Product Listing Submission Terms and Conditions

General

- GS1 Malaysia Berhad reserves the right to solely reject the uploading of the product listing submission without cause or if the information provided is not in accordance with GS1 product submission guidelines as stipulated in these terms and conditions or as shown in our submission guide. Additional charges will be levied for any request to uploaded rejected submissions.

- We, the Member, hereby understand that the GS1 company prefix and barcode numbers are licensed for use for my company by GS1 Malaysia.

- We agree to provide GS1 Malaysia with full access to and allow GS1 Malaysia the use of and to share all product information provided by our company as GS1 Malaysia deems necessary as a trusted source of product information for retailers, international buyers, trading partners and any other marketing and promotion activities.

- We agree to abide by the Terms and Conditions governing GS1 Malaysia Berhad subscribers.

Product Submission

- Only **active GS1 members** who have **subscribed** for the **Verified by GS1 & GAC Support & Services (VbG & GACSS)** can upload their product information.

- If your membership license is **inactive** and no subscription fee is received after **12 months of the financial year**, on the 13th month your uploaded information **will be removed** from the Member Product Databank without further reference to you.

- It is a **member's sole responsibility and obligation** to ensure that all assignments of GS1 barcode numbers (i.e. GTIN-13, GTIN-14, GLN, UPC, etc.) onto their trade items are **accurate** and follow the **GS1 GTIN allocation rules** & **Check Digit guidelines**.
  - GS1 GTIN allocation rules
  - Check Digit Guidelines

- Product listing submissions and amendments can be uploaded **for free once every calendar month,** for a total of **12 times in a calendar year**.

  o Submissions should use the **latest submission template**, which can be found here: https://www.gs1my.com/member/r1/form/GS1_Malaysia_Product_Listing_Form.xls

    ▪ Note that this is a direct link that will download the form.

  o Product data submissions are accepted from the **following methods**:

    ▪ **Email**:   databank@gs1my.org
    ▪ **Webform**:   https://www.gs1my.com/member/r1/node/6

  o A **successful submission** refers to any product data submission that:

    ▪ Received an **email acknowledgement** in reply,
    ▪ Was **successfully uploaded** on GS1-managed data repositories and
    ▪ **Viewable** from GS1-managed VbG Search Portals.

  o **All additions, amendments and removals of product data** should be **consolidated** (i.e. listed together) under 1 submission.

  o Requests to **amend company contact data** (e.g. **email, phone number, fax number, mailing address, etc.**) **does not count as a submission**.

  o Submissions should only contain the data to be uploaded. If existing product data is present in the same document, kindly **highlight the row the data to be uploaded is on in a separate colour, like so,** for accurate processing.

- Additional submissions and amendments within a calendar month are subject to **RM 100.00 per additional submission**.

  o The following counts as a submission if submitted separately:
    i. **New** product data,
    ii. **Amendment** of existing product data,
    iii. **Removal** of existing product data.
    iv. **New** product image,
    v. **Amendment** of product image.

- VbG & GACSS subscribers are allowed to upload **10 free images per subscription**. Additional pictures can be uploaded at **RM50.00 per additional picture**.

  - The number of free image uploads **is renewed** when your VbG & GACSS **subscription is renewed**.
  - The image(s) and/or photo(s) must be submitted **as separate image file(s)**.
  - The image(s) and/or photo(s) **must not be embedded** (i.e. pasted as an image) into the submission template.
  - Accepted image/photo file formats:
    - **.jpg or .jpeg**
    - **.gif**
    - **.png**

  - The image(s) and/or photo(s) **image file names** must follow the format below:

    - File name format, **single image**:
      - **<Product GTIN Number>** + **<image file format>**
      - **Example:**   **9551234560001.jpg**

    - File name format, **multiple images**:
      - **<Product GTIN Number>** + **<-1 OR -2 OR -3>** + **<image file format>**
      - **Example:**   **9551234560001-1.jpg**

  - A single product entry can **display a maximum of 3 images**.

- All submissions must not include the following **symbols** or **non-English characters**, such as below: **"~,!,@,#,$,%,^,&,*,(,),<,>,?,/,{,},[,],`,+,="** or **Pinyin/Chinese, Kanji/Japanese, Cyrillic, Hangul/Korean**, etc.

- Each field has a **character limit**, members are reminded to not exceed the standard limit of **14 characters for all number fields, not including barcode numbers** and **20 characters** for all other fields.

Product Data Accuracy & Non-Standard submissions

- Should a submission be rejected by GS1 Malaysia, members may opt for one of the following options:

- GS1 Malaysia Berhad will upload the product information provided by submitters **"as is"** into the GS1 Malaysia Member Product Databank. **Thereafter, GS1 Malaysia Berhad will neither be held liable nor responsible for any inaccurate information or depiction that may be displayed on the GS1 Malaysia Member Product Databank, Databank Mobile App or Premier Trusted Search Engine.**

  - To request GS1 Malaysia to only upload **unaffected** fields. The following fields are required for product data upload onto **GS1's Global Registry Platform (GRP)**: **Product Name, Brand Name, Quantity, Unit of Measure, Brick Code & Target Market**. If they are not provided, your product data will not be uploaded onto GRP.

- GS1 Malaysia Berhad is authorised by members to maintain and key in their product information, with the understanding that:

  - GS1 Malaysia Berhad **will not generate barcode numbers** for the member **by default**.

  - Barcode numbers can be generated by GS1 Malaysia via our **Barcode Number Generation Service** or **generated by members themselves using the modulo-10 algorithm**. Members are obliged to ensure that the generated barcode numbers are **accurate**, uses their **allocated GS1 Company Prefix**, and follow the **Check Digit guidelines**.

    - Barcode Number Generation Service (**GTIN-13**):
      - **RM 375** for **250 barcode numbers**
      - **RM 500** for **1,000 barcode numbers**

    - Barcode Number Generation Service (**GTIN-14**):
      - **RM 100** for **80 x GTIN-14 barcode numbers.**

  - Any request to **revise or include** attributes, product, or image information outside of stated norm will be counted as a monthly submission and incur a fee of **RM50 per SKU**.

  - Product information must be submitted to GS1 Malaysia using **our official product listing submission Excel template**.
    - Special consideration to **assist** members to submit their product information can be provided, **at RM 50 per SKU**.
    - **Amending**, **deleting**, or **overwriting the template** outside of the section provided for member data entry will result in rejection of submission.

  - Effective from November 1st, 2023, you can request for a list of all your submitted products to be extracted from the local GS1 data repository at **RM 100 per GS1 company prefix** or **per request**.