Adding GTIN products (Single Add)

GS1 User Guide in How to Add GTIN Products

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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.
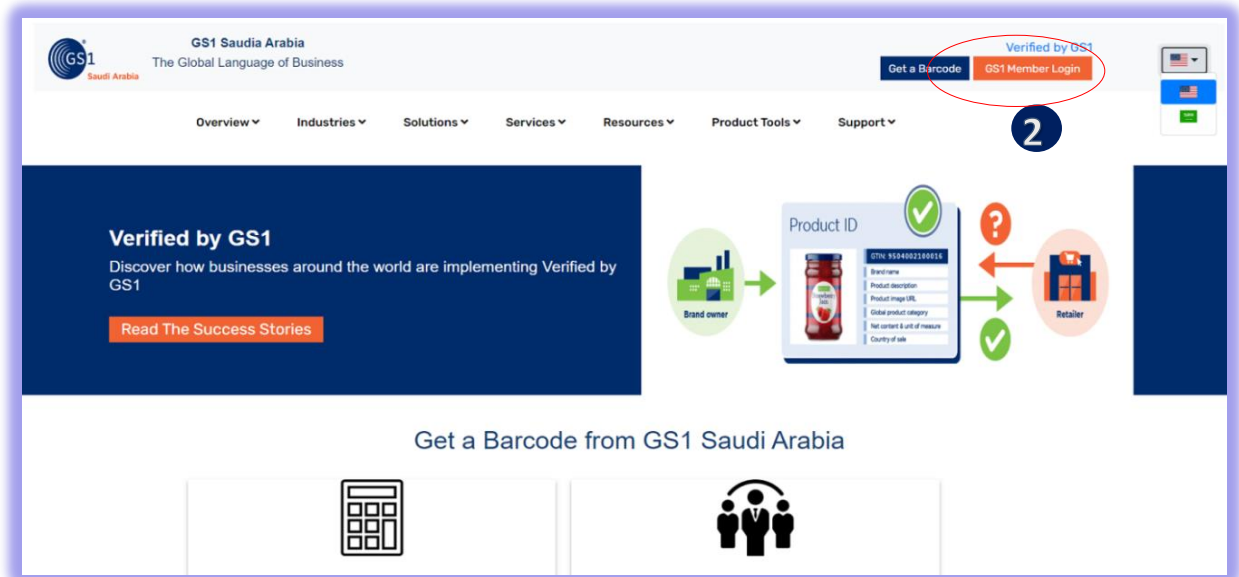
Requirements

1. Successfully Registered to GS1 Saudi Arabia
2. Successfully Uploaded Payment slip
3. List of items to Generate GS1 barcodes

GS1 Saudia Arabia

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

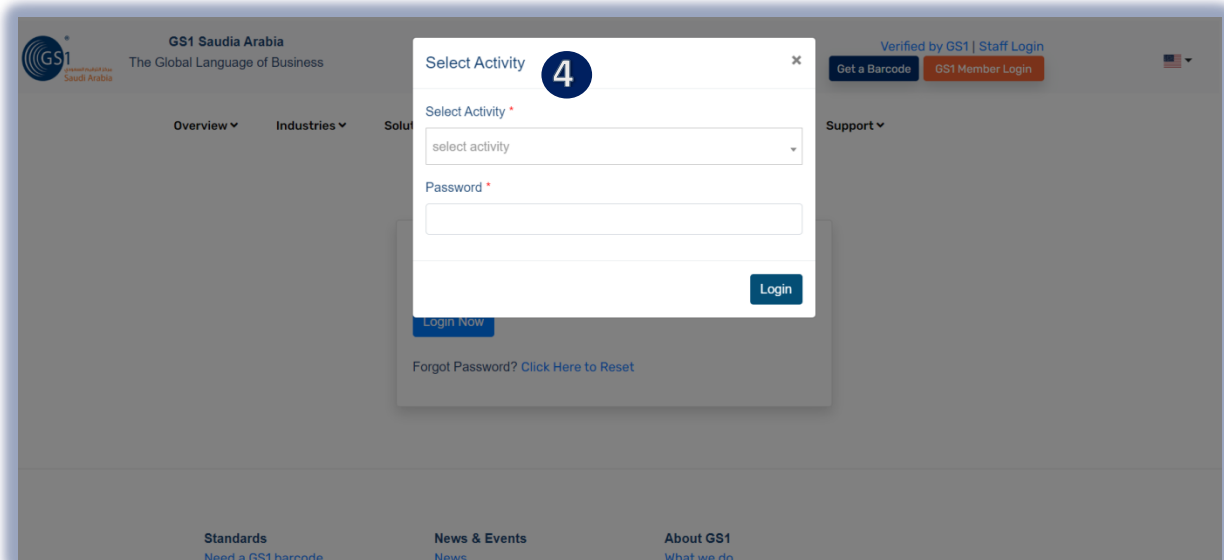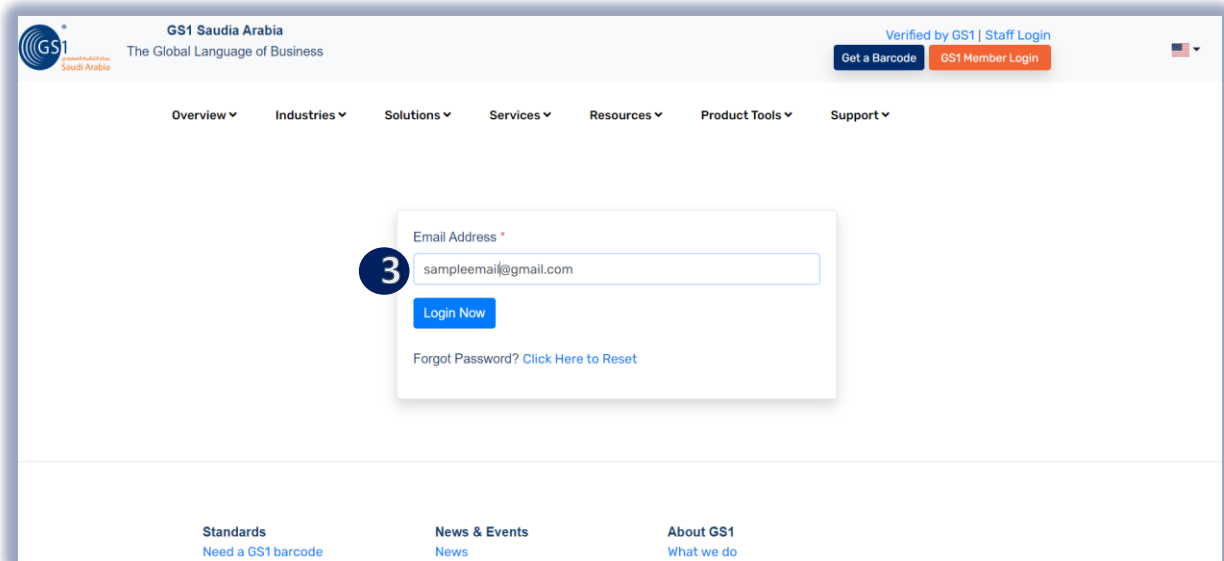Select the Preferred language "**English or Arabic**" to Login

Find and Click "GS1 Member Login" to Continue

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

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Input Login Details

Enter "**Registered email address**" and Password "**initial password**" and click **Login Now**
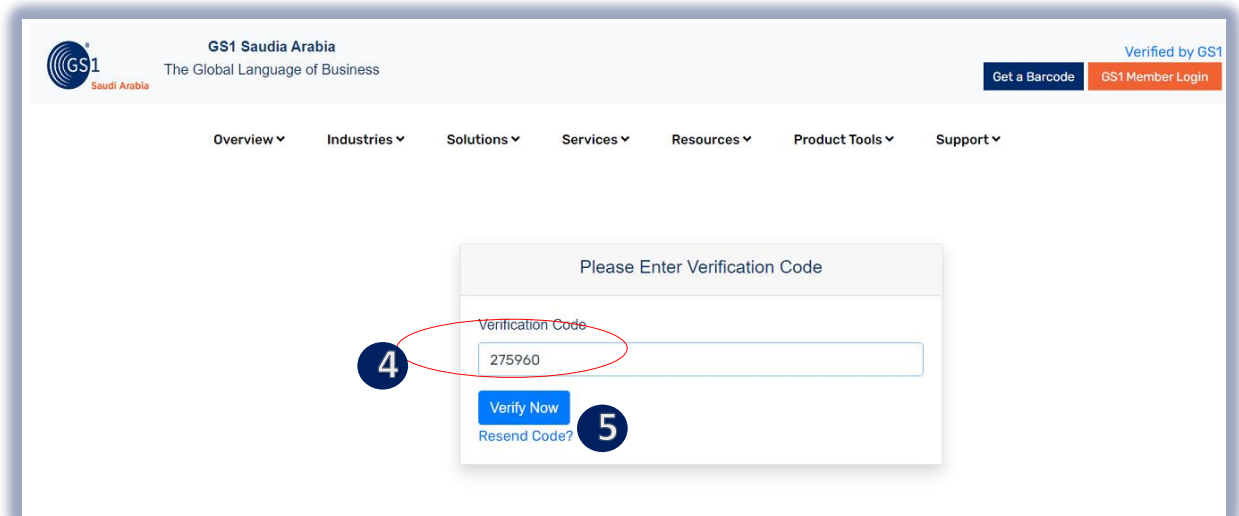

3 Input User Login Id or Registered "Email Address" and click **"Login Now"** to continue

4 Select Activity and enter**" initial Password"** from your email, Then Click **"Login"** to received SMS "OTP" and Popup message below will appear.
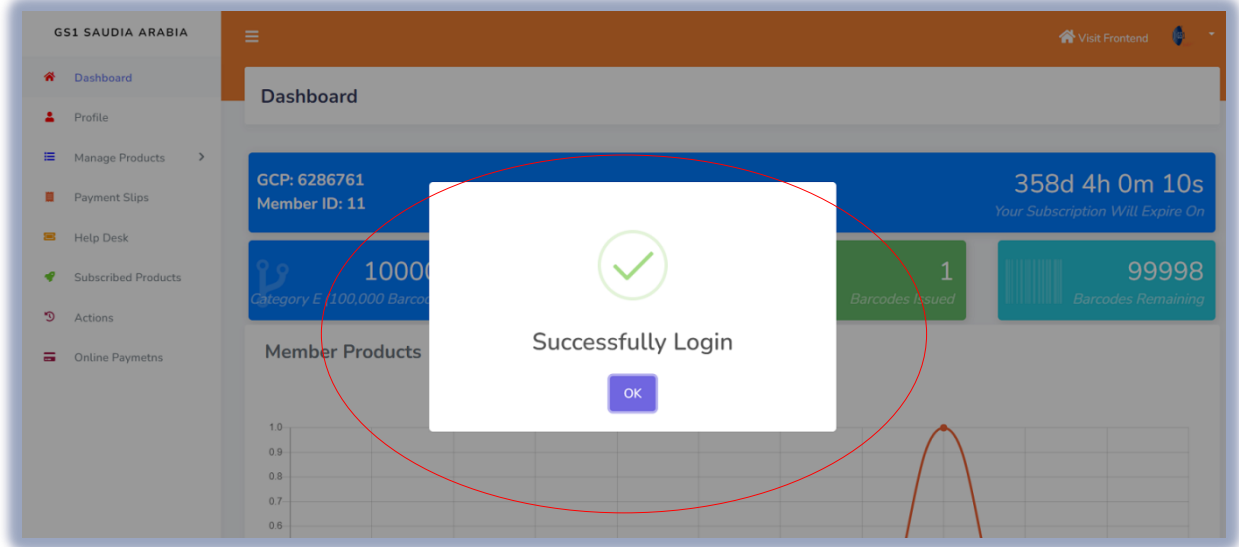
GS1 Saudia Arabia
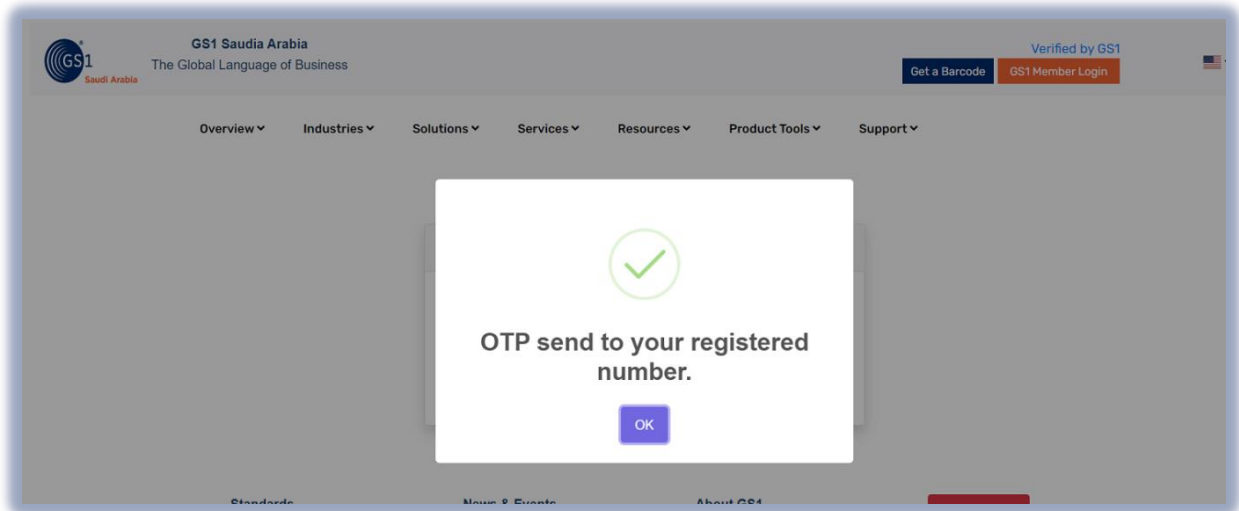
Received SMS "OTP number"

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

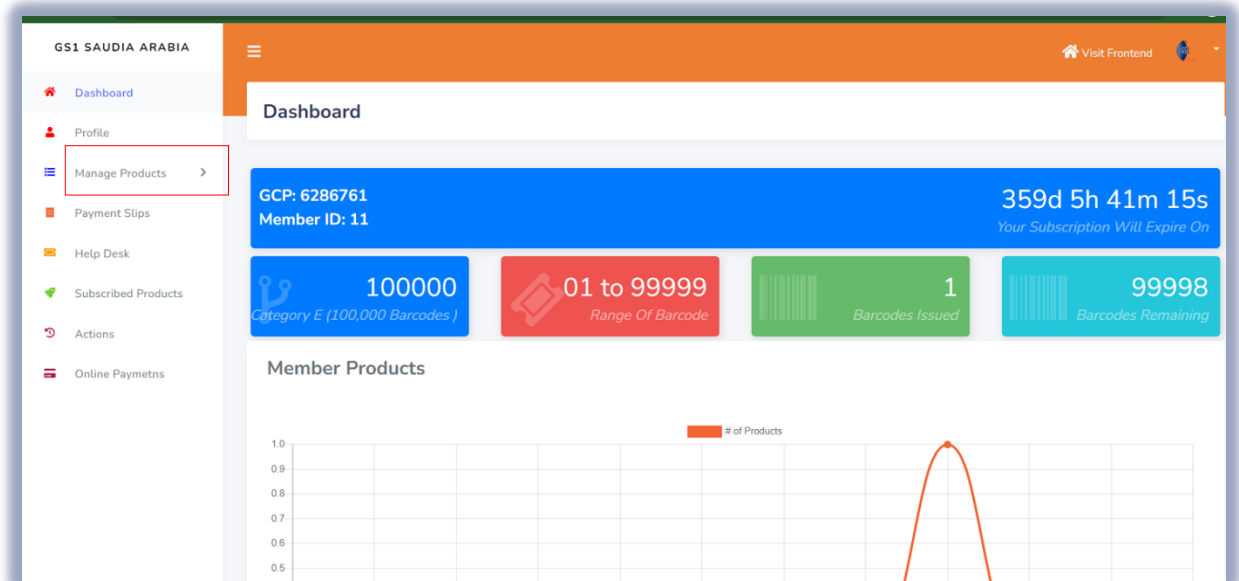**4** Enter "OTP "sent to your registered mobile no.

5 Click "Verify Now" to continue on Main Members Dashboard

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

Navigate to Main Members dashboard

Then Click "**Manage Products**" and "**GTIN Products**"
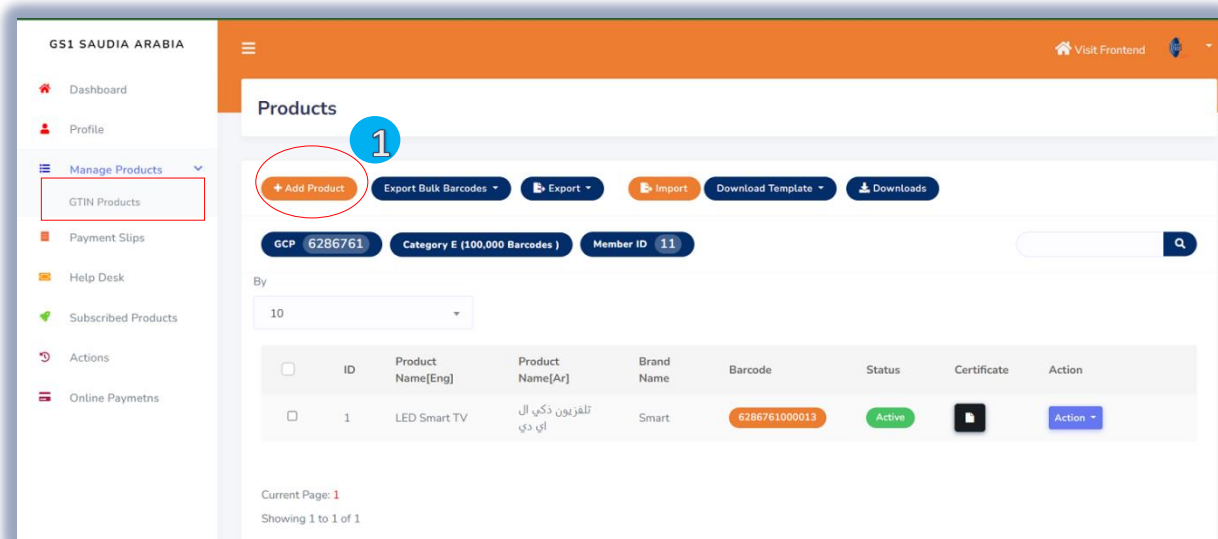

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Manage Products & GTIN Products" in this section you can add products by single item, import with bulk items. Export your items with barcode, Download templates and items with barcodes, and also you can find each line item with barcode and certificates
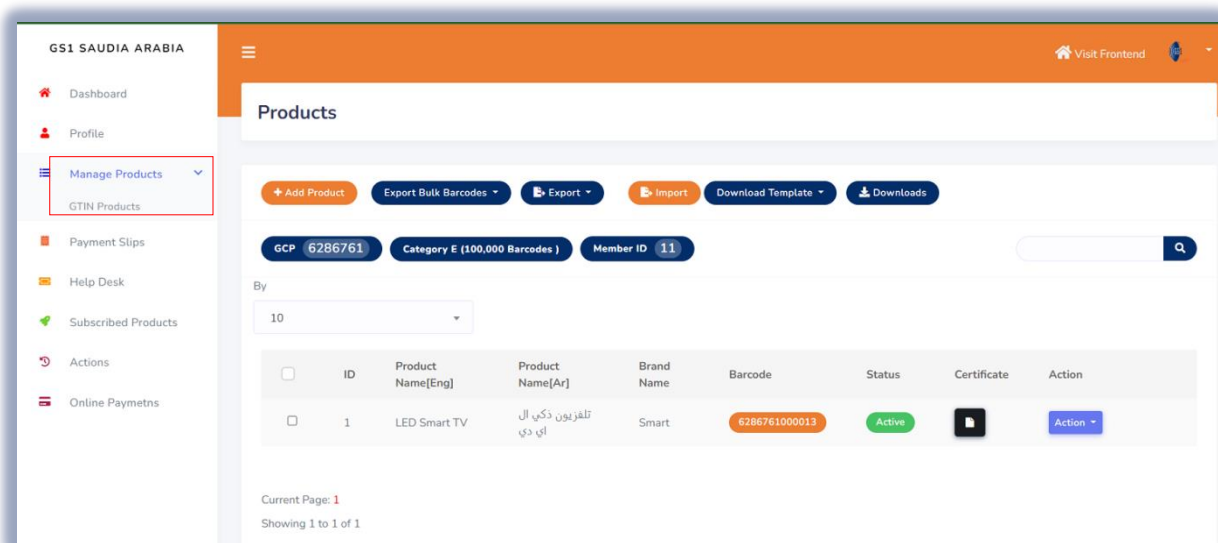
Note: Must Successfully Uploaded Payment slip to Add Products

Add single GTIN product

Navigate "**GTIN Products**" and then Click "**+ Add Products**" to continue next step

①Click "**+ Add Products**" to adding single items and Select or Input all the Mandatory (*●) details, same as screen below.   (Mentioned company is example only)

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Cont….

Above enter the mandatory details and Choose file for images of items.
Note (item Images are mandatory)
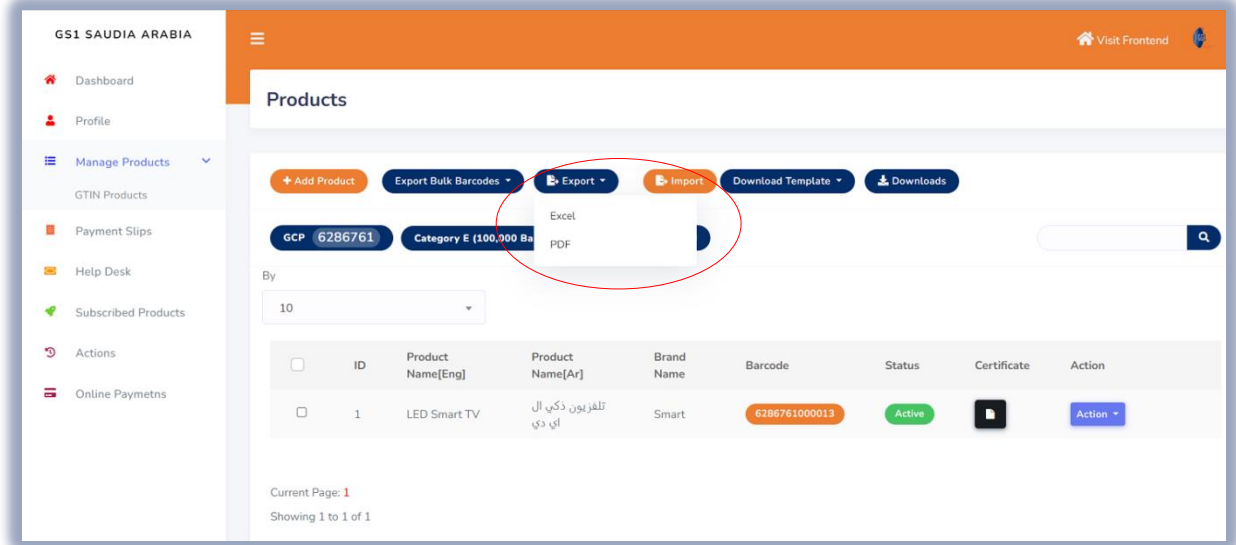
GS1 Saudia Arabia

Once all has been filled up for single item details, then Click "SAVE PRODUCT" to save item
And see next the same screen below.
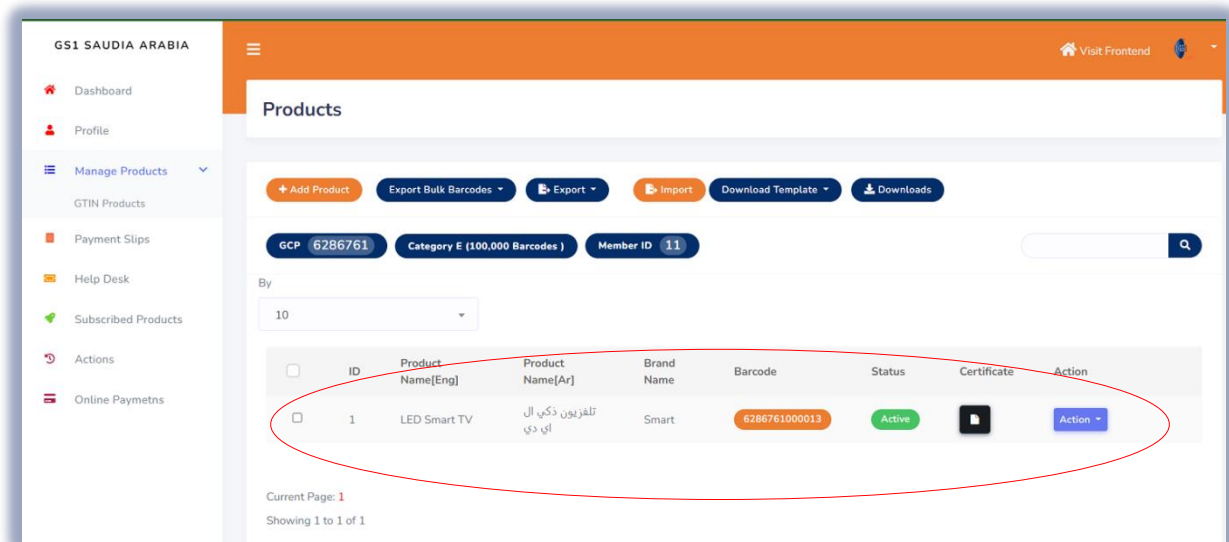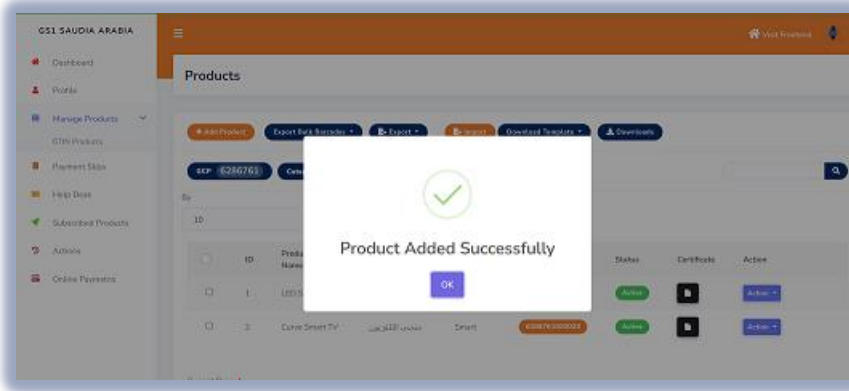
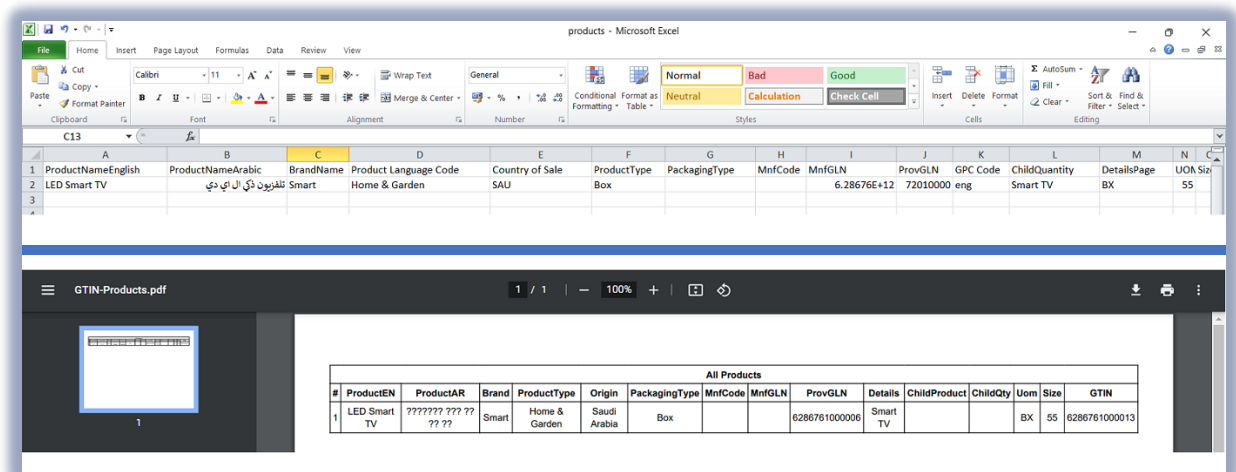Then the item saved will appear like above details

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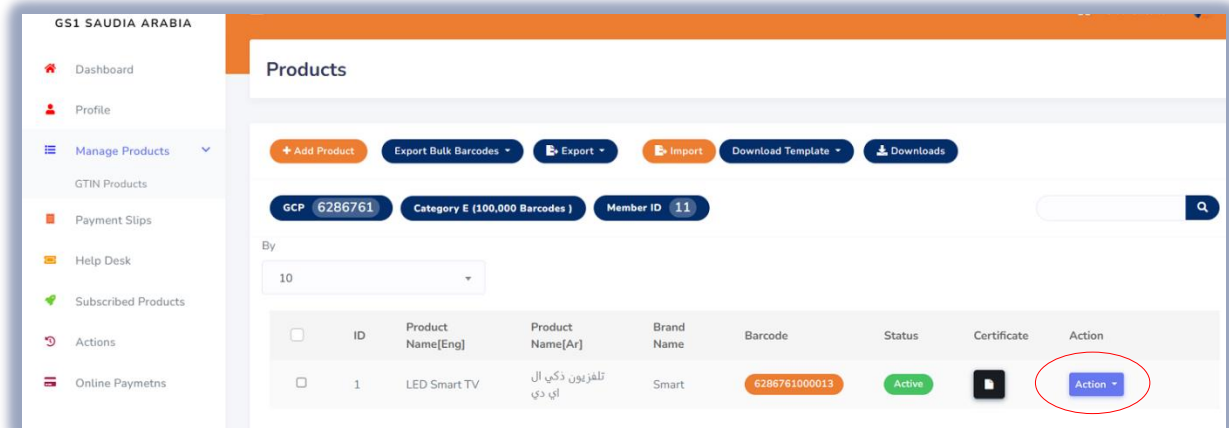## How to "Export" in single items .

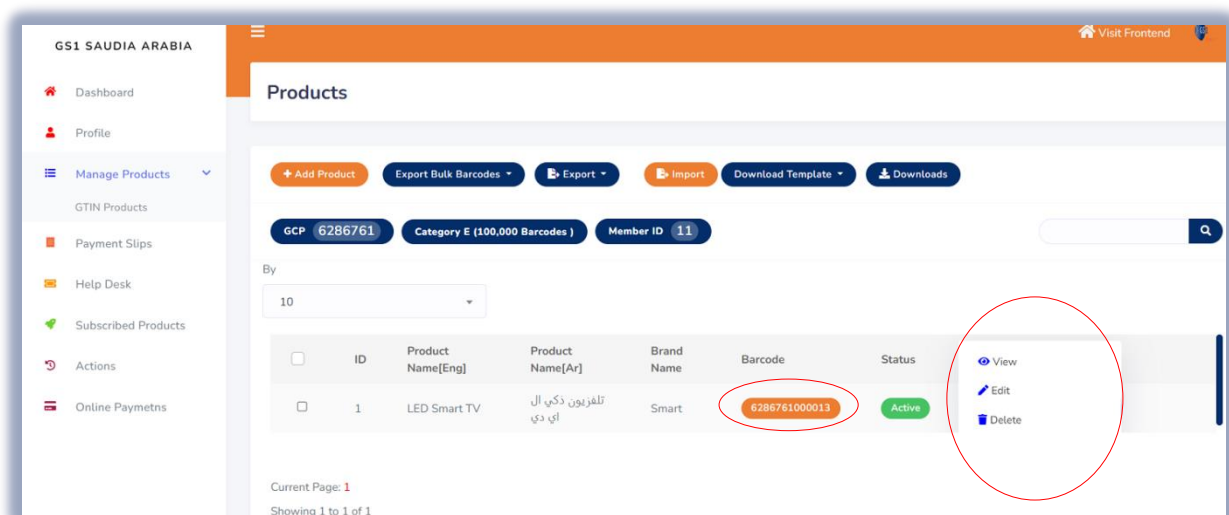"**Click Export**" and options (Excel and PDF file) depends your comfortable file to export the items

Example below for exported items (Excel and PDF file).

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Click "**Action**" for option (View, Edit delete) of items

Refer below screen shot once "**Action**" button is clicked

 GTIN barcode number

Once click each option

And "Edit" to change details of an item.   "Delete"" to remove any item

Example of "View" you can see all the details of what you enter of an items.

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Continue screen shots blow

Also in" View" item has the Download option

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To View the "**Certificate** "of an item. Click file attached below the "**Certificate**" description
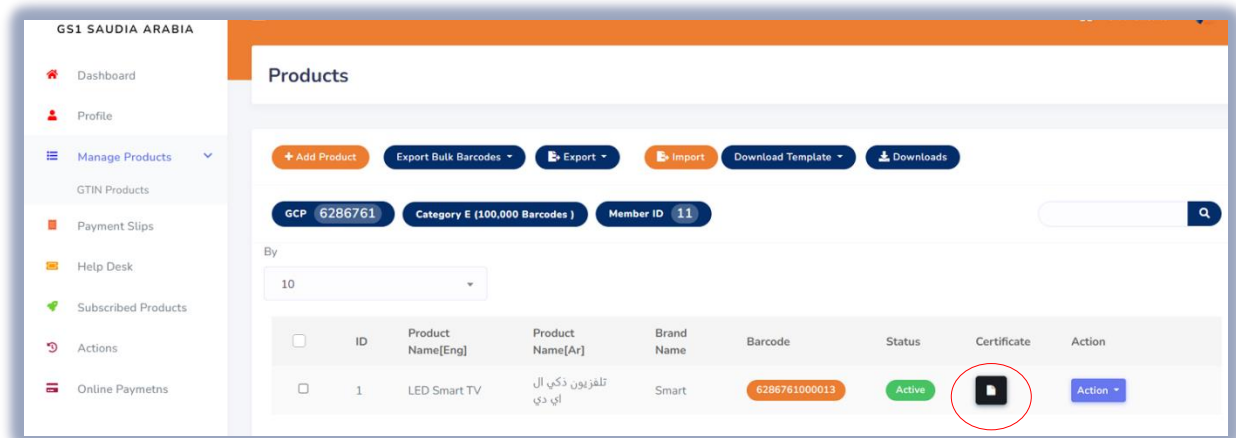
Click the Image/file below a "**certificate** "option. And then view the certificate. (See example below)
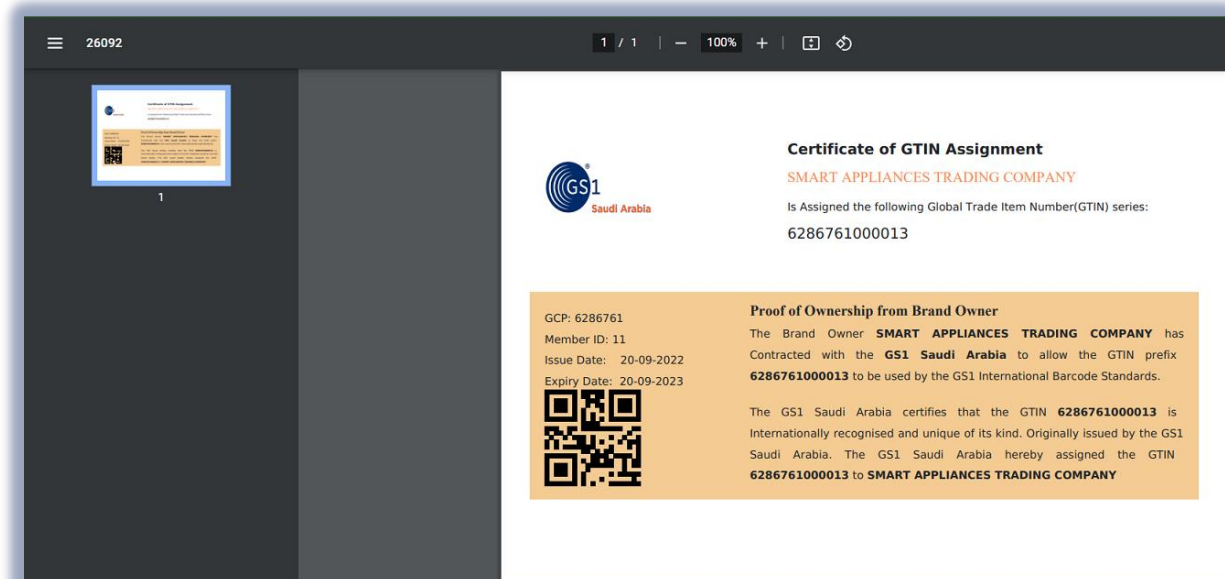
You can download also your certificate.

GCP - is a unique number that can then be used as a base by the company to generate unique identification numbers for products

GTIN - (**Global Trade Item Number**) is primarily used within barcodes, but it can also be used in other data carriers such as radio frequency identification (RFID)

Category – Barcodes subscription

Contact Information

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

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