



The Global Language of Business

## GDSN / MPM

Create your first productsheets

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GS1 Belgium & Luxembourg  
2021



# Objective

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Through this virtual training path you will learn

- The several aspects of the MPM platform
- Some terminology
- How to create your first product sheets



# Menu

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Go through these slides, step by step.  
That's the easiest way to have it right from the first time!

# Intro

# What?

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## 1 platform

- Enter new items
- Update items
- Send world wide
- Data quality check
- Generate GTIN's

## Complete productsheets

- Label information
- Logistic information
- Extra's like
  - Pictures
  - Safety sheets
  - Etc...

## Used data!

- Webshops retailers
- Organisation of retailers warehouses
- Diet plans hospitals
- .....

# Expectations retailers?

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- Correct data
- 1 productsheet per item/GTIN



Base unit = smallest selling unit (for consumer)



Packaging items = innerpack, case, display, ...



Pallets (optional)



When you link those items we call it a  
'hierarchy'

# Retailers using GDSN today

## Belgium



## Worldwide



Full list on <https://gdsnpartysearch.gs1.org/>

# Login

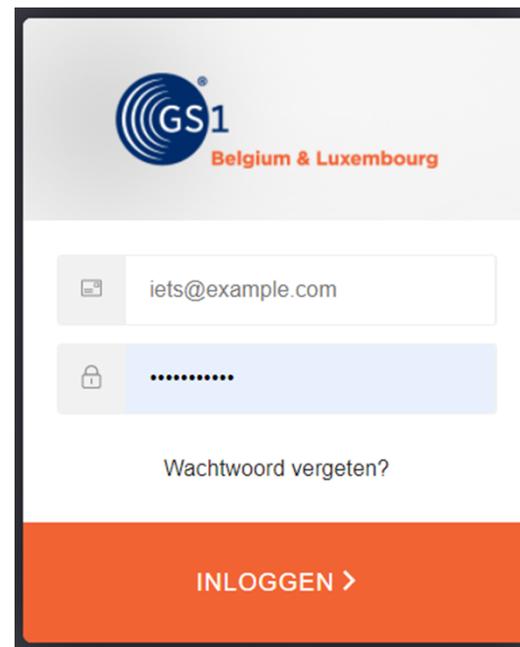
# Login page

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- Open Google Chrome
- Go to myproducts.gs1belu.org

  myproducts.gs1belu.org/

- Enter the credentials that you use for MyGS1\*  
\*You can also access My Product Manager through MyGS1



The screenshot shows the login interface for MyGS1 Belgium & Luxembourg. At the top left is the GS1 logo with the text 'Belgium & Luxembourg' below it. Below the logo are two input fields: the first contains the email address 'iets@example.com' and the second contains a masked password represented by dots. Below the password field is a link that says 'Wachtwoord vergeten?'. At the bottom of the form is a large orange button with the text 'INLOGGEN >'.

# Use the tool

# Welcome page

The screenshot shows the MyGS1 welcome page. At the top left is the GS1 logo with the text "Welcome to GS1 The Global Language of Business Belgium & Luxembourg". On the top right, there is a "Modify language" section with arrows pointing to "EN", "FR", and "NL". Below this, the user's account information is displayed: "GS1 Training account 5401018000023" with an edit icon, and "test training GS1 Training account" with a dropdown arrow and a grid icon. A black arrow points from the grid icon to the text "Quick acces to other MyGS1 tools". A navigation bar below the header contains "Dashboard", "My Products", "My Brands", "My Publications", and "My Reports". The main content area features a large box titled "My product manager" with the subtitle "The central location to store your GTINs and product data.". Below this is a section for "My company prefix(es)" with a "Create a product" button. At the bottom of this section is a "Company Prefix" input field with a help icon.

# Tabs

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# Create your first product sheets

# In short

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- Go to the tab 'My Products'
- 2 options are possible
  - There are no items, because you are a new user
  - You will find several items from before
- Product that you need to send exist?
  - No? Use the 'Create' button to make the productsheet
  - Yes? Complete the productsheet
- Done? Send us a mail to verify the first hierarchy!

In the following slides we start from zero, so the product didn't exist before.

# Create your base unit

# Intro

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Base unit = smallest sellable item

Examples:

- Bottle of soda
- Cheese that needs to be sliced by the retailer/foodservice
- Sweater
- Hamer
- Plant
- Pack of dog food
- ....

# Step 1 - create

1. Go to the tab 'My Products'
2. Click on 'Create product'

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

Home / Manage your products

+ Create product Import Export Reload Copy

Description	GTIN	Packaging
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# Step 2 – enter basic information (1)

Packaging   Product data   Additional data   Release   Barcode

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

1

<p>Base unit <input checked="" type="checkbox"/></p>  <p>Lowest level identified with a barcode. Intended to be scanned at the cash register.</p>	<p>Case <input type="checkbox"/></p>  <p>Standard logistical packaging level.</p>	<p>Display <input type="checkbox"/></p>  <p>Packaging level that's a combination of products. Intended to be displayed on the floor of a shelf.</p>
<p>Inner pack <input type="checkbox"/></p>  <p>Packaging level between base unit and case. Intended to be scanned at the cash register.</p>	<p>Pallet <input type="checkbox"/></p>  <p>Standard shipping or stocking unit.</p>	

2  
Next

# Step 2 – enter basic information (2)

**Packaging** | **Product data** | Additional data | Release | Barcode

Is it a consumer unit /Foodservice item?  
 (Click to select) → Must be 'true'

In which countries will the product be sold?  
- Select some options -

Product Names → Correct name = brand + name product + net content  
+ Add new

Brand  
- Select an option - + Create new brand

Product classification code  
- Please select a GPC - Select GPC

Net contents → Enter the net content like written on the packaging  
+ Add new

Complete all fields, those are all mandatory

Click on this to get the definition of the brick

<input checked="" type="radio"/> Food/Beverage/Tobacco	50000000
<input checked="" type="radio"/> Fruits - Unprepared/Unprocessed (Frozen)	50270000
<input checked="" type="radio"/> Fruits - Unprepared/Unprocessed (Frozen)	50270100
<input type="radio"/> Fruit - Unprepared/Unprocessed (Frozen) ⓘ	10000002

Includes any products that can be described/observed as any variety of frozen fruit or combination of fruits, which may be whole or stoned, pitted, chopped, cored and/or peeled, but has not gone through any further manufacturing processes, such as reformed or cooked, however these products can be coated, in sauce, stuffed or filled. These products must be frozen to extend their consumable life. Specifically excludes tomatoes. Excludes products such as Prepared and Processed Fruit and Fresh and Shelf Stable Unprepared and Unprocessed Fruits.

Previous

Next

## Step 3 – Enter productdata

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It's important that all consumerrelevant information is entered.  
Use the packaging to help you.

Some guidelines:

1. Complete the errors
2. Click on validate to see all other errors/warnings
3. Check if all information of your packaging has been entered
4. Use our manuals to get more information

# Step 3 – Enter the data – correct errors

Packaging | Product data | **Additional data** | Release | Barcode

Search attribute by name

Concerned tab → **Product Descriptions** ⚠ 1 error

Description short

+ Add new

Identification code of variable product

Enter a value

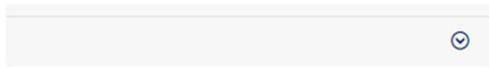
Concerned field → **Functional name**

+ Add new

## Step 3 – Enter the data – save & validate

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1. Scroll down the page
2. Click on 'Save as draft'
3. Click on 'Validate & next'



Save as draft    Validate & Next

4. A sidebar will appear with extra validations

**Attention!**  
There is no auto-save, so save regularly

# Step 3 – Enter the data – resolve validations

The screenshot shows a 'Validation Result' dialog box with a dark header. Below the header is a light blue message box stating: 'Before you can validate the product the errors below need to be resolved.' with a 'Don't show this message again' link. A toggle switch for 'Show only warnings/errors' is present. The dialog lists two validation errors: 1) 'VR\_FMCGB2C\_0052' under 'Contact information', with the message 'Contact Type should be filled at least once and take the value 'CXC' (Customer Support)'. An orange arrow points from this error to a 'Contacts' field in a separate window. 2) 'VR\_FMCGB2C\_0066' under 'Allergens', with the message '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.' The 'Contacts' field in the separate window has a '+ Add new' button. An orange box at the bottom right contains the text 'Don't forget to save regularly!'.

Click on the validation to go to the concerned field

Don't forget to save regularly!

# Step 3 – enter the data – tricky fields

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## Contact information

- = information as on the packaging
- Mandatory fields: Contact name + company address
- Optional mandatory: contact channels => put those that are on your packaging

## Tax information

- BTW information mandatory for all
- Mandatory fields: cfr. Next slide
- Supplementary taxes to enter like excises, recupel, etc...? Use our [manual](#).

# Step 3 – enter the data – tricky fields

## Tax information

Tax information

Tax type code  Delete

[TVA] Value Added Tax X v

Tax type description

+ Add new

Tax category code  X v

[LOW] Lowest rate (except zero) depending on targe...

Duty fee tax rate

Enter a value

Duty fee tax amount Enter a value Duty fee tax amount currency code - Select an option - v

Tax agency code  X v

[281] GS1 Belgium & Luxembourg

## Step 3 – Enter the data – check your packaging

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It's for us difficult to put all potential (label)information in a validation rule so...

**take your product and check of all relevant consumer information, present on the packaging, has been added.**

Possible other relevant information

- Certificates
- Usage/storage instructions
- ...

Don't forget to  
save regularly!

## Step 3 – Enter the data – manuals to help

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FMCG	DIY
<p>PDF attached in mail</p> <p><a href="#">Scenario based manual</a> (ex. How to enter a variable weight item, a gadget, etc...)</p> <p><a href="#">Taxes</a> (ex. Recupel, excises, ...)</p> <p>Codes for several <a href="#">packaging types</a> with visuals</p>	<p><a href="#">Overview</a> of sector specifications</p> <p><a href="#">Overview</a> of FAQ's, guidelines &amp; manuals</p>

# Packshot

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- Mandatory for consumer units of national brand products
  - 01/01/2021 (FMCG)
  - 01/04/2021 (DIY)
- Harmonized for
  - DIY & FMCG
  - Belgilux & Netherlands
- Is my picture ok?
  - [Checklist](#)
  - Full detailed [manual](#)
  - All details per sector: [FMCG](#) - [DIY](#)

# Packshot – requirements (1)

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## GTIN based name

Name = GTIN + special codes of letters and numbers

- **1-14th position:** **GTIN** with 14 characters (if necessary, add 0 in front)
- **15th position:** **underscore**
- **16th position:** **type of file**
- **17th position:** indicates which **side of the product** is displayed
- **18th position:** indicates from which **angle** the **photo** was taken
- **19th position:** indicates whether the **product is in the package or not** (plus a few other elements)

First 19 characters are obligatory, the rest is optional.

# Packshot – Requirements (2)

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## Properties

Image size:	Minimum 2,401 pixels, maximum 4,800 pixels for normal products 1,200 pixels for products smaller than 12 cm 900 pixels for products smaller than 6 cm
File resolution:	300 dpi
File format:	TIFF
File compression:	LZW
File colour space:	RGB color model with alpha channel (8 bit per channel, Adobe 1998 colour space)
Background:	Transparent, this means exactly one alpha channel
Aspect ratio:	1:1
Margin:	Are optional, with a recommended minimum of 1% or 10 pixels, and a maximum of 10% or 100 pixels
Border:	No white border
Clipping path:	Yes, with the name 'Path 1'
File naming:	GTIN based (see paragraph 3.1)

# Create your packaging level(s)

Not mandatory for DIY

# Intro

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Packaging items = all levels above the base unit

Examples:

- Innerpack
- Crate
- Cardboard box
- Display
- Pallet with GTIN
- ...

# Create your product sheet

1. Go to the tab 'MyProducts'
2. Your next level is a consumer unit?

=> Yes! Copy your base unit  
or create a new sheet

<span>+ Create product</span> <span>Import</span> <span>Export</span> <span>Reload</span> <span>Delete</span> <span>Copy</span>		
<input type="checkbox"/> Description	GTIN	Packaging
<input checked="" type="checkbox"/> test 1 (FR)	Not assigned	Case

=> No. Create a new sheet, because you will need to delete a lot of information that is not relevant for a logistic unit.

3. Complete or correct the productsheet like you did for the base unit.
4. In the tab 'Hierarchy' you will select your base unit to link them to eachother.

# Packaging level – GTIN 14

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Packaging item must not be scanned at a cash desk?

Use a GTIN 14 starting with 1 – 2 - ... - 8 (if fixed weight) or 9 (variable weight)

How?

1. Take the GTIN of the base unit => 08710624695750
2. Use the middle 12 numbers => 08710624695750
3. Add a 1 before if it's the first highest level => **1**871062469575
4. Put this into our [control number calculator](#)
5. This is the GTIN 14 to use for your packaging => **1**8710624695757

# Pallets – GTIN or non-GTIN?

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All pallets the same for all retailers?

- ⇒ GTIN not necessary for your pallet
- ⇒ You can add the pallet information on the highest packaging level

Different pallet logistic information per retailer?

You need to enter returnable assets information for your pallet?

- ⇒ GTIN 14 and separate product sheet is necessary for your pallet
- ⇒ Every pallet gets an unique GTIN

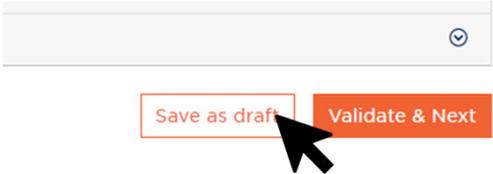
# Recap

# Best practice

**Don not only use the validation rules to create your product! Also use your real-life product!**



**Save regularly**



**Use our manuals**

FMCG  
<https://www.gs1belu.org/nl/documentatie-productinformatie-de-fmcg-foodservice-sector>

DIY  
<https://www.gs1belu.org/nl/specificaties-voor-doe-het-zelf-tuin-dier-datamodel>

**Let us check your first hierarchy (FMCG only)**



# Contact

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## GS1 Belgium & Luxembourg

Ravensteingalerij - Galerie  
Ravenstein 4 b10  
1000 Brussel - Bruxelles

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