



GS1net User Guide ‘Cookbook’

For Suppliers implementing and using GS1net in Australia
& New Zealand

March 2012

Maintaining Images & Attachments in GS1net

Preamble

This document is to be accessed for one of the following reasons:

- (1) To understand how to maintain your images and attachments on GS1net
- (2) To review the digital imaging specifications

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Document Version Control

| Release | Nature of Change/Comments | Author |
|-----------|---|---------------|
| Mar 2012 | Inserted the following sections: <ul style="list-style-type: none">• How to Delete an Image That a Supplier has Loaded to GS1net• How to Replace an Image That a Supplier has Loaded to GS1net | GS1 Australia |
| Sept 2011 | Initial Release | GS1 Australia |

A Supplier (Vendor) has the ability to upload and maintain their images and attachments on GS1net. This section of the user guide will show you how this can be accomplished as well as outlining all the different specifications that need to be adhered to.

Note 1: An item GTIN must exist on the supplier's catalogue before any of the images and additional attachments can be loaded successfully onto GS1net.

Note 2: Users with 'Browse Only' access will not have the ability to upload and maintain images and attachments. The admin user will need to update the security settings for this user on GS1net in order for them to complete this procedure.

Image File Specifications

The image specifications of the digital imaging service have been designed, with industry assistance, to provide images of the type required for both Space Management and On-Line Product Presentation purposes.

The specifications for the Low Resolution Images are as follows:

Low Resolution Image

File Type: JPEG
Colours: RGB
Resolution: 96 Pixels per inch
Capture Size: 324 pixels height or width, whichever is the greater dimension
Background: White
Style: Cropped, face-on
Orientations: As defined by industry per product type

Low resolution images will usually be loaded into GS1net due to the individual file size restrictions of 350KB.

GS1 Australia use the GDSN Package Measurement Rules to establish the front facing of a product; for product dimensions it is also used for establishing the initial orientation of a product for the purpose of imaging. GDSN Package Measurement Rules can be provided by GS1 Australia upon request or downloaded from our website www.gs1au.org.

The different orientations of a product have led to the following naming convention for product images that are to be loaded onto GS1net:

GTIN_(Orientation).JPG (eg. 09312345678907_1.pdf)

Note: The **GTIN** must be displayed as a 14 digit number, that is, a GTIN-8, GTIN-12, GTIN-13 will need to be padded out with zeroes. For example, GTIN-8 **93123457** will be represented as **0000093123457**, GTIN-12 **812345678901** will be represented as **00812345678901** and GTIN-13 **9312345678907** will be represented as **09312345678907**.

For zero suppressed GTIN-12 (UPC-E Bar Codes) the 8 digit number must first be expanded into the full GTIN-12, please contact GS1 Australia for details on how to expand zero suppressed numbers.

The Orientation (Image Aspect) can be a number from 1-9 (2D imaging). These orientations will be described in more detail below.

Orientation _1 (underscore 1)

Is the front facing of the product.

Orientation _2 (underscore 2)

Is the left side of the product – where the type runs in the same direction as that on the front facing of the product, i.e. portrait.

Orientation _3 (underscore 3)

Is the top facing of the product.

Orientation _4 (underscore 4)

Is the back facing of the product when the product has a dual front facing, i.e. when the product has a portrait and landscape main face. GS1 Australia will use the portrait image as the front facing calling this _1, and then use the landscape orientation as an image, calling it _4.

Orientation _5 (underscore 5)

This orientation is essentially the same as _2 orientation, however allows for the instance where the text runs 90 degrees to the front facing text.

Orientation _6 (underscore 6)

This is only used to image the base of a wine bottle.

Orientation _7 (underscore 7)

Is the back facing of the product – where the type runs in the same direction as that on the front facing of the product (i.e. portrait).

Orientation _8 (underscore 8)

Is the right side of the product – where the type runs in the same direction as that on the front facing of the product (i.e. portrait).

Orientation _9 (underscore 9)

Is the base facing of the product.

Note 1: GS1net will only accept JPEG (.JPG) files for product images.

Note 2: Items sent to GS1 Australia for digital imaging will automatically be uploaded onto GS1net.

Barcode Verification Report File Specifications

The general format of the naming convention for a GS1 Australia Barcode Verification (BCV) Report is:

BCV Report Number.pdf (eg. 30248418.pdf)

In order for a Barcode Verification Report to be loaded successfully, the barcode verification number must exist within the GS1net Local Registry (not visible for the supplier) and match the verification number on the file. Suppliers have the ability to upload these reports onto GS1net without the need to rename the files.

Suppliers who generate their own BCV reports will need to use the following naming convention:

GTIN_bcv.pdf (eg. 09312345678907_bcv.pdf)

Note: the item GTIN must exist on the supplier's catalogue before a BCV report can be uploaded onto GS1net.

Naming Conventions for Additional Supplier Attachments

A number of additional PDF documents can be loaded onto GS1net for the purpose of providing trading partners with business documents associated with the item.

The naming convention for these documents is to be structured as follows:

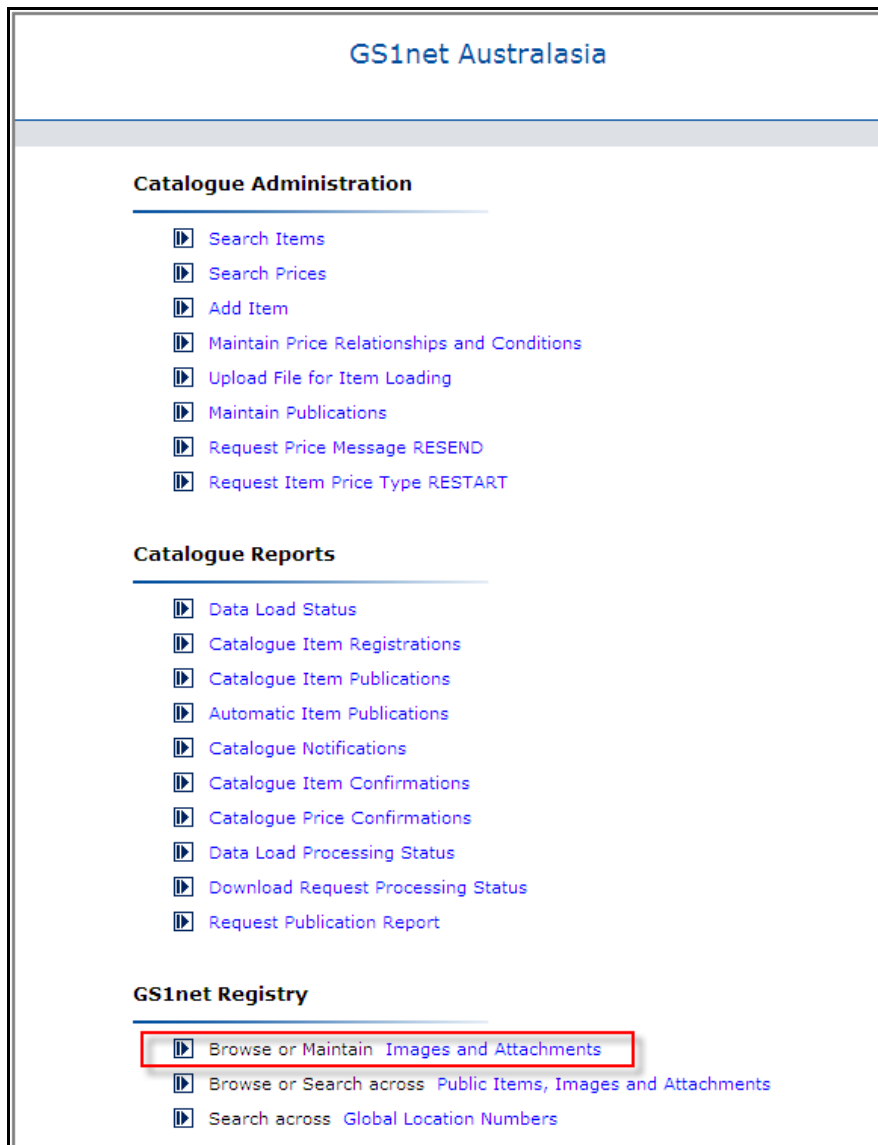
GTIN_(document type).pdf (eg. 09312345678907_msds.pdf)

The following table will include a list of the additional documents that can be loaded onto GS1net. The table specifically outlines the document type, definition and an example of the naming convention.

| Document Type | Definition | File Name Example |
|----------------------|-------------------------------------|--------------------------|
| msds | Material Safety Data Sheet | 09312345678907_msds.pdf |
| hand | Handling Instructions | 09312345678907_hand.pdf |
| inst | Instructions of Use | 09312345678907_inst.pdf |
| cmi | Consumer Medicine Information Sheet | 09312345678907_cmi.pdf |
| pi | Product Information Sheet | 09312345678907_pi.pdf |
| tn | Tasting Notes | 09312345678907_tn.pdf |
| A01 | Attachment 1 | 09312345678907_A01.pdf |
| A02 | Attachment 2 | 09312345678907_A02.pdf |
| A03 | Attachment 3 | 09312345678907_A03.pdf |
| A04 | Attachment 4 | 09312345678907_A04.pdf |
| A05 | Attachment 5 | 09312345678907_A05.pdf |
| A06 | Attachment 6 | 09312345678907_A06.pdf |
| A07 | Attachment 7 | 09312345678907_A07.pdf |
| A08 | Attachment 8 | 09312345678907_A08.pdf |
| A09 | Attachment 9 | 09312345678907_A09.pdf |
| A10 | Attachment 10 | 09312345678907_A10.pdf |

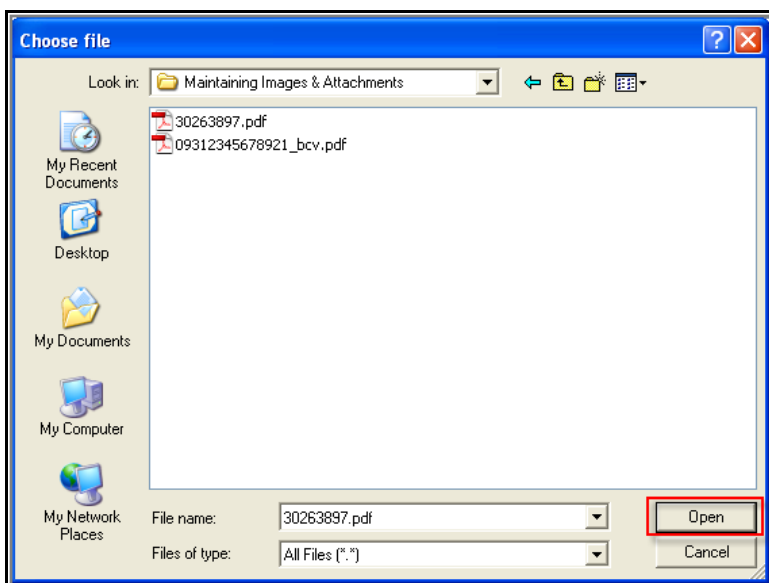
How to Access the Upload Images & Attachments Screen

Step 1: Log into GS1net and from the Main Menu select 'Browse or Maintain Images and Attachments'.



Step 2: Click on 'Upload Images and Attachments' from the Supplier Catalogue Search screen (this appears in a new window).

Step 3: Browse and select your files. Once you are ready to upload the files click on 'Start Upload'. Your file will then process and the returned message should display 'Success' or 'Invalid file name/type'.



How to Delete an Image That a Supplier has Loaded to GS1net

Step 1: Log into GS1net and from the Main Menu select 'Browse or Maintain Images and Attachments'.

GS1net Australasia

Catalogue Administration

- ▶ [Search Items](#)
- ▶ [Search Prices](#)
- ▶ [Add Item](#)
- ▶ [Maintain Price Relationships and Conditions](#)
- ▶ [Upload File for Item Loading](#)
- ▶ [Maintain Publications](#)
- ▶ [Request Price Message RESEND](#)
- ▶ [Request Item Price Type RESTART](#)

Catalogue Reports

- ▶ [Data Load Status](#)
- ▶ [Catalogue Item Registrations](#)
- ▶ [Catalogue Item Publications](#)
- ▶ [Automatic Item Publications](#)
- ▶ [Catalogue Notifications](#)
- ▶ [Catalogue Item Confirmations](#)
- ▶ [Catalogue Price Confirmations](#)
- ▶ [Data Load Processing Status](#)
- ▶ [Download Request Processing Status](#)
- ▶ [Request Publication Report](#)

GS1net Registry

- ▶ [Browse or Maintain Images and Attachments](#)
- ▶ [Browse or Search across Public Items, Images and Attachments](#)
- ▶ [Search across Global Location Numbers](#)

Step 2: Using the 'Search Criteria', the supplier would enter the GTIN for the item which contains the image they would like to delete and will then click on 'Search'. The search criterion provides the user with the option to search for multiple items too.

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Supplier Main Menu > Supplier Catalogue Search

Enter your search criteria [Search Tips](#)

For the Page

- Search**
- Reset
- Upload Images and Attachments
- Sort Result by
 - GTIN
 - Trade Item Description

Item Identification / Classification

GTIN: (14 digits; min 7 required)
 Contains Equals

Target Market Country Code:

Classification Category Code: (8 characters; min 2 required)
 Begins Equals

Classification Category Name: (70 characters; min 3 required)
 Begins Contains

Trade Item Hierarchy Level:

Is Trade Item a Healthcare Item? All Yes only No only

TGA Sponsor: All Yes only No only

GLN of Brand Owner: (13 digits)

GLN of Manufacturer: (13 digits)

Additional Classification Category Code/Description:

Step 3: Select the item in the 'Results List' screen by ticking the check box and then click 'Delete'

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Supplier Main Menu > Supplier Catalogue Search > Results List

Search Criteria
 GTIN contains 09300766041363 GLN of Information Provider equals 9377779184295
 Is Trade Item a Healthcare Item? All TGA Sponsor All
 Exclude items past their End Availability Date Yes

Check boxes to select items for download. An "X" indicates no image or Attachment available.

Displaying Items 1 to 1 <<< First <<< Previous Next >>>

| Supplier Images | Supplier Attachments | GTIN | Target Market | Trade Item Description |
|-------------------------------------|----------------------|----------------|---------------|-----------------------------|
| <input checked="" type="checkbox"/> | x | 09300766041363 | 036 | GS1 FROZEN CRANBERRIES 300G |

Displaying Items 1 to 1 <<< First <<< Previous Next >>>

If the supplier has performed a multiple search then they can select 'Delete All' to remove all images for the items displayed in the 'Results List' screen. The user must uncheck the 'Supplier Attachments' option when using the 'Delete All' function if they do not want to remove any of the associated item attachments.

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Supplier Main Menu > Supplier Catalogue Search > Results List

Search Criteria
Multiple Gtin

For the Page
Delete
Delete All
 Supplier Images
 Supplier Attachments
Reset
Refresh
Upload Images and Attachments

Check boxes to select items for download. An "X" indicates no image or Attachment available.

Displaying **Items 1 - 4** <<< First <<< Previous Next >>>

| Supplier Images | Supplier Attachments | GTIN | Target Market | Trade Item Description |
|--------------------------|----------------------|----------------|---------------|------------------------------|
| <input type="checkbox"/> | x | 09300766041172 | 036 | GS1 FROZEN BLUEBERRIES300G |
| <input type="checkbox"/> | x | 09300766041318 | 036 | GS1 FROZEN BLACKBERRIES 300G |
| <input type="checkbox"/> | x | 09300766041363 | 036 | GS1 FROZEN CRANBERRIES 300G |
| <input type="checkbox"/> | x | 09300766041370 | 036 | GS1 FROZEN STRAWBERRIES 300G |

Displaying Items 1 - 4 <<< First <<< Previous Next >>>

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Supplier Main Menu > Supplier Catalogue Search > Results List

Search Criteria
Multiple Gtin

For the Page
Delete
Delete All
 Supplier Images
 Supplier Attachments
Reset
Refresh
Upload Images and Attachments

Check boxes to select items for download. An "X" indicates no image or Attachment available.

Displaying Items 1 - 4 <<< First <<< Previous Next >>>

| Supplier Images | Supplier Attachments | GTIN | Target Market | Trade Item Description |
|-----------------|----------------------|----------------|---------------|------------------------------|
| x | x | 09300766041172 | 036 | GS1 FROZEN BLUEBERRIES300G |
| x | x | 09300766041318 | 036 | GS1 FROZEN BLACKBERRIES 300G |
| x | x | 09300766041363 | 036 | GS1 FROZEN CRANBERRIES 300G |
| x | x | 09300766041370 | 036 | GS1 FROZEN STRAWBERRIES 300G |

Displaying Items 1 - 4 <<< First <<< Previous Next >>>

Note 1: The user is unable to delete individual images for a GTIN that contains multiple images. All images associated with the relevant GTIN will be removed when the delete function is performed.

Note 2: The steps highlighted above can be used to delete supplier attachments.

How to Replace an Image That a Supplier has Loaded to GS1net

A new image will automatically replace the existing image when an uploaded file has the same filename. Filenames must follow the naming conventions outlined in the 'Image File Specifications' section. To replace an image, follow the steps taken in the section 'How to Access the Upload Images and Attachments screen'. The information above also applies when replacing attachments on GS1net.

Note: Any updates (delete/replace) to images loaded by GS1 Australia will need to be performed by GS1 Australia. Please contact your Services Support Advisor for more information.

Multiple File Uploads

If you have multiple files to load then you have two options
Firstly, you can select files through the browse function for each of the rows available on the graphical user interface. Using this option will only allow 10 uploads at a time. Alternatively, you can add your files to a 'zipped file' with the naming convention 'filename.zip'. i.e. 'filename' can be any name.
Multiple file uploads may not exceed 3MB.

File Size Limitations

Individual file sizes may not exceed 350KB. Multiple file uploads may not exceed 3MB.

Additional Information

Although not supported on GS1net GS1 Australia can supply Hi-Resolution images on request, below are the image specifications and orientations adopted by GS1 Australia

High Resolution Image

File Type: JPEG
Colours: RGB
Resolution: 300 Pixels per inch
Capture Size: As defined per product type
Background: White
Style: Cropped
Orientations: As per customer's request

The **Orientation** (Image Aspect) can be the letters L, C or R (3D imaging). These orientations will be described in more detail below.

Orientation L (underscore L)

Is the front face of the product, looking from a left angle view. Showing the front, top and right sides of the product.

Orientation C (underscore C)

Is the front face of the product, showing centre and top side of the product.

Orientation R (underscore R)

Is the front face of the product, looking from a right angle view. Showing the front, top and left sides of the product.

For more information on the digital imaging service, contact GS1 Australia on 1300 366 033.