



The Global Language of Business

Publishing Product Data and Images

Release 11.9



Publishing Product Data and Images

The information contained in this document is privileged and confidential and may otherwise be exempt from disclosure under applicable law. It is intended solely for the entity with whom GS1 Canada has contracted for the purposes set forth in such contract. Use of the information in this document is for the designated recipient only and any dissemination, distribution or copying of this material by any entity other than the designated recipient is strictly prohibited without the express written consent of GS1 Canada.

If you obtain access to GS1 Canada information that is not intended for you, please notify GS1 Canada immediately.

Information in this document is subject to change without notice.

Product names mentioned herein may be trademarks and/or registered trademarks of their respective companies.

Published in Canada 2020-11

Copyright © 2020 GS1 Canada. All rights reserved.

GS1 Canada
1500 Don Mills Road, Suite 800
Toronto, Ontario, M3B 3K4
P 416.510.8039
P 1.800.567.7084
F 416.510.1916
E ECCnetsupport@gs1ca.org
www.gs1ca.org

Contents

- Overview 4**
 - Logging into ProSYNC 4
- Add Relationships 5**
- Searching and Selecting GTINs 6**
- Manage Publication Information 7**
 - Trading Partner Publication or Withdrawal 7
 - A: Trading Partner Publication or Withdrawal from Search Results/GTIN Publication Page 7
 - B: Trading Partner Publication or Withdrawal from the Product Details Page 8
 - Market Group Publication or Withdrawal 9
 - A: Market Group Publication or Withdrawal from Search Results/GTIN Publication Page10
 - B: Market Group Publication or Withdrawal from the Product Details Page10
- Viewing Product Published to a Specific Trading Partner12**

Overview

This document describes steps to publish product data to – or withdraw product data from – your trading partners via ProSYNC® service.

As a product vendor or supplier, to make your product data (including images) available to your trading partners you must load data and publish it using the ProSYNC® service online interface. Published Global Trade Identification Numbers (GTINs) are ECCnet certified and exported to ECCnet Registry, Canada’s national product registry. Publications that are exported are available to your trading partners the next day.

Publishing a GTIN to your trading partners provides them with access to all information and images associated with that GTIN, regardless of an embargo date.

Logging into ProSYNC

Access ProSYNC with the current version of a common web browser.

Listing Forms function is compatible with Microsoft Excel 2003 and higher.

File Upload function is compatible with Microsoft Excel 2007 and higher.

To log into ProSYNC, you require a user name and password. GS1 Canada will provide this information once you complete the subscription process and register for ProSYNC. You will find these credentials in your initial confirmation email after your payment is received.

Steps:

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

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 or service to which your company is subscribed.

To open the ProSYNC application, click the link.

The ProSYNC workspace appears, showing a number of tabs across the page. The Product tab is selected, showing the Advanced Search tool.

Add Relationships

To publish product data to your customer, ensure that the customer is set up as your trading partner in ECCnet Registry.

To add a trading partner relationship:

1. In ProSYNC, select the Trading Partners tab.

A list of your trading partners appears.

2. Click Add Relationship.

The Add Trading Partner Relationship page appears, showing a list of companies with whom you do not have a trading partner relationship.

3. To help you find a specific company, you can use a filter to reduce the size of the list.

- a. In Partner Name, specify a company name and click Go. You can use wildcard characters (for example asterisk (*)) to specify a pattern.
- b. Optionally, in Unique ID, specify a company unique ID number and click Go.
- c. After you click Go, the list shows all companies that match the specified name or ID number.

4. Select a company from the list.

5. Click Add Relationship.

A success message appears.

6. To add another relationship, repeat steps 4 and 5.

7. Click Go to Trading Partner Summary.

The added company name or names appear in the list of trading partners.

For information about other tasks that you can do to manage trading partners, see the *ProSYNC User Guide*.

Searching and Selecting GTINs

Use the Product Search tool to find products.

In ECCnet Registry, in the Product tab, to view a list of products, define your search criteria and click Search.

After you conduct a search, results are displayed on the Search Results/GTIN Publication page. Products that appear here match the search criteria.

You can select a product or multiple products to manage publication information. Each search results page shows a list of up to 10 results.

To select a product, select the check box next to the product GTIN.

For more information about product search, see the *ProSYNC User Guide*.

Manage Publication Information

You can publish products to trading partners or withdraw products from trading partners in two ways:

- Trading Partner Publication or Withdrawal – Select one or multiple products to be published to – or withdrawn from – a single trading partner or multiple trading partners.
- Market Group Publication or Withdrawal – Select one or multiple products to be published to – or withdrawn from – a single market group or multiple market groups.

Trading Partner Publication or Withdrawal

You can publish product data to an existing trading partner. After you publish, your selected trading partners have access to your product catalogue data. Withdrawing publication means that selected trading partners still have access to the product data, however they will no longer receive product data updates.

To ensure that your trading partner receives your data on time, you should plan to publish at least two business days prior to a trading partner deadline. If you are publishing data that has been loaded manually, you should add extra time to resolve any validation errors, if they occur.

This section describes two methods:

- A: Trading Partner Publication or Withdrawal from Search Results/GTIN Publication Page
- B: Trading Partner Publication or Withdrawal from the Product Details Page

A: Trading Partner Publication or Withdrawal from Search Results/GTIN Publication Page

To open the Search Results/GTIN Publication page, in Product Search, specify the type of product that you want to display.

Steps:

1. In the Search Results/GTIN Publication page, select the check box next to one or multiple compliant GTINs.
2. Click Trading Partner Publication.
The Select Trading Partner page appears showing a list of trading partners.
3. To return to the Search Results/GTIN Publication page, click Search Results.
4. To do a quick search for another product, in Search for, specify a pattern.

5. To help you find a specific trading partner, you can use a filter to reduce the size of the list:
 - In Partner Name, specify a trading partner name and click Go. You can use wild-card characters (for example asterisk (*)) to specify a pattern.
 - Optionally, in Unique ID, specify a trading partner unique ID number and click Go.
After you click Go, the list shows all trading partners that match the specified name or ID number.
6. Click a trading partner in the list to select it.
You can select multiple trading partners using SHIFT or CTRL keys.
7. To publish the entire hierarchy of the selected GTINs, select the Include Lower Level Packaging check box.
8. To publish the selected GTINs, do the following:
 - a. Click Publish Items.
A confirming message appears.
 - b. Verify the number of GTINs that you are publishing and the trading partners you have selected.
 - c. Click Confirm.
A success message appears.
9. To publish selected GTINs to another trading partner, repeat steps 6 to 8.
10. To withdraw selected GTINs, do the following:
 - a. Click Withdraw Items.
A confirming message appears.
 - b. Click Confirm.
A success message appears.
11. To withdraw selected GTINs from another trading partner, repeat steps 6 and 10.
The process is complete.
To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export. The export part of this process is automated and happens at a specific time in the day.

B: Trading Partner Publication or Withdrawal from the Product Details Page

To open the product details page, in Product Search, specify the type of product that you want to display and click a certified GTIN in the list.

To publish to or withdraw from a non-GDSN trading partner, you must select and publish or withdraw each GTIN within the product packaging hierarchy separately. To publish to or withdraw from a GDSN trading partner, select only the highest level GTIN in the hierarchy.

Steps:

1. In the product details page, select the Publication sub tab.
Publication details appear showing a list of trading partners.
2. Select the check box under the company name and next to the Global Location Number (GLN).
You can select multiple trading partners.
3. To publish this GTIN, click Publish.
A confirming message appears.
The Status value for the selected GLN appears as "Published".
4. To withdraw this GTIN, click Withdraw.
A confirming message appears.
The Status value for the selected GLN appears as "Withdrawn".
The process is complete.
To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export. The export part of this process is automated and happens at a specific time in the day.

Market Group Publication or Withdrawal

You can publish multiple GTINs to multiple trading partners at once. After you publish, the trading partners in the market group have access to your product catalog data. Withdrawing publication means that selected trading partners still have access to the product data; however they will no longer receive product data updates.

By default, a single market group is included with this application. "Market Group for all Trading Partners" contains all trading partners in the system and is dynamically updated. When you publish to this market group you publish to all of your trading partners, excluding Global Data Synchronization Network (GDSN) and Third Party Data Recipients.

For more information about market groups, see "Manage Market Groups" ([page 1](#)).

This section describes two methods:

- A: Market Group Publication or Withdrawal from Search Results/GTIN Publication Page
- B: Market Group Publication or Withdrawal from the Product Details Page

A: Market Group Publication or Withdrawal from Search Results/GTIN Publication Page

To open the Search Results/GTIN Publication page, in Product Search, specify the type of product that you want to display.

Steps:

1. In the Search Results/GTIN Publication page, select the check box next to multiple compliant GTINs.
2. Click Market Group Publication.
The Market Group publishing page appears, showing a list of market groups.
3. Select the check box next to a single market group or multiple market groups.
To view a list of trading partners in a market group, click the plus sign (+) next to the market group name.
4. To publish to selected market groups, do the following:
 - a. Click Publish.
A confirming message appears.
 - b. Click Confirm.
A success message appears.
5. To withdraw from selected market groups, do the following:
 - a. Click Withdraw Items.
A confirming message appears.
 - b. Click Confirm.
A success message appears.
The process is complete.
To return to the Search Results/GTIN Publication page, click Search Results.

If some of the GTINs are not exported during this process, the confirming message indicates that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export.

B: Market Group Publication or Withdrawal from the Product Details Page

To open the product details page, in Product Search, specify the type of product that you want to display and click a certified GTIN in the list.

To publish to or withdraw from a non-GDSN trading partner, you must select and publish or withdraw each GTIN within the product packaging hierarchy separately. To pub-

lish to or withdraw from a GDSN trading partner, select only the highest level GTIN in the hierarchy.

1. In the product details page, select the Publication sub tab.
Publication details appear showing a list of trading partners.
2. Click Switch to Market Group.
The market group publishing page appears showing the GTIN hierarchy and a list of market groups.
3. Select the check box next to a single market group or multiple market groups.
To view a list of trading partners in a market group, click the plus sign (+) next to the market group name.
4. To publish to selected market groups, do the following:
 - a. Click Publish.
A confirming message appears.
 - b. Click Confirm.
A success message appears.
5. To withdraw from selected market groups, do the following:
 - a. Click Withdraw Items.
A confirming message appears.
 - b. Click Confirm.
A success message appears.
The process is complete.
To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export. The export part of this process is automated and happens at a specific time in the day.

Viewing Product Published to a Specific Trading Partner

Steps:

1. In ProSYNC, select the Product tab.
2. In the Company drop-down box select "Partner".
A text box and a button appear.
3. In the text box, enter the name of the trading partner.
If you know only a portion of the name, type the pattern that you know and use the asterisk (*) wildcard search character.
To show all trading partners, type one asterisk (*) in the text box.
4. Click Go.
Trading partners matching the search criteria appear.
5. Select a trading partner name.
6. Click Details.
The search details panel expands.
7. In Publication, select the appropriate publication status.
8. If appropriate, specify other search criteria.
9. Click Search.

The Search Results/GTIN Publication page appears, showing a list of products that match the search criteria.



Toronto Office

1500 Don Mills Road, #800
Toronto, ON M3B 3K4

 +1.416.510.8039

 +1.416.510.1916

 info@gs1ca.org

Helpdesk 1.800.567.7084

Montreal Office

9200 Boulevard du Golf,
Montréal, QC H1J 3A1

 +1.514.355.8929

 +1.514.356.3235

 images@gs1ca.org