Renewal Services Step by Step Guide

Renewal and Upgrade/Downgrade

Table of Contents

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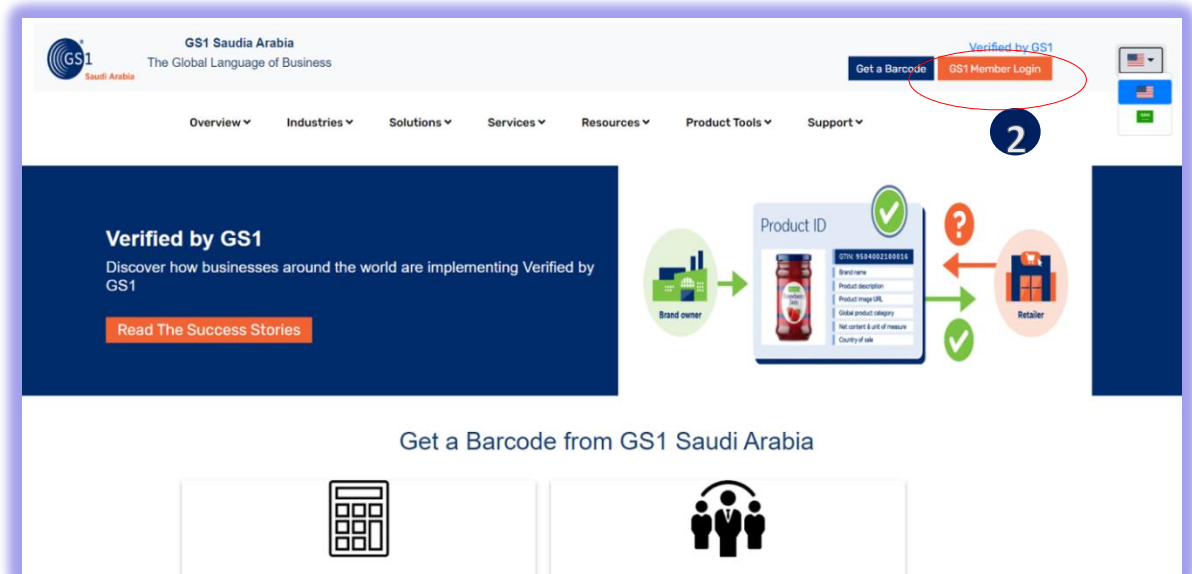
This GS1 User's Guide Consist of step by step guides from start to finished, helping organizations to generate GS1 Barcode standard requirements in the Region.

GS1 Saudia Arabia

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

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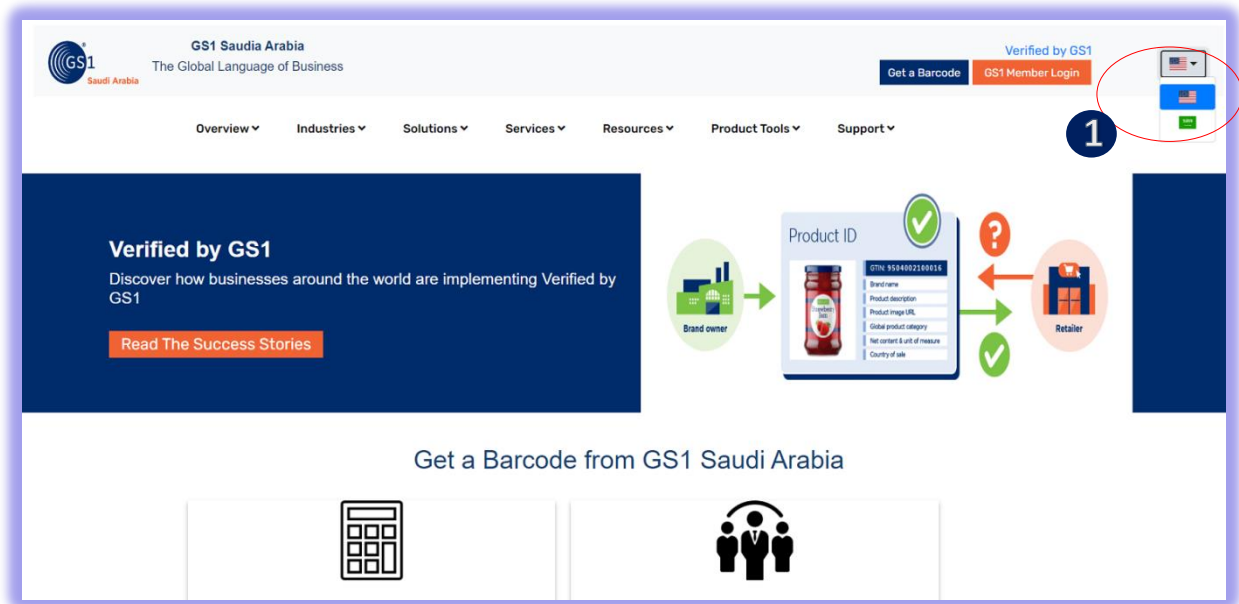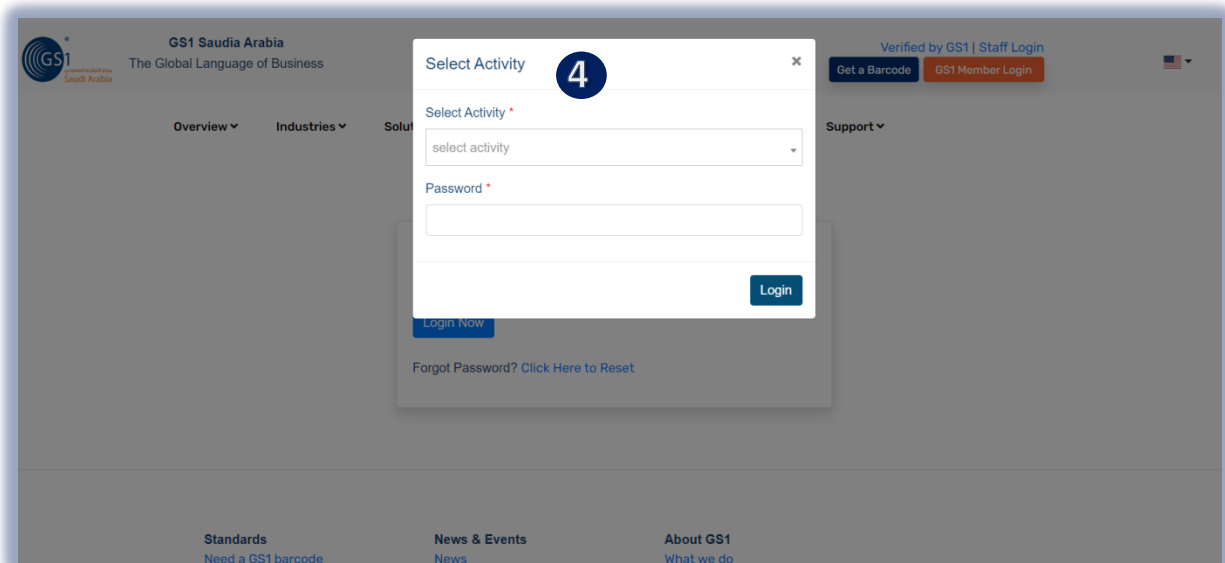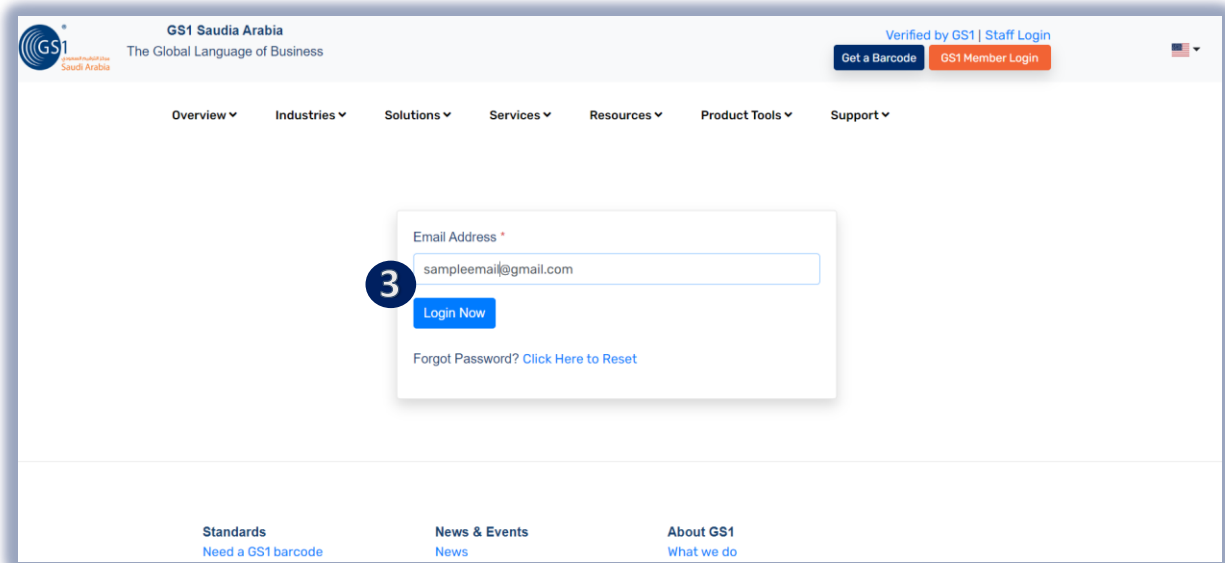

Find and Click "**GS1 Member Login**" to Continue

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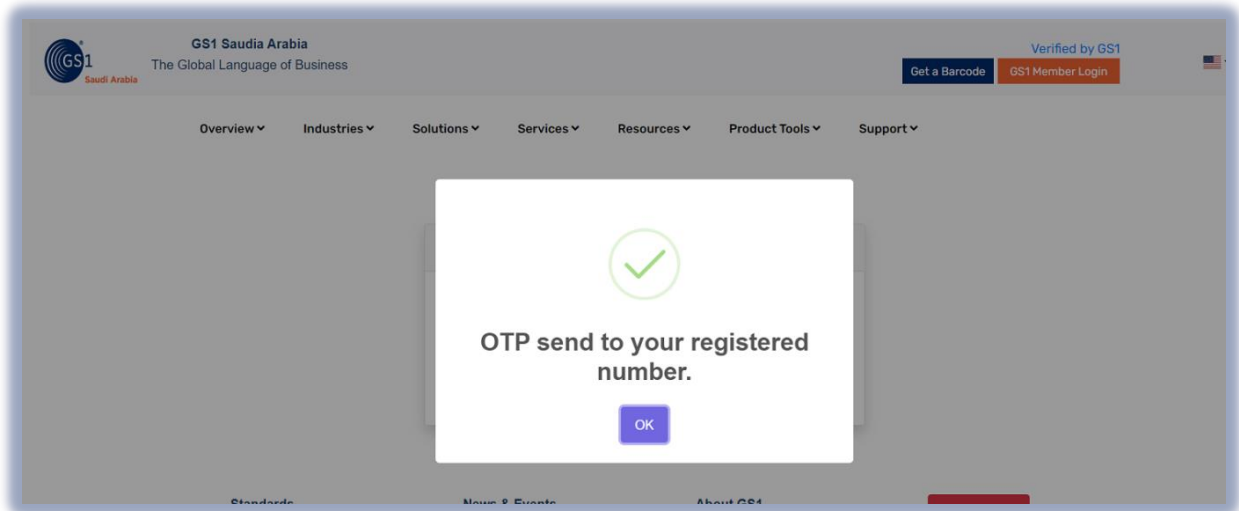
GS1 Saudia Arabia

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**" initial Password"** from your email, Then Click "**Login Now**" to received SMS "**OTP**" and Popup message below will appear.

GS1 Saudia Arabia
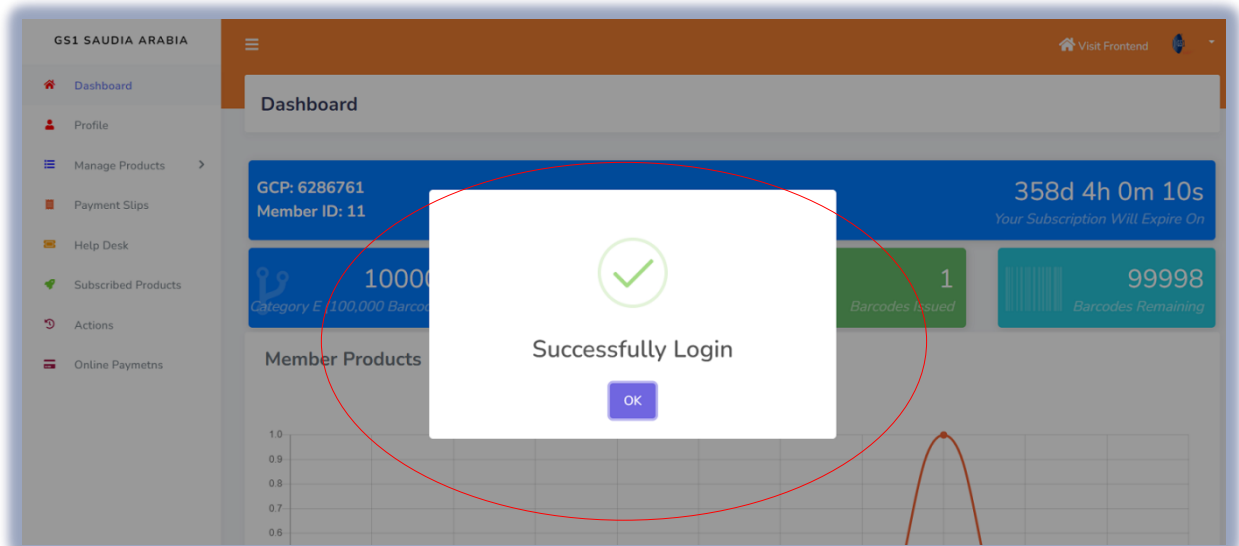
Received SMS "OTP number"

And Then Enter" **OTP number** "and Click "**Verify Now**" to Proceed on Members Dashboard
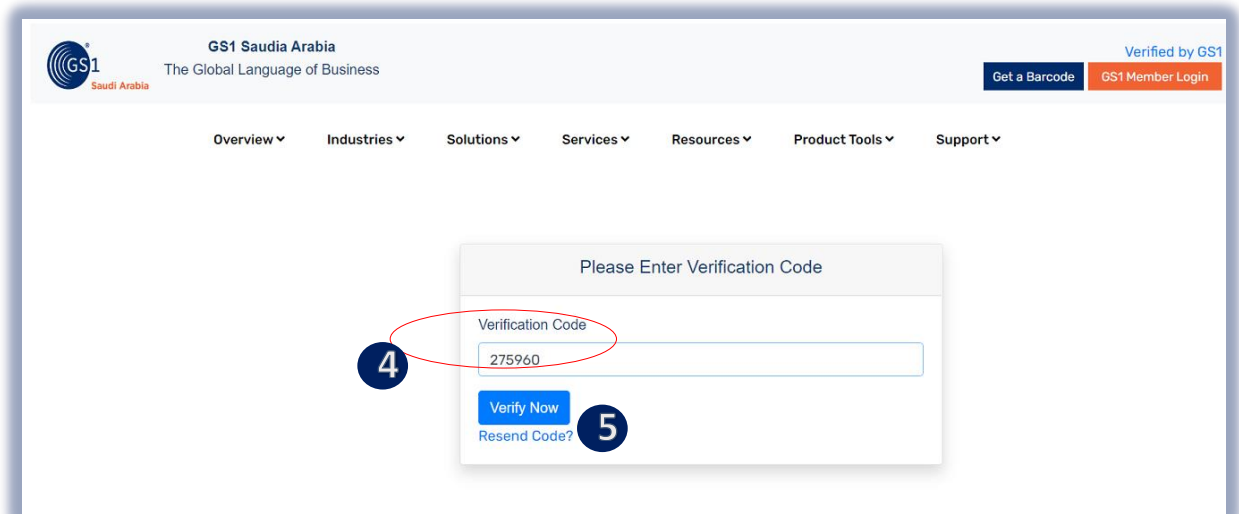
4 Enter "OTP "sent to your registered mobile no.

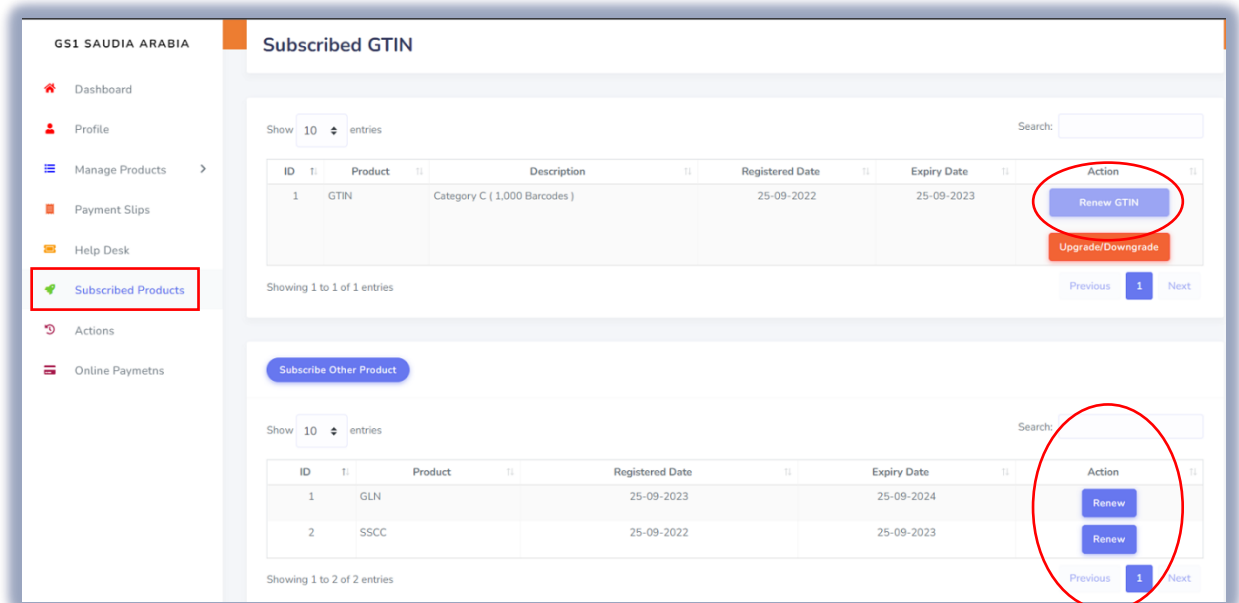**5** Click "Verify Now" to continue on Main Members Dashboard

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

**GS1 Saudia Arabia**

Navigate to Main Members dashboard

To Renew

Then Click "**Subscribed Products**" and Choose which Product Subscription wish to **Renew**,
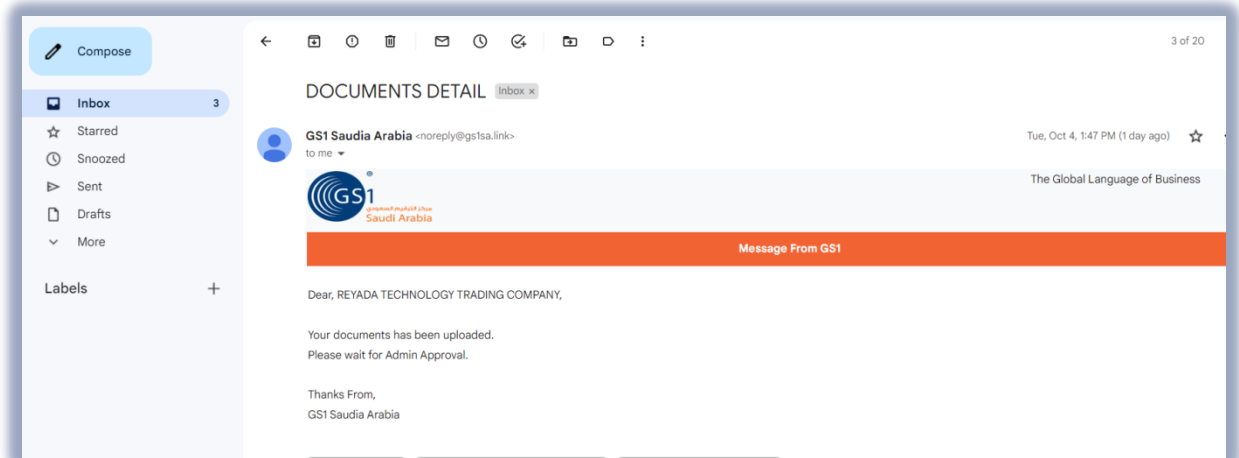And click "**Renew**" button.   Note: Company mentioned at the Email, at the admin is an example only

Then you will received a **notification** on registered email address for the same below screenshot,

GS1 Saudia Arabia
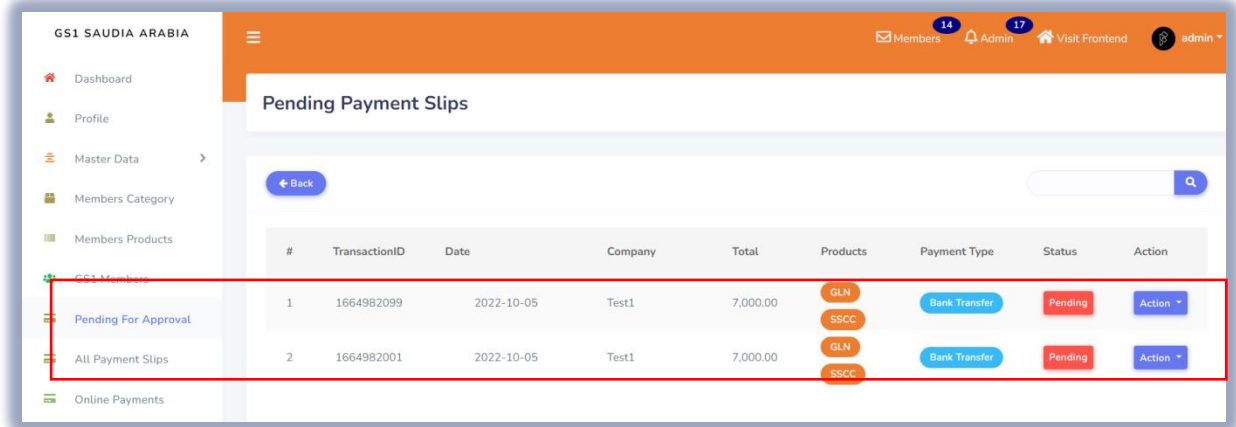
Attached your **renew Invoice.**
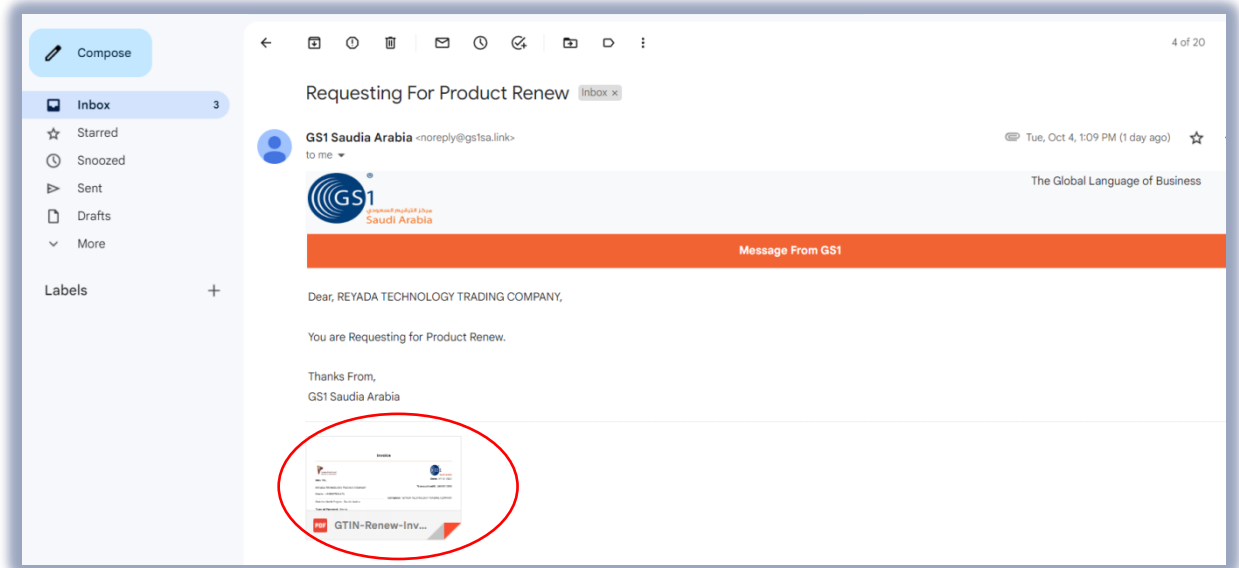
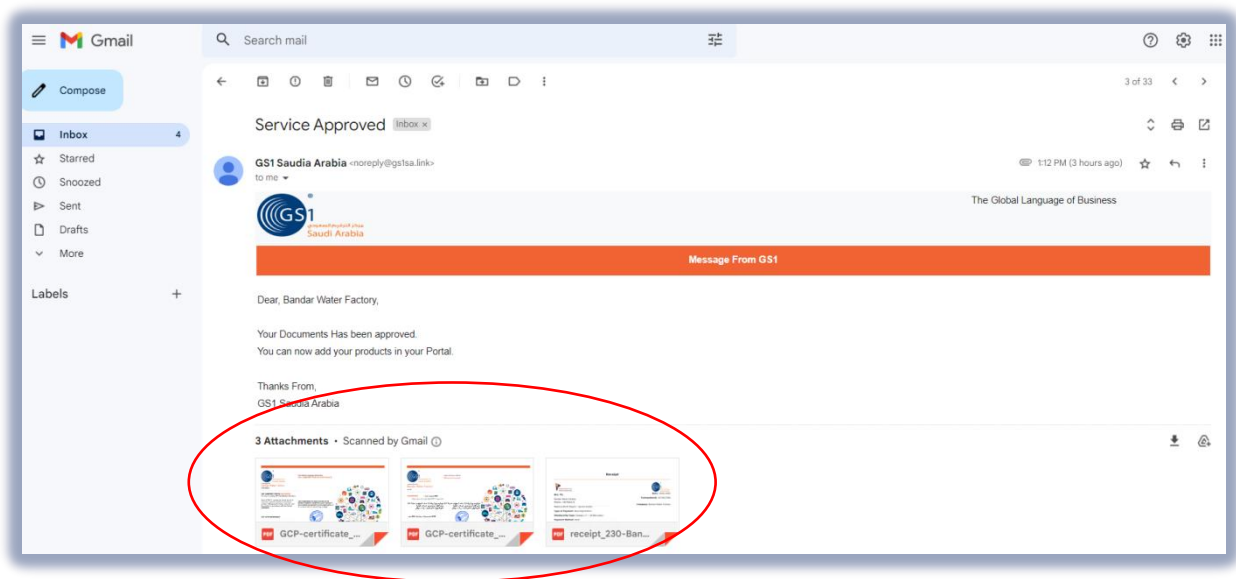Then you need to upload Payment **Slip** on "**Payment Slips**" option in your Members Dashboard

After successfully uploaded your **Payment Slip**, you will be notify on registered email address that your **Documents is waiting for approval by the Admin**. (Same as below screenshot)
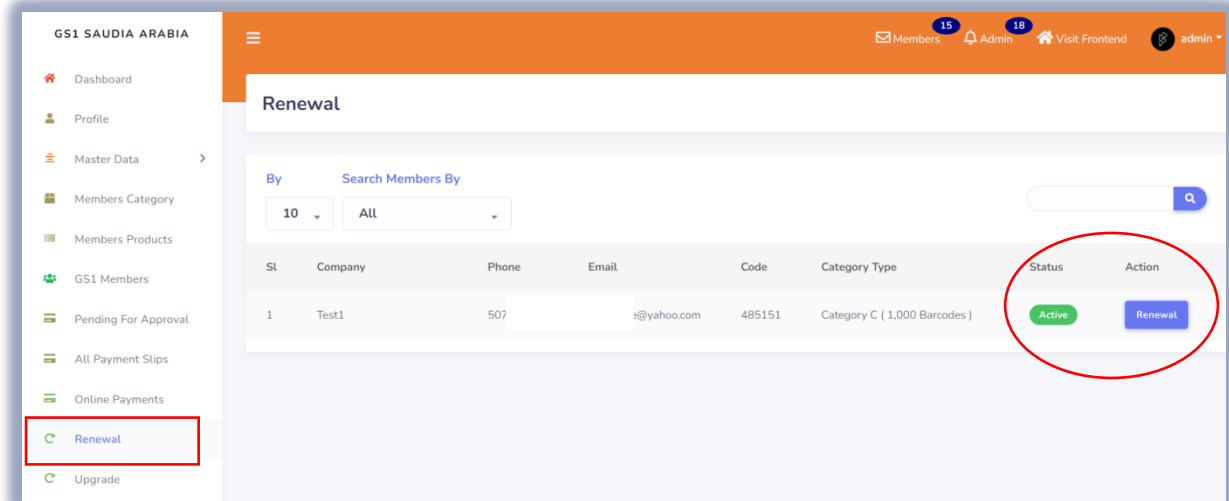

*At the Admin

GS1 Saudia Arabia

Once the Admin approved your **Pending Status** Documents uploaded, you will be notifying same below screenshot on your registered email address again. With attached **GCP certificate and Receipt**
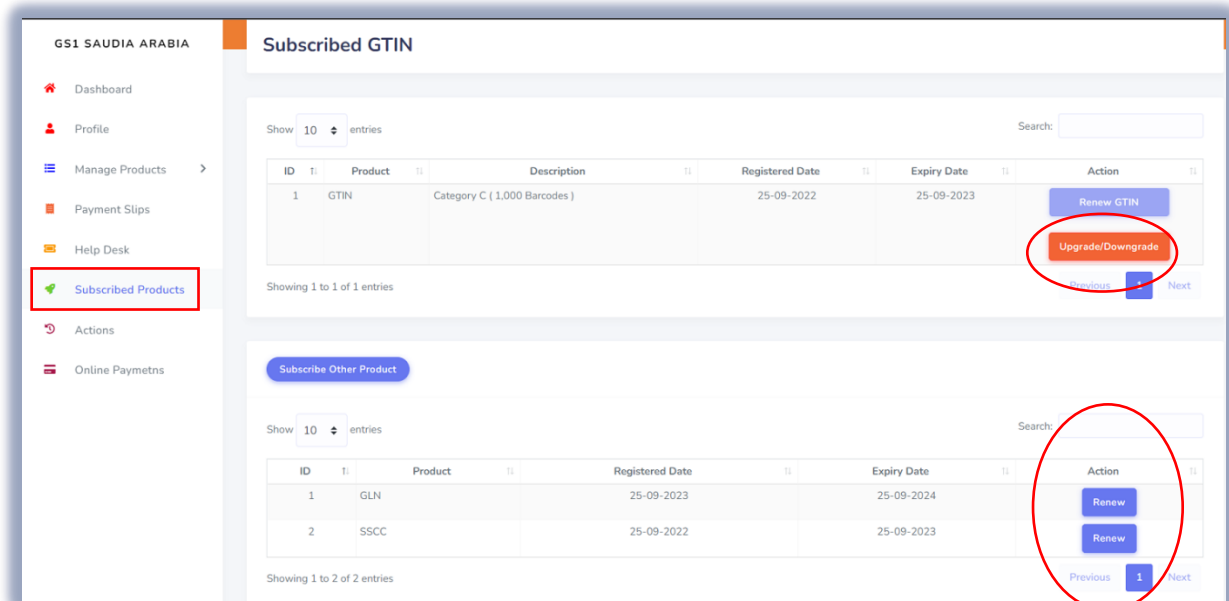

At the Admin, your subscription will be showing active status. And also your Payment Slips will be active on your Members Dashboard.
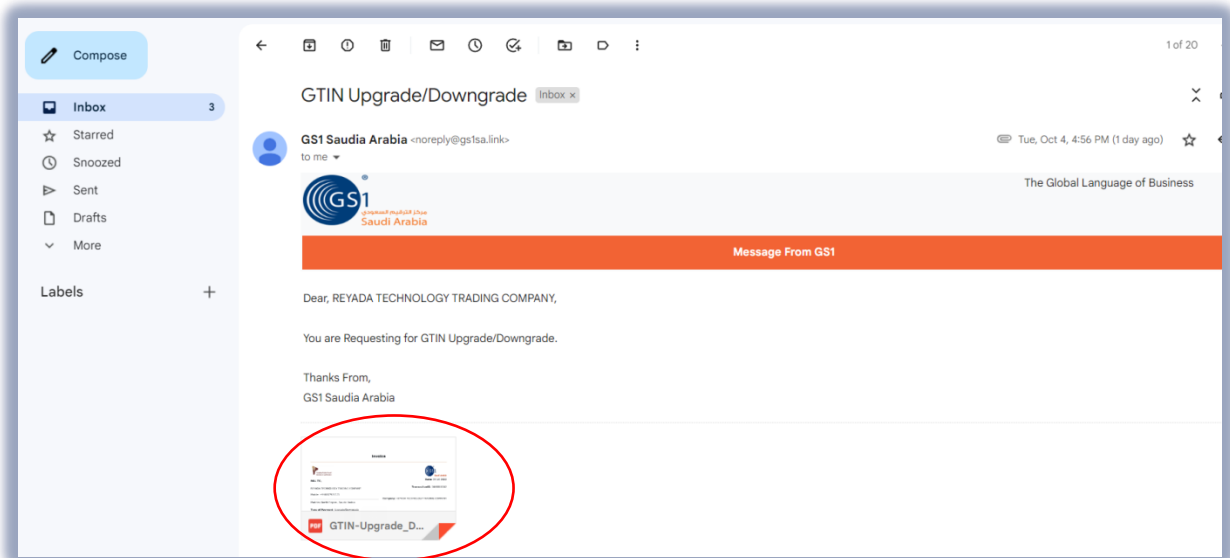
GS1 Saudia Arabia

To Upgrade / Downgrade

Then Click "**Subscribed Products**" and Choose the Product Subscription wish to **Upgrade or Downgrade.** And click "**Upgrade/Downgrade**" button.


GS1 Saudia Arabia

Then you will received a **notification** on registered email address for the same below screenshot, Attached your **GTIN Upgrade/Downgrade Invoice.**
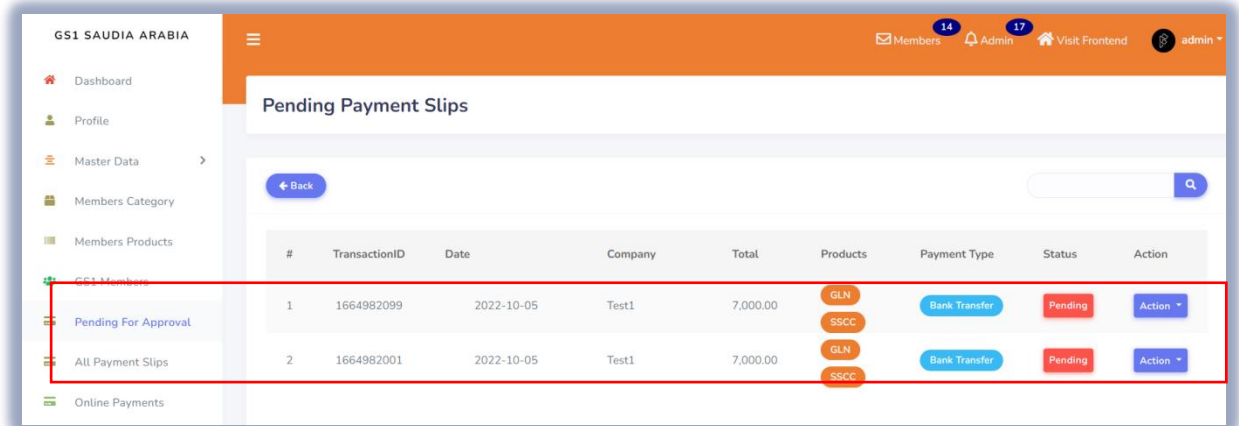

Then you need to upload **Payment Slip** on "**Payment Slips**" option in your Members Dashboard

After successfully uploaded your **Payment Slip**, you will be notify on registered email address that your **Documents is waiting for approval by the Admin**. (Same as below screenshot)
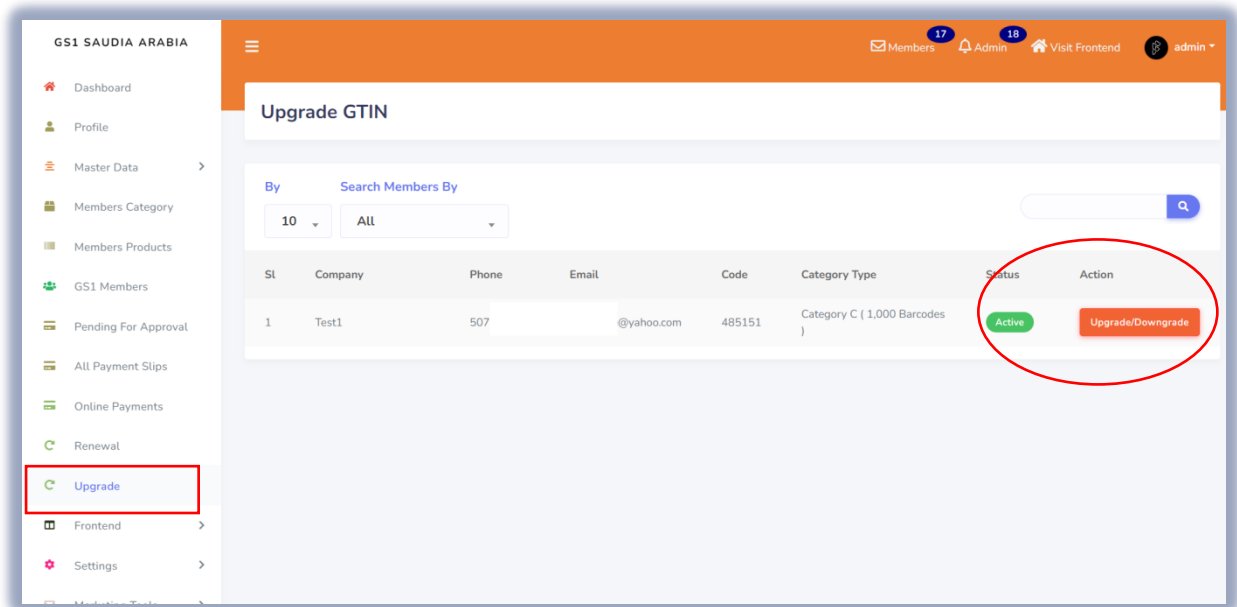

GS1 Saudia Arabia
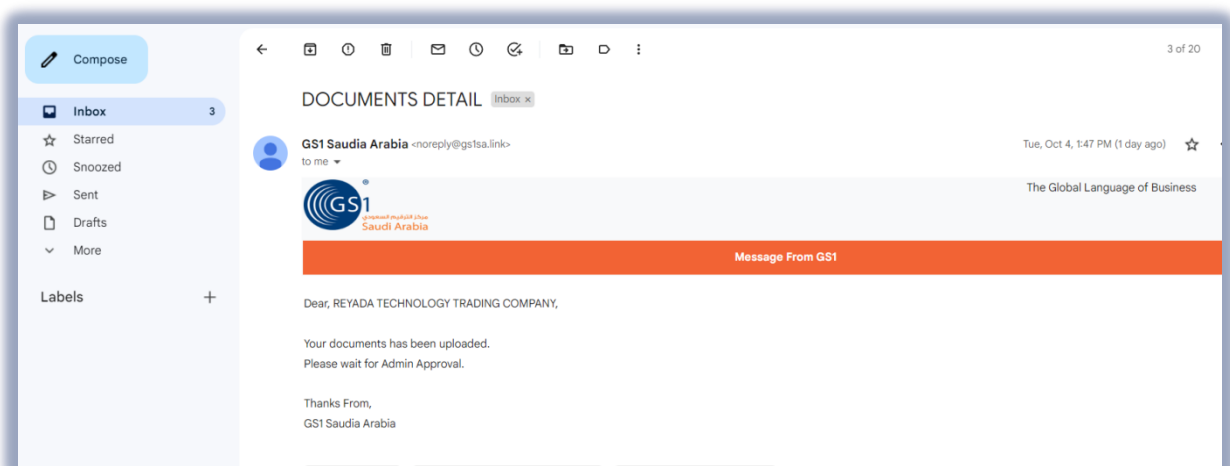
*At the Admin

Once the Admin approved your **Pending Status** Documents uploaded, you will be notifying same below screenshot on your registered email address again. With attached **GCP certificate and Receipt**

GS1 Saudia Arabia
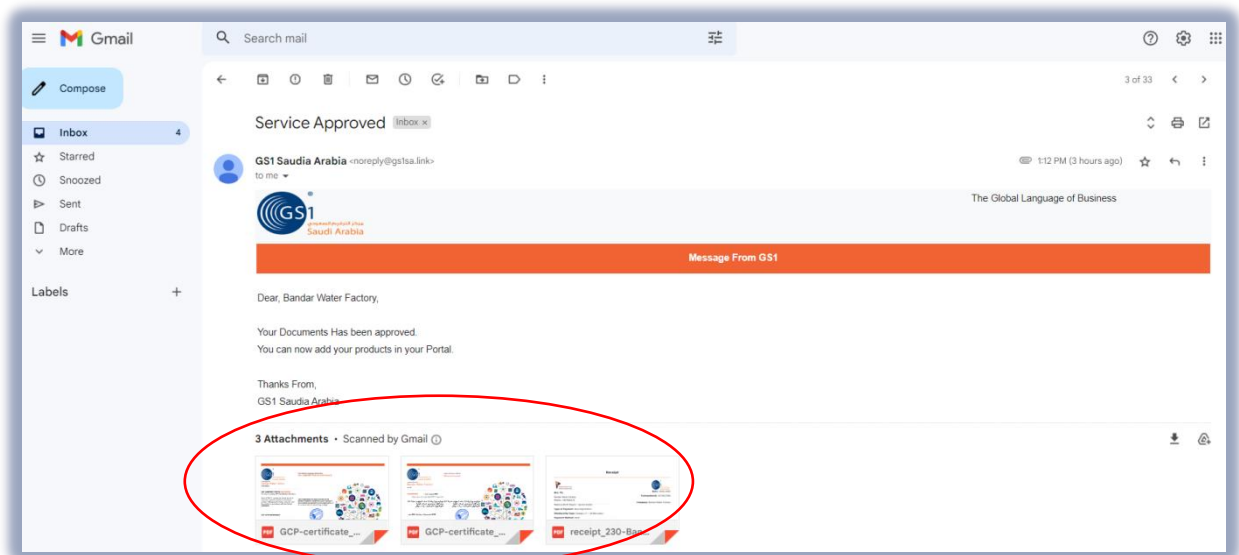
At the Admin, your subscription will be showing active status. And also your Payment Slips will be active on your Members Dashboard.

Then you can start to add products to generate GS1 barcodes.

Note: All mentioned company is a sample only

Contact Information

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

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