



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

**December 9<sup>th</sup>, 2024**

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## 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 Wholesaler 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/Wholesaler continues to manage all GLNs assigned to healthcare providers, including all GLN attributes and sharing options;

**Option #2:** The GPO/Wholesaler 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 "Legal Entity" is assigned.

**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.

To review the Top Level GLN and make changes, you must have the **Edit** user permission 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 user permission. Also, you should make sure that "Healthcare" has been selected as the **Industry**.

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

A. You should update the address via the myGS1 US page. Click "Manage Company Info." Then update with the new address. This address displays in the GS1 US Company database. You also should change the Legal Entity GLN Type address associated with this Top Level GLN in GS1 US Data Hub. From the Manage Locations screen, click the Top Level GLN, then click "**Edit**" for the Legal Entity GLN Type, and enter the new address.

**Note:** if a Fixed Physical GLN Type is associated with this Top Level GLN, you CANNOT change the address in GS1 US Data Hub. The GS1 US Member Support Team can update your Top Level GLN to an existing GLN or assign a new GLN. When your company's Top Level GLN changes, any child GLNs associated with the previous Top Level GLN will be automatically moved to this new 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, you can create a "Function" GLN Type:

**GLN Type:** Function

**GLN Name:** Helena Shotte Hospitals

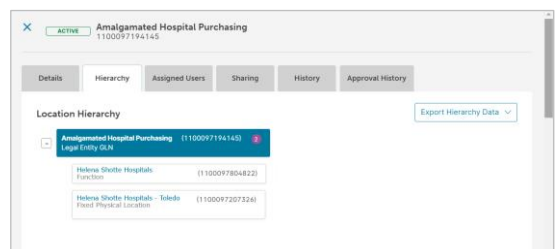
**Administrative Parent:** Top Level GLN

After the Function GLN is published, you can create a Fixed Physical GLN and select the Function GLN as the Administrative Parent – so it serves as the "parent" or "ancestor" of this new GLN:

**GLN Type:** Fixed Physical Location

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

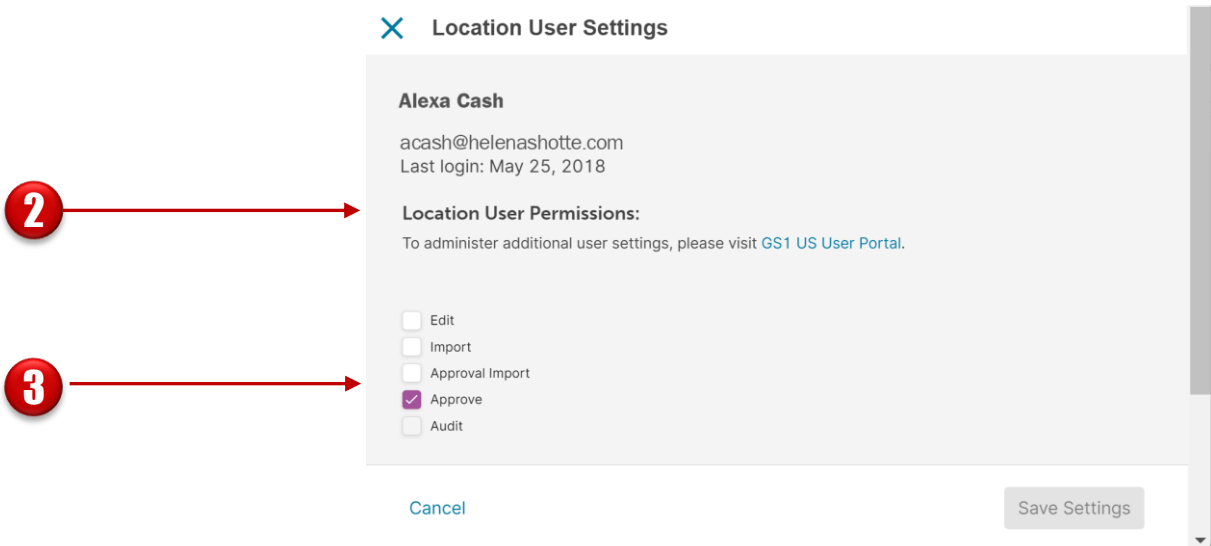
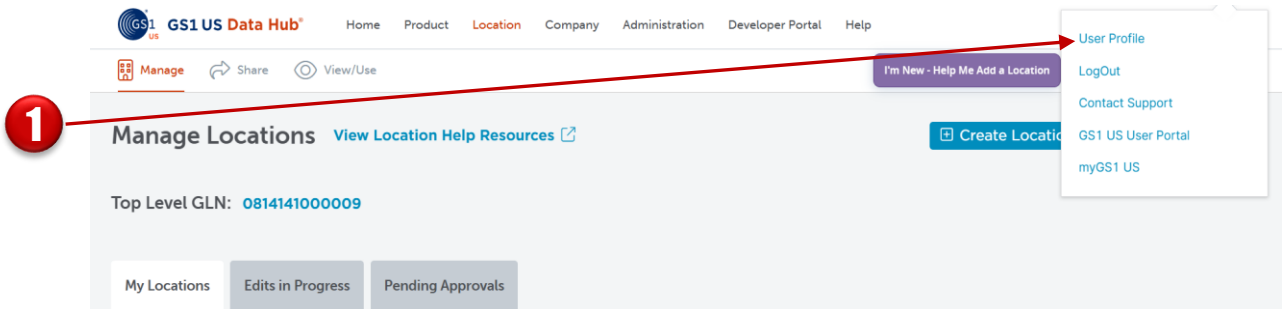
**Administrative Parent:** Helena Shotte Hospitals



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 role and user permissions (such as "Edit").



**1** On the Home page of GS1 US Data Hub click your name, then click **User Profile**. The **My Profile** window displays so you can view your profile data.

**2** To view your assigned user permissions, click the **Administration** link and the **Location (GLN) User Permissions** link in GS1 US Data Hub.

**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)

**Note:** only a user with the Location Administrator role and the “Edit” permission can make changes to the Top Level GLN.

4 Manage Locations [View Location Help Resources](#)

Top Level GLN: [0814141000009](#)

5 My Locations Edits in Progress Pending Approvals

6 GLN: 0195825221461 PUBLISHED

GLN: 0195825221461

Details Hierarchy Assigned Users Sharing History

GLN  
Last Modified Date: 2023-05-31 [Edit](#)

Administrative Parent: 0195825630614 GS1 Company Prefix: 0195825

Industries: Healthcare

Supply Chain Roles: Hospital Provider

Comment: N/A

Legal Entity Active [Make Inactive](#) [Edit](#)

Replaces GLN: N/A

GLN Types

Legal Entity	<input checked="" type="checkbox"/> Active
Fixed Physical Location	<input type="checkbox"/> Inactive
Function	<input type="checkbox"/> Inactive

[Add GLN Type](#)

START

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” displays if the GS1 Company Prefix is part of the Managed GLN subscription.

6 Click the **Edit** button on the right. You can now add or change Industries and Supply Chain Roles for the Top Level GLN.



## Review Your Top Level GLN (Continued)

GLN: 0816471020009 PUBLISHED

GLN: 0816471020009

Details | Hierarchy | Assigned Users | Sharing | History | Approval History

GLN  
Last Modified Date: 2024-07-02 Cancel Save

**7** 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

GLN Types

Legal Entity Active

Fixed Physical Location Active

Add GLN Type



**7** 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.

**8** Make sure the **Industry** for this GLN is "Healthcare." You can also change or add **Supply Chain Roles**. When you create GLNs in the future, and select this Top Level GLN as the Administrative Parent, these Industry and Supply Chain roles will be pre-populated into the new GLN.

**Note:** To select the Healthcare industry, the Class of Trade fields and Corporate Relationship fields must be populated for this GLN.

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

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** Active ? Edit

Replaces the following GLN(s)  
N/A

Related Location GLN: N/A      Related Location GLN Type: N/A

**GLN Types**

Legal Entity	Active
Fixed Physical Location	Active

Add GLN Type

× GLN: 0816471020009 PUBLISHED Cancel Save

**Legal Entity**  
Last Modified Date: 2024-07-31

**Replaces the following GLN(s)**  
① Does this GLN replace other GLNs? If so, enter up to 10 GLNs which will be replaced by this one.

+ Add another GLN to be replaced

Related Location GLN:       Related Location GLN Type:

**Name**

Name *\*required*:       Language *\*required*:

+ Add name in another language

Name 2:



**10** Click **Edit** link for the Legal Entity GLN Type.

**11** If this GLN is replacing one or more other GLNs, you can enter one or more of these GLNs here. These GLNs can be **Active** or **Inactive**.

**12** You can change the name of this Legal Entity GLN, if necessary.





## Review Your Top Level GLN (Continued)

The screenshot displays a web form for reviewing a Top Level GLN. The form is titled 'GLN: 0816471020009' and is marked as 'PUBLISHED'. It is divided into three main sections: Address, Contact, and Business Attributes. Red callout boxes with numbers 13, 14, and 15 point to specific fields. A 'START' button is on the left, and a 'CONTINUE' button is on the right.

**13** Address

Street or Postal Address

Country \*required  
UNITED STATES OF AMERICA (THE)

Postal Name P.O. Box

Address Line 1 \*required  
7887 WASHINGTON VILLAGE DR

Address Line 2

Address Line 3

Legal Entity GLN

Address Suburb

City \*required  
DAYTON

State/Province/Region \*required  
Ohio

**14** Contact

Please provide at least one point of contact \*required

Phone  
(937) 435-3870

Email Address

**15** Business Attributes

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

Bill To/Sold To  Remit To  
 Deliver To  Ship From  
 Order By  Ship To  
 Order From  Sold From  
 Paid By  
 Recall

**Business Details**

Corporate Relationship \*required  
Managed

Business Sector  
Health Care - Hospitals

**GLN Types**

Legal Entity  Active  
Fixed Physical Location  Active

Add GLN Type



### 13 Verify Address Information.

Because this is the Legal Entity GLN Type, you can change address details.

### 14 Enter Contact Information.

You must enter either the "phone number" or "email address" as the key contact for this Top Level GLN. This contact information is shared with Location View/Use subscribers.

**15 Business Attributes:** By default, "Bill To/Sold To" has been selected as the "Business Transactions Enabled" for the Top Level GLN. You can check other Business Attributes for this Legal Entity GLN Type.



## Review Your Top Level GLN (Continued)

**16** Corporate Relationship \*required  
Managed

Business Sector  
Health Care - Hospitals

Class of Trade 1 \*required  
For Profit

Class of Trade 2 \*required  
Pharmacy (Inpatient and Outpatient)

Class of Trade 3 \*required  
Managed care, health plan

**17** Organization Details

Parent Org: GLN \*required ①  
0816471020009

Parent Org: GLN Type \*required  
Legal Entity

Organization Role Type(s)  
Select

Organization Formation Date  
YYYY-MM-DD

Organization Termination Date  
YYYY-MM-DD

Cancel Save

**18**

**GLN Types**

Legal Entity  Active

Fixed Physical Location  Active

Add GLN Type



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

**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/Wholesaler’s GLN.

**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.

**18** Click **Save** to save Legal Entity GLN Type changes. GS1 US Data Hub Location View/Use subscribers can now view these changes.



## 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).

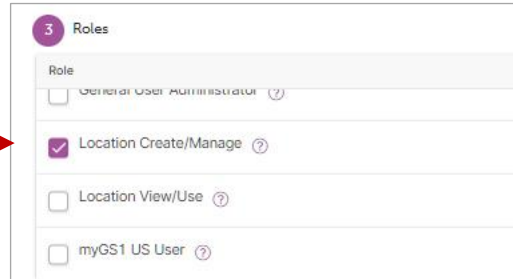
To assign a new user to modify a specific location (including related "child" locations, if available), follow these steps:

1. Visit the **User Portal** to add this user to this organization. When assigning roles, you only need to check the box for "Location Create/Manage". Then click **Save**. View the [User Portal Help Article](#) for more details.
2. Click the **Administration** link from the main navigation bar, then click **Location (GLN) User Permissions**.

Identify the desired user and click the **username**. The Location User Settings window displays. Select the desired user permission for this user, such as those related to the Location Approval Process. Click **Save Settings**. For definitions, refer to the "Roles for Providers in GS1 US Data Hub" section in the user guide.

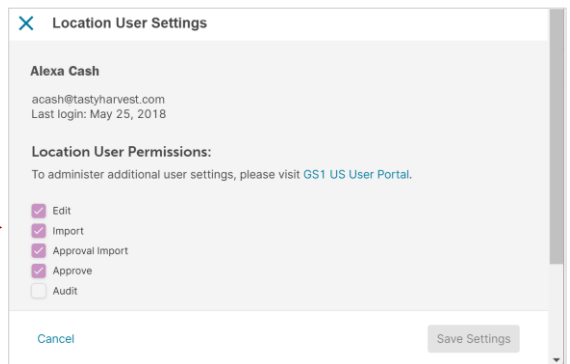
3. Now you can assign this user to manage a specific location. Click **Location** from the main navigation bar. The **My Locations** screen displays. Click the desired "Location Name," then click the **Assigned Users** tab. The Assigned Users screen displays. Click the **Add New** button. The Assign New User window displays. Check the box for the user you want to add to this location. Then click **Assign**.

The user is added to this specific location and also to 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 ?



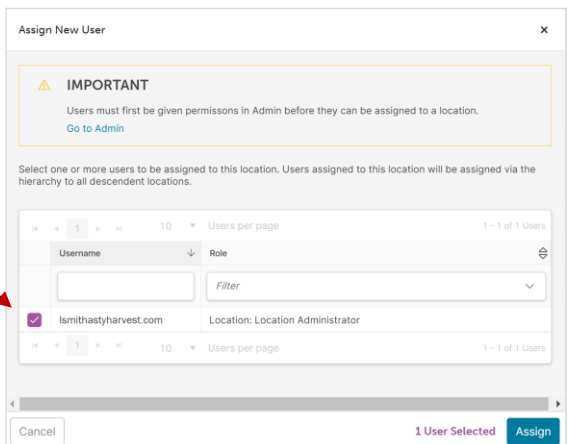
Location User Settings

Alexa Cash  
acash@tastyharvest.com  
Last login: May 25, 2018

Location User Permissions:  
To administer additional user settings, please visit [GS1 US User Portal](#).

<input checked="" type="checkbox"/> Edit
<input checked="" type="checkbox"/> Import
<input checked="" type="checkbox"/> Approval Import
<input checked="" type="checkbox"/> Approve
<input type="checkbox"/> Audit

Cancel Save Settings



Assign New User

**IMPORTANT**  
Users must first be given permissions in Admin before they can be assigned to a location.  
[Go to Admin](#)

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

Username	Role
<input checked="" type="checkbox"/> lsmith@tastyharvest.com	Location: Location Administrator

Cancel 1 User Selected Assign



**Note:** Before you assign these user permissions, make sure the Location Approval Process has been enabled. For more details, see the "Approve or Reject Changes to a Location" section of this user guide.

## Create a Location

After you have reviewed the Top Level GLN, you can now create a new location or party, and assign a GLN.

The screenshots illustrate the following steps:

1. From the **Manage Locations** page, click the **Create Location** button on the right.
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**.



- 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)

**GLN Type**  
Select a GLN Type to add to this GLN. You will be able to add additional types after the GLN has been published.

Select GLN Type *\*required*

Fixed Physical Location

Legal Entity

Function

Digital Location

Mobile Physical Location

**Comment**

Comment

Max Characters: 0/2000

Cancel Save Draft & Exit Continue



### 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 **Continue** to add specific attributes related to the GLN Type you selected. To save these changes so you can return at a later time, click **Save Draft & Exit**.



## Create a Location (Continued)

✕ New Location: Fixed Physical GLN: 0195652669139

Step 2 of 2

### Fixed Physical Location Details

**Replaces the following GLN(s)**

ⓘ Does this GLN replace other GLNs? If so, enter up to 10 GLNs which will be replaced by this one.

[+ Add another GLN to be replaced](#)

Related Organization GLN  Related Organization GLN Type

---

**Name**

Name *\*required*  Language *\*required*

[+ Add name in another language](#)

Name 2

[← Back](#) [Save Draft & Exit](#) [Publish GLN](#)

7

8

9

START

7

If this GLN is replacing one or more GLNs, enter the existing 13-digit GLN(s) here. This is for informational purposes. The GLN(s) can be **Active** or **Inactive**. This information serves as a reference for other Location administrators.

8

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.

9

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.

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



## Create a Location (Continued)

**10** → Country \*required: UNITED STATES

→ Address Line 1 \*required: 2005 6th Ave

**11** → City \*required: Austin

→ State/Province/Region \*required: Texas

→ Zip or Postal Code \*required: 78613

START

- 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 0195652669139. The form is divided into three main sections:

- Contained in Place:** A single text input field for the GLN. Callout 12 points to this field.
- Contact:** A section with the instruction "Please provide at least one point of contact \*required". It contains three input fields: "Phone" (with the value 9375551212), "Email Address" (with the value admin@helenashottedayton.com), and an empty field. Callout 13 points to the Phone field.
- Business Attributes:** A section with the instruction "Business transaction enabled (select at least one) \*required". It contains two columns of checkboxes:
  - Column 1:  Bill To/Sold To,  Deliver To,  Order By,  Order From,  Paid By,  Recall.
  - Column 2:  Remit To,  Ship From,  Ship To,  Sold From.Callout 14 points to the "Bill To/Sold To" checkbox.

START

**12 Optional:** If you know the 13-digit GLN which designates the larger physical location within which this new GLN is located, you can enter that here.

**Note:** the Contained in Place GLN you enter must contain the Fixed Physical Location GLN Type.

**13 Enter Contact Information.**

You must enter either the phone number or email address as the key contact for this GLN. This contact information is shared with Location View/Use subscribers.

**14 Enter Business Attributes.**

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





## Create a Location (Continued)

The screenshot shows a web form titled "New Location: Fixed Physical" with a GLN number of 0195652161572. The form is divided into two main sections: "Business Details" and "Location Details".

**Business Details:**

- Corporate Relationship \*required:** A dropdown menu with "Managed" selected. Callout 15 points to this field.
- Business Sector:** A dropdown menu with "Health Care - Hospitals" selected.
- Class of Trade 1 \*required ?:** A dropdown menu with "For Profit" selected. Callout 16 points to this field.
- Class of Trade 2 \*required:** A dropdown menu with "Inpatient (Acute)" selected. Callout 16 points to this field.
- Class of Trade 3 \*required:** A dropdown menu with "Corporate Office, IDN/acute care" selected. Callout 16 points to this field.

**Location Details:**

- Location Role Type(s):** A dropdown menu with "Select" selected. Callout 17 points to this field.
- Location Opening Date:** A date input field with the placeholder "YYYY-MM-DD" and a calendar icon.
- Location Final Closure Date:** A date input field with the placeholder "YYYY-MM-DD" and a calendar icon.



**15** Select the **Corporate Relationship**. [View Corporate Relationship definitions](#). Scroll down to the Corporate Relationship item in the list.

**16** 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](#).

**17** **Optional:** add the **Location Details** and **Additional Location IDs**, which are identifiers your organization may have created for this GLN. You can also enter **Comments**. These can be viewed by GS1 US Data Hub Location View/Use subscribers.



## Create a Location (Continued)

✕ New Location: Fixed Physical GLN: 0196618188985

Comment

Max Characters: 0/2000

← Back Save Draft & Exit Publish GLN



18

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

**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. See "Share a Location with Third Parties" in this user guide for more details.

**Note:** Did your company enable the approval process? If yes, this GLN displays in the **Draft** state until it is approved. This GLN also displays in the **Pending Approvals** section. The user with the "Approver" user permission is notified of the changes. See the "Approve a Location" section in this user guide.



## 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**

No Match

A1 - Address is invalid. (City/state/ZIP + street don't match.)

Cancel Proceed as Not Verified

**2**

Not Verified

Please select why this address is not verified:

This is a new address not yet recognized by the USPS

The address found by the USPS is not the correct address

The city name or zip-code for this address was recently changed by the USPS

Other

Comment is Required

Continue Cancel

**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' interface. At the top, there is a navigation bar with 'Manage' highlighted. Below it, there are tabs for 'My Locations', 'Edits in Progress', and 'Pending Approvals'. A search bar contains '21,203 Locations' and a search icon. To the right of the search bar is a 'More Search Options' link. Below the search bar is a table with columns: GLN, GLN State, GLN Type, Name, and Status. A sample row is visible with GLN '0195652278539', 'PUBLISHED' status, 'Digital Location' type, and Name 'asdasdasd'. On the right side of the table, there is an 'Actions' dropdown menu with an 'Export' option highlighted.



- 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, click **More Search Options**. You can then use the **GLN State**, **GLN Type** and **Status** filtering tools.
- 3 Click the **Export** button. You have four options from the drop-down:
  - **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 "Action" column so you can make changes to data and then use the file to import the updated data back into GS1 US Data Hub (select "Update" in this 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)

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Action	Status	TempID	CompanyPrefix	GLN	ParentGLN	TempParentID	Industry	SupplyChainRole	GLNType	Location
	Active		000860	000860214144	000810024811		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000810	0008100975448	019565262798		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena SHI
	Active		000810	0008100240715	00000680172444		Healthcare	Manufacturer	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000860	000860697023	000008089997		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000860	00086080997	100097404145		Healthcare	Manufacturer	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		0195652	01956523239	0814141009125		Healthcare	Undefined	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION-DIGITAL_LOCATION	Helena SHI
	Active		000860	0008601180	0000080013327		Healthcare	3rd Party Logistics Provider	FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena SHI
	Active		000860	000860792000	0000680013327		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		1100097	1100097309792	0814141000009		Healthcare	Manufacturer	FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000860	000860283192	0195652628798		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		081414100	0814141008128	100097192950		Healthcare	Operator	FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		081414100	0814141005127	0814141003062		Healthcare	3rd Party Logistics Provider	FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000810	000810137810	0000080349303		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		0195652	0195652361378	0195652244503		Healthcare	Hospital Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		000860	00086071944	0000019924811		Healthcare	Provider/Dispenser	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION-MOBILE_PHYSICAL_LOCATION	Helena SHI
	Active		000810	000810924811	1100097012116		Healthcare	Hospital Provider	FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		0195652	0195652348102	0814141003062		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FUNCTION-FIXED_PHYSICAL_LOCATION	Helena SHI
	Active		081414100	0814141003062	0814141001969		Healthcare	3rd Party Logistics Provider	LEGAL_ENTITY-FIXED_PHYSICAL_LOCATION	Helena SHI

START

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 **Download**. 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.

STOP

## 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 in the GS1 US Data Hub. The window has a title bar with a close button and the text 'Import Locations'. Below the title bar, there is a prompt: 'Select a completed import template file to upload'. This is followed by a dashed box for file upload with the text 'Drag & Drop or Browse Files' and a blue 'Import Locations' button. To the right of this area is a section titled 'Need an import template?' with a 'Download Template' button. Below this is a section titled 'You can use import location to:' with two bullet points: 'Automatically assign GLNs to locations and parties' and 'Upload GLNs that have been created outside GS1 US Data Hub Location'. There are also links for 'Learn how to import locations' and 'View import Template definitions'. At the bottom of the window is an 'Import History' section with a 'Refresh Table' button. The history table has the following data:

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 (Continued)

The screenshot displays the 'Import Locations' window in the GS1 US Data Hub. On the left, the 'Manage Locations' sidebar shows '14107 Locations'. 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 '2023-07-05' with the file 'Tasty\_Import\_Template.xlsx' imported by 'rsarti@ggs1us.org' 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@ggs1us.org	COMPLETE	1	1



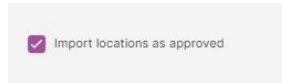
3

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: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

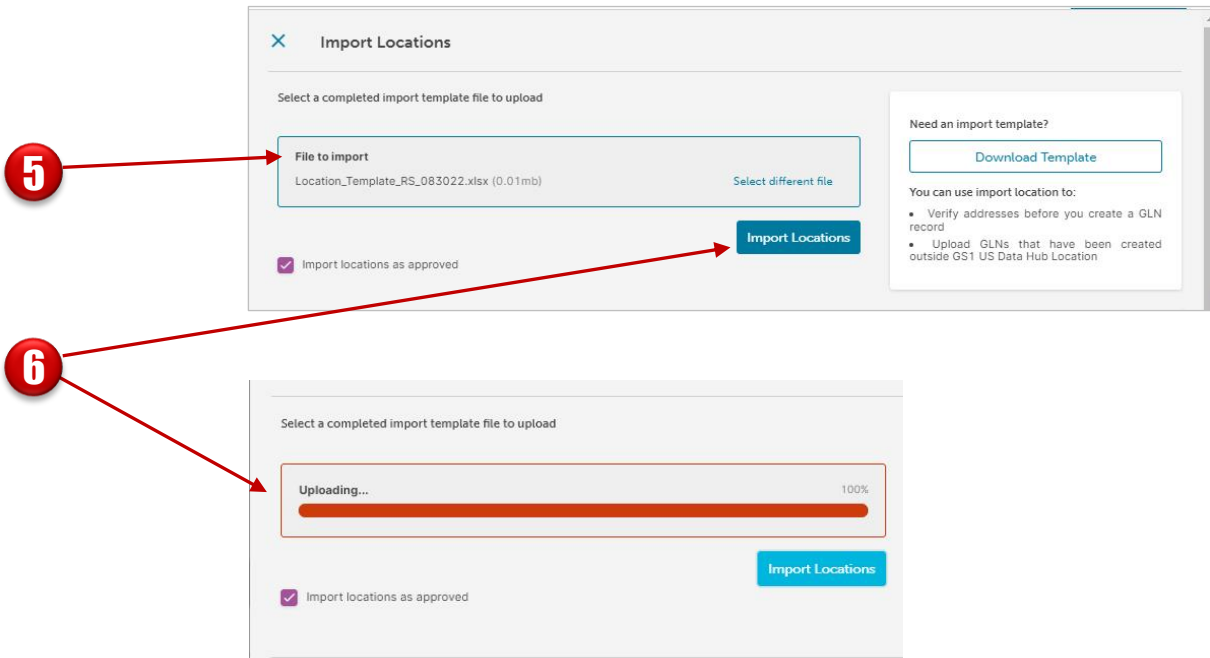
**Note:** the **Validate Only** column in the Import Template enables you to have GS1 US Data Hub “validate” the data BEFORE GS1 US Data Hub assigns the GLN or applies any updates. If you select “Y” in the **Validate Only** column, GS1 US Data Hub performs data validation checks for this proposed GLN, 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.

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**Import locations as approved:** This option displays for users who are assigned the “Approval Import” user permission. Select this box to have locations imported as already “Approved,” so “Approvers” 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_0829	rmar@gs1us.org	COMPLETE	2	2	0
2022-08-25	ExportLocationsForimport_2	rmar@gs1us.org	COMPLETE	3	3	0

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START

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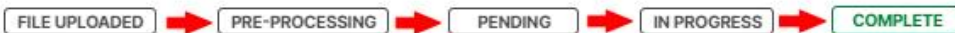
The uploading process may take a few minutes to reach the “Complete” status. Click the **Refresh Table** button to display the Status as the file moves from “File Uploaded” to “Complete.”

**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 the Top Level GLN is in the **Published** state before you import locations that are **Published**. 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 " <b>Input Values</b> " 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>Import As Not USPS Verified</b>	All	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 blank	TEXT	0	1
<b>Replaces GLN</b>	All	One or more 13-digit GLNs that previously identified this organization, party or location. This GLN can be <b>Active</b> or <b>Inactive</b> .	<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>	Fixed Physical Mobile Physical Digital	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>	Legal Entity Function	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>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 phone number of the key contact for this GLN.	<b>Required if Email column is left blank.</b>  One of the contact columns, Phone or Email, must be entered.	TEXT	1	30
<b>Email</b>	All	The email of the key contact for this GLN.	<b>Required if Phone column is left blank.</b>  One of the contact columns, Phone or Email, must be entered.	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 Business Attributes definitions</a>	TEXT	0	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>Corporate Relationship</b>	All	Valid Values:  Affiliated Leased Managed Owned Franchisee	<b>Required</b> if Industry is Healthcare.  <a href="#">View Corporate Relationship Definitions</a>	TEXT	0	100
<b>Business Sector</b>	All	Example: Health Care - Hospitals  Use a standard hyphen ( - ) when needed, not an en or em dash ( – )	Optional	TEXT	2	100
<b>Class Of Trade 1</b>	All	Asserted Class of Trade – Ownership  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  If you import locations, you must enter the codes. Export returns full descriptions.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>	TEXT	2	2
<b>Class Of Trade 2</b>	All	Class of Trade – General  Valid values: <b>IN</b> – Inpatient (Acute) <b>OUT</b> – Outpatient (non-acute, ambulatory) <b>PH</b> – Pharmacy (Inpatient and Outpatient)  Import uses codes. Export returns full descriptions.	<b>Required</b> if Industry is Healthcare  <a href="#">View Class of Trade definitions</a>	TEXT	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 Class of Trade Definitions in this user guide for details.	<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  <a href="#">View 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  <a href="#">View Location ID Type values</a>	TEXT	5	30
<b>Parent Organization 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>Parent Organization GLN Type</b>	Legal Entity  Function	<b>Valid Values:</b>  Legal_Entity  Function	<b>Required</b>	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 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
<b>Organization Formation Date</b>	All	Organization Formation Date Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<b>Organization Termination Date</b>	All	Organization Termination Date  Format <b>YYYY-MM-DD</b>	Optional	TEXT	5	10
<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  <a href="#">View Org ID Type values</a>	TEXT	5	28
<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.	<a href="#">View Org ID Type values</a>	TEXT	5	30

## 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

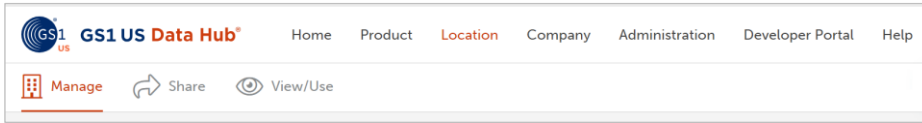


**Note:** Certain characters are known to cause processing errors. Avoid using: pipe "|", comma as a separator ",", and line breaks "CR/LF" at the end of a word within a cell.

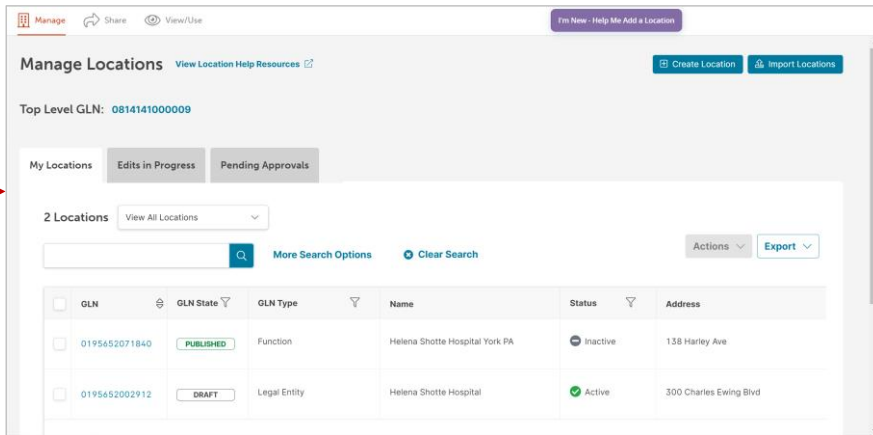
# Manage Locations

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

1



2



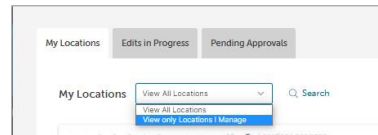
1 Click **Location**. The **Manage Locations** page displays.

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 if your company has enabled the Approval process (via the Administration section). For a user assigned the "Edit" user permission, 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 if 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 GLN Types. At the top, there's a header for 'GLN: 0195825221461' with a 'PUBLISHED' status. Below this, a 'Fixed Physical' GLN Type is shown with a status of 'Active' and a 'Make Inactive' button. The interface is divided into sections: 'Replaces GLN' (N/A), 'SGLN' (urn:epc:id:sgln:0195825.22146.0), 'Related Organization GLN' (N/A), and 'Related Organization GLN Type' (N/A). The 'Name' section includes 'Name' (Helena Shotte Hospital - Chicago), 'Language' (en), and 'Name 2' (N/A). The 'Address' section includes 'Street or Postal Address' (1062 W ADDISON ST), 'Country' (US), 'Address Suburb or Locality' (N/A), and 'Cross Street' (N/A). On the right side, there's 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. A "published" GLN cannot be deleted. However, you can change the status of the GLN Type contained in the GLN to **Inactive**. If the entire GLN is no longer operating, you can make each GLN Type **Inactive**. GS1 US Data Hub Location View/Use subscribers will see that these GLN Types are **Inactive**.



**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**.

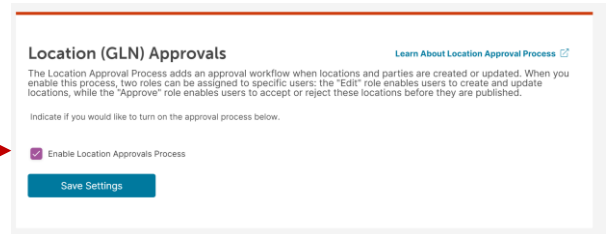
## Approve or Reject Changes to a Location

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 (GLN) Approvals**.

Check the box for **Enable Approvals Process**, then click **Save Settings**. You will now see the "Approval Process" options within the Location section of GS1 US Data Hub.



Location (GLN) Approvals [Learn About Location Approval Process](#)

The Location Approval Process adds an approval workflow when locations and parties are created or updated. When you enable this process, two roles can be assigned to specific users: the "Edit" role enables users to create and update locations, while the "Approve" role enables users to accept or reject these locations before they are published.

Indicate if you would like to turn on the approval process below.

Enable Location Approvals Process

[Save Settings](#)

### 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.

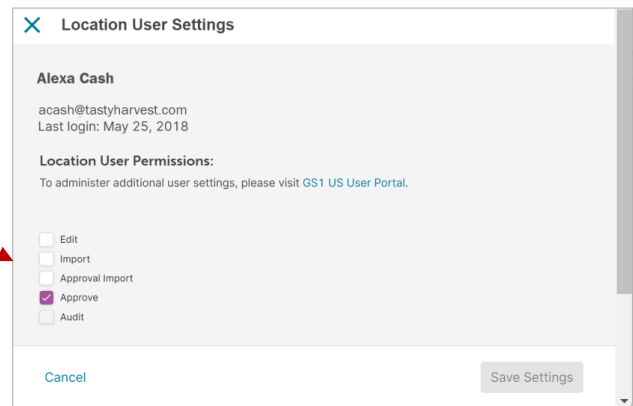
### 3) Assign User Permissions:

- Click the **Administration** tab, then click **Location (GLN) User Permissions**. Click the username. Check the box for the desired user Location Approval user permission, then click **Save Settings**:

**Edit:** The "Editor" creates and updates location information.

**Approval Import:** Import location data as approved. This is useful if your company has a separate "Approver" user permission, 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".



Location User Settings

**Alexa Cash**  
acash@tastyharvest.com  
Last login: May 25, 2018

**Location User Permissions:**  
To administer additional user settings, please visit [GS1 US User Portal](#).

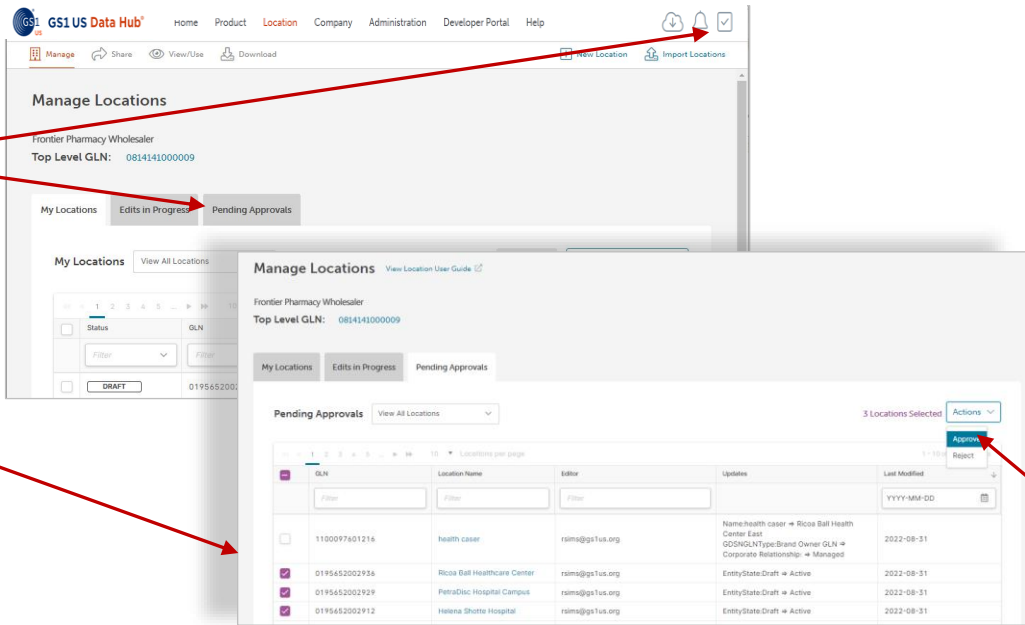
Edit  
 Import  
 Approval Import  
 Approve  
 Audit

[Cancel](#) [Save Settings](#)



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


After you have enabled the Location Approval Process via the Administration section, and have assigned the "Edit" and "Approve" user permissions, they can take these steps:



1

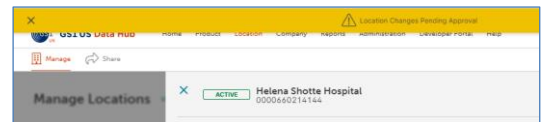
**Editors:** Add a new GLN or make changes to a GLN and click **Save**. An updated GLN is moved to the **Edits in Progress** tab. Click the GLN and click the **Publish GLN** button. The GLN is moved to the **Pending Approvals** tab.

2

**Approvers:** click the Read Approvals icon  on the top right-hand side of the screen to view the **Manage Locations** page. Or click the **Pending Approvals** tab from the **Manage Locations** page.

3

If you have multiple locations to approve, check the box for the GLNs to approve, then click **Approve** from the drop-down. Or click the **GLN** to review a specific GLN. The "Location Changes Pending Approval" message displays at the top of the screen.



Click the **Approve** button. The GLN is removed from the **Pending Approvals** screen and changes will be published.

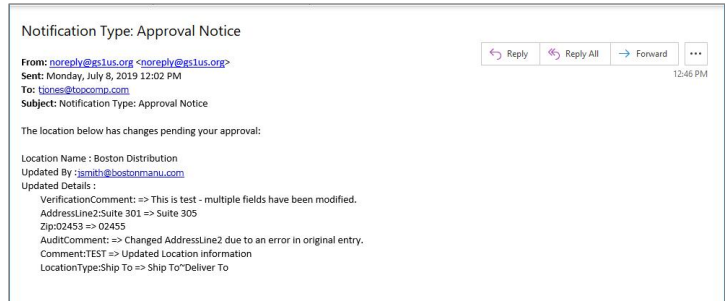


You can also reject changes: click the **Reject** button. You must provide a comment for the Editor. The GLN is returned to the **My Locations** page. The Editor can then make changes and submit for approval again.



## 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**, 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

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

1 - 4 of 4 Location approval History




## 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.



The screenshot shows the GS1 US Data Hub Administration interface. At the top, the navigation menu includes Home, Product, Location, Company, and Administration. The Administration link is circled in red. Below the navigation, the 'Location User Settings' window is open for user 'Alexa Cash'. The user's email is 'acash@tastyharvest.com' and their last login was on May 25, 2018. Under 'Location User Permissions', there are several checkboxes: Edit, Import, Approval Import, Approve (checked), and Audit. A 'Save Settings' button is visible at the bottom right of the settings window. A red arrow labeled '2' points to the Administration link, and another red arrow labeled '3' points to the 'Import' checkbox.



2

Click the **Administration** link. Click the **Location (GLN) User Settings** link on the left. Then click the desired user.

3

Check the box for the desired user permissions, then click **Save Settings**.

**Edit:** This user permission related to the Location Approval Process. The “editor” can create and update location information.

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

**Approval Import:** Can check the box for “Import location data as approved.” This is useful if your company has a separate Approver user permission and you want to auto-approve the locations during the import process.

**Approve:** This user permission is related to the Location Approval Process. The “approver” accepts, rejects or cancels requests from the Editors.

**GPO:** The GPO/Wholesaler user permission gains visibility into GPO-controlled GLNs.

**Audit:** This user permission enables a user “view only” privileges to see all locations managed by their own company. This user cannot edit a location.

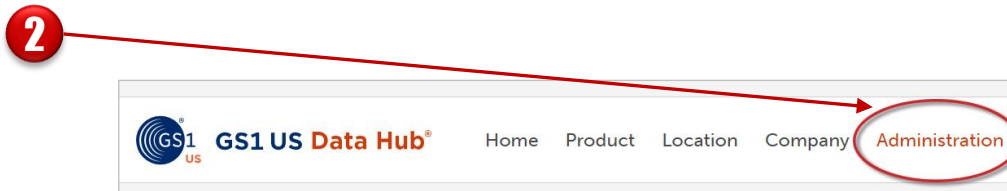


## Roles for Suppliers in GS1 US Data Hub | Location

Below are the roles and tasks listed for Suppliers in GS1 US Data Hub | Location and the steps for Administrators to change roles for users. Suppliers do not have “Approve” user permissions.

**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.



The screenshot shows the GS1 US Data Hub Administration interface. The top navigation bar includes links for Home, Product, Location, Company, and Administration. The Administration link is circled in red. Below the navigation bar, the Location User Settings page is displayed for a user named Alexa Cash. The page shows the user's email (acash@tastyharvest.com) and last login (May 25, 2018). Under the Location User Permissions section, there are checkboxes for Edit, Import, Approval Import, Approve, and Audit. The Approve checkbox is checked. At the bottom of the settings panel, there are Cancel and Save Settings buttons. A red circle with the number 2 is next to the Administration link, and a red circle with the number 3 is next to the Location User Settings link. A green circle with the word START is at the bottom left.



**2** Click the **Administration** link. Click the **Location (GLN) User Settings** link on the left. Then click the desired user.

**3** Check the box for the desired user permissions, click **Save Settings**.

**Edit:** This user permission is related to the Location Approval Process. The “editor” can create and update location information.

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

**Approval Import:** Can check the box for “Import location data as approved.” This is useful if your company has a separate Approver user permission and you want to auto-approve the locations during the import process.

**Approve:** This user permission is related to the Location Approval Process. The “approver” accepts, rejects or cancels requests from the Editors.

**GPO:** The GPO/Wholesaler user permission gains visibility into GPO-controlled GLNs.

**Audit:** This user permission enables a user “view only” privileges to see all locations managed by their own company. This user cannot edit a location.





## Share a Location with Third Parties

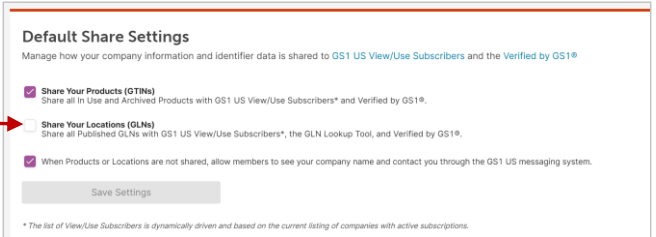
By default, when a managed GLN subscriber publishes a GLN, it is shared with all GS1 US Data Hub Location View/Use subscribers - and with GLN Lookup Tool users.

View/Use subscribers (which includes Managed GLN subscribers) can query GLNs that were created as part of the GS1 Managed GLN subscription, and verify location/party details, and company information.

You can turn off this "Share with All" default setting. You can then selectively share GLNs with one or more trading partners that are View/Use subscribers. These trading partners will have the ability to view – and download – GLNs and associated data. You can choose to share single locations or entire branches of your hierarchy.

### Share with Select Trading Partners:

Click the **Administration** link, then the **Default Share Settings** link. Uncheck the **Share Your Locations (GLNs)** box. You will no longer be sharing all your GLNs, and can now share specific GLNs with trading partners.



**Default Share Settings**  
Manage how your company information and identifier data is shared to GS1 US View/Use Subscribers and the Verified by GS1®

- Share Your Products (GTINs)**  
Share all In Use and Archived Products with GS1 US View/Use Subscribers\* and Verified by GS1®.
- Share Your Locations (GLNs)**  
Share all Published GLNs with GS1 US View/Use Subscribers\*, the GLN Lookup Tool, and Verified by GS1®.
- When Products or Locations are not shared, allow members to see your company name and contact you through the GS1 US messaging system.

Save Settings

\* The list of View/Use Subscribers is dynamically driven and based on the current listing of companies with active subscriptions.

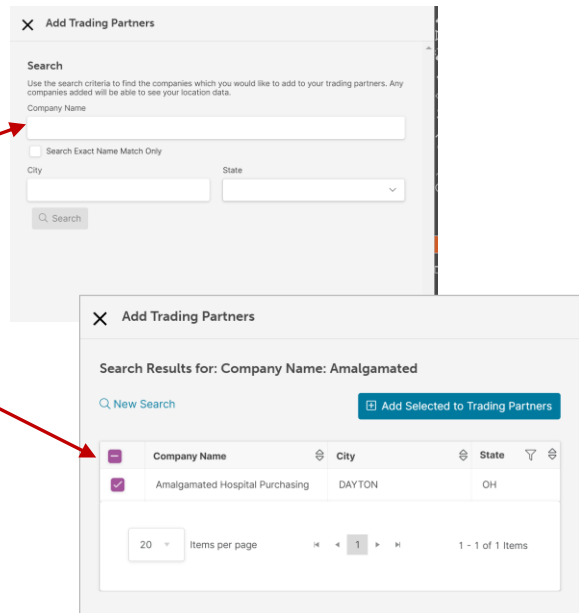
### Q. What if we check the "Share all Published..." box again in the future?

A. With each GLN, you can click the **Sharing** tab and specify if you want to apply your default sharing settings, or if you want to hide or share this GLN.

## Create a Specific List of Trading Partners

A user with the Location Administrator role can set up a list of Trading Partners based on existing Location View/Use subscribers:

1. From the Managed GLN page, click the **Sharing** tab.
2. Click the **Add New Trading Partner** button. The Add Trading Partners window displays.
3. Query for the trading partner and click **Search**. When the Company Name displays, check the box and click the **Add Selected to Trading Partners** button.
4. After you have added trading partners, you can now select a GLN to share with this list.



**Add Trading Partners**

**Search**  
Use the search criteria to find the companies which you would like to add to your trading partners. Any companies added will be able to see your location data.

Company Name

Search Exact Name Match Only

City State

Search

---

**Add Trading Partners**

Search Results for: Company Name: Amalgamated

New Search Add Selected to Trading Partners

<input type="checkbox"/>	Company Name	City	State
<input checked="" type="checkbox"/>	Amalgamated Hospital Purchasing	DAYTON	OH

20 Items per page 1 1 - 1 of 1 Items

## Share a Location with Third Parties (Continued)

### Share a GLN with Your List of Trading Partners

When View/Use subscribers view your locations, they can view much of the same data that you see as the location owner.

By default, all Location View/Use subscribers can see your **Published** GLNs. **Draft** GLNs are not shared. As explained on the last page, you can uncheck the box for **Share Your Locations (GLNs)** in the Administration section. You can then share GLNs with specific trading partners:

1. Click the GLN you want to share and then click the **Sharing** tab.
2. Check the box for **Share this location and its children**. Then click **Save**. This GLN will now be shared with your defined list of trading partners.
3. These trading partners will view all GLN data, including phone or email data.

GLN: 0816471020009 PUBLISHED

GLN: 0816471020009

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

**Location Sharing Settings**

Control how your published locations's data will be shared with GS1 US View/Use subscribers, Verified By GS1®, and the GLN Lookup Tool.

Use company defaults (company defaults are currently off).

Share this location and its children.

Hide this location and its children.

**Save**

However, trading partners will not see how the GLN data was created, any "Comments", or the names of users who created or modified this data.

**Note:** For any GLNs you have not shared, any Location View/Use subscriber can request access by sending a share request 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, Default Share Settings**, and uncheck the box for "Share Your Locations (GLN)." Click **Save Settings**. GLNs will stop being shared immediately.

Similarly, to stop sharing company information for GLNs not being shared, the administrator can uncheck the box for **When Products or Locations are not shared, allow members to see your company name**.

## 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 'Shared' button highlighted by a red circle with the number '2'. A red circle with the number '1' points to the 'View/Use' link in the top navigation bar. On the right, the 'Shared Locations' search modal is open, showing search criteria for Industry (Healthcare), Location Name, Location Type, and Supply Chain Role (Hospital Provider selected). A 'Run Search' button is at the bottom right.

The screenshot shows the search results table for '102,773 Shared Locations'. A red circle with the number '3' points to the table. The table has columns for GLN, GLN Data, Company Name, GLN Type, Name, Status, Address, City, State, Country, Zip Code, Last Modified, and Contact. The first few rows are visible, showing details for various healthcare locations.

GLN	GLN Data	Company Name	GLN Type	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
110001702074	PREMIER	Hollers, Inc.	Fixed Physical Location	Hempire Senior Care	Active	200 BELLEVUE AVE 2ND FLOOR	BRUNSWICK	OH-497	US	13200-1420	2023-03-24	Message This Subscriber
110001702612	PREMIER	Hollers, Inc.	Fixed Physical Location	HealthCare	Active	5200 GOLDWELL PARK EYE CENTER	HUNTSVILLE	AL-358	US	37201-7976	2023-03-24	Message This Subscriber
1100017026417	PREMIER	Hollers, Inc.	Fixed Physical Location	Health Care Locations	Active	4115 W SPRUCE ST BIRMINGHAM, ALABAMA	MOBILE	AL-366	US	33607-2485	2023-03-24	Message This Subscriber
110001702726	PREMIER	Hollers, Inc.	Fixed Physical Location	The Heartbeats at Green Lakes	Active	4750 E GREEN LAKE WAY N	SEATTLE	WA-981	US	98109-8420	2023-03-24	Message This Subscriber
110001702852	PREMIER	Hollers, Inc.	Fixed Physical Location	San Carlos Apache Healthcare	Active	100 MEDICINE WAY RD	PRESQUIT	AZ-856	US	85540-5000	2023-03-24	Message This Subscriber



**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 GS1 US Data Hub interface. A red circle with the number '4' is positioned over the 'Export Locations Data' button in the top right corner of the search results area. A red arrow points from this button to the 'Customize Locations Export' dialog box. The dialog box is open, showing a list of fields to export, with 'GLN' and 'Industry' selected. A red circle with the number '5' is positioned over the 'Export' button at the bottom right of the dialog box. The background shows a table of search results with columns for GLN, GLN State, Company Name, GLN Type, Name, Status, Address, City, State, Country, Zip Code, Last Modified, and Contact.

GLN	GLN State	Company Name	GLN Type	Name	Status	Address	City	State	Country	Zip Code	Last Modified	Contact
110007102284	PA	Habers, Inc.	Fixed Physical Location	Imageware Demon (Capp)	Active	250 DELAWARE AVE 2nd Floor...	DELMAR	US-DE	US	12054-1420	2023-05-24	Message This Subscriber
110007101212	PA	Habers, Inc.	Fixed Physical Location	NextGen	Active	5200 SOUTHMEYER HWY						
110007102417	PA	Habers, Inc.	Fixed Physical Location	Health Care Creations	Active	4175 W SPRUCE ST Educational Resource						
110007101728	PA	Habers, Inc.	Fixed Physical Location	The Heartstone at Green Lake	Active	4700 GREEN LAKE HWY						



**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.



## Appendix A: Transfer a GLN

For Managed GLN subscribers, certain situations, such as a merger, may require that a location be transferred from one company to your company's hierarchy. You can also transfer a GLN to another parent GLN. Transfers can occur between two Managed GLN subscribers, between a Managed GLN subscriber and an associated Self-Managed organization, or between two Self-Managed organizations. Follow these steps.

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

The image consists of three overlapping screenshots illustrating the transfer process. The top screenshot shows a search results table with columns: GLN, GLN State, GLN Type, Name, and Status. A red circle with the number '1' points to the first row. The middle screenshot shows the 'Location Details' page for GLN 1100097207326, with a red circle with the number '2' pointing to the 'Transfer GLN' button. The bottom screenshot shows the 'Transfer GLN' dialog box, which includes a 'Next' button.



**1** Click the GLN from the **Manage Locations** screen to view the Location Details screen.

**2** To transfer the location to another company, as well as any descendants (which is defined as any "children" GLNs associated with this GLN, as this GLN serves as the Administrative Parent), click the **Transfer GLN** button on the right of the **Location Details** screen.

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

