**Step 1**

Open the spreadsheet BRT UPC Spreadsheet in G:\PETFOODS\UPC

In this spreadsheet is a list of UPC codes that are in use for BRT. Create a new one by using the number that would be the next on the list minus the last digit.

-For example if the last one in use is 06554788967, the next number is 06554788968.

-The codes created here should be 11 digits only.

Create a group of codes at a time even if you only need one that way you can reserve them and have codes available and already created for the next time you need one.

**Step 2**

Send the codes to BestWest to verify that the codes you have selected aren’t already in use.

**Step 3**

Once the codes are verified, use an online barcode generator like [www.barcode-generator.org](http://www.barcode-generator.org) to generate a barcode to go with your UPC. This barcode generator also puts the last digit on your UPC code making it a 12 digit code.

The 12 digit code is then added to the second column in the UPC spreadsheet.