

You must have a GS1 Company Prefix before you can assign a GTIN

"A GS1 Company Prefix is the only way to uniquely identify your brand in the global supply chain. Your Company Prefix will be used to form U.P.C. barcodes and other types of barcodes and numbers. As your business grows, you'll learn to depend on your Company Prefix to uniquely identify your company and brand in the global supply chain." (<http://www.gs1us.org/>)

Where to get a GS1 Company Prefix

To get a UCC Company Prefix, you must apply for membership to the GS1 US (formerly the Uniform Code Council). There is a fee for membership and it is based upon the information you provide about your company in the application. Apply at:

<http://www.gs1us.org/get-started/im-new-to-gs1-us/get-your-company-prefix>

Once a GS1 Company Prefix is assigned, GTIN numbers can be created

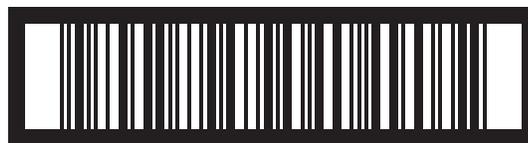
EnvioAg uses a GTIN-14 numbering system to generate its barcodes.

Where the numbers come from:

1. The first digit is the Indicator Digit and it indicates the package level
2. In the EnvioAg system, the Prefix ID assigns the second number.
3. The third set of numbers is The UCC Company Prefix (a 6-9 digit number assigned to you by the GS1). Example: A 6 digit UCC Company Prefix, "456789" had been assigned to the Envio Produce Company. This number will represent the Company on all of the products as well as in any EDI (Electronic Data Interchange) applications. It is unique to the company.
3. The fourth set of numbers are used to reference the specific product. It is called an **Item Reference Number**. This number is not assigned by the GS1. This number is up to the manufacturer/packer and is often assigned in a random manner.
4. The last number is a check digit calculated from the previous 13 digits. It is not randomly assigned. EnvioAg will calculate this check digit for you.

When finished the number must be a total of 14 digits long.

Example GTIN-14 Number

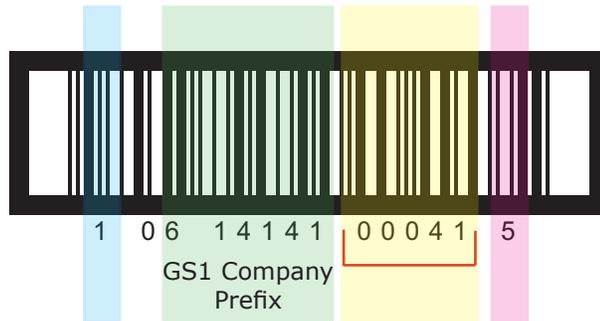


1 06 14141 00041 5
(Number Spacing is Arbitrary)

GTIN Basics



Here is an example breakdown of this GTIN-14 code



The product number fills in the remaining space

Position of Digits in a GTIN-14

N1	N2	N3	N4	N5	N6	N7	N8	N9	N10	N11	N12	N13	N14
1	0	8	1	4	1	4	1	0	0	0	4	1	5

N1 - Indicator digit, used for GTIN-14, "1" to "8" indicates a packaging level and "9" a variable measure item. Zero in this position is not considered an Indicator Digit, but rather a pad or fill zero. There is however, no worldwide consensus on which number indicates which packaging level and no significance should be built into this number.

N2 - EnvioAg defaults this number to zero and labels it a Prefix ID.

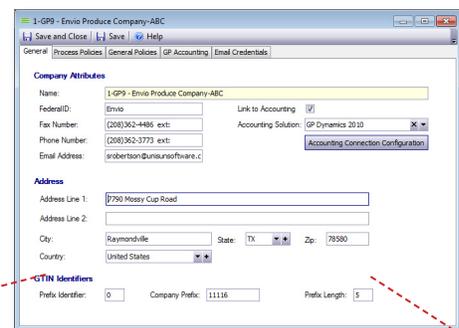
N3 - N8 (but could be up to N11) is your GS1 Company Prefix.

N9 - N13 Item (product) reference number. The length of this number varies in length depending on the length of your GS1 Company Prefix. In this example, the yellow section is what determines the length of the product number. Each different type of trade item is assigned a unique number. For ease of administration, we recommend you assign them sequentially (001, 002, 003, etc.).

N14 is a check digit, which follows the standard modulo 10 calculation. It will be calculated automatically

Setting up the GS1 Company Prefix in EnvioAg

1. Login to EnvioAg
2. Go to **Company** > your company > **General**
3. At the bottom of the screen, locate the **GTIN Identifiers** fields
4. Type your assigned GS1 Company Prefix into the **Company Prefix** field.
5. Count the number of digits in the **Company Prefix** field and type this number into the **Prefix Length** field
6. Save and Close

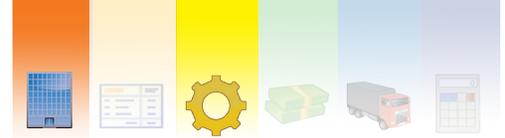


GTIN Identifiers

Prefix Identifier: N2 Company Prefix: N3- Prefix Length:

GEN061913.2





Where Adding a GTIN to a Product is located

Company > Commodities > "Choose the commodity"

What the GTIN does

Global Trade Item Number (GTIN) is a standardized and globally unique way to identify items traded in the supply chain. GTINs enable businesses to accurately order, invoice, price or receive product. The GTIN provides a common language for traceability.

Icon Key

	Single left click		Save
	Double left click		Save and Close
	Single right click		Window opens
	Tab		Minimize options
			Expand options

Why & When you would add GTINs

GTINs are added to product to track produce, meet Produce Traceability Initiative (PTI) guidelines, and to fulfill retailer requests.

A unique GTIN must be created whenever any of the following changes about a product:

- The Product Name, Product Brand, or Product Description
- The trade item type and variety
- The net quantity of trade item (amount per package changes)
- If the trade item is a grouping, the number of elementary items contained, and their subdivision in sub-packaging units, the nature of the grouping (carton, pallet, box-pallet, etc...)

A modification to any of the basic elements that characterize a trade item will usually lead to a change in the GTIN. *(Excerpt from <http://www.gs1us.org/>)*

How to add a GTIN to a product

1. Go to **Company >**  **General** and document the **Prefix Length** field number in the box to the right. 
2. Calculate the maximum product number length by taking the prefix length #, adding three, then taking the sum and subtracting it from 14. Product numbers cannot exceed this length.
3. **Company > Find >**  **Commodities**
4. Choose the commodity that requires a GTIN.  your selection in the **Name** column. Example: Cherries, Apples, Onions, etc. 

Prefix Length #

	+	3
	-	14

Product Length #

5. This window shows all the pre-assigned **Product Stages**.

 the **Stage Name** where the GTIN number will be defined. 

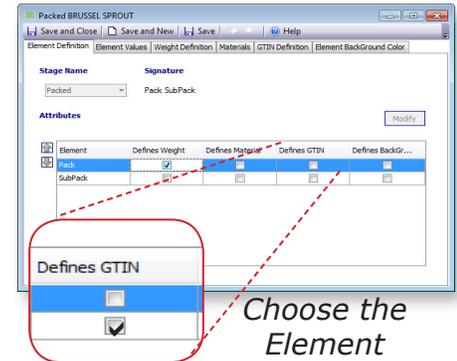
6.  the  **Element Definition**: A grid of data is shown based on the Signature of this Commodity.

7. Decide which Element(s) will define the GTIN number and in the checkbox. Most users select Variety, Pack, Brand or all. 

8.  the  **GTIN Definition**

9.  the **New GTIN Reference #** button 

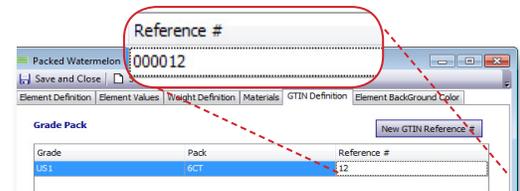
10. The heading rows will display the elements selected on the **Element Definition** Tab. Fill in the Element criteria. The **Reference #** is the GTIN product number. Choose a number with a maximum of the **Product Length #** (found in Step 2), and a minimum of one digit. EnvioAg will automatically fill the remaining digit places with zeros.



Choose the Element

11. Continue creating each product category with a unique Reference # until you are finished.

12. 

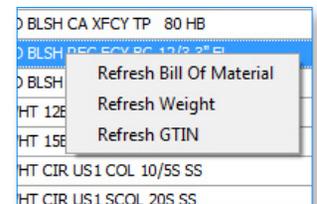


Troubleshooting & Tips

- If you have product in inventory that requires the GTIN and the product was created before the products were defined in the GTIN Definition tab:

1. **Company > Find >  Commodities >  Product**

2. Select the product to update and  and select **Refresh GTIN** OR  on the Grid heading row and  **Refresh GTINs**



- The Brand Owner, the organization that owns the specifications of the trade item regardless of where and by whom it is manufactured, is normally responsible for the allocation of the GTIN.

Related Subjects

- GTIN Basics**

An excellent resource for understanding when to use new or existing GTINs is located at:

http://www.gs1.org/docs/idkeys/GS1_GTIN_Allocation_Rules.pdf

Keywords

GTIN, How to add a GTIN, GTIN Number, Traceability, GTIN Reference #, Company Prefix Length

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