

Multiple Item Scanning Guidelines

Last Revision: January 18, 2018

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 [NIST Handbook 130](#)
Examination Procedure
for Price Verification

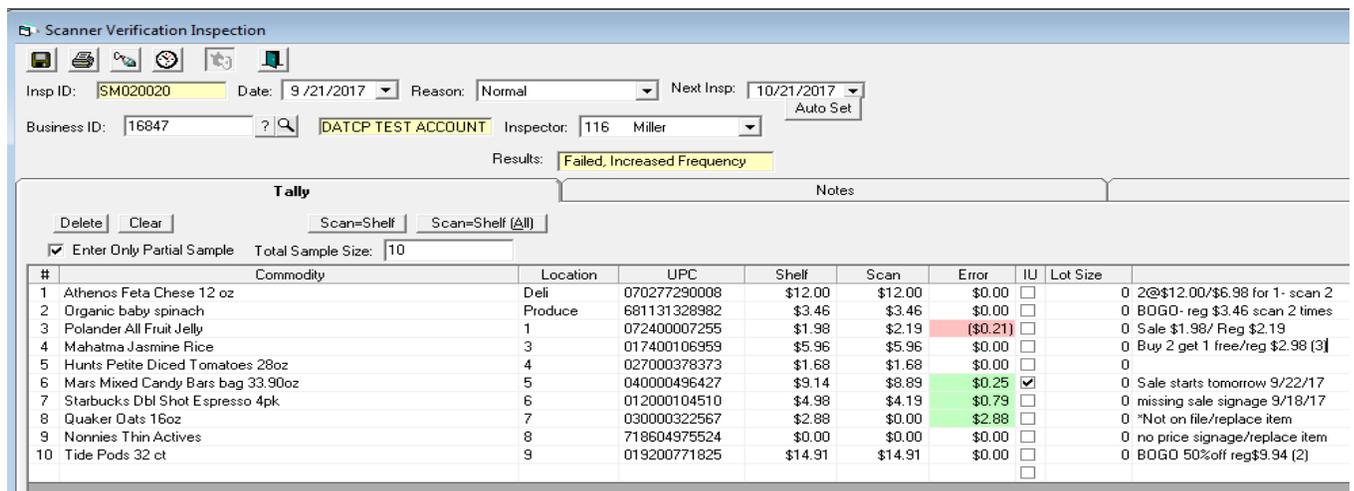
Question/Issue

When conducting a price verification inspection and you have multiple items offered together for sale (i.e. 2 for \$3.00, Buy One Get One [BOGO] offers, non-associated item sales offers), what is the proper method to scan in the item for pricing and sample accuracy? How should a store post a different single item price when advertising a multiple item price for a product? To ensure consistency when conducting price verification inspections including multiple item sales offers use the following policy.

Policy

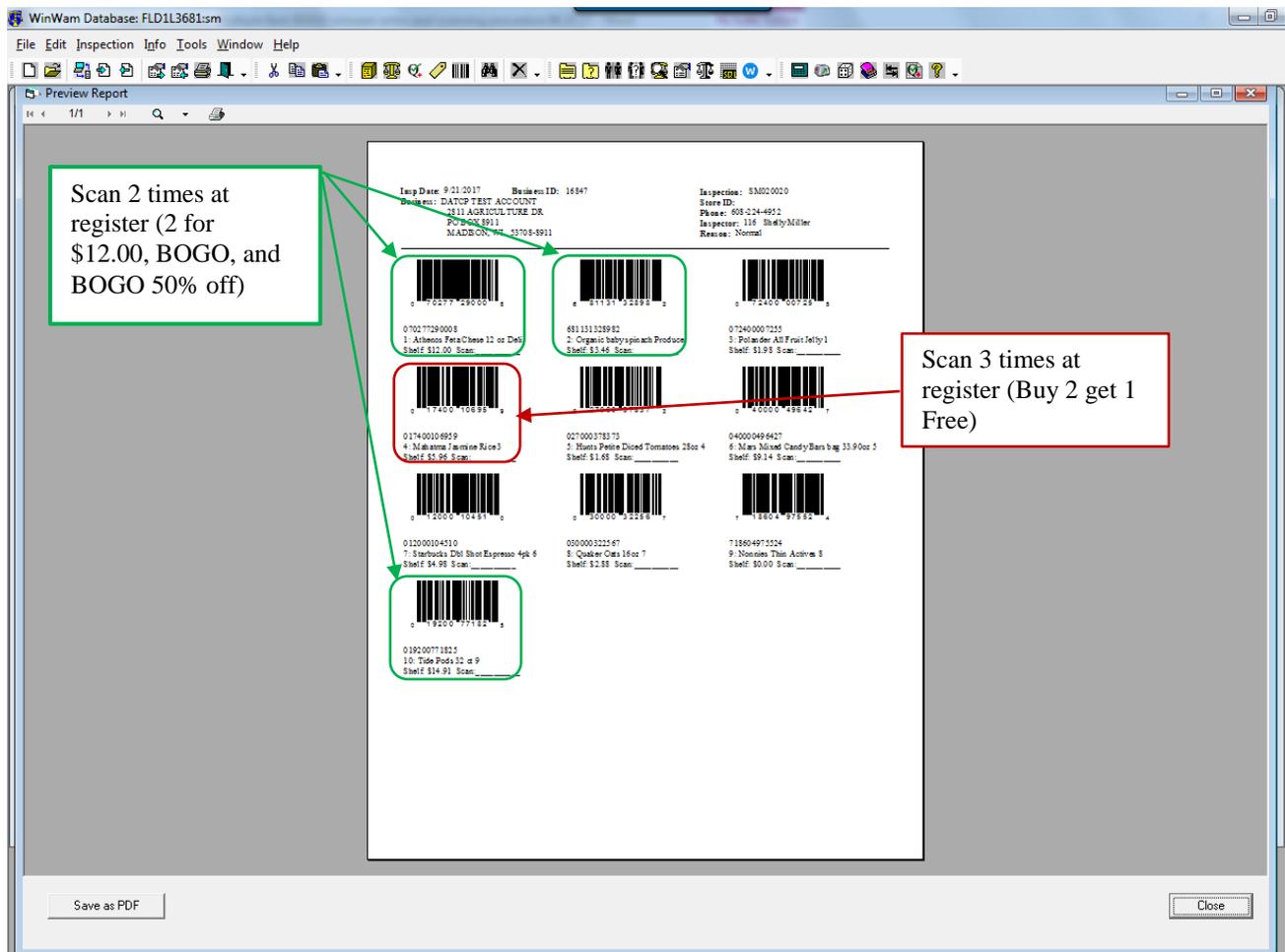
Scanning Multiple Item and BOGO Sales Offers

When conducting a price verification inspection, the number of items chosen for the sample (i.e. 50 items) should be represented by that number of different individual items (50 unique UPC's). In the case of "2 for", "3 for", Buy One Get One (BOGO), Buy One Get One 50% Off etc., the individual item should only represent 1 total item for the inspection. When items included in the inspection are scanned through the POS system, the inspector should fill in the "notes" column for that item with the specific sale data (i.e. 2 for \$3.00, Buy One Get One [BOGO] Reg \$2.00). This process should be repeated for any items that are sold in multiples. Any items noted as multiple items should be scanned through as many times as is noted by the sale (i.e. 3 for \$5.00 – the UPC bar code is scanned 3 times) and the results recorded. Any discrepancies in price for multiple items should be handled as a normal pricing error.



The screenshot shows the 'Scanner Verification Inspection' software interface. At the top, there are fields for 'Insp ID: SM020020', 'Date: 9/21/2017', 'Reason: Normal', and 'Next Insp: 10/21/2017'. Below these are 'Business ID: 16847', 'DATCP TEST ACCOUNT', and 'Inspector: 116 Miller'. The 'Results' field shows 'Failed, Increased Frequency'. The main area is a table with columns: #, Commodity, Location, UPC, Shelf, Scan, Error, IU, Lot Size, and Notes. The table contains 10 rows of scanned items, with some items showing errors or specific notes related to sales offers.

#	Commodity	Location	UPC	Shelf	Scan	Error	IU	Lot Size	Notes
1	Athenos Feta Cheese 12 oz	Deli	070277290008	\$12.00	\$12.00	\$0.00	<input type="checkbox"/>	0	2@\$12.00/\$6.98 for 1- scan 2
2	Organic baby spinach	Produce	681131328982	\$3.46	\$3.46	\$0.00	<input type="checkbox"/>	0	BOGO - reg \$3.46 scan 2 times
3	Polander All Fruit Jelly	1	072400007255	\$1.98	\$2.19	(\$0.21)	<input type="checkbox"/>	0	Sale \$1.98/ Reg \$2.19
4	Mahatma Jasmine Rice	3	017400106959	\$5.96	\$5.96	\$0.00	<input type="checkbox"/>	0	Buy 2 get 1 free/reg \$2.98 [3]
5	Hunts Petite Diced Tomatoes 28oz	4	027000378373	\$1.68	\$1.68	\$0.00	<input type="checkbox"/>	0	
6	Mars Mixed Candy Bars bag 33.90oz	5	040000496427	\$9.14	\$8.89	\$0.25	<input checked="" type="checkbox"/>	0	Sale starts tomorrow 9/22/17
7	Starbucks Dbl Shot Espresso 4pk	6	012000104510	\$4.98	\$4.19	\$0.79	<input type="checkbox"/>	0	missing sale signage 9/18/17
8	Quaker Oats 16oz	7	030000322567	\$2.88	\$0.00	\$2.88	<input type="checkbox"/>	0	*Not on file/replace item
9	Nonnies Thin Activies	8	718604975524	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	0	no price signage/replace item
10	Tide Pods 32 ct	9	019200771825	\$14.91	\$14.91	\$0.00	<input type="checkbox"/>	0	BOGO 50%off reg\$9.94 [2]



Note: The inspector has the option of selecting only one item in the sale group to scan, instead of scanning the total number of sale items.

If a store when offering a multiple item price (i.e. 2 for \$5.00) wishes to offer a different single item price for the same item they must clearly disclose the price for the single item to the consumer (i.e. 2 for \$5.00 or \$2.75 for one). If the price posting does not disclose a different single item price, then the single item price charged must be based on the multiple item price posting (i.e. 2 for \$5.00 the offered single item price is calculated as \$2.50). It is an overcharge error (violation) if a higher single item price is charged and it was not disclosed on the sales placard or sign.

Scanning Non-Associated Multiple Item Sales Offers

Examples of non-associated multiple item sales offers include: Buy 4 quarts of oil get 1 oil filter free, sales items tied together because of having the same buy 2 for price (buy one package of shampoo with a 2 for \$5.00 price and one package of razors with a 2 for \$5.00 price and receive both items at \$2.50 each/ \$5.00 for both because they are tied together by the price point sale). Inspect and scan these items individually, but note the store policy of tying non-associated multiple items sales together in the notes section of the inspection report.

Not on File Item

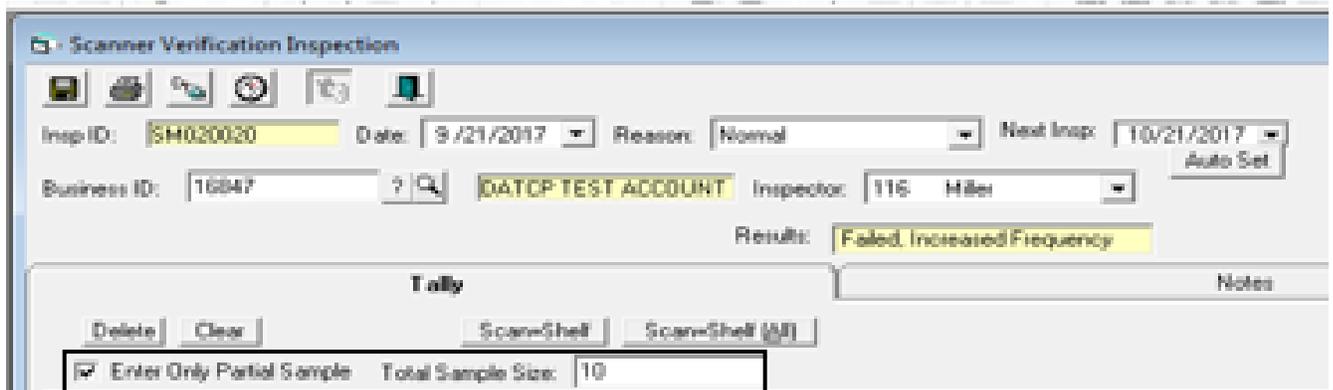
Items not found in the point-of-sale database. When found during an inspection, another item is selected at random (e.g., an item on either side of the one that was not on file) to replace the item in the sample. A “not on file” item is not an error unless the inspector determines that the price “charged” for the item is incorrect (e.g., by conducting a test purchase or by asking the check-out clerk to determine the price of the item using the store’s documented or customary procedures. If the price determined is incorrect, it is considered an error and is included in the total errors.)

No Price Signs Posted

Price signs are not required to be posted under Wisconsin Law. The lowest advertised price shall be charged for an item.

Entering Partial Samples in WinWam (2nd day reinspections)

Commonly a partial sample is inspected the second day of a state survey (e.g., re-inspecting overcharge errors found during day one of a statewide scanner survey). When entering partial samples in WinWam check the “enter only partial sample” button at the top of the inspection report and the field to the right of it will become active. Enter the number of items inspected in the “Total Sample Size” box.



*Effective Date: January 31, 2008
Revised: January 27, 2011*