



The Global Language of Business

# ECCnet Locations User Guide

*Version 2.2.2*



## ECCnet Locations User Guide

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## About This Document

This document describes how to log in and use Global Location Numbers (GLNs) and ECCnet Locations to view or manage a searchable database of location information to help drive down costs in your supply chain.

## Introduction

ECCnet® Locations is GS1 Canada's Global Location Number (GLN) registry, a central, online, searchable database of accurate location information – including GLNs and GLN-related details (for example street address, city/town, province, postal code, and so on) – for Ship To and Bill To locations to support trading partner transactions. ECCnet Locations helps ensure products arrive at the right place.

### ECCnet Locations Users

When you log in to ECCnet Locations, you will log in with specific permissions that are assigned to your user ID. Options are:

- Viewer – View locations structure information.
- Editor – View and edit locations structure information for your own company or organization. The description of Editor functions starts on [page 7](#).
- Approver – View and approve draft locations structure. Approver functions appear in "Using ECCnet Locations as an Approver" ([page 18](#)).

## Logging into ECCnet Locations

If you have never logged into myGS1 before, or if you have received an Account Updated email, to log in to ECCnet Locations for the first time, you must have received a Welcome email from GS1 Canada. This email gives you the instructions to log in for the first time.

To open subsequent sessions of ECCnet Locations, you will use an email address and password.

Steps:

1. To open the login page, go to <https://www.gs1ca.org/login.asp?>.
2. Enter your email address and password.

If you have forgotten your password, click Forgot Your Password and follow the instructions.

3. Click Login.

After you log into myGS1, your landing page appears.

If you have access to multiple companies or company divisions, you must select a company from the drop-down list.

After you have selected a company or company division, or if you have access to only one company, the myGS1 Home page appears.

The My Tools panel displays a link to each GS1 Canada tool to which your company is registered.

Select the ECCnet Locations link.

The ECCnet Locations main page appears, showing the login company or organization name and login GLN.

The main page is a console from which you can perform multiple tasks.

## ECCnet Locations Main Page

After you log in, the ECCnet Locations main page appears.

At the top of this page, there are various information links. The last link on the right side is the myGS1 button.

Under the ECCnet Locations banner is an information bar that contains the following information:

- Your login company or organization name. This is the root of the structure in My Locations. See "My Locations" ([page 8](#)).
- The GLN of your login company or organization.
- Your login user name.
- The roles that you carry.

The ECCnet Locations workspace appears below.

### Tabs on the ECCnet Locations Main Page

The ECCnet Locations main page shows a number of tabs that indicate the types of functions you can perform. Tabs that appear depend on your user permissions. These tabs are:

- Summary
- My Locations
- Draft - Appears only if you have created a draft location.
- Notifications
- Data Issues
- Directory Search

The following chapter describes the functions that you can perform in each tab.

## Using ECCnet Locations as an Editor (Common Tabs for All Users)

Read this chapter to learn about how to use functions in tabs that are common to all users. You can view details of different locations structures, manage receipt of notifications and create or view a discrepancy ticket.

Note: As a viewer, you can view notifications and discrepancy tickets and not add or edit them.

### Summary

Details on this page are current as of the moment when you selected the tab. To refresh details, select the Summary tab again.

This tab is divided into three areas:

- Summary
- My Notifications
- Recently Subscribed Members

### Summary

This area shows a summary report of the My Locations structure. Locations with a "Live" status show the number of locations that are Active or Inactive and Public or Private. If you have an Editor role, you can see draft locations structure related to your login company or organization.

### My Notifications

For an Editor, this area shows a list of unread notifications. If you have the Viewer role, you see no data in this area.

You can change how this list appears.

- To sort a list by a column, click the column header. An arrow indicates whether the sort order is ascending or descending. To toggle sorting to the opposite order, click the column heading a second time.
- To display a shorter list, in Search specify an alphanumeric pattern. Companies or locations that appear in the list are those that match the Search pattern somewhere in the name or GLN value.

To view a notification, click View. The notification appears in the Notifications tab.

To collapse this area, click anywhere on the My Notifications bar.

## Recently Registered Companies

This area shows a list of companies that have recently registered for ECCnet Locations.

Use the slider bar to scroll up and down the list.

To sort a list by a column, click the column header. An arrow indicates whether the sort order is ascending or descending. To toggle sorting to the opposite order, click the column heading a second time.

## My Locations

You can view the structure of all locations that have your login company or organization GLN as a common root. If you are logged in as an editor, you can manage location information. For more information on managing locations, see "Managing Locations (Editor Functions)" ([page 13](#)).

The left panel of this page shows the locations structure listing with the login company or organization as the root node. To expand or collapse a location node, click the arrow next to the node.

When you select a company or location in the locations list, details appear in the right panel. In the right panel, you can scroll down to view more details.

Use the buttons in this panel to perform the following tasks:

- Expand All/Collapse All – To expand all nodes, click Expand All. To collapse all nodes, click Collapse All.
- Download – Download the location structure list into an Excel spreadsheet. The file is named "Live\_LocationsExport" with today's date included in the file name. In this file, you can view all the details of each location.

For a description of the Create Draft button and the Draft tab, see "Managing Locations (Editor Functions)" ([page 13](#)).

## Notifications

You can configure preferences around receiving email notifications. To receive notifications from locations associated with a company or organization, you must select the company or organization.

While viewing notifications in a table list, you can change how these areas appear on your page:

- To collapse or expand one of the areas, click the title bar.
- To sort a list by a column, click the column header. An arrow indicates whether the sort order is ascending or descending. To toggle sorting to the opposite order, click the column heading a second time.



- To display a shorter list, in Search specify an alphanumeric pattern. Companies or locations that appear in the list are those that match the Search pattern somewhere in the name or GLN value.

To help find a specific GLN in one of the lists, in Search, type an alphanumeric pattern. The list shows only those locations with values that contain the pattern. To show all locations in the list again, in Search clear the value.

The Notifications page has two areas:

- Manage Notifications
- My Notifications

### **Manage Notifications**

This area shows a list of companies in the system and GLN for each.

To view details for a company or organization, click the company or organization name link. The Hierarchy Search page appears, showing details for the selected company. To show the list of companies again, click the Notifications tab.

To receive notifications from a company or organization based on the actions of locations reporting to this company or organization, in the Notifications tab select the check box next to the company name. To select all visible check boxes on the page, select the check box in the header. To clear all check boxes, clear the check box in the header.

To save the selections, click Save.

### **My Notifications**

For an Editor, this area shows a list of notifications that you have received. If you have the Viewer role, you see no data in this area.

To view a notification, click the View link. The Notifications Results page appears showing two areas:

- The top area of the page shows the locations structure associated with the selected location. In the left panel, you can select companies or locations in the locations structure and view details in the right panel.
- The Results area shows a list of actions that have been taken on various companies or locations. To view details of a location in the list, click the Details link next to the notification.

### **Data Issues**

If you find a discrepancy in locations data accuracy that you cannot fix, you can create a discrepancy ticket to bring it to the attention of the primary contact for the company that manages that location.

The My Data Issues page shows a list of issues or tickets. The status for each ticket is also shown. Tickets in this list are identified by the background colour:

- White background - Created by your company and submitted to others. You can check on the status of each issue.
- Blue background - Created by others and submitted to your company. With Editor permissions, you can resolve each issue.

You can change how the list appears on your page:

- To scroll the list up or down, drag the slider up or down.
- To sort a list by a column, click the column header. An arrow indicates whether the sort order is ascending or descending. To toggle sorting to the opposite order, click the column heading a second time.
- To display a shorter list, in Search specify an alphanumeric pattern. Companies or locations that appear in the list are those that match the Search pattern somewhere in the name or GLN value.

To view details of a ticket, click the View link next to the ticket. The Ticket Trail page appears.

### **Ticket Trail**

Ticket Trail gives you details of a ticket in your My Data Issues list.

To open the My Data Issues page, click the Data Issues tab. The table of data issues shows a status for each issue. For this description, choose an issue that shows "Open" status.

To open the Ticket Trail page, in the Data Issues tab, click the View link next to a ticket.

The top of the Ticket Trail page shows the company or organization name and GLN code. To view details of the root company or other locations in this locations structure, click the link on the company or organization name and view details in Hierarchy Search.

The Ticket Trail table shows details around this ticket, including a description of the issue or discrepancy.

With Editor permissions, you will see an Edit link in the Actions column. To revise the ticket contents, click Edit, make revisions and click Save.

As an Editor, and if the ticket status is "Open", to reply to the ticket initiator, at the bottom of the page, click Reply. In the Create Reply page, write a message and click Add. The reply message is added to the Ticket Trail table.

## Creating a Ticket

You must have Editor permissions to create a data issue ticket.

You can create a ticket only for a location that has already been created. For a description of how to add a location, see "Managing Locations as an Editor" ([page 13](#)).

To find a location, use a Locations Search under Directory Search. For help with this, see "Directory Search" ([page 11](#)).

1. In the Results table, after a Location Search, in the Actions column, click Details next to a Location Name.

The Location Details page appears.

2. Scroll down to the bottom of the page.
3. Click the Create Ticket link.

The Create Ticket page appears.

4. In Title, give the ticket a descriptive title.
5. In Description, describe the issue, relative to an attribute field.
6. In Issue for Data Field, select the check box next to the attribute that is relative to this issue.
7. Click Add.

The ticket is added to the list for this member or location.

## Directory Search

Use Directory Search to view the locations structure of another company.

When you hover the mouse pointer over the Directory Search tab, you see two search types:

- Locations Search
- Hierarchy Search

## Locations Search

Steps:

1. In the Directory Search tab, select Locations Search

The Locations Search page appears.

2. If the Location Search criteria area is collapsed, to view the search criteria, click anywhere on the Location Search bar.

The Location Search list of fields appears.

3. Specify a value, or part of a value, in a single field or in multiple fields.
4. Click Search.

In the Results area, a list of companies and locations appears, based on the search criteria.

5. You can change how this list appears on your page:
  - To scroll the list up or down, drag the slider up or down.
  - To sort a list by a column, click the column header. An arrow indicates whether the sort order is ascending or descending. To toggle sorting to the opposite order, click the column heading a second time.
  - If there are multiple pages of results, at the bottom of the page click Next or Previous to navigate from page to page.
6. To export all companies and locations in the list (un-filtered) to an Excel spreadsheet, click Export To Excel.
7. To view details of a company or location in this list, in the Actions column, click the Details link.

The Location Details page appears showing details of the specified company or location.

### **Hierarchy Search**

You can view the location hierarchy structure (parent and child locations) of another company or location.

Steps:

1. In the Directory Search tab, select Hierarchy Search.  
The Hierarchy Search page appears.
2. In >Member> Search, to specify a company or location name do one of the following:
  - Click the down arrow and select a name from the list.
  - Type part of the name and select a name from the list of suggested names. This list shows company or location names that contain the pattern that you have specified in the field.
  - Paste a company or organization name in the field and select the name from the list of suggested names.

Details of the specified company or location appear, showing the location hierarchy associated with that company or location.

3. If the company or location name plus GLN is truncated in the view, use the slider to view more of the name.
4. When you select a company or location in the locations list, details appear in the right panel. In the right panel, you can scroll down to view more details.  
For help with navigating around the left pane, see "My Locations" ([page 8](#)).
5. To help find a specific location quickly, in Filter by Process, select a process from the drop-down list.

Names of those locations associated with the selected process appear in a darker-coloured font and names not associated with that process appear in a grayed-out colour.

Note: You cannot edit the details of any company or location in Hierarchy Search.

## ECCnet Locations Editor Functions

This chapter describes maintenance functions that you can perform if you have Editor permissions.

### Managing Locations as an Editor

#### Create Draft

As an editor, you can use Create Draft to edit details in the GLN locations structure.

When you create a draft of a GLN, you are working in a temporary environment. You can change settings here and not worry about how the changes will affect the rest of the system. After you have completed all the settings for a draft GLN, the draft structure must be approved before it can be used in the system.

To create a draft locations structure:

1. Select the My Locations tab.
2. Click Create Draft.

A Draft tab appears showing the Draft page. When it is first created, the content of this page is the same as the content in My Locations.

Note: A user that logs in as a Viewer cannot see the Create Draft button nor the Draft tab.

The My Locations tab remains available to you if you want to go back and refer to the original configuration.

3. To edit locations in Draft, in the locations structure list panel, click a location to select it.

Details of the selected location appear in the right side of the panel.

4. Click Edit.

A message shows that the draft locations structure is locked.

The Edit Location page appears.

To close the Draft tab without saving changes, at the bottom of the page, click Cancel.

5. To edit a child location, click the child location name in the left panel before you start making changes.
6. After you have finished making revisions, click Finish.

The buttons at the top of the details panel disappear and the Submit for Approval button appears.

7. To submit revisions for approval, click Submit For Approval.

A message appears stating that the draft locations structure has been submitted.

8. To withdraw this submission and make further changes to the draft locations structure, click Withdraw.

### **Add a Location**

Do the following in the Draft environment. To open a Draft environment, select the My Locations tab and click Create Draft.

1. Click Add.

The Add Location page appears.

2. This process is a four-step wizard where you input values into the fields and click Next to continue.

**Step 1:** Identification – Specify the location name, address and other general information.

Use the Visibility setting to make this location private (no user outside of your company can see it) or public (any system user can see it).

**Step 2:** Contacts – For each contact at this location, click Add Contact and complete the Add Contact form. At least one contact is required for each location.

**Step 3:** Alternate Identifiers – Optionally, specify a DUNS identifier, hospital ID or other identifier for your records.

**Step 4:** Business Processes – Specify the business process and the function or multiple functions that are performed at this location. To select multiple functions, press and hold CTRL while you select a function in the list.

To add another business process and function, click Add. Another line appears in the form.

To add Recall as a business process, select Recall and select an appropriate function.


After you add Recall as a business process, an email notification is sent to your GS1 Canada Subscription Administrator, asking that person to add users and assign roles for this location.

For field descriptions, see the *ECCnet Locations Attributes List* on the [ECCnet Locations Help Page](#).

3. After the final step, click Save & Exit.

A success message appears.


You have stored the location record.


The location appears in the locations structure list. A plus icon () appears next to the added location. The added location does not display the GLN until after the location has been approved. For help with approval, see "Submit for Approval" ([page 17](#)).

### **Edit a Location**

You cannot edit a parent company (root location) in the locations structure.

1. In the locations structure list, select a location.
2. To give this location a different parent location, drag it and drop it on the parent.  
The location appears as a sub location to the parent.
3. To revise details of a selected location, click Edit.  
The Edit Location page appears.  
For a description of the wizard steps, see Add a Location above.
4. Make revisions as required.
5. Click Save & Exit.

If you have revised location details, an edit icon () appears next to the revised location.

If you have dragged a location to a new parent, a locations structure change icon () appears next to the revised location.

For field descriptions, see the *ECCnet Locations Attributes List* on the [ECCnet Locations Help Page](#).

### **Delete a Location**

You can delete a location only if it has not been registered.

Caution: You cannot undo this action.

1. In the locations structure list, select a location.
2. Click Delete.  
A confirming message appears.

3. Click Delete.

The location is removed from the list.

### **Upload Location Data from a File**

You can upload multiple locations from an Excel spreadsheet template.

Do the following in the Draft environment. To open a Draft environment, select the My Locations tab and click Create Draft.

1. In the right panel, click Upload.

The Uploaded Locations Files page appears, showing a list of files from which you have uploaded files previously.

2. On this page, you can perform the following tasks:

- Stage 1 - Download Template
- Stage 2 - Upload Locations File
- Review or Delete an Existing File

These tasks are described below.

3. After you have completed the work on this page, at the bottom of the page, click Back.

Changes appear in the list.

### **Stage 1 – Download Template**

This is the first stage in a two-stage process to upload multiple locations from an Excel spreadsheet.

You must have Microsoft Excel installed on your local computer to perform this process.

1. Click the "Download template for uploading locations" link.

You can choose to open the file or save it.

2. Open the Excel spreadsheet.
3. Using one row for each location, input values into the spreadsheet cells.
4. After you have finished recording attributes for multiple locations, save the Excel Locations file.

You are ready to continue with the second stage of the process.

### **Stage 2 – Upload Locations File**

This is the final stage in a two-stage process to upload multiple locations from an Excel spreadsheet.

Before you perform this action, you must have added attributes for multiple locations to an Excel spreadsheet template and saved the Excel Locations file.

1. Click Browse.

The Microsoft Windows Open dialog box appears.

2. Navigate to the saved Locations file and click Open.



The file path and file name appears.

3. Click Upload File.

The uploaded file name appears in the list of files, showing status "Uploaded".

### **Review an Existing File to Correct Errors**

You can review a Locations file with any status value.

1. In the Uploaded Locations Files list, in the Actions column, click the Review link next to the file.

You can open or save the file.

2. Open the file to review its contents.
3. Correct values as required.

Make sure that cells in all required columns contain a value.

4. Save the corrected file.

The file is processed and revised locations appear on the list.

### **Delete an Existing Upload Locations File**

You cannot delete a Locations file with status "Complete".

If you plan to delete a file, you should first open the file and review its contents .

1. In the file list, in the Actions column, click the Delete link next to the file.

A confirming message appears.

2. Click Confirm.

The file is removed from the Uploaded Locations Files list.

### **Submit Draft for Approval**

After you have made all changes in the Draft tab, do the following:

1. Click Finish.

The buttons at the top of the details panel disappear and the Submit for Approval button appears.

2. To submit revisions for approval, click Submit For Approval.

A message appears stating that the draft locations structure has been submitted.

## How to Add Product Recall as a Business Process

If you have Editor permissions, you can add Product Recall as a Business Process. You will want to do this as part of the system configuration that allows recipients of a Product Recall notification to forward that notification to locations that are inside a parent company.

After the Product Recall Business Process is added to a location in ECCnet Locations, the system sends out an email advising the myGS1 Administrator to add users and assign roles for this location.

For more information on the actions performed by the myGS1 Administrator, see the [myGS1 Administrator Guide](#).

For instructions on how to assign internal locations for use by Product Recall, see "Create Draft" ([page 13](#)).

## Using ECCnet Locations as an Approver

### Approving or Rejecting a Draft Locations Structure

This chapter describes how to approve or reject a draft locations structure that has been created or revised by an Editor user.

To approve or reject a draft locations structure, you must log in as an Approver user.

To approve or reject a draft locations structure:

1. Select the Draft tab.

A message indicates that the draft is in progress.

2. View the new or revised details of the locations structure.

Icons in the locations structure indicate changes that have been made to locations:



- At least one discrepancy ticket issue is still unresolved. For help with resolving data issues, see "Data Issues" ([page 9](#)).



- Change made to locations structure.



- Details of the location were revised.



- Added location.

3. To reject this draft locations structure, click Reject.

A confirming message appears. To help the Editor user make correction, write a reason for rejecting.

4. To approve this draft locations structure, click Approve.

The Draft tab disappears and a success message appears.

All changes appear in the My Locations tab. If there are discrepancy ticket issues, the caution icon remains visible next to the location.

## Glossary

Attribute	Value that reflects a quality, property or feature that belongs to an object.
Barcode	Machine-readable series of parallel lines and spaces of varying width printed on a container or product so that it can be decoded into usable information.
Company	A GS1 Canada subscriber who holds a GS1 Canada prefix license. A company or organization can be any legal entity, a department or individual functioning within a legal entity or physical entity that is involved at any point in any supply chain and for which there is a need to retrieve pre-defined information. A company or organization is uniquely identified by a Global Location Number (GLN).
Company Number	Number allocated by GS1 Canada. When combined with the GS1 Prefix (for a GS1 license holder) it is part of the GS1 Company Prefix on a bar code. See GS1 Company Prefix.
Data Carrier	Physical or electronic mechanism that carries data (for example, a bar code or RFID tag).
Data Standard	Model or pattern in meaning and structure of data, approved by general consent and considered as a basis of comparison.
Data Structure	Complex system of data considered from the point of view of the whole. The GS1 System data structure defines the various lengths required for different identification purposes, which all share a hierarchical composition. Their composition blends the needs of international control with the needs of the user.
EDI	Electronic Data Interchange. The computer-to-computer exchange of structured information, by agreed message standards, by electronic means and with a minimum of human intervention. Typically between a supplier and a trading partner or customer.
Electronic Commerce	Method of business communications and management using electronic methods, such as Electronic Data Interchange (EDI) and automated data collection systems.
Electronic Data Interchange	See EDI.
Enumeration	Process of compiling or allocating GLNs to key business sites of your entity.

GLN	GS1 Global Location Number. Globally unique GS1 code that identifies legal entities (companies or organizations), functions within legal entities and physical locations. The GLN is a 13-digit number, comprised of a GS1 Company Prefix, Location Reference, and Check Digit. Supply-side trading partner physical locations generally include corporate headquarters, regional offices, warehouses, plants, and distribution centres. Demand-side trading partner physical locations generally include hospitals, corporate headquarters, divisional offices, stores, and distribution centres.
Global Location Number	See GLN.
Global Trade Item Number	See GTIN.
GS1 Company Prefix	Globally unique number assigned to a company, an organization or product provider by GS1 as part of the identification numbers of the GS1 System. It is comprised of a GS1 Prefix and a Company Number.
GS1 Prefix	Number with two or more digits, administered by GS1 that is allocated to GS1 license holders or used for restricted circulation.
GS1 System	Specifications, standards, and guidelines administered by GS1. GS1, through the Global Standards Management Process, manages the GS1 System to maintain the most implemented standards in the world.
GS1-128 Bar Code Symbol	A subset of the Code 128 Bar Code Symbol that is utilized exclusively for GS1 defined data structures. UCC/EAN-128 Symbols can be printed as stand-alone linear symbols or as a composite symbol with an accompanying 2D Composite Component printed directly above the GS1-128 linear component.
GTIN	GS1 Global Trade Item Number. Globally unique GS1 code that identifies trade items, such as products and services. A GTIN may be 8, 12, 13, or 14 digits in length; represented as GTIN-8, GTIN-12, GTIN-13, and GTIN-14, respectively.
Location	Legal entity, functions within a legal entity or physical location. For ECCnet Locations, a location is identified by a GLN.
Locations structure	Classification structure of locations that is arranged in hierarchical levels of detail from the broadest to the most detailed. Each level of the structure is defined in terms of the locations at the next lower level of the structure. The highest level of the structure, the "parent", is the entity that owns the GS1 Canada prefix license. See also, Member.

Identification Number (ID)	A numerical designation that uniquely identifies an object in the supply chain. Identification numbers are used to retrieve information previously exchanged between trading partners and stored in their computer database files.
Location Number	See GLN.
Location Reference	Number within a GLN assigned by various members to identify a different entity.
Trade Item	Any item (product or service) upon which there is a need to retrieve pre-defined information and that may be priced, ordered or invoiced at any point in any supply chain.
Trading Partner	Company or organization that participates in transactions in the supply chain; such as a service supplier or product supplier (seller or data provider) or a customer (buyer or data recipient).

### **About GLNs**

The Global Location Number (GLN) is a 13-digit, globally unique GS1 identification number that can identify any location in the supply chain and is used in the electronic exchange of business documents via Electronic Data Interchange (EDI).

For more information about GLNs, see *ECCnet Locations Implementation Guidelines*.



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