



Foodservice Distributor Implementation Checklist

Prepared by the Foodservice GS1 US Standards Initiative User Workgroup

This document was prepared by the Foodservice GS1 US Standards Initiative User Workgroup in order to support foodservice distributors in implementing GS1 Standards. It provides an action-oriented checklist of implementation steps to guide distributors through the implementation process. *(Note that many steps in the checklist can be completed concurrently.)* The checklist includes a description of each step, as well as links to any additional resources.



Note: As with all GS1 Standards and solutions, the recommendations contained in this document are voluntary, not mandatory. It should be noted that use of the words “must” and “require” throughout this document relate exclusively to technical recommendations for the proper application of the standards to support the integrity of your implementation.

Activity	Resources Available
Request GTINs for all products from your suppliers	<ul style="list-style-type: none"> Sample Letter from a Foodservice Organization (Dot Foods)
Integrate GTINs into your product master (cross-referencing to existing product numbers)	<ul style="list-style-type: none"> Internal Process
Determine the type of barcode you need on cases flowing through your warehouses	<ul style="list-style-type: none"> Internal Process
Conduct an audit of current inventory to determine what barcodes suppliers are currently using <i>*Note: this process should be ongoing to monitor supplier progress and compliance with your request</i>	<ul style="list-style-type: none"> Internal Process
Request GS1 barcodes on all cases/pallets received from your suppliers (include a timeline for completion) <i>*Note: the Foodservice GS1 US Standards Initiative has endorsed the use of GS1-128 barcodes for traceability</i>	<ul style="list-style-type: none"> Voluntary GS1-128 Guideline for Cases/Cartons in Foodservice Foodservice Implementation Guideline for Case-Level Traceability using GS1 Standards
Request suppliers utilize Advance Ship Notices (ASNs) in conjunction with Serial Shipping Container Codes (SSCCs) on all pallets	<ul style="list-style-type: none"> An Introduction to the SSCC
Determine if your company has a GS1 Company Prefix (needed to assign Global Location Numbers (GLNs) to your locations)	<ul style="list-style-type: none"> Get a GS1 Company Prefix
Determine if you require authorization/approval to get a GS1 Company Prefix	<ul style="list-style-type: none"> Internal Process
Determine which entities and locations (physical and/or logical) in your organization should be assigned GLNs	<ul style="list-style-type: none"> GLN Assignment Guidance for Foodservice
Create a ROI analysis to attach to GS1 Company Prefix approval request (if needed)	<ul style="list-style-type: none"> Internal Process

Activity	Resources Available
Assign a GLN to your corporate headquarters, and to other needed physical and/or logical locations	<ul style="list-style-type: none"> ▪ GLN Assignment Guidance for Foodservice ▪ GS1 US Data Hub® Location
Subscribe to a Global Data Synchronization Network™ (GDSN®)-certified data pool	<ul style="list-style-type: none"> ▪ Selecting a GDSN-Certified Data Pool
Review GS1 US National Data Quality Program and discuss participation with suppliers to promote high quality data	<ul style="list-style-type: none"> ▪ GS1 US National Data Quality Program ▪ Foodservice GDSN Attribute Guide R1.2
Prepare internal databases to accept GDSN product attributes	<ul style="list-style-type: none"> ▪ If your systems are not capable of storing the data, you may want to contact a solution provider (for assistance, consult the GS1 US Solution Provider Finder)
Leverage GDSN product data in all internal systems	<ul style="list-style-type: none"> ▪ Internal Process
Via GDSN, request subscriptions to your trading partners' product data	<ul style="list-style-type: none"> ▪ Internal Process
Scan barcodes on inbound cases/pallets received and store the captured information (i.e., GTIN®, Batch/Lot, Serial Number, and Date as applicable)	<ul style="list-style-type: none"> ▪ Work with internal teams
Scan barcodes on outbound cases/pallets and store the captured information (i.e., GTIN, Batch/Lot, Serial Number, and Date as applicable)	<ul style="list-style-type: none"> ▪ Work with internal teams
Use GTINs in business transactions (e.g., Purchase Orders, ASNs, Invoices, etc.)	<ul style="list-style-type: none"> ▪ Work with your trading partners on transactional capabilities
Use GLNs in business transactions (e.g., Purchase Orders, ASNs, Invoices, etc.)	<ul style="list-style-type: none"> ▪ Work with your trading partners on transactional capabilities
Do you manufacture or modify trade items* after receipt?	
If so, continue through the checklist below because you need to assign GTINs to those items.	
Determine how many GTINs you need to assign (i.e., how many trade items* you need to assign GTINs)	<ul style="list-style-type: none"> ▪ GTIN/Barcode Estimator Tool
Consider: <ul style="list-style-type: none"> ▪ Which GTIN structure do you need (e.g., GTIN-12, GTIN-14, etc.)? ▪ Who will assign GTINs to existing/new products? ▪ Procedure for assigning product barcodes? ▪ Preprinted or applied to cases/cartons/etc.? ▪ Make/revise labels/packaging? ▪ Timing/Cost? 	<ul style="list-style-type: none"> ▪ An Introduction to the Global Trade Item Number (GTIN) ▪ Introduction to GS1 US Data Hub®
Assign GTINs to the trade items* that you manufacture or modify	<ul style="list-style-type: none"> ▪ GS1 US Data Hub Product ▪ Foodservice Implementation Guideline for Case-Level Traceability using GS1 Standards
Apply GS1 barcodes to all cases and pallets of manufactured products (ITF-14 or GS1-128)	<ul style="list-style-type: none"> ▪ Voluntary GS1-128 Barcode Guideline for Case/Cartons in Foodservice

* NOTE: The majority of barcodes applied in foodservice are at the case level.



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