

Adding GLN Information

How to add GLN

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
Navigate to Members dashboard	5
Pre- Adding GLN Product	5
.....	6
Received Email Notification	7
Upload Payment Slip.....	8
Adding GLN Product.....	10
Adding GLN Information	11
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.

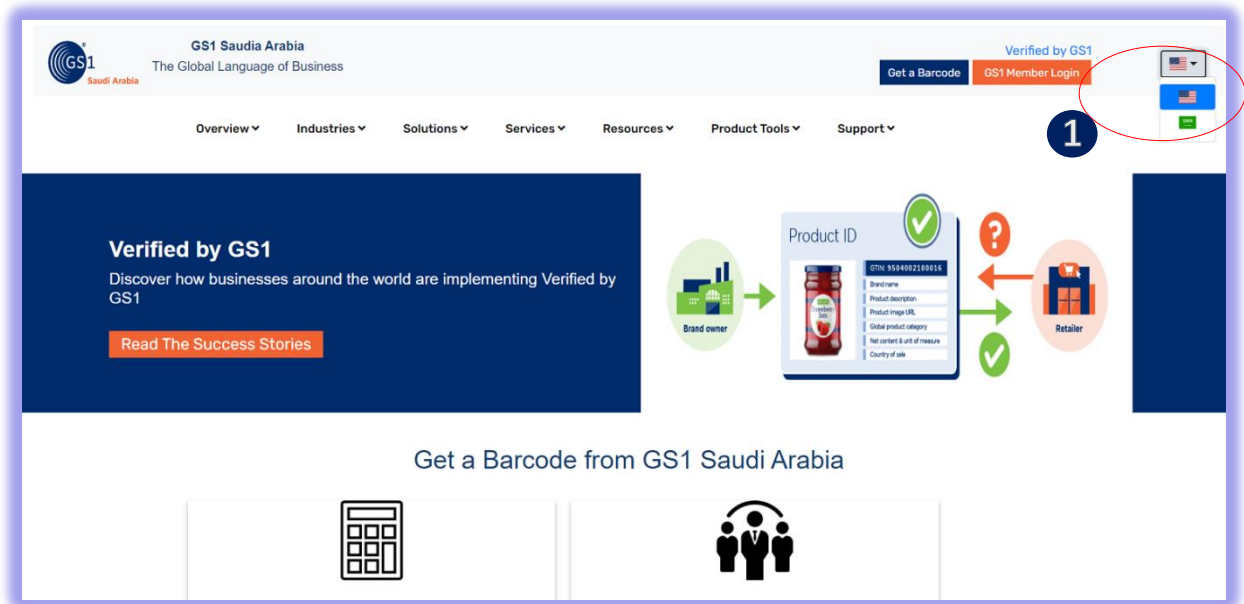
This GS1 User's Guide Consist of step by step guides from start to finished, helping organizations to generate GS1 Barcode standard requirements in the Region.

Requirements

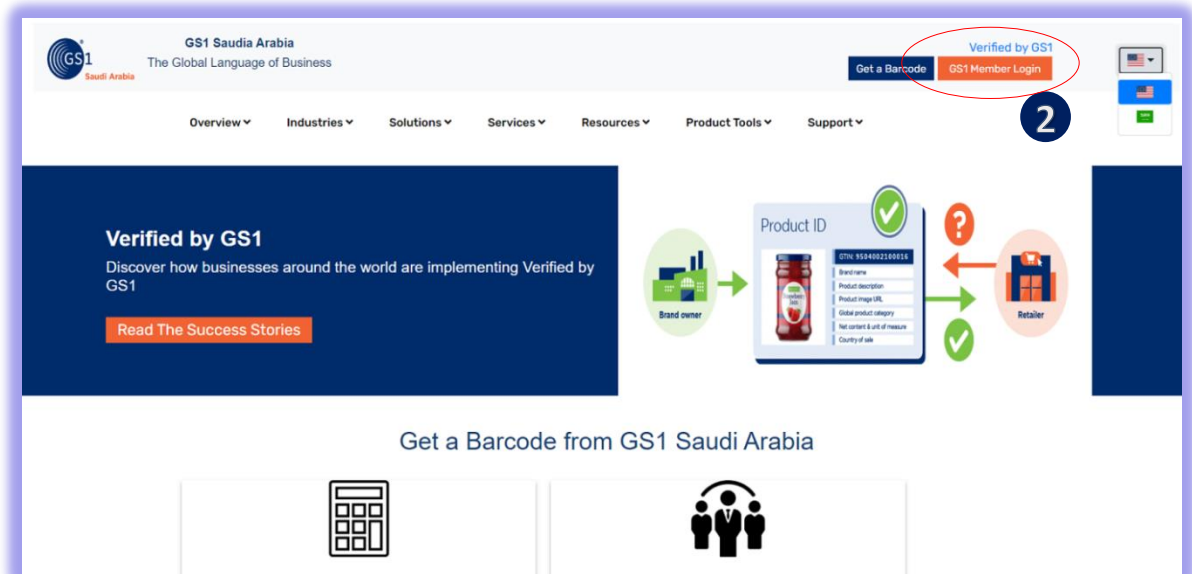
1. Successfully Registered to GS1 Saudi Arabia
2. Successfully Uploaded Payment slip
3. List of items to Generate GS1 barcodes

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

Select the Preferred language “English or Arabic” to Login



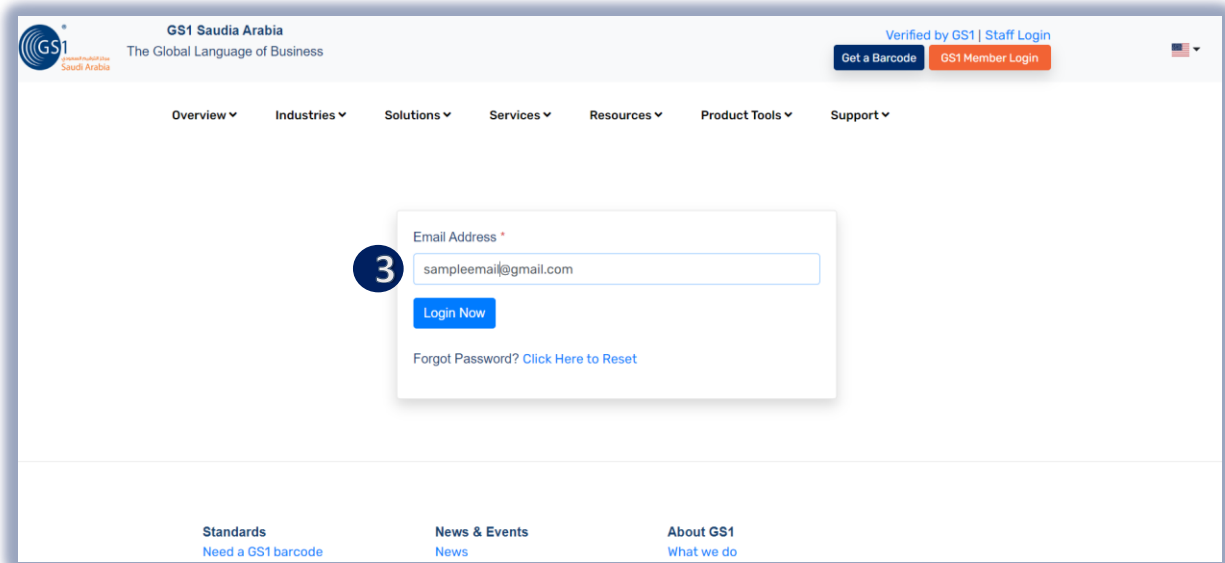
Find and Click “GS1 Member Login” to Continue



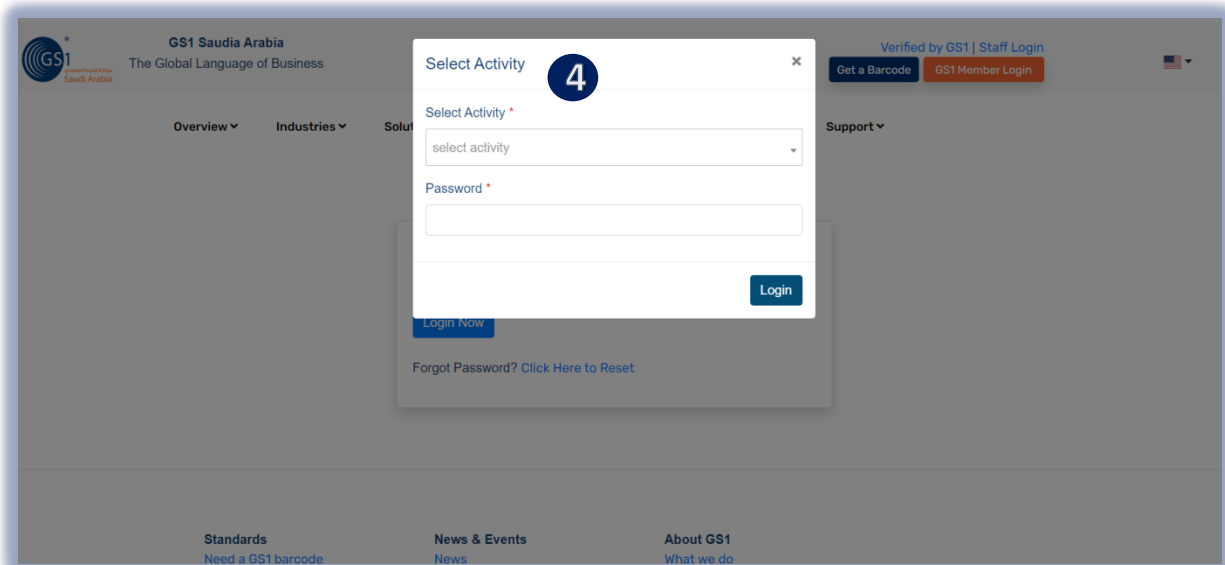
1 Click for Select Preferred language (Arabic or English) **2** Click “GS1 Member Login” to Login

Input Login Details

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

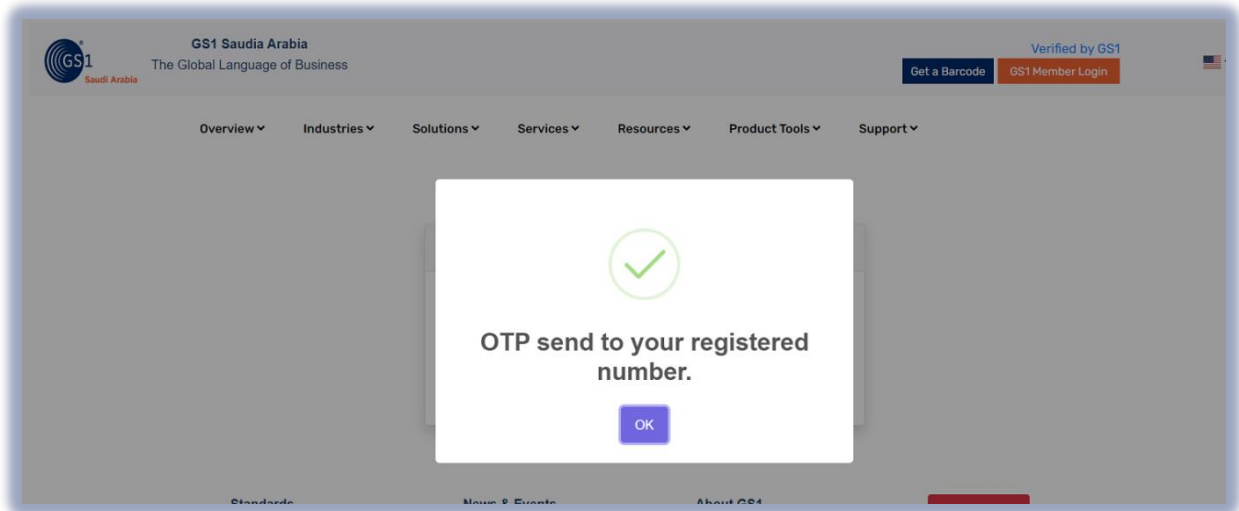


The screenshot shows the GS1 Saudi Arabia website with a login modal open. The modal has a title "Email Address *" and a text input field containing "sampleemail@gmail.com". A blue "Login Now" button is below the field, and a link "Forgot Password? Click Here to Reset" is below the button. A blue circle with the number "3" is overlaid on the left side of the modal. The background website shows a navigation menu with "Overview", "Industries", "Solutions", "Services", "Resources", "Product Tools", and "Support". At the top right, there are buttons for "Get a Barcode" and "GS1 Member Login". At the bottom, there are links for "Standards", "News & Events", and "About GS1".



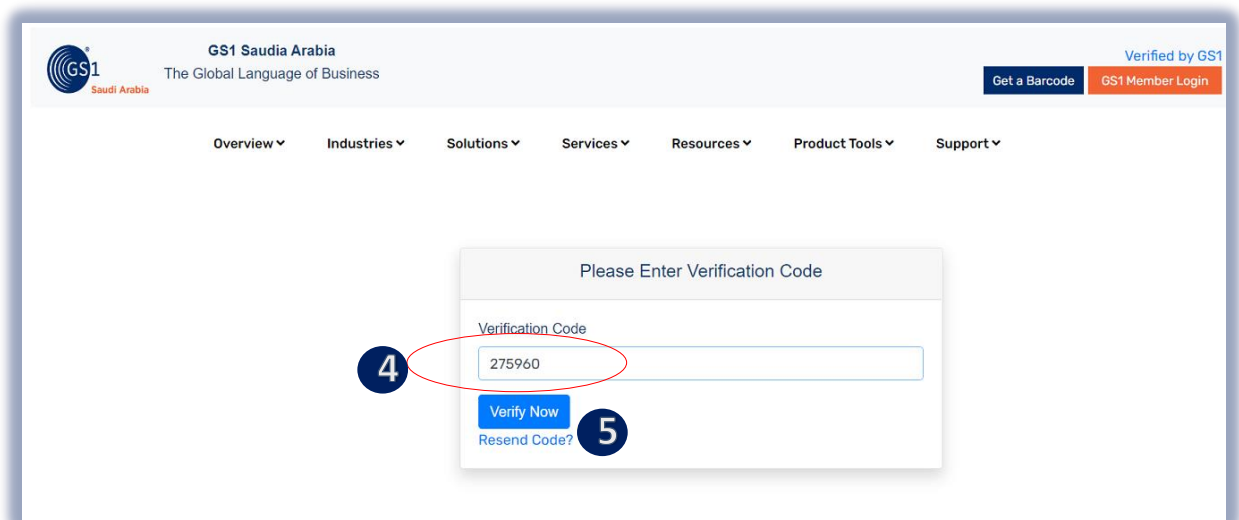
The screenshot shows the same GS1 Saudi Arabia website with a login modal open. The modal has a title "Select Activity" and a dropdown menu with "select activity" selected. Below the dropdown is a "Password *" input field. A blue "Login" button is at the bottom right of the modal. A blue circle with the number "4" is overlaid on the top right of the modal. The background website is dimmed, showing the same navigation menu and buttons as in the previous screenshot.

- 3** Input User Login Id or Registered "Email Address" and click "**Login Now**" to continue
- 4** Select Activity and "initial Password" from your email, Then Click "Login Now" to Received SMS "OTP" and Popup message below will appear.



Received SMS "OTP number"

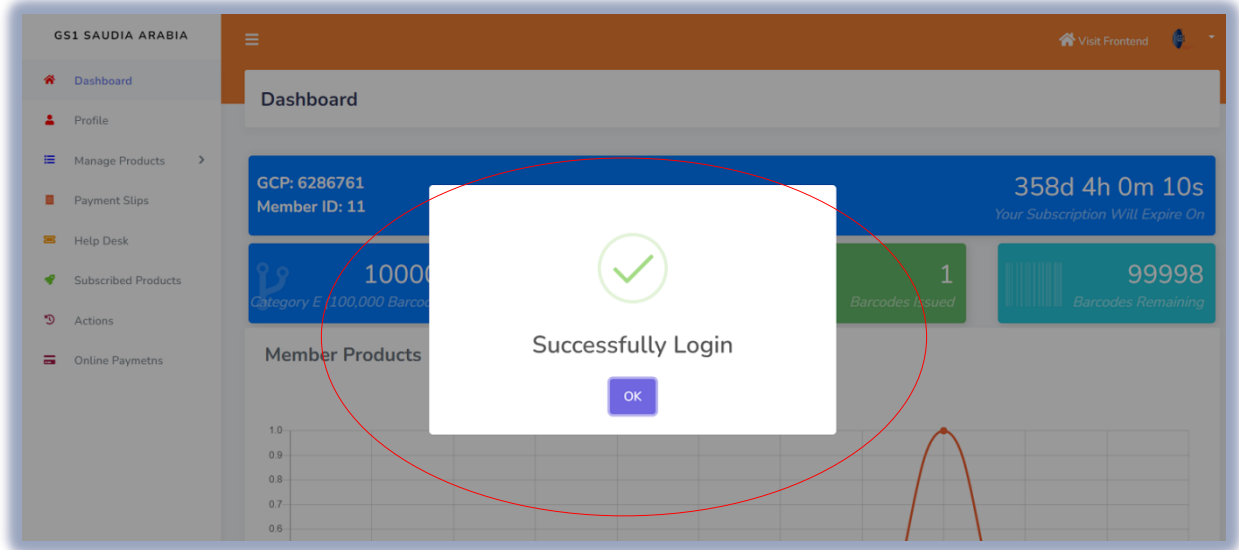
And Then Enter "OTP number" and Click "Verify Now" to Proceed on Members Dashboard



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

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

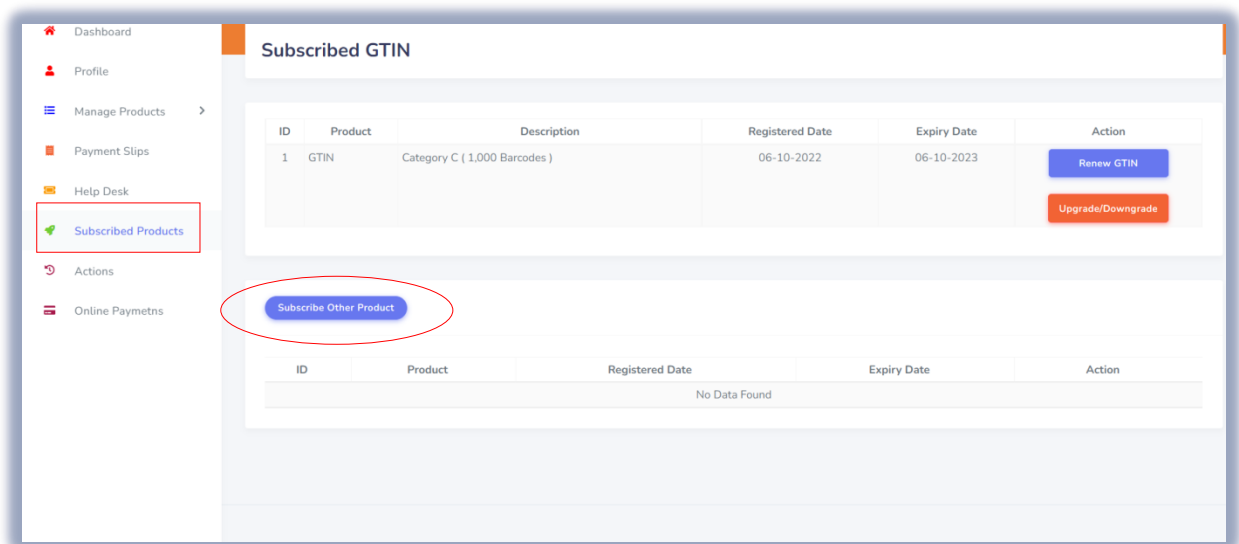
Popup Message will appear (Successfully Login". Refer below screen shots and then Click "OK" Button



Navigate to Members dashboard

Pre- Adding GLN Product

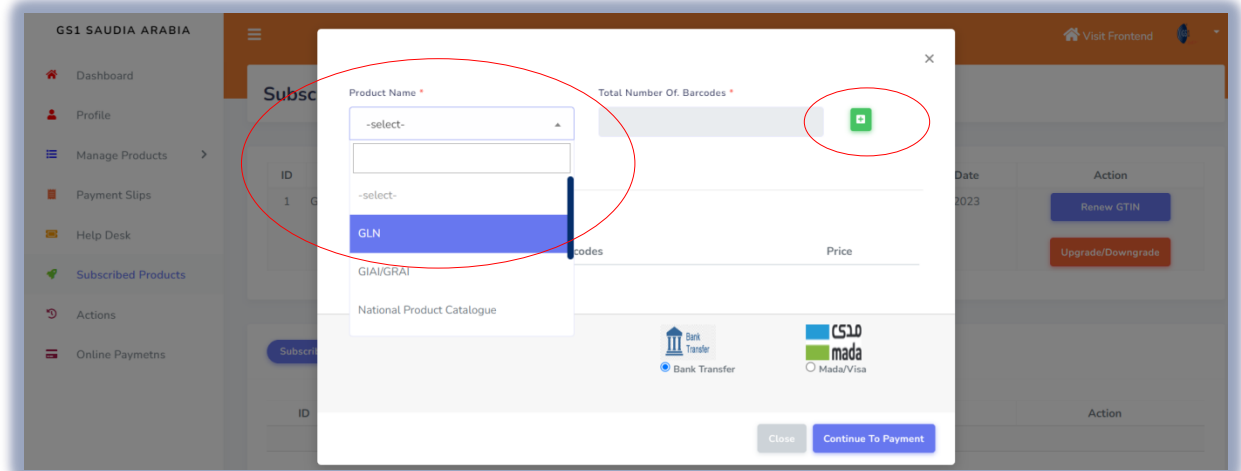
Then Click "Subscribed Products" section to continue. And then click "Subscribe Other Products"



Select "GLN" in "Product Name *" field.

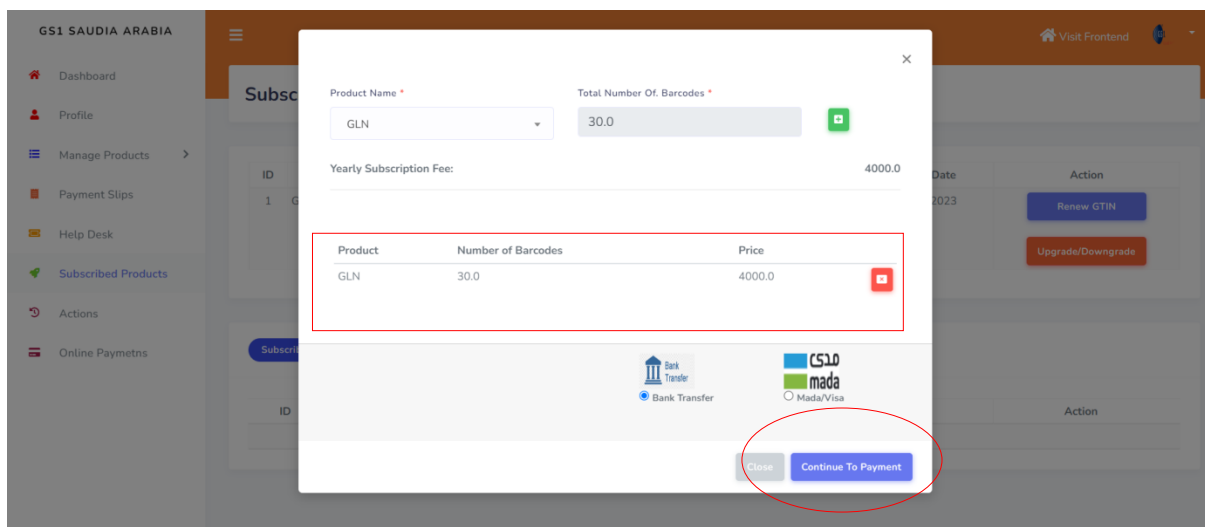


And Then Click the **“Green Plus Sign”** to **Add GLN**

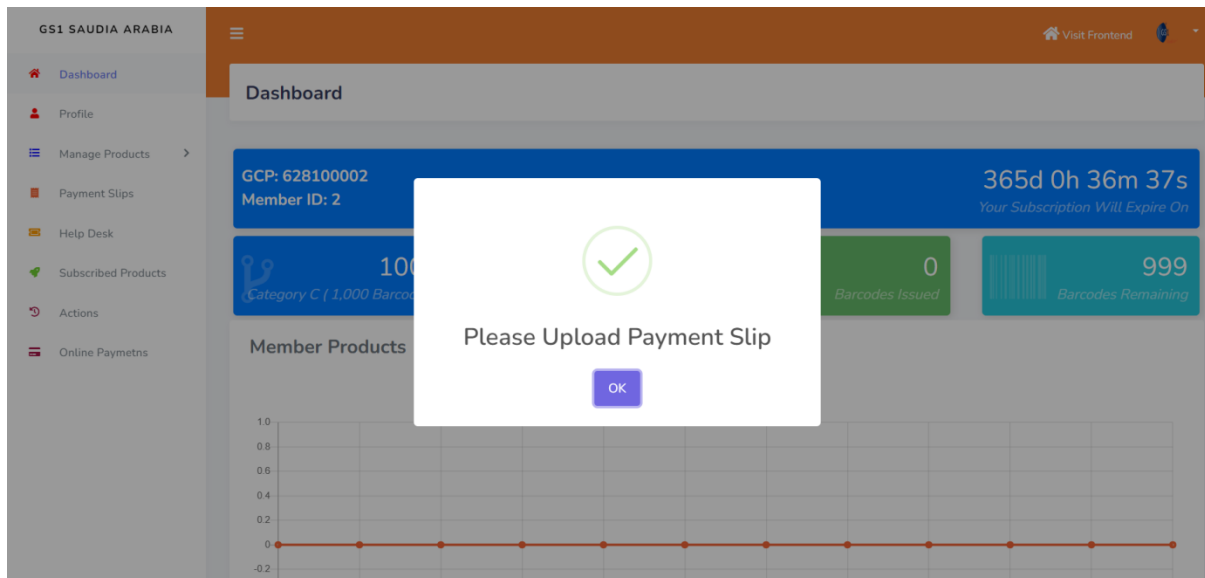


Once click **“Green Plus Sign”** to **Add GLN**, it will show details **Product**, **Number of barcodes** and the **Price**. Same as below screenshot

And then, click the **“Continue to Payment”** button to proceed Uploading the payment Slip.

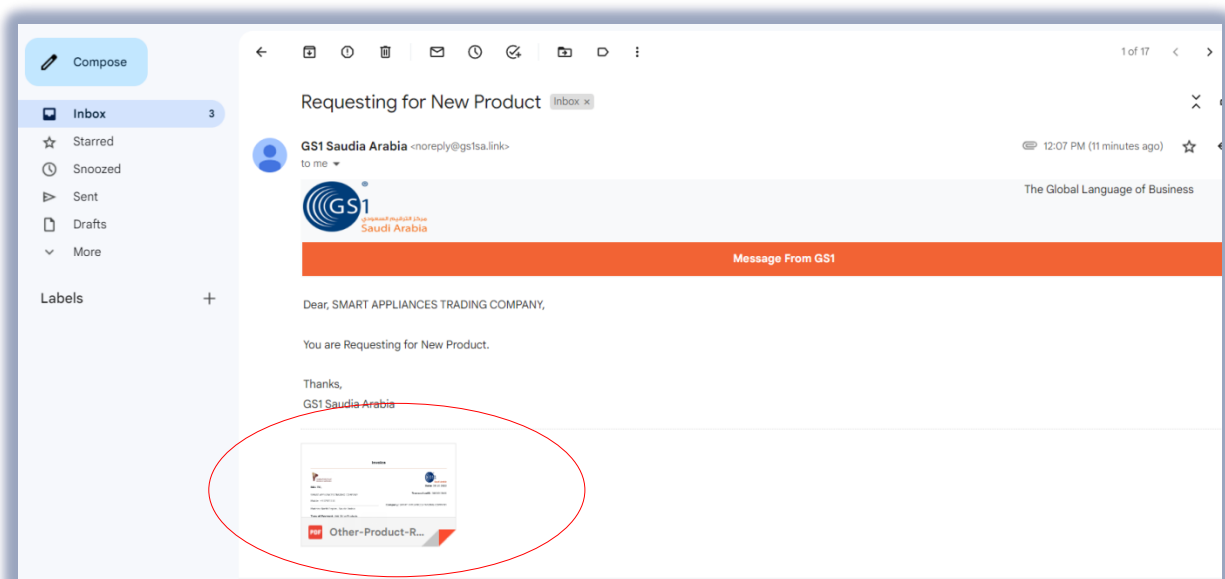


Then, Popup message will appear like this below” **Please Upload Payment Slip.** “



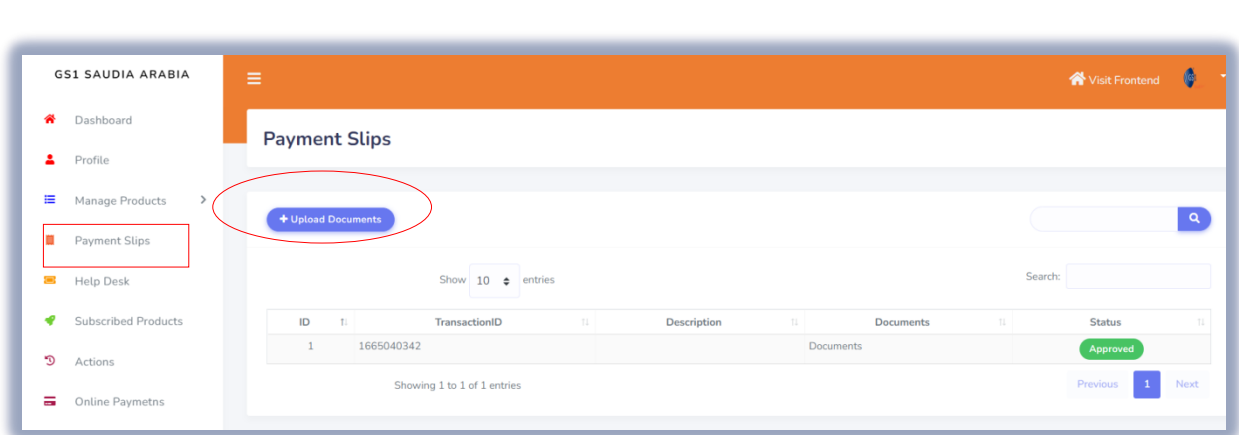
Received Email Notification

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



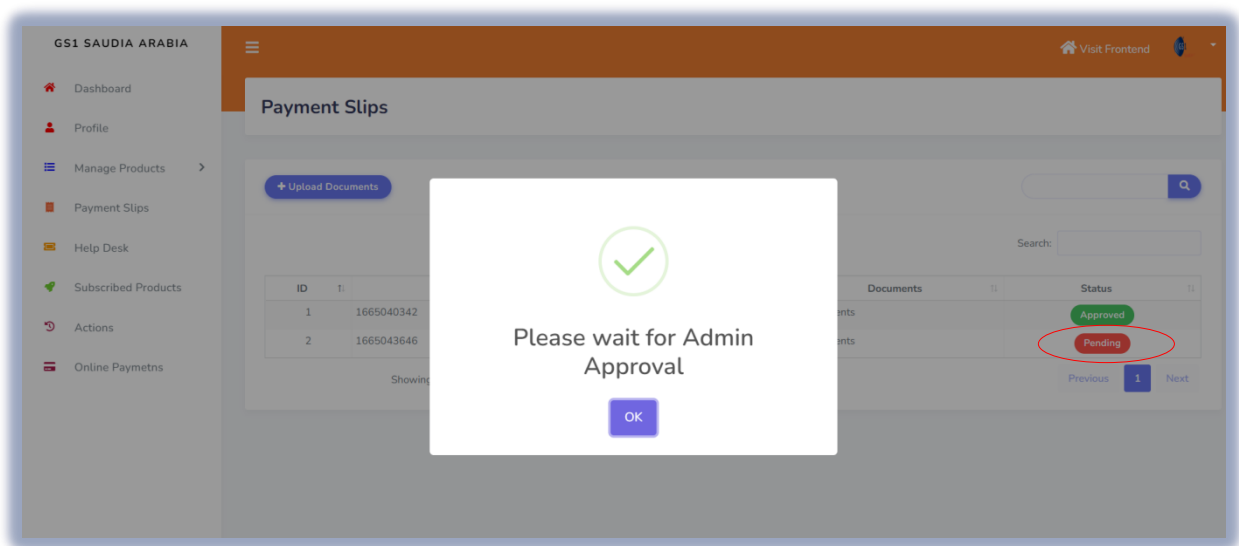
Upload Payment Slip

On Members dashboard click **“Payment slips”** to upload Proof of payment

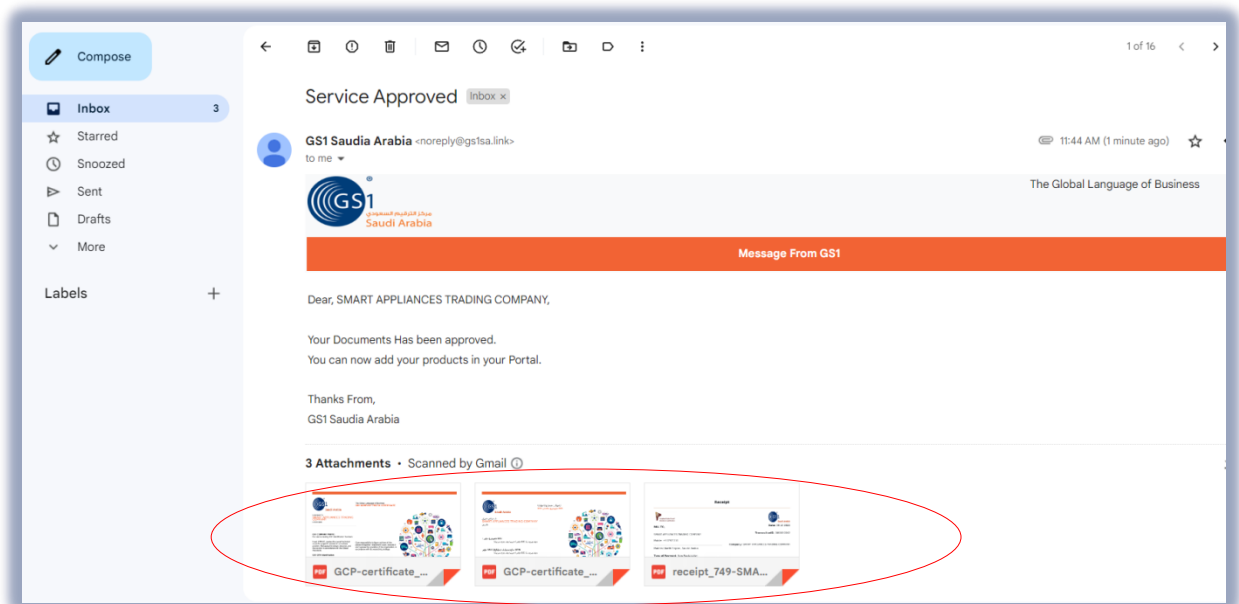


NOTE: To Upload Payment Slip refers to User’s Guide for **“Uploading Payment Bank Slip”** PDF file.

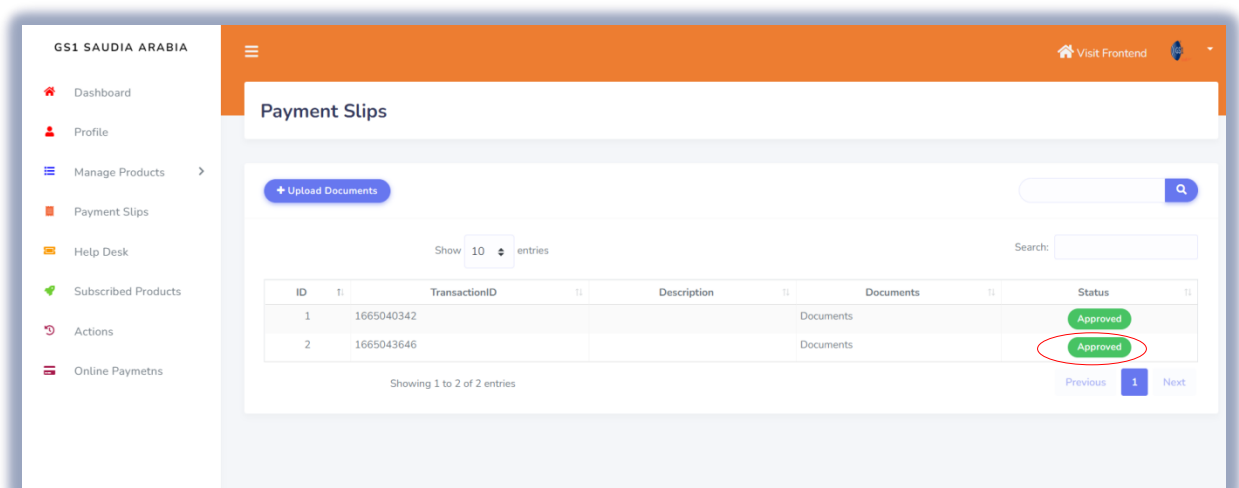
After uploading, Popup message will appear to wait for the **“Admin Approval”** and **“Pending”** Status .same below



Once **approved by the Admin**, you will be notify on your registered email a **“Service Approved”** Attached the GCP certificate and a receipt

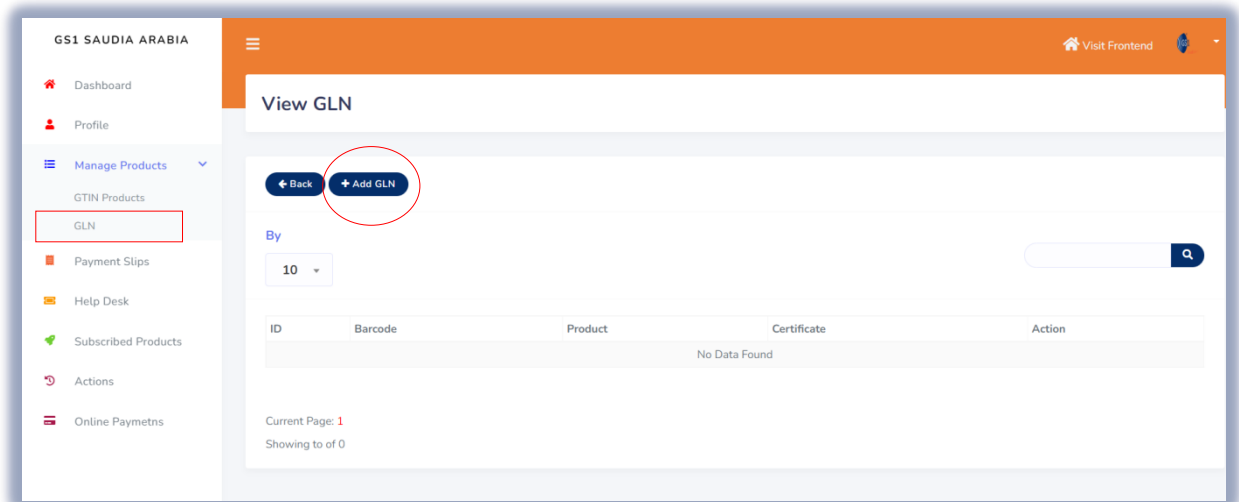


On your Members dashboard, you can see the **“Approved”** status also. That means you can start now to add the GLN products.



Adding GLN Product

You can see now and click the “GLN” option, then click “+Add GLN” button



Adding GLN Information

Next, Fill-up all the mandatory details with (*) as what details required for **adding GLN information**.

Refer to example screenshot below.

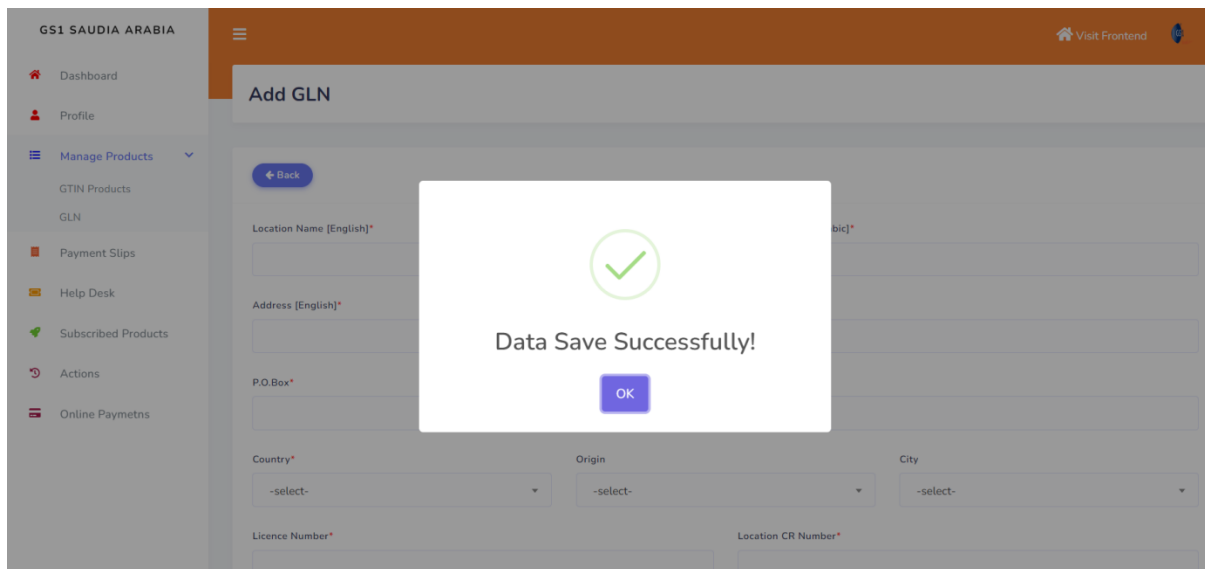
The screenshot shows the 'Add GLN' form with the following fields and values:

- Location Name [English]*:** Riyadh
- Location Name [Arabic]*:** الرياض
- Address [English]*:** AL Motanabbi Street,AI Malaz
- Address [Arabic]*:** شارع المتنبى ، الملز
- P.O.Box*:** 12831
- Postal Code*:** 12831
- Country*:** Saudi Arabia
- Origin:** Mecca Region
- City:** Riyadh
- Licence Number*:** P1700652B
- Location CR Number*:** 1010000039
- Office Telephone Number:** 06 123 4567
- Office Fax Number:** 0
- Extension:** 00
- Contact 1 Name*:** Mr ambro ali
- Contact 1 Email*:** mynewcompanytest1@gmail.com
- Contact 1 Mobile*:** 0507921171
- Contact 2 Name*:** Mr ali
- Contact 2 Email*:** onemytesting@gmail.com
- Contact 2 Mobile*:** 0527621325
- Longitude*:** 72.5714
- Latitude*:** 23.0225
- Status*:** Inactive

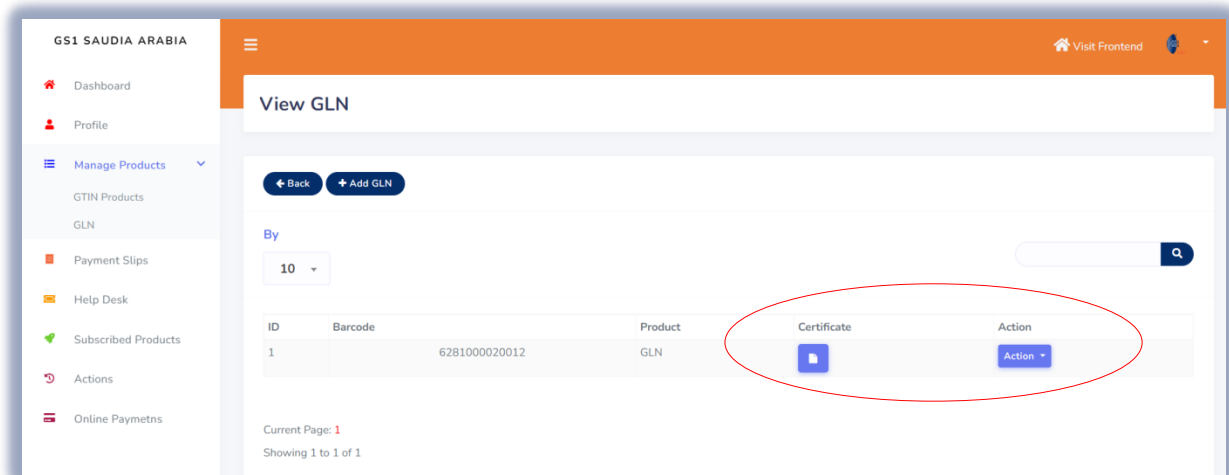
At the bottom, there is a 'CHOOSE FILE' button for 'Upload National Address QR Code photo' and a 'Save' button, which is circled in red.

Once, completed all the required information, then click “**Save**” button

After Clicking the “Save” button, Popup message that your info “Data Save Successfully”

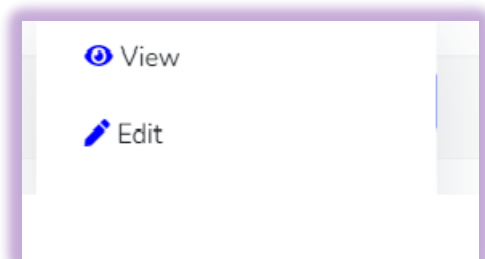


And next, you will find **certificate** option, and **Action**



“Certificate” once click certificate image, you can view the certificate and download it.

“Action” once click Action; you can view and edit option like below screenshot



“Certificate sample” you can view the certificate and download it.



To continue add another, follow same procedure.

Contact Information

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