



# Sweed Barcode & Bin Label Printing

## Purpose

Train teams to generate and apply accurate bin labels to sales-floor stock, improving organization and traceability.

## Learning Objectives

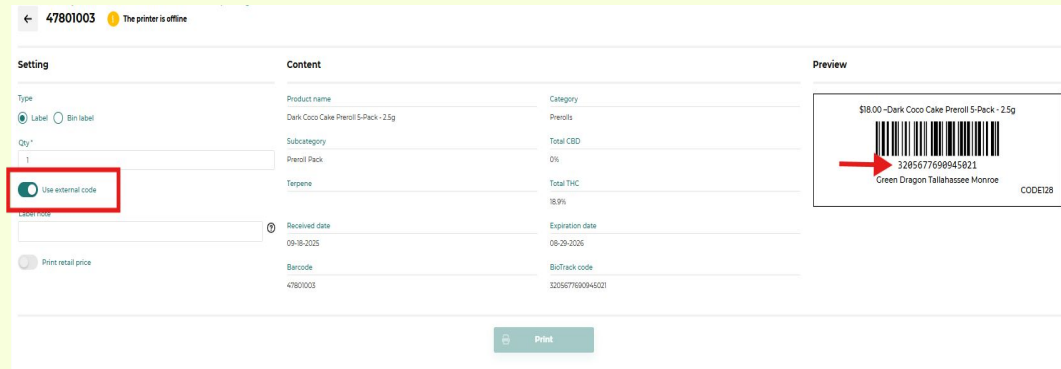
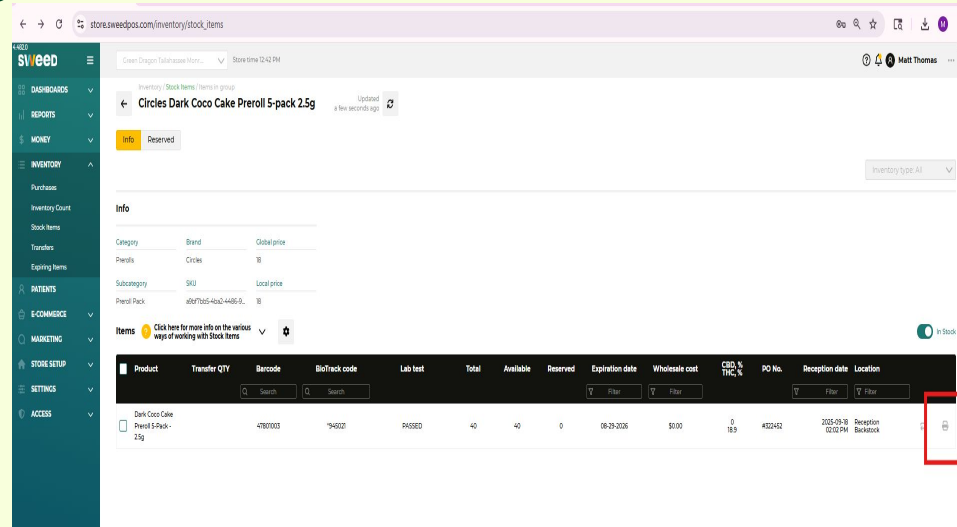
By the end of this course, learners will be able to:

- Locate products and print labels in Sweed.
- Verify barcode data accuracy.
- Apply and maintain bin labels per standards.



# Printing Barcodes/Bin Labels

1. Sweed → Inventory → Stock Items.
2. Search product by name, SKU, or tag.
3. Select product > view package details.
4. Click **Print** icon beside package tag.
5. Verify printer settings (printer & label size).
6. To generate barcode: enable **Use External Track Code**.
7. Click **Print** and retrieve label.





## Placing & Auditing Labels

### Placing Labels:

- Apply label to inside left bin wall.
- Print a second label to affix to the package in your vault.
- Ensure readable and secure placement.
- Replace damaged/missing labels immediately.

### Auditing:

- Perform bin audits weekly.
- Verify label matches product and location.
- Report issues to Inventory Manager.

