


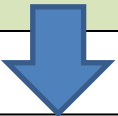





# Step by Step Guide - How to fill in the Product Listing Form

## Section One – Compulsory Product Details (1<sup>st</sup> Tab)

Core Information (Compulsory)																						
Barcode	Product Name	Brand Name	Are you the Product Owner? *	Quantity (for a single product unit) <i>Eg. 100</i>	Unit of Measurement (single product unit) <i>Eg. ml, pcs, can, box</i>	Product Dimensions (mm) <i>Eg. height x depth x width</i>																
																						
<p><b>GS1 GTIN-13</b> Barcodes are 13 digit numbers. Fill them in here once you have generated them.</p> <p><b>1</b></p>	<p>Provide the name of your product, i.e. what is shown on the product packaging.</p> <p><b>2</b></p>	<p>Provide the product's brand name. If you have not decided on one yet, please provide your company name</p> <p><b>3</b></p>	<p>State whether you are the product owner. Either put Yes or No.</p> <p><b>4</b></p>	<p>The amount contained in a single product unit, e.g. 1 bottle of honey contains 200 ML of honey, therefore Quantity = 200 &amp; Unit of Measurement = ML. If product contains sachets, then provide no. of sachets per box &amp; individual sachet weight.</p> <p><b>5</b></p>	<p>How a single product unit is measured by weight or quantity.</p> <table border="1"><thead><tr><th>Code</th><th>Description</th></tr></thead><tbody><tr><td>MLT</td><td>Millilitre</td></tr><tr><td>GRM</td><td>Gram</td></tr><tr><td>KGM</td><td>KG</td></tr><tr><td>H87</td><td>Piece</td></tr><tr><td>LTR</td><td>Litre</td></tr><tr><td>SET</td><td>Set</td></tr><tr><td>AS</td><td>Assortment</td></tr></tbody></table> <p><b>6</b></p>	Code	Description	MLT	Millilitre	GRM	Gram	KGM	KG	H87	Piece	LTR	Litre	SET	Set	AS	Assortment	<p>How a single product unit is measured by height, depth and width, in millimeter (mm)</p> <p><b>7</b></p>
Code	Description																					
MLT	Millilitre																					
GRM	Gram																					
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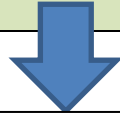
## Global Product Classification (GPC), Compulsory

### GPC Class Code

*Refer to GPC Listing File*

### GPC Brick Code

*Refer to GPC Listing File*



You may find the full list of classifications for GPC at the GPC Listing File or at the following [link](#).

This will be used for business matching and for retailer reference, so please give the closest match.

Kindly fill in the code from the Class Table. The format is: (Code) + - + (Description).

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You may find the full list of classifications for GPC at the GPC Listing File or at the following [link](#).

This will be used for business matching and for retailer reference, so please give the closest match.

Kindly fill in the code from the Brick Table. Only the code is required.

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## Section Two – Product Image Details (Compulsory) (1<sup>st</sup> Tab)

Product images can be of approved / final artwork if the product or the packaging is not on the market yet.

Core Information			
<b>Country of Origin</b> <i>Provide product manufacturing origin. If repackaged, state as such &amp; provide CoO of raw materials</i>	<b>Target Market</b> <i>Provide the country code of the target market(s) where the product would be traded at. Refer to <b>Country Name List Tab</b> for full list of countries.</i>	<b>Product Short Description</b> <i>Please provide a short write-up about your product</i>	<b>Product Images</b> <i>(List the file names of each picture, as per the guidelines above. Attach pictures as separate files)</i>

Where the product was made or assembled. Provide if possible.

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Provide the Full Name of each country considered as a Target Market by your company. Used/referenced by Retailers and Distributors.

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Give us a short write-up about the product e.g. how to use, recommended dosage, etc.

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Free upload of 3 product images per company (6 images if subscribed to VAS)

If additional pictures are required, there is an additional service fee charge of RM50.00 per picture.

You can list the product image URLs, if any, or send the product images in a compressed/zip file with the following naming conventions: "<Product GTIN>-1.jpg" or if only 1 picture "<GTIN>.jpg"

Please only send your picture in ".JPG", ".JPEG", ".GIF" and ".PNG" formats to keep the file size down.

Do **NOT** embed or attach the pictures inside a Word or Excel document, or as a PDF file. Please send as a picture file. You may send them as a compressed file (.zip, .7z, .rar)

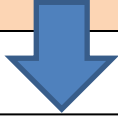
Provided pictures are used for basic authentication.

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## Section Three – A product's Certification Details (1<sup>st</sup> Tab)


*Note: Only certificate submissions with all fields completed will be uploaded.*

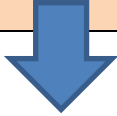
Certification (Fill All if present, leave blank if not)			
Certification Status (Y, N, In progress)	Issuing Body (Give name of the governing body that issued the cert)	Certification Expiry Date (Format is YYYY-MM-DD)	Certification Identifier (Provide the code that uniquely identifies this cert belongs to you)




There are 4 possible answers:

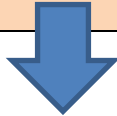
- a) Certificate present – Y
- b) Certificate present but not renewed, no certificate, or not applicable – N
- d) Certificate Application pending – In Progress






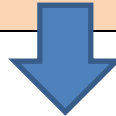
List down the name of the organization that issued the certificate






Provide the certificate's expiry date




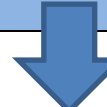


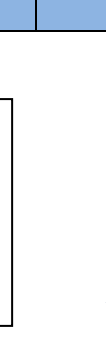
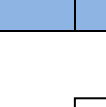



Provide the Certificate unique number



## Section Four – Non-Retail Product Details (2<sup>nd</sup> Tab)

*Note: Must fill in the Retail Tab first, then use the barcode numbers there to generate your*

<b>GTIN-14 Barcode</b> <i>The codes are auto-generated, do <b>NOT</b> type here</i>	<b>Non-Retail Unit Description</b> <i>Please provide a description of the non-retail unit, e.g. Coca Cola Shipping Carton</i>	<b>Quantity (of a single carton)</b> <i>Total inside item count Eg. 1000</i>	<b>Unit of Measurement (for a single carton)</b> <i>Eg. bottles, liter, pcs</i>	<b>Carton Dimensions</b> <i>Eg. height x depth x width</i>	<b>Base/Inner Unit Barcode</b> <i>Please fill in the base product unit barcode here, if available</i>	<b>Outer Case Carton (OCC) No.</b> <i>List the level of OCC, e.g. a shipping carton that has an inner carton that contains the actual product would be '2'</i>
						
<p>Your 14-digit Non-Retail barcode will be generated here.</p> <p>Do not type anything here unless you have already assigned a barcode for your non-retail carton.</p> <p><b>1</b></p>	<p>Give a description of the non-retail</p> <p><b>2</b></p>	<p>Provide the total base/inner product's quantity e.g. 1 x carton of Coca Cola has a total of 120 cans</p> <p><b>3</b></p>	<p>Provide the base/inner product's type, e.g. bottles, pieces, etc.</p> <p><b>4</b></p>	<p>Provide the carton box's dimensions, in millimeter (mm)</p> <p><b>5</b></p>	<p>Provide the base/inner product's 13-digit barcode, if you have it. Leave it blank if you don't have them yet.</p> <p><b>6</b></p>	<p>Provide carton's level, e.g. a shipping carton that has an inner carton that contains the product would be '2'</p> <p><b>7</b></p>