

To:
From:

Re: GS1 Foundations Certificate Course

Hi [supervisor's name],

I would like to ask for approval to sign up for the **GS1 Foundations Certificate Course** to become a subject matter expert in the fundamentals of unique product identification, advanced barcoding, and the GTIN Management Standard.

The **GS1 Foundations Certificate Course** focuses on the principles of GS1 Standards that can help:

- Eliminate product returns resulting from inaccurate product data.
- Reduce barcode scanning errors at checkout that result in unsold product.
- Better manage product changes using proper Global Trade Item Number™ (GTIN®) management.
- Improve supply chain visibility with proper usage of Application Identifiers (AIs) and Global Location Numbers (GLNs).

With this knowledge, I will be able to incorporate what I have learned into our business processes to help ensure proper item set-up and effective use of barcodes and data sharing with our trading partners.

Here are some specific topics covered in these courses I'll get to learn and bring the knowledge back to [insert company name]:

- How to use the GS1 System of Standards for unique product and location identification
- Assign and manage unique products and packaging levels via Global Trade Item Numbers® (GTINs®) and barcodes
- An understanding of the most common barcodes as well as the Global Location Number (GLN) and how they're used.

The cost of the course is [insert discount volume pricing]. Upon completion of the course modules, we will be able to support our internal teams to improve efficiencies and help fully leverage our investments in GS1 Standards. Thank you for considering this request. We look forward to your reply.

Regards,
[your signature]