



The Global Language of Business

Data Quality User Guide

GS1 GDSN Data Pool Recipient Implementation Manual - User Guide

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Contributors

Name	Organisation
Yolanda Diaz	GS1 Global Office
Karen Specht	GS1 Global Office

Log of Changes

Release	Date of Change	Changed By	Summary of Change
1.1	1 Feb 2022	Karen Specht	Section 2 updated to add new link to the Recipient Implementation Manual Repository within the Business Manual. Section 3.1 updated to add file naming convention for Data Pool or Country specific manuals. Section 4 updated to include new table sorting functionality. Section 5 updated to add new Party Name Search feature. Section 6 added on Visibility & Tracking Reports.

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Table of Contents

1	Introduction	4
2	Access to the Data Quality Implementation Manual.....	4
3	Data Quality Implementation Manual Upload.....	6
3.1	Prerequisites	6
3.2	Upload Process	6
3.2.1	Upload by "this form"	6
3.2.2	Submit a Recipient Implementation Manual button.....	8
4	Data Quality Implementation Manual Download.....	8
4.1	Download Process	8
5	Find a Retailer GLN	9
5.1	Party Name GLN Search	9
5.2	PartyDumpfile.....	10
6	Visibility and Tracking Reports	11

1 Introduction

Data quality in GDSN is to provide consumers, patients, and Trading Partners with meaningful, reliable, and timely information on the products they use, consume, or trade.

High quality data is an enabler for the end-to-end supply chain performance.

The GDSN network will require compliance with GDSN Standards from Trading Partners and Data Pools and will measure data quality.

To set the foundation on the Data Quality programme, GS1 has provided a storage facility that allows Data Pools to exchange information to improve visibility to Recipient requirements and simplify implementations.

This User Guide provides Data Pools instructions to perform the simple and secure upload and download processes of authorized Recipient Implementation Manuals for business purposes.

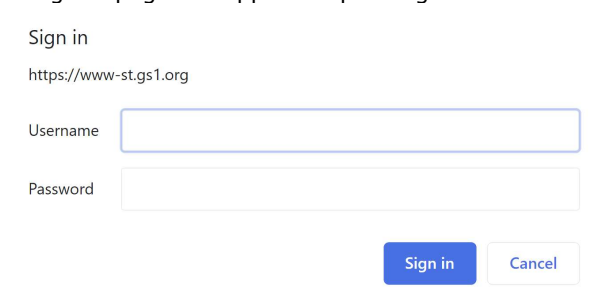
2 Access to the Data Quality Implementation Manual

To upload and download manuals, click on the link <https://www.gs1.org/services/gdsn> or go to the GS1 webpage, select Services, then select GDSN.

Scroll down the page until you see "GS1 GDSN data pool support area" and click on the link:



A sign in page will appear requesting the Data Pool Support area "Username" and "Password":

A sign-in form with the title 'Sign in' and the URL 'https://www-st.gs1.org'. It contains two input fields: 'Username' and 'Password'. Below the fields are two buttons: 'Sign in' (in blue) and 'Cancel' (in white with a blue border).

After signing in, the Data Pool Support Area will appear. Click on "Retailer Implementation Manuals" to arrive at the Retailer Implementation Manual section with the button to "Access the manual".

Data Pool Support Area

This area contains the following materials:

[Recipient Implementation Manuals →](#)

[Business bulletin: GS1 GDSN 2022 Financial Model →](#)

[Change of Data Pool Service Provider →](#)

[Implementation Toolkit for Data Pools and GS1 Member Organisations →](#)

[GS1 GDSN Business Manual →](#)

[Archive →](#)

Click on the button "Access the manuals"

Recipient Implementation Manuals

The Recipient Implementation Manuals initiative sets the foundation of the Data Quality pillar of the GS1 GDSN Strategy, providing a secure repository enabling Data Pools to store and access Trading Partner data manuals to improve visibility to Recipient requirements, simplify implementations, and promote more efficient data transactions.

[Access the manuals →](#)

The "Data Pool Recipient Implementation Manuals Repository" page comes up.

Data Pool Recipient Implementation Manuals Repository

Data quality in GDSN is to provide consumers, patients, and Trading Partners with meaningful, reliable, and timely information on the products they use, consume, or trade. High quality data is an enabler for the end-to-end supply chain performance. The GDSN network will require compliance with GDSN standards from Trading Partners and Data Pools and will measure data quality.

[Submit a Recipient Implementation Manual →](#)

Another method that can be used to access the Recipient Implementation Manual Repository is to click on the link within the Data Quality section of the Business Manual.

10. Data Quality

a. GDSN Recipient Implementation Manuals Repository

3 Data Quality Implementation Manual Upload

3.1 Prerequisites

To upload a manual, some prerequisites must be respected:

1- The name of the manual must be:

- Date of version [month in letters + year with 2 numbers]
- Retailer name
- Retailer GLN
- Country of implementation [where the manual applies]
- Language [the manual is written in with 2 letters]
- Use a "space" between each component making up the name of the document

2- The file format must be ".pdf"

3- A link can be placed within a .pdf file to access the manual, if needed (i.e. – for manuals in Excel).

NOTE: If the Manual is Data Pool or Country (Target Market) specific, replace the Retailer name with the Data Pool or Country name as needed and use "NA" for the GLN.

Format of the manual:

.pdf

Required File Name format:

Date of Manual [month in letters + year with 2 numbers] + Retailer name [do not include spaces if more than one word] + Retailer GLN + Country of Implementation [where this manual applies] + Language [the manual is written in with 2 letters]

A "space" must be included between each component making up the name of the document. In these instructions a + is included where a space is required.

If the Manual is Data Pool or Country specific, replace the Retailer name with the Data Pool or Country name as needed along with "NA" for the GLN.

Ex: July21_Walmart_29867654189876_US_EN.pdf

3.2 Upload Process

There are two methods a Data Pool can use to upload a Recipient Implementation Manual.

3.2.1 Upload by "this form"

To upload a manual, when you access the "Data Pool Recipient Implementation Manual" webpage, scroll down the page to the "Upload process" section.

Click on the words "this form" in blue:

Upload process

01

Fill in [this form](#) to dispatch a Recipient Implementation Manual and provide the email of the resource submitting the Manual.

The new Data Quality Recipient Implementation Manuals tab will open in a new window to facilitate the upload of a Manual. The initial tab will remain open.

Scroll down to "Step 1" and click on the button "Choose File" to submit a manual:

Data Quality Recipient Implementation Manuals

Submit authorised implementation manuals as a GS1 GDSN Data Pool.


*** 1. Please upload your Implementation Manual so we can share it with the GS1 GDSN community and improve Data Quality within the network.**

Make sure the name of the document is in English and complies with the following convention: Date of Manual [month in letters + year with 2 numbers] + Retailer name [do not include spaces if more than one word] + Retailer GLN + Country of Implementation [where manual applies] + Language [of manual with 2 letters] A 'space' must be included between each component of the document name. In these instructions a + is included where a space is required.

Choose File

No file chosen

A new page will appear to facilitate the upload of the Manual. Drag and drop the .pdf file or select the option to upload the file from your computer, select the file, and click open:



Drag and drop a file here.

PDF

You can also [upload a file from your computer](#)

Enter your email address

*** 2. What is your email?**

Confirm the Permission and Policy Compliance. The check mark will then appear.

*** 3. Confirmation of Permission and Policy Compliance**

By submitting a DP recipient implementation manual ("data manual") to this secure site, the Data Pool affirms that:

- It accepts and complies with the GDSN Data Manuals Sharing Policy (the "Policy"); OR
- It has the Trading Partner's permission to share its data manual pursuant to the Policy.

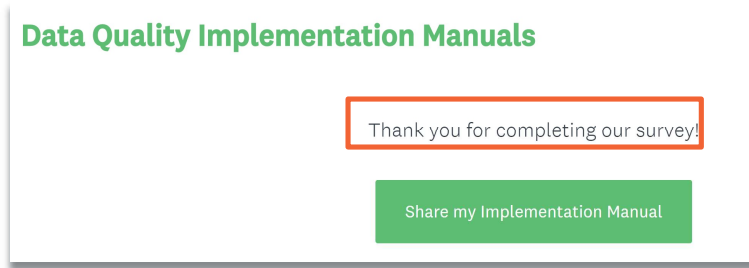
To remove a data manual from the site, or to replace it with a newer version, the Data Pool can send an e-mail to gdsn@gs1.org.

☒ By checking the box, the Data Pool agrees to the above terms.

Click on the button "Share my Implementation Manual" to submit the document.

Share my Implementation Manual

A message will appear above the share button acknowledging submission of the manual. The Data Pool can now toggle back to the original window.



GS1 GO will receive a message with your manual to control and complete the upload process on the webpage.

Once GS1 completes the upload process, the Recipient Implementation Manual will appear in the list of available Manuals on the webpage:

Retailer name	GLN	Country	Data Pool name	Language	Version	Document	Uploaded at
Almacenes ÉXITO	7701001000008	Colombia	LOGYCA COLABORA	Spanish	11/2021	Download here	20/10/2021
HCDP - Healthcare Content Data Portal	4260590812230	Germany	b-synced	German	10/2021	Download here	26/10/2021
Kent	0628168000054	Canada	Commport	English	02/2019	Download here	26/10/2021
Schwarz	4063415000009	Germany	b-synced	German	10/2022	Download here	26/10/2021

If you experience a wait time more than 24 hours, send an email to GDSN@gs1.org describing the issue with screen shots if available. After review, the user will receive a response to their email with direction to proceed or with feedback on the issue.

3.2.2 Submit a Recipient Implementation Manual button

A second button is available to Data Pools to upload a Recipient Implementation Manual located after the table of available Manuals. Once this button is selected, Data Pools can follow the upload process outlined in section 3.2.1.

It is free for certified Data Pools to upload and download Recipient Implementation Manuals.



4 Data Quality Implementation Manual Download


The table of Recipient Implementation Manuals displays the available Manuals uploaded by Data Pools. The table can be sorted by Retailer name, GLN, Country, Data Pool Name, Version and Upload date by clicking on the column heading.

4.1 Download Process

To download a Recipient Implementation Manual, navigate to the table of available Manuals.

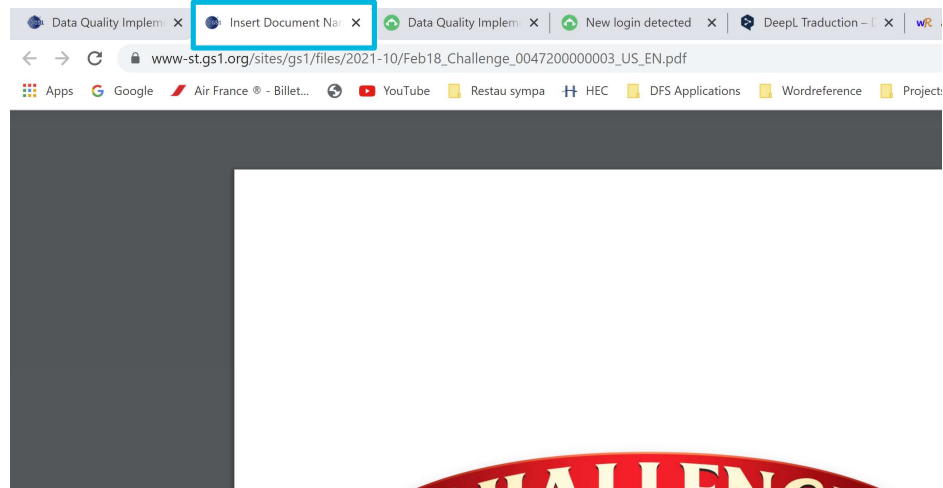
Search for the Manual to download using the function "CTRL + F" or scroll down until you find it.

Click on the link "Download here":



Retailer name	GLN	Country	Data Pool name	Language	Version	Document	Uploaded at
Almacenes ÉXITO	7701001000008	Colombia	LOGYCA COLABORA	Spanish	11/2021	Download here	20/10/2021
HCDP - Healthcare Content Data Portal	4260590812230	Germany	b-synced	German	10/2021	Download here	26/10/2021
Kent	0628168000054	Canada	Commport	English	02/2019	Download here	26/10/2021
Schwarz	4063415000009	Germany	b-synced	German	10/2022	Download here	26/10/2021

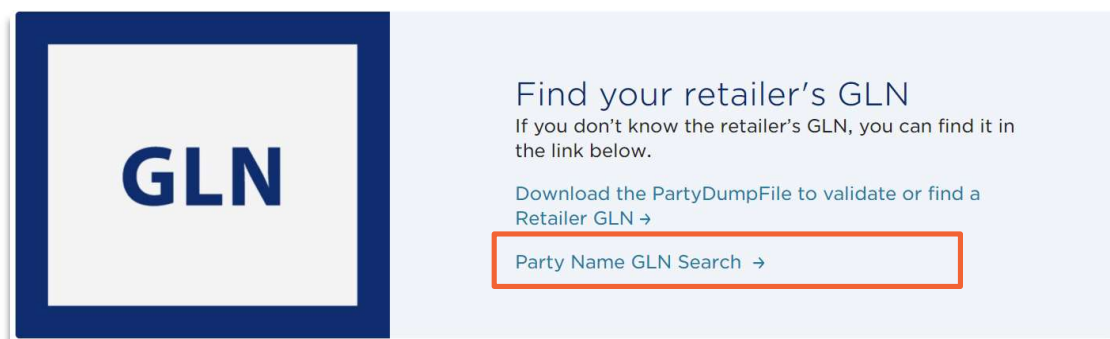
A new tab will appear displaying the downloaded Manual.



5 Find a Retailer GLN

5.1 Party Name GLN Search

A link to the Party Name GLN Search is available on the webpage for easy identification of Trading Partner GLN's. Scroll down the page to the GLN section and click on the link "**Party Name of GLN Search**".




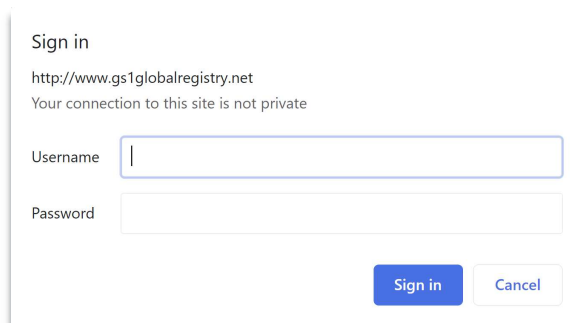
5.2 PartyDumpfile

Data Pools can access the PartyDumpfile to validate or locate a Recipient GLN. Scroll down the page to the GLN section and click on the link "**Download the PartyDumpFile to validate or find a Retailer GLN**".

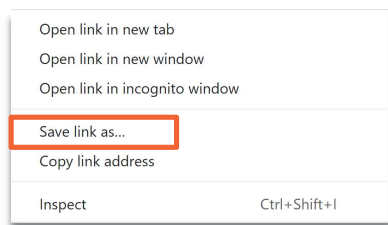


A sign in page will appear requesting your personal "Username" and "Password" for the **Global Registry Platform**.

 These credentials do not refer to the User and Password to access the GDSN Data Pool Support Area. It is a specific Username and Password assigned to you for the **Global Registry Platform**.



A new box will open to download the file. Select "Save link as..." to download and save the file.



Once the file is saved, it can be opened with an xml tool or Notepad to view the contents:



```

</registry_party_data_dump:registryPartyDataDump>
</documentCommand>
</transaction>
<transaction>
  <transactionIdentification>
    <entityIdentification>1634000455241</entityIdentification>
    <contentOwner>
      <gln>0838016003001</gln>
    </contentOwner>
  </transactionIdentification>
  <documentCommand>
    <documentCommandHeader type="ADD">
      <documentCommandIdentification>
        <entityIdentification>1634000455241</entityIdentification>

```

The information of the GLN appears on the screen [example with Notes++].

6 Visibility and Tracking Reports

Monthly Visibility and Tracking Reports will be compiled by GS1 GO and shared with Data Pools on the Recipient Implementation Manual web page to provide visibility to the Data Pool community on the number of uploads and downloads of Recipient Implementation Manuals.

Visibility and Tracking Reports

* * *