




Adding a Product

Add your products through a simplified step-by-step wizard, saving time and resources while ensuring you are providing your trading partners with the information they need.

***** To add a product, you will need all the required information about the product including the Global Trade Item Number (GTIN), brand, description, dimensions and size.

To add your product using the step-by-step wizard, click **Add Product** .

1. Select your Product Packaging

- Under **Global Classification**, enter and select your product category in the text box.
- Under **ECCnet Classification**, enter and select your product family in the text box.
- Provide the GTIN.
- To indicate the packaging level, click the three vertical dots  and click **Add**.
- Click **Save and Next**.


2. Select your Trading Partners

- Select the trading partner(s) from the **Available Trading Partners** list.
- Once added, the trading partner(s) will appear in the **Selected Trading Partners** list.

3. Add your Product Details

- Product attributes are grouped into tabs. To view all available attributes at once, click the **Overall** tab.
- For quick manual data entry, click the **Mandatory Only** button.

4. Share your Product Data

- Once you have completed inputting the product data, a green check mark  will appear to verify that all mandatory attributes have been populated.
- Click **Publish and Finish** to share your product data with the selected trading partner(s).



Accessing Training Material

The Resource Library enables you to easily access all available educational resources in one place and get the information you need, the moment you need it.

To access the training material, click the **Help Resources** link.

About GS1 Canada

GS1 is a neutral, not-for-profit organization that develops and maintains global standards for efficient business communication, improving the efficiency, safety, security, sustainability and visibility of value chains across physical and digital channels. In Canada, through our unique community management role, we collaborate with business leaders and industry work groups to develop standards, implementation guidelines and non-proprietary business solutions, supporting subscribers of all sizes across multiple sectors. Find out more at www.gs1ca.org.



Cloning a Product

Cloning a product creates a new product record with the same information, helping save time and effort when creating multiple products that have similar information.

To clone a product, click **Clone** in the Product Details page of the product you want to clone from. You can choose to **Clone this trade item** or **Clone this hierarchy**.

- **Clone this trade item:** only the selected GTIN is cloned.
- **Clone this hierarchy:** selected GTIN and its lower level GTINs are cloned.




Once you select the clone option, you will be taken to the step-by-step **Clone Product** wizard.



Extracting Product Data

To perform your own data analysis, you can use the Data Extract capability to extract the product data into a predefined excel template.

To extract product data, you will first need to select the GTIN(s).

1. In the **search results product table**, select the check box next to one or multiple GTINs.
2. Click **Extract Data** .
3. A confirmation message will appear that your data extract request is received and will be processed.
4. An automated email is sent to you when the file is ready to be downloaded.
5. You may click the link in the email or go to the **Extracts** menu to download your file.



Editing a Product

Editing a product is made easy through four simple steps, allowing you to make instant changes to your product data at any time.

***** To edit a product, you will first need to search for the product you want to edit using the Basic or Advanced search panel.

1. In the **search results product table**, click the GTIN.
2. Edit the necessary product data.
3. Click **Save Draft** for the data to be validated.
4. Click **Approve** when the GTIN is compliant.



GTIN updates will be shared with your selected trading partner(s) automatically.



Viewing your Product Images

The Image gallery feature enables you to view different types and versions of your product content and images.

***** Only product content and images that are captured by GS1 Canada's Product Image and Data Capture Service can be viewed in the image gallery.

To view product images, click the **Images** tab under the product details page.




Checking your GTIN Visibility

The GTIN visibility feature enables you to see when the product data you publish to trading partners becomes available to them for viewing, helping ensure their needs are met in a timely and efficient manner.

***** To check if a trading partner has access to a specific product, click **GTIN Visibility** in the Product Details page of that product.




Trading partner(s) with a green check mark  would have access to your product data.



Publishing or Withdrawing Publication from Trading Partners

Publishing your product data to trading partners will enable them to have access to the most accurate and up-to-date information within minutes.

***** You can publish your compliant GTINs to new and existing trading partners at any time. If you no longer wish to share updates of your GTINs with a trading partner, you can easily withdraw the publication.

1. In the **search results product table**, select the check box next to one or multiple compliant GTINs.
2. Click **Trading Partner Publication**.
3. Click the three vertical dot icon .
4. To publish selected items to this trading partner, click **Publish Items**.
5. To withdraw publication of selected items from this trading partner, click **Withdraw Items**.