

SOP: Assignment of SKU/Barcode to Each Product

This SOP details the **assignment of SKU/barcode to each product**, covering the systematic process of generating unique SKUs, barcode creation, labeling standards, and integration with inventory management systems. The procedure ensures accurate product identification, efficient tracking, and streamlined inventory control, thereby enhancing operational efficiency and reducing errors in warehouse and sales processes.

1. Purpose

To establish a standardized process for the assignment of unique SKUs and barcodes to each product in order to ensure effective tracking, accurate product identification, and seamless integration with inventory management systems.

2. Scope

This SOP applies to all products received, stored, and shipped through the warehouse, and is applicable to warehouse staff, inventory controllers, and IT personnel responsible for inventory management systems.

3. Definitions

- **SKU (Stock Keeping Unit):** A unique alphanumeric code assigned to each distinct product/item.
- **Barcode:** A machine-readable representation of the SKU, used for scanning and automated data entry.

4. Responsibilities

- **Inventory Controller:** Ensures correct assignment of SKUs/barcodes and entry into inventory systems.
- **Warehouse Staff:** Applies barcode labels to products as per standards.
- **IT Department:** Maintains barcode generation systems and integration with inventory software.

5. Procedure

1. **SKU Generation**
 - Determine product attributes (category, brand, model, variant, etc.).
 - Generate a unique alphanumeric SKU code based on standardized format (e.g., CAT-BRAND-MODEL-SIZE).
 - Ensure SKU uniqueness by checking against existing codes in the inventory system.
2. **Barcode Creation**
 - Input the assigned SKU into the barcode generation software.
 - Select the appropriate barcode type (e.g., Code 128, EAN-13) as per company requirements.
 - Generate and save the barcode image/file.
3. **Label Printing & Application**
 - Print barcode labels using thermal/laser printers as per label size/format guidelines.
 - Affix barcode labels to products or packaging in a designated, accessible location.
4. **Inventory System Integration**
 - Input the SKU and barcode data into the inventory management system.
 - Verify barcode scanning functionality and SKU accuracy in the system.
5. **Quality Control**
 - Perform periodic audits to ensure all products are properly labeled and data is accurately reflected in the system.

6. Labeling Standards

- Barcode labels should be durable and legible throughout the product lifecycle.
- Placement should not obscure important information (e.g., expiration dates, regulatory markings).
- Labels must be scannable with standard warehouse barcode scanners.

7. Documentation & Record Keeping

- Maintain records of all SKUs and their corresponding barcodes in the inventory system.
- Archive barcode print logs and assignment records for at least 1 year.

8. Revision & Approval

Version	Date	Approved By	Comments
1.0	2024-06-01	Inventory Manager	Initial release