

Annexure A

Steps for entering product details in GEPIR – One By One

Step 1: Login to <http://www.gs1india.org.in>

In Subscriber's Login section, under "Username" enter your GS1 company prefix (Allocated by GS1-India) and "Password" your initial password has been mentioned in the registration letter.

Click on Login.

The screenshot shows the GS1 India website interface. At the top, the browser address bar displays <http://www.gs1india.org.in/>. The main content area features the GS1 India logo on the left and the heading "Enter User Name and Password" in the center. Below this, the "Subscriber Login" section is highlighted with a black arrow. It contains a form with "User Name" and "Password" input fields, a "Submit" button, and a "Forgot Username/Password?" link. To the right of the login form are links for "Benefits of GEPIR" and "How to use GEPIR". Below these are three search options: "Search by GTIN, GLN, SSCC & company name", "Search by company by product category", and "Search company for product range". The footer of the page states "Copyright © GS1 India. All rights reserved. Designed and Developed By: Sequentec Solutions Pvt. Ltd." The browser's status bar at the bottom shows "Done" and "Internet | Protected Mode: On".

Step 2: Click on “Add Modify Product” in the Subscriber Guide and then on “Add New GTIN” to add a new product.

The screenshot shows a web browser window titled "GS1India - Windows Internet Explorer" with the address bar displaying "http://gs1india.org.in/homepage/SubscriberHome.aspx". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a Favorites bar, and a taskbar with two open tabs: "GS1India" and "Kendriya Bhandar".

The main content area features the GS1 India logo on the left and a "Subscriber Guide" section on the right. The "Subscriber Guide" section is titled "Subscriber Guide" and contains the following information:

- Product Management**
In this Screen you can add, modify or delete products, which belongs to your company.
- Global Location Number Management**
In this Screen you can add, modify or delete GLN that belongs to your Company.
- SSCC Management**
In this Screen you can add, modify or delete SSCC, which belongs to your company.
- Manage Messages**
In this Screen you can add, view or delete Messages to and from EAN-India.
- GEPRO Image Management**
In this Screen you can view or delete GEPRO Image or details.
- Product Approval Summary**
In this Screen you can view a summary of Approved and Not Approved products, Which belongs to your company.

Navigation links include "Product Management" and "Go to Top".

On the left side of the page, there is a vertical menu with the following items:

- Add/Modify Product
- Download Product Format
- Upload Bulk Product
- Product Approval Summary
- Add/Modify GLN
- Download GLN Format
- Upload Bulk GLN
- Add/Modify SSCC
- List Of SSCC
- Annual Renewal Form
- Renewal Invoice
- Download Renewal Receipt
- Report
- List of GTIN 8
- Download Pay Slip
- Change Password
- logout

The status bar at the bottom shows "Done", "Internet", and "100%" zoom level.

Please note that the added products will be available in the Product approval summary on the next working day of addition.

Step 3: Adding information for a product

Add New Product		
FOR: GS1 INDIA - 8901072		
Guidelines to fill up form * Indicates Mandatory fields		
EAN/UPC Type	EAN13 ▾	Help
Segment	Select a Segment ▾ *	Help
Product Category	Select a Product Category ▾ *	Help
Sub Category	Select a Sub Category ▾ *	Help
GTIN	<input type="text"/>	Help
Product Name	<input type="text"/>	(Max 60 chars)
Quantity	0	(For EAN-14 only)
Height	<input type="text"/>	(Centimeters eg 23.4567)
Width	<input type="text"/>	(Centimeters eg 33.4467)
Length	<input type="text"/>	(Centimeters eg 34.4467)
Weight/Volume	<input type="text"/>	Eg: 50 gms/100 ml
Customs Harmonized Code	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Close"/>		

On click of “**Add**” button in Step 2, the “**Add New Product**”

Enter information in the following fields:

➤ **EAN/UPC Type**

Select one of the following

- a) If you are an GS1 India member –
 - Select EAN-13 for a 13 digit product code
 - Select EAN-14 for a 14 digit code used at trade unit level.

b) If you are a UPC member –

- Select UPC for a 12 digit product code
- Select EAN-14 for a 14 digit code used at trade unit level.

➤ **SEGMENT, PRODUCT CATEGORY AND PRODUCT SUB-CATEGORY**

- Select the appropriate “Segment“, “Product Category” and “Product Subcategory” for your product

➤ **GTIN**

- Enter each EAN/UPC product code generated for each product using the EAN/UPC company prefix number

➤ **PRODUCT NAME**

- Enter each product name. (Max 40 characters)

➤ **QUANTITY**

- (Applicable for EAN-14 only). This is a packaging/ quantity indicator for trade unit packaging

➤ **HEIGHT, WIDTH, LENGTH (Optional)**

- Enter the Height, Width and Length in centimeters of product

➤ **WEIGHT/ VOLUME (Optional)**

- Enter Weight/volume for each product e.g. 500gms., 200ml., respectively.

➤ **CUSTOMS HARMONIZED CODE (Optional)**

- Enter the Customs Harmonized Code(if relevant) for your product

Click on the "Submit" button to enable product related information entered by you to be submitted to the EAN India GEPIR System Administrator for his approval prior to its hosting.

REPEAT STEP 3 FOR EACH PRODUCT TO BE ADDED.

MODIFICATION OF ALREADY ADDED PRODUCT CAN BE DONE IN A SIMILAR WAY.