# GS1 US Data Hub | Product
## Product Import
## User Guide

**March 18th, 2024**

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# Product Import Overview

Brand owners can leverage GS1 US Data Hub® to add and/or update multiple products simultaneously using import templates. This user guide covers these topics:

### *"How do I Import Products and Assign GTINs?"*

Download the **Assigned GTINs** template, which contains "available" GTINs that GS1 US Data Hub will assign to new products.
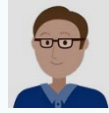
### *"How Can I Obtain a List of ALL Available GTINs?*

When you download the **Assigned GTINs** template, enter the total number of GTINs that are available for a GS1 Company Prefix. The template then lists all these available GTINs.

### *"How Do I Import Products that Already Have GTINs?*

If you have created products and already assigned GTINs, perhaps in another system, or if you want to assign GTINs manually, download a **Blank** template. Enter the GTINs, as well as other data, then upload.
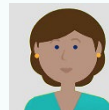
### *"How Do I Update Existing Products?"*

Download the **Existing Products for Update** template and make the changes to the products within the template. You can then import these product updates back into GS1 US Data Hub.

### *"How Do I Import Higher Level Packaging?"*

First, import your "Each" products in a separate template. You can then download a **Blank** template to import higher-level packaging items, such as Inner Packs, Cases, etc.
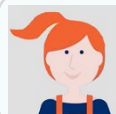
### *"I Received an Error. How Do I Resolve It?*

**Visit Appendix B** for a list of errors that may display in the "Results" file. You can resolve the error, remove any products that were imported successfully, then upload the file again.

## Import Screen Walk Through

When you click **Import Products** from the Products screen, the Batch Import Products/GTINs screen displays, with two tabs. The default tab is **Import/Modify Products**. You can follow the steps below to get started.



### Step 1:
### Download a Template
To get started, you need to obtain one of the three import templates that are available.

Click the **Download Template** tab. Select the template you need, based on type of import activity.

### Step 2:
### Import the File
After you enter data in the template, import this product data into GS1 US Data Hub. You can then view results on this screen.



**CONTINUE**

## "How Do I Import Products and Assign GTINs?"

It's recommended you first import "Each" products that are purchased by consumers. Use the **Assigned GTINs** template. When you import, you can have GS1 US Data Hub assign available GTINs to these products. Follow these steps:

**1. Click Product, then Import Products on the right.**



**2. Click the Download Template tab.**
Three download template options display. You will be using the **Assigned GTINs** template.
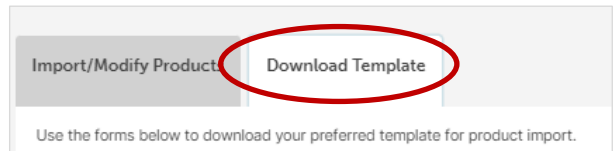


**3. Under the Download an Assigned GTINs Template header, select the desired GS1 Company Prefix.**

**4. Enter the number of GTINs you want to create.**
This number determines how many available GTINs will display in the template. The number of available GTIN-12s are displayed in parenthesis next to the GS1 Company Prefix.



**5. Click the Download Template button.**
Then click **Save**.

**6. Open the file from your Downloads folder.**
The spreadsheet opens and contains certain pre-populated attributes, including the number of GTINs you had indicated.

CONTINUE

**7.** **Enter product data in this file.**
The columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this User Guide for column descriptions.

**Note:** In the **PackagingLevel** column, select "Each" for the first template you use. If you need to import higher level packaging items, such as "Case," you should do that in a new **Blank** Template. See "How Do I Import Higher Level Packaging?" in this user guide for more details.

| | A | B | C | D | Description | E | F | G | H |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Action | GS1CompanyPrefix | GTIN | PackagingLevel | Description | | Desc1Language | BrandName | Brand1Langu |
| 2 | Create | 083000381 | 00830003810753 | Each | | | en | | en |
| 3 | Create | 083000381 | 00830003810760 | Each | | | en | | en |
| 4 | Create | 083000381 | 00830003810777 | Inner Pack | | | en | | en |
| 5 | Create | 083000381 | 00830003810784 | Case as Each | | | en | | en |
| 6 | Create | 083000381 | 00830003810791 | Case | | | en | | en |
| 7 | Create | 083000381 | 00830003810807 | Mixed Case | | | en | | en |
| 8 | Create | 083000381 | 00830003810814 | Display Shipper | | | en | | en |
| 9 | Create | 083000381 | 00830003810821 | Pallet / Mixed Pallet | | | en | | en |

**8.** **Save the file to your computer.**
Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( ).

Otherwise, you will receive an error and the file will not process.

**9.** **Click the Import/Modify Products tab.**
You can drag and drop the file into the gray upload box. Or click **Browse Files.**
Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.

Import/Modify Products    Download Template

**10.** **Click Import Products.**
GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list.

Drag & Drop or Browse Files

Note: File cannot exceed 8MB. Larger files will take longer to process.    **Import Products**

Import History (Imported products files will be available for 90 days.)    Refresh Table

| File Name | Status | #Processed | #Successful | #Errors | Import Date | Imported By |
|---|---|---|---|---|---|---|
| Create and Update ULP 20240214_123307 | COMPLETE | 20 | 20 | 0 | 2024-02-14 | schavannavar( |

CONTINUE

**11.** **Check the Status column.**
The Status will move from **File Uploaded** to **Pending** to **Complete**.

**Optional:** Click **Refresh Table** until the **Complete** status displays.
Even if you leave this screen, the file continues to be processed.

| Status | ⇅ |
|---|---|
| *filter* | |
| Pending | |

**12.** **Verify that the records processed successfully.**
When the file displays **Complete**, you can take these steps:

Verify that all records processed correctly. If successful, the **# Errors column** will display 0 (zero).

If a number displays in the **# Errors** column, click the **File Name** hyperlink to open the "Results" file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.

> **Note:** If the message **"File Format error. Please use the current Data Hub Import Template"** displays, make sure you used the most recent template and haven't changed a column name, deleted a column, or added a column.

Q **Can I Import Products that Are Not Yet Finalized?**

A Yes, when using the Assigned GTIN template, you can select the **PreMarket** status in the template. This enables you to make changes to key attributes. You can then change the status of these products to **In Use** after you have finalized the data.

Q **What's the Maximum Number of Products I Can Upload in One Template?**

A GS1 US Data Hub has a 1 MB file size limit for the Assigned GTINs template. Check your file size before you import the template, and make sure it's less than 1 MB.

Q **What if I Have a GS1 Company Prefix for GTIN-13s?**

A The import process works the same for GTIN-13s as it does for GTIN-12s.

For example, if you want to assign GTIN-13s to products you are importing, you need to select the GS1 Company Prefix for GTIN-13s from the list of available prefixes.

Contact our Member Support team to learn more about GTIN-13s.

Q **Can I use this template to assign GTINs to higher level packaging?**

A Yes, you can add items such as "Mixed Case," "Case as Each," and "Display Shipper."

However, the **Assigned GTINs** template does not assign GTIN-14s. You will need to enter GTIN-14s manually for your "Case" and "Pallet" items. See "How Do I Import Higher Level Packaging" in this user guide to learn more.

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**Want to Learn More?**

Instructional Module: Assign GTINs (GS1 US University)

Unit of Measure Codes (Help Center)

Language Codes (Help Center)

Country Codes (Help Center)

An Introduction to the GTIN (GS1 US Website)

## "How Can I Get a List of ALL Available GTINs?"

If you need a list of all available GTINs, you can use the **Assigned GTINs** template.

1. **Click Product, then Import Products on the right.**

2. **Click the Download Template tab.**

3. **Under the Download an Assigned GTINs Template, select the GS1 Company Prefix.**
   Three download template options display. You will be using the **Assigned GTINs** template. The number of available GTINs is displayed in parentheses for each GS1 Company Prefix.

4. **Enter the Number of GTINs.**
   In the **How many GTINs to import?** field, enter the total number of available GTINs for this Company Prefix.

5. **Click the Download Template button.**
   Then click **Save**.



Import/Modify Products    **Download Template**

Use the forms below to download your preferred template for product import.

**Download an Assigned GTINs Template**

Use the form below to download a template that assigns GTINs from your available GTIN capacity.

Select GS1 Company Prefix *required

Select Prefix ⌄

Select Prefix
0195931 (99,971 / 100,000 Available)
0195932 (99,984 / 100,000 Available)
083000381 (916 / 1,000 Available)
083000473 (992 / 1,000 Available)
083000474 (999 / 1,000 Available)
08402269 (9,996 / 10,000 Available)

Download Template

To manually create your upload file Download a Blank Template

6. **Open the file from your Downloads folder.**
   The spreadsheet opens and contains GTINs listed on individual rows. Other pre-populated information displays, but you can disregard the attribute information, if your goal is just to obtain available GTINs.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Action | GS1CompanyPrefix | GTIN | PackagingLevel | Description | Desc1Language | BrandName | Brand1Language | Status | Industry | IsVariable | IsPurchasable |
| 2 | Create | 083000473 | 00830004730050 | | | en | | en | | General | | Y |
| 3 | Create | 083000473 | 00830004730067 | | | en | | en | | General | N | Y |
| 4 | Create | 083000473 | 00830004730074 | | | en | | en | | General | N | Y |
| 5 | Create | 083000473 | 00830004730081 | | | en | | en | | General | N | Y |
| 6 | Create | 083000473 | 00830004730098 | | | en | | en | | General | N | Y |
| 7 | Create | 083000473 | 00830004730104 | | | en | | en | | General | N | Y |
| 8 | Create | 083000473 | 00830004730111 | | | en | | en | | General | N | Y |
| 9 | Create | 083000473 | 00830004730128 | | | en | | en | | General | N | Y |
| 10 | Create | 083000473 | 00830004730135 | | | en | | en | | General | N | Y |
| 11 | Create | 083000473 | 00830004730142 | | | en | | en | | General | N | Y |
| 12 | Create | 083000473 | 00830004730159 | | | en | | en | | General | N | Y |
| 13 | Create | 083000473 | 00830004730166 | | | en | | en | | General | N | Y |
| 14 | Create | 083000473 | 00830004730173 | | | en | | en | | General | N | Y |
| 15 | Create | 083000473 | 00830004730180 | | | en | | en | | General | N | Y |
| 16 | Create | 083000473 | 00830004730197 | | | en | | en | | General | N | Y |
| 17 | Create | 083000473 | 00830004730203 | | | en | | en | | General | N | Y |
| 18 | Create | 083000473 | 00830004730210 | | | en | | en | | General | N | Y |
| 19 | Create | 083000473 | 00830004730227 | | | en | | en | | General | N | Y |
| 20 | Create | 083000473 | 00830004730234 | | | en | | en | | General | N | Y |

## "How Do I Import Products that Already Have GTINs?"

Import products using the **Blank** template. You may have created these products and assigned GTINs outside of GS1 US Data Hub. Or you may want to create new products and type the GTINs into the template manually, rather than have GS1 US Data Hub assign available GTINs.

You should import just the "Each" products that are purchased by consumers first, and then import higher level packaging in a separate template. GS1 US Data Hub checks the GTINs for accuracy, to ensure they have not been duplicated or constructed improperly.

**1. Click Product, then Import Products on the right.**



**2. Click the Download Template tab.**
Three download template options display. Click the **Download a Blank Template** link at the bottom of the screen. This will download a blank import template. Click **Save**.
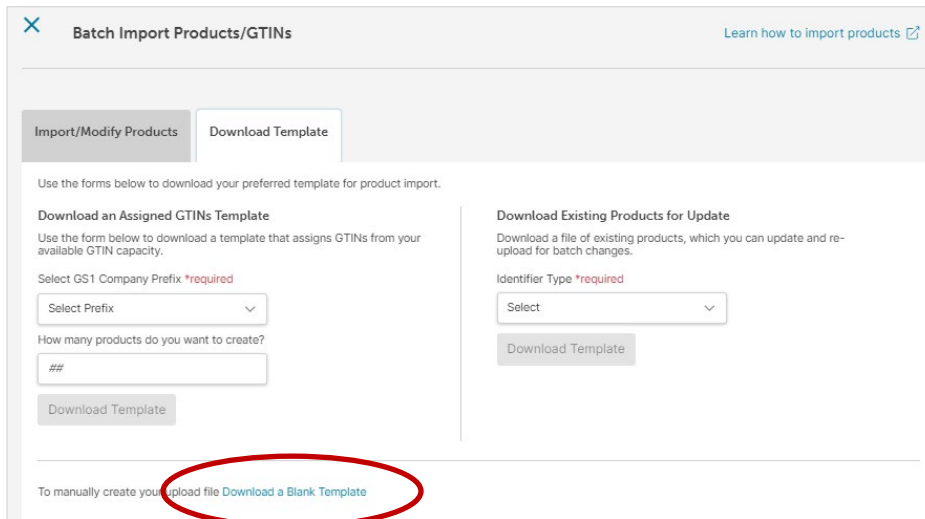


**3. Open the file from your Downloads folder.**
The **Blank** template displays.

**CONTINUE**

**4.    Select "Create" in the Action column.**
Enter each product on its own row. Columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this user guide for column descriptions.

**5.    Enter GTINs in 14 Digits.**
When you enter the GTIN-12 in the **Blank** template, make sure to enter the GTIN in 14 digits, with two leading zeroes.

**Note:** In the **PackagingLevel** column, select only "Each" for items within a single template. If you need to import higher level packaging items, such as "Cases," it's recommended that you do that in a separate Blank Template. See "How Do I Import Higher Level Packaging?" in this user guide for more details.

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Action | GS1CompanyPrefix | GTIN | PackagingLevel | Description | | Desc1Language | BrandName | Brand1Language | Status |
| 2 | Create | 083000381 | 00830003810944 | Each | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |

**6.    Save the File to Your Local Drive.**
Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( ).

Otherwise, you will receive an error and the file will not process.

**7.    Click the Import/Modify Products Tab.**
You can drag and drop the file into the gray box. Or click **Browse Files.** Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.
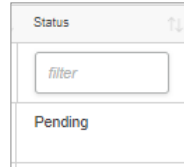
Import/Modify Products    Download Template

CONTINUE

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**9.** **Click Import Products.**
GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list.

**10.** **Check the Status column.**
The Status will move from **File Uploaded** to **Pending** to **Complete.**

Optional: Click **Refresh Table** until the **Complete** status displays.

Even if you leave this screen, the file continues to be processed.

| Status | ⇅ |
|---|---|
| *filter* | |
| Pending | |

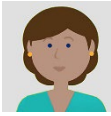**11.** **Verify that the records processed successfully.**
When the file displays **Complete**, you can take these steps:

a. Verify that all records processed correctly. If successful, the **# Errors column** will display 0 (zero).

b. If a number displays in the **# Errors** column, click the **File Name** hyperlink to open the "Results" file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

c. Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.

> **Note:** If the message **"File Format error. Please use the current Data Hub Import Template"** displays, make sure you used the most recent template and haven't changed a column name, deleted a column, or added a column.
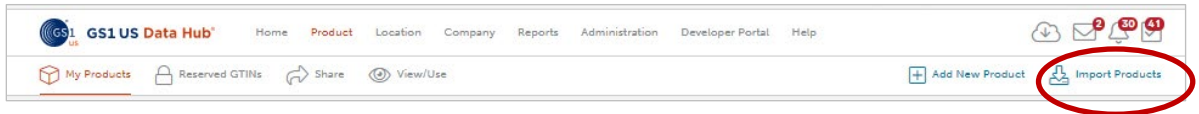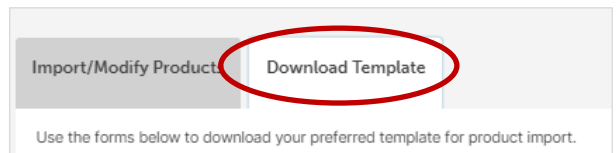
## "How Do I Update Existing Products?"

To make bulk updates to a group of products, click the **Download Existing Products for Update** template, and select the GS1 Company Prefix, Status and Packaging Level for the products you are updating. When you open the template, make your changes to the products, then save the file to your computer. Upload the file into GS1 US Data Hub. To use this template, follow these steps.

1. **Click Product, then Import Products on the right.**



2. **Click the Download Template tab.**
   Three download template options display.



   Use the forms below to download your preferred template for product import.

3. **Under the Download Existing Products for Update header, select the following items:**
   - Select **GS1 Company Prefix**
   (other options, such as Single GTINs, may display, if licensed by your company)
   - Select a specific prefix
   - Select the **Status** of the items
   - Select the Packaging Level

   **Download Existing Products for Update**
   Download a file of existing products, which you can update and re-upload for batch changes.

   Identifier Type *required
   GS1 Company Prefix

   Choose Prefix *required
   083000381

   Status *required
   In Use ⊗

   Packaging Level
   Each

4. **Click the Download Template button.**
   Then click **Save**.

   Download Template

5. **Open the file from your Downloads folder.**
   The spreadsheet contains products that match the criteria you had entered. For each product, GS1 US Data Hub displays all of the attributes.

   You can delete the rows for any products that you do NOT want to update.

**CONTINUE**

**6.** **Select "Update" in the Action column.**
Columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value. See Appendix A of this user guide for column descriptions.

**7.** **Make Changes to Attributes - or Add Attribute Data.**
Please note that for products with the **In Use** status, certain attributes, such as **NetContent1Count** and **NetContent1UnitofMeasure**, cannot be updated. See Appendix A for columns that can be modified when the product is in **PreMarket** or **In Use** status. When you are finished, save the file to your local drive.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Action | GS1CompanyPrefix | GTIN | PackagingLevel | Description | Desc1Language | BrandName | Brand1Language | Status | Industry |
| 2 | Update | 081414100 | 00814141009187 | Each | Tasty Harvest Almonds Bag 8 oz | en | Tasty Harvest | en | In Use | CPG |
| 3 | Update | 081414100 | 00814141009750 | Each | Tasty Harvest Jam Fig 32 oz | en | Tasty Harvest | en | In Use | CPG |
| 4 | Update | 081414100 | 00814141007947 | Each | Tasty Harvest Almonds Bag 14 oz | en | Tasty Harvest | en | In Use | CPG |
| 5 | Update | 081414100 | 00814141009446 | Each | Tasty Harvest Jam Peach 12 oz. | en | Tasty Harvest | en | In Use | CPG |
| 6 | Update | 081414100 | 00814141004267 | Each | Tasty Harvest Jam Fig 32 oz | en | Tasty Harvest | en | In Use | CPG |
| 7 | Update | 081414100 | 00814141003802 | Each | Tasty Harvest Almonds Bag 8 oz | en | Tasty Harvest | fr | In Use | CPG |
| 8 | Update | 081414100 | 00814141009897 | Each | Tasty Harvest Apple Butter Jam, | en | Tasty Harvest | en | In Use | CPG |
| 9 | Update | 081414100 | 00814141009538 | Each | Tasty Harvest Blackberry Jam, 14 | en | Tasty Harvest | en | In Use | CPG |
| 10 | Update | 081414100 | 00814141009521 | Each | Tasty Harvest Fig Jam, 16 oz | en | Tasty Harvest | en | In Use | CPG |
| 11 | Update | 081414100 | 00814141009514 | Each | Tasty Harvest Apricot Jam, 16 oz. | en | Tasty Harvest | en | In Use | CPG |
| 12 | Update | 081414100 | 00814141009507 | Each | Tasty Harvest Raspberry Jam, 14 | en | Tasty Harvest | en | In Use | CPG |
| 13 | Update | 081414100 | 00814141009101 | Each | Tasty Harvest Peach Jam 8 oz. | en | Tasty Harvest | en | In Use | CPG |
| 14 | Update | 081414100 | 00814141009095 | Each | Tasty Harvest Apricot 64 oz. | en | Tasty Harvest | en | In Use | CPG |
| 15 | Update | 081414100 | 00814141006834 | Each | Tasty Harvest Apple Butter Jam 6 | en | Tasty Harvest | en | In Use | CPG |
| 16 | Update | 081414100 | 00814141008692 | Each | Tasty Harvest Blueberry Peach M | en | Tasty Harvest | en | In Use | CPG |
| 17 | | | | | | | | | | |

Products    +

*Select **Update** from the pull-down arrow and paste into all rows.*

**Note:** While you can change either the **Product Description** or **Brand Name** for a product with the status of **In Use**, this is commonly done to correct a typographical error. You cannot change the **Product Description** to reflect a new product, per the GTIN Management Standard: "Any new product requires the assignment of a GTIN."

Similarly, based on the impact of the **Brand Name** change on your trading partners, you may want to consider assigning a new GTIN, per the GTIN Management Standard: "A change to the primary brand that appears on the trade item, requires assignment of a new GTIN."

**NOTE:** When entering Dimensions and Weights into the template, use abbreviations, not the full name. See Appendix B for valid values.
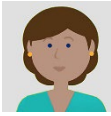
CONTINUE

**8.** **Save the File to Your Local Drive.**
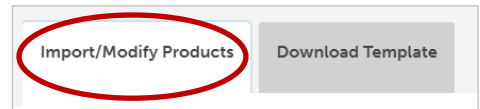Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name:
: ; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

Otherwise, you will receive an error and the file will not process.

**9.** **Click the Import/Modify Products Tab.**
You can drag and drop the file into the gray box. Or click **Browse Files.** Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.



**10.** **Click Import Products.**
GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list.



> **Note:** If the message **"File Format error. Please use the current Data Hub Import Template"** displays, make sure you used the most recent template and haven't changed a column name, deleted a column, or added a column.

**11.** **Check the Status column.**
The Status will move from **File Uploaded** to **Pending** to **Complete.**

**Optional:** Click **Refresh Table** until the **Complete** status displays.

Even if you leave this screen, the file continues to be processed.

**12.** **Verify that the Records processed successfully.**
When the file displays **Complete**, you can take these steps:

Verify that all records processed correctly. If successful, the **# Errors column** will display 0 (zero).

If a number displays in the **# Errors** column, click the **File Name** hyperlink to open the "Results" file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you did receive an error, delete any rows that were successfully imported in the original spreadsheet before you make the corrections and re-submit the file.

Q **Can I "Archive" Multiple Products Using the Import Template?**

A Yes, first select "Update" in the **Action** column.

Then change the status of the products to **Archived**.

The only action you can take in GS1 US Data Hub for **Archived** products is to return them to the **In Use** status.

Q **If the Product Never Had Net Contents entered, can I add That Data?**

A Yes, if the Net Contents and Net Content Count had not been entered for **In Use** products in GS1 US Data Hub, you can use the template to add this data for the first time. After this information is updated for **In Use** products, you will not be able to change the Net Contents and Net Contents Count.

Q **Can I Change the Net Weight of Products That Are In Use?**

A No, the Net Weight of a product cannot be changed.

However, Gross weight can be updated up to 20% of the original value, per GS1 General Specifications.

Q **Can I can change attributes of an In Use Product?**

A There are certain attributes, such as Packaging Level, that cannot be changed when the product has the **In Use** status. See Appendix A of this user guide for a list of attributes that cannot be changed.

**Want to Learn More?**

What Fields Can Be Changed? (Help Center article)

GS1 General Specifications (GS1 US Web Site)

# "How Do I Import Higher Level Packaging?"

It's recommended that you use the **Blank** template when importing inner packs, cases or pallets that contain quantities of a SINGLE product. This is so you can add GTIN-14s to these items. The GTIN-14s have to be constructed outside of the import process.

For higher level packaging items that contains quantities of two or more products (such as Mixed Cases), you can assign GTINs using the **Assigned GTINs** template.

View the Import Higher Level Packaging module in GS1 US University for a demonstration.

1. **Click Product, then Import Products on the right.**
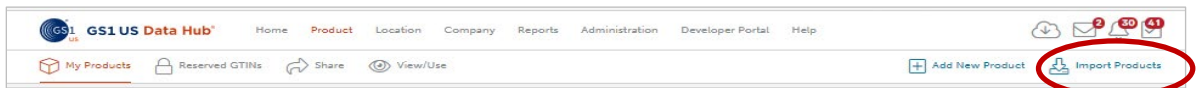


2. **Click the Download Template tab.**
   You will see three download template options.
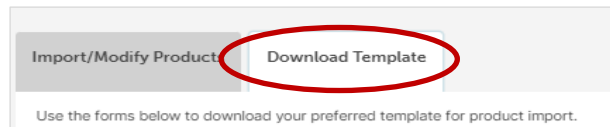


3. **Consider which template you need.**
   For higher level packaging, answer these questions to determine which template you can use:

   **a. Do these items contain quantities of a SINGLE product?**
   If the answer is yes, it's recommended that you assign GTIN-14s to these items. You will need to construct the GTIN-14s manually and enter them into the **Blank Template**.

   

   **b. Do these items contain quantities of two or more GTINs?**
   If the answer is yes, then you cannot enter GTIN-14s for these items. For this reason, you can use the **Assigned GTINs** template. You can then have available GTINs assigned to these products.

   > **NOTE:** To learn more about the GTIN-14, read the "An Introduction to the Global Trade Item Number" guide.


CONTINUE

**4. Enter Product Data in the Blank Template.**
In column A, select **Create** from the drop-down, and enter pertinent information into all the remaining required columns.

The columns with headings in green are required. Several columns contain drop-down values; click the drop-down arrow to select a valid value.

If you are using the **Blank** template, you can enter the GTIN-14s items that contain quantities of a single product ("Inner Pack," "Case," "Display Shipper" and "Pallet"). Please refer to "An Introduction to the Global Trade Item Number" guide for more details.

**Note:** it's recommended that you limit the number of higher level packaging rows to 100 items or less within a single template. That's because GS1 US Data Hub takes several complex steps to verify and validate the relationships when these higher level packaging items are imported. If you restrict the number of records to 100 or less, your import will be processed in a more timely manner.

**5. Order Items from Lowest to Highest - based on the Packaging Level Hierarchy.**
The lowest level packaging should always be listed first, such as "Inner Pack," then "Case," and so on. The order of the Packaging Level Hierarchy is presented in the template drop-down. Here's an example:

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Action | GS1CompanyPrefix | GTIN | PackagingLevel | Description | Desc1Language | BrandName | Brand1Language | Status |
| 2 | Create | 081414100 | 10814141002000 | Inner Pack | Tasty Harvest Almonds Bag 8 oz - Inner Pack of 10 | en | Tasty Harvest | en | In Use |
| 3 | Create | 081414100 | 10814141009047 | Inner Pack | Tasty Harvest Jam Fig 32 oz - Inner Pack of 10 | en | Tasty Harvest | en | In Use |
| 4 | Create | 081414100 | 20814141009440 | Case | Tasty Harvest Almonds Bag 14 oz - Case of 30 | en | Tasty Harvest | en | In Use |
| 5 | Create | 081414100 | 20814141000126 | Case | Tasty Harvest Jam Peach 12 oz. - Case of 30 | en | Tasty Harvest | en | In Use |
| 6 | Create | 081414100 | 30814141006262 | Pallet | Tasty Harvest Jam Fig 32 oz Case  - Pallet of 40 | en | Tasty Harvest | en | In Use |
| 7 | Create | 081414100 | 30814141008976 | Pallet | Tasty Harvest Almonds Bag 8 oz Case - Pallet of 40 | en | Tasty Harvest | fr | In Use |
| 8 | | | | | | | | | |

*Packaging Levels must be entered in order from lowest to highest.*

**6. Enter Child GTIN(s) in the ChildGTINs column.**
Enter the GTIN contained in this item. In the **Quantity** column, enter the quantity of this item, as shown here.

| U | V | W | |
|---|---|---|---|
| ments | ChildGTINs | Quantity | SubE |
| | 00814141009521 | 30 | |
| | 00814141009507 | 30 | |
| | 00814141007947 | 30 | |
| | 00814141009446 | 40 | |
| | | | |

**Note:** If the item contain quantities of two or more GTINs (such as a Mixed Case), in the **ChildGTINs** column, enter the Child GTINs, and separate each Child GTIN with a ~ (tilde key, to the left of the "1" key). Then separate each Child GTIN quantity with the tilde (~) and list these quantities in the same order as the corresponding Child GTIN, as shown here.

| V | W |
|---|---|
| ChildGTINs | Quantity |
| 00814141009521~00814141009507~00814141009507 | 30~30~30 |

**CONTINUE**

**7.** **Save the File to Your Local Drive.**
Make sure you did not change any column headings or rearrange columns in the template. Do not use the following special characters in your file name:
; / ? : @ = & " < > # % { } | \ ^ ~ [ ] ` ( )

Otherwise, you will receive an error and the file will not process.

**8.** **Click the Import/Modify Products Tab.**
You can drag and drop the file into the gray box. Or click **Browse Files.** Locate the updated file on your computer and click "Open." The file name displays in the **File Input** field.

**9.** **Click the Import Products button.**
GS1 US Data Hub begins to process the file. The time it takes for the file to process will vary based on the volume of import files being submitted during this time. Scroll down on the screen to view all uploaded files for your company. The file you just uploaded displays at the top of the list. The Status will move from **File Uploaded** to **Pending** to **Complete.**

**Optional:** Click **Refresh Table** until the **Complete** status displays.
If you leave this screen, the file continues to be processed.

| Status ⇅ |
| --- |
| *filter* |
| Pending |
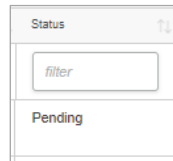
**10.** **Verify that the records processed successfully.**
When the file displays **Complete**, you can take these steps:

a. Verify that all records processed correctly. If successful, the **#Errors** column will display 0 (zero).

b. If a number displays in the **#Errors** column, click the **File Name** hyperlink to open the "Results" file to view Column B for the error message. To learn more about an error message and how to resolve the issue, see Appendix B of this user guide.

c. Within the Results file, the **Results** column (Column A) indicates **Success** or **Fail** for each item. The **AdditionalInfo** column (Column C) may contain additional notes about that record. If you received an error, return to the original file, make your corrections, delete any rows that were successfully imported, and re-submit the file.

> **Note:** If the message **"File Format error. Please use the current Data Hub Import Template"** displays, make sure you used the most recent template and haven't changed a column name, deleted a column, or added a column.

# Appendix A: Product Import Template Column Descriptions

This table lists the columns and whether they can be modified when the product is in **PreMarket** and **In Use** status. More details on each column are available in this appendix.

| Column Name | PreMarket Status: Can column be modified? | In Use Status: Can column be modified? |
|---|---|---|
| GS1CompanyPrefix | No | No |
| GTIN | No | No |
| PackagingLevel | No | No |
| Description | Yes | Yes |
| Desc1Language | Yes | Yes |
| SKU | Yes | Yes |
| BrandName | Yes | Yes – typographical changes only |
| BrandNameLanguage | Yes | Yes |
| Status | Yes – to **In Use** only | Yes – to **Archived\*** only |
| Industry | Yes | Yes |
| IsVariable | No | No |
| IsPurchasable | Yes – unless a GTIN-14 is assigned | Yes – unless a GTIN-14 is assigned |
| Certified | No | No |
| Height | Yes | Yes - up to 20% of the original value |
| Width | Yes | Yes - up to 20% of the original value |
| Depth | Yes | Yes – up to 20% of the original value |
| DimensionMeasure | Yes | No |
| GrossWeight | Yes | Yes – up to 20% of the original value |
| NetWeight | Yes | No – content can be entered if field is blank |
| WeightMeasure | Yes | No – content can be entered if field is blank |
| Comments | Yes | Yes |
| ChildGTINs | Yes - unless a GTIN-14 is assigned | No |
| Quantity | Yes | No - changing Quantity of contents of higher level packaging requires a new GTIN |
| SubBrandName | Yes | Yes |
| ProductDescriptionShort | Yes | Yes |
| LabelDescription | Yes | Yes |
| NetContent1Count | Yes | No - content can be entered if field is blank |
| NetContent1UnitofMeasure | Yes | No - content can be entered if field is blank |
| NetContent2Count | Yes - after Net Content 1 is entered | No - content can be entered if field is blank |
| NetContent2UnitofMeasure | Yes | No - content can be entered if field is blank |
| NetContent3Count | Yes - after Net Content 2 is entered | No - content can be entered if field is blank |
| NetContent3UnitofMeasure | Yes | No - content can be entered if field is blank |
| BrandName2 | Yes | Yes |
| BrandName2Language | Yes | Yes |
| Description2 | Yes | Yes |
| Description2Language | Yes | Yes |
| GlobalProductClassification | Yes | Yes |
| ImageURL | Yes | Yes |
| TargetMarket | Yes | Yes |

\*When a product is in **Archived** state, the only field that can be changed is "Status" (change to **In Use**).

\*\*Learn more about the GTIN-14 in the GS1 US guide: An Introduction to the Global Trade Item Number.

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| Action | This column directs Data Hub to take certain actions. Valid actions: **Create** – establish new **PreMarket** or **In Use** products. **Update** – change status to **In Use** or **Archived**; change editable field content on **PreMarket** and **In Use** products. **Correct** – this is listed but is no longer a valid selection. | Blank Import | Assign GTINs | 6 | 8 | R | Valid Action: Create | Valid Action: Update |
| GS1CompanyPrefix | This is the desired GS1 Company Prefix that used to create the Global Trade Item Number (GTIN) of an item. | **Required**.<br><br>Data Hub prepopulates this field on Available GTIN and Download for Update templates. | Text | 7 | 11 | R | Pre-populated | Cannot change |
| GTIN | This is the 14-digit representation of the Global Trade Item Number as it would be stored in a database.<br><br>Must correspond to GS1 Company Prefix listed in the GS1 Company Prefix field. | **Required**.<br><br>Data Hub prepopulates this field on Available GTIN and Download for Update templates.<br><br>Note: If you are importing GTIN-12s you should enter the GTINs in a 14-digit format, with two leading zero(s) serving as filler digits. For Company Prefix for GTIN-13s, the GTIN-13s must entered as 14 digits, with a leading zero. | Text | 14 | 14 | R | Pre-populated | Cannot change |
| PackagingLevel | This is the packaging configuration assigned to the item.<br><br>When importing multiple Packaging Levels in a single template, items must be listed from lowest to highest, as listed in the order to the right. | **Required.**<br><br>Data Hub prepopulates this field on the Download Existing Products for Update template. PackagingLevel must be entered exactly as shown (including spaces between words).<br>• Each<br>• Inner Pack<br>• Case as Each<br>• Display Shipper<br>• Case<br>• Mixed Case<br>• Pallet<br>• Mixed Pallet | Text | 4 | 14 | R | R | Cannot change |
| Description | This is the text that describes your product to a buyer (not a consumer).<br><br>A best practice is to create a description using the brand name, functional name, a unique attribute and net contents. For example: Edible Harvest Apricot Jam Organic 20 onz. | **Required.**<br><br>Data Hub prepopulates this field on the Download Existing Products for Update templates. | Text | 3 | 500 | R | R | Can edit if Status is PreMarket; Can make typographical changes Only if Status is In Use |

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| Desc1Language | This field indicates the language code for the language of the product description.<br><br>View the Language Codes article for a list of valid codes. | **Required.**<br><br>"en" is the default when downloading the Assigned GTINs template | Text | 2 | 3 | R | O | Can edit if Status is PreMarket or In Use |
| SKU | This field is provided for the product owner to enter the internal product identifier of your stock keeping unit, if any. | Optional.<br><br>Data Hub prepopulates this field in the Download for Existing Products for Update template. | Text | 3 | 70 | O | O | Can edit if Status is PreMarket or In Use |
| BrandName | This column indicates the name of the product line communicated to consumers. | **Required.**<br><br>Data Hub prepopulates this field in the Download for Existing Products for Update template. | Text | 3 | 70 | R | R | Can edit if Status is PreMarket or In Use |
| Brand1Language | This field indicates the language code for the language of BrandName.<br><br>View the Language Codes article for a list of valid codes. | **Required.**<br><br>"en" is the default when downloading the Assigned GTINs template | Text | 2 | 3 | R | R | Can edit if Status is PreMarket or In Use |
| Status | This column shows the lifecycle state assigned to the product and correlates to the Action identified in column A of the templates<br><br>To retract a PreMarket record for reassignment of the GTIN, enter "Retracted" in status column. Data Hub will automatically move the GTIN to available. | **Required**.<br><br>Valid values (must be entered exactly as shown, including spaces between words):<br>• PreMarket<br>• Retracted<br>• In Use<br>• Archived | Text | 5 | 9 | R | R | Can edit if Status is PreMarket or In Use |
| Industry | This field indicates the "industry" of the product. | **Required.**<br><br>Valid values:<br>• General = General Merchandise<br>• CPG = Consumer Packaged Goods<br>• Regulated Healthcare<br>• Foodservice<br>• Apparel | Text | 3 | 20 | R | Pre-populated | Can edit if Status is PreMarket or In Use |

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| IsVariable | This field indicates whether the product record is for a non-consumer trade item that fluctuates by weight, volume or count. Typical examples of variable measure trade items are whole cheeses, meats and fish. | **Required.** Valid values: Y=Yes or N=No | Text | 1 | 1 | R | Pre-populated | Cannot change on PreMarket or In Use record |
| IsPurchasable | This field indicates whether the product record is for a consumer trade item that can be bought at a store or on-line. Note: this value cannot be changed from "N" when a GTIN-14 has been assigned. | **Required**. Valid values: Y=Yes or N=No | Text | 1 | 1 | R | Pre-populated | Can edit - unless GTIN-14 is assigned |
| Certified | This column indicates if a product record has been enhanced under the certified content provider program | This is a system generated field. Values: Y=Certified N=Was certified but modifications to required fields were not recertified Blank=GTIN record has not been enhanced | SYSTEM GENERATED FROM CCP APPROVALS PROCESS | | | | | |
| Height | This field represents the height of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules. Consumer and non-consumer trade items are measured differently. | Optional. Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth). | Numeric | 1 | 8 | O | O | Can edit if Status is PreMarket or In Use |
| Width | This field represents the width of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules. Consumer and non-consumer trade items are measured differently. | Optional. Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth). | Numeric | 1 | 8 | O | O | Can edit if Status is PreMarket or In Use |
| Depth | This field represents the depth of an item. Instructions for measurement can be found in the GS1 Package Measurement Rules. Consumer and non-consumer trade items are measured differently. | Optional. Required if one dimension is provided then all three dimensions must be provided (e.g., Height, Width, and Depth). | Numeric | 1 | 8 | O | O | Can edit if Status is PreMarket or In Use |
| DimensionMeasure | Unit of Dimensional Measurement used | Optional. Required when dimensions are included. Valid values: in, ft, mm, cm, m | Text | 1 | 2 | O | O | Can edit if Status is PreMarket or In Use |
| GrossWeight | The gross weight is the weight of the item plus the weight of its container or packaging. | Optional. Omit commas. | Numeric | 1 | 8 | O | O | Can edit if Status is In Use (up to 20% of the original weight) |

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| NetWeight | Net weight is the weight of the item itself. This does not include the item's container packaging.<br><br>Valid values:<br>Can be 8 numbers of which 3 can be decimals. | Optional.<br><br>Omit commas.<br><br>Can be entered as NNNNNNNN or NNNNN.NNN | Numeric | 1 | 8 | O | O | Cannot change if Status is In Use |
| WeightMeasure | Unit of Weight Measurement Used | Optional. Required when weights are included.<br><br>Valid values:<br>oz, lb, ton<br>g, kg, mg | Text | 2 | 3 | O | O | Cannot change if Status is In Use |
| Comments | This is a section where you can add additional information about the product. | Optional. | Text | 0 | 2000 | O | O | Can edit if Status is PreMarket or In Use |
| ChildGTINs (Container Items) | The GTIN(s) contained within a higher level of packaging other than Each or Case as Each.<br><br>Leave field blank if packaging level is Each or Case as Each.<br><br>Example:<br>00814141009446~00814141009453~00814141009514 | **Required for higher level packaging.**<br><br>Cannot be modified on a **PreMarket** (unless you are adding or removing items for a mixed case, mixed pallet, or display shipper).<br><br>Cannot be modified on an **In Use** record.<br><br>Separate multiple GTINs with the tilde (~) | Text | 14 | NA | O | O | Cannot change if Status is In Use |
| Quantity (Container Items) | Number of items per child GTIN in a higher level of packaging<br><br>Leave field blank if packaging level is Each or Case as Each.<br><br>Example:<br>8~8~8 | **Required when ChildGTINs field is populated.**<br><br>Can be modified on an **In Use** record ONLY when value is "1"<br><br>Separate multiple quantities with the tilde (~). List in the same order as their corresponding child GTIN | Numeric | 1 | NA | O | O | Can edit In Use record if value is 1; cannot be changed if Quantity has already been specified |
| SubBrand Name | This field provides for a second level of brand. The Sub-brand communicated matches what is physically on the product.<br><br>The primary differentiating factor that a brand owner wants to communicate to the consumer or buyer | Optional.<br><br>Can be a trademark; Cannot be modified on an **In Use** record | Text | 3 | 70 | O | O | Can edit if Status is PreMarket or In Use |
| ProductDescriptionShort | This field contains a free form short length description of the trade item that can be used to identify the trade item at point of sale | Optional. | Text | 3 | 35 | O | O | Can edit if Status is PreMarket or In Use |

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| LabelDescription | This field contains a literal reproduction of the text featured on a product's label in the same word-by-word order in which it appears on the front of the product's packaging.<br><br>Allows for the representation of the same value in different languages but not for multiple values. | Optional.<br><br>May not necessarily match the GTIN description as loaded by the supplier into the GTIN description field in GDSN. | Char | 3 | 500 | O | O | Can edit if Status is PreMarket or In Use |
| NetContent1Count | The number of trade items contained in a package, as claimed on the label. Example: 20 count pack of diapers, net content = "20 each" where "20" is the count<br><br>In case of multi-pack, indicate the net content of the total trade item<br><br>Allows for the representation of the same value in different units of measure but not multiple values | Optional.<br><br>Can be an integer or up to 4 decimal places.<br><br>Must be populated first, before populating Net Content 2 Count, or Net Content 3 Count.<br><br>For fixed value trade items use the value claimed on the package, to avoid variable fill rate issue that arises with some trade items which are sold by volume or weight, and whose actual content may vary slightly from batch to batch. In case of variable quantity trade items, indicate the average quantity. | Numeric | 3 | 80 | O | O | Cannot change if Status is In Use |
| NetContent1UnitOf Measure | Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces". Common codes:<br><br>50 Pound Bag – 47<br>Cubic Foot – 51<br>Cubic Meter – MTQ<br>Cup – CU<br>Each - EA<br>Gallon - A76<br>Gram – GRM<br>Litre – LTR<br>Ounce – ONZ<br>Pint – PT<br>Pound – LP<br>Quart – QT<br>Ton - STN<br><br>View the Unit of Measure Code article for a list of all codes. | Must enter a valid UOM Code as listed in Appendix E of this Product User Guide.<br><br>Required if data populated in Net Content 1 Count field. | Char | 2 | 5 | O | O | Cannot change if Status is In Use |

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| NetContent2Count | The number of trade items contained in a package, as claimed on the label. In case of multi-pack, indicates the net content of the total trade item. Allows for the representation of the same value in different units of measure but not multiple values. The published net content/UOM communicated matches what is physically on the product label. | Optional. Value can be an integer or up to 4 decimal places Net Content 1 Unit of Measure and Count must be present | Numeric | 3 | 80 | O | O | Can edit this field on PreMarket record only |
| NetContent2UnitOfMeasure | Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces". View the Unit of Measure Code article for a list of all codes. | Required when Net Content 2 Count is present | Char | 3 | 5 | O | O | Cannot change if Status is In Use |
| NetContent3Count | The number of trade items contained in a package, as claimed on the label. In case of multi-pack, indicates the net content of the total trade item. Allows for the representation of the same value in different units of measure but not multiple values. The published net content/UOM communicated matches what is physically on the product label. | Optional. Value can be an integer or up to 4 decimal places Net Content 2 Unit of Measure and Count must be present | Numeric | 3 | 80 | O | O | Cannot change if Status is In Use |
| NetContent3UnitofMeasure | Code representing the associated unit of measure (UOM) that matches what is physically on the product label. For example, you would enter ONZ if the packaging states "20 ounces". View the Unit of Measure Code article for a list of all codes. | Required when Net Content 3 Count is present | Char | 3 | 5 | O | O | Cannot change if Status is In Use |

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| BrandName2 | This column indicates the secondary name of the product line communicated to consumers, if packaging includes a second language. | Optional | Text | 3 | 70 | O | O | Can edit if Status is PreMarket or In Use |
| Brand2Language | This field indicates the language code for the language of BrandName2. View the Language Codes article for a list of all codes. | Optional | Text | 2 | 3 | O | O | Can edit if Status is PreMarket or In Use |
| Description2 | This is the text that describes your product to a buyer, if a second language is used on packaging. | Optional | Text | 3 | 500 | O | O | Can edit if Status is PreMarket or In Use |
| Desc2Language | This field indicates the language code for the language of the product description, if a secondary language is used on product packaging. View the Language Codes article for a list of all codes. | Optional | Text | 2 | 3 | O | O | Can edit if Status is PreMarket or In Use |
| GlobalProductClassification | This field allows you to add the code that groups your product into the best category based on the essential properties as well as their relationships to other products. The GPC gives buyers and sellers a common language for grouping products in the same way, everywhere in the world. The code "99999999" is displayed as the default, as this is defined as a "Temporary Classification" Code. | Optional. Use the GS1 GPC-Browser to identify the brick code at this url: https://www.gs1.org/services/gpc-browser To define: Select the language: English Select the publication: Current GDSN Production Version Identify the segment/family/class Search for Brick Enter the Brick ID in this column in the template. Value cannot contain all zeros. | Numeric | 8 | 8 | O | Pre-populated with 99999999 | Can edit if Status is PreMarket or In Use |

# Appendix A: Product Import Template Column Descriptions *(Continued)*

| ATTRIBUTE | DESCRIPTION | NOTES | FIELD REQUIREMENT | | | TEMPLATE TYPE (R = Required, O = Optional) | | |
|---|---|---|---|---|---|---|---|---|
| | | | TYPE | MIN | MAX | Blank Import | Assign GTINs | Update Products |
| ImageURL | A non-GS1 US location where the image(s) for the product are managed and archived. If the web address is valid, and it contains a PNG, JPG, GIF or BMP file, "Validated" will display next to the ImageURL in GS1 US Data Hub. If the image is not validated, the web address will still be saved in GS1 US Data Hub, but "Validation Failed" will display above the URL. | Optional. Enter the location where the image for this GTIN is located. The address must start with http:// or https://. | Char | 3 | 2083 | O | O | Can edit if Status is PreMarket or In Use |
| TargetMarket | Target market(s) for this product, as indicated by country. This can include any ISO-3166 two-digit country code. Separate multiple codes with the tilde (~). View the Country Codes article for a list of valid country names and codes. | Optional. Enter the ISO-3166 two-digit code | Text | 2 | 2 | O | O | Can edit if Status is PreMarket or In Use |

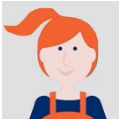# Appendix B: "I Received an Error. How Do I Resolve It?"

This appendix provides an alphabetical listing of error messages along with suggested corrective actions. Follow the corrective actions and resubmit only "failed" records in the template for processing.

**How Error Messages Are Listed in This User Guide:**
Messages below are listed in alphabetical order. Some messages begin with an error type (e.g., Allocation Error, Construction Error, Container Error, Required Error, Validation Error). To locate a specific message in the below table, exclude the error type.

For example, consider the message *Allocation Error: Product description of an In Use product should not change*. To find this message, search under P for Product.

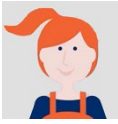| Error Message | Take these Steps to Correct the Error |
|---|---|
| A GTIN is required for all rows in the file | Enter a valid 14 digit numeric value in the GTIN column. For GTIN-12s, make sure you enter two leading zeroes. |
| A GTIN starting with 1-8 must contain the same item reference number and prefix as the GTIN of its contents | Verify the prefix and item reference number of both the GTIN and ChildGTINs are the same. Only the first and last digits should be different. |
| A homogeneous container can contain only one GTIN | The packaging level identified in requires a ChildGTIN and its quantity in the ChildGTINs and Quantity columns, respectively. |
| A IsVariable is required for all rows in the file | Enter a Y in the IsVariable column if this is a non-consumer trade item that fluctuates by weight, volume or count. Otherwise, enter N. |
| A PackagingLevel is required for all rows in the file | Enter the packaging type for this product in the PackagingLevel column. |
| A product cannot have itself as a child | A ChildGTIN listed in the ChildGTIN column is the same as the GTIN listed in the GTIN column. Verify the ChildGTIN and resubmit. |
| A Status is required for all rows in the file | Enter one of these values in the Status column:<br>• PreMarket<br>• In Use<br>• Archived |
| An active GS1CompanyPrefix licensed by your company is required | In the GS1CompanyPrefix column, confirm that the GS1 Company Prefix is correct and active, formatted as text, and contains leading zero(s). Correct as needed, then resubmit. |
| Base items must have a blank ChildGTINs and Quantity | Verify the packaging level in the PackagingLevel column. If "Each" is correct, remove the Child GTIN in the ChildGTINs column and /or the quantity in the Quantity column. An "Each" and "Case as Each" are base items. |
| Brand name is required | Enter the brand name of the product line communicated to the consumer in the BrandName column. |
| Brand1Language Language Code not recognized. | Brand1Language requires a valid language code. View the Language Codes article for a list of all valid codes. |

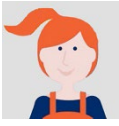| Error Message | Take these Steps to Correct the Error |
|---|---|
| Conversion failed when converting the nvarchar value 'A' to data type int. | A non-numeric value in a field could not be converted. Verify all values are entered as numbers. |
| Desc1Language Language Code not recognized.<br><br>View the Language Codes article for a list of all valid codes. | Desc1Language requires a valid language code.<br><br>View the Language Codes article for a list of all valid codes. |
| Depth is invalid | Verify 1-8 numeric digits appear in the Depth column. |
| Depth of an In Use product should not change | If you have to make a change of over 20% to the depth of the product with the **In Use** status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN. |
| Dimension fields are all required if one is entered | If one dimension is provided, then all dimensions must be entered. Confirm entries in the Height, Width and Depth columns. |
| DimensionMeasure is invalid | Verify 1-2 digit abbreviations appear in the DimensionMeasure column. |
| DimensionMeasure of an In Use product should not change | You cannot change the Dimension of a product with an **In Use** status. If DimensionMeasure in the template was left blank, and you received this error, then view the product detail record and check the Dimensions in the Additional Information tab, as these fields have been populated. |
| Failed: Error converting data type nvarchar to numeric | You've entered an alpha character in a field that can only accept numbers. The fields are GS1CompanyPrefix, GTIN, or Quantity. Check these fields for an alphabetic character and replace with the proper numeric value. |
| Gross weight and weight measure fields for a container are all required if one is entered | Enter the gross weight of the case in the GrossWeight column. |
| GrossWeight is invalid (or GrossWeight is limited to 28 characters, 3 on the right side of the decimal) | Verify 1-8 numeric digits appear in the GrossWeight column. |
| Gross Weight of an In Use product should not change | If you have to make a change of over 20% to the gross weight of the product with the **In Use** status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN. |
| GS1CompanyPrefix is invalid | Enter a valid GS1 Company Prefix in the GS1CompanyPrefix column. |
| GTIN Error: The GTIN specified is already in use | This GTIN already exists in GS1 US Data Hub. Check the GTIN to make sure it is unique. |
| GTIN Error: The prefix specified is out of capacity | This GS1 Company Prefix has reached the limit of GTINs that can be generated. It may be that your organization needs to add a new prefix. Contact GS1 US Member Support at datahub@gs1us.org. |

## Appendix B: "I Received an Error. How Do I Resolve It?"

| Error Message | Take these Steps to Correct the Error |
|---|---|
| GTINs may only be listed once in the file | The GTIN is listed twice in the file. The same GTIN cannot be entered in two separate rows. |
| GTINs must be 14 digits and numeric | Enter a valid 14 digit numeric value in the GTIN column, with leading zeros serving as filler digits. |
| Height is invalid (or Height is limited to 28 characters, 3 on the right side of the decimal) | Verify 1-8 numeric digits appear in the Height column. |
| Height of an In Use product should not change | Height of an In Use product should not change |
| Image URL is invalid | Verify the image and web location entered in the ImageURL column is valid. Please note that this web location is maintained outside of GS1 US Data Hub. |
| IsVariable must be Y/N | Enter a Y in the IsVariable column if this is a non-consumer trade item that fluctuates by weight, volume or count (meat, cheeses, etc.). Otherwise, enter N. |
| Net Content (1,2,3) Count of an In Use product should not change | For a product with an In Use status, the data in the NetContent1, NetContent2, or NetContent3 columns should not change. |
| Net Content (1,2,3) Unit of Measure of an In Use product should not change | For a product with an In Use status, the data in the NetContent1UnitOfMeasure, NetContent2UnitOfMeasure, or NetContent3UnitOfMeasure columns should not change. |
| Net weight can only be entered for a base | Verify the packaging level in PackagingLevel column is a higher level packaging (inner pack, case, pallet, etc). Remove the value in the NetWeight column. |
| NetWeight is invalid (or NetWeight is limited to 28 characters, 3 on the right of the decimal) | Verify 1-8 numeric digits appear in NetWeight column. |
| One of the child GTINs does not exist | In the ChildGTINs column, validate the GTIN of the child record(s), modify as needed and resubmit. |
| One of the child GTINs is from a GS1 Company Prefix that is not licensed by your company | In the ChildGTINs column, validate the GTIN of the child record(s), modify as needed and resubmit. |
| One or more of the ChildGTINs is non-numeric | Confirm that the ChildGTIN(s) are entered correctly in the ChildGTINs column, and are separated by a tilde (~). |
| PackagingLevel is invalid | Confirm the correct value for the packaging configuration of this product in the PackagingLevel column. Enter one of these valid packaging types for this product in the PackagingLevel column: each, inner pack, case, display shipper, mixed case, case as each, pallet, and mixed pallet. |
| Please make sure the file is valid and contains no unexpected columns or whitespace.<br><br>[Indicates that the system could not begin to process the file.] | Take one or more of these steps:<br>• Scan the file to remove hidden line breaks or line feeds.<br>• Scan each record to ensure no pipe \| characters are present within a cell.<br>• Ensure columns and field headings are identical and in the same order as displayed in the import template.<br>• Save all data as text.<br>• Save and submit the file in "xlsx" format (not "CSV")<br>• Copy current data set into a new template, the current file may be corrupted. |

# Appendix B: "I Received an Error. How Do I Resolve It?"

| Error Message | Take these Steps to Correct the Error |
|---|---|
| Product description is required | Enter a product description in the Description column. |
| Product Description (or Product Description Short) of an In Use product should not change | When a product has an **In Use** status, you should not change the description in either the Description or the ProductDescriptionShort column. |
| Status is invalid<br><br>or<br><br>Status is invalid for Create | Validate the value in the Status column:<br>• PreMarket<br>• Retracted<br>• In Use<br>• Archived<br>Note: If "Create" is displayed in the Action column, the status must be either **PreMarket** or **In Use**. |
| String or binary data would be truncate. | Where there is more than one item in a higher level packaging item, a separator other than a tilde (~) may have been entered. Verify the accuracy of the GTIN or ChildGTIN data, and use a tilde (~) to separate each child GTIN and/or QTY. |
| Target Market Is Invalid | Target Market must be represented by a country name, or country code, based on ISO 3166. View the Country Codes article for a list of valid country codes. |
| Select either Create or Update. | In the Action column, enter one of these values:<br>**Create:** Set up a new **PreMarket** or **In Use** record.<br><br>**Update:** Make changes to editable fields or change the status of a record from:<br> • **PreMarket** to **In Use**<br> • **In Use** to **Archived**<br> • **PreMarket** to **Retracted**<br> • **Archived** to **In Use**<br><br>**Note:** the following attributes cannot be updated:<br> • GS1CompanyPrefix<br> • GTIN<br> • Packaging Level<br> • IsVariable<br> • IsPurchasable<br> • NetWeight or GrossWeight (if changes are greater than 20%)<br> • WeightMeasure<br> • ChildGTINs (For higher level packaging) |
| The assignment of a GTIN to a container without children is not possible, This product must contain at least one child item | This message displays if your file contains the inner pack or case, mixed case, etc., in the PackagingLevel column. Higher level packaging types must contain at least one GTIN in the ChildGTINs column and the quantity in the Quantity column. |
| The check digit of the GTIN specified (#) is incorrect and should be (#) | This message displays the "check digit" of the GTIN and then displays the actual check digit. When you receive this message, correct the check digit for that GTIN, then import the product again. |
| The child products of a container cannot change for an 'In Use' product | When an inner pack, case or pallet receives an **In Use** status, you cannot change the Child contents of this product. You will have to enter a new product with a new GTIN. |
| The 'Correct' action can not be used to change the status of the product. | Verify the status of the product(s) being imported. If the product status is **In Use** and you wish to change the status to **Archived**, change the action to "Update." |

| Error Message | Take these Steps to Correct the Error |
|---|---|
| The GTIN for a variable measure product must start with a 9 | You selected Y in the IsVariable column. Validate the GTIN is constructed correctly, modify as needed and resubmit. Otherwise, select N in IsVariable column. |
| The GTIN of a purchasable product must start with 0 | A GTIN-14 was assigned to an inner pack, case or pallet, and starts with 1 through 8 (unless it's a variable measure product, which starts with a 9). A "Y" was entered in the IsPurchasable column for this product, but it must be changed to a "N" to indicate it is NOT purchasable by the consumer. |
| The maximum length of BrandName is 75 characters | Information provided in the BrandName column exceeds the limit of 75 characters (including spaces). Revise to shorten the length. |
| The maximum length of Comments is 2000 characters | Information provided in the Comments column exceeds the limit of 2000 characters (including spaces). Revise to shorten the length. |
| The maximum length of SKU is 70 characters | Information provided in the SKU column exceeds the limit of 70 characters (including spaces). Revise to shorten the length. |
| The net weight of a base cannot exceed the gross weight | The net weight in NetWeight column must be less than the gross weight in the GrossWeight column. |
| The number of child GTINs and valid quantities is a mismatch and quantities must be greater than 0 | Check the ChildGTINs listed in the ChildGTINs column and check the quantities entered in the Quantity column. |
| The GS1 Company Prefix of the GTIN specified does not match the selected Prefix () | In the GS1CompanyPrefix column, validate that this is the GS1 Company Prefix used in the GTIN displayed in the GTIN column. Correct as needed, then resubmit. |
| The product cannot be both variable measure and consumer purchasable | Assess the IsVariable and IsPurchasable columns to determine which column should contain an N. |
| The row is flagged as (Create or Update) and the GTIN (already exists or does not exist) | Confirm the action in the Action column. If this is a new record, enter "Create" in the Action column and a new GTIN is needed in the GTIN column. If the record exists, enter "Update" in the Action column and change the contents. |
| The UoM 1 code is not found in the GDD Code List 6411. | The Unit of Measure code must be a valid code. View the Unit of Measure Code article for a list of all codes |
| This container is variable measure and it must contain at least one variable measure product within it | The packaging level identified in the PackagingLevel column requires a ChildGTIN for a variable measure product in the ChildGTINs column. |
| This product contains items that are not In Use. View the hierarchy tab to view all children and descendants that must be updated to In Use | Verify the ChildGTINs listed in the ChildGTINs column are updated to In Use. Otherwise, retain the status in the Status column as **PreMarket** until the ChildGTINs have been updated to **In Use**. |
| This product has invalid packaging levels assigned to it | The ChildGTIN listed in the ChildGTINs column must be a lower level packaging level than indicated in the PackagingLevel column. |

| Error Message | Take these Steps to Correct the Error |
|---|---|
| This product is a heterogeneous container and must contain more than one GTIN | You have entered mixed case or mixed pallet in the PackagingLevel column, and you need to specify two or more ChildGTINs in the ChildGTINs column. Also you need to specify the quantity of each of these GTINs items in the Quantity column, separated by a tilde ~. The sequence of quantities should match the sequence of the ChildGTINs.<br><br>If only a single GTIN is contained in this packaging, you must change the PackagingLevel to "case" or "pallet". |
| This product is a homogeneous container and must contain only one GTIN | The packaging level identified in the PackagingLevel column requires a ChildGTIN and its quantity in the ChildGTIN and Quantity columns, respectively.<br><br>This message will also display if you are attempting to "update" an existing product that's in **PreMarket** or **In Use** status, and have added one or more GTINs in the ChildGTIN column. This message also displays if you are attempting to change the existing ChildGTIN of an item with the **PreMarket** or **In Use** status, and the Inner Pack or Case packaging level.<br><br>In these situations, if the item is in the PreMarket status, and you need to change the ChildGTINs, you need to retract this GTIN. If the product's status is **In Use,** you will need to archive the product, then clone it in GS1 US Data Hub, and while it is in the **Draft** state, change the ChildGTIN, and then assign a new GTIN. |
| Transitioning this item from the existing status to the new one is not possible | You can only transition a product from this status to the next:<br>• **PreMarket** to **In Use**<br>• **In Use** to **Archived**<br>• **PreMarket** to **Retracted** |
| Weight fields for a base are all required if one is entered | If one weight is provided, then all weights must be entered. Confirm entries in GrossWeight, NetWeight and WeightMeasure columns. |
| WeightMeasure is invalid | Valid units of measure in the WeightMeasure column are:<br>• Oz<br>• Lb<br>• ton<br>• G<br>• Kg<br>• mg |
| Width is invalid (or Width is limited to 28 characters, 3 on the right side of the decimal) | Verify 1-8 numeric digits appear in the Width column. |
| Width of an In Use product should not change | If you have to make a change of over 20% to the width of the product with the **In Use** status in GS1 US Data Hub, you will need to archive the product, then clone it in Data Hub, make the changes, and assign a new GTIN. |

# Appendix C: Country Codes - based on ISO 3166

**Note:**

Country codes were updated as part of the March 18th, 2024 release and moving forward, these codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Country Codes article:

https://www.gs1us.org/resources/data-hub-help-center/country-codes-based-on-iso-3166

# Appendix D: Language Codes - based on ISO 639

**Note:**

As of March 18th, 2024 release, Language codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Language Code article:

https://www.gs1us.org/resources/data-hub-help-center/language-codes

# Appendix E: Net Content Unit of Measure

**Note:**

As of the March 18th, 2024 release, Unit of Measure codes will be listed only in the GS1 US Data Hub Help Center.

For your reference, click the link below to view the Unit of Measure Codes article:

https://www.gs1us.org/resources/data-hub-help-center/unit-of-measure-codes