GS1 EDI Code List Maintenance Policy

This document sets rules for code list maintenance of GS1 EDI standards

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1 Introduction

1.1 Document Conventions

The keywords MUST, MUST NOT, REQUIRED, SHALL, SHALL NOT, SHOULD, SHOULD NOT, RECOMMENDED, MAY and OPTIONAL, when they appear in this document, are to be interpreted as described in [RFC2119] as quoted here:

- **MUST**: This word, or the terms "REQUIRED" or "SHALL", means that the definition is an absolute requirement of the specification.
- **MUST NOT**: This phrase, or the phrase "SHALL NOT", means that the definition is an absolute prohibition of the specification.
- **SHOULD**: This word, or the adjective "RECOMMENDED", means that there may exist valid reasons in circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
- **SHOULD NOT**: This phrase, or the phrase "NOT RECOMMENDED", means that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.
- **MAY**: This word, or the adjective "OPTIONAL", means that an item is truly optional. One vendor may choose to include the item because a particular marketplace requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation which does not include a particular option MUST be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality. In the same vein an implementation which does include a particular option MUST be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides.)

When used in this way, these terms will always be shown in ALL CAPS and BOLD; when these words appear in ordinary typeface they are intended to have their ordinary English meaning.

The rules contained in the document are expressed with the numbering conventions below:

- Maintenance and publication rules: [RXX]
- Usage rules: [URX]

1.2 Purpose of the document

This document sets the rules of maintaining code lists used in GS1 EDI (Transactional Data) messages, both in EANCOM and GS1 XML and other GS1 adopted or created syntaxes.

1.3 Types of code lists

There are two different types of code lists: International standard code lists and GS1 Internal code lists.

- **International standard code lists**: These are the code lists whose content is managed by external international standardisation agencies.
  - **International standard code lists – Fully Adopted**
    Code lists managed by an external international standardisation agency approved by GS1 and can be used in its entirety.
  - **International standard code lists – GS1 Restricted (GS1 subset)**
    Code lists managed by an external international standardisation agency approved by GS1. GS1 creates a subset of possible code values allowed to be used in GS1 standards.
  - **International standard code lists – GS1 Extended**
    Code lists managed by an external international standardisation agency approved by GS1 including additional codes defined by GS1. The GS1 additional codes can be either GS1 Temporary codes or GS1 Permanent codes.
2 General Rules for maintenance of code lists

Code lists are maintained independently of the Business Messages; it means that they can be updated between maintenance Message Standard releases.

[R01] If the GSMP Work Request is applicable to all GS1 EDI standards then the technical solution SHALL be developed concurrently for all of them.

[R02] If the GSMP Work Request is applicable only to one of the GS1 EDI standards, then the technical solution will be developed only for that standard.

EXAMPLE: Syntax identifier or Syntax version number lists in EANCOM or enumeration lists in GS1 XML.

Note: Rationale: GS1 EDI standards cover similar business requirements, therefore technical solutions they offer should be as close as possible.

[R03] For any code list modification or update a GSMP Work Request MUST be submitted.

Note: New codes released by external standardisation organisations in fully adopted code lists are immediately available without the need of a GSMP Work Request to be submitted.

[R04] The decision whether the requested code list update is applicable only to one of the EDI standards will be taken by EDI SMG as a part of the GSMP Work Request assessment.

[R05] In general codes don’t require a formal Ratification.

[R06] The values of code lists defined or modified by GS1 MUST be published in the Global Data Dictionary (GDD).

[R07] The GS1 XML and EANCOM messages documentation MUST provide a URL to the respective code list in GDD.

[R08] The GS1 XML and the EANCOM message documentation MUST list all allowed code values.
3 Detailed rules for maintenance of code lists

There are two different types of code lists: International standard code lists and GS1 internal code lists.

Overview

3.1 International standard code lists

Code lists can be adopted from recognised international standardisation agencies, such as ISO and UN/CEFACT.

[R09] Existing international standard code lists managed by recognised international standardisation agencies SHOULD be adopted.

[R10] International standard code lists SHOULD be adopted from recognised international standardisation agencies according to the following order of priority:

- ISO
- UN/ECE (e.g. UN/ECE Recommendations)
- UN/CEFACT
- International Vertical Organisations, e.g. World Customs Organisation

[R11] A GS1 proprietary code list SHOULD only be created if no suitable international standard code list is available from any of the recognised international standardisation agencies.
3.1.1 International standard code lists – Fully Adopted

**DEFINITION AND IMPLEMENTATION:**

A Fully Adopted code list originates from an international standard code list managed by an international standardisation agency. The complete set of code values can be used in GS1 EDI standards.

**EXAMPLE:**

ISO 3166 2-Alph Code (Codes for the representation of names of countries and their subdivisions)

**MAINTENANCE RULES:**

[R12] A GSMP Work Request **MUST** be submitted if a GS1 user company need an additional code value to be added to an international standard code list.

[R13] The need for a new code value **MUST** be confirmed by the EDI SMG during the review and process of the GSMP Work Request.

[R14] If an approved Work Request requires a new code value for immediate use, GS1 **SHOULD** assign a GS1 Temporary code value.

✔️ **Note:** A Fully Adopted code list which includes GS1 Temporary code values or GS1 Permanent code values is considered to be a GS1 Extended code list. (see 3.1.3)

[R15] For approved work requests GS1 Global Office **MUST** submit a request to the external international standardisation agency managing the code list asking for a code value to be added to the international standard code list.

✔️ **Note:** When official codes are published by the external international standardisation agency and there are no remaining GS1 Temporary code values or GS1 Permanent code values, the code list can be considered Fully Adopted (see 3.1.1)

**PUBLICATION RULES:**

[R16] The location of a code list managed by an international standardisation agency **SHOULD** be provided as follows:

[R16a] GDD **SHOULD** provide a URL to the code list on the website of the international standardisation agency.

[R16b] The documentation of GS1 XML messages **MUST** include the GDD URL to each of the used code lists.

[R16c] The documentation of EANCOM messages **MUST** include the GDD URL to each of the used code lists.

[R16d] The documentation of GS1 XML Business Messages and EANCOM Messages **SHOULD** provide the complete list of allowed codes.

[R17] The version number of the code list managed by an international standardisation agency used in GS1 standard messages **MUST NOT** be specified, neither in the Message Standards document, nor in the GDD.

[R18] The version number of the code list **MAY** be specified in implementation guides, if needed.

**USAGE RULES:**

[UR1] Implementations should always be based on current/latest versions of the international code lists.

[UR2] The possibility to access code list(s) on websites of international standardisation agencies must be verified as not all code lists are available free of charge. e.g. ISO code lists
3.1.2 International standard code lists – GS1 Restricted code list

**DEFINITION AND IMPLEMENTATION:**
A GS1 Restricted code list originates from an international standard code list and consists of a subset of code values that may be used in GS1 EDI standards. The restrictions of a code list are decided by GSMP EDI SMG according to an approved work requests (WR).

**Note:** The preferred option is to use a non-restricted external code list. By preference, the subset of values should be specified in implementation guides (e.g. sector specific or local guidelines). However, there are situations when some code lists need to be restricted.

**EXAMPLE:**
DutyFeeTaxRegistrationTypeCode code list in GS1 XML, restricting UN/CEFACT 1153 CL

**Note:** In EANCOM there are a number of code lists with restrictions for use in specific message, segment or data element. These restrictions are depending on context and are mostly based on:

- Message version – only specific (current) version is allowed
- Message type and function – e.g. in ORDERS, only different types of Order messages are allowed as document type
- Qualifiers for specific segments in the same Segment Group – e.g. in RFF-DTM (Reference and Date Time group), the DTM function qualifier allows only Reference date/time value

**MAINTENANCE RULES:**
[R19] If there is a need to restrict a code list, it **MUST** be justified according to a approved GSMP Work Request.

[R20] A final decision to restrict a code list **MUST** be taken by the EDI SMG during the review of the GSMP Work Request.

[R12] If a GS1 user company need an additional code that is not provided in the original code list provided by the external international standardisation agency, a GSMP Work Request **MUST** be submitted.

[R22] The need for a new code value **MUST** be confirmed by the EDI SMG during the review of the GSMP Work Request.

[R23] The codes values adopted from the code list provided by the external international standardisation agency **MUST** come from the latest version of the code list available at the time of GSMP Work Request processing.

[R24] If a new code value is needed for immediate use, GS1 **SHOULD** assign a GS1 Temporary code while waiting for the external international standardisation agency to publish a new code.

**Note:** A code list which includes a GS1 Temporary code is considered to be a GS1 Restricted and Extended code list. (see 3.1.4)

[R25] For approved work requests GS1 Global Office **MUST** submit a request to the external international standardisation agency managing the code list asking for a code value to be added to the international standard code list.

**Note:** When the requested code value(s) is published by the international standardisation agency and no GS1 Temporary codes remain in the GS1 Restricted code list, the code list is considered to be a GS1 Restricted code list. (see 3.1.1)
**PUBLICATION RULES:**

[R26] The code values from the GS1 Restricted code lists **MUST** be published in the GDD.

[R27] The latest published version of the code list **SHALL** be marked as CURRENT.

[R28] The two previous versions **SHALL** be available for download in Excel and XML format.

✔ **Note:** Older versions of the code lists will be archived and available upon request.

**USAGE RULES:**

[UR3] The implementation **MUST** refer only to the “current” version of the code list, irrespective of the format.

3.1.3 **International standard code lists– GS1 Extended code list**

**DEFINITION AND IMPLEMENTATION:**

GS1 includes additional code values to be used in GS1 EDI standards. These code values can be either GS1 Temporary codes, pending approval of the requests submitted by GS1 to the external international standardisation agency, or GS1 Permanent codes. GS1 Permanent codes are to be used only in the GS1 user community. A GS1 Permanent code value is developed only if a request for a code have been rejected by the external international standardisation agency.

**EXAMPLE:**

1001 Document Name Code in EANCOM

**MAINTENANCE RULES:**

[R29] If GS1 user companies need additional code values to be added to the GS1 Extended code list, they **MUST** submit a GSMP Work Request. The need for a new code value **MUST** be confirmed by the EDI SMG upon the GSMP Work Request review.

[R30] If the GS1 code values have been added temporarily for immediate use, GS1 Global Office **MUST** submit a request to the external international standardisation agency managing the code list, to incorporate the new codes into the original international standard code list.

✔ **Note:** When the requested code value(s) is published by the international standardisation agency and no GS1 Temporary codes remain in the GS1 Extended code list, the code list is considered to be a Fully Adopted code list. (see 3.1.1)

[R31] For GS1 codes GS1 **MUST** assign a code value that clearly distinguishes it from other code values in that code list and clearly state that these are GS1 codes.

✔ **Note:** GS1 codes should be limited to 3 digits (an..3)

[R32] The codes values adopted from the code list provided by the external international standardisation agency **MUST** come from the latest version of this list available at the time of GSMP Work Request processing.

[R33] If a code is deprecated by the international standard agency, it **MUST** be marked for deletion with reference to new code, if exists and remain there for a period of at least 2 years. After this delay, it will be removed in the next code list release available.
When a new code is released by the international agency, the description of the new code **MUST** contain the name of the substituted GS1 Temporary Code in brackets and the old code **MUST** contain the name of the new code.

**EXAMPLE:** In the code list for the DE 1001 is a GS1 Temporary code value included, 35E, with the definition "Document/message by means of which the buyer informs the seller about the despatch or impending despatch of returned goods". UN/CEFACT released the code 729 supporting the business requirement. The description of code 729 must contain (GS1 Temporary Code 35E) and the code 35E in the description must include the reference to 729.

**PUBLICATION RULES:**

**[R35]** The code values of the GS1 Extended code lists **MUST** be published in the GDD.

**[R36]** If any of the GS1 code values are removed from the GS1 Extended list (e.g. to be replaced by code assigned by Managing Agency), they **MUST** be marked for deletion in the GDD and remain there for a period of at least 2 years. After this delay, they will be removed in the next code list release available.

**[R37]** The latest published version of the Code List **SHALL** be marked as CURRENT.

**[R38]** The two previous versions **SHALL** be available for download in Excel and XML formats.

✅ **Note:** Older versions will be archived and available upon request.

**USAGE RULES:**

**[UR4]** The implementation should always be based on the latest version of the international standard code list.

**[UR5]** The possibility to access code list(s) on websites of international standardisation agencies must be verified as not all code lists are available free of charge. e.g. ISO code lists.

**[UR6]** For GS1 Temporary code values and GS1 Permanent code values, implementations of the code lists must refer only to the “current” version.

### 3.1.4 International standard code lists – GS1 Restricted and Extended code list

**DEFINITION AND IMPLEMENTATION:**

GS1 creates a subset of code values allowed to be used in GS1 EDI standards and includes additional code values. The additional codes can be either GS1 Temporary codes, pending approval of the requests submitted by GS1 to the external international standardisation agency, or GS1 Permanent codes, specific only to GS1 use, referring to business requirement rejected by external international standardisation agency.

**EXAMPLE:** CargoTypeCode (based on UN/CEFACT 7085 CL) in GS1 XML

**MAINTENANCE RULES:**


**PUBLICATION RULES:**

Rules R16-R17-R18-R26-R27-R28-R35-R36-R37-R38 apply to publication of these code lists

**USAGE RULES:**

**[UR7]** The implementation must refer only to the “current” version of the **GS1 Restricted and Extended** code list.

### 3.2 GS1 Internal Code Lists

**DEFINITION AND IMPLEMENTATION:**

These are the code lists whose values are developed and managed by GS1.
EXAMPLE:
The code list AdditionalLogisticUnitIdentificationTypeCode used in GS1 XML includes only GS1 developed code values.

MAINTENANCE RULES:
[R39] If GS1 user companies need additional code values to be added to the GS1 internal code list, they **MUST** submit a GSMP Work Request.

[R40] The need for a new code value **MUST** be confirmed by the EDI SMG upon the GSMP Work Request review.

PUBLICATION RULES:
[R41] The code values from the GS1 code lists **MUST** be published in the GDD.

[R42] If GS1 code values need to be removed from the GS1 code list, they **MUST** be marked for deletion in the GDD and remain there for a period of at least 2 years. After this delay, they will be removed in the next code list release available.

[R43] The latest published version of the GS1 code List **SHALL** be marked as CURRENT.

[R44] The two previous versions **SHALL** be available for download in excel and XML formats.

✅ Note: Older versions will be archived and available upon request.

USAGE RULES:
[UR8] The implementation must refer only to the "current" version of the GS1 Internal code list.
4 Publication process

The definition and maintenance of a code list involves different roles in the organisation:

- **EDI SMG facilitator**: the manager of the EDI standard management group
- **GDD manager**: the role in charge of defining the solution and of updating the GDD platform
- **Liaison expert**: the role in charge of the relationship with international standard organisations

The process, both for new codes and for any change to an existing code is originated by a GSMP Work Request to the EDI SMG and can be divided into different steps, involving different roles.

**Step 1 – New GSMP Work Request received**

The facilitator of EDI SMG:

- Verifies if the business need of the submitted request for a new code is complete and clear.
- Checks the latest version of all the relevant code list depending on the request, to verify the existence of a suitable existing value.
- If a code value already exists then checks with the submitter if the code fulfills the requirement and, if so, the WR is to be withdrawn.

If no suitable code value exists then the process moves to step 2.
EXAMPLE - Request for a new code in a UN/CEFACT code list: Check the code list in the latest UN/EDIFACT Directory on the [UNECE website](https://unece.org) (this is also valid for UNECE Recommendation, e.g. Rec 21).

- Code exists: WR to be withdrawn. - Not existing: step 2

**Step 2 – Technical Solution design and liaison engagement**

The step 2 starts if and when the business requirement is approved by the GSMP community.

EDI SMG Facilitator:
- checks with submitter that a name and a clear definition and, eventually, a suggestion for the code has been provided with the WR. Definition shall be given in business language using Oxford English.

GDD Manager:
- When the WR is approved, assigns a GS1 Temporary code tag, avoiding unclarity and duplicates, according to the rules for GS1 Temporary codes assignment.

Liaison expert:
- If the approved WR requires a new code in an international standard code list, submits a request to the external standardisation organisation for the creation of a new code value

**EXAMPLE**: A Data Maintenance Request (DMR) is submitted to UN/CEFACT Forum for the inclusion of a new code in the next UN/CEFACT Code List Directory.

**Step 3 – Addition and deletion of codes**

GDD Manager:
- Add the new GS1 Temporary code in the GDD and prepare for the quarterly update.
- For Deleted codes:
  - When agreed, the deleted codes **MUST** be “marked for deletion” in the GDD, adding information about the deletion time and a reference to the new code released.
  - The code will continue to be available for 2 years before actual deletion and **MUST NOT** be used for new implementations.
- For GS1 Temporary Codes:
  - When the new code in an international code list is available, the corresponding GS1 Temporary code **MUST** be “marked for deletion” in GDD and subsequently in the published code list.
  - The description of the new code **MUST** contain the name of the substituted GS1 Temporary Code in brackets.
  - A reference to the new code in the international code list **MUST** be included in the substituted GS1 temporary code.
- When the new releases of the code lists are published, the downloadable files in XML and Excel formats **MUST** be updated.

EDI SMG Facilitator:
- The EDI community will be informed when the code has been published in the international standard code list, specifying the version.

**Step 4) Alternative proposal from International standardisation agency**

LIAISON expert:
- Reports to EDI SMG facilitator the proposed alternative solution made by the international standardisation agency.
EDI SMG Facilitator
- Checks with the submitter if the proposed alternative solution can fit the requirement

GDD Manager:
- If the submitter confirms that the alternative solution can be adopted the GS1 Temporary code **SHALL** be marked for deletion, eventually with a reference to the alternative solution
- If the alternative solution doesn’t fit the requirement, the GS1 Temporary code **SHALL** change to a GS1 Permanent code.

**Step 5) Rejection of business requirement from International standardisation agency**

GDD Manager:
- **SHALL** change the GS1 Temporary code to a GS1 Permanent code.

5 **Appendix 1 - Flow charts**

5.1 **Code list chart**
5.2 Code chart
6 Appendix 2 - Glossary

Fully Adopted code list
A Fully Adopted code list is a code list managed by an international standardisation agency approved by GS1 and can be used in its entirety.

Proposed alternative:
A Fully Adopted code list is based on an international standard code list managed by an international standardisation agency. The complete set of code values can be used in GS1 EDI standards.

GS1 Extended code list
A GS1 Extended code list is based on an international standard code list managed by an international standardisation agency, and includes additional GS1 Temporary codes and can also include GS1 Permanent codes.

GS1 Restricted code list
A GS1 Restricted code list is based on an international standard code list managed by an international standardisation agency and consists of a subset of code values that may be used in GS1 EDI standards. A GS1 Restricted code list can be referred to as a GS1 subset.

GS1 Restricted and Extended code list
A GS1 Restricted and Extended code list is based on an international standard code list managed by an international standardisation agency and consists of a subset of the code values that may be used in GS1 EDI standards. A GS1 Restricted and Extended code list also includes additional code values which can be either GS1 Temporary codes or GS1 Permanent codes, or both.

External international standardisation agency
An international standardisation organisation developing and maintaining international standard code lists. Examples: ISO, UN/CEFACT.

GS1 Temporary Code
If a new code value in an international standard code list is needed for immediate use, GS1 assigns and add a GS1 Temporary code value to the code list. GS1 Temporary code values can be added to GS1 Extended code lists and GS1 Restricted and Extended code lists. A GS1 Temporary code value can be used while waiting for the external international standardisation agency to publish a new code.

GS1 Permanent Code
A GS1 Permanent code value is developed only if a request for a code have been rejected by the external international standardisation agency. GS1 Permanent codes are to be used only in the GS1 user community.