

GS1 Logistics Label Tool User Manual

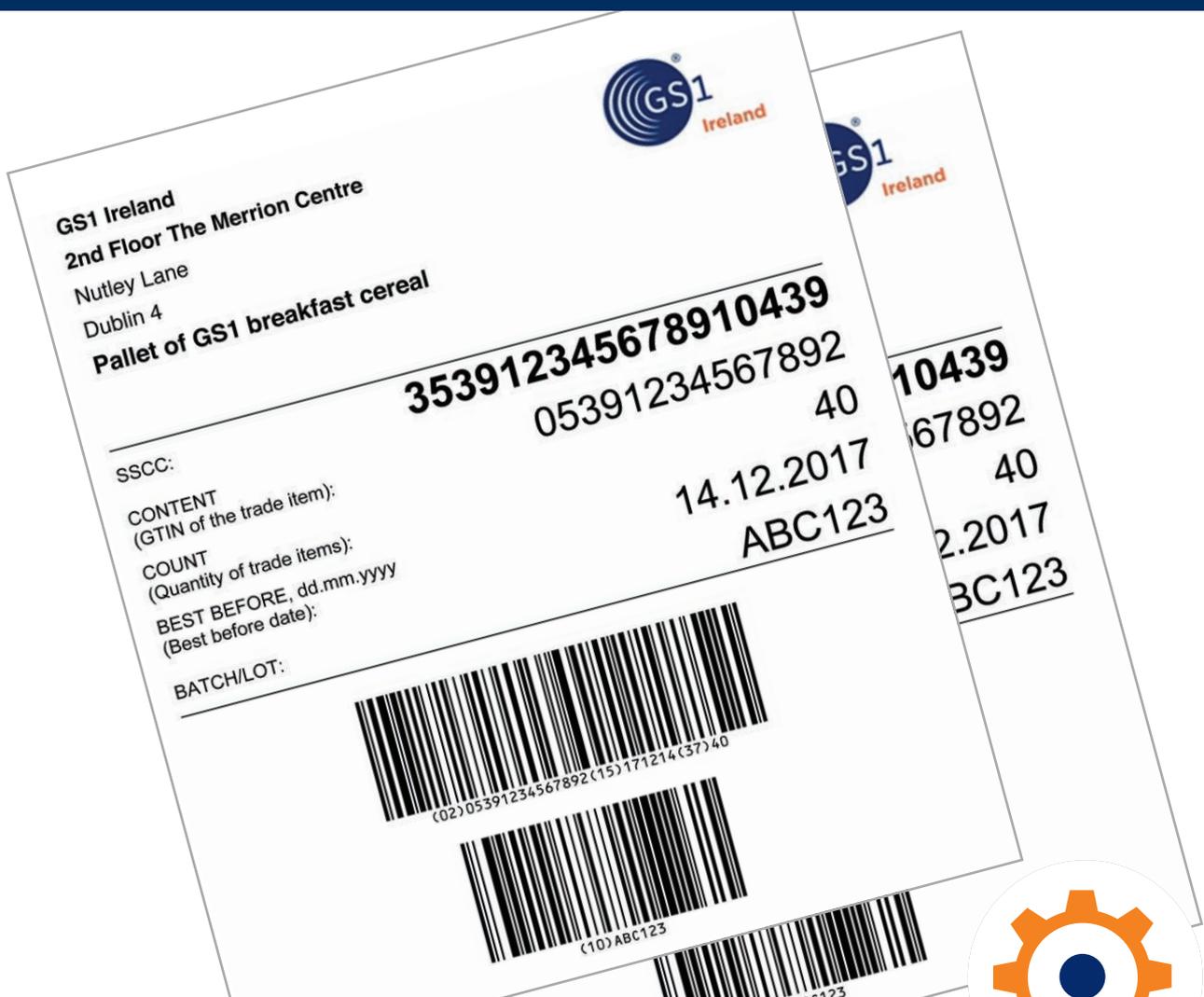


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1. Introduction

1.1 What is the GS1 Logistics Label Tool?

The GS1 Logistics Label Tool has been developed for small and medium sized enterprises (SMEs) to simplify the generation of a GS1 Logistics Label. These labels are typically used on pallets to identify the products they contain, their quantities, and (optionally) additional information about those products such as best before/expiry dates and batch numbers.

The GS1 Logistics Label Tool can create labels for standardised, variable weight or mixed item trade units. The tool is quick and easy to use and is accessed via a web browser. The GS1 Logistics Label Tool is a stand-alone, web-based application that requires no connection to internal databases.



GS1 Logistics Labels

More and more companies require their trading partners to use a GS1 Logistic Label that includes a Serial Shipping Container Code (SSCC). The SSCC is printed in barcode format with the GS1-128 symbology and is used to identify products as they move through the supply chain. The logistics labels that are created using the GS1 Logistics Label Tool can be printed on a standard office printer and placed on logistic units, such as pallets.

1.2 Benefits of using the GS1 Logistic Label Tool

- **Create accurate labels quickly and efficiently** – the GS1 Logistics Label Tool enables you to create your own labels without having to buy additional software or hardware.
- **Identify products as they move through the supply chain** - creating labels with a SSCC helps identify shipped orders saving you time and money.
- Including an SSCC on a logistics unit also **helps your trading partners to track and trace** the goods they handle.
- **Access this tool anywhere, at anytime** - As this tool does not depend on internal or third-party software, and because it is accessed through an internet browser, it is always available to you.
- **Print labels on a standard office printer** – because labels can be printed on your standard home or office printer, you do not require any specialist label printing equipment.
- **Keep a record of all your GS1 Logistics Labels** – the tool automatically archives all of the labels created for future reference, or reprinting if necessary.

1.3 What do I need to use the GS1 Logistics Label Tool?

To use the Label Tool you will need the following:

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

2. First time registration

2.1 How do I register?

To register, please go to www.gs1ie.irg/logistics-label-tool. The process takes less than 5 minutes to complete. To set up an account you will need to provide you:

- GS1 Global Company Prefix
- Company contact information
- Login details (which is your user ID and password)

Note: To complete your registration, you must accept the terms of use.

Note: The tool will perform a check to ensure you have entered a valid Irish prefix. If you have any questions about your company prefix please contact the GS1 Ireland Helpdesk to support your initial setup.

After successful registration, a notification will be sent to the email address you provided, with a link to the tool.

Note:

- Only one registration per GS1 Company Prefix is permitted in the system
- For GS1 Ireland Members only prefixes beginning with 501, 509 or 539 can be used
- **N.B. Please ensure the correct GS1 Company Prefix is entered, as it cannot be changed afterwards.**
- Please watch the short instructional video, located on our website before using the tool for the first time.

The screenshot shows the 'GS1 Print' registration page. The header includes the GS1 logo and the text 'GS1 Print creates a logistic label for you'. On the left, there are links for 'Login', 'Registration', and 'Help'. The main form area is titled 'Registration' and contains the following fields: 'GS1 Global Company Prefix' (with a red error icon), 'Company (line 1)', 'Company (line 2)', 'Street', and 'Postcode + City'. Below these fields is a note: 'The GS1 Global Company Prefix (GCP) is part of the SECC. The registered company, street and city will appear on the logistic label.' The form also includes fields for 'Contact person surname', 'Contact person forename', 'E-mail address', 'Language preference' (set to English), 'Desired user ID', 'Password', and 'Repeat password'. At the bottom, there is a checkbox for 'Yes, I have read and accept the terms of use' and a 'Register' button.

3. Homepage navigation

The homepage of the GS1 Logistics Label Generator has multiple options:

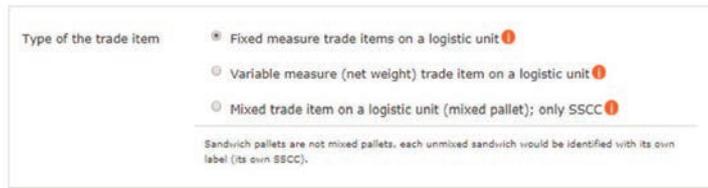
1. **Create a label** – for creating new labels
2. **Label basic settings** – for selecting the structure of your label
3. **Archive folder** – to view labels previously created on the tool
4. **Company Master Data** - your company information entered during registration
5. **Change my password** – update your current password
6. **Contact and help** information

The screenshot shows the 'GS1 Print' homepage. The header includes the GS1 logo and the text 'GS1 Print creates a logistic label for you'. On the right, it displays 'GS1 Global Company Prefix: 5391228' and 'Company: GS1 Ireland'. On the left, there is a navigation menu with options: 'Create label', 'Label basic settings', 'Archive', 'Company master data', 'Change my password', 'Contact & Help', and 'Log out'. The main area features a preview of a generated label with the following data: 'Account Company: My, My 1', 'Label number: 390425000000000045', 'Order Code, when 4 x 878 line: 9011222333334', 'COUNT: 123', 'DATE: 21.05.2019', and 'BATCH/LIST: A1234567'. The label also includes a barcode and a vertical barcode on the right side with the number '567'.

4. Creating a Logistics Label

4.1 Label Basic Settings

4.1.1 There are three types of trade item for a logistics unit. You will have the following options within the settings:



1. Fixed measure trade items - products that are always produced in the same pre-defined version (e.g. a pallet of cases of beans).

2. Variable measure (net weight) trade items - an item without a pre-defined measure that changes weight with each item. These items are traded by weight e.g. cheese, meat, fish etc.

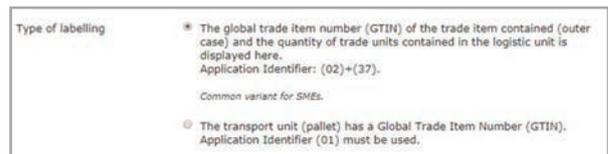
3. Mixed trade items - a mixed pallet e.g. containing both cases of peas and beans.

Note: Sandwich pallets are not mixed pallets. Each unmixed sandwich pallet would be identified with its own label (including its own SSCC).

4.1.2 Label Options

Option 1

The standard FMCG format. This label shows the **GTIN of the trade item contained** (i.e. the GTIN of the outer case) and the **quantity/number of cases** of that trade item. This information is encoded using Application Identifiers 02 and 37. The label can **optionally include dates and batch numbers**.



Option 2

The second option is where the full pallet itself has a GTIN allocated to identify it. In this instance AI (01) is used to encode the GTIN in barcode format.

4.1.3 Label Size

There is a choice of **A5 and A4** size formats for label printing.



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

4.1.4 Company Logo

A company logo (image file) can be uploaded to appear on the Logistics Label. To do this:

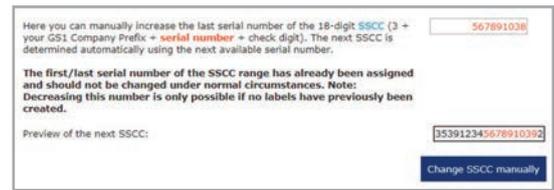
1. Click on "Upload logo"
2. Browse and find your logo
3. Click to select



Your logo will be automatically printed on your label.

4.1.5 **IMPORTANT:** Managing the Serial Shipping Container Code

The SSCC serial number is automatically allocated by the tool. There is an option to manually set the next serial number in the range. However **it is not advised to change this once the tool is in use as it cannot be changed back.** This option should **only be used if you have already allocated some SSCC numbers before using the tool** for the first time.

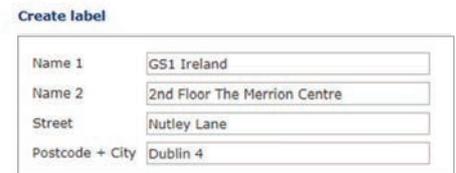


4.2 Creating a Logistics Label (Create Label)

In this section you can specify the content of the Logistic Label including the plain text, the human readable interpretation and the barcode data. The information you enter will be printed on the label.

4.2.1 Name and address

The Name, street, postcode and city fields will be automatically populated with the information provided when initially registering to use the tool. To amend this information or change the Company Master Data please refer to the steps outlined in Section 5. (Please note - the maximum number of characters per data field is 50.)



4.2.2 Trade item description

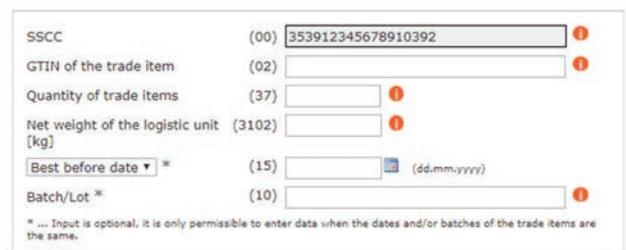
Enter the name of the product to which the GTIN (Global Trade Item Number) refers.



- **For AI (02):** Enter the description of the trade item of the highest packing level (outer case) contained on the logistics unit.
- **For AI (01):** Enter the description of the trade item, if the trade item is also a logistic unit (pallet).
- For a mixed trade item enter the description of the logistics unit e.g. a mixed pallet of apples, bananas and kiwis.

4.2.3 SSCC AI (00)

- The SSCC is an 18-digit number used to identify logistic units (usually pallets). Each logistic unit is assigned a unique SSCC number. The first digit is an extension digit, which is fixed and predetermined by the application to the digit 3.
- The indicator digit is followed by the GS1 Company Prefix.
- The third part of the code, the serial reference number, is automatically incremented by the tool.
- The 18th digit is a Check Digit, calculated by the application. You can find further information on the SSCC on the GS1 Ireland website www.gs1ie.org/sscc.



4.2.4 GTIN of the trade item

Enter the GTIN of the item/items located on the logistic unit:

- For **AI (02)**: enter the GTIN of the trade item contained on the logistics unit
- For **AI (01)**: enter the GTIN of the trade item itself

Note: There is a validity check (check digit, number of digits, prefix ...) performed on the GTIN entered to help avoid mistakes.

Note: GTINs starting with "2" are internal or national identification keys and cannot be utilised on the GS1 Logistics Label Tool.

Note: GTINs of variable measure trade items are always 14-digits and start with the digit "9". (e.g. with Global Company Prefix 5391234 the GTIN-14 would be **9539123400002**)

4.2.5 Quantity of trade items (37)

Quantity of trade items contained i.e. cases on a pallet.

- The entry of the **net weight of the logistic unit** is obligatory for variable measure trade items.
- For AI (02), the sum of the net weights from the trade units located on the transport unit has to be entered.
- Enter the net weight in kilograms up to a maximum of 9999.99 kg. The weight can be specified with a maximum of two decimal places.

The screenshot shows a form with the following fields and values:

SSCC	(00)	353912345678910392	
GTIN of the trade item	(02)		
Quantity of trade items	(37)		
Net weight of the logistic unit [kg]	(3102)		
Best before date *	(15)		(dd.mm.yyyy)
Packaging date	(10)		
Expiration date			
Production date			
Sell by date			

A dropdown menu is open for the 'Best before date' field, showing options: Best before date, Packaging date, Expiration date, Production date, and Sell by date. A note at the bottom states: 'only permissible to enter data when the dates and/or batches of the trade items are'.

4.2.6 Date and Batch

Date and Batch are optional data fields and should only be entered when the trade units on the logistic unit all have the **same batch or the same date**. It is recommended that they are used where possible to support best practices in traceability.

When entering batch and date, all trade units must have the same batch number and the same date.

4.2.7 Identical Logistics Units

If more than one logistic unit (pallet) contains the same trade items (outer packaging/cases), and the same number of items, you can enter the number of identical logistic units to create a label for each pallet.

The SSCC is automatically incremented for each of the pallets. e.g. : SSCC 539123400000000**157**, 539123400000000**164**, ...**171**

4.2.8 Create label

Once you are happy that all information has been entered correctly, click the "Create label now" button.

4.3 Label Created

- Your label PDF will automatically download and you will require a PDF reader to create your label.
- The PDF should be printed with no reduction (without print margins, in actual size) on label paper (A4 format).
- For Logistics Labels printed in A5 format two labels are printed on a single A4 sheet.
- When placing the labels on a pallet, they should be placed between 400 mm (lower edge lower barcode) and 800 mm (top edge upper barcode) from the bottom edge and 50 mm from the side edge.



4.4 Archive Label

The Archive contains records in PDF format, of all of the labels created on the GS1 Logistics Label Tool. A summary of the label data can be exported in Excel or CSV format.

PDF	Creation date	SSCC	GTIN	Trade item description	Quantity	Batch/Lot	Size	Type	Type of the trade item
	06/07/2017	353912345678910354	91234567890121	Test label	40	10101	A5	A102_37	Variable
	21/06/2017	353912345678910347	05392345678910	GS1 pallet of Barcodes	30	123456	A5	A102_37	Fixed
	21/06/2017	353912345678910330	05391234567892	Pallet of GS1 broken kitchen chairs	4		A5	A102_37	Fixed
	20/06/2017	353912345678910323	05390123456781	GS1 Ireland test pallets	40	123456	A5	A102_37	Fixed
	20/06/2017	353912345678910316	05390123456781	GS1 Ireland test pallets	40	123456	A5	A102_37	Fixed
	20/06/2017	353912345678910309	05391234567892	Pallet of GS1 Bread loafs	10		A5	A102_37	Fixed
	20/06/2017	353912345678910293		Mixed pallet of apples, bananas and kiwis			A6		Mixed
	20/06/2017	353912345678910286		Mixed pallet of apples, bananas and kiwis			A6		Mixed
	20/06/2017	353912345678910279	95392345678913	Tim's loose apples	40	123456	A5	A102_37	Variable
	20/06/2017	353912345678910262	5012141234560	Tim's Banana bread	100	1234	A5	A102_37	Fixed
	19/06/2017	353912340000000024	05391234567892	Apples	100	1234567	A5	A102_37	Fixed
	23/05/2017	353912340000000017	05391234567892	Maria's Strawberry Jam Jars	24	987654Z	A5	A102_37	Fixed

5. Changing Master Data

5.1 Changing master data

To change company information on your GS1 Logistics Label account complete the steps outlined below.

Important: The changes you make to Company Master Data will be reflected on the Logistics Labels you create.

Steps to update Company Master Data:

1. Select Company Master Data in the menu
2. Make your changes as required
3. Accept the terms of use
4. Always save your changes



6. Logging in/out and help

6.1 Login and Forgotten Password

Once registered, you will be able to login using your chosen email and password.

If you have forgotten your password:

- On the login page, click on the “forgot password” button.
- A new password will be sent to your registered email address and should be changed immediately.

6.2 Changing your password

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

6.3 Contact and Help

If at any time you forget how to format a label or you’re not quite sure of what data to include, you can:

- Contact our Helpdesk for assistance, either by phone on 01 208 0660 or email helpdesk@gs1ie.org or
- Watch the instructional video

6.4 Logging out

Once you have finished, click on either of the log out buttons to close your session.

helpdesk@gs1ie.org, and Web: <https://www.gs1ie.org>. A 'Support' section on the right includes a 'User manual (PDF)' link and the phone number '+353 1 208 0660'." data-bbox="502 425 891 520"/>

Further help

Should you require any further assistance, please call the GS1 Ireland Helpdesk on **01 208 0660** or email helpdesk@gs1ie.org



2nd Floor The Merrion Centre, Nutley Lane, Donnybrook, Dublin 4, Ireland.
www.gs1ie.org/logistics-label-tool

Connect with us

