



# Bay State Milling Company

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## JENNIFER ROBINSON

Vice-President  
Corporate Quality Assurance

### Technical Bulletin - Lot Code Information All Sites

Bay State Milling Company's (BSMC) product lot numbers are fully traceable via electronic database system. Contact your Sales Account Manager if you have any questions regarding lot numbering.

### Lot Code Key by Facility:

- Platteville, CO (P) USA – *After November 2, 2020*
- Indiantown, FL (N) USA – *After March 2nd, 2020*
- Clifton, NJ (C) USA - *After October 1<sup>st</sup>, 2019*
- Mooreville, NC, (M) USA – *After June 3<sup>rd</sup>, 2019*
- Tolleson, AZ, (T) USA – *After March 1, 2019*

Lot numbers are referred to as batch numbers. The new batch number is structured around the object which produced the inventory. The batch numbers are a sequential number of digits and do not provide any specific information related to the batch. All information related to the specific batch number is stored in our database.

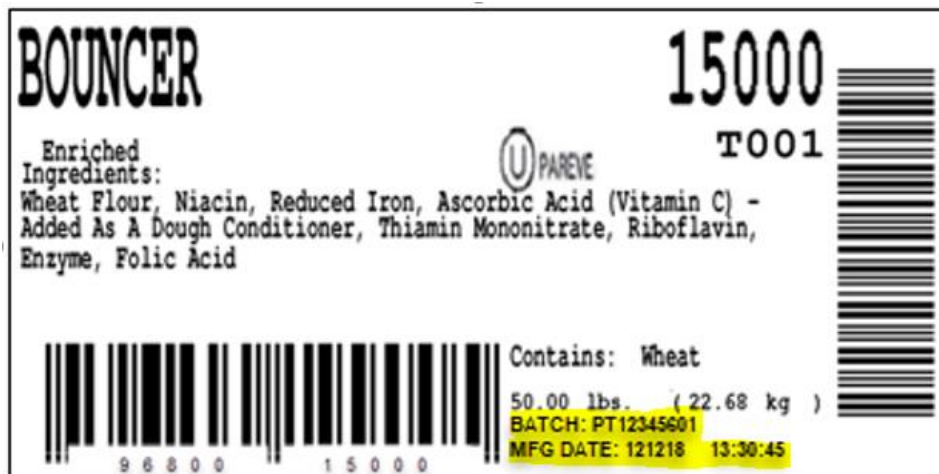
### Sack Product:

The batch number will start with a 2-letter code that identify the facility it was manufactured.

- PP = Pack Run for Platteville, CO
- PN = Pack Run for Indiantown, FL
- PC = Pack Run for Clifton, NJ
- PM = Pack Run for Mooreville, NC
- PT = Pack Run for Tolleson, AZ

The 2-letter code will be followed by an 8-digit sequence of numbers. The first 6-digits indicate the pack run identification. The last 2-digits are the batch sequence for each pack run. These digits are automatically generated by our ERP system. Below the batch number is a lot code/manufactured date and military time stamp that represents the actual manufacturing month, day, and year and military time.

Example:



**Bulk Product:**

The batch number will start with a 3-letter code that identify the facility it was manufactured.

- BRP = Bulk Run for Platteville, CO**
- BRN = Bulk Run for Indiantown, FL**
- BRC = Bulk Run for Clifton, NJ**
- BRM = Bulk Run for Mooresville, NC**
- BRT = Bulk Run for Tolleson, AZ**

The 3-letter code will be followed by a 7-digit sequence of numbers. These digits are automatically generated by our ERP system. Below the batch number is a lot code/manufactured date that represents the actual manufacturing month, day, and year.

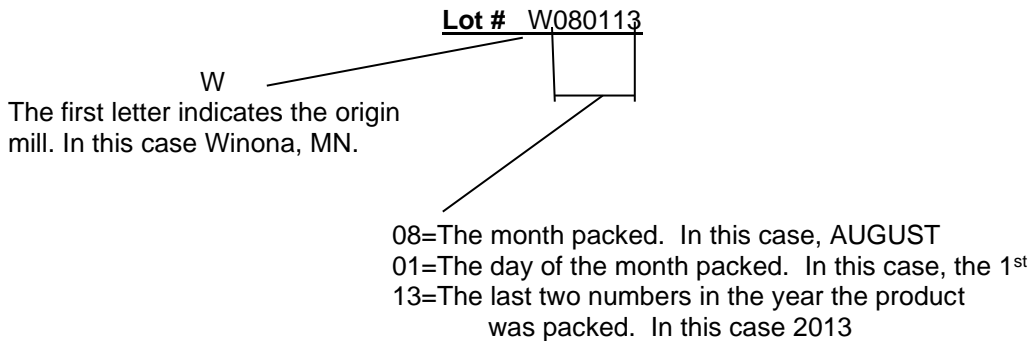
**Lot Code Key by Facility:**

**Winona, MN (W) - USA**

**Platteville, CO (P) – USA - *until November 2<sup>nd</sup>, 2020 (see above after this date)***

Standard lot number format using a 7-digit code that incorporates the following: Mill code (see listing above), month, day, and year. The lot number is printed directly on the bag or on an adhesive label affixed to each bag.

Example: W080113 16:35 796800338503



**Time 16:35**

Following the lot code is the time product was packed in military time. In this case, 4:35 pm.

**Product: 796800338503**

The product number is the Bay State Milling Company product SKU Code

**Note: On COAs for Winona Mix Plant products the lot code will contain a 3-digit number following the lot code. This is an internal number generated to designate batch information. This is important for traceability. In this example, the 001 is the batch information:**

Example: W080113001

**Soft Wheat Flour – Winona, MN Facility**

Bay State Milling Company’s standard lot number format for the Pastry and Cake Flour sold out of the Winona, MN facility consists of a 5-digit number comprised of the last two digits of the year and the three digit Julian date for the day the load is manufactured. A 2-digit extension indicates the order the load was manufactured that day. The lot number is printed directly on the bag or on an adhesive label affixed to each bag.

Example: Lot # 13252-09

Lot # 13252-09

Julian Code

The first two numbers equals  
year 2013, next three number  
equals September 9th

The two digits equals the order  
the load was manufactured

**Products from Bolingbrook, IL; Woodland, CA; and Sterling, CO facilities:**

Lot numbers are referred to as batch numbers. The new batch number is structured around the object which produced the inventory. The batch numbers are a sequential number of digits and do not provide any specific information related to the batch. All information related to the specific batch number is stored in our database.

The two most predominant forms are:

PC##### - Batch numbers of this format were purchased on the purchase contract indicated. The purchase contract is the order on which the material was purchased.

PBAT##### - Batch numbers of this format were produced on the batch order number indicated. The batch order is the work order used in the plant to produce the good.

##### - Batch numbers of this format, where only numbers are present, were purchased on the purchase contract. The purchase contract is the order on which the material was purchased.

These batch numbers tie back to the original documents in Dynamics AX which allow for traceability of raw materials and finished goods from receipt through manufacturing to shipment. We print lot code dates on every label and include them on COA in order to simplify this process and have visibility outside our ERP system.

The batch number and all actual lot code dates are printed on an adhesive label affixed to each ingredient.

Batch numbers are fully traceable via our electronic database system. The certificate of analysis will include the batch's date of manufacture.

**Products from a Dynamics AX location but shipped from a Core Milling Baysys ERP site:**

These products will use a code of PB##### which is a transfer of the original PBAT##### from the original Bay State Milling Company location's lot code.

**Products manufactured at Fostoria, OH via Dynamics AX:**

Three letter facility location name followed by 7-digits production identification number.

Example:

FOS = Fostoria

FOS##### - Batch numbers of this format were produced on the pack run number indicated. The pack run is the work order used in the plant to produce the good.

If there should be questions regarding this or any other technical matter, please contact your Sales Account Manager.

Sincerely,



Jennifer Robinson  
Vice-President of Corporate Quality Assurance

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Effective: September 11, 2020

Supersedes: February 3, 2020

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