GS1 US Data Hub® | Location
User Guide

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Assign or Change a Parent Location for a GLN

Use this guide to assign or change the position of this GLN in your hierarchy.

How to Assign a Parent Location to a GLN
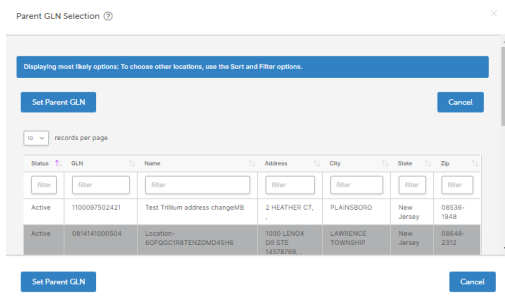
Note: You must assign a Parent Location when creating a GLN

1. From the menu bar, select **Location**.

2. Select **Create**.

3. Fill-in **Location Name** (required) and **Location Name 2** (optional).

4. Click ⊕ to select the **Parent** location.

5. Click the appropriate row of the **Parent** location you wish to use.

6. Click **Set Parent GLN**. You will now be returned to the Location **Details** page.

7. Enter all necessary additional information for your Location.

8. Click **Save**.

Changing a Parent Location for a GLN

Note: You can change a **Parent** Location for a GLN.

1. From the menu bar, select **Location**.

2. Select **Manage**.

3. Select the row of the Location you wish to update.

4. In the row you selected, click on the **Location Name** hyperlink. This will take you to the **Details** tab for that Location.

5. Click the minus ⊖ symbol in the Parent field.

6. Click **Remove Parent Location**.

7. Click the plus sign ⊕ .

8. Select the desired **Parent GLN** row.

9. Click the **Set Parent GLN** button. This will take you to the **Details** tab for that Location.

10. Click **Save**.

Assign New Users To/ Remove Users from a Location

Use this guidance to specify users who can modify a specific location.

How to Assign New Users to a Location	How to Remove Users From a Location

How to Assign New Users to a Location

1. From the menu bar, select **Location** >**Manage**.

2. In the data table click the **Location Name** hyperlink. This will take you to the location **Details** page.

3. Click the **Assign Users** tab.

4. Click the **Add New** button.

5. In the **Add New User** dialog box select one or more users to be assigned to the location. Users will be assigned via the hierarchy to all descendant locations.

6. Click **Continue**. You will see the new user added to the User data table.

How to Remove Users From a Location

1. From the menu bar, select **Location** > **Manage**.

2. In the data table click on the **Location Name** hyperlink. This will take you to the location **Details** page.

3. Click the **Assign Users** tab.

4. Select the **Username**(s) that you wish to remove from the User data table.

5. Click **Remove.**

6. Click **Continue** in the **Confirm Delete** dialog box (see box below). You will see your changes reflected in the User data table.

💡 **TIP:** To add or remove roles assigned to users, see Administration User Guide.

Create a Location

Follow the steps below for creating a location.

START

① Click **Location** > **Create**.

② Complete **Location Name** (required) and **Location Name 2** (optional).

③ Click ⊕ to select the **Parent** location.

④ Highlight the desired **Parent GLN Location** from the dialog box. Click the **Set Parent GLN** button.

⑤ Click the **Set Parent GLN** button.

CONTINUE

Create a Location (*continued*)

START

6 **Industry** is populated based on your chosen **Parent GLN**. To change the **Industry**, choose from the drop-down list: General, CPG, Healthcare, Foodservice.

7 **Supply Chain Role** is populated based on your chosen **Industry**. To change the **Supply Chain Role**, choose from the drop-down list.

8 Depending on your GS1 US Data Hub | Location role, you may see a check box to **Manually Assign GLN.** Keep **Manually Assign GLN** unchecked for the system to automatically assign a GLN. Check **Manually Assign GLN** only if you do **not** want a GLN automatically assigned after a successful save. If you do not see the check box option on your screen, skip to step 9.

9 Depending on your GS1 US Data Hub | Location role, you may see a drop-down list to select the **GS1 Company Prefix**. Select the appropriate GS1 Company Prefix. If you do not see the drop-down list option your screen, skip to step 10.

10 Enter the **Replaced GLN** if appropriate. This is an optional step. Use this field if the new GLN you are creating replaces an existing GLN.

CONTINUE

Create a Location (*continued*)

11

Address Information

Address Line 1
| Required for Active |

Address Line 2
| Optional |

Address Line 3
| Optional | **12**

| City | State\Province | Zip |
| Required for Active | Please Choose ▾ | Required for Active |

Country
| UNITED STATES ▾ |

Phone
| Required for Active |

Date USPS Verified   **14**
| |

Location Comment
| Optional |

Address Verification
Address successfully verified.

13

Identical Location   ✕

The location matches an existing location in the Registry

Company: Amalgamated Hospital Purchasing
GLN: 1100082696739

| Undo Changes & Message Company | | Cancel |

START

11 Complete the **Address Information** and **Phone** (format 555-555-5555).

12 Address line 3 may be used to differentiate a space within a building or campus that shares the same USPS address as another location. An example of this is within a hospital that needs to differentiate a storage room from a nurses' station or one doctor's office from another.
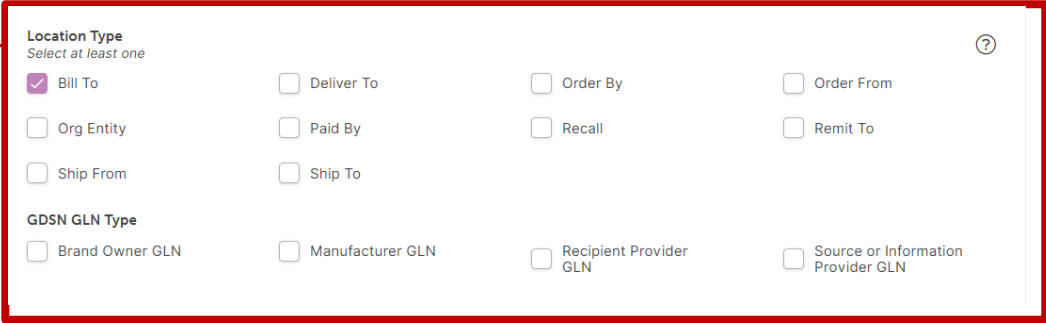
13 **Address Verification** message will appear on top right hand of the screen if the address has been successfully verified. If the USPS was not able to match the address as you listed it, see page 7 for steps on how to verify the address. If you enter a duplicate address in the system, you will receive the **Identical Location** message.

14 The current date will appear in the **Date USPS Verified** field after the location has been saved.

CONTINUE

Create a Location (*continued*)

15 > Business Attributes

16 Location Type
Select at least one   ?

☑ Bill To   ☐ Deliver To   ☐ Order By   ☐ Order From

☐ Org Entity   ☐ Paid By   ☐ Recall   ☐ Remit To

☐ Ship From   ☐ Ship To

GDSN GLN Type

☐ Brand Owner GLN ☐ Manufacturer GLN ☐ Recipient Provider   ☐ Source or Information
                                          GLN   Provider GLN

17 ⌄ Business Sector/Corporate Relationship

18
HC Corporate Relationship   Class Of Trade 1

Select...   ⌄   Select...   ⌄

Class Of Trade 2   Class Of Trade 3

Select...   ⌄   Select...   ⌄

19 Class Of T...   Comment

[text area]

20   [Clone]   [Delete]   [Make Active]   [Save]   [Cancel]

START

15 Before making this location active, you must complete the **Business Attributes**. Click on the **Business Attributes** heading to display the fields in this section.

16 Select the **Location Type** (select at least one) and the **GDSN GLN Type** (optional).

17 For some industries, the **Business Sector/Corporate Relationship** will display and will differ based on the chosen **Industry** and **Supply Chain Role** for the location. Click on this heading to display the fields in this section.

18 Select the appropriate Corporate Relationships and Class of Trade. Required fields have an asterisk (*).

19 **Comments** fields are optional.

20 While the location record is in Draft status and before making it Active, you can make changes, clone (copy) it , or delete it. See page 12 in this Location User Guide.

Click **Save.**

When you are ready to make this location active, click **Make Active**. Once a location becomes active it cannot move back into Draft and must adhere to the GLN Allocation rules from the GS1 Standards.

.

CONTINUE

Create a Location (*continued*)

You are making this location active. Once a location becomes active it cannot move back into Draft and must adhere to the GLN Allocation rules from the GS1 Standards.

21 → Continue   Cancel

Home > Location > Details

22 Active (0814141001037) - Location Test Example ⑦

| Details | Hierarchy | Assign Users | Sharing | History | Approval History |

START
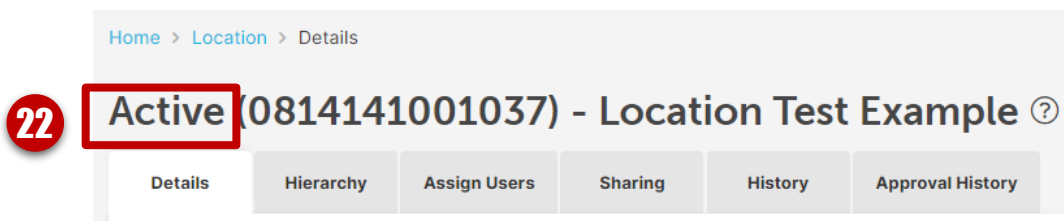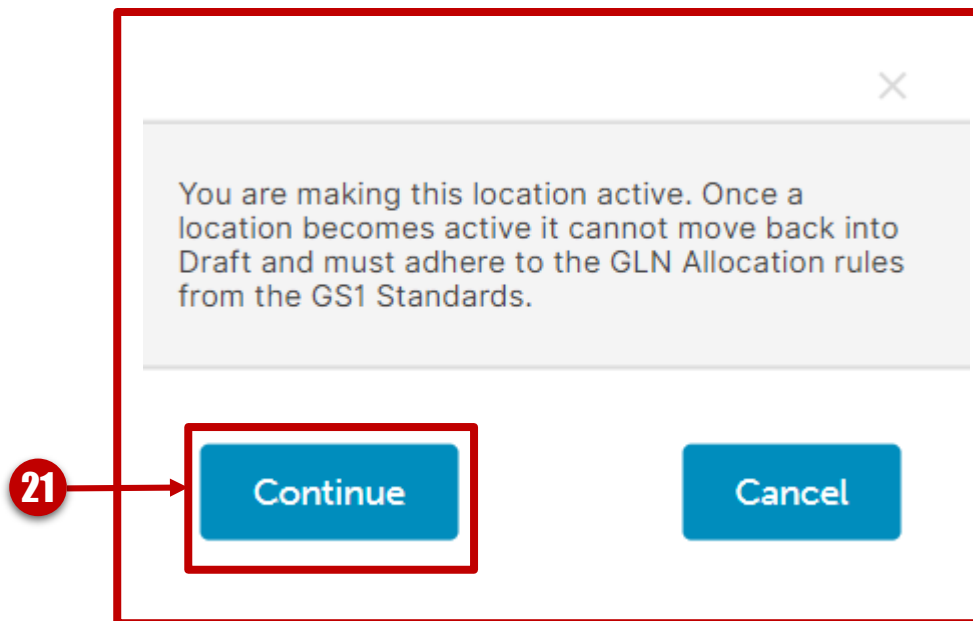
21 Click **Continue** in the dialog box.

22 You will now see **Active** listed in the top left hand corner by the GLN and location name, confirming that your location is currently Active.

If your company requires approvals, a location administrator will be notified of the changes. See page 33.**

STOP

Verify Address

If the USPS was not able to match the address as you listed it, a **No Match** message will display asking to **Cancel** or **Proceed as Not Verified**.

No Match   ✕

Street name does not match directory. Possible cause: Input street name is misspelled or missing.

1 → Cancel   **Proceed as Not Verified**

Not Verified   ✕

Please select why this address is not verified:

2 → ○ This is a new address not yet recognized by the USPS
○ The address found by the USPS is not the correct address
○ The city name or zip-code for this address was recently changed by the USPS
● Other

3 →
Comment is Required

4 → Continue   Cancel

START

1 Click **Proceed as Not Verified.**

2 Select the reason why the address is not verified.

3 Enter the reason as a comment if choosing **Other**.

4 Click **Continue**, to return to the **Details** page.

STOP

Create a New Location and Verify Address

Use this Quick Start Guide to create a new location and verify an address.

How to Create a New Location	Verify Address

How to Create a New Location

1. From the menu bar, select **Location** > **Create**.

2. Fill in **Location Name** (required) and **Location Name 2** (optional).

3. Click ⊕ to select the **Parent** location.

4. Highlight the desired **Parent GLN Location** from the dialogue box. Click the **Set Parent GLN.**

5. **Industry** and **Supply Chain Role** are populated based on your chosen **Parent GLN**. To change these selections, choose from the drop-down list.

6. Depending on your Data Hub | Location role, you may see a check box for **Manually Assign GLN.** Keep **Manually Assign GLN** unchecked for the system to automatically assign a GLN. Check **Manually Assign GLN** only if you do **not** want a GLN automatically assigned after a successful save. Skip to step 9 if you do not see this check box.

7. Depending on your Data Hub | Location role, you may see a drop-down list to select the appropriate **GS1 Company Prefix**. Select the appropriate GS1 Company Prefix, or skip to step 9 if you do not see this drop-down list.

8. Enter the **Replaced GLN** if appropriate.

9. Complete the **Address Information**.

10. Click **Business Attributes**. Complete the **Business Attributes**.

11. Click **Business Sector/Corporate Relationship,** if displayed. Complete the required fields.

12. Click **Save**. The system will automatically verify the address. If the USPS was not able to match the address as you listed it, you will see a message asking to **Cancel** or **Proceed as Not Verified**. (See **Verify Address** details in right column of this page).

13. Click either **Make Active**, **Save**, or **Cancel**.

Verify Address

1. If the USPS was not able to match the address as you listed it, you will see a message asking to **Cancel** or **Proceed as Not Verified**.

No Match ✕

Street name does not match directory. Possible cause: Input street name is misspelled or missing.

[Cancel]   [Proceed as Not Verified]

2. If you wish to **Proceed as Not Verified** select the reason why the address is not verified. Enter a reason as a comment if choosing **Other**.

Not Verified ✕

Please select why this address is not verified:
- ○ This is a new address not yet recognized by the USPS
- ○ The address found by the USPS is not the correct address
- ○ The city name or zip-code for this address was recently changed by the USPS
- ● Other

Comment is Required

[Continue]   [Cancel]

3. Click **Continue**, and you will be taken back to the **Details** page.

Edit a Location and Delete a Draft Location

Use this guideline to make changes to a location, delete a draft location or change the status of an active location. Depending on your role, you may or may not have permission to delete locations.

How to Edit a Location

1. From the menu bar select **Location** > **Manage**.

2. Select the location from the Data Table by clicking the **Location Name** hyperlink to open the **Details** page of the selected location.

3. On the **Details** page make your desired edits. Changes to the address fields will trigger a GLN Allocation Error message (see the instructions below).

4. Click **Save.**

GLN Allocation Rules Error Messages

When editing an address for an **active GLN**, a GLN Allocation Rules error message will be triggered. You can either continue with the change, or you can assign a new GLN.

Below are the steps if you wish to continue with the change and do not wish to assign a new GLN:

1. Click the **Continue** button.

2. Enter a comment for the change in the comment box.

3. Click **Save**. You will see the changes on your screen.

Location Edits That Require Approval

Depending on your role, your changes may require approval. If you require an Approver for your change request, you will see the **Submit for Approval** button on the bottom right-hand side of the page.

The Approver will either Approve, Reject or Cancel your change request.

How to Delete a Draft Location

In GS1 US Data Hub | Location you are only able to delete **Draft** locations. Depending on your role, you may or may not have permissions to delete locations.

1. From the menu bar select **Location** > **Manage**.

2. Select the location from the Data Table by clicking the **Location Name** hyperlink. It will take you to the **Details** page of the selected location.

3. Click the **Delete** on the bottom right-hand side of the screen.

4. In the **Delete Confirmation** dialog box click **Continue**.

Change the Status of an Active Location

Active locations need to progress through the GLN life cycle. **Active** locations can become **Inactive**, but they cannot be deleted.

Click on the **Make Inactive** button on the bottom right-hand side of the screen.

How To Export Your Location Information

GS1 US Data Hub allows you to export your location information to a worksheet. You can export all location information or apply filters to narrow how/which location information gets downloaded. To export your location information, complete the following:
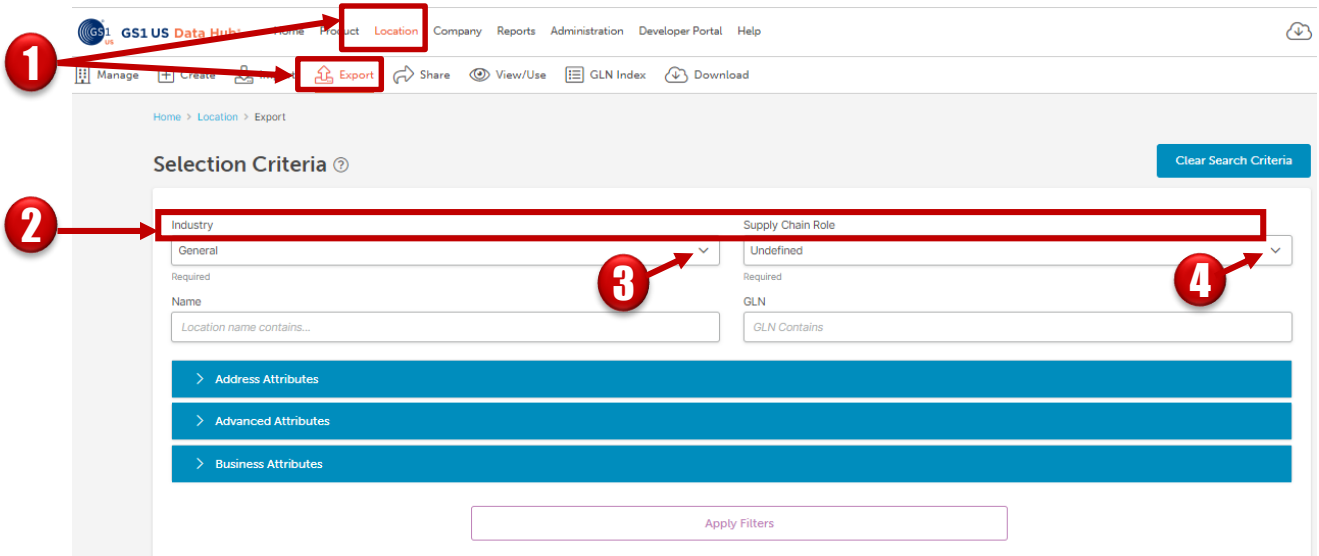
Click **Location** > **Export.**

Complete the necessary information. **Industry** and **Supply Chain Roles** are required. Different templates exist for different industries.

Select the appropriate **Industry** from the drop-down list: General, CPG, Healthcare, or Foodservice.

Select the appropriate **Supply Chain Role** from the drop-down list. The drop-down list will be populated based on your **Industry** selection.

How To Export Your Location Information (*continued*)

5

Address Attributes

Address Line 1

Address Line 1 contains...

Address Line 2

Address Line 2 contains...

Address Line 3

Address Line 3 contains...

City	State	Zip
City contains	Any	*Zip contains*

Country

UNITED STATES

Verified

Any

6

Advanced Attributes

Statuses to Include

☐ Draft   ☑ Active   ☐ Inactive

Validated

Any

Show Record Modified

From	To
mm/dd/yyyy	mm/dd/yyyy

☐ Only include locations I manage

7

Business Attributes

Location Types to Include

☐ Bill To	☐ Deliver To	☐ Order By	☐ Order From
☐ Org Entity	☐ Paid By	☐ Recall	☐ Remit To
☐ Ship From	☐ Ship To		

GLN Types to Include

☐ Brand Owner GLN   ☐ Manufacturer GLN   ☐ Recipient Provider GLN

☐ Source or Information Provider GLN

8 ⟶ Apply Filters

START

5 Optional: Select the appropriate **Address Attributes** to filter your results.

6 Optional: Select the appropriate **Advanced Attributes** to filter your results.

7 Optional: Select the appropriate **Business Attributes** to filter your results. Depending on the **Industry** and **Supply Chain Role** selected, you may see additional drop-down Business Attributes selections.

8 Click the **Apply Filters** button.

CONTINUE ➡

How To Export Your Location Information (*continued*)

9 Results Data Table

Download All for Update **Custom Export All** **10**

GLN	Location Name	Address Lines	City	State	Zip Code	Country	Link
filter	filter	filter	filter	filter	filter	filter	filter
0814141000009	GS1 US Enterprises 1	5 MAIN ST STE A, LAWRENCEVILLE PIKE CORPORATE, Legal Entity GLN	TRENTON	New Jersey	08691-1422	UNITED STATES	Export Hierarchy
1100097281197	GS1 Enterprises	LAWRENCEVILLE PIKE CORPORATE, 3 MAIN ST STE A, Legal Entity GLN	TRENTON	New Jersey	08691-1408	UNITED STATES	Export Hierarchy

11

A	B	C	D	E	F	G	H	I
Action	Status	TempID	GS1CompanyPrefix	GLN	ParentGLN	TempParentID	LocationName	LocationName2
	Active			1100002004965			Amalgamated Hospital Purchasing	
	Active			1100002008840	1100002004965		Amalgamated Test MD	Amalgamated Test MD Location 2

12

Export Specifications ×

Select the Fields to Export

Select All   **Clear Selections**

Location Details

☑ Location Name   ☐ Location Name 2   ☑ GLN

☐ Status   ☐ Parent GLN   ☐ Replaced GLN

Address Details

☐ Address Line 1   ☐ Address Line 2   ☐ Address Line 3

☐ City   ☐ State   ☐ Zip

☐ Country   ☐ Phone

13

14 **Export**

(START)

9 View the Results Data Table.

10 Select either **Download All for Update** or **Custom Export All.**

11 **Download All for Update:** Allows you to select existing location records to download for modification. The records will be downloaded locally in a formatted worksheet that is easily re-imported into GS1 US Data Hub | Location. **Note:** When re-importing the data, you must enter "Update" in the "Action" column (column A).

12 **Custom Export All:** Allows you to export specific location fields based on the criteria you select. Use

13 Use the slide bar within the window to scroll to Business Details and Export File Type. Select either tab delimited or a worksheet from the Export File Type drop-down list.

14 Click **Export** to export your data to the **Export Center**. View results by clicking the Cloud icon ☁ located in the top right-hand corner of the screen.

(STOP)

Import Location Data

See the steps below for Importing GLN data using an Excel spreadsheet.

> **Note:** Ensure your top level GLN is active before you create locations using import. The top level GLN can then be used as the Parent location for any other GLN you may create. Refer to the User Guide for more information.

1 Click **Location** > **Import**.

2 Use the breadcrumb as needed to return to the Home or Locations page.

3 Additional Import options:

Download Import Template– click hyperlink to download an Excel spreadsheet formatted to include all of the fields necessary for importing location data into GS1 US Data Hub | Location. The template may vary based on **Industry** and **Supply Chain Role**.
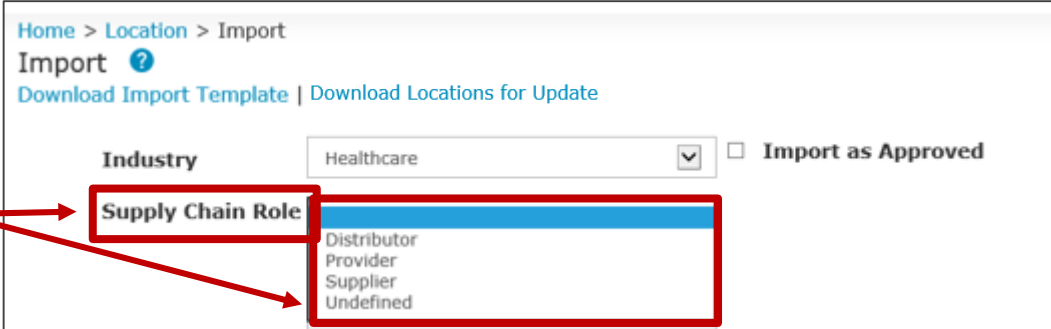
Download Locations for Update– click hyperlink to select existing Location records to downloaded for further modification. The records will be downloaded in an Excel spreadsheet in template format that is easily re-imported into GS1 US Data Hub | Location.

4 **Industry**: Required field. The industry shown in this field is inherited from the parent GLN of this location, but may be changed by choosing from the drop-down list. The options are: General, CPG, Healthcare, and Foodservice.

Import Location Data (*continued*)

Home > Location > Import
Import
Download Import Template | Download Locations for Update

| Industry | Healthcare | ☐ **Import as Approved** |

⑤ → **Supply Chain Role**

Distributor
Provider
Supplier
Undefined

START

⑤ **Role in the Supply Chain:** Required field. The supply chain role shown in this field is inherited from the parent GLN of this location, but may be changed by choosing from the drop-down list. This is the primary function this GLN plays in the supply chain. Available options are based on the selected Industry for this GLN. See the industry options below.

General: Manufacturer, Solutions Provider, Undefined
CPG: Manufacturer, Solutions Provider, Undefined
Healthcare: Distributor, Provider, Supplier, Undefined
Foodservice: 3rd Party Warehouse, Distributor, Independent Operator, Manufacturer, Operator

CONTINUE

Import Location Data (*continued*)

START

6 **Import as Approved**: Editors will see this option. Checking this box allows the locations to be imported into GS1 US Data Hub | Location as already approved. The locations do not need to be sent to an Approver.

7 **Download Import Template:** Allows you to download an Excel spreadsheet formatted to include all of the fields necessary for importing location data into GS1 US Data Hub | Location. Each industry may have different required data fields, e.g Healthcare has fields for Class of Trade, and Foodservice does not. See page 16 for information on these fields

8 **Upload file:** Click **Browse** to go to your computer to find the file that you wish to import. Click **Submit** to import your chosen file.

CONTINUE

Import Location Data (*continued*)

START

9 Data table information:

File name: The name of the computer file you imported.

Import Date: The date you requested the file to be imported.

Imported By: The User ID of the named user at your company that requested the import.

Status: This will tell you whether the import was completed or if it still in progress.

 # Processed: This is the number of Location records that went through the import process.

 # Successful: This is the number of Location records that were successfully uploaded into GS1 US Data Hub | Location.

 # Errors: This is the number of Location records in the import file that produced errors and were not successfully uploaded into GS1 US Data Hub | Location.

10 **Refresh button:** Use to refresh the status of the import; for example you can see when the file goes from "processing" to "complete."

CONTINUE

Location User Guide

Import Location Data (*continued*)

(11)

File Name	Import Date	Imported By	Status	# Processed	# Successful	# Errors
filter	filter	filter	filter	filter	filter	filter
Import_Test_3_Gen_Undef_20160212135310.csv	2/12/2016	adminGPO@amalgamated.com	Complete	1	1	0

(12)

File Name	Import Date	Imported By	Status	# Processed	# Successful	# Errors
search	search	search	search	search	search	search
Import_Test_Foodservice_Independent_Operator_Template(1)_2016025164224.csv	2/5/2016	adminsupplier@meddevrus.com	Complete	1	0	1
Import_Test_Healthcare_Provider_Template(4)_2016025145044.csv	2/5/2016	adminsupplier@meddevrus.com	Complete	1	0	1

(13)

ErrorMessage
Exact match for USPS failed. Near match address returned was:AddressLine1: 1009 LENOX DRIVE, AddressLine2: , City: LAWRENCEVILLE,

AdditionalInfo
State: NJ, Zip: 08648An active Prefix licensed by your company is required,The Action must be Create, Update, or Correct,Country is invalid,

START

After you have imported your data, you will see your information in the data table.

(11) Example where one location file was imported successfully.

 # Processed: Shows one Location record went through the import process.

 # Successful: Shows one Location record was successfully uploaded into GS1 US Data Hub| Location.

(12) Example where two location files have errors.

 # Processed: Shows that two Location records went through the import process.

 # Successful: Shows zero Location records were successfully uploaded into GS1 US Data Hub| Location.

 # Errors: Shows that that two Location records produced errors and were not successfully uploaded into GS1 US Data Hub | Location.

(13) **Error Message** examples. Data Hub will display error messages for each location record and for the specific field in the location record. Correct the errors, remove the Error Message and Additional Information columns and re-import the file into GS1 US Data Hub | Location. Best practice: submit the corrected records on a new template rather than resubmit the corrected records on the previous template.

STOP

Import Template Field Requirements

This document provides field descriptions on the Location Import Template. Industry specific fields are also defined as provided on the specific Industry templates.

> **Note:** Ensure your top level GLN is active before you create locations using import. The top level GLN can then be used as the Parent location for any other GLN you may create. Refer to the User Guide for more information.

Data Hub will return a results file to confirm the upload or to identify errors for each record. Contact Member Support if you run into import issues.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	Action	This field designates the action being performed on each location record. Valid values are: **Create** – to add an Active or Draft location; **Update** – to change the status of a location **Correct** – to edit information on Active and Draft location records **Verify** – to validate an address against the USPS database prior to importing	**Required** If Action equals "Update" the GLN is required. If there are multiple industries, submit one import file per industry.	TEXT	6	7
All	Status	The various states that may be assigned to a location as it moves through its life cycle. Valid values are: **Draft** **Active** **Inactive**	**Required** Note: Once the status moves to "Inactive", the location record is no longer editable and the status is not reversible. Any pending changes will be lost. All child locations assigned below this location in the hierarchy will be set to Inactive, and all users assigned to this location or any child locations will also be set to Inactive.	TEXT	5	8

Import Template Field Requirements *(continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

> **Note:** Ensure your top level GLN is active before you create locations using import. The top level GLN can then be used as the Parent location for any other GLN you may create. Refer to the User Guide for more information.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	TempID	For a pool prefix user* to assign a unique number until a GLN is assigned	Optional This field may be blank	TEXT	1	13
All	GS1 Company Prefix	The desired GS1 Company Prefix from the list of your organization's prefix(s) to be used to generate the GLN.	**Required** Leave blank for pool prefix	TEXT	7	11
All	GLN	This is the numeric 13-digit representation of the Global Location Number (GLN) as it would be stored in a database. To manually assign GLN, "Action" = create and GS1 Company Prefix is required.	**Required** when Action equals "Update" Leave blank for pool prefix	TEXT	13	13
All	ParentGLN	Use this field to select which GLN is directly above the location in your GLN hierarchy. Needed for every GLN except the top-level location, which does not have a parent location.	**Required** for all locations Leave blank if location is the top-level, parent location	TEXT	13	13
All	TempParentID	For pool prefix user to import locations as a hierarchy. User assigns the numeric value to locations that do not have a Parent GLN to represent the hierarchy.	Optional This field may be blank	TEXT	1	13

* Pool prefix is used by GPO and Healthcare providers.

Location User Guide

Import Template Field Requirements *(continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	LocationName	The name of the facility being described	**Required**	TEXT	1	80
All	LocationName2	A secondary facility name	Optional This field may be blank	TEXT	0	80
All	ImportAsNotUSPSVerified	Allows you to import addresses as "not verified." Valid values: **Y** - override the US Address Verification by the USPS **N** – may generate errors if location has not yet been verified by USPS	Optional This field may be blank	TEXT	0	1
All	ReplacedGLN	The GLN assigned to this location previously, if any.	Optional This field may be blank	TEXT	13	13
All	AddressLine1	The primary street address for your location. The USPS address is validated if Country = United States	Optional for Draft **Required for Active**	TEXT	1	80
All	AddressLine2	Any secondary information such as Suite, Floor, etc. The USPS address is validated if Country = United States	Optional This field may be blank	TEXT	0	80

Import Template Field Requirements *(continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	AddressLine3	Additional descriptive information that is not verified through the USPS data base. Best practice is to use AddressLine3 when there are multiple locations using the same USPS address. Examples: billing office vs. the loading dock, cardiology lab, unit 4, backroom, etc.	Optional This field may be blank Do not enter Class of Trade values in this field	TEXT	0	80
All	City	Name of the city of your location The USPS address is validated if Country = United States	Optional for Draft **Required to change status to Active**	TEXT	1	35
All	StateProvince	ISO abbreviation for State or Province The USPS address is validated if Country = United States	Optional for Draft **Required to change status to Active**	TEXT	1	3
All	Zip	Zip code or postal code for your location The Zip code is validated if Country = United States	Optional for Draft **Required to change status to Active** Do not use "00000"	TEXT	1	10

Import Template Field Requirements *(continued)*

The table below defines specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	Country	Country of your location Spell out, do not use abbreviations	**Required**	TEXT	2	80
All	Phone	The location's primary phone number. Best practice is individual with assignment duty.	Optional for Draft **Required to change status to Active**	TEXT	1	30
All	Comment	Useful additional information when files go back and forth between editors.	Optional This field may be blank	TEXT	0	100
All	LocationType	Valid values vary by industry: Healthcare Providers: **Bill To** **Paid By** **Deliver To** **Recall** **Order By** **Remit To** **Order From** **Ship From** **Org Entity** **Ship To** All Suppliers: **Org Entity** **Order From** **Remit To** **Ship To**	Optional for Draft **Required for Active status** Multiple values may be specified and are separated by a tilde (~),. Example: Bill To~Ship To Any value not in the lists to the left will result in a validation error and the record will not be imported. Error message displayed: "Invalid Location Type"	TEXT	7	48

Import Template Field Requirements *(continued)*

The table below defines industry specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
All	GDSNGLNType	Indicators used to represent the GLNs used in GDSN. Options are: **Brand Owner GLN** **Manufacturer GLN** **Recipient Provider GLN** **Source Provider GLN** **Information Provider GLN**	Optional Multiple values may be listed and are separated by tilde (~) This field may be blank (min=0)	TEXT	15	34
Healthcare Supplier	Business Sector	Describes a Supplier's Primary Line of Business	**Required** for Healthcare Supplier	TEXT	11	87
Healthcare Provider	Class Of Trade 1	Asserted Class of Trade – Ownership Valid values: **CC** – City/County **FDV** – Federal: DOD/VA **FO** – Federal: All Other **FP** – For Profit **FPHS** – Federal: PHS **NFP** – Not For Profit **ST** - State Import uses codes. Export returns full descriptions.	**Required** for Healthcare Provider	TEXT	2	3

Import Template Field Requirements *(continued)*

The table below defines industry specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
Healthcare Provider	Class Of Trade 2	Asserted Class of Trade – General Valid values: **IN** – Inpatient (Acute) **OUT** – Outpatient (non-acute, ambulatory) **PH** – Pharmacy (Inpatient and Outpatient) Import uses codes. Export returns full descriptions.	**Required** for Healthcare Provider	TEXT	2	3
Healthcare Provider	Class Of Trade 3	Asserted Class of Trade – Detail See Chart on page 9 for codes. Import uses codes. Export returns full descriptions.	**Required** for Healthcare Provider	TEXT	2	2
Healthcare Provider	Class of Trade Comment	Comment field for additional information.	Optional This field may be blank	TEXT	0	100
Healthcare Provider	HC Corporate Relationship	Describes the location's relationship to its parent organization. Valid values: **Affiliated** **Leased** **Owned** **Managed**	**Required** for Healthcare Provider Ignored if Party Role equals Supplier	TEXT	5	10

Import Template Field Requirements *(continued)*

The table below defines industry specific fields on the Import Template and the required information to be entered for each.

Applicable Industry/ Role	Column	Description	Notes	Import		
				TYPE	MIN	MAX
Foodservice: 3rd Party Warehouse, Distributor, Independent Operator, Manufacturer, Operator	Date Close	Date location closed Format **YYYY-MM-DD**	Optional for Foodservice	TEXT	10	10
Foodservice: 3rd Party Warehouse, Distributor, Independent Operator, Manufacturer, Operator	Date Open	Date location opened Format **YYYY-MM-DD**	Optional for Foodservice	TEXT	10	10
Foodservice: 3rd Party Warehouse, Distributor, Independent Operator, Manufacturer, Operator	FS Corporate Relationship	Describes the location's relationship to its parent organization. Valid values: **Affiliated** **Franchisee** **Leased** **Managed** **Owned**	Optional for Foodservice	TEXT	5	10

Import Template Field Requirements *(continued)*

The table below describes the required Class of Trade 3 codes when using the Import Template that correspond to the Class of Trade 2 code items.

Class of Trade 2	Class of Trade 3						
	Code	Description	Code	Description	Code	Description
InPatient (Acute) **IN**	AA	Acute Care	AF	Materials management distribution, acute care	AL	Rehab, inpatient extended stay
	AB	Corporate office, IDN/acute care	AG	Mental health, acute based	AM	Warehouse, IDN centralized non-pharmacy
	AC	Correctional inpatient facility, acute non pharmacy	AH	Nutrition services, acute care	AS	Surgery Center Hospital Based
	AD	Dialysis center, hospital based	AJ	Oncology infusion clinic or practice, hospital based		
	AE	Laboratory services, acute care	AK	Radiology services, acute care		
OutPatient (non-acute, ambulatory) **OUT**	NB	Physician, owned/managed independent multispeciality group practice	NH	Home Health provider, nonpharmacy	NO	Oncology infusion clinic or practice, freestanding ambulatory
	NC	Corporate Office, nonacute	NJ	Correctional facility, nonacute non-pharmacy	NP	Physcian, owned/managed solo practice
	ND	Dialysis center, outpatient free standing	NK	Assisted living and adult day care	NQ	Other, non-healthcare related
	NE	Ambulance and Emergency medicine	NL	Laboratory services, ambulatory	NR	Rehab Services, outpatient
	NF	College or university student health services	NM	Mental health, ambulatory based	NS	Surgery center, freestanding ambulatory
	NG	Long Term Care	NN	Nutrition services, nonacute	NT	Physcian, independent multi-speciality group practice
					NU	Urgent Care Center, ambulatory
Pharmacy (Inpatient and outpatient) **PH**	PA	Acute care on-site pharmacy	PH	Home Infusion Pharmacy	PR	Retail- pharmacy chain
	PB	Acute care contracted off-site pharmacy	PL	Long term care, closed shop offsite pharmacy	PS	Managed Care, staff model closed shop pharmacy
	PC	Correctional facility closed shop pharmacy	PM	Mail order pharmacy	PW	Retail – Warehouse for retail pharmacy chain
	PD	Inpatient DSH (Disproportionate Share Hospital) Pricing	PN	Managed care, health plan	PX	Warehouse for IDN pharmacy centralized distribution
	PF	Retail – pharmacy, single outlet	PO	Long term care, closed shop onsite pharmacy		
	PG	Hospice, closed shop pharmacy	PP	Managed Care, Pharmacy benefit mgmt. company	P3	340B Covered entities

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

Manage Locations

See the steps below for managing locations. This is where you can create, organize, and update all of your location information.

1 Click **Location** > **Manage**.

2 Depending on your role in GS1 US Data Hub | Location you may not see all the that are shown here. Below are the possible tabs under **Manage Locations**.

All: Shows all of your existing locations regardless of their status.

Edits in Progress: Only seen when your company has Approvers. This field tells the Editor which records are waiting for edits to be completed.

Draft: Shows only locations that are in the **Draft** state. You are able to make changes to **Draft** locations before making them **Active**. You are also able to delete **Draft** locations.

Active: Shows only **Active** locations.

Inactive: Shows only **Inactive** locations.

Inactive Prefix Based: Shows the **Inactive** GLN values based on your GS1 Company Prefix that can be made available again at the end of the GLN's lifecycle. This is only visible if you create GLNs from a GS1 Company Prefix licensed to your company.

Pending Approvals: Only seen by Editors. Shows the location records that the Editor has submitted to your designated Approver that are still awaiting their consent. See page 4 of this document for information on Approving or Rejecting edits.

Subscriptions: Shows a list of companies that you have subscribed to in order to receive notifications of changes to their locations.

Manage Locations (*continued*)

Home > Location

Manage Locations ⑦

| All | Edits In Progress | Draft | Active | Inactive – Prefix Based | Pending Approvals | Subscriptions |

Top Level GLN: 0814141000009 GS1 US Enterprises 1

☐ Only include Locations I manage.

[+ Add New] [Import Locations] [Export]

START

3 Click on the Help Question Mark through out GS1 US | Data Hub to access onscreen Help.

4 This is the location at the top of your company's location hierarchy. This top level (or Entity) GLN describes your company's relationship with GS1 US.

5 Check **Only include Locations I manage** to show only the locations you have been given permission to edit or approve.

6 Click **Add New** to open a new Location **Details** page to create a new location.

7 Click **Import Locations** to be taken directly to the Import Screen.

8 Click **Export** to download selected location information to an Excel spreadsheet.

STOP

Change Location Status

Change a Location's Status From Draft to Active

Once a location becomes **Active** it cannot move back into **Draft** and must adhere to the GLN Allocation rules from the GS1 Standards.

Option 1

1. From the menu bar, select **Location** > **Manage.**
2. Click the **Draft** tab.
3. Select the desired location row in the data table.
4. Click the **Make Active** button.
5. Click **OK** in the **Update Status** dialog box.
6. See step 5 below in **Option 2**.

Option 2:

1. From the menu bar, select **Location** > **Manage.**
2. From the **All** tab, click **Location Name** hyperlink of the desired location in the data table. This will take you to the location's **Details** page.
3. Click the **Make Active** button on the bottom right- hand side of the page.
4. Click **Continue** in the **Update Status** dialog box.
5. In the **Update Status Summary** dialog box you will either see that the location has been updated successfully, or you there will be an error message requesting corrections to the record. Click **Close**.

If the location has been successfully activated you will see **Active** next to the location name on the upper left- hand side of the page. See the example below:

## Change a Location's Status From Active to Inactive

When you inactivate a location it will inactivate all child and descendant locations of these locations. Any child or descendant locations you wish to remain active must be moved to another parent GLN before inactivating these locations. Once a location becomes **Inactive** no information about the location can be edited, nor can the location be set to **Active** again.

Option 1:

1. From the menu bar, select **Location** > **Manage**.
2. Click the **Active** tab.
3. Select the desired location row in the data table.
4. Click the **Make Inactive** button.
5. Click **OK** in the **Update Status** dialog box.
6. See step 5 below in **Option 2.**

Option 2:

1. From the menu bar, select **Location** > **Manage**.
2. From the **All** tab, click the **Location Name** hyperlink of the desired location the data table. This will take you to the location's **Details** page.
3. Click the **Make Inactive** button on the bottom right-hand side of the page.
4. Click **OK** in the **Update Status** dialog box.
5. In the **Update Status Summary** dialog box you will either see that the location has been updated successfully, or you there will be an error message requesting corrections to the record. If the location has been successfully inactivated you will see **Inactive** next to the location name on the upper left hand side of the page. See the example below:
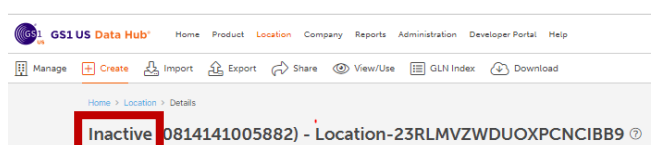
> **NOTE: If approvals are involved for changing the location status, the request will go to the Approver.**

Approve or Reject Changes to a Location

Approving Changes to a Location

Change requests for locations are found on the Pending Approvals tab. There are two ways to access this tab as highlighted below.

Option 1: Click the symbol ☑ on the top right-hand side of the Data Hub screen. This icon shows how many approvals are pending. In this example you have 3 pending approvals. Clicking the symbol will open the **Location** > **Manage** > **Pending Approvals** screen.

Go to step 3 below.

Option 2: From the menu bar, select **Location** > **Manage**. Click the **Pending Approvals** tab.

Select the location(s) to approve by clicking on one or more row(s) in the data table. *Alternative*: You may click on the **Location Name** hyperlink to be taken to the **Details** page of a particular location.

Click the **Approve** button to accept the changes.

Click **Continue** in the Accept dialog box.

Click **Close** in the **Approval Status Summary** dialog box. You will then see that location has been moved from the Pending Approvals data table to the Active data table.

Approve or Reject Changes to a Location (*continued*)

Location records pending approval will indicate the status at the individual location detail. A history of the approved or rejected changes are registered under each location record in the Approval History tab.

Location Changes Pending Approval Message

When a change has been submitted for approval, a **Location Changes Pending Approval** message will appear on that location's details page. See the example below.

For comparison, you can see the unedited version by clicking on the **View Live Version** hyperlink when it appears in the orange callout. Once the change has been approved, this message will disappear.
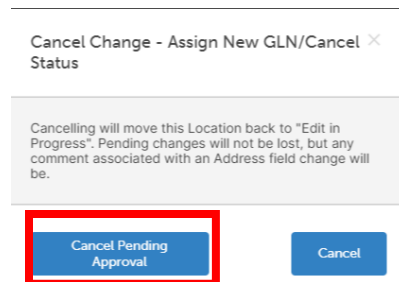
Home > Location > Details

Active (0814141001037) - Location Test Example ⑦

🔔 Location Changes Pending Approval-View Live Version
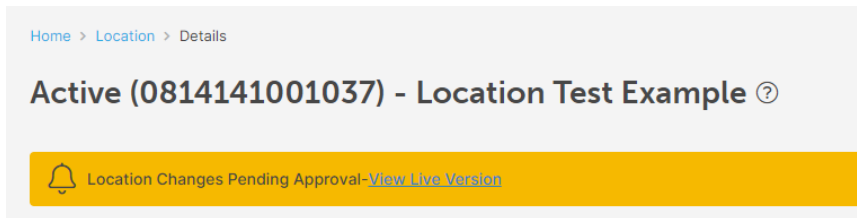
Cancel Location Changes Pending Approval

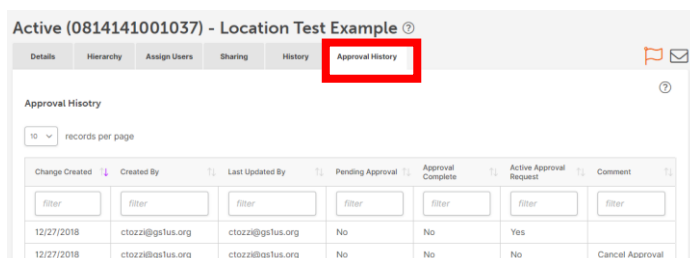Pending changes can be cancelled before a [Cancel Approval] [Approve] [Reject] button displayed at the bottom of the detail scree
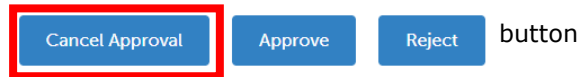
To confirm, click on **Cancel Pending Approval** at the bottom of the **Cancel Change – Assign New GLN/Cancel Status** window.

Cancel Change - Assign New GLN/Cancel Status ✕

Cancelling will move this Location back to "Edit in Progress". Pending changes will not be lost, but any comment associated with an Address field change will be.

[Cancel Pending Approval] [Cancel]

Approval History

View a location's **Approval History** by following these steps:

1. From the menu bar, select **Location** > **Manage**.

2. Click the **Location Name** hyperlink in the data table.

3. Click the **Approval History** tab. You will see the history which includes approvals, rejections, and cancellations.

Active (0814141001037) - Location Test Example ⑦

| Details | Hierarchy | Assign Users | Sharing | History | Approval History |

Approval Hisotry

[10 ▾] records per page

Change Created	Created By	Last Updated By	Pending Approval	Approval Complete	Active Approval Request	Comment
filter	filter	filter	filter	filter	filter	filter
12/27/2018	ctozzi@gs1us.org	ctozzi@gs1us.org	No	No	Yes	
12/27/2018	ctozzi@gs1us.org	ctozzi@gs1us.org	No	No	No	Cancel Approval

Approve or Reject Changes to a Location (*continued*)

Rejecting Changes to a Location

Change requests for locations are found on the Pending Approvals tab. There are two ways to access this tab as highlighted below.

Option 1: Click the symbol ☑ on the top right-hand side of the Data Hub screen. This icon shows how many approvals are pending. In this example you have 3 pending approvals. Clicking the symbol will open the **Location** > **Manage** > **Pending Approvals** screen.

Go to step 3 below.

Option 2: From the menu bar, select **Location** > **Manage**. Click the **Pending Approvals** tab.

Select the location(s) to approve by clicking on one or more row(s) in the data table. Alternative: You may click on the **Location Name** hyperlink to be taken to the **Details** page of a particular location.

Click the **Reject** button to decline the changes.

Type your reason for the rejection in the dialog box.

Click **Reject** in the dialog box. You will see the change summarized in the **Approval Status Summary** box.

Click **Close**. You will then see that location has been removed from the data table on the screen.

Subscribe to/Unsubscribe from Locations

Subscribing to a location allows you to receive notifications of changes to selected locations.   Follow the steps below

Click **Location** > **Manage**.

Click the **Active** tab.

This is the location at the top of your company's location hierarchy.

Checking the box allows you to filter all displays to show only the locations you have been given permission to edit or approve.

You may select or deselect all rows, or click on the individual rows of the locations to which you would like to subscribe. **Note**: If you click on the **Location Name** hyperlink in the location row, you will be taken to that location's **Details** page.

Click **Subscribe.**

Location User Guide

Subscribe to/Unsubscribe from Locations (*continued*)

Subscribe ×

You have selected to create 1 subscriptions.

7 → **Continue** **Cancel**

Subscribe ×

Your subscriptions have been successfully updated.

OK ← **8**

9 → **Subscriptions** tab

All   Edits in Progress   Draft   Active   Inactive   Pending Approvals   **Subscriptions**

Select All Rows   Deselect All Rows   Unsubscribe

10 ▼ records per page

GLN	Location Name	Role	Address Lines	City	State	Zip	Country	Hierarchy
filter	filter	filter	filter	filter	filter	filter	filter	filter
1100097194145	Amalgamated Hospital Purchasing	Undefined	7887 WASHINGTON VILLAGE DR Legal Entity GLN	DAYTON	OH	45459-3900	UNITED STATES	View Hierarchy

START

7 Click **Continue** in the dialog box that notes how many subscriptions you have selected to create.

8 Click **OK** in the dialog box that notes that your subscriptions have been successfully updated.

9 Click the **Subscriptions** tab and you will see the location has been added to the data table. You will now be notified of changes to this location.

CONTINUE

Location User Guide

Subscribe to/Unsubscribe from Locations (*continued*)

Unsubscribing from a location allows you to stop receiving notifications of changes to selected locations.   Follow the steps below:

START

1 Click **Location** > **Manage**.

2 Click the **Subscriptions** tab.

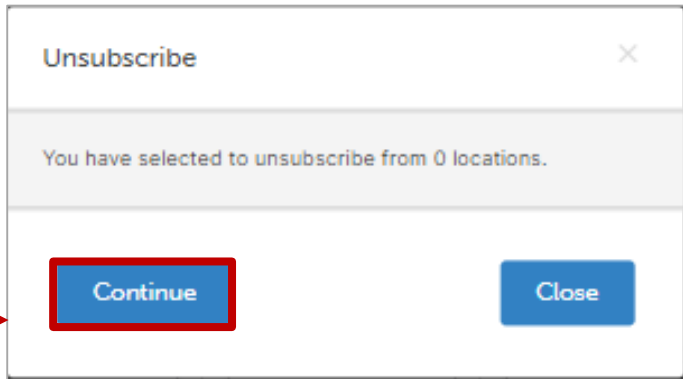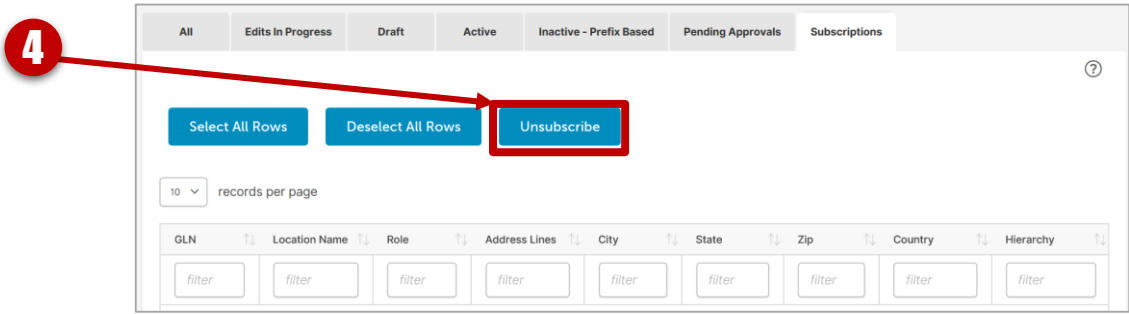**3** Click on the rows of the locations to which you would like to unsubscribe. Note: If you click on the Location Name in the data table, you will be taken to that location's Details page.

CONTINUE

Subscribe to/Unsubscribe from Locations (*continued*)

**4** Click the Unsubscribe button.

5 You will see a dialog box with the message that you have selected to unsubscribe from location(s). Click **Continue** in the dialog box.

6 The data table will automatically update on the page to reflect your changes, and you will see a confirmation message onscreen.

Location User Guide

Subscribe to/Unsubscribe from Locations (*continued*)

Another way to subscribe to / unsubscribe from a location is to go to that location's **Details** page, and click on the subscription flag on the right-hand side of the page.
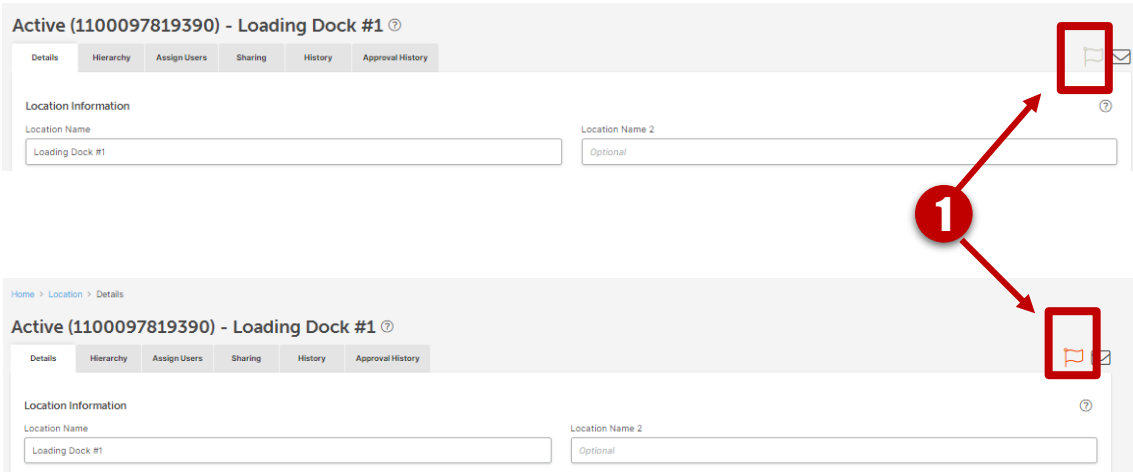
Follow the steps on page 1 of this document. Under the **Active** tab, in the results table, click the **Location Name** hyperlink of the location to which you would like to subscribe. This will take you to the location's **Details** page.

1 Clicking the flag on the location's **Details** page allows you to either subscribe or unsubscribe to a location. If the flag is gray, you are not subscribed to the location. To subscribe, click the flag. The flag will turn orange. An orange flag indicates that you are subscribed to that location.

Hovering over the flag icon will provide a text hint.

Location User Guide

Making Your Top Level GLN Active

Your top level GLN (also known as your Entity GLN) is assigned by GS1 US when your company begins its membership with GS1 US. Prior to making your Top Level GLN (Global Location Number) **Active**, ensure the following:

- You or the person making the change is an **Assigned User with Edit permission*** to that location. (If necessary, contact the GS1 US Data Hub | Location Administrator at your company to assign you as a user for that location with the correct permissions).

- **Business Attributes** for the location have been identified including **Industry**.

Business Attributes

Your organization's Top Level GLN is imported into GS1 US Data Hub as a **Draft** without **Business Attributes** associated. Each organization is responsible for selecting these. GS1 US cannot select **Business Attributes** for any user's locations. These can only be identified by the organization.

**See these resources to perform the following steps as needed:**

- View your GS1 US Data Hub roles and locate your Location Administrator's contact information (page 42).
- Selecting the **Business Attributes** and changing a location's status from **Draft** to **Active** (pages 43-46).
- **Assigning Users*** to locations (see page 47).

*NOTE: any location record pointing to a parent takes on the parent attributes, unless they are changed while the record is in Draft status.

Making Your Top Level GLN Active (*continued*)

See below for the steps to verify your GS1 US Data Hub roles and to view a list of Location Administrators for your organization.
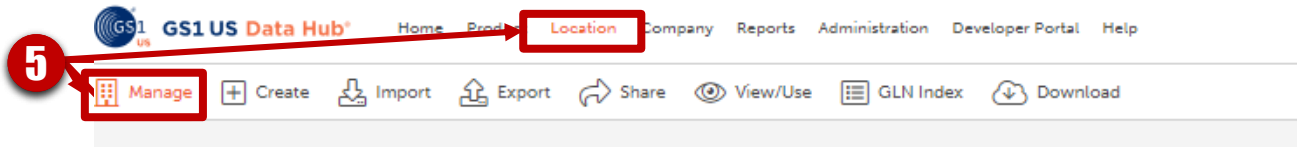

On the Home page of GS1 US Data Hub click your name.
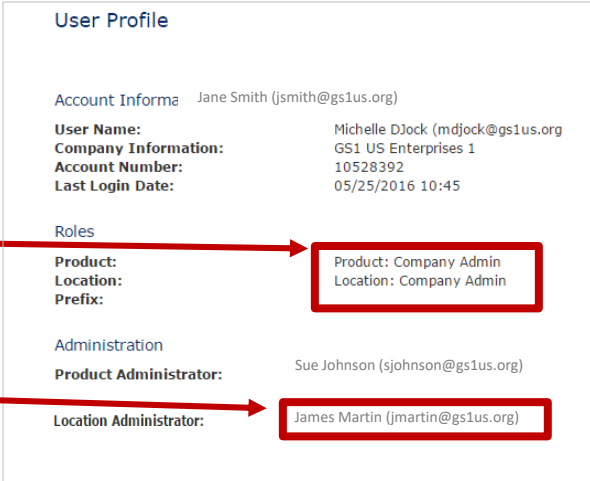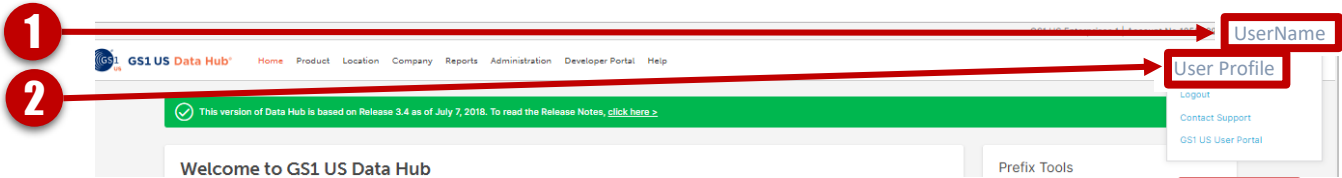
1. On the Home page of GS1 US Data Hub click your name.

2. Click **User Profile**.

3. These are your assigned roles in GS1 US Data Hub.

4. These are the GS1 US Data Hub | **Location Administrators** in your organization. If you are not a user of a location, you can contact the Location Administrator in your organization to request to either make you a user of the location or for the Location Administrator to make the location Active.

Making Your Top Level GLN Active (*continued*)

See the steps below for making a location **Active** from a **Draft** state.

5 Click **Location** > **Manage.**

6 You are now on the **All** tab. All locations appear here regardless of status. Click the **Location Name** hyperlink in the results table.

Location User Guide

Making Your Top Level GLN Active (*continued*)

START

7 You are now on the **Details** page of the location.

8 Your location is in **Draft** status. You can still make changes to location details when it is a draft. The **Business Attributes** tab appears when you save the draft details initially. Business Attributes are required to make the location active Ensure you select the appropriate attributes including **Industry** before making the location **Active**.

9 Click on the **Business Attributes** banner.

CONTINUE

Location User Guide

Making Your Top Level GLN Active (*continued*)

10 — > Business Attributes

11 — **Location Type**
Select at least one   ?

☑ Bill To   ☐ Deliver To   ☐ Order By   ☐ Order From

☐ Org Entity   ☐ Paid By   ☐ Recall   ☐ Remit To

☐ Ship From   ☐ Ship To

GDSN GLN Type

☐ Brand Owner GLN ☐ Manufacturer GLN   ☐ Recipient Provider GLN   ☐ Source or Information Provider GLN

12 — ∨ Business Sector/Corporate Relationship

HC Corporate Relationship   Class Of Trade 1
Select...   Select...

Class Of Trade 2   Class Of Trade 3
Select...   Select...

13 — Class Of Trade Comment

Note: Once the top level GLN is Active, it can be used as the Parent location for any other GLN you may create.

START

Clone   Delete   **15** Make Active   **14** Save   Cancel

10 **Business Attributes** may differ based on your **Industry** and **Supply Chain Role.** Required fields have an asterisk (*). Select the **Location Type** (select at least one) and the **GDSN GLN Type** (optional).

11 Select from the drop-down lists. Depending on your **Industry** and **Supply Chain Role**, the **Business Attributes** may differ. Required fields have an asterisk (*). The **Comments** fields are optional.

12 Select the appropriate **Corporate Relationships** and Class of Trade. Required fields have an asterisk (*).
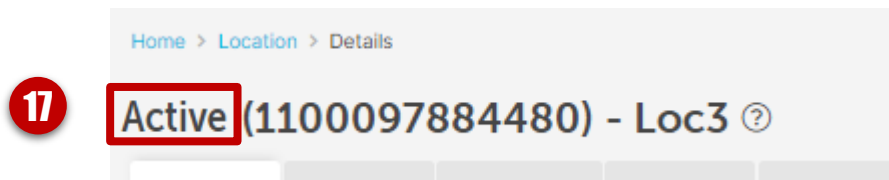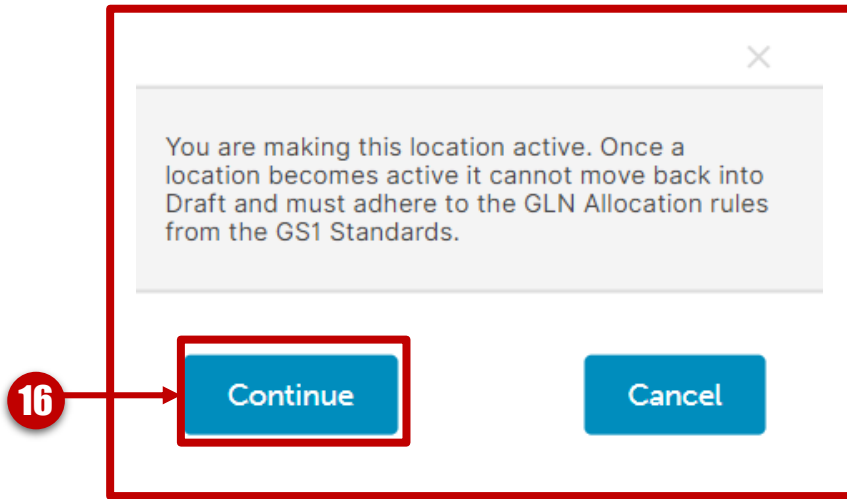
13 **Comments** fields are optional.

While the location record is in Draft status and before making it Active, you can make changes, clone (copy) it , or delete it. See page 12 of this Location User Guide.

14 Click **Save.**

15 When you are ready to make this location active, click **Make Active**. Once a location becomes active it cannot move back into Draft and must adhere to the GLN Allocation rules from the GS1 Standards.

CONTINUE

Making Your Top Level GLN Active (*continued*)

16 → Continue dialog box with Continue and Cancel buttons

17 Home > Location > Details

Active (1100097884480) - Loc3 ⓘ

START

16 Click **Continue** in the dialog box.

17 You will now see **Active** listed in the top left hand corner by the GLN and location name, confirming that your location is currently Active.

STOP

Assign New Users to / Remove Users from a Location

Use this Quick Start Guide to specify users that can modify a specific location.

How to Assign New Users to a Location	How to Remove Users from a Location

How to Assign New Users to a Location

1. From the menu bar, select **Location** >**Manage**.

2. In the data table click the **Location Name** hyperlink. This will take you to the location **Details** page.

3. Click the **Assign Users** tab.

4. Click the **Add New** button.

5. In the **Add New User** dialog box select one or more users to be assigned to the location. Users will also be assigned via the hierarchy to all descendant locations.

6. Click **Continue**. You will see the new user added to the User data table.

How to Remove Users from a Location

1. From the menu bar, select **Location** > **Manage**.

2. In the data table click on the **Location Name** hyperlink. This will take you to the location **Details** page.

3. Click the **Assign Users** tab.

4. Select the **Username**(s) that you wish to remove from the User data table.

5. Click **Remove.**

6. Click **Continue** in the **Confirm Delete** dialog box (see box below). You will see your changes reflected in the User data table.
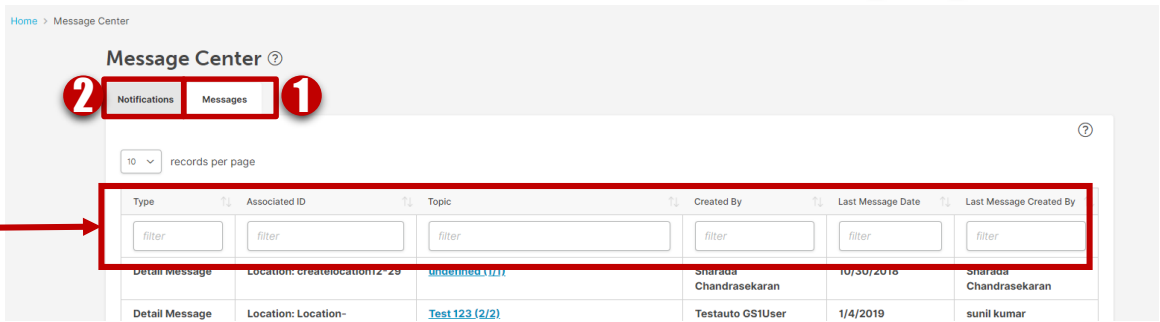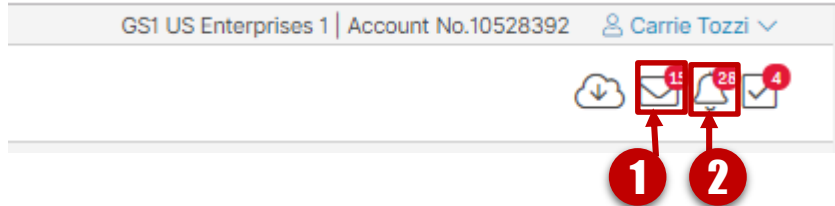
Message Center

Use this guide to understand the Message Center in more depth. The Message Center can be accessed throughout GS1 US Data Hub by clicking the envelope icon at the top right-hand side of the screen.

The **Message** icon is located on the top right of the GS1 US Data Hub. Once clicked, the **Message Center** will display the mail inbox.

The **Notification** icon is located next to the **Message** icon. When the **Notifications** icon is clicked, the **Notifications** tab in the **Message Center** will display. This is where you are notified of changes to subscribed GLNs. Skip to Step 12 for more.

All read/unread messages will display here. **Messages** will remain in the inbox depending on the following retention rules:

A) After all participants have left a topic – the topic and associated message will be retained for 90 days.
B) Messages and topics from companies that do not have an active subscription will be retained for 90 days.
C) A topic and messages will be retained for 180 days from the most recent message while the company has an active subscription.
D) After the retention period records will be deleted from the database.

Location User Guide

Message Center (*continued*)

Run Message Report: Runs a report of the messages in which you are actively engaged.

Only sender has responded to this Topic message appears when only one party has produced the message/request. This message disappears when the receiver responds.

There are three types of messages.
1) Detail message (a message that is generated from either a product or location detail page).
2) Access request (a message to share information with another company).
3) Healthcare companies could get a message about their profile (another location has reviewed your company profile and would like to transact with you, or has questions about your company profile).

Return to Message Center: sends you back to the **Messages** inbox.
Invite Users: Allows you to invite other Data Hub users to join the selected message string.
Add Message: opens a dialog box for you to respond back to the message.

Leave Topic: Allows you to remove yourself permanently from the selected topic message string. You will no longer have the ability to Add or View messages on that topic.

The 👁 (eye) icon represents if the message has been viewed (read). Click the eye icon to mark a message as unread 👁.

Message Center (*continued*)

START

9   Click the **Add Message** button to reply back to the sender's request for additional location information.

10   In the **Response Message** body type your response.

11   Click the **Send** button.

CONTINUE

Message Center (*continued*)

The **Notifications**(bell) icon is located on the top right of the GS1 Data Hub. Once clicked, you will see your notifications. This is where you are notified of changes to subscribed GLNs. The number on the **Notifications** icon indicates how many unread notifications you have – in this case 28 unread notifications.

Click the **Notifications** tab to see your notifications.

View the **Notifications** inbox for all notifications. Notifications will stay in your inbox for 90 days. Notifications in bold have not yet been read.

Click the **Description** column to see the notifications details.

View the notification details. You can either return to the **Message Center** or delete the notification. Notifications will be retained in the inbox for 90 days if not deleted.

Location User Guide

Roles for Providers in GS1 US Data Hub | Location

Below are the roles and tasks listed for Providers in GS1 US Data Hub | Location and the steps for Administrators to change roles for users.

1

Task	Admin	Editors	Approvers
Add users to DH	X		
Assign Location roles/permissions to users	X		
Assign users to a Location	X		
Choose whether or not your company will use Approvers	X		
Set the Industry and Supply Chain Role for your company	X		
Manage transfers	X		
Manage company profile (HC Industry only)	X		
Disable messaging for your company	X		
Set up Trading Partner List for Sharing	X		
Import locations	X	X	
Subscribe to locations	X	X	
Create a Location (Editor/ Approver Process)		X	
Change the status of a location		X	
Edit a location		X	
Edit a location hierarchy		X	
Validate locations		X	
Share location with other Data Hub users (single or as hierarchy)	X		X
Export location data	X	X	X
Approve a location's details Submitted by an Editor			X
Reject a location's details Submitted by an Editor			X
Approve location changes			X
Cancel changes			X
Reject location changes			X
View location's approval history			X

2

(((GS1 **GS1 US Data Hub®**   Home   Product   Location   Company   Reports   Administration

START

1 The roles and tasks for Providers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.

2 For the Administrator: Click **Administration** on the GS1 US Data Hub Home page.

CONTINUE

Location User Guide

Roles for Providers in GS1 US Data Hub | Location (*continued*)

START

3 Click the question mark if you need onscreen help.

4 Click **Manage** under **System Settings/ Security**.

5 Click the desired **Username**.

CONTINUE

Location User Guide

Roles for Providers in GS1 US Data Hub | Location (*continued*)

User Detail ❓

Login Information

6 →

Username	Last Login
jdoe@gs1us.org	4/26/2016 1:52:07 PM
First Name	**Last Name**
Joe	Doe

7 →

Application Roles

Location
☑ Edit   ☑ Import   ☑ Approval Import   ☑ Approve   ☑ Company Admin
Product
☑ Company Admin

8 → **Save**

START

6   View the user's details.

7   Check or uncheck the desired **Location Roles**. For **Location** the user roles are:

> **Edit**: Create and update location information
> **Import**: Import location information to GS1 US Data Hub | Location
> **Approval Import**: Import location data as approved. This is useful if your company has a separate Approver role and you want to auto-approve the locations during the import process.
> **Approve**: The Approver accepts, rejects or cancels requests from the Editors
> **Company Admin**: The Company Admin has special permissions such as adding users to GS1 US Data Hub, changing their roles, and adding Trading Partners.

8   Click **Save**. The user now has the new roles that you have assigned, or now no longer has the roles that you have removed.

STOP

Location User Guide

Roles for Suppliers in GS1 US Data Hub | Location

Below are the roles and tasks listed for Suppliers in GS1 US Data Hub | Location and the steps for Administrators to change roles for users.

1 →

Task	Admin	Editors
Add users to DH	X	
Assign Location roles/permissions to users	X	
Assign users to a Location	X	
Choose whether or not your company will use Approvers	X	
Set the Industry and Supply Chain Role for your company	X	
Manage transfers	X	
Manage company profile (HC Industry only)	X	
Disable messaging for your company	X	
Set up Trading Partner List for Sharing	X	
Import locations	X	X
Subscribe to locations	X	X
Create a Location (Editor/ Approver Process)		X
Change the status of a location		X
Edit a location		X
Edit a location hierarchy		X
Validate locations		X
Share location with other Data Hub users (single or as hierarchy)	X	X
Export location data	X	X

2 →

(GS1 GS1 US Data Hub®   Home   Product   Location   Company   Reports   **Administration**

START

1 The roles and tasks for Suppliers in GS1 US Data Hub | Location. These roles can be changed by your company's GS1 US Data Hub Administrator.

2 For the Administrator: Click **Administration** on the GS1 US Data Hub Home page.

CONTINUE

Location User Guide

Roles for Suppliers in GS1 US Data Hub | Location (*continued*)
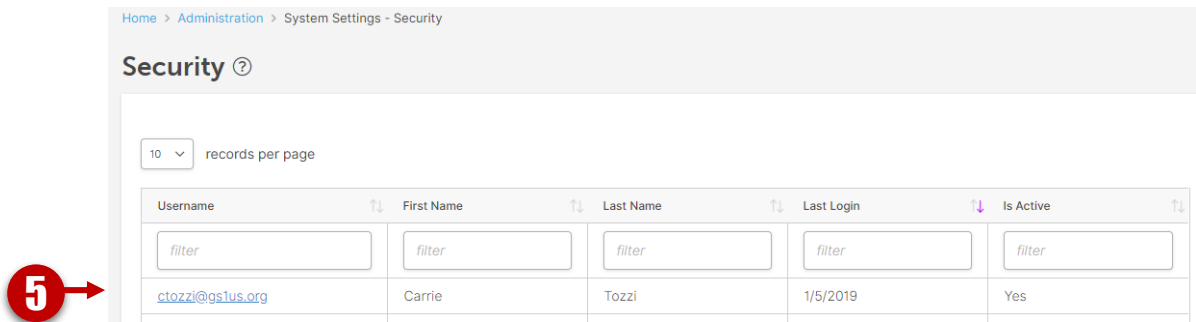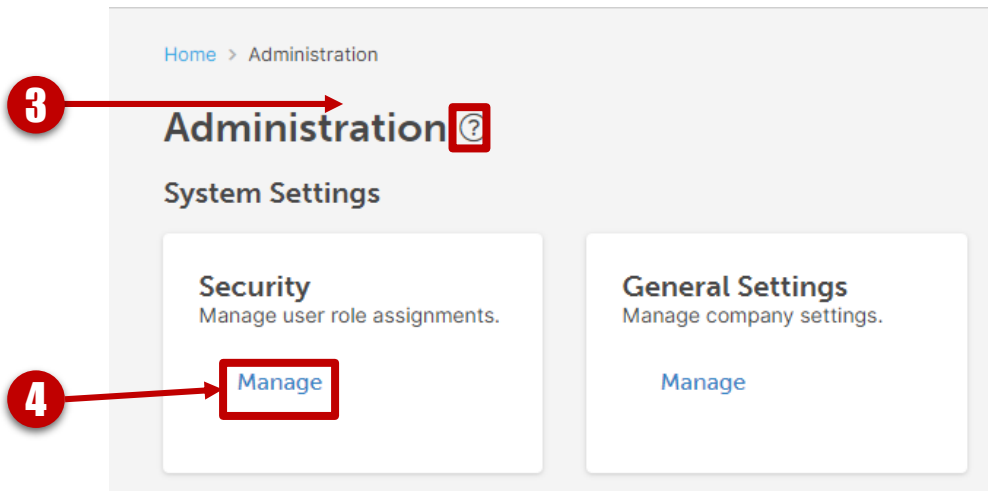
3 Click the question mark if you need onscreen help.

4 Click **Manage** under **System Settings/ Security** to manage user roles.

5 Click the desired **Username**.

Roles for Suppliers in GS1 US Data Hub | Location (*continued*)

User Detail

Login Information

6 ➤
Username	Last Login
jdoe@gs1us.org	4/26/2016 1:52:07 PM
First Name	**Last Name**
Joe	Doe

7 ➤ **Application Roles**

Location
☑ Edit ☑ Import ☑ Approval Import ☑ Approve ☑ Company Admin
Product
☑ Company Admin

8 ➤ Save

START

6 View the user's details.

7 Check or uncheck the desired **Location Roles**. For **Location** the user roles are:

> **Edit**: Create and update location information
>
> **Import**: Import location information to GS1 US Data Hub | Location
>
> **Approval Import**: Import location data as approved. This is useful if your company has a separate Approver role, and you don't want that person's mail box to receive an approval request for each location you are importing. **Note:** *This is only relevant if your company has chosen to use a separate approval step. See page 4 of this document if you would like to set up a separate Approver role.*
>
> **Approve**: *This is only relevant if your company has chosen to use a separate approval step. See page 4 of this document if you would like to set up a separate Approver role.*
>
> **Company Admin**: The Company Admin has special permissions such as adding users to GS1 US Data Hub, changing their roles, and adding Trading Partners.

8 Click **Save**. The user now has the new roles that you have assigned, or now no longer has the roles that you have removed.

STOP

Send Messages From Location Details Page

Follow the steps below to send messages about a particular location to the company that created or manages that location.

Click **Location** > **Manage.**

Click on the **Location Name** hyperlink of the location to which you would like to send a message.

You will be taken to the **Details** page of the location to which you would like to send a message. Click the navy blue envelope icon.

Send Messages From Location Details Page (*continued*)

START

4 The message will include the **Location Name**.

5 Type the topic of your **Message**.

6 Type your message in the **Message** body.

7 A link to the location **Details** page will be automatically included on the topic page.

8 Click **Send** to send the message.

CONTINUE

Send Messages From Location Details Page (*continued*)

Below is what the recipient of your message will see.

⑨ **Message Center** ⓘ

Notification | **Messages**

ⓘ

| 10 ∨ | records per page |

Type ⇅	Associated ID ⇅	Topic ⇅	Created By ⇅	Last Message Date ⇅	Last Message Created By ⇅
filter	*filter*	*filter*	*filter*	*filter*	*filter*
⑩ Detail Message	Location: GS1 Enterprises	Question on Location (0/1)	Carrie Tozzi	1/5/2019	Carrie Tozzi

Question on Location 🗒   ✕

⚠ Only sender has responded to this Topic

⑪ **Location: GS1 Enterprises (1100097281197)**   **Type:** Detail Message

Topic Participants:

⑫ [Return to Message Center] [Invite Users] [Add Message] [Leave Topic]

Messages
Message Created On: 1/5/19 3:43 PM
From: Carrie Tozzi (GS1 US Enterprises 1)
Content:
I have a question about this location. Please phone me at 9081234567.

👁

START

⑨ Message recipient's **Message Center** inbox.

⑩ The message that you sent.

⑪ A link to the location **Details** page will be automatically included on the Topic Page.

⑫ The message recipient can select to **Return to the Message Center**, **Add Message**, or **Leave Topic**. After having responded once, then the recipient will be allowed to **Invite Users.**
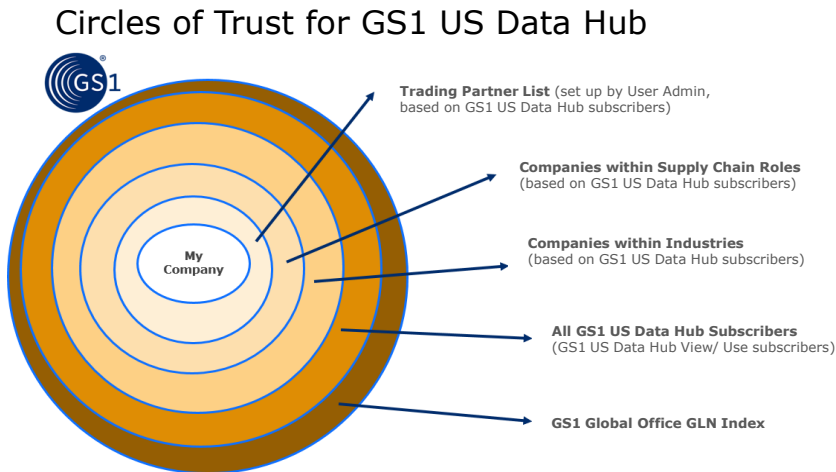
STOP

⚡ **NOTE:** The message details will display that "Only the sender has responded to this Topic" until another recipient responds.

Location User Guide

Location Share Overview

What is Share for GS1 US Data Hub | Location?

Share allows you to determine which GS1 US Data Hub subscriber companies can have access to information about your specific locations (and/or products). **Share** lets First Party subscribers (those that Create and Manage GLNs) decide which other GS1 US Data Hub subscribers can see and download their data (View and Use).

Share uses Circles of Trust and can be set on a company-by-company basis for a group of companies that are designated as trading partners of the subscribing company, for companies that share a role in the supply chain, or for companies that operate in a particular industry.

Circles of Trust for GS1 US Data Hub

Trading Partner List (set up by User Admin, based on GS1 US Data Hub subscribers)

Companies within Supply Chain Roles (based on GS1 US Data Hub subscribers)

Companies within Industries (based on GS1 US Data Hub subscribers)

All GS1 US Data Hub Subscribers (GS1 US Data Hub View/ Use subscribers)

GS1 Global Office GLN Index

You can make choices about locations in different points in the application. You can choose to share single locations or entire branches of your hierarchy, and choose which trading partners or subscribers you share these locations with. You can change how any or all of your location information is shared at any time. For example, you can use the **Share** tab from the main menu to view all the available GS1 US Data Hub subscribers that are referenced in the different Circles of Trust. You may choose to share your location data with them. From the Sharing tab you are choosing for a particular location which other subscribers can view or use information about that location.

If you were a GLN Registry user, from day one in GS1 US Data Hub | Location, your locations were set to be shared with other subscribing companies in your industry, just as they had been in the GLN Registry. When you add new locations/GLNs to your hierarchy and set the parent of those GLNs, the new locations inherit the properties of their parents, including how they are shared.

Location Share Overview *(continued)*

Sharing with Trading Partners:

Your Location Administrators can set up a list of Data Hub | Location View/Use subscribers that you identify as your Trading Partners. This option lets you share location information with that list without having to specify these companies each time you share with this list.

What does the location data we share look like to a Data Hub subscriber with View/Use access?

When a Data Hub View/Use subscriber searches for and finds your locations, the data that they see looks a lot like what you (as a Create/Manage user) see. View/Use subscribers can only see data for locations that you have agreed to share, and then, only for Active locations (they cannot see data for Draft or Inactive locations). The location owner must selectively / explicitly share that location with the view/use subscriber. This is done by clicking the sharing tab at the GLN record level and choosing the trading partner, industry, supply chain or all GS1 US view/use subscribers to share with. View/Use subscribers will see all of the data fields for your location that you've shared, but they will not see any information about how that Active location data was created, or who in your organization created or edited that information. If a View/Use subscriber wants to ask you to share your location information, again, they cannot message a particular user at your company – A message will be sent to your Location Administrator requesting access, but it's completely up to you whether or not you choose to grant their request.

Understanding the Share Page (*continued*)

For non-Admin roles: Use Share to view which GS1 US Data Hub subscribers can have access to your selected GLN data.

1 Use the breadcrumbs to go to **Locations > Share** page.

2 **Trading Partners**– View a dynamic list of GS1 US Data Hub subscribers that your company identified as a business with which you may want to share location information. Your GS1 US Data Hub company administrator sets up your Trading Partners.

3 Additional Share options:

> **Companies within Supply Chain Roles** – Click to view other GS1 US Data Hub subscribers, based on their supply chain roles, with which you may choose to share your location data.

> **Companies within Industries** – Click to view other GS1 US Data Hub subscribers, based on their industry, with which you may choose to share your location data.

> **All GS1 US Data Hub Subscribers** – Click to view a dynamic list showing all subscribers to GS1 US Data Hub | Location View/Use information at this point in time. This list could change regularly. You may wish to share your location information with these subscribers.

4 Trading Partner information:

> **Company Name**: Names of the subscriber companies within GS1 US Data Hub with whom you can chose to share this location information.

> **City**: City of the listed trading partner.

> **State**: State of the listed trading partner.

Share-Companies within Supply Chain Roles

View other GS1 US Data Hub subscribers based on their supply chain roles. You may wish to share your location data with these companies.

START

1 Use the breadcrumbs to go to **Locations > Share** page.

2 View the company information and their supply chain roles. Each of the columns may be filtered.

STOP

Share-Companies within Industries

View other GS1 US Data Hub subscribers based on their industries. You may wish to share your location data with these companies.

1 Use the breadcrumbs to go to **Locations > Share** page.

2 View the company information and their industries. Each of the columns may be filtered.

Share-All GS1 US Data Hub View/Use Subscribers

View all GS1 US Data Hub | Location View/Use subscribers. You may wish to share your location data with these companies.

1 → Home > Location > Shared > All GS1 US Data Hub Subscribers

All GS1 US Data Hub Subscribers ⑦

| Trading Partners | Companies Within Supply Chain Roles | Companies Within Industries | All GS1 US Data Hub Subscribers |

⑦

10 ⌄ records per page

2 →

Company Name	City	State
filter	filter	filter
Sage Products, Inc.	CARY	IL
Bioseal Medical Packaging Co.	PLACENTIA	CA
Centurion Medical Products Corp	WILLIAMSTON	MI
Conmed Corporation	UTICA	NY

START

1 Use the breadcrumbs to go to **Locations > Share** page.

2 View the company information. Each of the columns may be filtered.

STOP

Validate a Location

Use these guidelines to confirm that the location information that you have entered is valid.

Validate a Location

It is a good business practice to maintain your organization's records by validating the data. Validating a location means that you confirm that the location information you have entered, such as business attributes and hierarchy, is accurate.

When you validate a location you start an automated counter that will remind you to revalidate this location at the end of one year.

You can validate the location whether it is in **Draft** or **Active** status. The steps below show how to validate from the **Manage** menu, but you can also validate as you **Create** a location.

1. From the menu bar select **Location** > **Manage**.

2. Select the location from the data table by clicking the **Location Name** hyperlink. It will take you to the **Details** page of the selected location.

3. On the **Details** page click the **Validate Location** button. Loading Dock #1 ⑦

Active Location 1b44...Loading Dock #1 ⑦

| Details | Hierarchy | Assign Users | Sharing | History | Approval History |

Location Information

Location Name

Loading Dock #1

Parent

GS1 US Enterprises 1 (0814141000009)   ⊖

Re-Validation Date

Validate Location   9/27/2018

4. Click **Continue** in the **Validate** dialog box. This will validate the current location and all children locations.

Validate   ×

This will validate the current location and all children locations.
The re-validation date will update with one year from the current date.

Continue   **Cancel**

Validate a Location (continued)

After a successful validation you will see the **Re-Validation Date** appear under **Validate Location**. This starts an automated counter that will remind you to revalidate this location at the end of one year.

Re-Validation Date

Validate Location   1/5/2020

Location View/Use Search for GPOs

Using Data Hub, Group Purchasing Organizations (GPOs) can search for third party location records and include their own locations in the results.

This visual aid provides an overview for initiating the search, interpreting the results in the data table, editing their own location records and exporting the results to a spreadsheet for further analysis.
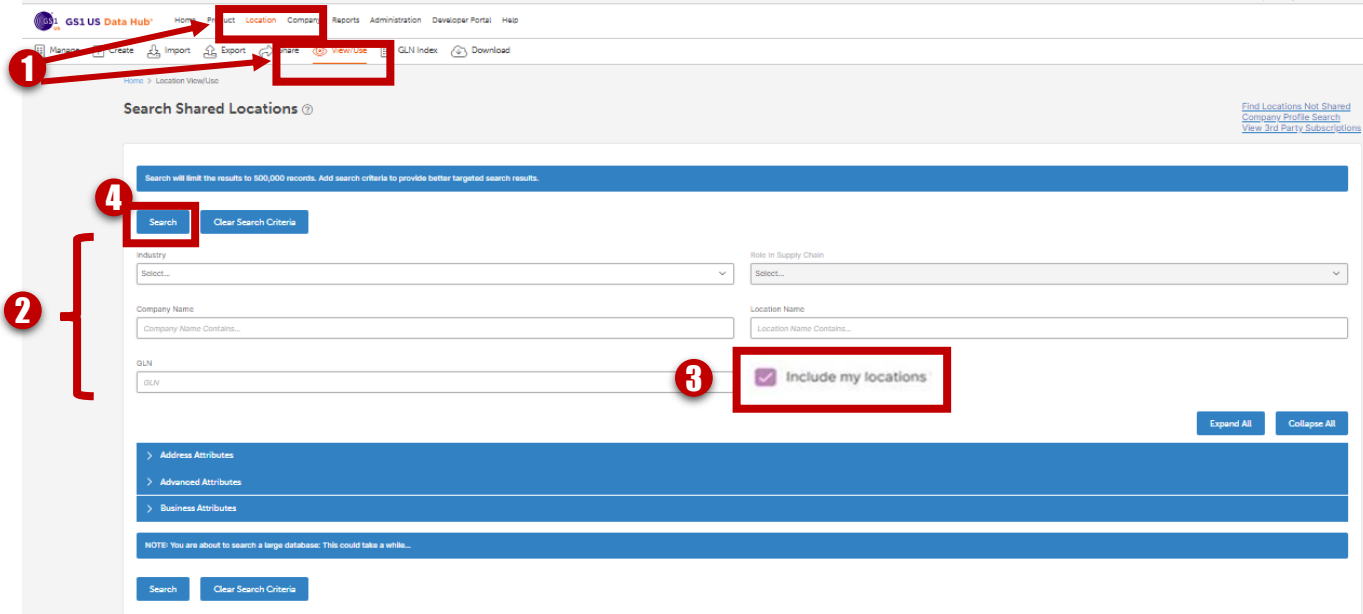
1   Click Location > View/Use to open **Search Shared Locations**.

2   Enter your search criteria. This criteria is preserved for additional searches.

3   Check the box to "**Include my locations**". This only displays for the GPO.

4   Click **Search** to produce results in the data table at the bottom of the screen.

5   The column "MyLocations" (5a) will display a "Y" if your locations match the search criteria, as shown on the screen (5b) on page 2.

Status	GLN	Location Name	Address Lines	City	State	Zip Code	Country	MyLocations
filter	filter	filter	filter	filter	filter	filter	filter	filter
Active	1100004910530	Cibola General Hospital	1016 E ROOSEVELT AVE Hospital	GRANTS	NM	87020-2118	UNITED STATES	N
Active	1100002947545	Southwest General Hospital	7400 BARLITE BLVD	SAN ANTONIO	TX	78224-1308	UNITED STATES	N
Active	1100002555139	General Surgery Downtown ABQ Health Partners	715 DR MARTIN LUTHER KING JR AVE NE STE 301	ALBUQUERQUE	NM	87102-3668	UNITED STATES	N
Active	1100003802683	NMS - Baton Rouge General Medical Center Mid City	3600 FLORIDA BLVD Wound Care Dept	BATON ROUGE	LA	70806-3842	UNITED STATES	N

Location View/Use Search for GPOs (*continued*)

Status	GLN	Location Name	Address Lines	City	State	Zip Code	Country	MyLocations
filter	filter	filter	filter	filter	filter	filter	filter	filter
Active	1100004910530	Cibola General Hospital	1016 E ROOSEVELT AVE Hospital	GRANTS	NM	87020-2118	UNITED STATES	N
Active	1100002947545	Southwest General Hospital	7400 BARLITE BLVD	SAN ANTONIO	TX	78224-1308	UNITED STATES	S
Active	1100002555139	General Surgery Downtown ABQ Health Partners	715 DR MARTIN LUTHER KING JR AVE NE STE 301	ALBUQUERQUE	NM	87102-3668	UNITED STATES	N
Active	1100003802683	NMS - Baton Rouge General Medical Center Mid City	3600 FLORIDA BLVD Wound Care Dept	BATON ROUGE	LA	70806-3842	UNITED STATES	Y

5 Results of your search will display in the data table matching your criteria. Values in this column display "Y" My Location; "S" Self-Managed Location*; and "N" Third Party Location.

6 To modify your location record, click on the Location Name. Save your changes and click Return to Search Results

7 Export the results of your search from the data table and sort by any column heading including MyLocation: "Y" My Location; "S" Self-Managed Location; and "N" Third Party Location.

Location Name	GLN	Industry	Role in Supply Chain	MyLocation
Lawrenceville General	1100097854339	Healthcare	Provider	Y
Iraan General Hospital District	1100005250451	Healthcare	Provider	S
LaSalle General Hospital	1100005293861	Healthcare	Provider	S
Anson General Hospital Home Medical Equipment	1100002088354	Healthcare	Provider	S
Hamilton General Hospital	1100005186163	Healthcare	Provider	S
Wabash General Hospital District	1100005140189	Healthcare	Provider	S
Southwest General Hospital	1100002947545	Healthcare	Provider	N
General Surgery Downtown ABQ Health Partners	1100002555139	Healthcare	Provider	N
NMS - Baton Rouge General Medical Center Mid City	1100003802683	Healthcare	Provider	N
Macon County General Hospital	1100003349218	Healthcare	Provider	N
Opelousas General Health System	1100004008343	Healthcare	Provider	N
MARIANJOY-NH-GENERAL PEDS	1100005525368	Healthcare	Provider	N
NMS - Opelousas General Hospital	1100005967274	Healthcare	Provider	N
UPC Sarfatis General Surgery	1100002999582	Healthcare	Provider	N

*Note: Self-managed locations participate under a GPO's Data Hub subscription and manage their own locations. The results display any designated self-managed location, not specifically for the GPO performing the search.

How To Create a Level (Crosswalk) Report

GS1 US Data Hub | Location allows users to create a detailed report of location details including the parent Global Location Numbers (GLNs) for each level. Each location's parent GLNs are listed for up to ten levels in the location hierarchy. This report may be run by a first party (Create/Manage) user or a third party subscriber (View/Use).

First Party (Create/Manage) Subscribers

START

1 Click **Location** > **Manage**.

2 Scroll down to the data table. Select the Location that you want to create the Level Report for from the data table by clicking the hyperlink to view the Location Details Page.

CONTINUE

How To Create a Level (Crosswalk) Report *(continued)*

First Party (Create/Manage) Subscribers

Home > Location > Details

Active (0814141007237) - TestlocationRegression ⑦

3

| Details | Hierarchy | Assign Users | Sharing | History | Approval History |

Home > Location > Hierarchy

Active (0814141007237) - TestlocationRegression ⑦

| Details | Hierarchy | Assign Users | Sharing | History | Approval History |

Location Hierarchy

[Print Hierarchy] [Toggle Details] [Export Hierarchy] ← **4**

START
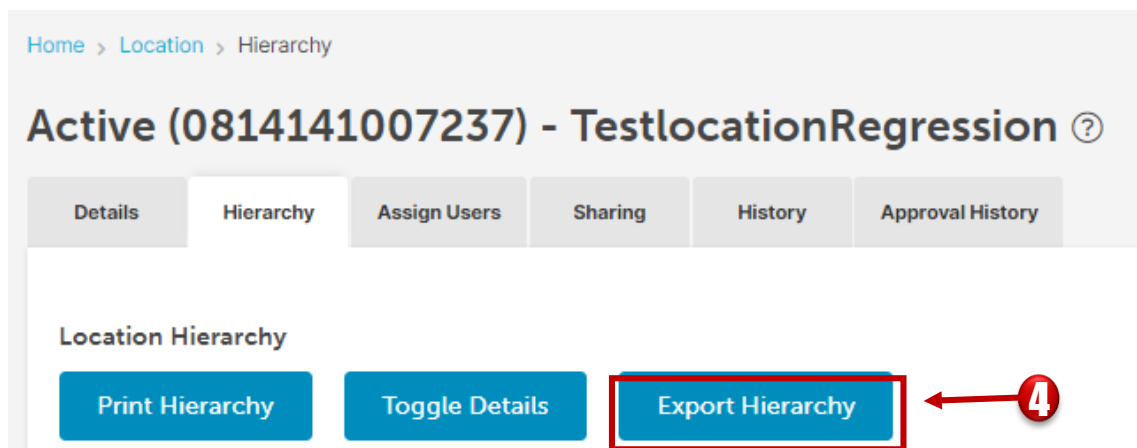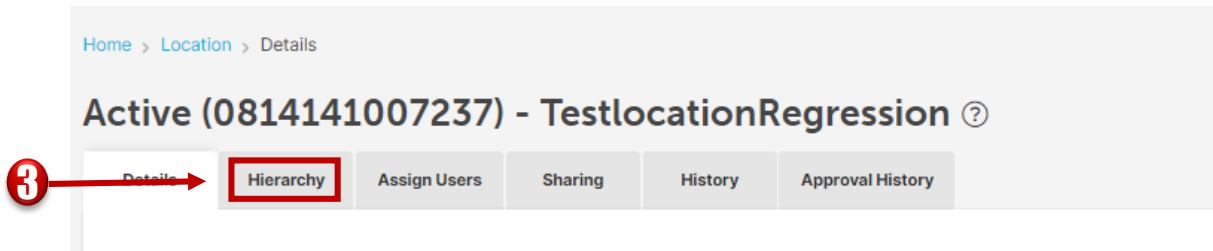
3 Once the Location Details page opens, click the Hierarchy Tab

4 Click the Export Hierarchy button

CONTINUE →

How To Create a Level (Crosswalk) Report (continued)

First Party (Create/Manage) Subscribers

Export Hierarchy ✕

- ○ All Ancestors (Parents)
- 5 → ◉ All Descendants (Children)
- ○ All Ancestors and All Descendants

6 → **Custom Export**   **Cancel**

Export Specifications ✕

- ☐ Country   ☐ Phone

Business Details
- ☐ Location Types   ☐ GLN Types   ☐ Location Comments
- ☐ Include Conditional Attributes for Locations matching the Supply Chain Role of the Location

Export File Type
7 → TAB Delimited ⌄

8 → ☑ Show all Parent GLNs for Each Location (Level Report)

Export ← 8

START

5 Select the most appropriate button from the dialogue box. In this example, we selected "All Descendants".

6 Click the **Custom Export** button

7 Choose the desired **Export File Type** to export-tab delimited or worksheet (.xlsx)

   Note: User advisory for 200,000 or more locations:

   Select "tab delimited" File Type to export the level report. If worksheet is chosen because an "xlsx" File Type is required, limit number of columns to 17

8 Check the box to **Show ALL Parent GLNs for Each Location**.

   Note: Other search details can be selected as desired before clicking Export

CONTINUE

Location User Guide

First Party (Create/Manage) Subscribers

9 →

Do you want to open or save **Export 20161031132726.tab** (7.99 KB) from **dh.stage.gs1us.org**?   [Open] [Save ▼] [Cancel] [×]

1	Level0	Level1	Level2	Level3	Level4	Level5	Level6	Level7
2	1100097194145							
3	1100097194145	1100097890504						
4	1100097194145	1100097890467						
5	1100097194145	1100097027528						
6	1100097194145	1100097511461						
7	1100097194145	1100097948854						
8	1100097194145	1100005704237						
9	1100097194145	1100097278043						
10	1100097194145	1100097511461	1100097715333					
11	1100097194145	1100097027528	1100097148506					
12	1100097194145	1100097890467	1100097556684					
13	1100097194145	1100097890504	1100097827937					
14	1100097194145	1100097890467	1100097407283					
15	1100097194145	1100097890467	1100097407283	1100097805768				
16	1100097194145	1100097890504	1100097827937	1100097669261				
17	1100097194145	1100097890467	1100097556684	1100097396464				
18	1100097194145	1100097890504	1100097827937	1100097303349				
19	1100097194145	1100097027528	1100097148506	1100097564115				
20	1100097194145	1100097511461	1100097715333	1100097270153				
21	1100097194145	1100097890467	1100097407283	1100097821331				
22	1100097194145	1100097890467	1100097407283	1100097611086				
23	1100097194145	1100097890467	1100097407283	1100097611086	1100097899			
24	1100097194145	1100097890467	1100097407283	1100097611086	1100097276			
25	1100097194145	1100097511461	1100097715333	1100097270153	1100097841			
26	1100097194145	1100097027528	1100097148506	1100097564115	1100097113			
27	1100097194145	1100097890467	1100097407283	1100097805768	1100097566			
28	1100097194145	1100097890467	1100097407283	1100097611086	1100097899			
29	1100097194145	1100097890467	1100097407283	1100097611086	1100097899			
30	1100097194145	1100097890467	1100097407283	1100097611086	1100097899			

10

I	J	K	L	M	N	O	P
Level8	Level9	Level	GLN	LocationName			
		0	1100097194145	Amalgamated Hospital Purchasing			
		1	1100097890504	WHL - TOP BRANCH			
		1	1100097890467	PW 5.13 Sanity - TOP			
		1	1100097027528	WHL514 - TOP			
		1	1100097511461	WHL515 - TOP			
		1	1100097948854	name			
		1	1100005704237	Peachford Behavioral Health System			
		1	1100097278043	Distribution Center #568			
		2	1100097715333	WHL515 - CHILD 1			
		2	1100097148506	WHL514 - CHILD 1			
		2	1100097556684	PW 5.13 Sanity - Sub 1			
		2	1100097827937	WHL - CHILD 1			
		2	1100097407283	5.14 sanity POOL - TOP			
		3	1100097805768	5.14 sanity POOL - Sub 1			
		3	1100097669261	WHL - CHILD 2			
		3	1100097396464	PW 5.13 Sanity - Sub 2			
		3	1100097303349	WHL - CHILD 2.2			
		3	1100097564115	WHL514 - CHILD 2			
		3	1100097270153	WHL515 - CHILD 2			
		3	1100097821331	TestLocation			
		3	1100097611086	PW 5.15 Sanity -TOP			
		4	1100097899224	PW 5.15 Sanity -Sub 1			
		4	1100097276360	test location			
		4	1100097841377	WHL515 - CHILD 3			
		4	1100097113566	WHL514 - CHILD 3			
		4	1100097566690	5.14 sanity POOL - Sub 2			
		5	1100097633422	PW 5.15 Sanity -Sub 2			
		5	1100097400192	test transfer 6/28/16			
		6	1100097631916	test new location			

START

9 Depending on the file type you selected, a file will download via your web browser* and typically will be temporarily stored in your Downloads Folder. Click **Open** to download and open the file.

*Note: Download experience will vary depending on your Internet browser.

10 The export file will show the parent GLNs and the data for the search options selected.

STOP

How To Create a Level (Crosswalk) Report (*continued*)

Third Party (View/Use) Subscribers

START

1 Click **Location** > **View/Use**.

2 You can search Shared Locations to locate the desired location by using the supplied search options. These allow you to search by Industry, Company Name, GLN, Location Name, and various additional attributes.

CONTINUE

How To Create a Level (Crosswalk) Report (*continued*)

Third Party (View/Use) Subscribers

③ Select the Location that you want to create the Level Report for from the data table by clicking the hyperlink to view the Location Details Page.

④ Click the hierarchy tab and then the Export Hierarchy button to display the Export Specifications window

⑤ Choose the desired file type to export-tab delimited or worksheet (.xlsx)

Note: User advisory for 200,000 or more locations:

Select "tab delimited" File Type to export the level report. If worksheet is chosen because an "xlsx" File Type is required, limit number of columns to 17

⑥ Check the box to Show ALL Parent GLNs for Each Location.

Note: Other search details can be selected as desired before clicking Export

How To Create a Level (Crosswalk) Report (*continued*)

Third Party (View/Use) Subscribers

7

Do you want to open or save **Export 20161031132726.tab** (7.99 KB) from **dh.stage.gs1us.org**?   Open   Save ▼   Cancel   ✕

8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Level0	Level1	Level2	Level3	Level4	Level5	Level6	Level7	Level8	Level9	Level	GLN	LocationName	
2	Not Shared										0	Not Shared	Ebusinessready	
3	Not Shared	0013670922558									1	0013670922558	HC test loc1	
4	Not Shared	0013670922558	0013670260216								2	0013670260216	HC Sub Location1	
5														
6														
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17														
18														
19														
20														

START

7 An Excel file will download via your web browser* and typically will be temporarily stored in your Downloads Folder. Click **Open** to download and open the Excel file.

   ***Note**: Excel download experience will vary depending on your Internet browser.

8 The export file will show the parent Global Location Numbers and the data for the search options selected.

STOP

Location User Guide