



# GLN Allocation Rules

## Printable Version

*July-2014*



## Document Summary

Document Item	Current Value
Document Title	GLN Allocation Rules Printable Version
Date Last Modified	July-2014
Document Description	Printable version of the GTIN Allocation Rules as published on the GS1 website: <a href="http://www.gs1.org/1/gtinrules/">http://www.gs1.org/1/gtinrules/</a>

## Disclaimer

WHILST EVERY EFFORT HAS BEEN MADE TO ENSURE THAT THE GUIDELINES TO USE THE GS1 STANDARDS CONTAINED IN THE DOCUMENT ARE CORRECT, GS1 AND ANY OTHER PARTY INVOLVED IN THE CREATION OF THE DOCUMENT HEREBY STATE THAT THE DOCUMENT IS PROVIDED WITHOUT WARRANTY, EITHER EXPRESSED OR IMPLIED, REGARDING ANY MATTER, INCLUDING BUT NOT LIMITED TO THE OF ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND HEREBY DISCLAIM ANY AND ALL LIABILITY, DIRECT OR INDIRECT, FOR ANY DAMAGES OR LOSS RELATING TO OR RESULTING FROM THE USE OF THE DOCUMENT. THE DOCUMENT MAY BE MODIFIED, SUBJECT TO DEVELOPMENTS IN TECHNOLOGY, CHANGES TO THE STANDARDS, OR NEW LEGAL REQUIREMENTS. SEVERAL PRODUCTS AND COMPANY NAMES MENTIONED HEREIN MAY BE TRADEMARKS AND/OR REGISTERED TRADEMARKS OF THEIR RESPECTIVE COMPANIES. GS1 IS A REGISTERED TRADEMARK OF GS1 AISBL.

# Table of Contents

<b>1. General Rules .....</b>	<b>4</b>
1.1. Location (point of access) .....	4
1.2. Legal status change following a partial merger or acquisition .....	4
1.3. Legal status change following a total merger or acquisition .....	5
1.4. A new trading partner .....	5
<b>2. Creation of New Locations.....</b>	<b>6</b>
2.1. Purchase / Creation / Use of a new location .....	6
2.2. Add Operation- Building .....	6
<b>3. Minor Change to Existing Location.....</b>	<b>7</b>
3.1. Change to company name .....	7
3.2. Minor change to the address of a physical location.....	7
3.2.1. Change of post code, city/ town name, or street name, except the physical address .....	7
3.2.2. Change to a legal location that is also a physical location .....	8
3.2.3. Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site).....	8
3.3. Relocation of legal entity .....	9
3.4. Delivery routing .....	9
3.5. Change contact information .....	9
3.6. Amendment to terms of delivery or transport.....	10
3.7. Change to the facility specification.....	10
3.8. Change to delivery scheduling conditions.....	10
3.9. Change to planning management profile .....	11
3.10. Change to financial information .....	11
3.10.1. Change to payments terms .....	11
3.10.2. Change to allowance charge.....	11
3.10.3. Change to financial institution information .....	12
3.11. Minor change to party/location that does not impact trading partners or traceability requirements	12
<b>4. Major Change to Existing Location.....</b>	<b>13</b>
4.1. Major change to the point of access to the location.....	13
4.1.1. Change of physical address .....	13
4.1.2. Change to a legal location (e.g., post code, street address, city) that is not a physical location	13
4.1.3. Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site) .....	14
4.2. Delivery routing process.....	14
4.3. Location is split and part of the location is leased or franchised to a different legal entity .....	15
4.3.1. Location is split and part of the location is leased to a different legal entity .....	15
4.3.2. Location is split and part of the location used by the GLN brand owner.....	15
4.4. Change to legal entity .....	16
4.5. Major change to party/location that impacts trading partners and/or traceability requirements .....	16

# 1. General Rules

## 1.1. Location (point of access)

**Whenever the point of access changes, where a location needs to be distinguished from another location for communication with a trading partner.**

### Rules

New GLN - Location

### Rationale

GLNs provide a key to master data associated with a given location. Whenever locations need to be distinguished by trading partners, a different GLN is required.

### Consequence if rule not applied

It is not possible for trading partners to distinguish one location from another.

### Associated Rules

- Minor change to the address of a physical location.
- Major change to the point of access to the location
- Major change to party/location that impacts trading partners and/or traceability requirements
- Minor change to party/location that does not impact trading partners or traceability requirements
- Change of post code, city/ town name, or street name, except the physical address
- Change to a legal location that is also a physical location
- Change of physical address

## 1.2. Legal status change following a partial merger or acquisition

**Legal status change following a partial merger or acquisition.**

### Rules

New GLN - Location

### Rationale

When an organisation makes a partial purchase of another, the GLNs must be changed within one year.

### Consequence if rule not applied

Following a partial purchase of a company, the GLNs and all other GS1 System identification numbers have to be changed to reflect the purchasing organisation's GS1 Company Prefix.

### Notes

New GLN using the GS1 Company Prefix of the purchasing company (when the purchasing company does not assume responsibility for the entire organisation purchased)

#### Associated Rules

- Legal status change following a total merger or acquisition

### 1.3. Legal status change following a total merger or acquisition

#### Legal status change following a total merger or acquisition

##### Rules

Same GLN - Location

##### Rationale

When an organisation makes a total purchase of another, it may assume responsibility for the GS1 Company Prefix and may continue to use existing GLNs.

##### Consequence if rule not applied

When a complete purchase of an organisation is concluded, the responsibility for the GS1 Company Prefix of the purchased organisation is also transferred. The purchasing party may then use the existing GLNs or make changes in line with the integration of the business.

##### Notes

Same GLN may be kept.

#### Associated Rules

- Legal status change following a partial merger or acquisition
- Change to company name
- Change to a legal location (e.g., post code, street address, city) that is not a physical location
- Change to a legal location that is also a physical location
- Change to legal entity

### 1.4. A new trading partner

#### A new trading partner starts communication/ shipment to an existing location.

##### Rules

Same GLN - Location

##### Rationale

The change has no impact on existing supply chain partners. New trading partners may use the existing GLN.

##### Consequence if rule not applied

An explosion in the number of GLN changes within the supply chain as any change to a trading partner relationship will have to be signalled by a new GLN. This imposes unnecessary cost.

## 2. Creation of New Locations

### 2.1. Purchase / Creation / Use of a new location

#### Purchase / Creation / Use of a new location

##### Rules

New GLN - Location

##### Rationale

New physical address that needs to be identified separately for operational processes

##### Consequence if rule not applied

Unable to communicate information efficiently to trading partners

##### Associated Rules

- Relocation of legal entity

### 2.2. Add Operation- Building

**Addition of a new operation or building within an existing site that is not key to the operational activities (e.g., a new office block, a new customer relations department, an SME that has all its operations within the same building).**

##### Rules

Same GLN - Location

##### Rationale

Does not impact trading partner relationship or internal operations and communications.

##### Consequence if rule not applied

An explosion in the number of GLN changes within the supply chain as any change to a trading partner relationship will have to be signalled by a new GLN. This imposes unnecessary cost.

## 3. Minor Change to Existing Location

### 3.1. Change to company name

**Change to company name (e.g., from John Smith Ltd to J Smith Ltd or from John Smith to Bitter Ltd).**

#### Rules

Same GLN - Location

#### Rationale

The change has no impact on supply chain partners or national legal authorities with whom the company is registered.

#### Consequence if rule not applied

Unnecessary change of GLN.

#### Associated Rules

- Legal status change following a total merger or acquisition

### 3.2. Minor change to the address of a physical location.

#### 3.2.1. Change of post code, city/ town name, or street name, except the physical address

**Change of post code, city/ town name, or street name, but the physical address remains unchanged.**

#### Rules

Same GLN - Location

#### Rationale

The physical address has not changed, therefore, there is no impact on trading partners' use of the new/old postal code. The new postal code should be communicated as a changed attribute.

#### Consequence if rule not applied

Unnecessary change of GLN.

#### Associated Rules

- Location (point of access)
- Major change to the point of access to the location
- Major change to party/location that impacts trading partners and/or traceability requirements
- Minor change to party/location that does not impact trading partners or traceability requirements

### 3.2.2. Change to a legal location that is also a physical location

**Change to a legal location that is also a physical location.**

#### Rules

New GLN - Location

#### Rationale

Any change to the physical location would impact the trading partners (See physical GLNs for more information).

#### Consequence if rule not applied

Trading partners not informed of new information.

#### Notes

New GLN depending on the nature of the change to the address (See physical location address changes for more information).

#### Associated Rules

- Location (point of access)
- Major change to the point of access to the location
- Major change to party/location that impacts trading partners and/or traceability requirements
- Minor change to party/location that does not impact trading partners or traceability requirements
- Legal status change following a total merger or acquisition
- Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

### 3.2.3. Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site)

**Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site)**

#### Rules

Same GLN - Location

#### Rationale

Minor impact on trading partners. Change of address can be communicated through business messaging to trading partners. A new GLN is not required.

#### Consequence if rule not applied

Unnecessary time and cost for both parties in changing the GLN and amending systems

#### Notes

If the suite number/floor number has been communicated to trading partners, then the company may consider changing the GLN.



**Associated Rules**

- Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

### 3.3. Relocation of legal entity

**Relocation of legal entity to a new country.**

**Rules**

New GLN - Location

**Rationale**

Impacts on the registration of the company, tax and legal requirements.

**Consequence if rule not applied**

Trading partners not informed of new information.

**Associated Rules**

- Purchase / Creation / Use of a new location
- Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

### 3.4. Delivery routing

**Delivery routing does not need to be handled separately.**

**Rules**

Same GLN - Location

**Rationale**

No impact on trading partners.

**Consequence if rule not applied**

Unnecessary change of GLN.

**Associated Rules**

- Amendment to terms of delivery or transport
- Change to delivery scheduling conditions
- Delivery routing process

### 3.5. Change contact information

**New/change to contact person information (department, e-mail, telephone, fax).**

**Rules**

Same GLN - Location

**Rationale**

The change has a minor impact on existing supply chain partners. The change to details can be communicated as a changed attribute to the GLN.

**Consequence if rule not applied**

Unnecessary change of GLN.

### 3.6. Amendment to terms of delivery or transport

**Amendment to terms of delivery or transport.****Rules**

Same GLN - Location

**Rationale**

No immediate impact on trading partners; however, this will need to be communicated as a changed attribute.

**Consequence if rule not applied**

Impact on efficiency of the trading relationship.

**Associated Rules**

- Delivery routing
- Delivery routing process

### 3.7. Change to the facility specification

**Change to the facility specification (e.g., start/end period of party availability, operating hours and days).****Rules**

Same GLN - Location

**Rationale**

No immediate impact on trading partners; however, this will need to be communicated as a changed attribute.

**Consequence if rule not applied**

Impact on efficiency of the trading relationship.

### 3.8. Change to delivery scheduling conditions

**Change to delivery scheduling conditions (delivery plan, frequency and timing).****Rules**

Same GLN - Location

**Rationale**

No immediate impact on trading partners; however, this will need to be communicated as a changed attribute.

**Consequence if rule not applied**

Impact on efficiency of the trading relationship.

**Associated Rules**

- Delivery routing
- Delivery routing process

### 3.9. Change to planning management profile

**Change to planning management profile (transport strategy, safety stock rules).**

**Rules**

Same GLN - Location

**Rationale**

No immediate impact on trading partners; however, this will need to be communicated as a changed attribute.

**Consequence if rule not applied**

Impact on efficiency of the trading relationship.

### 3.10. Change to financial information

#### 3.10.1. Change to payments terms

**Change to payment terms (e.g., discount, fixed date, instant, payment by specified date, payment time period).**

**Rules**

Same GLN - Location

**Rationale**

Information can be communicated to trading partners using business messaging.

**Consequence if rule not applied**

Unnecessary change of GLN.

#### 3.10.2. Change to allowance charge

**Change to allowance charge (e.g., monetary amount (minimum due, currency), settlement type, allowance charge (flat rate, consolidated), free goods, packing charges).**

**Rules**

Same GLN - Location

**Rationale**

Information can be communicated to trading partners using business messaging.

**Consequence if rule not applied**

Unnecessary change of GLN.

**3.10.3. Change to financial institution information**

**Change to financial institution information (e.g., account number, institution name and number).**

**Rules**

Same GLN - Location

**Rationale**

Information can be communicated to trading partners using business messaging.

**Consequence if rule not applied**

Unnecessary change of GLN.

**3.11. Minor change to party/location that does not impact trading partners or traceability requirements**

**Minor change to party/location that does not impact trading partners or traceability requirements (e.g., for internal use only and is not communicated externally, such as change of use of a rack/shelf in a warehouse)**

**Rules**

Same GLN - Location

**Rationale**

No impact to trading partner relationship.

**Consequence if rule not applied**

Unnecessary change of GLN.

**Associated Rules**

- Location (point of access)
- Change of post code, city/ town name, or street name, except the physical address
- Change to a legal location that is also a physical location
- Change of physical address

## 4. Major Change to Existing Location

### 4.1. Major change to the point of access to the location

#### 4.1.1. Change of physical address

**Change of physical address (e.g., new city, new town, new country).**

##### Rules

New GLN - Location

##### Rationale

The physical location is completely different and needs to be identified differently for routing and operations purposes.

##### Consequence if rule not applied

Unable to identify separate locations in the supply chain. Incorrect deliveries, reduced timeliness and efficiency.

##### Associated Rules

- Location (point of access)
- Minor change to the address of a physical location.
- Major change to party/location that impacts trading partners and/or traceability requirements
- Minor change to party/location that does not impact trading partners or traceability requirements

#### 4.1.2. Change to a legal location (e.g., post code, street address, city) that is not a physical location

**Change to a legal location (e.g., post code, street address, city) that is not a physical location**

##### Rules

Same GLN - Location

##### Rationale

As the location is used virtually the changes would not immediately impact the trading partner.

##### Consequence if rule not applied

Unnecessary change of GLN

##### Associated Rules

- Legal status change following a total merger or acquisition
- Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

### 4.1.3. Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

**Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)**

#### Rules

New GLN - Location

#### Rationale

The change has a major impact on supply chain partners who supply and trade to that location. The new location will need to be identified separately in order to trade effectively with that company.

#### Consequence if rule not applied

Unable to identify separate locations in the supply chain

#### Associated Rules

- Minor change to the address of a physical location.
- Change to a legal location (e.g., post code, street address, city) that is not a physical location
- Change to a legal location that is also a physical location
- Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site)
- Relocation of legal entity

## 4.2. Delivery routing process

**Different routes to or from the buyer/seller need to be identified separately for legal, industry, operational, or internal purposes (e.g., chilled and frozen goods are delivered to the same Goods In delivery point but need to be routed immediately to the appropriate area (chilled or frozen) within. A legal example, from the USA, tobacco, confectionery and beverage products need to be separated in distribution.**

#### Rules

New GLN - Location

#### Rationale

Separate identification is vital to the operations of the GLN brand owner. Please note that if only one party (e.g., the buyer) requires routing separation, then the other party (e.g., the seller) is not mandated to separate their internal process accordingly. Instead they can separate deliveries using the receiver GLN(s) provided in advance. Whilst a company can have multiple GLNs for internal purposes, it is recommended that communication of multiple GLNs for the same location/purpose is used sparingly to avoid sellers having to manage multiple third party GLNs.

#### Consequence if rule not applied

Unable to track and log movement of product lines within their operations; potentially failure to meet legal requirements.

#### Notes

New GLN allocated at the trading partners' discretion.

### **Associated Rules**

- Delivery routing
- Amendment to terms of delivery or transport
- Change to delivery scheduling conditions
- Delivery routing process

## **4.3. Location is split and part of the location is leased or franchised to a different legal entity**

### **4.3.1. Location is split and part of the location is leased to a different legal entity**

**Location is split and part of the location is leased to a different legal entity.**

#### **Rules**

New GLN - Location

#### **Rationale**

No impact on trading partners of the GLN brand owner; however, a separate GLN is required for the leased location for management purposes and to avoid confusion for trading partners of both companies.

A GLN cannot be sold or loaned to a separate legal entity.

#### **Consequence if rule not applied**

Confusion within trading partners, unclear trading boundaries, and no clear legal separation.

#### **Notes**

New GLN for the part leased to a different legal entity.

### **4.3.2. Location is split and part of the location used by the GLN brand owner**

**Location is split and part of the location used by the GLN brand owner.**

#### **Rules**

Same GLN - Location

#### **Rationale**

No impact on trading partners of the GLN brand owner; however, a separate GLN is required for the leased location for management purposes and to avoid confusion for trading partners of both companies.

A GLN cannot be sold or loaned to a separate legal entity.

#### **Consequence if rule not applied**

Confusion within trading partners, unclear trading boundaries, and no clear legal separation.

#### **Notes**

Same GLN for the part of the location used by the GLN brand owner.

## 4.4. Change to legal entity

**Change to legal entity leasing (franchising) a third party premises.**

### Rules

New GLN - Location

### Rationale

Person taking the lease should assign own GLN to identify it as their location and a separate entity to the company owning the physical property. The GLN assigned is at the discretion of the two parties concerned and should be agreed in the lease contract.

A GLN cannot be sold, leased, or loaned to a separate legal entity.

### Consequence if rule not applied

If the 'tenant' uses the owner assigned GLN, it will be difficult for the owner to track the historical leasing of the location. In addition, if an external organisation attempted to track the 'tenant' company, the search would relate back to the incorrect organisation(s).

### Notes

GLN assigned by the legal entity taking on the lease.

### Associated Rules

- Legal status change following a total merger or acquisition

## 4.5. Major change to party/location that impacts trading partners and/or traceability requirements

**Major change to party/location that impacts trading partners and/or traceability requirements (e.g., frozen warehouse/depot changes to accept dry products only or a food store changes to a pharmacy store).**

### Rules

New GLN - Location

### Rationale

The nature of the relationship and use of the GLN within the trading partner scenario is impacted by the change. If there were no impact to the trading partners relationship, then a new GLN would not be required.

### Consequence if rule not applied

Unable to track and log movement of product efficiently; potentially failure to meet legal requirements.

### Associated Rules

- Location (point of access)
- Change to a legal location that is also a physical location
- Change of physical address
- Change of post code, city/ town name, or street name, except the physical address