

## Preliminary version of User Guide GS1Trade Sync



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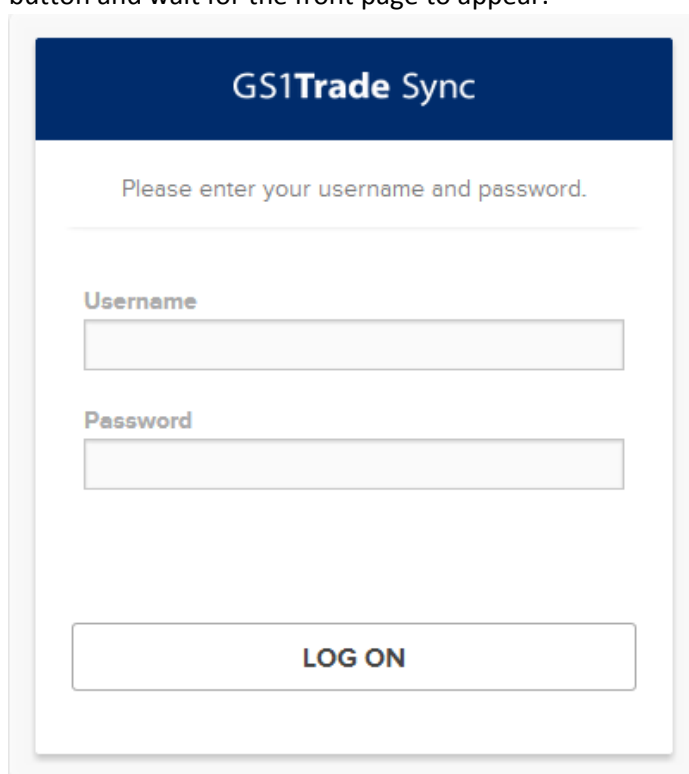
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KLADDE

## Logon

To log on to GS1Trade Sync, use the link that you received in an email. We recommend that you use Internet Explorer version 9, 10 or 11. Please consult your IT department if you have any problems.

First, enter the received user name and password to access the system. Click the LOG ON button and wait for the front page to appear.



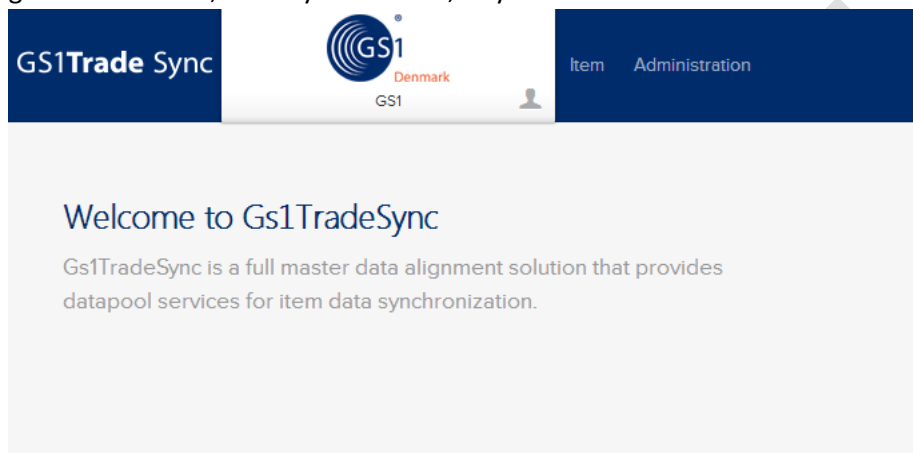
The screenshot shows a web form for logging into GS1Trade Sync. At the top, there is a dark blue header with the text "GS1Trade Sync" in white. Below the header, a light gray box contains the instruction "Please enter your username and password." followed by two input fields. The first field is labeled "Username" and the second is labeled "Password". Below these fields is a large, light gray button with the text "LOG ON" in dark gray. The entire form is set against a white background with a light gray border.

## Front page

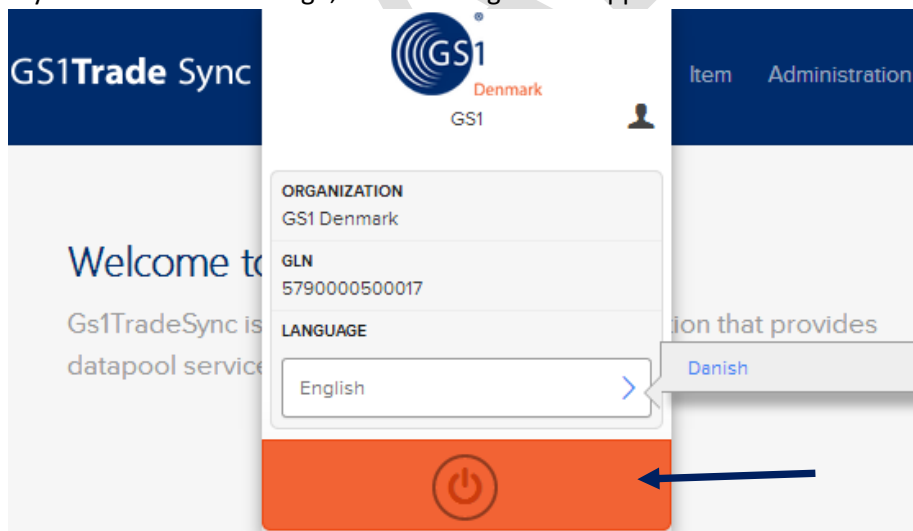
The front page consists of a blue menu bar with your (company) name, Item and Administration. The content of the menu bar depends on which user roles you have. If your only role is publisher, you will only see Item in the menu.

In the menu, you can choose between Item and Administration.

By clicking Administration, you can view and edit your company information. You can also get a list of users, which you can edit, or you can create new users.



If you click on the GS1 logo, the following details appear:



Here you can change language, and you can log off by clicking the orange button.

By clicking on Item, you can search and create new products and get a list of the data recipients who receive information about your products. To edit a product, you must first

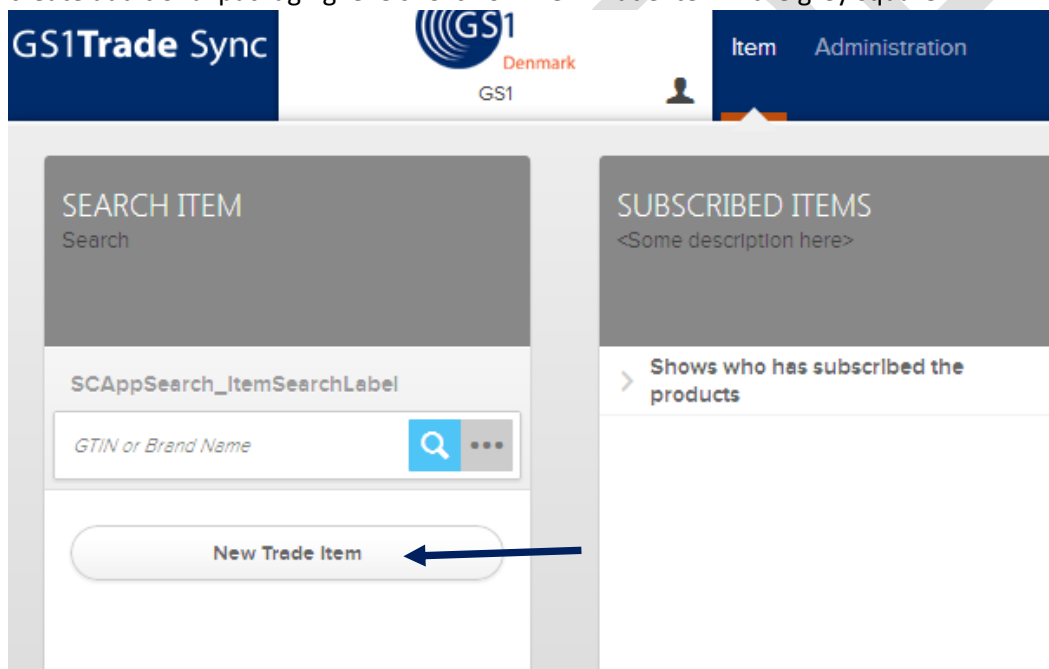
find your product in the 'Search item'. This feature is described in the section "Search and Edit".

By clicking on Administration, you can view and edit your company information. You can also create and edit users in the user list.

Item creation is divided into two parts. The first part includes mandatory fields, which are mandatory to fill in regardless of the type of product. The second part contains product specific information.

## Create a base unit

You always start creating the base unit. The base unit is the smallest unit, the lowest level in the packaging hierarchy such as a consumer unit. The base unit is the basis for being able to create additional packaging levels. Click on 'New Trade Item' - the grey square.



### ***The first part of trade item creation***

On the first page that appears when you click "New Trade Item", all required fields are displayed and must be filled in order to create a product. The page is divided into sections. Each section has an orange title. All orange headlines you can find on the left side of the screen when you go further in your data creation. We will take a look at the entire page, one field at a time.

'Trade item header' is the first section that you need to go through and fill out.

← New Trade Item

## Trade item header

ⓘ <Some description here>

> GTIN - Global Trade Item Number D8165

> Target Market Country Code D8255

> Effective Date D8286

> Publication Date D8355

> Last Changed Date D8260

Manufacturer GLN D8242

### > GTIN - Global Trade Item Number D8165

In the first field, enter GTIN of the base unit. GTIN stands for Global Trade Item Number and is the product number. A GTIN may consist of 8, 12, 13 or 14 digits. Always enter 14 digits. Fill in with leading zeros. If, for example, it is a GTIN-13, you must place one 0 in front. If the GTIN does not contain a correct check digit, a red box appears telling you that the format is invalid.

### > GTIN - Global Trade Item Number D8165

Invalid format

### > GTIN - Global Trade Item Number D8165

Invalid format

Use Tab or mouse to move to the next field.

> Target Market Country Code D8255

x DENMARK |

AFGHANISTAN

ALBANIA

ALGERIA

AMERICAN SAMOA

ANDORRA

ANGOLA

ANGUILLA

ANTARCTICA

In this attribute, please choose target market(s) that the data should be available for, e.g. Denmark. You can select multiple countries by clicking the country.

> Effective Date D8286

> Publication Date D8355

> Last Changed Date D8260

The dates are populated automatically with the current date. You can change the Effective Date and publication date, if you need to.

Manufacturer GLN D8242

Add

Here you must specify the manufacturer GLN. If you are a manufacturer, it is your company GLN that you enter. Click Save and continue.



Producers GLN D8242

> Producentens GLN

Valgmuligheder

57|

**5790000425891**  
3-Stjernet A/S ( 5790000425891 )

**5790002196652**  
Butler Engros ApS ( 5790002196652 )

**5790002196300**  
Dagrofa ApS ( 5790002196300 )

**5790001271435**  
E. Lampe Pølsegaarden ApS ( 5790001271435 )

In the section 'Item identities' it must be specified which Trade Item Unit is involved, the product brand name and the product description.

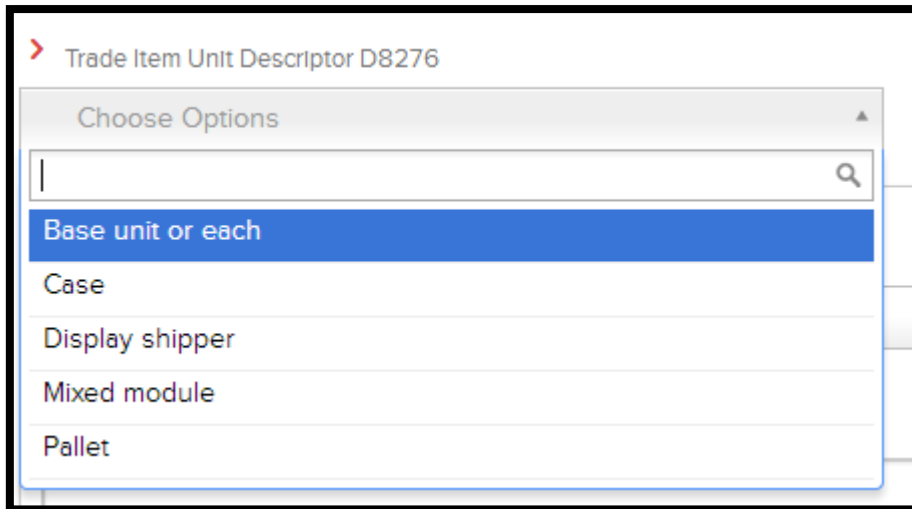
Item identities

> Trade Item Unit Descriptor D8276  > Brand Name D8211  > Is trade item a base unit D8348

Language Code D8121-D8055-D8259-D8114  
x Danish

Functional Name D8313  Description Short D8258-D8259

+ Add new item description



> Trade Item Unit Descriptor D8276

Choose Options

Base unit or each


Case

Display shipper

Mixed module

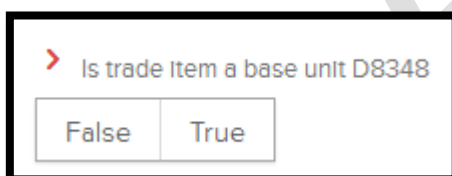
Pallet

In "Trade Item Unit Descriptor", select the type of descriptor, for example the base unit. Always remember to start with a base unit and build the packaging hierarchy from it. On how to create a packaging unit, see the section "Creating packaging unit."



> Brand Name D8211

In 'Brand Name', type the product brand or trademark. Remember to write it the same way each time, as the data receiver uses this as search criteria.



> Is trade item a base unit D8348

False True

Always select 'True' to the base unit when you start a package hierarchy. At all other levels of the package hierarchy, select 'False'.



Language Code D8121-D8055-D8259-D8114

\* Danish

Functional Name D8313

Insert text here

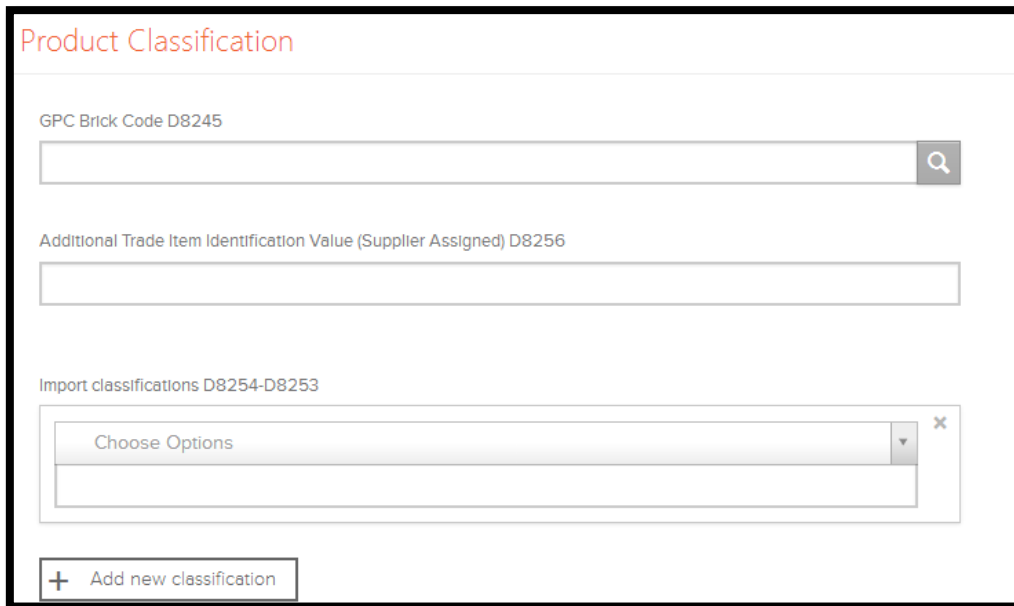
Description Short D8258-D8259

Insert text here

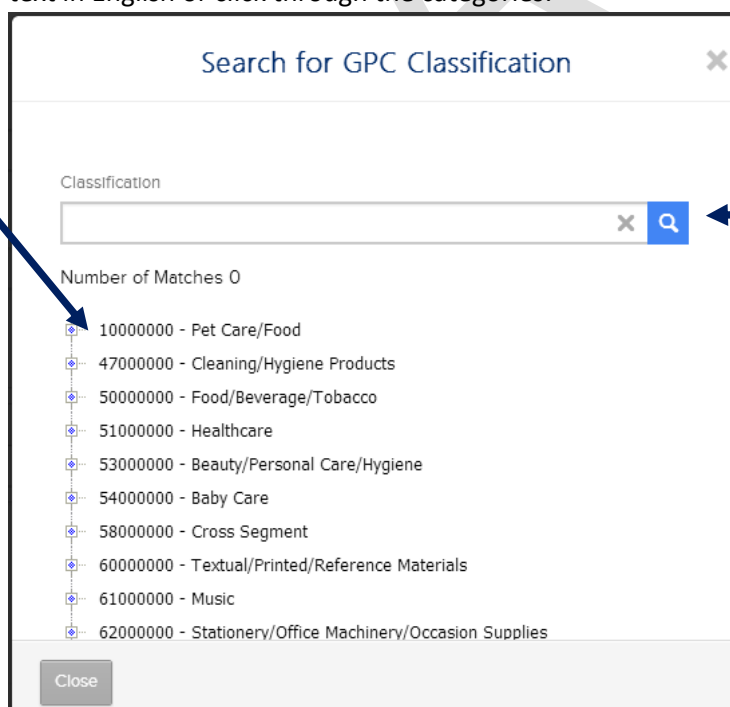
+ Add new item description

The fields 'Language Code', 'Functional name' and 'Description short' belong together. First, select the desired language. Then you type text into 'Functional name', such as coffee, and

a description short, for example Espresso beans. If you want texts in multiple languages, click on “+ Add new item description”. This gives you three new fields in which you again choose a language and insert text. You can delete, click the x to the right of the field “Description Short” (see above).



In ‘Product Classification’ specify the product GPC code. GPC is a GDSN attribute and classifies a product type. If you do not know the GPC code, click on the magnifying glass. This will display a list of GPC codes. Find the appropriate number by either typing a search text in English or click through the categories:



## Search for GPC Classification

Classification

 ✕ 🔍

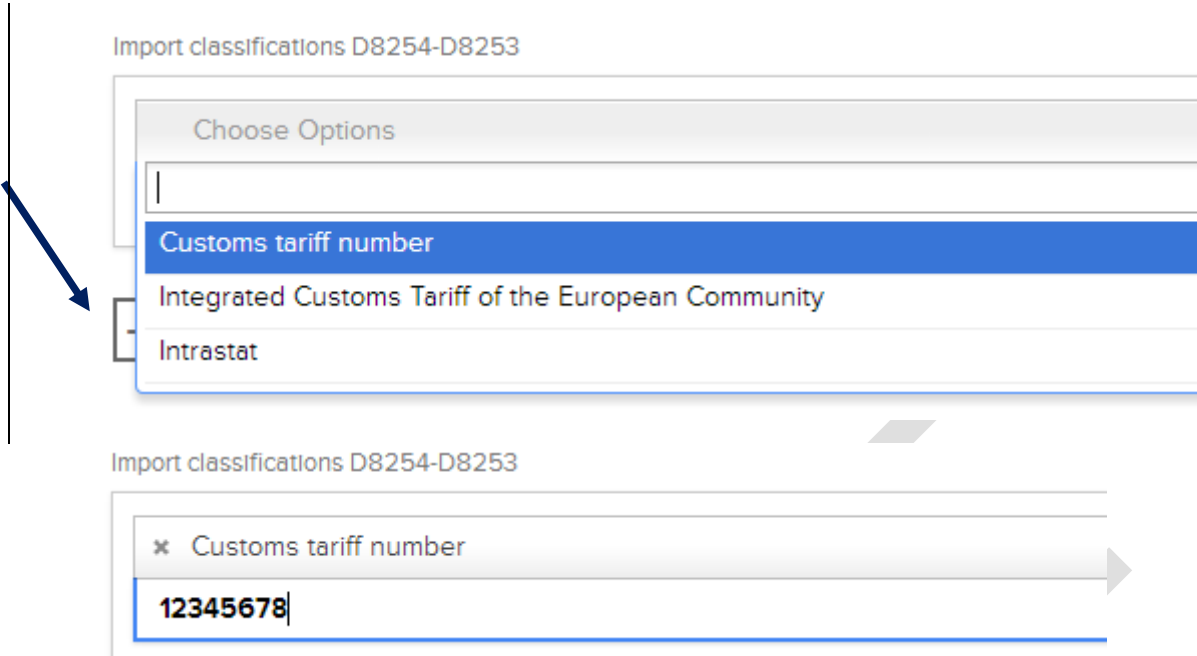
Number of Matches 5

- 50000000 - Food/Beverage/Tobacco
  - 50180000 - Bread/Bakery Products
    - 50182000 - Sweet Bakery Products
      - 10000170 - Cakes - Sweet (Frozen)
      - 10000171 - Cakes - Sweet (Perishable)
      - 10000172 - Cakes - Sweet (Shelf Stable)**
  - 72000000 - Home Appliances
    - 72020000 - Small Domestic Appliances
      - 72020100 - Small Cooking/Heating Appliances
        - 10001971 - Pancake/Doughnut Makers

Close Select

In 'Additional Trade Item Identification, you must enter your internal item number of the item.

Additional Trade Item Identification Value (Supplier Assigned) D8256



Import classifications D8254-D8253

Choose Options

- Customs tariff number
- Integrated Customs Tariff of the European Community
- Intrastat

Import classifications D8254-D8253

× Customs tariff number

12345678

'Import Classification' allows you to specify three types of import classifications. You must enter eight digits as code for the import classification. Click the "+ New import classification" (hidden behind the drop down menu "Choose Option", see above), if you need more than one number.



Trade Item Status

> Is Trade Item A Consumer Unit D8216  False  True

> Is Trade Item An Orderable Unit D8271  False  True

> Is Trade Item A Despatch Unit D8236  False  True

> Is Trade Item An Invoice Unit D8257  False  True

> Start availability date time D8314

In 'Trade Item Status', select the status of your product. You must select True or False for all possibilities. Finally, you enter the date when the item is available.

In 'Marks', enter Barcode Type, and True or False to 'Is price on pack'.

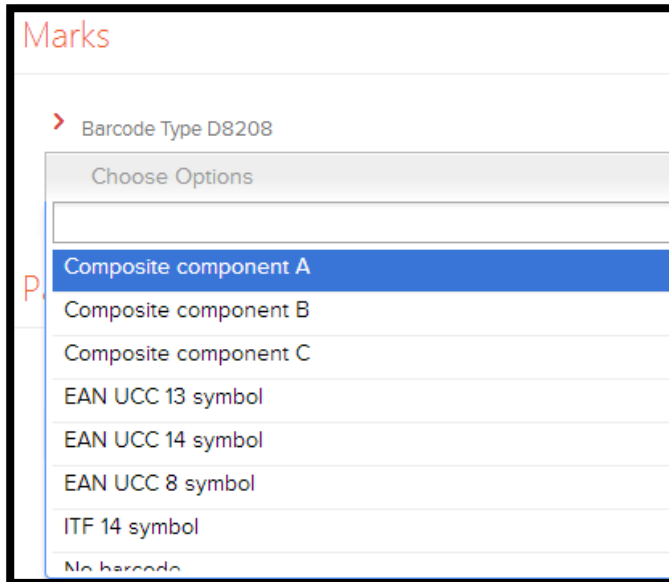


Marks

> Barcode Type D8208

> Is Price On Pack D8281  False  True

In 'Barcode Type', select the type of barcode on the product, such as EAN, UCC 13 symbol.

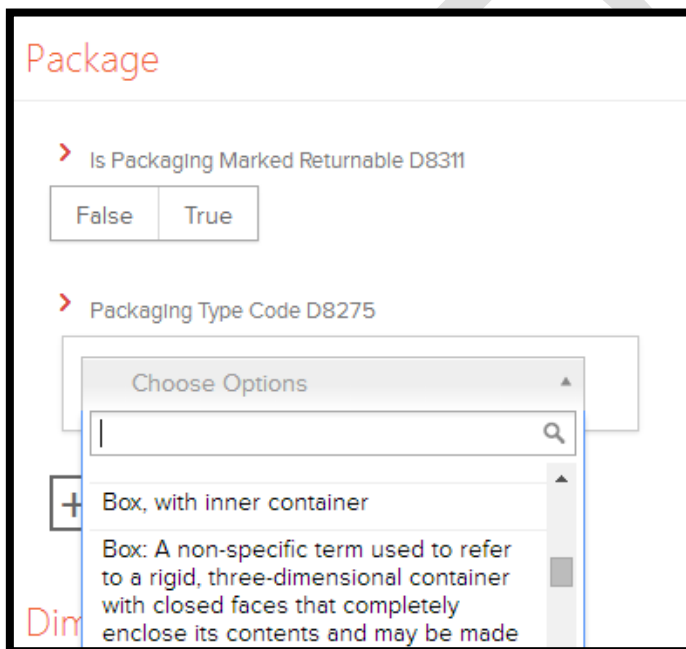


**Marks**

> Barcode Type D8208

Choose Options

- Composite component A
- Composite component B
- Composite component C
- EAN UCC 13 symbol
- EAN UCC 14 symbol
- EAN UCC 8 symbol
- ITF 14 symbol
- No barcode



**Package**

> Is Packaging Marked Returnable D8311

False True

> Packaging Type Code D8275

Choose Options

- Box, with inner container

Box: A non-specific term used to refer to a rigid, three-dimensional container with closed faces that completely enclose its contents and may be made

In 'Package', you must select True or False to 'Is Packaging Marked Returnable', and in 'Packaging Type', select which type of packaging the product is packed in, such as a bottle or a carton.

### Dimensions

> Is Trade Item A Variable Unit D8297  
 False  True

> Height D8263-D8264  
 x Millimeter

> Gross Weight D8246-D8247  
 x Gram

Net Weight D8068-D8069  
 x Gram

> Net content value D8217  
 Choose Options

> Width D8267-D8268  
 x Millimeter

> Depth D8265-D8266  
 x Millimeter

In the section 'Dimensions', the product's physical dimensions are to be specified. Rules for how a product is to be measured and weighed are found in the GDSN Package Measurement Rules.

In 'Is trade Item a variable unit', you must specify whether or not your product's weight can vary.

'Net content' allows you to specify the number of units or milliliters, grams, kilos, etc.

In the other fields, you specify the product's dimensions and weight. GS1 recommends that all measurements are given in millimeters and weights are given in grams. Please do not use commas or periods in the weight attributes or height, width and depth attributes.

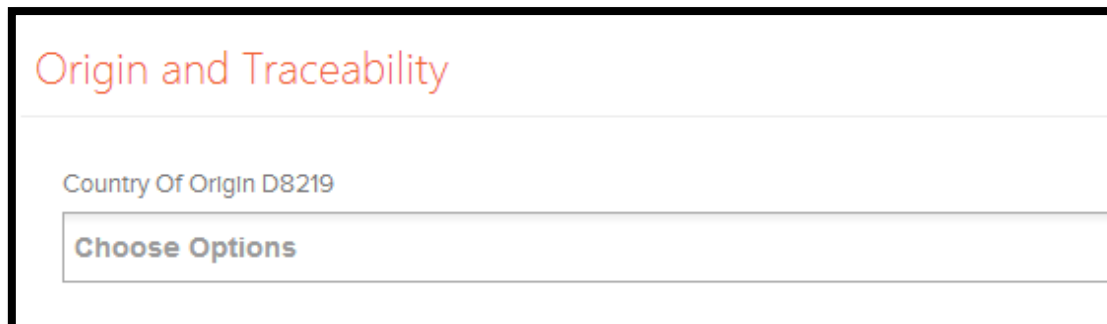
Please make sure that the dimensions entered are correct and the same as in your own IT system.

### Dangerous Substance Information

Is Dangerous Substance D8030

False
  True
  Not Applicable
  Unspecified

If your product contains dangerous substances, please choose the tab "True" in the 'Dangerous Substance Information'.

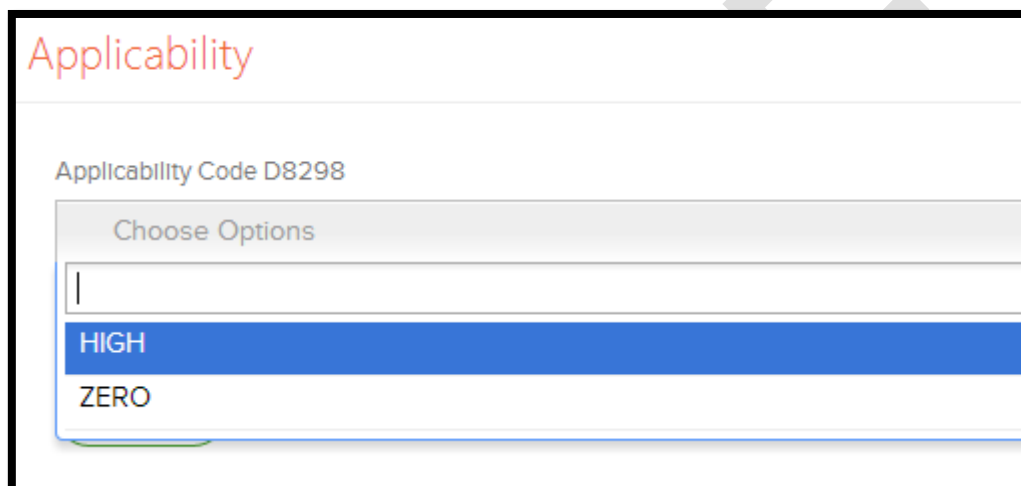


Origin and Traceability

Country Of Origin D8219

Choose Options

In “Origin and Traceability”, you specify the product’s country of origin by using the drop down menu.



Applicability

Applicability Code D8298

Choose Options

HIGH

ZERO

When you create a product for 'Target market Denmark', the VAT Indication is required. Note that there are two options: either HIGH for 25% or ZERO for VAT free.

Now you have completed the first part of master data creation. Click on save. If there are any errors in your data so far, it will appear in red markings. The errors are also displayed in a list at the top of the page. Correct all errors before proceeding.

If there are no errors, the system opens the second part of the data creation.

### ***The second part of product creation***

You have now entered the most basic data, and all are stored in the product list. You can choose to continue with your registration now or later. On how you can find the product again, please see the section 'Search & Edit'.

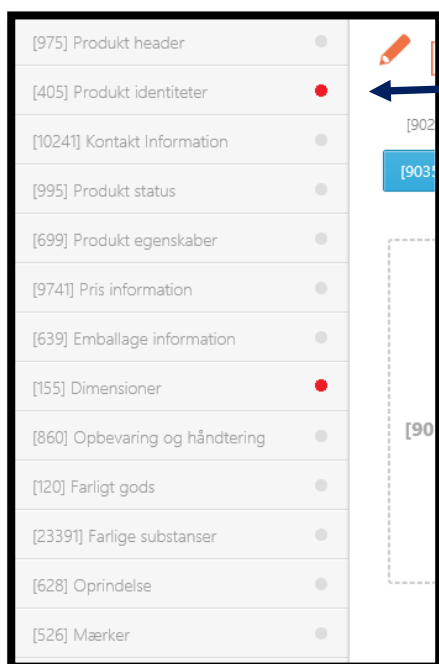
After saving the first part of your product creation, you are now ready for the second part.

The menu items on the left contain fields that can be filled in to complete the creation.



A red dot next to an item means that the field is mandatory and must be filled in. (Not implemented yet.)

Go through all the menu items and fill in the appropriate fields. Remember to save your data before moving on to a new menu item.



## **Trade Item information**

In 'Trade Item information', you can add more details about the brand owner and whether the product is labeled with RFID and has a batch number. 'Is Trade Item a combination item' means the product is bundled, such as a bottle of beer with a drinking glass. You can specify minimum order, warranty on the product and through which trade channel the product is sold, such as retail stores or pharmacies.

**Trade item header**

<Put some description here>

Brand owner D8346

Manufacturer Identification, GLN D8242  

Mineralvandsfabrikken  
 Frem A/S ( 5790000836833 )  
✓

Add

RFID Tagged Code D8093

Has batch number D8020

Is Trade Item an combination Item D8024

> Last change date time D8260

> Effective date D8286

> Publication date D8355

## Item identities

In the tab 'Item identities', many fields are already filled in from the Registration page. You can enter additional descriptions of the item, you can enter if the item also has an ISBN, ISSN, UNSPSC number or age group. There is also the opportunity to provide information about the item replacing another item by adding the "old" product GTIN.

### Item identities

<Put some description here>

Trade Item unit descriptor D8276


Is trade item a base unit? D8348

Brand name D8211

Replaced trade item identification, GTIN D8248

#### Trade item description information

Danish x  



Add

### Product classification

GPC Brick Code D8245

Classification Attributes

#### Additional trade item identification

> Supplier's article number D8256

ISBN number D8344

ISSN number D8345

#### Additional classification

UNSPSC D8295

Import classifications D8254-D8253

Choose Options

Target Consumer Age D8017

Age limit 18 years / suitable for persons over 18 years / Not al..

SAVE

## Contact Information

Here you can enter who the consumer can contact in case of questions about the product.

### Contacts information

<Some description here>

Contact name D8147

Communication address D8148

#### Contact types

TELEPHONE
TELEFAX
EMAIL
WEBSITE
<input type="text"/>
<input type="text"/>
<input type="text"/>

Add Contact type

### **Trade item status**

In the tab 'Trade item status', you can specify the product life cycle. Information about the product status was completed earlier. This is where you enter the date, if the product is going to be deleted!

### Trade item status

<Some description here>

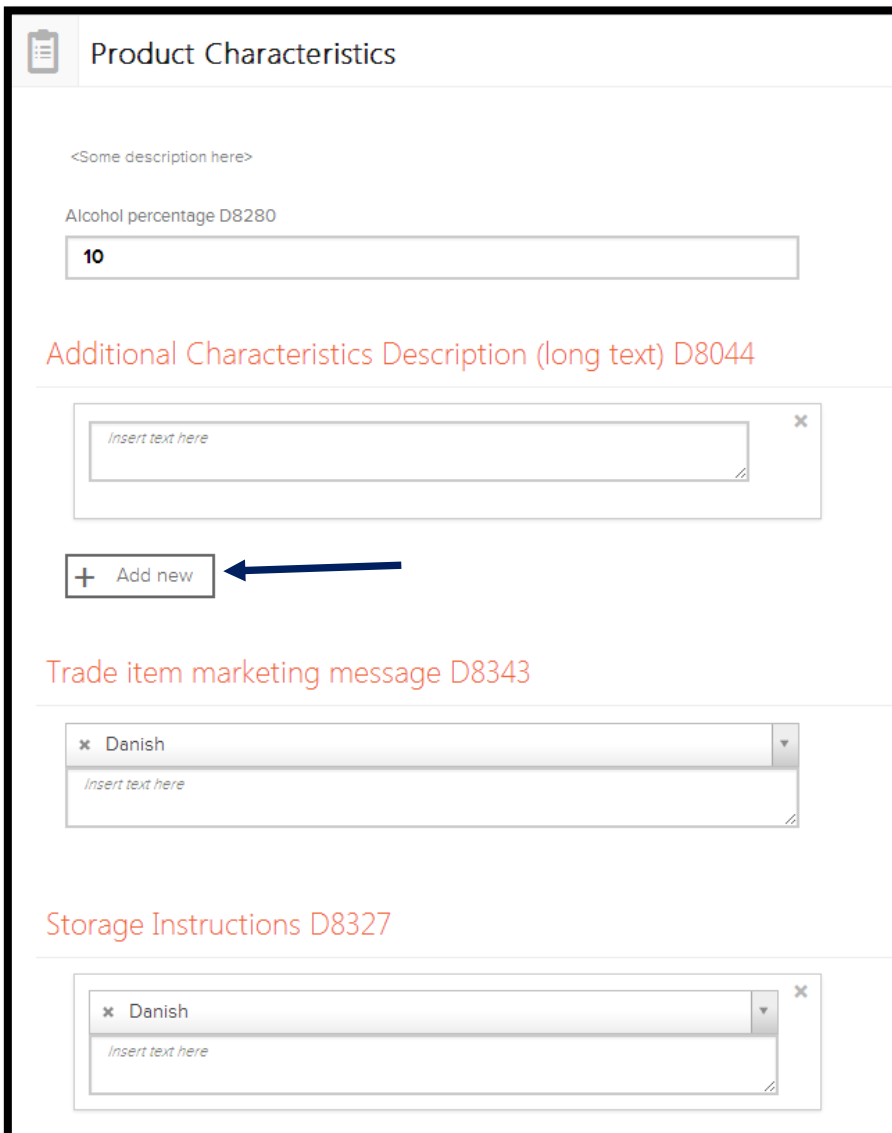
> Is trade item a consumer unit D8216	> Is trade item an orderable unit D8271
<input type="checkbox"/> False <input checked="" type="checkbox"/> True	<input type="checkbox"/> False <input checked="" type="checkbox"/> True
> Is trade item a despatch unit D8236	> Is trade item an invoice unit D8257
<input type="checkbox"/> False <input checked="" type="checkbox"/> True	<input type="checkbox"/> False <input checked="" type="checkbox"/> True

### Life cycle

> Start availability date time D8314	Consumer availability date time D8282
<input type="text" value="2014-05-20 09:02:00"/>	<input type="text"/>
End availability date time D8312	Discontinued date D8324
<input type="text"/>	<input type="text"/>
Canceled date D8139	
<input type="text"/>	

## Product Characteristics

In the menu item 'Product Characteristics', it is possible to set specific properties of your product. If your product contain alcohol, then enter alcohol%. You have to go through all the fields and fill all those that are relevant to your product. By Clicking on the '+ Add New' opened more fields to fill out.



Product Characteristics

<Some description here>

Alcohol percentage D8280

10

Additional Characteristics Description (long text) D8044

Insert text here

+ Add new

Trade item marketing message D8343

x Danish

Insert text here

Storage Instructions D8327

x Danish

Insert text here

### Colour description

Trade item colour description

PANTONE MATCHING SYSTEM  
http://www.pantone.c...

✓

Add

### Season Information

Trade Item Seasonal

Add

### Battery type information

Are batteries included D8122  
 False  True

Are batteries required D8123  
 False  True

Quantity of batteries required D8126

Are batteries built in D8124  
 False  True

Quantity of batteries built in D8316

Battery Type D8125

Battery weight D8317  
 × Gram

Battery technology type D8315

### Trade item external information

Add



### Item processing type

Raw material Irradiate code D8120	Ingredient Irradiated code D8309
<input type="button" value="False"/> <input type="button" value="True"/> <input type="button" value="Not Applicable"/> <input type="button" value="Unspecified"/>	<input type="button" value="False"/> <input type="button" value="True"/> <input type="button" value="Not Applicable"/> <input type="button" value="Unspecified"/>
Trade Item Irradiated code D8310	
<input type="button" value="False"/> <input type="button" value="True"/> <input type="button" value="Not Applicable"/> <input type="button" value="Unspecified"/>	

### Organic Information

Product Origin D8074	<input type="button" value="Conversion, conversion produce according to art. 17 Council Regulation (EEC) 834/2007"/> <input type="button" value="No, Conventional produce"/> <input checked="" type="button" value="Yes, Organic produce"/>	
Certification Body D8073	Quality symbol D8075	
<input type="text"/>	<input type="text" value="Dansk Økomærke"/>	
<input type="button" value="+ Add body"/>	<input type="button" value="+ Add symbol"/>	
Place of Farming D8076	Country origin Farming D8077	
<input type="text"/>	<input type="text"/>	
<input type="button" value="+ Add Place"/>	<input type="button" value="+ Add Country"/>	

You can upload external information such as operating instructions: see below.

In “Trade item external information”, one can add a link (URL) for more information or an image. You can add more than one.

Trade item external information

---


Type of information D8349 URL to the information D8350

Choose Options

- Link to a document or text file containing product information. Examples of this type could be an instruction manual, assembly guide, or warranty document.
- Link to a file containing a video clip which is relevant to the product. Examples are commercials, trailers, or instructional/ how to use video files.
- Link to a file containing a visual representation of the product label.
- Link to a file containing a visual representation of the product.
- Link to a file containing an audio clip which is relevant to the product. Examples are commercials, or instructional/ how to use audio files.
- Link to a file containing product information of an unspecified type.

## Price information

Here you can enter price information.

 Price Information

---

<Some description here>

**Suggested Retail Price**

Suggested Retail Price D8091 Choose Options

Suggested Retail Price: Effective Start Date D8119

**Catalogue Price**

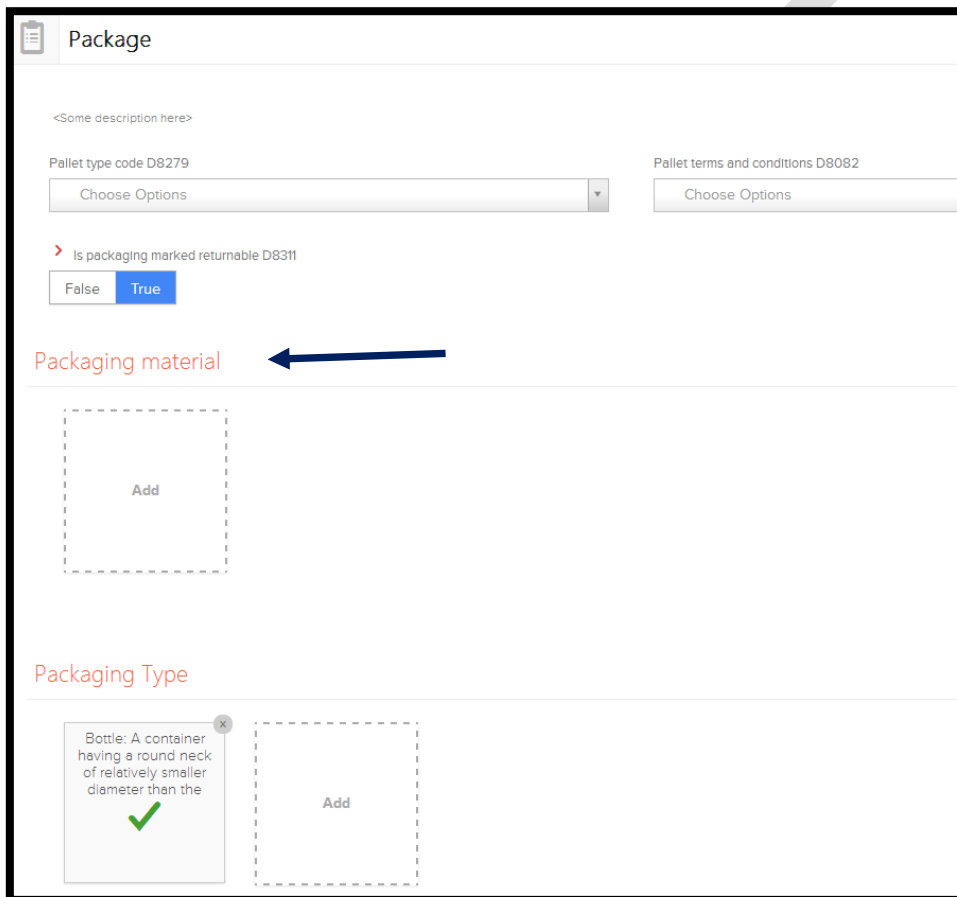
Catalogue Price D8362 Choose Options

Catalogue Price: Effective Start Date D8364 Catalogue Price: Effective End Date D8365

SAVE

## Package

If you are in the process of establishing a pallet or a display, you can use the facility 'Package' to fill in pallet information. "Packaging Material" is not mandatory information for target market Denmark, but we recommend that the information is filled in at this stage, as it is mandatory for e.g. Sweden. Click Save and continue.



Package

<Some description here>

Pallet type code D8279 Pallet terms and conditions D8082

Choose Options Choose Options

> Is packaging marked returnable D8311

False True

Packaging material ←

Add

Packaging Type

Bottle: A container having a round neck of relatively smaller diameter than the

Add

If you choose 'Add' under 'Packaging material', the screen below opens:

**Packaging material**

Packaging material code D8272

Choose Options

Packaging material composition quantity D8273-D8274

x Gram

## Dimensions

In 'Dimensions', some fields are already filled in with information about the product's height, width and depth. Note that if you selected 'Yes' for 'Is Base Price Declaration Relevant (D8019)', the 'Relevant content for price comparison' can also be completed. You can also add drained weight. Trade item nesting is not relevant to the base unit.

**Dimensions**

<Some description here>

> Is Trade Item A Variable Unit D8297  
False True

> Is Base Price Declaration Relevant D8019  
False True

> Trade Item width D8267  
 x Millimeter

> Trade Item height D8263  
 x Millimeter

> Trade Item depth D8265  
 x Millimeter

> Trade Item gross weight D8246  
 x Gram

Price comparison measurement value D8209  
 Choose Options

> Net content value D8217  
 x Litre (1 dm3)

Drained Weight D8040  
 x Gram

> Net Weight D8068  
 x Gram

Statistical Reporting Measurement D8051  
 Choose Options

**Trade Item Nesting**

Nesting Increment D8261-D8262  
 x Millimeter

## Storage and handling

In 'Storage and handling', it is possible for you to specify data storage, shelf life and transportation. For a base unit it is mandatory to enter temperature and shelf life information for food and beverages. Please note that temperature attributes and trade item life span attributes can be dependent on chosen GPC codes. Please see the screen in section 'Product Classification'. Pallet information, handling instructions and transport details can be filled in for packages and pallet level.

☰
Storage and handling

<Some description here>

### Temperature information

Temperature Condition Type Code D8137

Choose Options
▼

Minimum storage handling temperature D8287-D8374

5
x
Celsius
▼

Maximum storage handling temperature D8288-D8375

20
x
Celsius
▼

Minimum tolerance limit temperature D8111-D8112

x
Celsius
▼

### Lifespan

Minimum Trade Item Life Span From Time Of Production [days] D8284

365
x
Days
▼

Minimum Trade Item Life Span From Time Of Arrival [days] D8283

200
x
Days
▼

Opened Trade Item Life Span [days] D8269

5
x
Days
▼

### Trade item hierarchy

Quantity Of Layers Per Pallet D8079	Quantity Of Trade Items Per Pallet D8078
<input type="text"/>	<input type="text"/>
Stacking factor D8285	
<input type="text"/>	

### Handling instructions

Handling Instructions Code Language ISO Code D8252

Choose Options

Handling Instructions Code Value D8251


Choose Options

+ Add new

### Transport information

Transportation Maximum Quantity Value D8117	Transportation Maximum Quantity Value UOM D8118
Choose Options	Choose Options

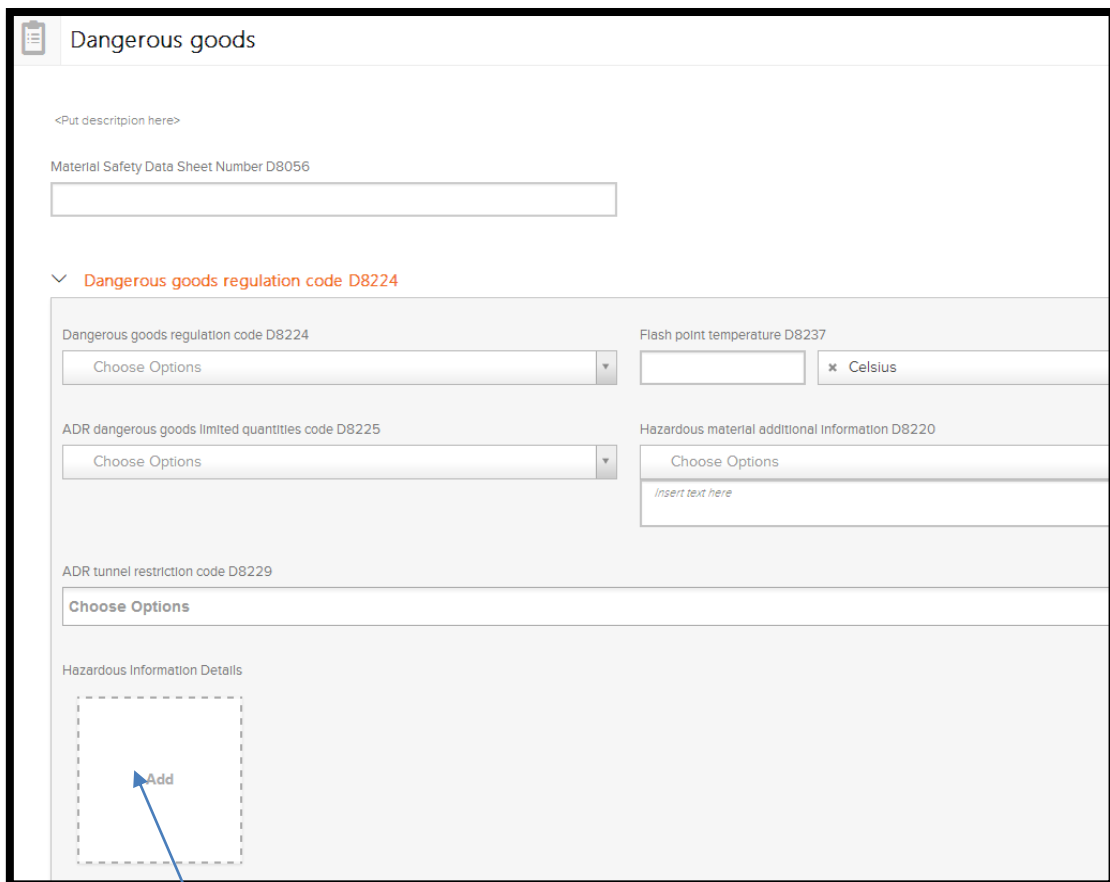
+ Add Transportation Maximum



## ***Dangerous goods***

In 'Dangerous goods', you can enter information about products with the classification of dangerous goods. If you select '+ Add regulation' (not shown below), you can specify different regulation codes, for example flashpoint.

Remember to save before you proceed to the next item.



**Dangerous goods**

<Put description here>

Material Safety Data Sheet Number D8056

✓ **Dangerous goods regulation code D8224**

Dangerous goods regulation code D8224: Choose Options

Flash point temperature D8237: [ ] x Celsius

ADR dangerous goods limited quantities code D8225: Choose Options

Hazardous material additional information D8220: Choose Options  
Insert text here

ADR tunnel restriction code D8229: Choose Options

Hazardous Information Details

[Add]

Under 'Add hazardous information detail' you get a new page, where you can add more information:

### Hazardous Information Details

Cancel and close [Save and close](#)

Dangerous goods classification code D8223

Net Mass of Explosives UOM D8028  x Kilogram

Dangerous Goods Hazardous Code D8026

Class Of Dangerous Goods D8222

Dangerous Goods Special Provisions D8226

Dangerous Goods Packing Group D8371

Dangerous goods Shipping name D8323

United Nations Dangerous Goods Number D8228

Dangerous Goods Technical Name D8227-D8029

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## Dangerous substances

Enter the information if the product contains hazardous substances.

Dangerous Substance

<Some description here>

Substance

Is Dangerous Substance D8030

False
True
Not Applicable
Unspecified

Dangerous Substance Name D8036

Dangerous Substance: Gas Density D8031-D8032

x g/cm<sup>3</sup>

Dangerous Substance Information

<p style="font-size: 0.8em; margin: 0;">Dangerous Substance Phase of Matter D8039</p> <div style="display: flex; align-items: center;"> <span style="font-size: 0.7em;">x</span> Liquid           <div style="margin-left: 5px; font-size: 0.8em;"> <span style="font-size: 0.7em;">v</span> </div> </div>	<p style="font-size: 0.8em; margin: 0;">Flammable Substance Minimum Percent D8037</p> <input style="width: 90%; border: 1px solid #ccc; font-size: 0.8em;" type="text"/>	<p style="font-size: 0.8em; margin: 0;">Flammable Substance Maximum Percent D8038</p> <input style="width: 90%; border: 1px solid #ccc; font-size: 0.8em;" type="text" value="30"/>
--	--	---

+ Add Dangerous Substance Information


Dangerous Substance: Hazardous Symbols D8230

Dangerous Substance: R-Phrase D8232

Dangerous Substance: S-Phrase D8234

## Origin information

In 'Origin', you can enter where the meat or fish product was manufactured, was raised/grown/caught, slaughtered and where it was last processed.



**Origin**

<Some description here>

Country Of Origin DB219

DENMARK

Trade Item Country of Last Processing DB025

Choose Options

**Meat**

Piece of provenance DB149

+ Add new

Piece of birth DB150

+ Add new

Piece of rearing DB151

+ Add new

Piece of slaughter DB152

+ Add new

**Fish**

Date of catch DB136

Fish Catch Zone DB130

Choose Options

Date of catch process type DB135

Choose Options

Fish and Seafood: Production Method DB132

Choose Options

Species for Fishery Statistics Purposes Code DB133

Choose Options

Catch Method for fish and seafood DB131

Choose Options

## Marks

In 'Marks', you can indicate the marks and symbols, which may be printed on the packaging of the product.

### Marks

<add some description here>

> Barcode type D8208  
x EAN UCC 8 symbol

is Packaging Marked With Ingredients D8052  
False True

Package date reason type D8145  
[Text Field]

Package marks, environment, code D8356  
Choose Options

Package marks, free from, code D8340  
Choose Options

Is price on pack D8281  
False True

Package marks hygienic D8342  
Choose Options

Expiration date type, code D8239  
Choose Options

Package marks, diet or allergen, code D8339  
Choose Options

Environment and Packaging Labels D8007  
Choose Options

Package marks, ethical, code D8341  
Choose Options

**SAVE**

WKLALD

## Taxes and Subsidies

In 'Taxes and Subsidies' you can specify e.g. excise coffee tax and the VAT rate (HIGH = 25% or ZERO = 0%).

### Taxes and Subsidies

<Some description here>

▼ **Tax Rate information**

Levying Class D8308

Choose Options

Tax basis

Taxation Basis: Value D8115-D8116

Choose Options

+ Add new tax basis

+ Add Tax Rate Information

▼ **Applicability**

Applicability Code D8298

x HIGH

+ Add Applicability

**SAVE**

## Package Hierarchy Information

This section is not relevant to the Base Unit. Please see 'Create a package item' and 'Create an assortment'.

**Packaging and hierarchy**

<put some description here>

Quantity of children DB354 Total quantity of next lower level trade item DB353

Quantity of next lower Level Trade item / Trade item Identification of Next Lower Level Trade item GTIN

Quantity Of Next Lower Level Trade Item DB270 Trade Item Identification of Next Lower Level Trade Item DB249

10 x 00000057029269 - Frem / Sodavand

## Trade item sustainability

Here you specify information about how you should dispose of the product, e.g. if the item is a battery or the item itself contains batteries, chemicals or drugs.

**Trade Item Sustainability**

<put description here>

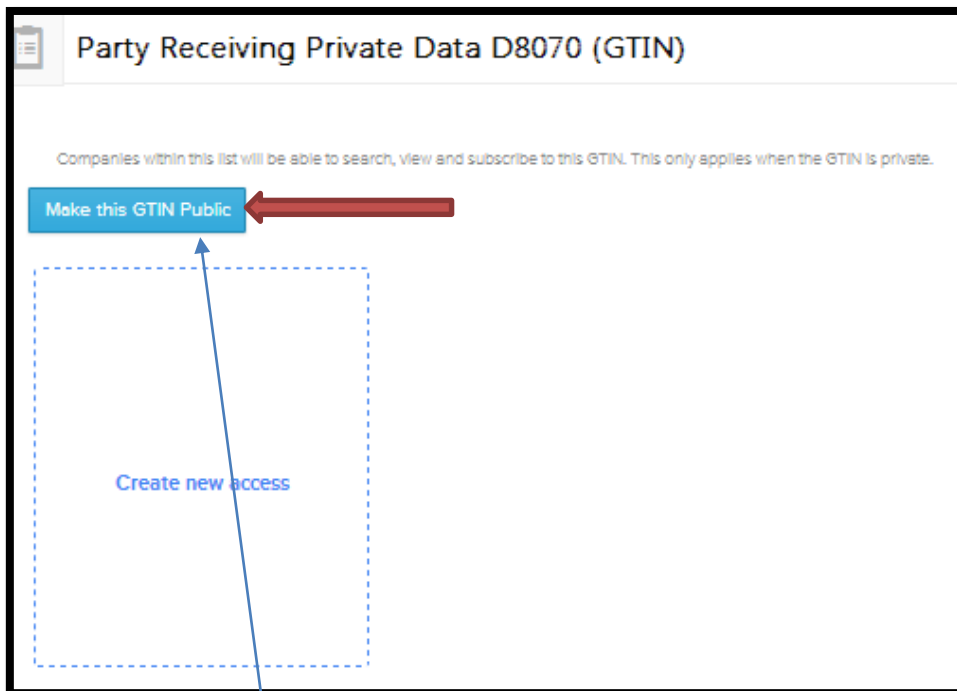
Contains Bisphenol A DB138 Does trade item contain pesticide DB021

False True False True Not Applicable Unspecified

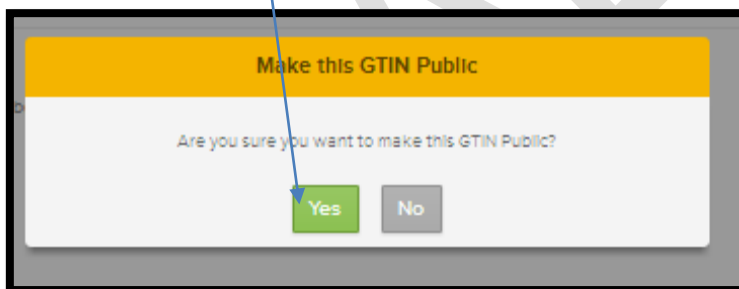
Waste Management Model

## **Public/Non-public**

This is used to indicate if an item is public and is meant to be seen and searched for by all retailers or if the data are only for specific data recipient(s).



Press the blue button if the product must be public for all.



Confirm with the green button.

If the product data are only for specific data recipient(s) (non-public), then select 'Create new access'. Select a recipient and press the green button. You can add more by recipients by repeating this process.

Create new access
Cancel and close
Create Access

Choose Options
▲

**322**  
 CompanyTest\_1988222222228 ( 1988222222228 )

**268**  
 Schur Consumer Products A/S ( 5790000703449 )

**24**  
 All Times Company A/S ( 5790000432561 )


**47**  
 British American Tobacco Denmark A/S ( 5790000013128 )

**50**

## Party Receiving Private Data D8070 (GTIN)

Companies within this list will be able to search, view and subscribe to this GTIN. This only applies when the GTIN is private.

Make this GTIN Public



**CompanyTest\_1988222222228**

VAT NUMBER:

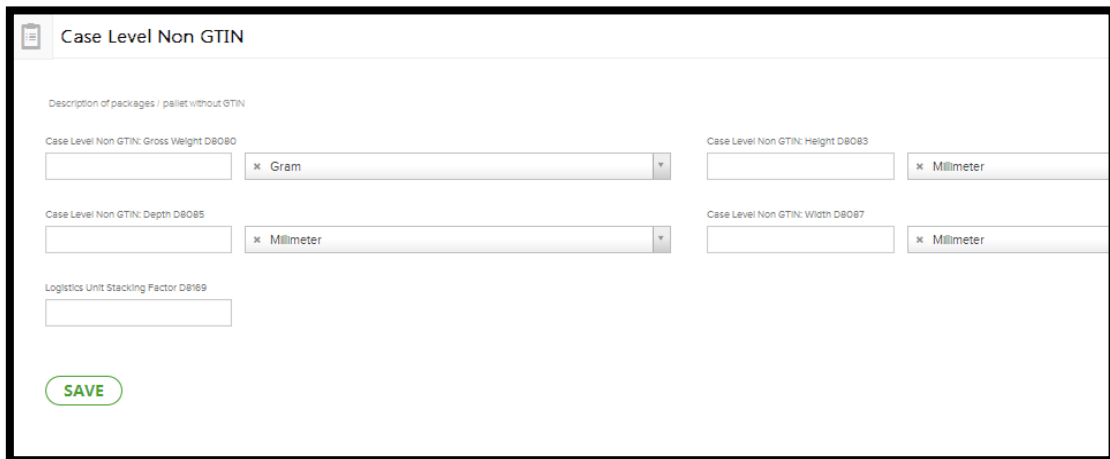
GLN: 1988222222228

Remove access

Create new access

## ***Pallet without GTIN***

If your product is packed directly onto a pallet that does not have a GTIN, you must specify the pallet information here. Remember, if there is only a base unit in the hierarchy, you must make sure that the “Trade Item Status” (see section ‘Trade Item Status’) is set to ‘True’ on ordering, invoice unit and despatch unit.



**Case Level Non GTIN**

Description of packages / pallet without GTIN

Case Level Non GTIN: Gross Weight D8080	<input type="text"/> x Gram	Case Level Non GTIN: Height D8083	<input type="text"/> x Millimeter
Case Level Non GTIN: Depth D8085	<input type="text"/> x Millimeter	Case Level Non GTIN: Width D8087	<input type="text"/> x Millimeter
Logistics Unit Stacking Factor D8169	<input type="text"/>		

**SAVE**

KLAD



## Food, beverages and tobacco

### Generic information

In 'Generic information', you can provide information on preservatives and other information.

Food and beverage - Generic information

<put description here>

Preservation Technique Codes D8066

Choose Options

Other information

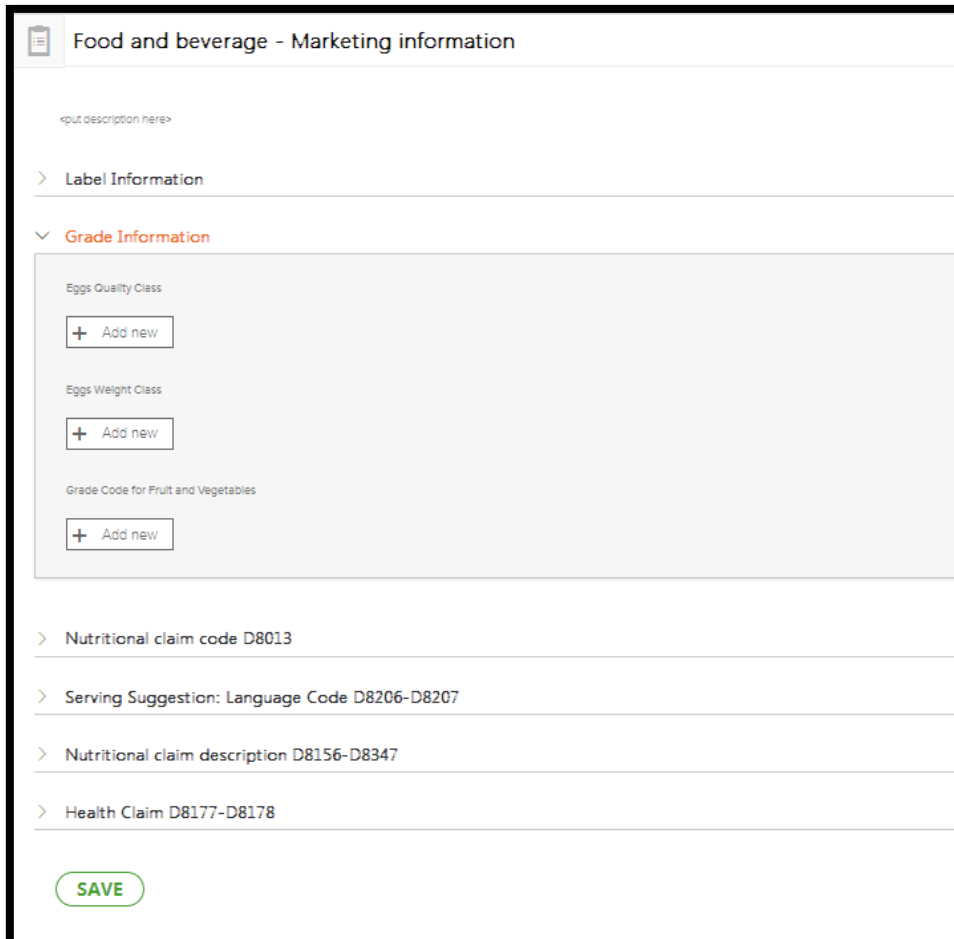
Post harvest treatment chemical D8106	Post harvest treatment physical D8107
<input type="text"/>	<input type="text"/>
Fat Percentage in Dry Matter [%] D8023	Regulated product name D8146
<input type="text"/>	<input type="text"/>

SAVE

KLAV

## Marketing information

Under 'Marketing Information', you can add additional information that is not already provided.



Food and beverage - Marketing information

<put description here>

> Label Information

∨ **Grade Information**

Eggs Quality Class

+ Add new

Eggs Weight Class

+ Add new

Grade Code for Fruit and Vegetables

+ Add new

> Nutritional claim code D8013

> Serving Suggestion: Language Code D8206-D8207

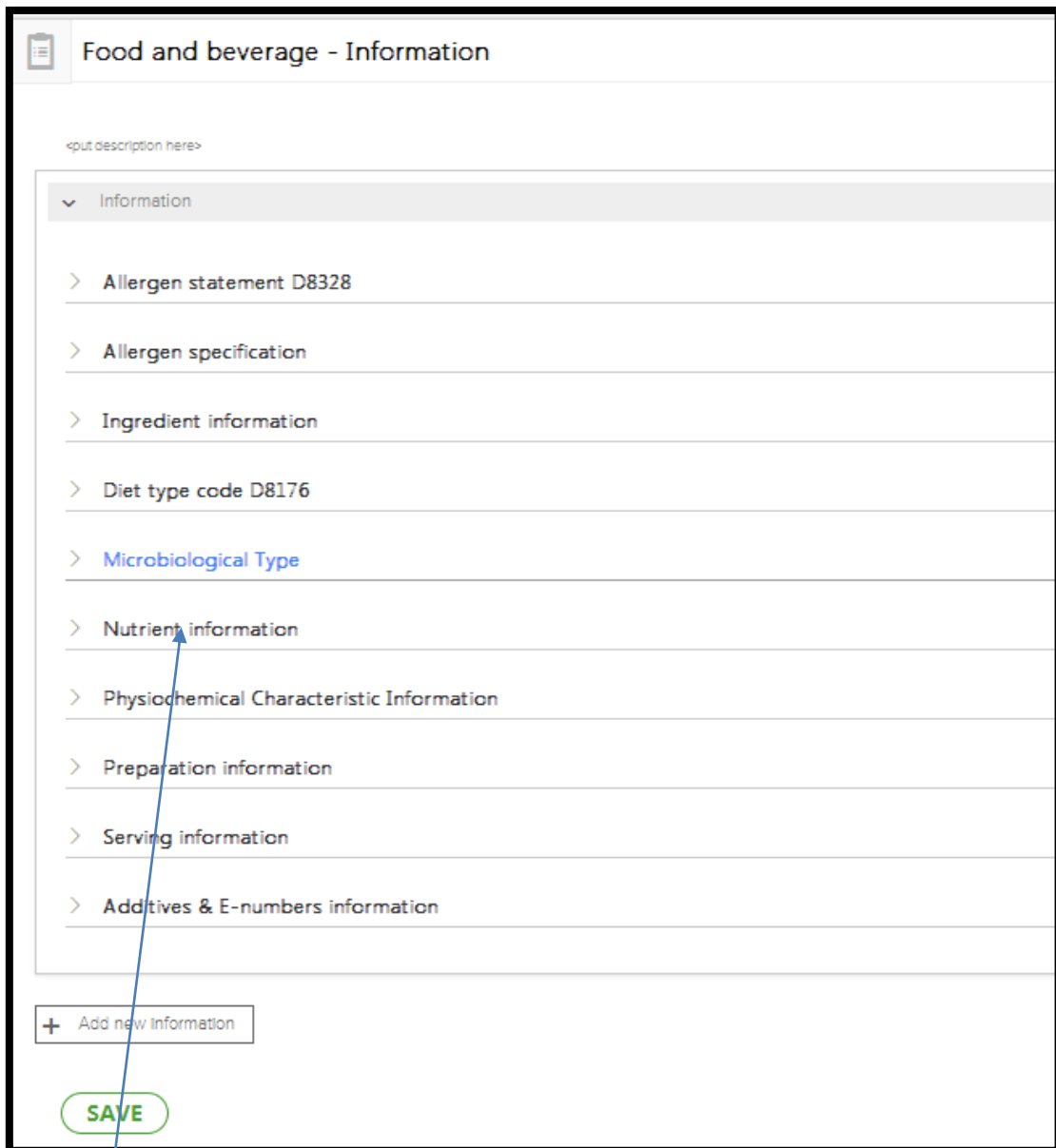
> Nutritional claim description D8156-D8347

> Health Claim D8177-D8178

SAVE

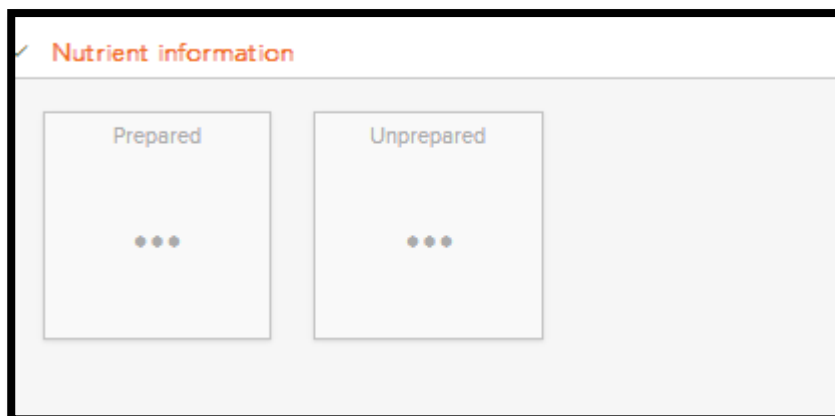
## Nutrition Information

In 'Nutrition information' you have the option to specify allergens, ingredients, nutritional information, E-numbers, etc.

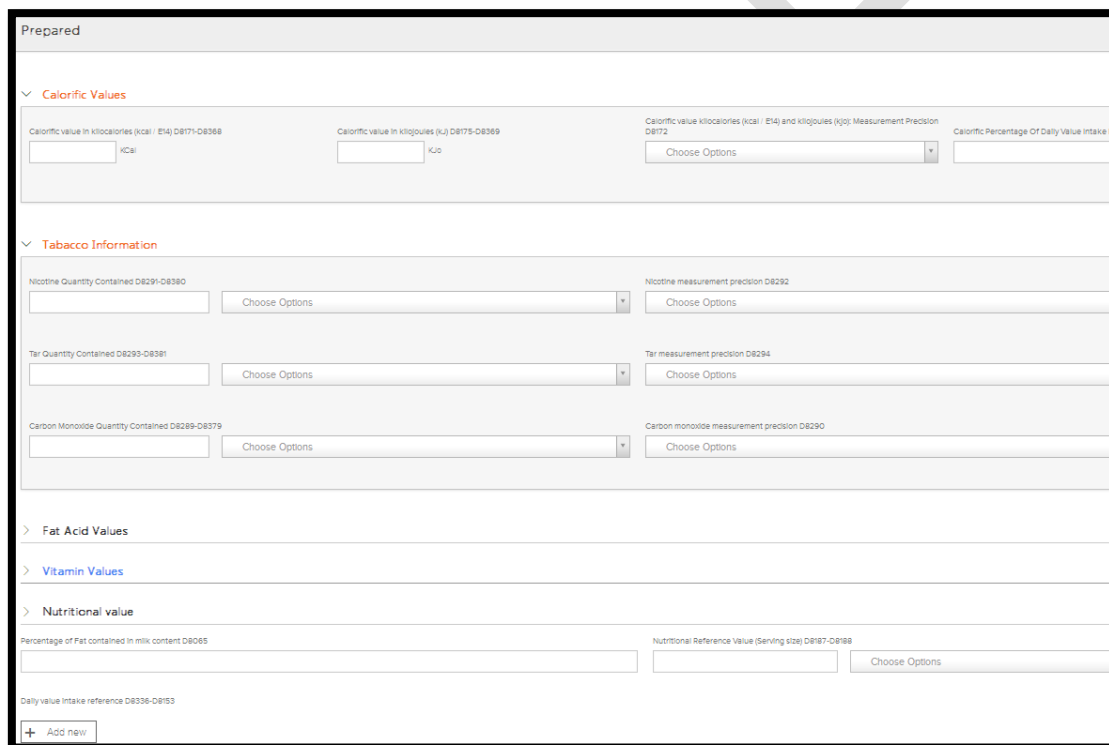


The numbers to the right in the gray boxes indicate how much information is already set. (Not shown in picture.)

Nutrition information must be entered here, and please select whether the information applies to a prepared or unprepared product.



If you choose prepared, you get the options shown below:



**Prepared**

✓ **Caloric Values**

Caloric value in kilocalories (kcal) / Et4) D8175-D8368  kcal

Caloric value in kilojoules (kJ) D8175-D8369  kJ

Caloric value kilocalories (kcal) / Et4) and kilojoules (kJ): Measurement Precision D8172  Choose Options

Caloric Percentage Of Daily Value Intake D8172

✓ **Tobacco Information**

Nicotine Quantity Contained D8291-D8380  Choose Options

Nicotine measurement precision D8292  Choose Options

Tar Quantity Contained D8293-D8381  Choose Options

Tar measurement precision D8294  Choose Options

Carbon Monoxide Quantity Contained D8289-D8379  Choose Options

Carbon monoxide measurement precision D8290  Choose Options

> **Fat Acid Values**

> **Vitamin Values**

> **Nutritional value**

Percentage of Fat contained in milk content D8065

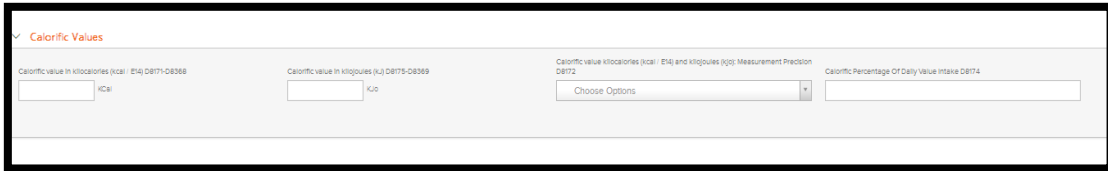
Nutritional Reference Value (Serving size) D8187-D8188  Choose Options

Daily value Intake reference D8336-D8153

+ Add new

If you choose unprepared, you get a similar screen without the option to indicate tobacco relevant information.

In the section 'Calorific Values', kcal and Kjo can be indicated.



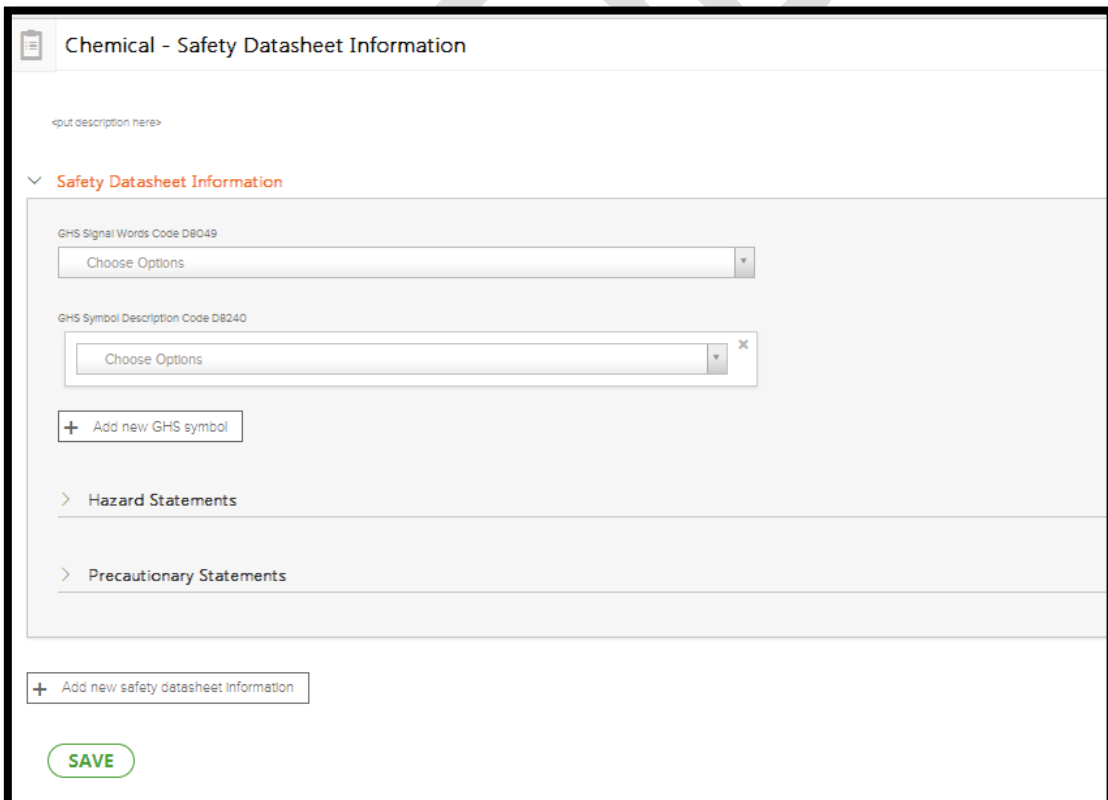
Other Regulation 1169 attributes are to be found in the other tabs. A food guideline will be published soon by GS1 Denmark.

## Chemical and pharmaceutical information

In the menu item 'Chemical and pharmaceutical information', you can specify additional safety information about your product.

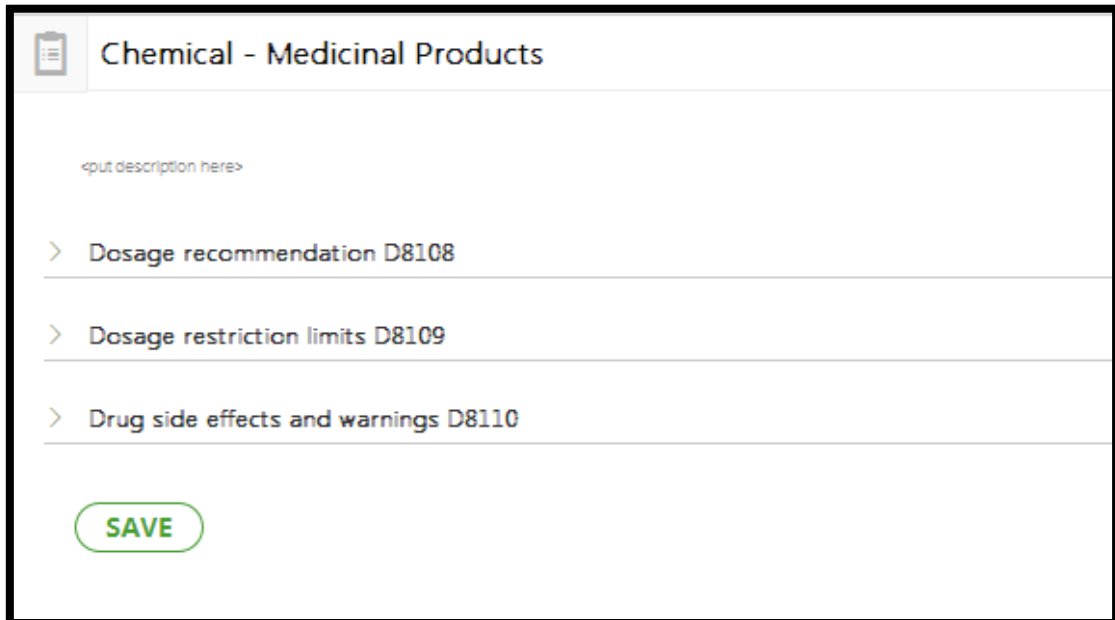
## Safety Data Sheet

Here you can specify additional safety information about your product. For example, you can specify GHS information and Hazard statement. Remember to click 'SAVE'.



## Pharmaceutical information

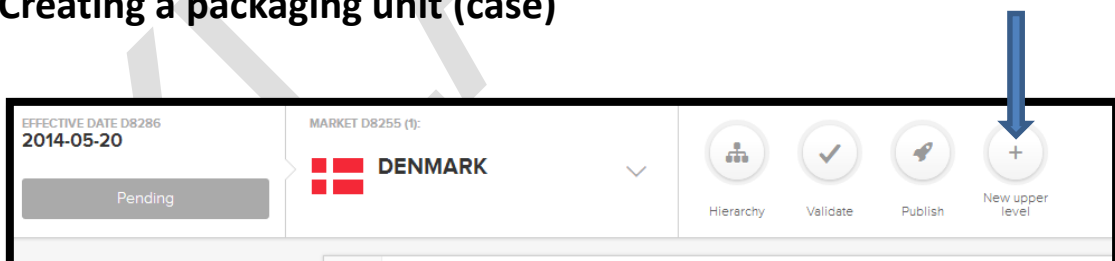
Here you can enter pharmaceutical information.



You have now created a base unit. Creation of a packaging item is explained in the following.

At the top of the page, click “+ New upper level”. A new screen appears.

## Creating a packaging unit (case)



New Upper Level Item

Trade item header

<Some description here>

> GTIN - Global Trade Item Number D8165

> Target Market Country Code D8255

> Effective Date D8286

> Publication Date D8355

> Last Changed Date D8260

Manufacturer GLN D8242

Packaging and Hierarchy

Included item of service, GTIN T2045

Quantity Of Next Lower Level Trade Item D8270

Item identities

> Trade Item Unit Descriptor D8276

> Brand Name D8211

> Is trade item a base unit D8348

Language Code D8121-D8055-D8259-D8114

Functional Name D8313

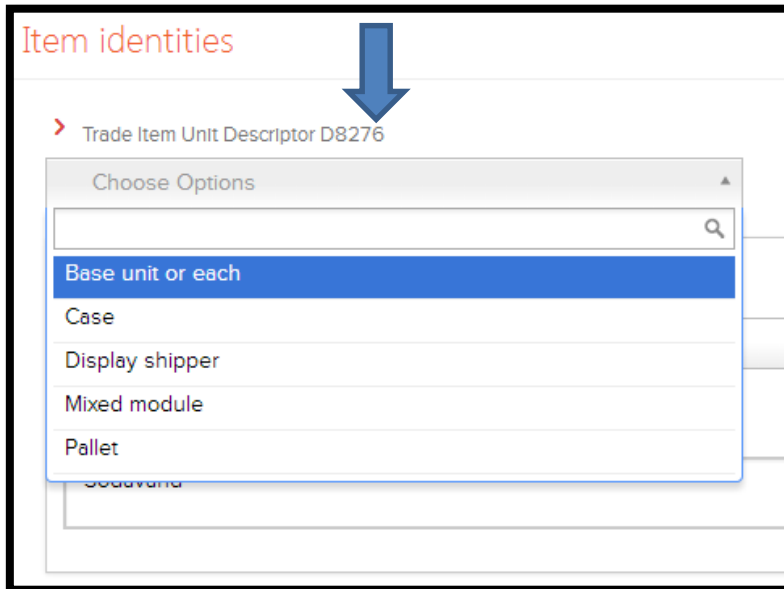
Description Short D8258-D8259

+ Add new item description

All relevant data has to be entered the same way as you did when you created the base unit. GTIN, Target market and manufacturer GLN must be entered.

In 'Quantity of next lower trade item', please indicate the number of base units contained in the package.

Under 'Item identities' please make sure that you select a different code than BASE\_UNIT\_OR\_EACH in the field 'Trade Item Unit Descriptor', for example CASE.



In 'Product Classification', you can enter the Supplier's internal item number.

In 'Trade Item Status', select True or False to all.

In 'Marks', the information about Barcode Type and 'Is price on pack' is to be given.

In 'Package', select True or False for 'Is package marked returnable' and the type of packaging.

In 'Dimensions', please specify dimensions and weight of the packaging unit as you did on the base unit.

Please remember to save your data.

After saving the data, the **second part** opens. You must go through the menu items on the left.



In 'Storage and handling', please remember to enter the number of layers, number of units per pallet and stacking factor.

### Storage and handling

<Some description here>

#### Trade item hierarchy

Quantity Of Layers Per Pallet D8079	Quantity Of Trade Items Per Pallet D8078
<input type="text"/>	<input type="text"/>

Stacking factor D8285

#### Handling instructions

Handling Instructions Code Language ISO Code D8252

Choose Options

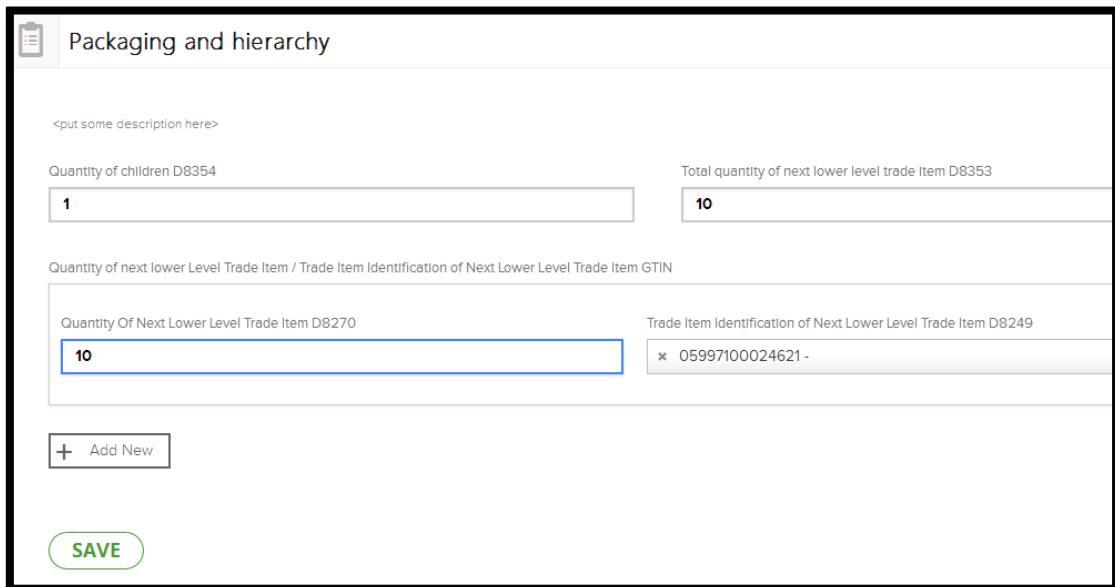
Handling Instructions Code Value D8251

Choose Options

+ Add new

**SAVE**

In the screen 'Packaging and hierarchy', you can see the number of base units in the case, and also the GTIN of the base unit packed in the case.



**Packaging and hierarchy**

<put some description here>

Quantity of children D8354:

Total quantity of next lower level trade item D8353:

Quantity of next lower Level Trade Item / Trade Item Identification of Next Lower Level Trade Item GTIN

Quantity Of Next Lower Level Trade Item D8270:

Trade Item Identification of Next Lower Level Trade Item D8249:

+ Add New

SAVE

## Hierarchy

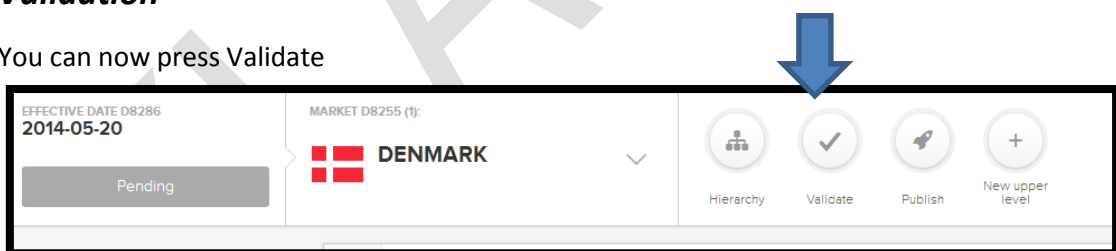
Once you have filled in the information in the relevant screens and fields, you can check your hierarchy by selecting the Hierarchy button. The screen image below shows a base unit and a case containing 10 base units.



You can choose different levels of the hierarchy, just by clicking on one of the red boxes. This will show you the information about the chosen unit.

## Validation

You can now press Validate



You will then see a list of products to be validated.

Validate
Close Validate

**Select Top Item**

Select the top item you are going to publish under.

**Select CommandType**

Select the CommandType that will be used to publish.

**Affected Items**

List of item that are going to be affected if the select top item is published.

GTIN	Name	Status
00000057029269	Frem	Pending

Press the button 'Validate'. You will either get an acceptance or a validation result that contains a short error description. Please correct the errors before the hierarchy can be published.

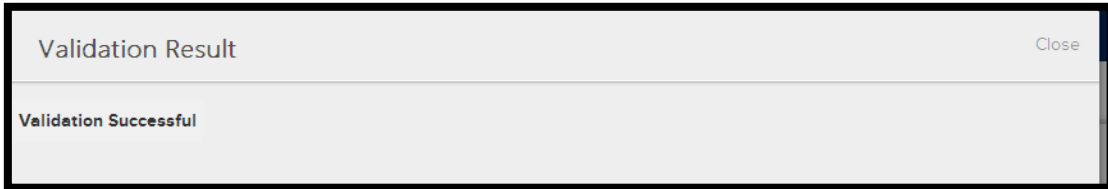
[1015] Valideringsresultat ✕

[1013] Valideringsfejl fundet: 2

[148] GTIN	[144] Dato Tid Fejl	[147] Forklaring	[146] ikrafttrædelsesdato
> 05701379707006	2014-02-13 11:47:21	(111) <i>isTradeItemAnOrderableUnit must be True for at least one GTIN within a hierarchical configuration.</i>	2014-02-11
> 05701379707006	2014-02-13 11:47:21	(234) <i>One or more of the GTINs in each hierarchy must be marked as an INVOICE UNIT.</i>	2014-02-11

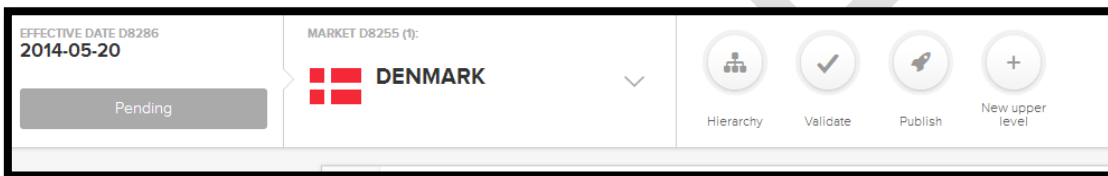
[1014] Luk

If the validation goes through without errors, you can publish the hierarchy.

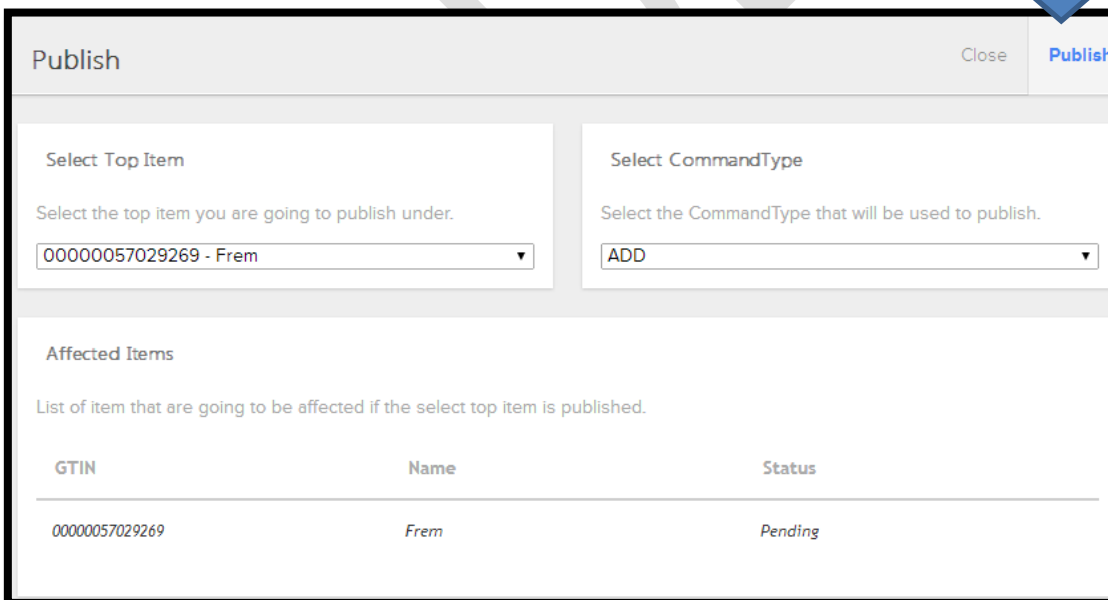


## Publish

Now the packaging hierarchy is ready to be published. Click the 'Publish' button.



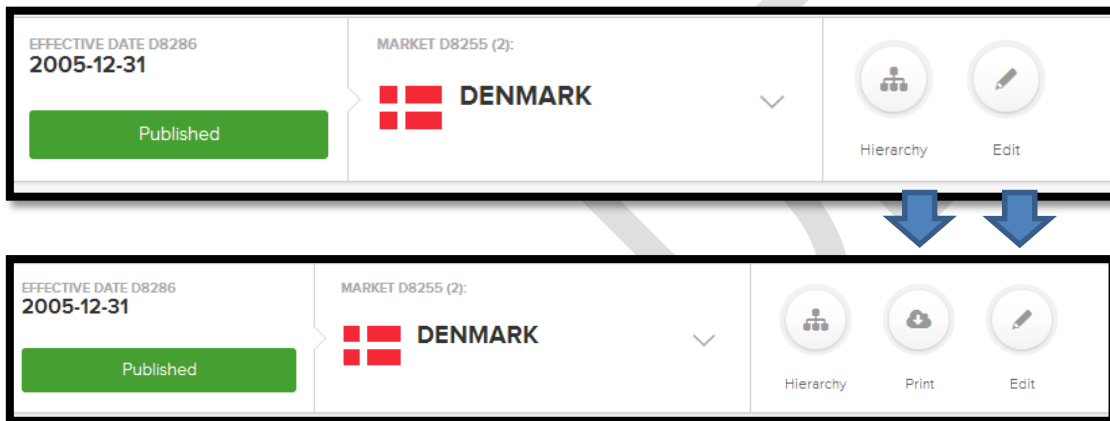
Choose publish:





Now the hierarchy is published.

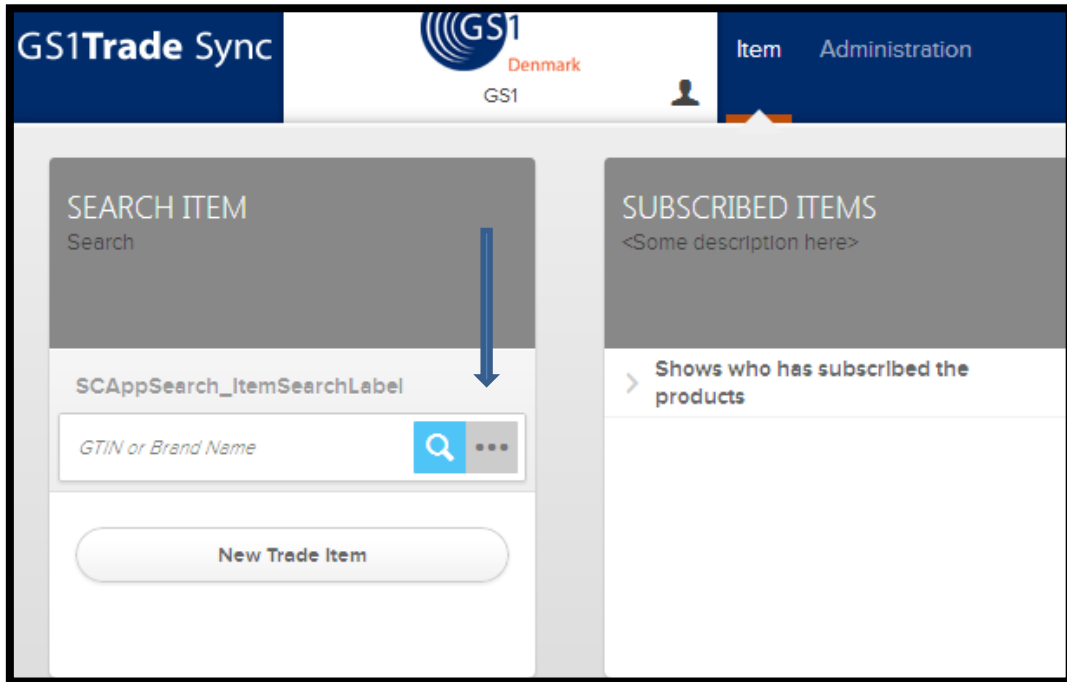
You can see that the grey 'Pending' turns to first blue "Waiting registration response" and then into green 'Published' at the top of the page



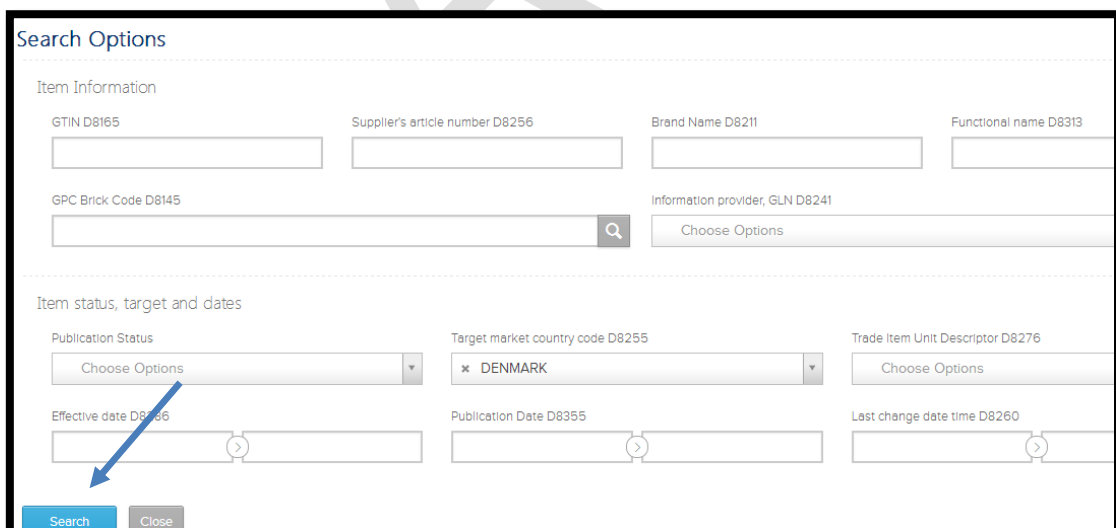
There will also be two new icons, Print and Edit. You can only Print at the highest level in the packaging hierarchy (package or pallet).

## Search and Edit

When you need to find a product, select 'Item' in the blue bar and then 'search item'.



You can search for a product by entering a GTIN (remember to enter 14 digits) or brand name and click on the magnifying glass. Select detailed search by clicking on the three dots.



You can use the various search criteria, or click the Search button (on the image above) and all the products are shown:

GTIN	SUPPLIER	BRAND NAME	ITEM NAME	ITEM UNIT DESCRIPTOR	SUPLIER INTERNAL ITEM ID	PUBLICATION STATUS
<a href="#">15997100024628</a>	GS1 Denmark 5790000500017	Product		Case	test1234	PENDING
<a href="#">00000057029269</a>	GS1 Denmark 5790000500017	Product		Base unit or each	test danger/bat	WAITING REGISTRATL
<a href="#">15997100024628</a>	GS1 Denmark 5790000500017	Product		Case	test1234	UNDEFINED ACCESS
<a href="#">05997100024621</a>	GS1 Denmark 5790000500017	Product		Base unit or each	test1234	UNDEFINED ACCESS
<a href="#">07311310027025</a>	GS1 Denmark 5790000500017	Product		Base unit or each	2702	PUBLISHED
<a href="#">27311310027029</a>	GS1 Denmark 5790000500017	Product		Case	2702	PUBLISHED
<a href="#">77311310027024</a>	GS1 Denmark 5790000500017	Product		Case	2702	PUBLISHED

You select the product by clicking on the blue GTIN.

If the product is NOT published you can edit and add the data you want.

If it is a product that is published click the Edit button. The Edit button appears only on products that are published.

EFFECTIVE DATE D8286  
**2005-12-31**

Published

MARKET D8255 (2):

**DENMARK**

Hierarchy

Edit



All fields that may be changed are now being opened for editing. When you are done, be sure to validate by clicking on the 'Validate' button.

[1017] Validate

**[734] Select Top Item**

[733] Select the top item you are going to publish under.

15705550738503 - Amanda ▾

**[754] Select CommandType**

[753] Select the CommandType that will be used to publish.

CHANGE\_BY\_REFRESH ▾

CHANGE\_BY\_REFRESH

**CORRECT**

**[739] Affected Items**

[737] List of item that are going to be affected if the select top item is published.

GTIN	[730] Name	[732] Status
05705550016024	Amanda	Published
05705550738503	Amanda	Published

[1012] Validate

You have two options: either **change by refresh** or **correct**.

- 1) Select **correct** if you need to correct errors in the product information that are normally not permitted to correct according to the GTIN Allocation Rules.
- 2) Select **change by refresh** if you need to update the product information and if it is allowed according to the GTIN Allocation Rules, and when it is important to inform the data recipient that the change is valid on a specific Effective Date.

Please contact GS1 Denmark if you are unsure which option to choose.

Now you can validate and publish.

You have now completed the section describing the search and edit functionality in GS1Trade Sync.

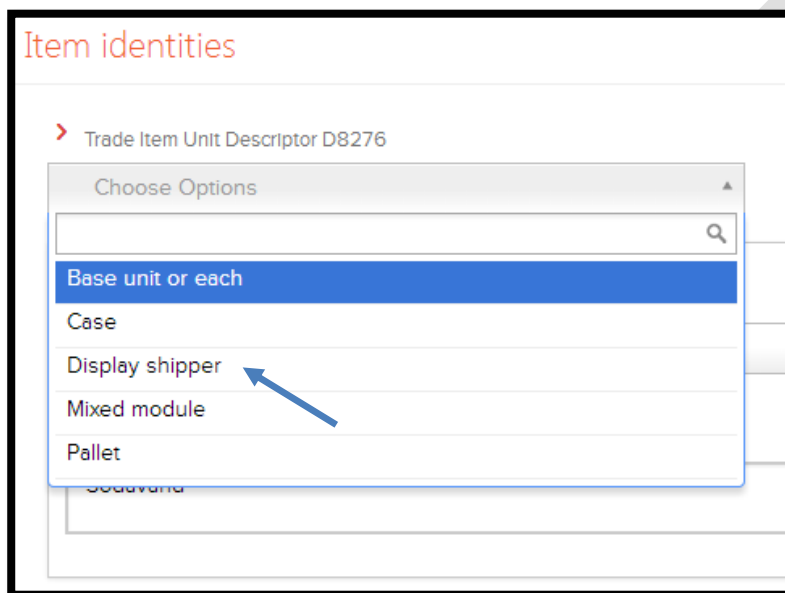
## Creating an assortment (mix packages)

Now you can start to create an assortment.

It is important that all base units contained in the assortment are already created.

Please keep in mind that when you create an assortment, the Effective Date must be the same or later than the Effective Date of the base units.

To create an assortment you select 'DIS PLAY\_SHIPPER' in the 'Trade Item Unit Descriptor'. You create an assortment in the same way that you created a base unit.



Fill out the fields in Trade Item Identification.

In 'Product Classification', select a GPC code in the same way that you selected in the creation of the base unit. Remember that an assortment can only contain one GPC code, so if the assortment contains different kinds of GPC codes, choose the GPC of the majority of the units contained in the assortment.

In 'Trade Item Status', set status to Despatch unit and Invoice unit. Remember also that an assortment cannot be a consumer unit.

In 'Marks', please select Barcode Type, and select 'True' or 'False' in the attribute 'Is price on pack', if the assortment is actually marked physically with a price.

In addition, please select Packaging Type.

In 'Dimensions', please fill in the required height, width and weight. Please make sure that the gross weight is indicated correctly. Gross weight is equal to the gross weight of the total number of base units contained plus the weight of the outer packaging of the assortment.

Please remember that the height and width of the assortment must always be greater than the height and width of the base unit.

Please remember to save your data.

After you have saved the first page, please go through the menu options on the left hand side, where there are red marks (Not yet implemented).

[975] Produkt header	<input type="radio"/>
[405] Produkt identiteter	<input checked="" type="radio"/>
[10241] Kontakt Information	<input type="radio"/>
[995] Produkt status	<input type="radio"/>
[699] Produkt egenskaber	<input type="radio"/>
[9741] Pris information	<input type="radio"/>
[639] Emballage information	<input type="radio"/>
[155] Dimensioner	<input checked="" type="radio"/>
[860] Opbevaring og håndtering	<input type="radio"/>
[120] Farligt gods	<input type="radio"/>
[23391] Farlige substanser	<input type="radio"/>
[628] Oprindelse	<input type="radio"/>
[526] Mærker	<input type="radio"/>



[902

[903

[90

It is important to have control over the product's packaging hierarchy. In the screen 'Packaging and hierarchy' (see below) you must enter the number of different base units and the total number of base units in the assortment.

Next step is to specify the number and GTIN of each base unit. If there are two different base units contained in the assortment, the value given in the field 'Quantity of children' must be 2. If there are 12 pieces of each of the two base units, then the value in the

attribute 'Total quantity of next lower level trade item' must be 24.

**[675] Pakkehierarkiinformation**

---

3] Oplysninger omkring pakkehierarkiets opbygning

[676] Antal forskellige GTINs i mix kolli D8354	[677] Samlet antal komponenter i mix kolli D8353
<input type="text" value="4"/>	<input type="text" value="240"/>

---

[678] Antal produkter på næste lavere niveau samt GTIN på disse

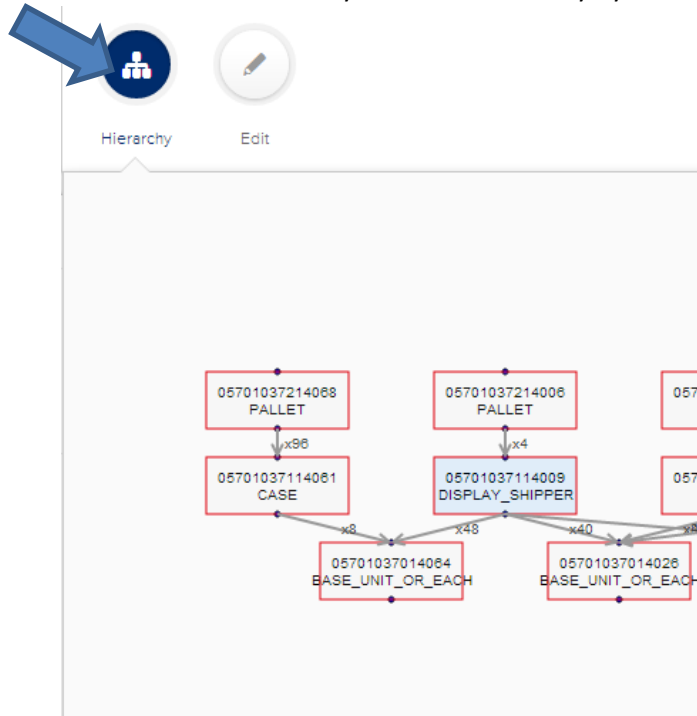
[680] Antal produkter på næste lavere niveau D8270	[679] GTIN for produktet på næste lavere niveau D8249
<input type="text" value="80"/>	<input type="text" value="* 05709310015180 - Jordbær"/>
[680] Antal produkter på næste lavere niveau D8270	[679] GTIN for produktet på næste lavere niveau D8249
<input type="text" value="80"/>	<input type="text" value="* 05709310015203 - Kakao"/>
[680] Antal produkter på næste lavere niveau D8270	[679] GTIN for produktet på næste lavere niveau D8249
<input type="text" value="40"/>	<input type="text" value="* 05709310015227 - Banan"/>
[680] Antal produkter på næste lavere niveau D8270	[679] GTIN for produktet på næste lavere niveau D8249
<input type="text" value="40"/>	<input type="text" value="* 05709310022737 - Vanilje"/>

Here you can add a number of different base units and the total number per base unit contained.

In the attribute 'Quantity of Next Lower Level Trade Item' (D8270), which can be repeated as many times as needed, the number (count) of each base unit is indicated. In the attribute 'Trade Item Identification of Next Lower Level Trade Item' (D8249), the GTIN of each base unit contained is indicated.

Please remember to save the data.

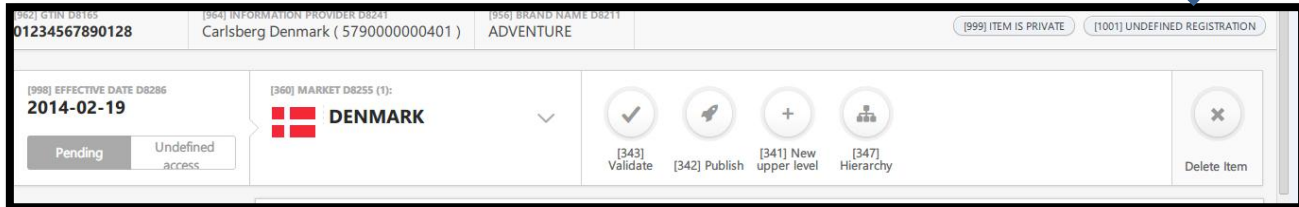
Check that the hierarchy is created correctly by clicking on the icon “Hierarchy”:



Once you have entered all data, please click the button Validate. You can publish the data when there are no errors.

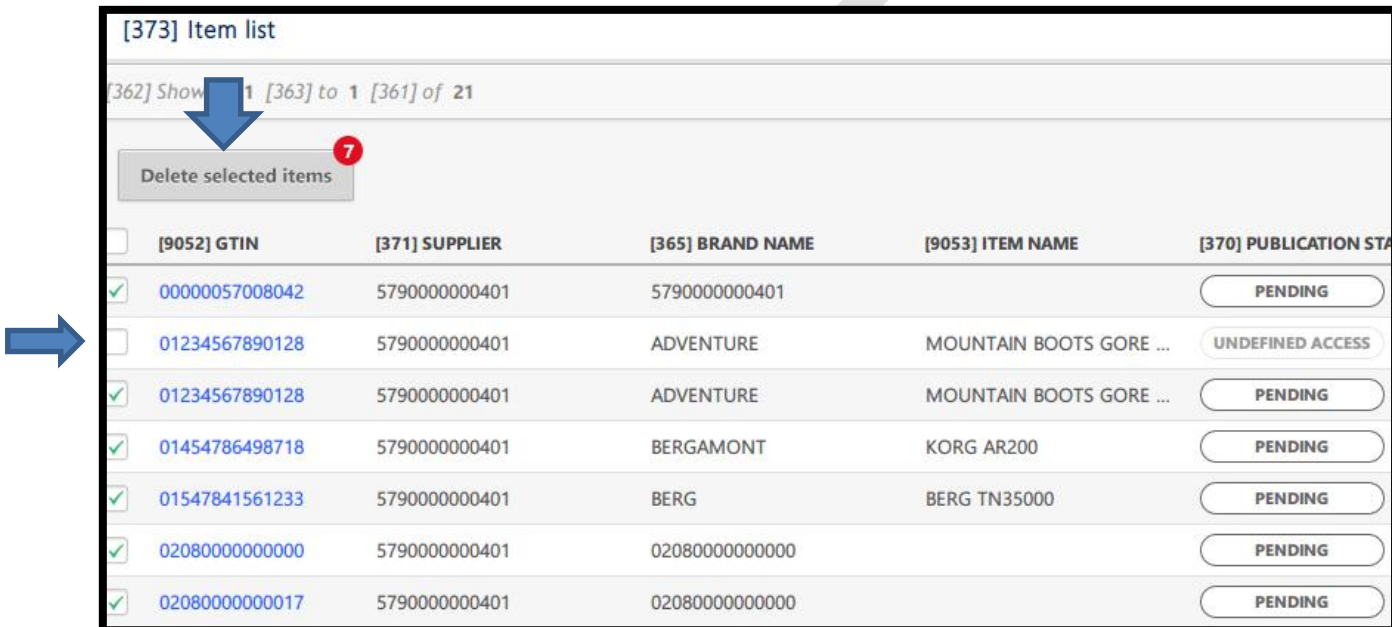
## Deleting products (Not yet implemented)

Items NOT published, you can delete yourself.



Product details for GTIN 01234567890128, Supplier Carlsberg Denmark, Brand ADVENTURE. The status is 'Pending' with 'Undefined access'. Action buttons include Validate, Publish, New upper level, Hierarchy, and Delete Item.

If you have multiple items to delete, open the item list, select and press delete



[73] Item list

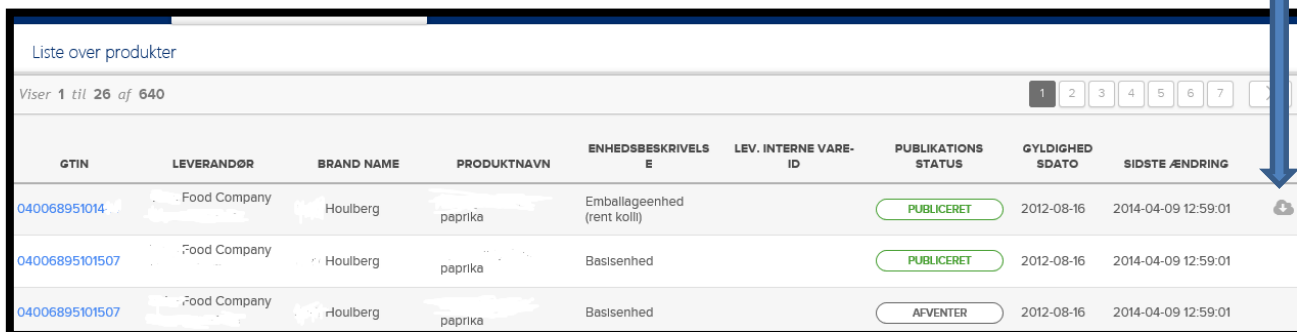
[362] Show 1 [363] to 1 [361] of 21

	[9052] GTIN	[371] SUPPLIER	[365] BRAND NAME	[9053] ITEM NAME	[370] PUBLICATION STA
<input checked="" type="checkbox"/>	00000057008042	5790000000401	5790000000401		PENDING
<input type="checkbox"/>	01234567890128	5790000000401	ADVENTURE	MOUNTAIN BOOTS GORE ...	UNDEFINED ACCESS
<input checked="" type="checkbox"/>	01234567890128	5790000000401	ADVENTURE	MOUNTAIN BOOTS GORE ...	PENDING
<input checked="" type="checkbox"/>	01454786498718	5790000000401	BERGAMONT	KORG AR200	PENDING
<input checked="" type="checkbox"/>	01547841561233	5790000000401	BERG	BERG TN35000	PENDING
<input checked="" type="checkbox"/>	02080000000000	5790000000401	02080000000000		PENDING
<input checked="" type="checkbox"/>	02080000000017	5790000000401	02080000000000		PENDING

If the item is published/released, it can only be deleted by inserting the date for the deletion of the item. Then the deletion will be announced to the data recipients when the delete version is published. The product will be physically deleted from the datapool after 48 months. Otherwise, the procedure is to send an email to [GS1Tradesync@GS1.dk](mailto:GS1Tradesync@GS1.dk) who will help you with the deletion.

## Export/download data in PDF, HTML or CIN

To export the data entered into one of the above formats, you must first open the 'Product List':



GTIN	LEVERANDØR	BRAND NAME	PRODUKTNAVN	ENHEDSBESKRIVELSE	LEV. INTERNE VARE-ID	PUBLIKATIONS STATUS	GYLDIGHEDSDATO	SIDSTE ÆNDRING
040068951014	Food Company	Houlberg	paprika	Emballageenhed (rent kolt)		PUBLICERET	2012-08-16	2014-04-09 12:59:01
04006895101507	Food Company	Houlberg	paprika	Basisenhed		PUBLICERET	2012-08-16	2014-04-09 12:59:01
04006895101507	Food Company	Houlberg	paprika	Basisenhed		AFVENTER	2012-08-16	2014-04-09 12:59:01

To the right of the product lines, you can see an icon that looks like a cloud at the highest level of the hierarchy.

When you point to the cloud with the mouse, you get the three options shown below:

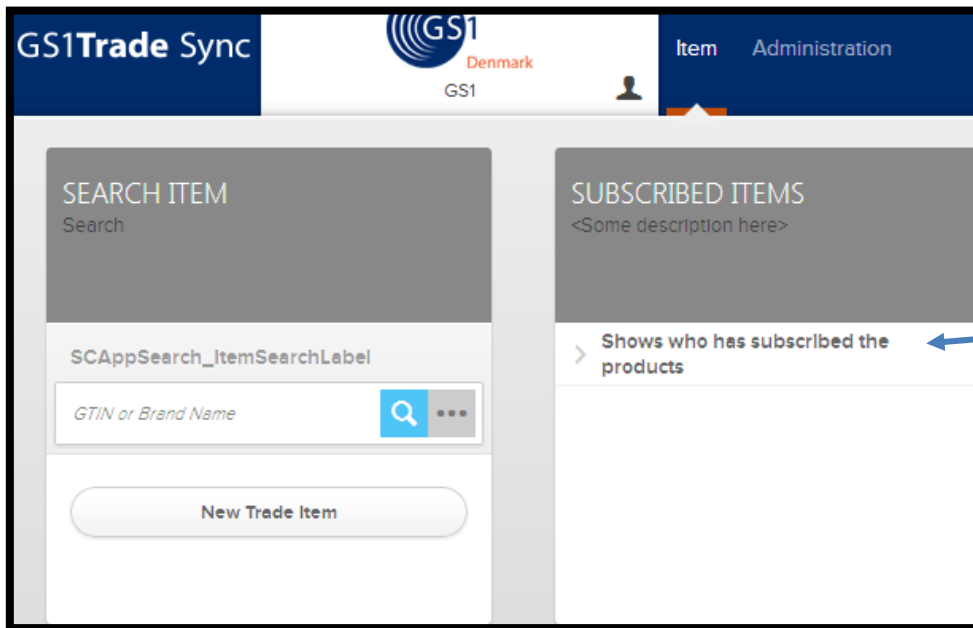


PUBLISHED	2014-01-13	2014-01-20	[372] Download PDF
PUBLISHED	2014-01-13	2014-01-13	[372] Download CIN
PUBLISHED	2014-01-13	2014-01-13	[372] Download HTML

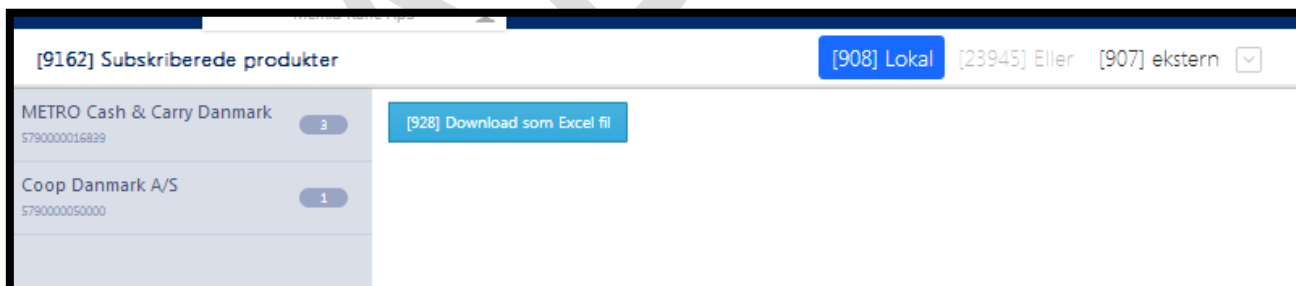
Select the desired format, and the document is downloaded and can be opened on the screen.

## Subscriptions

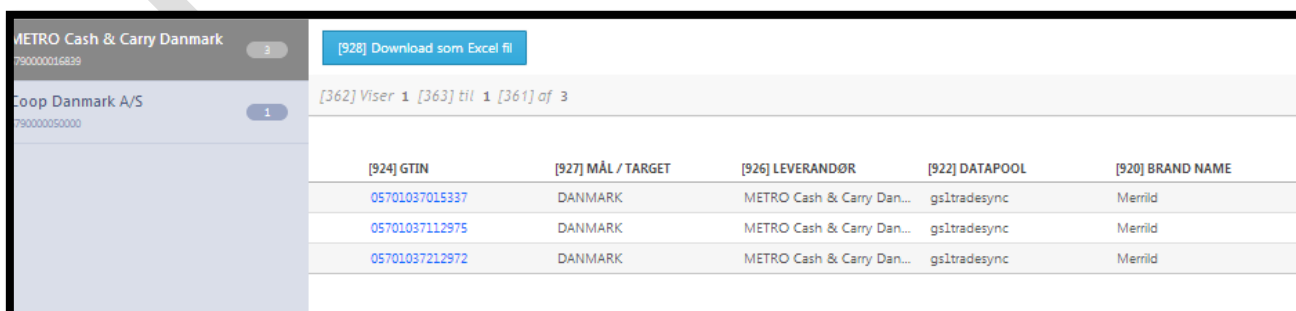
In 'Item', you also have the opportunity to see which companies have set up subscriptions to your products. Click the grey arrow:



This will give you a list of data recipients:



If you select a data recipient, you get a list of the products they are able to retrieve:



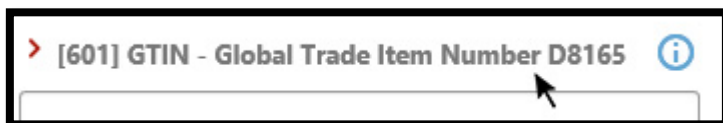
[924] GTIN	[927] MÅL / TARGET	[926] LEVERANDØR	[922] DATAPPOOL	[920] BRAND NAME
05701037015337	DANMARK	METRO Cash & Carry Dan...	gs1tradesync	Merrild
05701037112975	DANMARK	METRO Cash & Carry Dan...	gs1tradesync	Merrild
05701037212972	DANMARK	METRO Cash & Carry Dan...	gs1tradesync	Merrild



## Other features

### *Help texts (Not implemented yet)*

For most fields you can view a help text by moving the mouse over the field name. There will be a blue circle with an 'i', which you press to make the help text appear.



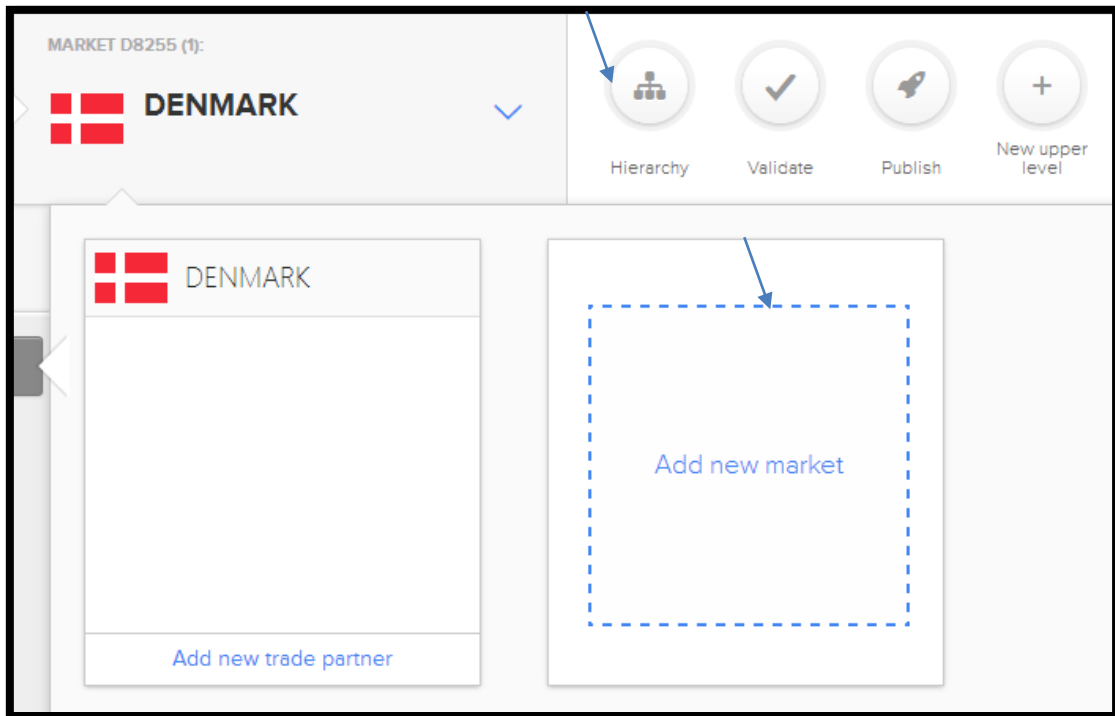
Click on the circle and help text appears:



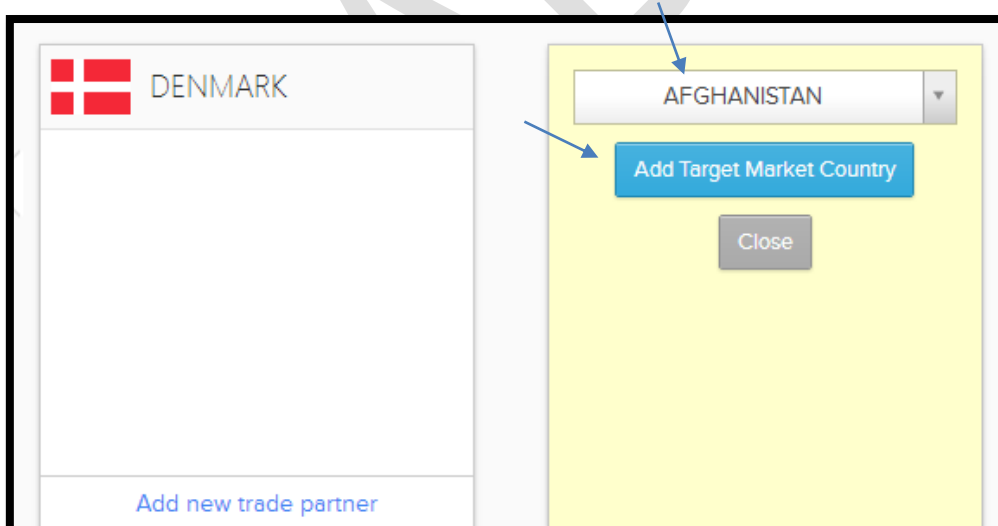
### *More target markets*

If your product is for multiple markets, select all countries either on the first page of creation in 'Target markets', or wait until the second part of the creation process.

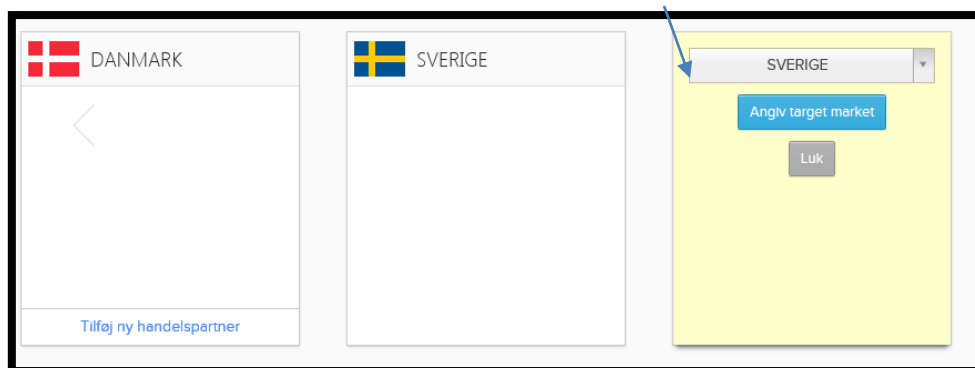
On page 2, do the following:



Press the down arrow to the right of the Danish flag. This opens a drop down with Denmark and beside a field Add new market. Click 'Add new market'.

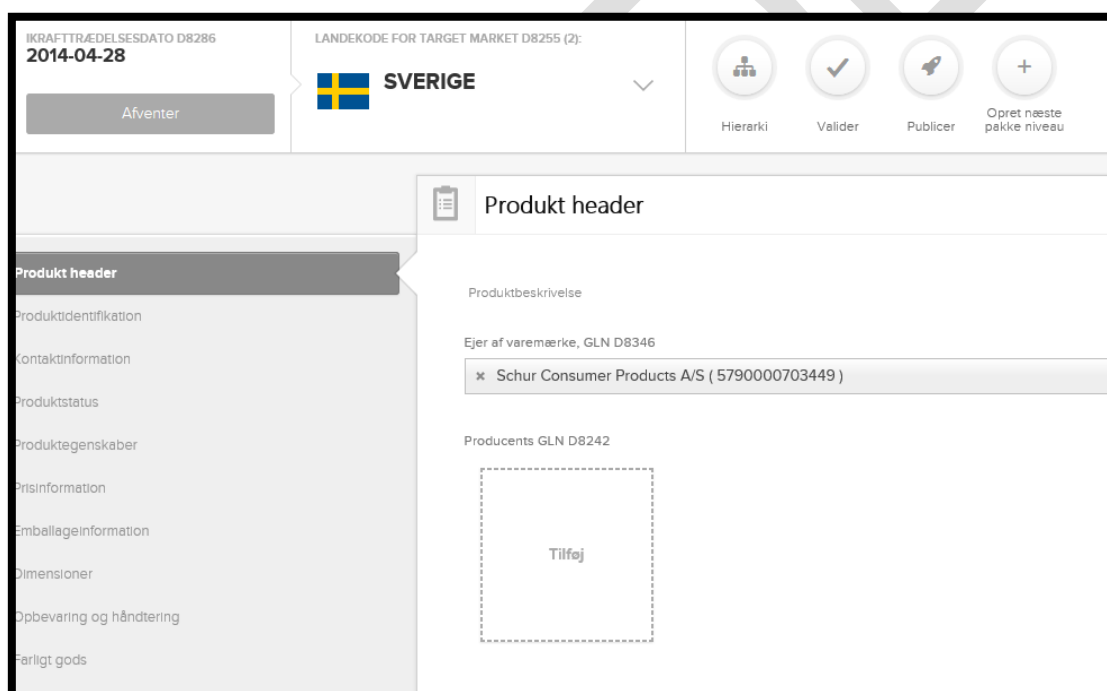


Select the additional country from the drop down menu and press the blue button.



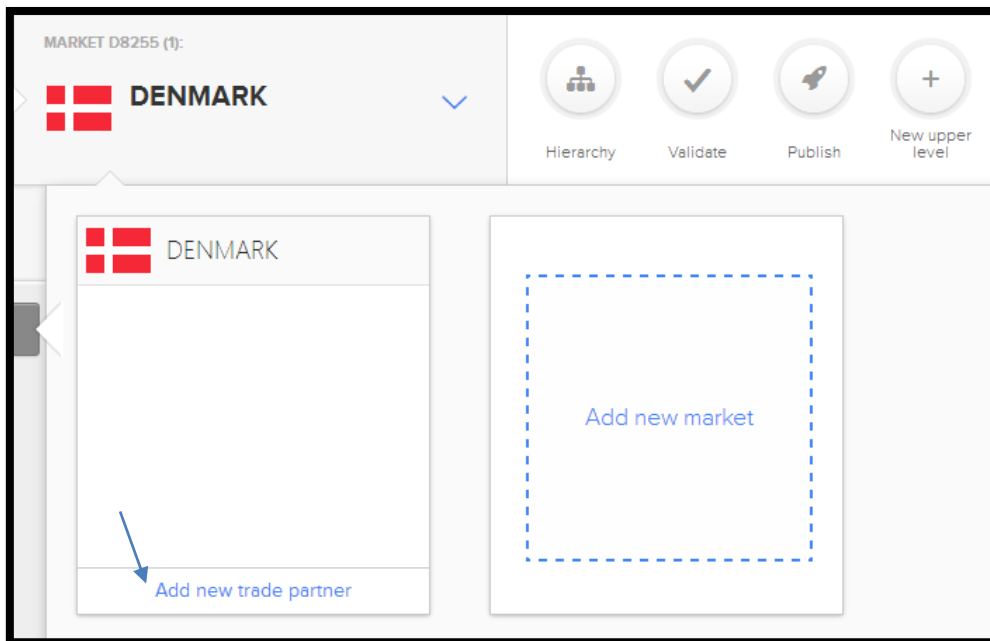
You can specify multiple countries with the same procedure.

Choose Sweden to enter product data. All the data from the Danish profile which match the Swedish profile requirements, are transferred. And then you just need to fill in the special, additional Swedish information.



## ***Trading partners with specific data***

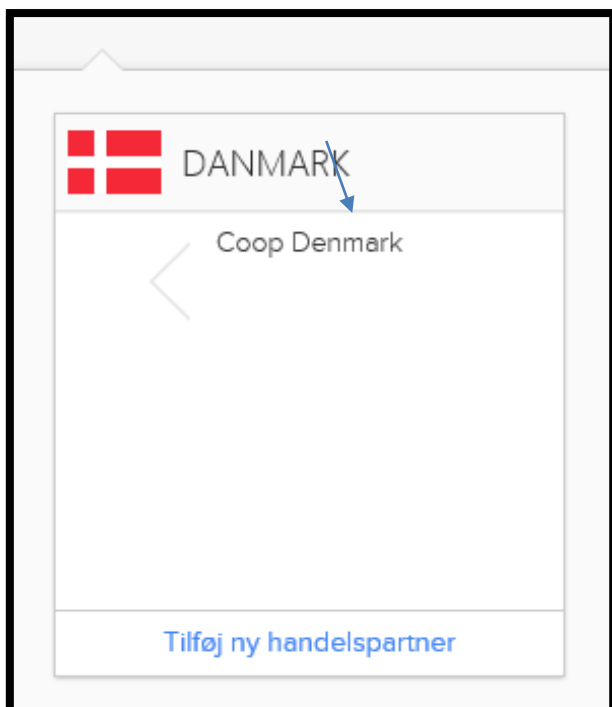
If you have trading partners who want have different data, you can create a special trading partner profile in every target market.



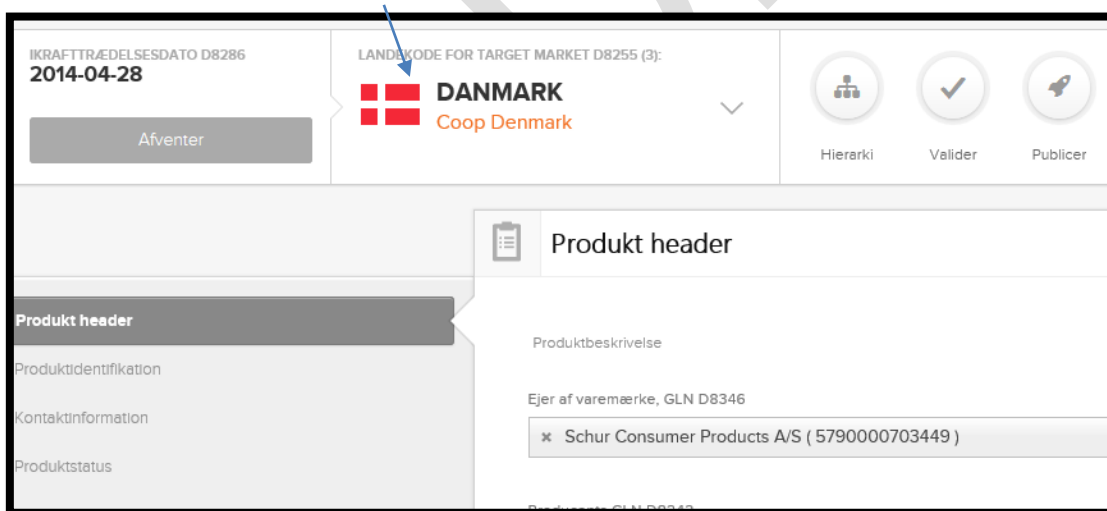
Click 'Add new trade partner'.



Enter GLN or company name of the partner and press the button named "Add Target Market Company".



Press the company name, here Coop Denmark, to open product information.



You can now change for example the “Start Availability Date” or other data that are different from the original data and the data that COOP wants to receive. Remember to save, validate and publish when you are done with your changes.