



# **GS1 US Data Hub Location User Guide**

for Managed GLN Subscribers

**December 8<sup>th</sup>, 2023**

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## About this Guide

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This user guide discusses GS1 US Data Hub | Location functionality available for users of the Managed GLN subscription. With this subscription, a Wholesale Distributor or Group Purchasing Organization (GPO) can assign GLNs (Global Location Numbers) within GS1 US Data Hub to hospitals, independent pharmacies, and other healthcare providers.

After the GLN is assigned to a party or location, there are two options for managing the GLN data in GS1 US Data Hub:

**Option #1:** The GPO or healthcare distributor continues to manage all GLNs assigned to healthcare providers, including all GLN attributes and sharing options;

**Option #2:** The GPO or healthcare distributor enables the healthcare provider to manage its own GLN data (also referred to as the self-managed option).

For Option #2, the self-managed option, the healthcare provider must first request access to GS1 US Data Hub. Learn more by viewing the [Self-Managed GLN Checklist](#).

This user guide provides instructions on functionality available through GS1 US Data Hub, as part of the Managed GLN subscription, no matter which option is selected above:

- Review Your Top Level GLN
- Assign Users to a Location
- Create a GLN
- Set up an Approval Process
- Export GLN Data
- Import Multiple GLNs
- Share a GLN with Third Parties
- View GLNs Not Managed by Your Organization
- Transfer a GLN
- Create a Level (Crosswalk) Report



**Note:** If you are not part of the GS1 US Managed GLN Subscription, please view the [Introduction to GLN article](#) in the Help Center for “Location” resources based on your particular subscription.

## Review Your Top Level GLN

Before you create a GLN, you can review your organization's Top Level GLN (also referred to as the Entity GLN). This GLN is assigned by GS1 US automatically as part of the Managed GLN subscription. When you visit GS1 US Data Hub for the first time, the Top Level GLN is already **Published** and the GLN Type for this GLN is "Legal Entity."

**The Top Level GLN cannot be deleted and the Legal Entity GLN Type cannot be made "Inactive."**

For the first GLN your organization creates, this Top Level GLN must serve as the "Administrative Parent." The default **Industry** for this GLN is "General," and the **Supply Chain Role** is "Undefined." The address information is pulled from your GS1 US account information. GS1 US leverages this address information when adding your company to the GS1 US Company database.

To review the Top Level GLN and make changes, you must have the **Edit** security role assigned in GS1 US Data Hub. If necessary, you may have to contact your organization's GS1 US Data Hub | Location Administrator to be assigned this role. Also, you should make sure that "Healthcare" has been selected as the **Industry**.

### Q. What if my Top Level GLN Address Changes?

A. You should update the address via the myGS1 US page. Click "Manage Company Info." Then update with the new address. This address displays in the GS1 US Company database. You also should change the Legal Entity GLN Type address associated with this Top Level GLN in GS1 US Data Hub. From the Manage Locations screen, click the Top Level GLN, then click "Edit" for the Legal Entity GLN Type, and enter the new address.

**Note:** if a Fixed Physical GLN Type is associated with this Top Level GLN, you CANNOT change the address in GS1 US Data Hub. The GS1 US Member Support Team can update your Top Level GLN to an existing GLN or assign a new GLN. When your company's Top Level GLN changes, any child GLNs associated with the previous Top Level GLN will be automatically moved to this new Top Level GLN.

### Q. How do I connect a new location to a Top Level GLN?

A. In GS1 US Data Hub, you can assign the Top Level GLN as the "Administrative Parent" to the GLN you are creating. You can then build a GLN hierarchy after you publish the GLN. For example, you can create a "Function" GLN Type:

**GLN Type:** Function

**GLN Name:** Helena Shotte Hospitals

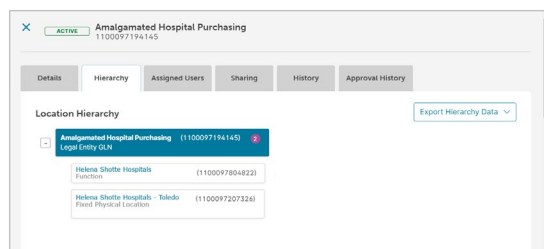
**Administrative Parent:** Top Level GLN

After the Function GLN is published, you can create a Fixed Physical GLN and select the Function GLN as the Administrative Parent – so it serves as the "parent" or "ancestor" of this new GLN:

**GLN Type:** Fixed Physical Location

**GLN Name:** Helena Shotte Hospitals - Toledo

**Administrative Parent:** Helena Shotte Hospitals



*Click the "Hierarchy" tab when viewing a location, then click the expand buttons to view any child locations that may exist. You can export this hierarchy by clicking the **Export Hierarchy Data** button.*

## Review Your Top Level GLN (Continued)

Before you make changes to the Top Level GLN, first check your user profile to make sure you have the proper Location Administrator and User Security Roles (such as "Edit").

The screenshot shows the GS1 US Data Hub interface. The top navigation bar includes links for Home, Product, Location, Company, Reports, Administration, and Developer Portal. The 'Manage Locations' page displays information for Helena Shotte Hospital, including its Top Level GLN: 0816471020009. A dropdown menu is open, showing options: User Profile, LogOut, Contact Support, GS1 US User Portal, and myGS1 US. The 'My Profile Information' window is overlaid, showing user details for Joan Smith (jsmith@hshotte@org), including account number, last login date, and roles. The 'Location Administrator' field is highlighted. The 'Email Preferences' section on the right allows users to select notification types.



- 1 On the Home page of GS1 US Data Hub click your name, then click **User Profile**. The **My Profile** window displays.
- 2 View your assigned Location roles in GS1 US Data Hub. You will need to have the Location Administrator role to publish the Top Level GLN.
- 3 If you are not a user of a location, you can view the Location Administrator in your organization so you can request this role, or request that the current Location Administrator publish the Top Level GLN.



## Review Your Top Level GLN (Continued)

After you have made sure you have the “Edit” Location Security Role, you can take these steps to make changes to the Top Level GLN.

The screenshot shows the GS1 US Data Hub interface. The top navigation bar includes links for Home, Product, Location, Company, Reports, Administration, and Developer Portal. The 'Location' menu is highlighted. Below the navigation bar, the 'Manage Locations' page is displayed. The page shows the 'Helena Shotte Hospital' and its 'Top Level GLN: 0816471020009'. A red arrow points from the 'Top Level GLN' hyperlink to the 'Edit' button. The 'Edit' button is located in the 'Details' tab of the GLN page. The 'Details' tab shows the GLN number '0195825221461' and its status 'PUBLISHED'. The 'Legal Entity' status is 'Active'. A red arrow points from the 'Legal Entity' status to the 'Make Inactive' button. A 'START' button is visible on the left side of the page.

4 From the main GS1 US Data Hub page, click **Location** > **Manage**.

5 From the My Locations page, click the **Top Level GLN** hyperlink.

The **Details** page of the Top Level GLN displays - in the **Published** state. “Managed GLN Program” instead of “GS1 Company Prefix” if the prefix is part of the Managed GLN subscription.

6 Click the **Edit** button on the right. You can now add or change attributes for the Top Level GLN.

7 Confirm that **Legal Entity** has been selected and is **Active**. This indicates that this location serves as the legal entity.

CONTINUE

## Review Your Top Level GLN (Continued)

GLN: 0814141000009 PUBLISHED

GLN: 0814141000009

Details Hierarchy Assigned Users Sharing History

GLN  
Last Modified Date: 2023-11-15

Administrative Parent  
Administrative Parent  
Top Level GLN (No Parent) Choose Administrative Parent

Industries & Supply Chain Roles  
Industry \*required  
Healthcare  
Supply Chain Role \*required  
Hospital Provider

Comment  
Top Level Location  
Max Characters: 19/2000

Cancel Save



**8** Because this is the Top Level GLN, you cannot enter an Administrative Parent. You can leave this blank or enter this same 13-digit GLN displayed on the top of the screen.

**9** You can change the **Industry** to "Healthcare." You can also change the **Supply Chain Roles** for this Top Level GLN. When you create GLNs in the future, and select this Top Level GLN as the Administrative Parent, both the Industry and Supply Chain roles you select here will be pre-populated into the new GLN. You can then change Industry and Supply Chain Role for the new GLN, if necessary.

**Optional:** Enter any comments about this GLN. These comments can be viewed by GS1 US Data Hub Location View/Use subscribers.

**10** Click **Save**. The changes are saved with this Top Level GLN. You can now edit the Legal Entity GLN Type associated with this Top Level GLN.



## Review Your Top Level GLN (Continued)

GLN: 0195825000004 PUBLISHED

**Legal Entity** Cancel Save

Replaces GLN  
Enter GLN

Does this GLN Type replace an existing GLN? If so, enter the existing GLN here.

**Name**

Name \*required Language \*required  
English (en)

This field is required

Add name in another language

Name 2

**Address**

☒ Street or Postal Address

Country \*required  
UNITED STATES

Postal Name P.O. Box

Address Line 1 \*required

Add Address Line

Address Suburb Cross Street

City \*required

State/Province/Region \*required Zip or Postal Code \*required

Select

**Contact**

Phone

**GLN Types**

Legal Entity Active

Add GLN Type



**11** Click the **Edit** link for the Legal Entity.

**12** Enter the "name" of this Legal Entity GLN.

**13** **Optional:** Enter the "Address" for this Legal Entity GLN Type. You can change this address in the future, if necessary.





## Review Your Top Level GLN (Continued)

The screenshot shows a web form for reviewing a Top Level GLN. It is divided into two main sections: 'Contact' and 'Business Attributes'. The 'Contact' section has fields for 'Phone' and 'Email Address'. The 'Business Attributes' section has a heading 'Business transaction enabled (select at least one) \*required' and a list of checkboxes: 'Bill To/Sold To' (checked), 'Deliver To', 'Order By', 'Order From', 'Paid By', 'Recall', 'Remit To', 'Ship From', 'Ship To', and 'Sold From'. Below this is the 'Business Details' section with dropdown menus for 'Corporate Relationship' (set to 'Managed'), 'Business Sector' (set to 'Health Care - Hospitals'), and 'Class of Trade 1' (set to 'Select'). There is also an 'Add Class of Trade' button. On the right side, there is a 'Publish GLN' button and a 'GLN Types' section showing 'Legal Entity' as 'Active' with a green checkmark and an 'Add GLN Type' button. Red callout boxes with numbers 14, 15, and 16 point to the 'Phone' field, the 'Business Attributes' section, and the 'Business Details' section respectively.



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### Optional: Enter Contact Information.

Enter the "phone number" and "email address" for this Top Level GLN key contact. This information is for users assigned to Location roles within your organization. This contact information is not shared with Location View/Use subscribers or global users who search the GS1 Global Registry Platform.

15

**Business Attributes:** By default, "Bill To/Sold To" has been selected for the Top Level GLN. Check any relevant Business Attributes for this Top Level GLN.

16

**Business Details:** Enter the Corporate Relationship, Business Sector and Class of Trade (1, 2, and 3) of this Top Level GLN.



## Review Your Top Level GLN (Continued)

The screenshot shows a web form titled "Organization Details". It contains several input fields and buttons. Red callout boxes with numbers 17, 18, and 19 point to specific elements: 17 points to the "Parent Org: GLN" field, 18 points to the "Organization ID Type" dropdown, and 19 points to the "Save" button. The form also includes a "Publish GLN" button, a "GLN Types" section showing "Legal Entity" as "Active", and an "Add GLN Type" button. At the bottom, there are "Delete Type", "Cancel", and "Save" buttons.

**Organization Details**

Parent Org: GLN \*required: 0195825969448

Parent Org: GLN Type \*required: Legal Entity

Organization Role Type(s): Brand Owner

Organization Formation Date: YYYY-MM-DD

Organization Termination Date: YYYY-MM-DD

**Additional Organization IDs**

Organization ID Type: Select

Organization ID Value:

[Add Additional Organization ID](#)

**Comment**

Max Characters: 0/2000

[Delete Type](#) [Cancel](#) [Save](#)

**GLN Types**

Legal Entity: Active

[Add GLN Type](#)

[Publish GLN](#)



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**Parent Org GLN:** Enter the "13-digit Parent Organization GLN". This is the GLN directly above this GLN within the location hierarchy. The Parent GLN must contain Legal Entity or Function GLN Type. For Healthcare Providers, this may be the GPO or Wholesale Distributor's GLN.

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**Optional:** For a Legal Entity GLN Type, you can enter Organization IDs associated with this GLN Type. View [Organization ID Type Definitions](#) in the Help Center.

19

Click **Save** to save the Legal Entity GLN Type changes. GS1 US Data Hub Location View/Use subscribers can now view these changes to the Top Level GLN, as well as global users who search the GS1 Global Registry Platform.



## Assign New Users to / Remove Users from a Location

**Note:** these steps apply to users in your organization as well as users having "self-managed" rights (such as hospitals).

To assign a new user to modify a specific location (including related "child" locations, if available), follow these steps:

1. Visit the **User Portal** to add this user to this organization. When assigning roles, you should **ONLY** check the box for "Location Create/Manage". Then click **Save**. View the [User Portal User Guide](#) for more details.
2. If you are using the Location Approval Process, visit GS1 US Data Hub and click the **Administration** link from the main navigation bar. View "Approve or Reject Changes to a Location" in this user guide for more details.

Identify the desired user and click the **username**. Click the **Manage User Roles** link under Security. The Security screen displays all users. Filter by the desired username, if needed, then click the **username**. The User Detail screen displays.

3. Now you can assign this user to a location. Click the **Location** link from the main navigation bar. The **My Locations** screen displays. Click the desired "Location Name," then click the **Assign Users** tab. The Assign User screen displays. Click the **Add New** button. The "Add New User" window displays. Select the user so it is highlighted in gray, then click **Continue**.

The user is added to this specific location and any "child" locations associated with this "parent" location.

3 Roles

Role
<input type="checkbox"/> General User Administrator ?
<input checked="" type="checkbox"/> Location Create/Manage ?
<input type="checkbox"/> Location View/Use ?
<input type="checkbox"/> myGS1 US User ?

GS1 US Data Hub

User Detail ?

Login Information

Username: jsmith@hchealth.org

Last Login: 2024-03-08 04:08:37 PM

First Name: jhne

Last Name: Smith

Application Roles

Location: ☒ Edit ☒ Import ☒ Approval Import ☒ Approve ☒ Location Administrator ☒ GPO ☒ Audit

Product: ☒ Product Administrator

Save

Add New User

Select one or more users to be assigned to this location. Users will be assigned via the hierarchy to all descendant locations.

10 records per page

Username	Roles
lgurheatland@gmail.com	Location: Company Admin
luheatland@gs1us.org	Location: Edit.Import.Company Admin
mjdock@gs1us.org	Location: Company Admin
plviren-admin@gmail.com	Location: Edit.Import.Approval.Import.Approve
slavoscs@gs1us.org	Location: Company Admin
Billan@gs1us.org	Location: Edit.Import.Company Admin

Showing 1 to 6 of 6 entries

Previous 1 Next

Continue Cancel



**Note:** If you assign either the "Approval Import" or "Approve Application Role", you must first enable the Location Approval Process. For more details, see the "Approve or Reject Changes to a Location" section of this user guide.

## Create a Location

After you publish the Top Level GLN, you can now create a new location and assign a GLN.

The screenshot shows the GS1 US Data Hub interface. The top navigation bar includes links for Home, Product, Location, Company, Administration, Developer Portal, and Help. The 'Manage Locations' section has buttons for 'Create Location' and 'Import Locations'. A red arrow labeled '1' points to the 'Create Location' button. Below this, the 'New Location' window is shown. It has a 'GLN Information' section with an 'Administrative Parent' field and a 'Choose Administrative Parent' button. A red arrow labeled '2' points to this button. The 'GLN' section has two options: 'Let Us Assign Your GLN' (selected) and 'Choose a Specific GLN'. A red arrow labeled '3' points to the 'Let Us Assign Your GLN' option. Below this, there is a table of 'GS1 Company Prefix' options. A red arrow labeled '4' points to the 'Healthcare' option in the 'Industries & Supply Chain Roles' section, which also shows 'Hospital Provider' as the 'Supply Chain Role'.



- 1 From the **Manage Location page**, click the **Create Location** button on the right. The New Location window displays.
- 2 Select the **Choose Administrative Parent** button. The Select Parent Location window displays. Select the box for the desired **Parent GLN Location**, then click the **Add Parent** button. The Administrative Parent must be a **Published** GLN with an **Active** GLN Type before you can publish this GLN. The Parent Name displays in the Administrative Parent field.
- 3 Keep **Let Us Assign Your GLN** selected. If you have a GLN to enter manually, then click **Choose a Specific GLN**. You will be prompted to enter the 13-digit GLN.
- 4 For typical GLNs, you can select "Healthcare" as the **Industry** and "Hospital Provider" as the **Supply Chain Role**.



## Create a Location (Continued)

The screenshot shows a web form titled 'Create a Location'. Under the heading 'GLN Type', there is a sub-header 'Select a GLN Type to add to this GLN. You will be able to add additional types after the GLN has been published.' Below this, a label 'Select GLN Type \*required' is followed by five radio button options: 'Fixed Physical Location' (which is selected), 'Legal Entity', 'Function', 'Digital Location', and 'Mobile Physical Location'. Below the radio buttons is a 'Comment' section with a text input field and a character count 'Max Characters: 0/2000'. At the bottom of the form are three buttons: 'Cancel', 'Save Draft & Exit', and 'Continue'. A red circle with the number '5' and an arrow points to the 'Fixed Physical Location' radio button. Another red circle with the number '6' and an arrow points to the 'Continue' button.



### 5 Select the GLN Type. Learn more in this [GLN Types Help Center article](#).

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. You can add more than one GLN Type to a single GLN. [Learn how to add another GLN Type](#).

**Optional:** enter comments for this GLN. These comments can be viewed by GS1 US Location View/Use subscribers.

### 6 Click the **Continue** button to add specific attributes related to the GLN Type you selected. You can save these changes and return to this GLN at a later time to continue making changes.



## Create a Location (Continued)

GLN: 0061200921717

Step 2 of 2

### Fixed Physical Location Details

Replaces GLN

Enter GLN

Does this GLN Type replace an existing GLN? If so, enter the existing GLN here.

Related Organization GLN

Enter GLN

Related Organization GLN Type

Select Type

Name

Name \*required

Helena Shotte Hospital Boseman

Language \*required

English (en)

Add name in another language

Name 2

Address

Address Types (select at least one) \*required

☒ Street or Postal Address

☐ GPS Coordinates

☐ GEO Shape

Back

Save Draft & Exit

Publish GLN



**7** If this GLN is replacing an existing GLN, enter that existing 13-digit GLN here. This is for informational purposes. The existing GLN will remain published. This information serves as a reference for other Location administrators.

If you're entering a GLN with a "who" GLN Type (Legal Entity or Function), you can enter a related 13-digit GLN with the "what" GLN Type (Fixed Physical, Digital, Mobile Physical) in the **Related** fields. Similarly, if this GLN contains a "what" GLN Type, you can enter the related 13-digit GLN with the "who" GLN Type in the **Related** fields.

**8** Enter the "name" of the party, company, department, etc. You can also enter a second Location Name in Location Name 2, if, for example, to include a legal name or a trade name.

**9** The Address fields are required when the **GLN Type** is Fixed Physical Location. To enter a street address, select the box for **Street or Postal Address**.



## Create a Location (Continued)

The screenshot shows a web form titled "New Location: Fixed Physical" with a GLN number "019582577999" in the top right. The form is divided into sections. The "Address" section has a heading "Address Types (select at least one) \*required" and three radio buttons: "Street or Postal Address" (selected), "GPS Coordinates", and "GEO Shape". Below this is the "Street or Postal Address" section. It includes a "Country \*required" dropdown menu with "UNITED STATES" selected, and an "Address Line 1 \*required" text field with "2005 6th Ave" entered. Below these is a link "Add Address Line". Further down are "Address Suburb" and "Cross Street" text fields. The "City \*required" text field has "Austin" entered. Below that is a "State/Province/Region \*required" dropdown menu with "Texas" selected, and a "Zip or Postal Code \*required" text field with "78613" entered. At the bottom of the form are three buttons: "Back", "Save Draft & Exit", and "Publish GLN".

Annotation 10 points to the "Country" dropdown and the "Address Line 1" text field. Annotation 11 points to the "City" text field and the "State/Province/Region" dropdown menu.

START

**10** Enter the **Country** and **Address Line 1** fields. If you are entering a single building or campus that shares the same USPS address as an existing location, click the **Add Address Line** link and use Address Line 2 or Address Line 3 to differentiate the address. For example, you may want to differentiate a nurses' station or a doctor's office from another within a single hospital address.

**Note:** If the GLN Type is Fixed Physical Location, these address fields cannot be changed after this location is published. If the address changes for this GLN after the GLN is published, you must create a new GLN.

**11** Enter the **City**, **State/Province/Region** and **Zip/Postal Code** fields. When you save this GLN Type at a later step, this address will be verified against the USPS database.



## Create a Location (Continued)

The screenshot shows a web form titled "New Location: Fixed Physical" with a GLN number "0195825777999" in the top right corner. The form is divided into two main sections: "Business Attributes" and "Business Details".

**Business Attributes**  
Business transaction enabled (select at least one) \*required

Callout 12 points to the "Business Attributes" section, which contains two columns of checkboxes:

- Bill To/Sold To
- Deliver To
- Order By
- Order From
- Paid By
- Recall
- Remit To
- Ship From
- Ship To
- Sold From

**Business Details**

Callout 13 points to the "Corporate Relationship" dropdown menu, which is labeled "Corporate Relationship \*required" and has a "Select" option.

Callout 14 points to the "Class of Trade" dropdown menus, which are labeled "Class of Trade 1 \*required", "Class of Trade 2 \*required", and "Class of Trade 3 \*required". Each dropdown has a "Select" option.

At the bottom of the form, there are three buttons: "Back", "Save Draft & Exit", and "Publish GLN".



**12** Select at least one box to indicate the transaction type(s) in which this party or location engages. [View Business Transactions Enabled](#) definitions.

**13** Select the **Corporate Relationship**.

**14** Select the Class of Trade 1, 2, and 3. If you selected Healthcare as the **Industry**, these fields are required. The Class of Trade 3 values displayed are based on your selection for Class of Trade 2. [View Class of Trade definitions](#).





## Create a Location (Continued)

**15** → Location Details

Location Role Type(s):

Location Opening Date:

Location Final Closure Date:

Additional Location IDs

Location ID Type:  Location ID Value:

☐ Add Additional Location ID

Comment

Explainer text about comment field

Max Characters: 0/2000

**16** →

START

15

### Review these Optional Fields.

- You can add the **Location Details** and **Additional Location IDs**, which are identifiers your organization may have created for this GLN.
- Enter **Comments**: these can be viewed by GS1 US Data Hub Location View/Use subscribers.

You are now ready to save this GLN. You have two options to save this GLN:

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**Option #1:** Click **Save Draft & Exit** to save this draft and close the window. You can continue to make changes to this GLN before you publish it. If the address cannot be verified by USPS, an error message displays.

**Option #2:** If you're ready to share this location with trading partners and external parties, click the **Publish GLN** button. The location must adhere to the GLN Allocation rules from the GS1 Standards. This Location Detail Record is automatically shared with all GS1 US Data Hub Location View/Use subscribers, but you can adjust the sharing settings, and share just with specific third parties. See "Share a Location with Third Parties" in this user guide for more details.

**Note:** Did your company enable the approval process? If yes, this GLN displays in the **Draft** state until it is approved. A user with the role of "Approver" will be notified of the changes. See the "Approve a Location" section in this user guide.

STOP

## Verify Address

If the GLN Type is "Fixed Physical Location," GS1 US Data Hub validates the address against the USPS database when you click **Save Draft** or **Make Active**. If this address does not match an address in the USPS database, a **No Match** message will display asking to **Cancel** or **Proceed as Not Verified**.

The first screenshot shows a 'No Match' dialog box with a close button (X) in the top right. The message inside says 'A1 - Address is invalid. (City/state/ZIP + street don't match.)'. There are two buttons at the bottom: 'Cancel' and 'Proceed as Not Verified'. A red circle with the number 1 is next to the 'Proceed as Not Verified' button, with a red arrow pointing to it.

The second screenshot shows a 'Not Verified' dialog box with a close button (X) in the top right. The message inside says 'Please select why this address is not verified:'. There are four radio buttons: 'This is a new address not yet recognized by the USPS', 'The address found by the USPS is not the correct address', 'The city name or zip-code for this address was recently changed by the USPS', and 'Other'. The 'Other' radio button is selected. Below the radio buttons is a text input field. Below the input field is a red bar with the text 'Comment is Required'. At the bottom are two buttons: 'Continue' and 'Cancel'. A red circle with the number 2 is next to the 'This is a new address not yet recognized by the USPS' radio button, with a red arrow pointing to it.

The third screenshot shows the 'Continue' button in the 'Not Verified' dialog box. A red circle with the number 3 is next to the 'Continue' button, with a red arrow pointing to it.

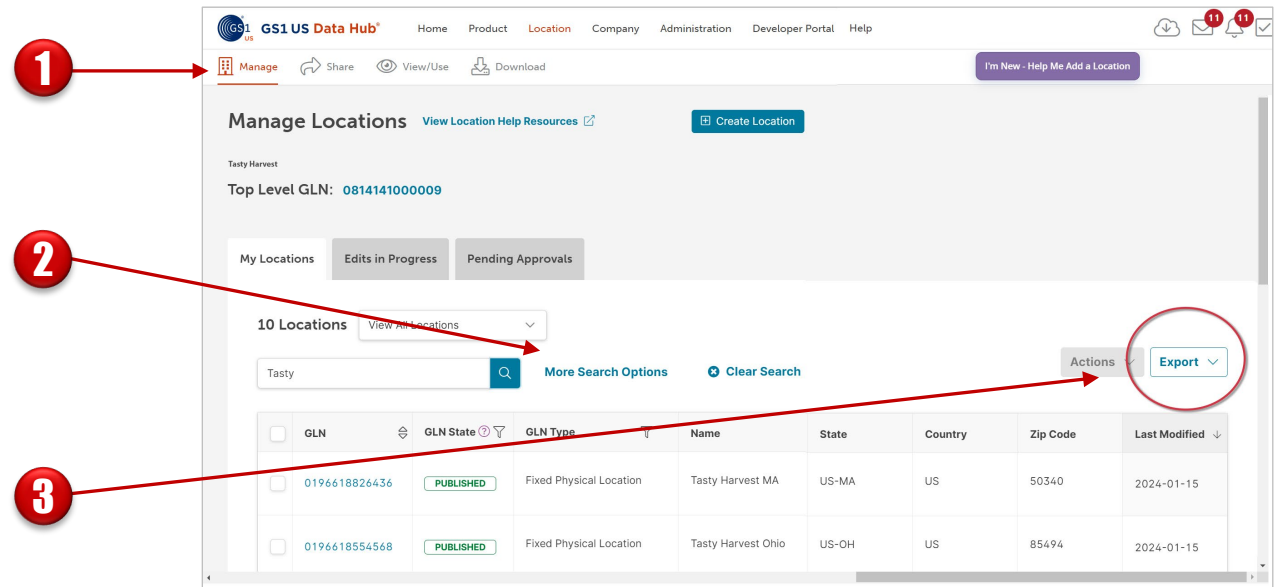


- 1 When you click **Save Draft** or **Make Active**, and the address is verified successfully in the USPS database, the Address Verification message displays on the top right hand of the screen. If USPS was not able to match the address as indicated, the "No Match" message displays. You can either **Cancel** or **Proceed as Not Verified**.
- 2 If you click **Proceed as Not Verified**, then select the reason why the address is not verified. If you check **Other**, you must enter a reason in the Comment box. If you enter a duplicate address in the system, you will receive the **Identical Location** message. You can click **Proceed as Not Verified**. Select the reason why the address is not verified. Enter the reason as a comment if choosing **Other**.
- 3 Click **Continue**, to return to the **Details** page. The current date is displayed in the **Data Verified** field.



## Export Location Data

GS1 US Data Hub allows you to export your location information to a worksheet. You can export all location information or use the filters on the **My Locations** page and export only the locations you have filtered. The default export report includes all attributes. Select “Customize export” to exclude specific attributes.



- 1 Click **Manage** to view the **Manage Locations** page. All locations are displayed.
- 2 If you only want to export a specific subset of locations, click **More Search Options**. You can then use the **GLN State**, **GLN Type** and **Status** filtering tools.
- 3 Click the **Export** button. You have four options from the drop-down:
  - **Export all results** – this exports all GLN records, and all attributes associated with these GLNs, including both **Draft** and **Published** locations.
  - **Export filtered results** – you will only export the GLN search results after you have used the filtering options. This option is only enabled if you have filtered locations.
  - **Export results for import** – this export file contains an additional “Action” column so you can make changes to data and then use the file to import the updated data back into GS1 US Data Hub (select “Update” in this Action column).
  - **Customize export** – if you only want to view specific attributes, click this option and select only the attributes you want included in the export report.



## Export Location Data (Continued)

The screenshot shows the GS1 US Data Hub interface. At the top, there's a navigation bar with links like Home, Product, Location, Company, Administration, and Developer Portal. Below this, there's a 'Manage Locations' section with a 'Create Location' button. A red callout box 4 points to the 'Export icon' (a cloud with a download arrow) in the top right corner. Below the 'Manage Locations' section, there's a '10 Locations' list. A red callout box 5 points to the 'Export File Name' column in the 'Export Center' table. Below the 'Export Center' table, there's a detailed table with columns: Action, Status, TempID, GS1CompanyPrefix, GLN, ParentGLN, TempParentID, Industry, SupplyChainRole, GLNType, and Location. A red callout box 6 points to the 'Action' column in this table.

Action	Status	TempID	GS1CompanyPrefix	GLN	ParentGLN	TempParentID	Industry	SupplyChainRole	GLNType	Location
3	Active	000060	000060	00006021444	00006010024811		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena Shi
24	Active	000010	000010	000010075440	00001005626790		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena Shi
27	Active	000010	000010	000010024071	00001000060172444		Healthcare	Manufacturer	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena Shi
28	Active	000060	000060	0000600607023	00006000090997		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
29	Active	000060	000060	0000600609099	00006000090997		Healthcare	Manufacturer	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
33	Active	0196652	0196652	019665232239	0814141009125		Healthcare	Undefined	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena Shi
44	Active	000060	000060	000060011307	00006000013327		Healthcare	3rd Party Logistics Provider	FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena Shi
46	Active	000060	000060	000060079200	00006000013327		Healthcare	3rd Party Logistics Provider	FIXED_PHYSICAL_LOCATION	Helena Shi
55	Active	1100097	1100097	1100097309792	0814141000009		Healthcare	Manufacturer	FIXED_PHYSICAL_LOCATION	Helena Shi
56	Active	000060	000060	000060023970	00006000026790		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
61	Active	081414100	081414100	0814141008122	0000600192950		Healthcare	Operator	FIXED_PHYSICAL_LOCATION	Helena Shi
66	Active	081414100	081414100	0814141005127	0814141003062		Healthcare	3rd Party Logistics Provider	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena Shi
68	Active	000010	000010	000010073787	00001000060149303		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
71	Active	0196652	0196652	019665236137	00006000024503		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
82	Active	000060	000060	000060071944	00006000024811		Healthcare	Provider/Dispenser	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena Shi
85	Active	000010	000010	000010062441	1100097001216		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena Shi
87	Active	0196652	0196652	0196652348102	0814141003062		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
88	Active	081414100	081414100	0814141003062	0814141001969		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena Shi
89										
96										

START

4

Click the **Export icon** to view all export files. Files are listed in order of most recently generated. Note: the **Export Center** also displays any other product and location export requests made by your company users.

5

Click the **Export File Name**. The file is downloaded and based on the browser you're using, the filename will display on the screen, so you can click the file to open. If you selected **Export results for import**, the blank "Action" column A displays.

6

Unless you selected **Customize export**, GLNs are listed in either the **Draft** or **Published** state, and all attributes are provided, and listed under the appropriate GLN Type column. If you want to view only select attributes, select the **Customize export** option from the Export Locations Data button.

STOP

## Import Location Data

To import GLN data using an Excel spreadsheet, follow these steps.



**Note:** Make sure the Top Level GLN is published before you create locations using import. The Top Level GLN can then be used as the Parent location for any new GLN. Refer to the "Publish Your Top Level GLN" section in this User Guide for details.

**1** Click **Import Locations**.

**2** Click **Download Template**.

The screenshot shows the 'Import Locations' window with the following content:

- Select a completed import template file to upload:** A dashed box with the text 'Drag & Drop or Browse Files' and an 'Import Locations' button.
- Need an import template?:** A 'Download Template' button.
- You can use import location to:**
  - Automatically assign GLNs to locations and parties.
  - Upload GLNs that have been created outside GS1 US Data Hub Location.
- Learn how to import locations:** A link to 'View import Template definitions'.
- Import History (imports from past 90 days):** A table with columns: Import Date, File Name, Imported By, Status, #Processed, and #Successful.

Import Date	File Name	Imported By	Status	#Processed	#Successful
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	1
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	0
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	0



- 1** Click **Location**, then the **Import Locations** link. The Import Location window displays.
- 2** Click the **Download Template** button to download an Excel spreadsheet formatted to include the fields necessary for importing location data into GS1 US Data Hub. This template does not include any pre-populated data. Save this template to your computer. If you leave the GLN column blank, GS1 US Data Hub will "assign" the next available GLN based on the GS1 Company Prefix entered.

**Note:** To download existing Locations in GS1 US Data Hub so you can make changes in bulk, see the Export Location Data section.



## Import Location Data

**3**

**4**

Import Date	File Name	Imported By	Status	#Processed	#Successful
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	1

A	B	C	D	E	F	G	H	I	J
Action	Validate Only	State	Temp ID	Parent Temp ID	GS1 Company Prefix	GLN	Administrative Parent	Industry	Supply Chain Role
2 Create	Y	PUBLISHED			0195652		0814141000009	Healthcare	Hospital Provider
3 Create	Y	PUBLISHED			0195652		0814141000009	Healthcare	Hospital Provider
4 Create	Y	PUBLISHED			0195652		0814141000009	Healthcare	Hospital Provider
5 Create	Y	PUBLISHED			0195652		0814141000009	Healthcare	Hospital Provider

START

3

Enter the data into the template. See the Import Template Field Requirements section for information on these fields. **Save** this template on your computer, but do not include the following symbols in the filename, otherwise you will receive an error when you process the file: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

**Note:** the **Validate Only** column in the Import Template enables you to have GS1 US Data Hub “validate” the data BEFORE GS1 US Data Hub assigns the GLN or applies any updates. If you select “Y” in the **Validate Only** column, GS1 US Data Hub performs data validation checks for this proposed GLN, and generates any errors in the results file. However, this GLN will not be added to the system until you select “N” or leave the **Validate Only** column blank and submit the report again.

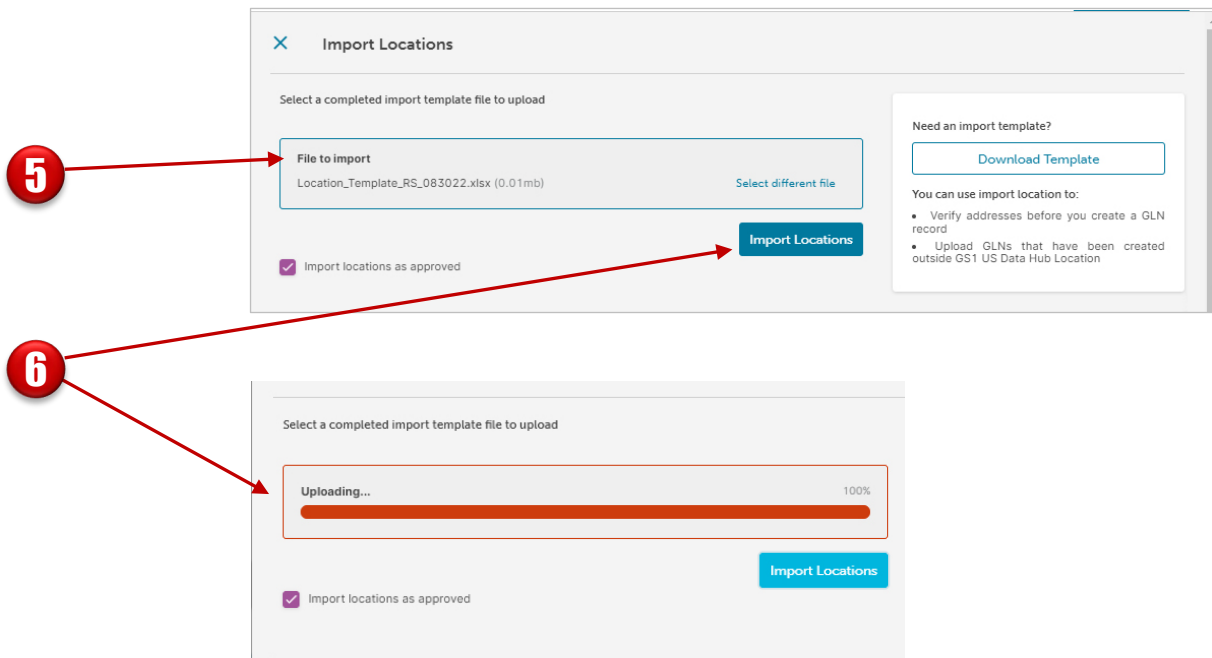
4

**Import locations as approved:** This option displays for users who are assigned the “Approval Import” role. Select this box to have locations imported as already “Approved,” so users with an “Approve” role will not need to approve each location individually.

☒ Import locations as approved

CONTINUE

## Import Location Data (Continued)



**5** When the file is ready, you can drag & drop the file into the area or click the **Browse Files** link and select the file from your computer. The filename will display in the **File to Import** window.

**6** Click the **Import Locations** button. GS1 US Data Hub will process the data and the results are displayed at the bottom half of the screen. An "Uploading" progress bar will display.



## Import Location Data (Continued)

Select a completed import template file to upload

Drag & Drop or [Browse Files](#)

☒ Import locations as approved

[Import Locations](#)

Need an import template?

[Download Template](#)

You can use import location to:

- Verify addresses before you create a GLN record
- Upload GLNs that have been created outside GS1 US Data Hub Location

Import History (Imports from past 90 days) [Refresh Table](#)

1 - 10 of 223 Import History

Import Date	File Name	Imported By	Status	#Processed	#Successful	#Error
YYYY-MM-DD	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>	<a href="#">Filter</a>
2022-08-30	Location_Template_RS_0830	rmar@gs1us.org	COMPLETE	3	0	3
2022-08-29	Location_Template_RS_0809	rmar@gs1us.org	COMPLETE	2	2	0
2022-08-25	ExportLocationsForImport_2	rmar@gs1us.org	COMPLETE	3	3	0

7

START

7

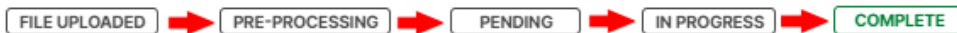
The uploading process may take a few minutes to reach the "Complete" status. Click the Refresh Table button to display the Status as the file moves from "File Uploaded" to "Complete."

**File name:** The name of the computer file you imported.

**Import Date:** The date you requested the file to be imported.

**Imported By:** The User ID of the named user at your company that requested the import.

**Status:** Status of the file as it's being processed. Press the **Refresh Table** Button until the "Complete" status displays.



**# Processed:** This is the number of Location records that went through the import process.

**# Successful:** Number of Location records that were successfully uploaded into GS1 US Data Hub | Location.

**# Errors:** Number of Location records in the import file that produced errors and were not successfully uploaded into GS1 US Data Hub | Location.

**Note:** If you receive an error for a specific location record, GS1 US Data Hub will display error messages for each location record. You can return to your original template and make the correction, then re-import the file into GS1 US Data Hub. If **Error** displays in the Status field, check the filename and make sure it does not contain any of the symbols listed on the previous page.

STOP



## Import Template Field Requirements

This table includes descriptions on the Location Import Template. Columns are listed over the next few pages in the order that they are displayed in the template.



**Note:** Make sure your Top Level GLN is published before you import locations that are in the **Published** state. The Top Level GLN can then be used as the Parent location for any other GLN you may create.

GS1 US Data Hub will return a results file to confirm the upload or to identify errors for each record. Contact Member Support if you experience any import issues.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Action</b>	All	<p>This field designates the action being performed on each location record.</p> <p>Valid values are:  <b>Create</b> – to add an <b>Active</b> or <b>Draft</b> location.</p> <p><b>Update</b> – to change the status of a location.</p> <p>If you are importing GLNs with multiple industries, submit one import file per industry.</p>	<p><b>Required</b></p> <p>If Action equals "Update" the GLN column is required.</p>	TEXT	6	7
<b>Validate Only</b>	All	<p>Select "Y" if you want to validate data before you import this GLN. If you select "Y," the GLN will NOT be imported, but it will be checked for errors.</p> <p>For example, an error will display if the GLN already exists in GS1 US Data Hub.</p> <p>Valid values are:  <b>Y</b> – validate the GLN without importing the GLN  <b>N</b> – import the GLN</p>	Optional	TEXT	1	1
<b>State</b>	All	<p>The two GLN states that may be assigned to a location as it moves through its life cycle.</p> <p>Valid values are:  <b>Draft</b>  <b>Published</b></p>	<b>Required</b>	TEXT	5	8

## Import Template Field Requirements *(Continued)*

This table defines specific fields on the Import Template and the required information to be entered for each.



**Note:** Make sure your Top Level GLN is published before you import locations in the **Published** state. The Top Level GLN can then be used as the Parent location for any other GLN you may create.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Temp ID</b>	All	To connect the parent GLN and a child GLN, you can assign a unique number in this column and the Parent Temp ID - until a GLN is assigned. This can only be listed for one location in a template file.	<b>Optional</b>  This field may be blank.	TEXT	1	13
<b>Parent Temp ID</b>	All	This helps connect the parent and child GLNs when both are being imported at the same time.  For example, to connect a "parent" GLN to a "child" GLN, you would enter "1" in Temp ID for the "child" GLN and "1" in Parent Temp ID for the "parent" GLN.	<b>Optional</b>	TEXT	1	13
<b>GS1 Company Prefix</b>	All	The desired GS1 Company Prefix from the list of your organization's prefix(s) to be used to generate the GLN.	<b>Required</b>  Leave blank for pool prefix.	TEXT	7	11
<b>GLN</b>	All	When Action is Create, leave this column blank. GS1 US Data Hub will generate the next available GLN based on the GS1 Company Prefix you selected.  GS1 US Data Hub will generate the numeric 13-digit representation of the Global Location Number (GLN) as it would be stored in a database.	<b>Required</b> when Action equals "Update".  Leave blank for pool prefix.	TEXT	13	13

## Import Template Field Requirements *(Continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Administrative Parent</b>	All	This is the GLN in which one or more “child locations” roll up under within a defined Location Hierarchy.	<b>Required</b>	TEXT	13	13
<b>Industry</b>	All	Industry for this GLN.	<b>Required</b>	TEXT	1	80
<b>Supply Chain Role</b>	All	Best describes the role of this organization in the supply chain.  Click the “Input Values” sheet in the Import Template for valid values.	<b>Required</b>	TEXT	1	80
<b>Comment</b>	All	Comments about this GLN. These comments cannot be searched, and they are not displayed to Location View/Use subscribers.	<b>Optional</b>	TEXT	1	80
<b>Import As Not USPS Verified</b>	All	Allows you to import addresses as “not verified.”  Valid values: <b>Y</b> - override the US Address Verification by the USPS <b>N</b> – may generate errors if location has not yet been verified by USPS	<b>Optional</b>  This field may be blank	TEXT	0	1
<b>Replaces GLN</b>	All	A 13-digit GLN that previously identified this organization, party or location.	<b>Optional</b>  This field may be blank.	TEXT	13	13

## Import Template – Column Definitions

For the remainder of the Import template, please note that columns may display for one or more GLN Types. When reading the definition, please refer to the **Displays in GLN Type** column to see if the definition relates to the specific GLN Type you are importing.

**Note:** a GLN cannot contain both the Fixed Physical Location and Mobile Physical Location GLN Types. [View GLN Type Definitions](#)

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Related Organization GLN</b>	Fixed Physical Mobile Physical Digital	A 13-digit GLN containing a "who" GLN Type (Legal Entity or Function) that is related to this GLN.	<b>Optional</b>  This field may be blank.	TEXT	13	13
<b>Related Organization GLN Type</b>	Fixed Physical Mobile Physical Digital	The GLN Type for the Related Organization GLN entered in the previous column. Valid values:  Legal_Entity  Function	<b>Optional</b>  This field may be blank.	TEXT	5	30
<b>Related Location GLN</b>	Legal Entity Function	A 13-digit GLN containing a "where" GLN Type that is related to this GLN.	<b>Optional</b>  This field may be blank.	TEXT	13	13
<b>Related Location GLN Type</b>	Legal Entity Function	The GLN Type for the Related Organization GLN entered in the previous column. Valid Values:  Fixed_Physical_Location  Mobile_Physical_Location  Digital_Location	<b>Optional</b>  This field may be blank.	TEXT	5	30
<b>Name</b>	All	The name of the GLN being described.	<b>Required</b>	TEXT	1	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Language</b>	All	Language of this GLN.	<b>Required</b>	TEXT	0	80
<b>Name2</b>	All	A secondary location name.	<b>Optional</b>	TEXT	0	80
<b>GLN Type Status</b>	All	Valid values: <b>Active</b> <b>Draft</b> <b>Inactive</b>	<b>Required</b>  <b>Note:</b> After the GLN Type is entered and set to <b>Inactive</b> , attributes are no longer editable.	TEXT	5	13
<b>Country</b>	Fixed Physical Location  Legal Entity  Function	Country of your location.  <b>For United States, enter "US".</b>	<b>Required to change status to Active.</b>	TEXT	2	80
<b>Postal Name</b>	Legal Entity  Function	Alternative name used when contacting a specified address.	<b>Optional</b>	TEXT	1	80
<b>PO Box</b>	Legal Entity  Function	Enter Post Office Box number, if available.	<b>Optional</b>	TEXT	1	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Address Line 1</b>	Fixed Physical Location  Legal Entity  Function	The primary street address for your location.  The USPS address is validated if Country entered is US (this is how United States should be entered in the Country column).  After the GLN Type status is set to <b>Active</b> , this field cannot be changed. If the Address Line 1 needs to change, you will have to create a new GLN.	<b>Required</b> if GLN Type is Fixed Physical Location.	TEXT	1	80
<b>Address Line 2</b>	Fixed Physical Location  Legal Entity  Function	Any secondary information such as Suite, Floor, etc.  The USPS address is validated if Country = US.	Optional After the GLN Type status is set to <b>Active</b> , this field cannot be changed.	TEXT	0	80
<b>Address Line 3</b>	Fixed Physical Location  Legal Entity  Function	Additional descriptive information that is not verified through the USPS data base.  Best practice is to use AddressLine3 when there are multiple locations using the same USPS address.  Examples: billing office vs. the loading dock, cardiology lab, unit 4, backroom, etc.	Optional  Do not enter Class of Trade values in this field.  After the GLN Type status is set to <b>Active</b> , this field cannot be changed.	TEXT	0	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Digital Address</b>	Digital	The location reference associated to a digital place, such as a website or URL.	Required	TEXT	0	80
<b>Base Location</b>	Mobile Physical	A 13-digit GLN serving as the fixed physical location where the mobile location most commonly resides.	Optional	TEXT	0	13
<b>Address Suburb</b>	Fixed Physical Location  Legal Entity  Function	A suburb within a town or city.	Optional	TEXT	0	80
<b>Cross Street</b>	Fixed Physical Location  Legal Entity  Function	A street intersecting a main street (usually at right angles) and continuing on both sides of it.	Optional	TEXT	0	80
<b>City</b>	Fixed Physical Location  Legal Entity  Function	Name of the city of your location.  The USPS address is validated if the Country entered is US.	Required if GLN Type is Fixed Physical Location	TEXT	1	35
<b>State / Province / Region</b>	Fixed Physical Location  Legal Entity  Function	ISO abbreviation for State or Province:  Example: US-FL  The USPS address is validated if Country entered is US.	Required if GLN Type is Fixed Physical Location	TEXT	1	5

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Zip/Postal Code</b>	Fixed Physical Location	Zip code or postal code for your location.	This is required if GLN Type is Fixed Physical Location  Do not use "00000"	TEXT	1	10
	Legal Entity	The Zip code is validated if Country entered is US.				
	Function					
<b>Latitude</b>	Fixed Physical Location	The location's latitude. Example: 40.2656	<b>Optional</b>  This field may be blank.	TEXT	1	30
	Legal Entity					
	Function					
<b>Longitude</b>	Fixed Physical Location	The location's longitude. Example: -74.819	<b>Optional</b>  This field may be blank.	TEXT	1	30
<b>GeoShape Type</b>	Fixed Physical Location	Valid values:  <b>Circle</b> <b>Polygon</b> <b>Line</b>	This is optional unless this is replacing Street Address, City, St and Zip.	TEXT	0	48
		A GeoShape is defined using several properties whose values are based on latitude/longitude pairs.				



## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Note	Import		
				TYPE	MIN	MAX
<b>GeoShape Coordinates</b>	Fixed Physical Location	Coordinates for GeoShape.	Optional	TEXT	0	80
<b>Contained in Place</b>	Fixed Physical Location	This is another GLN within which this Fixed Physical GLN Type exists.	Optional	TEXT	1	30
<b>Phone</b>	All	The location's primary phone number.	Optional	TEXT	1	30
<b>Email</b>	All	Email for person responsible for this GLN Type.	Optional	TEXT	0	40
<b>Business Attributes</b>	All	Valid Values:  Bill To/Sold To Deliver To Order By Order From Paid By Recall Remit To Ship From Ship To Sold From	<b>Required</b>  <a href="#">View Business Attributes definitions</a>	TEXT	0	10
<b>Corporate Relationship</b>	All	Valid Values:  Affiliated Leased Managed Owned Franchisee	<b>Required</b> if Industry is Healthcare.	TEXT	0	100

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Business Sector</b>	All	Example: Health Care - Hospitals  Use a standard hyphen ( - ) when needed, not an en or em dash ( – )	Optional	TEXT	2	100
<b>Class Of Trade 1</b>	All	Asserted Class of Trade – Ownership  Valid values: <b>CC</b> – City/County <b>FDV</b> – Federal: DOD/VA <b>FO</b> – Federal: All Other <b>FP</b> – For Profit <b>FPHS</b> – Federal: PHS <b>NFP</b> – Not For Profit <b>ST</b> - State  If you import locations, you must enter the codes.  Export returns full descriptions.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>	TEXT	2	2
<b>Class Of Trade 2</b>	All	Class of Trade – General  Valid values: <b>IN</b> – Inpatient (Acute) <b>OUT</b> – Outpatient (non-acute, ambulatory) <b>PH</b> – Pharmacy (Inpatient and Outpatient)  Import uses codes. Export returns full descriptions.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>		2	3

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Class Of Trade 3</b>	All	Class of Trade – Detail  Import uses codes. Export returns full descriptions.  See Class of Trade Definitions in this user guide for details.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>	TEXT	2	2
<b>Location Role Type</b>	Fixed Physical Location  Digital  Mobile Physical Location	A location classification based on the purpose, type of site and/or what occurs there.	Optional  Multiple values may be specified and are separated by line breaks using the alt-enter keys.	TEXT	0	48
<b>Location Opening Date</b>	Fixed Physical Location  Digital  Mobile Physical Location	Date location closed  Format <b>YYYY-MM-DD</b>	Optional	TEXT	10	10
<b>Location Final Closure Date</b>	Fixed Physical Location  Digital  Mobile Physical Location	Location Final Closure Date  Format <b>YYYY-MM-DD</b>	Optional	TEXT	10	10

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Location ID Type</b>	Fixed Physical Location  Digital  Mobile Physical Location	A location identifier assigned and managed by government bodies, trade organizations, and other identities. You can add up to five Location ID Types. Each Type must be displayed on its own line.	Optional  <a href="#">View Location ID Type values</a>	TEXT	10	10
<b>Location ID Value</b>	Fixed Physical Location  Digital  Mobile Physical Location	Enter the Location ID Value.	Optional  <a href="#">View Location ID Type values</a>	TEXT	5	30
<b>Parent Organization GLN</b>	Legal Entity  Function	Use this field to select which GLN is directly above the location in your GLN hierarchy.  Needed for every GLN except the top-level location, which does not have a parent location.	<b>Required</b> for all locations  Leave blank if location is the top-level, parent location	TEXT	13	13
<b>Parent Organization GLN Type</b>	Legal Entity  Function	<b>Valid Values:</b>  Legal_Entity  Function	<b>Required</b>	TEXT	5	28

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Organization Role Type</b>	Legal Entity Function	The organization's role or purpose. Example: Brand Owner	Optional  View definitions in the Input Values sheet of the Import Template.	TEXT	0	80
<b>Organization Formation Date</b>	All	Organization Formation Date Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<b>Organization Termination Date</b>	All	Organization Termination Date  Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<b>Organization ID Type</b>	Legal Entity Function	A previously assigned party or location identifier that can be associated to a GLN to add business value. You can add up to five ID Types.  To enter multiple values, use "alt-enter" to enter each value on a different line in the cell.	Optional  <a href="#">View Org ID Type values</a>	TEXT	5	28
<b>Organization ID Value</b>	Legal Entity Function	If you enter multiple values, the Org ID Value and Type combinations should be entered in the same order.	<a href="#">View Org ID Type values</a>	TEXT	5	30

## Import Template – Class of Trade Definitions

For Healthcare Providers, the table below describes the required Class of Trade 3 codes when using the Import Template that correspond to the Class of Trade 2 code items.

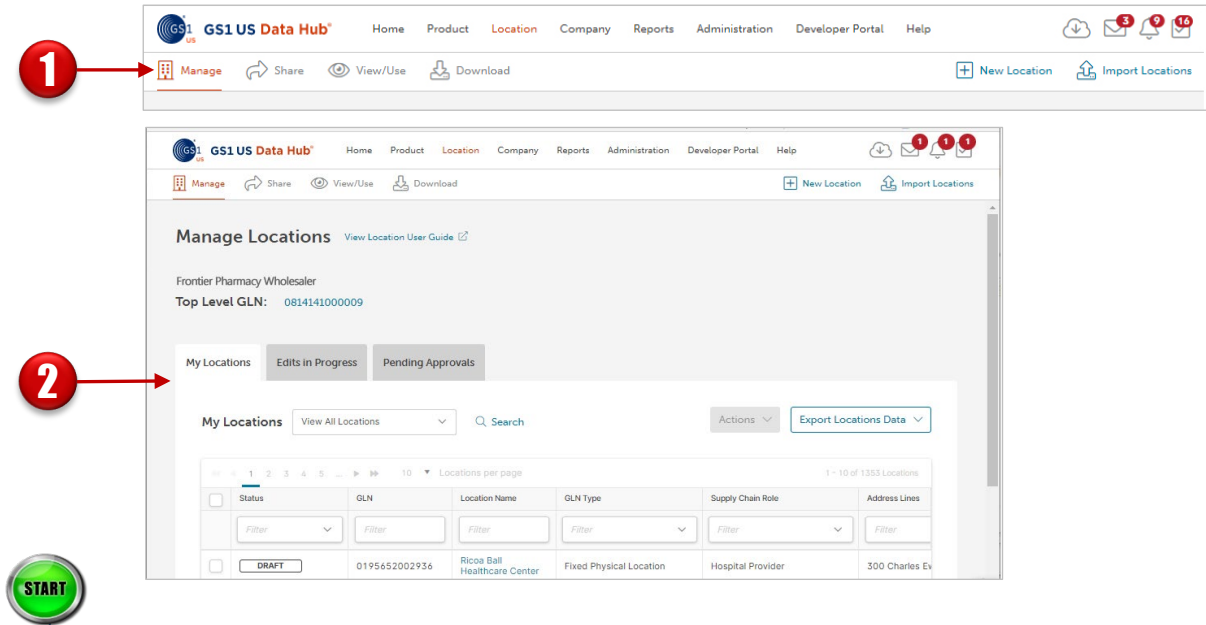
Class of Trade 2	Class of Trade 3					
	Code	Description	Code	Description	Code	Description
InPatient (Acute)  <b>IN</b>	<b>AA</b>	Acute Care	<b>AF</b>	Materials management distribution, acute care	<b>AL</b>	Rehab, inpatient extended stay
	<b>AB</b>	Corporate office, IDN/acute care	<b>AG</b>	Mental health, acute based	<b>AM</b>	Warehouse, IDN centralized non-pharmacy
	<b>AC</b>	Correctional inpatient facility, acute non pharmacy	<b>AH</b>	Nutrition services, acute care	<b>AS</b>	Surgery Center Hospital Based
	<b>AD</b>	Dialysis center, hospital based	<b>AJ</b>	Oncology infusion clinic or practice, hospital based		
	<b>AE</b>	Laboratory services, acute care	<b>AK</b>	Radiology services, acute care		
OutPatient (non-acute, ambulatory)  <b>OUT</b>	<b>NB</b>	Physician, owned/managed independent multispecialty group practice	<b>NK</b>	Assisted living and adult day care	<b>NS</b>	Surgery center, freestanding ambulatory
	<b>NC</b>	Corporate Office, nonacute	<b>NL</b>	Laboratory services, ambulatory	<b>NT</b>	Physician, independent multi-specialty group practice
	<b>ND</b>	Dialysis center, outpatient free standing	<b>NM</b>	Mental health, ambulatory based	<b>NU</b>	Urgent Care Center, ambulatory
	<b>NE</b>	Ambulance and Emergency medicine	<b>NN</b>	Nutrition services, nonacute	<b>NV</b>	Animal Vet Medicine
	<b>NF</b>	College or university student health services	<b>NO</b>	Oncology infusion clinic or practice, freestanding ambulatory	<b>NW</b>	Physician, independent solo practice
	<b>NG</b>	Long Term Care	<b>NP</b>	Physician, owned/managed solo practice	<b>NX</b>	Radiology Services, Ambulatory based
	<b>NH</b>	Home Health provider, nonpharmacy	<b>NQ</b>	Other, non-healthcare related	<b>NY</b>	Hospice, non pharmacy
	<b>NJ</b>	Correctional facility, nonacute non-pharmacy	<b>NR</b>	Rehab Services, outpatient	<b>NZ</b>	Nonacute, not further specified
Pharmacy (Inpatient and outpatient)  <b>PH</b>	<b>PA</b>	Acute care on-site pharmacy	<b>PH</b>	Home Infusion Pharmacy	<b>PR</b>	Retail- pharmacy chain
	<b>PB</b>	Acute care contracted off-site pharmacy	<b>PL</b>	Long term care, closed shop offsite pharmacy	<b>PS</b>	Managed Care, staff model closed shop pharmacy
	<b>PC</b>	Correctional facility closed shop pharmacy	<b>PM</b>	Mail order pharmacy	<b>PW</b>	Retail – Warehouse for retail pharmacy chain
	<b>PD</b>	Inpatient DSH (Disproportionate Share Hospital) Pricing	<b>PN</b>	Managed care, health plan	<b>PX</b>	Warehouse for IDN pharmacy centralized distribution
	<b>PF</b>	Retail – pharmacy, single outlet	<b>PO</b>	Long term care, closed shop onsite pharmacy		
	<b>PG</b>	Hospice, closed shop pharmacy	<b>PP</b>	Managed Care, Pharmacy benefit mgmt. company	<b>P3</b>	340B Covered entities



**Note:** Certain characters are known to cause processing errors. Avoid using: pipe "|", comma as a separator ",", and line breaks "CR/LF" at the end of a word within a cell.

## Manage Locations

To manage locations, follow these steps. This is where you can create, organize, and update all of your location information.



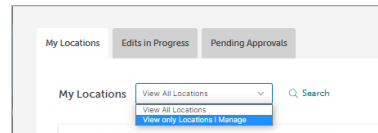
**1** Click **Location**. The **Manage Locations** page displays.

**2** Depending on the roles you've been assigned in GS1 US Data Hub | Location, you may see certain tabs displayed on the **Manage Locations** screen. Below are the possible tabs under **Manage Locations**:

**My Locations:** Displays all of your existing locations regardless of their status. You can use the **Status** field to display only **Draft**, **Active**, or **Inactive** locations.

**Q. How can I view only Locations I Manage?**

**A.** Select "View only locations I Manage" from the drop-down beside the My Locations Heading. Only the locations you manage are displayed.



**Edits in Progress:** This tab displays when your company has enabled the Approval process (via the Administration section). For a user assigned either the role of "Edit" or "Approve," this tab displays locations in which edits are still being completed (the Editor has yet to click the **Submit for Approval** button).

**Pending Approvals:** This tab displays when your company has enabled the Approval process. This tab lists all of the locations awaiting "Approvers" so they can either "Approve" or "Reject" changes made by "Editors." Only locations in which "Editors" have clicked the **Submit for Approval** button are displayed.

CONTINUE

## Change GLN Type Status

If an **Active** GLN Type within a published GLN is no longer operating, you can set the GLN Type to **Inactive**. When you set a GLN Type to **Inactive** status, the GLN is still shared with GS1 US Location View/Use subscribers. However, users see that this GLN Type is now **Inactive**. Again, you can always change GLN share settings - so it is not being shared.

Once a GLN Type becomes **Inactive**, you can no longer edit information for this GLN Type. However, you can set the GLN Type to **Active** again to make any edits.

From the menu bar, select **Location > My Locations**.

1. Locate the desired GLN, then click the GLN to display the GLN window.
2. Locate the GLN Type you want to make **Inactive**. Then click the **Make Inactive** button. When the prompt displays, press the **Continue** button.

GLN: 0195825221461 PUBLISHED

Fixed Physical Active

Make Inactive Edit

Replaces GLN N/A SGLN urn:epc:sgln:0195825.22146.0

Related Organization GLN N/A Related Organization GLN Type N/A

Name

Name Helena Shotte Hospital - Chicago Language en

Name 2 N/A

Address

Street or Postal Address Country US

Address 1062 W ADDISON ST

Address Suburb or Locality N/A Cross Street N/A

GLN Types

Legal Entity Active

Fixed Physical Location Active

Function Inactive

Add GLN Type

3. The **Update Status Summary** window displays, indicating that the GLN Type has been made **Inactive**.

If the location has been successfully inactivated, **Inactive** displays next to the GLN Type name on the right-hand side of the page.

**Note:** for Fixed Physical Locations, the SGLN field displays to support companies using applications that leverage the Electronic Product Code (EPC), such as EPCIS and RFID. The SGLN is presented in the format for use in these applications to streamline and simplify processes. In Electronic Product Code (EPC), the term SGLN is used for a physical location GLN with or without a GLN extension component. A zero is used in EPC to indicate that the GLN is not being associated with a GLN extension component. In GS1 US Data Hub, all SGLNs have this zero as the GLN extension component is unavailable. Example: 0614141.12345.0

### Q. Can I Make the Entire GLN Inactive?

A. A "published" GLN cannot be deleted. However, you can change the status of the GLN Type contained in the GLN to **Inactive**. If the entire GLN is no longer operating, you can make each GLN Type **Inactive**. GS1 US Data Hub Location View/Use subscribers will see that these GLN Types are **Inactive**.



**Note:** If your company has enabled the "Approval Process," the request to make a GLN Type **Inactive** will go to the Approver. The Approver must then click "Approve" before the location is set to **Inactive**.

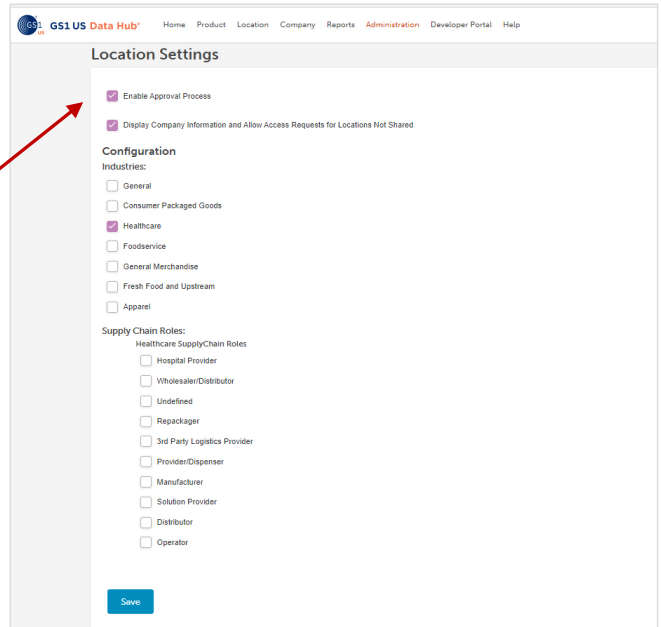


## Approve or Reject Changes to a Location

If you have established a GLN operational team to approve or reject GLN data, you can take these actions:

### 1) Enable the Approval Process in GS1 US Data Hub.

- Click the **Administration** tab, then click **Location - General Settings**.
- Select the box for **Enable Approval Process**, then click **Save**. You will now see the "Approval Process" options within the Location section of GS1 US Data Hub.



GS1 US Data Hub

Home Product Location Company Reports Administration Developer Portal Help

### Location Settings

☒ Enable Approval Process

☒ Display Company Information and Allow Access Requests for Locations Not Shared

#### Configuration

Industries:

- ☐ General
- ☐ Consumer Packaged Goods
- ☒ Healthcare
- ☐ Foodservice
- ☐ General Merchandise
- ☐ Fresh Food and Upstream
- ☐ Apparel

Supply Chain Roles:

Healthcare SupplyChain Roles

- ☐ Hospital Provider
- ☐ Wholesaler/Distributor
- ☐ Undefined
- ☐ Repackager
- ☐ 3rd Party Logistics Provider
- ☐ Provider/Dispenser
- ☐ Manufacturer
- ☐ Solution Provider
- ☐ Distributor
- ☐ Operator

Save

### 2) Add new users via the GS1 US User Portal (if necessary).

If users already have access to GS1 US Data Hub, you can skip this step. Otherwise, visit the [GS1 US User Portal](#) article to learn how to add users and assign the "Location Create/Manage" role.

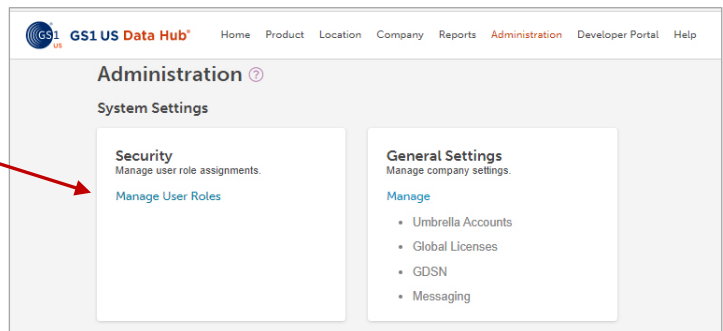
### 3) Visit Administration, "Manage User Roles," then click the User to assign Location roles:

**Edit:** Create and update location information.

**Import:** Import location information to GS1 US Data Hub | Location.

**Approval Import:** Import location data as approved. This is useful if your company has a separate "Approver" role, and you don't want that person's mailbox to receive an approval request for each location you are importing.

**Approve:** The "Approver" accepts, rejects or cancels requests from "Editors".



GS1 US Data Hub

Home Product Location Company Reports Administration Developer Portal Help

### Administration

#### System Settings

**Security**  
Manage user role assignments.

[Manage User Roles](#)

**General Settings**  
Manage company settings.

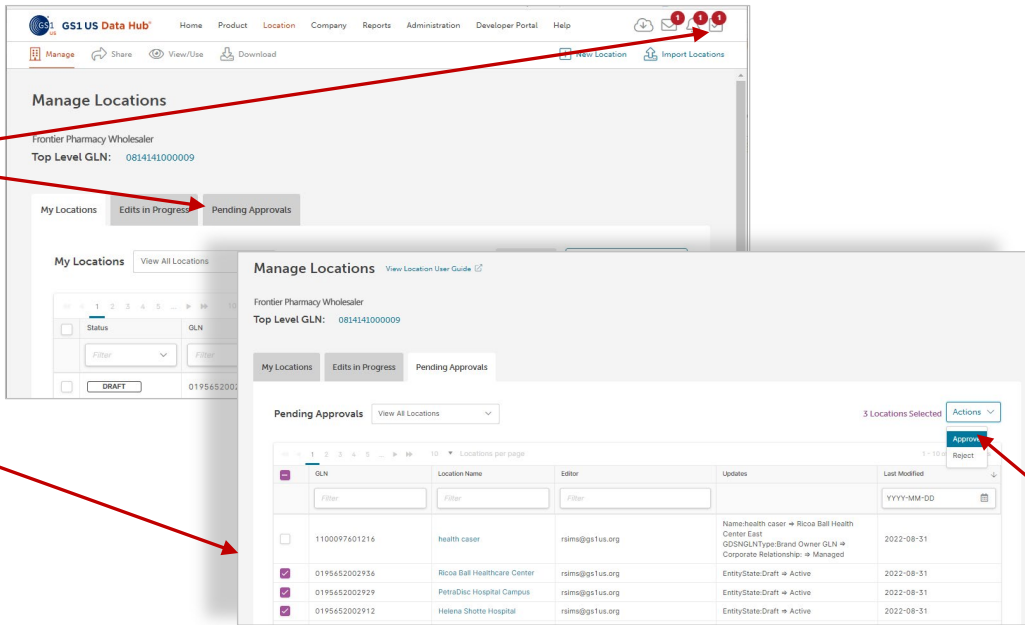
[Manage](#)

- Umbrella Accounts
- Global Licenses
- GDSN
- Messaging



## Approve or Reject Changes to a Location *(Continued)*

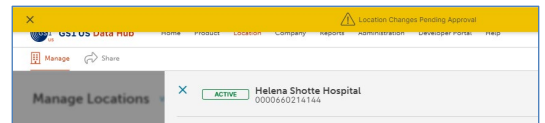
After you have selected the box for "Enable Approval Process" in the Administration section, and users have received "Edit" and "Approve" roles, these users can take these steps:



**1 Editors:** Make your changes to a GLN and click **Save**. This GLN is moved to the **Edits in Progress** tab. Click the GLN and click the **Publish GLN** button. The GLN is moved to the **Pending Approvals** tab.

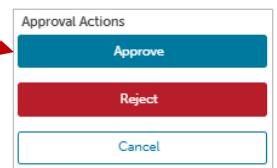
**2 Approvers:** click the Read Approvals icon  on the top right-hand side of the screen to view the **Manage Locations** page. Or click the **Pending Approvals** tab from the **Manage Locations** page.

**3** If you have multiple locations to approve, check the box for the GLNs to approve, then click **Approve** from the drop-down. Or click the **GLN** to review a specific GLN. The "Location Changes Pending Approval" message displays at the top of the screen.



Click the **Approve** button. The GLN is removed from the **Pending Approvals** screen and changes will be published.

You can also reject changes: click the **Reject** button. You must provide a comment for the Editor. The GLN is returned to the **My Locations** page. The Editor can then make changes and submit for approval again.



## Approve or Reject Changes to a Location (Continued)

If the approver checked the "Approval Notice" notification e-mail in his/her user profile, an e-mail is also sent to the approver from **noreply@gs1us.org**, notifying them of the change.

You can view a location's **Approval History** by following these steps:

1. From the menu bar, select **Location**.
2. From the **My Locations** page, click the **Location Name** hyperlink in the data table.
3. Click the **Approval History** tab.  
You will see the history which includes approvals, rejections, and cancellations.

Notification Type: Approval Notice

From: [noreply@gs1us.org](mailto:noreply@gs1us.org) <[noreply@gs1us.org](mailto:noreply@gs1us.org)>  
Sent: Monday, July 8, 2019 12:02 PM  
To: [tones@topcomp.com](mailto:tones@topcomp.com)  
Subject: Notification Type: Approval Notice

12:46 PM

The location below has changes pending your approval:

Location Name : Boston Distribution  
Updated By : [jsmith@bostonmanu.com](mailto:jsmith@bostonmanu.com)  
Updated Details :  
VerificationComment: => This is test - multiple fields have been modified.  
AddressLine2: Suite 301 => Suite 305  
Zip: 02453 => 02455  
AuditComment: => Changed AddressLine2 due to an error in original entry.  
Comment: TEST => Updated Location information  
LocationType: Ship To => Ship To "Deliver To"

ACTIVE

Helena Shotte Hospital  
0000660214144

Details

Hierarchy

Assigned Users

Sharing

History

Approval History

Approval History

1 - 4 of 4 Location approval History

Changed Created	Created By	Last Updated By	Pending Approval	Approval Complete	Active Approval Request	Comment
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
2022-08-31	<a href="#">bailey@hshotte@org</a>	<a href="#">bailey@hshotte@org</a>	No	No	Yes	
2022-08-31	<a href="#">bailey@hshotte@org</a>	<a href="#">bailey@hshotte@org</a>	No	No	No	Approval Rejected: Address is incorrect.
2022-08-31	<a href="#">bailey@hshotte@org</a>	<a href="#">bailey@hshotte@org</a>	No	Yes	No	Approval Approved
2022-08-31	<a href="#">bailey@hshotte@org</a>	<a href="#">bailey@hshotte@org</a>	No	Yes	No	Approval Approved

1 - 4 of 4 Location approval History



## View Messages

Location View/Use subscribers can send you a message about a specific GLN you are sharing. In addition, subscribers can request access for a GLN you are NOT sharing. You can view and respond to messages via the Message Center in GS1 US Data Hub. Click the **envelope** icon at the top right-hand side of the screen.

Type	Associated ID	Topic	Created By	Last Message Date	Last Message Created By
Access Request	Access Request: GS1 US Enterprises 1	<a href="#">Request Location Access (12/12)</a>	FirstName LastName	2022-08-31	FirstName LastName
Detail Message	Location: SP Test	<a href="#">Request Location Access (12/12)</a>	Sreejith Muniyaru	2022-08-09	Sreejith Muniyaru
Detail Message	Location: SP Test	<a href="#">Request Location Access (12/12)</a>	Sreejith Muniyaru	2022-08-09	Sreejith Muniyaru
Access Request	Access Request: GS1 US Enterprises 1	<a href="#">Request Product Access (48/48)</a>	Satish Bogolu	2022-03-18	Satish Bogolu
Access Request	Access Request: GS1 US Enterprises 1	<a href="#">Request Product Access (12/12)</a>	Satish Bogolu	2022-03-16	Satish Bogolu
Access Request	Access Request: GS1 US Enterprises 1	<a href="#">Request Product Access (12/12)</a>	Sreejith Muniyaru	2022-02-22	Sreejith Muniyaru
Access Request	Access Request: GS1 US Enterprises 1	<a href="#">Request Location Access (12/12)</a>	vaman kulkarni	2021-05-07	vaman kulkarni
Detail Message	Location: Location- WITEVZP78FA98STODH59	<a href="#">Topic: 1VXUMFC70K17SLFRHEVX6547LQOTPNY (0/1)</a>	Sourav Soni	2021-03-24	Sourav Soni
Detail Message	Location: Location- WXM8PG08IMYTPSFIBUD	<a href="#">Topic: SHL8H4XMY3ROFGPH6C65WYX4KT3GHNSB (1/1)</a>	Sourav Soni	2021-03-23	Sourav Soni
Detail Message	Location: Location- V30TTLTYDAPNK2913MXV	<a href="#">Topic: ZZE5WPEZ3TP6S9L9954K9NA4INU14QP (1/1)</a>	Sourav Soni	2021-03-23	Sourav Soni



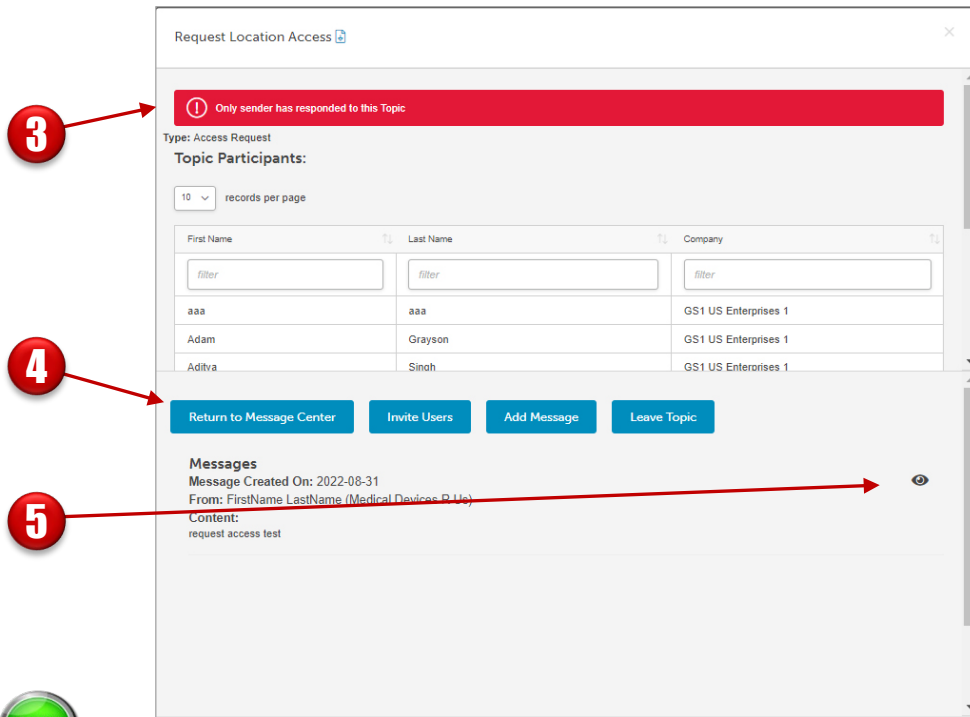
**1** To view messages, click the **Message** icon at the top right of GS1 US Data Hub. The **Message Center** displays.

To view system notifications, click the **Notification** icon next to the **Message** icon. The **Notifications** tab in the **Message Center** will display. This is where you are notified of changes to locations. Notifications will stay in your inbox for 90 days. Notifications in bold have not yet been read. You can delete a notification after reading it.

- 2** **Messages** will remain in the inbox depending on the following retention rules:
- After all participants have left a topic – the topic and associated message will be retained for 90 days.
  - Messages and topics from companies that do not have an active subscription will be retained for 90 days.
  - A topic and messages will be retained for 180 days from the most recent message while the company has an active subscription.
  - After the retention period records will be deleted from the database.



## View Messages (Continued)



**3 Only sender has responded to this Topic** – this message displays when only one party has produced the message/request. This message disappears when the receiver responds. There are three types of messages:


- Detail message - a message that is generated from either a product or location detail page;
- Access request - a message to share information with another company;
- Healthcare companies could get a message about their profile (another location has reviewed your company profile and would like to transact with you, or has questions about your company profile).

**4 Return to Message Center:** sends you back to the **Messages** inbox.

**Invite Users:** Allows you to invite other GS1 US Data Hub users to join the selected message string.

**Add Message:** opens a dialog box for you to respond back to the message. Type the message then click the **Send** button.

**Leave Topic:** Allows you to remove yourself permanently from the selected topic message string. You can no longer Add or View messages on that topic.

**5** The  (eye) icon represents if the message has been viewed (read). Click the **eye** icon to mark a message as unread.

## Roles for Providers in GS1 US Data Hub | Location

Below are the roles and tasks listed for Providers in GS1 US Data Hub | Location and the steps for Administrators to change roles for users.

<b>1</b>	<b>Task</b>	<b>Admin</b>	<b>Edit</b>	<b>Import</b>	<b>Approve</b>
	Add Users	Y			
	Assign Location Roles	Y			
	Assign Users to a Location	Y			
	Enable Approval Process	Y			
	Define Supply Chain Roles	Y			
	Manage Transfers	Y			
	Manage Company Profile	Y			
	Enable/Disable Messaging	Y			
	Set Up Trading Partner List for Sharing	Y			
	Import Locations	Y		Y	
	Create a Location (Editor/Approval Process)		Y		
	Change the Location Status		Y		
	Edit a Location		Y		
	Edit a Location's Hierarchy		Y		
	Share a Location		Y		Y
	Export Location Data		Y		Y
	Approve a Location Submitted Changes				Y
	Reject Location Changes				Y
	Cancel Changes				Y
	View Location's Approval History				Y



- 1** These are the roles and tasks for Providers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.





## Roles for Providers in GS1 US Data Hub | Location *(Continued)*

The screenshot shows the 'User Detail' page in the GS1 US Data Hub. The page has a navigation bar at the top with links: Home, Product, Location, Company, Reports, Administration, and Help. Below the navigation bar is a breadcrumb trail: Home > Administration > System Settings - Security > User Detail. The main heading is 'User Detail' with a help icon. The form is divided into two sections: 'Login Information' and 'Application Roles'. The 'Login Information' section contains fields for 'Username' (Eddie.Day@healthtrustpg.com.block), 'Last Login' (2016-07-06 09:20:33 AM), 'First Name' (Eddie), and 'Last Name' (Day). The 'Application Roles' section is titled 'Location' and contains a row of checkboxes: Edit (checked), Import (checked), Approval Import (checked), Approve (checked), Location Administrator (checked), Audit (unchecked), and GPO (unchecked). A 'Save' button is located at the bottom of the form. Three red callout boxes with numbers 5, 6, and 7 point to the Username field, the Application Roles section, and the Save button, respectively. A green 'START' button is located to the left of the callout box 5.

**5** View the user's details.

**6** If you have enabled the Location Approval Process, you can check or uncheck the desired **Location Roles**. The **Location** user roles are:

**Edit:** Create and update location information.

**Import:** Import location information to GS1 US Data Hub | Location.

**Approval Import:** Can check the box for "Import location data as approved." This is useful if your company has a separate Approver role and you want to auto-approve the locations during the import process.

**Approve:** The Approver accepts, rejects or cancels requests from the Editors.

**Location Administrator:** The Location Admin has special permissions such as adding users to GS1 US Data Hub, adding security roles, and sharing with external organizations.

**GPO:** The GPO role gains visibility into GPO-controlled GLNs.

**Audit:** This role enables a user "view only" privileges to see all locations managed by their own company. This user cannot edit a location.

**7** Click **Save**. The user now has the new roles that you have assigned, or now no longer has the roles that you have removed.



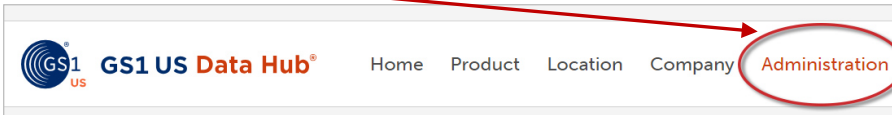


## Roles for Suppliers in GS1 US Data Hub | Location

1

Task	Admin	Edit	Import
Add Users	Y		
Assign Location Roles	Y		
Assign Users to a Location	Y		
Enable Approval Process	Y		
Define Supply Chain Roles	Y		
Manage Transfers	Y		
Manage Company Profile	Y		
Enable/Disable Messaging	Y		
Set Up Trading Partner List for Sharing	Y		
Import Locations	Y		Y
Create a Location (Editor/Approval Process)		Y	
Change the Location Status		Y	
Edit a Location		Y	
Edit a Location's Hierarchy		Y	
Share a Location		Y	
Export Location Data		Y	

2



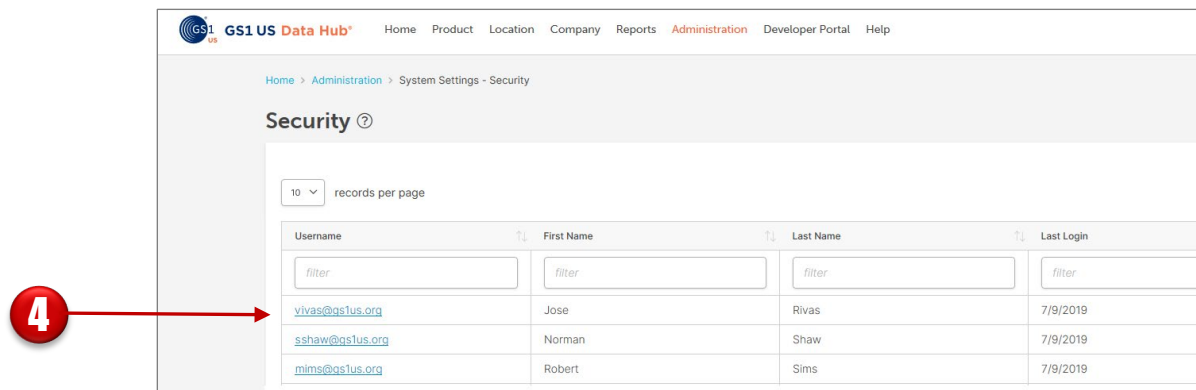
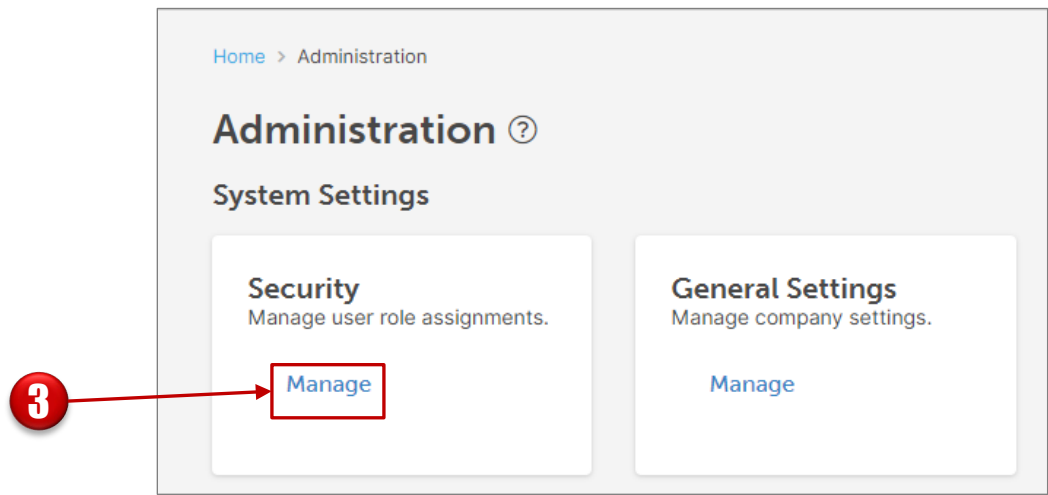
1

These are the roles and tasks for Suppliers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.

2

For the Administrator: Click **Administration** on the GS1 US Data Hub Home page.





**3** Click **Manage** under **System Settings/ Security** to manage user roles.

**4** Click the desired **Username**.



## Roles for Suppliers in GS1 US Data Hub | Location *(Continued)*

The screenshot shows the 'User Detail' page in the GS1 US Data Hub. The breadcrumb trail is: Home > Administration > System Settings > Security > User Detail. The page title is 'User Detail'. The 'Login Information' section contains fields for Username (nshaan@edibleharvest.com), Last Login (2021-04-12 03:12:57 PM), First Name (Norman), and Last Name (Shaan). The 'Application Roles' section has two categories: 'Location' and 'Product'. Under 'Location', there are checkboxes for Edit, Import, Approval Import, Approve, Company Admin, and Cpo, all of which are checked. Under 'Product', there is a checkbox for Company Admin, which is also checked. A 'Save' button is at the bottom of the form.



**5** View the user's details.

**6** Check or uncheck the desired **Location Roles**. The **Location** user roles are:

- Edit:** Create and update location information.
- Import:** Import location information to GS1 US Data Hub | Location.
- Approval Import:** Import location data as approved. This is useful if your company has a separate Approver role, and you don't want that person's email box to receive an approval request for each location you are importing.

**Note:** Only check this role if your company has enabled the Location Approval Process in GS1 US Data Hub.

- Approve:** Only select this role if your company has enabled the Location Approval Process in GS1 US Data Hub. Refer to the "Approve or Reject Changes to a Location" section in this user guide for details.
- Audit:** This role enables a user "view only" privileges to see all locations managed by their own company. If this role is assigned, the user cannot receive the "Edit" or "Approval" roles. All other Location Roles must be unchecked.

**7** Click **Save**. The user receives the new roles that you have assigned, or no longer has the roles that you have removed.



## Share a Location with Third Parties

By default, when you publish a GLN, it is shared with all GS1 US Data Hub Location View/Use subscribers. Managed GLN subscribers receive this View/Use subscription.

Users can then query GLNs that were created as part of the GS1 Managed GLN subscription, and verify location/party details, and company information.

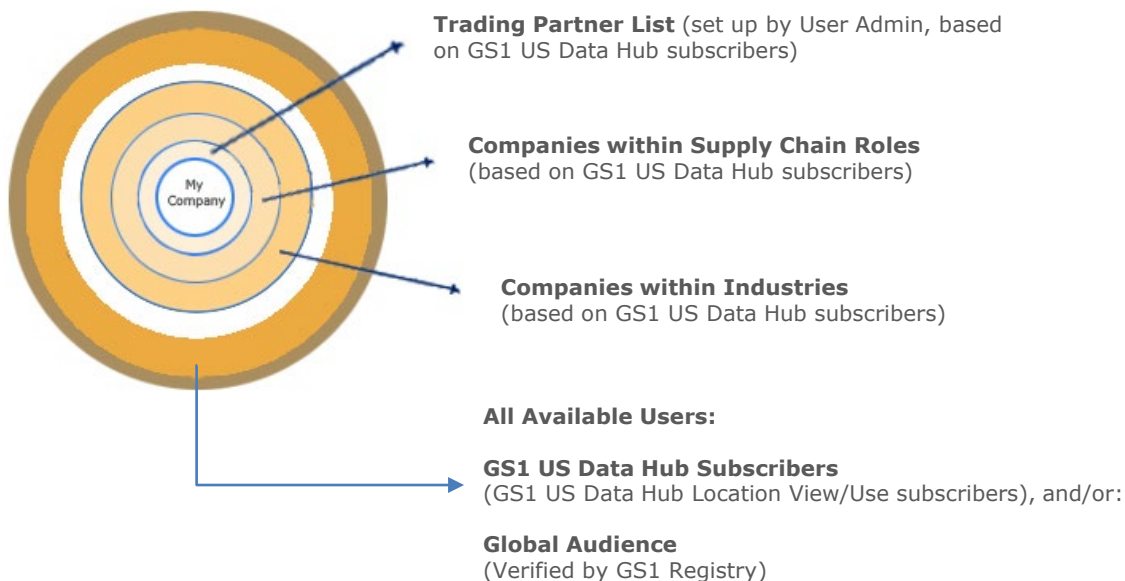
The location owner can turn off the default share settings. You can then decide to share select GLN records with one or more trading partners. The **Share** feature enables you to build "Circles of Trust" – which can be sub-groups of Location View/Use subscribers:

- 1) Trading partners of the subscribing company,
- 2) Companies that share a role in the supply chain, or
- 3) Companies that operate in a particular industry.

This audience will have the ability to view – and download – GLNs and associated data.



### Circles of Trust for GS1 US Data Hub



You can choose to share single locations or entire branches of your hierarchy. You can then choose which trading partners or Location View/Use subscribers can view these GLNs.

### Q & A. What if we check the "Share all Published..." box again in the future?

Then this "Share all Published GLN..." setting will take precedence over any "selective" sharing you have set up for a GLN. This means all of your GLNs will be shared with ALL subscribers.

## Share a Location with Third Parties *(Continued)*

### Sharing with Trading Partners

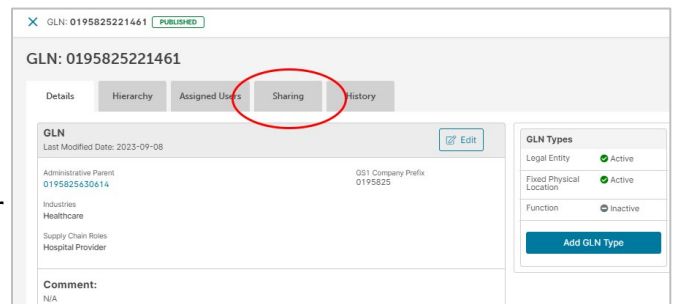
Your Location Administrators can set up a list of GS1 US Data Hub | Location View/Use subscribers that you identify as your Trading Partners. This option lets you share location information with that list without having to specify these companies each time you share with this list.

### How Location View/Use Subscribers See Your GLN Data

When View/Use subscribers view your locations, they see the same data that you see as the location owner, except for three attributes - e-mail, phone number and Address Line 3. These three attributes are not displayed.

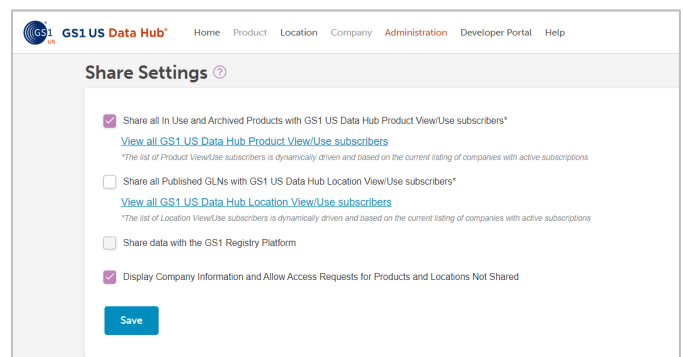
By default, Location View/Use subscribers see all **Published** GLNs (**Draft** GLNs are not shared). If your company disables the "Stop sharing ALL Published GLNs..." functionality (see below), you can selectively share a GLN with a Location View/Use subscriber:

1. Click the **Sharing** tab at the GLN record level and choose the trading partner, industry, supply chain subscribers with which you want to share.
2. The Location View/Use subscribers you are sharing with will see the GLN data for the GLN you are sharing – except how GLN data was created, any "Comments", and the names of users who created or modified this data.
3. If you have **Non-Shared GLNs**, a Location View/Use subscriber can request access by sending a message to your Location Administrator.



### Q. How can I stop sharing ALL GLNs with subscribers?

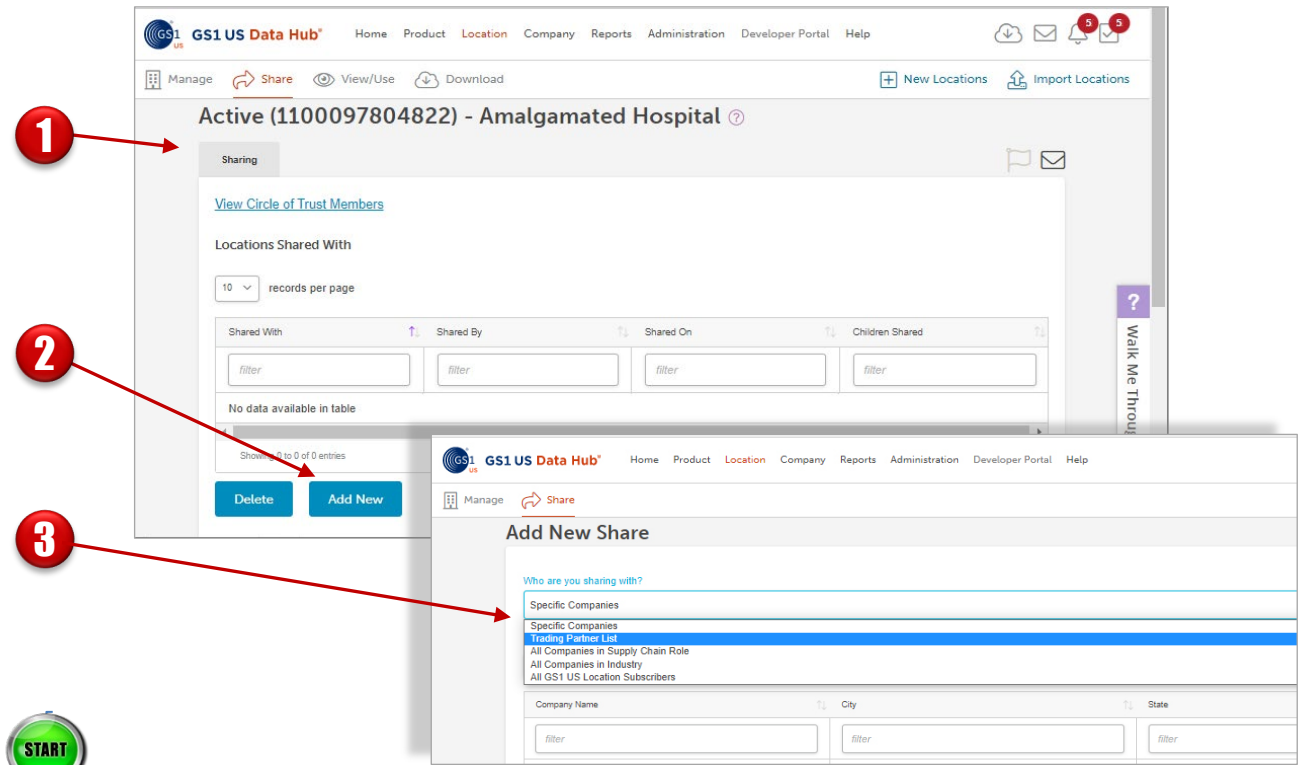
- A. To stop sharing ALL GLNs with ALL Location View/Use subscribers, visit **Administration, Share Settings**, and uncheck the box for "Share all Published GLNs..." Click **Save**. GLNs will stop being shared immediately.



Similarly, to stop sharing company information for GLNs not being shared, the administrator can uncheck the box for "Display Company Information..." Subscribers will not be able to request access for more details.

## Understanding the Share Page

**For non-Admin roles:** Use **Share** to view which GS1 US Data Hub subscribers can have access to your selected GLN data.



- 1** Click the **Locations** link, then click the location you want to share to view the Location Detail Record. Click the **Sharing** tab. The Sharing screen displays.
- 2** Click the **Add New** button. The Add New Share window displays. You can trade with **Specific Companies**. You have also have these sharing options:
- 3** From the **Who are you sharing with?** drop-down, select one of these options:
  - Trading Partners** – View a dynamic list of GS1 US Data Hub subscribers that your GS1 US Data Hub Location Administrator has identified as businesses with which you want to share location information.
  - Companies within Supply Chain Roles** – View GS1 US Data Hub Location View/Use subscribers within a specific supply chain role.
  - Companies within Industries** – View GS1 US Data Hub Location View/Use subscribers within a specific industry.
  - All GS1 US Data Hub Subscribers** – All GS1 US Data Hub Location View/Use subscribers at that moment. This list could change regularly.



## Understanding the Share Page (Continued)

**For non-Administrator roles:** Use **Share** to view which GS1 US Data Hub subscribers can have access to your selected GLN data.

GS1 US Data Hub® Home Product Location Company Reports Administration Developer Portal Help

Manage Share View/Use Download New Locations Import Loc

### Add New Share

Who are you sharing with?

All Companies in Supply Chain Role

\* The Supply Chain Role list shows all subscriber Companies that have affiliated themselves with a particular Supply Chain Role. The list of companies participating in each Supply Chain Role is dynamic and represents the current state of companies who are subscribers that have third party access to view and use location data.

10 records per page

Supply Chain Role	Industry
Hospital Provider	Healthcare
Wholesaler/Distributor	Healthcare
Undefined	Healthcare
Manufacturer	Consumer Packaged Goods
Solution Provider	Consumer Packaged Goods
Undefined	Consumer Packaged Goods

Showing 1 to 10 of 70 entries

Previous 1 2 3 4 5 6 7 Next

☐ Include all current and future descendant locations

Add New Cancel



**4** Based on your selection, the appropriate locations display. For example, select **All Companies in Supply Chain Role**, then select Supply Chain roles that apply.

**Note:** if you select Trading Partner list, these fields display for locations identified as Trading Partners by your General User Administrator:

**Company Name:** Names of the subscriber companies within GS1 US Data Hub with which you can choose to share this location information.

**City:** City of the listed trading partner.

**State:** State of the listed trading partner.

**5** Click the **Add New** button. You will now share this location with the companies you've selected.



## View/Use Third Party GLNs

Managed GLN subscribers can search for third party GLNs. Follow the steps below to initiate a search, interpret the results in the data table, and request access for GLNs that are “not shared.”

The screenshot shows the GS1 US Data Hub interface. On the left, the 'View Use Locations' window is open, displaying a table of 'Shared Locations'. On the right, the 'Shared Locations' search results table is shown, listing various GLNs with their details. Red arrows indicate the steps: 1. Click 'View/Use' link. 2. Click 'Search' button. 3. Click the search results table.

GLN	GLN Type	Company Name	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
110007102896	Fixed Physical Location	Integrative Dentist (Copy)	Active	210 DELAWARE AVE 2ND FLOOR	DELMAR	DE	US	12056-1420	2025-03-24	Message This Subscriber	
110007102812	Fixed Physical Location	RedChiro	Active	3200 SOUTHWEST PARKWAY STE 1300	HOUSTON	TX	US	77027-7894	2025-03-24	Message This Subscriber	
110007102417	Fixed Physical Location	Health Care Creations	Active	4115 W SPRUCE ST BLOOMINGTON HEIGHTS	TAMPA	FL	US	33607-2485	2025-03-24	Message This Subscriber	
110007115128	Fixed Physical Location	The Heartstone at Green Lake	Active	4750 E GREEN LAKE WAY N	SEATTLE	WA	US	98103-5420	2025-03-24	Message This Subscriber	
110007102052	Fixed Physical Location	San Carlos Apache Healthcare	Active	103 MEDICINE WAY RD	PERDOT	AZ	US	85542-5000	2025-03-24	Message This Subscriber	

3

View/Use

View Location User Guide 17

Shared

Next Shared

102,773 Shared Locations

Search by GLN or Location Name

More Search Options

Clear Search

Export Locations Data

GLN	GLN State	Company Name	GLN Type	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
110007102896	PUBLISHED	Integrative, Inc	Fixed Physical Location	Integrative Dentist (Copy)	Active	210 DELAWARE AVE 2ND FLOOR	DELMAR	US-DE	US	12056-1420	2025-03-24	Message This Subscriber
110007102812	PUBLISHED	Integrative, Inc	Fixed Physical Location	RedChiro	Active	3200 SOUTHWEST PARKWAY STE 1300	HOUSTON	US-TX	US	77027-7894	2025-03-24	Message This Subscriber
110007102417	PUBLISHED	Integrative, Inc	Fixed Physical Location	Health Care Creations	Active	4115 W SPRUCE ST EDUCATION/HUMAN RESOURCES	TAMPA	US-FL	US	33607-2485	2025-03-24	Message This Subscriber
110007115128	PUBLISHED	Integrative, Inc	Fixed Physical Location	The Heartstone at Green Lake	Active	4750 E GREEN LAKE WAY N	SEATTLE	US-WA	US	98103-5420	2025-03-24	Message This Subscriber
110007102052	PUBLISHED	Integrative, Inc	Fixed Physical Location	San Carlos Apache Healthcare	Active	103 MEDICINE WAY RD	PERDOTT	US-AZ	US	85542-5000	2025-03-24	Message This Subscriber



1

Click **Location**, then the **View/Use** link.

2

Click the **Search** link. The Search Locations window displays. Enter the desired search criteria to search GLNs that are “Shared.”

3

The search results display in the data table at the bottom of the screen. Click the GLN to view details. Click the **Hierarchy** tab to view a GLN’s hierarchy. From the search results screen, you can also send a message to the GLN subscriber by clicking the **Message this Subscriber** link.





## View/Use Third Party GLNs (Continued)

Managed GLN subscribers can search for third party GLNs. Follow the steps below to initiate a search, interpret the results in the data table, and request access for GLNs that are “not shared.”

The screenshot displays the GS1 US Data Hub interface. A red circle with the number 4 points to the 'Export Locations Data' button in the top right corner of the search results table. The table lists 102,773 shared locations with columns for GLN, GLN State, Company Name, GLN Type, Name, Status, Address, City, State, Country, Zip Code, Last Modified, and Contact. A red arrow points from the 'Export Locations Data' button to the 'Customize Locations Export' dialog box. This dialog box allows users to select fields to export, including GLN Details (GLN, GLN State, Administrative Parent, GS1 Company Prefix, Industry, Supply Chain Role), GLN Type Details, Address Details, GeoLocation, and Business Details. A red circle with the number 5 points to the 'Export' button at the bottom right of the dialog. A red circle with the number 6 points to the 'Send Message' dialog box, which is used to request access for locations that are not shared. The 'Send Message' dialog box has fields for 'Topic' (with 'Request Access Location Data' selected) and 'Message' (with the text 'Could you please share your location data and GLN with me?').

GLN	GLN State	Company Name	GLN Type	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
1100097802895	PUBLISHED	Intalene, Inc.	Fixed Physical Location	Intalene Delmar (Cty)	Active	250 DELAWARE AVE 2nd floor...	DELMAR	US-WY	US	12054-1420	2023-03-24	Message This Subscriber
11000970174112	PUBLISHED	Intalene, Inc.	Fixed Physical Location	IntelCNC	Active	8200 SOUTHWEST HWY S						
1100097804417	PUBLISHED	Intalene, Inc.	Fixed Physical Location	Health Care Creations	Active	4115 W SPRUCE ST Education/Human Resource						
1100097817425	PUBLISHED	Intalene, Inc.	Fixed Physical Location	The Heartstone at Green Lake	Active	4750 E GREEN LAKE WAY						



4 To export your search results, click **Export Location Data**. The Customize Locations Export window displays. Check the fields you want to display for the GLNs you are about to export.

5 Click **Export**. The results are downloaded in a Spreadsheet and include the fields you have selected.

6 If you click the **Not Shared** tab, and you would like more details about a location that's displayed, click the **REQUEST ACCESS** link and complete the Send Message "Topic" and "Message." The administrator for that location will receive the message via GS1 US Data Hub.



## Appendix A: Transfer Location to Another Company

This appendix explains Location functions in GS1 US Data Hub that are available only to Managed GLN subscribers. Certain situations, such as a merger, may require that a location be transferred from one company to your company's hierarchy. Transfers can occur between two Managed GLN subscribers, between a Managed GLN subscriber and an associated Self-Managed organization, or between two Self-Managed organizations. Follow these steps.

**Note:** You must be assigned the Location Administrator role (also referred to as the "owner") to initiate a Location transfer.

1

2

START

1

2

STOP

1 Click the GLN from the **Manage Locations** screen to view the Location Details screen.

2 To transfer the location to another company, as well as any descendants (which is defined as any "children" GLNs associated with this GLN, because it serves as the Administrative Parent), click the **Transfer GLN** button on the right of the **Location Details** screen.

When the Transfer Location window displays, enter the parent GLN that this location is being transferred to, then click the **Next** button. You can paste the GLN into this field. Then click the **Request Transfer** button. The transfer request will now be sent to the Approver.

## Appendix B: Transfer to Another Parent GLN

You may need to transfer a location to another Parent GLN. Follow the steps below to change the Parent GLN outside of the current Location hierarchy.

**Note:** You must be assigned the Location Administrator role (also referred to as the “owner”) to change the Parent GLN.

The screenshot shows the 'GLN: 1100097207326' details page. The 'Transfer GLN' button is highlighted. A red arrow points from this button to the 'Transfer GLN' dialog box. The dialog box contains the following information:

**Transfer GLN**

Transferring a location moves the current location and all descendants to the hierarchy of another company. Once the receiving company has accepted the transfer, you will no longer have any access to this location unless the receiving company has granted you third party access. As part of the Transfer process, the receiving company will receive third party view access to the current location and all descendants so that they can review the full hierarchy prior to approving the transfer.

**Transfer Details**

From: 1100097804822  
Amalgamated Hospital Purchasing  
City: PLAINSBORO  
State: New Jersey

To: New Parent GLN  
1104096960345

Buttons: Cancel, Next



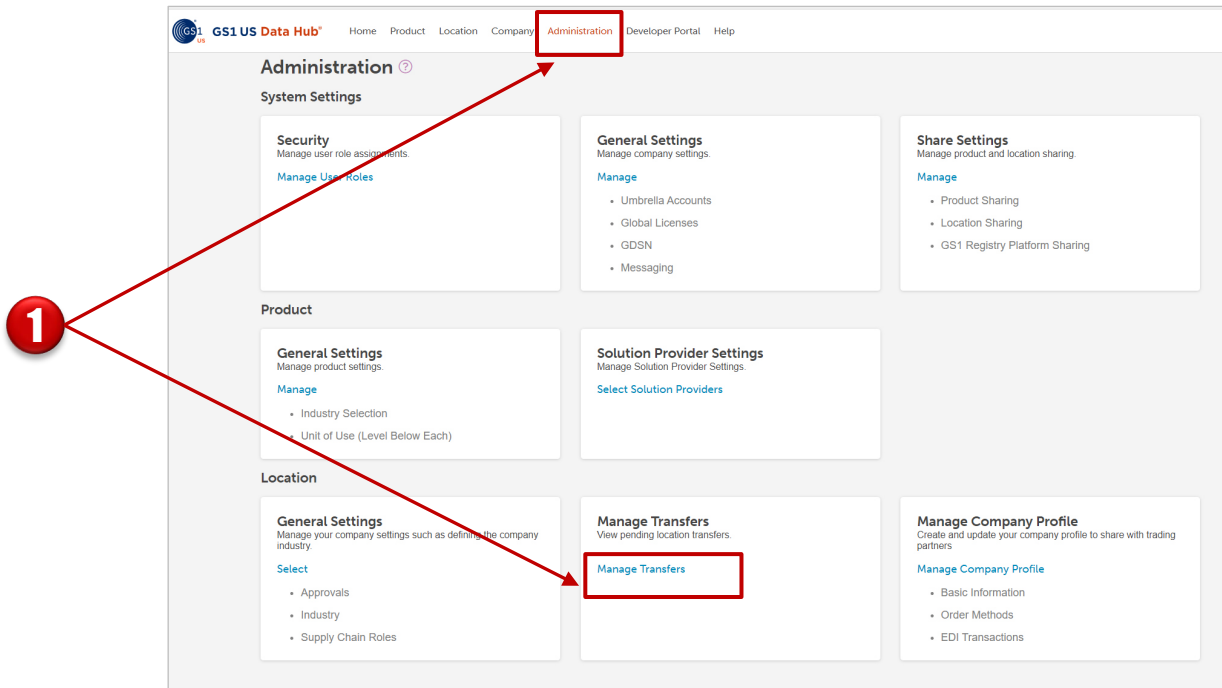
**1** Click the GLN from the **Manage Locations** screen to view the Location Details screen for the location that is to be transferred. Click the **Transfer GLN** button. This can be done without searching for the parent GLN to which you are transferring this location.


**2** When the Transfer Location window displays, enter the parent GLN, then click **Next**. Then click the **Request Transfer** button. This triggers a transfer request to the receiving Location owner, who must accept or reject the transfer request. Follow the steps on the next two pages to accept or reject the request. Now the transfer must be approved, and those steps are explained on the next page.



## Appendix C: Approve or Reject Transfers/Parent GLNs

After a transfer request or Parent GLN change is initiated, the receiving Location owner must accept or reject the request. Follow the steps below to accept or reject the request.



- 1 After the transfer or Parent GLN changes has been initiated, the Location owner has two ways to approve the transfer request: click the **Notifications** icon  or click the **Administration** tab, and under **Manage Transfers**, click the **Manage Transfers** link.

For either method you select, the Manage Transfer screen opens.

**Note:** This function is for users assigned the Location Administrator role.



## Appendix C: Approve or Reject Transfers/Parent GLNs *(Continued)*

Home > Administration > Location - Manage Transfers

2 → Manage Transfers ?

10 records per page

A

Location Name	GLN	Transfer Request Date	Sending Company	Count of Users	Count of Locations
<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

3 →

2 For Company transfers, review the location data displayed on the **Manage Transfer** screen.

**Note:** This functionality is available for administrators only.

A

Field Name	Description
Location Name	Name assigned to the transferring location within GS1 US Data Hub   Location
GLN	GLN assigned to the transferring location
Transfer Request Date	Date transfer request was initiated
Sending Company	Name of company initiating the transfer
Count of Users	Number of GS1 US Data Hub   Location users attached to the transferring location
Count of Locations	Number of child locations attached to the transferring location.

3 If the data confirms this is the location to be transferred, click **Accept** to transfer locations to your hierarchy. If this is not the location to be transferred, click **Reject**.

