



PTI Implementation Checklist for Receivers/Buyers

This checklist is designed for receivers of product in the produce supply chain to help facilitate the implementation of traceability guidelines and best practices as established by the Produce Traceability Initiative (PTI).

PTI has established the following 7 Milestones toward case-level traceability:

M1 Obtain Company Prefix

M2 Assign GTIN Numbers - Brand owners will assign a 14-digit Global Trade Item Number to every case configuration.

M3 Provide GTIN Information to Buyers - Brand owners will provide their GTINs (and corresponding data) to their buyers.

M4 Show Human-Readable Information on Cases - Packers are responsible for providing human-readable information on each case.

M5 Encode Information on a Barcode - Packers are responsible for encoding the GTIN and batch/lot number in a GS1-128 barcode.

M6 Read and Store Information on Inbound Cases - Each subsequent handler of the case will have the systems and capability to read and store the GTIN and lot number from each case of produce received.

M7 Read and Store Information on Outbound Cases - Each subsequent handler of the case will have the system and capability to read and store the GTIN and lot number from each case of produce shipped.

Use the below checklist as a guide to implementing the PTI

- Form a cross functional PTI project team within your company. It is important to remember the sales, procurement, and operations department should be represented in this team. Additionally, we recommend each project team creates both an internal and external communication plan.**
[Traceability Frequently Asked Questions](#)
- Choose a technology partner, if required, to implement reading and storing of GTIN and Batch/Lot Numbers from case and hybrid pallet labels**
[Guidance on Choosing a Technology Provider \(February 2012\)](#)
- Determine if your company will require a GS1 Company Prefix for private label, repacking or labeling product at receipt. (Milestone 1) Note: If your company uses multiple co-packers for the same GTIN, it is recommended that your company develop a lot numbering schema to differentiate packers.**
[Obtain Company Prefix](#)
[PTI Private Label BP](#)
[Best Practices for Repacking/Commingling](#)



- Assign case Global Trade Item Numbers (GTINs) to all of your fresh produce products for your private label (company) brand(s) (Milestone 2)** *Note: A GTIN is a globally unique product identification number within the GS1 System of Standards.*
[Assign GTIN Numbers](#)
[Best Practices for Preparing to Assign GTINs \(January 2012\)](#)
[GTIN Check Digit Calculator](#)
- Request your trading partners provide their GTINs for all fresh produce products shipped to your company that are not your brand(s) (Milestone 3)**
[Data Synchronization Worksheet Example \(February 2012\)](#)
[Data Synchronization Template \(February 2012\)](#)
- Input your suppliers GTINs and related information into your master item data file (Milestone 3)** *Note: Your company will need to develop and communicate a process for updating, adding, and deleting GTIN and related attribute information.*
[Data Synchronization: Grade Codes \(February 2012\)](#)
[Data Synchronization: Commodity and Variant Codes \(February 2012\)](#)
[Data Synchronization: Growing Method Codes \(February 2012\)](#)
[Data Synchronization: Units of Measure Codes \(February 2012\)](#)
[Data Synchronization: Package Type Codes \(February 2012\)](#)
[Data Synchronization: Country of Origin Codes \(February 2012\)](#)
[Data Synchronization: Worksheet Example \(February 2012\)](#)
[Data Synchronization Template \(February 2012\)](#)
- Request GS1 barcodes on all fresh produce cases received from shippers to your company (Milestones 4 and 5)**
[Show Human-Readable Information on Cases](#)
[Encode Information in a Barcode](#)
[Best Practices for Formatting Case Labels \(January 2012\)](#)
- Implement capturing GTIN and Batch/Lot Number information on inbound shipments (Milestone 6)**
- Engage in a pilot with a trading partner to validate your PTI implementation**
[PTI Pilot Project Sign-up Sheet \(November 2010\)](#)
- Monitor your inbound supplier compliance for case and pallet labeling and provide feedback to suppliers who are non-compliant**
- Capture GTIN and Batch/Lot Number information on outbound shipments to your customers (Milestone 7)**
[Read and Store Information on Inbound Cases](#)