



GS1 US Data Hub | Location Getting Started with GLNs in GS1 US Data Hub

November 14th, 2022

Table of Contents

About this User Guide	03
How Do I Add Users to Manage Locations?	04
What is the Top Level GLN?	05
How Do I Create a New Location?	06
What if My Location Address Changes?	10
How Do I Share Locations with Trading Partners?	12
Appendix A: View Location Hierarchy	13
Appendix B: Definitions of Fields and Attributes	14

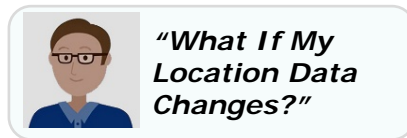
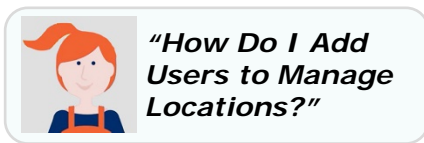
About this User Guide

This Getting Started user guide is intended for companies that have licensed a GS1 Company Prefix and are seeking instructions to create and manage Global Location Numbers (GLNs) within GS1 US Data Hub.

Note: This user guide is NOT intended for:

- Members who have licensed a single GLN; for instructions, please refer to this [Licensed GLN article](#);
- Members who are part of the GS1 US Managed GLN subscription, please refer to the [Location User Guide](#) in the GS1 US Data Hub Help Center.

Here are the introductory topics this user guide will answer:



Your First Step: Configure Your Industries

Before you get started in the Location section, visit the Administration section of GS1 US Data Hub to configure your Industries and Supply Chain Roles. Once these items are configured, you will see the appropriate options when you add a location. Visit the [GS1 US Data Hub Administration User Guide](#) for more details.



Do You Need to Build a “Location Hierarchy”?

If you need to create several locations, you may want to consider your location hierarchy. This will help you organize your locations, and define both a “parent” location and a “child” location. To learn more, view [An Introduction to GLN](#) resource on the GS1 US website.



“How Do I Add Users to Manage Locations?”

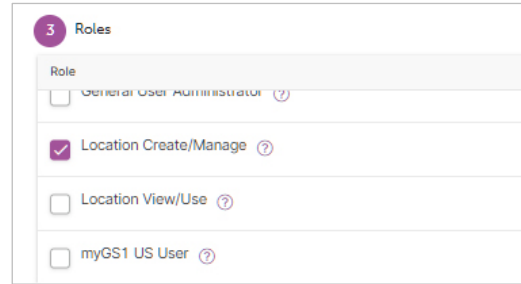
After you license a GS1 Company Prefix, the initial user of the GS1 US Data Hub receives ALL user roles, including the Location Create/Manage role.

If you are the only user within your organization, you don't need to take any further action to get started. However, if you want additional users to create and manage locations as described in this user guide, you will need to take the actions noted below.

Actions You Should Take:

If you want to add users so they can create and manage locations, visit the [GS1 US Data Hub | Location](#) page for pricing options.

After you add user, you can assign these roles to users via the GS1 US User Portal.

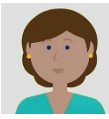


If you add more users, you can assign the Location Create/Manage role via the GS1 US User Portal.

User Role	Description
Location Administrator:	Allows the user to assign the Location User Roles below to other users within their organization.
Location Create/Manage:	Allows the user to create and manage their locations. The number of users available will vary by the company's chosen subscription. The number of roles available to assign will be shown in the "Total Available" column of the Edit Roles screen in the GS1 US User Portal.
Location View/Use:	Allows the user the ability to query other GS1 US Data Hub Location companies' location information (with their permission). This role requires the Location View/Use subscription, which is a separate purchase.

Want to Learn More?

[Add User and Assign Roles \(Help Center Article\)](#)



“What is the Top Level GLN?”

When you license a GS1 Company Prefix, your organization automatically receives a Top Level Global Location Number (also known as your Entity GLN).

The Top Level GLN is displayed on the Manage Locations page. The address information is pulled from your GS1 US account information.

The Top Level GLN can serve as the “parent” for the functional and physical GLNs you will be creating in GS1 US Data Hub. When you enter GS1 US Data Hub for the first time, the Top Level GLN is in a **Draft** state.

Actions You Should Take:

When you visit GS1 US Data Hub for the first time, you should make the Top Level GLN active before you start creating GLNs.

1. Click the Top Level GLN. The Location Detail Record displays. Click the **Edit Location** button.
2. The GLN Type "Legal Entity" has been assigned automatically to this location. You also can enter attributes as needed. Under Business Attributes, you can check the box for **Org Entity**.
3. When you're ready to share this GLN externally, click the **Make Active** button. The Top Level GLN is now active and can serve as the Parent GLN for any Location you create.

Manage Locations

Tasty Harvest

Top Level GLN: 0814141000009

Business Attributes

Business Transactions Enable

Select at least one *required

<input type="checkbox"/> Bill To/Sold To	<input type="checkbox"/> Recall
<input type="checkbox"/> Deliver To	<input type="checkbox"/> Remit To
<input type="checkbox"/> Order By	<input type="checkbox"/> Ship From
<input type="checkbox"/> Order From	<input type="checkbox"/> Ship To
<input checked="" type="checkbox"/> Org Entity	<input type="checkbox"/> Sold From
<input type="checkbox"/> Paid By	

Make Active

How many GLNs can be created?

The number of GLNs that can be created is determined by the length of the specific GS1 Company Prefix. For example, a GS1 Company Prefix that is 10-digits long can create 100 GLNs while a 7-digit GS1 Company Prefix can create 100,000 GLNs. Visit this [GS1 US GLN page](#) for more details.



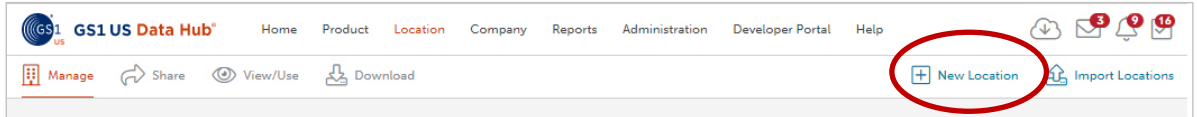


“How Do I Create a New Location?”

You may need to assign a GLN to a party or specific location to satisfy supply chain or regulatory requirements. You may just need to assign a single GLN to meet all your needs. Or you may need to assign GLNs to multiple distribution centers, or specific shipping/receiving docks. The instructions below provide the "Required" fields you need to enter to make a Location Detail Record "Active" in GS1 US Data Hub.

1. Click Location, then New Location on the right.

The **Create New Location** window displays.



2. Choose the Parent Location.

Typically, the Top Level GLN serves as a parent. After you have created a few GLNs, you may want to start a "Location Hierarchy," in which you select new GLNs as "parent locations." This Location Hierarchy can be based on how business transactions are managed within your organization. For example, you can create a "West Coast" office location, which would then serve as the Parent Location for the "West Coast Distribution Center."

3. Select the Industry.

Select the industry for this location. After the location is made "Active," this industry cannot be changed.

Note: if you are part of the Managed GLN subscription, please visit the [Location User Guide](#) for details on selecting the "Healthcare" industry.

4. Select the Supply Chain Role.

Select the supply chain role for this location. After the location is made "Active," this supply chain role cannot be changed.

5. Enter the Location Name.

This is the name of the party, company, department, etc. You can also enter a second Location Name in Location Name 2, if, for example, you want to enter the name in another language, or if the legal name and trade name have slight variations.





6. Select the GLN Type.

The GLN Type represents what is being identified. GLNs can be used to answer the question of “where” business-related transactions occur for physical and digital locations. GLNs can also identify “who” is involved within business-related transaction by identifying the party. Selections available describe locations and parties.

Note: You can only apply one GLN Type to a location. You cannot change the GLN Type after you make the Location “active.”

Physical Locations answer “where?”:

Fixed Physical Location: a tangible place that does not change locations and may be represented by an address, coordinates, or other means.

Mobile Physical Location: a tangible place that is expected to change locations and may be represented by an address, coordinates, or other means.

Digital Location: An electronic (non-physical) address that is used for communication between computer systems.

Parties answer “who?”:

Legal Entity: any business, government body, department, charity, individual, or institution that has standing in the eyes of the law and has the capacity to enter into agreements or contracts.

Function: an organizational subdivision or department based on the specific tasks being performed, as defined by the organization.

7. Enter the Mailing Address

The USPS Street Address is entered in Address 1. When you make this location active, the Address Line 1 field cannot be changed. If you need to change the Address Line 1 field, you will need to assign a new GLN.





8. Enter the Country, City, State and ZIP.

Click the **Get GPS Coordinates** button to have GS1 US Data Hub display the Latitude and Longitude coordinates automatically.

Get GPS Coordinates

Note: If “Fixed Physical Location” is the GLN Type, GS1 US Data Hub performs two address “checks” when you save this location later:

- a. Verifies that this address is saved in the USPS database. If the address exists in the USPS database, an “Address Verification” message will display. The current date will display in the Date USPS Verified field after this location is saved;
- b. Checks this address against any existing location saved in GS1 US Data Hub. If this address exists, the “Identical Location” message will display. You can differentiate this address by entering data in Address Line 2 or Address Line 3.

9. Enter the Phone Number.

Include the area code, and do not enter dashes

10. Click Let Us Assign Your GLN.

This will automatically display the next available 13-digit GLN.

Note: if you have multiple GS1 Company Prefixes, click “Select” for the desired GS1 Company Prefix. “Selected” displays for the prefix. If you already have a GLN assigned, click **Choose a Specific GLN** and enter this GLN in 13 digits.

11. Select the Business Attribute.

You can select more than one of these business attributes. View Business Transactions Enabled in Appendix B for definitions.

12. Save the Location and “Make Active.”

If you’re ready to save this location, scroll down and click **Save Draft**.

If you have finalized the location details and you are ready to share this GLN with your trading partners and other external parties, click the **Make Active** button. Your Location Detail Record is now active and shared with all GS1 US Location View/Use Subscribers, but you can change this share setting.





Q Can I assign a GLN to my trading partner’s company?

A No, according to the GLN Management Standard, you should only assign GLNs to a company, or party, identified as part of your organization.

For parties, the responsibility for allocating a GLN falls to:

- 1) the legal entity itself - or another legal entity - that is part of the same organization; or
- 2) the organization identifying their own internal functions to support their business operations.

Q Can I assign multiple GLNs to a single location?

A It is acceptable for a location with the same “Address Line 1” to be assigned by the owner and any primary user(s) of the same location in support of their business operations.

For example, for third party logistics operations, buildings may rent out sub-locations (e.g., mall), and contract manufacturing facilities. In these situations, you can use Address Line 2 and Address Line 3 field to differentiate this address from another location.

Q Can I delete an “active” location?

A No, but you can make the location “inactive” in GS1 US Data Hub.

An inactive location will no longer be shared with any trading partner or Location View/Use subscriber.

To make a location inactive, click the Make Inactive button.

Q Can I use GS1 US Data Hub to share this GLN with partners?

A Yes, you can share the 13-digit GLN and Location Detail Record with all trading partners, just a defined list of trading partners, or with all GS1 US Data Hub View/Use subscribers.

Visit the “How Do I Share My Location” section in this guide.

Want to Learn More?

[Add a Location](#) (Instructional Module)

[Get a GLN](#) (GS1 US Website)

[Healthcare Provider: GLN Quick Start Guide](#) (PDF)

[Foodservice: GLN Assignment Guidance for Foodservice](#) (PDF)



“What If My Location Data Changes?”

If your location data changes, you can update the Location Detail Record. However, if your company “Address Line 1,” City or “State” changes, you will have to assign a new GLN, as per the GS1 GLN Allocation standard.

To edit an existing Location Detail Record, follow these steps:

1. Locate the location you want to change.

From the **My Locations** page, click the Description link of the location. The Location Detail page displays.

2. Click the Edit Location button.

You can now edit any field. If the Location Detail Record is in the **Active** state, you cannot edit the **Industry, Supply Chain Role, Address Line 1, City, ST, ZIP** or **Country** fields. If the Location Detail Record is in the **Inactive** state, you will need to make it **Active** before making any changes.

3. Change attributes for this Location Detail Record, as needed, then click Save.

Note: if you try to change Address Line 1 or City, you will receive an “Allocation Error” message.

This message prompts you to add a new GLN that contains this new Address Line 1.

The screenshot shows a web form titled "GLN information". A modal dialog box titled "Allocation Error" is overlaid on the form. The dialog box contains the following text: "Address cannot change for an Active Location. Click 'Assign a new GLN' to create a new location or Cancel. Assign a new GLN will immediately trigger a pending approval." The form behind the dialog has the following fields: "GLN Type (select at least one) *required" with a dropdown menu; "Legal Entity" with a dropdown menu; "Address" section with "Address Line 1 *required" containing "7 MAIN ST STE", "Address Line 2" containing "LAWRENCEVILLE", and "Address Line 3" containing "Suite 300"; "Country *required" with a dropdown menu set to "UNITED STATES"; and a "Prefix" dropdown menu set to "081414100 (765 / 1,000)". There are "Cancel" and "Assign a new GLN" buttons at the bottom of the dialog box.





Q Can I re-allocate my Active GLN to another party and/or location?

A No, as of July 2022, the GLN Management Rules state that if a new party or location is required, it shall be allocated a new GLN to accurately distinguish it from any existing party or location. (e.g., a new legal entity is formed).

Click the [GLN Non-Reuse Rule](#) link below for more details, including exceptions.

Q What if I need to create another location that has the same Address Line 1 as an existing Active location?

A You can add additional address information in the Address Line #2 and Address Line #3 fields, if necessary.

This method will enable you to make distinctions among Location Detail Records that have the same Address Line 1.

Want to Learn More?

[GLN Non-Reuse Rule \(Global GS1 web site\)](#)

[GLN Allocation Rules \(Global GS1 web site\)](#)



“How do I Share My Location with Trading Partners?”

After you create a GLN and make it “Active,” Location Detail Record is automatically shared with all GS1 US Data Hub Location View/Use subscribers. GS1 US Data Hub enables you to build a “Circle of Trust” that includes companies with which you want to share this Location Detail Record. The companies you share with will require a GS1 US Data Hub Location View/Use subscription.

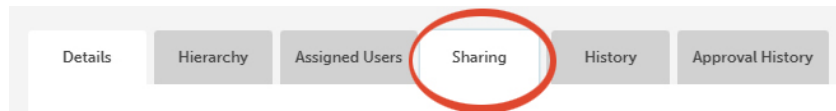
- **Specific Companies** – You can choose specific companies that are Location View/Use subscribers.
- **Trading Partner List** – View a list of GS1 US Data Hub View/Use subscribers that your company identified as a business with which you may want to share location data. Your GS1 US Data Hub company administrator can set up these Trading Partners.
- **All Companies in Supply Chain Role** – Click to view other GS1 US Data Hub subscribers, based on their supply chain roles, with which you may choose to share your location data.
- **All Companies in Industry** – Click to view other GS1 US Data Hub subscribers, based on their industry, with which you may choose to share your location data.
- **All GS1 US Location Subscribers** – Click to view a dynamic list displaying all current GS1 US Data Hub | Location View/Use subscribers. This list is updated regularly.

1. Identify the Location you want to share.

The **Manage Locations** page displays all locations created for your company in GS1 US Data Hub, spanning all prefixes (if applicable)

2. Click the Sharing tab on the screen.

The Sharing screen displays.



Click the **Add New** button to select a company or companies.



3. As noted above, you can now select the trading partner or companies with which you want to share this Location Detail Record. Then click the **Add New** button. This Location Detail Record is now shared with the companies you have selected.

Note: If you want to share the Location Detail Record with all GS1 US Data Hub Location View/Use subscribers, select the "All GS1 US Location subscribers" option.



Appendix A: View Location Hierarchy

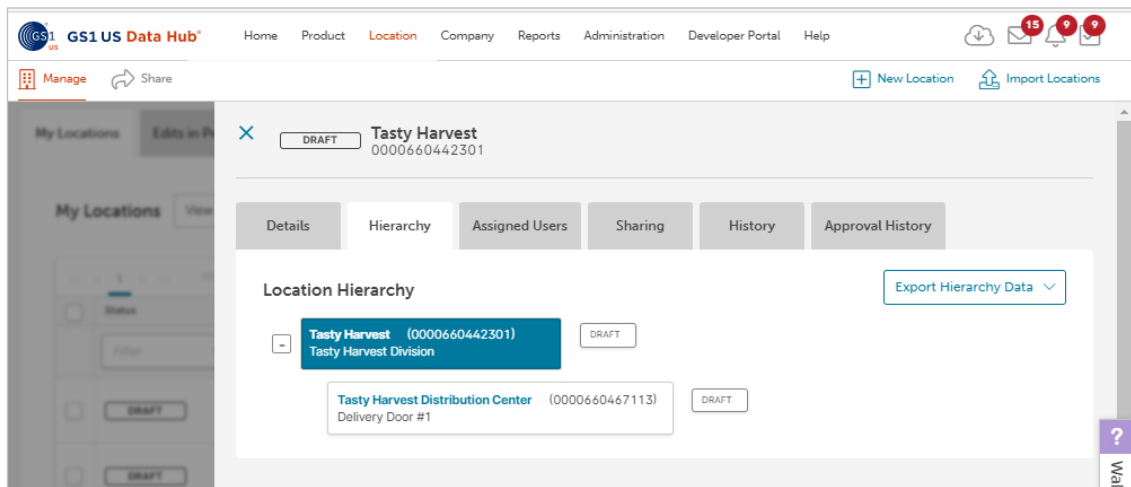
You may want to think of your company's "Location hierarchy" as a way to arrange your organizational locations in levels of detail -

from the broadest to the most detailed. This will help you define a relational structure of supply chain locations that supports supply chain operations. You may want to assign GLNs to locations in order to support supply chain transactions.

For example, you may want to create a location for a "central" Accounts Payable department as one location, and then create another location, the "Paid-By" location, which cuts the checks. In this example, you may want to consider making the parent location of the "Paid-By" location the Accounts Payable Department location.

1. From the My Locations page, click the Location Name for the location you want to view.

When you have located the location, click the Product Description link. The **Location Detail** page displays. Click Hierarchy tab to view the location parent/child relationship:



2. Export this Hierarchy Data.

To export this hierarchy data, click the **Export Hierarchy Data** button.



Appendix B: Definitions of Fields and Attributes

Business Transactions Enabled: This describes the location's role within the supply chain. A location can have multiple roles.

Bill To/Sold To: Party which receives goods and invoice.

Org Entity: Party to which merchandise are sold. This identifies the GLN as representation of the organization. Check this box if this GLN is the Top Level GLN.

Ship From: Party from where goods will be or have been shipped.

Deliver To: Party to which goods are delivered. For example, this GLN may identify a receiving center.

Paid By: Party which initiates payment.

Ship To: Party which receives goods and invoices.

Order By: To be used only if ordering party and buyer are not identical. This GLN may identify the GLN as an order-taking location.

Recall: Identifies the GLN as a receiving center for product recalls

Sold From: Party which sells products or services to a buyer.

Order From: To be used only if ordering party and buyer are not identical. For example, this GLN may identify the GLN as an order-taking location.

Remit To: Party to whom funds are directed for payment of a commercial invoice.

Class of Trade (1, 2, 3): Class of Trade is a classification typically used by the pharmaceutical industry to meet the reporting requirements of Federal and State agencies' statutory pricing regulations. Pharmacies apply Class of Trade codes to classify their organizations, enabling manufacturers to determine how products are to be paid.

All Class of Trade fields are required when you are creating a Location in GS1 US Data Hub and you select "Healthcare" as the Industry. Class of Trade 3 values that display are dependent on the Class of Trade 2 value you select.

Note: Organizations from any industry can now select from an expanded list of Class of Trade 1 definitions to define the type of location. Class of Trade 1 is optional when you select any Industry other than "Healthcare."

Collaborative ID Type: There are alternative "identifiers" for both parties (legal entity/function) and locations. You may need to associate these Collaborative ID Types with the GLN, perhaps for regulatory requirements or trading partner requirements, so you have a single source of truth for how a party or location is identified in all scenarios. Associating these IDs to a GLN adds value by connecting systems and enhancing interoperability. Examples: EU VAT, DUNS, LEI, Open Location Code, and UN/LOCODE. Additionally, proprietary identifiers can be associated to a GLN to support transitioning to standardized identification that can be used throughout the open supply chain.

GLN: Global Location Numbers (GLNs) are a globally unique GS1 Identification Key used to identify parties and locations. The GLN allows users to answer the questions "who" and "where" within their own organization and throughout the entire, global supply chain.

Appendix B: Definitions of Fields and Attributes *(Continued)*

GLN Type: A GLN can be used to identify whether the location or party is a legal entity, function, physical location, or digital location. This value designates exactly what is being identified. A “function” is typically a department that may share the same address as another location. A “physical location” can be either a fixed physical location or mobile location. The GLN type selected determines what additional attributes are available to be associated to the GLN.

GS1 Company Prefix: The GS1 Company Prefix is at the heart of the GS1 system of identifiers. It forms the base for a family of identifiers that are globally unique and can be used for a host of different applications. GS1 assigns GS1 Company Prefixes to entities that administer the allocation of GS1 System identification numbers. GS1 Company Prefixes are between 7 and 11 digits in length. The GS1 Company Prefix is located on your prefix certificate, and it begins with a zero “0.”

Location Name: This is the name to describe this location. This can be changed after the GLN is made active.

Location Reference: For fixed physical locations and digital locations, either a postal address, coordinates or geoshape is mandatory. Only one location reference is required, though all could be entered if there is a need. For mobile physical locations only, there is an optional base location attribute.

Organization Type: Defines an organization’s role or purpose. More than one type can be used. Examples: Brand Owner, Retailer, Farm Operator, Healthcare Provider.

Parent Location: Designates the legal entity or function directly above the location being identified in a hierarchy. This is not defaulted to the highest-level entity in the hierarchy.

Product Industry: This field is used to describe your product’s industry. This industry can then be used by Data Hub Products View/Use Subscribers to filter products. CPG = Consumer Packaged Goods, and represents groceries, health and beauty products, and home cleaning products. General = General Merchandise, such as toys, flooring and appliances.

Top Level GLN: In GS1 US Data Hub, this is the legal entity itself or another legal entity that is part of the same organization, and assigned when your company licenses a GS1 Company Prefix. The Top Level GLN is displayed on your Manage Locations page. The address information is pulled from your GS1 US account information. GS1 US also leverages this address information when adding your company to the GS1 US Company database.