## Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>6/17/2012</td>
<td>N. Brown, M. Jeter, H. Yeager</td>
<td>User guide created</td>
</tr>
<tr>
<td>1.1</td>
<td></td>
<td>B. Vaughan, H. Yeager</td>
<td>Added sections for scheduling deliveries, updating specs, discounting, and monitoring inventory</td>
</tr>
<tr>
<td>1.2</td>
<td>6/23/2015</td>
<td>J. Byrne</td>
<td>Updated link to MIPS</td>
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A. Getting Started
The very first thing that you must do is set up an Account Central account. Once you have an Account Central account you can request access to the Online Licensee Ordering system which is part of the MIPS application.

Setup an Account Central Account and Request MIPS Access

**Task Description:** Before you can begin submitting your products for consideration by the Product Management Committee, you must first setup an account with Account Central and request access to the MIPS application. Since MIPS access requests must be reviewed and then approved or denied by an employee of the Virginia Department of Alcoholic Beverage Control, it is recommended that you perform the following steps a couple days prior to when you plan to submit your product for consideration to the Product Management Committee.

*Note: This will only need to be performed once (ie. the very first time you wish to place an online order). Any subsequent orders you will skip this section and proceed straight to placing your order.*

1. Open Internet Explorer on your computer.
2. Enter the following address into your Navigation bar:
   
   [https://www.abc.virginia.gov/mips/](https://www.abc.virginia.gov/mips/)

3. Click on the link “Sign up for an Account Central account.”

4. Read the disclaimer.
a. If you agree to the disclaimer, then click the “Accept” button.

b. If you do not agree to the disclaimer, then click the “Decline” button.

5. Select either:
   a. “I have an email address and would like an Account Central account.” OR
   b. “I DO NOT have an email address but would like an Account Central account.”

   *Whichever selection you make at this point in the procedure, you will have to provide an email address at the time when you request access to the MIPS application.

6. Click the “Continue” button.

7. Enter your First Name, Last Name and Phone Number in the designated fields. These fields are required (as indicated by the orange asterisks) and MUST be filled out

   * Be sure to include the area code in your phone number.

   **The fields “Middle Name,” “Extension” and “Organization” are optional fields and you may decide whether you wish to fill them out or not.
8. Click the “Continue” button.

9. Select security questions and provide answers to the selected security questions.

10. Click the “Continue” button.
11. Enter a Login ID and Password in the respective fields.
12. Enter your password a second time in the “Confirm Password” field.
13. Click the “Submit” button.

14. You will see the message “Your user account was created successfully” appear at the top of the screen.
15. In the “Login to Account Central” box on the screen, enter your newly created Account Central Login ID and Password.

16. Click the “Login” button.

17. When you first login to Account Central, you will automatically be directed to the MIPS Access Request screen.

*When you login in at any subsequent time, you will no longer see this screen, but will be taken directly to the MIPS home page.

18. Enter your email address in the “Email Address” field. This is a required field (as indicated by the blue star) in order to request access to the MIPS application.

* The fields “Name Prefix,” “Middle Name,” “ext.,” “Fax Number,” “Address 1,” “Address 2,” “City,” “State,” “ZIP Code” are optional fields and you may decide whether you wish to fill them out or not.
19. Scroll down the page so that the “Access Type” section can be seen.

20. Click on “Product/Inventory Rep” in the “Access Type Requested” field.
21. Enter your company business or Trade name and any other details that you consider important in “Who do you Represent?” field.

22. Enter the date that you will need access to the MIPS system in the “What Time Frame Would You Expect to Start?” field.

23. Scroll back to the top of the page and click the “Submit” button located in the upper right-hand corner of the page.
24. You will see the message “The Access Request has been successfully submitted.” appear at the top of the screen.

25. Close the Internet Explorer window. You will not be able to do anything in the MIPS application until your access request has been approved or denied.

*You will have to wait until request is approved or denied by Virginia ABC. Expected time for decision is approximately 1 business day.
Submitting a Product for Consideration

**Task Description:** Now that you have setup your Account Central account and had your MIPS access request approved, you can now enter your product’s information so that it can be considered by the Product Management Committee for listing in Virginia ABC’s Special Order Catalog or sold in Virginia ABC retail stores.

This same process is undertaken for size extensions as well as introduction of new products. Once a product has proven itself to be successful, a request can be submitted to sell more sizes of the product in Virginia ABC retail stores. A product must be meeting the criteria in 95% of the stores it is “attached to” in order for a new size request to be approved.

*If a product is “attached” to a store it means that it is currently sold in the store and the product will be automatically replenished by the Virginia ABC Bailment Warehouse.*

1. Once you have received an email notification that your MIPS Access Request has been approved, then open Internet Explorer on your computer.
2. Enter the following address into your Navigation bar:
   
   https://www.abc.virginia.gov/mips/
3. Enter your Login ID and password.
4. Click the “Login” button.
5. The first time that you login to the MIPS application you will be automatically directed to the MIPS Application Terms and Conditions screen.

*When you login in at any subsequent time, you will no longer see this screen, but will be taken directly to the MIPS Welcome page.*
6. Read the Terms and Conditions.
   a. If you agree to the terms and conditions, then click the “Accept” button.
   b. If you do not agree to the terms and conditions, then click the “Decline” button
      
      *If you decline the terms and conditions you will not be able to submit Product Information for Listing consideration.

7. Click on “Request Product Consideration Listing” link.
8. If the product has not been previously submitted to Virginia ABC for consideration, then click the “No” button.

a. Enter the product’s state code in the “State Code” field.

   *The code entered must be six digits. If the state code is “1234,” then add two leading zeroes so that the state code entered into the field is “001234.”

   i. If you do not know the state code for your product, then click the “Click here if not known” checkbox located to the right of the “State Code” field.
b. Select the product’s brand name from the drop-down list in the “Family Brand” field.

i. If you do not see the brand name listed in the drop-down list in the “Family Brand” field, then select “ADD NEW BRAND” which can be found at the bottom of the list.

1. Enter the product’s label name in the field that appears to the right of the “Family Brand” drop-down list.

*Please do not enter the product’s label name in all caps.*
c. Select the product’s label name from the drop-down list in the “Label” field.

i. If you do not see the label name listed in the drop-down list in the “Label” field, then select “ADD NEW LABEL” which can be found at the bottom of the list.

1. Enter the product’s label name in the field that appears to the right of the “Label” drop-down list.

*Please do not enter the product’s label name in all caps.*
d. Select the appropriate pricing group for the product from the drop-down list in the “Pricing Group” field.

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e. Enter the product’s bottle size in the “Size” field.

*Be sure to select the correct corresponding size denomination from the drop-down menu in the “Size” field.*
f. Select the appropriate vendor name from the drop-down menu in the “Vendor” field.

g. Select “New Item Summary” for the “Proceed to” field.
h. Click the “Submit” button located in the upper right-hand corner of the screen.

i. Select a reason for submission from the drop-down menu in the “Reason for Submission” field.
j. If there is a product allocation for the state of Virginia, then enter it in the “Allocation (Cases)” field.

k. Enter an explanation for why the product should be sold in Virginia in the “Why does the Virginia market need this product?” field.
1. Enter a description of the packaging, pricing and unique aspects of the product in the “Describe the packaging appeal, price appeal and unique aspects of this product” field.

m. Describe which market segment the product appeals to in the “This item appeals to what market segment?” field.
n. Enter the description of any planned promotions or advertising in the “Describe planned promotions/advertising campaign” field.

o. Enter the estimated amount of money to be spent on advertising in Virginia in the “Estimated 12 month Virginia advertising expenditure($)” field.
i. If the amount is not known, then check the “Click here if not known” checkbox located to the right of the “Estimated 12 month Virginia advertising expenditure ($)” field.

p. Enter the six month and 12 month sales projections in the respective field for the “Sales projections for the Virginia market (Cases)” field.”
q. Enter the priority on getting this product listed in relation to any other products being submitted for consideration at the same time in the “Vendor Priority” field.

r. If there are similar products currently for sale in Virginia, then enter the product information for each similar product.
   i. If you wish to clear the information you entered in a row, then click the “Clear” button (curved arrow icon) located on the right-hand side of each row in the “Action” section.

s. If there are not any similar products currently for sale in Virginia, then check the “No similar products listed in Virginia” checkbox located at the top of the “Sales of Similar Products in Virginia” section.
t. If the product is currently for sale in other states, then enter the sales information for each relevant state.

u. If the product is not currently for sale in any other states, then check the “No Sales in other states” checkbox located at the top of the “Sales of This Product in Adjacent and Other States” section.

v. Click the “Submit” button located in the bottom right-hand corner of the screen.
w. Click “Update Product Specification” link located in the “Link Navigation” box on the right-hand side of the screen.

x. If you know your state code, then select the corresponding NABCA prefix for state code from the drop-down menu in the “NABCA Prefix” field.

i. If you checked the checkbox indicating that you do not know your state code, then you will skip this step.
y. If you know your state code, then select the corresponding NABCA suffix for state code from the drop-down menu in the “NABCA Suffix” field.
   i. If you checked the checkbox indicating that you do not know your state code, then you will skip this step.

z. Enter the product’s proof or percent alcohol in the “Proof/Alcohol(%)” field.

*All other required fields in this section should be pre-populated.*
aa. Enter the number of bottles per case in the “Unit Pack (BPC)” field.

bb. Enter the cost of shipping per case in the “U.S. Freight ($/cs) field.
   *This is essentially the delivery fee for the case.

cc. Enter the net cost per case in the “Net Cost FOB Ship Point ($/cs)” field.
   *This is the cost of the case were you to purchase it at the bottling plant.
dd. If you wish to have the item listed on the Standard Product Price list and sold in ABC retail stores, then select “STANDARD” from the drop-down menu in the “Buying Group” field.

e. If you wish to have the item only available via special order, then select “SPECIAL ORDER CATALOG” from the drop-down menu in the “Buying Group” field.

ff. Click the “Calculate” button to calculate the “Total Invoice Cost ($/cs),” “Cost Per Selling Unit ($),” and “Retail Bottle Price.”

*The “Total Invoice Cost” is the sum of the “U.S. Freight” and “Net Cost FOB Ship Point” fields.
gg. Select whether the product is alcoholic or non-alcoholic from the drop-down menu in the “Division” field.

hh. If the product is alcoholic, then select whether the product is a mixer, spirit or wine from the drop-down menu in the “Class” field.

ii. If the product is non-alcoholic, then select whether the product is a gift bag/box, mixer, or rimmer from the drop-down menu in the “Class” field.

jj. Select the appropriate product category from the drop-down menu in the “Category” field.
kk. Select the appropriate product type from the drop-down menu in the “Type” field.

ll. Select the appropriate product sub-type from the drop-down menu in the “Sub-Type” field.

mm. Select the appropriate product detail from the drop-down menu in the “Detail” field.

nn. Scroll to the top of the page and click the “Update Specification Form Page 2” link located in the “Link Navigation” section on the right-hand side of the screen.
Enter the product’s 12-digit UPC code in the “UPC” field.

Enter the product’s 14-digit shipping container code in the “SCC” field.

*This field should be pre-populated.

Enter the number of cases per pallet in the “Cases per Pallet” field.
rr. Enter the number of cases in a layer on the pallet in the “Cases Per Layer” field.

ss. Enter the number of pounds a case weighs in the “Case Weight (lbs)” field.
tt. Enter a case’s length, width and height dimensions in the respective fields in the “Case Dimensions (in)” field.
uu. Enter a bottle’s length, width and height dimensions in the respective fields in the “Bottle Dimensions (in)” field.

vv. Select “Bailment” for the “Plan” field.
ww. Indicate whether the product is sold under any other label in the “Sold Under Any Other Label?” field.

xx. Select the shipping origination point (ie. bottling plant) from the drop-down menu in the “Shipping Point” field.
   i. If the shipping origination point is not in the drop-down list, then click the “Add New” link located to the right of the “Shipping Point” field and enter the address of the shipping origination point.
yy. Enter “1.0” in the “Frt. Per CWT” field.

zz. Indicate how the product should be handled if it is deemed unsellable (ie. expired, damaged etc.).
aaa. Indicate if the product is only to be listed for a limited time.

i. If the selection is “Yes,” then enter the end date of the limited listing period.
bbb. Click the “Submit” button located in the bottom right-hand corner of the screen.

9. If the product has been previously submitted to Virginia ABC for consideration, then click the “Yes” button.

a. Enter information in the Search fields to help you identify which product you wish to submit to Virginia ABC for listing consideration.
b. Click the “Search” button.

c. Locate the product that you wish to submit for listing consideration in the search results.

d. Click the “Relist” button (curved arrow icon) located on the far right-hand side of the record in the “Actions” section.
e. Update any of the fields that may have changed since the last time the product was submitted for listing consideration.

f. Click the “Calculate” button to calculate the “Total Invoice Cost,” “Cost Per Selling Unit,” and “Retail Bottle Price” for the product.

g. Once all updates have been made, then scroll to the bottom of the page and click the “Submit” button.
h. Update any of the fields that may have changed since the last time the product was submitted for listing consideration.

i. Once all updates have been made, then scroll to the bottom of the page and click the “Submit” button.
j. Update any of the fields that may have changed since the last time the product was submitted for listing consideration.

k. Once all updates have been made, then scroll to the bottom of the page and click the “Submit” button.
1. You will see the following screen displayed once you have submitted the updated New Product Information Summary.
B. Miscellaneous

There are other miscellaneous tasks that vendors may perform in the MIPS system ranging from arranging for delivery of product to updating product specifications to monitoring inventory levels.

Schedule Delivery

<table>
<thead>
<tr>
<th>Task Description: When an item has been placed on Virginia ABC’s standard price list or in Virginia ABC’s Special Order Catalog, the vendor is responsible for arranging for the delivery of his/her product to the Virginia ABC Bailment Warehouse. Delivery appointments can be made up to two weeks out from the delivery date.</th>
</tr>
</thead>
</table>

1. Enter the following address into your Navigation bar:
   
   https://www.abc.virginia.gov/mips/

2. Enter your Login ID and password.

3. Click the “Login” button.

4. Click on the “Add Vendor Deliveries” link.
5. Select the appropriate vendor name(s) for the vendor(s) making the delivery from the list in the “Vendor(s) for Delivery” field.

6. Click the “Next” button located in the upper right-hand corner of the screen.
7. Select the carrier who will be making the delivery from the drop-down menu in the “Carrier” field.

8. Select “Pallet” from the drop-down menu in the “Load Type” field.

*Virginia ABC does not accept floor loads.*
9. Locate the record for the product that you wish to deliver.

10. Enter the number of cases of the product that are to be delivered in the “Cases” field for the respective product record.

11. Repeat Steps 10 and 11 for each product that is to be included in the delivery.

12. Click the “Submit” button in the upper right-hand corner of the screen.

13. Click the “Schedule Delivery” link in the “Link Navigation” box.

14. Click on a date in the calendar that is blue.

*If the date you wish to schedule your delivery is in black, then that means that there are no open delivery appointments available for that day.*
15. When you click on a blue day, a list of open delivery appointments will appear in the “Available Times for” box located to the right of the calendar.

16. Select one of the delivery times.
17. Select the name of the person who should receive the confirmation email once the appointment is approved from the drop-down menu in the “Schedule Contacts” field.

18. Click the “Submit” button.

19. Members of the Virginia ABC Bailment Warehouse Receiving Office will review the delivery appointment request. If the request is approved, then the person whose name
was selected will receive a confirmation email that will contain the delivery confirmation number.

*This delivery confirmation number is important because it will be how the delivery truck will able to pass through the security gate at the Virginia ABC Bailment Warehouse.

**Update Specifications**

**Task Description:** If the information for a product changes, then the product’s specifications must be updated in the MIPS system to reflect the changes. Reasons for specification changes include: age/vintage/proof changes, case cost changes, case/bottle dimension changes, product name changes, pack changes, pallet/tier/weight changes, and SCC/UPC changes

This task is performed as necessary.

1. Enter the following address into your Navigation bar:
   
   https://www.abc.virginia.gov/mips/

2. Enter your Login ID and password.

3. Click the “Login” button.

4. Click on the “Search Product Specifications” link.
5. Enter the search criteria.

6. Click the “Search” button.

7. Locate the product whose specifications you wish to update in the search results.
8. Click the “Add Spec Change” button (plus sign (+) icon) located on the far right-hand side of the product record in the “Actions” section.

9. Select the reason(s) for the specification change.

10. Click the “Next” button located in the upper right-hand corner of the screen.

11. Update the appropriate information.
12. Click the “Submit” button located in the upper right-hand corner of the screen.

*Note: The Product Specialist will review the specification change request and will approve/deny it. If denied, then please contact the Product Specialist for the denial reason.
**Discount Product(s)**

**Task Description:** Vendors may initiate discounts on a product up to 6 times in a calendar year. The duration of a discount is to be one month. The smallest size that may be discounted is the 750mL.

The minimum discount that may be performed on a 750mL or 1L bottle is $1.00, or 5% of the normal retail bottle price, whichever is greater.

The minimum discount that may be performed on a 1.75L bottle is $2.00, or 5% of the normal retail bottle price, whichever is greater.

Any non-alcoholic mixer must be discounted a minimum of $0.50 off the normal retail price.

No item may be discounted more than half of its normal retail price. For example, if a bottle typically retails for $20.00, then it cannot be sold for less than $10.00.

*Discounts should be submitted at least 35 prior to taking effect.

**Discounts should start on the 1st of the month and end on the last day of the month.

1. Enter the following address into your Navigation bar:
   
   [https://www.abc.virginia.gov/mips/](https://www.abc.virginia.gov/mips/)

2. Enter your Login ID and password.

3. Click the “Login” button.

4. Click on the “Add a Discount” link.
5. Enter the product code of the item you wish to discount in the “Product Code” field.

6. Enter the date the discount will go into effect in the “Start Date” field.
   *Discounts should start on the first day of a month.*
   a. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

7. Enter the date that the discount will end in the “End Date” field.
   *Discounts should end on the last day of the month.*
a. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

8. Click the “Next” button located in the upper right-hand corner of the screen.

9. If you know the amount that you wish to discount your case by, then enter the amount in the Vendor Discount (subtract) field in the “FOB Case Cost ($)” column.

a. Click the “Calculate” button to see the discount percentage and the new retail bottle price.
10. If you just know what you wish the new retail bottle price to be, then check the box to the left of “Enter Required RBP.”

a. Edit the retail bottle price in the field located to the left of the checkbox to the discounted retail bottle price.
b. Click the “Calculate” button to see the discount percentage and the new FOB Case Cost

11. Click the “Submit” button located in the upper right-hand corner of the screen.
*Note: The Logistics Administrative Staff Specialist will review the discount request and will approve or deny it. If denied, then please contact the Logistics Administrative Staff Specialist for the denial reason.

Monitor Inventory

**Task Description:** It is the responsibility of each vendor to monitor and manage their product’s inventory levels in the Virginia ABC Bailment Warehouse and schedule deliveries to ensure the product inventory levels stay within the established thresholds.

This task is performed as necessary.

12. Enter the following address into your Navigation bar:

   [https://www.abc.virginia.gov/mips/](https://www.abc.virginia.gov/mips/)

13. Enter your Login ID and password.

14. Click the “Login” button.
15. Click on the “Reports” link.

16. Click on the “View” button (magnifying glass icon) located in the “Action” section to the left of the Report Name that you wish to review.

17. If you selected the “Daily Inventory Levels Report,” then:
   a. Select the appropriate vendor name from the drop-down menu in the “Vendor” field.
   b. Enter the date you wish to run the report for in the “As Of Date” field.
      i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.
c. Click on the “Submit” button located in the upper right-hand corner of the screen.

d. Review the report.

*All of the column headings are explained at the bottom of the report.

18. If you selected the “Vendor Inventory Report,” then:

a. Select the appropriate vendor name from the drop-down list in the “Vendor” field.

b. Enter the start date for the report in the “From Date” field.

   i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.
c. Enter the end date for the report in the “To Date” field.
   i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

d. Click the “Search” button in the upper right-hand corner of the screen.

e. Review the report.

*All of the column headings are explained at the bottom of the report.

19. If you selected the “Vendor Inventory Forecast Report,” then:
   a. Select the appropriate vendor name from the drop-down list in the “Vendor” field.
b. Enter the product code of item you wish to view the inventory forecast for in the “Product Code” field.

c. Select the type of forecast you wish to see from the drop-down menu in the “Forecast Status” field.

d. Click the “Submit” button located in the upper right-hand corner of the screen.

e. Review the report.
All quantities are expressed in cases.

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Vendor Code</th>
<th>Product Name</th>
<th>Bottle Size</th>
<th>BPC</th>
<th>Unit</th>
<th>Item</th>
<th>Total</th>
<th>Two Week Forecast</th>
<th>Six Week Forecast</th>
<th>Short</th>
<th>Long</th>
<th>Aug</th>
<th>Sep</th>
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<td>Dewara White Label</td>
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<td>32</td>
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<td>161</td>
<td>70</td>
<td>245</td>
<td>175</td>
<td>220</td>
<td>215</td>
<td></td>
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</tr>
</tbody>
</table>
C. Important Points of Contact

Logistics Administrative Staff Specialist  Maria Jeter  (804) 213-4523
Product Specialist   Neilann Brown  (804) 213-4528

D. Glossary

“Attached” Stores – If a store is “attached” to a product it means that the product is currently sold in the store and the product will be automatically replenished by the Virginia ABC Bailment Warehouse.

FOB – Freight on Board

Listing – This is the process by which a product is selected to be sold either in Virginia ABC retail stores or through the Virginia ABC Special Order Catalog. If a product is selected, then it is “listed.”

MIPS – MIPS stands for Management of Inventory and Product Sales. This system tracks alcohol and non-alcohol inventory of products for resale. The online licensee ordering application links directly into this system and allows the user to see exactly what is available for order in their assigned ABC store’s inventory.

POS – POS stands for Point-of-Sale system. This is essentially the cash register at the assigned ABC store.

SCC – A SCC or “Shipping Container Code” is the 14-digit barcode placed on the outside of a shipping carton or pallet. The SCC allows ABC to scan your shipment of multiple units of your product as it comes into their warehouse. You will tell your retailer how many units of your product will be included in a standard shipping carton. This information will be entered in ABC’s inventory management system. When your SCC code is scanned, the system recognizes that a shipment of X number of individual units of your product arrived from your company. A Shipping Container Code can be obtained from GS1 US at (937)435-3870.

See an example below:

![Barcode Image]

SOC – “SOC” is an abbreviation for the “Special Order Catalog.”
SONC – “SONC” is an abbreviation for “Special Order Non-Catalog.” This means the item has been ordered for a customer via the special order process, however, the product is not an item that is listed in Virginia ABC’s Special Order Catalog.

State Code – The Control State Code (CSC) is a unique six-digit number identifying alcoholic beverage BRANDS and SIZES sold in the Control States. Distilled spirits and fortified wines are assigned a six digit code that will always begin with a zero, while six digit codes for all other wines begin with varying numbers that are determined by type. In addition to the unique six-digit code, each product has a three-digit prefix to identify its class and a two-digit suffix to identify its size. The established structures will be used to code the beverage alcohol products. Any product listed in Virginia must be assigned a control state code number (CSC). For more information see the National Alcohol Beverage Control Association’s (NABCA) website: http://www.nabca.org/States/Forms.aspx

Total Invoice Cost – The Total Invoice Cost is the sum of the cost of U.S. Freight and the net cost FOB ship point.

UPC – A UPC or “Universal Product Code” is the 12-digit barcode found on almost all items in North America for tracking and ringing up items in stores. UPCs are the unique configurations – consisting of a block of black and white bars with an accompanying number that appear on each individual product in the American retailing system. Because they help standardize the identities of millions of products across various manufacturing, distribution and retailing systems, UPCs have become crucial for making sure that everyone in the marketplace is buying and selling exactly what they think they’re buying and selling.

See an example below: