



ECCnet Item Certification Get Started Checklist

Version 2.0



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GS1 Canada
1500 Don Mills Road, Suite 800
Toronto, Ontario, M3B 3L1
P 416.510.8039
P 1.800.567.7084
F 416.510.1916
E eccnetsupport@gs1ca.org
www.gs1ca.org

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This document describes the subscription process and the work flow for brand owners (data providers) who want to use ECCnet Item Certification to ensure that information for published products are certified as accurate.

Introduction

ECCnet Item Certification is an online, central source of accurate and trusted product nutritional data and images. This information is certified by brand owners and then made available to trading partners using a publication and subscription process consistent with the trading partner experience in ECCnet Registry, Canada’s national product registry.

ECCnet Item Certification requires brand owners to certify product data accuracy in the following areas:

- Product details
- Nutrition facts (as they relate to the nutrition panel on the product)
- Ingredients (as they relate to the ingredients label on the product)
- A set of common allergens
- Product Certifications (Kosher, Organic, Halal, Aquaculture Stewardship Council, Marine Stewardship Council).
- Product Claims (optional attributes to record statements as marked on the package).

Roles

Role	Responsibilities
ECCnet Registry Catalogue Captain	Assigns an Administrator to manage the ECCnet Item Certification processes.
ECCnet Item Certification Administrator	Manages ECCnet Item Certification processes, including managing users as Approvers and Reviewers.
Reviewer	Validates all visuals and related product information including nutrition facts, ingredients, allergens and product certifications, for every product listed in ECCnet Item Certification.
Approver	Certifies product details after they are reviewed by a Reviewer. Upon certification, the image and nutritional data for a given product is ready to be published to trading partners.

Checklist

Figure 1 shows how to get started with ECCnet Item Certification.

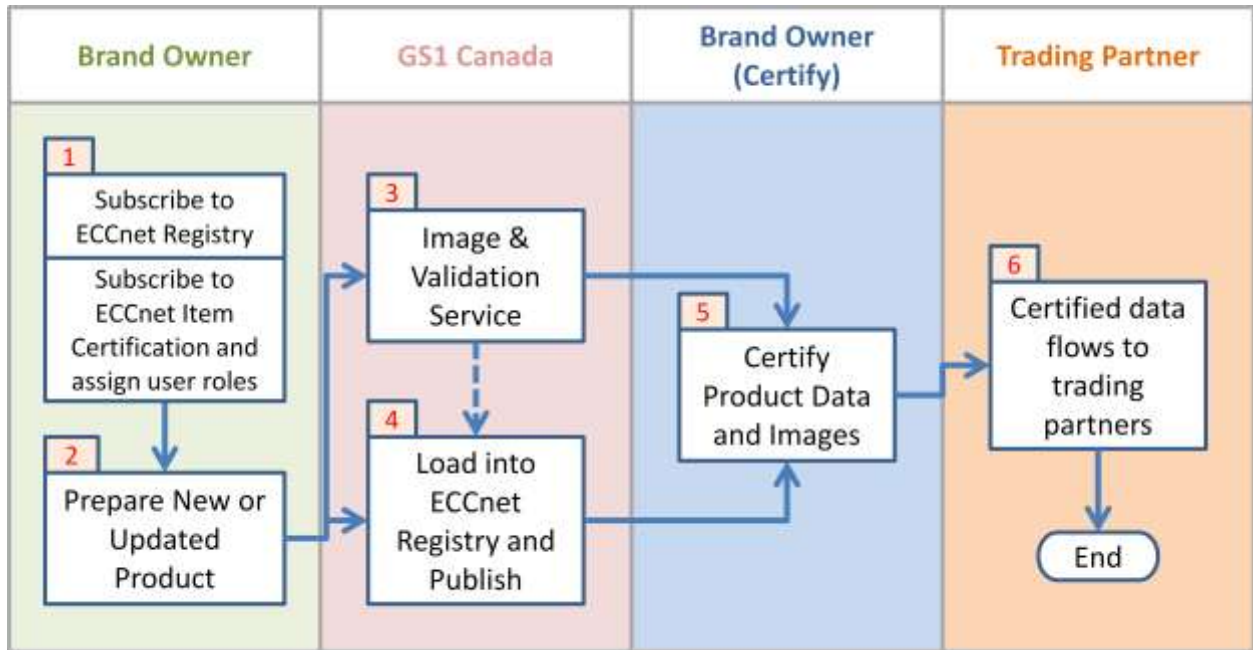


Figure 1 – Get Started with ECCnet Item Certification Process

The numbered steps in Figure 1 are described in the table below.

Step	Name	Description
1.	a) Subscribe to ECCnet Registry	Register your company with ECCnet Registry to receive a company prefix code. For details, contact ECCnetSupport@gs1ca.org .
	b) Subscribe to ECCnet Item Certification and assign user roles	This is a multiple step process: <ol style="list-style-type: none"> 1. The ECCnet Registry Catalogue Captain logs in to ECCnet ProSYNC and designates a ProSYNC user as ECCnet Item Certification Administrator (ICA) to manage the service on behalf of your organization. For help, see Designate an Administrator. 2. The designated ECCnet Item Certification Administrator (ICA) receives an invitation email from GS1 Canada with a subscription link to MyGS1ca.org. 3. The ICA logs into MyGS1ca.org and completes the subscription process by accepting the Service Agreement and selecting a data loading option. 4. After the subscription process is complete, the ICA receives a welcome email message that contains a user name and temporary password.

Step	Name	Description
		<p>5. The ICA logs in to ECCnet Item Certification and accepts the End User License Agreement.</p> <p>At this point, the Item Certification Administrator is ready to create and manage Item Certification users.</p>
2.	Prepare New or Updated Product	Prepare product information for loading into ECCnet Registry. Create GTIN codes and prepare to load core product data into ECCnet Registry.
3.	Send products to ECCnet Imaging & Validation Services	Submit product packaging for imaging. This process captures the product label as well as the Nutrition Facts and Ingredients panels. Product data and images are loaded into ECCnet Item Certification.
4.	Load product data to ECCnet Registry and Publish	<p>Upload product data to ECCnet Registry using your existing data loading process.</p> <p>Ensure that mandatory core data field values are complete. You can publish product information – including nutrition panel facts - to your trading partners.</p> <p>ECCnet Registry data and Image and Verification data flows into ECCnet Item Certification.</p> <p>For help with loading data into ECCnet Registry, contact ECCnetSupport@gs1ca.org.</p>
5.	a) Review product data and product images.	<p>All required field values must be complete and correct (according to business rules applied by the system). As well, you have the option to provide additional nutrition facts, allergens contained in the product, product certifications and product marketing claims.</p> <p>If the Reviewer rejects a product, it goes back to either the ECCnet Registry process or the ECCnet Imaging and Validation process.</p> <p>After a review is complete, the Approver is notified.</p>
	b) Certify product data and product images.	<p>All required field values must be complete and correct (according to business rules applied by the system).</p> <p>If the Approver rejects a product, it goes back to the Reviewer.</p>
6.	Certified data flows to your trading partners.	After you certify products in ECCnet Item Certification, the data flows to your trading partners, based on ECCnet Registry publication and subscription settings.

More Help

For more help with ECCnet Item Certification, contact ItemCertificationSupport@GS1ca.org or call 1.800.567.7084.