



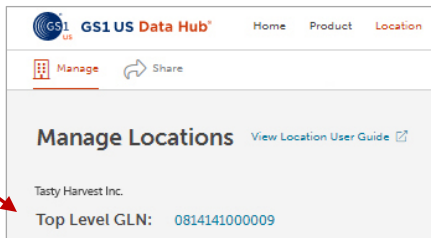
GS1 US Data Hub® | Quick Start Guide

Make Your Licensed GLN Active

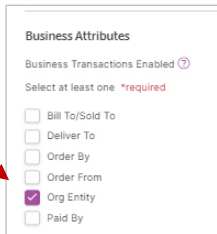
When you license a GLN, it is added to GS1 US Data Hub in a “Draft” state. You can then make this GLN “Active” and designate how it is will be used. You will also see a second GLN called a “Top Level GLN” (Legal Entity), which is used to consolidate all GS1 US licenses that you may be holding. Follow these steps to make both GLNs “Active” so they can be viewed by GS1 US Data Hub Location View/Use subscribers:

1. Make Your Top Level GLN Active

1. Visit [GS1 US Data Hub](#).
2. Click the “Location” link.
3. On the Manage Locations page, the Top Level GLN is displayed with the Location Name: DRAFT_NNNNNNNNNNNNNN (where “NNN...” is the 13-digit GLN). Click the blue-colored Top Level GLN to view the Location Detail page.



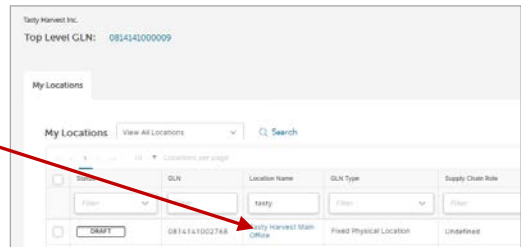
4. Click the **Edit Location** button. The address information matches what you provided when you licensed the GLN. You can change this address information, if needed. The GLN Type “Legal Entity” is assigned. You can select the Industry and Supply Chain Role.
5. Scroll down to “Business Attributes” and check the “Org Entity” box for Business Transactions Enabled.



6. Click the **Make Active** button. The Top Level GLN is now active. Now you can make the licensed GLN active.

2. Make Your Licensed GLN Active

1. Click the “Location” link at the top of the screen. The Manage Locations page displays.
2. Click the Location Name (“DRAFT_NNN...”) of the GLN Offering. The Location Detail page displays. Click “Edit Location” and change the Location name and enter the address.



3. The Top Level GLN has been automatically selected as the **Parent** location. The Industry and Supply Chain role also will be populated based on what was saved for the Top Level GLN.
4. The **GLN Type** “Fixed Physical Location” is assigned to this location. You can change this to another GLN Type.
5. Under “Business Attributes” select at least one of these attributes.
6. Click **Save Updates**. The system will automatically verify the address. If the USPS was not able to match the address as you listed it, a message displays asking to **Cancel** or **Proceed as Not Verified**. Make your selection, then click **Make Active**.
7. The licensed GLN is now searchable by GS1 US Data Hub Location View/Use subscribers.



Note: If the street address is already associated with another GLN, such as your Top Level GLN, an error message will display when you click **Save**. To correct, add a unique identifying term in Address Line 3 (e.g., “Department,” “Suite,” “Ship To”) then click **Make Active** again.