GS1 US Data Hub
Location User Guide
for Managed GLN Subscribers

December 8th, 2023

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About this Guide

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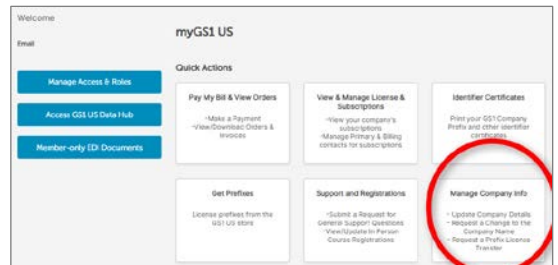
Q. How do I connect a new location to a Top Level GLN?
A. In GS1 US Data Hub, you can assign the Top Level GLN as the "Administrative Parent" to the GLN you are creating. You can then build a GLN hierarchy after you publish the GLN. For example, a GPO or Hospital Provider can create a new GLN for a hospital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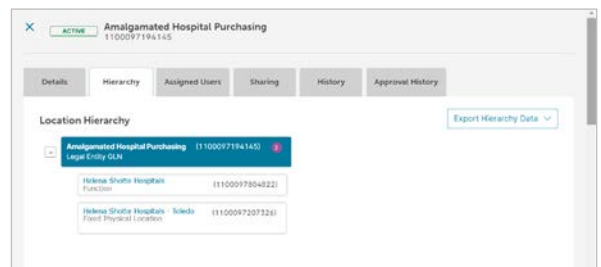**GLN Name:** Helena Shotte Hospitals
Administrative Parent: Top Level GLN

*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.*

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

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").

START

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.

CONTINUE

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.

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

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.

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

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*)

START

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.

CONTINUE

Review Your Top Level GLN (*Continued*)

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*)

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*)

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.

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.

START

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**.

CONTINUE

Create a Location *(Continued)*

5 **Select the GLN Type. Learn more in this <u>GLN Types Help Center article</u>.**
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. <u>Learn how to add another GLN Type</u>.

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)*

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)*

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.

START

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.

CONTINUE

Create a Location *(Continued)*

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 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.

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

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.

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)*

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.

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

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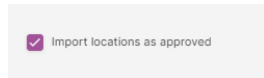
Import Location Data *(Continued)*
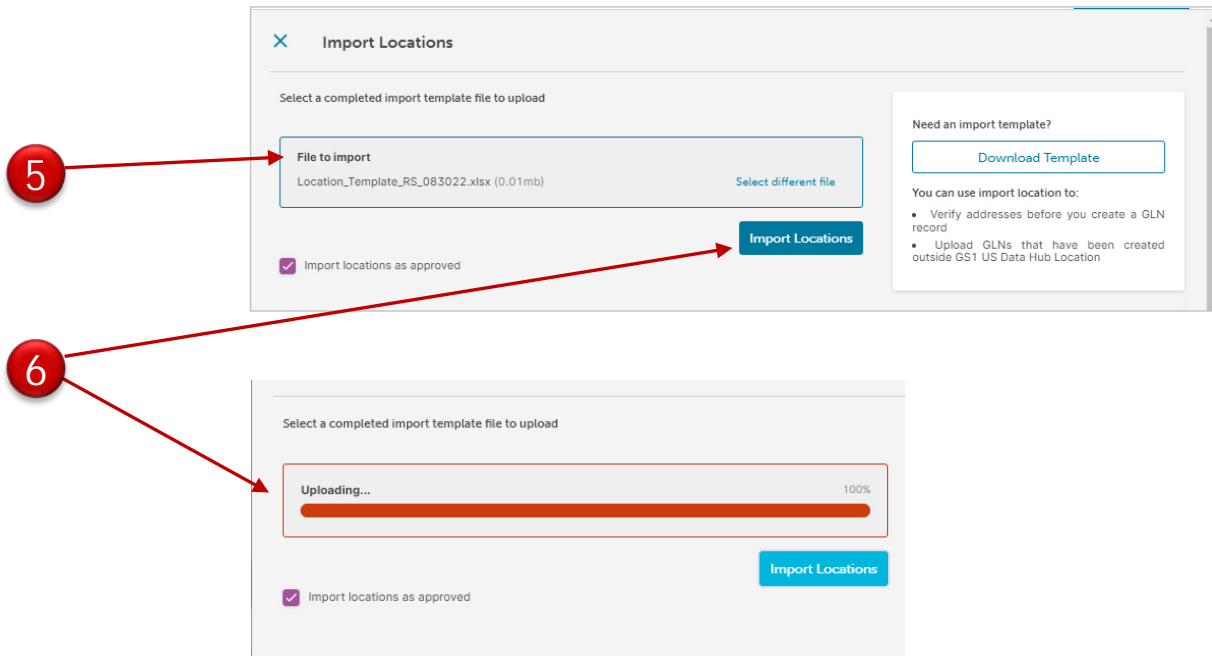
When the file is ready, you can drag & drop the file into the area or click the **Browse Files** link and select the file from your computer. The filename will display in the **File to Import** window.

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)*

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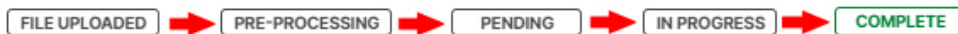
 # Processed: This is the number of Location records that went through the import process.

 # 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.

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
Action	All	This field designates the action being performed on each location record. Valid values are: **Create** – to add an **Active** or **Draft** location. **Update** – to change the status of a location. If you are importing GLNs with multiple industries, submit one import file per industry.	**Required** If Action equals "Update" the GLN column is required.	TEXT	6	7
Validate Only	All	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. For example, an error will display if the GLN already exists in GS1 US Data Hub. Valid values are: **Y** – validate the GLN without importing the GLN **N** – import the GLN	Optional	TEXT	1	1
State	All	The two GLN states that may be assigned to a location as it moves through its life cycle. Valid values are: **Draft** **Published**	**Required**	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
Temp ID	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.	**Optional** This field may be blank.	TEXT	1	13
Parent Temp ID	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.	**Optional**	TEXT	1	13
GS1 Company Prefix	All	The desired GS1 Company Prefix from the list of your organization's prefix(s) to be used to generate the GLN.	**Required** Leave blank for pool prefix.	TEXT	7	11
GLN	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.	**Required** 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
Administrative Parent	All	This is the GLN in which one or more "child locations" roll up under within a defined Location Hierarchy.	**Required**	TEXT	13	13
Industry	All	Industry for this GLN.	**Required**	TEXT	1	80
Supply Chain Role	All	Best describes the role of this organization in the supply chain.

Click the "Input Values" sheet in the Import Template for valid values. | **Required** | TEXT | 1 | 80 |
| **Comment** | All | Comments about this GLN. These comments cannot be searched, and they are not displayed to Location View/Use subscribers. | **Optional** | TEXT | 1 | 80 |
| **Replaces GLN** | All | The GLN assigned to this location previously, if any. | **Optional**

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
Related Organization GLN	Fixed Physical Mobile Physical Digital	A 13-digit GLN containing a "who" GLN Type (Legal Entity or Function) that is related to this GLN.	**Optional** This field may be blank.	TEXT	13	13
Related Organization GLN Type	All	The GLN Type for the Related Organization GLN entered in the previous column. Valid values: Legal_Entity Function	**Optional** This field may be blank.	TEXT	5	30
Related Location GLN	Legal Entity Function	A 13-digit GLN containing a "where" GLN Type that is related to this GLN.	**Optional** This field may be blank.	TEXT	13	13
Related Location GLN Type	All	The GLN Type for the Related Organization GLN entered in the previous column. Valid Values: Fixed_Physical_Location Mobile_Physical_Location Digital_Location	**Optional** This field may be blank.	TEXT	5	30
Name	All	The name of the GLN being described.	**Required**	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
Language	All	Language of this GLN.	**Required**	TEXT	0	80
Name2	All	A secondary location name.	**Optional**	TEXT	0	80
GLN Type Status	All	Valid values: **Active Draft Inactive**	**Required** **Note:** After the GLN Type is entered and set to **Inactive**, attributes are no longer editable.	TEXT	5	13
Country	Fixed Physical Location Legal Entity Function	Country of your location. **For United States, enter "US".**	**Required to change status to Active.**	TEXT	2	80
Postal Name	Legal Entity Function	Alternative name used when contacting a specified address.	**Optional**	TEXT	1	80
PO Box	Legal Entity Function	Enter Post Office Box number, if available.	**Optional**	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
Address Line 1	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 **Active**, this field cannot be changed. If the Address Line 1 needs to change, you will have to create a new GLN.	**Required** if GLN Type is Fixed Physical Location.	TEXT	1	80
Address Line 2	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 **Active**, this field cannot be changed.	TEXT	0	80
Address Line 3	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 **Active**, 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
Digital Address	Digital	The location reference associated to a digital place, such as a website or URL.	Required	TEXT	0	80
Base Location	Mobile Physical	A 13-digit GLN serving as the fixed physical location where the mobile location most commonly resides.	Optional	TEXT	0	13
Address Suburb	Fixed Physical Location Legal Entity Function	A suburb within a town or city.	Optional	TEXT	0	80
Cross Street	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
City	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
State / Province / Region	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

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
Zip/Postal Code	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
Import As Not USPS Verified	Fixed Physical Location Legal Entity Function	Allows you to import addresses as "not verified." Valid values: **Y** - override the US Address Verification by the USPS. **N** – may generate errors if location has not yet been verified by USPS.	**Optional** This field may be left blank.	TEXT	0	1
Latitude	Fixed Physical Location Legal Entity Function	The location's latitude. Example: 40.2656	**Optional** This field may be blank.	TEXT	1	30
Longitude	Fixed Physical Location	The location's longitude. Example: -74.819	**Optional** This field may be blank.	TEXT	1	30
GeoShape Type	Fixed Physical Location	Valid values: **Circle** **Polygon** **Line** 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
GeoShape Coordinates	Fixed Physical Location	Coordinates for GeoShape.	Optional	TEXT	0	80
Contained in Place	Fixed Physical Location	This is another GLN within which this Fixed Physical GLN Type exists.	Optional	TEXT	1	30
Phone	All	The location's primary phone number.	Optional	TEXT	1	30
Email	All	Email for person responsible for this GLN Type.	Optional	TEXT	0	40
Business Attributes	All	Valid Values: Bill To/Sold To Deliver To Order By Order From Paid By Recall Remit To Ship From Ship To Sold From	**Required** View definitions.	TEXT	0	10
Corporate Relationship	All	Valid Values: Affiliated Leased Managed Owned Franchised	**Required** 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
Business Sector	All	Example: Health Care - Hospitals Use a standard hyphen (-) when needed, not an en or em dash (–)	Optional	TEXT	2	100
Class Of Trade 1	All	Asserted Class of Trade – Ownership Valid values: **CC** – City/County **FDV** – Federal: DOD/VA **FO** – Federal: All Other **FP** – For Profit **FPHS** – Federal: PHS **NFP** – Not For Profit **ST** - State If you import locations, you must enter the codes. Export returns full descriptions.	**Required** if Industry is Healthcare View Class of Trade definitions	TEXT	2	2
Class Of Trade 2	All	Class of Trade – General Valid values: **IN** – Inpatient (Acute) **OUT** – Outpatient (non-acute, ambulatory) **PH** – Pharmacy (Inpatient and Outpatient) Import uses codes. Export returns full descriptions.	**Required** if Industry is Healthcare View Class of Trade definitions		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
Class Of Trade 3	All	Class of Trade – Detail Import uses codes. Export returns full descriptions. See Page 37 for codes and values.	**Required** if Industry is Healthcare View Class of Trade definitions	TEXT	2	2
Location Role Type	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
Location Opening Date	Fixed Physical Location Digital Mobile Physical Location	Date location closed Format **YYYY-MM-DD**	Optional	TEXT	10	10
Location Final Closure Date	Fixed Physical Location Digital Mobile Physical Location	Location Final Closure Date Format **YYYY-MM-DD**	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
Location ID Type	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 Location ID Type values	TEXT	10	10
Location ID Value	Fixed Physical Location Digital Mobile Physical Location	Enter the Location ID Value.	Optional View a list of valid Location ID Type values	TEXT	5	30
Parent GLN	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.	**Required** for all locations Leave blank if location is the top-level, parent location	TEXT	13	13
Organization ID Type	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 Org ID Type values.	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
Organization ID Value	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 Org ID Type values.	TEXT	5	30
Organization Termination Date	All	Organization Termination Date Format **YYYY-MM-DD**	Optional	TEXT	5	10
Organization Formation Date	All	Organization Formation Date Format **YYYY-MM-DD**	Optional	TEXT	5	10
Organization Role Type	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 multispeciality 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.
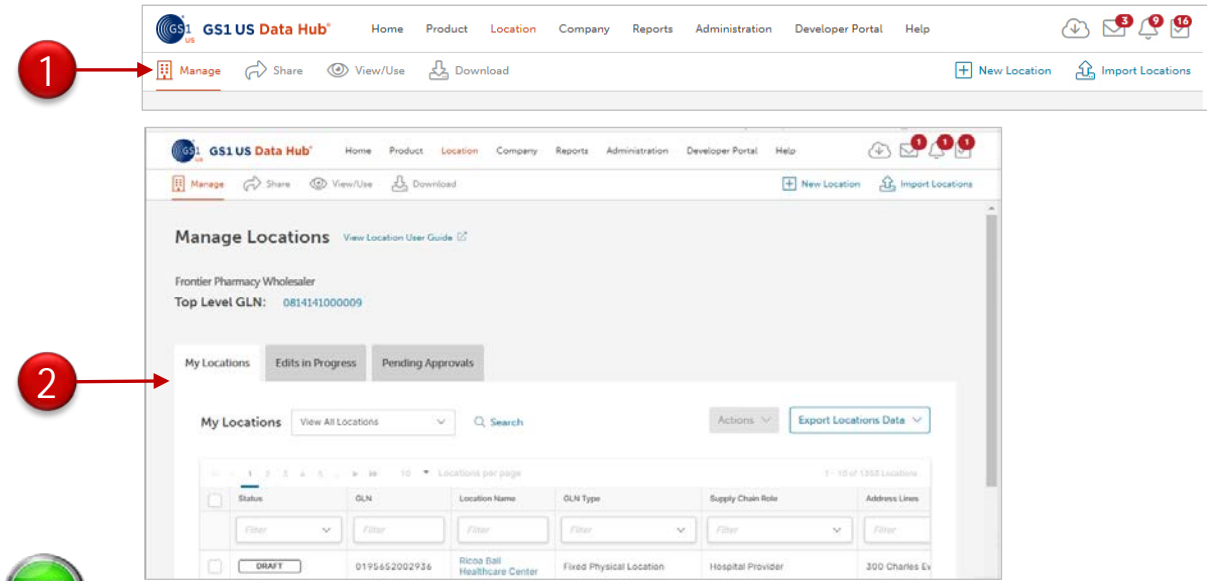

1 Click **Location.** The **Manage Locations page displays.**

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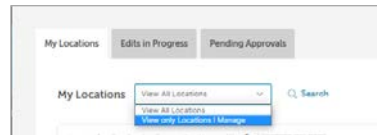
Edits in Progress: This tab displays when your company has enabled the Approval process (via the Administration section). For a user assigned either the role of "Edit" or "Approve," this tab displays locations in which edits are still being completed (the Editor has yet to click the **Submit for Approval**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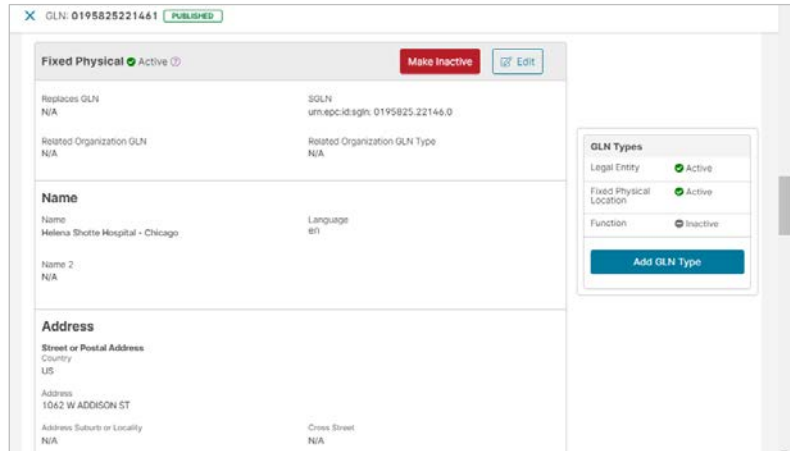
Change GLN Type Status

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.

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 simply 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**.
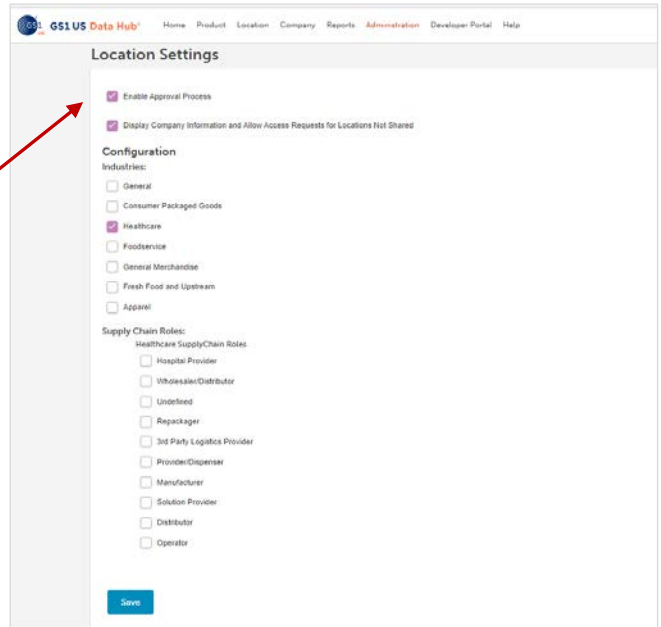
Approve or Reject Changes to a Location

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.
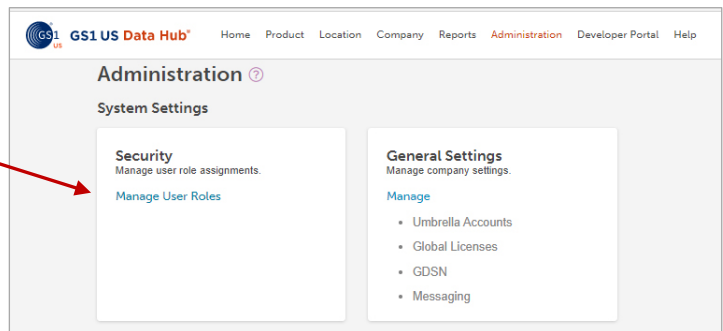
3) **Visit Administration, "Manage User Roles," then click the User to assign Location roles:**

   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:


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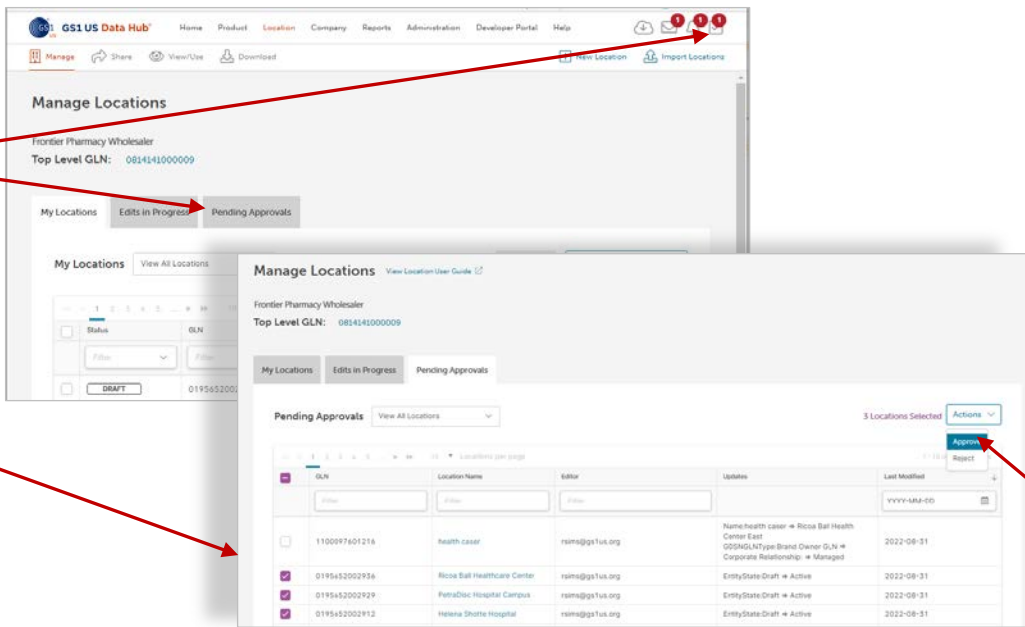
1 Editors can make changes and click **Publish GLN**. Approvers can now check pending approvals. Click the symbol ☑ on the top right-hand side of the screen to view the **Manage Locations** page. Or Approvers can click the **Pending Approvals** tab from the **Manage Locations** page.

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.
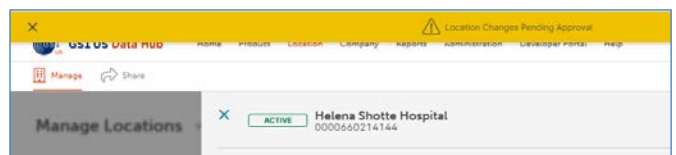
3 You can select multiple locations and click **Approve** from the drop-down. Or you can select individual Location Detail Records, then click the **Edit Location** button. To accept changes, click the **Approve** button, then click **Continue**. The location will no longer be displayed in the **Pending Approvals** screen and will be published.
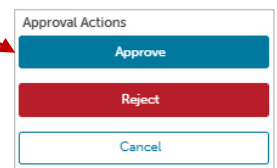
You can also reject changes: click the **Reject** button. You must provide a comment for the Editor. The GLN is returned to the My Locations page. The Editor can then make changes and submit for approval again.

CONTINUE

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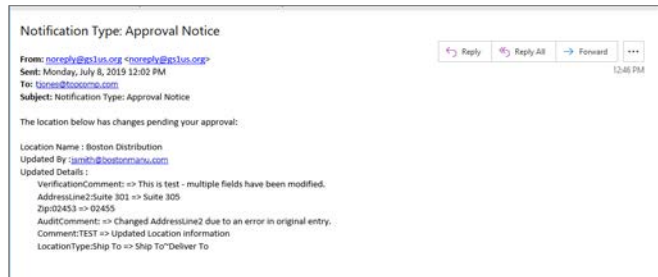
You can view a location's **Approval History** by following these steps:

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.

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.

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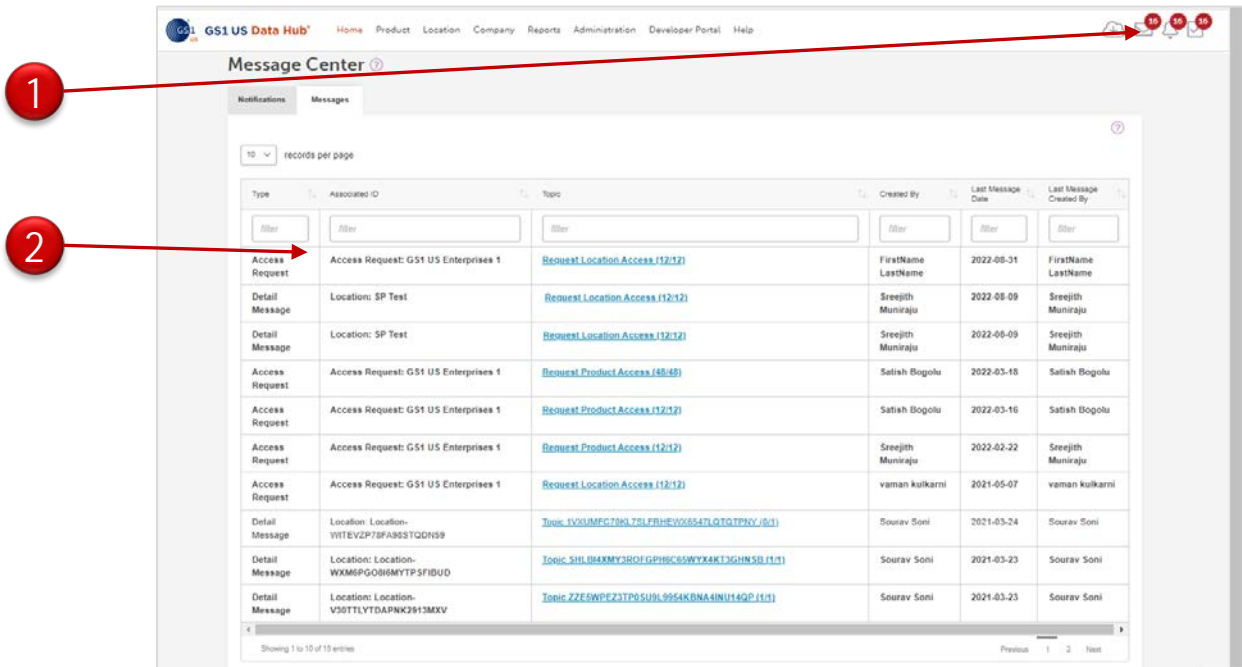
1 To view messages, click the **Message** icon at the top right of GS1 US Data Hub. The **Message Center** displays.

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.

CONTINUE

View Messages *(Continued)*

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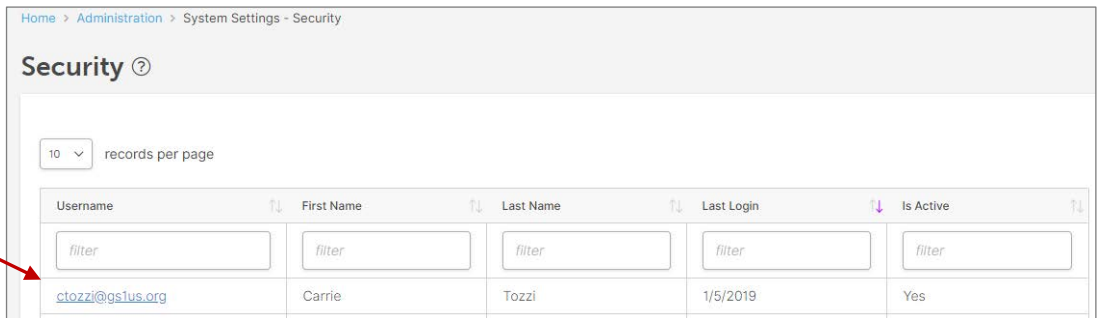
Roles for Providers in GS1 US Data Hub | Location *(Continued)*

START
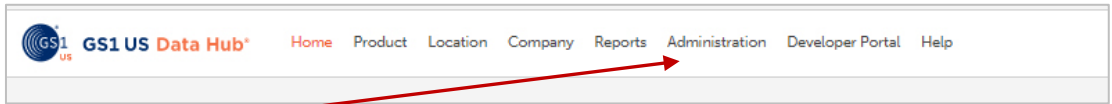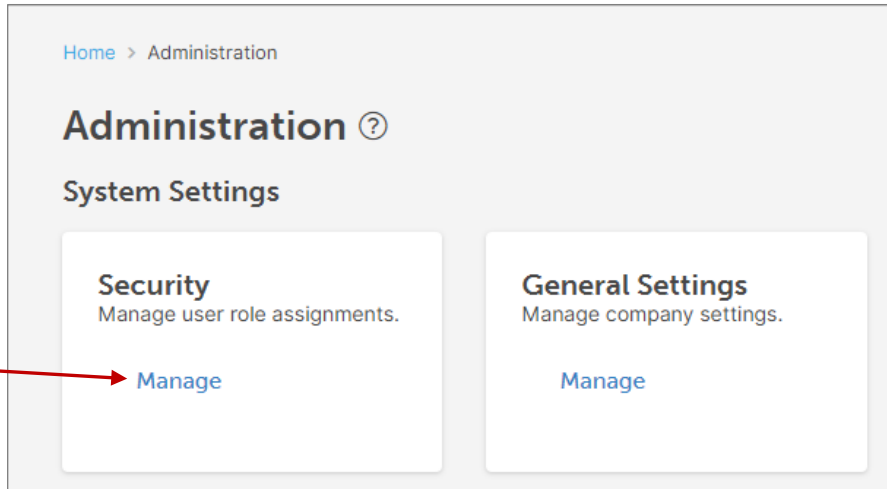
2 Click the **Administration** link.

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

4 Click the desired **Username**.

CONTINUE

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.
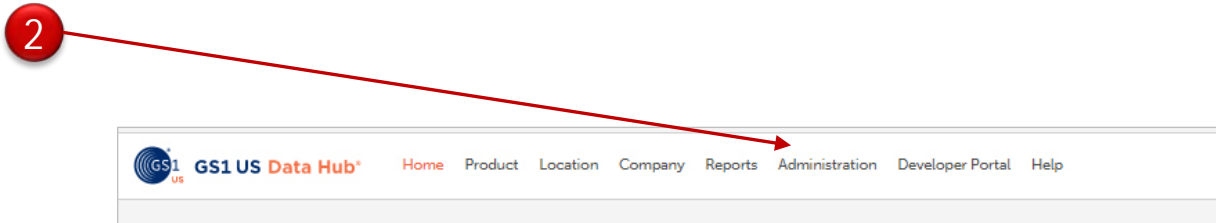
Roles for Suppliers in GS1 US Data Hub | Location

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	

2

GS1 US Data Hub Home Product Location Company Reports Administration Developer Portal Help

START

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.

CONTINUE

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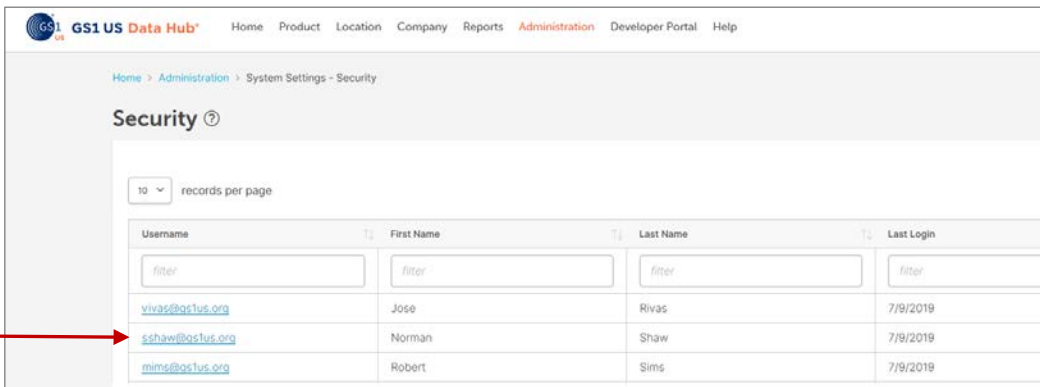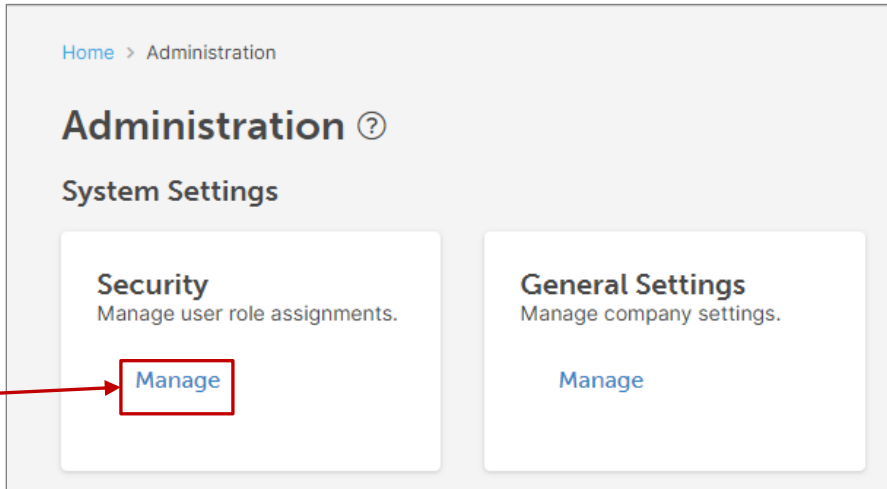
③ Click **Manage** under **System Settings/ Security** to manage user roles.

④ Click the desired **Username**.

CONTINUE

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

START

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.

STOP

Share a Location with Third Parties
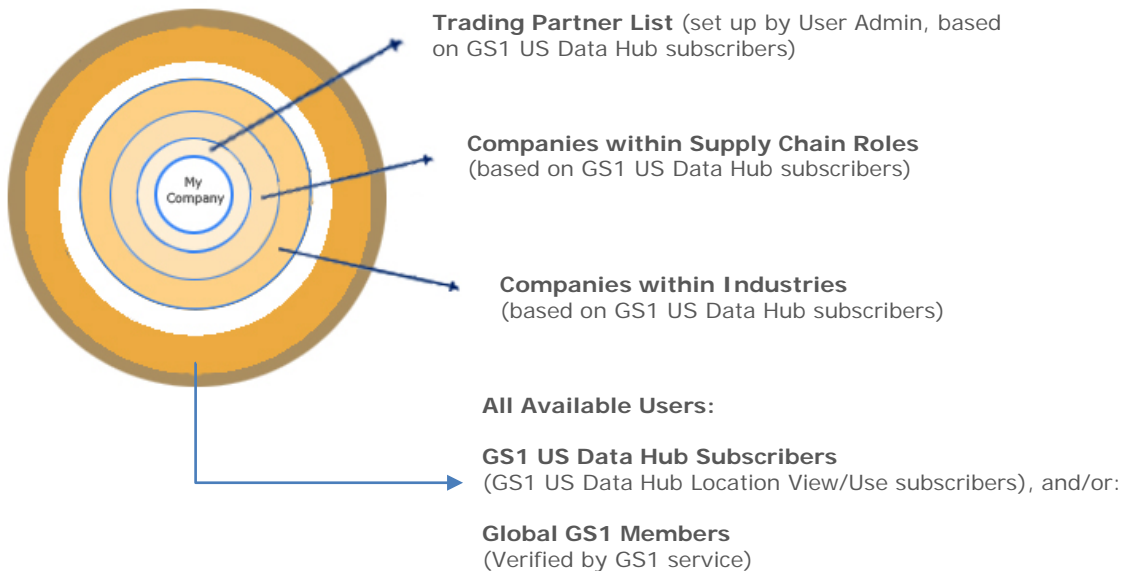
What is Share for GS1 US Data Hub | Location?

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

My Company

Trading Partner List (set up by User Admin, based on GS1 US Data Hub subscribers)

Companies within Supply Chain Roles (based on GS1 US Data Hub subscribers)

Companies within Industries (based on GS1 US Data Hub subscribers)

All Available Users:

GS1 US Data Hub Subscribers (GS1 US Data Hub Location View/Use subscribers), and/or:

Global GS1 Members (Verified by GS1 service)

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.
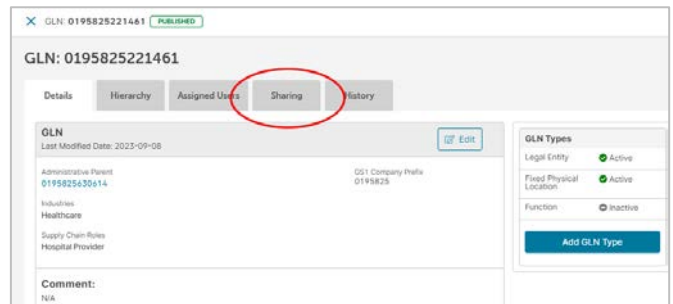
Q. How can I stop sharing ALL GLNs with subscribers?
A. To stop sharing ALL GLNs with ALL Location View/Use subscribers, visit **Administration**, **Share Settings**, and uncheck the box for "Share all Published GLNs…" Click **Save**. GLNs will stop being shared immediately.

   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.
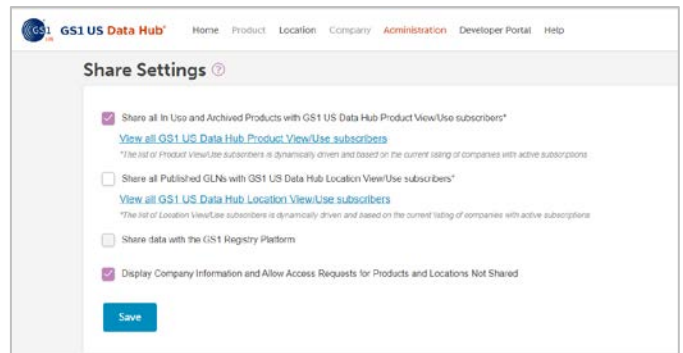
Understanding the Share Page

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

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.

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

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.

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."

START

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.

CONTINUE

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."

START

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.

STOP

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.

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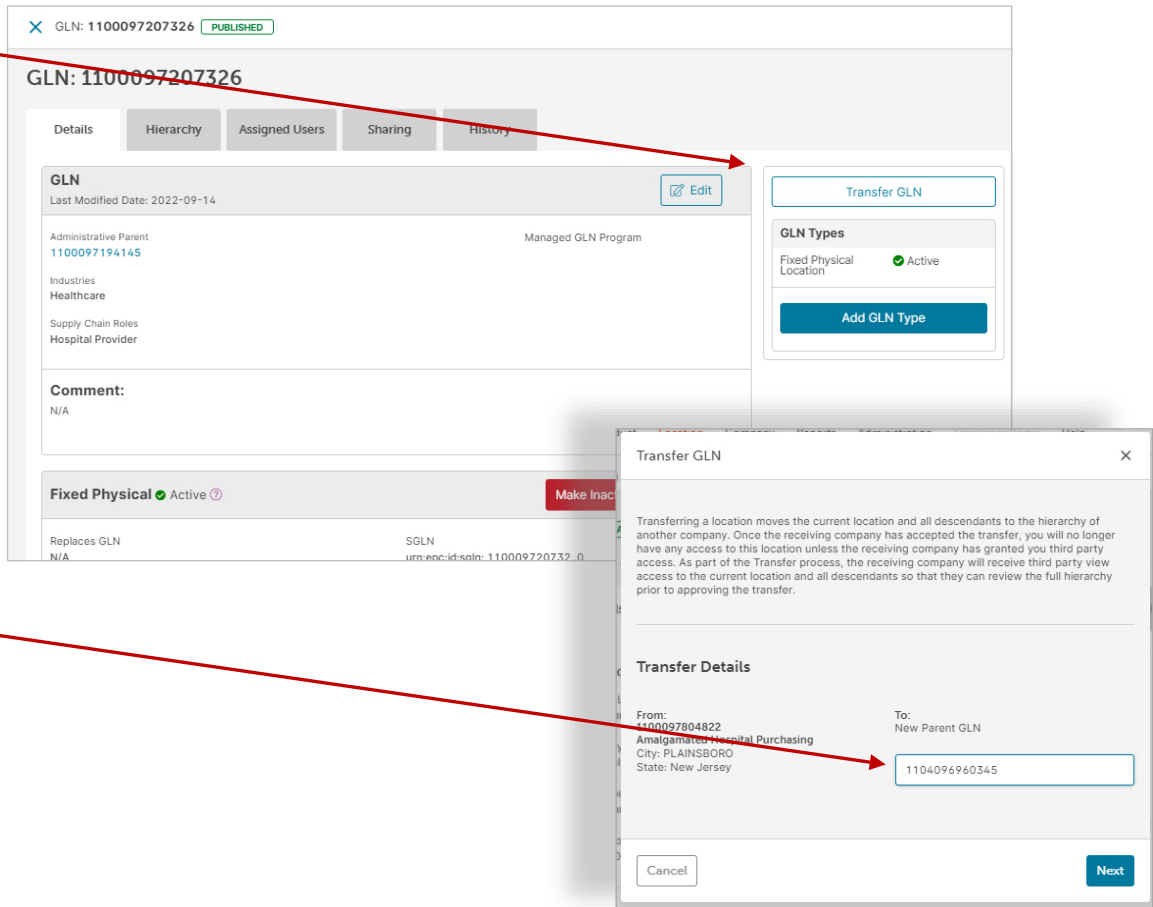
1 Click the "Location Name" from **Manage Locations** screen to view the Location Details screen for the location that is to be transferred. Click the **Transfer GLN** button. This can be done without searching for the parent GLN to which you are transferring this location.

2 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.
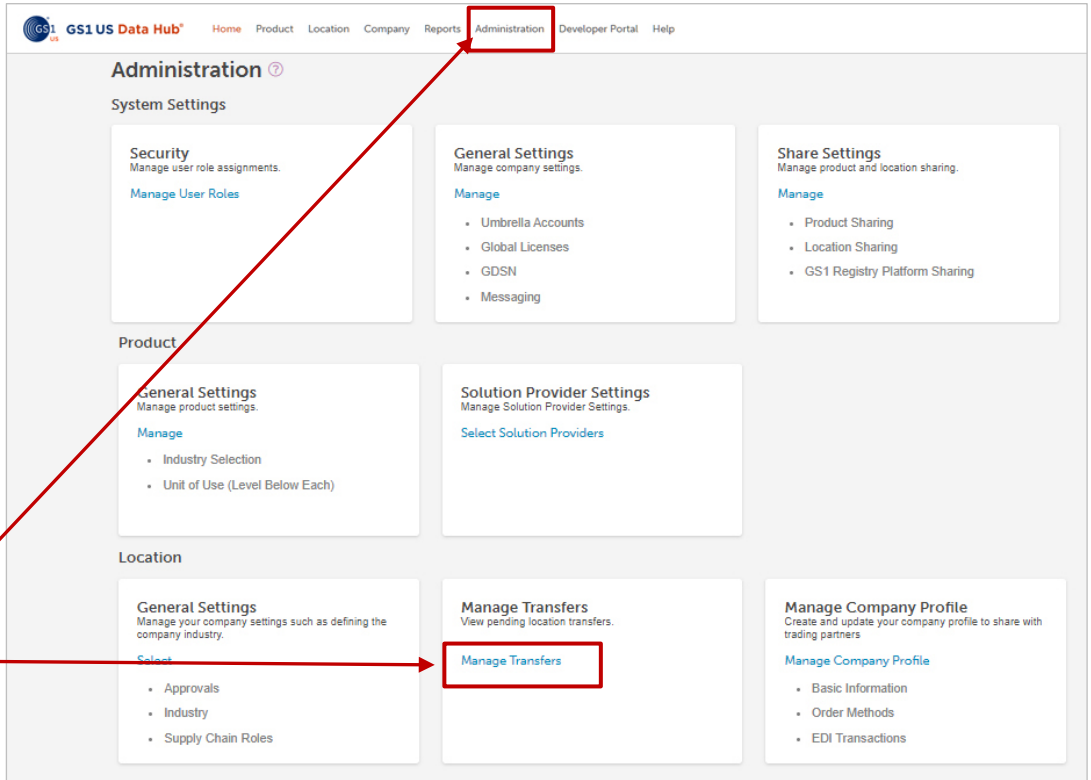
1 After the transfer or Parent GLN changes has been initiated, the Location owner has two ways to approve the transfer request: click the **Notifications** icon 🔔 or click the **Administration** tab, and under **Manage Transfers,** click the **Manage Transfers** link.

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

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

2

Home > Administration > Location - Manage Transfers

Manage Transfers

10 ▾ records per page

Location Name	GLN	Transfer Request Date	Sending Company	Count of Users	Count of Locations
filter	*filter*	*filter*	*filter*	*filter*	*filter*

No data available in table

Showing 0 to 0 of 0 entries

Previous | Next

[Accept] [Reject]

3

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**.

STOP