

GTIN Information

Adding a GTIN to a Product

Where Adding a GTIN to a Product is located

- **Company > Commodities > “Choose the commodity”**

Why & When you would add GTINs

Global Trade Item Number (GTIN) is a standardized and globally unique way to identify items traded in the supply chain. GTINs enable businesses to accurately order, invoice, price or receive product. The GTIN provides a common language for traceability. GTINs are added to product to track produce, meet Produce Traceability Initiative (PTI) guidelines, and to fulfill retailer requests. A unique GTIN must be created whenever any of the following changes about a product:

- The Product Name, Product Brand, or Product Description
- The trade item type and variety
- The net quantity of trade item (amount per package changes)
- If the trade item is a grouping, the number of elementary items contained, and their subdivision in sub-packaging units, the nature of the grouping (carton, pallet, box-pallet, etc...)

A modification to any of the basic elements that characterize a trade item will usually lead to a change in the GTIN. (Excerpt from <http://www.gs1us.org/>)

How to add a GTIN to a product

1. Go to **Company > General** and document the Prefix Length field number in the box to the right.
2. Calculate the maximum product number length by taking the prefix length #, adding three, then taking the sum and subtracting it from 14. Product numbers cannot exceed this length.
3. **Company > Find > Commodities**
4. Choose the commodity that requires a GTIN. Double click your selection in the Name column. Example: Cherries, Apples, Onions, etc.
5. This window shows all the pre-assigned Product Stages. Double-click the Stage Name where the GTIN number will be defined.
6. Click the Element Definition Tab: A grid of data is shown based on the Signature of this Commodity.
7. Decide which Element(s) will define the GTIN number and click in the checkbox. Most users select Variety, Pack, Brand or all.
8. Click the GTIN Definition Tab
9. Click the New GTIN Reference # button
10. The heading rows will display the elements selected on the Element Definition Tab. Fill in the Element criteria. The Reference # is the GTIN product number. Choose a number with a maximum of the Product Length # (found in Step 2), and a minimum of one digit. Envio will automatically fill the remaining digit places with zeros.
11. Continue creating each product with a unique Reference # until you are

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finished.

12. Save and Close

Troubleshooting & Tips

- If you have product in inventory that requires the GTIN and the product was created before the products were defined in the GTIN Definition tab:
 1. Company > Find > Commodities > Product
 2. Select the product to update, right-click, and select Refresh GTIN OR right-click on the Grid heading row and Refresh GTINs
- The Brand Owner, the organization that owns the specifications of the trade item regardless of where and by whom it is manufactured, is normally responsible for the allocation of the GTIN.
- An excellent resource for understanding when to use new or existing GTINs is located at: http://www.gs1.org/docs/idkeys/GS1_GTIN_Allocation_Rules.pdf

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