



User's Guide for GS1 Sync PT Platform

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SYNC PT Portal User Manual

Introduction

User's Manual SYNC PT Portal aims to be a tool capable of support all features of the SYNC PT platform: maintenance of product sheets, analysis of the quality of product information, analysis of the quality of barcodes, images and consumer information.

In practical terms, this tool will facilitate the loading process of the information fields associated with each article, the respective validation of the mandatory fields according to the type of product in question and the information fields of food products, considering EU regulation 1169/2011. In this way, and after validating the fields, a structured message will be generated that will enter the circuit of the Global Data Synchronization Network (GS1 GDSN).

How to access the PortalSYNC PT

To access the portal, it is necessary to enter the address <https://portal-syncpt.gs1pt.org/> and enter the Username and Password:



Bem-vindo às plataformas Digitais da GS1 Portugal

Sync PT e Registo Nacional de Códigos

Nota: Se for o primeiro Login não necessita de inserir Password. Utilize apenas o nome de utilizador que lhe foi atribuído. Vai ser direcionado para o ecrã de registo ao carregar em Login

Utilizador	
Password	
☐ Memorizar	
Login	

Email : info@gs1pt.org

Telefone : +351 21 752 07 40



Para uma melhor experiência de utilização, utilizar os browsers Google Chrome ou Firefox, com resolução mínima de 1024x768



Portal entry screenSYNC PT

Home screen

Home Menu > General

This home screen shows the changes to the portal with the corresponding version indication and updates or new features are available:

The screenshot displays the home screen of the Formação GS1 SYNCPT portal. At the top, there is a navigation bar with the SYNCPT logo and links for Produtos, Cardex, Ferramentas, and Relatórios. The user is logged in as 'FORMAÇÃO GS1 SYNCPT // 5600099998766' with a dropdown menu for 'Formação GS1 SYNCPT'. The main heading is 'Bem-vindo Formação GS1 SYNCPT'.

Below the heading, there are two main sections:

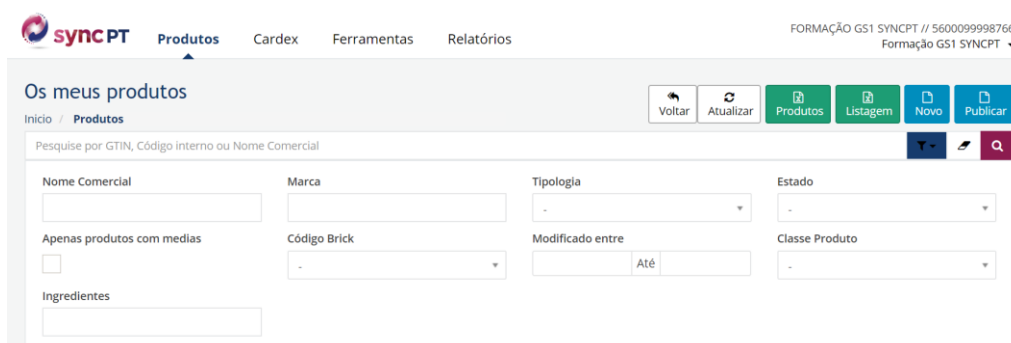
- Últimos Produtos Visitados:** A table with columns 'Nome do Produto', 'GTIN', and 'Parceiro'. It currently shows '-- Sem resultados --'.
- Modificações no Portal:** A vertical timeline of updates:
 - Versão 3.1.3:** 13/03/2020. Features: Organização do ciclo de vida do produto. Criar código, Informação legal, Cardex; Possibilidade de criar perfis comuns Sync PT e RNC por utilizador.
 - Versão 3.1.2:** 21/02/2020. Features: Módulo de Cardex; Importação por Classes de Produto.
 - Versão 3.1.1:** 02/11/2019. Features: Módulo de relatórios; Novas funcionalidades REST API; Melhoramento importação excel.
 - Versão 3.1:** 27/09/2019. Features: Lançamento RNC; Melhoramentos na REST API; Correção das classes de produto.
 - Versão 3.0:** 23/03/2018. Features: Lançamento de versão 3.0 em Cloud Azure.

At the bottom, there is contact information: Email: info@gs1pt.org, Telephone: +351 21 752 07 40, and a note about browser compatibility. Social media icons for LinkedIn, Twitter, Facebook, and Email are also present.

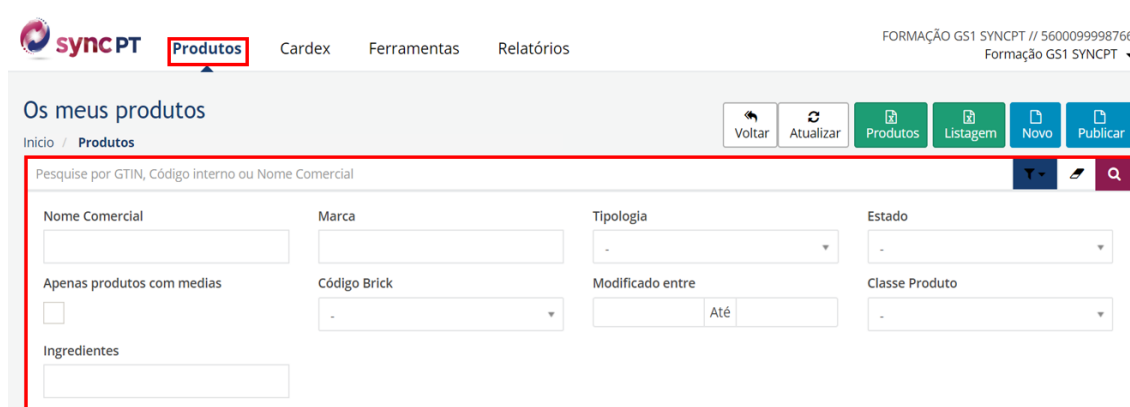
main screen

Products

The “Products” option is used to manage all products (created or to be created).



Product Filter



Product Filter (fields)

Filters

You can use the filter to search for articles using the following criteria:

- **Commercial name**(free text)
Search by trade name (in whole or in part)
- **Brand** (free text)
This field allows the search for articles by a certain brand using free text for the search
- **Typology** (controlled list)
This field allows searching on a specific hierarchical level (eg unit, intermediate box, box, basket, display, pallet, transport load, etc.)
- **State** (controlled list)
This field allows the search for all articles that are in a specific state (draft, error, in validation, published, received, inactive and deleted)
- **Product Class** (controlled list)
This field allows you to search for articles of a certain class. Ex: Name of Food and Beverages, alcoholic beverages, food supplements, cosmetics, medical devices, etc.
- **modified between dates** (from - until)

Searching for articles between article modification dates

- **Brick code** (controlled list)
Search through mandatory product class classification. Ex: 10000232: Bottled water)
- **Only products with averages**(checkbox)
This field will allow searching for articles only with attached image (media)
- **subscribed by** (controlled list)
Search for articles that are subscribed by a particular subscribing entity
- **Ingredients**(free text)
Allows searching through a particular ingredient using free text
- **Tag** (controlled list)
This list is used to search for a specific article that you have placed with an identification (tag) added in the Media (image) tab.

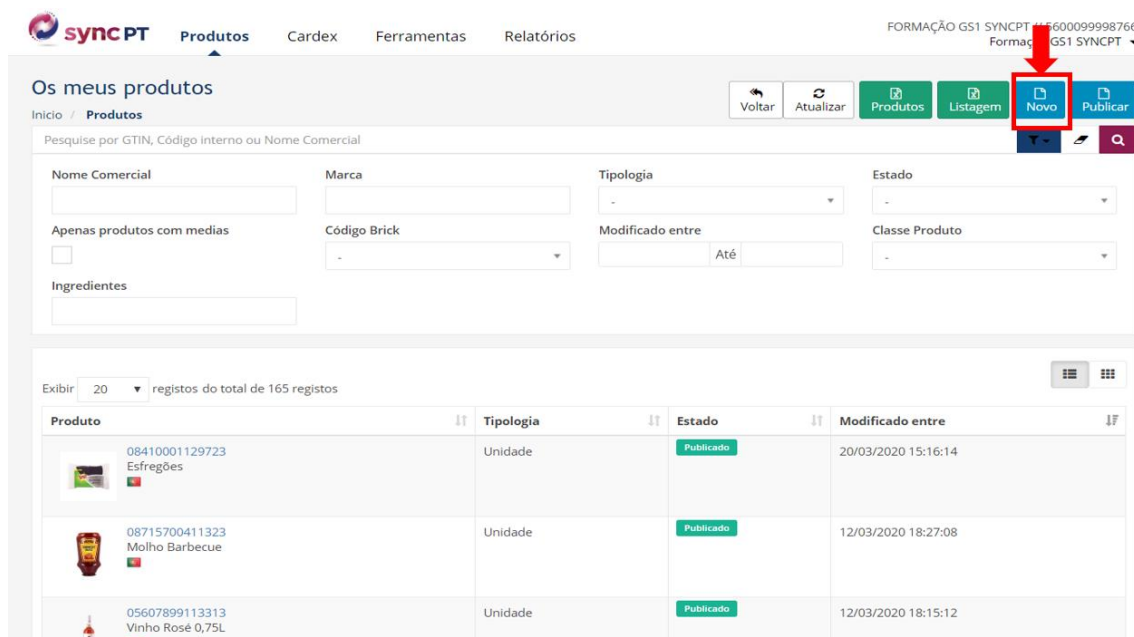
The screenshot shows the 'Os meus produtos' (My products) page in the SYNCPT system. The top navigation bar includes 'syncPT', 'Produtos', 'Cardex', 'Ferramentas', and 'Relatórios'. The user is logged in as 'FORMAÇÃO GS1 SYNCPT // 5600099998766'. The page has a search bar and several filter buttons: 'Voltar', 'Atualizar', 'Produtos', 'Listagem', 'Novo', and 'Publicar'. The search filters section includes fields for 'Nome Comercial', 'Marca', 'Tipologia', 'Estado', 'Apenas produtos com medias' (checkbox), 'Código Brick', 'Modificado entre' (date range), 'Classe Produto', and 'Ingredientes'. Below the filters, a table displays a list of products with columns for 'Produto', 'Tipologia', 'Estado', and 'Modificado entre'. The table shows three products: 'Esfregões', 'Molho Barbecue', and 'Vinho Rosé 0,75L', all with the status 'Publicado'.

Produto	Tipologia	Estado	Modificado entre
08410001129723 Esfregões	Unidade	Publicado	20/03/2020 15:16:14
08715700411323 Molho Barbecue	Unidade	Publicado	12/03/2020 18:27:08
05607899113313 Vinho Rosé 0,75L	Unidade	Publicado	12/03/2020 18:15:12

Search (filters)

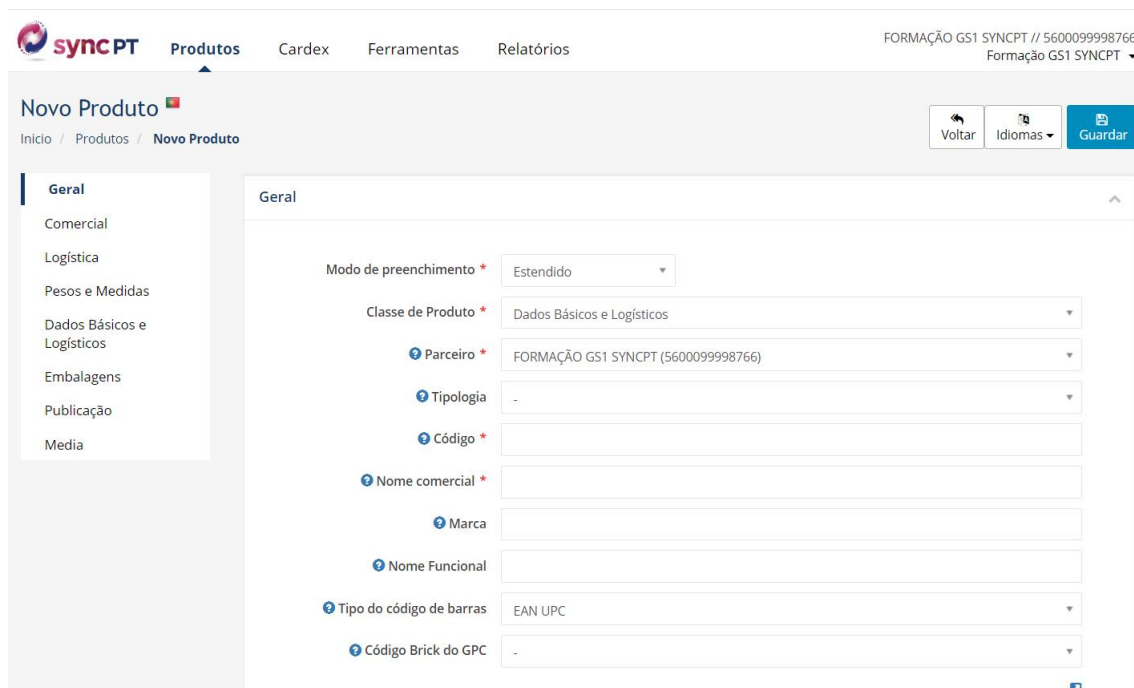
Create New Product

To create a new product, it will be necessary to go to the “Products” menu and then, in the upper right corner, click on “New” (image below):



The screenshot shows the 'Os meus produtos' (My products) page in the SYNCPT system. The top navigation bar includes 'Produtos', 'Cardex', 'Ferramentas', and 'Relatórios'. The user is logged in as 'FORMAÇÃO GS1 SYNCPT // 5600099998766'. In the top right corner, there are buttons for 'Voltar', 'Atualizar', 'Produtos', 'Listagem', 'Novo', and 'Publicar'. A red arrow points to the 'Novo' button. Below the navigation bar, there is a search bar and a filter section with fields for 'Nome Comercial', 'Marca', 'Tipologia', 'Estado', 'Apenas produtos com medias', 'Código Brick', 'Modificado entre', and 'Classe Produto'. The main content area displays a table of products with columns for 'Produto', 'Tipologia', 'Estado', and 'Modificado entre'. The table lists three products: 'Esfregões', 'Molho Barbecue', and 'Vinho Rosé 0,75L'.

create new article



The screenshot shows the 'Novo Produto' (New Product) page in the SYNCPT system. The top navigation bar includes 'Produtos', 'Cardex', 'Ferramentas', and 'Relatórios'. The user is logged in as 'FORMAÇÃO GS1 SYNCPT // 5600099998766'. The page has a sidebar with a menu for 'Geral', 'Comercial', 'Logística', 'Pesos e Medidas', 'Dados Básicos e Logísticos', 'Embalagens', 'Publicação', and 'Media'. The main content area is titled 'Novo Produto' and contains a form with the following fields: 'Modo de preenchimento' (Estendido), 'Classe de Produto' (Dados Básicos e Logísticos), 'Parceiro' (FORMAÇÃO GS1 SYNCPT (5600099998766)), 'Tipologia' (-), 'Código' (empty), 'Nome comercial' (empty), 'Marca' (empty), 'Nome Funcional' (empty), 'Tipo do código de barras' (EAN UPC), and 'Código Brick do GPC' (-). The 'Geral' tab is selected, and the 'Gardar' button is visible in the top right corner.

New article - fields

Required fields

The platform has some mandatory fields divided without two phrases:

- Before to save the product:
 - **fill mode** (default is Extended mode and it is recommended as it indicates all fields that are mandatory)
 - **Product Class** (see section Tabs>General>Product Class)
 - **Partner** This field identifies the entity and location code (GLN) of the person uploading the information. It also presents a pre-defined value with your entity and does not allow alteration.
 - **Code** Item code (see section Separators>General>GTIN)
 - **Commercial name** Description of the article (see section Separators>General>Commercial Name)
- After clicking on Save, you will need to fill in the following fields:
 - **Publication date**
 - **effective date**
 - **Availability start date and time**
 - **Width/Unit of measurement**
 - **Height/Unit of measurement**
 - **Depth/Unit of measurement**
 - **Gross weight/Unit of measurement**
- If the articles are of Name of Food and Beverage, it is mandatory to fill in the following fields:
 - **Name of the Name of Food and Beverage**
 - **Operator's name or company**
 - **contact type**
 - **operator address**
- If the articles are from Alcoholic Beverages:
 - **alcoholic strength by volume**

In order for the registration of each article to be accepted, it is necessary to fill in all the mandatory fields (marked with *). However, some of the fields are not mandatory on the platform, but must be correctly filled in, due to regulatory requirements (eg food products, alcoholic products, hazardous materials, etc.).

Viewing the product list (List/Grid)

Viewing the articles appears pre-defined as list:

Separators

There are several side tabs that serve as shortcuts to information that can be quickly consulted about the article. These tabs are dynamic since what depend on information chosen by the user, namely the "Product Class"

Separators are:

General

The screenshot shows the 'Novo Produto' (New Product) form in the SYNCPT system. The 'Geral' (General) tab is selected and highlighted with a red box and arrow. The form contains fields for 'Modo de preenchimento' (Extended), 'Classe de Produto' (Dados Básicos e Logísticos), 'Parceiro' (FORMAÇÃO GS1 SYNCPT), 'Tipologia', 'Código', 'Nome comercial', and 'Marca'. The top navigation bar includes 'Produtos', 'Cardex', 'Ferramentas', and 'Relatórios'. The top right shows the user 'FORMAÇÃO GS1 SYNCPT // 5600099998766'.

General tab

This separator serves for fill information on product identification with information regarding various information (Product Class, GLN, GTIN, Commercial Name, Brand, Functional Name, Barcode Type, Consumer Unit Descriptor, GPC Brick Code, Target Market (Country)) and other additional information such as internal code(s).

Product Class

Product class is used to identify the article that will be created, and can be identified with the following options:

The screenshot shows the 'Classe de Produto' (Product Class) dropdown menu. The dropdown is open, showing a list of options under the heading 'Gêneros Alimentícios (UE-1169/2011)'. The options include: Gêneros Alimentícios (GERAL), Carnes, Pescado, Hortofrutícolas, Gorduras, óleos vegetais e azeite, Bebidas Alcoólicas, Alimentação Infantil, and Alimentação Especial.

Product Class

- **Name of Food and Beverages (EU-1169/2011)**

- **Name of Food and Beverages (GENERAL)**- Regulatory Name of the Product (Name of the Name of Food and Beverage), Name or Firm and Address of the Operator (Name or Firm of the operator, Type of contact, Address of the operator)
- **Meat**- Information on Origin or Place of Provenance (Origin or provenance, Place of Birth, Place of Breeding, Place of Slaughter, Slaughterhouse approval number, Cutting site and Cutting establishment approval number)
- **Fish**- Information on Fishery and Aquaculture Products (Scientific name, Scientific name and Thawed)
- **fruit and vegetables**- Information on marketing standards (Caliber, Category and Variety)
- **Fats, Vegetable Oils and Olive Oil**- Information on products such as olive oil, vegetable oils and fats such as butter and margarine
- **Alcoholic beverages**- Information on Alcohol (Alcoholic strength by volume in %. Whenever the value of the product has a value equal to or greater than 1.2% alcohol, this class must be used)
- **infant feeding**- Information on products that are subject to the rules of this specific class
- **Special food** –Specific food information that require a specific set of information
- **Food supplements** - Information on CNP (National Product Code), Amount of nutrients and/or other substances, Presentation/Physical State
- **Generic Products**- This class covers all other items that are not

- **Animal Feeding (Reg. (CE) No. 767/2009)**

- **Food for Animals** – Information on Recommendations (daily oma)

- **Beauty, Health and Wellness**

- **Medicines Not Subject to Medical Prescription**- Information on CNP (National Product Code), Drug Name, Product Regulatory Name (INN or Active Substances), List of excipients
- **Medical Devices**- Information on CNP (National Product Code), Drug Name, Signal Word, Hazard Pictograms, Hazard Warnings, Precautionary Recommendations
- **cosmetics**- Information on CNP (National Product Code), Drug Name, Product Regulatory Name (Designation - Product Function), Signal Word, Hazard Pictograms, Hazard Warnings, Precautionary Recommendations
- **Health and wellness**- Information on CNP (National Product Code), Drug Name, Product Regulatory Name (Designation - Product Function), Signal Word, Hazard Pictograms, Hazard Warnings, Precautionary Recommendations

- **Chemical Substances and Mixtures (EU-1272/2008)**

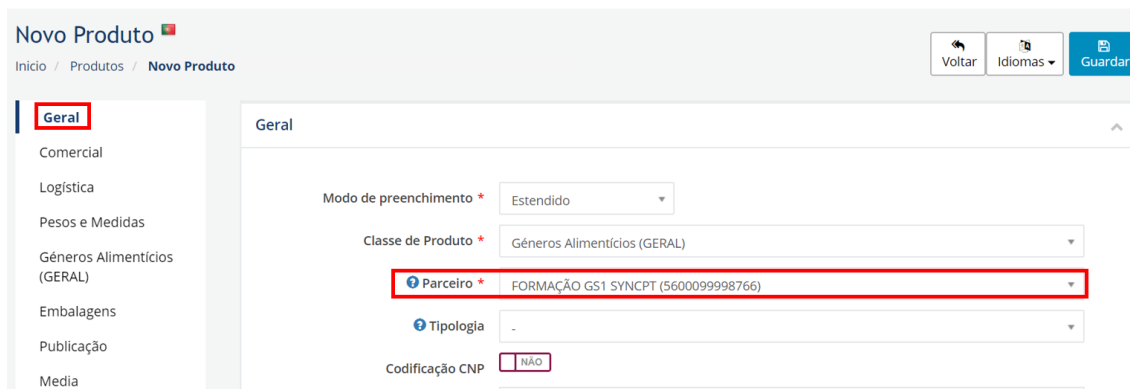
- **Chemical Substances and Mixtures**- Drug Name, Signal Word, Hazard Pictograms, Hazard Warnings, Precautionary Recommendations

- **Basic and Logistics Data**

- **Basic and Logistics Data**- This option does not require filling in the fields such as the Regulatory Name of the Product (Description of the Name of Food and Beverage), Name or Firm and Operator's Address (Name or Firm of the operator, Type of contact and Operator's Address)
- **Basic data**– This option is similar to Basic and Logistical Data, but without the obligation of logistical data.

Partner

This field is used to identify the entity and the respective location code (GLN) used in the exchange of GDSN (and EDI) information. All companies are identified by this code that will allow the unequivocal identification of the entity that is publishing the article. This field is predefined with the information (company name + GLN) that is loading the information.



Novo Produto

Início / Produtos / Novo Produto

Voltar Idiomas Guardar

Geral

Comercial

Logística

Pesos e Medidas

Gêneros Alimentícios (GERAL)

Embalagens

Publicação

Media

Geral

Modo de preenchimento * Estendido

Classe de Produto * Gêneros Alimentícios (GERAL)

Parceiro * FORMAÇÃO GS1 SYNCPT (5600099998766)

Tipologia -

Codificação CNP NÃO

Partner Information

Code

This field serves to uniquely identify the article. Whatever type of barcode the articles have must be converted to 14 digits. Here are some examples:

EAN 8 / GTIN 8 code (short code for small items)

12340019 should be loaded on the platform as 00000012340019

UPC / GTIN code 12 (United States and Canada)

11210000155 should be loaded on the platform as 00112100001556

EAN 13 / GTIN 13 code (unit or pack code)

5601234000016 should be loaded on the platform as 05601234000016

ITF 14 / GTIN 14 code (box)

15601234000020 should be loaded on the platform as 15601234000020

The screenshot shows the 'Novo Produto' form with the 'Geral' tab selected. The 'Código' field is highlighted with a red box. The form includes a sidebar with categories like 'Comercial', 'Logística', 'Pesos e Medidas', 'Gêneros Alimentícios (GERAL)', 'Embalagens', 'Publicação', and 'Media'. The main form area contains fields for 'Modo de preenchimento', 'Classe de Produto', 'Parceiro', 'Tipologia', 'Codificação CNP', 'CNP', and 'Código'.

Product Code Information (GTIN)

Commercial name

Commercial description of the article that should mention the brand of the article, size and possibly some additional description that allows the distinction in a list of articles that are similar with only a few differences (sizes, colors, flavors, etc).

The screenshot shows the 'Novo Produto' form with the 'Geral' tab selected. The 'Nome comercial' field is highlighted with a red box. The form includes a sidebar with categories like 'Comercial', 'Logística', 'Pesos e Medidas', 'Gêneros Alimentícios (GERAL)', 'Embalagens', 'Publicação', and 'Media'. The main form area contains fields for 'Modo de preenchimento', 'Classe de Produto', 'Parceiro', 'Tipologia', 'Codificação CNP', 'CNP', 'Código', and 'Nome comercial'.

Commercial name

Brand

Brand indicated on the article label

Água natural GS1 0,5L (Edição) Rascunho

SyncPT / Produtos / Água natural GS1 0,5L (Edição)

Voltar Versões Hierarquia Mais opções Linguagens Guardar Publicar

Geral

Comercial

Logística

Pesos e Medidas

Gêneros Alimentícios (GERAL)

Embalagens

Publicação

Media

Geral

Modo de preenchimento: Estendido

Classe de Produto: Gêneros Alimentícios (GERAL)

GLN *: Formação SyncPT Publicador (5600038897075)

GTIN *: 05601234684643

Nome Comercial *: Água natural GS1 0,5L

Marca *: GS1 Portugal

Brand

Functional Name

Simple description of the article without any reference to the brand or other characteristic of the product (examples: mineral water, milk, wine, beer, soup,

Água natural GS1 0,5L (Edição) Rascunho

SyncPT / Produtos / Água natural GS1 0,5L (Edição)

Voltar Versões Hierarquia Mais opções Linguagens Guardar Publicar

Geral

Comercial

Logística

Pesos e Medidas

Gêneros Alimentícios (GERAL)

Embalagens

Publicação

Media

Geral

Modo de preenchimento: Estendido

Classe de Produto: Gêneros Alimentícios (GERAL)

GLN *: Formação SyncPT Publicador (5600038897075)

GTIN *: 05601234684643

Nome Comercial *: Água natural GS1 0,5L

Marca *: GS1 Portugal

Nome Funcional *: Água engarrafada

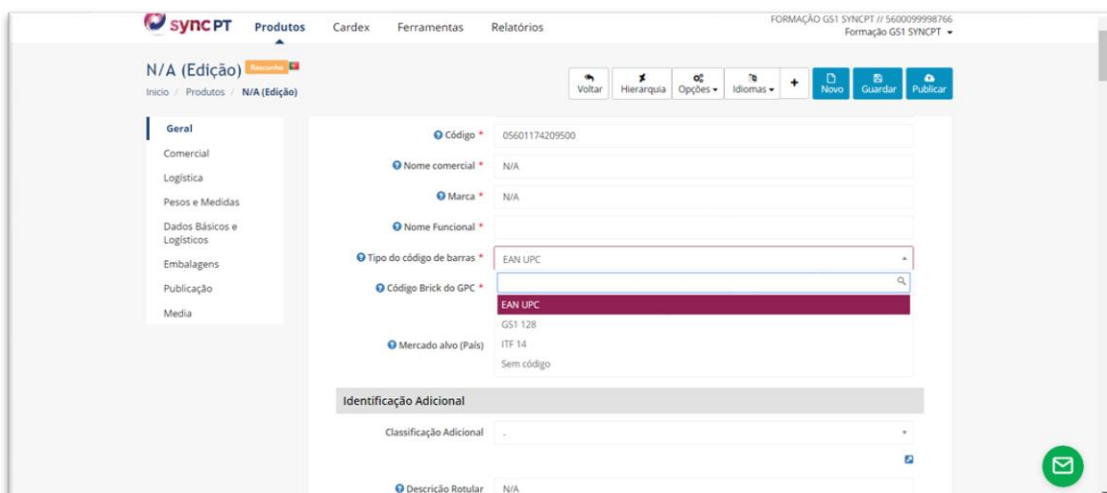
Functional Name

Barcode Type

Type of bar code that the unit in question uses to identify the articles:

- **EAN UPC**(most used option to describe articles with EAN 8, UPC 12 and EAN 13 digit codes)
- **GS1 128**
- **FTT 14**(option used to describe box codes with ITF-14 code)
- **no code**

Note: the “Barcode type” can be chosen according to the product or shipping unit

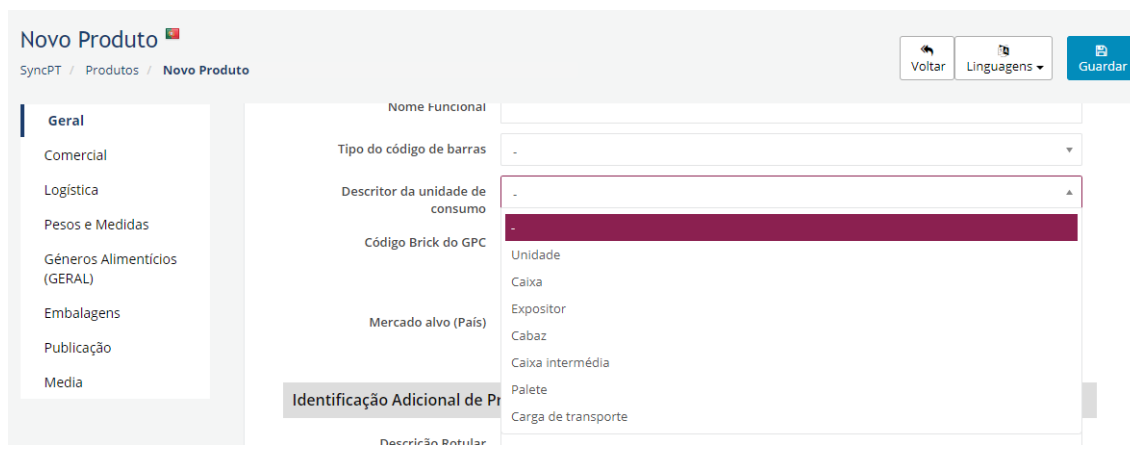
The screenshot shows the 'N/A (Edição)' form in the SyncPT system. The left sidebar contains a menu with options: Geral, Comercial, Logística, Pesos e Medidas, Dados Básicos e Logísticos, Embalagens, Publicação, and Media. The main form area has several fields: 'Código' (05601174209500), 'Nome comercial' (N/A), 'Marca' (N/A), 'Nome Funcional' (empty), 'Tipo do código de barras' (dropdown menu open), 'Código Brick do GPC' (empty), 'Mercado alvo (País)' (empty), 'Identificação Adicional' (empty), 'Classificação Adicional' (empty), and 'Descrição Rotular' (N/A). The dropdown menu for 'Tipo do código de barras' shows four options: EAN UPC (highlighted), GS1 128, ITF 14, and Sem código. At the top right, there are buttons for 'Voltar', 'Hierarquia', 'Opções', 'Idiomas', 'Novo', 'Guardar', and 'Publicar'. The top right corner also displays 'FORMAÇÃO GS1 SYNCPT // 5600099998766' and 'Formação GS1 SYNCPT'.

Bar code type

Consumption unit descriptor

This field is used to identify the descriptor of the consumption unit. We recommend that the process of building hierarchies (see Hierarchies section) be initiated by the Unit and only then the creation of the remaining hierarchical levels. The options are as follows

- Unit
- Cashier
- Exhibitor
- basket
- Intermediate Box
- Pallet
- Transport box

The screenshot shows the 'Novo Produto' form in the SyncPT system. The left sidebar contains a menu with options: Geral, Comercial, Logística, Pesos e Medidas, Géneros Alimentícios (GERAL), Embalagens, Publicação, and Media. The main form area has several fields: 'Nome Funcional' (empty), 'Tipo do código de barras' (dropdown menu open), 'Descritor da unidade de consumo' (dropdown menu open), 'Código Brick do GPC' (empty), 'Mercado alvo (País)' (empty), 'Identificação Adicional de P' (empty), and 'Descrição Rotular' (empty). The dropdown menu for 'Tipo do código de barras' shows four options: EAN UPC, GS1 128, ITF 14, and Sem código. The dropdown menu for 'Descritor da unidade de consumo' shows seven options: Unidade, Caixa, Expositor, Cabaz, Caixa intermédia, Paleta, and Carga de transporte. At the top right, there are buttons for 'Voltar', 'Linguagens', and 'Guardar'. The top right corner also displays 'FORMAÇÃO GS1 SYNCPT // 5600099998766' and 'Formação GS1 SYNCPT'.

Consumption unit descriptor

GPC (Global Product Classification)

Code used to classify the article. This classification consists of 8 digits and has usage rules created by the GS1 Global Office. This classification consists of Segment, Family, Class and finally the Brick or Block, a code consisting of 8 digits.

On the platform we have available the search for a specific name (example: water, wine, flour, sugar, fruit juice as well as the search for non-food items, examples: talcum powder, hearing aids, etc.)

Target Market (Country)

This field allows you to indicate which country we want to publish. By default, the country chosen is Portugal, since normally the publication is for national entities. However, international partners have increasingly requested the publication of articles for other markets. In that case it will be necessary to add the markets as your international partners request. Examples of some of the most used countries for publishing articles (Spain, France, Germany, Denmark, Belgium/Luxembourg, Netherlands, Denmark, United States, etc.)

Note: We recommend that only the countries of the partners who requested the publication are added and that all countries are not placed even if they do not have commercial relations, since each added country will validate a set of additional fields and may increase the risk of publication. , since the information posted in Portugal may be insufficient for publication in other countries.

Additional Product Identification

Field to better detail the identification of products if necessary

Description Label

This field can be used to indicate a description that is mentioned on the article's label but that however cannot be used in the other fields of the platform, namely if the article is only with the product class Basic and Logistical Data.

Internal code

This field can be used to indicate the internal code(s) assigned by any entity (Manufacturer/Supplier/Publisher, Distributor, Retailer, ISBN Number (books), ISSN Number (publications), etc). However, this field is not mandatory.

Additional Product Description

This field can be used to indicate an additional description of the product that cannot be used in the other fields of the platform

Commercial

This separator serves to indicate the commercial rules on this article with the customer:

- **Order/Purchase Unit**(Yes No)
- **Unity of invoicing**(Yes No)
- **Seasonal item indicator**(Yes No)
- **promotional article**(Yes No)
- **catalog price**
- **Catalog price validity start date**
- **Information on Fees or Taxes**

Logistics

This tab serves to indicate rules regarding the described article

- **Base Unit** (Yes No)
This field is used to indicate whether the article in question is the base unit of the hierarchy.
- **Consumption Unit** (Yes No)
This field is used to indicate whether the article in question is the unit of consumption for the final consumer. Example: boxes are not normally considered a consumption unit for the final consumer.
- **Batch Indicator** (Yes No)
This field is used to indicate whether the article in question has an indication on the packaging about the batch of the article.
- **Returnable Packaging** (Yes No)
This field is used to indicate whether the article in question has returnable packaging.
- **Dispatch Unit** (Yes No)
This field is used to indicate whether the item in question is a Shipping unit. Example: Units are not considered as a shipping unit. boxes Intermediates, Cartons, Pallets are normally shipping units.
- **Lifespan at production date (in days)**
Indication of the lifetime of the product in question in days. This information is usually in the product's technical data sheet. Some articles do not need this information (wines, honey, salt, etc.).

Information about dates

We recommend that these dates be used with the value being loaded, that is, with the current date. **Publication date**

- Publication Date (dd/mm/yyyy)
- Effective date (dd/mm/yyyy)
- Date and time (dd/mm/yyyy)

Nome Regulamentar do ProdutoDenominação do género
alimentício**Weights and Measures**

- Variable size article (Yes/No) (Mandatory field for publication)
- Width (value) + (unit) (Field required for publication)
- Height (value) + (unit) (Field required for publication)
- Depth (value) + (unit) (Field required for publication)
- Gross weight (value) + (unit) (Field required for publication)
- Net weight (value) + (unit)

NOTE: in case of the option Variable measure article, the values will be from (minimum value) to (maximum value)

Name of Food and Beverages (General)

This tab is related to the choice of product type (see point "Separators">"General">"Product Class"). Some of the fields that we present in this section are also used in other product classes such as Meat, Fish, Fruit and Vegetables, Fats, Vegetable Oils and Olive Oil, Alcoholic Beverages, Infant Food and Food Supplements

Regulatory Product Name**Regulatory Product Name**

The name of a Name of Food and Beverage is its legal name. Failing this, the name of the Name of Food and Beverage will be its current name; if it does not exist or is not used, a descriptive name will be provided. Referred to in article 17, paragraph 1 of EU Regulation 1169/2011.

Name or Firm and Address of Operator

Nome ou Firma e Endereço do Operador	
Nome ou Firma do operador	
Tipo de contacto	-
Endereço do operador	

Name or Firm and Address of Operator

Operator's name or company -The food business operator responsible for food information shall be the operator under whose name or trade name the food is marketed or, if that operator is not established in the Union, the importer into the Union market. Referred to in article 8, paragraph 1 of EU Regulation 1169/2011.

contact type -The general contact category for a trade item (eg Customer Support, Purchasing, etc).

Operator address -Physical location of the communication company associated with the contact name, as indicated on the label. Address of the food business operator. Referred to in article 8, paragraph 1 of EU Regulation 1169/2011.

Information about Ingredients

Informações sobre Ingredientes	
Cópia integral do rótulo	

This field is used to place the full copy of the label regarding the ingredients.

Allergen Information

Informações sobre Alergénios

Informação sobre alergénios gerida pelo sistema

SIM ☐

Declaração de alergénios

Contém Ovos. Pode conter vestígios de Frutos de casca rija.

Conteúdo (nível)	Nome do Alergénio
 Contém	Ovos
 Pode conter vestígios de	Frutos de casca rija

+

This field serves to build information regarding allergens. The content (level) is a controlled list with the values "contains", "Free of" and "May contain traces of".

The allergen list is also a controlled list (Crustaceans, Fish, Milk, Peanuts, Sesame Seeds, Sulfur Dioxide and Sulphites, Gluten-Containing Cereals, Soy, Celery, Mustard, Barley, Kamut, Oats, Spelled, Lactose, Lupine, Rye, Almonds, Cashews, Hazelnuts, Macadamia Nuts, Pecans, Whole Leaf Macadamias, Brazil Nuts, Pistachios, Walnuts, Molluscs and Wheat)

Whenever we add the information with the content (level) and with the name of the allergen, the Allergen Declaration is built based on the chosen values (see image above)

Nutritional Declaration (DN)

This field is used to add the nutrition declaration(s). The articles may have more than one nutrition declaration, although what is required is always the Expression per 100 grams or 100 milliliters. However, articles may have other expressions, if justified.

Declaração Nutricional

-- Sem informação sobre a declaração nutricional --

Adicionar declaração nutricional

Nova Informação Nutricional

Declaração nutricional de *

Não preparado

Valor da Dose de Referência

Descrição da porção

Expressão por *

Fechar

Adicionar

New Nutritional Information

The fields to fill in each New Nutritional Information are:

- Nutritional declaration (Not prepared/Prepared) (compulsory)
- Reference Dose Value
- Portion Description
- Expression by [quantity] [grams/milliliters] (compulsory completion preferably per 100 grams or 100 milliliters)

Declaração Nutricional

Declaração nutricional de

Não preparado

Eliminar declaração nutricional

Valor da Dose de Referência

Descrição da porção

Expressão por

100

Gramas

Energia ou Nutrientes

Nutriente	Quantidade	Unidade	Precisão da quantidade	% da DR	Precisão da % da DR
-- Sem informação de nutrientes --					

Vitaminas e Sais Minerais

Nutriente	Quantidade	Unidade	Precisão da quantidade	% da VRN	Precisão da % da VRN
-- Sem informação de nutrientes --					

Editar

Adicionar declaração nutricional

Edit the values of the Nutritional Declaration

Once added, go to "Edit" and enter the values of the respective Nutritional Declaration (DN).

 GS1
Portugal

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Here an exact copy of the ingredient list declaration on the packaging is recommended. Percentages can be included in this statement (eg tomato (20%), water, salt. This also applies to categories).

Novo Nutriente, Vitamina ou Sal Mineral

Energia ou Nutrientes		Vitaminas e Sais Minerais			
Nutriente	Quantidade	Unidade	Precisão da quantidade	% da DR	Precisão da % da DR
energia	0	Quilocaloria	-		-
energia	0	Quilocaloria	-		-
lipidos	0	Gramas	-		-
lipidos > saturados	0	Gramas	-		-
lipidos > monoinsaturados	0	Gramas	-		-
lipidos > poliinsaturados	0	Gramas	-		-
hidratos de carbono	0	Gramas	-		-
hidratos de carbono > açúcares	0	Gramas	-		-
hidratos de carbono > polio	0	Gramas	-		-
hidratos de carbono > amido	0	Gramas	-		-
fibra	0	Gramas	-		-
proteinas	0	Gramas	-		-
sal	0	Gramas	-		-

Novo Nutriente, Vitamina ou Sal Mineral

Energia ou Nutrientes		Vitaminas e Sais Minerais			
Nutriente	Quantidade	Unidade	Precisão da quantidade	% da VR	Precisão da % da VR
vitamina A	0	Micrograma	-		-
vitamina D	0	Micrograma	-		-
vitamina E	0	Miligramas	-		-
vitamina K	0	Micrograma	-		-
vitamina C	0	Miligramas	-		-
tiamina	0	Miligramas	-		-
riboflavina	0	Miligramas	-		-
niacina	0	Miligramas	-		-
vitamina B-6	0	Miligramas	-		-
ácido fólico	0	Micrograma	-		-
vitamina B-12	0	Micrograma	-		-
biotina	0	Micrograma	-		-
ácido pantoténico	0	Miligramas	-		-
Sódio	0	Miligramas	-		-

Filling in a new declaration

Additional Information on Name of Food and Beverages

Informações Adicionais sobre os Géneros Alimentícios

Condições de conservação

Instruções de utilização

Menções obrigatórias complementares

Informação de Marketing

Sugestão de Apresentação / Preparação

Additional Information on Name of Food and Beverages

conservation conditions- If the Name of Food and Beverages require special conditions of conservation and/or use, these must be indicated. In order to allow the Name of Food and Beverages to be stored or used properly after opening the package, the special storage

conditions and/or consumption period must be indicated, where appropriate. Referred to in article 25 of EU Regulation 1169/2011.

Examples: 'After opening, it can be kept for a month in the lower part of the refrigerator'; 'Keep in a cool, dry and odor-free place.'; 'Keep away from light and heat.'; 'Store at room temperature (15-25 °C), protected from light and in the original packaging.'

Instructions for use- Instructions for use of a Name of Food and Beverage must be indicated in such a way as to allow their proper use. Referred to in article 27, paragraph 1 of EU Regulation 1169/2011.

Complementary mandatory mentions- Additional mandatory mentions for specific types or categories of Name of Food and Beverages (see Regulation (EU) 1169/2011 - Information in Annex III and VI).

Marketing Information- Marketing information associated with the trade item.

Presentation suggestion / Preparation- Free text field to describe information about the presentation and/or preparation of the article.

Origin or Place of Provenance

Information on the article's origin or place of provenance. Country(s) or a specific region can be used.

Nutritional Claims

Field with controlled list of nutritional claims of the article in question. You can choose different values. Example: "No addition of ..."

Health Claims

Field with controlled list of health claims of the article in question. You can choose different values. Example: DHA contributes to the maintenance of normal brain function.

Ingredient Disclaimer Information

Field with controlled list about exemption of Ingredients. You can choose different values. Example: Egg free.

Weights, Measures and Portions

Pesos, Medidas e Porções			
Quantidade líquida		Unidade	-
Peso Líquido Escorrido		Unidade	-
Número total de embalagens			
Número de porções/unidades por embalagem			
Intervalo de porções/unidades por embalagem			

Weights, Measures and Portions

Information related to Weights, Measures and Portions:

- Net amount and respective unit of measure
- Drained Net Weight and respective unit of measurement

- Total number of packages
- Number of servings/units per pack
- Range of servings/units per pack

In this group, the platform does not require the completion of all fields, some must be completed to support the regulatory requirement, such as the net quantity and respective unit of measurement and Drained Net Weight (when applicable) and respective unit of measurement.

Packing Dates

Allows you to indicate which seal is on the item's label. Options can be as follows:

- Preferably consume before/end of...
- Consume until...
- Frozen in...
- Packed in...
- Produced in...

Note: This option allows some combinations of hypotheses. Ex: "Consumer preferably before/end of... and" "Produced in"

Packaging

This tab is used to place information regarding the packaging of the item we are creating (it could be a unit, box, pallet, etc).

Embalagens

Tipo de embalagem	-
Esquemas de reciclagem	Sem esquemas de reciclagem adicionais.
Termos e condições da embalagem	-
Função da embalagem	-

Product packaging information

- Kind of packing
- recycling schemes
- Packing terms and conditions
- packaging function

All four previous fields have a controlled list of values

Note: none of the previous fields is mandatory, however, if the Type of Packaging field is filled in with some value, the Packaging Function field must also be filled in (and vice versa) so that there is no error in your publication.

Packaging Materials

Indication of the packaging material(s) used

Allergen/dietary information

Indication of allergen/dietary information

Accreditation Marks

Indication on Accreditation Marks

Applicable regulation(s)

Information on applicable regulation(s)

Informações sobre o Álcool

Título alcoométrico volúmico

 %

Information about Alcohol- The field on “Information about Alcohol” is mandatory if the article has an alcohol content greater than 1.2%.

Origin of trade item- It must be used specifically to allow the indication of places such as cities, mountain ranges, region that do not conform to ISO standards.

Alegações

Alegações Nutricionais

 Adicionar Alegação Nutricional

Claims - Nutritional Claims- This field is used to add Nutritional Claims, having access to a list with several options.

Informação sobre Isenção de Ingredientes

Nome	Descrição
Sem informação de isenção de ingredientes...	

 Adicionar selo de Isenção de Ingredientes

Ingredient Disclaimer Information- This field is used to add indications about the ingredients exemption seal, having access to a list with several options.

Publication

Who can see/have access to the data?

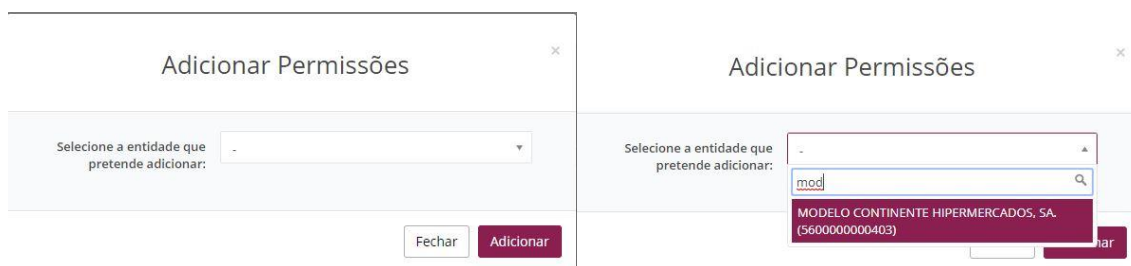
The entity publishing the article (producer or brand owner) defines who will be able to access the information (it can be a specific customer. To choose the entities that want to see your articles, you must follow these steps:

1. Access the "Publication" side tab
2. Click on Add (+)



Add publishing entities

3. Add permission via entity name or GLN:



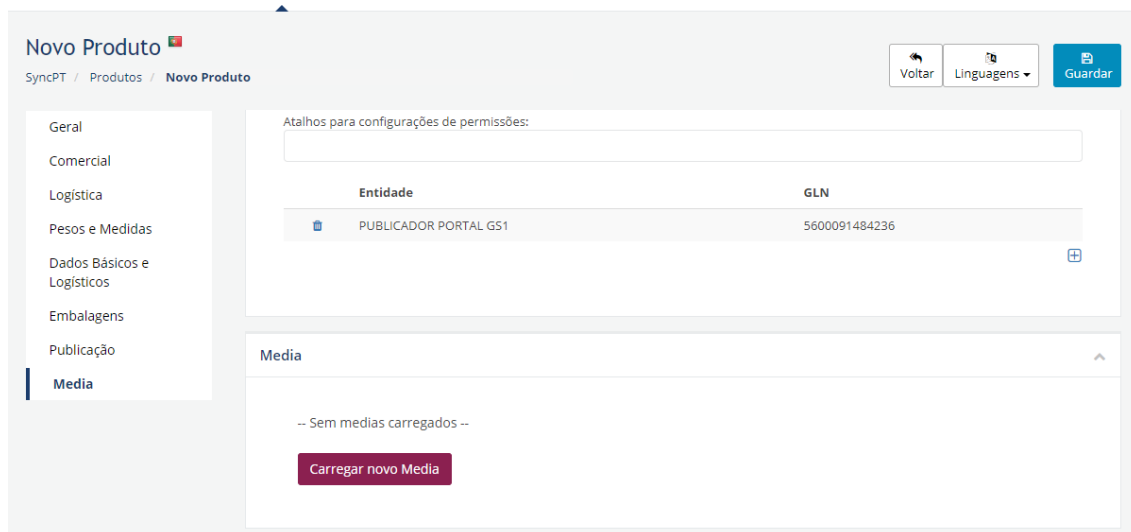
4. Added entities:



If you want to add several entities at once, you must click inside the "Shortcuts for permissions settings" box and choose "Retailers/Distributors"

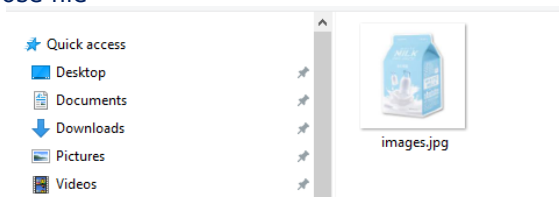
Media

This tab is used to add images (photos, documents or other media) to uploaded articles. This option becomes available once the new article is saved (Draft state) for the first time.

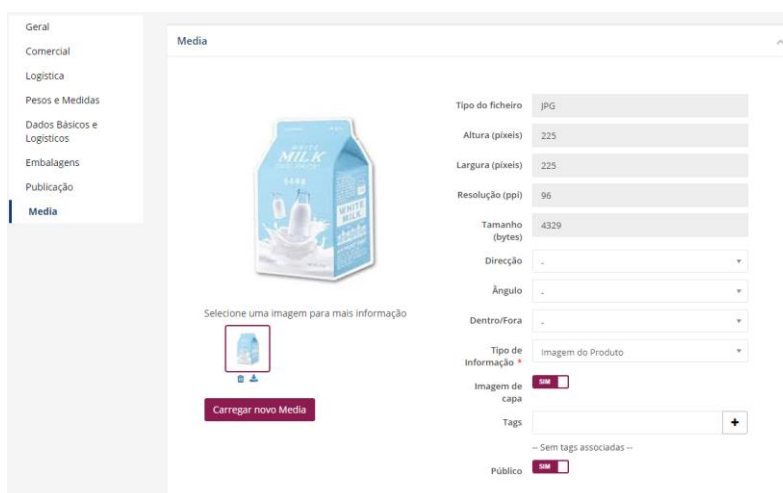


To associate an image with the article, you must:

1. Click on the Media side tab
2. Load in the Load New Media option
3. choose file



4. Click on the thumbnail that was uploaded:



5. Fill in the "Type of Information" field with one of the choices from the controlled list. Product Image is usually used

Note: As a rule, the photographs of the articles are chosen with the option "Product Image"

The "cover image" option is used to define the main image (if more than one image is loaded) and to define which image to display in the product list.

Information about File Type, Height (pixels), Width (pixels) and Resolution (ppi) are detected automatically

Information on Direction, Angle and In/Out are optional and controlled list fields.

Editing an article in “published” status

An article already in the Published state but it is necessary to change some of the fields, to edit the product you must follow these steps:

1. Make editable (“Edit” option in the upper right field of the screen)
2. Change all the required fields (see Entering information)
3. Save
4. Re-Publish and wait for its publication (this operation may take some time, depending on the platform's registration flow). This operation will be completed when the status changes to “Published” (if there are no errors recorded).

Note: Whenever an article changes from “Published” to “Draft” status (through the option “Make editable”), after the changes, the article must be published again to accept the respective changes.

Product states

Products can be in different states from creation to publication:

- **New**
Used only in article creation (not recorded)
- **Draft**
Article already recorded, but not published. We can make all changes. In this state, the articles are not yet being shared by the respective partners (subscribers)
- **Sent**
Intermediate status until return of a response on the publication of the article; This state normally takes no more than 20/30 minutes, as it is an asynchronous process, however it can vary depending on the flow of articles. After this intermediate state, it should go to the Published or Error state.
- **Data Pool (DP) Error**– Integration error. This error is always accompanied by a description displayed at the top of the article (see image below). They can be presented with several errors in the same product.

Água natural GS1 0,5L (Edição) Erro +

SyncPT / Produtos / Água natural GS1 0,5L (Edição)

Geral

Comercial

Logística

Pesos e Medidas

Gêneros Alimentícios (GERAL)

Embalagens

Publicação

Media

Geral

Modo de preenchimento: Estendido

Classe de Produto: Gêneros Alimentícios (GERAL)

GLN *: Formação SyncPT Publicador (5600038897075)

GTIN *: 05601234684643

Nome Comercial *: Água natural GS1 0,5L

Água natural GS1 0,5L (Edição) Erro +

[GTIN: 25601234684647] If specialItemCode does not equal DYNAMIC_ASSORTMENT, then the grossWeight of the GTIN MUST BE greater than 96% of the sum of that GTIN's packagingWeight plus the sum of the grossWeight of all next lower-level child items (whether or not packagingWeight is populated in the child items). The formula is: [Parent GTIN Gross Weight] > 96% * ((sum of [Parent GTIN Packaging Weight]) + ([Parent GTIN Qty of Next Lower Level] * (Child GTIN Gross Weight))) NOTE: This allowance of 4% in the sum, is due to some configurations where part of the packaging of child items is removed, such as in displays. NOTE: Approval of this VR will mean that VR 97 is replaced by this rule.

Logística

Pesos e Medidas

Gêneros Alimentícios (GERAL)

Embalagens

Publicação

Media

Modo de preenchimento: Estendido

Classe de Produto: Gêneros Alimentícios (GERAL)

GLN *: Formação SyncPT Publicador (5600038897075)

GTIN *: 05601234684643

Nome Comercial *: Água natural GS1 0,5L

- **Published**- Final status of the published article and available to the entities chosen by the publisher.

Note: the Published status indicates that it has passed the GDSN rules defined by GS1 Portugal through the Sync PT platform. In the case of publication for other markets, some have a set of additional rules and for this reason we must always confirm with the international partners the successful arrival of the information.

hierarchies

Articles can be loaded in the different unit descriptors:

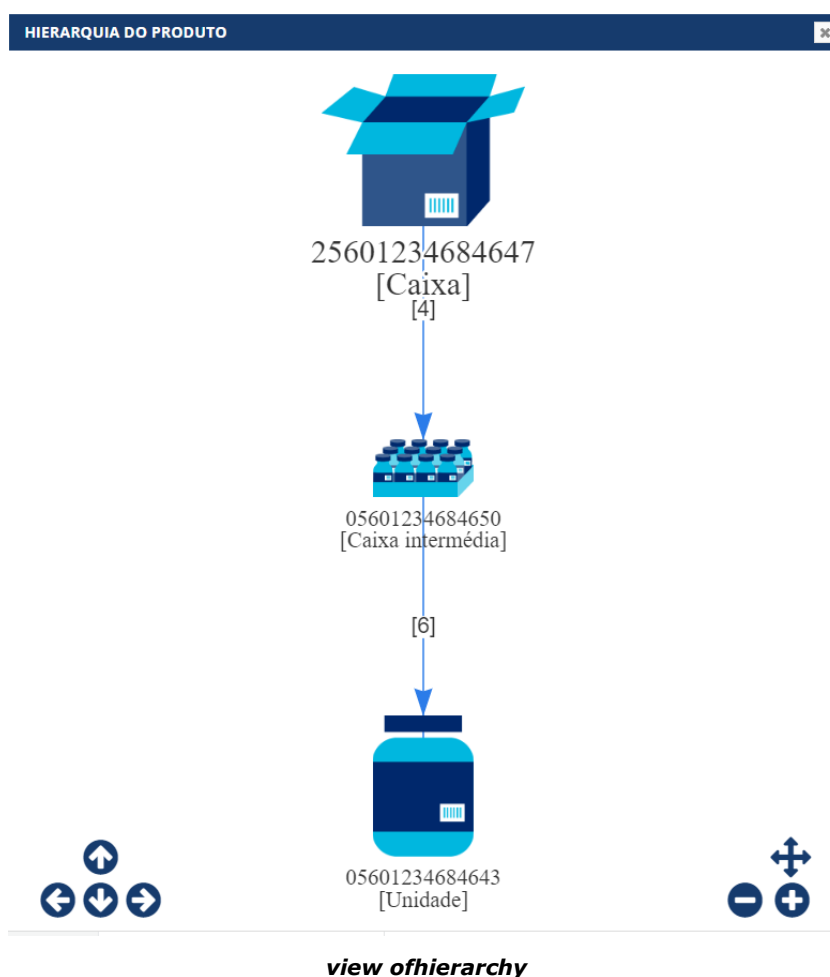
- Unit
- Cashier
- Exhibitor
- basket
- Intermediate Box
- Pallet
- Transport box

To build a hierarchy on the platform you must ensure the following:

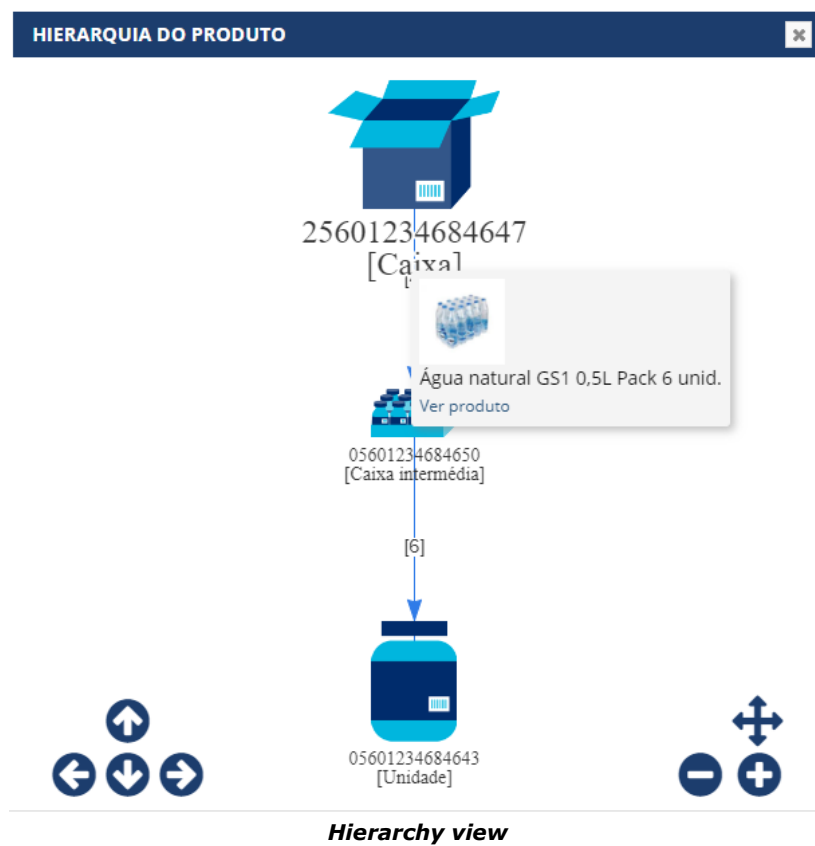
1. Create the cards for each hierarchical level (example: unit, intermediate box, box), in which each card will have differences in terms of weights and measures
2. In the upper hierarchical level, define the number of units contained in the lower level on the Logistics tab within each of the fields. Example: Pallet put the number of boxes contained. In the boxes add the number of units contained

An example of a typical hierarchy will be the creation of an article with 3 different hierarchical levels. Ex: Unit > Intermediate box > Box.

To access the Product Hierarchy, you must choose the "Hierarchy" option



In the example of the figure above, the unit is highlighted, but we can consult the box and/or pallet, placing the cursor on top of each hierarchical level (in this case the box) (image below):



Cardex

Início / Cardex

Atualizar

Novo

Descrição do Cardex

Criado em

Até

Estado

Exibir 25 registros de 0 registros

Parceiro	Descrição do Cardex	Criado em	Estado
Não foram encontrados resultados			

Anterior Seguinte

Cardex is a simple way to include a retailer's list of products (Cardex) and check the status of those same products on the platform when using the Sync PT platform (if they exist, if they are published, etc).

This module will facilitate the users of the Sync PT platform with the management of Cardex, knowing, by supplier, what is missing and when they were synchronized with their platforms.

Criar Cardex

Início / Cardex / Criar Cardex

Voltar

Guardar

Ficheiro de Importação

Escolher ficheiro

Descrição do Cardex *

Channel

Cardex creation

Cardex					Atualizar	Novo
Início / Cardex						
Descrição do Cardex	Criado em	Até	Estado			
Exibir 25 registros do total de 6 registros						
Parceiro	Descrição do Cardex	Criado em	Estado			
5600065740085 INTERMARCHÉ PORTUGAL	ITMP - ABR2019 - FILE	05/12/2019	IN_PROCESSING (0%)		Reprocessar	
5600052600019 SUPERMERCADOS PROIZ PORTUGAL, LDA.	PROIZ - MAR2018 - WS	04/12/2019	SUCCESS		Reprocessar	
5600000025970 EL CORTE INGLÉS - GRANDES ARMAZÉNS, SA	ECI - ABR2018 - AS2	04/12/2019	SUCCESS		Reprocessar	
5600000004289 AUCHAN PORTUGAL HIPERMERCADOS	AUCHAN - ABR2018 - AS2	04/12/2019	IN_PROCESSING (1%)		Reprocessar	
560000000403 Modelo Continente Hipermercados, SA	MICH - NOV2018 - WS	29/11/2019	SUCCESS		Reprocessar	
5600000025055 DIA PORTUGAL - SUPERMERCADOS, LDA	DIA PORTUGAL - FTP	08/11/2018	AWAITING_PROCESSING		Reprocessar	
					Anterior	Seguinte

List of created Cardex

Tradeltem Cardex

Jobs
Voltar
Listagem

GTIN

Criado/Alterado entre:

Até

Estado

-

Exibir
25
registros do total de 11,084 registros

GTIN	Código interno	Estado	Última Alteração	Produtos Sync (GLN, Data, Estado)
05601989001566		EXISTE	17/11/2019	56000000198238 (16-11-2019) PUBLISHED 5600000000403 (31-10-2017) DRAFT 56000087962125 (31-10-2017) PUBLISHED 56000057400825 (31-10-2017) PUBLISHED 5600000000526 (01-06-2017) PUBLISHED

Cardex consultation

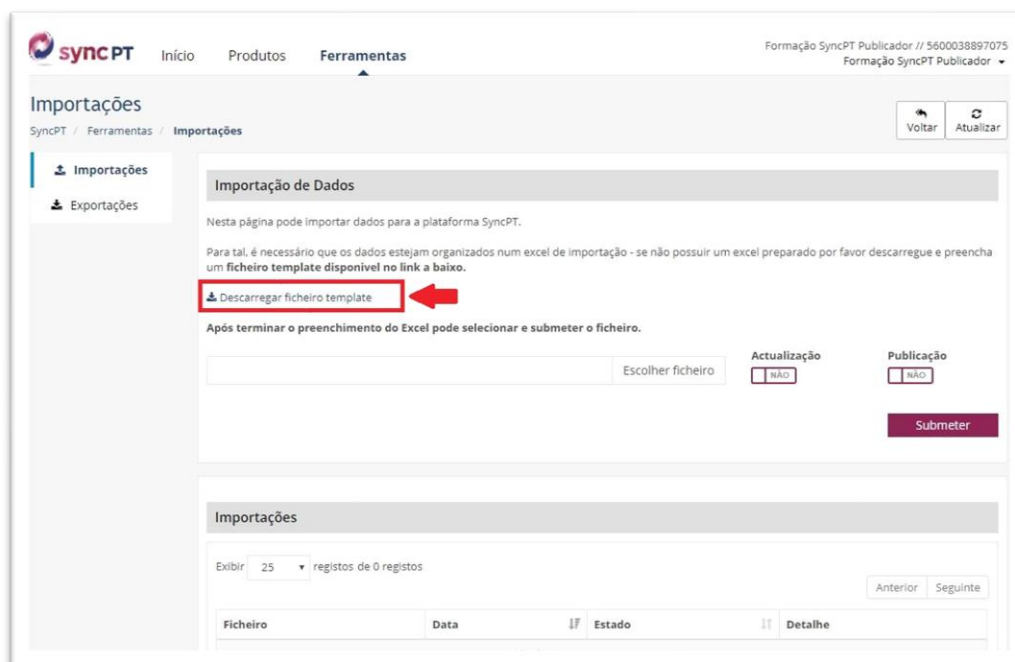
Tools

Imports

Excel file Template

It's possible to upload articles through excel file upload. For this it is necessary that the file respects the template that you can find in the top menu "Tools">"Imports" (left side)>"Download template file"

(https://portal-syncpt.gs1pt.org/Content/files/Template_Produtos.xlsx)



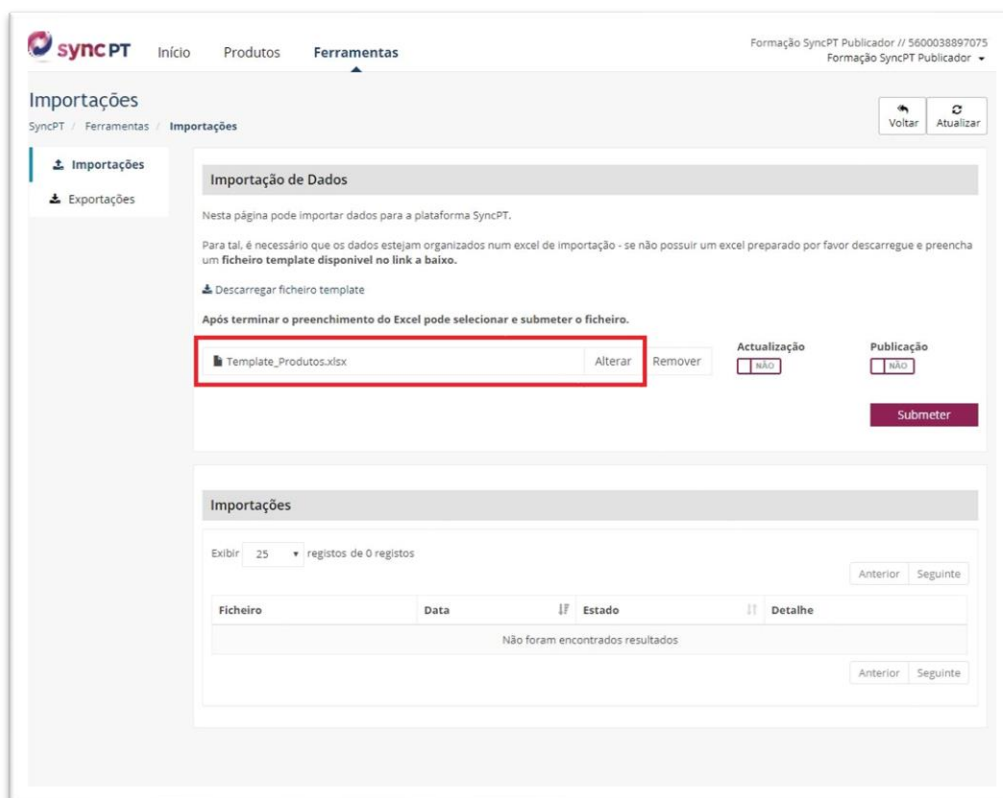
download fileTemplate onANDxcel (for import)

note: We recommend that uploading products via excel file upload, whether accomplished after completing at least one article on the portal. This will allow you to export an example and make filling in the Template easier.

Import of products

For uploading articles via excel file, you must follow these steps:

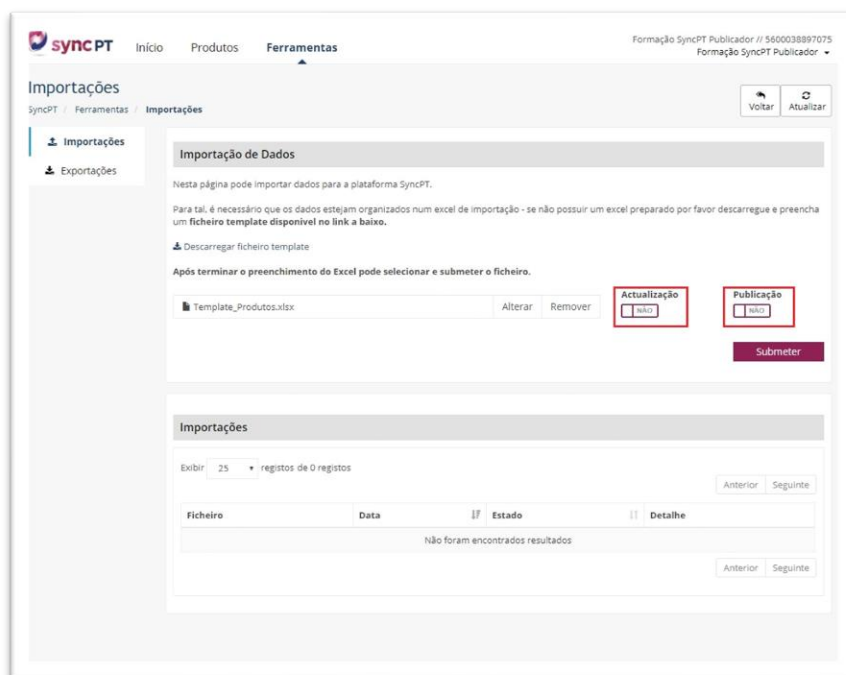
1. On the main page choose the "Tools" menu (top)
2. Inside the left side tab "Imports" look for the excel file (.xlsx) from available template (see point "Import").



Choice of Excel file for import

3. Before clicking submit, you must confirm two fields:

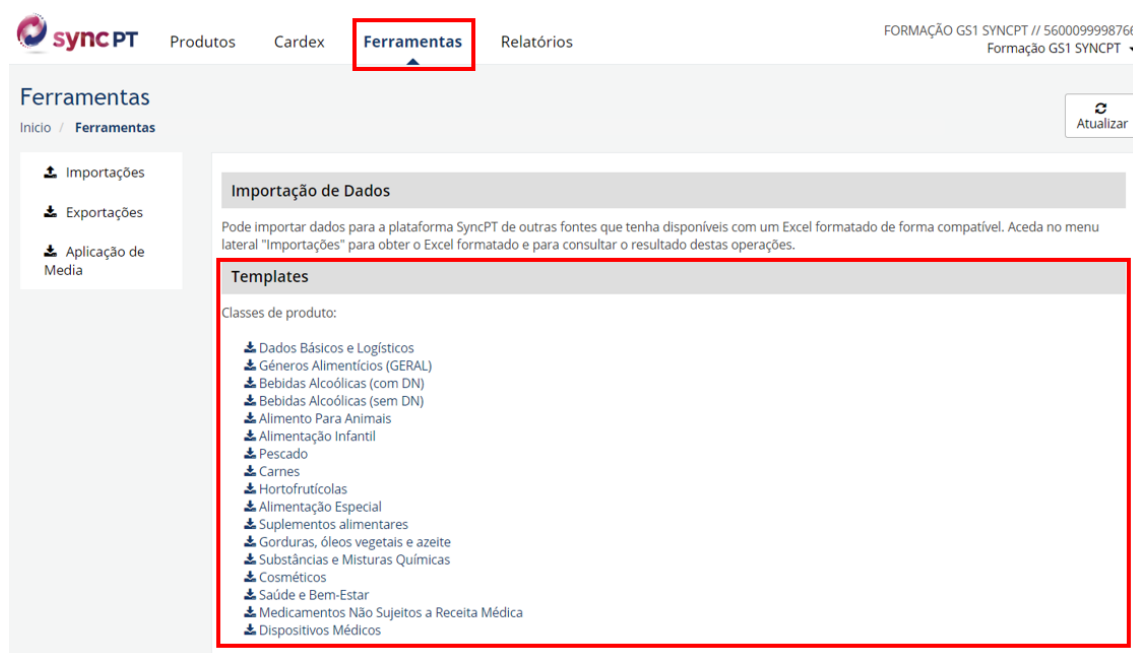
- a. **Update** (yes/no) when the file is submitted with the option "Yes" the articles that are loaded in excel file will overwrite and update the ones that were loaded on the platform. If the value is "No", only are considered the articles (GTIN) that have not been created on the platform.
- b. **Publication** (yes/no) when the option is like "sim", the articles that were loaded through the excel file stay to "Under Validation" status to "Published" status. If the value used is "No", the articles are only uploaded to the platform, but remain in the "Draft" state, and can be changed later



Option AUpdating and Publication of uploaded articles

Import Templates

You can use the templates created for the different types of products:



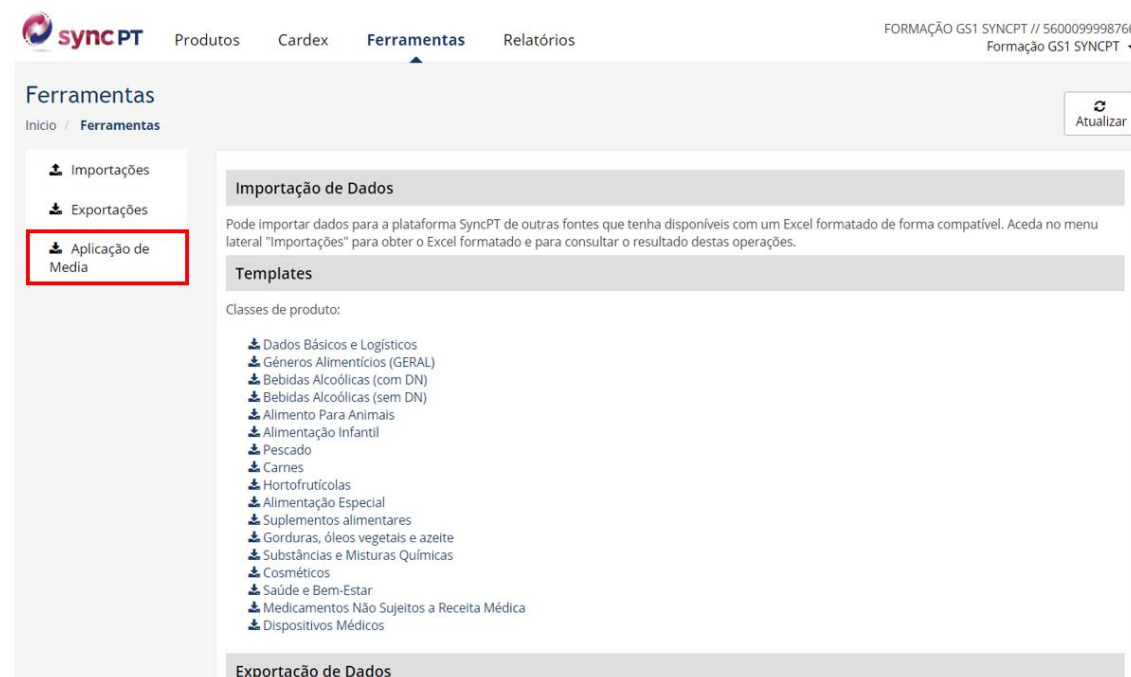
Exports

Within the “Tools” option This functionality allows consulting the export of the files resulting from the export (Products > Products)

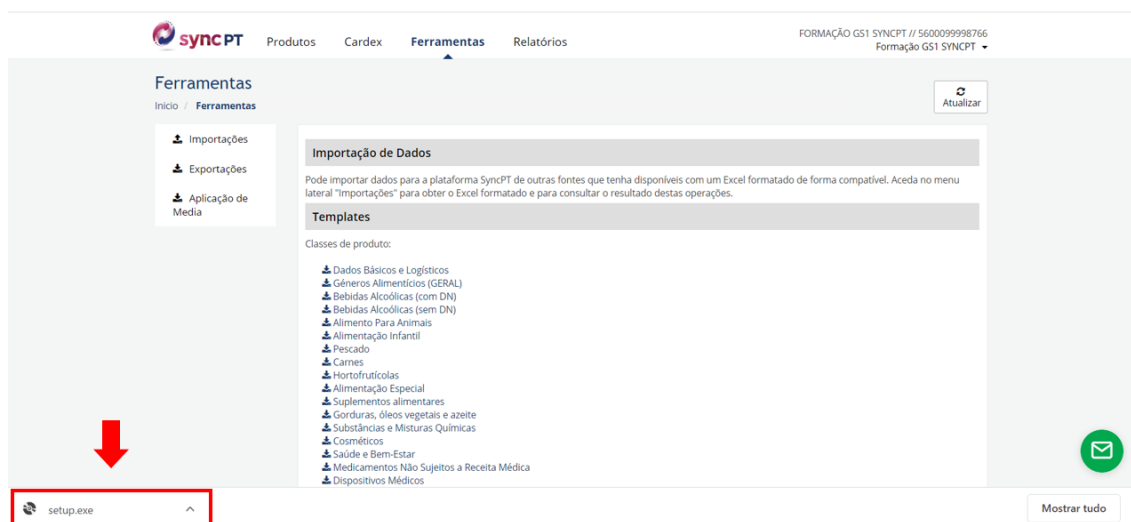
Media application

This tool aims to manage the images of the various articles uploaded to the Sync PT platform, whether it is the bulk loading of images (upload), or the reverse process of downloading the images (download). To ensure the use of this tool, follow the instructions below:

1. Download the application from Tools>Media Application

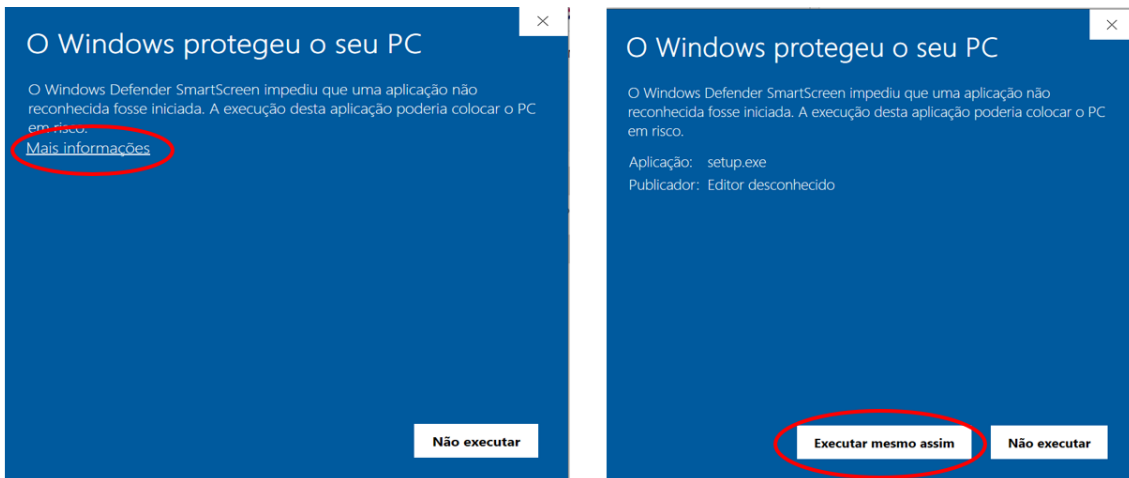


2. After choosing the option “Media Application” in the sidebar on the left, the application will start to download for installation and, after completion, it will appear in the lower left corner:



3. After downloading the application, open the setup.exe file which will result in the warning "Windows has protected your PC".

Then click on "More information" and then on "Run anyway":



4. After the previous step, the installation process will start, which ends with the request for access to the credentials equal to access to the Sync PT platform:



5. At the beginning, you will not have any previously created configuration and you will have to choose the "Create" option:



6. In the option "Synchronization definition" you can choose between two options: Upload and Download.

The "Upload" option allows the uploading of images from a given folder to articles previously created on the Sync PT platform. It is necessary to indicate a name of the operation and, further down, the indication of the folder where the images are stored:

Nova Configuração

Definição da sincronização

Imagens Teste

E necessário um nome para que possa identificar esta configuração com facilidade. Por favor para sua própria conveniência escolha um nome claro e conciso.

Upload/Download

☒ **Upload**
Os conteúdos da pasta serão carregados para a plataforma SyncPT. Os conteúdos da pasta não serão afectados.

☐ **Download**
Os conteúdos da plataforma SyncPT serão descarregados para a pasta local. Os conteúdos do SyncPT não serão afectados.

C:\Users\NM\Documents\Desktop\Imagens

Esta é a pasta onde ficam as versões locais dos media.

Tipo de Estrutura

(1) (2) (3) (4)

Cancelar Próximo

Note: To guarantee the upload of files, each image must have the complete GTIN (14 digits) of each product in the file name. Ex: 05601234000016_Article example.jpeg or Article_exem_05601234000016.png.
Regarding the type of files, it allows the loading of .jpeg, bmp, tiff, png files, etc.

Nova Configuração

Definição da sincronização

Imagens Teste

É necessário um nome para que possa identificar esta configuração com facilidade. Por favor para sua própria conveniência escolha um nome claro e conciso.

Upload/Download

☒ Upload
Os conteúdos da pasta serão carregados para a plataforma SyncPT. Os conteúdos da pasta não serão afectados.

☐ Download
Os conteúdos da plataforma SyncPT serão descarregados para a pasta local. Os conteúdos do SyncPT não serão afectados.

C:\Users\NM\Documents\Desktop\Imagens

Esta é a pasta onde ficam as versões locais dos media.

Tipo de Estrutura

 ☒ (1)

 ☐ (2)

 ☐ (3)

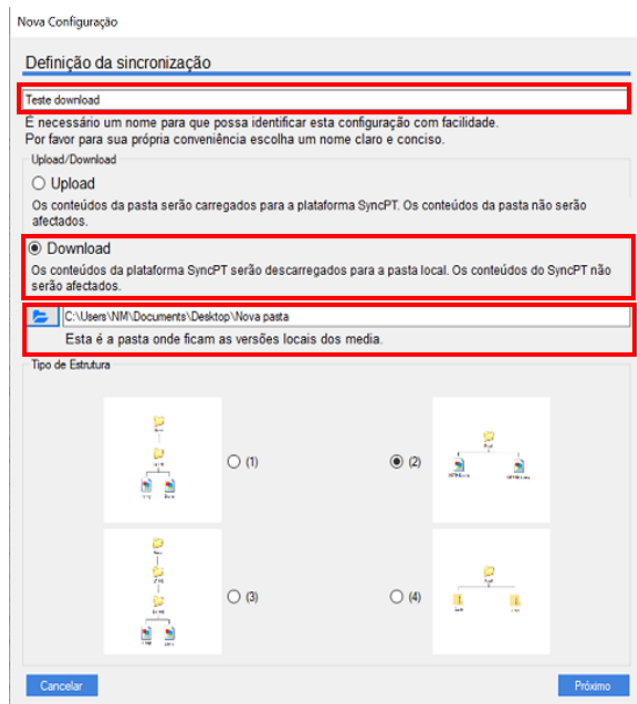
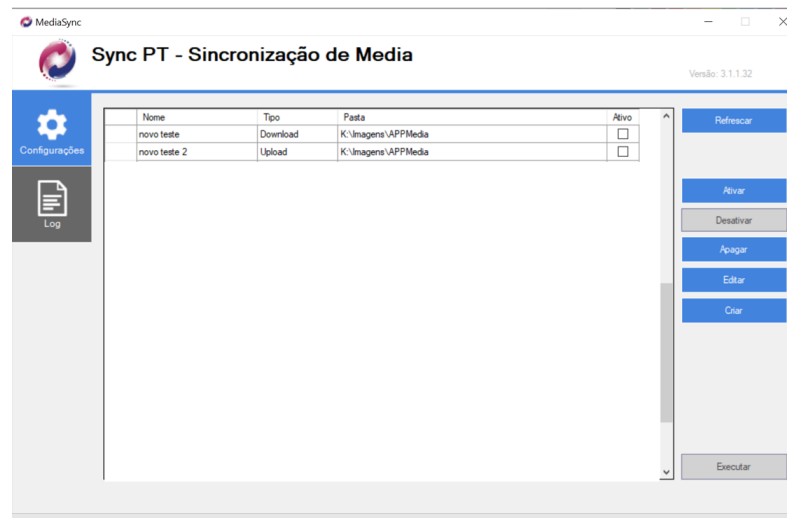
 ☐ (4)

Cancelar Próximo

structure type

In the Structure Type option, it is possible to choose which structure is in the loading process (upload) or the reverse process (download).

For the Download option, go back to the create option, and fill in the name of the operation. See image below:



Reports

This option allows the creation and extraction of reports with the information of the products loaded on the Sync PT platform.

These reports are created as users request certain information about your articles.

syncPT Produtos Cardex Ferramentas **Relatórios**

FORMAÇÃO GS1 SYNCPT // 5600099998766
Formação GS1 SYNCPT

Relatórios
Início / Relatórios

Reports KPIs: Publicador KPIs: Subscritor

Relatório
Informação de produtos com detalhe

Informação de produtos com detalhe

Lista de GTINs

Voltar Atualizar **Relatório**

reports

GTIN	Descrição	ctf_fiscalcode GLN	Publicador	Classe de Produto	código classificação	classificação
05601234134124	Cebola - 2 Kg	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10006006	Cebolas
05601234238716	Analgésico e Antifebril	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000456	Administração de Medicamentos
05601234249729	Arginina GS1 Portugal saquetas 14x7g	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000468	Suplementos Nutricionais
05601234273649	Cereais Pequeno Almoço Frutos Secos GS1 250g	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000299	Produtos à base de Massa - Pronto para consumo - Salga
05601234276503	Cereais Pequeno Almoço Frutos Secos GS1 250g teste Sync	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000299	Produtos à base de Massa - Pronto para consumo - Salga
05601234453218	Azeite Extra Virgem	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000585	Gorduras alimentares - Vegetais / Plantas (Perecível)
05601234657951	CHAMPÔ DE ARGILA VERDE E CHÁ VERDE	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000669	Pacotes de Produtos Cosméticos Variedade
05601234673159	Acendalhas GS1 Portugal 32 cubos	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	99999999	Classificação provisória
05601234751734	Vinho Branco GS1 Portugal 0,75L	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000276	Vinho - Tranquilo
05601234758252	Bochechas	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10005781	Carne de porco - Preparado / Processados
05601234815320	CREME C/ LOÓVIA VERDE - 500ml	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000405	Produtos para limpeza de superfície
05601234823240	Super Cálcio GS1	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000468	Suplementos Nutricionais
05601234875218	Creme facial RE-GENERADOR 50ml	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000356	Cuidados com a Pele / produtos hidratantes
05601234879995	CREME FIX 40G	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000716	Oral Packs Higiene Variedade
05601234965780	Leite de transição a partir 6M 2x800g GS1	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000585	Gorduras alimentares - Vegetais / Plantas (Perecível)
05601234987850	Animal Food - Frango e Arroz	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000522	Ração (Não perecível)
15601234273646	Cereais Pequeno Almoço Frutos Secos GS1 250g - Caixa	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000299	Produtos à base de Massa - Pronto para consumo - Salga
15601234276500	Cereais Pequeno Almoço Frutos Secos GS1 250g - Caixa teste Sync	501651659	5600099998766	FORMAÇÃO GS1 SYNCPT	10000299	Produtos à base de Massa - Pronto para consumo - Salga

report example

Labels (Logistics)

This module was created to help associates to build a logistics label with the corresponding SSCC code. With the insertion of the desired information, the result will be the creation of a logistic label with the information that was created and that allows printing (sizes A4, A5 and A6).

To access this feature, choose "labels"

NOTE: This option is only available to PREMIUM users. If this option is not available, please contact GS1 Portugal.

syncPT Códigos Produtos Cardex Ferramentas Relatórios **Etiquetas**

Default // 0012345678900
SyncPT - Admin

Etiquetas
Início / Etiquetas

Configurações Atualizar **Novo**

Produto SSCC Descrição Parceiro

When creating a new one, a new page will appear that must be filled in with the necessary fields:

The screenshot shows the 'Criar etiqueta' (Create label) page in the SyncPT system. The page has a header with the SyncPT logo and navigation links: Códigos, Produtos, Cardex, Ferramentas, Relatórios, and Etiquetas. The user is logged in as 'SyncPT - Admin'. The page title is 'Criar etiqueta'. Below the title is a breadcrumb trail: 'Início / Etiquetas / Criar etiqueta'. There are two buttons: 'Voltar' (Back) and 'Guardar' (Save). The form contains the following fields:

- Parceiro: A dropdown menu with a '-' sign.
- SSCC: A text input field.
- Produto: A dropdown menu.
- Descrição: A text input field.
- Tamanho de folha: A dropdown menu.

Below these fields is a table for 'Identificadores de aplicação' (Application Identifiers) with the following columns: 'Linha (1-3)', 'Identificador de Aplicação', 'Valor', and 'Ordenação'. The table is currently empty.

After filling in the necessary information:

- Partner (your company will appear automatically)
- Construction of the SSCC (Logistics variable + CEP + Product code + Check Digit=SSCC)
- Product
- Description
- sheet size

The screenshot shows the 'Criar etiqueta' (Create label) page in the SyncPT system, now filled with test data. The page has the same header and navigation links as the previous screenshot. The user is logged in as 'SyncPT - Admin'. The page title is 'Criar etiqueta'. Below the title is a breadcrumb trail: 'Início / Etiquetas / Criar etiqueta'. There are two buttons: 'Voltar' (Back) and 'Guardar' (Save). The form contains the following fields:

- Parceiro: 'Empresa de testes Etiqueta Logística (22222222226)'
- SSCC: '356012354500000002'
- Produto: '05601235450001: Farinha 500g'
- Descrição: 'Etiqueta logística teste'
- Tamanho de folha: 'A4'

Below these fields is a table for 'Identificadores de aplicação' (Application Identifiers) with the following columns: 'Linha (1-3)', 'Identificador de Aplicação', 'Valor', and 'Ordenação'. The table is currently empty.

After filling in the previous data, you must add the Application Identifiers:

syncPT Códigos Produtos Cardex Ferramentas Relatórios **Etiquetas** Default // 0012345678900 SyncPT - Admin

Etiqueta '356002541840000011' Rascunho

Início / Etiquetas / Editar etiqueta '356002541840000011'

Voltar Guardar Publicar

Parceiro Formação GS1 RNC (5600000000003)

3 5600254184 000001 1

SSCC 356002541840000011

Produto 05601234000092: Farinha GS1 Portugal 500g

Descrição Teste Etiqueta Logística

Identificadores de aplicação	Linha (1-3)	Identificador de Aplicação	Valor	Ordenação

syncPT Default // 0012345678900 SyncPT - Admin

Etiqueta '356002541840000011' Rascunho

Início / Etiquetas / Editar etiqueta '356002541840000011'

Voltar Guardar Publicar

Parceiro Formação GS1 RNC (5600000000003)

3 5600254184 000001 1

SSCC 356002541840000011

Produto 05601234000092: Farinha GS1 Portugal 500g

Descrição Teste Etiqueta Logística

Identificadores de aplicação Linha (1-3) Identificador de Aplicação Valor Ordenação

Each Application Identifier (IA) is identified according to the GS1 standard:

syncPT Default // 0012345678900 SyncPT - Admin

Criar etiqueta

Início / Etiquetas / Criar etiqueta

Voltar Guardar

Parceiro Formação GS1 RNC (5600000000003)

3 5600254184 000001 1

SSCC 356002541840000011

Produto 05601234000092: Farinha GS1 Portugal 500g

Descrição Teste Etiqueta Logística

Identificadores de aplicação Linha (1-3) Identificador de Aplicação Valor Ordenação

Lista de aplicadores de Identificação

- 00 - SSCC - Código de Série da Unidade Logística
- 01 - GTIN da Unidade de Consumo / GTIN da Unidade de Expedição
- 02 - GTIN dos Produtos Contidos noutras unidades
- 10 - Código de Lote
- 11 - Data de Produção (AA/MM/DD)
- 12 - Data de Vencimento da Fatura (AA/MM/DD)
- 13 - Data do Embalamento (AA/MM/DD)
- 15 - Data Mínima de Validade (AA/MM/DD) (consumir antes de)
- 16 - Vender até (AA/MM/DD)
- 17 - Data Máxima de Validade (AA/MM/DD) (consumir até)
- 20 - Variante do Produto
- 21 - Número de Série
- 22 - Variante do Produto de Consumo
- 240 - Identificação Adicional do Produto Atribuída pelo Fabricante
- 241 - Número de Referência do Cliente
- 242 - Número Variável do Pedido sob Encomenda
- 243 - Número de Componente de Embalagem (PCN)
- 250 - Número de Série Secundário
- 251 - Referência da Entidade de Origem

You can add the ones you want and place in the line of construction of the logistic label and also their ordering

Etiqueta '356002541840000011' Rascunho

Início / Etiquetas / Editar etiqueta '356002541840000011'

Voltar Guardar Publicar

Parceiro Formação GS1 RNC (56000000000003)

3 5600254184 000001 1

SSCC 356002541840000011

Produto 05601234000092: Farinha GS1 Portugal 500g

Descrição Teste Etiqueta Logística

Identificadores de aplicação	Linha (1-3)	Identificador de Aplicação	Valor	Ordenação
	1	01 - GTIN da Unidade de Consumo / GTIN da Unidade de Expedição	0	
	1	17 - Data Máxima de Validade (AA/MM/DD) (consumir até)	20/12/31	
	2	13 - Data do Embalamento (AA/MM/DD)	20/12/14	
	2	10 - Código de Lote	LT062342454/2020	
	3	00 - SSCC - Código de Série da Unidade Logística	356002541840000011	



After adding the Application Identifiers, you must Save and Publish (upper left corner)

Etiqueta '356002541840000011' Publicado

Início / Etiquetas / Editar etiqueta '356002541840000011'

Voltar Guardar Publicar

Parceiro Formação GS1 RNC (56000000000003)

3 5600254184 000001 1

SSCC 356002541840000011

Produto 05601234000092: Farinha GS1 Portugal 500g

Descrição Teste Etiqueta Logística

Identificadores de aplicação	Linha (1-3)	Identificador de Aplicação	Valor	Ordenação
	1	01 - GTIN da Unidade de Consumo / GTIN da Unidade de Expedição	0	
	1	17 - Data Máxima de Validade (AA/MM/DD) (consumir até)	20/12/31	
	2	13 - Data do Embalamento (AA/MM/DD)	20/12/14	
	2	10 - Código de Lote	LT062342454/2020	
	3	00 - SSCC - Código de Série da Unidade Logística	356002541840000011	

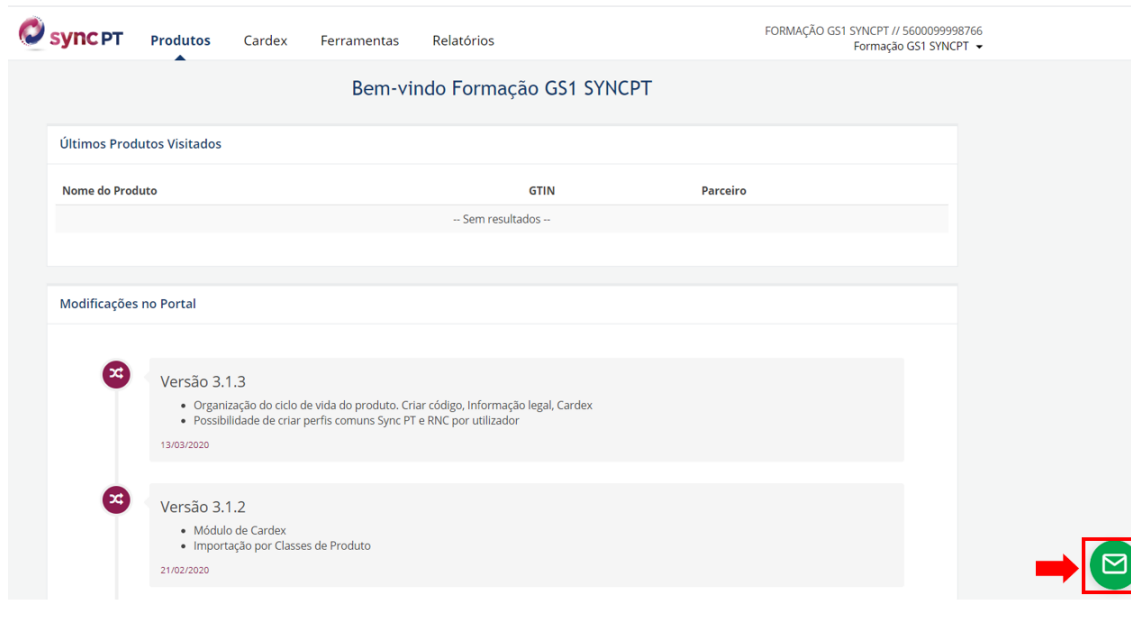


Once published, the Print option will appear.

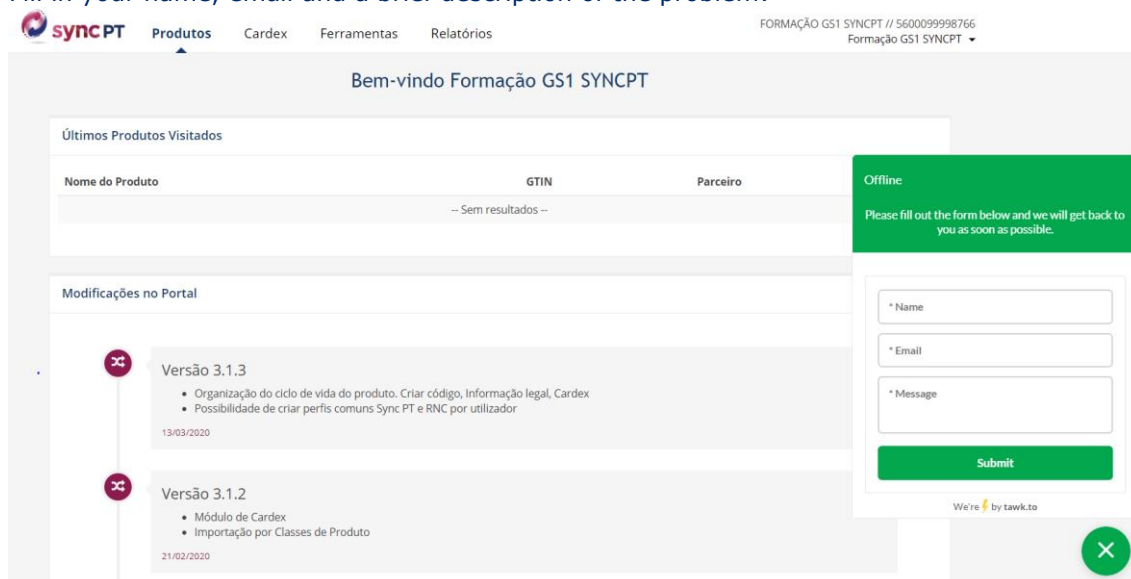
Support

In case of need for support, you can use the direct contact in the lower right corner of the platform:

Click on the envelope in the lower right corner:



Fill in your name, email and a brief description of the problem:



Alternatively, you can send an email to info@gs1pt.org or by calling (+351) 21 752 07 40 which can be found at the bottom of the platform:

Attributes and Product Classes

All the attributes used by the platform separated by product type/class



Atributos Sync PT
en v2.xlsx

AS2 Connection Details

Certificate:



gs1pt_org.zip

AS2 connection details:

For Production:

Our AS2 ID: **5600027364090**

For QA

Our AS2 ID: **5600077283631**

AS2 Details:

Production environment (gs1pt_org.zip)

GLN : 5600027364090

Digital Certificate: 5600027364090.cer

AS2-URL: <https://syncpt-datapool-as2.gs1pt.org/api/passthru>
<http://syncpt-datapool-as2.gs1pt.org/api/passthru>

AS2-Identifier: 5600027364090

Receive settings:

Message should be Signed: YES

Message should be encrypted: YES

Message should be compressed: NO

Send MDN: YES

Send Signed MDN: No

Send Settings:

Enable message signing: SHA1

Enable message encryption: DES3

Enable message compression: NO

Request MDN: YES

Request Signed MDN: No

QA/Staging environment (gs1pt_org.zip)

GLN : 5600077283631

Digital Certificate: 5600077283631.cer

AS2-URL: <https://syncpt-datapool-as2-qa.gs1pt.org/api/passthru>
<http://syncpt-datapool-as2-qa.gs1pt.org/api/passthru>

AS2-Identifier: 5600077283631

Receive settings:

Message should be Signed: YES

Message should be encrypted: YES

Message should be compressed: NO

Send MDN: YES

Send Signed MDN: No

Send Settings:

Enable message signing: SHA1

Enable message encryption: DES3

Enable message compression: NO

Request MDN: YES

Request Signed MDN: No

Azure PROD and PREPROD outbound IP range is:

40.68.222.65,40.68.209.23,13.95.147.65,23.97.218.130,51.144.182.201,23.97.211.179,10
4.45.9.52,23.97.210.126