



The Global Language of Business

GS1 Print - User Manual

Access via **web browser**



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More and more companies require their trading partners to use a GS1 logistic label (SSCC, GS1-128) to identify product as it moves through the supply chain. The GS1 Print solution enables users to create logistic Labels quickly and easily so that trading partners can track and trace products throughout the supply chain. GS1 Print was developed for small- and micro enterprises, it has been designed for easy and error-free operation. It was deliberately done without a connection to an internal databases. With GS1 Print you can mark logistic units (such as pallets) with standardized homogeneous trade units, homogeneous variable measure trade units and mixed trade units (mixed pallet). Per logistic unit would be generate two labels with identical SSCC, in PDF format. These PDFs can be printed with an ordinary office printer and mounted on the transport unit.

1 Introduction

GS1 Print was developed to simplify the creation of the GS1 logistic label for **standardized, variable (net weight) or mixed trade units**. It should help SMEs to meet the demands of their trading partners.

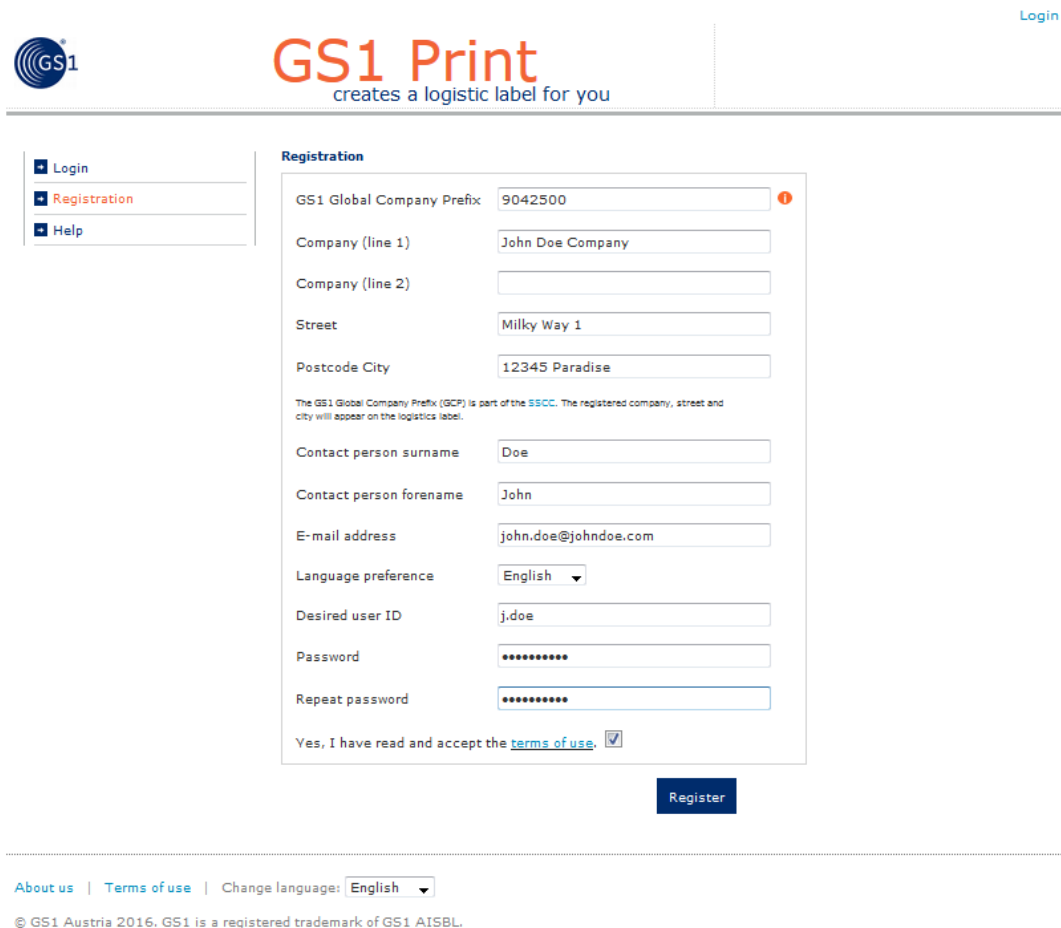
To use the GS1 Print solution you will need the following:

- PC/Laptop
- Internet connection
- PDF reader
- DIN A4 printer

2 Login

2.1 Registration

To register you must provide your contact information and login details. Only one registration per GS1 company prefix is permitted in the system. In the event you are registering with a GS1 Company Prefix that is not licenced by your company, the consent of the owner of this GS1 Company Prefix must be provided in writing.



The screenshot shows the GS1 Print registration interface. At the top right, there is a "Login" link. The main header features the GS1 logo and the text "GS1 Print creates a logistic label for you". On the left, a navigation menu includes "Login", "Registration" (highlighted in red), and "Help". The central "Registration" form contains the following fields: "GS1 Global Company Prefix" (9042500), "Company (line 1)" (John Doe Company), "Company (line 2)", "Street" (Milky Way 1), "Postcode City" (12345 Paradise), "Contact person surname" (Doe), "Contact person forename" (John), "E-mail address" (john.doe@johndoe.com), "Language preference" (English), "Desired user ID" (j.doe), "Password", and "Repeat password". A checkbox for "Yes, I have read and accept the terms of use" is checked. A "Register" button is located at the bottom right of the form. At the bottom of the page, there are links for "About us", "Terms of use", and a language selector set to "English". A copyright notice at the bottom reads "© GS1 Austria 2016. GS1 is a registered trademark of GS1 AISBL."

To register your Company please complete the following steps:

- Enter the GS1 Company Prefix you want to use to create SSCC codes in the "GS1 Company Prefix" field. Please ensure the correct **GS1 Company Prefix is entered because it cannot be changed afterwards**. You confirm your GS1 Company Prefix with your local GS1 Organisation. The application performs a plausibility check of the company prefix to help ensure you have entered the correct prefix, if the data you have entered is refused please check the data you have entered or contact your local GS1 organisation. The GS1 Company Prefix form part of the SSCCs (Serial Shipping Container Code) which is mandatory on a GS1 logistic label
- The GS1 Company Prefix (part of the SSCC), company name and the address will appear on the logistic label.
- The user ID and password are required when registering.
- To register, you must accept the terms of use. Only one user can be registered per Company Prefix.

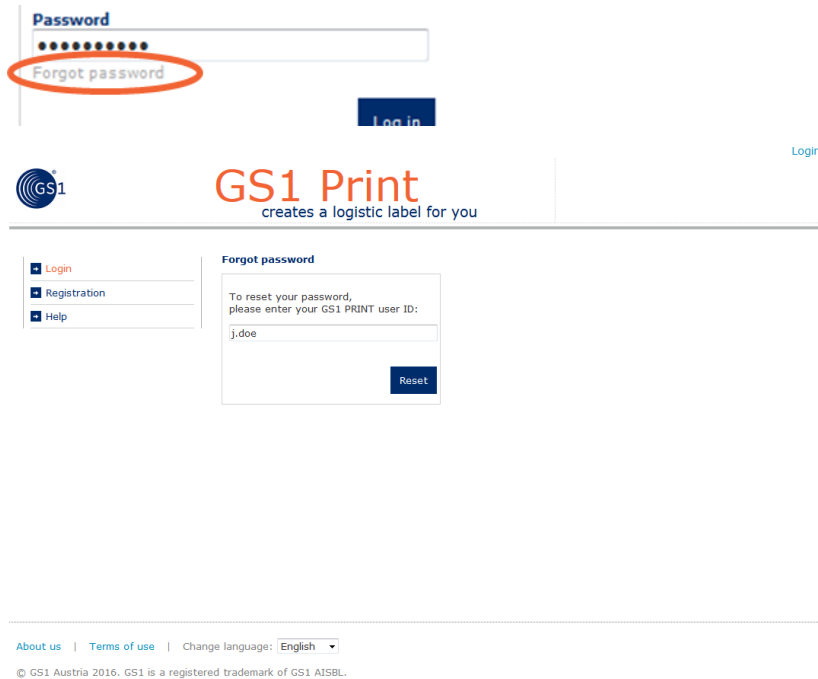
2.2 Login

After successful registration you can log in to GS1 Print using the User ID and password you have chosen.



The screenshot shows the GS1 Print login interface. At the top left is the GS1 logo. The main heading is "GS1 Print" in orange, with the tagline "creates a logistic label for you" below it. On the right side, there is a "Login" link. Below the header, there is a navigation menu with "Login", "Registration", and "Help" options. The main content area is titled "Login (first time registration is required)". It contains two input fields: "User ID" and "Password". Below the "Password" field is a "Forgot password" link. A "Log in" button is positioned at the bottom right of the form. At the bottom of the page, there are links for "About us" and "Terms of use", a language selector set to "English", and a copyright notice: "© GS1 Austria 2016. GS1 is a registered trademark of GS1 AISBL."

If you have forgotten your password, you can reset it here.



The screenshot shows the GS1 Print forgot password interface. At the top left is the GS1 logo. The main heading is "GS1 Print" in orange, with the tagline "creates a logistic label for you" below it. On the right side, there is a "Login" link. Below the header, there is a navigation menu with "Login", "Registration", and "Help" options. The main content area is titled "Forgot password". It contains a "Password" input field with a "Forgot password" link below it, which is circled in red. A "Log in" button is positioned at the bottom right of the form. Below the "Forgot password" section, there is a "Forgot password" section with the text "To reset your password, please enter your GS1 PRINT user ID:". Below this text is an input field containing "j.doe" and a "Reset" button. At the bottom of the page, there are links for "About us" and "Terms of use", a language selector set to "English", and a copyright notice: "© GS1 Austria 2016. GS1 is a registered trademark of GS1 AISBL."

After entering the user ID, a confirmation e-mail will be sent to you with a new password to the registered email address. Once you receive your new password you should change it immediately. To change your password, see 3.2.

3 Changing Master Data

3.1 Change the company master data

- Select company Master Data
- Make changes as required
- Save you changes

Note: The changes you make will be reflected on the logistics Label.

The screenshot shows the 'Change the company master data' form. On the left is a navigation menu with options: Create label, Label basic settings, Archive, Company master data (highlighted), Change my password, Contact & Help, and Log out. The main form area contains the following fields: GS1 Global Company Prefix (9042500), Company (line 1) (John Doe Company), Company (line 2) (empty), Street (Milky Way 1), Postcode City (12345 Paradise City), Contact person surname (Doe), Contact person forename (John), E-mail address (john.doe@johndoe.com), Language preference (English), and Desired user ID (j.doe). A checkbox for 'Yes, I have read and accept the terms of use.' is checked. A 'Save' button is at the bottom right. The top right of the page shows 'Log out' and user information: 'GS1 Global Company Prefix: 9042500', 'Company: John Doe Company'.

Save the changes.

3.2 Change the password

You can change the password for by selecting “Change my password” and entering your old password followed by your preferred new password.

The screenshot shows the 'Change password' form. On the left is a navigation menu with options: Create label, Label basic settings, Archive, Company master data, Change my password (highlighted), Contact & Help, and Log out. The main form area contains three password fields: Old password, New password, and Repeat password, each with a 'Save' button. The top right of the page shows 'Log out' and user information: 'GS1 Global Company Prefix: 9042500', 'Company: John Doe Company'.

Save the changes.

4 Creating your label

4.1 Label basic settings

You can select the type of trade item, the type of labelling and size of label under the basic label settings. You can also manually select starting point of your serial number to create your SSCC codes. This function is particularly useful if you have already allocated some SSCC numbers before using the tool.

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[Log out](#)
GS1 Global Company Prefix:
9042500
Company:
John Doe Company

- [Create label](#)
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Label basic settings

Type of the trade item

Fixed measure trade items on a logistic unit ⓘ

Variable measure (net weight) trade item on a logistic unit ⓘ

Mixed trade item on a logistic unit (mixed pallet); only SSCC ⓘ

Sandwich pallets are not mixed pallets, each unmixed sandwich would be identified with its own label (its own SSCC).

Type of labelling

The global trade item number (GTIN) of the trade item contained (outer case) and the quantity of trade units contained in the logistic unit is displayed here.
Application Identifier: (02)+(37).
Common variant for SMEs.

The transport unit (pallet) has a Global Trade Item Number (GTIN).
Application Identifier (01) must be used.

Size of the label

A5 format (148 x 210 mm), portrait

A4 format (210 x 297 mm), portrait

For each logistics unit two labels (with an identical SSCC) will be printed.
Two DIN A5 labels will be printed in landscape orientation on one DIN A4 sheet.

Add a logo

[Upload logo](#)

The logo will be placed on the top right of the label.

Here you can manually increase the last serial number of the 18-digit SSCC (3 + your GS1 Company Prefix + **serial number** + check digit). The next SSCC is determined automatically using the next available serial number.

The first/last serial number of the SSCC range has already been assigned and should not be changed under normal circumstances. Note: Decreasing this number is only possible if no labels have previously been created.

Preview of the next SSCC:

39042500000000151


[Change SSCC manually](#)

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- You can select between fixed measure trade items, variable measure trade items and mixed trade items on a logistic unit. If you have variable measure trade items, you can just select weight less than 10.000 kg (with a maximum of two decimal places). If a mixed trade item (mixed pallet) is selected, only a SSCC will be printed.
- If the logistic unit (pallet) is a trade item with its own GTIN, then you must choose "Type of labelling, Application Identifier (01)". In most cases users will use Application Identifier (02) and (37) to reference the GTIN (02) of the case contained on the pallet and the number of cases (37) on the pallet
- You can select between the label sizes A4 or A5. In A5 format two labels are printed on a A4 sheet.
- Users can also upload a Logo in either JPEG or PNG format.
- The serial number of the SSCC can be increased manually. If you have created SSCCs with the same GS1 Company Prefixes already, you can enter the serial number of the last (highest) SSCC number that was created in order to avoid duplication. If you do not manually select a serial number the system will begin to generate serial numbers beginning with "1". The Extension digit (first digit) cannot be changed and is fixed at "3". Once an SSCC is assigned cannot be used again.

4.2 Create label

Here you can specify the content of the logistic label (plain text, human readable interpretation and the barcode). The Data you enter will be printed on the label.



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Company:
John Doe Company

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Create label


Name 1

Name 2

Street

Postcode City

Trade item description of the trade item



SSCC (00)

GTIN of the trade item (02)

Quantity of trade items (37)

Net weight of the logistic unit [kg] (3102)

Best before date * (15) (dd.mm.yyyy)

Batch/Lot * (10)

* ... Input is optional, it is only permissible to enter data when the dates and/or batches of the trade items are the same.

Attention: Each logistic unit (e.g. pallet or homogeneous layer of a pallet) is assigned its own SSCC.

Number of identical logistic units (SSCCs are automatically incremented.)

Size of the label according to the settings: A5, type of labelling: A102_37.

Create label now

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- Name, street, postcode and city will be automatically populated with the information you provided when registering for the service. To amend this information or change the Company master data, see 3.1. The maximum number of characters per data field is 50 characters
- For trade item description you have to enter the name of the article, which refers to the GTIN:
 - For AI(02): Enter the description of the trade item of the highest packing level (outer case).
 - For AI(01): Enter the description of the trade item, if the trade item is also a logistic unit (pallet).
 - If you have mixed trade items, only SSCC: Enter the description of the logistic unit.
- SSCC, (00): The SSCC is an 18-digit number used to identify logistic units (usually pallets). Each logistic unit will be assigned a unique SSCC number. The first digit is an extension digit, which is fixed and predetermined by the application to 3. The indicator digit is followed by the GS1 Company Prefix. The third part, the serial reference number is automatically incremented by the application automatically and will never be duplicated by the application. The 18th digit is a check digit, calculated by the application. The serial number of the SSCC can be set manually if you have assigned SSCC numbers with your prefix before using the GS1 Print tool under "labels basic settings" see 4.1.
- For GTIN you have to enter the GTIN of the item/items located on the logistic unit:
 - For AI(02): Enter the GTIN of the trade item (outer case).
 - For AI(01): Enter the GTIN of the trade item (if the trade item is also the logistic unit/pallet).
GTIN's starting with "2" are internal or national identification keys and cannot be entered into the GS1 print solution.
GTIN's of variable measure trade items are always 14-digit and starting with "9". (e.g. Global company prefix is 9012345, GTIN-14 would be 99012345000014)
- Quantity of trade items (37): Quantity of trade items contained (cases), (e.g. quantity of outer cases on a pallet)
- The entry of the net weight of the logistic unit is obligatory for variable measure trade items. For AI(02), the sum of the net weights from the trade units located on the transport unit has to be entered.
Enter the net weight in kilograms up to a maximum of 9999.99 kg. The weight can be specified with a maximum of two decimal places.
- GTIN of the logistic unit (01): Enter the GTIN of the trade item (if the trade item is also the logistic unit/pallet). There is a validity check (check digit, number of digits, prefix ...) performed on the GTIN you entered to help avoid mistakes. Numbers starting with "2" are internal or national identification keys and cannot be entered into the GS1 print solution.
- The date and batch are optional data fields and should only be entered when the trading units on the logistic unit all have the same batch or the same date.
- If more than one logistic unit (pallet) contains the same trade items (outer packaging/cases), and the same number of items, you can enter the number of identical logistic units to create a label for each pallet. When entering the batch and a date all trade units must have the same batch number and the same date. The SSCC is automatically incremented for each of the pallets. E.g. : SSCC 39042500000000151, 39042500000000168, ...175

When you clicking on "create label now" the application creates two logistic labels with the same SSCC for each logistic unit. When selecting A5 two labels are printed on a A4 sheet.

4.3 Label created

[Log out](#)



GS1 Print

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GS1 Global Company Prefix:
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Company:
John Doe Company

- [Create label](#)
- [Label basic settings](#)
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- [Change my password](#)
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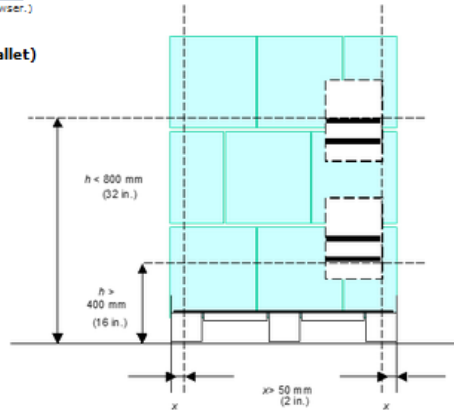
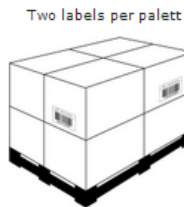
Label created

Your label was created. If the download doesn't start automatically click [here](#). For the best bar code quality results we recommend that you do not use the side adjustment or print margin functions in the print menu. When printing to Adobe Reader [print to pdf] use the option "Print actual size" or select "no adjustment" in the print menu.

Create a new label: [Create new label](#)

(Please do not use the back button of your Internet browser.)

Label placement on a logistic unit (pallet)



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The creating of a label requires a PDF reader to be installed on your computer. The PDF should be printed with no reduction (without print margins, in actual size) on label paper (A4 format). For logistic labels printed in A5 format two labels are printed on an A4 sheet. When placing the labels on a pallet, they should be placed between 400 mm (lower edge lower barcode) and 800 mm (top edge upper barcode) from the bottom edge and 50 mm from the side edge.

5 Archive

The archive contains all of the labels you have created in in PDF format. You can also export a summary of the labels in Excel or CSV formats.



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creates a logistic label for you

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Previously printed labels

[Export to CSV file](#) [Export to Excel file](#)

PDF	Creation date	SSCC	GTIN	Trade item description	Quantity	Batch/Lot	Size	Type
	19/02/2016	390425000000000151	9042500000013	Trade Item - Outer Case, 12x250g	12345678	1234567890	A5	AI02_37
	19/02/2016	390425000000000144	9042500000013	Umverpackung 12 x EVE	12345678	12345678	A5	AI02_37
	19/02/2016	390425000000000137	9120057030001		7		A5	AI02_37
	16/02/2016	390425000000000120	9100000698168			dtg	A5	AI01
	16/02/2016	390425000000000113	9100000698168	test	42		A5	AI02_37
	16/02/2016	390425000000000106	9100000698168	test	123458	5616551	A5	AI02_37
	16/02/2016	390425000000000090	9100000698168	dfvbdfvbdb		uhfsdiosos515	A4	AI01
	16/02/2016	390425000000000083	9100000698168			Ler65161	A5	AI01
	16/02/2016	390425000000000076	9100000698168	Artikelbezeichnung		5416	A5	AI01
	16/02/2016	390425000000000069	9100000698168	Test	21	515	A5	AI02_37
	15/02/2016	390425000000000045	9011222333334	Outer Case, wine, 6 x 0,75 litre	123	A1234567	A5	AI02_37
	15/02/2016	390425000000000038	9100000698168		123458	651951	A5	AI02_37
	15/02/2016	390425000000000021	9100000698168		1234567	L1234567	A5	AI02_37
	15/02/2016	390425000000000014	9100000698168		120	16161	A5	AI02_37

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6 Glossary of Terms and Definitions

Application Identifier	GS1 Application Identifier: The field of two or more digits at the beginning of an Element String that uniquely defines its format and meaning.
Batch/Lot	The batch or lot number associates an item with information the manufacturer considers relevant for traceability of the trade item. The data may refer to the trade item itself or to items contained in it.
Check Digit	A final digit calculated from the other digits of some GS1 Identification Keys. This digit is used to check that the data has been correctly composed. (See GS1 Check Digit Calculation.)
Extension digit	The first digit within the SSCC (Serial Shipping Container Code) which is allocated by the user and is designed to increase the capacity of the SSCC.
Global Location Number (GLN)	The GS1 Identification Key used to identify physical locations or parties. The key comprises a GS1 Company Prefix, Location Reference, and Check Digit.
Global Trade Item Number (GTIN)	The GS1 Identification Key used to identify trade items. The key comprises a GS1 Company Prefix, an Item Reference and Check Digit.
GS1 Company Prefix	Part of the GS1 System identification number consisting of a GS1 Prefix and a Company Number. The Company Number is allocated by GS1 Member Organisations. See also U.P.C. Company Prefix. GS1 Member Organisations assign GS1 Company Prefixes to entities that administer the allocation of GS1 System identification numbers. These entities may be, for example, commercial companies, not for profit organisations, governmental agencies, and business units within organisations. Criteria to qualify for the assignment of a GS1 Company Prefix are set by the GS1 Member Organisations.
Serial Shipping Container Code (SSCC)	The GS1 Identification Key used to identify logistics units. The key comprises an Extension digit, GS1 Company Prefix, Serial Reference, and Check Digit.
Serial Reference	A component of the Serial Shipping Container Code (SSCC) assigned by the brand owner to create a unique SSCC.
Trade item (fixed measure)	Any item (product or service) upon which there is a need to retrieve pre-defined information and that may be priced, or ordered, or invoiced at any point in any supply chain.
Logistic unit	An item of any composition established for transport and/or storage that needs to be managed through the supply chain. It is identified with an SSCC.
Trade item grouping (outer case)	A predefined composition of trade item(s).
Variable measure trade item	A trade item which may be traded without a pre-defined measure, such as its weight or length.