weCATALOG User Guide

Contents

1   Introduction

The weCATALOG is an GS1 Singapore's members one-stop online platform to create, store, share, source and verify their products in one single location. This user guide explains the many ways in which members is able to make use of the features available in weCATALOG portal.

2   Site Navigation

ABOUT WECATALOG	MEMBERS	PRODUCTS	TOOLS

- **About weCATALOG**
  Allow public/members to contact weCATALOG administrators with regards to their memberships or provide feedbacks on weCATALOG portal.

- **Members**
  List all registered members of GS1 Singapore.
  Links to different membership registrations offered by GS1 Singapore.

- **Products**
  List all products maintained by members of GS1 Singapore

- **Tools**
  weCATALOG offers useful tools for public and they are detailed as follows:

  - GEPIR Search
  - Check Digit Calculator

GEPIR Search (Global Electronic Party Information Registry)

GEPIR is a unique, internet-based service that gives access to basic contact information for companies that are members of GS1.

GEPIR Search feature in weCATALOG allow user to search for product information by the following methods:

- Search by Barcode
- Search by SSCC (Serial Shipping Container Code)
- Search by Global Location Number ꙮ Search by Company Name

Check Digit Calculator

The last digit of a barcode number is a calculated check digit. The check digit is calculated from all the other numbers in the barcode and ensures the integrity of your barcode number.
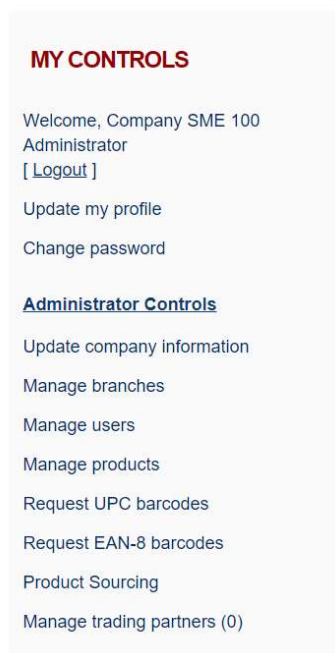
3   Login to weCATALOG

If you are an existing GS1 Singapore member, you are able to use your existing login credentials to access to your company information.

If you are an existing GS1 member but are not given a login account, please navigate to About weCATALOG →   Contact Us in the menu navigation bar to request for one.

4   Members Dashboard

Once member is logged in, Member's Administration controls are displayed on the left panel as shown below.

MY CONTROLS

Welcome, Company SME 100
Administrator
[Logout]

Update my profile

Change password

Administrator Controls

Update company information

Manage branches

Manage users

Manage products

Request UPC barcodes

Request EAN-8 barcodes

Product Sourcing

Manage trading partners (0)

5   Update Company Information

This function allows member to update company details and view the prefixes assigned. In order to permit prospective companies to contact members, it's highly recommended that members update their company details.

1. Login using existing credentials
2. Under "My Controls" located on the left, click "*Update Company Information*"
3. Field marked with red asterisk "*" are mandatory fields
4. Fill up all the information and click "*Update*" button to save

6   Manage Branches

Member is able to request for additional Global Location Number for their branches subjected for weCATALOG approval.

To view list of branches under your company:

1. Login into weCATALOG portal
2. Under "My Controls" located on the left, click "Manage branches"
3. List of branches created is listed
4. To request for an additional branch, click "*Add Branch*" button
5. Fill up all the fields and click "*Create*" buttonBranch
6. request is created and pending for approval from weCATALOG administrator
7. Click "*Return*" button to return back

7   Manage Users

Member administrator is able to manage users under their company. Each company is only allowed to have **1 administrator and 2 users**. For existing members, all users from the old weCATALOG system will be assigned "*Company Administrators*" role. System will disallow user creation if number of admin/user exceed the limit stated above.

To view list of users under your company:

1. Login into weCATALOG portal
2. Under "My Controls" located on the left, click "Manage users"
3. List of users created is listed
4. To create user, click "*Add User*" button
5. Fill up all the fields and click "*Create*" button
6. User is created
7. Click "*Return*" button to return back to user listing page

8   Manage Products

8.1 Manage Product Screen

From Main Menu, click on the Manage Product link on the left navigation menu to access the screen below.

A company may have multiple types of membership with GS1 Singapore. To select the different type of membership, click on the different tabs to access them.

Once on the prefix tab, click on the SELECT button to manage the products under this type of membership.

8.2 Product Management Screen

After the prefix is selected, the screen below will be shown.

8.3 Search Product

To search for a product from the list, enter the Product Name, Brand Name, GTIN or choose a Status and click on the SEARCH button
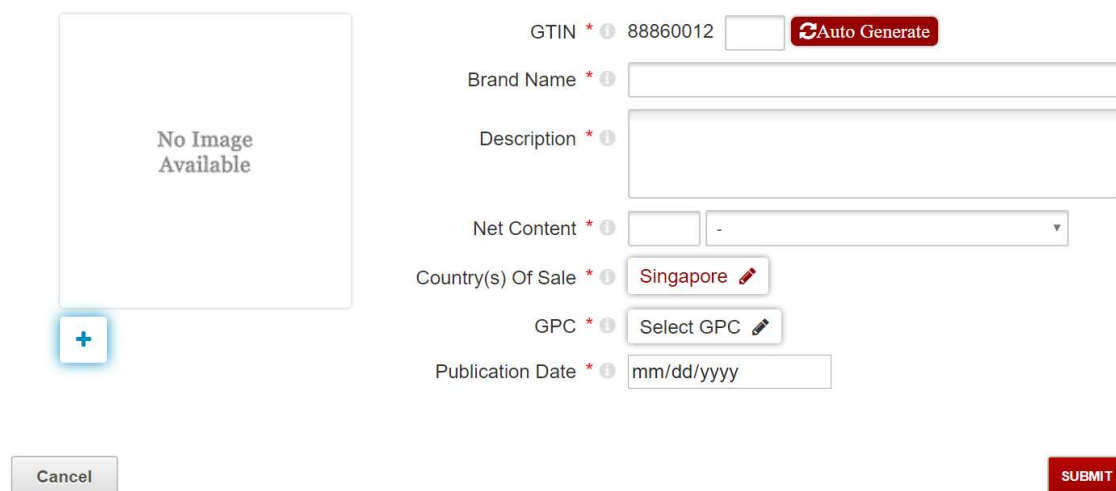
The result will appear on the product listing

8.4 Add Product

To Add a product, click on the Add Product button

Please note that all fields are mandatory to fill in, including the images

MANAGE PRODUCT (EXPRESS)

No Image Available

GTIN *	88860012 [ ] ↻Auto Generate
Brand Name *	[ ]
Description *	[ ]
Net Content *	[ ] [- ▾]
Country(s) Of Sale *	Singapore ✏
GPC *	Select GPC ✏
Publication Date *	mm/dd/yyyy

Cancel   SUBMIT

(a) GTIN

GTIN stands for Global Trade Item Number. This number will be your products unique identity to the whole supply chain.

There are 2 ways to enter the GTIN.

Manually – If you want to control the assignment of the number manually, you can directly key in the digits, including the check digit.

Auto Assign – GS1 recommendation would be to let the system assign the number for you. Click on the 'Auto Generate' button to auto assign a unique number to your product that you are creating.

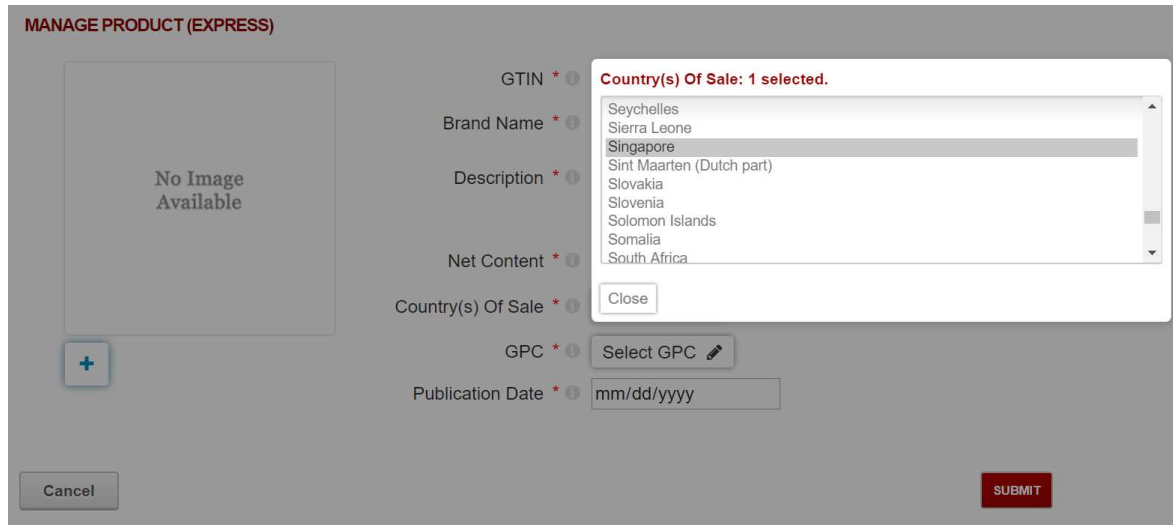(b) Brand Name - Enter the brand name of your product
(c) Description - Enter the description of your product
(d) Net Content - Enter the net content of your product

(e) Country of Sale

Click on the ✎ button beside the Country of Sale field.

A popup window like below will appear.

Click on any country to Select it, and click on the country again to De-Select it.

(f) GPC

Click on the ✎ button beside the GPC field.

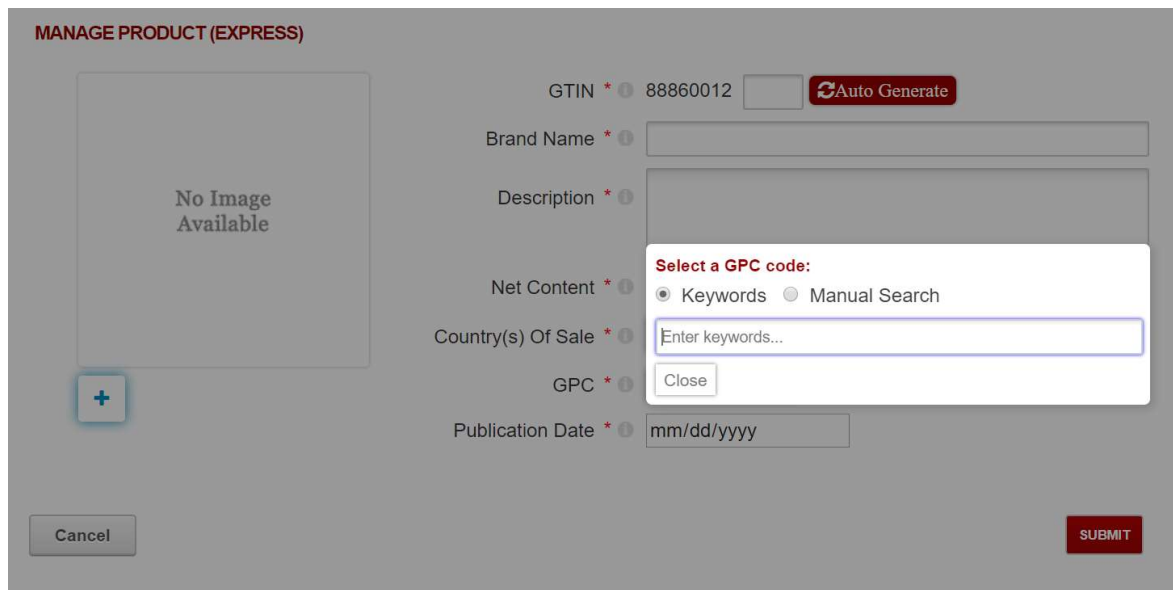2 options will appear for selection.

(i)   Keywords

Key in your product keywords and similar product types will appear.

To choose, click on the row and the value will automatically switch back to the main screen.

(ii)   Manual Search

Clicking on this option will see 4 drop down menus. Select each drop down values carefully to choose the nearest product type.

(g) Publication Date

Publication date is used to determine when your product will be available for exposure to other functions, eg Product Sourcing, GEPIR, Verified by GS1.

Publication date is entered in MM/DD/YYYY format.

(h) Image

Click on the [+] button to add images to your product.

The ✔ button under an image indicates that this image is the Primary Image.

Click on the ✖ button to delete an image.

To view your image, place your cursor over any of the image in the Image Gallery.

Please note that there is a minimum requirement of your image that you upload. The dimension have to be minimum 1000 by 1000 pixels.

8.5 Edit/Amend Product

Click on the Edit product button to edit the contents of the product you have created.

Please note that products which are submitted and approved by GS1 Admin will not be given an option to delete.

Click on the Submit button to register the changes after you have amend the product information.

8.6 Delete Product

To delete a product, click on the Delete product button on the same row as the product you wish to delete.

Please note that products which are submitted and approved by GS1 Admin will not be given an option to delete.

8.7 Duplicate Product

When you are creating identical products, you may wish to use this function to duplicate some of the information, saving you the trouble to re-enter all the information again.

Click on the Duplicate product button on the row of the product you wish to duplicate

Please note that all the information will be copied to the new product, except the GTIN, Net Content and Image.

Click on Submit after you have enter all the product info to create this product.

MANAGE PRODUCT (EXPRESS)

GTIN *	88860012 [ ] ⟳Auto Generate
Brand Name *	QWEQWE
Description *	QWEQE
Net Content *	0 - ▼
Country(s) Of Sale *	Singapore ✎
GPC *	Body Massage/Toning Other **[10000760]** ✎
Publication Date *	09/02/2019

Cancel   SUBMIT

8.8 Batch Upload

This function is recommended when you have more than 10 products and the data is available in excel file. Instead of adding a product 1 by 1, this function allows you to upload your product data using a pre-defined excel file format.

Click on the "Batch Upload" button to access the screen below.

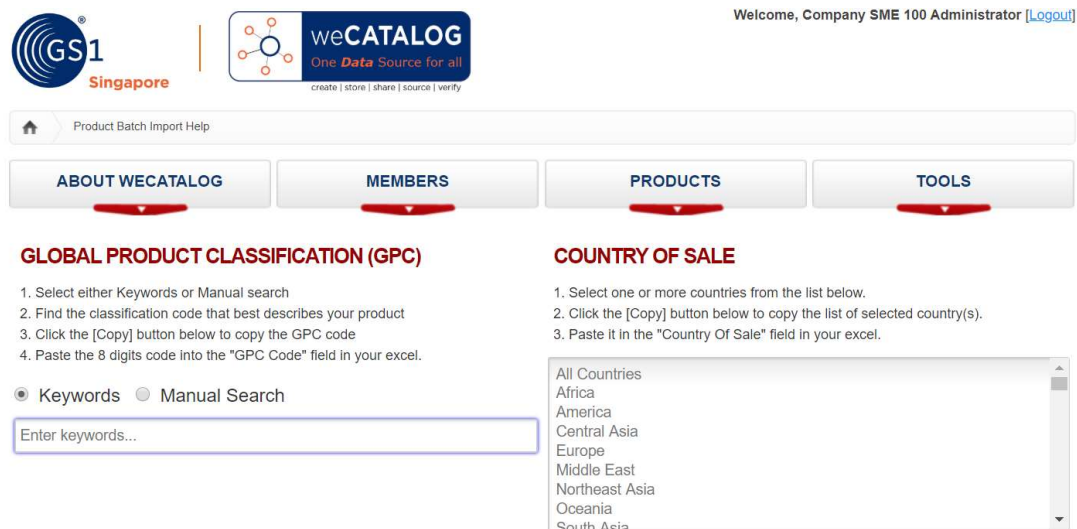Click on the Download Button to download the latest template

Please remember to always ensure that you upload using the latest template version.

Download the template to your local folder, and open the the file, and you should see an excel file similar to the one below.

(a) GTIN/UPC – For new product creation, please leave the field blank, as the system will auto assign a GTIN/UPC during uploading

(b) Brand Name – Enter the brand name of your product

(c) Product Description – Enter the description for your product

(d) Net Content – Enter a numeric number for your net content. This field and the Unit of Measure field will combine to be read as "50 ml" or "4 carton"..etc

(e) Unit of Measure – Choose your unit of measure from the drop down in the cell

(f) GPC Code & Country of Sale – Click on the URL link under the 2 cell and the screen below will be shown. You may enter keywords to search for the right classification for your product.

(g) Country of Sale – You may choose from the list the countries where you sold your product to. 1 Click to select, and click on it again to de-select the country.

(h) Publication Date – Enter a date (YYYY-MM-DD) where your product will be available in the market. Please note that only products which are approved by GS1 SG and products with Publication Date reached will be made available for viewing by other parties.

(i) Image 1 to 5 – The system allows for up to 5 images to be uploaded. Enter the image file name in the cell as required.

After you have completed filling up your file, you would need to upload the file into the weCATALOG system. Click on the "Choose File" to upload your file. After you have chosen your file, click on the "Upload" button to upload your file.

Please note that if you have included images to upload, you would need to ZIP up your excel template file and your images into 1 single zip file, and upload this file.

8.9 Add Carton Barcode (ITF-14)

After creating a GTIN for the product, you can now proceed to create the carton barcode by selecting ITF-14 tab.

Click on Add ITF-14 button in order to create the carton barcode symbol.

Indicate the quantity of products in a carton.

Indicate the carton description or dimension.

The ITF-14 Barcode numbers will be automatically generated according to the product's GTIN.

Click Submit button and a new ITF-14 record will be created.

MANAGE PRODUCT (EXPRESS)

| Core Attributes | ITF-14 |

Add ITF-14

ITF-14 Barcode Number	Quantity Of Products In A Carton	Carton Description or Dimension (L x W x H)	Download Barcode Symbol	
18888888000126	24	GS1 Book pack of 24 in a box (30.5 x 19 x 14.5 cm)	Download	✎ ✕

Cancel

Download ITF-14 Barcode Symbol

Edit ITF-14 record

Delete ITF-14 record

Once the record is created, you will be able to edit or delete the record and download the ITF-14 barcode symbol for a carton box.

Example of ITF-14 Barcode Symbol:

18888888000126
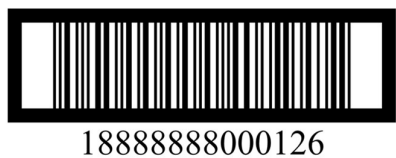
The system will only allow you to create up to 8 ITF-14 barcode numbers.

9 Product Sourcing

As part of a functionality to facilitate business matching, weCATALOG have a function that allows members to establish a trading relationship with another member.

Click on the Product Sourcing link on the menu on the left to access the screen below.

PRODUCT SOURCING

Search By : ● GPC Keywords   ○ GPC Manual   ○ Product Description / Brand Name   **Country Of Sale :**

| Enter keywords... | | | | All Countries ▾ | SEARCH |

GTIN	Brand Name	Product Description	Company Name	Publish Date
8887903017203	Disney x Zilingo	DNYSS19BCLTP197A-6Y-GREY MELANGE	Zilingo Pte Ltd	10-Sep-2019
8887903017234	Disney x Zilingo	DNYSS19BCLTP198A-4Y-OFF WHITE	Zilingo Pte Ltd	10-Sep-2019
8887903017265	Disney x Zilingo	DNYSS19BCLTP199A-10Y-BLACK	Zilingo Pte Ltd	10-Sep-2019
8887903017296	Disney x Zilingo	DNYSS19BCLTP199A-8Y-BLACK	Zilingo Pte Ltd	10-Sep-2019
8887903017401	Disney x Zilingo	DNYSS19BCLTP204A-6Y-GREY MELANGE	Zilingo Pte Ltd	10-Sep-2019
8887903017432	Disney x Zilingo	DNYSS19GCLDR191A-4Y-WHITE / DK PINK	Zilingo Pte Ltd	10-Sep-2019
8887903017463	Disney x Zilingo	DNYSS19GCLDR192A-10Y-PINK	Zilingo Pte Ltd	10-Sep-2019
8887903017494	Disney x Zilingo	DNYSS19GCLDR192A-8Y-PINK	Zilingo Pte Ltd	10-Sep-2019
8887903017630	Disney x Zilingo	DNYSS19GCLTP184A-4Y-OFF WHITE	Zilingo Pte Ltd	10-Sep-2019
8887903017661	Disney x Zilingo	DNYSS19GCLTP185A-10Y-WHITE AOP	Zilingo Pte Ltd	10-Sep-2019

This function allows you to source and view the basic product information of a particular product belonging to another member of GS1 Singapore.

There are 2 ways to search for a product.

(a) GPC Search – Keywords
Enter the keywords that you wish to search for, and the results will be shown accordingly.

(b) GPC Search – Manual Search
In cases where you do not know the GPC category, there is an option to allow the system to list the different GPCs in a dropdown list for you to choose from.

There is an optional filter , Country of Sale, to assist to determine if that product is being sold in the region you are interested in.

After you have filtered your choices, there are 2 things you can do here.

View the product

If you wish to view more information of a certain product, click on the Brand Name of that product.

Connect with the company

In cases where you wish to contact the member company of that product you are interested in, you may click on the Company Name, and the contact details will be made available. If you are interested to view more products from that same company, you can click on the Trading Partner Request button, and an electronic request will be sent to that company for his approval. Upon approval, you would have option to

download the whole product listing of that company. For more info on this trading partner request, please go to 'Manage Trading Partner' section of the user guide.

10 Manage Trading Partners

This function allows you to manage the incoming and outgoing request for trading partners.

Click on the company name, and click on the 'Trading Partner Request' button to initiate a request to access the full range of the company's products listing.

All incoming request from other members to view your products will be in your 'Incoming Request' tab.

All requests that you have made to other members will be stored at the 'Outgoing Request' tab.

11 Request for EAN-8 barcodes

In cases where your product is small and a EAN-13 barcode does not fit, you would need to apply for EAN-8 barcodes.

To apply, click on the 'Request for EAN-8 barcodes' from the left menu and the screen below will be shown.

You may click on the 'Request for EAN-8 barcodes' button to send a request to GS1 Singapore. To check the status of the application, it will be reflected on the STATUS column on the screen.

Once the status is approved, you may go to the 'Manage Products' link to view and download the barcode symbol.

MY CONTROLS

Welcome, Company SME 100
Administrator
[Logout]

Update my profile

Change password

Administrator Controls

Update company information

Manage branches

Manage users

Manage products

Request UPC barcodes

Request EAN-8 barcodes

Product Sourcing

Manage trading partners (0)

EAN-8 BARCODE REQUEST

Submitted By	Status	Assigned On	
Company SME 100 Administrator	Assigned	06 Nov 2019	🔍

REQUEST FOR EAN8 CODE