



GSMP:

General Specifications Change Notification (GSCN)

GSCN #	GSCN Name	Effective Date
WR15-009	Enable GDTI for digital files	5 Oct 15

Instructions for completing the GSCN:

1. The GS1 Process Manager will complete the GSCN Name, Associated WO Number, Background and General Specification Change sections of the GSCN..

The *GSCN Name* is the short descriptive name used with the work order number.

The *WO Number* is the work order number associated with either a simple, complex or errata change request.

The *Background* is the description that is used when posting and announcing the public reviews for the GSCN.

The *General Specification Change* shall be a listing of the file names for attached documents that are copies of the current affected section(s) of the general specification revised with track changes to illustrate the changes to the GS1 General Specification; a description of changes to be made to the general specification for global changes or errata type changes; or both attachments and changes.

3. The GS1 Communications Director shall complete the GSCN# and Effective Date when posting the approved and ratified GSCN to the web site.

The *GSCN#* will be a consecutive number with a two digit prefix for the year in which the posting occurs.

The *Effective Date* is the date of ratification by the Process Group.

Associated WO Number:

15-000009

Background:

The objective of the request is to enable the use of GDTI key for digital files, as well as the inclusion of a basic rule for when a modification to the identifier must be enacted.

The business need is related to digital asset management for image (and other) file naming:

The current naming structure for images is not unique, and relies on a 'borrowing' of the subject's key (GTIN) for its structure. This does not allow for tracking of variants; historic changes; or multiple object identification (images of product lines with multiple items in image).



AI (37) Count of Trade Items Contained in a Logistic Unit, is used in conjunction with an (00) Serial Shipping Container Code when marking a logistics unit of custom trade items.

Symbol X-dimension, Minimum Symbol Height, and Minimum Symbol Quality

See Section 5.5.2.7.4, GS1 System Symbol Specification Table 4.

Symbol Placement

Not Applicable

2.6.9. Global Document Type Identifier for Document Control

Introduction

The Global Document Type Identifier is the GS1 identification key used to identify documents, electronic messages and digital files for the purposes of document control. Any aspect of referenced modification, version control, specific instance recording would fall into the process of document control, either internal or externally with trade partners, where unique identification is required.

Application Description

The term “document” is applied broadly to cover any paper(s) or digital file(s). The Global Document Type Identifier (GDTI) can be used to identify any type of document including but not limited to:

- commercial documents (e.g. invoice, purchase order);
- documents that infer a right (e.g., proof of ownership);
- documents that infer an obligation (e.g., notification or call for military service);
- identification documents (e.g. driver’s license, passport); and
- imagesdigital files
- electronic messages

Application Description

Physical documents and electronic messages used in communications with other parties often include a unique number that can be used as a reference. Also digital files shared with other parties may require a unique identifier to ensure the use of the right type and version. The issuer of the document is normally responsible for the identification of the document ~~which may be physical or virtual; such as a database record. Such documents typically require storage of the appropriate information contained on the document.~~

The GDTI enables issuers to assign globally unique identifiers to documents and, where applicable, to physically mark these on the physical version(s) in barcode or EPC/RFID format.

Examples of documents that can be identified with the GDTI include, but are not limited to:

- Land registration papers
- Tax demands
- Proof of shipment/receipt forms
- Custom’s clearance forms
- Insurance policies
- Internal invoices.

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- National press documents
- Educational papers
- Transporting company documents
- Mail companyies documents
- Images
- Among others

GS1 Key

Definition

The Application Identifier to indicate the Global Document Type Identifier (GDTI) is AI (253) (see Section 3.2 for List of all GS1 Application Identifier).

Rules

See section 4.8

~~The GDTI is assigned by the document issuer. The GDTI is used as a key to access database information that is required for document control purposes (normally held by issuing organisation). The same GDTI is used for all document classes that are issued with an identical purpose. This can then be used to reference the characteristics of the document, such as:~~

- ~~■ The issuer of the document~~
- ~~■ The exact right or obligation the document imposes~~
- ~~■ The document type (e.g., insurance policy, governmental paper)~~

~~A different GDTI shall be used whenever characteristics of the document are different.~~

Attributes

Required

Not Applicable

Optional

Not Applicable

~~By their nature, each document needs to be individually tailored for the intended recipient and, therefore, requires a unique reference number in addition to the GDTI. Any duplicates of a document should use the same number as the original. The serial component is optional and assigned by the document issuer and is a unique number in a series of documents issued under the same GDTI. Ideally the serial component should be sequentially allocated for each new document generated.~~

~~The serial component is used to communicate exact details pertinent to the individual document, such as:~~

- ~~■ The name and address of the recipient~~
- ~~■ The cross-reference to individual details~~

~~Refer to Section 3 for detailed information.~~

Data Carrier Specification

Carrier Choices

~~The GS1-128, GS1 DataMatrix or GS1 QR Code Symbology is used to represent the GDTI in barcoded format for documents that require control. The symbology in no way replaces the need for the Human Readable Interpretation.~~



Symbol X-dimension, Minimum Symbol Height, and Minimum Symbol Quality

See Section [5.5.2.7.9](#), GS1 System Symbol Specification Table 9.

Symbol Placement

No standard placement. The following are examples of numbering and symbol marking for document control:

Unique Application Processing Requirements

For description of processing requirements, see Section 7.



Example 1: Legally Required Declaration Prior to Travel

This example shows how GS1-128 barcodes can be used to automate the capture of information for traveller who enters or leaves the country.

Figure 2.6.9-12. Legally Required Travel Declaration

Declaration of Luggage and Money of Travellers			
 (253) 770721248998412345678901			
Name:			
Address:			
Date of Entrance:			
Items to Declare:			
Amount	Description	Value	Customs Value
I have read the instructions and declare the truth:			
Date and Signature:			
Doc Type: 12345678901			



Example 2: Insurance Policy

This example shows how GS1-128 barcodes can be used to automate the capture of information on insurance policies. This standard solution provides benefit for the insurer, the insured, and any potential beneficiaries as well as facilitates the automation of any monitoring and inspection of the requirement to fulfil the legal norms.

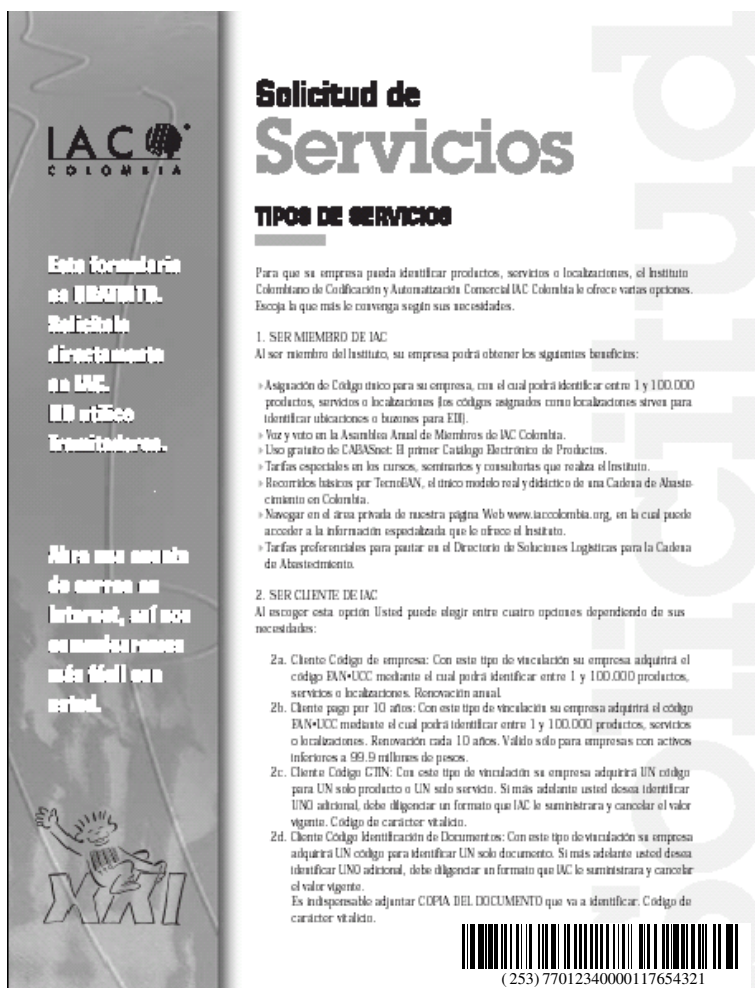
Figure 2.6.9-23. Insurance Policy

Policy Number: 67890543210987		Insurance Company	
Branch: Bogotá		Date of Policy: March 23, 2014	
Name: Name of Insured			
Age: 34		Valid From: March 23, 2014	
		Valid To: March 22, 2017	
Contract Cover: Life		Value: 10,000	
 Date and Signature: 			
 (253) 770999800010067890543210987			

Example 3: Application Form

This example shows how GS1-128 barcodes can be used to automate the capture of information on application forms. Many organisations require their clients to complete an application form.

Figure 2.6.9-34. Membership Application Form



IAC COLOMBIA

Solicitud de Servicios

TIPOS DE SERVICIOS

Para que su empresa pueda identificar productos, servicios o localizaciones, el Instituto Colombiano de Codificación y Automatización Comercial IAC Colombia le ofrece varias opciones. Escija la que más le convenga según sus necesidades.

1. SER MIEMBRO DE IAC
Al ser miembro del Instituto, su empresa podrá obtener los siguientes beneficios:

- » Asignación de Código único para su empresa, con el cual podrá identificar entre 1 y 100.000 productos, servicios o localizaciones (los códigos asignados como localizaciones sirven para identificar ubicaciones o buzones para EIR).
- » Voz y voto en la Asamblea Anual de Miembros de IAC Colombia.
- » Uso gratuito de CABASeet: El primer Catálogo Electrónico de Productos.
- » Tarifas especiales en los cursos, seminarios y consultorías que realiza el Instituto.
- » Recorridos físicos por TecnoEIR, el único modelo real y didáctico de una Cadena de Abastecimiento en Colombia.
- » Navegar en el área privada de nuestra página Web www.iaccolombia.org, en la cual puede acceder a la información especializada que le ofrece el Instituto.
- » Tarifas preferenciales para pasar en el Directorio de Soluciones Logísticas para la Cadena de Abastecimiento.

2. SER CLIENTE DE IAC
Al escoger esta opción Usted puede elegir entre cuatro opciones dependiendo de sus necesidades:

2a. Cliente Código de empresa: Con este tipo de vinculación su empresa adquirirá el código EAN-UCC mediante el cual podrá identificar entre 1 y 100.000 productos, servicios o localizaciones. Renovación anual.

2b. Cliente pago por 10 años: Con este tipo de vinculación su empresa adquirirá el código EAN-UCC mediante el cual podrá identificar entre 1 y 100.000 productos, servicios o localizaciones. Renovación cada 10 años. Válido solo para empresas con activos inferiores a 99.9 millones de pesos.

2c. Cliente Código CTIN: Con este tipo de vinculación su empresa adquirirá UN código para UN solo producto o UN solo servicio. Si más adelante usted desea identificar UNO adicional, debe diligenciar un formato que IAC le suministrará y cancelar el valor vigente. Código de carácter vitalicio.

2d. Cliente Código Identificación de Documentos: Con este tipo de vinculación su empresa adquirirá UN código para identificar UN solo documento. Si más adelante usted desea identificar UNO adicional, debe diligenciar un formato que IAC le suministrará y cancelar el valor vigente. Es indispensable adjuntar COPIA DEL DOCUMENTO que va a identificar. Código de carácter vitalicio.

(253) 77012340000117654321



Example 4: Freight-Forwarding Authorisation

This example shows how GS1-128 barcodes can be used to automate the capture of information on freight-forwarding forms. Many organisations require documentary evidence that goods have been dispatched prior to making payment.

Figure 2.6.9-45. Freight-Forwarding Authorisation

Suppliers or Forwarders Principals		ID-Number barcoded (automated access to database)		FIATA FCT	
Consigned to order of		Emblem		No. 123 456 CH	
Human readable information (no meaning for access to database)		Barcode		(253)761234500008123456	
Notify address		ID-Number human readable (manual access to database)			
Conveyance		from/via			
Destination					
Marks and numbers	Number and kind of packages	Description of goods	Gross weight	Measurement	
specimen					
according to the declaration of the consignor					
The goods and instructions are accepted and dealt with subject to the General Conditions printed overleaf.					
Acceptance of this document or the invocation of rights arising therefrom acknowledges the validity of the following conditions, regulations and exceptions also of the trading conditions printed overleaf, except where the latter conflict with conditions 1-6 below.					
1. The undersigned are authorized to enter into contracts with carriers and others involved in the execution of the transport subject to the latter's usual terms and conditions.					
2. The undersigned do not act as Carriers but as Forwarders. In consequence they are only responsible for the careful selection of third parties, instructed by them, subject to the conditions of Clause 3 hereunder.					
3. The undersigned are responsible for delivery of the goods to the holder of this document through the intermediary of a delivery agent of their choice. They are not responsible for acts or omissions of Carriers involved in the execution of the transport or of other third parties. The undersigned Forwarders will, on request, assign their rights and claims against Carriers and other parties.					
4. Insurance of the goods will only be effected upon express instructions in writing.					
5. Unforeseen and/or unforeseeable circumstances entitle the undersigned to arrange for deviation from the envisaged route and/or method of transport.					
6. Unforeseen and/or unforeseeable disbursements and charges are for the account of the goods.					
Insurance through the intermediary or the undersigned Forwarders					
☐ Not covered					
☐ Covered according to the attached Insurance Policy/Certificate					
All disputes shall be governed by the law and within the exclusive jurisdiction of the courts at the place of issue.					
For delivery of the goods please apply to:					
Freight and charges prepaid to:					
thence for account of goods, lost or not lost.					
We, the Undersigned Forwarders in accordance with the instructions of our Principals, have taken charge of the abovementioned goods in good external condition at:					
for despatch and delivery as stated above or order against surrender of this document properly endorsed.					
In witness thereof the Undersigned Forwarders have signed originals of this FCT document, all of this tenor and date. When one of these has been accomplished, the other(s) will lose their validity.					
Place and date of issue					
Stamp and signature					

4.7.1.3. Recommendation for Allocating Global Service Relation Numbers

The exact method used to allocate the Global Service Relation Number (GSRN) is left to the discretion of the issuing organisation. However, the GSRN must be unique for each individual service provider and for each individual service recipient and each must remain unique for a period well beyond the lifetime of the records relevant to the service relationship.

For ease of administration, GS1 recommends that GSRNs be allocated sequentially and not contain classifying elements.

4.7.1.4. Information Associated with a Global Service Relation Number

Global Service Relation Number (GSRN) may be used as standalone Element Strings, where, all information required is established on a computer file using the individual GSRN as the key to access the information. The type of information stored is determined by the nature of the service relationship. Typical information includes the service recipient's or provider's full name, address, and details of the services received or rendered.

If the identification of a Global Service Relation Number for the Service Recipient (GSRN) needs to be further identified with a sequence indicator corresponding to specific encounters during a service relationship, a Service Relation Instance Number (SRIN), AI (8019) may be associated to the GSRN. As an example, in a healthcare setting this could be used to allow for differentiation of "Subject of Care" identification capture from an identification band, both before and after its replacement (i.e. due to a radiology examination, etc.).

4.8. GDTI Rules

4.8.1. Allocating Global Document Type Identifiers

The Global Document Type Identifier (GDTI) is used to identify any document for document control purposes. A separate, unique GDTI is required whenever any of the characteristics of a document are different in any way that is relevant to the business process. As a guiding principle, if the end user is expected to distinguish between documents and process them accordingly, each document should be allocated its own GDTI.

The Global Document Type Identifier (GDTI) is assigned by the document issuer. The GDTI is used as a key to access database information ~~that is required for document control purposes~~ (normally held by the issuing organisation).

The same ~~D~~document ~~T~~type is used for all document classes that are issued with an identical purpose. This can then be used to reference the main characteristics of the document, such as:

- ~~The issuer of the document~~
- The exact right or obligation the document imposes
- The document ~~type-purpose~~ (e.g., insurance policy, governmental paper, product image)

A different ~~d~~Document ~~t~~type shall be used whenever the main characteristics of the document are different.

Example:

An application form for membership to an organisation would be identified with a specific document type, and all filled forms would be uniquely identified through the serial component.

If the limits of the membership were to change (now subject to legal constraints) the document type shall change to document the modification. Subsequent applications with the modified form would then be tracked through the serial component.

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~~The identification of each individually issued document needs to be individually tailored for the intended recipient and, therefore, requires a unique serial component reference number in addition to the Document Type. Any duplicates of thea individually issued document should use the same number serial component as the original. The serial component is optional and assigned by the document issuer and is unique in a series of documents issued under the same Document Type. Ideally the serial component should be sequentially allocated for each new document generated. The serial component is used to communicate exact detailsdetailed characteristics pertinent to the individual document such as:~~

- ~~The name and address of the recipient~~
- ~~The cross-reference to individual document details.~~

~~The definition of main characteristics (identified with the document type) and detailed characteristics (identified with the serial component) is at the discretion of the document issuer.~~

4.8.2. GDTI Change rules

~~If the function, type, or major content (determined by the document issuer) of the document changes, the document type identifier shall change.~~

~~The document issuer will determine if changes to the content of the document require changing the document type identifier, or adding or changing a serial component.~~

~~Embedded metadata changes do usually not impact the functionality of the document, and are not considered content changes. These would not require a change in the GDTI.~~

4.9. GINC Rules

4.9.1. Allocating Global Identification Numbers for Consignment

4.9.1.1. General Rule

An individual Global Identification Number for Consignment is a unique number, which remains the same for the life of a grouping of logistics or transport units to which it is assigned. When assigning a GINC, the rule is that an individual GINC number must not be reallocated within one year of the shipment date from the freight forwarder assigning the GINC to a transport. However, prevailing regulatory or industry organisation specific requirements may extend this period.

4.10. GSIN Rules

4.10.1. Allocating Global Shipment Identification Numbers

4.10.1.1. General Rule

An individual Global Shipment Identification Number (GSIN) is a unique number, which remains the same for the life of the grouping of logistics or transport units to which it is assigned. When assigning a GSIN, the rule is that an individual GSIN number must not be reallocated within ten years of the shipment date from the seller or third party logistics provider (sender) of the GSIN to a trading partner buyer (recipient) to comply with the regulations of the World Customs Organisation (WCO). For goods that circulate within one country (domestic transport), the period of re-use is based on either governmental, industry or the discretion of the seller (sender) of the goods.