



GS1 NZ My Locations User Guide

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About this guide

This user guide discusses GS1 New Zealand’s Location Manager functionality which is available for GS1 Members and Affiliates who are subscribed to the Location Service. With Location Manager, you can manage and share your location information with organisations such as retailers, Government, healthcare providers and specific trading partners.

You can also view other companies’ location information, including NZBN (New Zealand Business Number), OPs (Organisation Parts), GLNs (Global Location Numbers) and organisation location structures, provided by the respective location owners.

This user guide contains references to functionality available to GS1 New Zealand Members and Affiliates who have subscribed to the Location service. If you are an Affiliate subscribed to another service (e.g. a licensed single GTINs, Product Recall New Zealand) and want to create and manage locations, please sign up via the GS1 New Zealand Website.



Need to Add Additional Users to Manage Locations?

If you want to add other users who can then create and manage locations, contact the GS1 New Zealand Support team.

Contact GS1

Phone: **0800 10 23 56**

Email: support@gs1nz.org

When calling from overseas, please phone +64 4 494 1052.

Office Locations

GS1 New Zealand’s friendly, professional and dedicated team are based in Wellington (head office), Auckland and Christchurch.

Wellington (head office)
Level 2, Woolstore Professional Centre
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Wellington 6011
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[9429300016183](https://www.gs1nz.org/nzbn/9429300016183)

T +64 4 494 1050
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Freemans Bay, Auckland 1011

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Christchurch
Level 1, Conway Lane
(Admiralty Offices)
176 High Street
Rangiora, 7400

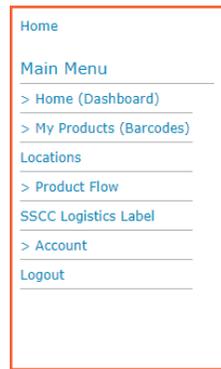
NZBN Organisation Part Number
[9429300016626](https://www.gs1nz.org/nzbn/9429300016626)

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F +64 4 494 1051
E support@gs1nz.org

Navigation

My Locations is available for MyGS1 users in our legacy system, MyGS1 Version 1 (v1), and the new system, MyGS1 Version 2 (v2).

In MyGS1v1 you will find Locations on the side **Navigation bar**.



Home

Main Menu

- > Home (Dashboard)
- > My Products (Barcodes)
- Locations**
- > Product Flow
- SSCC Logistics Label
- > Account
- Logout

Welcome to MyGS1!

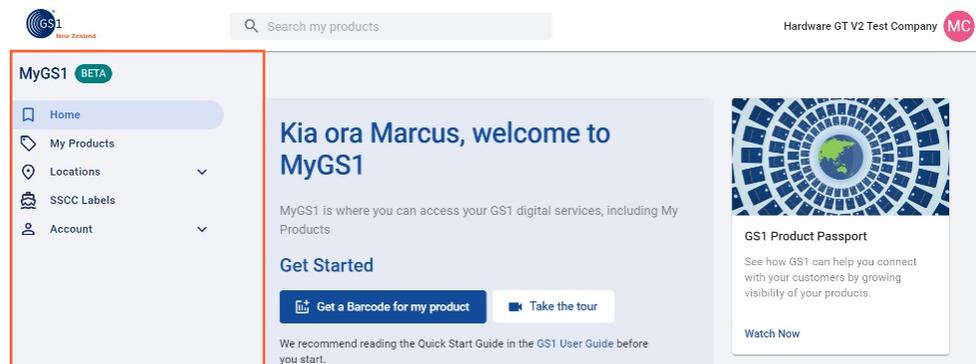
MyGS1 is a suite of exclusive member online tools to help you access services from GS1 New Zealand. Use the menu at the left to:

- View the status of your account (My GS1 Dashboard)
- Order new barcode ranges or Global Location Numbers (GLNs)
- Order and view verification reports to check that scanners can read your barcode first time, every time
- Generate a graphic of your barcode in a file format suitable for designers developing your product packaging
- View your transaction history
- Make payments online

First time user? Click [here](#) to get started

Stay up to date with [what is happening at GS1 New Zealand](#).

In MyGS1v2 you will find My Locations on the side **Navigation bar**.



GS1 New Zealand

Search my products

Hardware GT V2 Test Company MC

MyGS1 BETA

- Home
- My Products
- Locations
- SSCC Labels
- Account

Kia ora Marcus, welcome to MyGS1

MyGS1 is where you can access your GS1 digital services, including My Products

Get Started

Get a Barcode for my product | Take the tour

We recommend reading the Quick Start Guide in the GS1 User Guide before you start.

GS1 Product Passport

See how GS1 can help you connect with your customers by growing visibility of your products.

Watch Now

Your Top-Level Location

The Top Level Location (also known as your Entity Location) for businesses registered in New Zealand is typically the NZBN. This is assigned by the [Ministry of Business, Innovation and Employment](#) (MBIE) when you register your company. If you are not a New Zealand registered business, GS1 NZ will issue you with a Top Level Location number when you sign up.

The Top Level Location Number serves as the owner for other GLN types you will create. When you enter My Locations for the first time, the Top-Level Location will automatically appear with prepopulated information from the NZBN register, or from GS1 for businesses registered outside New Zealand.

Q. What if my Top-Level Location information Changes?

A. If business information against your NZBN changes, you must update this via the [NZBN website](#). Once complete the updated information will automatically flow to My Locations. If you are not a registered New Zealand business contact the GS1 NZ Support team.

Q. How do I connect a new location to a Top Level Location?

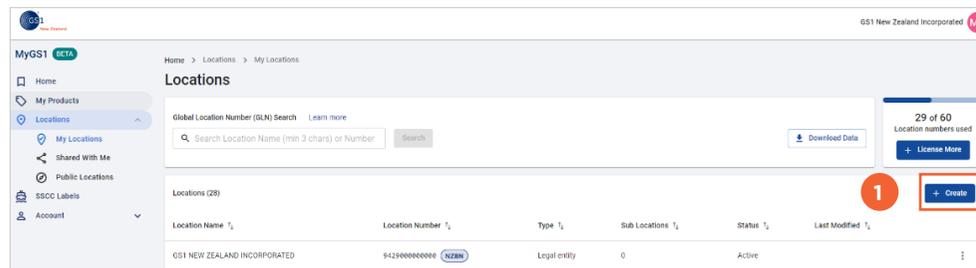
A. In My Locations, all Locations you create will automatically be “owned” by your Top-Level Location. For information on Sub Locations see **Create a Sub Location**.

Create a Location

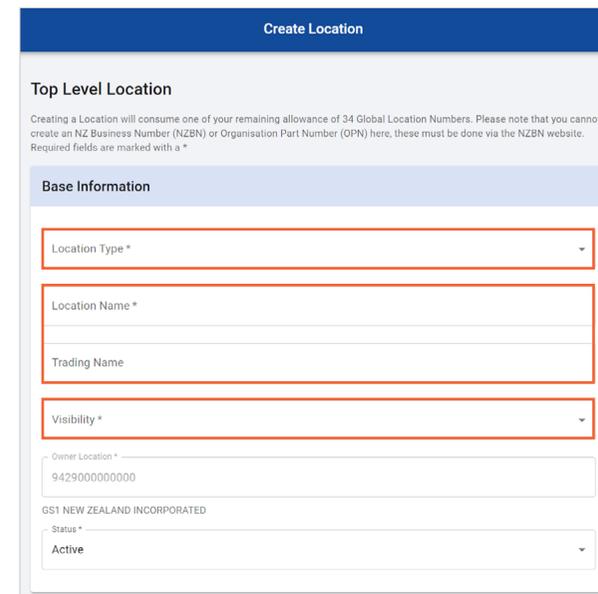
Follow the below process to setup new locations. For more info on GLNs, the standard which powers My Locations, [see our website](#).

From the My Locations page, click the Create button. The Create New Location window will appear.

- 1 From the **My Locations page**, click the Create button. The **Create New Location** window will appear.



- 2 Select the **GLN Type** from the drop-down menu. Hovering over the GLN type will make help text appear with definitions to help guide your decision. **Note:** You can only apply one GLN Type to a location. You cannot change the GLN Type after you make the Location “active”.
- 3 Enter the Location Name, and if applicable, a Trading Name.
- 4 Select a privacy setting. **Public** will mean anyone can view the GLN's details, **Restricted** means only those you have chosen to share the GLN with will be able to view the details and **Private** will only be visible to your organisation.



The screenshot shows the 'Create Location' form. The 'Top Level Location' section contains the following fields:

- 2 Location Type * (dropdown menu)
- 3 Location Name * (text input)
- Trading Name (text input)
- 4 Visibility * (dropdown menu)
- Owner Location * (text input, pre-filled with 9429000000000)
- GS1 NEW ZEALAND INCORPORATED (text input)
- Status * (dropdown menu, pre-filled with Active)

- 5 Enter the location address details. If the details are the same as the Parent location, click the “Copy from Parent Location” button. The address line field includes an automated address finder. If your address is not present, you can enter it as free text. Click “Add Address Line” button if additional fields are required. **Note:** Address cannot be changed on Physical Locations when this location is made **Active**.

6 For Physical Locations, you may enter any Geo Coordinates or Geo Shapes that apply to your location. For more information on Geo Coordinates and Geo Shapes, view the help text which will appear when you click on these fields.

5

Address

Copy from Owner Location

Address Line 1 *

+ Add Address Line

Suburb City

Country Postcode

Postal Name PO Box Number

Region Country Subdivision Code

6

Geo Coordinates

Coordinate Reference System: WGS84

Latitude Longitude Elevation

Geo Shapes

Line Circle Polygon

Line

+ Add

7 Enter any relevant Additional Information. Help text will appear when you click on these fields. Note that some fields will change depending on your Location Type (e.g. Physical Location vs Function).

Additional Information

Role Type

Location Roles

Related Organisations

Location Number Location Type

+ Add

7

Additional Location IDs

Location ID Type Location ID

+ Add

Contained in Place

Location Number Location Type

- 8 Enter the name of the relevant contact person for the location.
- 9 Enter the email address relevant to the Contact person.
- 10 Enter the address information relevant to the location and Contact person.
- 11 Review all the information provided to ensure it is true and correct. You can now create or discard the location using the buttons at the bottom of the page. **Note:** Once the location is created, many fields cannot be changed.

Contact

Contact person *

Contact Email Address *

Contact Phone Number

Contact Address Line 1

+ Add Address Line

Contact Address Suburb
Contact Address City

Contact Address Country
Postcode

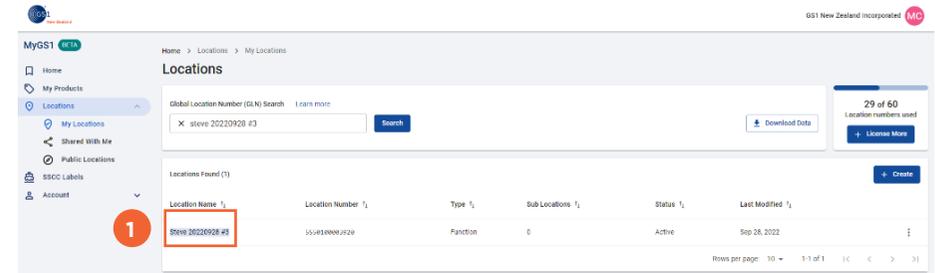
Discard
Create

Create a Sub Location

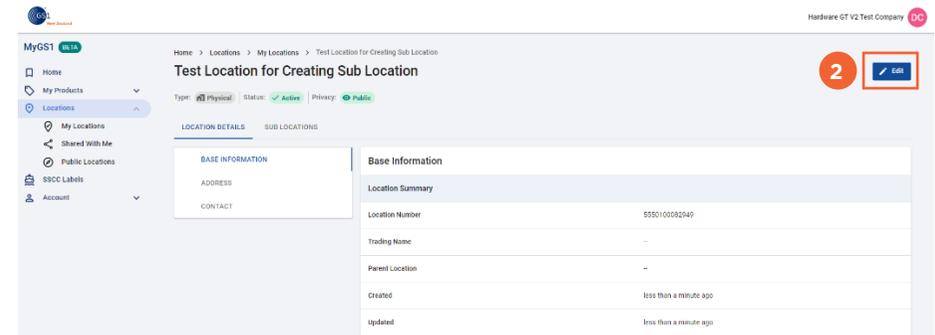
Once your location has been created you can link other locations within your business to it. This can be useful to understand how locations relate to one another, create hierarchies, and manage locations within your business. Note: A sub location can only be created where the parent location type is a Physical Location or Function. The Sub Location itself can be any location type.

To create a Sub-Location follow these steps.

- 1 In My Locations, find and select the location that will become a sub location.



- 2 Select the Edit Button.



3 In the “Parent Location” field copy the Location number of the intended Parent Location. Click the save button at the bottom of the page.

Edit Location Number: 5550100082956

Top Level Location
Required fields are marked with a *

Base Information

Location Number: 5550100082956

Location Type*: Physical Location

Location Name*: Test Location For Sub Location

Trading Name:

Privacy*: Public

Owner Location*: 942904777781

A CORNOR AND A HAVILL LIMITED

Parent Location: 5550100082949

Test Location for Creating Sub Location

Status*: Active

3

4 The Parent Location is updated with the Sub Location details in the location detail page.

Test Location For Sub Location

Type: Physical | Status: Active | Privacy: Public

BASE INFORMATION

Base Information

Location Summary

Location Number: 5550100082956

Trading Name: -

Parent Location: 5550100082949

Created: 5 minutes ago

Updated: less than a minute ago

4

5 The Parent Location is updated with the Sub Location details in the location detail page.

Test Location for Creating Sub Location

Type: Physical | Status: Active | Privacy: Public

Sub Locations

Location Name	Location Number	Location Type	Sub Locations	Status	Updated
Test Location For Sub Location	5550100082956	Physical location	0	Active	Jun 11, 2024

5

1 Alternatively, a Sub Location can be created under its parent location as shown below.

Test Location for Creating Sub Location

Type: Physical | Status: Active | Privacy: Public

SUB LOCATIONS

Location Name	Location Number	Location Type	Sub Locations	Status	Updated
Test Location For Sub Location	5550100082956	Physical location	0	Active	Jun 11, 2024

1

2 In My Locations, find and select the location that will become the parent, then select Sub Locations.

Select the “Create” Button in the Sub Locations table.

Test Location for Creating Sub Location

Type: Physical | Status: Active | Privacy: Public

Sub Locations

Location Name	Location Number	Location Type	Sub Locations	Status	Updated
Test Location For Sub Location	5550100082956	Physical location	0	Active	Jun 11, 2024

2

3 Create your new location (refer to Create a Location section)

Create Location

Sub Location

Creating a Location will consume one of your remaining allowance of 93652 Global Location Numbers. Please note that you cannot create an NZ Business Number (NZBN) or Organisation Part Number (OPN) here, these must be done via the NZBN website. Required fields are marked with *

Base Information

Location Type *

Location Name *

Trading Name

Privacy *

Owner Location *
9429047777781

A CORNOR AND A HAVILL LIMITED
Parent Location
5550100034535

Test Location for Creating Sub Location
Status *
Active

4 Your new location is now linked to the selected parent as a Sub Location

Location Name	Location Number	Location Type	Sub Locations	Status	Updated
Test Location For Sub Location	5558188842956	Physical location	0	Active	Jun 11, 2024

Share a Location

“Share With” allows you to share your Locations with Restricted privacy with other users. Users that have had a location shared with them can view and download data related to the location.

1 Select the Location you would like to share.

Location Name	Location Number	Location Type	Sub Locations	Status	Updated
Steve Test Digital Restricted Active	555818884535	Function	1	Active	May 3, 2024

2 In the “Shared With” table, click the Add button.

Location Name	Location Number	Trading Name	Created
GS1 NEW ZEALAND INCORPORATED	9429040000000	GS1 New Zealand Incorporated	May 3, 2024

- 3 Add the Top Level GLN of the business you wish to share your GLN information with.

Add Share

To share this Location please enter the Location Name or Number that you wish to share with.

Location Number *

GS1 NEW ZEALAND INCORPORATED (GLN: 9429000000000)

3

- 4 The Location you have shared with will now appear in the “Shared With” table. For the recipient, the “Shared With Me” section will have the location’s details (see below).

The screenshot shows the 'MyGS1' interface for a user named 'Steve Test Digital Restricted Active'. The 'Shared With' section is highlighted with a red box and a circled '4'. The table below shows the shared location details:

Location Name	Location Number	Trading Name	Created	
GS1 NEW ZEALAND INCORPORATED	9429000000000	GS1 New Zealand Incorporated	May 3, 2024	Remove

Shared with Me

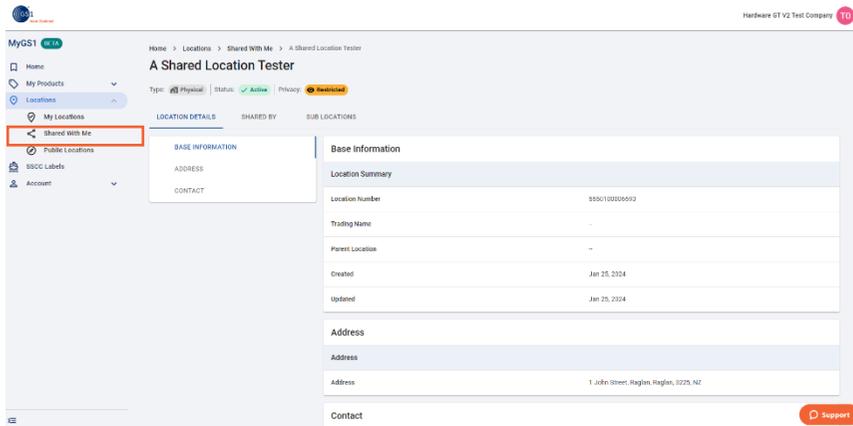
When a Location has been shared with you by another entity it will appear in the “Shared With Me” section of the side navigation bar.

- 1 Select “Shared With Me” from the Side Navigation Bar and then the location you would like to view.

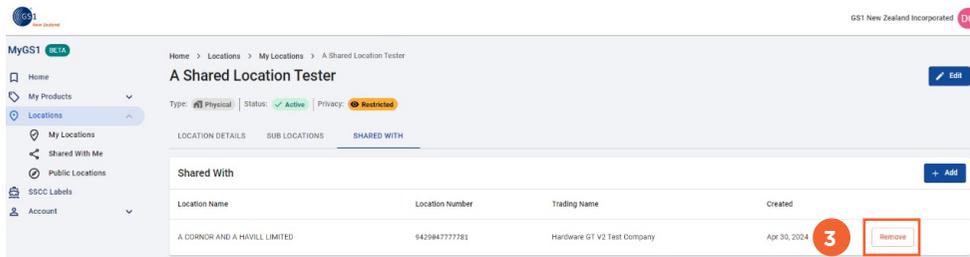
The screenshot shows the 'MyGS1' interface with the 'Shared With Me' section selected in the side navigation bar (highlighted with a red box and a circled '1'). The table below shows the shared locations:

Location Name	Location Number	Type	Status	Last Modified
Steve 20220922c Shared by: GS1 NEW ZEALAND INCORPORATED	515800000413	Digital location	Inactive	Feb 17, 2022
Steve 20221019 a Shared by: GS1 NEW ZEALAND INCORPORATED	515810000498	Digital location	Active	Oct 19, 2022
Steve 20221019 b Shared by: GS1 NEW ZEALAND INCORPORATED	515810000497	Digital location	Active	Oct 19, 2022
Steve 20221019 c Shared by: GS1 NEW ZEALAND INCORPORATED	515810000494	Digital location	Active	Oct 19, 2022
Steve 20221019 d Shared by: GS1 NEW ZEALAND INCORPORATED	515810000491	Digital location	Active	Oct 19, 2022
Steve 20221019 e Shared by: GS1 NEW ZEALAND INCORPORATED	515810000488	Digital location	Active	Oct 19, 2022

- The Location detail page will now appear with address, contact and sublocation information.



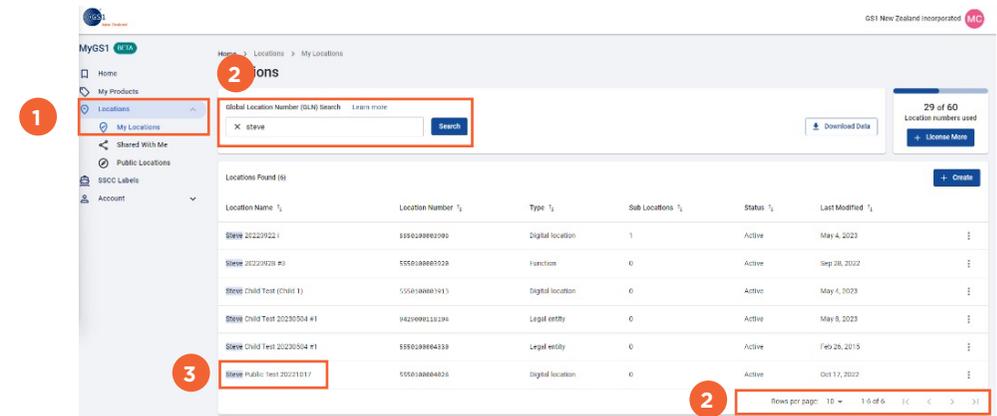
- To remove access to a shared Location, you can click the “Remove” button.



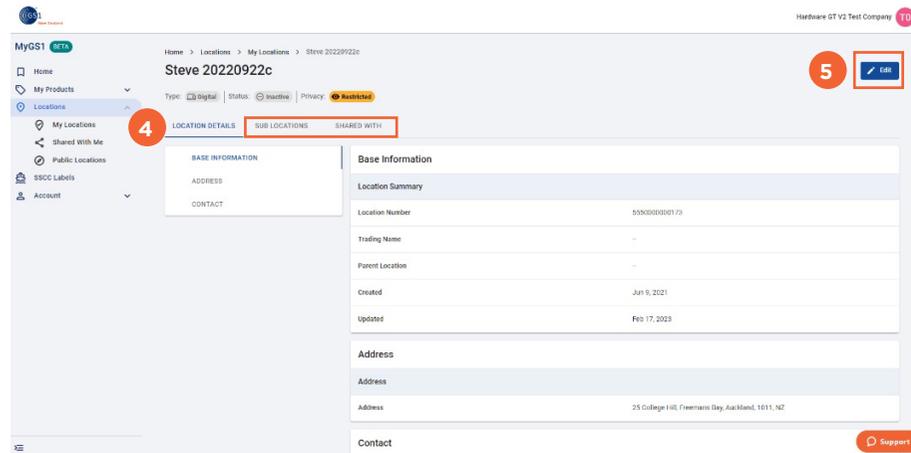
View and Manage Locations

To view and manage locations, follow these steps.

- Click **Locations** or **My Locations** in the side Navigation menu. The **Locations page displays**. This provides an overview of all your created locations.
- If you manage multiple locations, you can search for the location required in the search field. Search results displayed can be increased or decreased using the rows per page option in the bottom right-hand corner.
- To view or manage a specific location, select the location you would like to manage from the list.

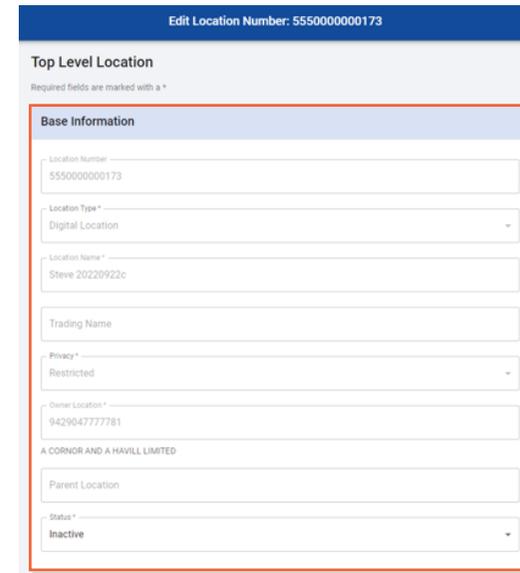


- 4 The location detail page will appear providing an overview of the location, contact information, with sub-location and Shared With information listed in separate tabs.
- 5 Location information can be managed by clicking the “Edit” button in the top right-hand corner.



- 6 Edit the required fields and click Save to confirm. **Note:** Some details cannot be changed on an active location, in these cases a new location must be created.

6



When you set a location to **Inactive** status, all Sub Locations linked to the location and their descendants are set to **Inactive** as well. Inactive locations are no longer shared with external organizations. Any Sub Locations or descendant locations you wish to remain active must be moved to another parent Location before inactivating these locations.

If the location has been set to “Inactive”, **Inactive** displays next to the status on the location detail page. While set as inactive data fields will not be editable. To make this location active in the future, you can click **Edit** in the Location detail page and change the status to “Active”.

Q. Can I Delete an Inactive Location?

A. Inactive locations cannot be deleted. They are kept in My Locations for historical purposes, but they cannot be searched for or exported by others viewing your data (you may delete Draft locations).

Appendix 1 – Glossary of Terms

GLN	Global Location Number – The 13-digit number that powers My Locations
Top Level Location	The GLN used to identify your business within our system. Typically an NZBN for NZ businesses.
Privacy Settings	<p>Public: All users of My Locations can view the details of this GLN</p> <p>Restricted: This GLN must be shared for external users to view</p> <p>Private: Only users on your account may view this GLN</p>
GLN Type	<p>Private: Only users on your account may view this GLN</p> <p>Physical: Identifies a static, physical place using an address. E.g. an office building or a warehouse.</p> <p>Mobile Physical: Identifies a non-static physical location. E.g. a mobile food truck.</p> <p>Digital: Identifies a digital asset, such as a server address, or an email inbox.</p> <p>Function: Identifies a collection of things that serve a function, not necessarily all located in a single physical place. E.g. an accounting department across multiple offices.</p>
GLN Status	<p>Active: GLN is currently in use.</p> <p>Inactive: GLN is no longer in active use or visible to anyone but the account holder. Can be reactivated.</p>