



GS1 US Data Hub[®]

GS1 US GTIN

User Guide

Generate a Barcode Image	2
Add or Change Product Information	3
Create Higher Level Packaging	4
Change the Default Sharing Setting	6

Version 5.5
March 21st, 2022

Generate a Barcode Image

To generate a barcode for your GS1 US GTIN, click **Product**, and from the **My Products** screen, click the Product Description "Link" to view the product detail record. Click the **View Barcode** button. The Barcode screen displays with multiple options.

The image shows a screenshot of the GS1 US Data Hub interface. On the left, the 'My Products' list is visible. A red circle with the number '1' points to the 'View Barcode' button on the product detail record for 'Edible Harvest Jam Raspberry 20 oz'. A second red circle with the number '2' points to the 'Barcode' configuration screen, which includes fields for 'Application Area' (General Retail/Grocery), 'Barcode Type' (UPC-A), and 'Size' (Target). At the bottom of the configuration screen, there are buttons for 'Preview Barcode' and 'Export Definition'. A green bar at the bottom of the configuration screen contains a checkmark and the text 'View List of GS1 Standards Professional Barcode Image and Print Vendors'. A green 'START' button is on the left side of the image, and a red 'STOP' button is on the right side.

1 With the product detail record displayed, click the **View Barcode** button. The Barcode screen displays with these attributes:

- Application Area – This is the where the barcode will be scanned. The default selection is "General Retail/Grocery (Cash Register or Check out)."
- Barcode Type – The UPC-A barcode symbol is the default option displayed here.
- Size – You have three choices for the barcode dimensions: the optimum ("Target") size, minimum size that can accommodate all scanners, and maximum size.

2 Click **Preview Barcode** to view the Barcode image. Click the **Download** button to download a PNG file of the barcode image to your computer. **Note:** an EPS or vector file format is not available. You can also click the "Print Barcode" button to print this barcode using an Avery label template. Or click the **Export Barcode Definition** link to share the barcode symbol data with a GS1 Standards Professional Barcode Image and Print Vendor.

Learn More:

For detailed instructions on how to manage your barcode, click the button on the right to view the [Product Create/Manage User Guide](#).



For answers to frequently asked questions about the UPC-A barcode image, view the [Work with my UPC-A barcode](#) article in the "How Do I..." section of the GS1 US Data Hub Help Center.

Add or Change Product Information

A GS1 US GTIN is automatically set to the **In Use** status after you license it. You can add or change certain information associated with the GS1 US GTIN, including dimensions (height, width, depth) and net weight. Simply follow the steps below. **Note:** Packaging Level and Product Industry cannot be changed.

1

2

3

START

STOP

- 1 Click **Product** tab. From the **My Products** page select the GTIN to update by clicking the Product Description link. The product detail record displays.
- 2 Click the **Edit Product** button to edit attributes for this product. Update information as needed, such as SKU, physical dimensions and more. Some attributes, such as industry, cannot be changed.
- 3 After entering this information, click **Save and Continue**. This information will be saved with the product detail record.

Learn More:

For a definitions of fields, view Appendix B and C of the [Product Create/Manage User Guide](#).



Create Higher Level Packaging

Your GS1 US GTIN receives a packaging level of “Each,” which is the lowest level of packaging. As a GS1 US GTIN brand owner, you can also generate a GTIN for cases and other product groupings that contain multiple quantities of this GS1 US GTIN.

The screenshot shows the 'Add New Product' form in the GS1 US Data Hub. The form includes fields for Product Description, Brand Name, Industry, Packaging Level, and For Shipping Purposes Only?. A yellow warning message states: 'A Case requires you to add one product and then enter how many of that item is in the Case. Be sure to confirm the count of each item in the container before you assign the GTIN to the container.' Below the form is a 'Case Contents' section with an 'Add Contents' button. A modal window titled 'Choose Items for this Case' is open, showing a table of items to be added to the case.

Item	GTIN	Package	Qty
Red Maple Syrup Single Bottle	000700700701	Each	12
Red Maple Syrup Single Bottle	000700700701	Each	12



- 1 From the menu bar, click **Add New Product**. Then enter these required fields:
Product Description - A best practice is to repeat the Product Description of the item this packaging contains, followed by the Packaging Level and the number of items contained. For example: Edible Harvest Jam Raspberry 20 oz - Case of 12
Brand Name – you should enter the same name used for the GS1 US GTIN.
Industry – use General so it matches the GS1 US GTIN industry
- 2 From the **Packaging Level** drop-down menu, select the desired packaging level. Start from the lowest packaging level and work upwards for subsequent items. For example, create the inner pack before creating the case that holds the inner pack. Your company may only have an “Each” product and a case of that product. Different products can have different packaging levels.
- 3 Select “Yes” in the **For Shipping Purposes Only?** field.
- 4 Click **Add Contents**. From the Choose a product to add to this container window, check the box for the item to be contained in this case. Click **Add to Container**. In the **Qty** field, enter the Quantity and then click **Save and Continue**.



Create Higher Level Packaging (Continued)

The screenshot shows a 'DRAFT' status for 'Tee shirt 6.0z'. A 'Get a GTIN for your product' section offers three options: 'Let Us Assign Your GTIN', 'Choose a Specific GTIN', and 'Choose a Reserved GTIN'. Below this, the 'Your Progress' sidebar indicates the current step is 4, 'Add Product Dimensions (optional)'. The main form includes sections for 'Case Contents', 'Package Measurement', 'Product Dimensions', and 'Product Weight'. At the bottom, there are buttons for 'Close', 'Save and Exit', 'Skip this Step', and 'Save'. A 'START' button is located to the left of the text below.

5 Click **Let Us Assign Your GTIN**. Then click **Save and Continue**. A GTIN-14 is assigned, and the item is in the **PreMarket** status. You cannot change the contents of the Inner Pack or Case, but you can still change the quantity.

For a “test” barcode, click the **View Barcode** button to generate a “For Placement Only” (FPO) barcode image, for packaging design purposes only. This barcode includes a watermark and is not scannable.

6 When you’re ready to generate a barcode that can be scanned, or you want to export barcode definitions to share with a printer, click the **Set Status to In Use** button. Click **Continue**. The product is now created and **In Use**. The GTIN is now subject to the GS1 [GTIN Management Standard](#), which defines which product changes will require that you assign a GTIN.

7 Click the **View Barcode** button to download the ITF-14 or GS1-128 barcode image. Or you can click **Export Barcode Definition** to share this data with a print vendor.

Note: You can create up to eight higher level packaging items associated with the GS1 US GTIN.

To learn more about the GTIN, view the [An Introduction to the GTIN guide](#).

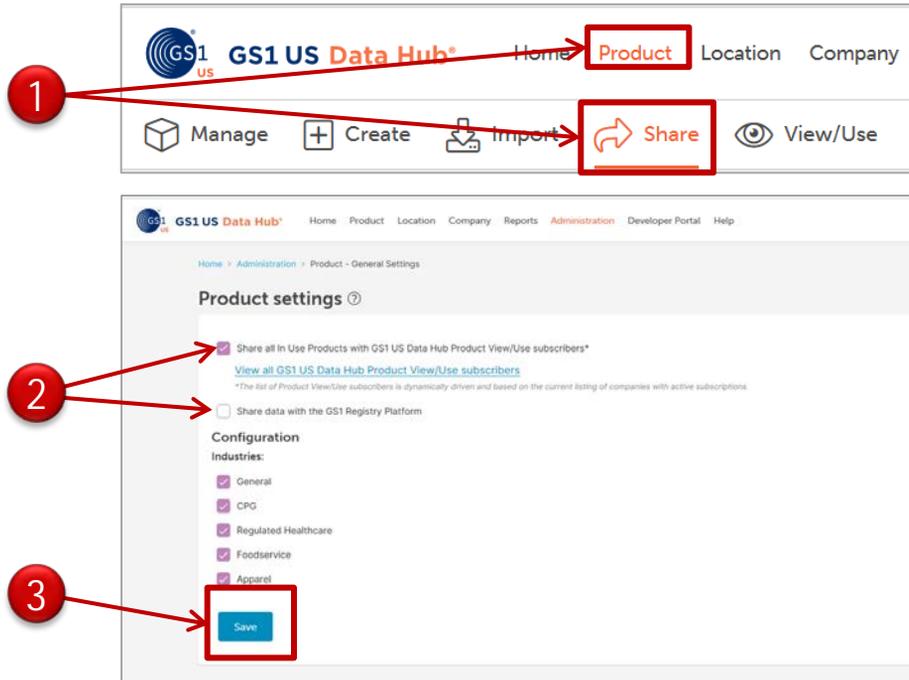
Learn More:

For more details on packaging level definitions and barcode options, click the button on the right to view the [Product Create/Manage User Guide](#).



Change the Default Sharing Setting

Your GS1 US GTIN is shared automatically with GS1 US Data Hub | Product View/Use subscribers. It's also shared with the GS1 GTIN Registry, called the GS1 Registry Platform (GRP). This allows companies around the world to view this data, including retailers and marketplaces who may be interested in your product. To change either of these default sharing settings, use the steps below.



- 1 Click **Product** > **Share**.
- 2 On the Administration / Product Settings screen, both the “Share all...” and “Share Data with the GS1 Registry Platform” messages are checked by default. If you would prefer not to share this product with GS1 US Data Hub View/Use Subscribers or with GS1 Registry Platform users, uncheck one of the boxes.
- 3 Click **Save**. This information will be removed from GS1 US Data Hub and/or the GS1 Registry Platform immediately. At a later date, you can return to this page, check these boxes and click **Save**, to start sharing them again.

Note: if you uncheck these boxes and stop sharing ALL products, you can still share an individual product when viewing a product detail record. View the Product Share User Guide for details.

Learn More:

For more instructions on changing your default product share settings, click the button on the right to view the [Product Share User Guide](#).

