

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	
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.

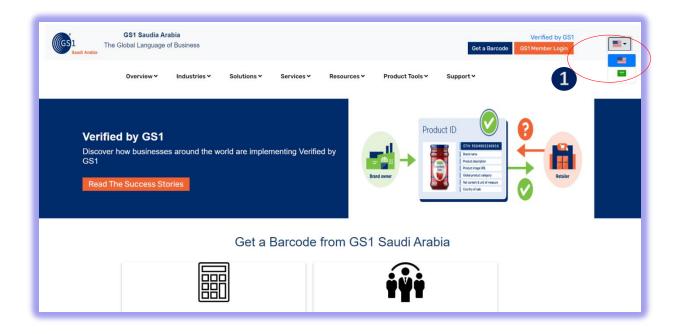
Requirements

- 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

GS1 Saudi Saudi Arabia The Global Langua	age of Business	Services ❤ Resources ❤ F	Get a Barcode Product Tools Y Support Y	Verified by GS1 GS1 Member Login
Verified by GS Discover how busine GS1 Read The Success	sses around the world are implen	menting Verified by	Product ID	2 Raler
	Get a l	Barcode from GS1 S	audi Arabia	
			iÿi	

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



Input Login Details

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

in the second ranked size Saudi Arabia	GS1 Saudia Ara The Global Language c						Verified by GS1 Staff Login Get a Barcode GS1 Member Login	
	Overview 🗸	Industries 🗸	Solutions 🗸	Services 🗸	Resources ¥	Product Tools 🛩	Support ¥	
			B B B B B B B B B B B B B B B B B B B	mail@gmail.com				
			Forgot Pas	ssword? Click He	re to Reset			
	Standards Need a GS	s S1 barcode	News News	& Events		out GS1 at we do		

* tarsestructure Saudi Arabia	GS1 Saudia Arabia The Global Language of Business	Select Activity	×	Verified by GS1 Staff Login Get a Barcodo GS1 Membar Login
	Overview * Industries * :	Solut Select Activity * Select activity Password * Cogin Now Forgot Password? Click Here to Reset	Login	Support ¥
	Standards Need a GS1 barcode	News & Events News	About GS1 What we do	

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.



Illood	Saudia Arabia Language of Business				Verified by GS1 Get a Barcode GS1 Member Login
Ove	erview 🗙 Industries 🗙	Solutions • Services •	Resources 🛩	Product Tools ¥	Support ¥
		_	_		
		-	\checkmark		
			to your reç number.	gistered	
		h	ок		-
	Ctandarda	Nour 9 Evente	0 ho		

Received SMS "OTP number"

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

GS1 Saudi Arabia	GS1 Saudia Ar The Global Language						Get a Barcode	Verified by GS1 GS1 Member Login
	Overview 🗸	Industries 🗸	Solutions 🗸	Services 🗸	Resources ¥	Product Tools 🗸	Support 🗸	
				Disess 7	nter Verificatior	Cada		
			Verificatio		nter verification	I Code		
		4	275960 Verify N					
			Resend C					

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

GS1 SAUDIA ARABIA	E A Visit Frontend
😤 Dashboard	Dashboard
L Profile	Dashbard
Manage Products >	
Payment Slips	GCP: 6286761 358d 4h 0m 10s Member ID: 11 Your Subscription Will Expire On
😑 Help Desk	
Subscribed Products	1 99998 Category E 100,000 Barcodes Assued Barcodes Remaining
Actions	Successfully Login
Goline Paymetris	Member Products Successfully Login
	07
	06

Navigate to Members dashboard

Pre-Adding GLN Product

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

* Dashboard	ubscribed GT	IN				
Profile						
Manage Products	ID Product		Description	Registered Date	Expiry Date	Action
Payment Slips	1 GTIN	Category C (1,000 Ba	rcodes)	06-10-2022	06-10-2023	Renew GTIN
🛎 Help Desk						Upgrade/Downgrade
Subscribed Products						_
3 Actions		_				
Online Paymetns	Subscribe Other Produc					
	ID	Product	Registered Date	No Data Found	Expiry Date	Action

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



Ð

And Then Click the "Green Plus Sign" to Add GLN

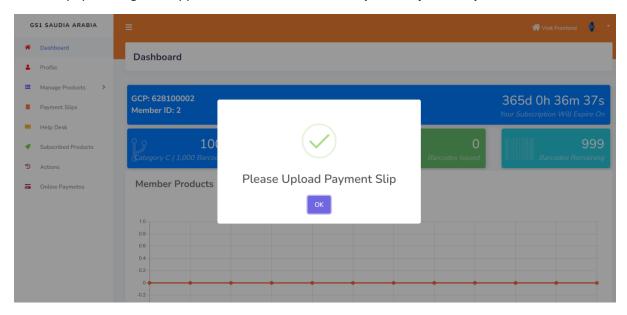
GS1 SAUDIA ARABIA	=					😭 Visit Frontend 🛛 🏮 🍷
* Dashboard	Subsc	Product Name *	Total Number Of. Barcodes		×	
2 Profile		-select-	-			
Manage Products >	ID				Date	Action
Payment Slips	1 G	-select-			2023	Renew GTIN
 Help Desk Subscribed Products 		GIAI/GRAI	codes	Price		Upgrade/Downgrade
Actions		National Product Catalogue				
Online Paymetris	Subscrit		Bank Transfer	mada		
			Bank Transfe	r ⊖ Mada/Visa		
	ID			Close Continue To Payme	ent	Action
	ID	National Product Catalogue	Eink Bank Transfe	r O Mada/Visa	int	Action

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.

GS1 SAUDIA ARABIA	≡						7	😤 Visit Frontend 🛛 🦉 🔹
Dashboard	Subsc	Product Name *		Total Number Of. Barcodes *		×		
Profile		GLN	*	30.0				
Manage Products >	ID	Yearly Subscriptio	n Fee:			4000.0	Date	Action
Payment Slips	1 G						2023	Renew GTIN
🛎 Help Desk		Product	Number of Barcode	s	Price			Upgrade/Downgrade
Subscribed Products		GLN	30.0		4000.0			
D Actions								
Online Paymeths	Subscrit			 Bank Bank Transfer 	C Mada	ada		Action
								Action
		-	_		Close Con	atinue To Payment)	

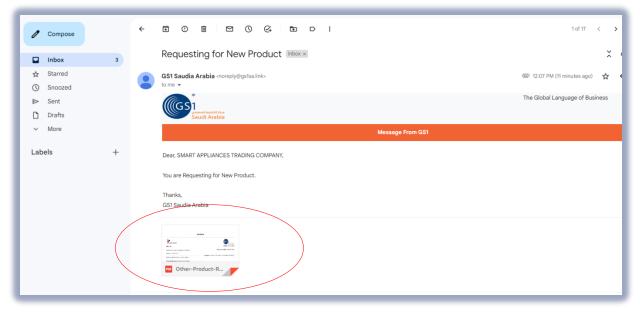




Then, Popup message will appear like this below" Please Upload Payment Slip. "

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

GS1 SAUDIA ARABIA						삼 Visit Frontend	6
Dashboard	Payment S	Slips					
🛓 Profile	rayment	Jups					
Manage Products	+ Upload Docu						٩
Payment Slips	+ Optoad Docu	interies					
🖴 Help Desk		Show 10 🗢 entr	ies			Search:	
Subscribed Products	ID 1	TransactionID		Description	Documents	Status	
Actions	1	1665040342			Documents	Approved	
Online Paymetns		Showing 1 to 1 of 1 entries				Previous 1	Next

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

GS1 SAUDIA ARABIA	≡			😤 Visit Fronte	nd 🌘
DashboardProfile	Payment Slips				
 Manage Products > Payment Slips Help Desk 	Upload Documents			Search:	٩
 Subscribed Products Actions Online Paymetris 	ID T. 1 1665040342 2 1665043646	Please wait for Admin Approval	Documents ints ints	II Status Approved Pending	
	Showing	ОК		Previous	1 Next





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

1	Compose	•		1 of 16 < 💙	1
	Inbox	3	Service Approved Inbox ×		l
\$	Starred		GS1 Saudia Arabia «noreply@gstsa.link»		ł
© ⊳	Snoozed Sent		(IGS)	The Global Language of Business	l
D	Drafts More		Saudi Arabia		
Ť	More		Message From GS1		ļ
Lab	oels	+	Dear, SMART APPLIANCES TRADING COMPANY,		
			Your Documents Has been approved. You can now add your products in your Portal.		
			Thanks From, GS1 Saudia Arabia		
			3 Attachments • Scanned by Gmail ①		
			CCP-certificate_		

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

GS1 SAUDIA ARABIA					😤 Visit Frontend	¢ -
DashboardProfile	Payment	Slips				
Manage Products	+ Upload Doct	uments				٩
 Payment Slips Help Desk 		Show 10 ¢ entries			Search:	
Subscribed Products	ID 1	TransactionID	11 Description 11	Documents	Status	
3 Actions	1	1665040342		Documents	Approved	
JACTIONS	2	1665043646		Documents	Approved	
Online Paymeths		Showing 1 to 2 of 2 entries			Previous 1	Next
						_



Adding GLN Product

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

GS1 SAUDIA ARABIA		Isit Frontend 🌵 🝷
 Dashboard Profile 	View GLN	
 Manage Products GTIN Products GLN Payment Slips 	+ Back + Add GLM By 10 +	
 Help Desk Subscribed Products Actions Online Paymeths 	ID Barcode Product Certificate No Data Found	Action



Adding GLN Information

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

GS1 SAUDIA ARABIA	Add GLN			
Dashboard				
Profile	+ Back			
E Manage Products GTIN Products GLN	Location Name [English]* Riyadh		Location Name [Arabic]* الرياض	
 Payment Slips Help Desk 	Address [English]* AL Motanabbi Street,Al Malaz		Address [Arabic]* شارع المتنبي ، الملز	
 Subscribed Products Actions 	P.O.Box* 12831		Postal Code*	
Online Paymetrs	Country* Saudi Arabia	Origin Mecca Region	*	City Riyadh 👻
	Licence Number* P1700652B		Location CR Number*	
	Office Telephone Number 06 123 4567 Office Fax Number 0			Extension 00 Extension 0
	Contact 1 Name* Mr ambro ali	Contact 1 Email* mynewcompanytest1@	gmail.com	Contact 1 Mobile* 0507921171
	Contact 2 Name*	Contact 2 Email*	om	Contact 2 Mobile* 0527621325
	Longitude* 72.5714	Latitude*		Status*
	Uplead National Address QR Code photo			-select-
				Inactive
	CHOOSE FILE			
	Save			

Once, completed all the required information, then click "Save "button



GS1 SAUDIA ARABIA	=			Visit Frontend
* Dashboard	Add GLN			
Le Profile				
🗮 Manage Products 💙	+ Back			
GTIN Products				
GLN	Location Name [English]*		bic]*	
Payment Slips		(\checkmark)		
🖀 Help Desk	Address [English]*			
Subscribed Products		Data Save Successfully	!	
Actions	P.O.Box*	ок		
Online Paymetrs				
	Country*	Origin	City	
	-select-	▼ -select-	* -select-	*
	Licence Number*	Loc	ation CR Number*	

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

And next, you will find certificate option, and Action

GS1 SAUDIA ARABIA			😤 Visit Frontend 🛛 🏮 👻
 Dashboard Profile 	View GLN		
Manage Products GTIN Products	+ Back + Add GLN		
GLN Payment Slips	Ву		٩
 Help Desk 	10 -		
Subscribed Products	ID Barcode 1 6281000020012	GLN Certificate	Action
Actions			
Online Paymeths	Current Page: 1 Showing 1 to 1 of 1		

"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

 View 	_
🧪 Edit	



"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