

# Add Foreign GTIN

## User guide for Foreign GTIN

### Table of Contents

Overview and Purpose .....	1
Requirements.....	1
Navigate to GS1 website .....	2
Select the Preferred language .....	2
Input Login Details .....	3
Received SMS "OTP number" .....	4
How to Subscribe Foreign GTIN .....	5
Then click the “ .....	5
Next Popup, Select.....	5
Received Email Notification .....	7
Upload Payment Slip.....	8
Adding Foreign GTIN .....	10
Contact Information.....	14

### Overview 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.

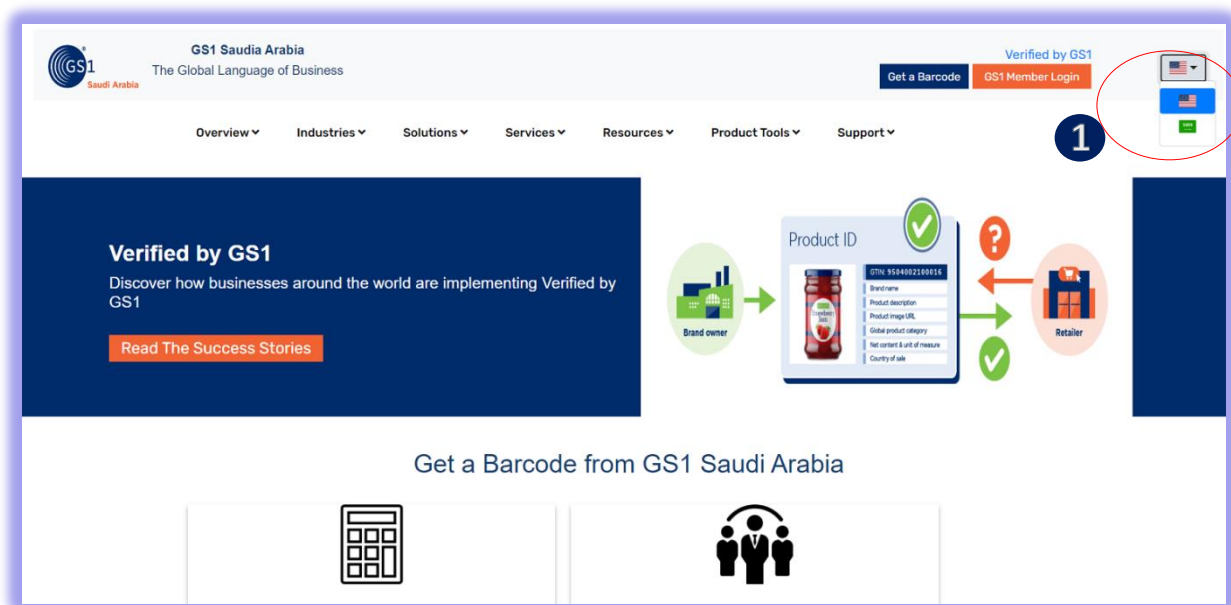
This GS1 User’s Guide Consist of step by step guides from start to finished, helping organizations to generate GS1 Barcode standard requirements in the Region.

### Requirements

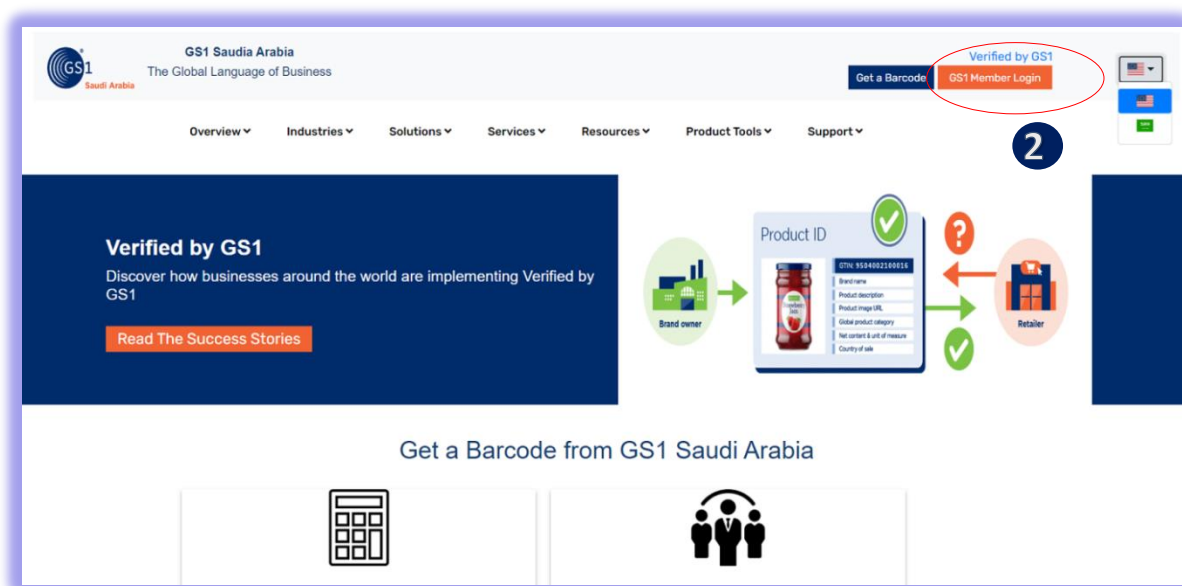
1. Successfully Registered to GS1 Saudi Arabia
2. Successfully Uploaded Payment slip

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

Select the Preferred language “English or Arabic” to Login



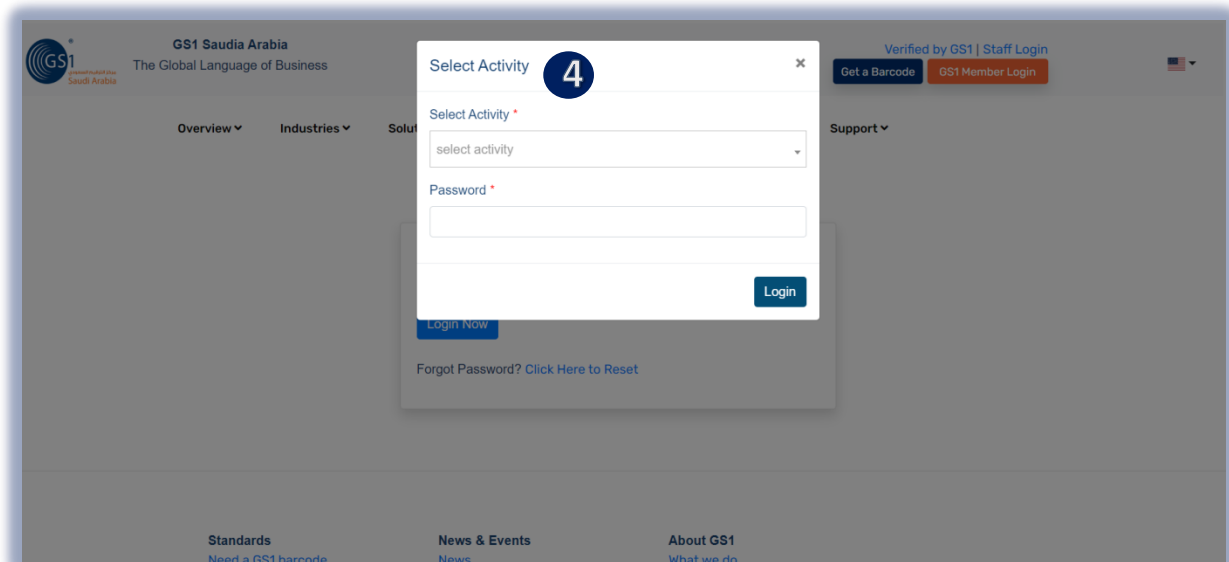
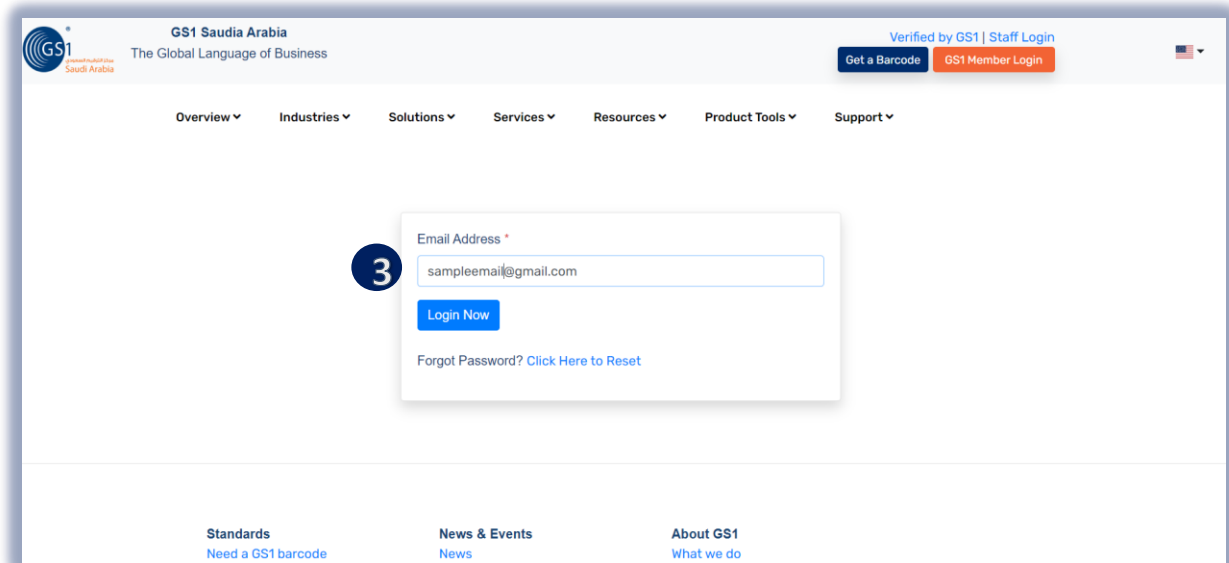
Find and Click “GS1 Member Login” to Continue



**1** Click for Select Preferred language (Arabic or English) **2** Click “GS1 Member Login” to Login

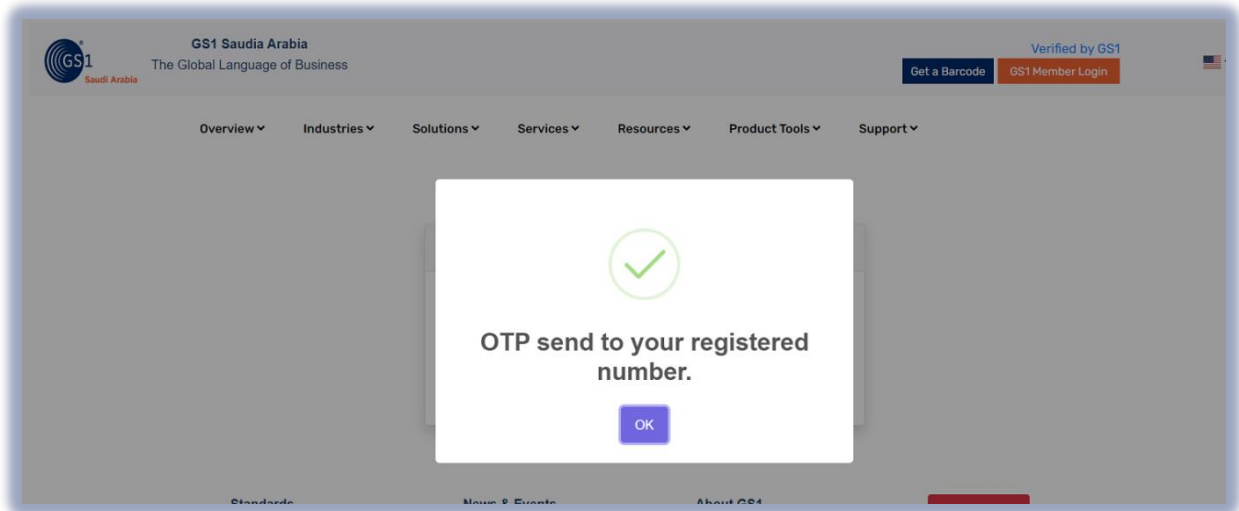
## Input Login Details

Enter "**Registered email address**" and click **Login Now**



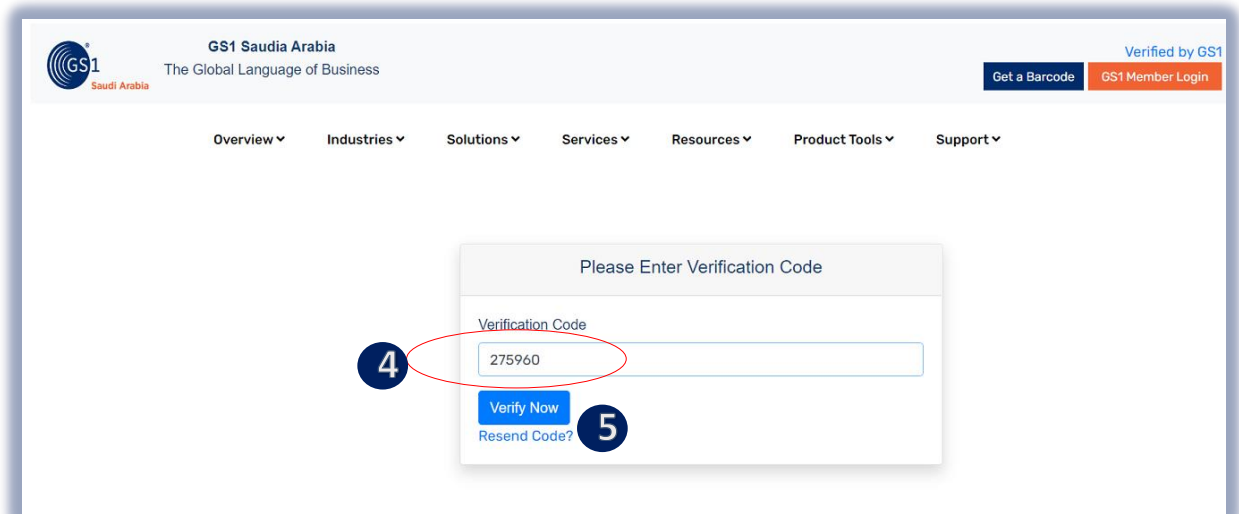
**3** Input User Login Id or Registered "Email Address" and lick "**Login Now**" to continue

**4** Select Activity and enter Password "**initial password**" Then Click "Login"  
To Received SMS "OTP" and Popup message below will appear.



### Received SMS "OTP number"

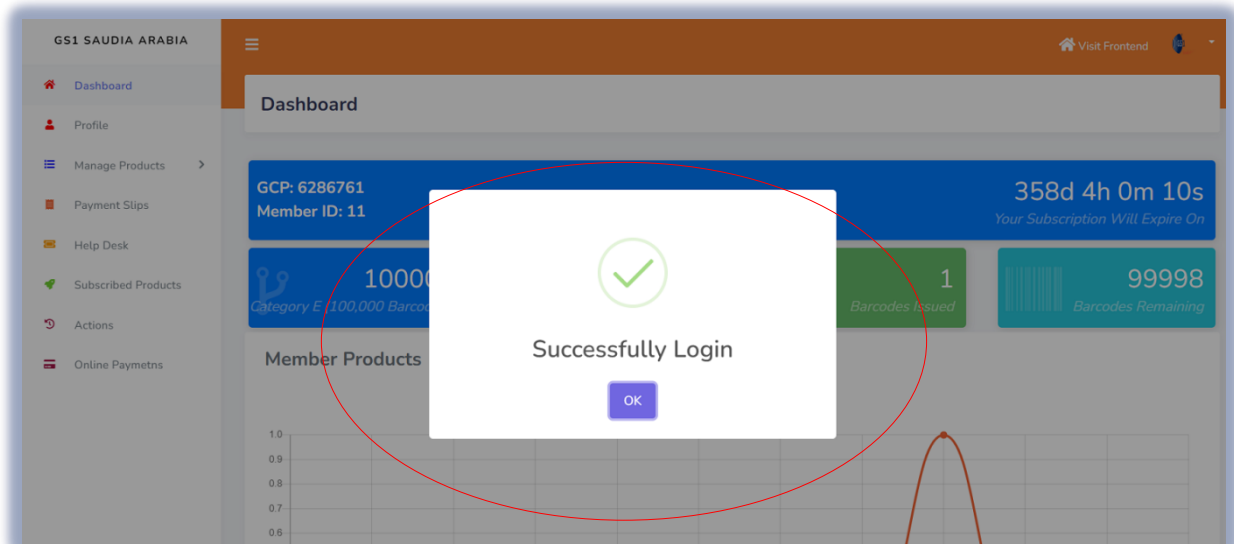
And Then Enter " **OTP number** "and Click "**Verify Now**" to Proceed on Members Dashboard



**4** Enter "OTP" sent to your registered mobile no.

**5** Click "Verify Now" to continue on Main Members Dashboard/Portal

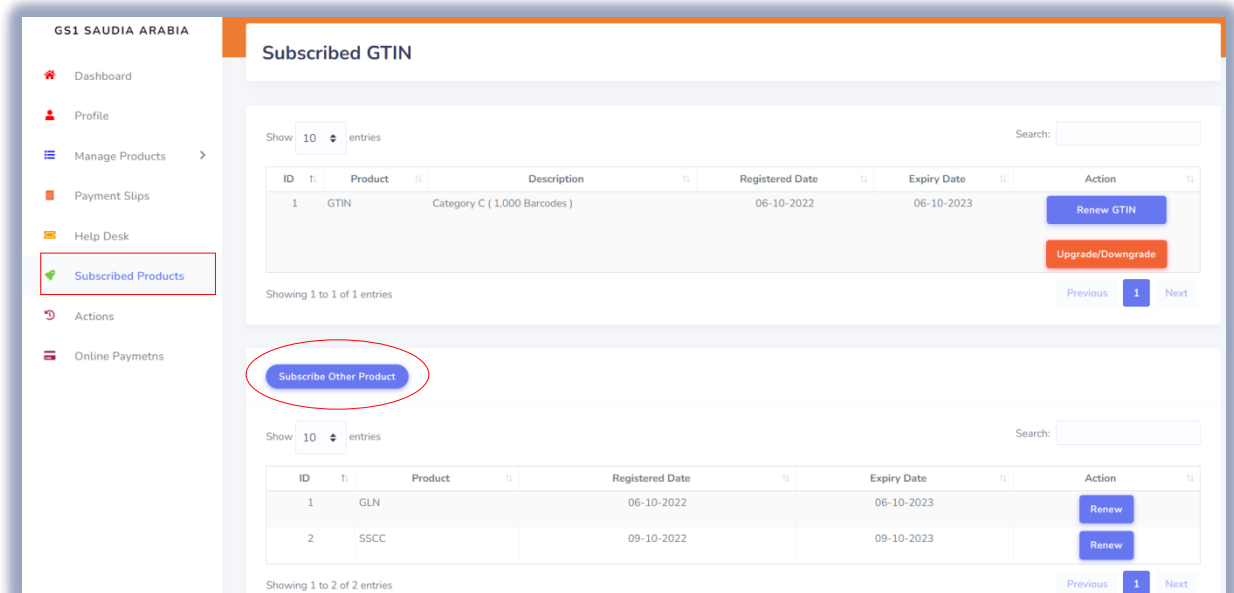
Popup Message will appear (Successfully Login). Refer below screen shots and then Click "OK" Button



Then Navigate to Members dashboard.

## How to Subscribe Foreign GTIN

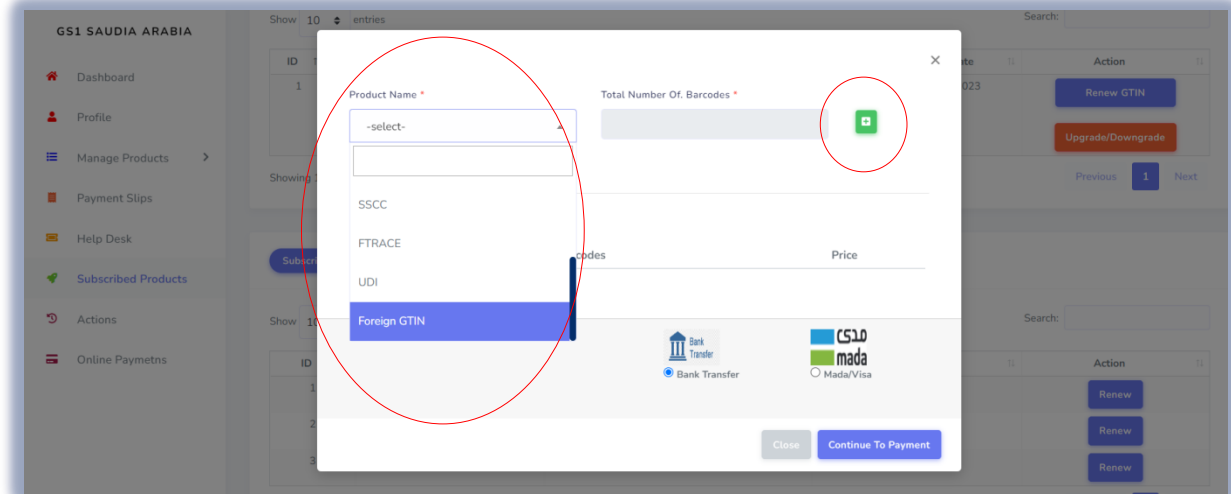
**On Members dashboard, Click “Subscribed Products” section.**  
Then click the **“Subscribe Other Product”** button to continue



Next Popup, Select **“Foreign GTIN”** in **“Product Name \*”** field.

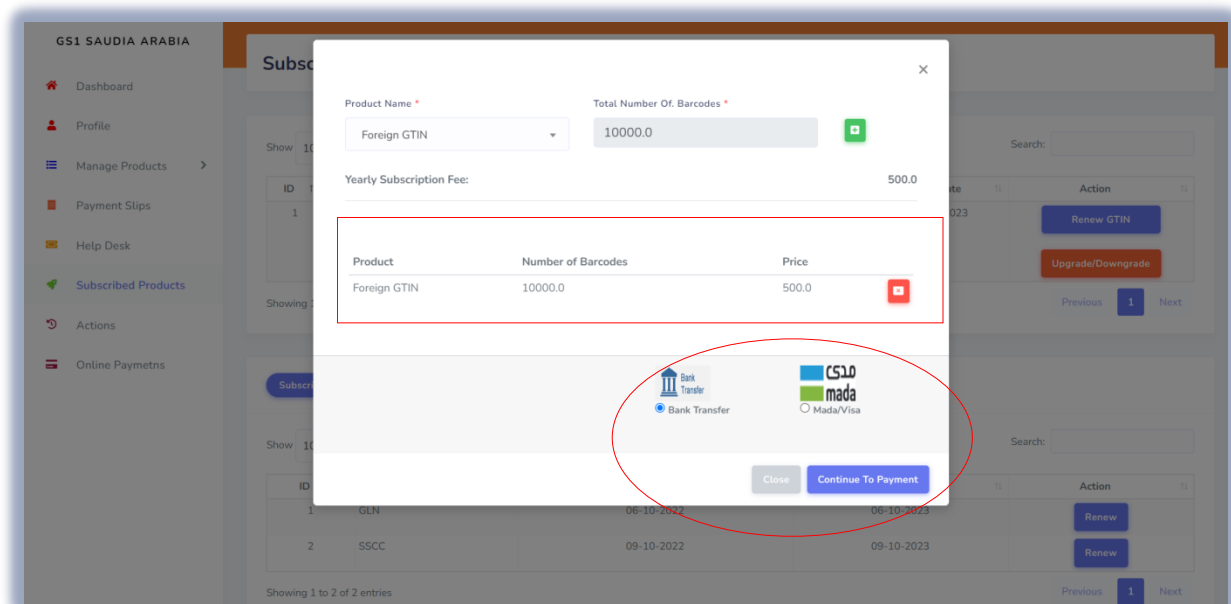


And Then Click the “Green Plus Sign” to Add Foreign GTIN

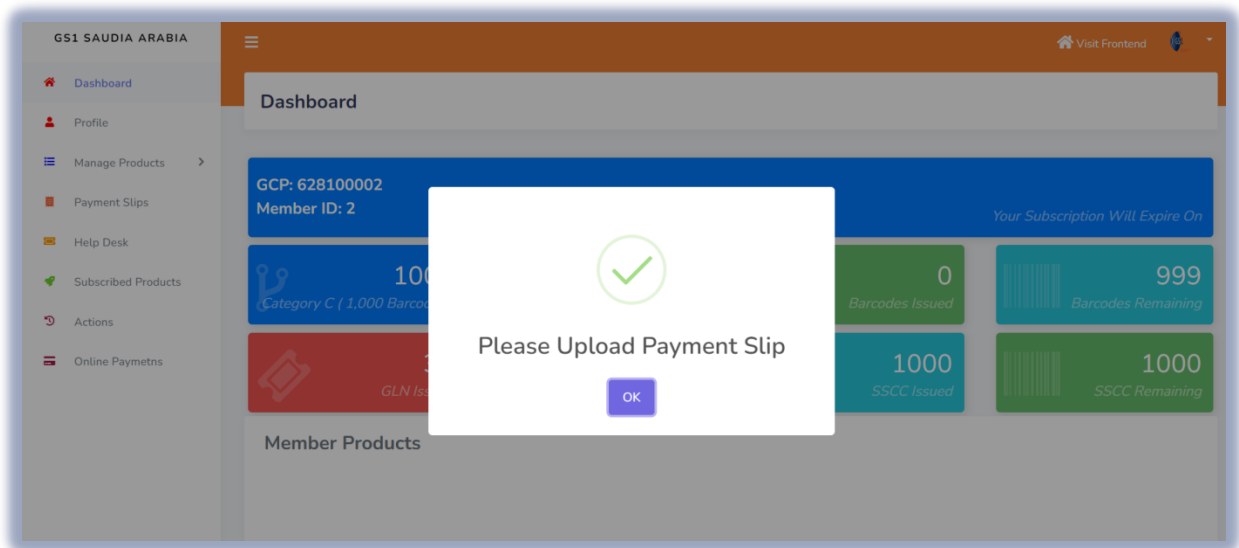


Once click “Green Plus Sign” to Add Foreign GTIN, it will show details Product, Number of barcodes and the Price. Refer as below screenshot

Select “Bank transfer or Mada/Visa “for Payment option. Then click the “Continue to Payment” button to continue Uploading the payment Slip.

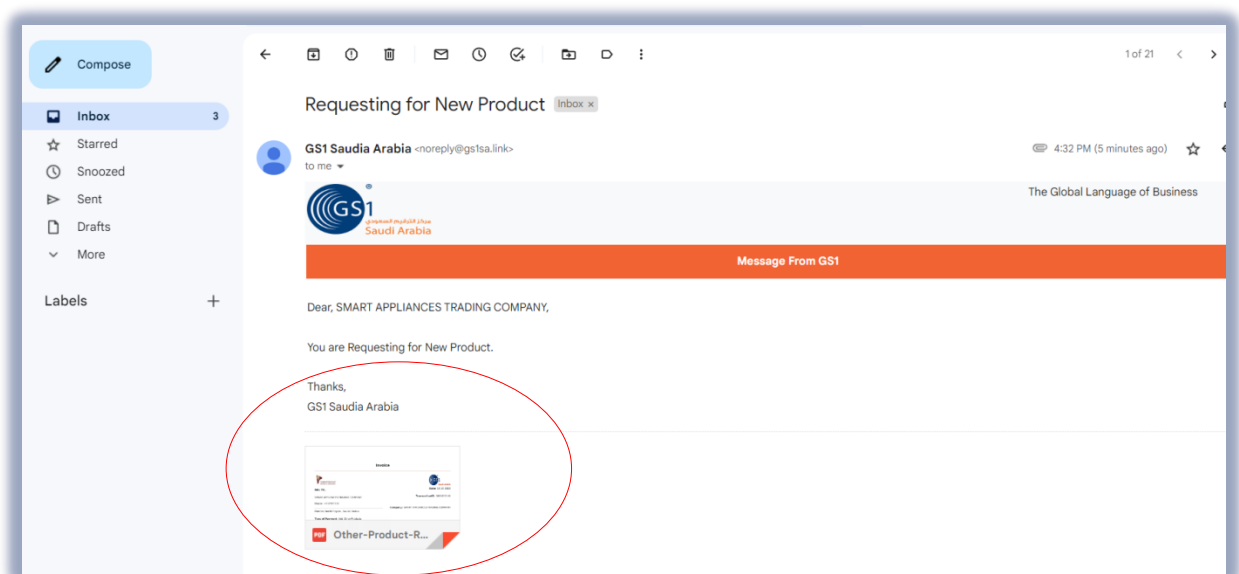


Then, Popup message will appear like this below” **Please Upload Payment Slip.** “



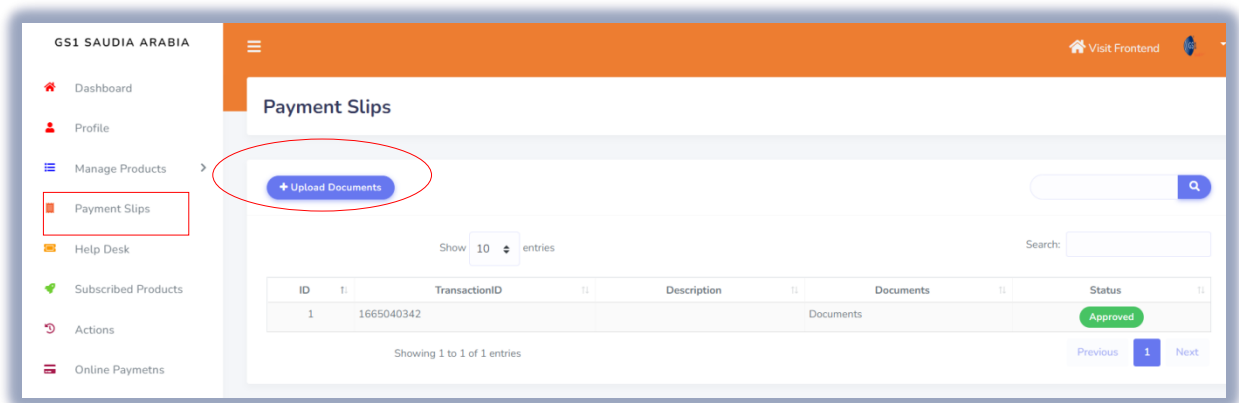
### Received Email Notification

The same time you will be notify on your registered email for “**Requesting for New Product** “which is **Foreign GTIN** and attached Invoice for reference of payment.



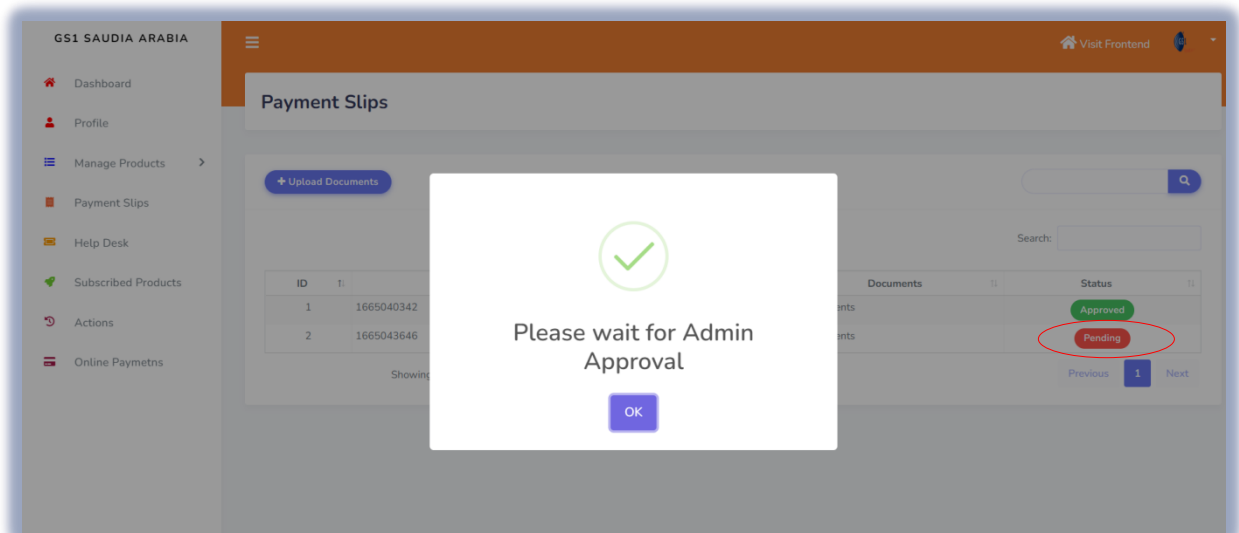
## Upload Payment Slip

On Members dashboard click **“Payment slips”** and click **“+ Upload Documents”** to upload Proof of payment



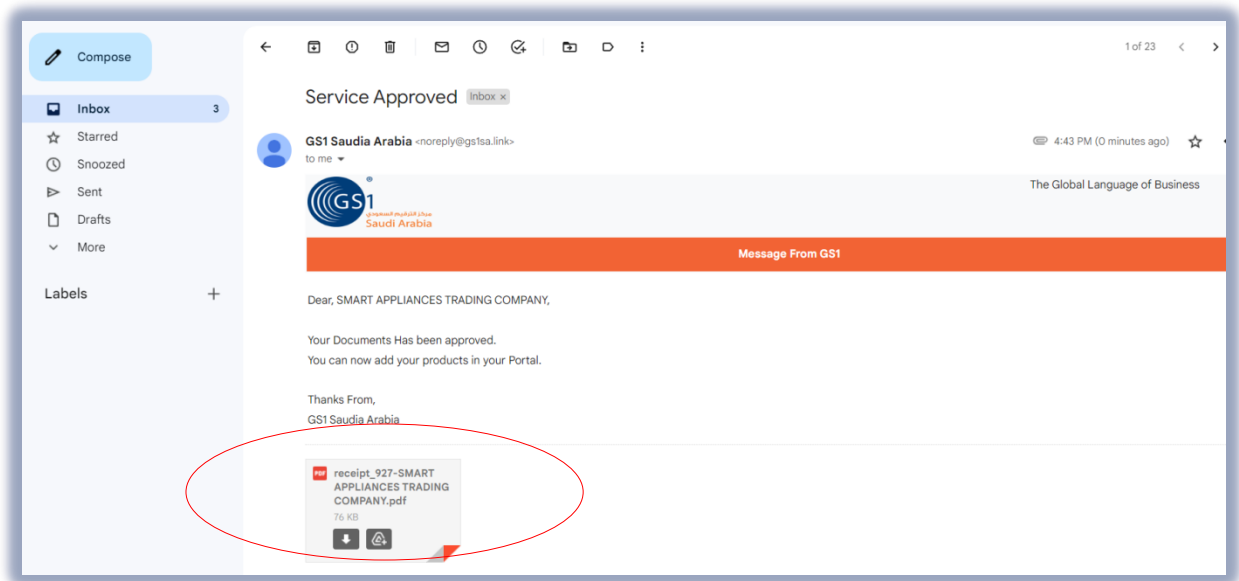
**NOTE: To Upload Payment Slip** refers to User’s Guide for **“Uploading Payment Bank Slip”** PDF file. If required.

After uploading, Popup message will appear to wait for the **“Admin Approval”** and **“Pending”** Status same below and email notification **“DOCUMENTS DETAIL”** for documents has been uploaded.

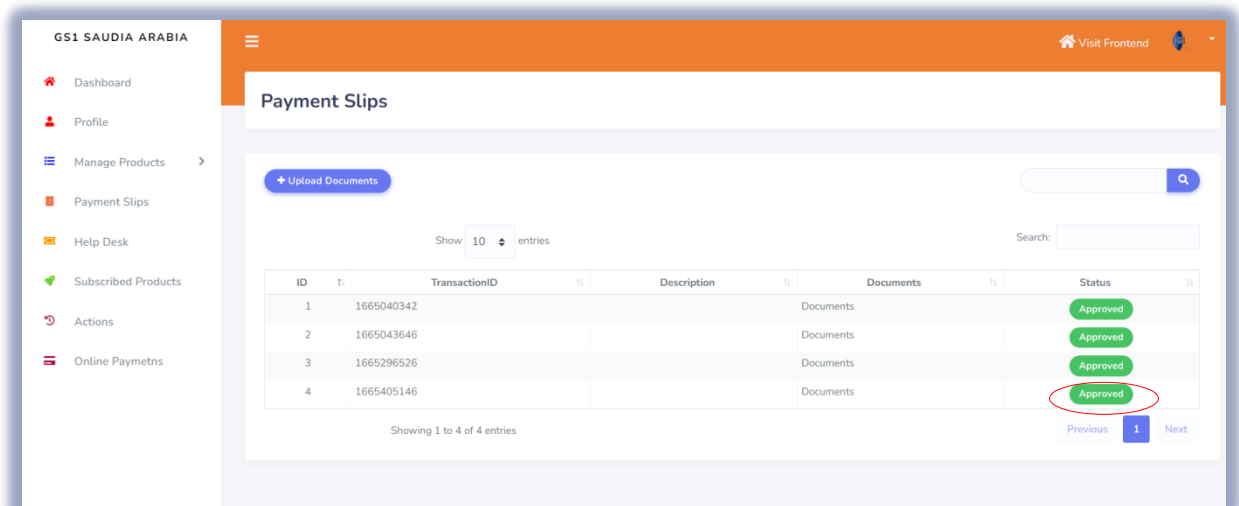




Once **approved by the Admin**, you will be notify on your registered email a **“Service Approved”** with attached receipt

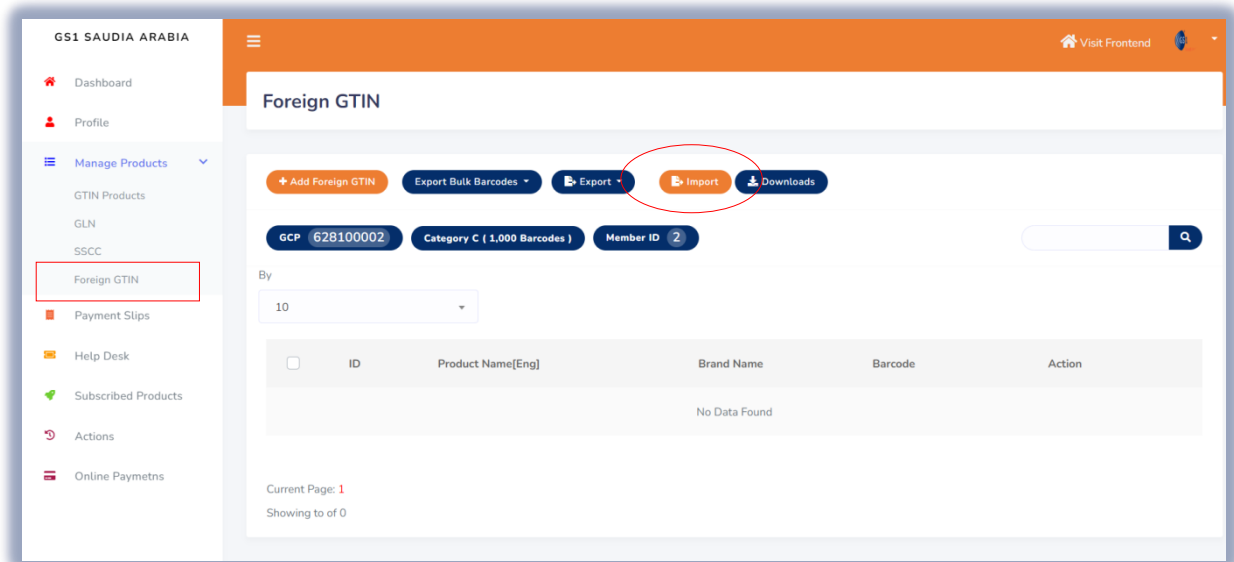


On your Members dashboard, you can see the **“Approved”** status also. That means you can start now to add the **Foreign GTIN**.

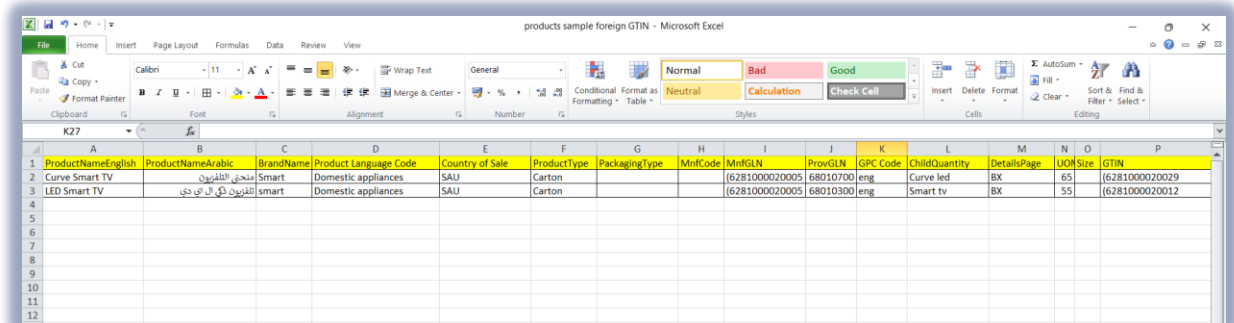


## Adding Foreign GTIN

Then Click “**Manage Products**” section to continue. And then click “**Import**” button to continue

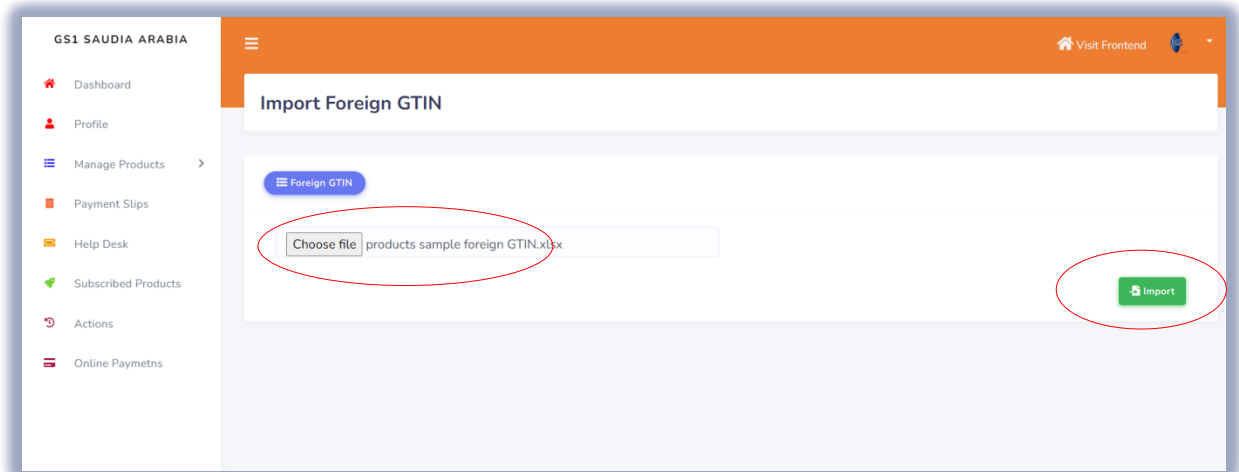


Note: below screenshot of excel file to Import **Foreign GTIN**.  
(2 or more qty. is same option) sample only

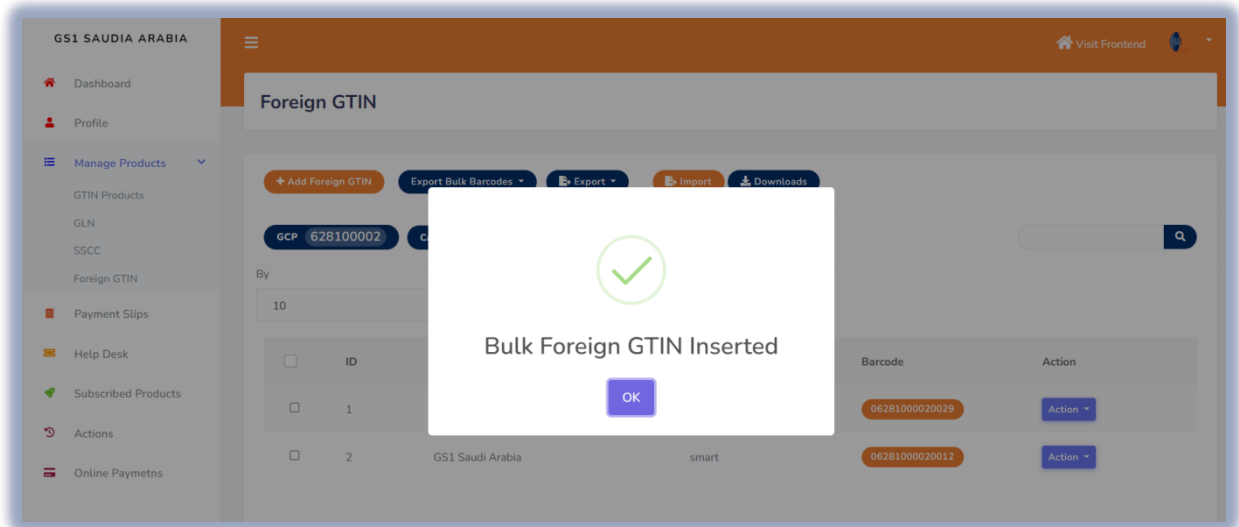


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Product Name English	Product Name Arabic	Brand Name	Product Language Code	Country of Sale	Product Type	Packaging Type	Min Code	Max GLN	Price GLN	GPC Code	Child Quantity	Details Page	UoM Size	GTIN	
1	Curve Smart TV	تلفزيون الكرنج الذكي	Smart	Domestic appliances	SAU	Carton		(628100002)0005	68010700	eng	Curve led	BX	65	(628100002)0029		
3	LED Smart TV	التلفزيون الذكي ال led	smart	Domestic appliances	SAU	Carton		(628100002)0005	68010300	eng	Smart tv	BX	55	(628100002)0012		

Once click the “**Import**” button, and then Click “**Choose File**” to insert/upload **Foreign GTIN** files.  
Then Click **Import** button



Popup message “Bulk Foreign GTIN Inserted” will appear once successfully inserted the file.



On your **Foreign GTIN** screen will display all you uploaded file with **Product Name (Eng.)**, **Brand Name**, **Barcode number** and **Action** option.

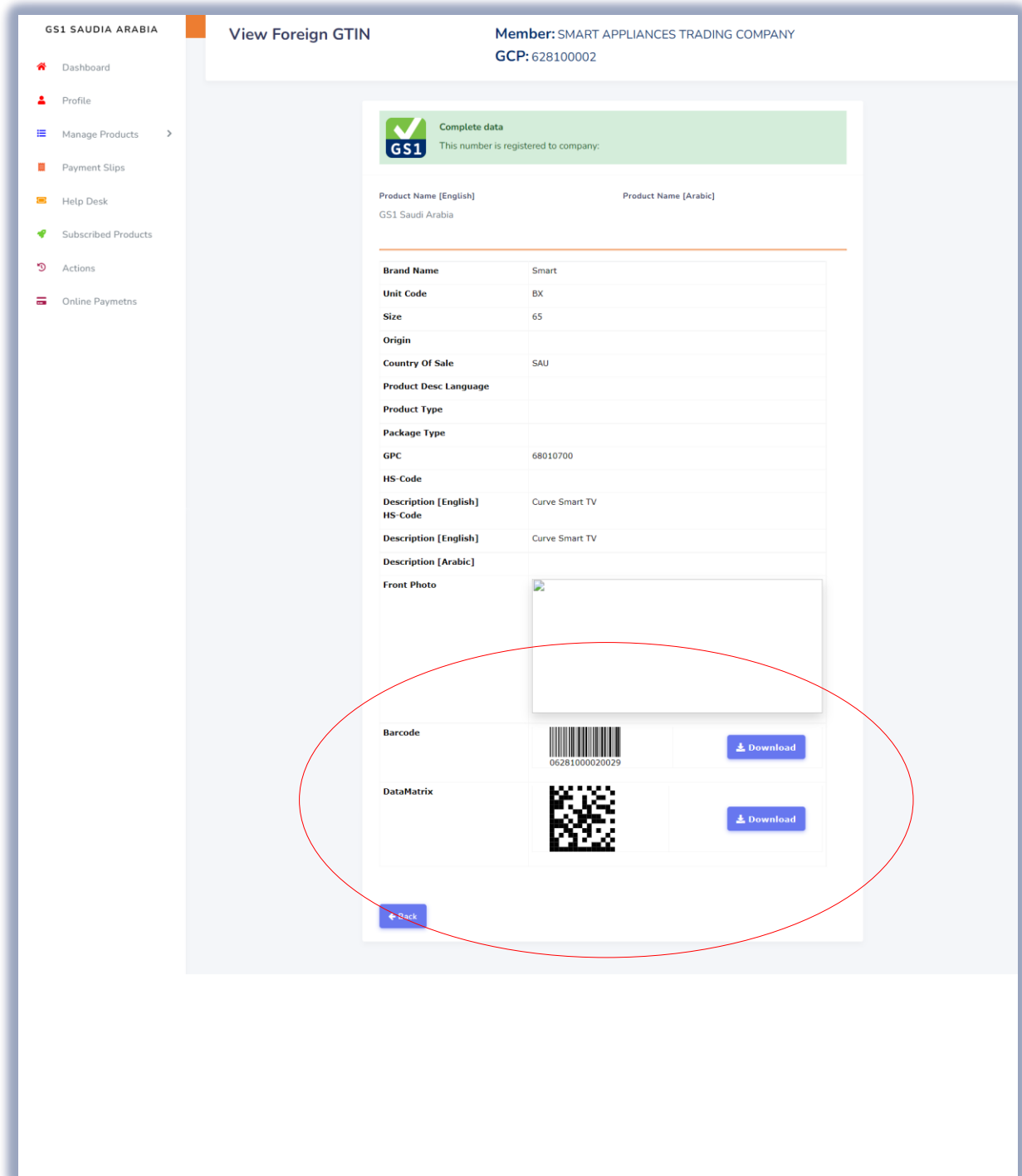
**“Export Bulk Barcodes”:** (Barcodes, Data Metrix)

**“Export”:** (Excel, PDF)

**Action** option (View and Delete) same below

ID	Product Name[Eng]	Brand Name	Barcode	Action
1	GS1 Saudi Arabia	Smart	06281000020029	<ul style="list-style-type: none"> <li>View</li> <li>Delete</li> </ul>
2	GS1 Saudi Arabia	smart	06281000020012	Action

To **View** the details “**Foreign GTIN**” item. Refer below sample screenshot



You have option also to download the **Barcode** and **Data Metrix**

## Contact Information

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