

## Item Certification – Pharmaceutical: Manufacturer Registration Checklist



Item Certification – Pharmaceutical is an online tool that enables the electronic certification of brand owner-authorized product images and associated data for use by pharmacies and hospitals.

To subscribe to Item Certification – Pharmaceutical, please follow the steps below.

### 1 Load Product Data into ECCnet Registry

- Load or publish your product data into ECCnet Registry via [ECCnet ProSYNC](#), GDSN, EDI or file upload. To ensure your product data is accurate and complete, [log in to ECCnet Registry](#).
- If you are not using ECCnet Registry, you will need to subscribe. Be sure to have your MyGS1 password and User ID ready.

**Estimated time to complete:** Twelve minutes per product if uploading manually or using a file upload tool.

### 2 Prepare Product Images or Samples for Submission

- [Download the Item Certification – Pharmaceutical Image Submission Form](#) for information on how to submit images of your products or to have them taken by GS1 Canada Images.
- You can submit over-the-counter (OTC) or Natural Health Product (NHP) product samples to GS1 Canada Images for capture or arrange for an on-site visit at your location.
- If your product is a prescription pharmaceutical, you can submit images of products or arrange for an on-site visit at your location. You cannot submit prescription drug product samples to GS1 Canada for capture.
- All images need to comply with the [Image Technical Specification document](#).

**Estimated time to complete:** Fifteen minutes.

### 3 Assign an Item Certification - Administrator (ICA)

- Identify who within your organization will be the ICA of Item Certification - Pharmaceutical.
- Set that person up in ECCnet ProSYNC as your organization's ICA. Within ECCnet ProSYNC, open the Company tab, click your organization's name and select Security > Users.
- Select the user name for the person who will be your ICA and click the Extended tab.
- In ECCnet Functions, select the **Item Certification Administrator** check box.
- Share this checklist with your ICA to complete the remaining steps.

**Estimated time to complete:** Five minutes. This may differ based on the time required to identify the ICA Administrator if they are different from the ECCnet Catalogue Captain.

## 4 Complete Item Certification - Pharmaceutical Service Agreement

- Your ICA will receive an automated email containing a link to subscribe to Item Certification - Pharmaceutical.
- The ICA will follow the link provided in the email or select [Subscribe to Item Certification - Pharmaceutical](#) and agree to the Pharmaceutical Service Agreement by following the instructions online.

**Estimated time to complete:** Five to eight minutes. This may differ if the automated email is delayed due to company firewall settings.

## 5 Complete Item Certification - Pharmaceutical End User Licence Agreement

- Your ICA will receive an email welcoming them to Item Certification - Pharmaceutical. They will log in to Item Certification - Pharmaceutical using the temporary password provided in the automated email. The temporary password can be changed within user settings.
- Once your ICA has accepted the End User Licence Agreement, your organization's registration for Item Certification - Pharmaceutical will be complete.

**Estimated time to complete:** Five to eight minutes. This may differ if the automated email is delayed due to company firewall settings.

## 6 Start Certifying Data and Images

- **Congratulations!** You are now ready to start certifying product data and images with Item Certification - Pharmaceutical.
- [Log in to or register for GS1 Canada's Learning Zone](#) for how-to resources on Item Certification - Pharmaceutical.
- After you have logged in, select these links to [learn about how to register to Item Certification - Pharmaceutical](#) and [how to use the tool](#).

**Please Note:** It is recommended that an ICA is assigned to complete and maintain product data and to ensure that another individual is available to do so if they are not. Many organizations have benefitted from assigning this function to an individual who is held accountable.

## Do you have questions or need additional support?

For additional information on Item Certification - Pharmaceutical, visit [www.gs1ca.org/ItemCertPharmaceutical](http://www.gs1ca.org/ItemCertPharmaceutical), call GS1 Canada Industry Support Services at **1.800.567.7084 (option 1, 7)** or email [ItemCertificationSupport@gs1ca.org](mailto:ItemCertificationSupport@gs1ca.org).

### ABOUT GS1 CANADA

GS1 Canada is a member of GS1, the world's leading supply chain standards organization. As a neutral, not-for-profit organization, GS1 Canada helps Canadian business succeed by enabling its more than 20,000 subscribers - trading partners of all sizes from over 20 sectors across Canada - to enhance their efficiency and cost effectiveness by adopting electronic supply chain best practices.

GS1 is a registered trademark of GS1 Canada.  
All contents copyright © GS1 Canada 2016  
Ver. Jul-25-2016