



**GS1 US Data Hub**  
**Location User Guide**  
for Managed GLN Subscribers

December 8<sup>th</sup>, 2023

## Table of Contents

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About this Guide .....	03
Review Your Top Level GLN .....	04
Assign New Users To/ Remove Users from a Location.....	11
Create a Location .....	12
Verify Address .....	18
Export Location Data .....	19
Import Location Data .....	21
Import Template Field Requirements .....	25
Manage Locations .....	39
Change GLN Type Status .....	40
Approve or Reject Changes to a Location .....	41
View Messages .....	44
Roles for Providers in GS1 US Data Hub   Location .....	46
Roles for Suppliers in GS1 US Data Hub   Location .....	49
Share a Location with Third Parties .....	52
Understanding the Share Page .....	54
View/Use Third Party GLNs .....	56
Appendix A: Manage Location Transfers .....	58
Appendix B: Transfer to Another GLN .....	59
Appendix C: Approve or Reject Transfers .....	60

## About this Guide

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This user guide discusses GS1 US Data Hub | Location functionality available for users of the Managed GLN subscription. With this subscription, a Wholesale Distributor or Group Purchasing Organization (GPO) can assign GLNs (Global Location Numbers) within GS1 US Data Hub to hospitals, independent pharmacies, and other healthcare providers.

After the GLN is assigned to a party or location, there are two options for managing the GLN data in GS1 US Data Hub:

**Option #1:** The GPO or healthcare distributor continues to manage all GLNs assigned to healthcare providers, including all GLN attributes and sharing options;

**Option #2:** The GPO or healthcare distributor enables the healthcare provider to manage its own GLN data (also referred to as the self-managed option).

For Option #2, the self-managed option, the healthcare provider must first request access to GS1 US Data Hub. Learn more by viewing the [Self-Managed GLN Checklist](#).

This user guide provides instructions on functionality available through GS1 US Data Hub, as part of the Managed GLN subscription, no matter which option is selected above:

- Review Your Top Level GLN
- Assign Users to a Location
- Create a GLN
- Set up an Approval Process
- Export GLN Data
- Import Multiple GLNs
- Share a GLN with Third Parties
- View GLNs Not Managed by Your Organization
- Transfer a GLN
- Create a Level (Crosswalk) Report



**Note:** If you are not part of the GS1 US Managed GLN Subscription, please view the [Introduction to GLN article](#) in the Help Center for “Location” resources based on your particular subscription.

## Review Your Top Level GLN

Before you create a GLN, you can review your organization's Top Level GLN (also referred to as the Entity GLN). This GLN is assigned by GS1 US automatically as part of the Managed GLN subscription. When you visit GS1 US Data Hub for the first time, the Top Level GLN is already **Published** and the GLN Type for this GLN is "Legal Entity."

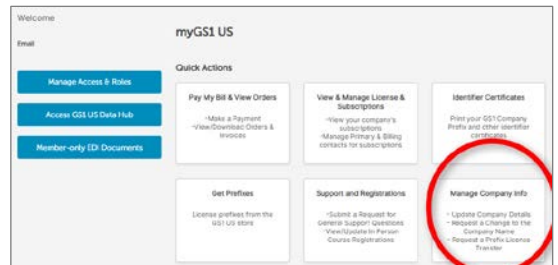
**The Top Level GLN cannot be deleted and the Legal Entity GLN Type cannot be made "inactive."**

For the first GLN your organization creates, this Top Level GLN must serve as the "Administrative Parent." The default **Industry** for this GLN is "General," and the **Supply Chain Role** is "Undefined." The address information is pulled from your GS1 US account information. GS1 US leverages this address information when adding your company to the GS1 US Company database. You can make changes to the Top Level GLN, such as changing the Industry to "Healthcare."

To review the Top Level GLN and make changes, you must have the **Edit** security role assigned in GS1 US Data Hub. If necessary, you may have to contact your organization's GS1 US Data Hub | Location Administrator to be assigned this role. Also, make sure that **Healthcare** has been selected as the Industry field.

### Q. What if my Top Level GLN Address Changes?

**A.** If the address of your legal entity GLN changes, you have to change the address in two GS1 US systems. Change your company address via the [MyGS1 US page](#). Click "Manage Company Info." Enter the updated information. Then visit GS1 US Data Hub and change the address for the Top Level GLN.



### Q. How do I connect a new location to a Top Level GLN?

**A.** In GS1 US Data Hub, you can assign the Top Level GLN as the "Administrative Parent" to the GLN you are creating. You can then build a GLN hierarchy after you publish the GLN. For example, a GPO or Hospital Provider can create a new GLN for a hospital and assign the "Function" GLN Type:

**GLN Type:** Function

**GLN Name:** Helena Shotte Hospitals

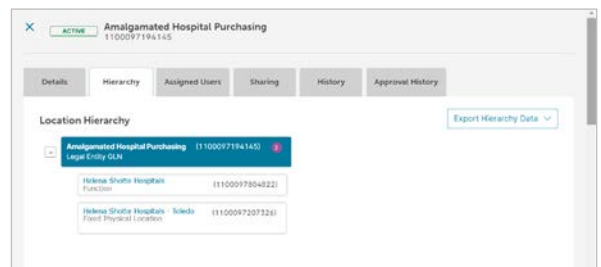
**Administrative Parent:** Top Level GLN

After this GLN is published, another GLN can be created, and the above GLN can be assigned as the Administrative Parent:

**GLN Type:** Fixed Physical Location

**GLN Name:** Helena Shotte Hospitals - Toledo

**Administrative Parent:** Helena Shotte Hospitals



*Click the "Hierarchy" tab when viewing a location, then click the expand buttons to view any child locations that may exist. You can export this hierarchy by clicking the **Export Hierarchy Data** button.*

## Review Your Top Level GLN (Continued)

Before you make changes to the Top Level GLN, first check your user profile to make sure you have the proper Location Administrator and User Security Roles (such as "Edit").

The screenshot shows the GS1 US Data Hub interface. The top navigation bar includes Home, Product, Location, Company, Reports, Administration, and Developer Portal. The main content area displays 'Manage Locations' for Helena Shotte Hospital, with a Top Level GLN of 0816471020009. A dropdown menu is open under the user's name, showing options: User Profile, LogOut, Contact Support, GS1 US User Portal, and myGS1 US. A second window, 'My Profile Information', is overlaid on the bottom. It contains the following information:

User Name:	Joan Smith (jsmith@hshotte@org)
Company Information:	Helena Shotte Hospital <a href="#">View Company Profile</a>
Account Number:	10528392
Last Login Date:	2022-08-24 19:17:38
Roles:	
Product:	
Location:	Location: Edit,Import,Approval Import,Approve,Location Administrator
Administration:	
Product Administrator:	Tony Bailey (tbailey@hshotte@org)
Location Administrator:	Tony Bailey (tbailey@hshotte@org)

The 'Email Preferences' section on the right allows users to select notification types, with checkboxes for Subscription Notice, Approval Notice, Transfer Notice, Pending Approval Expiring Notice, Validation Notice, New Pending Approval Notice, Report Notice, CSP Notice, Verified by GS1 Report Notice, and Message Notice. A 'Save' button is located at the bottom right of the profile window.



1 On the Home page of GS1 US Data Hub click your name, then click **User Profile**. The **My Profile** window displays.

2 View your assigned Location roles in GS1 US Data Hub. You will need to have the Location Administrator role to publish the Top Level GLN.

3 If you are not a user of a location, you can view the Location Administrator in your organization so you can request this role, or request that the current Location Administrator publish the Top Level GLN.



## Review Your Top Level GLN (Continued)

After you have made sure you have the “Edit” Location Security Role, you can take these steps to make changes to the Top Level GLN.

The image shows two screenshots from the GS1 US Data Hub. The top screenshot shows the 'Manage Locations' page for 'Helena Shotte Hospital' with the 'Top Level GLN' 0816471020009. A red arrow labeled '4' points to the 'Location' menu item in the top navigation bar. Another red arrow labeled '5' points to the 'Top Level GLN' hyperlink. The bottom screenshot shows the 'Details' page for GLN 0195825221461, which is in a 'PUBLISHED' state. A red arrow labeled '6' points to the 'Edit' button. Another red arrow labeled '7' points to the 'Legal Entity' status, which is 'Active'. A green 'START' button is located to the left of the bottom screenshot.

4 From the main GS1 US Data Hub page, click **Location** > **Manage**.

5 From the My Locations page, click the **Top Level GLN** hyperlink.

The **Details** page of the Top Level GLN displays - in the **Published** state. “Managed GLN Program” instead of “GS1 Company Prefix” if the prefix is part of the Managed GLN subscription.

6 Click the **Edit** button on the right. You can now add or change attributes for the Top Level GLN.

7 Confirm that **Legal Entity** has been selected and is **Active**. This indicates that this location serves as the legal entity.



## Review Your Top Level GLN (Continued)

GLN: 0814141000009 PUBLISHED

GLN: 0814141000009

Details | Hierarchy | Assigned Users | Sharing | History

GLN  
Last Modified Date: 2023-11-15

Administrative Parent  
Administrative Parent  
Top Level GLN (No Parent) Choose Administrative Parent

Industries & Supply Chain Roles  
Industry \*required  
Healthcare  
Supply Chain Role \*required  
Hospital Provider

Comment  
Top Level Location  
Max Characters: 19/2000

Cancel Save



8 Because this is the Top Level GLN, you cannot enter an Administrative Parent. You can leave this blank or enter this same 13-digit GLN displayed on the top of the screen.

9 You can change the **Industry** to "Healthcare." You can also change the **Supply Chain Roles** for this Top Level GLN. When you create GLNs in the future, and select this Top Level GLN as the Administrative Parent, both the Industry and Supply Chain roles you select here will be pre-populated into the new GLN. You can then change Industry and Supply Chain Role for the new GLN, if necessary.

**Optional:** Enter any comments about this GLN. These comments can be viewed by GS1 US Data Hub Location View/Use subscribers.

10 Click **Save**. The changes are saved with this Top Level GLN. You can now edit the Legal Entity GLN Type associated with this Top Level GLN.



## Review Your Top Level GLN (Continued)

Legal Entity  
Complete required fields before publishing

Replaces GLN  
Enter GLN

Does this GLN Type replace an existing GLN? If so, enter the existing GLN here.

Name  
Name \*required Language \*required  
English (en)

This field is required

Add name in another language

Name 2

Address  
 Street or Postal Address  
Country \*required  
UNITED STATES

Postal Name P.O. Box

Address Line 1 \*required

Add Address Line

Address Suburb Cross Street

City \*required

State/Province/Region \*required Zip or Postal Code \*required  
Select

Contact  
Phone

Publish GLN

GLN Types  
Legal Entity Active  
Add GLN Type



11 Click the **Edit** link for the Legal Entity.

12 Enter the “name” of this Legal Entity GLN.

13 **Optional:** Enter the “Address” for this Legal Entity GLN Type. You can change this address in the future, if necessary.





## Review Your Top Level GLN (Continued)

The screenshot shows a web form for reviewing a Top Level GLN. It is divided into two main sections: 'Contact' and 'Business Attributes', with a 'Business Details' section below. Callout 14 points to the 'Phone' input field. Callout 15 points to the 'Business Attributes' section, which includes a note 'Business transaction enabled (select at least one) \*required' and several checkboxes: 'Bill To/Sold To' (checked), 'Deliver To', 'Order By', 'Order From', 'Paid By', 'Recall', 'Remit To', 'Ship From', 'Ship To', and 'Sold From'. Callout 16 points to the 'Business Details' section, which contains three dropdown menus: 'Corporate Relationship' (set to 'Managed'), 'Business Sector' (set to 'Health Care - Hospitals'), and 'Class of Trade 1' (set to 'Select'). There is also an 'Add Class of Trade' button. On the right side of the form, there is a 'Publish GLN' button, a 'GLN Types' section with 'Legal Entity' set to 'Active', and an 'Add GLN Type' button.



14

### Optional: Enter Contact Information.

Enter the “phone number” and “email address” for this Top Level GLN key contact. This information is for users assigned to Location roles within your organization. This contact information is not shared with Location View/Use subscribers or global users who search the GS1 Global Registry Platform.

15

**Business Attributes:** By default, “Bill To/Sold To” has been selected for the Top Level GLN. Check any relevant Business Attributes for this Top Level GLN.

16

**Business Details:** Enter the Corporate Relationship, Business Sector and Class of Trade (1, 2, and 3) of this Top Level GLN.



## Review Your Top Level GLN (Continued)

The screenshot shows a web form for reviewing a Top Level GLN. It is divided into several sections:

- Organization Details:** Contains fields for 'Parent Org: GLN \*required' (with value 0195825969448), 'Parent Org: GLN Type \*required' (with value Legal Entity), 'Organization Role Type(s)' (with value Brand Owner), 'Organization Formation Date' (YYYY-MM-DD), and 'Organization Termination Date' (YYYY-MM-DD).
- Additional Organization IDs:** Contains a table with columns 'Organization ID Type' (dropdown menu) and 'Organization ID Value' (text input). Below the table is a link 'Add Additional Organization ID'.
- Comment:** A large text area for entering a comment, with a character limit of 0/2000.
- Buttons:** At the bottom right, there are 'Cancel' and 'Save' buttons. At the top right, there is a 'Publish GLN' button.
- GLN Types:** A sidebar on the right shows 'Legal Entity' with a green 'Active' status and an 'Add GLN Type' button.

Callouts 17, 18, and 19 point to the Parent Org GLN field, the Organization ID section, and the Save button, respectively.



**17** **Parent Org GLN:** Enter the “13-digit Parent Organization GLN”. This is the GLN directly above this GLN within the location hierarchy. The Parent GLN must contain Legal Entity or Function GLN Type. For Healthcare Providers, this may be the GPO or Wholesale Distributor’s GLN.

**18** **Optional:** For a Legal Entity GLN Type, you can enter Organization IDs associated with this GLN Type. View [Organization ID Type Definitions](#) in the Help Center.

**19** Click **Save** to save the Legal Entity GLN Type changes. GS1 US Data Hub Location View/Use subscribers can now view these changes to the Top Level GLN, as well as global users who search the GS1 Global Registry Platform.



## Assign New Users to / Remove Users from a Location

**Note:** these steps apply to users in your organization as well as users having "self-managed" rights (such as hospitals).

To assign a new user to modify a specific location (including related "child" locations, if available), follow these steps:

1. Visit the **User Portal** to add this user to this organization. When assigning roles, you should **ONLY** check the box for "Location Create/Manage". Then click **Save**. View the [User Portal User Guide](#) for more details.
2. You can now visit GS1 US Data Hub. Click the **Administration** link from the main navigation bar. Identify the desired user and click the **username**. Click the **Manage User Roles** link under Security. The Security screen displays all users. Filter by the desired username, if needed, then click the **username**. The User Detail screen displays.

The Application Roles displayed serve as "secondary" roles that further define actions that Location Create/Manage user can perform. Select the box(es) for the desired role(s) for this user, then click **Save**.

3. Now you can assign this user to a location. Click the **Location** link from the main navigation bar. The **My Locations** screen displays. Click the "desired Location Name", then click the **Assign Users** tab. The Assign User screen displays. Click the **Add New** button. The "Add New User" window displays. Select the user so it is highlighted in gray, then click **Continue**.

The user is added to this specific Location and any "child" locations associated with this "parent" location.

3 Roles

Role
<input type="checkbox"/> General User Administrator ?
<input checked="" type="checkbox"/> Location Create/Manage ?
<input type="checkbox"/> Location View/Use ?
<input type="checkbox"/> myGS1 US User ?

GS1 US Data Hub Home Product Location Company Reports Administration Help

Home > Administration > System Settings > Security > User Detail

### User Detail ?

**Login Information**

Username: Eddie.Dey@healthru.com

Last Login: 2016-07-06 09:20:33 AM

First Name: Eddie

Last Name: Day

**Application Roles**

Location

Edit  Import  Approval Import  Approve  Company Admin  GPO

Save

Add New User

Select one or more users to be assigned to this location. Users will be assigned via the hierarchy to all descendant locations.

records per page

Username	Role
lg@healthand@gmail.com	Location: Company Admin
inf@healthand@gs1us.org	Location: Edit Import Company Admin
m@dock@gs1us.org	Location: Company Admin
pl@enx-admin@gmail.com	Location: Edit Import Approval Import Approve
mn@cs@gs1us.org	Location: Company Admin
bl@enx@gs1us.org	Location: Edit Import Company Admin

Showing 7 of 8 total entries

Continue Cancel



**Note:** If you assign either the "Approval Import" or "Approve Application Role", you must first enable the approval process. For more details, see the "Approve or Reject a Location" section of this user guide.

## Create a Location

After you publish the Top Level GLN, you can now create a new location and assign a GLN.

The screenshot shows the GS1 US Data Hub interface. At the top, there is a navigation bar with links for Home, Product, Location, Company, Administration, Developer Portal, and Help. Below the navigation bar, there is a 'Manage Locations' section with a 'View Introduction to Location article' link and two buttons: 'Create Location' and 'Import Locations'. A red circle with the number 1 points to the 'Create Location' button. Below this, a 'New Location' window is shown. The window has a title bar with a close button and the text 'New Location'. Inside the window, there is a 'Step 1 of 2' section titled 'GLN Information'. Under 'Administrative Parent', there is a text input field and a 'Choose Administrative Parent' button. A red circle with the number 2 points to this button. Below this, there is a 'GLN' section with two buttons: 'Let Us Assign Your GLN' and 'Choose a Specific GLN'. A red circle with the number 3 points to the 'Let Us Assign Your GLN' button. Below this, there is a table of 'GS1 Company Prefix' with columns for 'Prefix' and 'Company Name'. A red circle with the number 4 points to the 'Healthcare' option in the 'Industry' dropdown menu. Below the table, there is a 'Cancel' button. To the right of the table, there is a 'New Location' window with a title bar and the text 'New Location'. Inside this window, there is a section titled 'Industries & Supply Chain Roles' with two dropdown menus: 'Industry \*required' and 'Supply Chain Role \*required'. The 'Industry' dropdown is set to 'Healthcare' and the 'Supply Chain Role' dropdown is set to 'Hospital Provider'.



- 1 From the **Manage Location page**, click the **Create Location** button on the right. The New Location window displays.
- 2 Select the **Choose Administrative Parent** button. The Select Parent Location window displays. Select the box for the desired **Parent GLN Location**, then click the **Add Parent** button. The Administrative Parent must be a **Published** GLN with an **Active** GLN Type before you can publish this GLN. The Parent Name displays in the Administrative Parent field.
- 3 Keep **Let Us Assign Your GLN** selected. If you have a GLN to enter manually, then click **Choose a Specific GLN**. You will be prompted to enter the 13-digit GLN.
- 4 For typical GLNs, you can select “Healthcare” as the **Industry** and “Hospital Provider” as the **Supply Chain Role**.



## Create a Location (Continued)

The screenshot shows a web form titled 'Create a Location'. Under the heading 'GLN Type', there is a sub-heading 'Select a GLN Type to add to this GLN. You will be able to add additional types after the GLN has been published.' Below this, a label 'Select GLN Type \*required' is followed by five radio button options: 'Fixed Physical Location' (which is selected), 'Legal Entity', 'Function', 'Digital Location', and 'Mobile Physical Location'. Below the radio buttons is a 'Comment' section with a text input field and a label 'Comment'. At the bottom of the form are three buttons: 'Cancel', 'Save Draft & Exit', and 'Continue'. A red circle with the number '5' has an arrow pointing to the 'Fixed Physical Location' radio button. Another red circle with the number '6' has an arrow pointing to the 'Continue' button.



- 5** **Select the GLN Type. Learn more in this [GLN Types Help Center article](#).** The GLN Type represents what is being identified. GLNs can be used to answer the question of “where” business-related transactions occur for physical and digital locations. GLNs can also identify “who” is involved within business-related transaction by identifying the party. Selections available describe locations and parties. You can add more than one GLN Type to a single GLN. [Learn how to add another GLN Type](#).

**Optional:** enter comments for this GLN. These comments can be viewed by GS1 US Location View/Use subscribers.

- 6** Click the **Continue** button to add specific attributes related to the GLN Type you selected. You can save these changes and return to this GLN at a later time to continue making changes.



## Create a Location (Continued)

Step 2 of 2

### Fixed Physical Location Details

Replaces GLN

Enter GLN

Does this GLN Type replace an existing GLN? If so, enter the existing GLN here.

Related Organization GLN: Enter GLN

Related Organization GLN Type: Select Type

Name

Name \*required: Helena Shotte Hospital Boseman

Language \*required: English (en)

Add name in another language

Name 2

Address

Address Types (select at least one) \*required

- Street or Postal Address
- GPS Coordinates
- GEO Shape

Buttons: Back, Save Draft & Exit, Publish GLN

**7** If this GLN is replacing an existing GLN, enter that existing 13-digit GLN here. This is for informational purposes. The existing GLN will remain published. This information serves as a reference for other Location administrators.

If you're entering a GLN with a "who" GLN Type (Legal Entity or Function), you can enter a related 13-digit GLN with the "what" GLN Type (Fixed Physical, Digital, Mobile Physical) in the **Related** fields. Similarly, if this GLN contains a "what" GLN Type, you can enter the related 13-digit GLN with the "who" GLN Type in the **Related** fields.

**8** Enter the "name" of the party, company, department, etc. You can also enter a second Location Name in Location Name 2, if, for example, to include a legal name or a trade name.

**9** The Address fields are required when the **GLN Type** is Fixed Physical Location. To enter a street address, select the box for **Street or Postal Address**.

## Create a Location (Continued)

The screenshot shows a web form titled "New Location: Fixed Physical" with a GLN number "0195825777999". The form is divided into sections: "Address" and "Street or Postal Address". Under "Address", there are three radio buttons: "Street or Postal Address" (checked), "GPS Coordinates", and "GEO Shape". The "Street or Postal Address" section includes a "Country" dropdown menu (set to "UNITED STATES"), an "Address Line 1" text field (containing "2005 6th Ave"), and an "Add Address Line" link. Below this are fields for "Address Suburb" and "Cross Street". The "City" dropdown menu is set to "Austin". The "State/Province/Region" dropdown menu is set to "Texas", and the "Zip or Postal Code" text field contains "78613". At the bottom, there are three buttons: "Back", "Save Draft & Exit", and "Publish GLN".

Callout 10 points to the "Country" dropdown menu and the "Address Line 1" text field. Callout 11 points to the "City" dropdown menu and the "State/Province/Region" dropdown menu.

**10** Enter the **Country** and **Address Line 1** fields. If you are entering a single building or campus that shares the same USPS address as an existing location, click the **Add Address Line** link and use Address Line 2 or Address Line 3 to differentiate the address. For example, you may want to differentiate a nurses' station or a doctor's office from another within a single hospital address.

**Note:** If the GLN Type is Fixed Physical Location, these address fields cannot be changed after this location is published. If the address changes for this GLN after the GLN is published, you must create a new GLN.

**11** Enter the **City**, **State/Province/Region** and **Zip/Postal Code** fields. When you save this GLN Type at a later step, this address will be verified against the USPS database.



## Create a Location (Continued)

The screenshot shows a web form titled "New Location: Fixed Physical" with a GLN of 0195825777999. The form is divided into two main sections: "Business Attributes" and "Business Details".

**Business Attributes**  
Business transaction enabled (select at least one) \*required

<input type="checkbox"/> Bill To/Sold To	<input type="checkbox"/> Remit To
<input type="checkbox"/> Deliver To	<input type="checkbox"/> Ship From
<input type="checkbox"/> Order By	<input type="checkbox"/> Ship To
<input type="checkbox"/> Order From	<input type="checkbox"/> Sold From
<input type="checkbox"/> Paid By	
<input type="checkbox"/> Recall	

**Business Details**

Corporate Relationship \*required  
Select

Business Sector  
Select

Class of Trade 1 \*required  
Select

Class of Trade 2 \*required  
Select

Class of Trade 3 \*required  
Select

Buttons: Back, Save Draft & Exit, Publish GLN

Callouts: 12 points to the Business Attributes section, 13 points to the Corporate Relationship dropdown, and 14 points to the three Class of Trade dropdowns.



12 Select at least one box to indicate the transaction type(s) in which this party or location engages. [View Business Transactions Enabled definitions.](#)

13 Select the **Corporate Relationship**.

14 Select the Class of Trade 1, 2, and 3. If you selected Healthcare as the **Industry**, these fields are required. The Class of Trade 3 values displayed are based on your selection for Class of Trade 2. [View Class of Trade definitions.](#)





## Create a Location (Continued)

15

16

START

### 15 Review these Optional Fields.

You can add the **Location Details** and **Additional Location IDs**, which are identifiers your organization may have created for this GLN.

Enter **Comments**: these can be viewed by GS1 US Data Hub Location View/Use subscribers.

You are now ready to save this GLN. You have two options to save this GLN:

16 **Option #1:** Click **Save Draft & Exit** to save this draft and close the window. You can continue to make changes to this GLN before you publish it. If the address cannot be verified by USPS, an error message displays.

**Option #2:** If you're ready to share this location with trading partners and external parties, click the **Publish GLN** button. The location must adhere to the GLN Allocation rules from the GS1 Standards. This Location Detail Record is automatically shared with all GS1 US Data Hub Location View/Use subscribers, but you can adjust the sharing settings, and share just with specific third parties. Visit the [Administration User Guide](#) for more details about changing these settings.

**Note:** Did your company enable the approval process? If yes, this GLN displays in the **Draft** state until it is approved. A user with the role of "Approver" will be notified of the changes. See the "Approve a Location" section in this user guide.

STOP

## Verify Address

If the GLN Type is “Fixed Physical Location,” GS1 US Data Hub validates the address against the USPS database when you click **Save Draft** or **Make Active**. If this address does not match an address in the USPS database, a **No Match** message will display asking to **Cancel** or **Proceed as Not Verified**.

1

2

3



1 When you click **Save Draft** or **Make Active**, and the address is verified successfully in the USPS database, the Address Verification message displays on the top right hand of the screen. If USPS was not able to match the address as indicated, the “No Match” message displays. You can either **Cancel** or **Proceed as Not Verified**.

2 If you click **Proceed as Not Verified**, then select the reason why the address is not verified. If you check **Other**, you must enter a reason in the Comment box. If you enter a duplicate address in the system, you will receive the **Identical Location** message. You can click **Proceed as Not Verified**. Select the reason why the address is not verified. Enter the reason as a comment if choosing **Other**.

3 Click **Continue**, to return to the **Details** page. The current date is displayed in the **Data Verified** field.



## Export Location Data

GS1 US Data Hub allows you to export your location information to a worksheet. You can export all location information or use the filters on the **My Locations** page and export only the locations you have filtered. The default export report includes all attributes. Select “Customize export” to exclude specific attributes.

The screenshot shows the 'Manage Locations' page for Helena Shotte Hospital. The 'My Locations' section has a search bar and an 'Actions' dropdown menu. The 'Export Locations Data' option is selected, opening a dropdown menu with four options: 'Export all results', 'Export filtered results', 'Export results for import', and 'Customize export'. A table below shows columns for Status, GLN, Location Name, GLN Type, and Supply Chain Role. A 'START' button is visible on the left side of the page.

**1** Click **Manage** to view the **Manage Locations** page. All locations are displayed.

**2** If you only want to export a specific subset of locations, use the filtering tools, such as Status, GLN Type, Supply Chain Role, etc. You will see the results of the filtering and a message on the screen.

**3** Click the **Export Locations Data** button. You have four options:

- **Export all results** – this exports all GLN records, and all attributes associated with these GLNs, including both **Draft** and **Published** locations.
- **Export filtered results** – you will only export the GLN search results after you have used the filtering options. This option is only enabled if you have filtered locations.
- **Export results for import** – this export file contains an additional “Import” column so you can make changes to data and then use the file to import the data back into GS1 US Data Hub (select “Update” in the Action column).
- **Customize export** – if you only want to view specific attributes, click this option and select only the attributes you want included in the export report.



## Export Location Data (Continued)

A	B	C	D	E	F	G	H	I	J	K
Action	Status	TempID	GLN	Company Prefix	ParentGLN	TempParentID	Industry	SupplyChainRole	GLN Type	Location
	Active		0000660		0000660214140000010024511		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena SHI
24	Active		0008010		00080198784400198483828738		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena SHI
27	Active		0000010		0000010240710000060172444		Healthcare	Manufacturer	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
30	Active		0000060		000006097020000000000997		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
29	Active		0000060		0000060909901100097404145		Healthcare	Manufacturer	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
33	Active		019552		01955223220014141009125		Healthcare	Undefined	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena SHI
44	Active		0000060		00000601980000060013327		Healthcare	3rd Party Logistics Provider	FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena SHI
46	Active		0000060		000006079200000000013327		Healthcare	3rd Party Logistics Provider	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
47	Active		0100097		010009730970014141000009		Healthcare	Manufacturer	FIXED_PHYSICAL_LOCATION	Helena SHI
61	Active		001414100		0000660281700198483828738		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
66	Active		001414100		001414100812001100097182950		Healthcare	Operator	FIXED_PHYSICAL_LOCATION	Helena SHI
68	Active		0000010		000001021700000000049203		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
71	Active		019552		019552261370019552244503		Healthcare	Hospital Provider	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
82	Active		0000060		0000060718440000010024811		Healthcare	Provider/Dispenser	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena SHI
85	Active		0000010		0000010240710000060172444		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena SHI
87	Active		019552		0195522348100014141003062		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
89	Active		001414100		001414100200014141001909		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI



4 Click the **Export** icon to view all export files. Files are listed in order of most recently generated. Note: the **Export Center** also displays any other product and location export requests made by your company users.

5 Click the **Export File Name**. The file is downloaded and based on the browser you're using, the filename will display on the screen, so you can click the file to open. If you selected **Export results for import**, the blank "Action" column A displays.

6 Unless you selected **Customize export**, GLNs are listed in either the **Draft** or **Published** state, and all attributes are provided, and listed under the appropriate GLN Type column. If you want to view only select attributes, select the **Customize export** option from the Export Locations Data button.



## Import Location Data

To import GLN data using an Excel spreadsheet, follow these steps.



**Note:** Make sure the Top Level GLN is published before you create locations using import. The Top Level GLN can then be used as the Parent location for any new GLN. Refer to the “Publish Your Top Level GLN” section in this User Guide for details.

The screenshot shows the 'Import Locations' window. On the left, a sidebar shows 'Manage Locations' with a '14107 Locations' count. A red circle '1' with an arrow points to the 'Import Locations' link in the top navigation. A red circle '2' with an arrow points to the 'Download Template' button in the 'Need an import template?' section. Below this section is an 'Import History' table.

Import Date	File Name	Imported By	Status	#Processed	#Successful
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	1
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	0
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	0



- 1 Click **Location**, then the **Import Locations** link. The Import Location window displays.
- 2 Click the **Download Template** button to download an Excel spreadsheet formatted to include the fields necessary for importing location data into GS1 US Data Hub. This template does not include any pre-populated data. Save this template to your computer. If you leave the GLN column blank, GS1 US Data Hub will “assign” the next available GLN based on the GS1 Company Prefix entered.

**Note:** To download existing Locations in GS1 US Data Hub so you can make changes in bulk, see the Export Location Data section.



# Import Location Data

The screenshot displays the 'Import Locations' interface. On the left, the 'Manage Locations' sidebar shows '14107 Locations' and a search bar. The main panel has a 'Select a completed import template file to upload' section with a 'Drag & Drop or Browse Files' area and an 'Import Locations' button. Below this is a checkbox for 'Import locations as approved'. The 'Import History' table at the bottom shows a record for 'Tasty\_Import\_Template.xlsx' imported by 'rsarti@gs1us.org' on '2023-07-05', with a status of 'COMPLETE' and 1 processed and 1 successful location.

Import Date	File Name	Imported By	Status	#Processed	#Successful
2023-07-05	Tasty_Import_Template.xlsx	rsarti@gs1us.org	COMPLETE	1	1



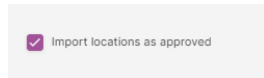
3

Enter the data into the template. See the Import Template Field Requirements section for information on these fields. **Save** this template on your computer, but do not include the following symbols in the filename, otherwise you will receive an error when you process the file: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

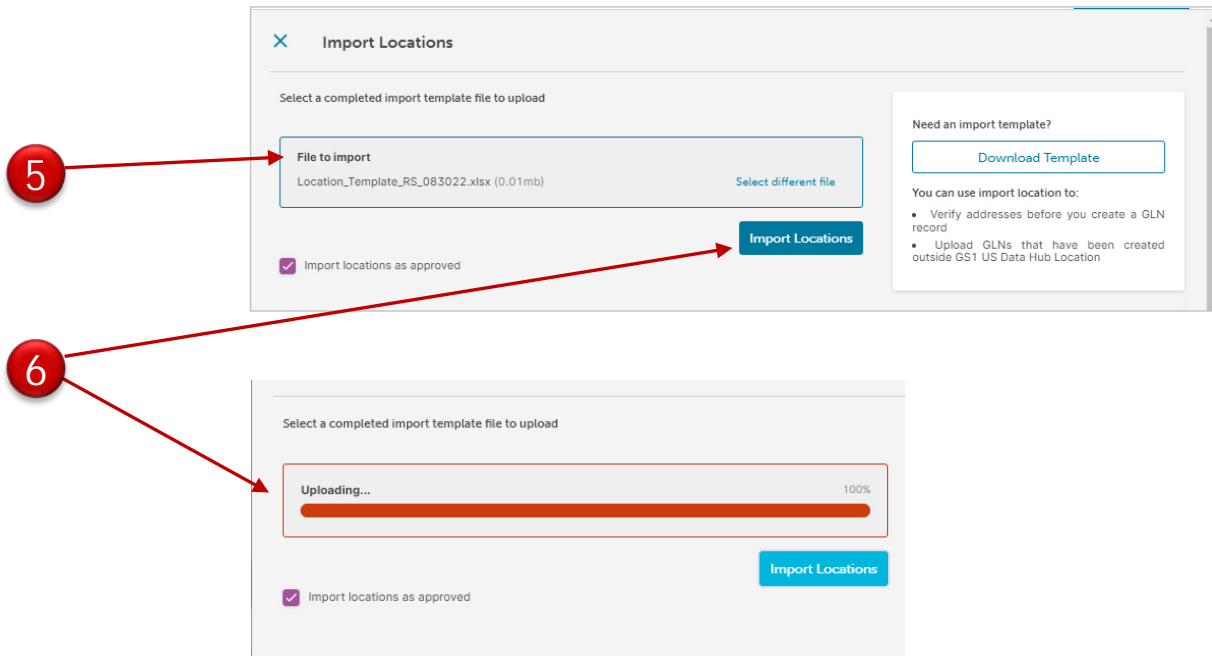
**Note:** the **Validate Only** column in the Import Template enables you to have GS1 US Data Hub “validate” the data BEFORE GS1 US Data Hub assigns the GLN or applies any updates. If you select “Y” in the **Validate Only** column, GS1 US Data Hub performs data validation checks for this proposed GLN, and generates any errors in the results file. However, this GLN will not be added to the system until you select “N” or leave the **Validate Only** column blank and submit the report again.

4

**Import locations as approved:** This option displays for users who are assigned the “Approval Import” role. Select this box to have locations imported as already “Approved,” so users with an “Approve” role will not need to approve each location individually.



## Import Location Data (Continued)



5 When the file is ready, you can drag & drop the file into the area or click the **Browse Files** link and select the file from your computer. The filename will display in the **File to Import** window.

6 Click the **Import Locations** button. GS1 US Data Hub will process the data and the results are displayed at the bottom half of the screen. An "Uploading" progress bar will display.



## Import Location Data (Continued)

Select a completed import template file to upload

Drag & Drop or [Browse Files](#)

Import locations as approved [Import Locations](#)

Need an import template?  
[Download Template](#)

You can use import location to:

- Verify addresses before you create a GLN record
- Upload GLNs that have been created outside GS1 US Data Hub Location

Import History (Imports from past 90 days) [Refresh Table](#)

Import Date	File Name	Imported By	Status	#Processed	#Successful	#Error
YYYY-MM-DD	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
2022-08-30	Location_Template_RS_0830	rmar@gs1us.org	COMPLETE	3	0	3
2022-08-29	Location_Template_RS_0809	rmar@gs1us.org	COMPLETE	2	2	0
2022-08-25	ExportLocationsForImport_2	rmar@gs1us.org	COMPLETE	3	3	0

7

START

7

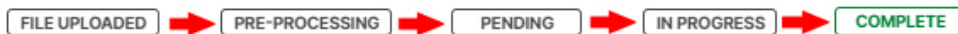
The uploading process may take a few minutes to reach the “Complete” status. You can click the **Refresh Table** button to display the Status as it moves from “Pending” to “Complete.”

**File name:** The name of the computer file you imported.

**Import Date:** The date you requested the file to be imported.

**Imported By:** The User ID of the named user at your company that requested the import.

**Status:** Status of the file as it’s being processed. Press the **Refresh Table** Button until the “Complete” status displays.



**# Processed:** This is the number of Location records that went through the import process.

**# Successful:** Number of Location records that were successfully uploaded into GS1 US Data Hub | Location.

**# Errors:** Number of Location records in the import file that produced errors and were not successfully uploaded into GS1 US Data Hub | Location.

**Note:** If you receive an error for a specific location record, GS1 US Data Hub will display error messages for each location record. You can return to your original template and make the correction, then re-import the file into GS1 US Data Hub. If **Error** displays in the Status field, check the filename and make sure it does not contain any of the symbols listed on the previous page.

STOP



## Import Template Field Requirements

This table includes descriptions on the Location Import Template. Columns are listed over the next few pages in the order that they are displayed in the template.



**Note:** Make sure your Top Level GLN is published before you import locations that are in the **Published** state. The Top Level GLN can then be used as the Parent location for any other GLN you may create.

GS1 US Data Hub will return a results file to confirm the upload or to identify errors for each record. Contact Member Support if you experience any import issues.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Action</b>	All	<p>This field designates the action being performed on each location record.</p> <p>Valid values are:  <b>Create</b> – to add an <b>Active</b> or <b>Draft</b> location.</p> <p><b>Update</b> – to change the status of a location.</p> <p>If you are importing GLNs with multiple industries, submit one import file per industry.</p>	<p><b>Required</b></p> <p>If Action equals "Update" the GLN column is required.</p>	TEXT	6	7
<b>Validate Only</b>	All	<p>Select "Y" if you want to validate data before you import this GLN. If you select "Y," the GLN will NOT be imported, but it will be checked for errors.</p> <p>For example, an error will display if the GLN already exists in GS1 US Data Hub.</p> <p>Valid values are:  <b>Y</b> – validate the GLN without importing the GLN  <b>N</b> – import the GLN</p>	Optional	TEXT	1	1
<b>State</b>	All	<p>The two GLN states that may be assigned to a location as it moves through its life cycle.</p> <p>Valid values are:  <b>Draft</b>  <b>Published</b></p>	<b>Required</b>	TEXT	5	8

## Import Template Field Requirements *(Continued)*

This table defines specific fields on the Import Template and the required information to be entered for each.



**Note:** Make sure your Top Level GLN is published before you import locations in the **Published** state. The Top Level GLN can then be used as the Parent location for any other GLN you may create.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Temp ID</b>	All	To connect the parent GLN and a child GLN, you can assign a unique number in this column and the Parent Temp ID - until a GLN is assigned. This can only be listed for one location in a template file.	<b>Optional</b>  This field may be blank.	TEXT	1	13
<b>Parent Temp ID</b>	All	This helps connect the parent and child GLNs when both are being imported at the same time.  For example, to connect a "parent" GLN to a "child" GLN, you would enter "1" in Temp ID for the "child" GLN and "1" in Parent Temp ID for the "parent" GLN.	<b>Optional</b>	TEXT	1	13
<b>GS1 Company Prefix</b>	All	The desired GS1 Company Prefix from the list of your organization's prefix(s) to be used to generate the GLN.	<b>Required</b>  Leave blank for pool prefix.	TEXT	7	11
<b>GLN</b>	All	When Action is Create, leave this column blank. GS1 US Date Hub will generate the next available GLN based on the GS1 Company Prefix you selected.  GS1 US Data Hub will generate the numeric 13-digit representation of the Global Location Number (GLN) as it would be stored in a database.	<b>Required</b> when Action equals "Update".  Leave blank for pool prefix.	TEXT	13	13

## Import Template Field Requirements *(Continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Administrative Parent</b>	All	This is the GLN in which one or more "child locations" roll up under within a defined Location Hierarchy.	<b>Required</b>	TEXT	13	13
<b>Industry</b>	All	Industry for this GLN.	<b>Required</b>	TEXT	1	80
<b>Supply Chain Role</b>	All	Best describes the role of this organization in the supply chain.  Click the "Input Values" sheet in the Import Template for valid values.	<b>Required</b>	TEXT	1	80
<b>Comment</b>	All	Comments about this GLN. These comments cannot be searched, and they are not displayed to Location View/Use subscribers.	<b>Optional</b>	TEXT	1	80
<b>Replaces GLN</b>	All	The GLN assigned to this location previously, if any.	<b>Optional</b>  This field may be blank.	TEXT	13	13

## Import Template – Column Definitions

For the remainder of the Import template, please note that columns may display for one or more GLN Types. When reading the definition, please refer to the **Displays in GLN Type** column to see if the definition relates to the specific GLN Type you are importing.

**Note:** a GLN cannot contain both the Fixed Physical Location and Mobile Physical Location GLN Types. [View GLN Type Definitions](#)

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Related Organization GLN</b>	Fixed Physical Mobile Physical Digital	A 13-digit GLN containing a “who” GLN Type (Legal Entity or Function) that is related to this GLN.	<b>Optional</b>  This field may be blank.	TEXT	13	13
<b>Related Organization GLN Type</b>	All	The GLN Type for the Related Organization GLN entered in the previous column. Valid values:  Legal_Entity  Function	<b>Optional</b>  This field may be blank.	TEXT	5	30
<b>Related Location GLN</b>	Legal Entity Function	A 13-digit GLN containing a “where” GLN Type that is related to this GLN.	<b>Optional</b>  This field may be blank.	TEXT	13	13
<b>Related Location GLN Type</b>	All	The GLN Type for the Related Organization GLN entered in the previous column. Valid Values:  Fixed_Physical_Location  Mobile_Physical_Location  Digital_Location	<b>Optional</b>  This field may be blank.	TEXT	5	30
<b>Name</b>	All	The name of the GLN being described.	<b>Required</b>	TEXT	1	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Language</b>	All	Language of this GLN.	<b>Required</b>	TEXT	0	80
<b>Name2</b>	All	A secondary location name.	<b>Optional</b>	TEXT	0	80
<b>GLN Type Status</b>	All	Valid values: <b>Active</b> <b>Draft</b> <b>Inactive</b>	<b>Required</b>  <b>Note:</b> After the GLN Type is entered and set to <b>Inactive</b> , attributes are no longer editable.	TEXT	5	13
<b>Country</b>	Fixed Physical Location  Legal Entity  Function	Country of your location.  <b>For United States, enter "US".</b>	<b>Required to change status to Active.</b>	TEXT	2	80
<b>Postal Name</b>	Legal Entity  Function	Alternative name used when contacting a specified address.	<b>Optional</b>	TEXT	1	80
<b>PO Box</b>	Legal Entity  Function	Enter Post Office Box number, if available.	<b>Optional</b>	TEXT	1	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Address Line 1</b>	Fixed Physical Location  Legal Entity  Function	The primary street address for your location.  The USPS address is validated if Country entered is US (this is how United States should be entered in the Country column).  After the GLN Type status is set to <b>Active</b> , this field cannot be changed. If the Address Line 1 needs to change, you will have to create a new GLN.	<b>Required</b> if GLN Type is Fixed Physical Location.	TEXT	1	80
<b>Address Line 2</b>	Fixed Physical Location  Legal Entity  Function	Any secondary information such as Suite, Floor, etc.  The USPS address is validated if Country = US.	Optional After the GLN Type status is set to <b>Active</b> , this field cannot be changed.	TEXT	0	80
<b>Address Line 3</b>	Fixed Physical Location  Legal Entity  Function	Additional descriptive information that is not verified through the USPS data base.  Best practice is to use AddressLine3 when there are multiple locations using the same USPS address.  Examples: billing office vs. the loading dock, cardiology lab, unit 4, backroom, etc.	Optional  Do not enter Class of Trade values in this field.  After the GLN Type status is set to <b>Active</b> , this field cannot be changed.	TEXT	0	80

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Digital Address</b>	Digital	The location reference associated to a digital place, such as a website or URL.	Required	TEXT	0	80
<b>Base Location</b>	Mobile Physical	A 13-digit GLN serving as the fixed physical location where the mobile location most commonly resides.	Optional	TEXT	0	13
<b>Address Suburb</b>	Fixed Physical Location Legal Entity Function	A suburb within a town or city.	Optional	TEXT	0	80
<b>Cross Street</b>	Fixed Physical Location Legal Entity Function	A street intersecting a main street (usually at right angles) and continuing on both sides of it.	Optional	TEXT	0	80
<b>City</b>	Fixed Physical Location Legal Entity Function	Name of the city of your location.  The USPS address is validated if the Country entered is US.	Required if GLN Type is Fixed Physical Location	TEXT	1	35
<b>State / Province / Region</b>	Fixed Physical Location Legal Entity Function	ISO abbreviation for State or Province:  Example: US-FL  The USPS address is validated if Country entered is US.	Required if GLN Type is Fixed Physical Location	TEXT	1	5

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Zip/Postal Code</b>	Fixed Physical Location  Legal Entity  Function	Zip code or postal code for your location.  The Zip code is validated if Country entered is US.	This is required if GLN Type is Fixed Physical Location  Do not use "00000"	TEXT	1	10
<b>Import As Not USPS Verified</b>	Fixed Physical Location  Legal Entity  Function	Allows you to import addresses as "not verified."  Valid values: <b>Y</b> - override the US Address Verification by the USPS. <b>N</b> – may generate errors if location has not yet been verified by USPS.	<b>Optional</b>  This field may be left blank.	TEXT	0	1
<b>Latitude</b>	Fixed Physical Location  Legal Entity  Function	The location's latitude. Example: 40.2656	<b>Optional</b>  This field may be blank.	TEXT	1	30
<b>Longitude</b>	Fixed Physical Location	The location's longitude. Example: -74.819	<b>Optional</b>  This field may be blank.	TEXT	1	30
<b>GeoShape Type</b>	Fixed Physical Location	Valid values:  <b>Circle</b> <b>Polygon</b> <b>Line</b>  A GeoShape is defined using several properties whose values are based on latitude/longitude pairs.	This is optional unless this is replacing Street Address, City, St and Zip.	TEXT	0	48



## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Note	Import		
				TYPE	MIN	MAX
<b>GeoShape Coordinates</b>	Fixed Physical Location	Coordinates for GeoShape.	Optional	TEXT	0	80
<b>Contained in Place</b>	Fixed Physical Location	This is another GLN within which this Fixed Physical GLN Type exists.	Optional	TEXT	1	30
<b>Phone</b>	All	The location's primary phone number.	Optional	TEXT	1	30
<b>Email</b>	All	Email for person responsible for this GLN Type.	Optional	TEXT	0	40
<b>Business Attributes</b>	All	Valid Values:  Bill To/Sold To Deliver To Order By Order From Paid By Recall Remit To Ship From Ship To Sold From	<b>Required</b>  <a href="#">View definitions.</a>	TEXT	0	10
<b>Corporate Relationship</b>	All	Valid Values:  Affiliated Leased Managed Owned Franchised	<b>Required</b> if Industry is Healthcare	TEXT	0	100

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Business Sector</b>	All	<p>Example: Health Care - Hospitals</p> <p>Use a standard hyphen ( - ) when needed, not an en or em dash ( – )</p>	Optional	TEXT	2	100
<b>Class Of Trade 1</b>	All	<p>Asserted Class of Trade – Ownership</p> <p>Valid values:  <b>CC</b> – City/County  <b>FDV</b> – Federal: DOD/VA  <b>FO</b> – Federal: All Other  <b>FP</b> – For Profit  <b>FPHS</b> – Federal: PHS  <b>NFP</b> – Not For Profit  <b>ST</b> - State</p> <p>If you import locations, you must enter the codes.</p> <p>Export returns full descriptions.</p>	<p><b>Required</b> if Industry is Healthcare</p> <p><a href="#">View Class of Trade definitions</a></p>	TEXT	2	2
<b>Class Of Trade 2</b>	All	<p>Class of Trade – General</p> <p>Valid values:  <b>IN</b> – Inpatient (Acute)  <b>OUT</b> – Outpatient (non-acute, ambulatory)  <b>PH</b> – Pharmacy (Inpatient and Outpatient)</p> <p>Import uses codes.  Export returns full descriptions.</p>	<p><b>Required</b> if Industry is Healthcare</p> <p><a href="#">View Class of Trade definitions</a></p>		2	3

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Class Of Trade 3</b>	All	Class of Trade – Detail  Import uses codes. Export returns full descriptions. See Page 37 for codes and values.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>	TEXT	2	2
<b>Location Role Type</b>	Fixed Physical Location  Digital  Mobile Physical Location	A location classification based on the purpose, type of site and/or what occurs there.	Optional  Multiple values may be specified and are separated by line breaks using the alt-enter keys.	TEXT	0	48
<b>Location Opening Date</b>	Fixed Physical Location  Digital  Mobile Physical Location	Date location closed  Format <b>YYYY-MM-DD</b>	Optional	TEXT	10	10
<b>Location Final Closure Date</b>	Fixed Physical Location  Digital  Mobile Physical Location	Location Final Closure Date  Format <b>YYYY-MM-DD</b>	Optional	TEXT	10	10

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Location ID Type</b>	Fixed Physical Location  Digital  Mobile Physical Location	A location identifier assigned and managed by government bodies, trade organizations, and other identities. You can add up to five Location ID Types. Each Type must be displayed on its own line.	Optional  View a list of valid <a href="#">Location ID Type values</a>	TEXT	10	10
<b>Location ID Value</b>	Fixed Physical Location  Digital  Mobile Physical Location	Enter the Location ID Value.	Optional  View a list of valid <a href="#">Location ID Type values</a>	TEXT	5	30
<b>Parent GLN</b>	Legal Entity  Function	Use this field to select which GLN is directly above the location in your GLN hierarchy.  Needed for every GLN except the top-level location, which does not have a parent location.	<b>Required</b> for all locations  Leave blank if location is the top-level, parent location	TEXT	13	13
<b>Organization ID Type</b>	Legal Entity  Function	A previously assigned party or location identifier that can be associated to a GLN to add business value. You can add up to five ID Types.  To enter multiple values, use "alt-enter" to enter each value on a different line in the cell.	Optional  View a list of valid <a href="#">Org ID Type values</a> .	TEXT	5	28

## Import Template – Fixed Physical Location GLN Type *(Continued)*

This table defines columns within the Fixed Physical Location section of the Import Template and the required information to be entered for each.

Column	Displays in GLN Type	Description	Notes	Import		
				TYPE	MIN	MAX
<b>Organization ID Value</b>	Legal Entity Function	If you enter multiple values, the Org ID Value and Type combinations should be entered in the same order.	View a list of valid <a href="#">Org ID Type values</a> .	TEXT	5	30
<b>Organization Termination Date</b>	All	Organization Termination Date  Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<b>Organization Formation Date</b>	All	Organization Formation Date Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<b>Organization Role Type</b>	Legal Entity Function	The organization's role or purpose. Example: Brand Owner	Optional  View definitions in the Input Values sheet of the Import Template.	TEXT	0	80

## Import Template – Class of Trade Definitions

For Healthcare Providers, the table below describes the required Class of Trade 3 codes when using the Import Template that correspond to the Class of Trade 2 code items.

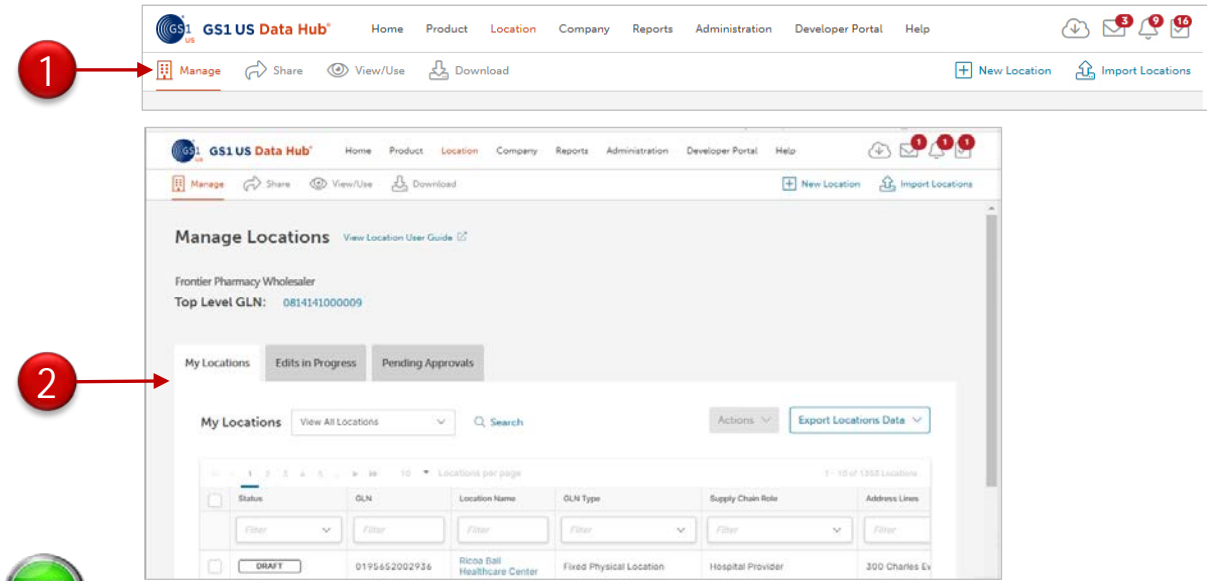
Class of Trade 2	Class of Trade 3					
	Code	Description	Code	Description	Code	Description
InPatient (Acute)  IN	AA	Acute Care	AF	Materials management distribution, acute care	AL	Rehab, inpatient extended stay
	AB	Corporate office, IDN/acute care	AG	Mental health, acute based	AM	Warehouse, IDN centralized non-pharmacy
	AC	Correctional inpatient facility, acute non pharmacy	AH	Nutrition services, acute care	AS	Surgery Center Hospital Based
	AD	Dialysis center, hospital based	AJ	Oncology infusion clinic or practice, hospital based		
	AE	Laboratory services, acute care	AK	Radiology services, acute care		
OutPatient (non-acute, ambulatory)  OUT	NB	Physician, owned/managed independent multispecialty group practice	NK	Assisted living and adult day care	NS	Surgery center, freestanding ambulatory
	NC	Corporate Office, nonacute	NL	Laboratory services, ambulatory	NT	Physician, independent multi-specialty group practice
	ND	Dialysis center, outpatient free standing	NM	Mental health, ambulatory based	NU	Urgent Care Center, ambulatory
	NE	Ambulance and Emergency medicine	NN	Nutrition services, nonacute	NV	Animal Vet Medicine
	NF	College or university student health services	NO	Oncology infusion clinic or practice, freestanding ambulatory	NW	Physician, independent solo practice
	NG	Long Term Care	NP	Physician, owned/managed solo practice	NX	Radiology Services, Ambulatory based
	NH	Home Health provider, nonpharmacy	NQ	Other, non-healthcare related	NY	Hospice, non pharmacy
	NJ	Correctional facility, nonacute non-pharmacy	NR	Rehab Services, outpatient	NZ	Nonacute, not further specified
Pharmacy (Inpatient and outpatient)  PH	PA	Acute care on-site pharmacy	PH	Home Infusion Pharmacy	PR	Retail- pharmacy chain
	PB	Acute care contracted off-site pharmacy	PL	Long term care, closed shop offsite pharmacy	PS	Managed Care, staff model closed shop pharmacy
	PC	Correctional facility closed shop pharmacy	PM	Mail order pharmacy	PW	Retail – Warehouse for retail pharmacy chain
	PD	Inpatient DSH (Disproportionate Share Hospital) Pricing	PN	Managed care, health plan	PX	Warehouse for IDN pharmacy centralized distribution
	PF	Retail – pharmacy, single outlet	PO	Long term care, closed shop onsite pharmacy		
	PG	Hospice, closed shop pharmacy	PP	Managed Care, Pharmacy benefit mgmt. company	P3	340B Covered entities



**Note:** Certain characters are known to cause processing errors. Avoid using: pipe "|", comma as a separator ",", and line breaks "CR/LF" at the end of a word within a cell.

# Manage Locations

To manage locations, follow these steps. This is where you can create, organize, and update all of your location information.



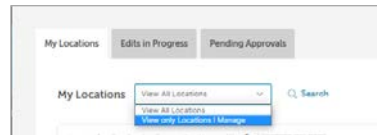
**1** Click **Location**. The **Manage Locations** page displays.

**2** Depending on the roles you've been assigned in GS1 US Data Hub | Location, you may see certain tabs displayed on the **Manage Locations** screen. Below are the possible tabs under **Manage Locations**:

**My Locations:** Displays all of your existing locations regardless of their status. You can use the **Status** field to display only **Draft**, **Active**, or **Inactive** locations.

### Q. How can I view only Locations I Manage?

**A.** Select "View only locations I Manage" from the drop-down beside the My Locations Heading. Only the locations you manage are displayed.



**Edits in Progress:** This tab displays when your company has enabled the Approval process (via the Administration section). For a user assigned either the role of "Edit" or "Approve," this tab displays locations in which edits are still being completed (the Editor has yet to click the **Submit for Approval** button).

**Pending Approvals:** This tab displays when your company has enabled the Approval process. This tab lists all of the locations awaiting "Approvers" so they can either "Approve" or "Reject" changes made by "Editors." Only locations in which "Editors" have clicked the **Submit for Approval** button are displayed.



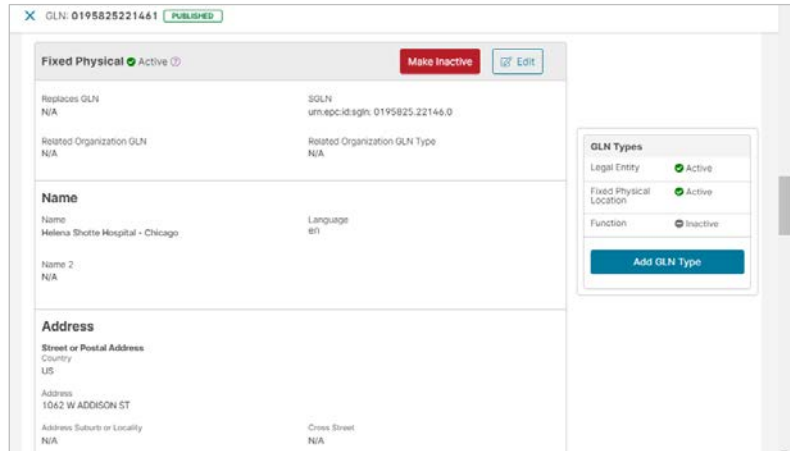
## Change GLN Type Status

If an **Active** GLN Type within a published GLN is no longer operating, you can set the GLN Type to **Inactive**. When you set a GLN Type to **Inactive** status, the GLN is still shared with GS1 US Location View/Use subscribers. However, users see that this GLN Type is now **Inactive**. Again, you can always change GLN share settings - so it is not being shared.

Once a GLN Type becomes **Inactive**, you can no longer edit information for this GLN Type. However, you can set the GLN Type to **Active** again to make any edits.

From the menu bar, select **Location > My Locations**.

1. Locate the desired GLN, then click the GLN to display the GLN window.
2. Locate the GLN Type you want to make **Inactive**. Then click the **Make Inactive** button. When the prompt displays, press the **Continue** button.



The screenshot shows a web interface for managing a GLN Type. At the top, the GLN ID is 0195825221461 and it is marked as 'PUBLISHED'. The main section is titled 'Fixed Physical' and is currently 'Active'. A red 'Make Inactive' button and a blue 'Edit' button are visible. The form contains the following fields:

Replaces GLN N/A	SGLN um.epcId.sglN: 0195825.22146.0
Related Organization GLN N/A	Related Organization GLN Type N/A
<b>Name</b>	
Name Helena Shottle Hospital - Chicago	Language en
Name 2 N/A	
<b>Address</b>	
Street or Postal Address Country US	
Address 1062 W ADDISON ST	
Address Suburb or Locality N/A	Cross Street N/A

On the right side, there is a 'GLN Types' panel with three entries: 'Legal Entity' (Active), 'Fixed Physical Location' (Active), and 'Function' (Inactive). An 'Add GLN Type' button is at the bottom of this panel.

3. The **Update Status Summary** window displays, indicating that the GLN Type has been made **Inactive**.

If the location has been successfully inactivated, **Inactive** displays next to the GLN Type name on the right-hand side of the page.

**Note:** for Fixed Physical Locations, the SGLN field displays to support companies using applications that leverage the Electronic Product Code (EPC), such as EPCIS and RFID. The SGLN is presented in the format for use in these applications to streamline and simplify processes. In Electronic Product Code (EPC), the term SGLN is used for a physical location GLN with or without a GLN extension component. A zero is used in EPC to indicate that the GLN is not being associated with a GLN extension component. In GS1 US Data Hub, all SGLNs have this zero as the GLN extension component is unavailable. Example: 0614141.12345.0

### Q. Can I Make the Entire GLN Inactive?

A. Only a GLN Type can be made **Inactive**. The GLN is considered published, and cannot be deleted. If the entire GLN is no longer operating, you can make each GLN Type **Inactive**. You can also stop sharing these GLNs with View/Use subscribers. GLNs are stored in GS1 US Data Hub for historical purposes.



**Note:** If your company has enabled the "Approval Process," the request to make a GLN Type **Inactive** will go to the Approver. The Approval must then click "Approve" before the location is set to **Inactive**.



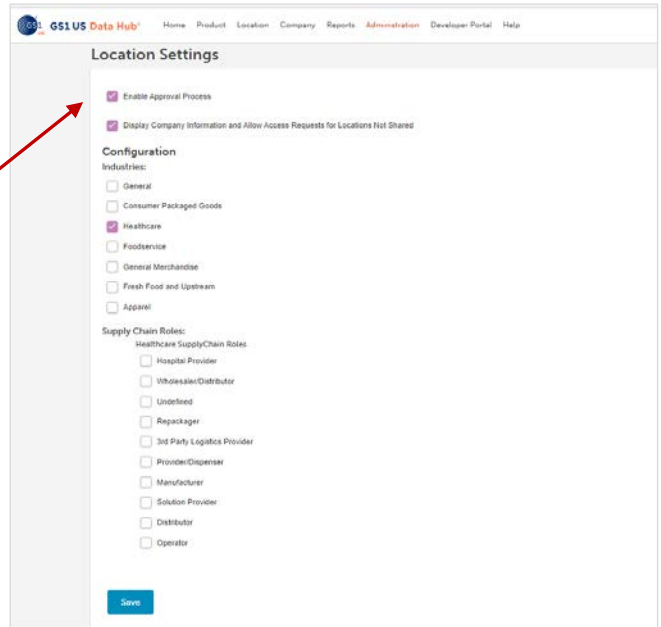
## Approve or Reject Changes to a Location

If you have established a GLN operational team to approve or reject GLN data, you can take these actions:

### 1) Enable the Approval Process in GS1 US Data Hub.

- Click the **Administration** tab, then click **Location - General Settings**.

- Select the box for **Enable Approval Process**, then click **Save**. You will now see the “Approval Process” options within the Location section of GS1 US Data Hub.



### 2) Add new users via the GS1 US User Portal (if necessary).

If users already have access to GS1 US Data Hub, you can skip this step. Otherwise, visit the [GS1 US User Portal](#) article to learn how to add users and assign the “Location Create/Manage” role.

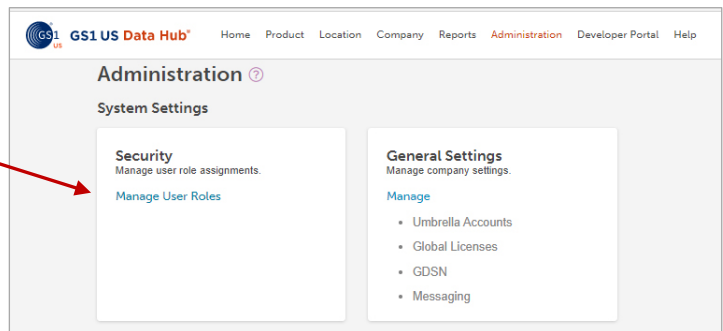
### 3) Visit Administration, “Manage User Roles,” then click the User to assign Location roles:

**Edit:** Create and update location information.

**Import:** Import location information to GS1 US Data Hub | Location.

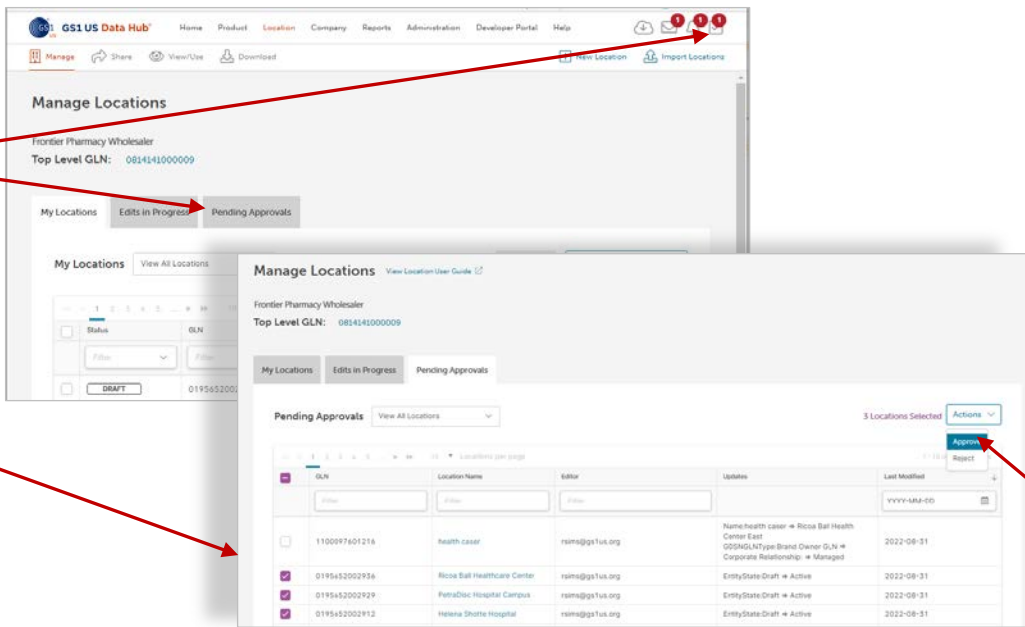
**Approval Import:** Import location data as approved. This is useful if your company has a separate “Approver” role, and you don’t want that person’s mailbox to receive an approval request for each location you are importing.

**Approve:** The “Approver” accepts, rejects or cancels requests from “Editors”.




## Approve or Reject Changes to a Location (Continued)

After you have selected the box for “Enable Approval Process” in the Administration section, and users have received “Edit” and “Approve” roles, these users can take these steps:

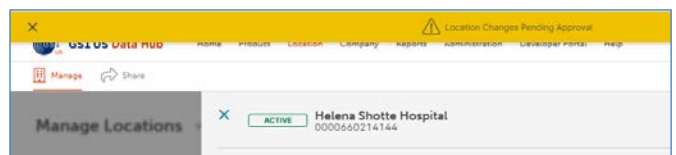


1

Editors can make changes and click **Publish GLN**. Approvers can now check pending approvals. Click the symbol  on the top right-hand side of the screen to view the **Manage Locations** page. Or Approvers can click the **Pending Approvals** tab from the **Manage Locations** page.

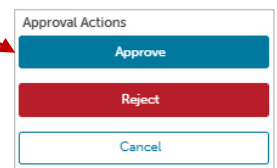
2

Select the box for the location(s) you want to approve. Or you can click the **Location Name** to view a specific Location Detail Record. The “Location Changes Pending Approval” message displays at the top of the screen.



3

You can select multiple locations and click **Approve** from the drop-down. Or you can select individual Location Detail Records, then click the **Edit Location** button. To accept changes, click the **Approve** button, then click **Continue**. The location will no longer be displayed in the **Pending Approvals** screen and will be published.

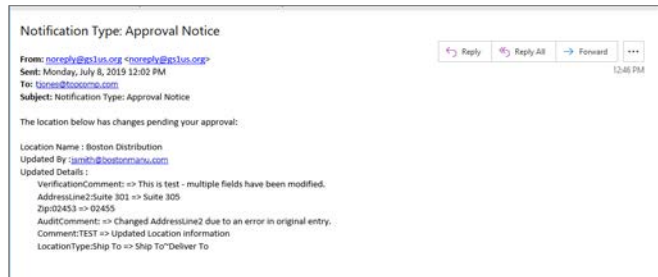


You can also reject changes: click the **Reject** button. You must provide a comment for the Editor. The GLN is returned to the My Locations page. The Editor can then make changes and submit for approval again.



## Approve or Reject Changes to a Location (Continued)

If the approver checked the "Approval Notice" notification e-mail in his/her user profile, an e-mail is also sent to the approver from [noreply@gs1us.org](mailto:noreply@gs1us.org), notifying them of the change.



You can view a location's **Approval History** by following these steps:

1. From the menu bar, select **Location**.
2. From the **My Locations** page, click the **Location Name** hyperlink in the data table.
3. Click the **Approval History** tab. You will see the history which includes approvals, rejections, and cancellations.

ACTIVE Helena Shotte Hospital  
0000660214144

Details Hierarchy Assigned Users Sharing History **Approval History**

Approval History

Location approval history per page 1 - 4 of 4 Location approval history

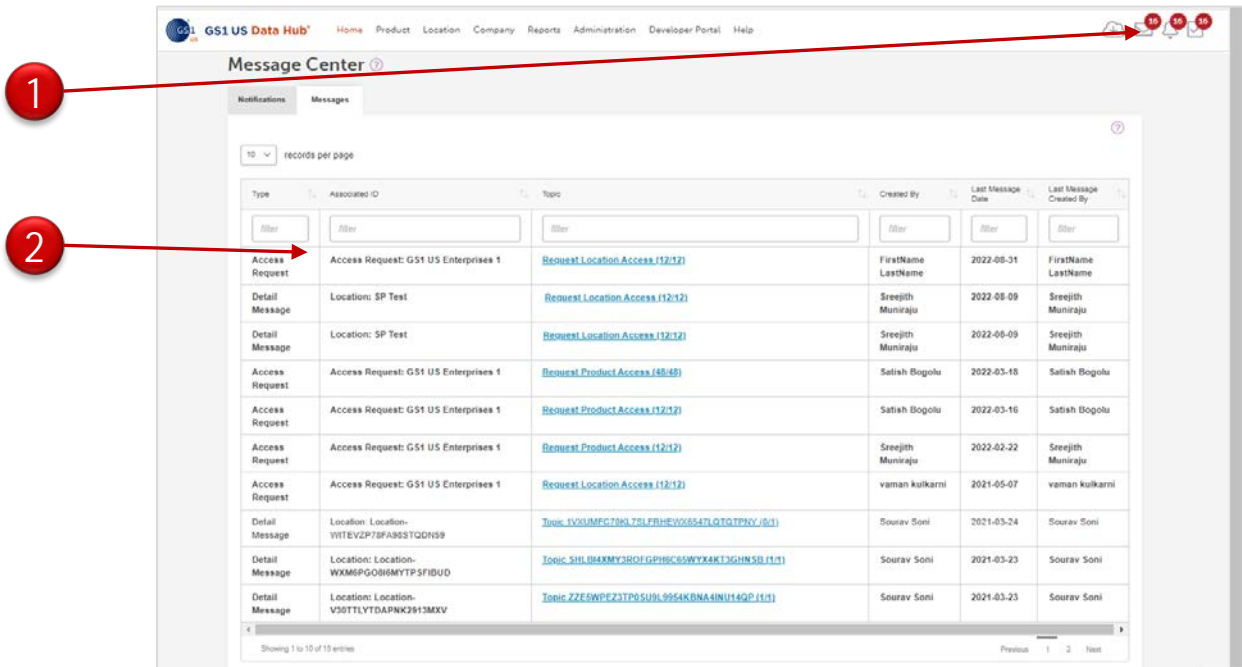
Changed Created	Created By	Last Updated By	Pending Approval	Approval Complete	Active Approval Request	Comment
2022-08-31	bailey@hshotte@org	bailey@hshotte@org	No	No	Yes	
2022-08-31	bailey@hshotte@org	bailey@hshotte@org	No	No	No	Approval Rejected: Address is incorrect.
2022-08-31	bailey@hshotte@org	bailey@hshotte@org	No	Yes	No	Approval Approved
2022-08-31	bailey@hshotte@org	bailey@hshotte@org	No	Yes	No	Approval Approved

Location approval history per page 1 - 4 of 4 Location approval history



## View Messages

Location View/Use subscribers can send you a message about a specific GLN you are sharing. In addition, subscribers can request access for a GLN you are NOT sharing. You can view and respond to messages via the Message Center in GS1 US Data Hub. Click the **envelope** icon at the top right-hand side of the screen.



1 To view messages, click the **Message** icon at the top right of GS1 US Data Hub. The **Message Center** displays.

To view system notifications, click the **Notification** icon next to the **Message** icon. The **Notifications** tab in the **Message Center** will display. This is where you are notified of changes to locations. Notifications will stay in your inbox for 90 days. Notifications in bold have not yet been read. You can delete a notification after reading it.

2 **Messages** will remain in the inbox depending on the following retention rules:

- After all participants have left a topic – the topic and associated message will be retained for 90 days.
- Messages and topics from companies that do not have an active subscription will be retained for 90 days.
- A topic and messages will be retained for 180 days from the most recent message while the company has an active subscription.
- After the retention period records will be deleted from the database.



## View Messages (Continued)

Request Location Access

③ Only sender has responded to this Topic

Type: Access Request

Topic Participants:

10 records per page

First Name	Last Name	Company
aaa	aaa	GS1 US Enterprises 1
Adam	Grayson	GS1 US Enterprises 1
Aditya	Sinh	GS1 US Enterprises 1

④ Return to Message Center Invite Users Add Message Leave Topic

Messages

Message Created On: 2022-08-31

From: FirstName LastName (Medical Devices B Us)

Content: request access test

⑤



3

**Only sender has responded to this Topic** – this message displays when only one party has produced the message/request. This message disappears when the receiver responds. There are three types of messages:

- Detail message - a message that is generated from either a product or location detail page;
- Access request - a message to share information with another company;
- Healthcare companies could get a message about their profile (another location has reviewed your company profile and would like to transact with you, or has questions about your company profile).

4


**Return to Message Center:** sends you back to the **Messages** inbox.

**Invite Users:** Allows you to invite other GS1 US Data Hub users to join the selected message string.

**Add Message:** opens a dialog box for you to respond back to the message. Type the message then click the **Send** button.

**Leave Topic:** Allows you to remove yourself permanently from the selected topic message string. You can no longer Add or View messages on that topic.


5

The  (eye) icon represents if the message has been viewed (read). Click the **eye** icon to mark a message as unread.




## Roles for Providers in GS1 US Data Hub | Location

Below are the roles and tasks listed for Providers in GS1 US Data Hub | Location and the steps for Administrators to change roles for users.

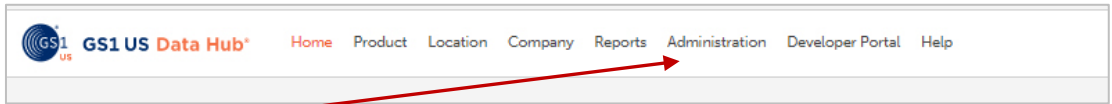
 Task	Admin	Edit	Import	Approve
Add Users	Y			
Assign Location Roles	Y			
Assign Users to a Location	Y			
Enable Approval Process	Y			
Define Supply Chain Roles	Y			
Manage Transfers	Y			
Manage Company Profile	Y			
Enable/Disable Messaging	Y			
Set Up Trading Partner List for Sharing	Y			
Import Locations	Y		Y	
Create a Location (Editor/Approval Process)		Y		
Change the Location Status		Y		
Edit a Location		Y		
Edit a Location's Hierarchy		Y		
Share a Location		Y		Y
Export Location Data		Y		Y
Approve a Location Submitted Changes				Y
Reject Location Changes				Y
Cancel Changes				Y
View Location's Approval History				Y



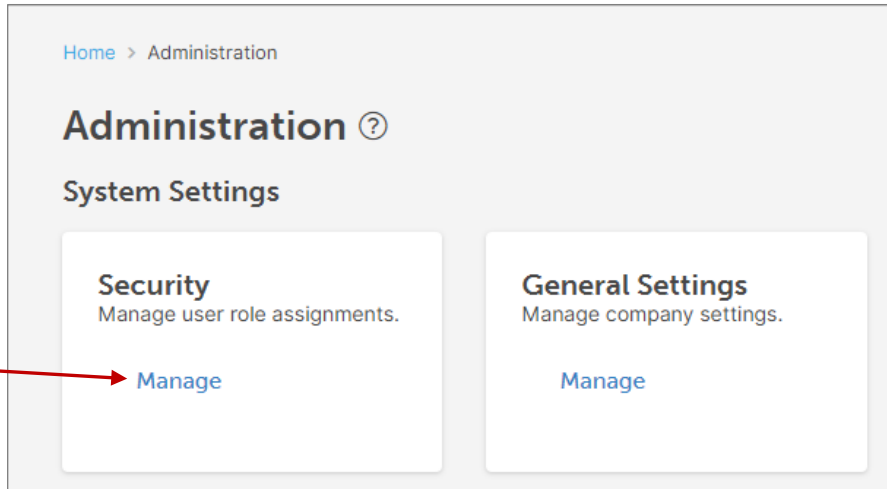
 These are the roles and tasks for Providers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.



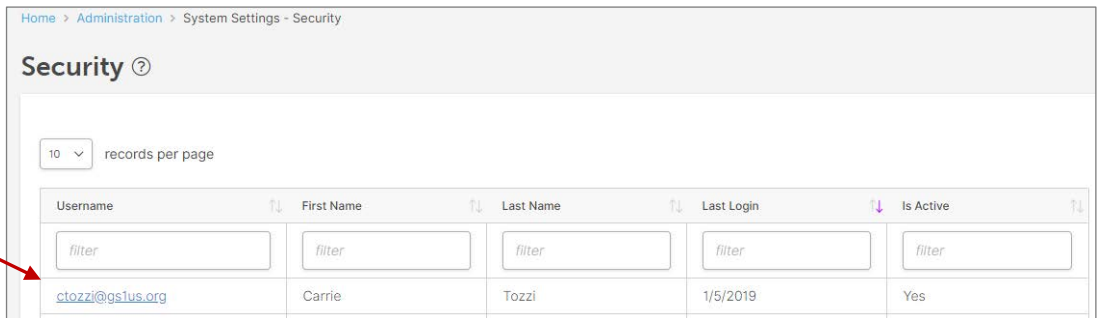
## Roles for Providers in GS1 US Data Hub | Location *(Continued)*



2



3



4



2

Click the **Administration** link.

3

Click **Manage** under **System Settings / Security**.

4

Click the desired **Username**.



The screenshot shows the 'User Detail' page in the GS1 US Data Hub. The page has a navigation bar at the top with links for Home, Product, Location, Company, Reports, Administration, and Help. Below the navigation bar is a breadcrumb trail: Home > Administration > System Settings - Security > User Detail. The main content area is titled 'User Detail' and contains a form with the following sections:

- Login Information:**
  - Username: Eddie.Day@healthtrustpg.com.block
  - Last Login: 2016-07-06 09:20:33 AM
  - First Name: Eddie
  - Last Name: Day
- Application Roles:**
  - Location: Edit (checked), Import (checked), Approval Import (checked), Approve (checked), Location Administrator (checked), Audit (unchecked), GPO (unchecked)
- Save:** A blue button to save the changes.



5 View the user's details.

6 Check or uncheck the desired **Location Roles**. The **Location** user roles are:

- Edit:** Create and update location information.
- Import:** Import location information to GS1 US Data Hub | Location.
- Approval Import:** Import location data as approved. This is useful if your company has a separate Approver role and you want to auto-approve the locations during the import process.
- Approve:** The Approver accepts, rejects or cancels requests from the Editors.
- Location Administrator:** The Location Admin has special permissions such as adding users to GS1 US Data Hub, adding security roles, and sharing with external organizations.
- GPO:** The GPO role gains visibility into GPO-controlled GLNs.
- Audit:** This role enables a user "view only" privileges to see all locations managed by their own company. This user cannot edit a location.

7 Click **Save**. The user now has the new roles that you have assigned, or now no longer has the roles that you have removed.

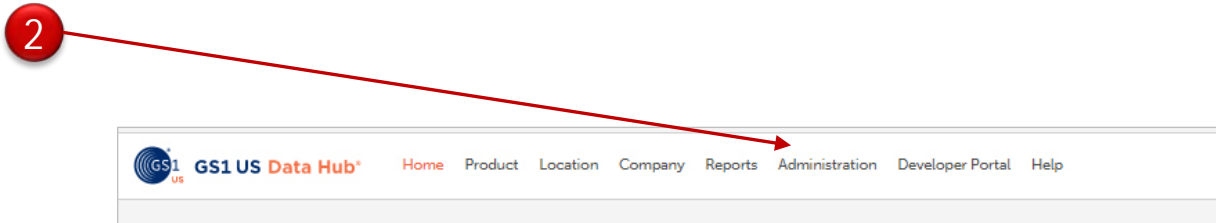




## Roles for Suppliers in GS1 US Data Hub | Location

1 →

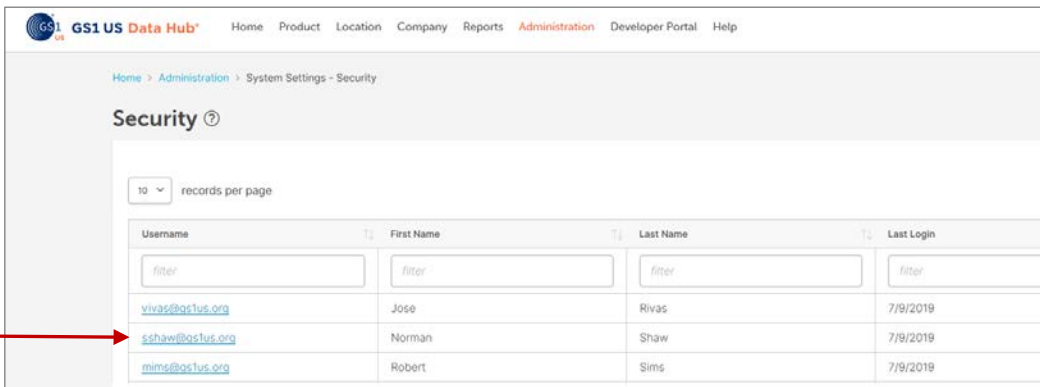
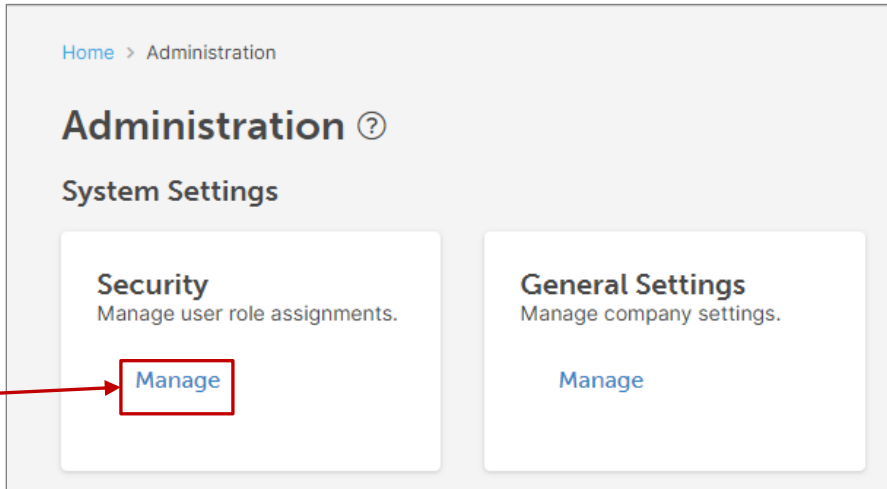
Task	Admin	Edit	Import
Add Users	Y		
Assign Location Roles	Y		
Assign Users to a Location	Y		
Enable Approval Process	Y		
Define Supply Chain Roles	Y		
Manage Transfers	Y		
Manage Company Profile	Y		
Enable/Disable Messaging	Y		
Set Up Trading Partner List for Sharing	Y		
Import Locations	Y		Y
Create a Location (Editor/Approval Process)		Y	
Change the Location Status		Y	
Edit a Location		Y	
Edit a Location's Hierarchy		Y	
Share a Location		Y	
Export Location Data		Y	



1 These are the roles and tasks for Suppliers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.

2 For the Administrator: Click **Administration** on the GS1 US Data Hub Home page.





3 Click **Manage** under **System Settings/ Security** to manage user roles.

4 Click the desired **Username**.



The screenshot shows the 'User Detail' page in the GS1 US Data Hub. The page has a navigation bar at the top with links for Home, Product, Location, Company, Reports, Administration, Developer Portal, and Help. Below the navigation bar is a breadcrumb trail: Home > Administration > System Settings - Security > User Detail. The main content area is titled 'User Detail' and contains a 'Login Information' section with fields for Username (nshaan@edibleharvest.com), Last Login (2021-04-12 03:12:57 PM), First Name (Norman), and Last Name (Shaan). Below this is an 'Application Roles' section with two categories: 'Location' and 'Product'. Under 'Location', there are checkboxes for Edit, Import, Approval Import, Approve, Company Admin, and Cpo, all of which are checked. Under 'Product', there is a checkbox for Company Admin, which is also checked. A blue 'Save' button is located at the bottom of the form.



5 View the user's details.

6 Check or uncheck the desired **Location Roles**. The **Location** user roles are:

**Edit:** Create and update location information.

**Import:** Import location information to GS1 US Data Hub | Location.

**Approval Import:** Import location data as approved. This is useful if your company has a separate Approver role, and you don't want that person's email box to receive an approval request for each location you are importing.

**Note:** Only check this role if your company has enabled the "approval process" in GS1 US Data Hub. Refer to the "Enable Approval Process" section in this user guide to set up the Approver role.

**Approve:** Only select this role if your company has enabled the "approval process" in GS1 US Data Hub. Refer to the "Enable Approval Process" section in this user guide to set up the Approver role.

**Audit:** This role enables a user "view only" privileges to see all locations managed by their own company. If this role is assigned, the user cannot receive the "Edit" or "Approval" roles. All other Location Roles must be unchecked.

7 Click **Save**. The user receives the new roles that you have assigned, or no longer has the roles that you have removed.



## Share a Location with Third Parties

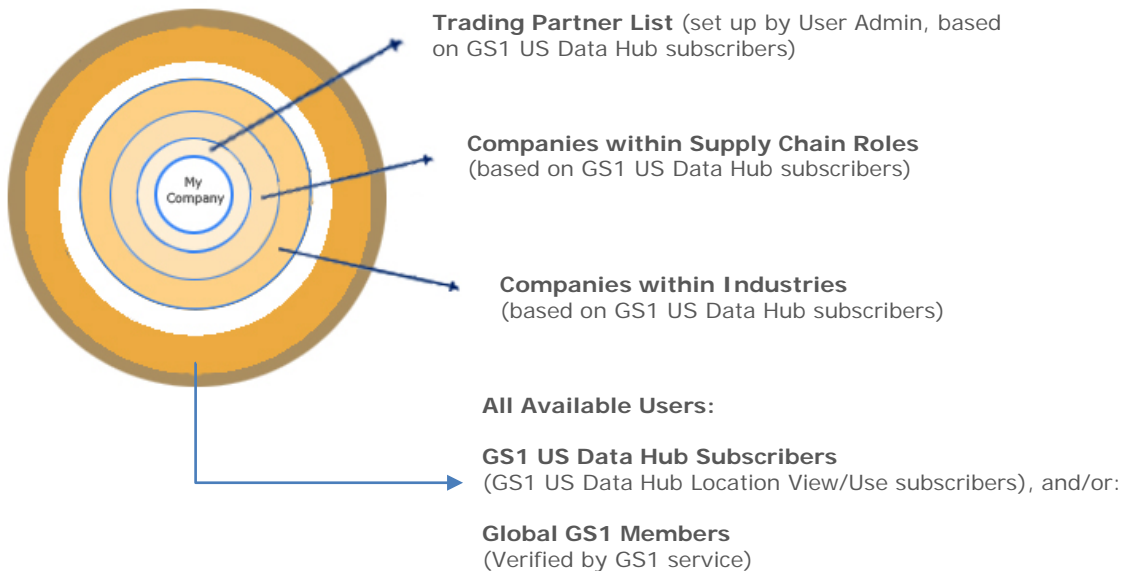
### What is Share for GS1 US Data Hub | Location?

By default, when you publish a GLN it is shared with all GS1 US Data Hub Location View/Use subscribers. In addition, the GLN is shared with the GS1 Registry Platform so it can be viewed via the Verified by GS1 service. This is the trusted source of information for many large retailers and marketplaces as part of their GTIN or GLN validation process to verify identity, product ownership, location or other GS1 Identification Keys. From the Administration, Share Settings section of GS1 US Data Hub, you can turn off these default settings. You can then decide to share select GLN records with one or more trading partners.

In this GS1 US Data Hub, you can narrow the audience that can view – and download – your GLNs and associated data. The **Share** feature enables you to build “Circles of Trust” – which can be sub-groups of Location View/Use subscribers: 1) Trading partners of the subscribing company, 2) Companies that share a role in the supply chain, or 3) Companies that operate in a particular industry. Alternatively, you can always share again with all View/Use subscribers, and with GS1 members around the world.



#### Circles of Trust for GS1 US Data Hub



You can choose to share single locations or entire branches of your hierarchy. You can then choose which trading partners or Location View/Use subscribers can view these GLNs.

For example, you can use the **Share** tab from the main Locations page to view all the available GS1 US Data Hub Location View/Use subscribers that are referenced in the different Circles of Trust.

### Sharing with Trading Partners

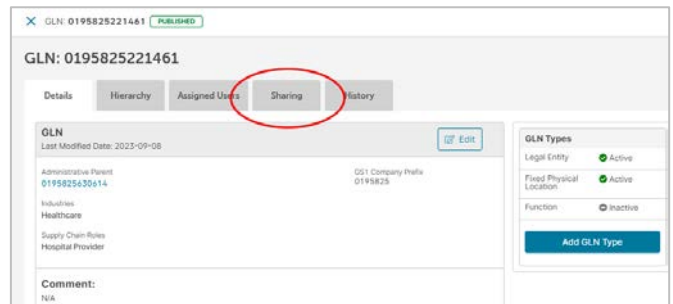
Your Location Administrators can set up a list of GS1 US Data Hub | Location View/Use subscribers that you identify as your Trading Partners. This option lets you share location information with that list without having to specify these companies each time you share with this list.

### How Location View/Use Subscribers See Your GLN Data

When a GS1 US Data Hub View/Use subscriber searches for and finds your locations, the GLN data they see is similar to you as a Create/Manage subscriber can see.

By default, Location View/Use subscribers see all **Published** GLNs (**Draft** GLNs are not shared). If your company disables the “Stop sharing ALL Published GLNs...” functionality (see below), you can selectively share a GLN with a Location View/Use subscriber:

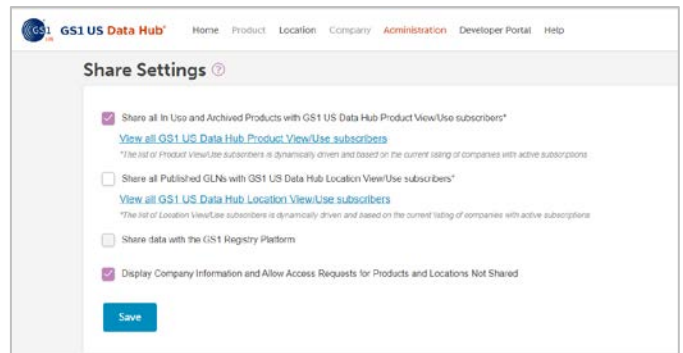
1. Click the **Sharing** tab at the GLN record level and choose the trading partner, industry, supply chain subscribers with which you want to share.
2. The Location View/Use subscribers you are sharing with will see the GLN data for the GLN you are sharing – except how GLN data was created, any “Comments”, and the names of users who created or modified this data.
3. If you have **Non-Shared GLNs**, a Location View/Use subscriber can request access by sending a message to your Location Administrator.



### Q. How can I stop sharing ALL GLNs with subscribers?

- A. To stop sharing ALL GLNs with ALL Location View/Use subscribers, visit **Administration, Share Settings**, and uncheck the box for “Share all Published GLNs...” Click **Save**. GLNs will stop being shared immediately.

Similarly, to stop sharing company information for GLNs not being shared, the administrator can uncheck the box for “Display Company Information...” Subscribers will not be able to request access for more details.



## Understanding the Share Page

**For non-Admin roles:** Use **Share** to view which GS1 US Data Hub subscribers can have access to your selected GLN data.

1

2

3

START

1 Click the **Locations** link, then click the location you want to share to view the Location Detail Record. Click the **Sharing** tab. The Sharing screen displays.

2 Click the **Add New** button. The Add New Share window displays. You can trade with **Specific Companies**. You also have these sharing options:

3 From the **Who are you sharing with?** drop-down, select one of these options:

**Trading Partners** – View a dynamic list of GS1 US Data Hub subscribers that your GS1 US Data Hub Location Administrator has identified as businesses with which you want to share location information.

**Companies within Supply Chain Roles** – View GS1 US Data Hub Location View/Use subscribers within a specific supply chain role.

**Companies within Industries** – View GS1 US Data Hub Location View/Use subscribers within a specific industry.

**All GS1 US Data Hub Subscribers** – All GS1 US Data Hub Location View/Use subscribers at that moment. This list could change regularly.



## Understanding the Share Page (Continued)

**For non-Administrator roles:** Use **Share** to view which GS1 US Data Hub subscribers can have access to your selected GLN data.

The screenshot shows the 'Add New Share' interface in the GS1 US Data Hub. At the top, there are navigation links: Home, Product, Location, Company, Reports, Administration, Developer Portal, and Help. Below the navigation is a toolbar with 'Manage', 'Share', 'View/Use', and 'Download' buttons. The main heading is 'Add New Share'. A dropdown menu labeled 'Who are you sharing with?' is set to 'All Companies in Supply Chain Role'. Below this is a note: '\* The Supply Chain Role list shows all subscriber Companies that have affiliated themselves with a particular Supply Chain Role. The list of companies participating in each Supply Chain Role is dynamic and represents the current state of companies who are subscribers that have third party access to view and use location data.' There is a '10 records per page' selector. Below that is a table with two columns: 'Supply Chain Role' and 'Industry'. The table contains the following data:

Supply Chain Role	Industry
Hospital Provider	Healthcare
Wholesaler/Distributor	Healthcare
Undefined	Healthcare
Manufacturer	Consumer Packaged Goods
Solution Provider	Consumer Packaged Goods
Undefined	Consumer Packaged Goods

At the bottom of the table, it says 'Showing 1 to 10 of 70 entries' and has pagination links: Previous, 1, 2, 3, 4, 5, 6, 7, Next. Below the table is a checkbox labeled 'Include all current and future descendant locations'. At the bottom are two buttons: 'Add New' and 'Cancel'.



**4** Based on your selection, the appropriate locations display. In the above example, All Companies in Supply Chain Role were selected. Click the Supply Chain roles that apply.

**Note:** if you select Trading Partner list, these fields display for locations identified as Trading Partners by your General User Administrator:

**Company Name:** Names of the subscriber companies within GS1 US Data Hub with which you can choose to share this location information.

**City:** City of the listed trading partner.

**State:** State of the listed trading partner.

**5** Click the **Add New** button. You will now share this location with the companies you've selected.



## View/Use Third Party GLNs

Managed GLN subscribers can search for third party GLNs. Follow the steps below to initiate a search, interpret the results in the data table, and request access for GLNs that are “not shared.”

The screenshot shows the GS1 US Data Hub interface. On the left, the 'View Use Locations' page is visible with a 'View/Use' link highlighted by a red circle with the number 1. Below it, a 'Search' button is highlighted by a red circle with the number 2. On the right, the 'Shared Locations' search modal is open, showing various search criteria like Industry, Location Name, Location Type, Status, and GLN Details.

The screenshot shows the search results table in the 'View/Use' page. A red circle with the number 3 points to the table header. The table displays columns for GLN, GLN Status, Company Name, GLN Type, Name, Status, Address, City, State, Country, Zip Code, Last Modified, and Contact. The first few rows of data are visible, showing various GLNs and their details.



1 Click **Location**, then the **View/Use** link.

2 Click the **Search** link. The Search Locations window displays. Enter the desired search criteria to search GLNs that are “Shared.”

3 The search results display in the data table at the bottom of the screen. Click the GLN to view details. Click the **Hierarchy** tab to view a GLN’s hierarchy. From the search results screen, you can also send a message to the GLN subscriber by clicking the **Message this Subscriber** link.





## View/Use Third Party GLNs (Continued)

Managed GLN subscribers can search for third party GLNs. Follow the steps below to initiate a search, interpret the results in the data table, and request access for GLNs that are “not shared.”

The screenshot shows the 'View/Use' page in the GS1 US Data Hub. A red circle with the number '4' points to the 'Export Locations Data' button in the top right corner of the search results table. The table lists several GLNs with columns for GLN, GLN State, Company Name, GLN Type, Name, Status, Address, City, State, Country, Zip Code, Last Modified, and Contact. A 'Customize Locations Export' dialog box is open, showing a list of fields to export. A red circle with the number '5' points to the 'Export' button at the bottom right of this dialog. A 'Send Message' dialog box is also shown, with a red circle and the number '6' pointing to the 'Request Location Data' link in the 'Topic' field. The message text reads: 'Could you please share your location data and GLN with me?'

GLN	GLN State	Company Name	GLN Type	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
110007102894	PA	Waters, Inc.	Fixed Physical Location	Impregro (Other - Other)	Active	230 DELAWARE AVE 2nd Fl.	DELMAR	DE	US	19704-1420	2023-03-24	Message This Subscriber
110007104212	PA	Waters, Inc.	Fixed Physical Location	MedQds	Active	8208 SOUTHWEST HWY						
110007204417	PA	Waters, Inc.	Fixed Physical Location	Health Care Credentials	Active	4178 W BRIDGE ST Edwardsburg, Michigan						
110007117628	PA	Waters, Inc.	Fixed Physical Location	The HealthStory of Green Lake	Active	4766 GREENLAKE WAY						



4 To export your search results, click **Export Location Data**. The Customize Locations Export window displays. Check the fields you want to display for the GLNs you are about to export.

5 Click **Export**. The results are downloaded in a Spreadsheet and include the fields you have selected.

6 If you click the **Not Shared** tab, and you would like more details about a location that’s displayed, click the **REQUEST ACCESS** link and complete the Send Message “Topic” and “Message.” The administrator for that location will receive the message via GS1 US Data Hub.



## Appendix A: Transfer Location to Another Company

This appendix explains Location functions in GS1 US Data Hub that are available only to Managed GLN subscribers. Certain situations, such as a merger, may require that a location be transferred from one company to your company's hierarchy. At this time, transfers can occur only between Managed Subscribers and other Managed Subscribers, or Managed Subscribers and associated Self-Managed organizations. Two Self-Managed organizations cannot use the transfer feature. Follow these steps.

**Note:** You must be assigned the Location Administrator role (also referred to as the "owner") to initiate a Location transfer.

The screenshot displays the 'Location Details' page for GLN 1100097207326. The page includes tabs for 'Details', 'Hierarchy', 'Assigned Users', 'Sharing', and 'History'. The 'Details' tab is active, showing the GLN name, last modified date, administrative parent, industries, and supply chain roles. A 'Transfer GLN' button is located on the right side of the page. A red circle with the number '2' is positioned to the left of this button, with a red arrow pointing to it. A 'Transfer GLN' dialog box is overlaid on the right side of the screen, showing the 'Transfer Details' section with a text input field containing the GLN '1104096960345' and a 'Next' button.



1 Click the "Location Name" from **Manage Locations** screen to view the Location Details screen for the location that is to be transferred.

2 To transfer the location to another company, click the **Transfer GLN** button on the right of the **Location Details** screen.

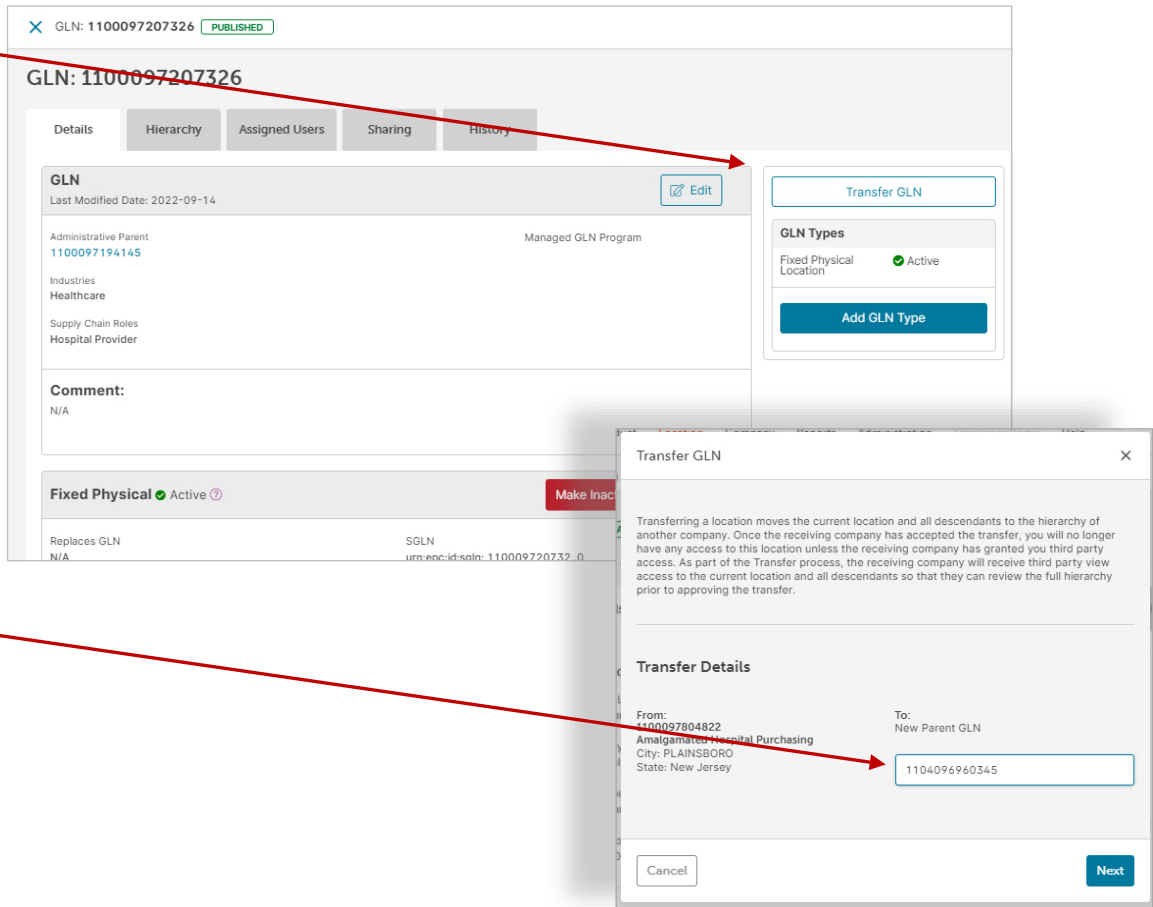
When the Transfer Location window displays, enter the GLN that this location is being transferred to, then click the **Next** button. You can paste the GLN into this field. Then click the **Complete** button. The transfer request will now be sent to the Approver.



## Appendix B: Transfer to Another Parent GLN

You may need to transfer a location to another parent GLN. Follow the steps below to change the Parent GLN outside of the current Location hierarchy.

**Note:** You must be assigned the Location Administrator role (also referred to as the “owner”) to change the Parent GLN.



2

1

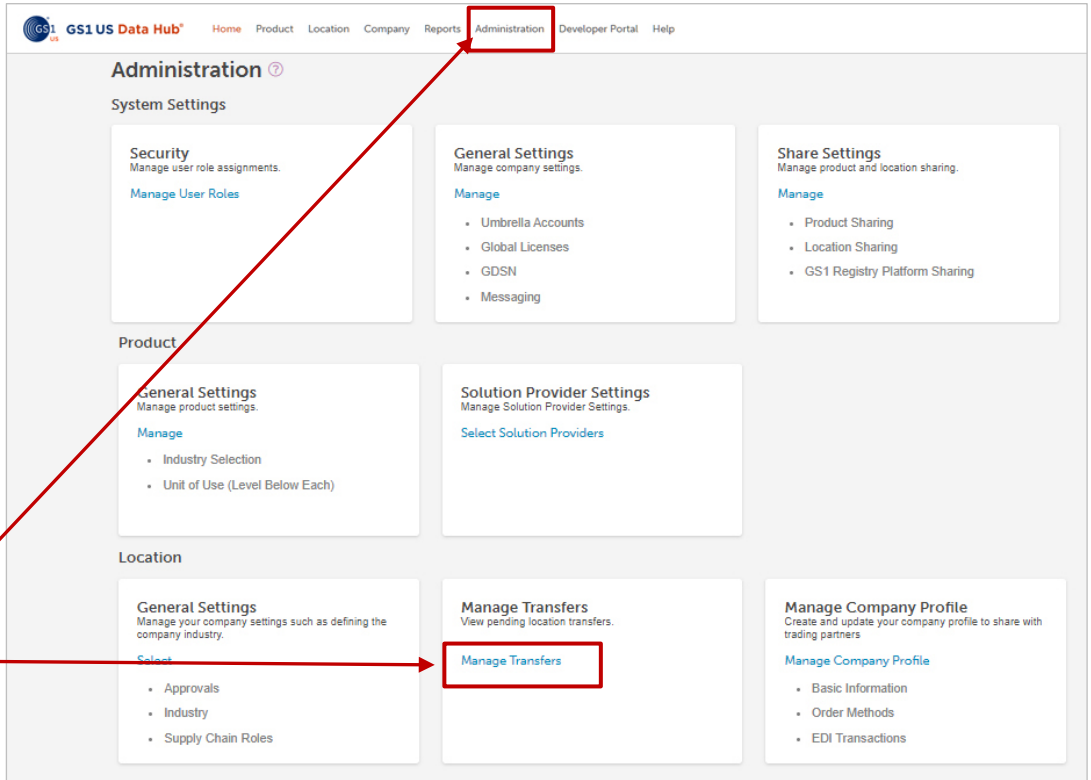
2

Click the “Location Name” from **Manage Locations** screen to view the Location Details screen for the location that is to be transferred. Click the **Transfer GLN** button. This can be done without searching for the parent GLN to which you are transferring this location.


When the Transfer Location window displays, enter the Parent GLN, then click **Next**. This triggers a transfer request to the receiving Location owner, who must accept or reject the transfer request. Follow the steps on the next two pages to accept or reject the request. Now the transfer must be approved, and those steps are explained on the next page.

## Appendix C: Approve or Reject Transfers/Parent GLNs

After a transfer request or Parent GLN change is initiated, the receiving Location owner must accept or reject the request. Follow the steps below to accept or reject the request.



1

After the transfer or Parent GLN changes has been initiated, the Location owner has two ways to approve the transfer request: click the **Notifications** icon  or click the **Administration** tab, and under **Manage Transfers**, click the **Manage Transfers** link.

For either method you select, the Manage Transfer screen opens.

**Note:** This function is for users assigned the Location Administrator role.



## Appendix C: Approve or Reject Transfers/Parent GLNs *(Continued)*

2 For Company transfers, review the location data displayed on the **Manage Transfer** screen.

**Note:** This functionality is available for administrators only.

A

Field Name	Description
Location Name	Name assigned to the transferring location within GS1 US Data Hub   Location
GLN	GLN assigned to the transferring location
Transfer Request Date	Date transfer request was initiated
Sending Company	Name of company initiating the transfer
Count of Users	Number of GS1 US Data Hub   Location users attached to the transferring location
Count of Locations	Number of child locations attached to the transferring location.

3 If the data confirms this is the location to be transferred, click **Accept** to transfer locations to your hierarchy. If this is not the location to be transferred, click **Reject**.

