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## **weCATALOG User Guide**

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## 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 are able to make use of the features available in weCATALOG portal.

## 2 Site Navigation



- **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 □ 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.

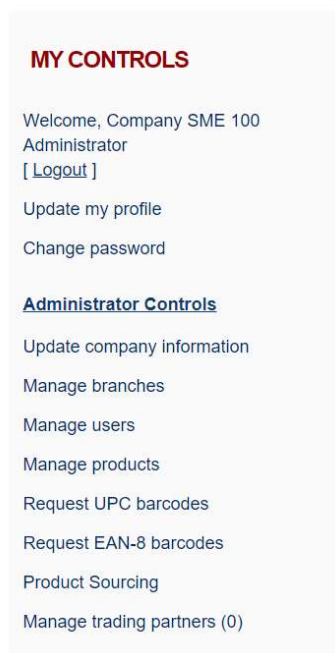
## 3 Login to weCATALOG

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.



## 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*" button
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.

ABOUT WECATALOG

MEMBERS

PRODUCTS

TOOLS

**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  
  
Manage trading partners (0)  
  
Product Sourcing

**COMPANY PREFIX SELECTION**  

Full Membership | UPC Membership | EAN-8 Membership

GS1 Company Prefix	GTIN Capacity	GTINs Remaining	% GTINs Remaining	
8887062	100000	99981	~99.98%	Select

**General Information on the usage of weCATALOG:**  
  
weCATALOG is an exclusive online members' portal free-to-use for members to create barcodes, manage and maintain their products information in a single location. Users are responsible for any submission of data into weCATALOG and maintain the accuracy of the information. By proceeding to the weCATALOG, you acknowledge that GS1 has no responsibility for accuracy or completeness of any information placed on weCATALOG by you.  
  
**Please ensure your product data is correct and accurate.**  
**No changes are allowed after your product data are approved by GS1 Singapore.**

## 8.2 Product Management Screen

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

**PRODUCT MANAGEMENT**

GS1 Company Prefix	88860012
GTIN capacity	10,000
GTIN remaining	9,997

Product Name:

Brand Name:

GTIN:

Status:  **SEARCH**

**Express Mode** **Legacy Mode**

**Edit product button**

**Delete product button**

**Export: To Excel**

GTIN	Product Name	Brand Name	Images	Status	
8886001200005	Dried Mango Fruit	Wei-B		Pending	
8886001200012	QWEQE	QWEQWE		Pending	

**BATCH UPLOAD** **ADD PRODUCT**

**Batch Upload button**

**Duplicate product button**

**Add product button**

## 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

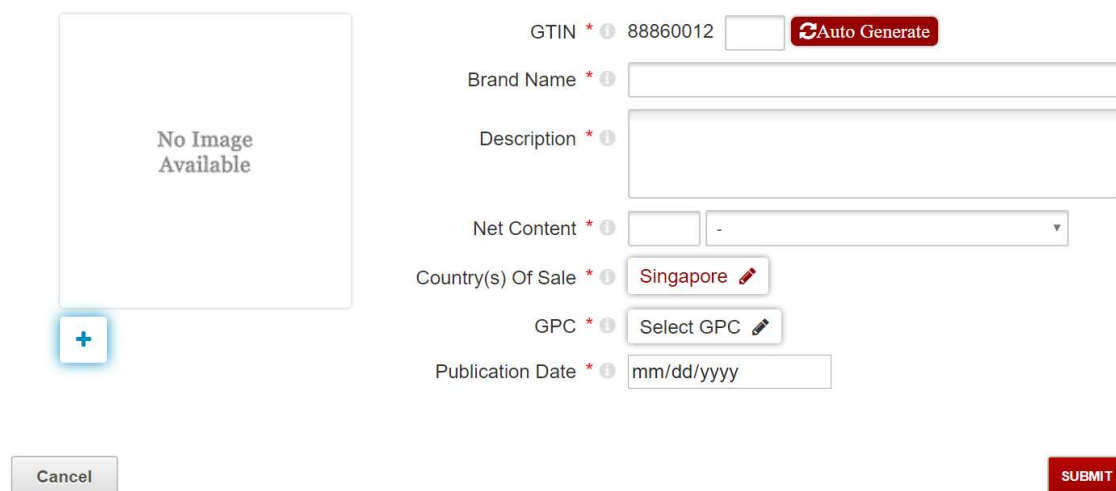
The result will appear on the product listing

## 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)



#### (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

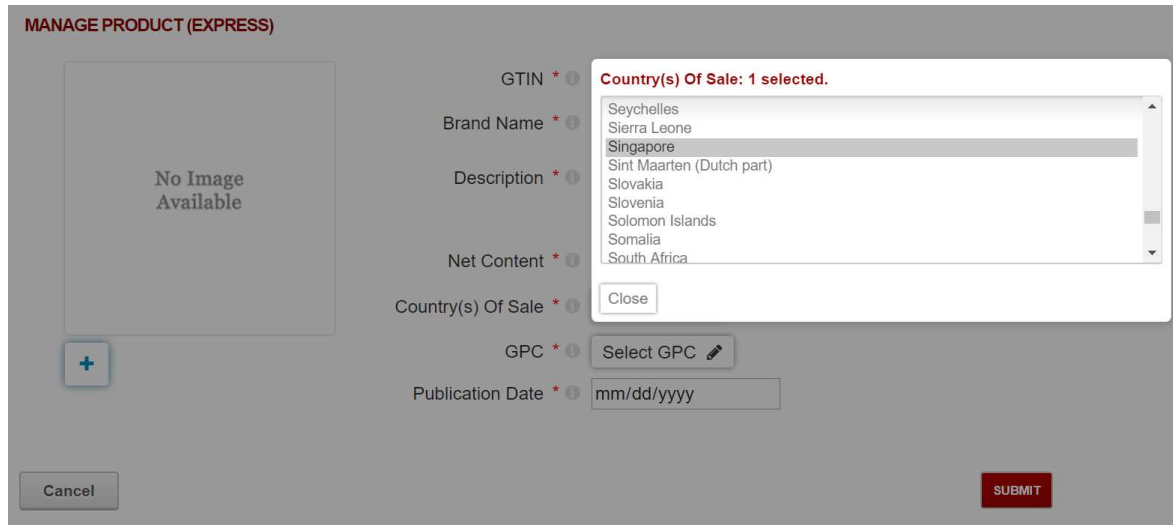
(c) Description - Enter the description of your product

(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.



The screenshot shows the 'MANAGE PRODUCT (EXPRESS)' interface. On the left is a placeholder for a product image with the text 'No Image Available' and a '+' button. The main form contains several fields: 'GTIN', 'Brand Name', 'Description', 'Net Content', 'Country(s) Of Sale', 'GPC', and 'Publication Date'. The 'Country(s) Of Sale' field is active, showing a popup menu with a list of countries: Seychelles, Sierra Leone, Singapore (highlighted), Sint Maarten (Dutch part), Slovakia, Slovenia, Solomon Islands, Somalia, and South Africa. A 'Close' button is at the bottom of the popup. The 'GPC' field has a 'Select GPC' button with a pencil icon. The 'Publication Date' field has a date format 'mm/dd/yyyy'. At the bottom left is a 'Cancel' button, and at the bottom right is a red 'SUBMIT' button.

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.

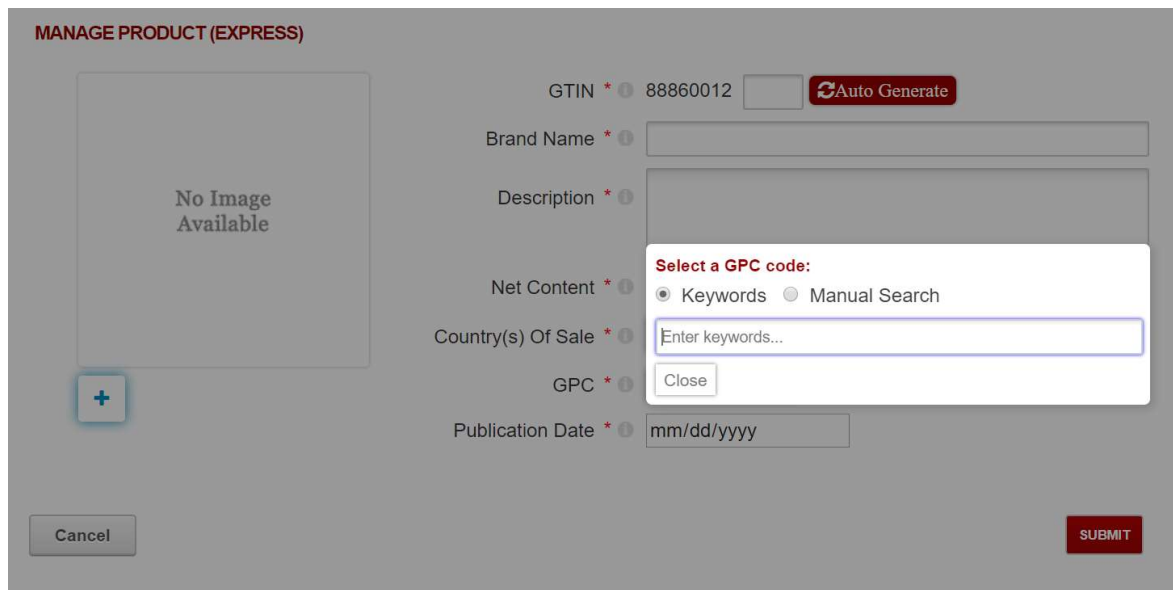
**(i) Keywords**

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.



The screenshot shows the 'MANAGE PRODUCT (EXPRESS)' form. On the left is a placeholder for a product image with the text 'No Image Available' and a '+' button. The form fields on the right include: GTIN (with value 88860012 and an 'Auto Generate' button), Brand Name, Description, Net Content, Country(s) Of Sale, GPC, and Publication Date (with a date picker showing 'mm/dd/yyyy'). A modal window titled 'Select a GPC code:' is open over the GPC field, showing two radio buttons: 'Keywords' (selected) and 'Manual Search'. Below the radio buttons is a text input field with the placeholder 'Enter keywords...' and a 'Close' button. At the bottom of the form are 'Cancel' and 'SUBMIT' buttons.

(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

**MANAGE PRODUCT (EXPRESS)**



GTIN \* ⓘ 88860012  Auto Generate

Brand Name \* ⓘ

Description \* ⓘ

Net Content \* ⓘ  -


Country(s) Of Sale \* ⓘ  ✎

GPC \* ⓘ  ✎

Publication Date \* ⓘ

Image Gallery



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)

No Image Available

+

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.



Welcome, Company SME 100 Administrator [\[Logout\]](#)

Company Admin Product/Certificate Management Product/Certificate Listing

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### PRODUCT BATCH UPLOAD

GS1 Company Prefix	8887062
GTIN capacity	100,000
GTIN remaining	99,988

Download Template

[Download](#)

Need help filling up the excel? Click [here](#)

Select File

[Choose file](#)

No file chosen

[UPLOAD](#)

Please ensure your product data is correct and accurate.

No changes are allowed after your product data are approved by GS1 Singapore.

Click on the Download Button to download the latest template

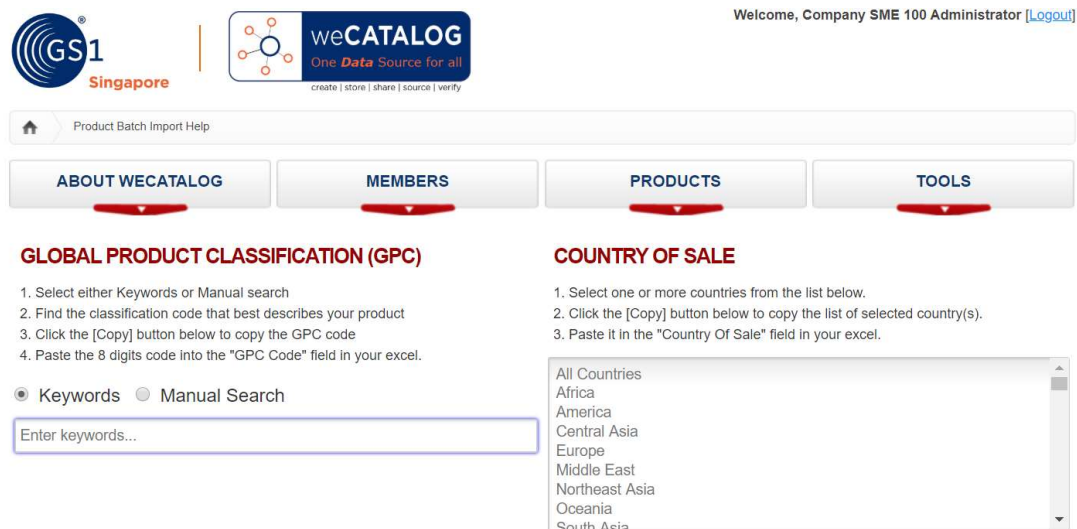
Please remember to always ensure that you upload using the latest template version.

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	B	C	D	E	F	G	H	I	J	K	L
No	GTIN / UPC	Brand Name	Product Description	Net Content	Unit of Measure	GPC Code	Country(s) of sale	Publication Date	Image1	Image2	
	<small>Leave blank to auto generate product number</small>			<small>Enter value (e.g. 500, 30 or 15 etc)</small>	<small>Select from list</small>	<small>Click here to find the correct Global Product Classification (GPC) code and Country of sale</small>		<small>Leave blank to publish immediately (YYYY-MM-DD)</small>			<small>Enter as Example</small>
1											
2											

- (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.



The screenshot shows the weCATALOG interface. At the top, there are logos for GS1 Singapore and weCATALOG. A navigation bar contains buttons for ABOUT WECATALOG, MEMBERS, PRODUCTS, and TOOLS. The main content area is divided into two sections: GLOBAL PRODUCT CLASSIFICATION (GPC) and COUNTRY OF SALE.

**GLOBAL PRODUCT CLASSIFICATION (GPC)**

1. Select either Keywords or Manual search
2. Find the classification code that best describes your product
3. Click the [Copy] button below to copy the GPC code
4. Paste the 8 digits code into the "GPC Code" field in your excel.

Below the instructions, there are radio buttons for "Keywords" (selected) and "Manual Search". A text input field labeled "Enter keywords..." is shown.

**COUNTRY OF SALE**

1. Select one or more countries from the list below.
2. Click the [Copy] button below to copy the list of selected country(s).
3. Paste it in the "Country Of Sale" field in your excel.

A list box is shown with the following options: All Countries, Africa, America, Central Asia, Europe, Middle East, Northeast Asia, Oceania, and South Asia.

- (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.

### MANAGE PRODUCT (EXPRESS)

Core Attributes

ITF-14

Add ITF-14

Add ITF-14 or carton barcode button

ITF-14 Barcode Number	Quantity Of Products In A Carton	Carton Description or Dimension (L x W x H)	Download Barcode Symbol
-----------------------	----------------------------------	---	-------------------------

Cancel

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

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MANAGE PRODUCT (EXPRESS)

Core Attributes

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
-----------------------	----------------------------------	---	-------------------------

Cancel

**ITF-14 Barcode**

Quantity of products in a carton: 24

Carton description or dimension (LxWxH): GS1 Book pack of 24 in a box (30.5 x 19 x 14.5 cm)

ITF-14 Barcode: 18888888000126

Close

Submit

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)	<a href="#">Download</a>	 

Cancel

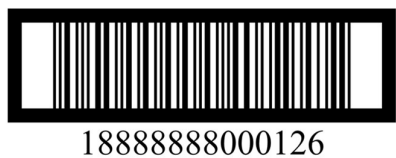
Download ITF-14 Barcode Symbol

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:



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	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19BCLTP197A-6Y-GREY MELANGE</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017234	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19BCLTP198A-4Y-OFF WHITE</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017265	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19BCLTP199A-10Y-BLACK</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017296	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19BCLTP199A-8Y-BLACK</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017401	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19BCLTP204A-6Y-GREY MELANGE</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017432	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19GCLDR191A-4Y-WHITE / DK PINK</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017463	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19GCLDR192A-10Y-PINK</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017494	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19GCLDR192A-8Y-PINK</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017630	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19GCLTP184A-4Y-OFF WHITE</a>	<a href="#">Zilingo Pte Ltd</a>	10-Sep-2019
8887903017661	<a href="#">Disney x Zilingo</a>	<a href="#">DNYSS19GCLTP185A-10Y-WHITE AOP</a>	<a href="#">Zilingo Pte Ltd</a>	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.

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)

Company Name: Company SME'100

Incoming Request

Outgoing Request

No Records Found

**COMPANY INFORMATION**

Company Name:

SEARCH

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Company Name	Address
&Willin Pte Ltd	7 Buroh Lane #06-01 SINGAPORE 618291
123 Holdings Pte Ltd	1801 Geylang Bahru, unit 7A, Kallang Distripark SINGAPORE 339709
13 ANTZ PTE LTD	10 ANSON ROAD INTERNATIONAL PLAZA #47-05 SINGAPORE 079903 SINGAPORE 079903

## 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