

Product Submission Instructions

GS1 Canada Images takes high-quality images of your products from a series of angles and views, and shares those images with key trading partners across our entire network.

Current GS1 Canada subscribers can participate in GS1 Canada Images services. If your organization is not a current subscriber, visit the [GS1 Canada Subscription page](#), call 1.800.567.7084 or email info@gs1ca.org, before sending in your product samples.

Product Submission Instructions

1. Fill out the Product Submission Form (p.3 of this package), including your required service. A description of the Trading Partner Bundles can be found in the table on page 2.
2. Fill out your details below and [download the Product Submission Form](#). **Print out the completed form and submit it together with two samples of your product(s), to GS1 Canada Images at the address below.**
3. To confirm which products we have received, log in to MyGS1. In the Services drop-down, under GS1 Canada Images, click View My Submissions.

Submission Information

- **If you would like GS1 Canada to return your product(s):** In the Special Request area on the form, use the "Return My Product" column. You will be invoiced for handling and return fees. If the submission is large, we may contact you to arrange for pick-up. You will be invoiced for the handling and return fees. If you do not request their return, products are donated to local charities.
- **Embargo date:** If your products are not yet on the market, and product data and images need to be kept confidential until a certain date, please indicate this release date in the Embargo Date field of this form.
- Products submitted without the Submission Form cannot be identified and/or processed.
- Products that cannot be identified may be discarded. Food items may be donated to a local food bank.
- Please ensure that each product is well-packed and arrives at our office in excellent condition. Damaged product(s) will result in poor imaging and you may incur charges for additional digital editing. It is recommended that soft packaging be accompanied with a packaging flat to ensure that a quality image that properly displays your product and brand can be taken.
- A separate form is not required for each product.
- If you are submitting products for the **Retail and Foodservice Trading Partner Service Bundle**, please provide both the Foodservice GTIN (case GTIN) **and** the Retail Item GTIN.

The Foodservice GTIN must be entered under "Product GTIN" on the submission form. The Retail Item GTIN must be entered under "Retail GTIN" on the far right (please follow the example on the form).

If the GTIN is the same for both levels, please enter it into both fields. If only one GTIN is entered, delivery of this service may be delayed.

Shipping Address:

GS1 Canada Images
9200 du Golf Blvd.
Montreal, QC, H1J 3A1

Trading Partner Bundles

	Retail Trading Partner eCommerce Service Bundle \$120	Retail Trading Partner Services Bundle \$180	Retail and Foodservice Trading Partner Services Bundle \$260
Web images: high-resolution 2D straight-on view for web and consumer on-package data attributes <i>for eCommerce business</i>			
Nutrition and ingredients images and data extraction: <i>for health and wellness</i>			
Normalized product description: brand, description, size, GPC code, packaging type, etc. <i>for database searching/retrieving/grouping</i>			
Physical in-package product dimensions and weight: <i>for planograms, item-level shipping and logistics purposes</i>			
Marketing images: high-resolution 3D angle views for print and web <i>for eCommerce and print marketing</i>			
Planogram images: compatible with planogram software <i>for category and shelf management</i>			
Foodservice images and montage: high resolution packaging and product images <i>for Foodservice industry requirements</i>			

	Retail Trading Partner eCommerce Service Bundle	Retail Trading Partner Services Bundle	Retail and Foodservice Trading Partner Services Bundle
Private Label: Prices for Trading Partner Bundles	\$110	\$170	\$250



Product Submission Form

1. My products were specifically requested by the following trading partner after a mailing campaign:

2. We sell our products to any one of these major trading partners (if “Yes”, your products will automatically be processed under the Retail Trading Partner Services Bundle. For a la carte service, please select “No”):

Loblaws, Metro, Overwaitea Food Group, Sobeys Yes No

First Name: _____ Last Name: _____

Title: _____ Company Name: _____

Submitter email: _____

Purchase Order No.: _____ Company Phone:() _____ Ext: _____

Company ID: _____ Company Fax: _____

Street Address: _____ Office or Suite: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

Place my product(s) on embargo until this date: ____/____/____ (DD/MM/YY) (Please check this box and specify the market release date if your products are not yet on the market, and/or product data/images need to be kept confidential until a certain date.)

If you are responding to a Flyer Rush Request, indicate the reference number from the subject line of the GS1 Canada email received: _____

I am an authorized agent and I understand that the products I am submitting will be invoiced to the Company Name identified above, according to the current fee schedule for the services requested.

Signature of Submitter

Date

If you would like your products returned, please complete the form below.

Contact name: _____ Company: _____

Return Authorization #: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Contact Phone: () _____