Guideline on how to fill out the GS1 Codes Template

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

*Release 1.1 Draft, December 2021*
Document Summary

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Contributors

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<th>Name</th>
<th>Organisation</th>
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Log of Changes

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<td>S. Robba</td>
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<tr>
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<td>E Harpell</td>
<td>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.</td>
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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).

![Code List](image)

**Note:** This is NOT a drop-down selection. There is a technical issue with Microsoft, where the cannot be used with drop down. You must find the code you want to update on the Code List worksheet tab and copy it to your line item in the GSMP Requirements Advanced worksheet tab. These codes are (Highlighted are common searches):

- **New**
  - AcidificationMeasurementProtocol
  - CalendarDateFormatTypeCode
  - ClinicalSizeTypeCode
  - ClinicalWarningAgencyCode
- **Code not listed**
  - DangerousGoodsRegulationCode
  - DateFormatCode
  - DeliveryFrequencyCode
  - DexterityUsageCode
  - discountBaseTypeCode
  - EContentEnvironmentTypeCode
- **FeatureCode**
  - FrontFaceTypeCode
  - HandlingInstructionsCode_GDSN
  - healthcareGroupedProductCode
  - LightBulbFiiamentCode
  - LightBulbLampTypeCode
  - LightBulbShapeCode
  - PaymentTermsEventCode
  - ProductCharacteristicsValueCode
  - ProductUsageBodyLocationCode
  - SparePartsAvailabilityEffectiveDateTypeCode
  - StackingPatternTypeCode
  - TargetConsumerAgeGroupCode
  - TargetComsumerUsageTypeCode
  - TradeItemExclusiveSellingLocationCode
• TransactionalMeasurementUnitCode
• ZoomTypeCode

- 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
- NutrientType
- Code not listed
- PackagingMarkedLabelAccidetation

**[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
- packagingMarkedLabelAccidetationCode
- 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 provided.

Example:
- WATER_RESISTANT
- FDA

**[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.

For Units of measure, we are using the following systems in this order:
- Unified Code system – best to put Modeler suggested
- UN Rec 20
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
- FDA (Food and Drug Administration)

[WR6] Code Definition – All new 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.
All acronyms SHALL be extended to the full text in a definition.
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 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.

This SHALL be populated with “GS1” except when there is an update to a code list supported by other agencies like ISO
- Rules that are not target market specific SHALL have value ‘Global’

Example:
- GS1
- ISO

[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

[WR8] Type of Management
■ Do not populate

[WR9] Comments – This SHOULD contain if applicable
Modification – CHANGE include the text being remove or changed.

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