

NOTE! First time user?
Call the SUPPORT TEAM
on 0800 10 23 56

**We'll make sure you are on the right track
before you start!**

Introduction

ProductVault is a central area in your MyGS1 account for storing details of your products.

If your company is a **new member of GS1** you can enter details of each product and the system will automatically allocate a barcode number from your range.

ProductVault is just for use within your company, so you and your colleagues can see which barcode number has been allocated to which product. And if you request a Verification Report, you will only need to enter the barcode number and the form will be populated from the details you have stored in ProductVault.

A **range** of barcode numbers has been allocated to your company. When you log into your MyGS1 account you can see the numbers by going to the menu on the left and clicking on Barcodes then clicking on ProductVault. The RANGE shows two 13-digit numbers, 'from' and 'to'. Under PRODUCTS it will show the number of products that have details already entered into ProductVault. Click on the number of products (eg '10 products') to see the details.

If it shows '0 products' then no details have been entered. Is this because you are a **new company** and haven't put barcodes on your products yet? In this case you can go ahead and start using ProductVault.

Or maybe you are an **existing company** and have been using your own system to put barcodes on items? In this situation you need to ensure that when you start using ProductVault the system allocates numbers which have not been used before. Call us and we can discuss with you on the best way to handle that.

Ready to go to the next step?

This document describes how to get a GTIN (barcode number) from your range for your new product by entering the details into your ProductVault.

FAQ's

1. ***I am new to barcoding***

We run a free 'Barcoding Quick Start Webinar' every week. Register through our website www.gs1nz.org (Services, Events and Training, Webinars) to get you on the right path.

2. ***I need to put a barcode on my new product***

STOP do you already have products with barcodes on them? Call us, and we'll help you make sure that numbers haven't already been used on another product.

All your products are already listed in ProductVault? The attached guide shows you how to use ProductVault to allocate the next available number in your range to the product. You will enter brief details of the product into the system.

3. ***My products already have barcode numbers on them but the details are not stored in ProductVault.***

Call the Support Team and we can discuss the options with you. We can show you how to enter the details, or, if you have them in a spreadsheet we can load them for you.

4. ***I want to use my own system to allocate the next barcode***

The barcode numbers allocated to you are sequential in the given range. The last digit is a check-digit calculated from the other digits. To calculate the check digit see the Help Centre article 'What Is The Check Digit?'

5. ***Terminology***

GTIN - Global Trade Item Number, also known as a bar code number

Bar code - strictly speaking the bar code is the graphic or image you see on products - the small lines - that are scanned by the reader.

6. ***How do I view my items in ProductVault?***

In the menu on the left click on Barcodes then click on Barcodes then click on ProductVault, or scroll down to 'Bar Codes Allocated' on your Dashboard. Click on the words 'View Products'.

A line shows you the number of items in the block, Date Allocated, Range and Products. Click on the number of products (eg the words '22 products') to see what they are.

If it shows '0 products' then no details have been entered into ProductVault for that number range.

7. ***Can I get a list of my items in ProductVault?***

Yes - just send us a request and we'll email a spreadsheet back to you with details of all the items in your ProductVault.

Guide to Using ProductVault

Log into your MyGS1 Account

From the menu on the left, select Barcodes then select ProductVault

Select the block of numbers you wish to use.

Option 1: To use ProductVault to choose an available number for a new product

There are 4 levels of packaging. The Base Unit is the lowest level with a bar code on it. For Food & Grocery, this is the item that goes through point-of-sale. Base Units may go into an Inner Pack, or a Case, which may in turn go on to a Pallet. Barcodes are most commonly required on Base Units and Cases.

The **Base Unit** has to be created first before you create the Case. When you create the **Case** the system will ask you to select the GTIN of the Base Unit/s in the Case, and the quantity (eg 20 items). Note that Inner Packs can only contain one type of Base Unit.

ACTION:

- 1) Create the base unit: Choose your number range as shown below, select the option 'Enter product information for a single new GTIN..' . [Continue]


Instructions:
Select the number range you wish to use and then choose one of the following options.

	Type	Date Allocated	Range (Prefix Number CD)	Products
<input type="radio"/>	Block of 1 000 GTINs	01/09/97	942100000004 - 942100009991	181 products
<input checked="" type="radio"/>	Block of 1 000 GTINs	16/04/03	942101761005 - 942101761992	31 products

Enter product information for a single new GTIN in this number range (ProductVault will choose the next available number for you) [What is this?](#)
 Enter product information for multiple products in this number range [What is this?](#)

CONTINUE


2) Note the Base Unit **MUST** be entered first, before the Case. Select 'Base'. [Next]



New Product - Packaging Level

Products are packaged at different levels, and each level requires a specific type of bar code. Choose the option below that best describes your packaging for your product

Note
Packaging levels are heirarchical, which means that you define the lowest level (base unit/each) first before proceeding to a higher level.




- Pallet (Shipping can be Mixed Module): A packaging level that can contain within it cases, inner packs or base unit/each. Used for shipping only, never sold at the point-of-sale (e.g. 20 cases of widgets).
- Case (Shipping can display shipper): This is the standard shipping level. Can contain within it inner packs and/or base unit/each (e.g. 12 inner packs of widgets)
- Inner Pack: A packaging level that could be sold at the point-of-sale. Can only contain base unit/each (e.g. a sleeve of 12 widgets)
- Base Unit/Each (Retail): The lowest level of item packaging. These units are almost always sold at the point-of-sale. This typically is the product by itself (e.g. A widget)

PREVIOUS
NEXT

3) Choose an appropriate packaging type and click [NEXT].

Base Unit Packaging
Base Unit Detail
Base Unit Summary



New Base Unit / Each - Product Packaging

The purpose of this step is to show you where to place the bar code on your products and select the appropriately sized bar code label. Bar code labels are placed where they can be best scanned at point-of-sale as shown below by these general example pictures.


Note: If your product varies in quality, weight or volume (e.g. fresh cuts of meat, cheeses, fruit) it is a variable measure product. Please fill in the average weights and dimensions into ProductVault, and ensure that you check the 'Variable Unit' check box.

Product and Packaging Types


- Bag
- Blister pack
- Bottles and jars
- Boxed
- Can and cylinder
- Carded items
- Egg carton
- Jug
- Large heavy or bulky

- Multi packs
- Set
- Tag (apparel)
- Thin items or containers
- Tray
- Tub
- Tube
- Unpackaged item

Example

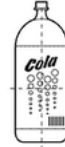


Back



Preferred Placement

Front



Undesirable Alternative

PREVIOUS
NEXT

- 4) Fill in every field that has a red asterisk (mandatory fields). All other fields are optional. Click on 'What is this?' for more information about each field.

See below for an example, then click the orange [FINISH] button at the bottom of the page

Base Unit Packaging Base Unit Detail **Base Unit Summary**

New Base Unit / Each - Product Detail

Fields marked with an asterisk [*] are mandatory

Product Identification

Brand * <small>What is this?</small>	<input type="text" value="Brand"/>	<p style="font-size: x-small;">Preferred Placement</p>	<p style="font-size: x-small;">Undesirable Alternative</p>
Sub Brand <small>What is this?</small>	<input type="text"/>		
Functional Name * <small>What is this?</small>	<input type="text" value="Wine"/>		
Variant <small>What is this?</small>	<input type="text" value="Chardonnay"/>		
Internal Part Number or SKU# <small>What is this?</small>	<input type="text" value="abc123"/>		
Net Content * <small>What is this?</small>	<input type="text" value="750"/> <small>Net Content Unit of Measure *</small> <input type="text" value="Millilitre"/>		
Trade Item Description * <small>What is this?</small>		<input type="checkbox"/> Auto-Fill	
<input type="text" value="Brand Wine Chardonnay 750ml"/>			

- 5) A GTIN (barcode number) has now been allocated.

Base Unit Packaging Base Unit Detail **Base Unit Summary**

Edit Each / Base Unit - Summary

Note

To have your bar code printed contact a GS1 solution provider, or use the "BarCodeGenerator" button below.

Summary

GS1 company prefix:	942102017	Company:	WebtestAccountFull_2
GTIN Number:	09421029170023	Contact:	Buzzard Lightyear
Product Barcode Type:	EAN-13	Address:	1
Product/Packaging:	Bottles and jars		1 1
Brand:	Brand		NEW ZEALAND
Sub Brand:		Contact Phone:	889898
Functional Name:	Wine	Email:	timdoherty@outlook.com
Variant:	Chardonnay		
Trade item description:	Brand Wine Chardonnay		
	750ml		
SKU/Internal part number:	abc123		
Net Content:	750 Millilitre		
Product depth:	<not entered>		
Product width:	<not entered>		
Product height:	<not entered>		
Product gross weight:	<not entered>		
Product net weight:	<not entered>		
Bar Code Placement:			
	<p style="font-size: x-small;">Preferred Placement</p>	<p style="font-size: x-small;">Undesirable Alternative</p>	

BARCODEGENERATOR
PRINT SUMMARY
CLOSE

- 6) You have the option now to select the [Barcode Generator] button to take this GTIN and get a graphic (or you can get a graphic later), or [Print Summary]. Select [CLOSE] to finish.

- 7) Now you can follow the process again to enter details of the CASE. On the first screen 'New Product – Packaging Level' select CASE.
The system will then ask you which BASE UNIT will be in the Case. Select the Base Unit/s from the list under 'Search Results'. [NEXT].

- 8) Enter details of the Case. Leave the Net Content fields blank. Enter the quantity of base units contained in the case in the field 'How many of products listed are packed in the case?'

Option 2: To enter details for a product that already has a number on it

OR

create a Case GTIN with a number in the first position

OR

enter details for multiple items

Select the number range you wish to use.

Select the second option 'Enter product information for multiple products..'

Enter product information for a single new GTIN in this number range (ProductVault will choose the next available number for you) [What is this?](#)
 Enter product information for multiple products in this number range [What is this?](#)

CONTINUE

Enter the product details in the next screen:

Product Identification

Packaging Level Base Unit/Each Inner Pack Case Pallet

GTIN

Brand *

[What is this?](#)

Sub Brand

[What is this?](#)

If you want your CASE to start with a number other than 0 you can enter it here. You will need to know the barcode number. The system will calculate the check digit for you when you tab to the next field.

For multiple products with the same or similar details, click the 'lock' symbol to keep the field value.

+++++

Your data in a Spreadsheet

If you would like the data in your ProductVault downloaded to a spreadsheet, we can do that for you. Just email your request to support@gs1nz.org

Any questions – call 0800 10 23 56 or email support@gs1nz.org