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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.



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

GSI New Zealand's friendly, professional and dedicated team are based in Wellington (head office), Auckland and Christchurch

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NZBN Organisation Part Number

T +64 4 494 1050 **F** +64 4 494 1051

E support@gs1nz.org

9429300016183

Auckland Level 3, 25 College Hill Freemans Bay, Auckland 1011

NZBN Organisation Part Number 9429300016329

T +64 9 820 9088 F +64 4 494 1051 E support@gs1nz.org Christchurch

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

NZBN Organisation Part Number 9429300016626

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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)	Welc
> My Products (Barcodes) Locations	MyGS1 is a Use the m
> Product Flow	View tOrder
> Account	OrderGener
Logout	 View y Make
	First time
	Stay up to

elcome to MyGS1!

IvGS1 is a suite of exclusive member online tools to help you access services from GS1 New Zealand.
Ise 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

st 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.



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 <u>Ministry</u> of <u>Business</u>, <u>Innovation and Employment</u> (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 <u>NZBN website</u>. 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, <u>see our website</u>.

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

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

GS1 New Zealand							GS1 Nev	v Zealand Incorporated M
MyGS1 BETA		Home > Locations > My Locations						
Home		Locations						
My Products								
O Locations	^	Global Location Number (GLN) Search Learn more						29 of 60 Location numbers used
My Locations		Q Search Location Name (min 3 chars) or Numb	ber Search				Download Data	
Shared With Me								+ License More
Public Locations								
🚊 SSCC Labels		Locations (28)					1	+ Create
Account	~	Location Name 1	Location Number ${}^{\dagger}_{ b}$	Type \uparrow_{δ}	Sub Locations $^{\dagger}_{4}$	Status †	Last Modified 1	
		0S1 NEW ZEALAND INCORPORATED	9429000000000 NZBN	Legal entity	0	Active		:

- 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.
- 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.

reating a Location will	as and of your remaining allowance of 24 Clabel Leastian Numbers, Discourse that we
eate an NZ Business Number equired fields are marked with	re one of your remaining allowance of 34 global Location Numbers. Please note that you of (NZBN) or Organisation Part Number (OPN) here, these must be done via the NZBN websi a *
Base Information	
Location Type *	
Location Name *	
Trading Name	
Visibility *	
Owner Location *	
942900000000	
GS1 NEW ZEALAND INCORP	DRATED

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.

Copy from Owner Location]			
Address Line 1 *				
+ Add Address Line				
Suburb		City		
Country			Postcode	
Postal Name		PO Box Number		
Region		Country Subdivi	sion Code	
Geo Coordinates Coordinate Reference Syste	em: WGS84			
Latitude	Longitude		Elevation	
Geo Shapes				
● Line ◯ Circle () Polygon			
Line				

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		
Additional Location IDs		
Location ID Type	✓ Location ID	×
+ Add		
Contained in Place		



- 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.
- 1 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 person *		
Contact Email Address *		
Contact Phone Number		
Contact Address Line 1		
+ Add Address Line		
Contact Address Suburb	Contact Add	Iress City
Contact Address Country		Postcode

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.

0	OS1							651 Net	w Zealand incorporated MC
My	GS1 (1971)		Home > Locations > My Locatio	ns					
0 0	Ny Products Locations O My Locations Shared With Me	^	Global Location Number (GLN) Seam	sh Learn more Seare				👲 Download Data	29 of 60 Location numbers used + License More
0° (D	Public Locations SSCC Labels Account	Ŷ	Locations Found (1)	Location Number 1	Type 1	Sub Locations 1	Stetus 1,	Last Modified 1	+ Create
		1	Steve 20220928 +3	5550100003920	Function	0	Active	Sep 28, 2022 Rows per page: 10 + 1-1 of 1	‡ < < > >

2 Select the Edit Button.

CG1					Hardware GT V2 Test Company
MyGS1 (MITA) Home My Products Coations My Locations	•	Home > Locations > My Locations > TeilLoc Test Location for Creating S Type: fill Physical Status: @ Autors LOCATION BETAILS SUB LOCATIONS	ston for Cresting Sub Location Lub Location		2
Shared with Me Public Locations SSCC Labels		BASE INFORMATION ADDRESS	Base Information		
		CONTACT	Location Number Trading Name	5550100082949	
			Parent Location	-	
			Updated	less than a minute ago	



3

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.

Level Location	
ed fields are marked with a *	
se Information	
cation Number	
550100082956	
nation Type *	
tysical Location -	
est Location For Sub Location	
rading Name	
frank t	
ublic -	
what I coating 1	
429047777781	
ORNOR AND A HAVILL LIMITED	
arent Location	
550100082949	
t Location for Creating Sub Location	-
añus *	
ctive +	

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

COS1 New Textured					Hardware GT V2 Test Company
MyGS1 (BETA)	•	Home > Locations > My Locations > Test Location Test Location For Sub Location Type: M Physical Status: <a href="https://www.sub-sub-sub-sub-sub-sub-sub-sub-sub-sub-</th> <th>for Creating Sub Location > Test Location For Sub Location</th> <th></th> <th>🖍 Edit</th>	for Creating Sub Location > Test Location For Sub Location		🖍 Edit
My Locations Shared With Me Public Locations SSCC Labels Account	v	LOCATION DETAILS SUB LOCATIONS BASE INFORMATION ADDRESS CONTACT	Base Information Location Summary Location Number	5550100082959	
		4	Trading Name Perrof Location Created Updated	- SSSB168822649 S minutes ago less than a minute ago	

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

(551 New Zealand							Hardware GT	V2 Test Company
Му	GS1 (BETA)		Home > Locations > My Locations >	Test Location for Creating Sub Location					
Д	Home		Test Location for Creat	ing Sub Location					🖌 Edit
\Diamond	My Products	~	Type: All Physical Status:	Tivacy: O Public					
0	Locations	^							
	My Locations		LOCATION DETAILS SUB LOCATIONS	1					
	< Shared With Me								
	Public Locations		Sub Locations						+ Create
2	SSCC Labels		Location Name	Location Number	oration Type	Sub Locations *	Statue *	Indated *	
8	Account	×	Location Hume -	Localist Hamber 🖕	Location Type 🖕	Cab Cocanona 🖕	onanas ç	opuncu -	
		5	Test Location For Sub Location	5550100002956	Physical location	O	Active	Jun 11, 2024	÷

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

	GS1 Here Zesland							Hardware GT	V2 Test Company
My	IGS1 (BETA)		Home > Locations > My Locations > Test Loc	cation for Creating Sub Location					
Home Test			Test Location for Creating	Sub Location					🖌 Edit
Ny Products			Type: In Physical Status: V Active Privacy:	@ Public					
0	Locations	-	The state of the state	O Paula					
	Ø My Locations	(1)	LOCATION DETAILS SUB LOCATIONS						
	Shared With Me								
	Public Locations		Sub Locations						+ Create
00 00	SSCC Labels Account	~	Location Name 💲	Location Number 💲	Location Type 💲	Sub Locations 💲	Status 💲	Updated 0	
			Test Location For Sub Location	5550100082956	Physical location	U	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.

	1 New Zealand							Hardware GT V2	Test Company
Ay C	Home My Products Locations	•	Home > Locations > My Locations > Test Locati Test Location for Creating SL Type: (IT Physical Status: Active Physical P	on for Creating Sub Location Ib Location					🖍 Edit
	My Locations My Locations Shared With Me Public Locations SSCC Labels		LOCATION DETAILS SUB LOCATIONS Sub Locations					2	+ Create
200	Account	~	Location Name \$	Location Number 0	Location Type 🗘	Sub Locations 🗘	Status ‡ Active	Updated 0 Jun 11, 2024	



Create Location	
Sub Location	
reating a Location will consume one of your remaining allowance of 93652 Global Location Numbers. Please note that you annot create an NZ Business Namber (NZBN) or Organisation Pert Namber (OPN) here, these must be done via the NZBN exhifts. Rengined Relids are marked with a *	
Base Information	1
Location Type *	
Location Name *	
Trading Name	
Privacy* -	
0ener Location *	
A CORNOR AND A HAVILL LIMITED	
Parent Location	

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



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.



Select the Location you would like to share.

GS1 Inv Zadard						Hardware GT	/2 Test Company TO
MyGS1 (BETA)	Home > Locations > My Locations						
Home	My Locations						
My Products V	Location Search					Learn more	7,712 of 101,364
My Locations Shared With Me	× 5550100034535	Search					+ License More
Public Locations SSCC Labels	Locations Found (1)					▲ Download	Data + Create
Account	Location Name 💲	Location Number 💲	Location Type 💲	Sub Locations 💲	Status 🗘	Updated 🗘	
	Steve Test Digital Restricted Active	5558180834535	Function	1	Active	May 3, 2024	1
					Rows per page: 10 -		< > >



GS1 New Testand						Hardware GT V2 Test Company
MyGS1 (IIITA)		Home > Locations > My Locations > Steve Test Digital Restricted	d Active			_
Home	Steve Test Digital Restricted Active					
My Products	~	TVDE: Serunction Status: Active Privacy: O Restricted				
O Locations	~					
My Locations		LOCATION DETAILS SUB LOCATIONS SHARED WITH				
Shared With Me			-			
Public Locations		Shared With				2 + Add
SSCC Labels						
& Account	~	Location Name	Location Number	Trading Name	Created	
		GS1 NEW ZEALAND INCORPORATED	9429986866666	GS1 New Zealand Incorporated	May 3, 2024	Remove



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

o share this Locatio	n please enter the	Location Nam	e or Number th	at you
ish to share with.				
Location Number *				
Q 94290000000	0			
			000000	

3

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

	GS1 New Zealand					,	lardware GT V2 Test Company
My	GS1 (BETA)		Home > Locations > My Locations > Steve Test Digit	al Restricted Active			
Д	Home		Steve Test Digital Restricted Ac	ctive			🖍 Edit
0	My Products	~	Type: 🏇 Function Status: 🗸 Active Privacy: 🕲 Res	tricted			
0	Locations	^					
-	My Locations	_	LOCATION DETAILS SUB LOCATIONS SHAR	ED WITH			
L	Shared With Me						_
	Public Locations		Shared With				+ Add
8	SSCC Labels		Location Name	Location Number	Trading Name	Created	
å	Account	č			-		
		4	GS1 NEW ZEALAND INCORPORATED	9429888888888	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.

GS1 maximum						GS1 New Zealand Incorporated
MyGS1 (SETA)		Nome > Locations > shared With Me Shared With Me				🛓 Download Data
Locations		Locations Found (6)				
My Locations	_	Location Name 1	Location Number 71	Type 1	Status 1	Last Modified 12
Shared With Me Public Locations	_	Steve 20220922c Shared by: 051 NEW 7EALAND INCORPORATED	5558306000173	Digital location	Inactive	Feb 17, 2023
Account ~		Steve 20221019 a Shreed by: GST NEW ZEALAND INCORPORATED	5550100004040	Digital location	Active	Oct 10, 2022
		Steve 20221019 b Shered by: GST NEW ZEALAND INCORPORATED	55581.08084/057	Digital location	Active	Dct 19, 2022
		Store 20221019 c Shared by: GG1 NEW ZEALAND INCORFICEATED	5558168694864	Digital location	Active	Oct 19, 2022
		Steve 20221019 d Shered by: GGT NEW ZEALAND INCORPORATED	5558108004871	Digital location	Active	Oct 19, 2022
		Steve 20221019 e Shured by: 0S1 NEW ZEALAND INCORPORATED	5559100004925	Digital location	Active	Oct 10, 2022
					Rows per page: 10 +	1-6 of 6 (C))



The Location detail page will now appear with address, contact and 2 sublocation information.

605	1 Now Zodewi			Hardware GT V2 Test Company				
MyGS	1 DETA	Home > Locations > Shared With Me > A Shared L A Shared Location Tester	ocation Tester					
№ м	ty Products v	Type: 👩 Physical Status: 🗸 Active Privacy: 🙆 🛚	wateriated					
ę	My Locations	LOCATION DETAILS SHARED BY SUB	DEATION DETAILS SHARED BY SUB-LOCATIONS					
	Public Locations	BASE INFORMATION	Base Information					
<u>د</u> ا	SCC Labels	ADDRESS	Location Summary					
		CONTACT	Location Number	5550100206693				
			Trading Name					
			Parent Location	-				
			Created	Jan 25, 2924				
			Updated	Jan 25, 2324				
			Address					
			Address					
			Address	1 John Street, Raglan, Raglan, 8225, NZ				
×			Contact	O Support				

3

To remove access to a shared Location, you can click the "Remove" button.

	GS1 New Zealand					GS1	New Zealand Incorporated DC
My	GS1 (BETA)		Home > Locations > My Locations > A Shared Location Tester				
Д	Home		A Shared Location Tester				🖍 Edit
0	My Products	~	Type: A Physical Status: Active Privacy: O Restricted				
0	Locations	^					
	My Locations		LOCATION DETAILS SUB LOCATIONS SHARED WITH				
	Shared With Me						
	Public Locations		Shared With				+ Add
8	SSCC Labels		Location Name	Location Number	Trading Name	Created	
8	Account	~					
			A CORNOR AND A HAVILL LIMITED	9429847777781	Hardware GT V2 Test Company	Apr 30, 2024 3	Remove

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.
- 2 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 3 manage from the list.

(ig	1 see Testean							GS1 Ne	v Zealand incorporated
MyG	Home My Products		Locations > MyLocations						
0	Locations My Locations	^	Global Location Number (GLN) Search Lear X steve	n mote Search				Download Data	29 of 60 Location numbers us + License More
0	 Shared With Me Public Locations SSCC Labels 		Locations Found (6)						+ Creat
8	Account	~	Location Name 14	Location Number $\tau_{\rm g}$	Type 1	Sub Locations 1	Status 1 ₈	Last Modified 1	
			Steve 20220922 i	5550100803005	Digital location		Active	May 4, 2023	
			Steve 20220928 #3	5550100803020	Function	D	Active	Sep 28, 2022	
			Steve Child Test (Child 1)	5550100803913	Digital location	0	Active	May 4, 2023	
			Steve Child Test 20230504 #1	9429000118194	Legal ontity	0	Active	May 8, 2023	
			Steve Child Test 20230504 #1	5550100004330	Legal entity	0	Active	Feb 26, 2015	
		3	Steve Public Test 20221017	5550100204025	Digital location	D	Active	Oct 17, 2022	
						2	Rows p	ter page: 10 👻 1.6 of 6	к < >



- 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.
 - Location information can be managed by clicking the "Edit" button in the top right-hand corner.

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(G)1 New Testand			Hardware G	iT V2 Test Company 🔟
MyGS1 (TTA) Home My Products Uccellans My Localians My Localians My Localians	Home > Locations > My Locations > Starce 2022099 Steve 202209922c Type: Disglati Status: > Marketing: > Privacy: • Marketing: LOCATION DETAILS SUB LOCATIONS Status: Status: Status: Status:	220 MARKER RED BATH	5	✓ Edk
SSCC Labels Account	BASE INVERSION ADDRESS CONTACT	Base Information Location Rawmay Location Rawmay Location Number Trading Nume Parent Location Created	5550000000175 - - - Avr 1, 2221 Het 17, 2023	
æ		Address Address Contact	25 College Hill, Freemann Day, Ausbland, 1011, NZ	D Support

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.

Edit Location Number: 5550000000173		
op Level Location		
equired fields are marked with a *		
Base Information		
- Location Number		
555000000173		
- Location Type *		
Digital Location		~
- Location Name *		
Steve 20220922c		
Trading Name		
- Privacy*		
Restricted		*
- Owner Location *		
942904777781		
A CORNOR AND A HAVILL LIMIT	D	
Parent Location		
Status *		
Inactive		•

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	Public: All users of My Locations can view the details of this GLN	
	Restricted: This GLN must be shared for external users to view	
	Private: Only users on your account may view this GLN	
GLN Type	Private: Only users on your account may view this GLN	
	Physical: Identifies a static, physical place using an address. E.g. an office building or a warehouse.	
	Mobile Physical: Identifies a non-static physical location. E.g. a mobile food truck.	
	Digital: Identifies a digital asset, such as a server address, or an email inbox.	
	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.	
GLN Status	Active: GLN is currently in use.	
	Inactive: GLN is no longer in active use or visible to anyone but the account holder. Can be reactivated.	