



# **GS1 US Data Hub | Product**

## Product Import User Guide

**December 9th, 2024**

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## Product Import Overview

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Brand owners can leverage GS1 US Data Hub® to add or update multiple products simultaneously using import templates. This user guide covers these topics:



### ***"How do I Import Products and Assign GTINs?"***

Download the **Assigned GTINs** template, which contains "available" GTINs that GS1 US Data Hub will assign to the new products.



### ***"How Can I Obtain a List of ALL Available GTINs?"***

When you download the **Assigned GTINs** template, enter the total number of GTINs that are available for a GS1 Company Prefix. The template then lists all these available GTINs.



### ***"How Do I Import Products that Already Have GTINs?"***

If you have created products and already assigned GTINs, perhaps in another system, or if you want to assign GTINs manually, download a **Blank** template. Enter the GTINs, as well as other data, then upload.



### ***"How Do I Update Existing Products?"***

Download the **Existing Products for Update** template and make the changes to the products within the template. You can then import these product updates back into GS1 US Data Hub.



### ***"How Do I Import Higher Level Packaging?"***

First, import your "Each" products in a separate template. You can then download a **Blank** template to import higher-level packaging items, such as Inner Packs, Cases, etc.



### ***"I Received an Error. How Do I Resolve It?"***

**Visit Appendix B** for a list of errors that may display in the "Results" file. You can resolve the error, remove any products that were imported successfully, then upload the file again.

## Import Screen Walk Through

When you click **Import Products** from the Products screen, the Batch Import Products/GTINs screen displays, with two tabs. The default tab is **Import/Modify Products**. You can follow the steps below to get started.

File Name	Status	#Processed	#Successful	#Errors	Import Date	Imported By
import2_20240104_134538.xlsx	COMPLETE	2	0	2	2024-02-14	schavannavar@gst1...

### Step 1: Download a Template

To get started, you need to obtain one of the three import templates that are available.

Click the **Download Template** tab. Select the template you need, based on the type of import activity.

### Step 2: Import the File

After you enter data in the template, import this product data into GS1 US Data Hub. You can then view results on this screen.

Use the forms below to download your preferred template for product import.

#### Download an Assigned GTINs Template

Use the form below to download a template that assigns GTINs from your available GTIN capacity.

Select GS1 Company Prefix **\*required**

083000381 (916 / 1,000 Available) ▼

How many products do you want to create?

10

Download Template

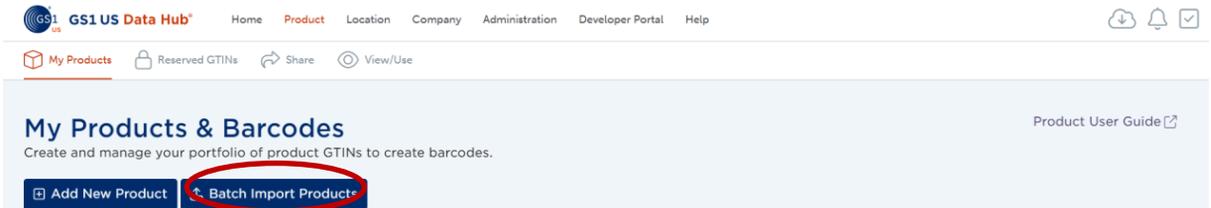




# “How Do I Import Products and Assign GTINs?”

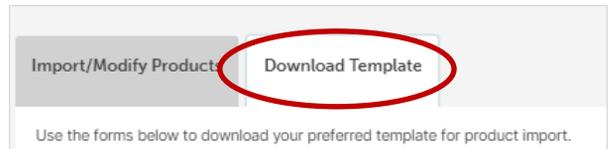
It's recommended you first import “Each” products that are purchased by consumers. Use the **Assigned GTINs** template. When you import, you can have GS1 US Data Hub assign available GTINs to these products. Follow these steps:

## 1. Click Product, then Batch Import Products button below.



## 2. Click the Download Template tab.

Three download template options display. You will be using the **Assigned GTINs** template.

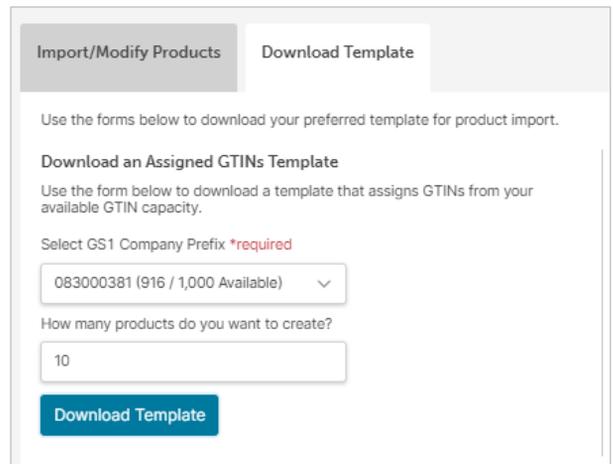


## 3. Under the Download an Assigned GTINs Template header, select the desired GS1 Company Prefix.

## 4. Enter the number of GTINs you want to create.

This number determines how many available GTINs will display in the template. The number of available GTINs are displayed in parenthesis next to the GS1 Company Prefix.

## 5. Click the Download Template button. Then click Save.



## 6. Open the file from your Downloads folder.

The spreadsheet opens and contains certain pre-populated attributes, including the number of GTINs you had indicated.





## "How Do I Import Products and Assign GTINs?" (Continued)

### 7. Enter product data in this file.

The columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this User Guide for column descriptions.

**Note:** In the **PackagingLevel** column, select "Each" for the first template you use. If you need to import higher level packaging items, such as "Case," consider using a new **Blank** Template. See "How Do I Import Higher Level Packaging?" in this user guide for more details.

	A	B	C	D	E	F	G	H
1	Action	GS1CompanyPrefix	GTIN	PackagingLevel	Description	Desc1Language	BrandName	Brand1Lang
2	Create	083000381	00830003810793	Each		en		en
3	Create	083000381	00830003810760	Each		en		en
4	Create	083000381	00830003810777	Inner Pack		en		en
5	Create	083000381	00830003810784	Case as Each		en		en
6	Create	083000381	00830003810791	Case		en		en
7	Create	083000381	00830003810807	Mixed Case		en		en
8	Create	083000381	00830003810814	Display Shipper		en		en
9	Create	083000381	00830003810821	Pallet		en		en
				Mixed Pallet		en		en

### 8. Save the file to your computer.

Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( ).

Otherwise, you will receive an error and the file will not process.

### 9. Click the Import/Modify Products tab.

You can drag and drop the file into the gray upload box. Or click **Browse Files**. Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.



### 10. Click Import Products.

GS1 US Data Hub processes the file. The processing time will vary based on the number of files being imported at this time. Scroll down to view all uploaded files for your company. The file you just uploaded displays at the top of the list.

File Name	Status	#Processed	#Successful	#Errors	Import Date	Imported By
Create and Update ULP 2024-02-14_123307	COMPLETE	20	20	0	2024-02-14	schavannavar



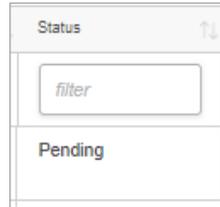


## “How Do I Import Products and Assign GTINs?” (Continued)

### 11. Check the Status column.

The Status will move from **File Uploaded** to **Pending** to **Complete**.

**Optional:** Click **Refresh Table** until the **Complete** status displays. Even if you exit this screen, the file continues to be processed.



### 12. Verify that the records processed successfully.

When the file displays **Complete**, you can take these steps:

Verify that all records processed correctly. If successful, the **# Errors column** will display 0 (zero).

If a number displays in the **# Errors** column, click the **File Name** hyperlink to open the “Results” file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.



**Note:** If the message “**File Format error. Please use the current Data Hub Import Template**” displays, make sure you used the most recent template and haven’t changed a column name, deleted a column, or added a column.





## "How Do I Import Products and Assign GTINs?" (Continued)

**Q Can I Import Products that Are Not Yet Finalized?**

**A** Yes, when using the Assigned GTIN template, you can select the **PreMarket** status in the template. This enables you to make changes to key attributes. After you finalize the data, you can change the status of these products to **In Use**.

**Q What's the Maximum Number of Products I Can Upload in One Template?**

**A** GS1 US Data Hub has a 1 MB file size limit for the Assigned GTINs template. Check your file size before you import the template, and make sure it's less than 1 MB.

**Q What if I Have a GS1 Company Prefix for GTIN-13s?**

**A** The import process works the same for GTIN-13s as it does for GTIN-12s.

For example, if you want to assign GTIN-13s to products you are importing, you need to select the GS1 Company Prefix for GTIN-13s from the list of available prefixes.

Contact our Member Support team to learn more about GTIN-13s.

**Q Can I Use this Template to Assign GTINs to Higher Level Packaging?**

**A** Yes, you can import items such as "Mixed Case," "Case as Each," and "Display Shipper."

However, the **Assigned GTINs** template does not assign GTIN-14s. You will need to enter GTIN-14s manually for "Case" and "Pallet" items. See "How Do I Import Higher Level Packaging" in this user guide to learn more.

### Want to Learn More?

[Instructional Module: Import Products and Assign GTINs \(GS1 US University\)](#)

[Unit of Measure Codes \(Help Center\)](#)

[Language Codes \(Help Center\)](#)

[Country Codes \(Help Center\)](#)

[An Introduction to the GTIN \(GS1 US Website\)](#)





## “How Can I Get a List of ALL Available GTINs?”

If you need a list of all available GTINs, you can use the **Assigned GTINs** template.

**1. Click Product, then Batch Import Products button below.**

**2. Click the Download Template tab.**

**3. Under the Download an Assigned GTINs Template, select the GS1 Company Prefix.**

Three download template options display. You will be using the **Assigned GTINs** template. The number of available GTINs is displayed in parentheses for each GS1 Company Prefix.

Import/Modify Products    Download Template

Use the forms below to download your preferred template for product import.

**Download an Assigned GTINs Template**

Use the form below to download a template that assigns GTINs from your available GTIN capacity.

Select GS1 Company Prefix \*required

Select Prefix

- Select Prefix
- 0195931 (99,971 / 100,000 Available)
- 0195932 (99,984 / 100,000 Available)
- 083000381 (816 / 1,000 Available)
- 083000473 (1992 / 1,000 Available)**
- 083000474 (999 / 1,000 Available)
- 08402269 (9,996 / 10,000 Available)

Download Template

To manually create your upload file [Download a Blank Template](#)

**4. Enter the Number of GTINs.**

In the **How many GTINs to import?** field, enter the total number of available GTINs for this Company Prefix.

**5. Click the Download Template button. Then click Save.**

**6. Open the file from your Downloads folder.**

The spreadsheet opens and contains GTINs listed on individual rows. Other pre-populated information displays, but you can disregard the attribute information, if your goal is just to obtain available GTINs.

	A	B	C	D	E	F	G	H	I	J	K	L
	Action	GS1CompanyPrefix	GTIN	PackagingLevel	Description	DescLanguage	BrandName	BrandLanguage	Status	Industry	IsVariable	IsPurchasable
2	Create	083000473	00830004730050			en		en		General	N	Y
3	Create	083000473	00830004730067			en		en		General	N	Y
4	Create	083000473	00830004730074			en		en		General	N	Y
5	Create	083000473	00830004730081			en		en		General	N	Y
6	Create	083000473	00830004730098			en		en		General	N	Y
7	Create	083000473	00830004730104			en		en		General	N	Y
8	Create	083000473	00830004730111			en		en		General	N	Y
9	Create	083000473	00830004730128			en		en		General	N	Y
10	Create	083000473	00830004730135			en		en		General	N	Y
11	Create	083000473	00830004730142			en		en		General	N	Y
12	Create	083000473	00830004730159			en		en		General	N	Y
13	Create	083000473	00830004730166			en		en		General	N	Y
14	Create	083000473	00830004730173			en		en		General	N	Y
15	Create	083000473	00830004730180			en		en		General	N	Y
16	Create	083000473	00830004730197			en		en		General	N	Y
17	Create	083000473	00830004730203			en		en		General	N	Y
18	Create	083000473	00830004730210			en		en		General	N	Y
19	Create	083000473	00830004730227			en		en		General	N	Y
20	Create	083000473	00830004730234			en		en		General	N	Y



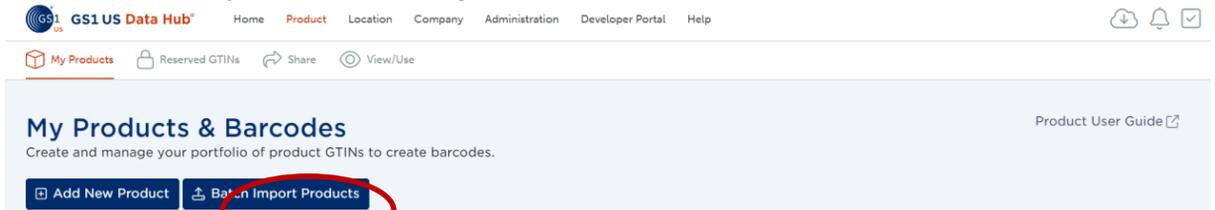


## “How Do I Import Products that Already Have GTINs?”

Import products using the **Blank** template. You may have created these products and assigned GTINs outside of GS1 US Data Hub. Or you may want to create new products and type the GTINs into the template manually, rather than have GS1 US Data Hub assign available GTINs.

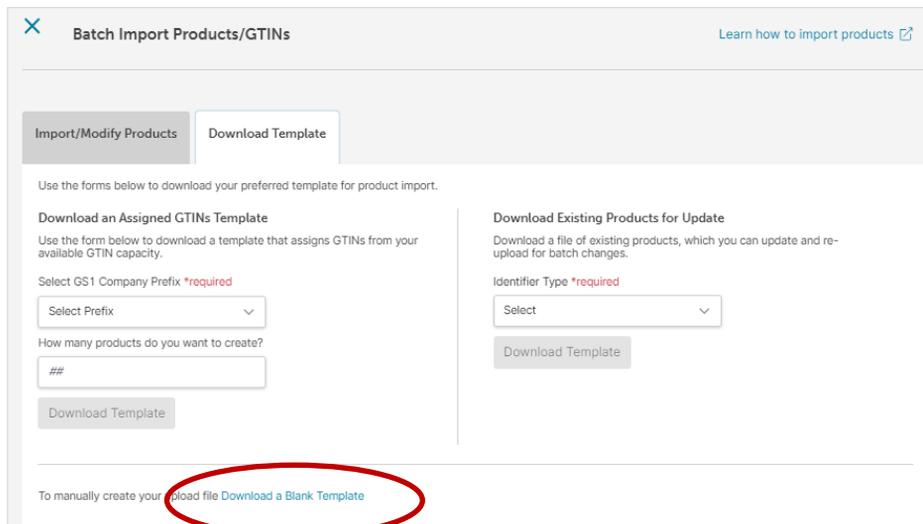
You should import just the “Each” products that are purchased by consumers first, and then import higher level packaging in a separate template. GS1 US Data Hub checks the GTINs for accuracy, to ensure they have not been duplicated or constructed improperly.

### 1. Click Product, then Batch Import Products button below.



### 2. Click the Download Template tab.

Three download template options display. Click the **Download a Blank Template** link at the bottom of the screen. This will download a blank import template. Click **Save**.



### 3. Open the file from your Downloads folder.

The **Blank** template displays.





## "How Do I Import Products that Already Have GTINs?" (Continued)

### 4. Select "Create" in the Action column.

Enter each product on its own row. Columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this user guide for column descriptions.

### 5. Enter GTINs in 14 Digits.

When you enter the GTIN-12 in the **Blank** template, make sure to enter the GTINs in 14 digits, with two leading zeroes.

**Note:** In the **PackagingLevel** column, select only "Each" for items within a single template. If you need to import higher level packaging items, such as "Cases," it's recommended that you do that in a separate Blank Template. See "How Do I Import Higher Level Packaging?" in this user guide for more details.

	A	B	C	D	E	F	G	H	I
1	Action	GS1CompanyPrefix	GTIN	PackagingLevel	Description	DescLanguage	BrandName	BrandLanguage	Status
2	Create	083000381	00830003810944	Each					
3									
4									
5									
6									
7									
8									
9									
10									

### 6. Save the File to Your Local Drive.

Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( ).

Otherwise, you will receive an error and the file will not process.

7. Click the **Import/Modify Products** Tab. You can drag and drop the file into the gray box. Or click **Browse Files**. Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.





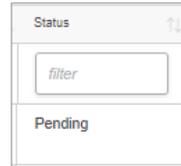
## “How Do I Import Products that Already Have GTINs?” (Continued)

### 9. Click Import Products.

GS1 US Data Hub processes the file. The processing time will vary based on the number of files being imported at this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list.

### 10. Check the Status column.

The Status will move from **File Uploaded** to **Pending** to **Complete**.



**Optional:** Click **Refresh Table** until the **Complete** status displays.

Even if you exit this screen, the file continues to be processed.

### 11. Verify that the records processed successfully.

When the file displays **Complete**, you can take these steps:

- Verify that all records processed correctly. If all records processed successfully, the **# Errors column** will display 0 (zero).
- If a number displays in the **# Errors** column, click the **File Name** hyperlink to open the “Results” file and view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.
- Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.



**Note:** If the message “**File Format error. Please use the current Data Hub Import Template**” displays, make sure you used the most recent template and haven’t changed a column name, deleted a column, or added a column.

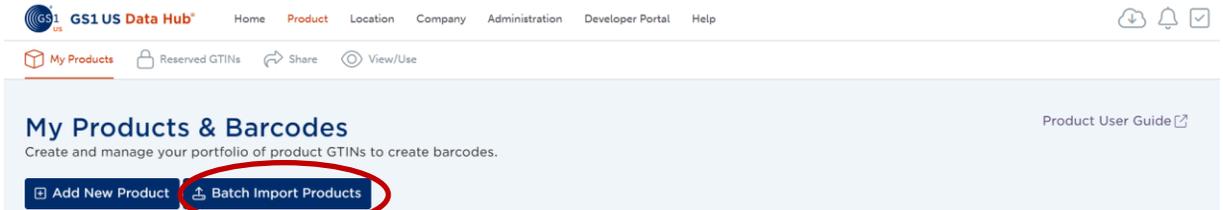




## "How Do I Update Existing Products?"

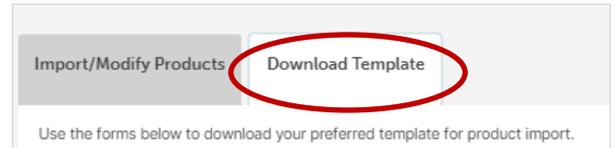
To make bulk updates to a group of products, click the **Download Existing Products for Update** template, and select the GS1 Company Prefix, Status and Packaging Level for the products you are updating. When you open the template, make your changes to the products, then save the file to your computer. Upload the file into GS1 US Data Hub. To use this template, follow these steps.

### 1. Click Product, then Batch Import Products button below.



### 2. Click the Download Template tab.

Three download template options display.



### 3. Under the Download Existing Products for Update header, select the following items:

- Select **GS1 Company Prefix** (other options, such as Single GTINs, may display, if licensed by your company)
- Select a specific prefix
- Select the **Status** of the items
- Select the **Packaging Level**

### 4. Click the Download Template button.

Then click **Save**.

A screenshot of the 'Download Existing Products for Update' form. The form contains several dropdown menus: 'Identifier Type' (set to 'GS1 Company Prefix'), 'Choose Prefix' (set to '083000381'), 'Status' (set to 'In Use'), and 'Packaging Level' (set to 'Each'). There is a blue 'Download Template' button at the bottom of the form. A red arrow points to this button from the left.

### 5. Open the file from your Downloads folder.

The spreadsheet contains products that match the criteria you had entered. For each product, GS1 US Data Hub displays all of the attributes.

You can delete the rows for any products that you do NOT want to update.





## "How Do I Update Existing Products?" (Continued)

### 6. Select "Update" in the Action column.

Columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this user guide for column descriptions.

### 7. Make Changes to Attributes - or Add Attribute Data.

Please note that for products with the **In Use** status, certain attributes, such as **NetContent1Count** and **NetContent1UnitofMeasure**, cannot be updated. See Appendix A for columns that can be modified when the product is in **PreMarket** or **In Use** status. When you are finished, save the file to your computer.

	A	B	C	D	E	F	G	H	I	J
1	Action	GS1CompanyPrefix	GTIN	PackagingLevel	Description	DescLanguage	BrandName	BrandLanguage	Status	Industry
2	Update	081414100	00814141009187	Each	Tasty Harvest Almonds Bag 8 oz (en	en	Tasty Harvest	en	In Use	CPG
3	Update	081414100	00814141009750	Each	Tasty Harvest Jam Fig 32 oz (en	en	Tasty Harvest	en	In Use	CPG
4	Update	081414100	00814141007947	Each	Tasty Harvest Almonds Bag 14 oz(en	en	Tasty Harvest	en	In Use	CPG
5	Update	081414100	00814141009446	Each	Tasty Harvest Jam Peach 12 oz. (en	en	Tasty Harvest	en	In Use	CPG
6	Update	081414100	00814141004267	Each	Tasty Harvest Jam Fig 32 oz (en	en	Tasty Harvest	en	In Use	CPG
7	Update	081414100	00814141003802	Each	Tasty Harvest Almonds Bag 8 oz (en	en	Tasty Harvest	fr	In Use	CPG
8	Update	081414100	00814141009897	Each	Tasty Harvest Apple Butter Jam, (en	en	Tasty Harvest	en	In Use	CPG
9	Update	081414100	00814141009538	Each	Tasty Harvest Blackberry Jam, 14 (en	en	Tasty Harvest	en	In Use	CPG
10	Update	081414100	00814141009521	Each	Tasty Harvest Fig Jam, 16 oz (en	en	Tasty Harvest	en	In Use	CPG
11	Update	081414100	00814141009514	Each	Tasty Harvest Apricot Jam, 16 oz. (en	en	Tasty Harvest	en	In Use	CPG
12	Update	081414100	00814141009507	Each	Tasty Harvest Raspberry Jam, 14 (en	en	Tasty Harvest	en	In Use	CPG
13	Update	081414100	00814141009101	Each	Tasty Harvest Peach Jam 8 oz. (en	en	Tasty Harvest	en	In Use	CPG
14	Update	081414100	00814141009095	Each	Tasty Harvest Apricot 64 oz. (en	en	Tasty Harvest	en	In Use	CPG
15	Update	081414100	00814141006834	Each	Tasty Harvest Apple Butter Jam 6(en	en	Tasty Harvest	en	In Use	CPG
16	Update	081414100	00814141008692	Each	Tasty Harvest Blueberry Peach Men		Tasty Harvest	en	In Use	CPG
17										

Select **Update** from the pull-down arrow and paste into all rows.

**Note:** While you can change either the **Product Description** or **Brand Name** for a product with the status of **In Use**, this is commonly done to correct a typographical error. You cannot change the **Product Description** to reflect a new product, per the GTIN Management Standard: "Any new product requires the assignment of a GTIN."

Similarly, based on the impact of the **Brand Name** change on your trading partners, you may want to consider assigning a new GTIN, per the GTIN Management Standard: "A change to the primary brand that appears on the trade item, requires assignment of a new GTIN."



**NOTE:** When entering Dimensions and Weights into the template, use abbreviations, not the full name. See Appendix B for valid values.





## “How Do I Update Existing Products?” (Continued)

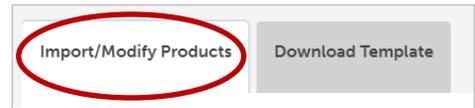
### 8. Save the File to Your Local Drive.

Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name:  
: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

Otherwise, you will receive an error and the file will not process.

### 9. Click the Import/Modify Products Tab.

You can drag and drop the file into the gray box. Or click **Browse Files**. Locate the updated file on your computer and click “Open.” The file name displays in the **File Input** field.



### 10. Click Import Products.

GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list.

Drag & Drop or Browse Files

Note: File cannot exceed 8MB. Larger files will take longer to process.

Import Products

Import History (Imported products files will be available for 90 days.) Refresh Table

File Name	Status	#Processed	#Successful	#Errors	Import Date	Imported By
Create and Update ULP 2024-02-14_123307	COMPLETE	20	20	0	2024-02-14	schavannavar



**Note:** If the message “**File Format error. Please use the current Data Hub Import Template**” displays, make sure the template is not open on your computer, you used the most recent template, and you haven’t changed a column name, deleted a column, or added a column.



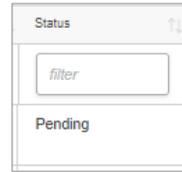


## “How Do I Update Existing Products?” (Continued)

### 11. Check the Status column.

The Status will move from **File Uploaded** to **Pending** to **Complete**.

**Optional:** Click **Refresh Table** until the **Complete** status displays.



Even if you exit this screen, the file continues to be processed.

### 12. Verify that the Records processed successfully.

When the file displays **Complete**, you can take these steps:

Verify that all records processed correctly. If successful, the **#Errors** column will display 0 (zero).

If a number displays in the **#Errors** column, click the **File Name** hyperlink to open the “Results” file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.





## “How Do I Update Existing Products?” (Continued)

### Q **Can I “Archive” Multiple Products Using the Import Template?**

A Yes, first select “Update” in the **Action** column.

Then change the status of the products to **Archived**.

For **Archived** products, the only action you can take in GS1 US Data Hub is to return them to the **In Use** status.

### Q **If the Product Never Had Net Contents Entered, can I Add that Data?**

A Yes, if the Net Contents and Net Content Count had not been entered for **In Use** products in GS1 US Data Hub, you can use the template to add this data for the first time. After this information is updated for **In Use** products, you will not be able to change the Net Contents and Net Contents Count.

### Q **Can I Change the Net Weight of Products that Are In Use?**

A No, the Net Weight of a product cannot be changed.

However, Gross Weight can be updated up to 20% of the original value, per the GS1 General Specifications.

### Q **Can I Change Attributes of an In Use Product?**

A There are certain attributes, such as Packaging Level, that cannot be changed when the product has the **In Use** status.

See Appendix A of this user guide for a list of attributes that cannot be changed.

### Want to Learn More?

[What Fields Can Be Changed? \(Help Center article\)](#)

[GS1 General Specifications \(GS1 US Web Site\)](#)





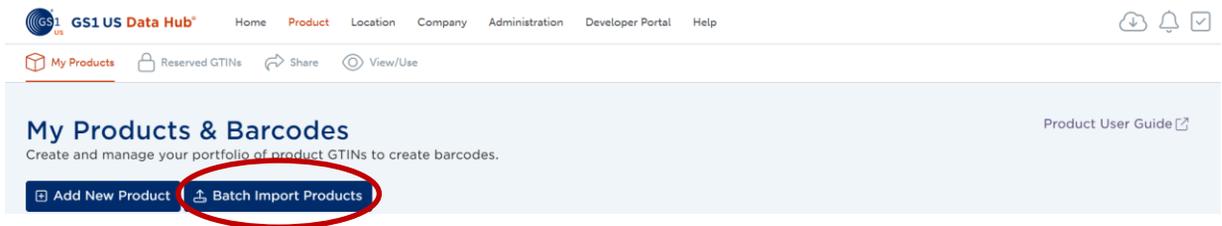
## “How Do I Import Higher Level Packaging?”

It's recommended that you use the **Blank** template when importing inner packs, cases or pallets that contain quantities of a SINGLE product. This is so you can add GTIN-14s to these items. You will have to construct the GTIN-14s outside of the import process.

For higher level packaging items that contains quantities of two or more products (such as Mixed Cases), you can assign GTINs using the **Assigned GTINs** template.

View the [Import Higher Level Packaging](#) module in GS1 US University for a demonstration.

### 1. Click Product, then Batch Import Products button below.



### 2. Click the Download Template tab.

You will see three download template options.



### 3. Consider which template you need.

For higher level packaging, answer these questions to determine which template you can use:

#### a. Do these items contain quantities of a SINGLE product?

If the answer is yes, it's recommended that you assign GTIN-14s to these items. You will need to construct the GTIN-14s manually and enter them into the **Blank Template**.



#### b. Do these items contain quantities of two or more GTINs?

If the answer is yes, then you cannot enter GTIN-14s for these items. For this reason, you can use the **Assigned GTINs** template. You can then have available GTINs assigned to these products.



**NOTE:** To learn more about the GTIN-14, read the [“An Introduction to the Global Trade Item Number”](#) guide.





## “How Do I Import Higher Level Packaging?” (Continued)

### 4. Enter Product Data in the Blank Template.

In column A, select **Create** from the drop-down, and enter pertinent information into the remaining required columns (required columns have green headings).

Several columns contain drop-down values; click the drop-down arrow to select a valid value.

If you are using the **Blank** template, you can enter the GTIN-14s items that contain quantities of a single product (“Inner Pack,” “Case,” “Display Shipper” and “Pallet”). Please refer to “An Introduction to the Global Trade Item Number” guide for more details.

**Note:** it’s recommended that you limit the number of higher level packaging rows to 100 items or less within a single template. That’s because GS1 US Data Hub takes several complex steps to verify and validate the relationships when these higher level packaging items are imported. If you restrict the number of records to 100 or less, your import will be processed in a more timely manner.

### 5. Order Items from Lowest to Highest - based on the Packaging Level Hierarchy.

List the lowest level packaging first, such as “Inner Pack,” then “Case,” and so on. The order of the Packaging Level Hierarchy is presented in the template drop-down. Here’s an example:

A	B	C	D	E	F	G	H	I
Action	GS1CompanyPrefix	GTIN	PackagingLevel	Description	DescLanguage	BrandName	BrandLanguage	Status
2 Create	081414100	10814141002000	Inner Pack	Tasty Harvest Almonds Bag 8 oz - Inner Pack of 10	en	Tasty Harvest	en	In Use
3 Create	081414100	10814141009047	Inner Pack	Tasty Harvest Jam Fig 32 oz - Inner Pack of 10	en	Tasty Harvest	en	In Use
4 Create	081414100	20814141009440	Case	Tasty Harvest Almonds Bag 14 oz - Case of 30	en	Tasty Harvest	en	In Use
5 Create	081414100	20814141000126	Case	Tasty Harvest Jam Peach 12 oz - Case of 30	en	Tasty Harvest	en	In Use
6 Create	081414100	30814141006262	Pallet	Tasty Harvest Jam Fig 32 oz Case - Pallet of 40	en	Tasty Harvest	en	In Use
7 Create	081414100	30814141008976	Pallet	Tasty Harvest Almonds Bag 8 oz Case - Pallet of 40	en	Tasty Harvest	fr	In Use

*Packaging Levels must be entered in order from lowest to highest.*

### 6. Enter Child GTIN(s) in the ChildGTINs column.

Enter the GTIN contained in this item. In the **Quantity** column, enter the quantity of this item.

**Note:** If the item contain quantities of two or more GTINs (such as a Mixed Case), in the **ChildGTINs** column, enter the Child GTINs, and separate each Child GTIN with a ~ (tilde key, to the left of the “1” key). Then separate each Child GTIN quantity with the tilde (~) and list these quantities in the same order as the corresponding Child GTIN, as shown

U	V	W	X
ChildGTINs	Quantity	SubB	
0814141009521	30		
0814141009507	30		
0814141007947	30		
0814141009446	40		

V	W
ChildGTINs	Quantity
0814141009521~0814141009507~0814141009507	30~30~30





## “How Do I Import Higher Level Packaging?” (Continued)

### 7. Save the File to Your Local Drive.

Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name:  
; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

Otherwise, you will receive an error and the file will not process.

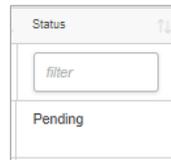
### 8. Click the Import/Modify Products Tab.

You can drag and drop the file into the gray box. Or click **Browse Files**. Locate the updated file on your computer and click “Open.” The file name displays in the **File Input** field.

### 9. Click the Import Products button.

GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list. The Status will move from **File Uploaded** to **Pending** to **Complete**.

**Optional:** Click **Refresh Table** until the **Complete** status displays. If you exit this screen, the file continues to be processed.



### 10. Verify that the records processed successfully.

When the file displays **Complete**, you can take these steps:

- Verify that all records processed correctly. If successful, the **#Errors** column will display 0 (zero).
- If a number displays in the **#Errors** column, click the **File Name** hyperlink to open the “Results” file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.
- Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you received an error, return to the original file, make your corrections, delete any rows that were successfully imported, and re-submit the file.



**Note:** If the message “**File Format error. Please use the current Data Hub Import Template**” displays, make sure you used the most recent template and haven’t changed a column name, deleted a column, or added a column.



## Appendix A: Product Import Template Column Descriptions

This table lists the columns and whether they can be modified when the product is in **PreMarket** and **In Use** status. More details on each column are available in this appendix.

Column Name	PreMarket Status: Can column be modified?	In Use Status: Can column be modified?
GS1CompanyPrefix	No	No
GTIN	No	No
PackagingLevel	No	No
Description	Yes	Yes
Desc1Language	Yes	Yes
SKU	Yes	Yes
BrandName	Yes	Yes – typographical changes only
BrandNameLanguage	Yes	Yes
Status	Yes – to <b>In Use</b> only	Yes – to <b>Archived*</b> only
Industry	Yes	Yes
IsVariable	No	No
IsPurchasable	Yes – unless a GTIN-14 is assigned	Yes – unless a GTIN-14 is assigned
Certified	No	No
Height	Yes	Yes - up to 20% of the original value
Width	Yes	Yes - up to 20% of the original value
Depth	Yes	Yes – up to 20% of the original value
DimensionMeasure	Yes	No
GrossWeight	Yes	Yes – up to 20% of the original value
NetWeight	Yes	No – content can be entered if field is blank
WeightMeasure	Yes	No – content can be entered if field is blank
ChildGTINs	Yes - unless a GTIN-14 is assigned	No
Quantity	Yes	No - changing Quantity of contents of higher level packaging requires a new GTIN
SubBrandName	Yes	Yes
ProductDescriptionShort	Yes	Yes
LabelDescription	Yes	Yes
NetContent1Count	Yes	No - content can be entered if field is blank
NetContent1UnitofMeasure	Yes	No - content can be entered if field is blank
NetContent2Count	Yes - after Net Content 1 is entered	No - content can be entered if field is blank
NetContent2UnitofMeasure	Yes	No - content can be entered if field is blank
NetContent3Count	Yes - after Net Content 2 is entered	No - content can be entered if field is blank
NetContent3UnitofMeasure	Yes	No - content can be entered if field is blank
BrandName2	Yes	Yes
BrandName2Language	Yes	Yes
Description2	Yes	Yes
Description2Language	Yes	Yes
GlobalProductClassification	Yes	Yes
ImageURL	Yes	Yes
TargetMarket	Yes	Yes

\*When a product is in **Archived** state, the only field that can be changed is “Status” (change to **In Use**).

\*\*Learn more about the GTIN-14 in the GS1 US guide: [An Introduction to the Global Trade Item Number](#).

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
Action	<p>This column directs Data Hub to take one of these actions:</p> <p><b>Create</b> – establish new <b>PreMarket</b> or <b>In Use</b> products.</p> <p><b>Update</b> – change status to <b>In Use</b> or <b>Archived</b>; change editable field content on <b>PreMarket</b> and <b>In Use</b> products.</p>	<b>Required.</b>	Assign GTINs	6	8	R	Valid Action: Create	Valid Action: Update
GS1CompanyPrefix	<p>This is the desired GS1 Company Prefix that used to create the Global Trade Item Number (GTIN) of an item.</p>	<p><b>Required.</b></p> <p>Data Hub prepopulates this field on Available GTIN and Download for Update templates.</p>	Text	7	11	R	Pre-populated	Cannot change
GTIN	<p>This is the 14-digit representation of the Global Trade Item Number as it would be stored in a database.</p> <p>Must correspond to GS1 Company Prefix listed in the GS1 Company Prefix field.</p>	<p><b>Required.</b></p> <p>Data Hub prepopulates this field on Available GTIN and Download for Update templates.</p> <p>Note: If you are importing GTIN-12s you should enter the GTINs in a 14-digit format, with two leading zero(s) serving as filler digits. For Company Prefix for GTIN-13s, the GTIN-13s must entered as 14 digits, with a leading zero.</p>	Text	14	14	R	Pre-populated	Cannot change
PackagingLevel	<p>This is the packaging configuration assigned to the item.</p> <p>When importing multiple Packaging Levels in a single template, items must be listed from lowest to highest, as listed in the order to the right.</p>	<p><b>Required.</b></p> <p>Data Hub prepopulates this field on the Download Existing Products for Update template. PackagingLevel must be entered exactly as shown (including spaces between words).</p> <ul style="list-style-type: none"> <li>• Each</li> <li>• Inner Pack</li> <li>• Case as Each</li> <li>• Display Shipper</li> <li>• Case</li> <li>• Mixed Case</li> <li>• Pallet</li> <li>• Mixed Pallet</li> </ul>	Text	4	14	R	R	Cannot change
Description	<p>This is the text that describes your product to a buyer (not a consumer).</p> <p>A best practice is to create a description using the brand name, functional name, a unique attribute and net contents. For example: Edible Harvest Apricot Jam Organic 20 onz.</p>	<p><b>Required.</b></p> <p>Data Hub prepopulates this field on the Download Existing Products for Update templates.</p>	Text	3	500	R	R	Can edit if Status is PreMarket; Can make typographical changes Only if Status is In Use

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
Desc1Language	This field indicates the language code for the language of the product description.  View the <a href="#">Language Codes</a> article for a list of valid codes.	<b>Required.</b>  "en" is the default when downloading the Assigned GTINs template	Text	2	3	R	O	Can edit if Status is PreMarket or In Use
SKU	This field is provided for the product owner to enter the internal product identifier of your stock keeping unit, if any.	Optional.  Data Hub prepopulates this field in the Download for Existing Products for Update template.	Text	3	70	O	O	Can edit if Status is PreMarket or In Use
BrandName	This column indicates the name of the product line communicated to consumers.	<b>Required.</b>  Data Hub prepopulates this field in the Download for Existing Products for Update template.	Text	3	70	R	R	Can edit if Status is PreMarket or In Use
Brand1Language	This field indicates the language code for the language of BrandName.  View the <a href="#">Language Codes</a> article for a list of valid codes.	<b>Required.</b>  "en" is the default when downloading the Assigned GTINs template	Text	2	3	R	R	Can edit if Status is PreMarket or In Use
Status	This column shows the lifecycle state assigned to the product and correlates to the Action identified in column A of the templates  To retract a PreMarket record for reassignment of the GTIN, enter "Retracted" in status column. Data Hub will automatically move the GTIN to available.	<b>Required.</b>  Valid values (must be entered exactly as shown, including spaces between words): <ul style="list-style-type: none"> <li>• PreMarket</li> <li>• Retracted</li> <li>• In Use</li> <li>• Archived</li> </ul>	Text	5	9	R	R	Can edit if Status is PreMarket or In Use
Industry	This field indicates the "industry" of the product.	<b>Required.</b>  Valid values: <ul style="list-style-type: none"> <li>• General = General Merchandise</li> <li>• CPG = Consumer Packaged Goods</li> <li>• Regulated Healthcare</li> <li>• Foodservice</li> <li>• Apparel</li> </ul>	Text	3	20	R	Pre-populated	Can edit if Status is PreMarket or In Use

## Appendix A: Product Import Template Column Descriptions (Continued)

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
IsVariable	This field indicates whether the product record is for a non-consumer trade item that fluctuates by weight, volume or count. Typical examples of variable measure trade items are whole cheeses, meats and fish.	<b>Required.</b>  Valid values: Y=Yes N=No	Text	1	1	R	Pre-populated	Cannot change on PreMarket or In Use record
IsPurchasable	This field indicates whether the product record is for a consumer trade item that can be bought at a store or on-line.  Note: this value cannot be changed from "N" when a GTIN-14 has been assigned.	<b>Required.</b>  Valid values: Y=Yes N=No	Text	1	1	R	Pre-populated	Can edit - unless GTIN-14 is assigned
Certified	This column indicates if a product record has been enhanced under the certified content provider program	This is a system generated field.  Values: Y=Certified N=Was certified but modifications to required fields were not recertified Blank=GTIN record has not been enhanced	SYSTEM GENERATED FROM CCP APPROVALS PROCESS					
Height	This field represents the height of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules.  Note: consumer and non-consumer trade items are measured differently.	Optional.  Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth).	Numeric	1	8	O	O	Can edit if Status is PreMarket or In Use
Width	This field represents the width of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules.  Note: Consumer and non-consumer trade items are measured differently.	Optional.  Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth).	Numeric	1	8	O	O	Can edit if Status is PreMarket or In Use
Depth	This field represents the depth of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules.  Note: Consumer and non-consumer trade items are measured differently.	Optional.  Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth).	Numeric	1	8	O	O	Can edit if Status is PreMarket or In Use
DimensionMeasure	Unit of Dimensional Measurement used	Optional. Required when dimensions are included.  Valid values: in, ft, mm, cm, m	Text	1	2	O	O	Can edit if Status is PreMarket or In Use
GrossWeight	The gross weight is the weight of the item plus the weight of its container or packaging.	Optional.  Omit commas.	Numeric	1	8	O	O	Can edit if Status is In Use (up to 20% of the original weight)

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
NetWeight	Net weight is the weight of the item itself. This does not include the item's container packaging.  Valid values: Can be 8 numbers of which 3 can be decimals.	Optional.  Omit commas.  Can be entered as NNNNNNNN or NNNNN.NNN	Numeric	1	8	O	O	Cannot change if Status is In Use
WeightMeasure	Unit of Weight Measurement Used	Optional. Required when weights are included.  Valid values: oz, lb, ton g, kg, mg	Text	2	3	O	O	Cannot change if Status is In Use
ChildGTINs (Container Items)	The GTIN(s) contained within a higher level of packaging item other than Each or Case as Each.  Leave field blank if packaging level is Each or Case as Each.  Example: 00814141009446~00814141009453~00814141009514	<b>Required for higher level packaging.</b>  Cannot be modified on a <b>PreMarket</b> (unless you are adding or removing items for a mixed case, mixed pallet, or display shipper).  Cannot be modified on an <b>In Use</b> record.  Separate multiple GTINs with the tilde (~)	Text	14	NA	O	O	Cannot change if Status is In Use
Quantity (Container Items)	Number of items per child GTIN in a higher level of packaging item.  Leave field blank if packaging level is Each or Case as Each.  Example: 8~8~8	<b>Required when ChildGTINs field is populated.</b>  Can be modified on an <b>In Use</b> record ONLY when value is "1"  Separate multiple quantities with the tilde (~). List in the same order as their corresponding child GTIN	Numeric	1	NA	O	O	Can edit In Use record if value is 1; cannot be changed if Quantity has already been specified
SubBrand Name	This field provides for a second level of brand. The Sub-brand communicated matches what is physically on the product.  The primary differentiating factor that a brand owner wants to communicate to the consumer or buyer	Optional.  Can be a trademark; Cannot be modified on an <b>In Use</b> record	Text	3	70	O	O	Can edit if Status is PreMarket or In Use
ProductDescriptionShort	This field contains a free form short length description of the trade item that can be used to identify the trade item at point of sale	Optional.	Text	3	35	O	O	Can edit if Status is PreMarket or In Use

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
LabelDescription	<p>This field contains a literal reproduction of the text featured on a product's label in the same word-by-word order in which it appears on the front of the product's packaging.</p> <p>Allows for the representation of the same value in different languages but not for multiple values.</p>	<p>Optional.</p> <p>May not necessarily match the GTIN description as loaded by the supplier into the GTIN description field in GDSN.</p>	Char	3	500	O	O	Can edit if Status is PreMarket or In Use
NetContent1Count	<p>The number of trade items contained in a package, as claimed on the label. Example: 20 count pack of diapers, net content = "20 each" where "20" is the count</p> <p>In case of multi-pack, indicate the net content of the total trade item</p> <p>Allows for the representation of the same value in different units of measure but not multiple values</p>	<p>Optional.</p> <p>Can be an integer or up to 4 decimal places.</p> <p>Must be populated first, before populating Net Content 2 Count, or Net Content 3 Count.</p> <p>For fixed value trade items use the value claimed on the package, to avoid variable fill rate issue that arises with some trade items which are sold by volume or weight, and whose actual content may vary slightly from batch to batch. In case of variable quantity trade items, indicate the average quantity.</p>	Numeric	3	80	O	O	Cannot change if Status is In Use
NetContent1UnitOf Measure	<p>Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces". Common codes:</p> <p>50 Pound Bag – 47 Cubic Foot – 51 Cubic Meter – MTQ Cup – CU Each - EA Gallon - A76 Gram – GRM Litre – LTR Ounce – ONZ Pint – PT Pound – LP Quart – QT Ton - STN</p> <p>View the <a href="#">Unit of Measure Code</a> article for a list of all codes.</p>	<p>Must enter a valid UOM Code as listed in the <a href="#">Unit of Measure Codes</a> article in the Help Center.</p> <p>Required if you populate data in the Net Content 1 Count field.</p>	Char	2	5	O	O	Cannot change if Status is In Use

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
NetContent2Count	<p>The number of trade items contained in a package, as claimed on the label. In case of multi-pack, indicates the net content of the total trade item.</p> <p>Allows for the representation of the same value in different units of measure but not multiple values.</p> <p>The published net content/UOM communicated matches what is physically on the product label.</p>	<p>Optional.</p> <p>Value can be an integer or up to 4 decimal places</p> <p>You need to populate Net Content 1 Unit of Measure and Count to populate this field.</p>	Numeric	3	80	O	O	Can edit this field on PreMarket record only
NetContent2UnitOfMeasure	<p>Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces".</p> <p>View the <a href="#">Unit of Measure Code</a> article for a list of all codes.</p>	<p>Optional.</p> <p>If you populate the Net Content 2 Count, this is required.</p>	Char	3	5	O	O	Cannot change if Status is In Use
NetContent3Count	<p>The number of trade items contained in a package, as claimed on the label. In case of multi-pack, indicates the net content of the total trade item.</p> <p>Allows for the representation of the same value in different units of measure but not multiple values.</p> <p>The published net content/UOM communicated matches what is physically on the product label.</p>	<p>Optional.</p> <p>Value can be an integer or up to 4 decimal places</p> <p>You need to populate Net Content 2 Unit of Measure and Count to populate this field.</p>	Numeric	3	80	O	O	Cannot change if Status is In Use
NetContent3UnitofMeasure	<p>Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces".</p> <p>View the <a href="#">Unit of Measure Code</a> article for a list of all codes.</p>	<p>Optional.</p> <p>If you populate the Net Content 3 Count, this is required</p>	Char	3	5	O	O	Cannot change if Status is In Use

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
BrandName2	This column indicates the secondary name of the product line communicated to consumers, if packaging includes a second language.	Optional	Text	3	70	O	O	Can edit if Status is PreMarket or In Use
Brand2Language	This field indicates the language code for the language of BrandName2.  View the <a href="#">Language Codes</a> article for a list of all codes.	Optional.	Text	2	3	O	O	Can edit if Status is PreMarket or In Use
Description2	This is the text that describes your product to a buyer, if a second language is used on packaging.	Optional.	Text	3	500	O	O	Can edit if Status is PreMarket or In Use
Desc2Language	This field indicates the language code for the language of the product description, if a secondary language is used on product packaging.  View the <a href="#">Language Codes</a> article for a list of all codes.	Optional.	Text	2	3	O	O	Can edit if Status is PreMarket or In Use
GlobalProductClassification	This field allows you to add the code that groups your product into the best category based on the essential properties as well as their relationships to other products.  The GPC gives buyers and sellers a common language for grouping products in the same way, everywhere in the world.  The code "99999999" is displayed as the default, as this is defined as a "Temporary Classification" Code.	Optional.  Use the <a href="#">GS1 GPC-Browser</a> to identify the Brick ID.  To define: Select the language: English  Select the publication: Current GDSN Production Version  Identify the segment/family/class  Search for Brick  Enter the Brick ID in this column in the template. Value cannot contain all zeros.	Numeric	8	8	O	Pre-populated with 99999999	Can edit if Status is PreMarket or In Use

## Appendix A: Product Import Template Column Descriptions *(Continued)*

ATTRIBUTE	DESCRIPTION	NOTES	FIELD REQUIREMENT			TEMPLATE TYPE (R = Required, O = Optional)		
			TYPE	MIN	MAX	Blank Import	Assign GTINs	Update Products
ImageURL	<p>A non-GS1 US location where the image(s) for the product are managed and archived.</p> <p>If the web address is valid, and it contains a PNG, JPG, GIF or BMP file, "Validated" will display next to the ImageURL in GS1 US Data Hub.</p> <p>If the image is not validated, the web address will still be saved in GS1 US Data Hub, but "Validation Failed" will display above the URL.</p>	<p>Optional.</p> <p>Enter the location where the image for this GTIN is located.</p> <p>The address must start with http:// or https://.</p>	Char	7	2083	O	O	Can edit if Status is PreMarket or In Use
TargetMarket	<p>Target market(s) for this product, as indicated by country or region.</p> <p>This can include any ISO-3166 two-digit country or region code. Separate multiple codes with the tilde (~).</p> <p>View the <a href="#">Country Codes</a> article for a list of valid country names and codes.</p>	<p>Optional.</p> <p>Enter the ISO-3166 two-digit code</p>	Text	2	2	O	O	Can edit if Status is PreMarket or In Use



## Appendix B: "I Received an Error. How Do I Resolve It?"

This appendix provides an alphabetical listing of error messages along with suggested corrective actions. Follow the corrective actions and resubmit only "failed" records in the template for processing.

### How Error Messages Are Listed in This User Guide:

Messages below are listed in alphabetical order. Some messages begin with an error type (e.g., Allocation Error, Construction Error, Container Error, Required Error, Validation Error). To locate a specific message in the below table, exclude the error type.

For example, consider the message *Allocation Error: Product description of an In Use product should not change*. To find this message, search under P for Product.

Error Message	Take these Steps to Correct the Error
A GTIN is required for all rows in the file	Enter a valid 14-digit numeric value in the GTIN column. For GTIN-12s, make sure you enter two leading zeroes.
A GTIN starting with 1-8 must contain the same item reference number and prefix as the GTIN of its contents	Verify the prefix and item reference number of both the GTIN and ChildGTINs are the same. Only the first and last digits should be different.
A homogeneous container can contain only one GTIN	The packaging level identified requires a ChildGTIN and quantity in the ChildGTINs and Quantity columns, respectively.
A IsVariable is required for all rows in the file	Enter a Y in the IsVariable column if this is a non-consumer trade item that fluctuates by weight, volume or count. Otherwise, enter N.
A PackagingLevel is required for all rows in the file	Enter the packaging type for this product in the PackagingLevel column.
A product cannot have itself as a child	The ChildGTIN listed in the ChildGTIN column is the same as the GTIN listed in the GTIN column. Verify the ChildGTIN and resubmit.
A Status is required for all rows in the file	Enter one of these values in the Status column: <ul style="list-style-type: none"><li>• PreMarket</li><li>• Retracted</li><li>• In Use</li><li>• Archived</li></ul>
An active GS1CompanyPrefix licensed by your company is required	In the GS1CompanyPrefix column, confirm that the GS1 Company Prefix is correct and active, formatted as text, and contains leading zero(s). Correct as needed, then resubmit.
Base items must have a blank ChildGTINs and Quantity	Verify the packaging level in the PackagingLevel column. If "Each" is correct, remove the Child GTIN in the ChildGTINs column and /or the quantity in the Quantity column. An "Each" and "Case as Each" are base items.
Brand name is required	Enter the brand name of the product line communicated to the consumer in the BrandName column.
Brand1Language Language Code not recognized	Brand1Language requires a valid language code. View the <a href="#">Language Codes</a> article for a list of all valid codes.



## Appendix B: "I Received an Error. How Do I Resolve It?"

Error Message	Take these Steps to Correct the Error
Conversion failed when converting the nvarchar value 'A' to data type int.	A non-numeric value in a field could not be converted. Verify all values are entered as numbers.
Desc1Language Language Code not recognized.  View the <a href="#">Language Codes</a> article for a list of all valid codes.	Desc1Language requires a valid language code.  View the <a href="#">Language Codes</a> article for a list of all valid codes.
Depth is invalid	Verify 1-8 numeric digits appear in the Depth column.
Depth of an In Use product should not change	If you have to make a change of over 20% to the depth of the product with the <b>In Use</b> status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN.
Dimension fields are all required if one is entered	If one dimension is provided, then all dimensions must be entered. Confirm entries in the Height, Width and Depth columns.
DimensionMeasure is invalid	Verify 1-2 digit abbreviations appear in the DimensionMeasure column.
DimensionMeasure of an In Use product should not change	You cannot change the Dimension of a product with an <b>In Use</b> status. If DimensionMeasure in the template was left blank, and you received this error, then view the product detail record and check the Dimensions in the Additional Information tab, as these fields have been populated.
Failed: Error converting data type nvarchar to numeric	You've entered an alpha character in a field that can only accept numbers. The fields are GS1CompanyPrefix, GTIN, or Quantity. Check these fields for an alphabetic character and replace with the proper numeric value.
Gross weight and weight measure fields for a container are all required if one is entered	Enter the gross weight of the case in the GrossWeight column.
GrossWeight is invalid (or GrossWeight is limited to 28 characters, 3 on the right side of the decimal)	Verify 1-8 numeric digits appear in the GrossWeight column.
Gross Weight of an In Use product should not change	If you have to make a change of over 20% to the gross weight of the product with the <b>In Use</b> status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN.
GS1CompanyPrefix is invalid	Enter a valid GS1 Company Prefix in the GS1CompanyPrefix column.
GTIN Error: The GTIN specified is already in use	This GTIN already exists in GS1 US Data Hub. Check the GTIN to make sure it is unique.
GTIN Error: The prefix specified is out of capacity	This GS1 Company Prefix has reached the limit of GTINs that can be generated. It may be that your organization needs to add a new prefix. Contact GS1 US Member Support at datahub@gs1us.org.



## Appendix B: "I Received an Error. How Do I Resolve It?"

Error Message	Take these Steps to Correct the Error
GTINs may only be listed once in the file	The GTIN is listed twice in the file. The same GTIN cannot be entered in two separate rows.
GTINs must be 14 digits and numeric	Enter a valid 14 digit numeric value in the GTIN column, with leading zeros serving as filler digits.
Height is invalid (or Height is limited to 28 characters, 3 on the right side of the decimal)	Verify 1-8 numeric digits appear in the Height column.
Height of an In Use product should not change	Height of an In Use product should not change
Image URL is invalid	Verify the image and web location entered in the ImageURL column is valid. Please note that this web location is maintained outside of GS1 US Data Hub.
IsVariable must be Y/N	Enter a Y in the IsVariable column if this is a non-consumer trade item that fluctuates by weight, volume or count (meat, cheeses, etc.). Otherwise, enter N.
Net Content (1,2,3) Count of an In Use product should not change	For a product with an In Use status, the data in the NetContent1, NetContent2, or NetContent3 columns should not change.
Net Content (1,2,3) Unit of Measure of an In Use product should not change	For a product with an In Use status, the data in the NetContent1UnitOfMeasure, NetContent2UnitOfMeasure, or NetContent3UnitOfMeasure columns should not change.
Net weight can only be entered for a base	Verify the packaging level in PackagingLevel column is a higher level packaging (inner pack, case, pallet, etc). Remove the value in the NetWeight column.
NetWeight is invalid (or NetWeight is limited to 28 characters, 3 on the right of the decimal)	Verify 1-8 numeric digits appear in NetWeight column.
One of the child GTINs does not exist	In the ChildGTINs column, validate the GTIN of the child record(s), modify as needed and resubmit.
One of the child GTINs is from a GS1 Company Prefix that is not licensed by your company	In the ChildGTINs column, validate the GTIN of the child record(s), modify as needed and resubmit.
One or more of the ChildGTINs is non-numeric	Confirm that the ChildGTIN(s) are entered correctly in the ChildGTINs column, and are separated by a tilde (~).
PackagingLevel is invalid	Confirm the correct value for the packaging configuration of this product in the PackagingLevel column. Enter one of these valid packaging types for this product in the PackagingLevel column: each, inner pack, case, display shipper, mixed case, case as each, pallet, and mixed pallet.
Please make sure the file is valid and contains no unexpected columns or whitespace.  [Indicates that the system could not begin to process the file.]	Take one or more of these steps: <ul style="list-style-type: none"> <li>• Scan the file to remove hidden line breaks or line feeds.</li> <li>• Scan each record to ensure no pipe   characters are present within a cell.</li> <li>• Ensure columns and field headings are identical and in the same order as displayed in the import template.</li> <li>• Save all data as text.</li> <li>• Save and submit the file in "xlsx" format (not "CSV")</li> <li>• Copy current data set into a new template, the current file may be corrupted.</li> </ul>



## Appendix B: "I Received an Error. How Do I Resolve It?"

Error Message	Take these Steps to Correct the Error
Product description is required	Enter a product description in the Description column.
Product Description (or Product Description Short) of an In Use product should not change	When a product has an <b>In Use</b> status, you should not change the description in either the Description or the ProductDescriptionShort column.
Status is invalid  or  Status is invalid for Create	Validate the value in the Status column: <ul style="list-style-type: none"> <li>• PreMarket</li> <li>• Retracted</li> <li>• In Use</li> <li>• Archived</li> </ul> Note: If "Create" is displayed in the Action column, the status must be either <b>PreMarket</b> or <b>In Use</b> .
String or binary data would be truncate	Where there is more than one item in a higher level packaging item, a separator other than a tilde (~) may have been entered. Verify the accuracy of the GTIN or ChildGTIN data, and use a tilde (~) to separate each child GTIN and/or QTY.
Target Market Is Invalid	Target Market must be represented by a country name, or country code, based on ISO 3166. View the <a href="#">Country Codes</a> article for a list of valid country codes.
Select either Create or Update	In the Action column, enter one of these values: <b>Create:</b> Set up a new <b>PreMarket</b> or <b>In Use</b> record.  <b>Update:</b> Make changes to editable fields or change the status of a record from: <ul style="list-style-type: none"> <li>• <b>PreMarket</b> to <b>In Use</b></li> <li>• <b>In Use</b> to <b>Archived</b></li> <li>• <b>PreMarket</b> to <b>Retracted</b></li> <li>• <b>Archived</b> to <b>In Use</b></li> </ul> <b>Note:</b> the following attributes cannot be updated for <b>In Use</b> products: <ul style="list-style-type: none"> <li>• GS1CompanyPrefix</li> <li>• GTIN</li> <li>• Packaging Level</li> <li>• IsVariable</li> <li>• IsPurchasable</li> <li>• NetWeight or GrossWeight (if changes are greater than 20%)</li> <li>• WeightMeasure</li> <li>• ChildGTINs (for higher level packaging)</li> <li>• Quantity (for higher level packaging)</li> </ul>
The assignment of a GTIN to a container without children is not possible, This product must contain at least one child item	This message displays if your file contains the inner pack or case, mixed case, etc., in the PackagingLevel column. Higher level packaging types must contain at least one GTIN in the ChildGTINs column and the quantity in the Quantity column.
The check digit of the GTIN specified (#) is incorrect and should be (#)	This message displays the incorrect "check digit" of the GTIN and also displays the correct check digit. When you receive this message, correct the check digit for that GTIN, then import the product again.
The child products of a container cannot change for an 'In Use' product	When an inner pack, case or pallet receives an <b>In Use</b> status, you cannot change the Child contents of this product. You will have to enter a new product with a new GTIN.



## Appendix B: "I Received an Error. How Do I Resolve It?"

Error Message	Take these Steps to Correct the Error
The GTIN for a variable measure product must start with a 9	You selected Y in the IsVariable column. Validate the GTIN is constructed correctly, modify as needed and resubmit. Otherwise, select N in IsVariable column.
The GTIN of a purchasable product must start with 0	A GTIN-14 was assigned to an inner pack, case or pallet, and starts with 1 through 8 (unless it's a variable measure product, which starts with a 9). A "Y" was entered in the IsPurchasable column for this product, but it must be changed to a "N" to indicate it is NOT purchasable by the consumer.
The maximum length of BrandName is 75 characters	Information provided in the BrandName column exceeds the limit of 75 characters (including spaces). Revise to shorten the length.
The maximum length of SKU is 70 characters	Information provided in the SKU column exceeds the limit of 70 characters (including spaces). Revise to shorten the length.
The net weight of a base cannot exceed the gross weight	The net weight in NetWeight column must be less than the gross weight in the GrossWeight column.
The number of child GTINs and valid quantities is a mismatch and quantities must be greater than 0	Check the child GTINs listed in the ChildGTINs column and check the quantities entered in the Quantity column.
The GS1 Company Prefix of the GTIN specified does not match the selected Prefix ( )	In the GS1CompanyPrefix column, validate that this is the GS1 Company Prefix used in the GTIN displayed in the GTIN column. Correct as needed, then resubmit.
The product cannot be both variable measure and consumer purchasable	Assess the IsVariable and IsPurchasable columns to determine which column should contain an N.
The quantity of children of an In Use product should not change	You cannot change the quantity of a higher level packaging item that is in the <b>In Use</b> status.
The row is flagged as (Create or Update) and the GTIN (already exists or does not exist)	Confirm the action in the Action column. If this is a new record, enter "Create" in the Action column and a new GTIN in the GTIN column. If the record exists, enter "Update" in the Action column and change the contents.
The UoM 1 code is not found in the GDD Code List 6411	The Unit of Measure code must be a valid code.  View the <a href="#">Unit of Measure Code</a> article for a list of all codes.
This container is variable measure and it must contain at least one variable measure product within it	The packaging level identified in the PackagingLevel column requires a child GTIN in the ChildGTINs column. "Y" was selected in the IsVariable column, so the childGTIN must also be a variable measure trade item.
This product contains items that are not In Use. View the hierarchy tab to view all children and descendants that must be updated to In Use	Verify the child GTINs listed in the ChildGTINs column are updated to <b>In Use</b> . Otherwise, retain the status in the Status column as <b>PreMarket</b> until the ChildGTINs have been updated to <b>In Use</b> .
This product has a parent with a GTIN assigned so the GTIN cannot be retracted	You are attempting to retract a GTIN with the <b>PreMarket</b> status, but this item was added to a higher level packaging item that has a GTIN assigned. If this "parent" item is in the <b>PreMarket</b> status, you can retract this parent GTIN first, and then retract the child GTIN.



## Appendix B: "I Received an Error. How Do I Resolve It?"

Error Message	Take these Steps to Correct the Error
This product has invalid packaging levels assigned to it	The child GTIN listed in the ChildGTINs column must be a lower level packaging level than indicated in the PackagingLevel column.
This product is a heterogeneous container and must contain more than one GTIN	<p>You have entered mixed case or mixed pallet in the PackagingLevel column, and you need to specify two or more ChildGTINs in the ChildGTINs column. Also you need to specify the quantity of each of these GTINs items in the Quantity column, separated by a tilde ~. The sequence of quantities should match the sequence of the ChildGTINs.</p> <p>If only a single GTIN is contained in this packaging, you must change the PackagingLevel to "case" or "pallet".</p>
This product is a homogeneous container and must contain only one GTIN	<p>The packaging level identified in the PackagingLevel column requires a child GTIN and quantity in the ChildGTIN and Quantity columns, respectively.</p> <p>This message will also display if you are attempting to "update" an existing product that is in the <b>PreMarket</b> or <b>In Use</b> status, and have added one or more GTINs in the ChildGTIN column. This message also displays if you are attempting to change the existing ChildGTIN of an item with the <b>PreMarket</b> or <b>In Use</b> status, and the Inner Pack or Case packaging level.</p> <p>In these situations, if the item is in the <b>PreMarket</b> status, and you need to change the ChildGTINs, you need to retract this GTIN. If the product's status is <b>In Use</b>, you will need to archive the product, then clone it in GS1 US Data Hub, and while in the <b>Draft</b> state, change the ChildGTIN, and then assign a new GTIN.</p>
Transitioning this item from the existing status to the new one is not possible	<p>You can only transition a product from this status to the next:</p> <ul style="list-style-type: none"> <li>• <b>PreMarket</b> to <b>In Use</b></li> <li>• <b>In Use</b> to <b>Archived</b></li> <li>• <b>PreMarket</b> to <b>Retracted</b></li> </ul>
Weight fields for a base are all required if one is entered	If one weight is provided, then you must enter all weights in the GrossWeight, NetWeight and WeightMeasure columns.
WeightMeasure is invalid	<p>Valid units of measure in the WeightMeasure column are:</p> <ul style="list-style-type: none"> <li>• Oz</li> <li>• Lb</li> <li>• ton</li> <li>• G</li> <li>• Kg</li> <li>• mg</li> </ul>
Width is invalid (or Width is limited to 28 characters, 3 on the right side of the decimal)	Verify 1-8 numeric digits appear in the Width column.
Width of an In Use product should not change	If you have to make a change of over 20% to the width of the product with the <b>In Use</b> status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN.

## Appendix C: Country Codes - based on ISO 3166

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**Note:**

As of the Q1 2024 release, Country codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Country Codes article:

<https://www.gs1us.org/resources/data-hub-help-center/country-codes-based-on-iso-3166>

## Appendix D: Language Codes - based on ISO 639

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**Note:**

As of the Q1 2024 release, Language codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Language Code article:

<https://www.gs1us.org/resources/data-hub-help-center/language-codes>

## Appendix E: Net Content Unit of Measure

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**Note:**

As of the Q1 2024 release, Unit of Measure codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Unit of Measure Codes article:

<https://www.gs1us.org/resources/data-hub-help-center/unit-of-measure-codes>