My product manager – webinterface

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Log of Changes

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1	28/04/2020	Melissa Denteneer	Creation document
2	14/05/2020	Melissa Denteneer	Declaration tab My Pubications
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11	April 2022	Sarah Mercier	Update chapter 8.2. with correct fieldnames (cfr. GDM)

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Contents

1   Logging in to My Product Manager

1.1   Logging in to My Product Manager

You can sign in on My Product Manager (MPM) in 2 ways:

Via MyGS1	Direct link
URL: *https://my.gs1belu.org/nl-BE/dashboard* Then select the short cut: 	URL: *https://myproducts.gs1belu.org/nl-BE/* You then use the same login details as for your MyGS1 account

Is your company not yet registered to My Product Manager Share? You can't create complete productsheets? Than you can register using this form.

Does your company have access to My Product Manager, but you can't seem to access it? Then please check in chapter 1.2. to see who in your company can grant you the necessary rights.

1.2   Managing users in My Product Manager

In *MyGS1* you have the option to check what rights you have in both MyGS1 and My Product Manager as well as other tools.
By following the steps below you will reach the overview:

Do the rights of a user need to be changed? Only a company administrator can do that. You can find this in the same overview in the 'MyGS1' column.

Is there an external party that requires access to your My Product Manager account for data entry purposes? Then you or the company can create a link using an email address. This is because it is only possible to link a single email address to one company.

2 The 'My Product Manager' application

2.1 Dashboard

The Dashboard contains an overview of your company prefixes. You can also view the number of bar codes available to your company here.

My company prefix(es)	Create a product
Company Prefix ❓	
5410000	
5400000	

My company prefix(es) for small products ❓	Create a product
Company Prefix ❓	
540131	
540139	

And you can also create a new product from the Dashboard, with a new bar code, if required. This is done using the Make Product button.[1]

How to create a product is explained step by step in _Chapter 5_ .

2.2 My products

In the tab 'My Products', you get to see a list of all items which are currently linked to your GLN.

① ② ③ ④ ⑤ ⑥ ↻ Reload 🔍 Description, GTIN or brand ▼

☐ **Description**	**GTIN**	**Packaging**	**Brand**	**Status**	**GDSN Feedback**

1) **Description**: Name of your product.

2) **GTIN**: GTIN of your product.

3) **Packaging**: Packaging level (base unit, outer box, display, ...).

4) **Brand**: Brand of your product.

5) **Status**: The status of your product sheet. This affects the visibility of your product sheet for data customers. More information per status:

Draft	This status means that the item is still 'in production' and does not yet have a GTIN.
Incomplete	The product is NOT visible to the data customer. One or more attributes have not been entered or are incomplete, so that it cannot be transmitted through to the data customer.
Valid	The product has been validated.
Pending release	The data in the GDSN data pool about this product still needs to be updated. Please release your product hierarchy.
Discontinued	The product contains an expired date in the 'Date/time of end of production' field.

Only '**Valid**' items are visible to the customers. An item with a '**draft**', '**incomplete**' or '**discontinued**' status is only visible in your own account.

For 'Release required' cases, the GDSN data customer will not see the (updated) information in the file.

6) GDSN feedback: This is the feedback from the retailers. Therefore you can find more information in *chapter 7*.

Use this tab to manage your product sheets, using the following functions.
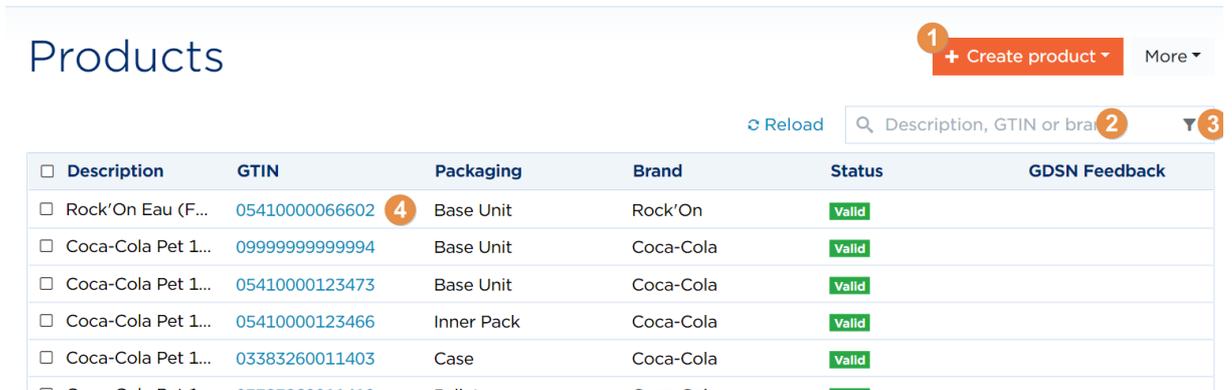
1) **Create** a new product. More information on creation is in *Chapter 5.1*.

2) Product **search**

3) **Filter** your product
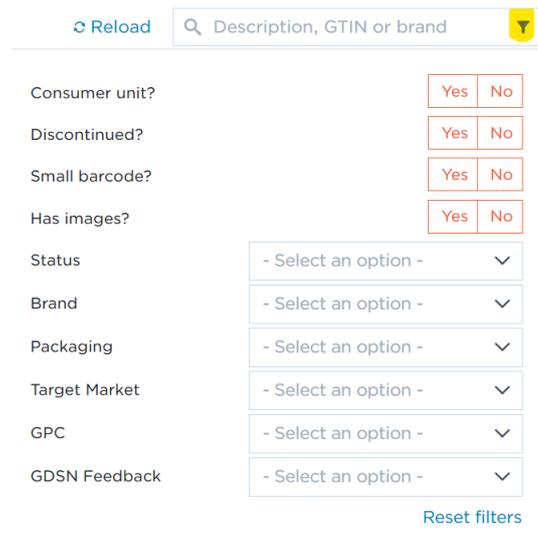
4) **View and change** product details of your items by clicking on the GTIN.. More information on updating a product sheet is in *Chapter 5.2*.

After selecting a product the following functions are also displayed:

1) **The bulk edit function** is to edit different GTIN's in one time. More information chapter 5.5.

2) **Export** product data in an Excel file. More information chapter 5.5

3) **Copy** a product.

4) **Delete** an item. An item can only be deleted when it has 'Draft' status.

2.3 My brands

In this tab you manage your **brands**. This ensures that you can enter the brand name in the system in a consistent manner.

You can:

See a list of your current brands.

Brands   + Add brand

	Brand ?
☐	Robin's brand
☐	Coca Cola
☐	Test GS1
☐	Nakd
☐	orderfever
☐	ABBA
☐	PIT brand 12/01
☐	Bug verification
☐	PIT Testing

Create a **brand**

1) **Click** "add a brand".

+ Add brand

2) **Enter** the brand name.

Brand name

Enter your brand name

Cancel   Add brand

Delete a brand.

1) Select the brand name you wish to **delete**.

2) Then click **delete**.

Brands   + Add brand

1 item selected	🗑 Delete Cancel
☐ Brand ?	
☑ Robin's brand	

2.4   My publications

In this tab you can indicate whether your active products may or may not be published to **all** known **MPM data customers⁴**.
If the GDSN functionality is open in your profile, you will also be able to manage your **GDSN data customers** in this tab.

Publications

Description	GTIN	Packaging	Brand	MPM targets
Default publication settings for new products				⊙
Overview of publication settings per product				
			🔍 Description, GTIN or brand	▼
Sealife chocolates 250...	05411333995300	Base Unit	Vandenbulcke	Click to publish
IMPERIAL TOPPING C...	05414972102849	Base Unit	Imperial *	Click to publish

More information about the management of your publications and the difference between MPM targets & GDSN targets can be found in _Chapter 5.2_.

Do you need GDSN but **do not see any GDSN targets?** Please contact our help desk via _support@gs1belu.org_.

2.5   My reports

In this tab, you can view your data quality report. For more information about your reports in My Product Manager, please consult the _How do I improve my product sheets?_ manual. _My Product Manager Quality Report_".

You can also learn more about the most common errors on this web page: _https://gs1belu.org/en/verify-complete-and-improve-your-product-information_

2.6   My actions

This tab has 2 functions:

-    It gives you an overview of all bulk actions made in your profile.

-    A shortcut to all actions possible.

Dashboard   My Products   My Brands   My Publications   My Reports   **My Actions**

Bulk actions

Update multiple products at once using bulk actions. They allow you to perform simple modifications to a set of products in one go.

Start a bulk action ▾
- ✎ Edit products
- ✎ Edit publications
- ⬇ Export products
- ⬆ Import changes

Previous bulk actions

	Task	Status	Result
✔	Update publications (9 products) Started on 13/10/2021 13:44	DONE	
✔	Update (3 products) Started on 13/10/2021 13:42	DONE	⚠ 3 with errors
✔	Export (2 products) Started on 13/10/2021 13:35	DONE	✔ 2 exported

• By clicking on 'Start a bulk action', you will get the several actions that can be done. Detailed information about how to do those actions can be found in _chapter 5.5_. (modify content) and _chapter 6.2.C_ (modify publication).

2.7   Profile-related features

In My Product Manger there are several features that can be activated or deactivated. Although it is not currently visible in your account, it can be requested from our help desk via _support@gs1belu.org_

Automatic GTIN generator

Have your GTIN generated automatically in MPM when you create your product sheet. That way, you won't have to manage and check whether you are using the correct GTIN.

If you are a new member of GS1, this is activated by default. If you do not want this feature, we can always disable it and you can manage your GTINs yourself.

If you are already a GS1 member and have been preparing GTINs yourself for some time, this is not activated. The reason for this is that we need to know your GTINs and load them into your profile so that there are no duplicate GTINs in circulation. If you wish, you can contact our help desk to arrange this.

Entering non-branded/own brand products

If you have to enter products in My Product Manager that do not belong to your brand, it may result in a blocking error message if the GTIN starts with the Belgian country code (X54). This may be the case with regard to private label items, among others.

- If you need to enter Private Label items for Delhaize, please follow the instructions in _chapter 5.4_ in this manual.

- If you need to enter Private Label items for Colruyt, Makro, …, you should do this in their platforms.

- If you need to enter the products of another company because you are a distributor or other, please contact our help desk (_support@gs1belu.org_)

GDSN features

If you need to send product sheets to GDSN customers (Maxeda, Colruyt, Delhaize, Bol.com, hospitals, etc.) you will need to have the GDSN feature in your My Product Manager profile.
You can identify this by checking whether you see 'GDSN targets' in the 'My Publications' tab. If so, this feature has been activated. If it is not activated, then there may be two reasons for it:

1. You indicated you only want to enter label information during your registration, or because you previously had Trustbox only (FMCG - food)

2. You have not yet subscribed to MPM Share or your application is still being processed.

In either case, please contact our help desk (_support@gs1belu.org_) for more information.

3   What information should I enter?

3.1   Fast Moving Consumer Goods & Foodservice :

'My Product Manager' gives you the option of creating a 'digital twin' of the physical product that you, as a brand owner or distributor, are offering for the FMCG & foodservice sector. Products that belong here are food, care, maintenance or other non-food products that are sold in supermarkets or that are consumed or prepared by a hotel or catering facility.

In the case of **food**, it is important to communicate the **legally required information** on this product, so that the **data consumer and end consumer** receive all the essential information they are entitled to and should be informed about. This will mainly concern the information to be found on the label. When entering product information for consumer units, all the information that can be found on the **label** should also be included in the online version available to the consumer on a **web shop or mobile application**.

Depending on the activated profile in your My Product Manager account, you can enter **logistical information** on your product sheet, regardless of whether it is a food, non-food or near-food item. If **GDSN** is active in your account, you will be able to enter this information.

Information that is legally required, must also to be entered in 'My Product Manager', and is included in the **data model** and the validation rules. You can find it _here_ on our website. You can also find the explanatory document on the data model, in which there is a more detailed explanation of specific topics that are linked to the data model.

Of course, it may also be the case that there is more information available about your product than is shown on the label. The label is of course physically limited in the display of product information, but the online version does not have to be. That **additional information** can be of **practical** use to the consumer so they are better informed about the item they want to buy online, for example, but it can also facilitate searches. For the data consumer, this additional information may also be of interest for improving classification of the product information in, for example, web shops or mobile applications.

This product information, where the applicable attribute is available, can therefore also be entered, even if it is not (yet) on the label.

3.2   Do-it-yourself, garden & pet

In 'My Product Manager' you can create a product sheet in full compliance with the rules of the Do-it-yourself, Garden & Animal data model. In the data model there are attributes that apply to every brick (mandatory or not), and there are eCommerce attributes, which only apply to specific bricks (also mandatory or not).

Information which is required to be entered—whether or not it is generally mandatory, or brick-specific required, or required because of a validation rule (due to a dependency in the data model)—will always be clearly indicated in the My Product Manager interface. If you follow the instructions, you will always have a product sheet that is complete for the data model.

However, do not forget to check which extra information you wish to provide, because in addition to the compulsory items, there will probably be other data that could be interesting for customers and web shops. The more information, the better!

3.3   Healthcare

In 'My Product Manager' you can create a product sheet in full compliance with the "ECHO" data model. In the data model there are attributes that apply to several countries and the FDA

Information which is required to be entered—whether or not it is generally mandatory, or country required, or required because of a validation rule (due to a dependency in the data model)—will always be clearly indicated in the My Product Manager interface. If you follow the instructions, together with the Xls of the Datamodel you will always have a product sheet that is complete for the data model.

However, do not forget to check which extra information you wish to provide, because in addition to the compulsory items, there will probably be other data that could be interesting for hospitals, pharmacy etc.. . The more information, the better!

4 Before you start

4.1. GS1 terminology

In the table below, you will find the explanation of various terms used in this manual.

Term	Definition
GDSN	Global Data Synchronisation Network This is a worldwide network of 45 connected databases, referred to as GS1 GDSN data pools. All these data pools process the product information in the same way. This enables users of the network to exchange standardised product data sheets with each other globally via their local data pool.
Data model	Contains the guidelines on how to fill in the product sheet so that it meets the expectations of your data consumer. The data models are country specific.
Hierarchy	Is the set of items that are related to each other, e.g. jar A is 10x in outer box A. This box is 50x on pallet A.
Validating	Verifies that the product sheet complies with the validation rules arising from the data model. You do this within your product sheet.
Release	By releasing it from within your MPM, you are making your product sheet available in the GDSN network. This is done after validation of your product sheet.
Publication	This is where you indicate who is allowed to receive your released product sheet. You can do this in the tab 'My publications'.
Consumer unit	Identifies whether the trade item to be taken possession of, or to be consumed or used by an end user or both, as determined by the manufacturer. The end user could be, but is not limited to, a consumer as in items sold at retail, or a patient/clinician/technician in a healthcare setting, or an operator for foodservice such as restaurants, airlines, cafeterias, etc.

4.2. From creation to publication - an overview

In *Chapter 5 'Creating or updating a product'* and *Chapter 6 'Release and publication'* you will find a detailed, step-by-step plan for the creation/updating and releasing/publishing of product sheets.

We would like to give you an overview of the steps that need to be followed to create, update and delete products.

CREATE an item
- Duplicate existing item
- Edit data
- Validate the item
- Do the same with the Case / Display / Pallet
- Validate & Release the hierarchy
- Publish via My Publications
- *Check CIC (upcoming)*

UPDATE an item
- Edit data
  Timings > Effective Datetime
- Validate the Product
- Validate & Release the hierarchy
- *Check CIC (upcoming)*

DELETE an item
- Add 'Discontinued date'
- Validate the Product
- Validate & Release the hierarchy
- Optional: Wait +/-30min
- Depublish via My Publication

5   Creating or updating a product

5.1.   Creating a new product

Every user who has access to 'My Product Manager' can upload GTINs based on a **Belgian prefix** of which they are the owner, or based on a **foreign** prefix.

However, if you wish to load products under a Belgian prefix of which you are not the owne**r** (e.g. as a wholesaler), please contact the **Retail help desk** via _support@gs1belu.org_ . As administrators, they are able to modify your account so that it will be possible to load GTINs with any type of prefix, including those of which you are not the owner.

When creating a product, there are two options:

- The product is new and you are starting from scratch. You **don't have a similar product** already in My Product Manager that you can base your product on.

- The product is new, but you can base it on a **similar product** which is already in My Product Manager. Click through to _4.1.B_

A.   New sheet, without a similar product as basis

Step 1. Choose 'Create product'
To create a new product, go to the **Dashboard** or the **My Products** tab and click this button: **+ Create product ▾** Some users will be given a **choice** between the two following options. If you do not see this additional option, you may proceed directly to **Step 2**. **+ Create product ▾** Create product Create small product Are you creating a 'normal' product (with GTIN-13 or -14)? Then select 'Create product'. Are you creating a 'small' product (if you wish to place a GTIN-8 on your product)? Then choose 'Create small product'.

Step 2: Indicate the packaging level

In this tab, you choose which **packaging level** you want to create.

You can choose from the following **options**:

- **Base unit**: Lowest level identified by a bar code, which will be scanned at the cash register.
- **Outer packaging**: Standard logistical packing level.
- **Intermediate packaging**: Packing level between a base unit and an outer packaging, which will be scanned at the cash register.
- **Pallet**: Standard shipping or storage unit.
- **Display**: This packing level contains a combination of products. It is used to introduce products in the shop.

Do you create an **FMCG** product that you sell in **bulk**? Depending on the further processing of the product by the customer, the product will or will not be designated as a base unit.

⇨ The customer will process it themselves before selling it on, which **changes the product composition** *(= bake-off),* e.g. croissants, bread, meat, etc.
The product is a **base unit**. You then indicate in the next tab that it is a consumer unit/food service product and fill in the entire sheet.

⇨ The customer will not process the product or process it in such a way that the **composition does not change**, e.g. bulk cheese, nuts, etc.
The product is **not a base unit**, but is designated as a consumer unit/food service product, after which you fill in the entire sheet.

Do you create a **Healthcare** product, use this help you to identify the right choice.
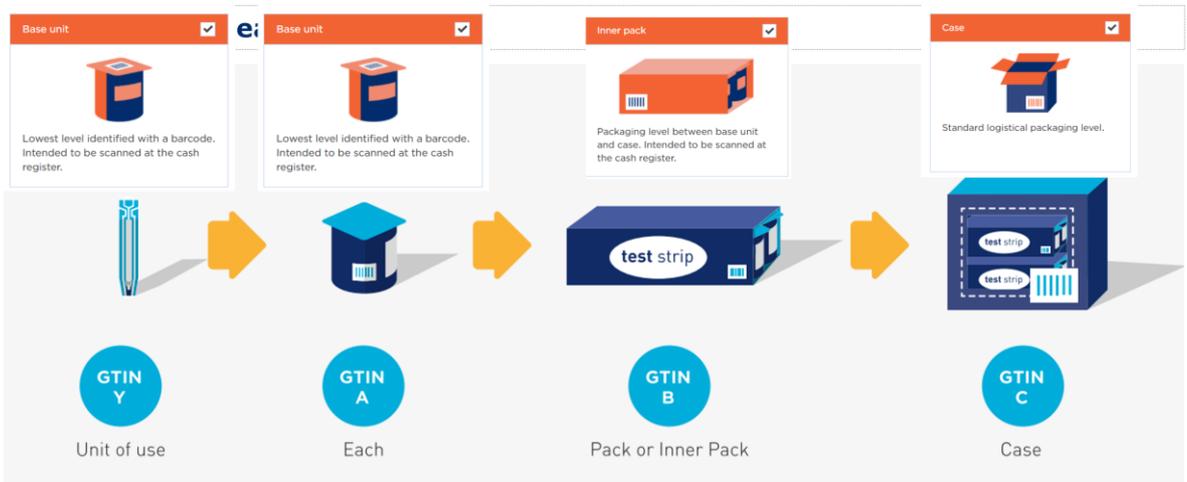
Step 3: Fill in the basic information of your product.

Fill in the following fields. Select an **information icon** to access more information.

Some important things to note:

-A- To determine if your item is a **consumer unit** or not an FMCG product, the item must:

- either be **scanned** at the **checkout** at the **retailer's establishment**, and be intended for the **end consumer,**

- or it is an item used in the **food service** and which thus reaches the **end consumer**. Because the necessary product information, such as nutritional values/allergenic factors, ingredients, etc., must also be communicated to the end consumer for similar items, you must designate these items as foodservice items.

    If your item is neither, it is not a consumer item.

-B- You can indicate several **target markets** for one product.

Please note that if you define multiple target markets, multiple data models will be 'activated' and you will have to fill in the tax information or market-specific fields separately for each target market. For that reason, it is best to indicate only the target markets that apply to your product.

-C- Fill in the correct **product classification code** (GPC).

This is important, because this GPC code will determine which fields you need to fill in to be in compliance with the data model. By clicking on the code, you will get more information on which products belong to that group and which ones do not.
More information about GPC codes: *https://www.gs1belu.org/nl/global-product-classification-gpc*

Step 4: Adding additional information

Do-it-yourself, Garden & animal

In this tab, you specify the information that is important for your product. For this, the data model and its validation rules provide a guide.

The easiest way to see all that validations is, after correcting the indicated errors, to then save your file as a draft and validate it (see Step 5). Other validations will become visible.

If you want more information about a particular field, simply select the relevant **information icon** ?

All mandatory attributes are shown by means of an error in the sidebar. To see them, just click on "validate" at the bottom of the screen (see Step 5).

When all the error messages have been eliminated, you have completed the minimum mandatory fields. We advise you to also fill in a maximum number of fields in the "product specific" tab. These fields are specific to the product category (GPC) selected and therefore very relevant for the retailer/customer.

For an overview of the manuals that can help you, please see *Chapter 5.4.C*.

Healthcare

In this tab, you specify the information that is important for your product. For this, the data model and its validation rules provide a guide.

The Healthcare datamodel ECHO is for the moment only valid for 2 GPC codes 10005844 (=Medical Devices) and 10005845 (=Pharmaceutical Drugs) If other GPC codes are used these products fall under Do-it-yourself or FMCGI datamodel.

The easiest way to see all that validations is, after correcting the indicated errors, to then save your file as a draft and validate it (see Step 5). Other validations will become visible.
At the moment, not all (conditionally) of the compulsory fields have a validation rule. As a result, we want to provide some more information about the information expected by the data customers. You can also consult Chapter 5.4 for more information

FMCG & Foodservice

In this tab, you specify the information that is important for your product. For this, the data model and its validation rules provide a guide.

The easiest way to see all that validations is, after correcting the indicated errors, to then save your file as a draft and validate it (see Step 5). Other validations will become visible.

At the moment, not all (conditionally) of the compulsory fields have a validation rule. As a result, we want to provide some more information about the information expected by the data customers.
You can also consult *Chapter 5.4* for more information.

-A- Consumer units

Label information

When you create a consumer unit, you need to make a 'digital twin' of the physical product. In the case of food, it is important to communicate the legally required information on this product, so that the data consumer and end consumer receives all the essential information they are entitled to and should have. This will mainly concern the information to be found on the label. When entering product information for consumer units, all the information that can be found on the label should also be included in the online version available to the consumer on a web shop or mobile application.

The information you enter in My Product Manager will be an identical copy of the information available on the label.
If you want more information about a particular field, simply select the relevant **information icon**

Pack-shots

For each consumer unit, it is mandatory to add a pack-shot. A pack-shot is a front elevation of the product with an angle of view of 0 degrees, as it would be displayed on the shop shelf. In the case of a packaged product, this therefore means the packaging.

Logistical information

You must also enter the logistical information for consumer units. This includes the dimensions of your product, the tax information, the availability information of your product, packaging information, certificates, etc.

If you want more information about a particular field, simply select the relevant information icon

-B- Non-consumer units

Logistical information

You must also enter the logistical information for non-consumer units. This includes the dimensions of your product, the tax information, the availability dates of your product, packaging information, certificates, etc.

It is not compulsory to fill in label information for non-consumer units (such as ingredients, allergens, nutritional values, etc.) or to add a pack-shot.

<u>-C- Hierarchy (= link between basic unit, outer box, pallet)</u>

When you have created several items from the same hierarchy, you can link them to each other. You do this in the Hierarchy tab for each item that is **not** the basic unit. You can enter an underlying item in this tab.

In practical terms, this means that you enter your basic unit as the underlying item in your outer carton, and your outer carton as the underlying item in your pallet, etc.

You can also enter several underlying items in one GTIN, such as for a display containing several different basic units.

Hierarchy

Next lower level trade item

Next lower level trade item GTIN	Quantity of next lower level trade item	
Choose the next lower level trade item ⌄	Fill in the amount of lower level trade items	🗑

+ Add new

Step 5: save as a draft and validate your sheet.

When your product sheet has been created and completed, you can **save it as a draft**.

You can do this by clicking the button at the bottom of your product sheet:

Cancel	Save changes as draft	**Validate & Next**

By saving the item as a draft, the validation rule verification has not yet been activated, but you can save the information you have entered.

To have the content of your product sheet validated by My Product Manager, and to release it, click on **Validate and Next**:

Cancel	Save changes as draft	**Validate & Next**

If your sheet has been created correctly, you can continue to the overview of your product hierarchy and release it.

Any errors of the validation rules in force that are detected by My Product Manager will be displayed in an overview of all error messages to the right.

There are two types of error messages:

- **Warnings**: These are indicated with an orange colour and can in principle be overruled. This means that you can ignore them and continue with the validation and release of your product. However, these warnings are still important to take into account, and should be corrected.

  Example:

Images and documents

ⓘ **VR_FMCGB2C_0257**

Images and documents

No image is provided. Since 1/01/2021 every product should have at least a packshot, unless the product will be discontinued before 1/09/2021.

- **Errors**: These are indicated with a pink colour and cannot be overruled. This means that you have to resolve the error message before you can continue releasing your item.

  As an example:

Contact information

⚠ **VR_FMCGB2C_0052**

Contacts

Contact Type should be filled at least once and take the value 'CXC' (Customer Support)

Allergens

⚠ **VR_FMCGB2C_0066**

Is allergen relevant data provided

For food/beverage products that are indicated as consumer unit, it's mandatory to check if the relevant allergen information was provided.

You can click on each warning/error in the overview to go to the corresponding field where the error/incomplete data is located in order to correct it.

When all errors are resolved, click on **Validate and Release** again.

GS1
Belgium & Luxembourg

Step 6: compare your 'digital twin' file with your physical product
It is important that the product information entered in My Product Manager fully corresponds to the real product. This information must therefore be identical to the information on the label.
You should therefore do an extra verification of the information in My Product Manager and the information on the label.
Step 7: add your GTIN or generate a GTIN
Depending on your account settings, you will be able to generate a GTIN or add an existing GTIN when your product sheet is completed.

A. Copy a similar product to create a new product sheet

Step 1: Copy the similar product
Go to the **My Products** tab:

Dashboard   My Products   My Brands   My Publications   My Reports

Click the product you wish to copy and click on **Copy**:

Products   **+ Create product ▾**   More ▾

1 item selected   ✎ Edit in bulk   ⬇ Export   ⧉ Copy   🗑 Delete   Cancel

⊟ Description	GTIN	Packaging ↑	Brand	Status
☑ demo (FR)		Base Unit	Demo brand	Valid

Step 2: open the product sheet
A new file will open, and you will receive **confirmation** that you are working in a copy of a specific GTIN:

Home ⟩ Manage your products ⟩ Create a product

You are working on a copy of product: **GTIN X**

Packaging   Product data   Additional data

What would you like to make a barcode for? Select one of the options below.

Base unit	✔	Case	☐

Step 3: Review the completed fields and make changes, where necessary

You can either leave the fields filled in, where they are the same, or adapt them according to the specific information that applies to your new product.

1) Packaging level/type

You start by confirming your **packaging type**. Ideally, you will have chosen the same packaging type to copy as the item you wish to create. This way, you already have an idea which fields need to be filled in for that specific packaging level, and you can follow the same structure.

2) Product data/basic information

Next, modify all the relevant fields in the **Product Data** tab. This is the basic information for your item, which may be different for your new item. Go over each field, and check which fields you need to adjust.

3) Additional data

Go over each completed field, and make changes, where necessary.

Step 4: save as a draft and validate your sheet.

When your product sheet has been created and completed, you can **save it as a draft**.

This is done by clicking the button at the bottom of the product sheet:

By saving the item as a draft, the verification using the validation rules has not yet been activated, but you can save the information you have entered.

To have the content of the product sheet validated by My Product Manager, and to release it, click on **Validate and Next**:

If the sheet has been created correctly, you can continue to the overview of your product hierarchy and release it.

If errors are detected by My Product Manager on the basis of the validation rules in force, you will see an overview of all error messages on the right.

There are two types of error messages:

- **Warnings**: These are indicated with an orange colour and can in principle be overruled. This means that you can ignore them and continue with the validation and release of your product. However, these warnings are still important to take into account, and should also be corrected.

Example:

- **Errors**: These are indicated with a pink colour and cannot be overruled. This means that you have to resolve this error message before you can continue releasing your item.

As an example:

You can click on each warning/error in the overview to go to the corresponding incorrect/incomplete field to correct it.

When all errors are resolved, click **Validate and Release** again.

The following pop-up screen will be displayed so you can enter the GTIN of your new item. Fill in the GTIN and click **Confirm**.

The file is now created and available in your product overview.

Step 5: compare your 'digital twin' file with your physical product

It is important that the product information entered in My Product Manager fully corresponds to the real product. This information must therefore be identical to the information on the label.

You should therefore do an extra verification of the information in My Product Manager and the information on the label.

Step 6: add your GTIN or generate a GTIN

Depending on your account settings, you will be able to generate a GTIN or add an existing GTIN when your product sheet is completed.

5.2 Updating an existing product

You may need to update a product data sheet for two reasons:

i. It contained an error or is missing information.

ii. You have updated your account with the GDSN feature.

A. <u>Correcting errors</u>

B. If you want to modify the data in an existing sheet, follow these steps.
   If you have many files to amend, it is best to correct one file and then use our bulk editing feature.

Step 1: Open the item you want to change

Go to the **My Products** tab:

Dashboard	My Products	My Brands	My Publications	My Reports

And click on the GTIN you wish to adjust:

Products

➕ Create product ▾   More ▾

🔁 Reload   🔍 _____   🔻

☐ Description	GTIN	Packaging	Brand	Status
☐ demo (FR)	▨▨▨▨▨▨▨▨▨▨▨	Base Unit	Demo brand	Valid

Step 2: Make the necessary adjustments, and save your changes

When you open the item, you will see the short product overview. To modify the product sheet, click on Edit Data:

Belgium & Luxembourg

Home > Manage your products > demo (FR)

Product Details

Product image here	GTIN
	Status
	Brand name
	Product description
	Product image url
	Global product category
	Packaging type
	Net content
	Target markets
	Consumer unit
	Last modified

Product information here

Go to product overview   Duplicate product   Edit data   Download the barcode

Make the necessary adjustments, then click on **Validate and Next**:

Cancel   Save changes as draft   **Validate & Next**

If the product sheet has been set up correctly and there are no more error messages, you will be redirected to the next screen, where you can click on **Validate and Release** to confirm your changes. Your modified product sheet is then released to the customers and the changes are visible.

Edit product data	Release

⚠ PLEASE NOTE: this action will release all products linked to this product. As a consequence validation issues will apply to all hierarchies where this product is part of.

🖧 1

GTIN here

Base unit

Valid

Cancel   **Validate & Release**

If My Product Manager detects errors based on the validation rules in force, you will see an overview of all error messages on the right.

There are two types of error messages:

- **Warnings**: These are indicated with an orange colour and can in principle be overruled. This means that you can ignore them and continue with the validation and release of your product. However, these warnings are still important to take into account, and should also be corrected. Example:

Images and documents

ⓘ **VR_FMCGB2C_0257**
Images and documents
No image is provided. Since 1/01/2021 every product should have at least a packshot, unless the product will be discontinued before 1/09/2021.

Errors: These are indicated with a pink colour and cannot be overruled. This means that you have to resolve this error before you can continue releasing your item.

Example:

Contact information

⚠ **VR_FMCGB2C_0052**
Contacts
Contact Type should be filled at least once and take the value 'CXC' (Customer Support)

Allergens

⚠ **VR_FMCGB2C_0066**
Is allergen relevant data provided
For food/beverage products that are indicated as consumer unit, it's mandatory to check if the relevant allergen information was provided.

You can click on each warning/error in the overview, and go to the corresponding field where the error/incomplete data is located, to correct it.

When all errors are resolved, click on **Validate and Release** again.

C. Refreshing records after updating profile with GDSN functionality

When activating the GDSN feature in your My Product Manager profile, extra fields become available to enable you to send in a complete product sheet.
You can find these extra fields in your product sheet by simply opening the product sheet. You will notice that some of these fields display an 'error' message. The files will not have a status change at first, but these errors will invalidate them when My Product Manager is updated. It is therefore important to solve all errors in your product sheet as soon as possible.

To do this follow these steps:

Step 1: update one product sheet in the interface

Step 2: use the (*bulk edit*) Excel feature to update all other files.

Attention! Solving the errors alone will not result in a completed product sheet! You will still need to enter extra information to meet the expectations of your data customers.

5.3 Add images and documents

Images and other digital files such as certificates, safety sheets, etc. are uploaded to My Product Manager. These have to be uploaded at the consumer units level in the Pictures and Documents tab.

First indicate what kind of document you want to add:

Type of document (Image, safety data sheet, assembly Instructions, etc.)

- Select an option -   ∨

| | 🔍 |

[PRODUCT_IMAGE] Product Image

[SAFETY_DATA_SHEET] Safety Data Sheet

[360_DEGREE_IMAGE] 360 Degree Image

[ASSEMBLY_INSTRUCTIONS] Assembly Instructions

[AUDIO] Audio

[CERTIFICATION] Certification

Then the Upload a New File button will be displayed.

Upload a new file
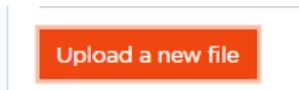
Click it to link the document to the product sheet in one of two ways:
- You have the file on your own DAM system to which you refer using a public link.
- You upload the file onto My Product Manager directly.

File upload   ✖

☁ **Upload** a file   🔗 Upload via **URL**

☁

Drag and drop or browse your files.

Upload

Are you uploading a pack-shot? Then there are a few specifications to follow, for example, the dimensions, the name, the file format, etc.

Useful documents are:

- FAQ
  - *FMCG*
  - *DIY*
- The check list for reviewing the specifications:
  - *FMCG*
  - *DIY*
- A detailed explanation of product image specifications, applicable to both sectors, can be found *here*.

5.4   Need product-specific information?

A. FMCG – Food

In our *explanatory document on the data model*, you can find **more information on specific scenarios and product types.** Here is a selection of what you can find:

1. Variable-weight items

2. Entering a gift basket

3. Product with deposit and empty packaging (packaging item)

4. Private label item

5. Entering allergen information correctly

6. Entering display information

7. When will my product sheet be available?

8. Et cetera.

If you have a product on which you must pay **excise** duties (alcohol, coffee, etc.), the following two manuals will be useful:

9. *Tax information guide*

10. *Tax information code list*

Do you have a p**rivate label article** that you need to enter for **Delhaize**?

To create a private label article for Delhaize you need to be a GDSN user.

In these product sheets you only need to enter logistic information (cfr. the fields you enter for non-consumer units like e.g. a box) even if it is a consumer unit with label information.

To make sure that the validations regarding label information are not triggered, you will have to enter the Delhaize GLN (5400110000009) and the Delhaize contact information in the contact data. You do this in the tab "Contact information" in the following 2 fields:

Brand Owner GLN ❓

5400110000009

Brand Owner Name ❓

Delhaize De Leeuw

Delhaize also needs the details of the packaging of your products for the Belgian Fost-Plus Declaration. If you want, we can upload an example file into your account that you can modify.

Be aware that Delhaize wants to get your information as a 'GDSN target' (cfr. *Chapter 6.2*). If you are not a GDSN user, please contact us (fmcg-foodservice@gs1belu.org) so we can make the necessary changes to your account.

B. FMCG - non/near-foods

In our *explanatory document on the data model*, you can find more information on specific scenarios and product types. Here is a selection of what you can find:

- Label information for animal feed
- Entering information on hazardous substances
- Entering display information
- When will my product file be available?
- Et cetera

If you have a product on which you have to pay recupel (batteries, electro, etc.) then the following two manuals will be useful to you:

- *Tax information guide*
- *Tax information code list*

C. Do-it-yourself, Garden & Pet

On the website, you will find manuals and tools on the following topics:

- *Categorising* items with a GPC code
- How to *measure* your items correctly
- The *data model* where you can find more information about specific fields and which fields are mandatory for your items.

D. Healthcare

On the website, you will find more information see *https://www.gs1belu.org/en/data-exchange-healthcare-sector*

5.5   Bulk editing

The bulk editing feature enables making adjustments for certain attributes at once and applying the change to multiple files. This can be done using either the web interface or using Excel.

By using the web-interface, you will be able to adjust one or multiple attributes at once, but only applying the same value for all the indicated products to that specific attribute. Each selected article will get the indicated new value by using the bulk edit in the interface. This option is suitable for e.g. attributes that share contact information, which usually remains the same for more/all products, but is not suited for attributes communicating changing nutritional values or allergens, which are usually different for each individual product.

By using the Excel-function, you are able to change or fill in each individual attribute, for each individual product, and upload your changes at once.

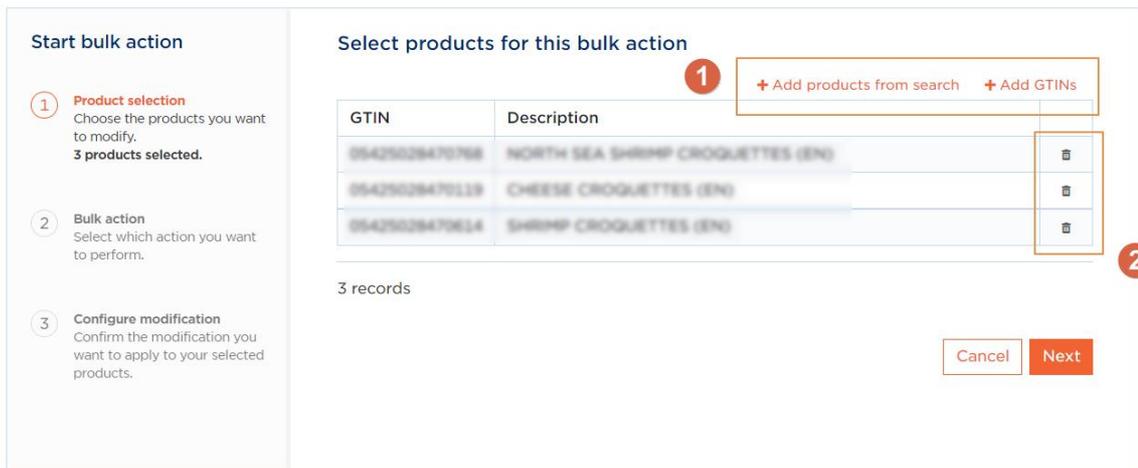Depending on the change you wish to make, you can either chose the first or second option.

A. Using the web interface

1. Select the items that you wish to change

Go to your product overview in My Product Manager, select the items you wish to change and click on 'Edit in bulk'.

You can add or remove items from the selection afterwards, if necessary, or click 'Next'.

2. Release and indicate the type of change

In this screen, you can select (1) to either automatically release your items after the update, or not. In case you select 'Yes', you do not have to manually release again afterwards.

Attention! If there are any errors in your products, these items will not be able to be released. Errors are blocking, and need to be corrected before you are able to release again.
Indicate what kind of bulk change is involved (2). You can either modify a classification or modify a specific attribute.
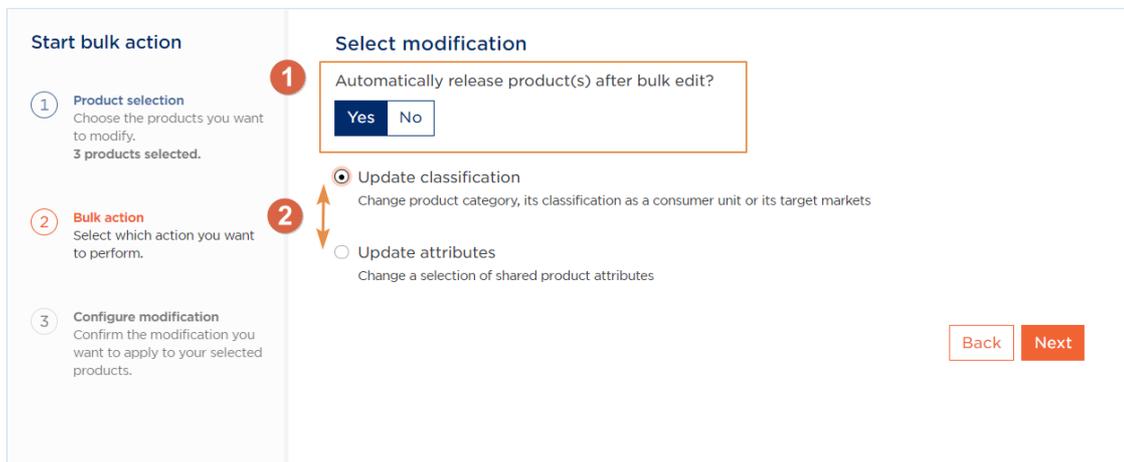
When **changing a classification** you will be able to adjust the target market, the GPC-code and whether the item is a consumer unit or food service item or not.

When **changing the attributes,** an overview will be displayed that shows all the attributes that are common to the selected items. Indicate which attribute you want to perform the bulk edit on.

3. Adjust the data

Complete the change by entering the new value in the selected attribute.

Update products

Net contents

Net content	Unit of measure	
200	[GRM] Gram ⌄	🗑

+ Add new
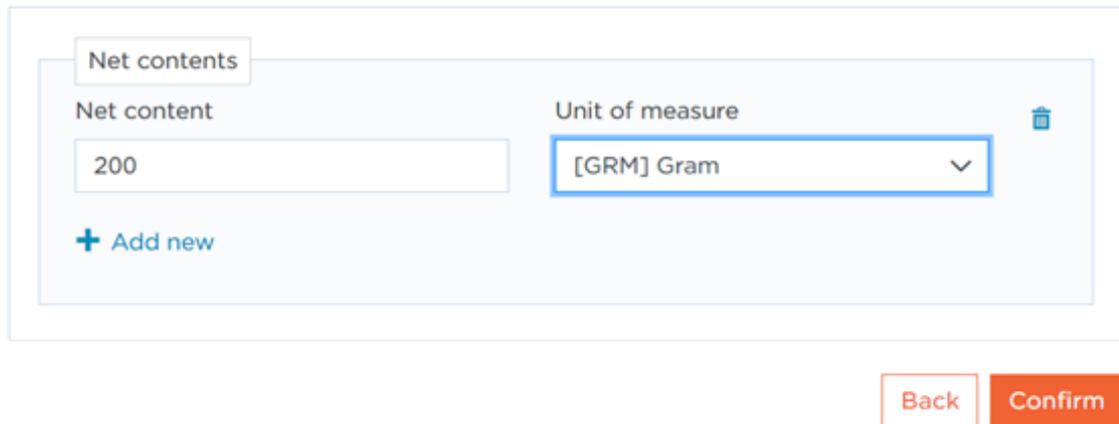
Back   Confirm

The system will overwrite the value in the selected attribute with the new value for all selected items. After confirming your adjustment, you will be brought back to the overview of your bulk actions.

Bulk actions

Update multiple products at once using bulk actions. They allow you to perform simple modifications to a set of products in one go.

Start a bulk edit

Previous bulk actions   ⟳ Reload

	Task	Status	Products updated
⟳	**5 product(s)** Started on 15/04/2021 10:51	UPDATE IN PROGRESS	

You will then be able to see in the task bar whether the update has been successful or not. Click Reload until the task displays the status as **Done**.

Previous bulk actions   ⟳ Reload

	Task	Status	Result
✓	**Update (3 products)** Started on 10/08/2021 13:00	DONE	⚠ 3 with errors

B. Using Excel

The Excel file will only download fields that are filled in for the sheets you have selected. This is why we recommend always setting up one sheet correctly in the interface so you can use it as an example or reference. Afterwards, you can easily download the created item, along with the other items you wish to adjust, and all the necessary attributes will be present in the file.

1. Select the items that you wish to change

Go to the 'My Actions' tab in My Product Manager and click on 'Start a bulk action'.

Attention! You can only download items that have already been assigned a GTIN. Product sheets without a GTIN must first be given a GTIN in the interface.

You will be able to add or remove items from the selection, where necessary, or simply click on Export.

By using 'Add products from search' or 'Add GTINs', you can either search items in your product overview you wish to adjust (1), or paste a list of GTINs in the search field (2).

2. Export the items

Once you've selected your items, you will see an overview of all your exports and imports.

As soon as the task has completed you will be able to download the Excel using the Options button. Please click on 'Refresh' if the status didn't change after a few moments.

3. Modify data

Every column in the downloaded Excel sheet corresponds to a field that has been filled in in your product sheet. It is therefore important that you use a correct sheet as a reference.
Use this as the basis for putting all the information in order. This will help avoid wrong-code errors and similar messages.

Good to know:

a.   Have you created a product sheet for **different target markets**? Then it will be displayed on a single line in the Excel sheet. There will be two (or more) columns showing the target market.

b.   Do you want to **delete data**? To do this, either delete the entire column or empty the data in the column.

c.   You can also **create** items by entering the necessary data in the first empty line of the file. Attention! You must give these a GTIN. This Excel sheet does not (yet) offer the option of generating GTINs automatically for you (provided that your profile has this function, see 2.). To do that, use the 'Export ID cards' function. More information in *Chapter 5.5.C*)

d.   Do you want to lock the first column of GTINs? Use the 'Lock function' in Excel.
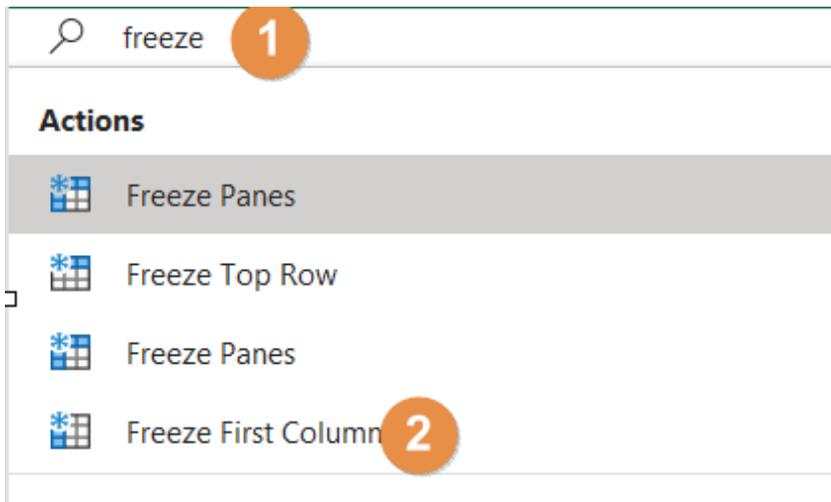
4. Import the Excel sheet and view the error report

You can import your Excel sheet in the same 'My Actions' tab:

Bulk actions

Update multiple products at once using bulk actions. They allow you to perform simple modifications to a set of products in one go.

Start a bulk action ▾

- ✎ Edit products
- ✎ Edit publications
- ⬇ Export products
- ⬆ Import changes

Previous bulk actions

Task	Status	Result

Add the document and click on Import.

Import products

⊠

This tool allows you to import an Excel file with multiple new products that do not yet have a GTIN.

Please fill out the Excel template with the product data and leave the GTIN column empty. After a successful upload, the system will automatically generate a GTIN for your products.

Drag and drop or browse your files.

Cancel   Import

A 'Task in progress' message will then display in your overview.

As soon as it is complete, you can see how many items still have warnings and errors. You can then view these via the Options button either in the interface (Option: details) or in an Excel overview (Option: download report).

Please click on 'Refresh' if the status didn't change after a few moments.

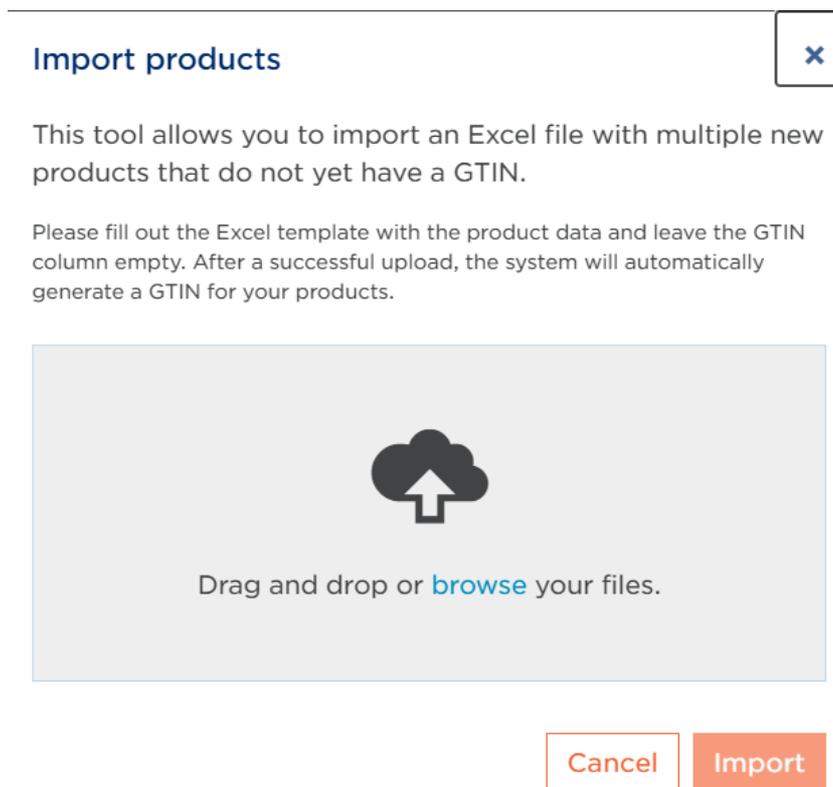**Previous bulk actions**   ⟳ Reload

	Task	Status	Result	
✓	**Import** Started on 25/05/2021 15:29	DONE	ⓘ 2 with warnings ⚠ 1 with errors	⋮
✓	**Export(3 products)** Started on 25/05/2021 15:21	DONE	✓ 3 exported	

- ⓘ Details
- ⬇ Download import file
- ⬇ Download report

Attention! The release of the sheets is **not automatic** for items with **errors or warnings**.

C. Generating GTIN in bulk (optional)

If your account is set up so that My Product Manager generates your GTINs for you, you can generate GTINs in batches if you want to add many products at once.

You can only do this by using the Export and Import of ID cards feature. This Excel file contains a fixed structure that allows you to create the product with **basic data**.[1]

Please follow these steps:

1. Export the ID cards

To do this, click More and then Export at the top of your product list.
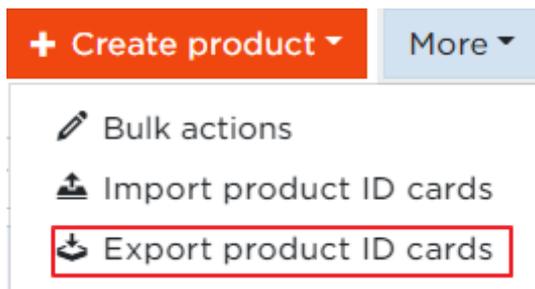
Step 2: Enter the data

Enter the basic data for your products, as has been done for the example items in the exported Excel file. Leave column B, where the GTIN is normally placed, empty. This way My Product Manager knows which items it has to create a GTIN for. Use this export file as your template.


Pay attention to the following in the Excel file for _Import ID cards_:

1) **Delete** all the products that are already on My Product Manager from the file.

2) **Supplier Product ID**: What you enter in this field will only be visible in the Excel export file. It will not be shown in the web interface of My Product Manager.

3) **GTIN**: The GTIN must be 14 digits long (meaning that consumer units must start with 0) and it must be formatted as text. You can do this in Excel simply by starting the GTIN with an apostrophe (').
If you wish My Product Manager to generate a GTIN for your product, leave this field blank.

4) **Target Markets**: Please enter the three-digit code for your target markets here, separated by a comma. You can find the three-digit code in My Product Manager when you open or create a product and go to the field "In which countries is the product sold?". (e.g. Belgium is "056" and Luxembourg is "442")

5) **GPC**: Please enter here the 8-digit code for the brick. A product can only contain one GPC code.

6) **Image**: You can upload a URL of your product image here. If your product is not online (and therefore cannot be downloaded via a URL), you cannot enter it in the Excel sheet. In that case, after importing your Excel file, you will have to upload your image manually into your products via the web interface.

---

[1] Basic data or ID-card data refers to the following fields: packaging level, consumer unit, target market, product name, brand, classification code, net content, image URL,

Step 3. Import the ID cards

Import ID cards: To do this, click More at the top of your product list, and then Import.
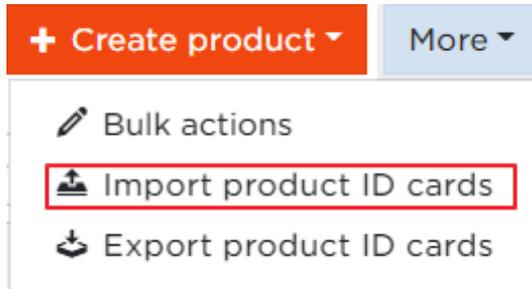
Once your Excel file has been imported, it will be checked manually by the Retail Help Desk staff prior to your products appearing in My Product Manager. You will then receive an email to let you know as soon as your products have been added to your account.

6 Releasing and publishing a product

6.1 Release

Once your product has been created, and been validated, you will come to the following screen, where you can find your item and other products that it is linked to. This is called a hierarchy.

Before you click Validate and release, you need to check two things:

- Is your hierarchy complete? Click. If it is not, click Cancel and create any missing hierarchy levels.
    - Create
    - Use the 'Hierarchy' tab to link by indicating the underlying unit in the sheet.
- Do **all sheets have a Valid status**? If not, click on the pencil icon of the relevant record. This will take you directly to the record to be validated.

If the above points are correct, you can 'Validate and release' the hierarchy.
The hierarchy's logical links will then be verified. If this is correct you will receive a green message indicating that the release was successful.

Is there an error? Then you will receive a red message requesting that you rectify the errors. You can find the error messages by clicking on the warning triangle next to the relevant sheets. A sidebar containing the error message(s) will then be displayed.

After 'Validating and releasing' your selected data customers will receive the product sheet. Do you want to know who they are? Then look in the tab 'My publications'. More information about publications follows.

6.2 Publishing

A. MPM targets & GDSN targets

In the My Publications tab you will see two targets: MPM targets and GSDN targets.

- MPM target: are data customers that use My Product Manager as a platform for receiving data.

- GDSN targets: are data customers that use another platform to receive data. Do you not see these targets, but need to publish to GDSN? Please contact our help desk via *support@gs1belu.org*.

How do you know which target you have to publish to? Your data customers will tell you. Attention! Some data customers wish to receive the information under both MPM targets and GDSN targets. In the FMCG sector this is the true of Colruyt & Delhaize, among others.

Take note: Once a product hierarchy has been published to a GDSN target, you will no longer be able to change the hierarchy. If you want to do so, you first have to de-publish your product hierarchy (= empty the GDSN targets of your product hierarchy in My Publications).

B. Publishing

In order to publish correctly, please follow the next steps:

Step 1: Where does the data customer want to receive the data?

Ask your data customer where they want to receive the information: in MPM, GDSN or both?

Step 2: View your MPM publications (MPM targets)

Every product sheet with a valid status is automatically visible to an MPM data customer. Would you like a particular sheet to be invisible or all your sheets to be invisible for a specific MPM data customer? Then go to the Opt-out Procedure (*Chapter 6.2.C*).

Pay attention to foodstuffs (FMCG food)! Depending on the profile of your MPM customer, the visibility of your product data sheet for them will also depend on whether or not it is a consumer or food service item.
Have you created a food product and is your MPM data customer Fooddesk, Colruyt, Delhaize, Bidfood or Lambrechts? It is possible that they will not see your data sheet because it is not a consumer unit/food service item.

Step 3: View your GDSN publications (GDSN targets)

If your data customer wishes to receive the product sheet via GDSN, you can arrange this using GDSN targets.

The default setting for GDSN targets is 'not published'. You have to **publish them yourself from the highest level of your hierarchy**.

The sheets of **the underlying units** will **automatically be sent with them**.

The publications can be done in two different ways:

Target-market specific	GLN specific
= to everyone in the selected target market	= only to the GLNs you enter.
To do this, select the 'Yes' setting. You will then see the status 'Public'.	To do this, use the setting 'No' and enter the GLNs per row. You can ask your retailer/data customer for the GLN.
The advantage of this is that you only have to publish once.	The advantage of this is that you know precisely what data you will receive.
	If you publish **private label** items for **Delhaize**, it's this way you need to publish the productsheet to GLN 5400110000009.

Take note: Once a product hierarchy is published to a GDSN target, you may no longer modify the hierarchy (disconnect an item or modify quantities).

C. Bulk Publishing

Do you have a lot of articles to publish ? This can also be done through the bulk-action. From selecting one article you can already use the bulk tab.

	Description, GTIN or brand			▼
1 item selected (Select all 209)			✎ Edit in bulk	Cancel
☐ Description	GTIN	Packaging	Brand	MPM targets
☑ Rock'On Eau (FR)	05410000066602	Base Unit	Rock'On	Click to publish

Then you will see your selection first. Did you forget some articles ? You can still look them up in the interface through " add products from search" (1) or by entering them manually (2).

Select products for this bulk action

① + Add products from search   ② + Add GTINs

GTIN	Description	
05410000066602	Rock'On Eau (FR)	🗑
07311071330815	Krisprolls Wholegrain 225gr (EN)	🗑
05410921006770	Cook & Create Zero meat burger mix 2kg (EN)	🗑

After your selection you can indicate whether you want to bulk publish to MPM targets (left) or GDSN targets (right).

Select modification

Which targets do you like to change?

Data recipients that are connected to My Product Manager	Data recipients that are connected via a GDSN data pool

As finale step you can indicate whether you want to make it a target market publication (yes) or publish to a specific GLN (No). Then you can click "confirm" and the bulk publication will take place.

Manage publications

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes No

Back   Confirm

D. Opt-out procedure for MPM targets

By default, a product sheet with a valid status is visible to all MPM data customers. You can change the **default settings** using 'Default publication settings for new products'.
If you still have a product that requires a **specific publication setting** in MPM, you can arrange this using 'Overview publication settings per product'.

Default publication settings for new products	⊗
Overview of publication settings per product	

The Default setting

It is important to set this to '**Yes**' if you want your product information to be available and visible to all customers.

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes No

If you wish, it is also possible to specifically indicate that your product information is only sent to one or more specific data customers, instead of all registered data customers. You do this by indicating "No", and then specifying which customers are to receive your product information.

When "No" is indicated, two columns are displayed. The customers in the right-hand column are the ones who will receive your product information.

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes | **No**

Please indicate below which data recipients you want to give access to your product information.

Available Recipients	☐
MAKRO C&C BELGIUM N.V. (5400150000007)	☐
GS1 Belgium & Luxembourg (recipient) (5410000999993)	☐
GS1 DIY recipient (5410000999986)	☐
HTTML (5488888010154)	☐
Sligro-ISPC Belgium NV (5420077200007)	☐
AB Restauration (5404027200002)	☐
CARREFOUR BELGIUM S.A. (5400102000086)	☐
NV Solucious (Recipient) (5404009199973)	☐
Colruyt Group (Recipient) (5400142000008)	☐

Selected Recipients

Use the arrows to tick and add all the customers who are allowed to receive your products (Selected customers) to the right column.

>>
<<

You can also remove customers from the list of selected customers in the same way, by using the opposite arrow.

The product-specific setting

By clicking on the publication status in MPM targets, you can easily adjust the setting by making it public by selecting 'Yes' or select specific targets by selecting 'No'.

Overview of publication settings per product

🔍 Description, GTIN or brand ▼

Description	GTIN	Packaging	Brand	MPM targets	GDSN targets
zefze (EN)	05410000001863	Base Unit	PIT 11/03	Click to publish	Click to publish
PIT 16/12 (EN)	05410000001665	Base Unit	regression 3.6.2	Click to publish	Public
Create via Excel 3 ...	05410000001979	Base Unit	Jeff Tester	Click to publish	Click to publish
Create via Excel 2 ...	05410000001962	Base Unit	Goeiendag, Tis vo...	Click to publish	Click to publish
Create via Excel 1 ...	05410000001955	Base Unit	Jeff Tester	Click to publish	Click to publish
PIT 16/12 (EN)	05410000001672	Case	regression 3.6.2	Public	Click to publish
Brad Pit testing 2/...	05410000001832	Base Unit	Pit brand 2/03	Click to publish	Click to publish
efzeze (EN)	05410000001801	Base Unit	Wilfried 13/8	Public	Public
aanpassen en mag...	05410000001726	Base Unit	Pascalleke, mijn m...	Public	Click to publish
pit 12/01 (EN)	05410000001733	Case	Pascalleke, mijn m...	Public	Click to publish
Complete B2B ite...	05410000001634	Base Unit	Smoke 23/06	Click to publish	Click to publish
efzeze (EN)	05410000001597	Base Unit	Wilfried 13/8	Click to publish	Click to publish

7 GDSN feedback

A while after the publication , you will get a feedback of your information.

In the column "GDSN feedback" of the section "My Products".

☐ Description	GTIN	Packaging	Brand	Status	GDSN Feedback
☐ Full GDSN BAB...	05410000000620	Base Unit	GS1 BRAND	Valid	Synchronized
☐ dede (FR)	05410000000692	Case	my brand	Valid	Synchronized
☐ FrenchProduct ...	05410000000756	Base Unit	GS1 Brand 2.3	Valid	Review
☐ BE Full GDSN B...	01111111111123	Base Unit	GS1 BRAND	Valid Pending release	
☐ Goeiendag, tis v...	05404028500409	Base Unit	GS1 BRAND	Valid	
☐ BE Full GDSN B...	05000000000012	Base Unit	GS1 BRAND	Valid	Exception

They're 3 types of feedback messages.

Type	Signification	Action
Synchronised	In this case , all the data-recipients received the information and they match their validation rules.	No action needed.
Review	In this case , the data-recipient received the information, , but the product file isn't complete or correct.	Click on feedback GDSN and see which data-recipient sent the message REVIEW. Then you have to resolve the errors in the product file. Save modifications et click on validate and release. You don't need to publish it again.
Exception	You received an error message from the data pool from GS1 itself. The message goes against the validation rules of GDSN therefore can't be accepted	Click on the feedback GDSN and see which validation rule needs to be fixed. Edit it in your product file and release it again. In this case, it is better to unpublish first. Wait a moment and restart the publication.

Did you receive GDSN Feedback from a GLN that you don't recognize ?
You can use this *form* and ether the GLN to see to which GDSN data-recipient it's linked.

8 Removing or de-publishing a product

8.1. Removing

Once a product has been given a GTIN, you cannot delete it. The reason for this is that GTINs may not be reused. Products with a GTIN that are no longer sold should not be deleted but de-published.

In some exceptional cases, your products might need to be removed (for example, if your product was accidentally created with the wrong GTIN in My Product Manager). In such cases you can contact our help desk via *support@gs1belu.org* .

8.2. De-publishing

To depublish a product, the following steps must be followed:

1. Open your product sheet

2. Go to the Timings tab

3. Fill in the field 'End availability date time'.

4. Save and validate

5. Complete the same process for all the other sheets in the hierarchy.

6. Validate and release the full hierarchy

7. Wait approximately 30 minutes

8. Go to My Publications and de-publish your items

9. After the expiry of the Date/time production ends, your file will automatically receive a Stopped status.

You can complete steps 1 to 7 using the bulk editing feature (see *Chapter 5.5*).