

# Step by Step Guide - How to fill in the Product Listing Form

## Retail Tab

By submitting this form, you indicate your agreement to the following:

We, the Member, hereby understand that the GS1 company prefix and barcode numbers are licensed for use by my company by GS1 Malaysia. We agree to provide product information provided by our company as GS1 Malaysia deems necessary as a trusted source of product information for retailers, international buyers information deemed sensitive and/or intended only for limited distribution should be stated as such in the form. The Member must hereby ensure accuracy of information provided in this document. The 13-digit barcode numbers are generated by members themselves, or can be generated by GS1 Malaysia on product information in a product listing will incur a fee of **RM50 per SKU**. All submissions must not include the symbols ~, !, @, #, \$, %, ^, &, \*, (, ), <, >, ?, /, (, ), L, every calendar month. Additional submissions and amendments within a calendar month are subject to **RM 100.00 per submission**. You can request for a list

Company Name:		[Key in the Company]				
GS1 Licensed Company Prefix 955 (xxxxxx) :		[For Standard Membership = xxxxxxxx or xxxxx, For S				
Core Product Information (Compulsory)						
GS1 13-Digit Barcode Number	Product Name	Brand Name	Are you the Product Owner? (Y OR N)	Quantity (for a single product unit)	Unit of Measurement (single product unit)	Product Dimensions (mm)
IMPORTANT: YOU must provide a Valid GS1 barcode number for your Product!	Provide the name of the product that would be displayed on the packaging	Provide the name of the brand for the product		Eg. 100 or 1. If count or weight differs unit to unit, provide rough count/weight and add 'Variable' e.g. 100g, variable	Eg. ml, g, pieces, can, box. If product contains multiple smaller items with weight, give count then individual weight (i.e. sachets, 5g each)	Kindly provide the height x depth x width, in mm
955xxxxxxxxxx	Maggi Chilli Sauce	Maggi Malaysia	Y	500	ML	240x60x60
THESE ARE EXAMPLES!	Example Fruit Product	EFFP	N	1	Pcs	
	Example Furniture Product	EFFP	Y	1	Item (Part 1 of 4)	1800 x 750 x 30
	Champs Chewables Blackcurrant	CCM Pharmaceuti	Y	100	tablets	105 x 55
	Java Tea 25	BALUNG	N	25	Sachets (60 G each)	190mmx60mmx1

- For Product level data only.
- 13-digit GS1 barcode only.
- Complete this first before sharing non-retail data.
- Increase your product visibility by filling in as much information as possible.

## Non-Retail Tab

**For the Submission of Carton & Pallet in (also referred to as Non-Retail Items or T Please read each column's details before yo**

Base/Inner Unit Barcode	GTIN-14 Carton Barcode Number	Non-Retail Unit Description	Quantity inside 1 carton	Unit of Measurement for 1 carton	Dimensions of 1 carton (mm)
Please fill in the 13-digit barcode number (GTIN-13) of the product here  (If the carton contains more than 1 product type/model, do not use this column!)	Please fill in the 14-digit barcode number (GTIN-14) of the carton here.	Please provide a description of the carton or trade item e.g. Coca Cola Shipping Carton	Total number of products inside 1 carton Eg. 1000	Eg. bottles, liter, pcs	Eg. length x width x height

- For Carton or Pallet level data only.
- 14-digit GS1 barcode only.
- Improve trade item traceability and inventory management by filling in as much information as possible.
- If a carton item **will be sold as a product**, list in Retail Tab instead.

## Terms & Conditions Tab

### GS1 Malaysia Product Listing Submission Terms and Conditions

GS1 Malaysia Berhad reserves the right to solely **reject** the uploading of the product provided is **not in accordance** to GS1 **product submission guidelines** as stipulated **Additional charges (see below) will be levied for any request to uploaded reje**

We, the Member, hereby understand that the GS1 company prefix and barcode numl

We agree to provide GS1 Malaysia with full access to, and allow GS1 Malaysia the use provided by our company as GS1 Malaysia deems necessary as a trusted source of p trading partners and any other marketing and promotion activities.

We agree to abide by the Terms and Conditions governing GS1 Malaysia Berhad subs

Only **active GS1 members** who have subscribed for the **Verified by GS1 - Product** can upload their product information

## Country Code Tab

Country Full Name	Alpha-2 Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ

- Lists down the terms and conditions that govern the submission of product data.
- A must-read for before you submit your product data.

- List of country codes under the Alpha-2 designation for reference.
- Provide during Target Market submission.
- Only use Alpha-2.

# Section One – Product Details, General

	Core Information (Compulsory)																
Column Title:	Barcode	Product Name	Brand Name	Are you the Product Owner?	Quantity (for a single product unit)	Unit of Measurement (single product unit)	Product Dimensions (mm) (L x W x H)										
What does it mean?	List your product's unique GS1 GTIN-13 Barcode Number here.	Provide the name of your product, i.e. what is shown on the product packaging.	Provide the product's brand name. You can also list your company name.	State whether you are the product owner.	<ul style="list-style-type: none"><li>The amount contained in a <b>single product unit</b>.</li><li>If product contains individual packets or items, give the <b>total number of packets/items per container</b>, OR give the <b>total weight</b>.</li></ul>	How a <b>single product unit</b> is measured by weight or quantity. Use the codes below:	How a single product unit is measured by <b>length, width, and height</b> , in <b>millimeter (mm)</b>										
				Note down only 1:  Y = brand owner  N = distributor, reseller, retailer		<table><tr><th>Code</th><th>Description</th></tr><tr><td>MLT</td><td>Millilitre</td></tr><tr><td>GRM</td><td>Gram</td></tr><tr><td>KGM</td><td>KG</td></tr><tr><td>H87</td><td>Piece</td></tr><tr><td>LTR</td><td>Litre</td></tr><tr><td>SET</td><td>Set</td></tr><tr><td>AS</td><td>Assortment</td></tr></table>		Code	Description	MLT	Millilitre	GRM	Gram	KGM	KG	H87	Piece
Code	Description																
MLT	Millilitre																
GRM	Gram																
KGM	KG																
H87	Piece																
LTR	Litre																
SET	Set																
AS	Assortment																
E.g.:	955xxxxxxxxxC	Chewables Blackcurrant	CHAMPS	Y	100	tablets	240x60x60										
	955xxxxxxxxxC	Maggi Chilli Sauce	MAGGI	Y	500	MLT	1800 x 750 x 30										
	955xxxxxxxxxC	Java Tea 25	BALUNG	N	25	Sachets (60 G each)	190x60x65										

## Section Two – Product Details, Classification

Global Product Classification (GPC), Compulsory		
Column Title:	<b>GPC Class Code</b> The format is: (Code) + - + (Description). Required for Premier Trusted Search Engine.	<b>GPC Brick Code</b> Give the closest match from the Brick Code Table. <b>Only list the 8-digit code.</b> Required for upload of product data onto the GS1 Global Registry Platform (GRP)
What does it mean?	<a href="#">Click here to open the GPC Browser.</a>  This will be used for business matching and for retailer reference, so please give the closest match.  Kindly fill in the code from the Class Table. The format is: (Code) + - + (Description).	<a href="#">Click here to open the GPC Browser.</a>  This will be used for business matching and for retailer reference, so please give the closest match.  Kindly fill in the code from the Brick Table. Only the 8-digit code is required.
E.g.:	<b>50171800 - Sauces/Spreads/Dips/Condiments</b>	<b>10006325</b>
	<b>50201700 - Coffee/Tea/Substitutes</b>	<b>10000116</b>

## Section Three – Additional Product Details

	Core Information		
Column Title:	Country of Origin <i>Provide product manufacturing origin. If repackaged, state as such &amp; provide CoO of raw materials</i>	Target Market <i>Provide the country code of the target market(s) where the product would be traded at. Refer to <b>Country Name List Tab</b> for full list of countries.</i>	Product Short Description <i>Please provide a short write-up about your product</i>
What does it mean?	<p>Provide the name of the country where the product was made or final assembled.</p> <p>Referenced by KPDN for their “Buy Made-in-Malaysia Products” Initiative.</p>	<p>Provide the 2-Character Country Code of each country considered as a Target Market by your company.</p> <p>List of country codes provided in separate tab.</p> <p>Important for Retailers and Distributors.</p>	<p>Give us a short write-up about the product e.g. how to use, recommended dosage, etc.</p>
E.g.:	Malaysia	MY, SG, TH, ID	<b>This blackcurrant-flavored snack is bursting with nutrients and vitamins, to keep your little one healthy and energetic</b>
	Made In Sabah	MY	<b>BALUNG Java Tea</b>

## Section Four – Product Images

*Product images can be of approved / final artwork if the product or the packaging is not on the market yet.*

	Core Information
Column Title:	Product Images (List the file names of each picture, as per the guidelines above. Attach pictures as separate files)
What does it mean?	<ul style="list-style-type: none"> <li>Free upload of 10 product images per company, per VbG &amp; GACSS subscription</li> <li>Additional pictures can be uploaded at RM50.00 per picture.</li> <li>You can list the product image URLs, if any, or send the product images in a compressed/zip file with the following naming conventions: "&lt;Product GTIN&gt;-1.jpg" or if only 1 picture "&lt;GTIN&gt;.jpg"</li> <li>Please only send your picture in ".JPG", ".JPEG", ".GIF" and ".PNG" formats to keep the file size down.</li> <li>Do <b>NOT</b> embed or attach the pictures inside a Word or Excel document, or as a PDF file. Please send as a picture file. You may send them as a compressed file (.zip, .7z, .rar)</li> <li>Submitted pictures can be used for simple authentication.</li> </ul>
E.g.:	<p>955xxxxxx0001-1.jpg, 955xxxxxx0001-2.jpg</p> <p>955xxxxxx0001.jpg</p>

**DO NOT EMBED  
IMAGES INSIDE  
THE SUBMISSION  
TEMPLATE!**



## Section Five – A product’s Certification Details

*Note: Only certificate submissions **with all fields completed will be uploaded**. If the certificate does not have an expiration date, please list down as “**n/a**”, do not leave blank.*

	Certification (Fill All if present, leave blank if not)			
Column Title:	Certification Status (Y, N, In progress)	Issuing Body (Give name of the governing body that issued the cert)	Certification Expiry Date (Format is YYYY-MM-DD)	Certification Identifier (Provide the code that uniquely identifies this cert belongs to you)
What does it mean?	<b>Provide only 1:</b> <ul style="list-style-type: none"> <li>• <b>Y</b> = Certificate present</li> <li>• <b>N</b> = Certificate present but not renewed, no certificate</li> <li>• <b>N/A</b> = not applicable</li> <li>• <b>In Progress</b> = Certificate Application pending</li> </ul>	List down the name of the organization that issued the certificate.	Provide the certificate’s expiry date.  Format must be YYYY-MM-DD	Provide the unique Certificate number.
E.g.:	<b>Y</b>	<b>JAKIM</b>	<b>2028-01-01</b>	<b>010118/JAKIM</b>
	<b>N</b>	<b>JAIS</b>	<b>2025-02-02</b>	<b>020215/JAKIM</b>
	<b>In Progress</b>	<b>MESTi</b>	<b>n/a</b>	<b>n/a</b>
	<b>Y</b>	<b>NPRA</b>	<b>2028-02-28</b>	<b>MAL12345678A</b>

## Section Six – Non-Retail Product Details, General

Note: **Fill in the Retail Tab first**, then use the barcode numbers there to generate your carton-level barcodes.

Listed cartons should only **contain 1 type of product**.

Column Title:	Base/Inner Unit Barcode	GTIN-14 Carton Barcode Number	Non-Retail Unit Description	Quantity inside 1 carton	Unit of Measurement for 1 carton	Dimensions of 1 carton (mm)
	Please fill in the <b>13-digit barcode number (GTIN-13)</b> of the product here	Please fill in the 14-digit barcode number ( <b>GTIN-14</b> ) of the carton here.	Please provide a description of the carton or trade item e.g., Coca Cola Shipping Carton	Total number of products inside 1 carton E.g., 1000	E.g., bottles, liter, pcs	E.g., length x width x height
What does it mean?	Provide the 13-digit barcode of the product type or model that goes into the carton.  <b>IF you intend to have multiple product types/variants inside 1 carton, DO NOT input anything in this column.</b>	Provide your carton or trade item's 14-digit barcode here.	Give a description of the non-retail product.	Provide the total base/inner product's quantity inside 1 carton e.g., 1 x carton of Coca Cola has a total of 120 cans.	Provide the base/inner product's type, e.g., bottles, pieces, etc. for 1 carton.	Provide the dimensions of 1 carton box, in millimeter (mm)
E.g.:	955xxxxxxxxxC	1955xxxxxxxxxC	Chewables Blackcurrant, Carton	25	Bottles	1800 x 750 x 30
	955xxxxxxxxxC	1955xxxxxxxxxC	Chewables Blackcurrant, Carton	2500	Tablets	1800 x 750 x 30
	955xxxxxxxxxC	1955xxxxxxxxxC	Chewables Blackcurrant, Carton	12.5	KGM	1800 x 750 x 30



## Section Seven – Additional Non-Retail Product Details

Column Title:	<b><u>GPC Class Code</u></b>  <b><u>Click here to open the GPC Browser.</u></b> The format is: (Code) + - + (Description). Required for <u>Retailer Dashboard Search</u> .	<b><u>GPC Brick Code</u></b>  <b><u>Click here to open the GPC Browser</u></b> and give the closest match from the Brick Code Table. Only list the 8-digit code. Required for upload of product data onto the <u>GS1 Global Registry Platform (GRP)</u>	<b>Country of Origin</b>  <i>Product manufacturing or assembly origin. Malaysian manufacturers are encouraged to support <b>Buy-Made-In-Malaysia-Products Initiative</b> by providing name of State.</i>	<b>Target Market</b>  <i>Trade location of product. Refer to <b>Country Alpha-2 Codes</b> Tab for full list of countries.</i>  <i>Required for upload of product data onto the <b>GS1 Global Registry Platform (GRP)</b></i>
What does it mean?	<a href="#">Click here to open the GPC Browser.</a>  This will be used for business matching and for retailer reference, so please give the closest match.  Kindly fill in the code from the Class Table. The format is: (Code) + - + (Description).	<a href="#">Click here to open the GPC Browser.</a>  This will be used for business matching and for retailer reference, so please give the closest match.  Kindly fill in the code from the Brick Table. Only the 8-digit code is required.	Where the product was made or assembled. Provide if possible.	Provide the 2-Character Country Code of each country considered as a Target Market by your company.  List of country codes provided in separate tab.  Important for Retailers and Distributors.
E.g.:	<b>51121600 - Vitamins/Minerals/Nutritional Supplements</b>	<b>10000467</b>	<b>Malaysia</b>	<b>MY, SG, TH, ID</b>
	<b>50201700 - Coffee/Tea/Substitutes</b>	<b>10000116</b>	<b>Made In Sabah</b>	<b>MY</b>
	<b>50171800 - Sauces/Spreads/Dips/Condiments</b>	<b>10006325</b>	<b>Singapore</b>	<b>MY, SG</b>

# Product Listing Submission Terms and Conditions

## **General**

- GS1 Malaysia Berhad reserves the right to solely reject the uploading of the product listing submission without cause or if the information provided is not in accordance with GS1 product submission guidelines as stipulated in these terms and conditions or as shown in our submission guide. Additional charges will be levied for any request to uploaded rejected submissions.
- We, the Member, hereby understand that the GS1 company prefix and barcode numbers are licensed for use for my company by GS1 Malaysia.
- We agree to provide GS1 Malaysia with full access to and allow GS1 Malaysia the use of and to share all product information provided by our company as GS1 Malaysia deems necessary as a trusted source of product information for retailers, international buyers, trading partners and any other marketing and promotion activities.
- We agree to abide by the Terms and Conditions governing GS1 Malaysia Berhad subscribers.

## **Product Submission**

- Only **active GS1 members** who have **subscribed** for the **Verified by GS1 & GAC Support & Services (VbG & GACSS)** can upload their product information.
- If your membership license is **inactive** and no subscription fee is received after **12 months of the financial year**, on the 13th month your uploaded information **will be removed** from the Member Product Databank without further reference to you.
- It is a **member's sole responsibility and obligation** to ensure that all assignments of GS1 barcode numbers (i.e. GTIN-13, GTIN-14, GLN, UPC, etc.) onto their trade items are **accurate** and follow the **GS1 GTIN allocation rules & Check Digit guidelines**.
  - [GS1 GTIN allocation rules](#)
  - Check Digit Guidelines

- Product listing submissions and amendments can be uploaded **for free once every calendar month**. Additional submissions and amendments within a calendar month are subject to **RM 100.00 per additional submission**.
- VbG & GACSS subscribers are allowed to upload **10 free images per company**. Additional pictures can be uploaded at **RM50.00 per additional picture** (up to the technical limit of 3 images per product).
- All submissions must not include the following **symbols** or **non-English characters**, such as below:  
 "~,!,@,#,\$,%,&,\*,(,),<,>?,/,,{,},[,],`,`+,=" or **Pinyin/Chinese, Kanji/Japanese, Cyrillic, Hangul/Korean**, etc.
- Each field has a **character limit**, members are reminded to not exceed the standard limit of **14 characters for all number fields, not including barcode numbers** and **20 characters** for all other fields.

### **Product Data Accuracy & Non-Standard submissions**

- Should a submission be rejected by GS1 Malaysia, members may opt for one of the following options:
  - GS1 Malaysia Berhad will upload the product information provided by submitters **"as is"** into the GS1 Malaysia Member Product Databank. **Thereafter, GS1 Malaysia Berhad will neither be held liable nor responsible for any inaccurate information or depiction that may be displayed on the GS1 Malaysia Member Product Databank, Databank Mobile App or Premier Trusted Search Engine.**
  - To request GS1 Malaysia to only upload **unaffected** fields. The following fields are required for product data upload onto **GS1's Global Registry Platform (GRP): Product Name, Brand Name, Quantity, Unit of Measure, Brick Code & Target Market**. If they are not provided, your product data will not be uploaded onto GRP.
- GS1 Malaysia Berhad is authorised by members to maintain and key in their product information, with the understanding that:
  - GS1 Malaysia Berhad **will not generate barcode numbers** for the member **by default**.
  - Barcode numbers can be generated by GS1 Malaysia via our **Barcode Number Generation Service** or **generated by members themselves using the modulo-10 algorithm**. Members are obliged to ensure that the generated barcode numbers are **accurate**, uses their **allocated GS1 Company Prefix**, and follow the **Check Digit guidelines**.

- Barcode Number Generation Service (**GTIN-13**):
  - **RM 375** for **250 barcode numbers**
  - **RM 500** for **1,000 barcode numbers**
- Barcode Number Generation Service (**GTIN-14**):
  - **RM 100** for **80 x GTIN-14 barcode numbers.**
- Any request to **revise or include** attributes, product, or image information outside of stated norm will be counted as a monthly submission and incur a fee of **RM50 per SKU**.
- Product information must be submitted to GS1 Malaysia using **our official product listing submission Excel template**.
  - Special consideration to **assist** members to submit their product information can be provided, **at RM 50 per SKU**.
  - **Amending, deleting, or overwriting the template** outside of the section provided for member data entry will result in rejection of submission.
- Effective from November 1st, 2023, you can request for a list of all your submitted products to be extracted from the local GS1 data repository at **RM 100 per GS1 company prefix** or **per request**.