GS1 DIY Self Learning Materials

Submitting Product Information into the Member Product Databank

GS1 Malaysia Berhad

GS1 Malaysia

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The Member Product Databank

How to submit your product listing to GS1 Malaysia's online trusted product repository

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(1)
Fill in the Product Listing Submission Template

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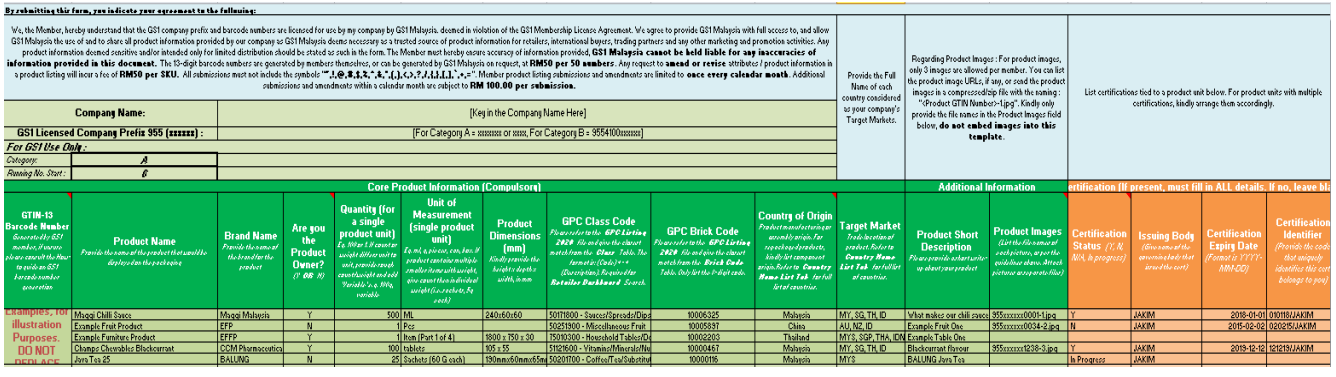
Product Listing Submission Template

Retail Unit Template



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, deemed in violation of the GS1 Membership Licence Agreement. 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 to GS1 Malaysia deems necessary so a trusted source of product information for retailers, international buyers, trading partners and any other marketing and promotion activities. Any product 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, **GS1 Malaysia cannot be held liable for any inaccuracies of information provided in this document.** The 13-digit barcode numbers are generated by members themselves, or can be generated by GS1 Malaysia on request, at **RM50 per 50 numbers**. Any request to **amend or revise** attributes / product information in a product listing will incur a fee of **RM50 per SKU.** All submissions must not include the symbols '" ,!,@,#,$,%,^,&,*,(,),<,>,?,/,|,{,},[,],`,~,+,=". Member product listing submissions and amendments are limited to **once every calendar month**. Additional submissions and amendments within a calendar month are subject to **RM 100.00 per submission.**

Provide the Full Name of each country considered as your company's Target Markets.

Regarding Product Images : For product images, only 3 images are allowed per member. You can list the product image URLs, if any, or send the product images in a compressed/zip file with the naming : "<Product GTIN Number>-1.jpg". Kindly only provide the file names in the Product Images field below, **do not embed images into this template.**

List certifications tied to a product unit below. For product units with multiple certifications, kindly arrange them accordingly.

Company Name:	[Key in the Company Name Here]
GS1 Licensed Company Prefix 955 (xxxxxx) :	[For Category A = xxxxxxx or xxxx, For Category B = 9554100xxxxxx]
For GS1 Use Only :	
Category:	*A*
Running No. Start :	*6*

Core Product Information (Compulsory)											Additional Information		ertification (If present, must fill in ALL details. If no, leave bl			
GTIN-13 Barcode Number *Generated by GS1 member, if unsure please consult the How-to guide on GS1 barcode number generation*	**Product Name** *Provide the name of the product that would be displayed on the webpage*	**Brand Name** *Provide the name of the brand for the product*	**Are you the Product Owner?** *(Y OR N)*	**Quantity (for a single product unit)** *Eg. Write 1 if counter weight differs unit to unit, provide actual count/weight and add 'Variable' e.g. Write variable*	**Unit of Measurement (single product unit)** *Eg. ml, g, pieces, can, box. If product contains multiple smaller items with weight, you must then do individual weight (i.e. exclude the box each)*	**Product Dimensions (mm)** *Kindly provide the heights x depth x width, in mm*	**GPC Class Code** *Please refer to the GPC Listing 2020 file and give the closest match from the Class Table. The format is Code - * (Description). Recommended Retailer Dashboard Search.*	**GPC Brick Code** *Please refer to the GPC Listing 2020 file and give the closest match from the Brick Code Table. Only list the 8-digit code.*	**Country of Origin** *Product manufacturing or assembly origin. For non-food products, kindly list component origin. Refer to Country Name List Tab for full list of countries.*	**Target Market** *Trade location of product. Refer to Country Name List Tab for full list of countries.*	**Product Short Description** *Please provide a short write-up about your product*	**Product Images** *(List the file name of each picture, as per the guidelines above. Attach picture as separate file)*	**Certification Status** *(Y, N, N/A, 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)*
Examples, for illustration Purposes. DO NOT DEPLACE	Mugai Chilli Sauce	Mugai Malaysia	Y	500	ML	240x60x60	50111800 - Sauces/Spreads/Dips	10006325	Malaysia	MY, SG, TH, ID	What makes our chilli sauce	955xxxxx0001-1.jpg	Y	JAKIM	2018-01-01	010118/JAKIM
	Example Fruit Product	EFP	N	1	Pcs		50251900 - Miscellaneous Fruit	10005837	China	AU, NZ, ID	Example Fruit One	955xxxxx0034-2.jpg	N	JAKIM	2015-02-02	020215/JAKIM
	Example Furniture Product	EFFP	Y	1	Item (Part 1 of 4)	1800 x 750 x 30	25010300 - Household Tables/Dc	10002203	Thailand	MYS, SGP, THA, IDN	Example Table One					
	Change Chocaholics Blackcurrant	CCM Pharmaceutica	Y	100	tablets	105 x 55	51121600 - Vitamins/Minerals/Nu	10000467	Malaysia	MY, SG, TH, ID	Blackcurrant flavour	955xxxxx1238-3.jpg	Y	JAKIM	2019-12-12	121219/JAKIM
	Jars Tea 25	BALUNG	N	25	Sachets (60 G each)	150mmx60mmx65m	50201700 - Coffee/Tea/Substitut	10000116	Malaysia	MYS	BALUNG Jars Tea		In Progress	JAKIM		

Download the Product Listing Template Here!

Non-Retail Unit Template

GTIN-14 Barcode *The codes are auto-generated, do **NOT** type here*	**Non-Retail Unit Description** *Please provide a description of the non-retail unit, e.g.Coca Cola Shipping Carton*	**Quantity (of a single carton)** *Total inside item count Eg. 1000*	**Unit of Measurement (for a single carton)** *Eg. bottles, liter, pcs*	**Carton Dimensions** *Eg. height x depth x width*	**Base/Inner Unit Barcode** *Please fill in the base product unit barcode here, if available*	**Outer Case Carton (OCC) No.** *List the level of OCC, e.g. a shipping carton that has an inner carton that contains the actual product would be '2'*

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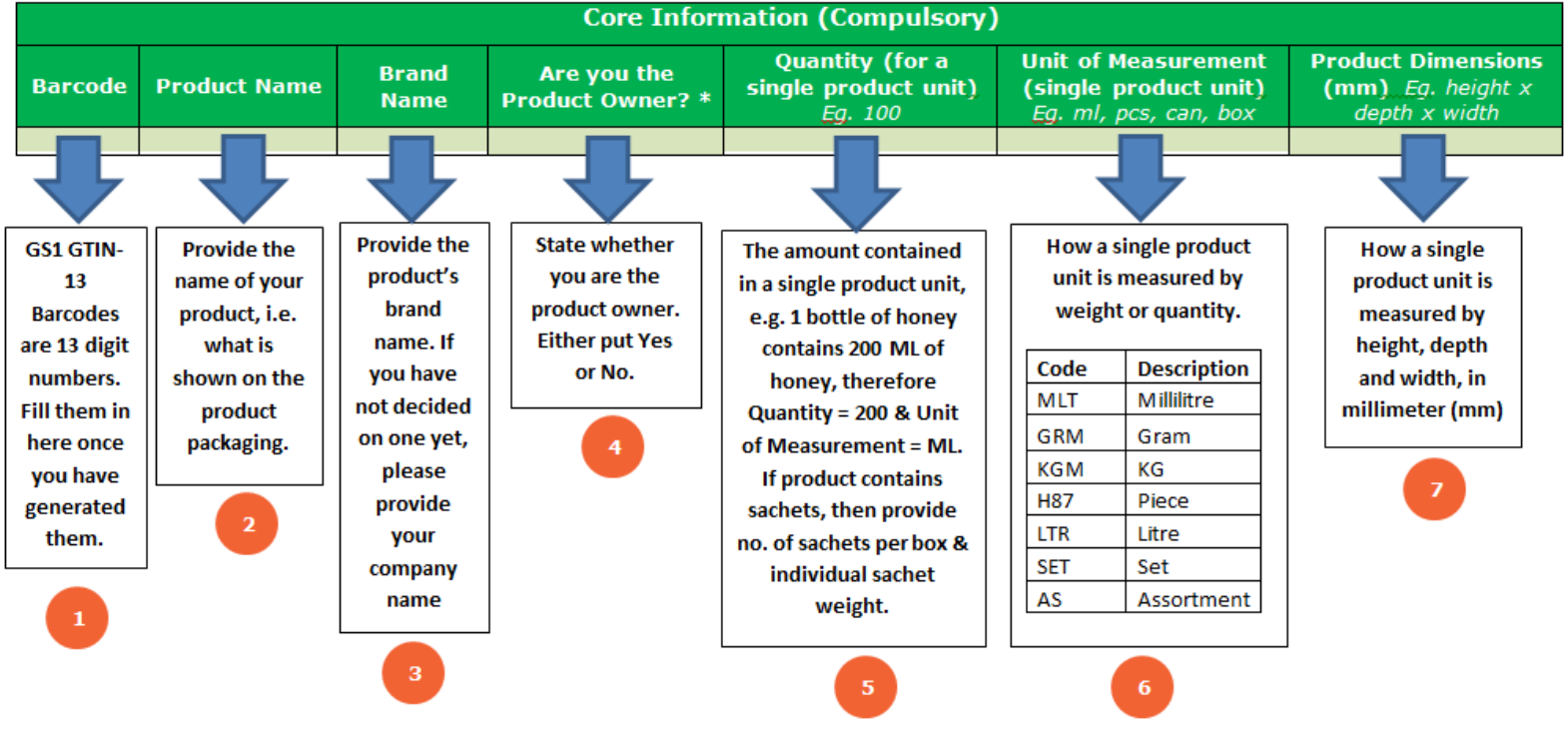
Step by Step Guide - How to fill in the Product Listing Template

Section One – Compulsory Product Details (1st Tab)



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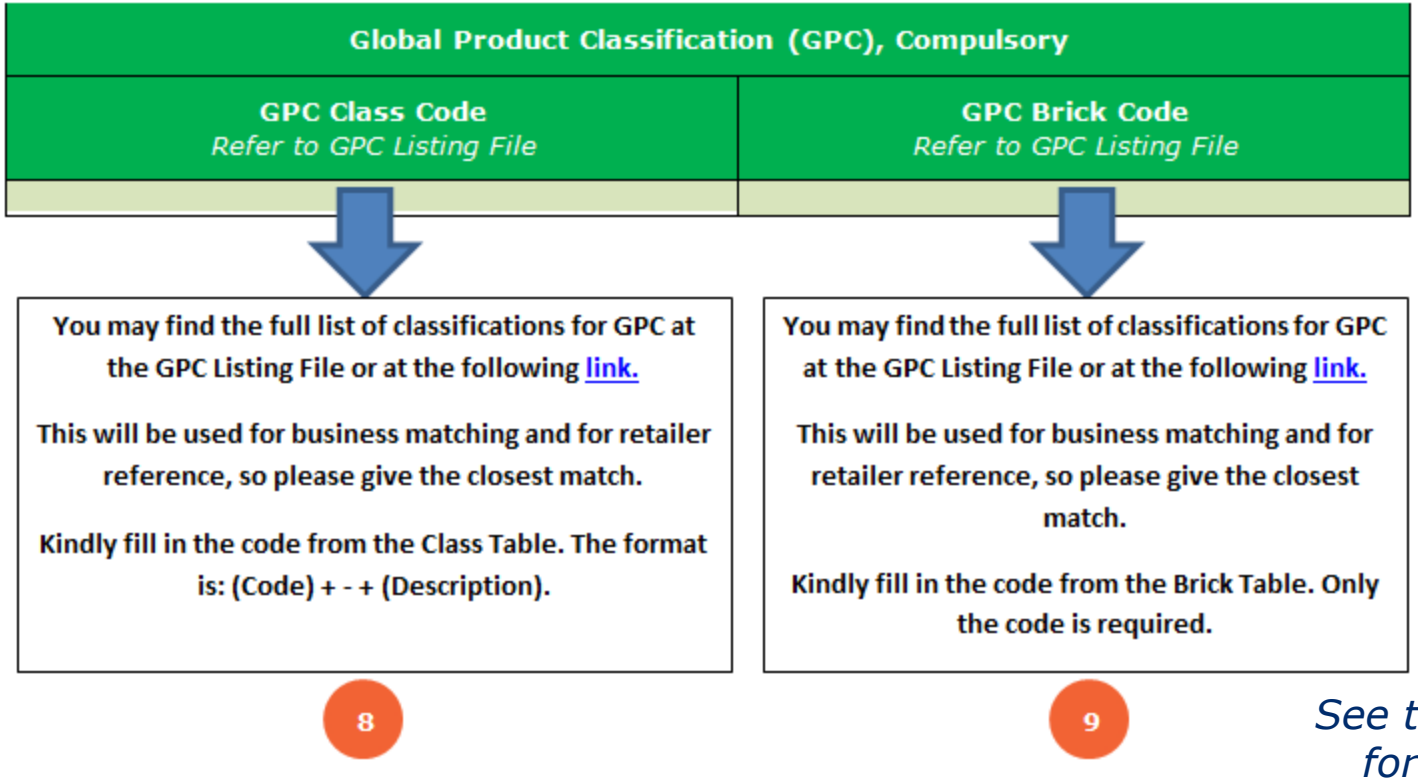
Step by Step Guide - How to fill in the Product Listing Template



*See the **next page** for **GPC steps***

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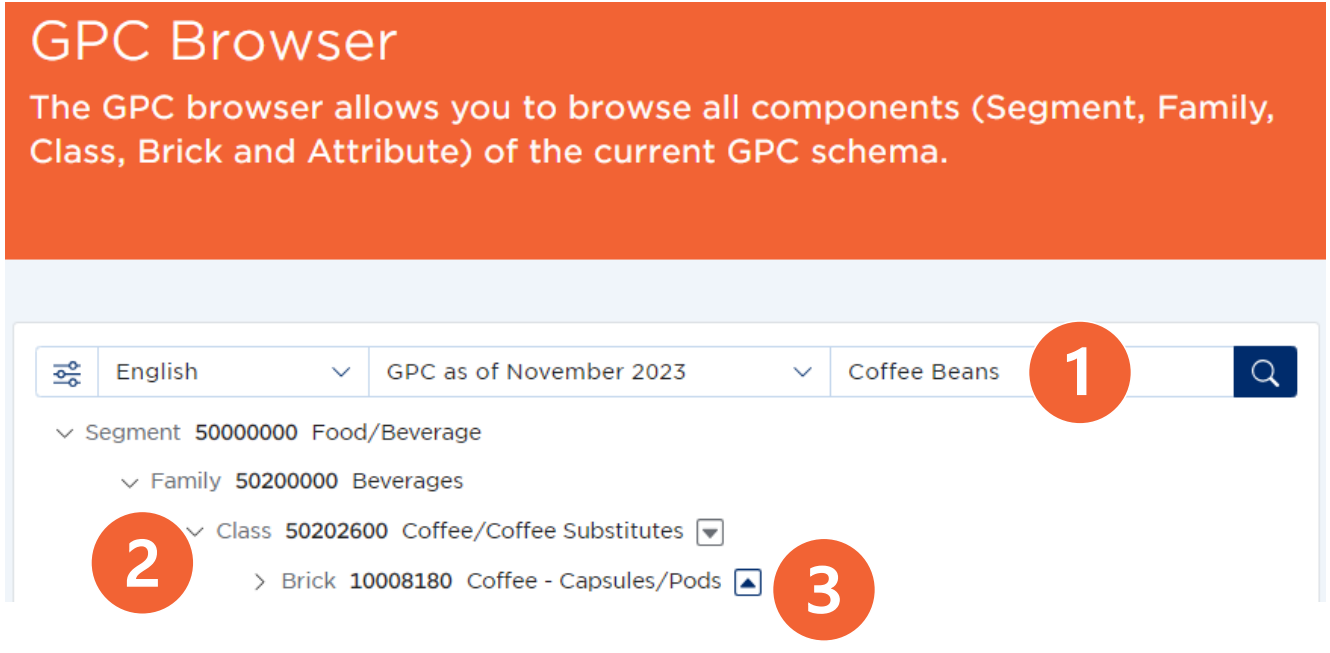
What is Global Product Classification (GPC)?

A list of **product classification codes** used to **classify** different **types of products** to support business search engine requirements.

How to get your GPC:

Go to https://gpc-browser.gs1.org/

1. Key in your product Name, e.g., Coffee Beans
2. Select the relevant **Class Code;** i.e., 50202600 – Coffee
3. Select the relevant **Brick Code;** i.e., 10008180 – Capsules/Pods



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Section Two – Product Image Details (Compulsory) (1st Tab)

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

Core Information			
Country of Origin *Provide product manufacturing origin. If repackaged, state as such & provide CoO of raw materials*	**Target Market** *Provide the country code of the target market(s) where the product would be traded at. Refer to **Country Name List Tab** for full list of countries.*	**Product Short Description** *Please provide a short write-up about your product*	**Product Images** *(List the file names of each picture, as per the guidelines above. Attach pictures as separate files)*

Where the product was made or assembled. Provide if possible.

10

Provide the Full Name of each country considered as a Target Market by your company. Used/referenced by Retailers and Distributors.

11

Give us a short write-up about the product e.g. how to use, recommended dosage, etc.

12

Free upload of 10 product images per company (if subscribed to VbG-PDSS)

If additional pictures are required (or no VbG-PDSS), there is an additional service fee charge of RM50.00 per picture

You can list the product image URLs, if any, or send the product images in a compressed/zip file with the following naming conventions: "<Product GTIN>-1.jpg" or if only 1 picture "<GTIN>.jpg"

Please only send your picture in ".JPG", ".JPEG", ".GIF" and ".PNG" formats to keep the file size down.

Do NOT 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)

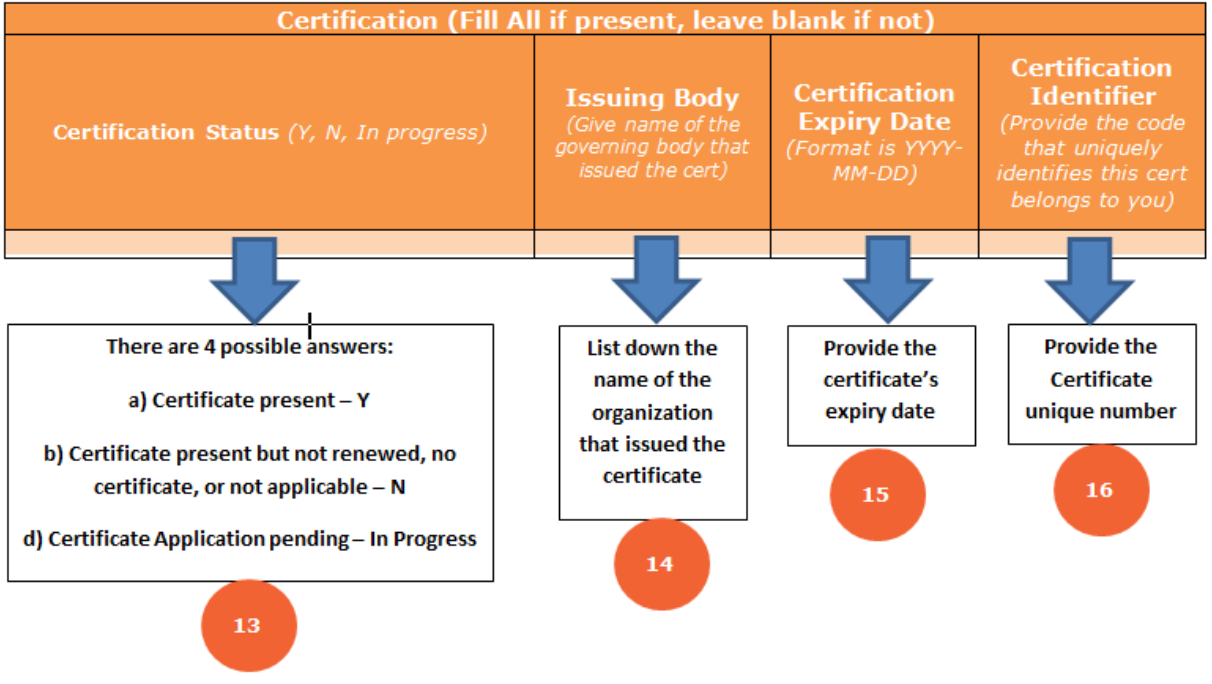
Provided pictures are used for basic authentication.

13

Step by Step Guide - How to fill in the Product Listing Template

Section Three – A product's Certification Details (1st Tab)

Note: Only certificate submissions with all fields completed will be uploaded.



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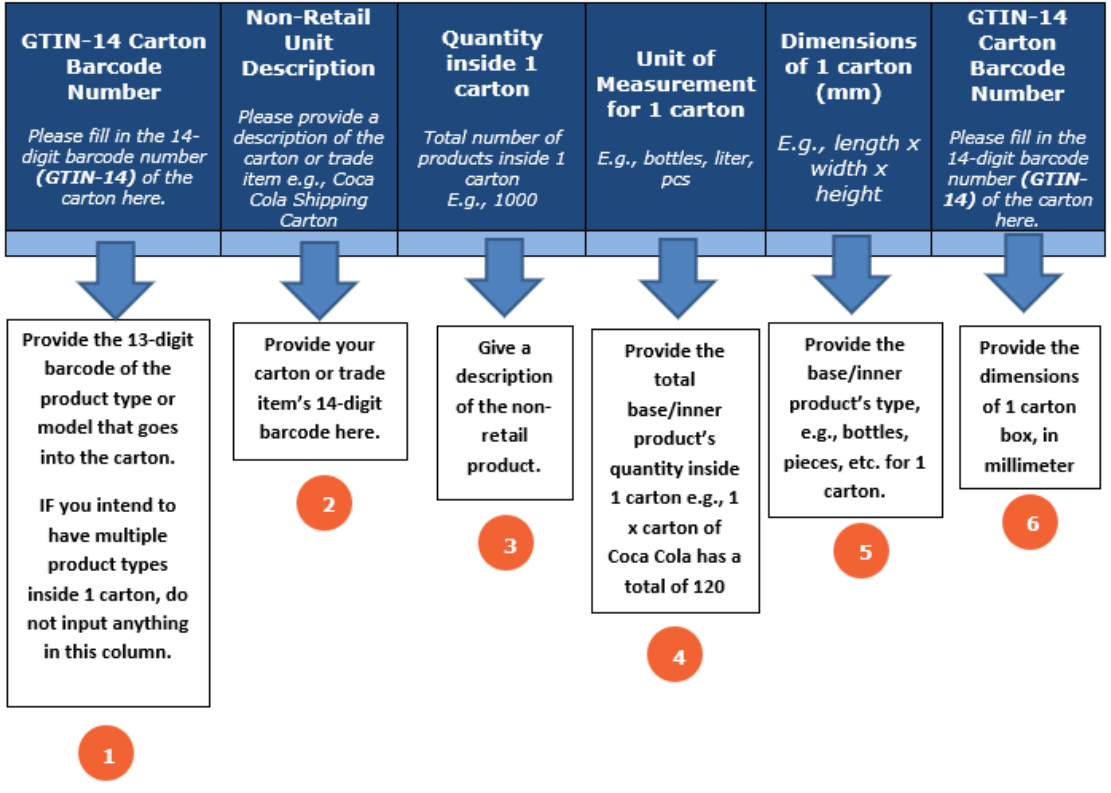
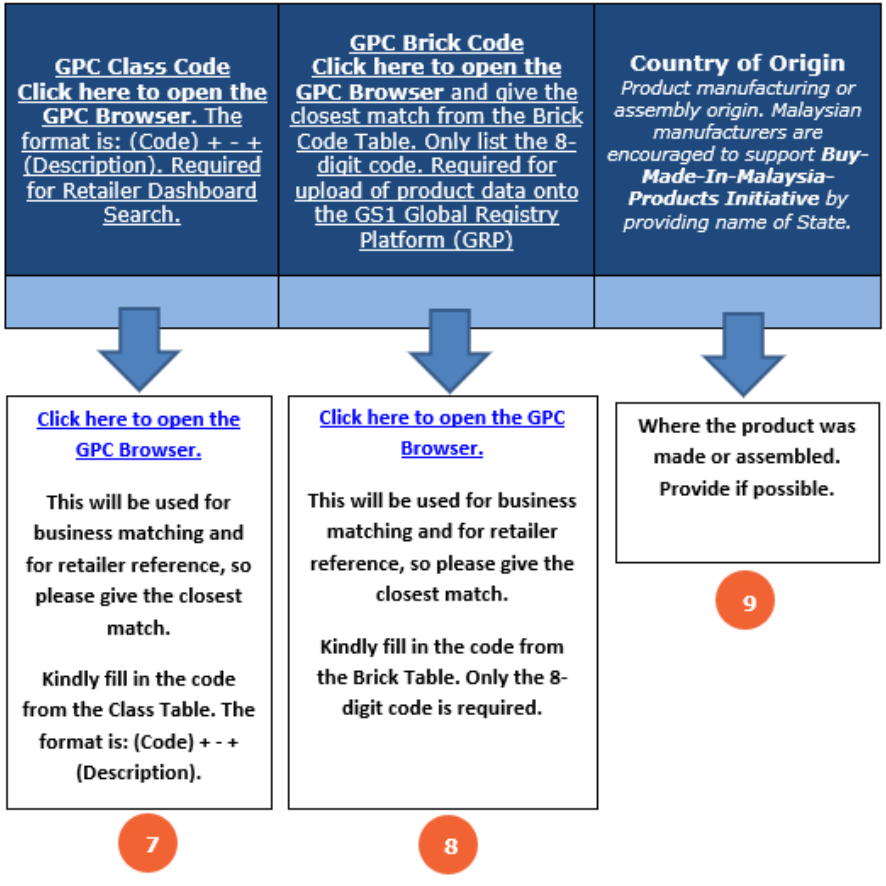
Step by Step Guide - How to fill in the Product Listing Template

Section Four – Non-Retail Product Details (2nd Tab)

Note: Must fill in the Retail Tab first, then use the barcode numbers there to generate your carton-level barcodes.
Only use if cartons contain 1 type of product.



Step by Step Guide - How to fill in the Product Listing Template



Access the GPC Browser Here!

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Need assistance?
Databank Enhanced Services

The Member Product Databank covers many aspects of product information upload & sharing using the Global Product Classification (GPC). GS1 Malaysia has the **Databank Enhanced Services** to assist our members to submit their product information onto our **local (Member Product Databank) and global (Registry Platform) trusted repositories**.

Note: Databank Enhanced Services available to all active GS1 Malaysia members. Processing time 3 to 5 working days.

No	Enhanced Service	Cost (RM)
1	Upload product information into Member Product Databank, outside of the monthly free upload for VbG-PDSS subscribers	100 per submission
2	Retrieve product information from Member Product Databank	100 per prefix per request
3	Determine Global Product Classification (GPC) Codes (Class + Brick)	50 per GTIN/SKU
4	Product Image upload into Member Product Databank *	50 per image
5	Amendment of product information after upload	50 per GTIN/SKU
6	Technical Fulfilment - Special characters (e.g., Chinese Characters, !,@,-,?,&,$,%, etc.) in submission into Member Product Databank	50 per GTIN/SKU

** Outside of the 10 free image uploads for VbG-PDSS subscribers*

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(2)
Submit the Template to GS1 Malaysia

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Member Product Databank Sharing and Uploading Protection

1. Your product submissions will **only** be uploaded onto **GS1-managed repositories**, namely:
   - **GS1 Malaysia Member Product Databank**
   - **GS1 Global Registry Platform** *(via the **GS1 Activate Service** for **Verified by GS1**)*

2. Your product submissions and company information **will not be shared** by GS1 Malaysia with any non-GS1 repository, database, platform, organisation or other 3rd party entity, in keeping with **Malaysia's Personal Data Protection Act 2010 (PDPA)**.

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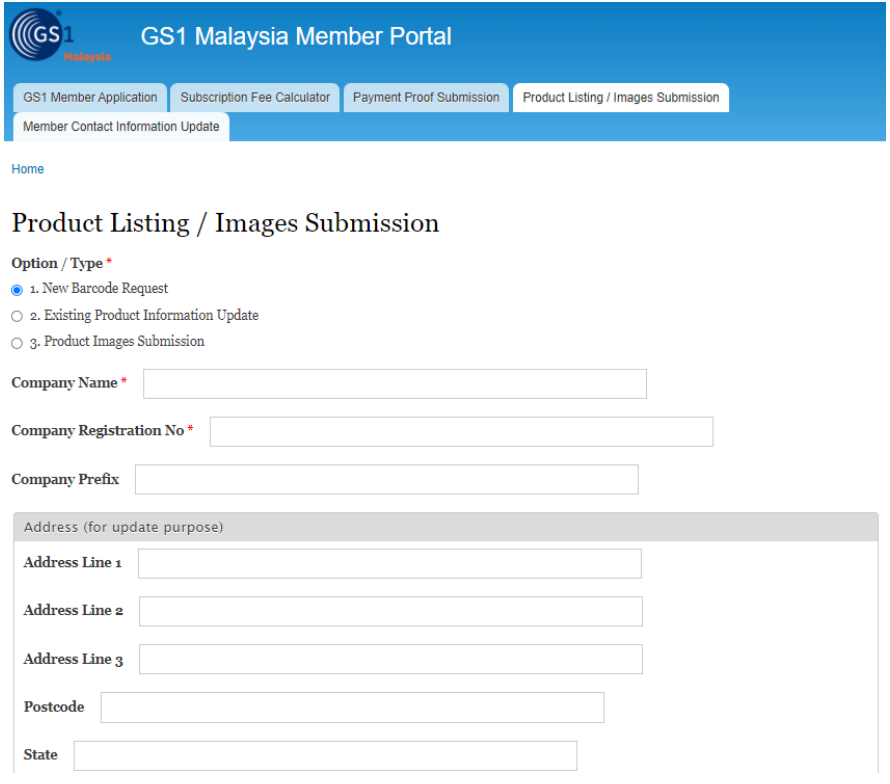
Submitting your Product Information

1. Upload your product listing and any images here: http://www.gs1my.com/member/r1/node/6

   Scan here to go to the submission portal!

2. Send via email to databank@gs1my.org

3. Allow **2-3 working days** for processing and upload



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(3)
Check if the information is correctly uploaded

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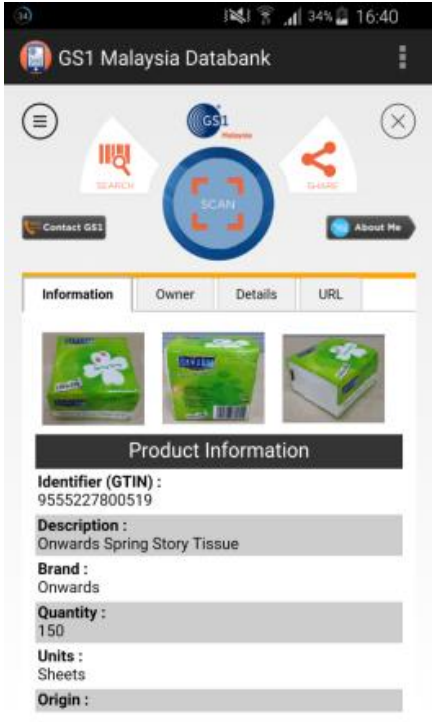
GS1 Malaysia Databank Mobile App

- Used to access the **GS1 Malaysia Member Product Databank**

- Easy access to **trusted and genuine product information**



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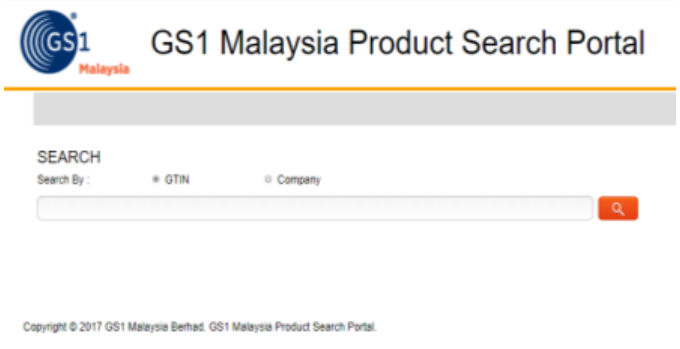
GS1 Malaysia Product Search Portal

- Users can search using the following:
  - **GTIN**
  - **Company Name**

http://databank.gs1my.com/#



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Submission Terms & Conditions

1. 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 to GS1 product submission guidelines as stipulated in these terms and conditions or as shown in our submission guide. **Additional charges (see below) will be levied for any request to uploaded rejected submissions.**
2. We, the Member, hereby understand that the GS1 company prefix and barcode numbers are licensed for use for my company by GS1 Malaysia.
3. 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.

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Submission Terms & Conditions

4. We agree to abide by the Terms and Conditions governing GS1 Malaysia Berhad subscribers.
5. It is a member's sole responsibility to ensure that all assignments of GS1 barcode numbers onto their trade items follow the GS1 GTIN allocation rules so that your licensed global company prefix is used properly and orderly.
6. Only **active GS1 members** who have subscribed for the **Verified by GS1 – Product Databank Support & Services (VbG-PDSS)** can upload their product information.
7. All product information must be submitted using the **Product Listing Template** provided by GS1 Malaysia.
   - Special consideration (subject to management review) can be provided to assist members to submit their product information at **RM 100 per SKU**.

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Submission Terms & Conditions

8. Member product listing submissions are limited to **once every calendar month**. Additional submissions within a calendar month are subject to **RM 100.00 per submission**.
9. VbG-PDSS Members are allowed to upload **10 free images** per company
   - Additional pictures required to be uploaded will incur a additional fee of **RM50 per additional picture,** up to a **maximum** of **3 images per product.**
10. Your submitted product information must not include symbols: **“, ~, !, @, #, $, %, ^, &, *, (,), <, >, ?, /, {, }, [,], `, +, =.**
    - If the symbol must be present, an additional fee of **RM50 per SKU** will be charged to update the information.

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Submission Terms & Conditions

11. Each field has a character limit, members are reminded to not exceed the standard limit of **14 digits** (numbers, not including the barcode numbers) and **20 characters** (other fields).

12. Each product information submission must be accompanied with a **valid GS1 barcode number (GTIN-13 or GTIN-14)**. GS1 Malaysia Berhad will not generate barcode numbers for the member by default, members are provided with the steps on how to generate the numbers themselves.
    - GS1 Malaysia can assist to generate barcode numbers at a cost of **RM 50 for 50 barcode numbers**.

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Submission Terms & Conditions

13. Should a submission be rejected by GS1 Malaysia, members may opt for one of the following options:

    i. Request GS1 Malaysia Berhad to upload the product information "**as is**". Thereafter, GS1 Malaysia Berhad will **neither be held liable nor responsible for any inaccurate information or depiction** that may be displayed via our Product Search Portal, Databank Mobile App or Retailer Dashboard.

    ii. Request GS1 Malaysia Berhad to **include or amend** the submitted information, with the understanding that any request to revise or include attributes, product or image information in a product listing outside of stated norm will incur a fee of **RM50 per SKU**.

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Want to learn more?

Attend GS1 Malaysia's
Capacity Building & Implementation Program
to find out more!

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Fulfilling Market & Regulatory Guidelines using GS1 Standards (FOC)

GS1 Malaysia

Fulfilling Market & Regulatory Guidelines Using GS1 Standards

Date	Time	Highlights
Every Monday and Wednesday **Subject to change*	**3.00 PM - 4.00 PM**	• ***Learn how to assign GS1 barcode numbers.*** • ***Fulfil the VbG-PDSS initiative by uploading your product information to our online repositories for visibility, authenticity & regulatory fulfilment.*** • ***Why an active GS1 Membership is important for the validation of your Business, Brand, Product & Services to improve Customer Buying Experience.***

JOIN US NOW ON ZOOM!

Zoom Link: https://us06web.zoom.us/j/89614519211

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Migration to "Data-Rich 2D" Initiative for Customer Experience Improvement (FOC)

Migration to "Data-Rich 2D" Initiative for Customer Experience Improvement

Date	Time	Highlights
Every Wednesday **Subject to change*	**11.00 AM - 11.30 AM**	• *Learn how GS1 supports the **global migration towards 2D Barcodes** for greater product **visibility**, **traceability,** and **authentication.*** • ***Case studies** about successful 2D barcode **usage & implementation** in Healthcare and Retail **around the world***

JOIN US NOW ON ZOOM!

Zoom Link: https://us06web.zoom.us/j/82513900764

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Why VbG-PDSS Matters to Circularity & Sustainability Initiatives (FOC)

Why VbG-PDSS Matters to Circularity & Sustainability Initiatives

Date	Time	Highlights
Every Thursday of the Month **Subject to change*	**11.00 AM - 11.30 AM**	• ***WHAT is VbG-PDSS?*** • ***HOW can VbG-PDSS Fulfil Circularity and Sustainability Initiatives such as UN SDG, EU CEAP, EU ESPR, EUDR, EU DPP, etc.?***

JOIN US NOW ON ZOOM!

Zoom Link: https://us06web.zoom.us/j/89770665451

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GS1 Industry Focus Forums

GS1 Malaysia Industry Focus Forums

TOPIC 1	TOPIC 2	TOPIC 3
Supply Chain Optimisation and Regulatory Fulfilment using Global Location Number (GLN) and GS1 Services	**Comply with Global Unique Device Identification (UDI) Regulation & Directive of Healthcare using GS1 Standards**	**The Importance of GS1 Global Location Number (GLN)**
Key Learnings: • *Comply with **Retail Merchandising Requirements*** • *Fulfill **Global Regulatory Compliance*** • ***Track & Trace** using the **GS1 2D Datamatrix***	**Key Learnings:** • *Achieve compliance with international directives and country-specific regulations on **medical devices** and **pharmaceutical products*** • *Fulfilling regulatory compliance required by **US FDA GUDID, EU EUDAMED, China NMPA, UAE BrandSync**, and many more.*	**Key Learnings:** • *Comply with international directives and country-specific regulations on location and entity identification such as the **Russian certificate of conformity** for all products originating outside of EAEU and the use of GLN by **NPRA-MOH** for **COVID-19 vaccine** track and trace.*

Write to
gs1malaysia@gs1my.org
to
book your session!

****Chargeable:***
1-5 people – RM 500
6-10 people – RM 1000

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In-House Business Consultation

Need a special tailor-made **In-House Business Consultation** session? GS1 Malaysia can provide advisory support for you to meet your specific needs.

Each session can be **half-day** or **full day**.

Scan here for the Fee Structure:

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Official GS1 Communications Channels

Official GS1 Malaysia WhatsApp

+6014-3933 228
(Membership, Services & Support)

+6011-1616 8228
(Membership, Services & Support)

+6016-2455 228
(Strictly for Payment Only)

+6012-2722 646
(Strictly for Payment Only)

Official GS1 Malaysia Emails

gs1malaysia@gs1my.org

membership@gs1my.org

payment@gs1my.org

gs1mymembership@googlegroups.com

Official GS1 Malaysia Land Line & Fax Line

Land: +603-6286 7200

Fax: +603-6276 1042

Official GS1 Malaysia Website

www.gs1my.org

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