

GS1 Canada

Supplier Excellence Checklist – General Merchandise and Hardlines



Create more visibility for your company, brand and products with the General Merchandise and Hardlines Supplier Excellence Checklist.

Our commitment to [data excellence](#) supports you in driving real business results. Maintaining accurate and complete data is more than just a fringe expense; data excellence helps strengthen your relationships with trading partners and consumers, driving increased loyalty and return business.

If you need assistance to set up your initial product catalogue or engage in any of GS1 Canada's solutions, our Consulting Services is here to help. Give us a call at 1.800.567.7084 or email us at consulting@gs1ca.org.

To work with GS1 Canada to list your products, please complete the following steps:

1 Subscribe to GS1 Canada

Visit www.gs1ca.org/subscribe if you have not already subscribed to GS1 Canada. You must be a subscriber to access GS1 Canada solutions, tools or services.

2 Obtain a Company Prefix Licence

A GS1 Company Prefix Licence lets you create barcode numbers. You will obtain your Company Prefix Licence when you subscribe to GS1 Canada, unless your subscription level entitles you to individual barcode numbers instead.

If you:

- Are outside of Canada, get your Company Prefix Licence from your local GS1 office.
- Obtained your Company Prefix or barcode numbers from a non-GS1 source, GS1 Canada can authenticate them as part of the subscription process. Non-GS1 barcodes may not be officially recognized or might not support the bilingual standard required to trade in Canada.
- Distribute products on behalf of another organization, you will need a Prefix Authorization to use their Prefix. Visit www.gs1ca.org/prefix-authorization or contact GS1 Canada at 1.800.567.7084 or info@gs1ca.org to get started.

3 Identify Your Products and Learn About GTIN Allocation Rules

Identify each product at every packaging level with a unique barcode number/Global Trade Item Number (GTIN, also known as a UPC, SSCC-14 or EAN). You will use your GTINs to create unique barcodes for your products and incorporate them into your product packaging.

For products scanned at point of sale, including inner pack, you will need a GTIN-12 barcode. For products at shipping case level, such as cases and pallets, you will need a GTIN-14 (also known as an SSCC-14).

For more information on how to create barcodes, visit www.gs1ca.org/About-Barcodes.

If you are outside Canada and have already completed this step, you do not have to apply new GTINs to your products.

Each time you change your product's graphics, packaging or declaration to the consumer, you may need to assign a new GTIN. Visit www.gs1.org/gtinrules for more information.

For GM-specific rules, please review the GTIN Assignment and Management document at www.gs1ca.org/GTIN-assignment.

4 Identify an Internal Contact Person or Team

Identify someone or a team in your organization (such as a catalogue captain or member of your sales, support, marketing or product departments) who will be responsible for managing the listing of new items.

5 Subscribe to ProSYNC

The easiest way to load product data into ECCnet Registry is through GS1 Canada's ProSYNC tool, which enables you to load product data once, then share with all trading partners. Log in to myGS1 at www.gs1ca.org/login.asp and click the ProSYNC link to subscribe or call GS1 Canada at 1.800.567.7084.

If you already use GDSN (Global Data Synchronization Network) or EDI (Electronic Data Interchange), you can use either option to load your data into ECCnet Registry.

Access the GS1 Canada Learning Zone at learning.gs1.org to access training modules and information about how to load product data.

6 Load Initial Data and Obtain Certification

General Merchandise and Hardlines products require GM1 certification to meet industry data requirements.

To obtain GM1 certification, upload data to ECCnet Registry for up to ten products, complying with mandatory data requirements.

Contact ECCnetSupport@gs1ca.org and request catalogue certification. GS1 Canada will work with you to ensure you have entered all product data correctly and amend any errors.

If you trade in multiple sectors, your catalogue can have more than one business sector certification.

7 Publish Product Data to Your Trading Partners

Upload the rest of your product data and publish your catalogue to your trading partners. Your product data will not be viewable to any trading partners you have not published to.

Advise your trading partners to subscribe to your product catalogue in ECCnet Registry. They will not get your product data if they have not subscribed to your catalogue.

8 Content Capture

Depending on the type of content required by your trading partners, submit your products to GS1 Canada for eCommerce, Marketing or Planogram image and data capture.

We offer a range of flexible options for capturing and loading product content. [Choose the option that best fits your trading partner requirements.](#)

To view and download your product images, register for [The Vault](#) and/or [The Vault - eCommerce](#), which provides secure 24/7 access to all your content and is used to share that content with your trading partners.

Find out more at www.gs1ca.org

ABOUT GS1 CANADA

GS1 is a neutral, not-for-profit organization that develops and maintains global standards for efficient business communication, improving the efficiency, safety, security, sustainability and visibility of value chains across physical and digital channels. In Canada, through our unique community management role, we collaborate with business leaders and industry work groups to develop standards, implementation guidelines and non-proprietary business solutions, supporting subscribers of all sizes across multiple sectors.

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