
		Sachets Design Checklist	
Written by: Elena Scaglia	Date: 27JUN2024	Doc. No: VCL900.21	Rev. No: 00
Reviewed by: Sansadee Haputhanthrige	Date: 24JAN2025	Issue Date	24JAN2025
Approved by: Elena Scaglia	Date: 24JAN2025	Review Date	24JAN2027



Sachets Checklist - Custom Sachet Creation Guide – **AUSTRALIA ONLY**

Customer / Product: _____

Compulsory			
SIZING		CUSTOMER	
1	Sachets size <input type="checkbox"/> 4.6g: see page 3 <input type="checkbox"/> 7.2g: see page 3 <input type="checkbox"/> 9.0g: see page 3		
Below content <u>MUST</u> appear on the sachets – FRONT		CUSTOMER	VEGANICSKN
2	Product Name		
3	The “SPF value”		
4	The word “sunscreen” (as it is the purpose/intended use)		
5	Broad Spectrum SPF XX		
6	AUST L number		
7	(If AUST L is provided by VeganicSKN, the correspondent ZinCLEAR XXXX must be there, close to the AUST L)		
8	XX g cream		
Below content <u>MUST</u> appear on the sachet – BACK		CUSTOMER	VEGANICSKN
In the ORDER, the following:			
9	Active Ingredient: Non-Nano Zinc Oxide XX% (w/w)		
10	Warnings: For External Use Only. Keep out of the eyes and do not use on broken, damaged, or diseased skin. Avoid prolonged sun exposure. Wear protective clothing, hats and eyewear when exposed to the sun.		
11	Directions: Apply to the skin in generous amounts over all exposed areas 20 minutes before sun exposure, reapply every two hours or more often when sweating, swimming or after towelling.		
12	Other Information: Store below 30°C. Protect this container from excessive heat and direct sun light. Inactive Ingredients - note: listing inactive ingredients is NOT mandatory in AUS – on sachets usually we do not list them for		
13	Name and Address: VeganicSKN 243 Milton Rd, Brisbane, Australia 4064 (or customer data)		
14	Invoice number: small size invoice number / work order (under the barcode or where there is space).		

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Recommended

Other recommendations/possibilities for FRONT of Sachet:		CUSTOMER	VEGANICSKN
15	Brand Name/Logo		
16	40 minutes Water Resistant (or at the back is okay)		
17	25% non-nano zinc oxide		
18	Reef safe		
19	PA++++ UVA UVB UVC Blue Light		
20	Vegan & Organic		
21	Tint Badge		
22			
23			
Other recommendations/possibilities for BACK of Sachet:		CUSTOMER	VEGANICSKN
24	Barcode Designer: The barcode has the minimum size here: GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org) QA: Check the barcode is working through the app “QR & Barcode scanner”		
25	QR Code Check the QR code is working through the app “QR & Barcode scanner”		

TGA requirements

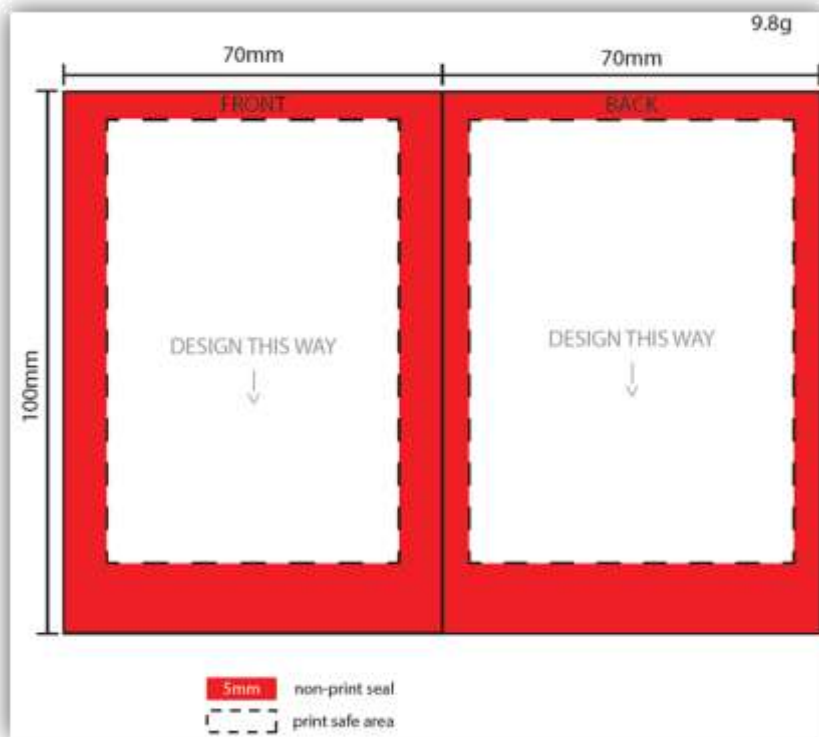
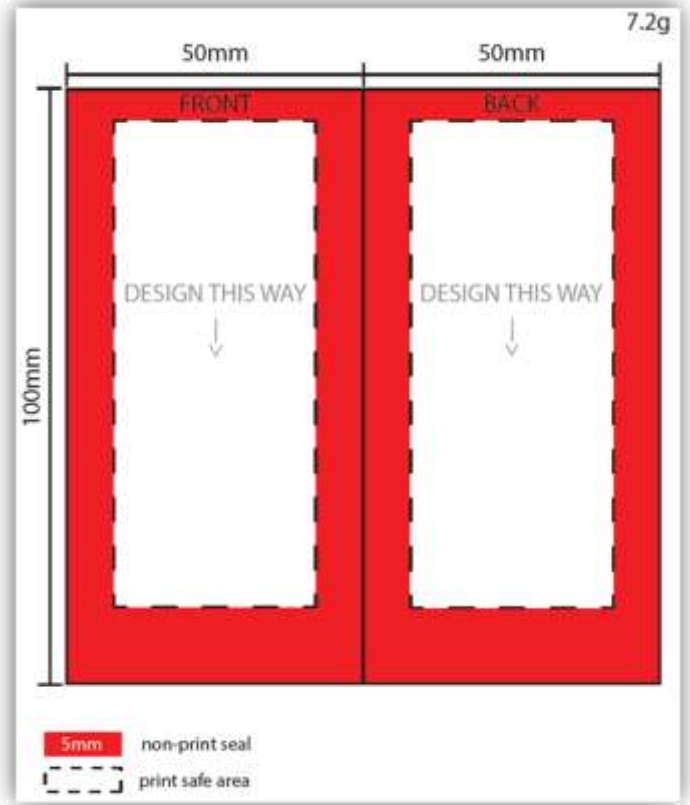
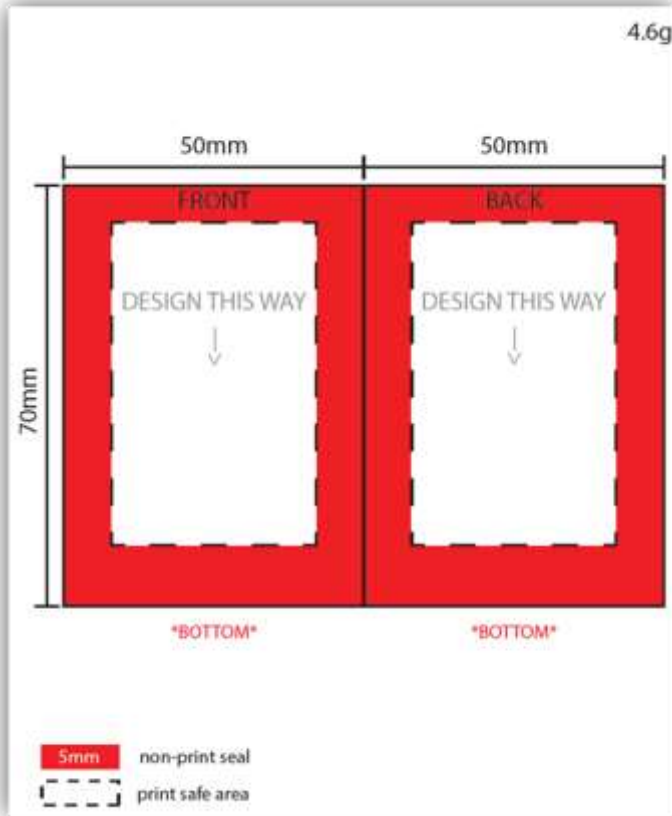
Labelling must be free from claims or pictures that		CUSTOMER	VEGANICSKN
26	Are likely to arouse unwarranted and unrealistic expectations. Likely to mislead. Exploit the lack of knowledge or language that could bring about fear or distress. Likely to encourage inappropriate use. Imply that the product cannot cause harm. Imply that competitor products are harmful or ineffectual.		


General

		CUSTOMER	VEGANICSKN
27	File converted to curved PDF All images are embedded and all text is outlined		
28	The text must be display bigger than 4 pt. (printing)		
29	Badges (these can be provided or you may use your own) Cruelty Free, Reef Safe, Dermatologically Tested, etc. <u>DO NOT make therapeutic claims</u>		

Customer name: _____ Date: _____ Signature: _____

VeganicSKN: _____ Date: _____ Signature: _____



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Veganic SKN – Checklist for Barcode generation

Follow the steps below:		VEGANICSKN officer only
1	<p>Step 1: Obtain an EAN Code To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13). Pronto:</p> <ol style="list-style-type: none"> 1.1 Send an email to Accounts, with the product name, tint and size, asking for the EAN code. 1.2 Once you get it back from them, insert the EAN number on the EAN list (if not already inserted by accounting) and move to step number 2. Check that the code starts with “93379070” and has 13 digits. 	
2	<p>Step 2: Choose a Barcode Generator Once you have your EAN code, you can use a barcode generator to create the barcode image. Free Online Barcode Generator BarTender (seagullscientific.com)</p> <ol style="list-style-type: none"> 2.1 Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select” 2.2 Enter Data: “your EAN number”, click “next” 2.3 The barcode is generated, download it 	
3	<p>Step 3: Upload the barcode on SharePoint Once the barcode has been generated, it has to be uploaded on the Barcodes folder. GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org)</p>	

Customer – Checklist for Barcode generation

Follow the steps below:	
1	<p>Step 1: Obtain an EAN Code To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13), though there are also 8-digit versions (EAN-8). You can obtain these codes: Register your company with GS1 and generate an APN number/EAN number</p>
2	<p>Step 2: Choose a Barcode Generator Once you have your EAN code, you can use a barcode generator to create the barcode image. There are several online tools and software available for generating barcodes. GS1/ Barcode.tec-it.com / https://www.seagullscientific.com/barcode-generator/ Free Online Barcode Generator BarTender (seagullscientific.com)</p> <ul style="list-style-type: none"> - Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select” - Enter Data: “your EAN number”, click “next” - The barcode is generated, download it <p>Or Barcode.tec-it.com:</p> <ul style="list-style-type: none"> - Go to the website, then EAN/UPC – EAN 13 – Put the 13 digits EAN code and click, refresh. - You will have the barcode generate on the right. Click download. - Open the file and save it as PNG file, naming it as “Product name-size-tint-EAN number”.
3	<p>Step 3: Attach it in the email (point 9)</p>