



# **GS1 US Data Hub | Location**

## Getting Started with GLNs in GS1 US Data Hub

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

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## About this User Guide

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This Getting Started user guide is intended for companies that have licensed a GS1 Company Prefix and are seeking instructions to create and manage Global Location Numbers (GLNs) within GS1 US Data Hub.

**Note:** This user guide is NOT intended for:

- Members who have licensed a single GLN; for instructions, please refer to this [Licensed GLN article](#);
- Members who are part of the GS1 US Managed GLN subscription (healthcare); view the [Managed GLN User Guide](#) in the GS1 US Data Hub Help Center.

**Here are the introductory topics this user guide will answer:**



***"How Do I Add Users to Manage Locations?"***



***"How Should I Allocate GLNs?"***



***"What is the Top Level GLN?"***



***"How Do I Create a New Location?"***



***"What If My Location Data Changes?"***



***"How Do I Share Locations?"***



## "How Do I Add Users to Manage Locations?"

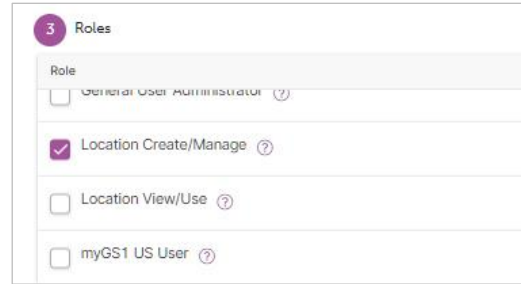
After you license a GS1 Company Prefix, the initial user of the GS1 US Data Hub receives ALL user roles, including the Location Create/Manage role.

If you are the only user within your organization, you don't need to take any further action to get started. However, if additional users are needed to create and manage locations as described in this user guide, you will need to take these actions.

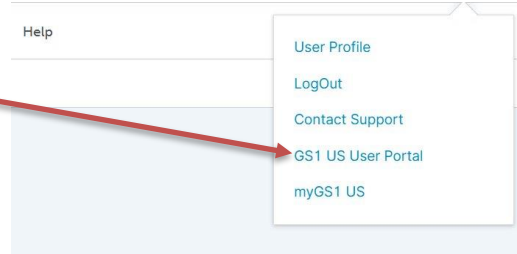
### Actions You Should Take:

Visit the GS1 US User Portal to add users and assign the roles below.

View the [Add Users and Assign Roles](#) article in the Help Center for more details.



If you add more users, you can assign the Location Create/Manage role via the GS1 US User Portal.



User Role	Description
<b>Location Administrator:</b>	User can assign the Location User Roles below to other users within their organization.
<b>Location Create/Manage:</b>	User can create and manage their locations. An unlimited number of users can be assigned this role.
<b>Location View/Use:</b>	User can query other GS1 US Data Hub   Location companies' location information (with their permission). This requires the Location View/Use subscription.

### Want to Learn More?

[Add User and Assign Roles \(Help Center Article\)](#)



# "How Should I Allocate GLNs?"

Before you allocate GLNs in GS1 US Data Hub, consider aligning your business needs with these two GLN features:

## Two Methods to Allocate GLNs

The GLNs you create are based on your GS1 Company Prefix. Your organization automatically receives a Top Level GLN (see next page). Before you create a GLN, consider how to allocate GLNs to identify parties and locations. Here are two allocation methods:

**Method #1:** create a unique GLN for each GLN Type. You can share GLNs with trading partners based on the type of business transaction. **This allocation method is recommended for organizations with complex GLN business needs, as it offers flexibility if your GLN attributes change.**

**Method #2:** create a GLN and add multiple GLN Types within this single GLN. Each GLN Type would contain specific attributes. This method enables you to share this GLN for a wide range of business transactions. **This allocation method is recommended for organizations with very limited GLN business needs, as it may result in issues when scaling to meet business needs or when trying to achieve more complex use case requirements.**

## Building a Location Hierarchy

If you need to create several locations, consider structuring a location hierarchy. This will help you organize your locations and define a "parent" location and a "child" location. For example, a company should create a GLN for "Distribution Center A," and assign this as the "Administrative Parent" of the "Store 1" GLN.

### Actions You Should Take:

Read the [An Introduction to GLN](#) resource on the GS1 US website to learn more.

GLN data structure:



### Method #1:



### Method #2:



Party/Location	Role in Hierarchy
Corporate Entity	Top Level GLN
Distribution Center A	Administrative Parent
Store 1	Child GLN





## "What is the Top Level GLN?"

When you license a GS1 Company Prefix, your organization automatically receives a Top Level Global Location Number (also known as your Entity GLN).

The Top Level GLN is displayed on the Manage Locations page. The address information is pulled from your GS1 US account information. The Top Level GLN can serve as the "parent" for the GLNs you will create in GS1 US Data Hub.

When you enter GS1 US Data Hub, you'll see that the Top Level GLN is in the **Published** state, and the "Legal Entity" GLN Type has been assigned, and is "Active". You cannot delete the Top Level GLN, or make the Legal Entity GLN Type "Inactive." But you can make changes to this GLN.

### Actions You Should Take:

When you visit GS1 US Data Hub for the first time, review the Top Level GLN before you start creating GLNs.

1. Click the Top Level GLN. The Location Detail Record displays. The GLN Type for the Top Level GLN is "Legal Entity" and this cannot be changed. Click the **Edit Location** button.
2. This Top Level GLN is assigned other default attributes that you may want to change, such as the "General" **Industry**. After you make any changes, click the **Save** button.

You can now assign this Top Level GLN as the "Administrative Parent" of the first GLN you add.

GS1 US Data Hub® Home Product Location Company

Manage Share View/Use

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

Top Level GLN: **0814141000009**

My Locations Edits in Progress Pending Approvals

## GLN: 0814141000009

Details Hierarchy Assigned Users Sharing



### How many GLNs can be created?

The number of GLNs that can be created is determined by the length of the specific GS1 Company Prefix. For example, a GS1 Company Prefix that is 10-digits long can create 100 GLNs while a 7-digit GS1 Company Prefix can create 100,000 GLNs.





## "How Do I Create a New Location?"

After you review the Top Level GLN, you can create your first GLN. You must assign at least one GLN Type, which you make "Active." You can then publish this GLN, so this GLN can be viewed by GS1 US Data Hub Location View/Use subscribers. Based on the GLN Type you select, certain fields will display and may be required, as noted in these instructions.

1. Click **Location**, then the **Create Location** button on the right.  
The **New Location** window displays.



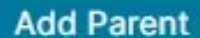
2. **Assign the Administrative Parent.**

Click the **Choose Administrative Parent** button.



The Select Parent Location window displays. For your first GLN, the Top Level GLN must serve as the Administrative Parent. As you start adding other GLNs, consider your organization's "Location Hierarchy," in which you select new GLNs as "parent locations."

After you select the box for the Administrative Parent, click the **Add Parent** button. This closes the Parent Location window.



3. **Assign the GLN.**

Keep the **Let us Assign Your GLN** button selected. GS1 US Data Hub selects the next available 13-digit GLN for the GS1 Company Prefix.

**Note:** if you have multiple GS1 Company Prefixes, click "Select" for the desired GS1 Company Prefix. "Selected" then displays for the prefix. If you already have a GLN assigned, click **Choose a Specific GLN** and enter this GLN in 13 digits.

4. **Select the Industry.**

This will be populated based on the Administrative Parent you selected. You can change the industry for a location/party, even after the GLN is published.

5. **Select the Supply Chain Role.**

This will be populated based on the Administrative Parent you selected. You can change the supply chain role for a location/party, even after the GLN is published.





### 6. Select the GLN Type.

Based on which GLN Type you select, specific fields will display, and these will be noted in the next few steps (e.g., **GLN Type = Fixed Physical**).

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. Learn more about [GLN Types](#).

**Note:** After you publish this GLN, you can add other GLN Types to this single GLN. Learn how to [add another GLN Type](#).

#### Physical Locations answer "where?":

**Fixed Physical Location:** a tangible place that does not change locations and may be represented by an address, coordinates, or other means. This GLN Type requires an address.

**Mobile Physical Location:** a tangible place that is expected to change locations and may be represented by an address, coordinates, or other means.

**Note:** A GLN cannot contain both the Fixed Physical Location AND the Mobile Physical Location GLN Type.

**Digital Location:** An electronic (non-physical) address that is used for communication between computer systems.

#### Parties answer "who?":

**Legal Entity:** any business, government body, department, charity, individual, or institution that has standing in the eyes of the law and has the capacity to enter into agreements or contracts.

**Function:** an organizational subdivision or department based on the specific tasks being performed, as defined by the organization.

### 7. Enter Comments (Optional).

Enter any comments about this GLN: the purpose, how it will used, etc. These are internal comments only. Location View/Use users cannot see these comments. These comments cannot be searched by users.







### 8. Click the Continue button to Display the Step 2 page.

Alternatively, you can click **Save Draft & Exit** to save this GLN and return at a later time. Your selections will be saved for this Draft GLN. A GLN in the Draft state is NOT shared with Location View/Use subscribers.

Continue

### 9. Enter the Location Name in the Name Field.

This is the name of the party, company, department, etc. You can also enter a second Location Name in Location Name 2, if, for example, you want to enter the name in another language, or if the legal name and trade name have slight variations.

#### Optional: Enter the Replaces GLN(s) (GLN Type = Fixed Physical).

If this GLN Type is replacing one or more GLN(s) that are already "Active", enter one or more 13-digit GLN(s). This is for informational purposes only. You still need to make the "Replaces GLN(s)" **Inactive**.

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.

0816471020019

0816471020021

Add another GLN to be replaced

#### Optional: Enter the Related Organization GLN (GLN Type = Fixed Physical, Mobile Physical or Digital).

Enter the 13-digit GLN containing a "who" GLN Type (Legal Entity or Function) that is related to this GLN, then select Legal Entity or Function as the GLN Type.

#### Optional: Enter the Related Location GLN (GLN Type = Legal Entity or Function).

Enter the 13-digit GLN containing a "where" GLN Type (Fixed Physical, Mobile Physical or Digital) that is related to this GLN, then select the GLN Type.

#### Optional: Enter the Digital Location (GLN Type = Digital).

This is a specific digital URL for this location.

#### Optional: Enter the Base Location (GLN Type = Mobile Physical).

This is the GLN that is the most common location for a Mobile Physical GLN Type. The Base Location GLN must contain the Fixed Physical GLN Type. For example, the Base Location of a Food Truck is the location in which the truck is stationed when not in use.





### 10. Enter the Address

#### (GLN Type = Fixed Physical)

Check Street or Postal Address, GPC Coordinates, or GEO Shape.

**Note:** Address information is optional if GLN Type = Legal Entity or Function. If you do not want to enter an address, uncheck the box for **Street or Postal Address**.

**Note:** If the **GLN Type** is Fixed Physical, you cannot change Address Line 1 after you publish this GLN.

#### If you check Street or Postal Address:

Enter the City, State, Zip and Country. Later, when you publish this GLN, GS1 US Data Hub performs two address checks:

- Verifies that Address Line 1 is saved in the USPS database. If this address exists in the USPS database, an "Address Verification" message will display. The current date will display in the **Date USPS Verified** field after this location is saved;
- Checks this address against any existing location saved in GS1 US Data Hub. If this address exists, the "Identical Location" message will display. You can differentiate this address by entering data in **Address Line 2** or **Address Line 3**.

**Optional:** Click the **Get GPS Coordinates** link to have GS1 US Data Hub display the Latitude and Longitude coordinates automatically.



#### If you check GPS Coordinates or GEO Shape Box:

For GPS Coordinates, enter the Latitude and Longitude boxes.

For GEO Shape Box, select the GeoShape Type (Circle, Line, or Polygon), and GeoShape Coordinates.

#### Optional: Enter the "Contained in Place" GLN (GLN Type = Fixed Physical).

If this GLN is "contained" in another existing GLN, enter that existing GLN here. This GLN must contain the Fixed Physical Location GLN Type.

### 11. Enter the Phone Number and E-mail Address

You must enter one of these contact fields. This data is shared with Location View/Use subscribers, but NOT with global users of the Verified by GS1 service. For the phone number, include the area code, and do not enter dashes.





### 12. **Select the Business Attribute.**

You can select more than one of these business attributes. View the [Business Transactions Enabled Help Center](#) article for definitions.

### 13. **Optional: enter Location Role Type (GLN Type = Fixed Physical)**

This is the role type and opening date, as well as final closure date.

#### **Optional: Enter Business Details**

**Note:** The Corporate Relationship and Class of Trade 1, 2, and 3 fields are required if Healthcare is selected as the Industry. View the [Class of Trade Definitions](#) article in the Help Center for definitions.

### 14. **Enter the Parent Organization GLN and GLN Type (GLN Type = Function or Legal Entity).**

This is the GLN with the Legal Entity or Function GLN Type that is directly above the organization/party, as part of the location hierarchy. The Parent Organization GLN can be the same as the Top Level GLN in the hierarchy.

#### **Optional: enter the Location ID Type and Value (GLN Type = Fixed Physical, Digital or Mobile Physical).**

See the Location ID Type article for valid values.

#### **Optional: enter the Organization ID Type and Value (GLN Type = Legal Entity or Function)**

This is an internal identifier that your company has assigned to this GLN. You can enter up to 10 identifiers.

### 15. **Click the Publish GLN button.**



After you publish, any GLN Types you have added will be made "Active." By default, the GLN is now being shared with all GS1 US Location View/Use subscribers. You can change these share settings.

You can add an additional GLN Type, if necessary. Click the **Add GLN Type** and use the steps in these instructions for that specific GLN Type. [Learn more about adding an additional GLN Type.](#)





**Q Can I assign a GLN to my trading partner's company?**

A No, according to the GLN Management Standard, you should only assign GLNs to a company, or party, identified as part of your organization.

For parties, the responsibility for allocating a GLN falls to:

1) the legal entity itself - or another legal entity - that is part of the same organization; or

2) the organization identifying their own internal functions to support their business operations.

**Q Can a single location be assigned to more than one GLN?**

A It is acceptable for a location with the same "Address Line 1" to be assigned by the owner and any primary user(s) of the same location in support of their business operations.

For example, for third party logistics operations, buildings may rent out sub-locations (e.g., mall), and contract manufacturing facilities. In these situations, you can use Address Line 2 and Address Line 3 field to differentiate this address from another location.

**Q What happens when a GLN Type is no longer Active?**

A If the GLN Type is no longer in use by your organization, you can change the GLN Type to "Inactive." GS1 US Data Hub Location View/Use subscribers will continue to see the GLN, but they will see that this GLN Type is now "Inactive."

If the GLN no longer has any "Active" GLN Types, you can stop sharing this GLN with GS1 US Data Hub Location View/Use subscribers.

**Q Can I use GS1 US Data Hub to share GLNs with partners?**

A Yes, by default, the 13-digit GLN and Location Detail Record is shared with all GS1 US Data Hub View/Use subscribers, and with global users via the Verified by GS1 service.

You can turn off this "Share with All" setting and then share a GLN with a defined list of trading partners. Visit the "How Do I Share My Location" section in this guide.

### Want to Learn More?

[Add a Location](#) (Instructional Module)

[Get a GLN](#) (GS1 US Website)

[Foodservice: GLN Assignment Guidance for Foodservice](#) (PDF)



## "What If My Location Data Changes?"

If your location data changes, you can update the Location Detail Record. However, if the GLN Type is **Fixed Physical**, and you need to change "Address Line 1," "City" or "State," you will have to assign a new GLN, as per the GS1 GLN Allocation standard. If the GLN Type is no longer operating, you can make it "Inactive." Follow these steps to make changes:

### 1. Locate the location you want to change.

From the **My Locations** page, click the GLN for the location you want to edit. The Location Detail page displays.

### 2. Click the "Edit" button for the GLN or GLN Type.

You have three options:

a. Edit GLN attributes.

b. Edit the GLN Type.

**Note:** If the **GLN Type = Fixed Physical**, and **Active**, you cannot edit the **Address Line 1, City, ST, ZIP** or **Country** fields.

To make the GLN Type **Inactive**, click the **Make Inactive** button. To make changes, you will need to make this GLN Type **Active** again.

c. Add a new GLN Type. Click the **Add GLN Type** button and follow the steps defined in the Add a Location steps in this user guide.

GLN: 0061200276923 [DRAFT]

GLN: 0061200276923

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

GLN

Last Modified Date: 2023-09-07

Administrative Power: 0061200276923 | GS1 Company Prefix: 0061200

Industries: Consumer Packaged Goods

Supply Chain Roles: Undefined

Comment: N/A

Fixed Physical Active

Replace GLN: N/A | SGLN: unrec-stsign\_0061200.276923



GLN Types

Fixed Physical Location Active

Add GLN Type

### 3. Change attributes for this Location Detail Record, as needed, then click Save.

**Note:** if you try to change Address fields, such as Address Line 1 or City, you will receive an "Allocation Error" message.

This message prompts you to add a new GLN that contains the new address.

Allocation Error

Address cannot change for an Active Location. Click 'Assign a new GLN' to create a new location or Cancel. Assign a new GLN will immediately trigger a pending approval.

Prefix: 081414100 (765 / 1,000)

Cancel | Assign a new GLN





**Q Can I re-allocate my Published GLN to another party and/or location?**

A No, as of July 2022, the GLN Management Rules state that if a new party or location is required, it shall be allocated a new GLN to accurately distinguish it from any existing party or location. (e.g., a new legal entity is formed).

Click the "GLN Non-Reuse Rule" link below for more details, including exceptions.

**Q What if I need to create another location that has the same Address Line 1 as an existing Active location?**

A You can add additional address information in the Address Line #2 and Address Line #3 fields, if necessary.

This method will enable you to make distinctions among Location Detail Records that have the same Address Line 1.

### Want to Learn More?

[GLN Non-Reuse Rule \(Global GS1 web site\)](#)

[GLN Allocation Rules \(Global GS1 web site\)](#)



## "How Do I Share Locations with Trading Partners?"

By default, when you publish a GLN, it is shared with all GS1 US Data Hub Location View/Use subscribers. In addition, this GLN data is shared with users globally via the Verified by GS1 service. View/Use users can query by location/party details and verify location and company information.

To change this setting, click the **Administration** link, then the **Default Share Settings** link. Uncheck the box for **Share Your Locations (GLNs)**. Your GLNs will no longer be shared.

**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.

You can then 1) define a list of trading partners from all View/Use subscribers, and 2) selectively share **Published** GLNs with this list (see next page). 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.

### Define a 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

Q Search

**Add Trading Partners**

Search Results for: Company Name: Amalgamated

Q 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

**Q What if we check the "Share Your Locations (GLNs)" box again in the future?**

**A** When you share an individual location, you can specify if you want to use the company default settings, or if you want to hide the specific location.

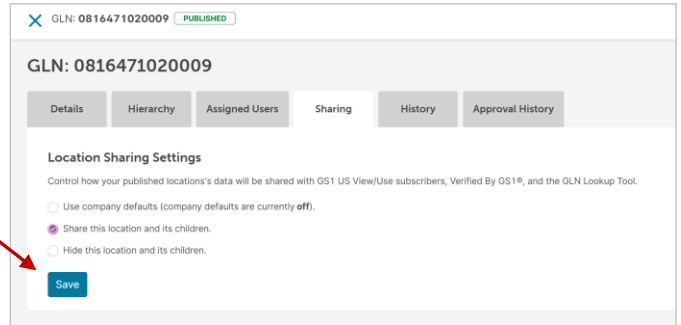




## Share an Individual GLN with Trading Partners

After you have defined a list of Trading Partners, you can now share location data with these trading partners:

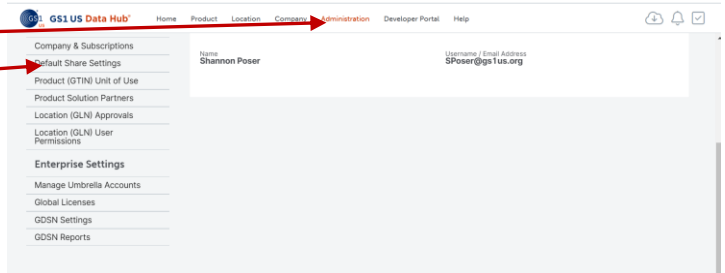
1. Click the GLN you want to share and then click the **Sharing** tab.
2. Check the box for **Share this location and its children**. Then click **Save**. This GLN will now be shared with your defined list of trading partners.
3. These trading partners will view all GLN data, including phone or email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



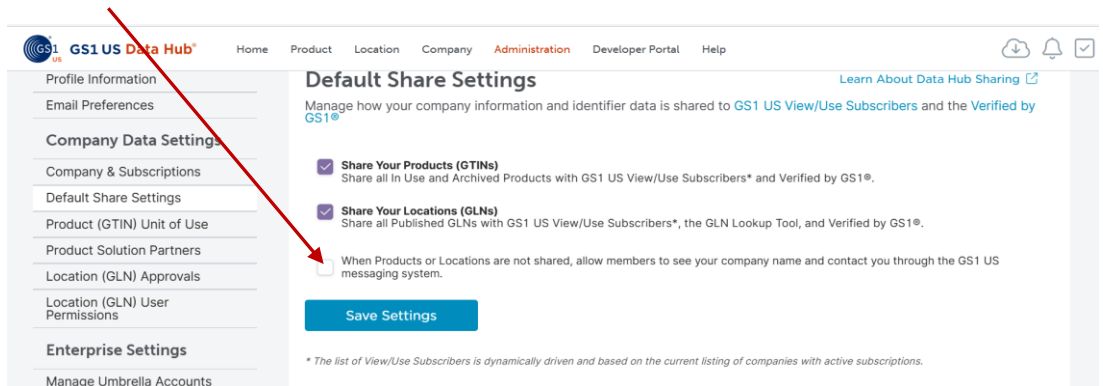
However, trading partners will not see how the GLN data was created, any "Comments", or the names of users who created or modified this data.

**Note:** For any GLNs you have not shared, any Location View/Use subscriber can request access by sending a message to your Location Administrator.

You can also turn off this setting. Click the **Administration** link, then click **Default Share Settings**.



Uncheck the box for **When Products or Locations are not shared, allow members to see your company name**.





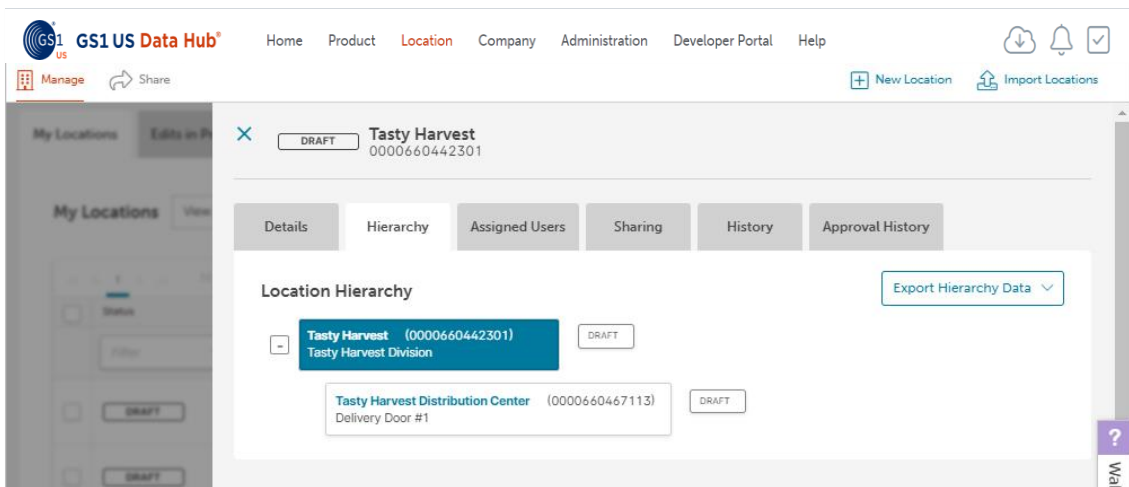
## Appendix A: View Location Hierarchy

You may want to think of your company's "Location hierarchy" as a way to arrange your organizational locations in levels of detail - from the broadest to the most detailed. This will help you define a relational structure of supply chain locations that supports supply chain operations. You can then create GLNs and assign them to supply chain transactions.

For example, you may want to create a location for a "central" Accounts Payable department as one location, and then create another location, the "Paid-By" location, which cuts the checks. In this example, you could make the Accounts Payable Department location the Administrative Parent location of the "Paid-By" location.

### 1. From the My Locations page, click the Location Name for the location you want to view.

When you have located the location, click the **Product Description** link. The **Location Detail** page displays. Click **Hierarchy** tab to view the location parent/child relationship:



### 2. Export this Hierarchy Data.

To export this hierarchy data, click the **Export Hierarchy Data** button.



## Appendix B: Definitions of Fields and Attributes

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**Address Suburb:** A suburb within a town or city.

**Base Location:** This attribute only displays when Mobile Physical. The Base Location is a GLN that contains the GLN Type of Fixed Physical and is the most common location for a Mobile Physical GLN Type. For example, the Base Location of a Food Truck is the location in which the truck is stationed when not in use.

**Business Transactions Enabled:** This describes the location's role within the supply chain. A location can have multiple roles.

**Bill To/Sold To:** Party which receives goods and invoice.

**Ship From:** Party from where goods will be or have been shipped.

**Deliver To:** Party to which goods are delivered. For example, this GLN may identify a receiving center.

**Paid By:** Party which initiates payment.

**Ship To:** Party which receives goods and invoices.

**Order By:** To be used only if ordering party and buyer are not identical. This GLN may identify the GLN as an order-taking location.

**Recall:** Identifies the GLN as a receiving center for product recalls.

**Sold From:** Party which sells products or services to a buyer.

**Order From:** To be used only if ordering party and buyer are not identical. For example, this GLN may identify the GLN as an order-taking location.

**Remit To:** Party to whom funds are directed for payment of a commercial invoice.

**Class of Trade (1, 2, 3):** Class of Trade is a classification typically used by the pharmaceutical industry to meet the reporting requirements of Federal and State agencies' statutory pricing regulations. Pharmacies apply Class of Trade codes to classify their organizations, enabling manufacturers to determine how products are to be paid.

All Class of Trade fields are required when you are creating a Location in GS1 US Data Hub and you select "Healthcare" as the Industry. Class of Trade 3 values that display are dependent on the Class of Trade 2 value you select.

**Note:** Organizations from any industry can select from an expanded list of Class of Trade 1 definitions to define the type of location. Class of Trade 1 is optional when you select any Industry other than "Healthcare."

**Cross Street:** A street intersecting a main street (usually at right angles) and continuing both sides of it.

**GLN:** Global Location Numbers (GLNs) are a globally unique GS1 Identification Key used to identify parties and locations. The GLN allows users to answer the questions "who" and "where" within their own organization and throughout the entire, global supply chain.



## Appendix B: Definitions of Fields and Attributes *(Continued)*

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**GLN Type:** A GLN can be used to identify whether the location or party is a legal entity, function, physical location, or digital location. This value designates exactly what is being identified. A “function” is typically a department that may share the same address as another location. A “physical location” can be either a fixed physical location or mobile location. The GLN type selected determines what additional attributes are available to be associated to the GLN.

**GeoCoordinates:** A geographic coordinate system is a three-dimensional reference system that locates points on the earth's surface. The unit of measure is usually decimal degrees. A point has two coordinate values: latitude and longitude. The latitude is specified by degrees, starting from 0° and ending up with 90° to both sides of the equator, making latitude Northern and Southern. The equator is the plane with 0° latitude.

**GeoShape:** A GeoShape is defined using several properties whose values are based on latitude/longitude pairs. Either whitespace or commas can be used to separate latitude and longitude. Whitespace should be used when writing a list of several such points.

**GS1 Company Prefix:** The GS1 Company Prefix is at the heart of the GS1 system of identifiers. It forms the base for a family of identifiers that are globally unique and can be used for a host of different applications. GS1 assigns GS1 Company Prefixes to entities that administer the allocation of GS1 System identification numbers. GS1 Company Prefixes are between seven and 11 digits in length. The GS1 Company Prefix is located on your prefix certificate, and it begins with a zero “0.”

**Location ID Type:** There are alternative “identifiers” for both parties (legal entity / function) and locations, perhaps for regulatory requirements or trading partner requirements, so you have a single source of truth for how a party or location is identified in all scenarios. Associating these IDs to a GLN adds value by connecting systems and enhancing interoperability. Examples: EU VAT, DUNS, LEI, Open Location Code, and UN/LOCODE. Additionally, proprietary identifiers can be associated to a GLN to support transitioning to standardized identification that can be used throughout the open supply chain.

**Location Name:** This is the name to describe this location. This can be changed after the GLN is made active.

**Location Reference:** For fixed physical locations and digital locations, either a postal address, coordinates or geoshape is mandatory. Only one location reference is required, though all could be entered if there is a need. For mobile physical locations only, there is an optional base location attribute.

**Organization Type:** Defines an organization’s role or purpose. More than one type can be used. Examples: Brand Owner, Retailer, Farm Operator, Healthcare Provider.



## Appendix B: Definitions of Fields and Attributes *(Continued)*

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**Organization ID Type:** This identification type is a previously assigned party or location identifier that can be associated to a GLN to add business value. The Organization ID Type can only be assigned to the Legal Entity or Function GLN Type.

You can associate Organization ID Types to a GLN Type, providing a single source of truth for how a party or location is identified in a scenario. Additionally, proprietary identifiers can be associated to a GLN to support a transition to standardized identification used throughout the open supply chain.

**Parent Org:** Designates the legal entity or function DIRECTLY ABOVE the location being identified in a hierarchy. This is not defaulted to the highest-level entity in the hierarchy. This can be different from the Administrative Parent, as it may be higher up in the hierarchy, for example.

**PO Box:** PO box number (a box in a post office or other postal service location assigned to an organization where postal items may be kept.)

**Postal Name:** The name of the mail recipient expressed in text (this may be different than the organization name).

**Industry:** This field is used to describe your industry. This industry can then be used by GS1 US Data Hub Products View/Use Subscribers to filter products. CPG = Consumer Packaged Goods, and represents groceries, health and beauty products, and home cleaning products. General Merchandise represents toys, furniture, flooring, etc. And the "General" selection indicates that a specific industry has not been specified.

**Replaces GLN:** A 13-digit GLN that previously identified an organization, party or location that is now being identified by another GLN.

**Related Organization Type:**

A GLN containing a "who" GLN Type (Legal Entity or Function) that is related to a GLN with a "where" GLN Type (Fixed Physical, Mobile Physical, Digital).

**Related Location Type:**

A GLN containing a "where" GLN Type (Fixed Physical, Mobile Physical, Digital) that is related to a GLN with a "who" GLN Type (Legal Entity or Function).

**SGLN:** The SGLN displays for a GLN in GS1 US Data Hub Location to support members using applications that leverage the Electronic Product Code (EPC), such as EPCIS and RFID. The SGLN field puts physical location GLN types in the correct format for 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



## Appendix B: Definitions of Fields and Attributes *(Continued)*

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**Supply Chain Role:** Role that best describes this GLN within the supply chain. The Supply Chain role is populated based on the Administrative Parent that's selected for this GLN. You can assign multiple Supply Chain Roles to a GLN. You can change these roles after the GLN is published.

**Top Level GLN:** When you license a GS1 Company Prefix, your organization automatically receives a Top Level Global Location Number (also known as your Entity GLN). GS1 US uses this Top Level GLN to consolidate all GS1 US licenses that you may be holding.

The Top Level GLN is displayed on the Manage Locations page. The address information is pulled from your GS1 US account information. When you enter GS1 US Data Hub for the first time, you'll see that the Top Level GLN is in the Published state, and the "Legal Entity" GLN Type has been assigned. This means that GS1 US Data Hub Location View/Use subscribers can view this Top Level GLN.

When you create your first GLN, you must assign this Top Level GLN as the "Administrative Parent." You cannot delete this Top Level GLN, and you cannot change the status of Legal Entity GLN Type to "Inactive." But you can make changes to Top Level GLN attributes.

**Verified by GS1:** The Verified by GS1 services enables users globally and freely to query for product, location and company data.

