The Global Language of Business

Guideline on how to fill out the GS1 Codes Template

Lists the conventions to be used when developing or entering a GS1 Code request.

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Document Summary

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Log of Changes

Release	Date of Change	Changed By	Summary of Change
1.0	Feb 2021	S. Robba	Initial publication
1.1	Dec 2021	E Harpell	Change to update the Codes template to accommodate a new field for the Code List Name. The field is no longer a drop down and must be filled in using a copy and paste from a second worksheet within the file.
1.2	Apr 2022	S. Robba	Template updates and corrections to simplify.

Disclaimer

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Document conventions

Like all GS1 standards and guidelines, like the "Guideline on how to fill out the Codes Template", are written in UK English.

The keywords, SHALL, SHALL NOT, and MAY, when they appear in this document, are to be interpreted as described in in Annex G of the ISO/IEC Directives, Part 2, 2001, 4th edition, as defined here:

- **SHALL** means that all conforming implementations must do what the statement says, otherwise the implementation is not conforming. No deviation is permitted.

- **SHALL NOT** means that all conforming implementations must not do what the statement prohibits, otherwise the implementation is not conforming. No deviation is permitted.

- **MAY** (or CAN) means that a conformation implementation is allowed to do what the statement says, but it is not required to for conformance.

1   Introduction

Codes are a part of the GS1 system of standards and SHALL be followed by all the parties that intend to conform to the GS1 standards for which the codes have been defined.

Codes SHALL be developed and maintained following the GSMP process.

This document provides guidelines on constructing quality codes covering the following GS1 domains:

- GDSN (Global Data Synchronisation Network): all messages currently used within the GDS Network within the business domains of Catalogue Item Synchronisation, Price Synchronisation, Item Authorisation and Party Synchronisation.
- Global Data Model.

When codes are developed for other GS1 domains, they should follow guidelines provided in this document. As the GS1 standards evolve, this document may need to be revised.

2   Guidance for creating a quality Work Request for a GS1 Codes

The code template is designed to provide minimal instruction.

✅ **Note**: The template rows of examples and use information. THE EXAMPLES ROWS MUST BE DELETED PRIOR TO SAVING YOUR CODE TEMPLATE AND UPLOADING IT INTO THE WORK REQUEST. .

✅ **IMPORTANT:** If this request is to change "a code value" or delete a code value, then a CHANGE row SHALL also be submitted with a definition change stating the Code Value is being deprecated with a migration statement, and a migration form template SHALL be included with the work request.

Example: Changing Code Value from OLD_CODE_VALUE to NEW_CODE_VALUE

Change the definition of OLD_CODE_VALUE to state "NOTE: this code value is being deprecated, please start using "NEW_CODE_VALUE. This is the old definition"

Add a new code of "NEW_CODE_VALUE"

Delete the old code "OLD_CODE_VALUE"

It is important for the community to have time to migrate, so the process is Add New, Change definition of Old, then Delete Old, once community migrates. GS1 will work with community on implementation timing.

The request for a code type of request SHALL follow the guidance for the following information:

[WR1] **Action** - to be performed on the requested code SHALL always be provided. One of the following values SHALL be used:

- ADD – for new codes

- DELETE – for existing codes that need to be removed

- CHANGE – for existing codes that need to be modified

[WR2] **Code List Name** –selection SHALL be made from 'Codelist' worksheet tab in the template and copied into each row (see below).
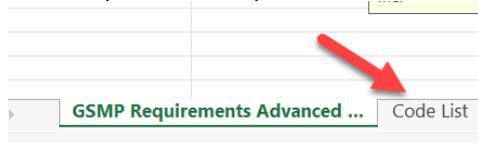
Note: This is NOT a drop-down selection. There is a technical issue with Microsoft, where they cannot be used with drop down. You must find the code you want to update on the Code List work sheet tab and copy it to your line item in the GSMP Requirements Advanced worksheet tab.

- If this is a code to be added, changed or deleted for an existing attribute, select from the drop-down list.
    - o   If the code list name does not exist, select "Code not listed"
    - o   If is a new code list for a new attribute, select "New"

Example:

- New

- NutrientTypeCode

- Code not listed

- PackagingMarkedLabelAcceditationCode

[WR3] **Attribute Name** – the attribute name SHALL be provided that the code value will be used for. All attributes SHALL begin with a lower case first letter and each word following will be upper case proper.

Example:

- nutrientTypeCode

- packagingMarkedLabelAcceditationCode

- height

- dVDRegionCode – note attributes beginning with an acronym start the same way.

[WR4] **Code Value –** The code value being requested, changed or deleted SHALL be provided and be all uppercase letters with an underscore between words.

✅ **Note:** Some code values are sequential numbers assigned by a GS1 Modeler. If this is the scenario, the "Modeler suggested" SHALL be used. The modeler will assign the code value at the time of release preparation.

✅ **Note:** ProductCharacteristicsValueCodes are no longer valid and should not be requested.

Examples:

- WATER_RESISTANT
- FDA

✅ **Important:** They should not contain spaces nor special characters

There are exceptions to these rules

OriginOfWineCode allows spaces where the spaces are part of a region. The Region and sub-regions are separated by spaces.

MeasurementUnitCode we allow special characters as we utilise the Unified Code system for the codes.

For Units of measure, we are using the following systems in this order:

- Unified Code system – best to put Modeler suggested
- UN Rec 20
- GS1

[WR5] Code Name – All requests to add a code or if the change request is to modify the code name, then a Code Name SHALL be populated.

The format of a code name should follow typical use of capitalization of a name. Upper case SHALL only be used to start a code name or if it is a formal name of something.

Acronyms should be followed the full text of a name with the acronym in brackets.

✅ **Note:** A change to a code name SHALL NOT use font colours nor strikethroughs to represent changes. Fonts do not upload into the work request system.

Example:

- Water resistant
- Food and Drug Administration (FDA)

[WR6] Code Definition – All Code requests SHALL have a business friendly and succinct definition.

TIPS:

All definitions SHALL have proper punctuation. Make sure you end sentences with a period ".".

All acronyms SHALL be in parenthesis after the full text of the acronym has been stated.

A definition should be able to give a visual representation of the code is a characteristic of a product.

Definitions SHALL NOT just repeat the code, except in special circumstances when there is a global understanding. (This is rare).

A definition SHALL be able to be understood globally. Avoid using colloquial or local sayings.

A change to a definition SHALL NOT use font colours nor strikethroughs to represent changes.

Example:

- The item is designed to resist and entirely prevent the penetration of water.

- The National Drug Code (NDC) of the United States of America is a unique 10-digit, 3-segment number assigned to each medication listed under Section 510 of the U.S. Federal Food, Drug, and Cosmetic Act. The number identifies the labeller or vendor, product, and trade package size.

Important: There are a few code lists that have special formats for their definitions.

These are: with example of format.

- AllergenTypeCode

  o Animal/Plants example: Perch and its derivatives   Definition (includes Common Name): Refers to the presence of Perch and its derivatives in the product. - Family/Genus/Species: Percidae subfamily Percinae/Perca/(various) - Also known as: Acadian Redfish, Argentinian Sandperch, Barred Surfperch, Black Surfperch, Blue Cod, Calico Surfperch, Chilean Sandperch, Climbing Perch, Deepwater Redfish, Eurasian Perch, Golden Perch, Golden Redfish, Grass Goby, Namorado Sandperch, Nile Perch, Norway Redfish, Pacific Ocean Perch, Painted Comber, Pile Perch, Redtail Surfperch, Rockfish, Rubberlip Seaperch, Sandperch, Sauger, Shiner Surfperch, Silver Perch, Striped Surfperch, Thicktail Cardinalfish, Volga Pikeperch, Walleye Surfperch, White Perch, Yellow Perch, Zander, Zebra Perch - Disclaimer: Refers to the presence of the allergen in the product, as listed in the regulations specified by an agency and specification or any local market regulations.

  o Chemicals example: Amylcinnamyl alcohol   Definition (includes Common Name): Refers to the presence of Amylcinnamyl Alcohol in the product. - CAS Registry Number: 101-85-9 - Also known as: alpha-Amylcinnamyl alcohol - Disclaimer: Refers to the presence of the allergen in the product, as listed in the regulations specified by an agency and specification or any local market regulations.

- NutrientTypeCode - GS1 Tagname Description: An artificial sweetener which is a derivative of a dipeptide compound of the amino acids aspartic acid and phenylalanine. Neotame has been developed as a sweetener with a high degree of sweetness and is obtained by N-alkylating aspartame. - UOM for Nutrient Panel: MGM - GS1 Notes, Keywords, and Examples: - GS1 Comment: GS1 temporary code - GS1 Synonyms:

- OriginOfWineCode - AR_MENDOZA_LUJÁN DE CUYO   Argentina - Mendoza - Luján De Cuyo

[WR7] Managing Agency – This is to state who manages the code system.

This SHALL be populated with "GS1" except when there is an update to a code list supported by other agencies like ISO

Example:

- GS1
- ISO
- Unified Code
- UN

[WR8] Based on Code List

This SHALL be "N/A" except when a different Managing Agency is used.

Example:

- N/A
- ISO 3166 3-Digit Numeric
- UN Rec20

[WR8] Type of Management

- Do not populate

[WR9] Comments – A CHANGE must include the text being remove or changed. Provide the original code value, code name or definition, if applicable.

A. Template to submit a Work Request for GS1 Codes
   https://www.gs1.org/standards/wr.