state of Iowa. Failure to adhere to these protocols will result in a product not being listed or a product being delisted.

This manual contains six sections:

Section One provides an overview of the steps a supplier must take before *submitting a new product quote* for a product.

Section Two provides details on the listing process.

Section Three provides information on how suppliers can ensure they are properly managing their inventory within the Department warehouse.

Section Four describes how products are delisted and removed from the Department warehouse.

Section Five provides an overview of how the bailment process works, which is how suppliers are paid for inventory sold.

Section Six addresses the specific requirements for shipment of product to the Department warehouse.

If you have questions regarding the information presented within this manual, please contact the Product Management Team via email at products@iowaabd.com.

Section 1: Before You List

Before the submission of a product quote, various steps need to be completed. Section one steps are applicable only to new suppliers and/or those items applicable to each new product submitted for listing consideration.

New Suppliers

New suppliers *must be licensed to do business in the state of Iowa*. They must also be set up as a vendor of record to be paid via the State's bailment system.

Licensing Requirements

Before any product is listed, a supplier must be appropriately licensed to either manufacture their product in the state of Iowa or import their product into Iowa if they manufacture outside the state. In-state suppliers must hold either a manufacturer's license or a class "A" native distilled spirits license. Out- of-state suppliers must hold a distiller's certificate of compliance.

If any supplier uses an Iowa broker to represent or promote its products, the broker must hold a broker's permit. The holder of a distiller's certificate of compliance must provide the Department a list of the names and addresses of all representatives who have been appointed to represent the certificate holder in the state, and must amend the list as necessary to keep it current. Broker's permit holders are also required to provide the Department with a list of names and addresses of all manufacturers, distillers, and holders of a distiller's certificate of compliance whom the permit holder has been appointed to represent, and must amend the list as necessary to keep it current.

An application for a license, permit, or certificate must be made using GovConnectIowa. All questions regarding licensing should be directed to licensing@iowaabd.com.

Bailment Agreement

The Department operates on a bailment system, whereby suppliers are paid for their products after they are sold by the Department to class "E" retail alcohol licensees. *More information on this process is covered in Section 5.*

In order to receive proper payment for products sold, the Bailment Agreement must be completed and submitted via email during the new supplier set-up process, prior to the submission of a product quote. The Bailment Agreement grants the Department the authority to effect the removal of the supplier's product from bailment through shipment on a continuing basis, and acknowledges that the supplier will hold the Department harmless for any losses incurred due to fire, water, or other damage by the elements while the supplier's inventory is stored at the Department warehouse.

New Products

Each new product, new size of an already-listed product, or new flavor of product to be sold in the

state of Iowa, requires a new product quote to be submitted electronically for consideration.

Before submitting a product quote, the product must have:

- A label approved by the federal Alcohol and Tobacco Tax and Trade Bureau (TTB).
- A Control State Code number issued by the National Alcohol Beverage Control Association (NABCA).
- A description and a bottle image of the product available for posting on the Department's Shop Portal.
- Must meet Iowa's 5-cent bottle deposit refund labeling requirements.
- Must adhere to the Distilled Spirits Council's (DISCUS) Code of Responsible Practices.

TTB Approval

All products to be listed must bear a label that has been approved by the TTB. More information on the TTB's requirements for distilled spirits labeling are located on the TTB website.

Control State Code Number

NABCA operates the Control State Coding System, which provides suppliers with accurate sales and depletion data. Iowa participates in the Control State Coding System, and, as such, requires a Control State Code (CSC) for all products. A CSC is a unique number identifying alcoholic beverage brands and sizes sold in control states.

More information on CSCs, as well as application forms, is located on the NABCA website.

Image and Description of the Product

A product quote must include an image of the product and a brief description. The image and description are used on the Department's Shop Portal, which is the customer-facing website used by class "E" retail alcohol licensees to order products from the Department.

Images must meet the following requirements:

- Each product must have its own image. Do not use a single image for multiple sizes of products.
- Items packaged or grouped together and sold as one item should feature the pack or sleeve, not the single container (e.g. 10-pack of 50ml bottles, 4-pack of bottles).
- Images should have a solid white or transparent background. Backgrounds cannot have patterns, gradients, accompanying items, or text/graphic overlays.

Descriptions of products should not include any information that will be otherwise displayed (e.g. UPC code, price, etc.).

Sample description: *"Iowa Whiskey sets the standard with layers of flavor from the hand-selected, rare casks from across the Midwest. Its flavors are influenced by the rich Iowa soil and the locally-grown corn."*

Iowa Bottle Deposit Refund

Iowa law requires the words “Iowa Refund 5¢” or “IA 5¢” shall be indicated by embossing (raised letters), by incising, by printing in high-contrasting color, by a stamp or label of high-contrasting color, or other method that is approved by the Iowa Department of Natural Resources (DNR) securely and permanently affixed to the container.

The wording must be a minimum of 9-point type (approximately ⅛” or 3mm) if embossed or incised, or 18-point type (approximately ¼” or 6mm) if otherwise affixed to the container. A stamp or label may use smaller type if the DNR determines it is as easy to discern as the standard size.

The wording “Iowa Refund 5¢” or “IA 5¢” shall be on the conical portion of a glass or plastic beverage container, so that the words are visible from above, or shall be on the product label. The wording “Iowa Refund 5¢” or “IA 5¢” shall be on the top or on the cylindrical portion of a metal beverage container. The placement of refund information solely on the bottom of the container is prohibited.

Beverage containers sold in Iowa containing alcoholic liquor as defined in Iowa Code section 123.3(4) where the total capacity of the container is not more than 50 milliliters are automatically exempt from the “Iowa Refund 5¢” or “IA 5¢” labeling requirement of Iowa Administrative Code rule 567—107.3(455C). However, such beverage containers remain subject to the remainder of the requirements in DNR’s Iowa Administrative Code chapter 567—107 Beverage Container Deposits.

Refund stickers are available for purchase from the Department by suppliers to be affixed to each bottle prior to shipment of product to the Department. Stickers may be placed anywhere on the container *except for the cap or the bottom of the container.* Suppliers will be billed for stickers and postage/shipping charges. Stickers may be ordered by emailing orders@iowaabd.com.

Products arriving at the Department warehouse without refund stickers affixed will be quarantined and properly stickered as time permits. The supplier will be assessed a special handling charge for inventory stickered by third-party warehouse personnel.

Social Responsibility

The Department is responsible for regulating alcohol in a manner that protects the welfare, health, peace, morals, and safety of the people of Iowa. Therefore, the Department strives to ensure that products listed do not contradict those directives.

The Department follows the DISCUS Code of Responsible Practices as it applies to advertising and marketing alcohol in a responsible manner, including brand advertising, consumer communications, promotional events, packaging, labels and distribution, sales materials, and print and electronic media such as the internet and web pages.

The Department reserves the right to refuse to list a product if it is determined that the product does not meet the standards set forth in the DISCUS Code of Responsible Practices, or if the product is deemed by the Department to have the reasonable potential to unduly jeopardize the welfare, health, peace, morals, or safety of Iowa consumers.

Section 2: The Listing Process

The Department has the authority to determine the classes, varieties, and brands of alcoholic liquors to be kept in State warehouses. To make this determination, the Department has established the following policies and procedures regarding the listing of products.

Vendor Portal

All listings may be presented by the supplier at any time throughout the year. All product quotes must be submitted electronically using the Department's Vendor Portal. To set up an account for the Vendor Portal, contact products@iowaabd.com. All product quotes require the following information:

- Control State Code (CSC) number
- Supplier's Freight on Board (FOB) cost per case
- Bottle/case/pallet weights and dimensions
- Cases per pallet and cases per layer
- Shipping Container Code (SCC)
- Universal Product Code (UPC)
- Image and description of the product

Inaccurate or incomplete information entered into the Vendor Portal will result in listing denial.

Product Availability

All products must be available for purchase by all class "E" retail alcohol licensees. Product must be available for purchase as it is received by the Department. The Department makes no guarantee to suppliers or brokers that any pre-sale commitments by class "E" retail alcohol licensees to purchase a product will be honored or that class "E" retail alcohol licensees will receive the requested amount of product.

Permanent Listed Products

The Department requires suppliers to present new permanent products. The presentation can be virtual or in-person at the Department's Ankeny location. Please reach out to products@iowaabd.com to schedule a presentation for the new permanent products you would like listed. Products must be submitted into the Vendor Portal prior to the presentation. Temporary, special order, and highly allocated products will not need a presentation as well as products that exceed the size-extension criteria. When a product quote for a new permanent-listed product is made, the Department's Product Management Team will take into consideration the following:

- Social responsibility
- Proof
- Price point

Product quotes for powdered alcohol products will be denied. Additionally, products that exceed 151 proof are considered high proof and may be listed at the Department's discretion. Products denied can be re-presented for permanent listing three months from the denial letter date.

All product quotes for new permanent listed products will receive a determination letter from the Department via email no later than 20 business days from the date the product quote was submitted or listing presentation was held, as applicable.

The Director may implement a moratorium on new permanent product quotes and determine the duration period. The Director may allow a supplier to trade out a permanently-listed product for a new product during a moratorium period.

Temporary Listed Products

Products may be listed on a temporary basis. All listings may be presented by the supplier at any time throughout the year. The Department reserves the right to limit the quantities of temporary-listed products that class "E" retail alcohol licensees can order. Quantities available for purchase may be limited in order to provide equal access to all class "E" retail alcohol licensees.

All value-added packages (VAPs), including holiday items and limited-time offers/allocations, will be listed as temporary listings. VAPs and temporary-listed products with inventory remaining after three months from the list date will be included in the next scheduled delisting and must be returned to the supplier. Holiday and seasonal products with inventory remaining at the end of December will be included in the January delist regardless of the list date.

Size Extensions

Additional sizes of currently-listed products require a new product quote to be submitted. All currently-listed sizes of the same product will be reviewed upon a quote submission for an additional size. All listed sizes of the same product should meet sales of $36,000 or 360 cases annually (based on rolling twelve months) before size extensions will be accepted. Size extensions that exceed the criteria do not require a listing presentation. Suppliers should present all requested sizes at one time. Failure to meet this criteria will result in the size extension product quote being denied.

Size extensions that are denied may be eligible for a temporary listing. At the conclusion of the temporary-listing period, the product will be eligible to be delisted during the next scheduled delisting.

Private Label Brand

Private label products must be made available to all class "E" retail alcohol licensees at the same price regardless of quantity purchased. The Department follows the definition of private label from the DISCUS Code of Responsible Practices:

"A product made under contract and/or agreement, express or implied, between a manufacturer and a retailer for a retailer that (1) may or may not own the trademark and/or (2) has or does not have intellectual property rights therein and (3) may or may not contain a retailer's trade name, trademark or other words and/or symbols that may or may not be identifiable with a retailer."

Special Orders

While the Department maintains a diverse selection of listed products, requests may be made by class “E” retail alcohol licensees for products that are not currently listed. Such requests are referred to as special orders.

When the Department receives a special-order request, it is forwarded to the vendor of record. If the supplier honors the request, the requested quantity of the product is shipped to the Department warehouse and then sold and delivered to the class “E” retail alcohol licensee that placed the special order. Inventory of special order products is shipped in based on the exact amount of cases requested by a Class “E” retail alcohol licensee. Special-order items must be available for request from any class “E” retail alcohol licensee. Allocated special order items may be subject to moving to the highly allocated or temporary listing type.

All special-order products are sold by the full case. Special-order products are not eligible for return to the Department by a class “E” retail alcohol licensee without final approval from the Director. Special order requests will be canceled if no response is received after two attempts to contact the supplier regarding the request. Special orders not fulfilled by the supplier after 90 days from the Department’s order date will be canceled. No temporary price reductions or quantity discounts will be applied to special-order products. Over-shipped special order products must be returned to the supplier.

A Special Order Barrel Program allows a supplier to offer for sale at wholesale to a class “E” retail alcohol licensee the case-equivalent of the full contents of a barrel-aged spirits product, along with the original container for the spirits aged within that barrel. Barrel program products may be split between two or more Class “E” licensees. All suppliers splitting barrels are required to fill out the Split Barrel Program Supplier Form before creating a PO and shipping in the barrel buy.

- Log in the vendor portal
- You will see Split Barrel Form as a tab selection
- Click on the Split Barrel Form tab
- Fill out the form and click submit
- Create the incoming PO
- Once you have a confirmed PO you are good to ship the empty barrel with the barrel case count you submitted on the Split Barrel Form.

This program may also offer customized labels which feature the retailer’s logo and specific information about the contents of the bottle and specialty display items for use in the retail establishment. Barrel-program products must be uniformly offered to all class “E” retail alcohol licensees. This special order barrel program is further detailed under Iowa Administrative Code rule 701—1001.9.

Special Order On-Hand

Frequently sold special order products may be listed as special order on-hand. In order to be eligible for special order on-hand status, the product must have been previously sold five or more times as a special order with at least 20 cases sold in the past twelve months (rolling and excluding pallet and barrel buys). Products that have been delisted are not eligible to be moved from permanent or temporary listing to special order on-hand status.

Products listed as special order on-hand are visible on the Department Shop Portal, will have a maximum inventory level based on sales data, and will be available to all class “E” retail alcohol licensees for purchase by the case or bottle. No temporary price reductions or quantity discounts shall be applied to special order on-hand products.

Products listed in special order on-hand status will remain in that status for at least one year. If the listing criteria is not maintained, the product is at risk of a status change back to special order.

Products moving status from special order on-hand back to special order will be included in the next-scheduled delisting and must be returned to the supplier. If the special order on-hand sales data exceeds the tier two delist criteria when reviewed at least one year after being in the special order on-hand status, the product will be moved to a permanent-listing type and the supplier will be notified and requested to submit a permanent-listing quote.

Highly Allocated

Highly allocated products are products of a limited supply as determined by the supplier. The Department will review sales and demand for products presented as highly allocated to determine which listing category the product should fall under. If the product no longer falls under highly allocated based on previous allocations, the product will move to the temporary listing status and be limited by the bottle or case necessary for fair distribution.

Any products identified by the vendor of record as highly allocated should be communicated to the Product Management Team as soon as the supplier is aware of the timing and quantities associated with the allocation. A quote presenting the new allocation should also be submitted into the Vendor Portal prior to the allocation being shipped to the Department warehouse.

Highly allocated products are not available as special orders and are subject to a lottery system for distribution to class “E” retail alcohol licensees. No temporary price reductions or quantity discounts shall be applied to highly allocated products. Brokers or suppliers must notify the Department’s Product Management Team at products@iowaabd.com of highly allocated products to be taken out as samples.

Appeals

If the Department’s Product Management Team denies a product quote, the supplier of the product will be notified in writing and may appeal the denial to the Director within 30 calendar days of the date on the product quote denial notification.

Section 3: Inventory Management

It is the responsibility of the supplier to ensure appropriate inventory of product(s) is available in the Department warehouse. The supplier is responsible for ensuring that inventory does not fall under the minimum inventory level or exceed the maximum inventory level set for each product. All product maximum and minimum levels are reviewed and set accordingly by the Department twice per year: January and August.

Managing Inventory Levels – Submitting a Purchase Order

It is the responsibility of the supplier to submit purchase orders (PO) as needed to maintain appropriate product inventory levels. All POs must be submitted electronically using the Department's Vendor Portal.

- All products that the supplier is shipping to the Department warehouse must be included on the PO.
- Once the PO has been submitted on the Vendor Portal, the Department will assign a PO number and confirm the delivery date and time with the supplier.
- Suppliers may edit their POs on the Vendor Portal. For assistance with editing, scheduling, or cancellation of your PO, please contact receiving@iowaabd.com.

Over Maximum Levels

Products that are over the maximum level are reviewed by the Department at the January delist period. Suppliers with products with inventory levels exceeding a twelve-week sales forecast will be contacted to pick up over maximum inventory along with the January delist.

In the event that a temporary spike in demand is expected, an "over max" exception may be granted to a supplier by the Product Management Team. Any request to ship over maximum inventory levels should be submitted electronically via the Vendor Portal prior to scheduling a PO. Products that exceed a twelve-week sales forecast at the time the max level is lowered back to the original max level will need to be picked up after the max level increase period.

Quote Changes

Any changes to a product quote (UPC, SCC, dimensions, weight, pallet configurations, etc.) must be entered into the Vendor Portal by submitting an 'other' quote prior to the changed product being shipped to the Department warehouse.

Temporary Price Reductions

- Suppliers may make temporary price reductions (TPR) to the total invoice cost per case of permanent and temporary products monthly.
- TPRs are effective the first of the month and must be submitted electronically through the Vendor Portal at least 20 business days prior to the effective date.

- Special order (including barrel buys), special order on-hand, and highly allocated products are not eligible for TPR.

Permanent Price Changes

- Suppliers may make permanent price changes to the total invoice cost per case of products monthly.
- Permanent price changes are effective the first of the month and must be submitted electronically through the Vendor Portal at least 20 business days prior to the effective date.
- All product types follow this timeline, including highly allocated, special order (including barrel buys), and special order on-hand products.

Supplier to Customer Discounting

Mail-in manufacturer rebates and coupons for liquor products are allowable, provided they meet federal regulations found in 27 C.F.R., parts 6, 8, 10, and 11. Iowa Code § 123.186. It is the responsibility of the supplier to ensure compliance with federal and state trade-practice laws in regards to the mail-in rebates and coupons. *See* Iowa Admin. Code r. 701—1003.11.

Section 4: The Delisting Process

In order to maintain an assortment of liquor products that reflect customer demand, the Department conducts a full product portfolio performance review two times per year. The process by which liquor products that do not meet established sales criteria and are eliminated from the product portfolio is known as delisting.

Product portfolio performance reviews are effective January 15th and July 15th. Permanent products are eligible for review and delisting after twelve months. Temporary products and highly allocated products that have remaining inventory after three months will also be included in the next delisting period, as well as all over-shipped special-order products. Special order on-hand products that have been in that status for at least one year that do not meet the special order on-hand listing criteria will be included in the next delisting period.

Delisted products are eligible to be presented for relisting after six months. Delisted products will not be converted to special order on-hand; however, delisted products will be available through the regular special-order process. If the delisted product is not in the system as a special order currently, the supplier will need to enter a new product quote using special order as the listing type.

Delisting Criteria

The Department's Product Management Team reviews established sales criteria to determine which products are eligible to be delisted from the product portfolio:

- **Threshold:** Each permanent product sku will fall under the first, second, or third threshold based on the product rank.
- **Rank:** Product rank is determined based on the volume of liquor sold over the past six months. Product rank at the time the delist letters are sent is locked and will be the rank used for that delist period.
- **Criteria:** Permanent products will be delisted based on a ranked tiered approach. Permanent products that have been listed for at least 12 months that fall below the new threshold for that SKU's tier will be included in the delist.

  First: $12,000 in sales and/or 120 cases sold on a rolling 12-month period

  Second: $10,000 in sales and/or 100 cases sold on a rolling 12-month period

  Third: $8,000 in sales and/or 80 cases sold on a rolling 12-month period

Notification of Delisted Products

- Delist letters will be sent to brokers and suppliers the week prior to the delist effective date.
- Delisted products will be blocked one month from the delist effective date. Suppliers are required to make arrangements for all remaining inventory of delisted products to be picked up from the Department warehouse during the delist month. Suppliers may authorize the

Department to destroy remaining inventory of delisted products after the delist effective date.

- New product quotes submitted by a supplier shall not be considered by the Department until all of the supplier's delisted product has been removed from the Department's warehouse.

Appeals

If the Department's Product Management Team delists a product, the supplier of the product will be notified in writing and may appeal the delisting notification to the Director within 30 calendar days of the date on the delisting notification.

Section 5: The Bailment System

The Department operates on a bailment system, whereby suppliers are paid for their products after they are sold by the Department to class “E” retail alcohol licensees.

The Department pays bailment to suppliers bi-monthly. Bailment is paid via check or direct deposit as determined by the supplier.

Bailment owed to suppliers is calculated using the following formula for each product sold:

Total Bottles Sold - Bailment Fee - Defective Product Charges - Special Handling Charges = Bailment Paid

The bailment fee is $1 per case sold. When a supplier lists a product, they are required to set a case price and a bottle price for the product. The case price must be divisible by the number of bottles in the case. The supplier determines how many bottles comprise a case. When calculating the bailment fee, the total number of bottles sold of a particular product is converted into cases and multiplied by the $1/case bailment-fee amount.

Defective product charges are any deductions from bailment that would arise from class “E” retail alcohol licensees returning defective products to the Department.

Section 6: Shipping Product to the Department Warehouse.

Shipping Products to the Department Warehouse

- All products must be shipped to the Department warehouse on #1, 40”x48” hardwood pallets. Suppliers who ship products on non-hardwood pallets will be assessed a special handling charge.
- All pallets must be in good repair and must not have broken or missing boards.
- All pallets of product are required to be securely shrink-wrapped.
- No overhang is allowed on straight-stacked pallets.
- Cross-tied pallets are allowed a 4” maximum overhang.
- Each pallet shipped should contain only one product stock keeping unit (SKU) if possible. If multiple SKUs are shipped on one pallet, each SKU should be separated by a pallet layer. When a mixed-product pallet is received and layers are not separated by a pallet, each product SKU must be separated onto an additional pallet and a special handling charge will be assessed against the supplier.
- All cases should be shipped in according to the pack size set up for that item. Cases should not be taped together to create a larger pack size.

Case Code Label Instructions

- The size of the Case Code label is 4”x6” and must be applied on each case delivered.
- Case Code labels should be on white stock paper with printed black lettering unless approved otherwise.
- The Case Code label should be placed on an end panel.
- Case Code labels must include the following information:
    - The CSC number provided for the specific product by NABCA.
        - Special order products must display the designated special order code.
        - CSC number measures ⅞” - 1” vertically. The prefix and suffix numbers measure ¼” - ½” vertically.
    - The UPC and scannable barcode, located in the lower left-hand corner of the Case Code label.
    - The 14-digit Shipping Container Code (SCC-14) and scannable barcode.

Shipping Container Code

All merchandise must have a 14-digit shipping container code (SCC-14) and a scannable barcode. The barcode must be readable by the Department warehouse scanning equipment.

Application Standard for Shipping Container Codes

- Minimum print quality grade: 1.5(C)
- Measurement aperture: 0.01” (0.254 mm)
- Inspection wavelength: 670 nm + 10 nm

NOTE: The minimally acceptable grade of 1.5/10/670 applies to the final symbol at its point of use. It is appropriate to strive for a higher symbol grade at the point of printing to allow for process variations and possible degradation from packaging, storage, shipping, and handling. Wherever practical, it is recommended that the symbol grade as printed should equal or exceed 2.5/10/670.

An SCC-14 number consists of 14 digits starting with an indicated digit and ending with a check digit. The check digit is calculated according to the UCC/EAN algorithm (same as UPC/EAN check digit).

N1 N2 N3 N4 N5 N6 N7 N8 N9 N10N11N12N13 N14

An SCC-14 number contains the following information:

- N1 Package indicator (PI)
- N2-3 UPC number system/EAN country prefix
- N4-8 Manufacturer code
- N9-13 Item identification number
- N14 Check digit

The first digit, Package Indicator (PI), indicates package variants. For example, you package the same product into two different cases with one case containing 10 items and another containing 12. You assign 1 for the first case and 2 for the second. However, there is no standard mandating how many items should be placed in the case for PI=1. The quantity is checked against the database.

In two scenarios you may assign PI=0. The first instance is to indicate the item number identifying a container is different from the item number on the units inside the container. The second instance is when the container contains one unit of the item. When stored in the database, a 12-digit UPC or 13-digit EAN code is stored into a 14-digit numeric format. The 14-digit is identical to the SCC-14 with PI=O.

Universal Product Code (UPC) & Global Trade Item Number (GTIN).

Valid and unique UPC or GTIN product codes are a standard requirement in most retail stores. These codes are composed of a company prefix which is followed by additional digits that represent each unique product manufactured by the company. The last digit of the UPC code typically represents a check digit, which is a calculation of the previous digits.

A product is considered unique by type, size, category, brand, etc. Thus, different sizes of the same

product will require a unique identification number. The Department **requires** submission of the product code including the check digit when quoting or updating products.

Barcode symbology is widely used for point of sale and inventory replenishment. Failure to conform to product code standards may limit the ability of products to be sold in retail settings.

To learn more about product codes or to register your company, please contact GS1 directly. GS1 phone: 937.435.3870 Website: www.gs1us.org Email: info@gs1us.org

Print Contrast and Tolerances

These two concepts have been used historically to evaluate the quality of printed barcode symbols. Printers may wish to continue using print contrast or tolerances. In setting up their processes, although neither of these measures is explicitly part of this standard.

Symbol contrast using the ANSI X3.182 method will typically be somewhat more lenient than the reflectance and PCS requirements given by the ANSI/USS-3, UPC Shipping Container Code and Symbol Specification Manual, which has been replaced by this document

Similarly, decidability will always be more lenient than the previously published tolerances. Bar and space dimensions of Interleaved 2 of 5 or not as critical as when the old specifications were established.

- Avoid using red ink for the SCC. Black generally provides the greatest contrast.
- If the SCC is enclosed within a border, ensure that this is at least ¼" of white space between the border and the first and last vertical bars of the SCC.
- Maximize contrast between the SCC and the background to maximize readability.
- Do not place the SCC to the immediate right or left of the UPC as the scanner may read only the UPC or may try to read both.

Symbol Location

All barcodes (UPC, EAN, SCC-14, and other AIs &Data) must be printed and placed in a vertical bar configuration (picket fence). Placement of barcodes is independent of printing technology and symbology employed.

Transport Packages less than 39 Inches (1m)

It is important to maintain the following locations to ensure efficient scanning in automated environments and to prevent damage of the barcode due to edge crush. Placement specifications are independent of print technology and symbology. For transport packages 39 inches (1m) or less in height including cases, placement of the symbol must comply with the following specifications:

The bottom edge of the barcode that contains the SCC-14 or the SSCC-18 should be located 1.25" +

0.125” from the container’s natural bottom. It must appear on a minimum of one side and should appear on two adjacent sides. Symbol location requirements vary by industry and throughout the supply chain. Adjacent side placement resolves these requirements. Therefore, one side placement should be chosen cautiously and only with a complete understanding of all supply chain trading partner requirements.

- The outer edge of the quiet zone must be no closer than 0.75” to the edge of the vertical face. It is recommended the outermost bar (excluding the bearer bar) be no closer than 1.25” to the edge of the vertical face.

Control State Scorecard

The Control State Scorecard is a system created to monitor, analyze, communicate, and control the inbound logistics from suppliers. Information on deliveries and special handling charges, out of stocks, and supplier performance can be found on the Control State Scorecard. To obtain access, please email receiving@iowaabd.com.

Document Control

Version	Change(s)	Author	Date
1	*None. Initial publication.*	Product Management Team	1/2019
2		Product Management Team	7/2020
3		Product Management Team	7/2021
4		Product Management Team	7/2022
5		Product Management Team	7/2024
6	*Rule number updates from legislation last July * New delist process was added * Moved a paragraph in section 6 to the top of the section vs the bottom of the section * GovConnectIowa link replaced the eLAPS link * Shop portal link updated * Legal deleted some of the appeals language	Product Management Team	4/2026
7	*SOOH to permanent listing type criteria update *Over max requests submitted electronically update *Special order barrel splitting update	Product Management Team	8/2026