

Obtaining my Company GS1 GCP Certificate

Table of Contents

GS1 Overview	2
GS1 Saudi Arabia (GS1 KSA) is an unrivalled authority for providing GS1 International barcodes for local market, a foundation tool for automation for inventory, warehouse, Point-of-Sale etc. in this User guide, you will learn the step by step manual instructions from Registration to Get your GS1 barcode standards	2
Introduction and Purpose	2
Navigate to GS1 website to Register:	3
Select the Preferred language	3
Option for Member Registration	4
A. If NO CR number	4
B. With CR Number	6
Login Details from GS1 Saudi Arabia.....	10
Received the Notification.....	11
Login to Members Dashboard	11
Input Login Details	12
Received SMS "OTP number"	14
Member's Portal	16
Payment Bank Slip (How to upload payment bank slip).....	17
Obtain Company GCP Certificate	20
Contact Information.....	22

GS1 Overview

GS1 Saudi Arabia (GS1 KSA) is an unrivalled authority for providing GS1 International barcodes for local market, a foundation tool for automation for inventory, warehouse, Point-of-Sale etc. in this User guide, you will learn the step by step manual instructions from Registration to Get your GS1 barcode standards



Introduction and Purpose

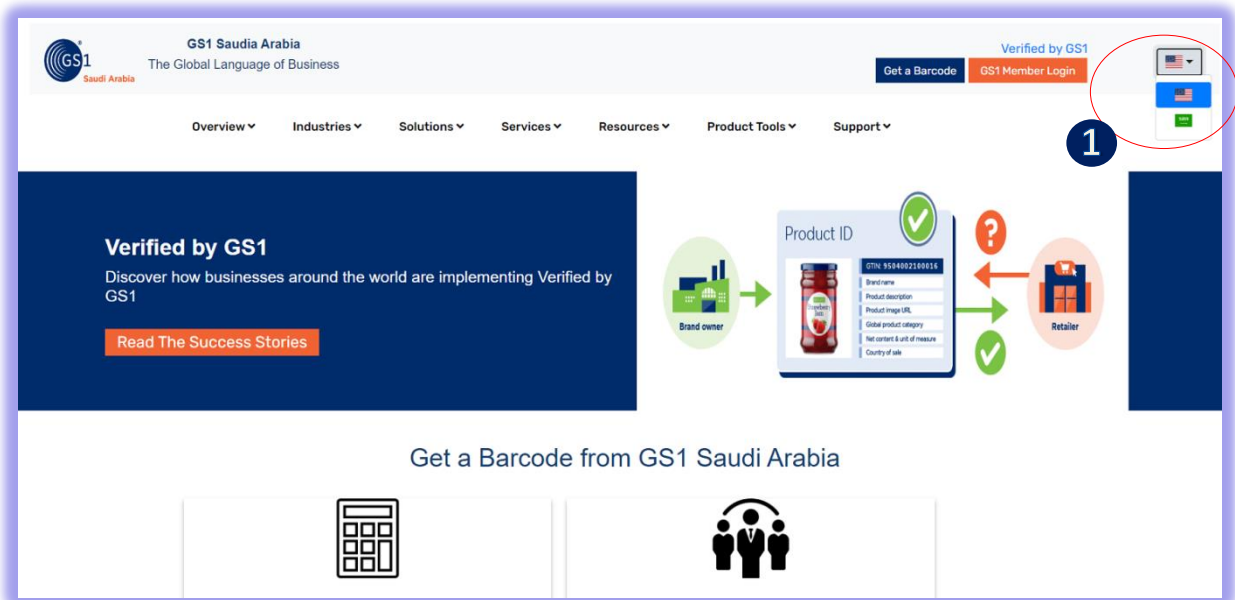
GS1 Saudi Arabia (GS1 KSA), to serve the end consumer, companies and other organizations have worked together in supply and demand chains. Whether you are a small company or a large one, whether you have one single product or hundreds, the GS1 System of Standards is perfectly suited to your needs.

The GS1 system of standards aims to raise the efficiency of business processes and to provide cost savings through automation based on globally unique identification and digital information.

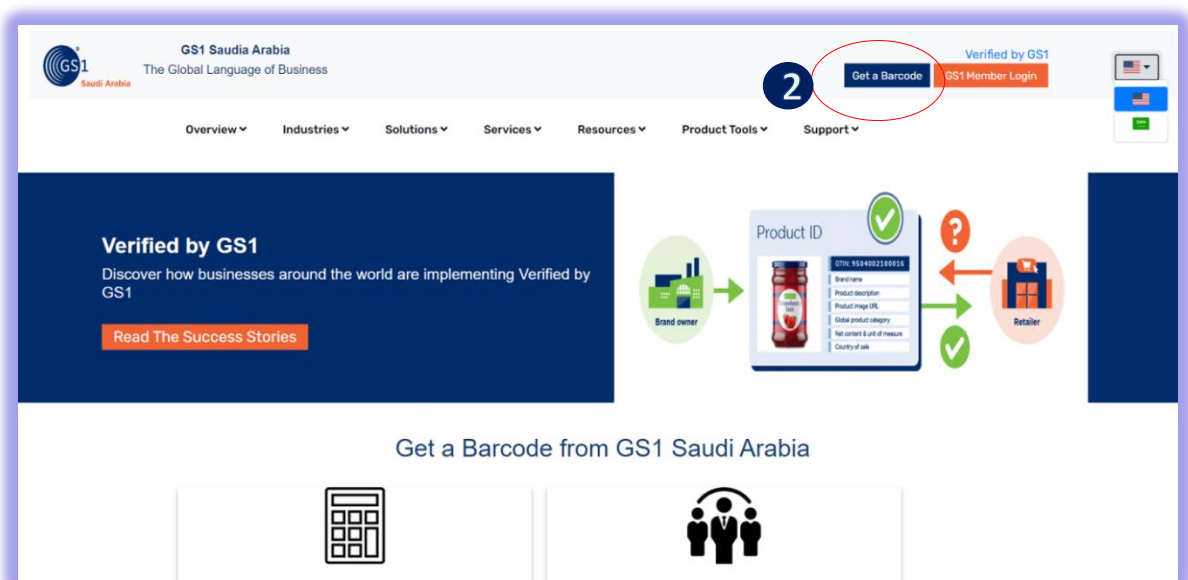
The GS1 User Guide Registration Manual Consist of step by step guides from registration at the websites to finished helping organizations to avail GS1 Barcode for SASO requirements in the Region.

Navigate to GS1 website to Register: <https://gs1.org.sa>

Select the Preferred language “English or Arabic” for GS1 Registration



Then Find and Click "Get a Barcode" below



1 Click for Select Preferred language (Arabic or English)

2 Click “Get a Barcode” to Register

Option for Member Registration (with CR Number or without CR Number)

A. If NO CR number : Select any "Momrah", "MIM License", "MEWA" then Click "Continue"

The screenshot shows the GS1 Saudi Arabia website interface. The main content area is titled "Your barcode journey begins here" and contains several questions and a dropdown menu. Three red circles with numbers 3, 4, and 5 are overlaid on the page to highlight specific elements:

- 3**: Points to the question "Is your company located in the Kingdom?" with radio buttons for "Yes" (selected) and "No".
- 4**: Points to the question "Do you have CR Number?" with radio buttons for "Yes" and "No" (selected).
- 5**: Points to a dropdown menu labeled "Document" which is open, showing options: "-select-", "Momrah", "MIM License", and "MEWA".

At the bottom of the page, there is a navigation bar with links for "Standards", "News & Events", and "About GS1".

Fill up all the mandatory details with (*) (nos.) and upload documents, Then continue to subscription summary for Payment option

The screenshot shows the "Member Registration" form on the GS1 Saudi Arabia website. The form contains several fields, each with a red circle and a number indicating a mandatory step:

- 6**: Document Number *
- 7**: Email *
- 8**: Company Name English * and Company Name Arabic *
- 9**: Contact Person * and Company Landline
- 10**: Mobile No (omit zero) * and Extension
- 11**: Zip Code * and Website *
- 12**: Search GPC and Added GPC *
- 13**: Country, State, and City dropdown menus.

14 GTIN * Other Products (GLN,SSCC,UDI)
- Select - Search Product...
select at least one product

15 Upload Company Documents * Upload National Address (QR Code photo)
Choose files No file chosen Choose file No file chosen
View Required Documents For Industry(GPC)

Your Subscription

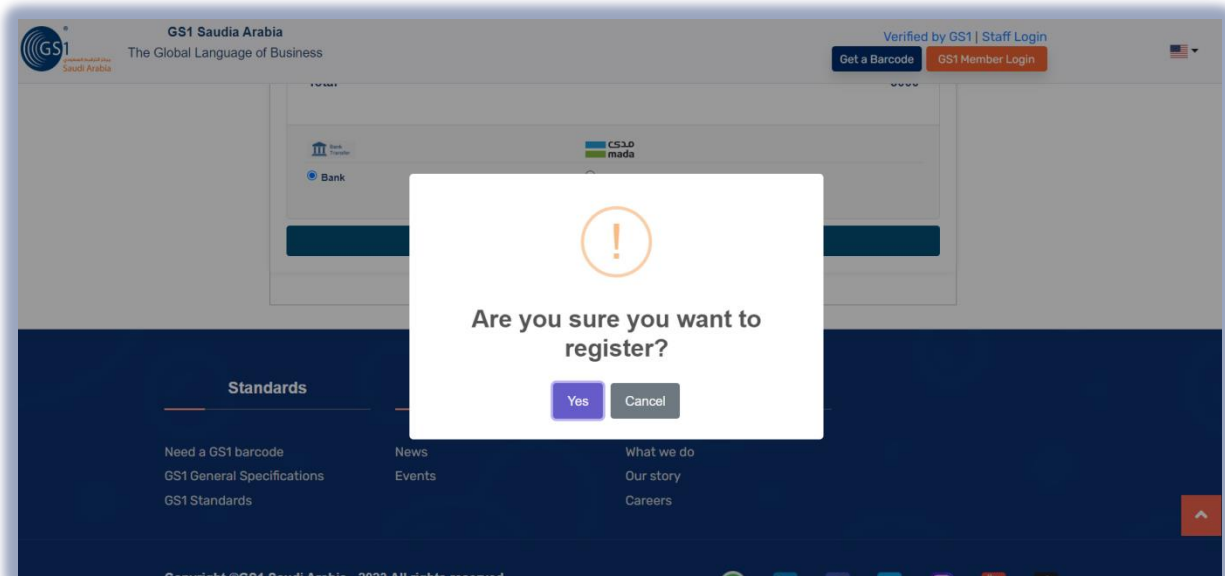
Subscription Summary

Product	Registration Fee	Yearly Fee	Price
<input checked="" type="radio"/> Bank Transfer	<input checked="" type="radio"/> mada		
<input type="radio"/> Bank	<input type="radio"/> Mada/Visa		

Submit

16

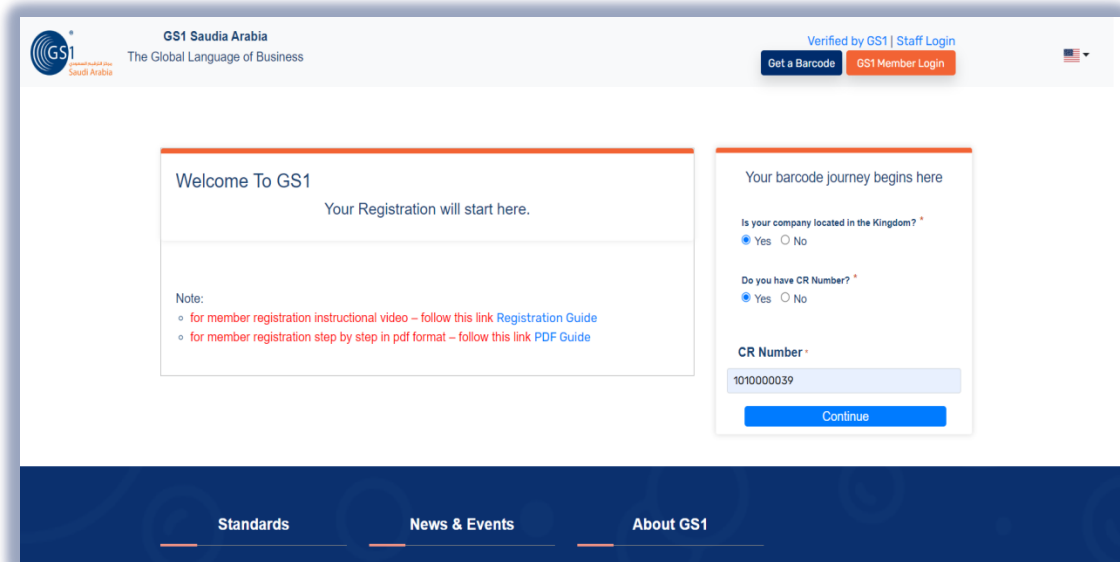
Then click **Submit** and Click “**Yes or Cancel**” Option to Continue Register



- 3 Select location of a Company (KSA or Outside)
- 4 CR number Available (Yes or No)
- 5 Document selection ("Momrah", "MIM License", "MEWA")
- 6 Document Number
- 7 Valid Email (to receive Login details)
- 8 Company Name (English and Arabic)
- 9 Representative of the company
- 10 Mobile no. to receive the OTP for Login
- 11 Zipcode and Company Website
- 16 Select Payment Option (Bank transfer or Card)
- 12 Click (GPC) Select type Company products Classification
- 13 Select country, state and city (Company business location)
- 14 Select GTIN category of your choice (how many barcodes requires) & Add product if required
- 15 Insert document of the company that you provide in above number (6)

Fill up all the mandatory details with (*) (nos.) and upload documents, Then and continue to subscription summary for Payment option

B. With CR Number: Enter "CR number" then Click "Continue" and



Fill up all the Mandatory details with (*) (nos.) and upload documents, and continue to subscription summary for Payment option

Member Registration

17 CR Activities *
-select-

18 Email *
Enter Valid Email

19 Company Name English * Company Name Arabic *
Company Name English Company Name Arabic

20 Contact Person * Company Landline
Contact Person Company Landline

21 Mobile No (omit zero) * Extension
Mobile No Extension

22 Zip Code * Website *
Zip Code https://www

23 Search GPC Added GPC *
SEARCH GPC Added GPC

Country - State - City -

24 - Country - - State - - City -

25 GTIN * Other Products (GLN,SSCC,UDI)
- Select - Search Product...
select at least one product

26 Upload Company Documents * Upload National Address (QR Code photo) 27
Choose files No file chosen Choose file No file chosen
[View Required Documents For Industry\(GPC\)](#)

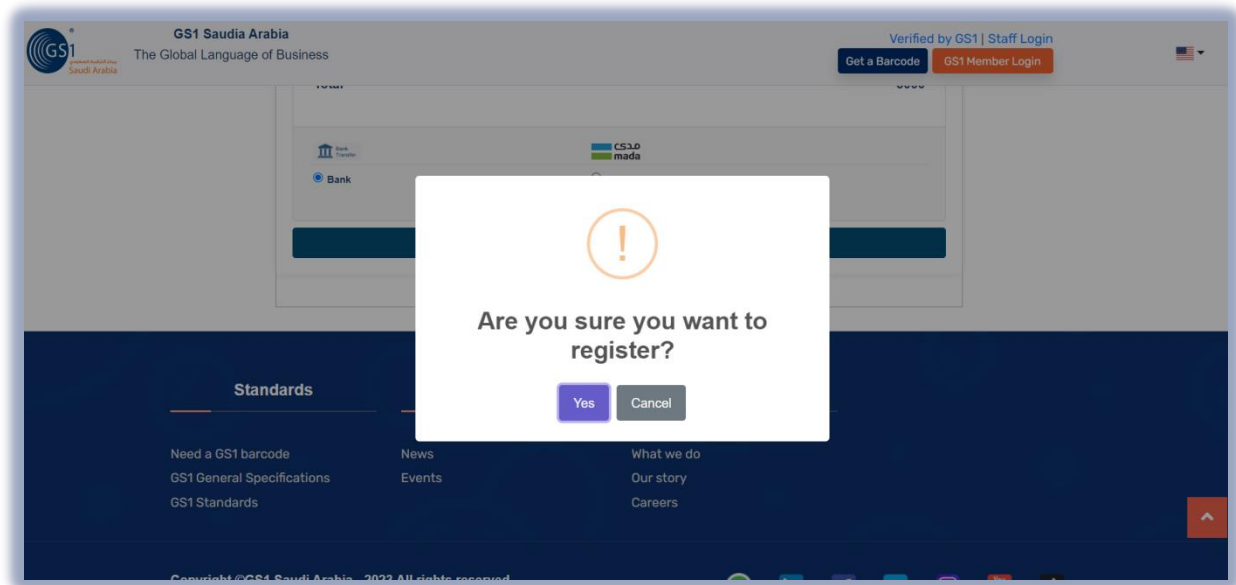
Your Subscription

Subscription Summary

Product	Registration Fee	Yearly Fee	Price
<div style="display: flex; justify-content: space-between;"> Bank Mada/Visa </div>			

28 Submit

Then Click "**Submit**" once all the Mandatory options have filled up.



And Click **“Yes or Cancel”** Option to Continue Register

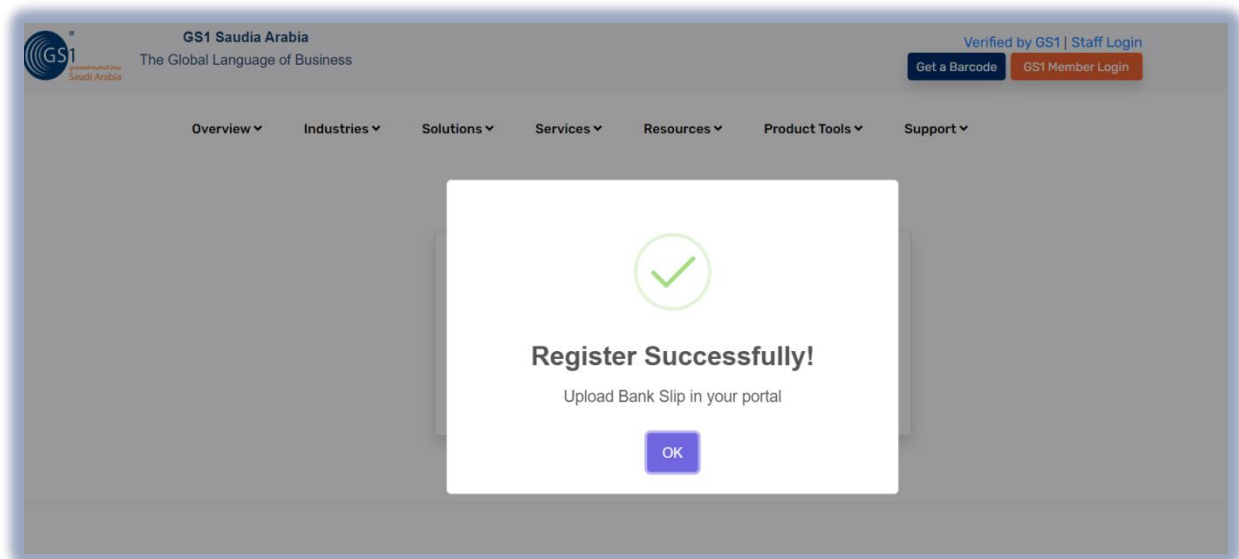
Continue....

- 17 Select CR Activities (Commercial Registration Number of the Company)
- 18 Valid Email (to receive Login details)
- 19 Company Name (English and Arabic)
- 20 Representative of the company
- 21 Mobile no. to receive the OTP for Login.
- 22 Zipcode and Company Website
- 23 Click (GPC) Select type Company products Classification
- 24 Select country, state and city (Company business location)
- 25 Select GTIN category of your choice (how many barcodes requires) & Add product if required
- 26 Insert document of the company (Trade/Commercial License)
- 27 Upload National Address (Optional)
- 28 Select Payment Option (Bank transfer or Card)

Click "**Submit**" once all the Mandatory options have filled up and double checked. And "**Yes**"

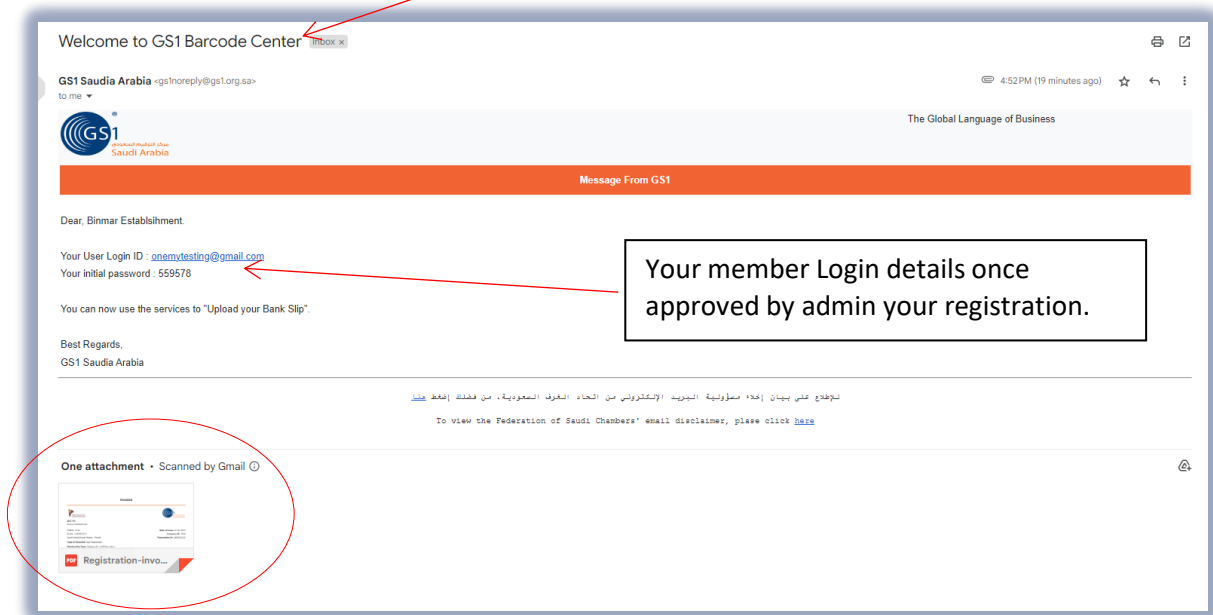
Then a pop up message appear that "**Register Successfully!**" then click "**ok**"

Same below screenshot



Login Details from GS1 Saudi Arabia

Then you will received a notification on your registered email address "**Welcome to GS1 Barcode Center**" that Consist of (**Login information**) from GS1 Saudi Arabia with attachment of "**Registration Invoice**", that you need to upload in your members portal and obtain the **GS1 GCP certificate**.



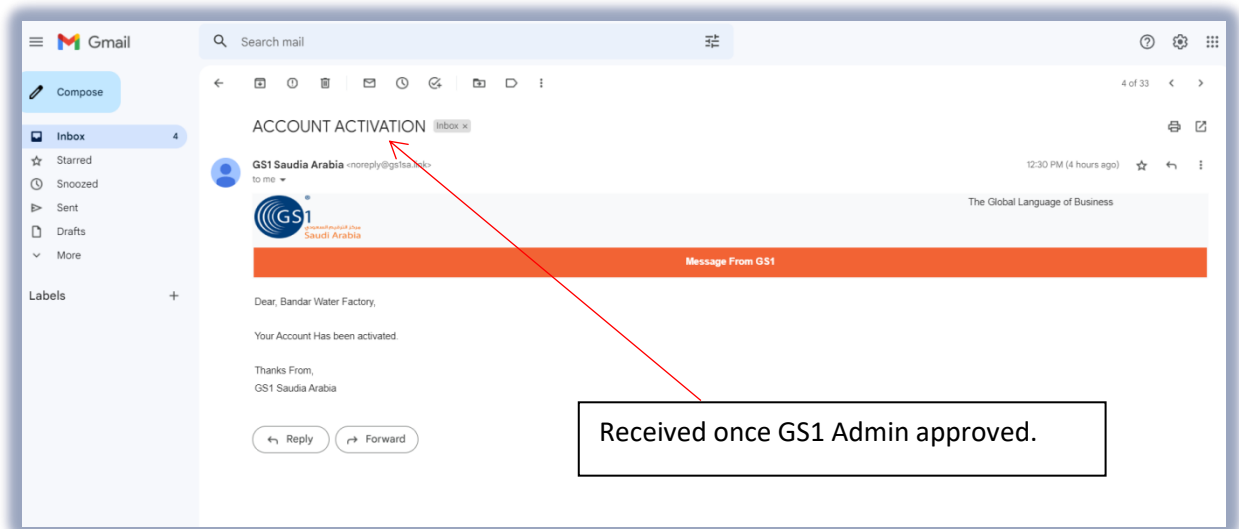
Note:

(Waiting for Activation) you cannot proceed to login,
Unless your account activated by the GS1 Saudi Arabia.

***Company name mentioned are sample used for illustration only**

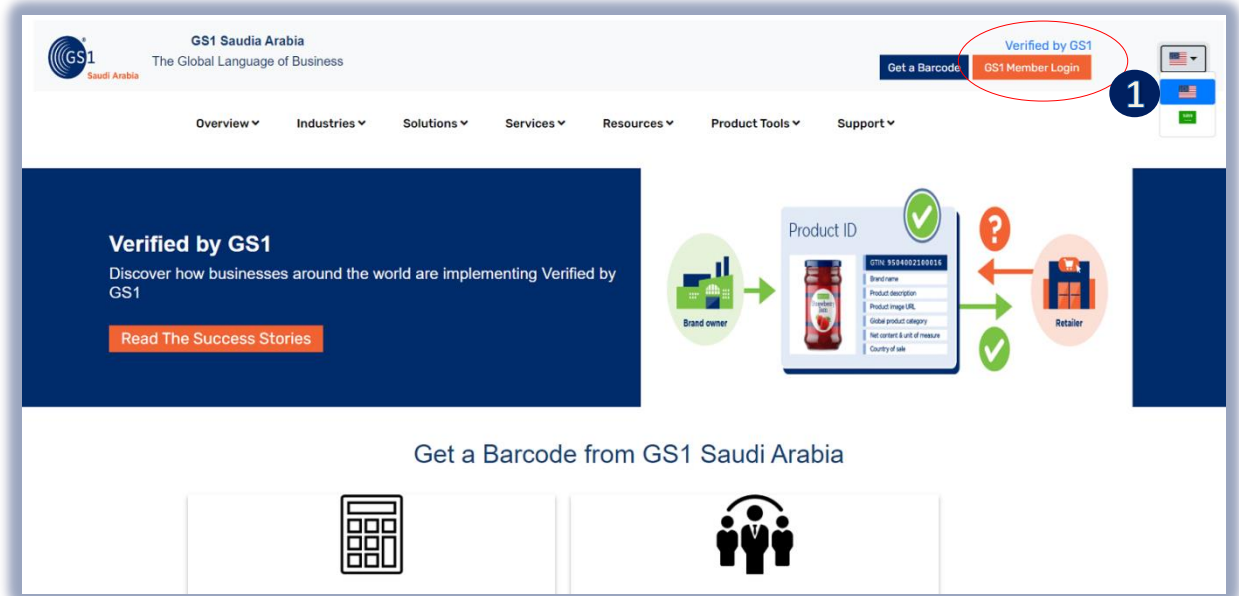
Received the Notification

"ACCOUNT ACTIVATION" after, once GS1 Admin approved your Registration.



Login to Members Dashboard

Find and Click "GS1 Member Login"

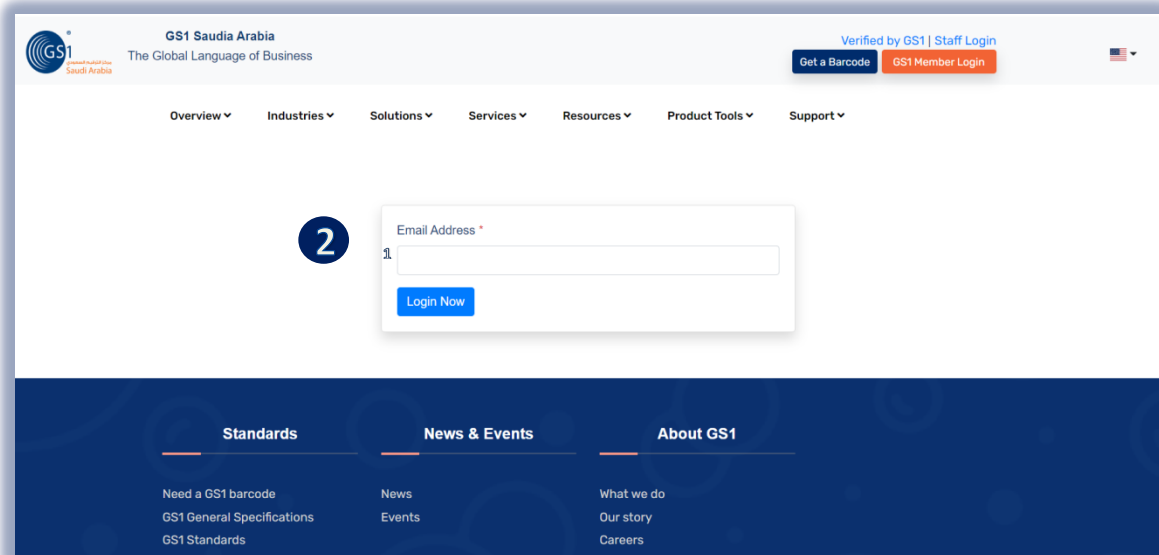


1 Click "GS1 Member Login" to proceed below next step.

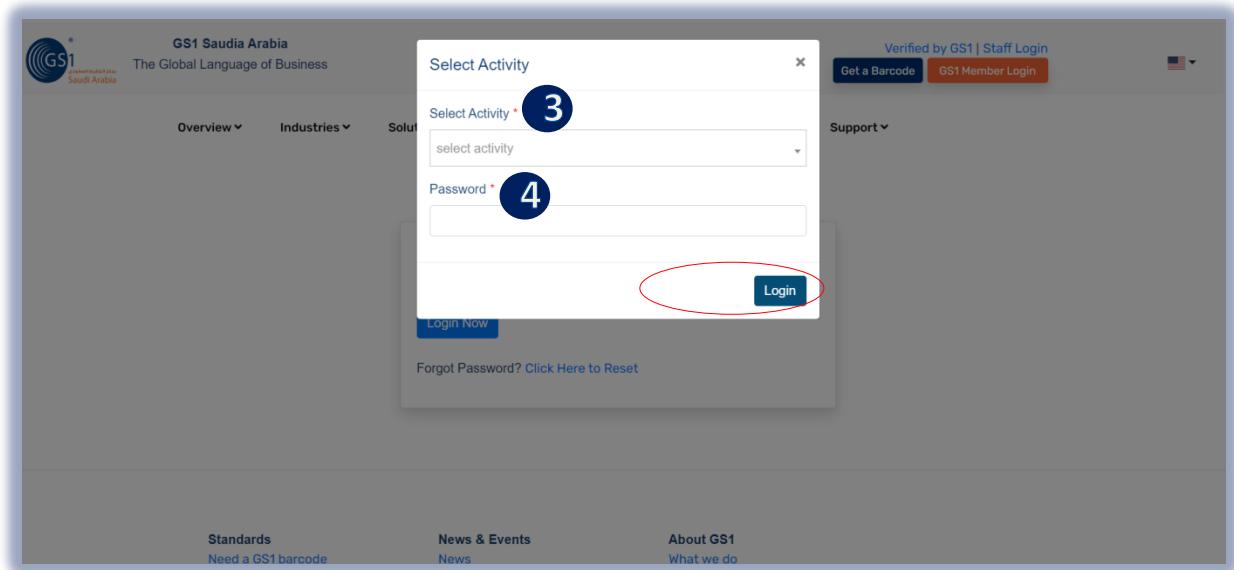
Input Login Details

Enter "**Registered email address**" and Popup message below will appear.
Then Select Activity and and Password "**initial password**"

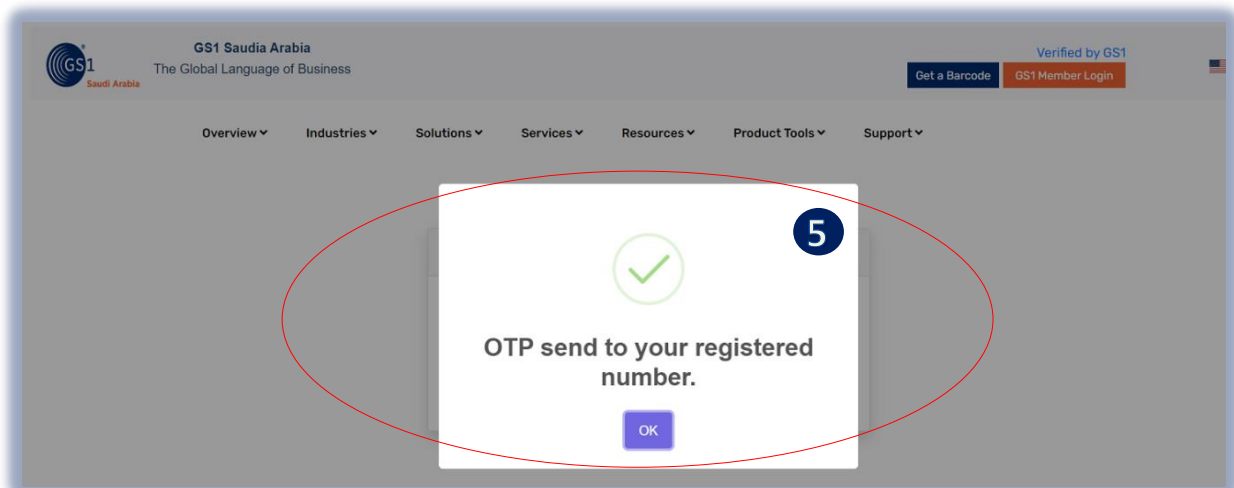
Note: (*) Mandatory to fill up, (Mentioned Company is example only)



The screenshot shows the GS1 Saudi Arabia website. The header includes the GS1 logo, the text "GS1 Saudia Arabia The Global Language of Business", and a "Verified by GS1 | Staff Login" link. There are buttons for "Get a Barcode" and "GS1 Member Login". A navigation menu includes "Overview", "Industries", "Solutions", "Services", "Resources", "Product Tools", and "Support". The main content area features a large blue circle with the number "2" and a form titled "Email Address *". The form has a text input field with a cursor and a "Login Now" button. The footer is dark blue and contains three columns: "Standards" (Need a GS1 barcode, GS1 General Specifications, GS1 Standards), "News & Events" (News, Events), and "About GS1" (What we do, Our story, Careers).



- 2 Input User Login Id or Registered "Email Address" form your email
- 3 Select Activity you registered
- 4 Input" initial Password" from your email login details and then click "Login" to received OTP on registered mobile number



- 5 Received SMS "OTP number" on Registered Mobile Number,

Received SMS "OTP number"

And Then Enter "OTP number" and Click "Verify Now" to Proceed on Members Portal

GS1 Saudi Arabia
The Global Language of Business

Get a Barcode | Verified by GS1 | GS1 Member Login

Overview ▾ Industries ▾ Solutions ▾ Services ▾ Resources ▾ Product Tools ▾ Support ▾

Please Enter Verification Code

Verification Code

275960

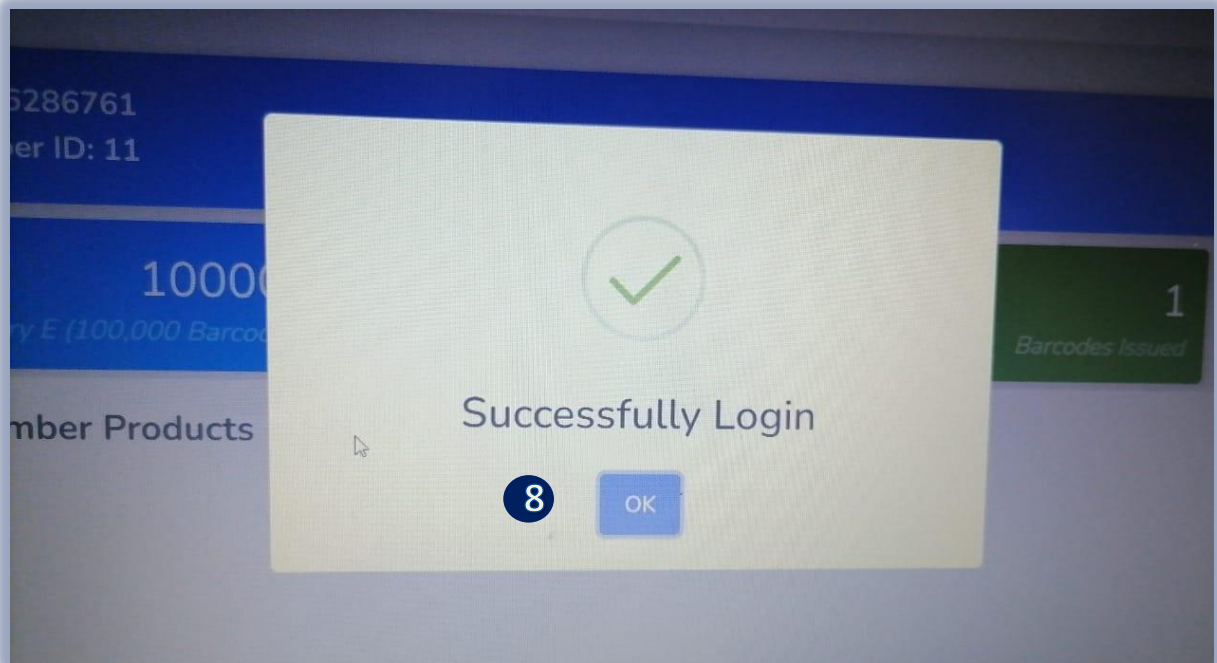
Verify Now

Resend Code?

6 Enter "OTP number" sent to your registered mobile number

7 Click the "Verify Now" Button to Login on Members Portal

You will see same below after clicking “**Verify Now**” then proceed to Profile update



8 Then Click “OK” to continue

Note:

Once Complete Login on Portal/Dashboard, first, you need to update your Members Profile To complete the missing mandatory (*) details to proceed the other functions

Member's Portal

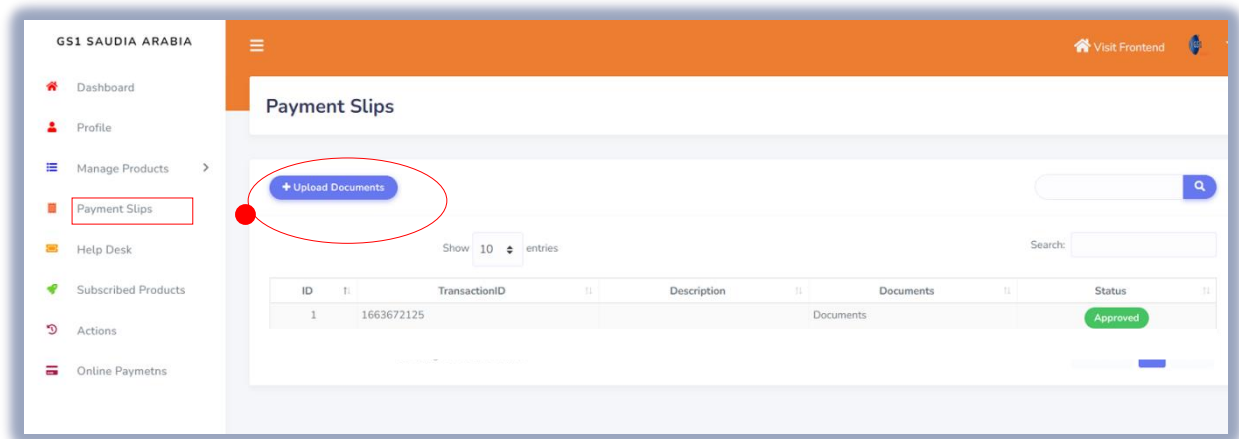
10 On this side you will find all the options to do on your Dashboard,

11 On Member's Dashboard you will find GCP no., Members ID, Expiry of Subscription, Category of barcodes, and Range of barcodes, Barcode issued, Barcodes remaining and statistics chart.

12 Update Profile, Change Password (change from initial password), and clear Cache & Logout option

Payment Bank Slip (How to upload payment bank slip)

“**Payment Slips**” a section to upload your Proof of Payment (**Click Payment Slip**) then click upload documents



Note: The Amount of Payment will be based to the attached “**Company Registration invoice**” sent to your registered email upon Completed the Registration. Or Contact Admin. (Sample below)

On your registered email address notification and attached Invoice

Note: Company name mentioned and details is example only.

ACCOUNT ACTIVATION

GS1 Saudia Arabia <noreply@gs1sa.saudi>
to me

Dear, SMART APPLIANCES TRADING COMPANY:
Your Account Has been activated.

Thanks From,
GS1 Saudia Arabia

Registration-Invoice-SMART APPLIANCES TRADING (50 KB)

Invoice

التحاد العامة للمحترفين
Federation of Saudi Chambers

BILL TO,
SMART APPLIANCES TRADING COMPANY
Mobile: 966507921171

Other Details:
Membership Type: Category E (100,000 Barcodes)
Payment Method: Bank

Date: 20-09-2022
Invoice#: 1663672125

Company: SMART APPLIANCES TRADING COMPANY

#	Description	Price
1	Category E (100,000 Barcodes)	0
Total		0

This is a system generated document and does not requires any signature and stamp.

For bank transfer to our bank account
Name: Federation of Saudi Chambers
Account Number: 003010030004
IBAN NO: SA13 4500 0000 0030 1003 0004
Bank Name: The Saudi British Bank
Bank Swift Code: SABBSAR

To "**Upload Bank slip**" Click "Choose file to attached documents (**Proof of Payment slip**) and Click Select to Transaction ID #invoice / Documents number

GS1 SAUDIA ARABIA

Dashboard
Profile
Manage Products
Payment Slips
Help Desk
Subscribed Products
Actions
Online Paymetns

Upload Bank Slip

Back

Upload Documents *

Choose File **Choose file** No file chosen

TransactionID (TransactionID is Invoice#)
-select-

Description [Optional]

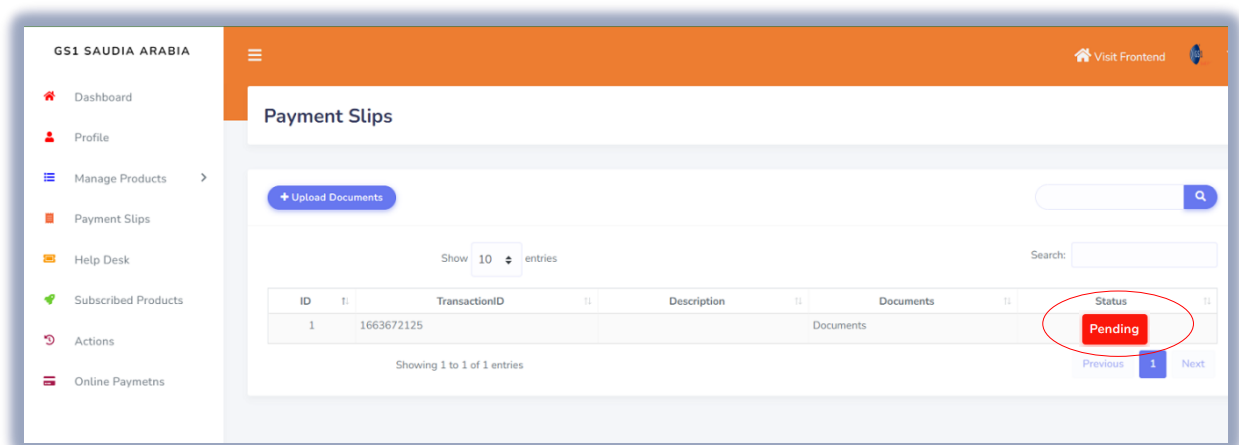
Upload

Select (Invoice number) refer that sent to email company registered invoice

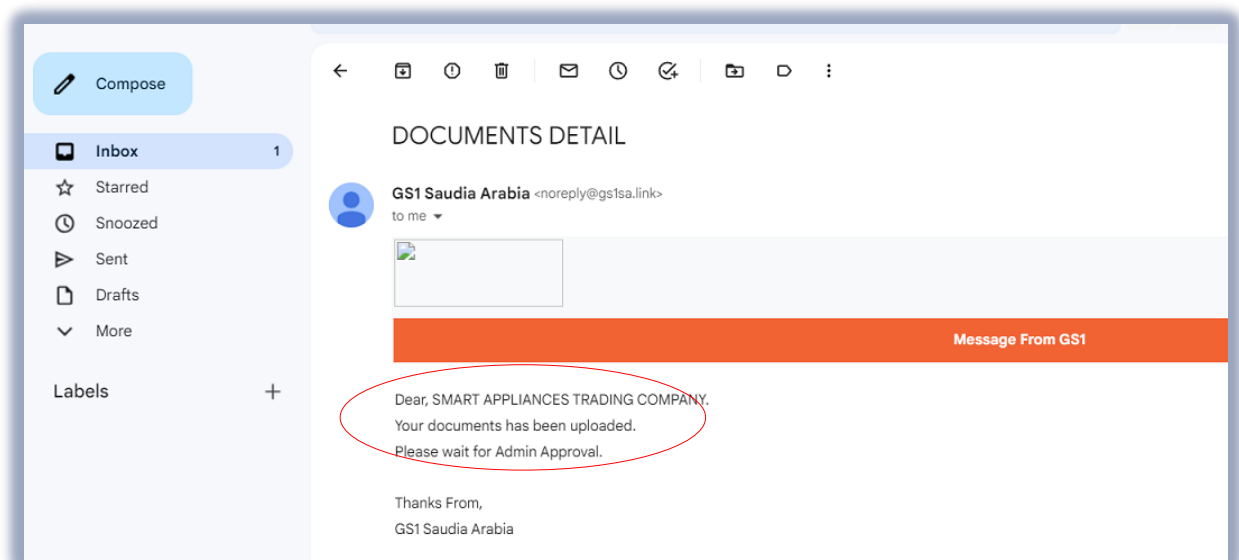
Once you click "**Upload Documents**" and the documents complete uploaded,

You will see on your screen below that documents are (**Pending**) for Validation and approval by the Admin.

The same time you will receive a notification email on your registered email address.
(Refer to Screen shots below)



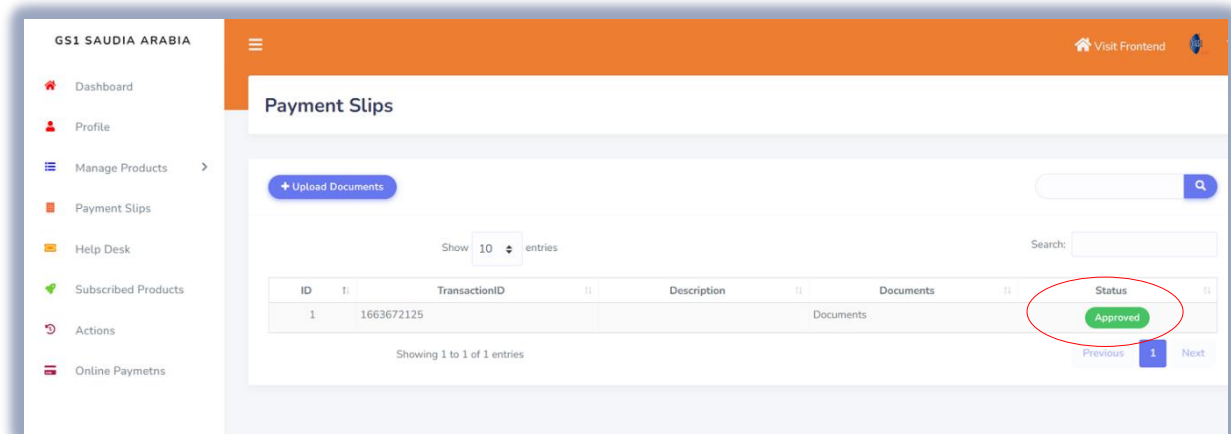
Also On your registered email address notification



Then, once the Uploaded “**Payment Slip**” has approved by the Admin.

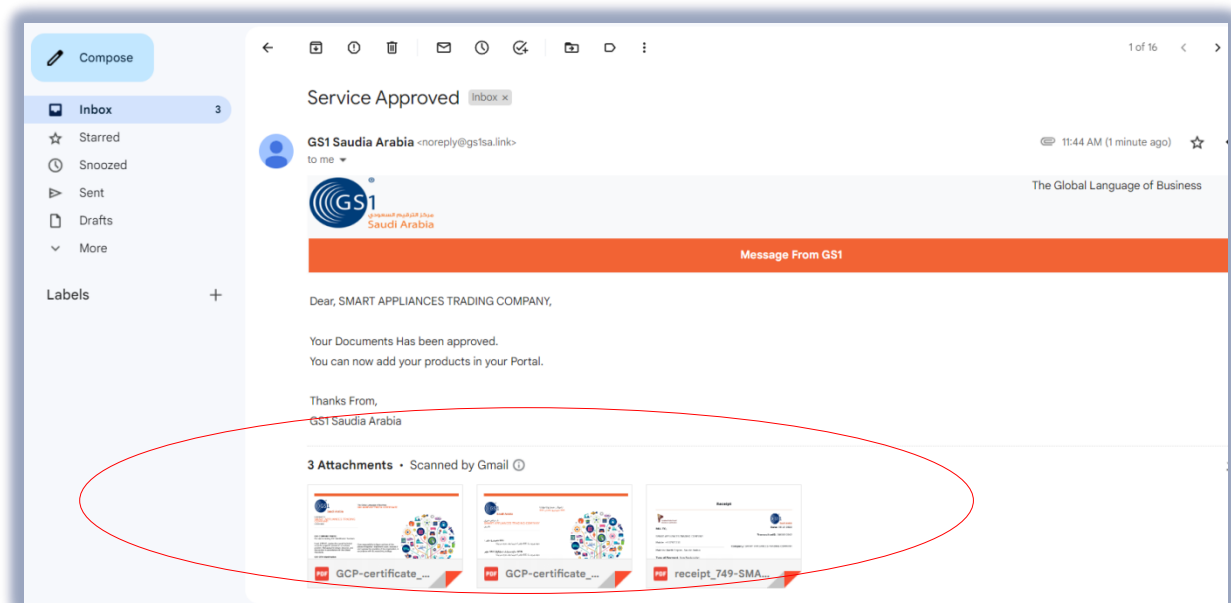
You can see on Member dashboard “**Status**” that it has been “**Approved**” and the same you will receive a notification email on your registered email address.

(Refer to Screen shots below)



Obtain Company GCP Certificate

On your registered email address notification “**Service Approved**” with attached GCP certificate (Arabic and English) and Receipt.




The Documents attached on your email “Service Approved” notification. (Refer sample below)


Sample “GCP Certificate (English & Arabic) & “Receipt of your Payment”



Receipt



التحاد الغرف السعودية
Federation of Saudi Chambers



GS1
مركز الترخيم السعودي
Saudi Arabia

Date: 18-01-2023

TransactionID: 1674027658

Company: Bandar Water Factory

BILL TO,
Bandar Water Factory
Mobile: +507921171
Madeina, North Region , Saudia Arabia

Type of Payment: New Registration
Membership Type: Category A - (10 Barcodes)
Payment Method: Bank

#	Description	Registration Fee	Yearly Fee	SubTotal
1	Category A - (10 Barcodes)	500	650.00	1,150.00
2	GLN	0	4,000.00	5,150.00
Total				5150

This is a system generated document and does not requires any signature and stamp.

Contact Information

In case any issues occur on registration journey, any questions and suggestions,
Please Contact Us