



The Global Language of Business

GS1 GLN Allocation Rules Standard

Global Location Number allocation and management rules

Release 3.0, Ratified, Jul 2021

Document Summary

Document Item	Current Value
Document Name	GS1 GLN Allocation Rules Standard
Document Date	Jul 2021
Document Version	3.0
Document Issue	
Document Status	Ratified
Document Description	Global Location Number allocation and management rules

Contributors

Name	Organisation
Amber Walls (Chair)	GS1 US
John Terwilliger (Chair)	Abbott
Richard Price	Plymouth Hospitals NHS Trust
Sandie Wills	Plymouth Hospitals NHS Trust
Jeff Denton	AmerisourceBergen Corporation
Dominick Avello	Chep
David Beduh	KraftHeinz
Peggy Bourgoin	UNILEVER FRANCE SAS
Jeannette Di Iorio	Catelli Corporation
Jeanne Duckett	Avery Dennison RFID
Vera Feuerstein	Nestlé
Ben Gandy	3M Healthcare
Nils Haugen	3M Healthcare
Mark Hoyle	Teleflex Inc.
Ed Jesus	Chep
Akshay Koshti	Robert Bosch GmbH
Sonja Lukic	Fresenius Kabi AG
Joanne Metcalf	Essity North America Inc
Michael Moise	Nestlé
Rebecca Nichols	The J.M. Smucker Company
Kathy Ramos	IPC/SUBWAY
Edrian Sanchez	Winkler Meats Ltd.
Angela Silvestri	Stryker
Patrycja Stepniak	Colgate-Palmolive
Gina Tomassi	PepsiCo, Inc.
Mauricio Vazquez	Colgate-Palmolive
Hans von Steiger	Pfizer
MJ Wylie	Johnson & Johnson

Name	Organisation
Renato Zavattaro	Inbev
Stacie Sanders	ARCOP, Inc (Arby's Supply Chain Co-op)
Fredrik Holmström	Systembolaget AB
Nicolette Pratt	Ahold (USA)
Tamas Szuecs	METRO Group
Des Bowler	Management For Technology Pty Ltd
Johan den Engelse	Frug I Com
Ameer Ali	AmerisourceBergen Corporation
Amber Engebretson	Chipotle Mexican Grill
Sunday J Kerkula	National Fortification Alliance of Liberia
Scott Brown	1WorldSync, Inc.
Tania Ajdanlijska	Eltrade LTD
Dalibor Biscevic	Business Technologies Ltd
Dan Bromberg	Quality Supply Chain Co-op, Inc
Dawn Burtram	Vizient, Inc.
McKinley Campos	HD Supply
Patrick Chanez	INEXTO SA
Jay Crowley	US Data Management, LLC (USDM)
Christophe Devins	Antares Vision
Hadi Farhat	IER
Mark Harrison	Milecastle Media Limited
Jos Hebing	Ketenstandaard Bouw en Installatie
W. Carl Henshaw	Vizient, Inc.
Pekah Kleingeld	Container Centralen A/S
Ben Kothari	Ampliflex inc
Sean Lockhead	Lockhead Consulting Group LLC
Julie McGill	FoodLogiQ
Paul O'Sullivan	EDI Plus Limited
Biser Radoev	Transpress Ltd
Shawn Ricks	Axway
Harrij Schmeitz	Foundation Fresh Upstream
James Toland	Axway
Arjan Vonk	Bunzl Continental Europe
John Weatherby	JDHW Consulting
Makoto Akutagawa	GS1 Japan
Andrea Ausili	GS1 Italy
Adrian Bailey	GS1 US
Mahdi Barati	GS1 Iran
Xavier Barras	GS1 France
Mats Bjorkqvist	GS1 Sweden
Mads Blankenburg	GS1 Denmark

Name	Organisation
Loek Boortman	GS1 Netherlands
Tzveta Bratanova	GS1 Bulgaria
Madalena Centeno	GS1 Portugal
Anthony Chan	GS1 Hong Kong, China
Ben Clarke	GS1 UK
Luiz Costa	GS1 Brasil
Benjamin Couty	GS1 France
Clément Delaunay	GS1 France
Deniss Dobrovolskis	GS1 Sweden
Linden Eagles	GS1 New Zealand
Ahmed El Kalla	GS1 Egypt
Stefan Gathmann	GS1 Ireland
Jean-Christophe Gilbert	GS1 France
Vanessa Giulieri	GS1 Italy
Kevin Dean	GS1 Canada
Nicole Golestani	GS1 Canada
Juan Pablo Gomez Sepulveda	GS1 Mexico
Thierry Grumiaux	GS1 France
Gary Hartley	GS1 New Zealand
Sandra Hohenecker	GS1 Germany
Diana Ioan	GS1 Romania
Yoshihiko Iwasaki	GS1 Japan
Volkan Kavşak	GS1 Germany
Kelly Kell	GS1 US
Kimmo Keravuori	GS1 Finland
Mads Kibsgaard	GS1 Denmark
Dora Kit	GS1 Hong Kong, China
Catherine Koetz	GS1 Australia
Alexey Krotkov	GS1 Russia
Petri Leppänen	GS1 Finland
Ildikó Lieber	GS1 Hungary
Xiaoyan Liu	GS1 China
Osiris López Rojas	GS1 Mexico
Giuseppe Luscía	GS1 Italy
Ilka Machemer	GS1 Germany
Sally McKinley	GS1 US
Juan Carlos Molina	GS1 Mexico
Naoko Mori	GS1 Japan
Reiko Moritani	GS1 Japan
Elif Bilgehan Müftüoglu	GS1 Turkey
Alice Nguyen	GS1 Vietnam



Name	Organisation
Claudilena Oliveira	GS1 Brasil
Alessandra Parisi	GS1 Brasil
Sergio Pastrana	GS1 Mexico
Nicolas Pauvre	GS1 France
Antonio Piccinelli	GS1 Brasil
Sarina Pielaat	GS1 Netherlands
Aruna Ravikumar	GS1 Australia
Paul Reid	GS1 UK
Bonnie Ryan	GS1 Australia
Marcia Saba	GS1 Brasil
Branko Safaric	GS1 Slovenia
Sofía Salcedo	GS1 Colombia
Sunny Sanam	GS1 Australia
Sue Schmid	GS1 Australia
Eugen Sehorz	GS1 Austria
Elizabeth Sertl	GS1 US
Yuko Shimizu	GS1 Japan
Cesar Silvestre	GS1 Mexico
Hana Strahlová	GS1 Czech Republic
Katherine Tabares Vásquez	GS1 Colombia
Taishi Takaoka	GS1 Japan
Yordana Topalska	GS1 Bulgaria
Krisztina Vatai	GS1 Hungary
Frederieke Vlieg	GS1 Netherlands
Brian Wells	GS1 US
Stephan Wijnker	GS1 Australia
Fiona Wilson	GS1 Australia
Phil Archer	GS1 Global Office
Robert Beideman	GS1 Global Office
Enzo Blonk	GS1 Global Office
Daniel Clark	GS1 Global Office
Piergiorgio Licciardello	GS1 Global Office
Erik Major	GS1 Global Office
Timothy Marsh	GS1 Global Office
Maryam Mirza	GS1 Global Office
Neil Piper	GS1 Global Office
Craig Alan Repec	GS1 Global Office
Greg Rowe	GS1 Global Office
Jaco Voorspuij	GS1 Global Office

Log of Changes

Release	Date of Change	Changed By	Summary of Change
2.0	Jan 2016	C.Janssen	WR 12-050 New major release of the GLN allocation rules
2.0.1	Jan 2017	D.Buckley	Errata, Section 4.3.1, 'same GLN' tick-box
3.0	Jul 2021	A.Walls & N.Piper	WR 20-180 New major release developed by the Global Location Number Modernisation Mission Specific Work Group

Disclaimer

GS1®, under its IP Policy, seeks to avoid uncertainty regarding intellectual property claims by requiring the participants in the Work Group that developed this **GS1 GLN Allocation Rules Standard** to agree to grant to GS1 members a royalty-free licence or a RAND licence to Necessary Claims, as that term is defined in the GS1 IP Policy. Furthermore, attention is drawn to the possibility that an implementation of one or more features of this Specification may be the subject of a patent or other intellectual property right that does not involve a Necessary Claim. Any such patent or other intellectual property right is not subject to the licencing obligations of GS1. Moreover, the agreement to grant licences provided under the GS1 IP Policy does not include IP rights and any claims of third parties who were not participants in the Work Group.

Accordingly, GS1 recommends that any organisation developing an implementation designed to be in conformance with this Specification should determine whether there are any patents that may encompass a specific implementation that the organisation is developing in compliance with the Specification and whether a licence under a patent or other intellectual property right is needed. Such a determination of a need for licencing should be made in view of the details of the specific system designed by the organisation in consultation with their own patent counsel.

THIS DOCUMENT IS PROVIDED "AS IS" WITH NO WARRANTIES WHATSOEVER, INCLUDING ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTY OTHERWISE ARISING OUT OF THIS SPECIFICATION. GS1 disclaims all liability for any damages arising from use or misuse of this document, whether special, indirect, consequential, or compensatory damages, and including liability for infringement of any intellectual property rights, relating to use of information in or reliance upon this document.

GS1 retains the right to make changes to this document at any time, without notice. GS1 makes no warranty for the use of this document and assumes no responsibility for any errors which may appear in the document, nor does it make a commitment to update the information contained herein.

GS1 and the GS1 logo are registered trademarks of GS1 AISBL.

Table of Contents

1	Introduction	8
1.1	Guiding principles.....	8
1.2	Defining a new party/location compared to a change	9
1.3	GS1 standards and legal/regulatory compliance	9
1.4	GLN Management Rules and allocation discretion	9
1.5	Dal Giardino	9
2	General	9
2.1	Use of GLN	9
2.1.1	Party identification	10
2.1.2	Location identification.....	10
2.2	Using GLN to identify a single or combination of party/location	12
2.2.1	Use of GLN to identify single party or single location	12
2.2.2	Use of same GLN to identify a combination of party/location	13
2.3	Impact of a GLN change on other GLNs.....	14
2.3.1	Impact to GLN extension component.....	15
3	GLN Management Rules	15
3.1	New party/location introduction	16
3.2	Party/location split	16
3.3	Party/location merger	18
3.4	Change of party/location use or purpose	18
3.5	Change to party/location address.....	19
3.5.1	Physical and digital location address change.....	20
3.5.2	Legal entity and function relocation.....	21
3.6	Party/location name change	22
3.7	Financial change	22
3.8	Contact change.....	22

1 Introduction

The Global Location Number (GLN) provides a global supply chain solution by uniquely identifying parties and locations that are involved in business transactions.

The GLN Allocation Rules Standard and contained GLN Management Rules is designed to help industry make consistent decisions about the unique identification of parties and locations in open supply chains. This standard has been developed in accordance with the GS1 Global Standards Management Process (GSMP) and is considered part of the GS1 system of standards. Overall, costs are minimised when all partners in the supply chain adhere to the GLN Allocation Rules Standard.

Unique identification is critical to maintaining operational efficiencies that business partners rely on to exchange information in consistent ways, as well as, ensuring the smooth operations of global supply and value chains. More specifically, the unique identification of parties and locations is critical for efficient logistic operations, traceability programs, recall readiness, and more. It is essential that accurate and up-to-date information on parties and locations is able to be readily shared between business partners to allow the “who” and “where” of business to be reliably answered no matter the use case.

For further standards and guidance relating to GLN, please refer to the following:

- [GS1 General Specifications](#) provides details on which party allocates GLNs, GLN non-reuse, GS1 Application Identifiers, how GLN may be encoded in GS1 barcodes, and application standards
- [GS1 Digital Link Standards](#) provides technical standards for enabling consistent representation of GLN within web addresses to link to online information and services
- [EPC Tag Data Standard](#) defines how GLN is used with Electronic Product Code™ and RFID tags
- [Core Business Vocabulary Standard](#) specifies the structure of vocabularies and specific values for GLN to be utilised in conjunction with the GS1 EPCIS standard
- [GS1 Web Vocabulary](#) is designed to extend the work done by schema.org and makes use of similar concepts (i.e., Location, Organization), extending them with many more detailed properties
- [Healthcare GLN Implementation Guideline](#) provides implementation guidance for those considering the use of GLN in healthcare

1.1 Guiding principles

The GLN Management Rules provide an industry standard to create practical business value, specifically, when there is a need to identify a party or location for the first time or when pre-defined information changes that is associated to an existing party or location. The following guiding principles should be considered when developing a GLN allocation strategy or when introducing changes to an existing party or location:

- Does a stakeholder (e.g., care providers, consumers, patients, regulatory authorities and/or trading partners) need to distinguish the changed or new party/location from previous/current party/location?
- Is there a regulatory/liability disclosure requirement by the stakeholder?
- Is there a substantial impact to the supply chain (e.g., where (or to/from whom) the product is shipped, stored, and/or received)?

At least one of the guiding principles must apply to require a new GLN to be allocated.



1.2 Defining a new party/location compared to a change

When making decisions about party and location identification, it is important to understand the differences between what is new and what is a change to a party or location being identified by an existing GLN.

- **New:** A new party or location is considered an addition to what already exists *and* has been allocated a GLN. The GLN Management Rules state that if a new party or location is required, it SHALL be allocated a new GLN to accurately distinguish it from any existing party or location. (e.g., a new legal entity is formed)
- **Change:** A change is considered an update to information associated to a pre-existing party or location that is already identified by a GLN. The GLN Management Rules define when a change to certain attributes of an existing party or location are such that a new GLN is required. (e.g., an existing store relocates to a new town)
- ✔ **Note:** Not all changes will require a new GLN per the GLN Management Rules.
- **Discontinue use:** When a party or location no longer needs to be actively used, the associated GLN will be discontinued. The GLN Management Rules define when a change to a party or location will result in the discontinued use of a GLN. (e.g., a distribution centre permanently closes)
 - Updates to GS1 Company Prefix or individual GS1 identification key licensing status are separate from the GLN Management Rules and SHALL be assessed based on GS1 General Specifications section *1.6 Allocation*.

1.3 GS1 standards and legal/regulatory compliance

The GLN Management Rules represents a minimum requirement. Please be advised that there may be regulation(s) in your market area that are more stringent and SHALL be adhered to. All local legal and regulatory requirements supersede the GLN Management Standard and further consideration may be required based on partner agreements, record retention, and other business requirements.

1.4 GLN Management Rules and allocation discretion

The GLN Management Rules represents the minimum GLN changes that industry has decided upon. Those allocating and managing GLNs may change the GLN as often as they think is appropriate based upon their needs as well as the needs of their stakeholders (e.g., care providers, consumers, patients, regulatory authorities and/or trading partners) and considering the guiding principles defined in section [1.1](#).

1.5 Dal Giardino

This standard makes use of the 'Dal Giardino' brand. This is an entirely fictitious brand name. It was created originally by SGK/Schawk to support the development of the GS1 Mobile Ready Hero Images Guideline and has been re-used here for example purposes only.

2 General

2.1 Use of GLN

There are a wide variety of parties and locations that can be identified by GLNs. A single GLN can be used to identify a single party or location or a combination of the two. A separate, unique GLN is required to be allocated whenever there is a need to distinguish one **party** and/or **location** from another.

Example:

- GLN A identifies Dal Giardino as a legal entity **and** Dal Giardino’s corporate headquarters as a physical location; or
- GLN A identifies Dal Giardino as a legal entity and GLN B identifies Dal Giardino’s corporate headquarters as a physical location

For details, see section [2.2](#).

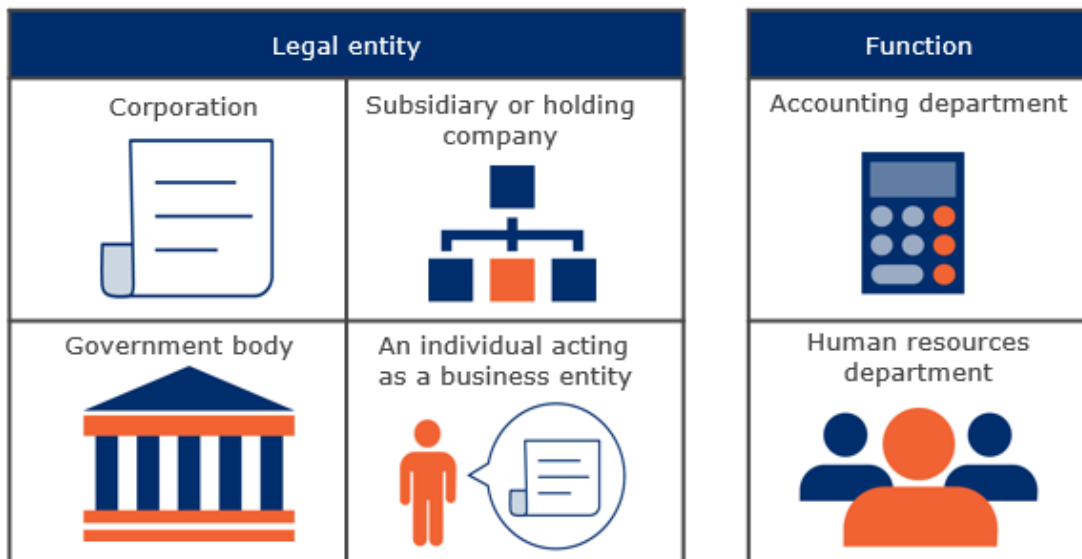
2.1.1 Party identification

A party is defined as an entity that needs to be represented in a business-related transaction. A GLN identifying a party answers the question of “**who**” is involved within the use case leveraging GS1 standards. This may be a legal entity or function that defines who is transacting in a scenario.

A **legal entity** is any business, government body, department, charity, individual, or institution that has standing in the eyes of the law and has the capacity to enter into agreements or contracts.

A **function** is an organisational subdivision or department that is most commonly segmented based on the specific tasks being performed, as defined by the organisation.

Figure 2-1 Examples of a party

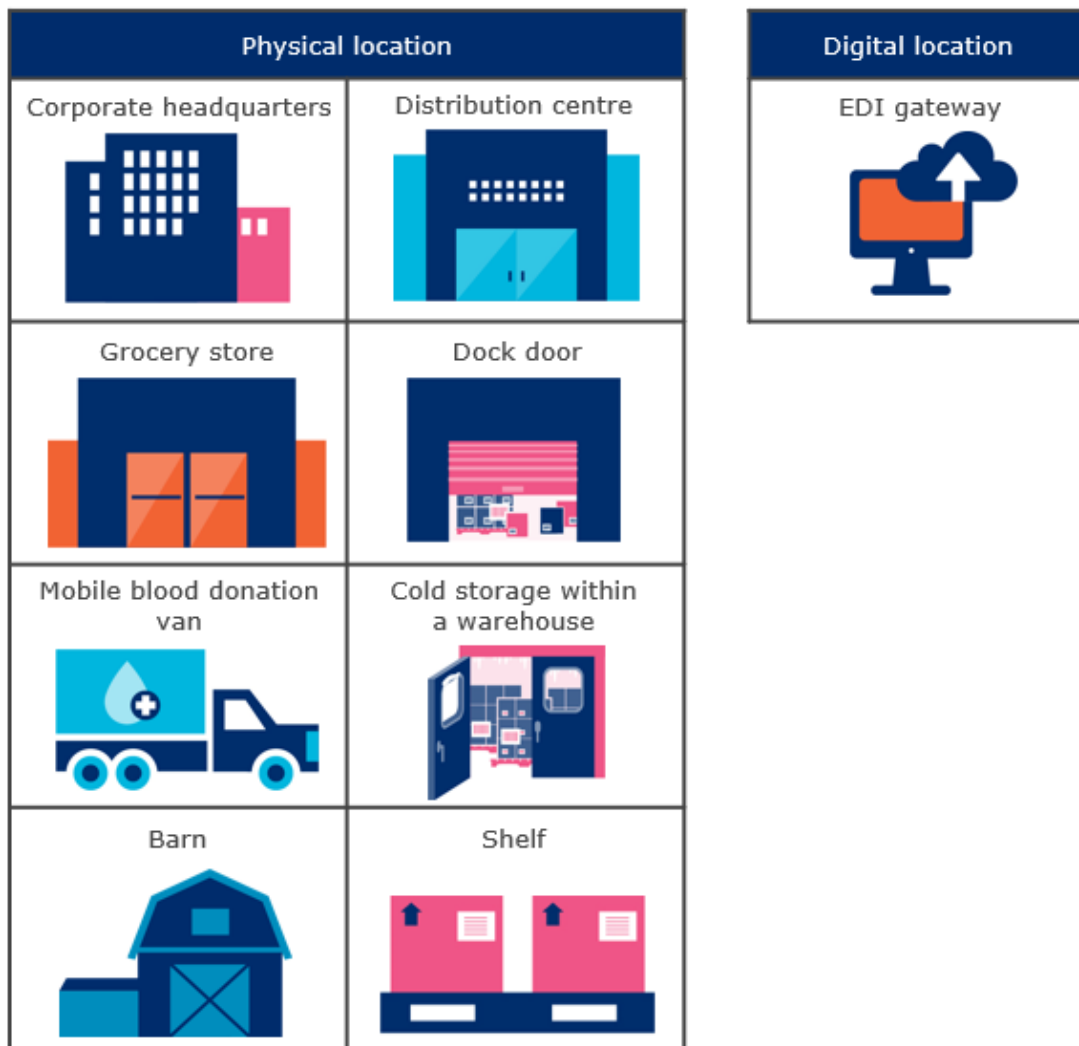


2.1.2 Location identification

GLN identifying locations are used to answer the question of “**where**” something has been, is, or will be. A location can be either physical or digital in nature.

A **physical** location is a tangible place that may be represented by an address, coordinates, or other means. A physical location within another physical location can be allocated its own GLN.

A **digital** location is an electronic (non-physical) address that is used for communication between computer systems.

Figure 2-2 Examples of a location


2.1.2.1 Sub-location identification

A sub-location is a specific space located on or within another physical location. There are different ways to identify a sub-location. GLN SHALL be used wherever global, open value chain or platform use of location identifiers are implemented. An open value chain is one where the complete set of trading partners is not known in advance and changes over time and where, to a certain degree, trading partners are interchangeable.

When internal to an organisation, sub-locations may be identified by GLN or by GLN with a GLN extension component.

GLN is the mandatory identifier of locations and sub-locations when used across open value chains. GLN with GLN extension component may be exchanged, by mutual agreement, between two or more parties when the standard being used supports GLN extension component. This means that companies must confirm that their internal systems and the external systems expected to interact with the GLN extension components are able to receive and process information related to the physical location identified by a GLN and the sub-location identified by a GLN extension component through interoperable means.

Migration to GLN for sub-location identification is mandatory for open value chain use or if a partial acquisition of sub-locations occurs in the future.



Important: A GLN extension component SHALL only be used in conjunction with a GLN identifying a **physical location**. While a single GLN may be used to identify a party and

separately to identify a location, a GLN extension component SHALL only be associated with the physical location.

Figure 2-3 Sub-location identification example

GLN (main, physical location)	GLN (sub-location in open value chain use)	GLN extension component (sub-location for internal/mutual agreement use)
Warehouse: GLN H 	Warehouse: GLN H Shelf: GLN I Shelf: GLN J 	Warehouse: GLN H Shelf: GLN H-EC* 1 Shelf: GLN H-EC 2
Distribution centre: GLN E 	Distribution centre: GLN E RFID read point: GLN F RFID read point: GLN G 	Distribution centre: GLN E RFID read point: GLN E-EC 85 RFID read point: GLN E-EC 86

*EC is used to represent GLN extension component in [Figure 2-3](#)

2.2 Using GLN to identify a single or combination of party/location

A single GLN can be used to identify a party, a location, or combination of these. What the GLN identifies will determine what information is associated to the GLN, how the GLN may be shared, and how the GLN Management Rules apply.

Important: When a single GLN is used to identify a combination of parties and/or locations, the GLN Management Rules applicable to *all* parties and locations identified SHALL apply.

Example: If a single GLN is used to identify and share information about a legal entity and physical location, rules specific to either the party or location could result in a change to the GLN.

2.2.1 Use of GLN to identify single party or single location

Party and location use cases can be complex and have overlapping elements. When a single GLN identifies a single party or location, multiple GLNs can be used in any combination required by specific use cases without overlap or duplication. As an organisation expands, additional parties and locations can be allocated new GLNs. If a party or location is discontinued, it can be removed from use with minimal impact to other GLNs as the information associated to the GLNs are designed to function independently.

Some companies may need to create more GLNs to meet use cases such as the following:

- Identify individual departments (functions) for budgetary and administrative purposes
- Identify multiple delivery locations within a facility
- Identify production facilities to meet regulatory and consumer requirements
- Identify and barcode storage, delivery, and processing locations
- Identify individual rooms to track where and when patients are treated, products are moved, or other transactions occur

Use of a GLN to identify a single party or a single location can support more complex use cases than allocating a GLN to identify a combination of parties and locations.

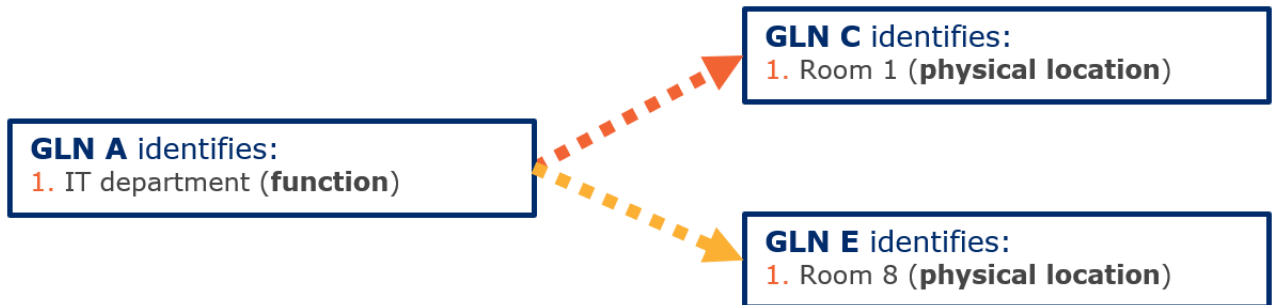
When unique GLNs are used to identify each department and room separately, no GLN changes would be required if parties were to change locations or if a new GLN was added.

Example:

If an IT department (GLN A) is working in Room 1 (GLN C) but needs to operate in another location (GLN E), there is no need to change GLN A as it can be linked to a GLN identifying a physical location based on the use case. This would apply to any function that is identified by a GLN not

identifying any other party or location. The GLNs identifying parties can be freely associated to the GLNs identifying locations as needed as they exist independently. This example could occur as the result of a relocation of the function or the function occupying multiple physical locations.

Figure 2-4 GLN relationship example



2.2.2 Use of same GLN to identify a combination of party/location

Where separate identification of any legal entity, function, or location, is required, a separate GLN SHALL be allocated. A single GLN MAY be used to identify a combination of a legal entity, function, physical location, and/or digital location. This means that the GLN MAY be allocated to:

- one legal entity, and/or
- one function, and/or
- one physical location, and/or
- one digital location

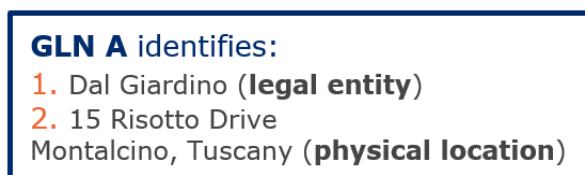
When a single GLN is used to identify a combination of a legal entity, function, physical location, and/or digital location simultaneously, all standards and rules associated to the individual party or location identified by the GLN SHALL be applied. This includes but is not limited to allocation and management rules.

Companies with limited identification requirements can successfully utilise a single GLN to identify one legal entity, function, physical location, and/or digital location simultaneously. Companies using this method of GLN allocation may experience issues when scaling due to business needs or trying to meet more complex use case requirements.

Example 1:

Dal Giardino allocated GLN A to identify their organisation as a legal entity. GLN A also has the Risotto Drive address designated as a physical location. Dal Giardino only exists at this location. There are no further party or location identification needs. This allocation method will allow GLN A to be used to meet party and/or location use case needs involving Dal Giardino and/or the Risotto Drive location.

Figure 2-5 GLN identifying party and location example



Example 2:

As a company expands and begins to identify additional parties and locations throughout their organisation, additional GLNs SHALL be required to avoid duplication and overlapping details. In [Figure 2-6](#), Dal Giardino has allocated GLN B to uniquely identify their IT department separate from their legal entity.

Figure 2-6 GLN identification expansion example



2.3 Impact of a GLN change on other GLNs

GLNs are used to uniquely identify one party/location from another. As a result, a change or discontinuation to one GLN SHALL NOT require another GLN to be changed or have its use discontinued if nothing has been otherwise modified.

! **Important:** If a change occurs that may affect multiple GLNs, all impacted GLNs SHALL be assessed independently based on the GLN Management Rules. (e.g., merger or split) Other changes to GS1 Company Prefix or individual GS1 identification key licensing status SHALL be assessed based on GS1 General Specifications section *1.6 Allocation*. GS1 Company Prefix or GS1 identification key licensees SHOULD refer to GS1 Member Organisations for details specific to their licences.

Example 1:

GS1 Garden Company dissolved their legal entity and then formed a new legal entity under a different framework. As a result, their legal entity GLN must change. A new GLN is allocated to the newly formed legal entity. All pre-existing GLNs that GS1 Garden Company had in use are reassociated to the new GLN identifying Dal Giardino as a legal entity. The pre-existing GLNs do not need to be discontinued or changed.

Figure 2-7 Update to GLN example 1

Original	Transition	Outcome
GS1 Garden Company	>GS1 Company Prefix transfers>	Dal Giardino
GLN A (legal entity)	New GLN required	GLN F (legal entity)
GLN D (function)	Other existing GLNs transfer ownership	GLN D (function)
GLN E (digital location)		GLN E (digital location)

Example 2:

A company **has three GLNs** allocated: GLN A identifies a legal entity, GLN B identifies a warehouse, and GLN C identifies an accounting department.

The company makes a change which requires them to change GLN B. No changes occurred to the GS1 Company Prefix licensing. GLNs A and C remain the same because the modifications only impact GLN B.

Figure 2-8 Update to GLN example 2

New GLN required	Other GLNs can remain the same
GLN B identifies: 1. Warehouse (physical location)	GLN A identifies: 1. Company (legal entity)
	GLN C identifies: 1. Accounting department (function)





2.3.1 Impact to GLN extension component

GLN extension components only have meaning when associated to a GLN identifying a physical location. A GLN extension component SHALL only be used internally by an organisation or through mutual agreement between partners to identify a sub-location on or within the location of the GLN identifying the physical location. See section 2.1.2.1 for details. Discontinuation of a GLN automatically discontinues the associated GLN extension component(s). When a sub-location associated to a discontinued GLN extension component needs to be identified within a new physical location, it would need to be allocated a new GLN or reassociated to a new GLN.

Example:

GLN H was discontinued as the result of a building remodel that modified the physical location. As a result, the GLN extension components that were associated to GLN H were also made inactive. The shelf slots remained relevant to the new space, so the GLN extension components were reassociated with GLN K.

Figure 2-9 Update to GLN and GLN extension components


GLN (main, physical location)	GLN extension component (sub-location for internal/mutual agreement use)
Warehouse storeroom: GLN H 	Warehouse storeroom: GLN H <ul style="list-style-type: none"> • Shelf: GLN H-EC 1 • Shelf: GLN H-EC 2 
Remodelled warehouse storeroom: GLN K 	Remodelled warehouse storeroom: GLN K <ul style="list-style-type: none"> • Shelf: GLN K-EC 1 • Shelf: GLN K-EC 2 • Shelf: GLN K-EC 5 • Shelf: GLN K-EC 6 

*EC is used to represent GLN extension component in [Figure 2-9](#)

3 GLN Management Rules

This section details when a GLN must be allocated as the result of a new party/location being defined or a change to an existing party/location occurring.

All of the guiding principles and GLN Management Rules need to be taken into account when making the final decision of whether or not to change a GLN.

 **Note:** The GLN Management Rules apply for changes occurring as a result of business continuity practices.

3.1 New party/location introduction

A new party or location is considered an addition to what already exists and has been allocated a GLN.

When a new party and/or location is added that will engage in business transactions, it must be allocated a new GLN.

- **Identification of a new legal entity**
 - **New GLN:** When a new legal entity is added that will engage in business transactions, it must be allocated a new GLN.
- **Identification of a new function**
 - **New GLN:** When a new function is added that will engage in business transactions, it must be allocated a new GLN if it needs to be distinguished from other functions in business transactions.
- **Identification of a new physical location**
 - **New GLN:** When a new physical location is added that will engage in business transactions, it must be allocated a new GLN.
- **Identification of a new digital location**
 - **New GLN:** When a new digital location is added that will be used in business transactions it should be allocated a new GLN.

Relevant guiding principles

This table represents the guiding principles most likely to be impacted by identifying a new legal entity, function, physical location or digital location with a GLN. Unique situations could occur that impact additional guiding principles and would require a new GLN. Refer to section 1.1 for more details.

Figure 3-1 Relevant guiding principles for new party/location introduction

	Does a stakeholder need to distinguish the changed or new party/location from previous/current party/location?	Is there a regulatory/liability disclosure requirement by the stakeholder?	Is there a substantial impact to the supply chain?
Legal entity	YES	YES	
Function	YES	YES	
Physical location*	YES	YES	YES
Digital location	YES	YES	

*Discontinuing or replacing GLNs identifying physical locations will impact any existing GLN extension components. See section 2.3.1 for more detail.

3.2 Party/location split

A split occurs when the party/location being identified by a single GLN is divided into two or more parties/locations. This can include a single party or location dividing into multiple parties or locations or a GLN identifying a combination of party/location being divided to only represent a single part/location.

When a party or location is divided into multiple parties/locations, one may keep the existing GLN, provided that the company is authorised to use the GS1 Company Prefix or individually licensed GLN.

Any party/location resulting from the split that does not keep the original GLN will be classified as being new and must be allocated a new GLN section [3.1](#).

■ **Legal entity split**

- **Same GLN:** When a legal entity is split into multiple entities, one of the legal entities may keep the existing GLN.
- **New GLN:** The other legal entities need to be allocated new GLNs.
 - **Example:** When Company A (**Same GLN**) creates a wholly owned division which operates as Company B (**New GLN**)

■ **Function split**

- **Same GLN:** When a function is split into multiple functions, one of these functions may keep the original GLN
- **New GLN:** The other functions require new GLNs.
 - **Example:** Shipping/Receiving is split to Shipping (**Same GLN**) and Receiving (**New GLN**)

■ **Physical location split**

- **Same GLN:** When a physical location is split into multiple locations, one of the physical locations may retain the original GLN.
- **New GLN:** The other physical locations require new GLNs.
 - **Example:** Rural farmland can be divided into smaller units by the owner (no entity ownership changes or address change, e.g., rural route #1 or geopositioned location).
 - **Example:** A retail location is split into two smaller locations by the building owner.

■ **Digital location split**

- **Same GLN:** When a digital location is split into multiple digital locations, one digital location may retain the original GLN if the digital location remains with the original legal entity and keeps the same core attributes.
- **New GLN:** The other digital locations will require new GLNs.
 - **Example:** Where a test/development location is created to run in parallel to a live environment within the same framework.

Relevant guiding principles

This table represents the guiding principles most likely to be impacted by a party or location split for a GLN identifying a legal entity, function, physical location, and digital location. Unique situations could occur that impact additional guiding principles. Refer to section [1.1](#) for more details.

Figure 3-2 Relevant guiding principles for party/location split

	Does a stakeholder need to distinguish the changed or new party/location from previous/current party/location?	Is there a regulatory/liability disclosure requirement by the stakeholder?	Is there a substantial impact to the supply chain?
Legal entity	YES	YES	
Function	YES	YES	
Physical location*	YES	YES	YES
Digital location	YES	YES	

*Discontinuing or replacing GLNs identifying physical locations will impact any existing GLN extension components. See section [2.3.1](#) for more detail.

3.3 Party/location merger

A merger occurs when two or more parties/locations are combined into a single party/location.

When a party or location is merged with another so that they will no longer function independently, one of the existing GLNs may remain in use. All other GLNs merged SHALL be removed from active use once their transition is completed. Where the merger does not impact a GLN, one may keep the existing GLN, provided that the company is authorised to use the GS1 Company Prefix or individually licensed GLN.

- **Legal entities being merged or acquired**
 - **Same GLN:** When two or more legal entities merge, one of the existing GLNs identifying a legal entity may remain in use to identify the merged functions.
 - **Discontinue Use:** The remaining GLNs that were merged.
- **Functions being merged**
 - **Same GLN:** When two or more functions are merged one of the existing GLNs identifying a function may remain in use to identify the merged functions.
 - **Discontinue Use:** The remaining GLNs that were merged.
- **Physical locations being merged**
 - **Same GLN:** When two or more physical locations are merged one of the existing GLNs identifying a function may remain in use to identify the merged functions.
 - **Discontinue Use:** The remaining GLNs that were merged.
- **Digital locations being merged**
 - **Same GLN:** When two or more digital locations are merged, one of the existing GLNs may be retained to identify the whole digital location.
 - **Discontinue Use:** The remaining GLNs that were merged.



Note: Discontinuation of GLNs SHOULD be communicated to business partners

Relevant guiding principles

A party/location merger does not require a new GLN to be allocated.

3.4 Change of party/location use or purpose

A change of use or purpose occurs when the activities, purpose, or functionality of a party/location is modified resulting in persistent differences in how that party/location can be interacted with.

Changes to the activities, purpose, or functionality of a party or location which impact the guiding principles require a new GLN.

- **Change to legal framework**
 - **New GLN:** In cases of changes to a legal entity which impact the guiding principles, a new GLN may be required. Please contact your local GS1 Member Organisation for additional information on local requirements.
 - **Example:** A company registered under the Canada Not-for-profit Corporations Act elects to become a for profit corporation and re-registers under the Canada Business Corporations Act.
- **Change of the function purpose**
 - **New GLN:** In cases of changes to a function's purpose which impact the guiding principles:
 - **Example:** If cold storage reception no longer has a cold storage capability, a new GLN must be allocated.
- **Change of use of the physical location**

Figure 3-4 Change to party/location address overview

Main Topic	Use Case	Example	New GLN needed?
Physical location address change Section 3.5.1	Location reference of physical location changes	A retail store moves from 123 Main Street to 1023 Standards Drive.	YES
Physical location address change Section 3.5.1	Municipal address change without physical change	Municipality renames street. The location does not physically change place any way.	NO
Digital location address change Section 3.5.1	Change to network address (retrieved via GLN)	URL access point changes from https://api.example.com/mycompany/invoce to https://api.example.com/mycompany/xml-invoce	YES
Mobile location address update Section 3.5.1.1	GLN pre-designated as identifying a mobile location is expected to move	A food truck changes location based on season, time of day, and local events.	NO
Legal entity relocation Section 3.5.2	Relocation of a legal entity where the GLN is NOT being used to also identify a location	Company moves from New York to Los Angeles. The GLN identifying the legal entity does not identify the physical location.	NO
Function relocation Section 3.5.2	Changing operating location(s) of a function where the GLN is NOT being used to also identify a location	A human resources department moves from Cape Town to Johannesburg. The GLN identifying the function does not identify the physical location.	NO
Party operates at multiple locations Section 3.5.2	A legal entity or function continually operates at multiple locations identified by different GLNs.	The maternity ward is based on the second floor, wing B, but sometimes also utilises rooms in wing C and wing D. Each wing has a unique GLN identifying the location that is separate from the GLN for the maternity ward function.	NO

3.5.1 Physical and digital location address change

Changes to the access point, coordinates, or other representation of location which impact the guiding principles require the allocation of a new GLN.

- **Change of the physical location**

- **New GLN:** When the access address of a physical location changes.

- **Example:** Moved to a different building
- **Example:** A physical location is required to register with a government body to comply with regulations.

- **Municipal address change without physical change**

- **Same GLN:** When the address of a physical location is changed by the authorities, but the actual physical coordinates of the location remain unchanged.

- **Example:** Municipality assigns new street names and numbers. A building stays physically at the same spot but its access address or entry gate changes.

- **Change to network address (retrieved via the GLN)**

- **New GLN:** Where the GLN is used as a key to retrieve the network address from a metadata repository.
 - **Example:** URL access point changes from <https://api.example.com/mycompany/invoice> to <https://api.example.com/mycompany/xml-invoice>

Relevant guiding principles

This table represents the guiding principles most likely to be impacted by a party or location address change for a GLN identifying a legal entity, function, physical location, and digital location. Unique situations could occur that impact additional guiding principles. Refer to section 1.1 for more details.

Figure 3-5 Relevant guiding principles for physical and digital location address change

	Does a stakeholder need to distinguish the changed or new party/location from previous/current party/location?	Is there a regulatory/liability disclosure requirement by the stakeholder?	Is there a substantial impact to the supply chain?
Legal entity			
Function			
Physical location*	YES	YES	YES
Digital location	YES	YES	

*Discontinuing or replacing GLNs identifying physical locations will impact any existing GLN extension components. See section 2.3.1 for more detail.

3.5.1.1 Mobile location exception

When a GLN is designated as identifying a mobile location, changes to address, coordinates, or other representation of location do not require the allocation of a new GLN.

■ **Movement of mobile locations**

- **Same GLN:** Where a GLN is pre-designated as being a mobile, physical location that is capable of moving to different locations
 - **Example:** An ambulance functions as a location where patients received treatment, assets are stored, and trade items must be stocked.
 - **Example:** A food truck changes its location frequently throughout the day. The operator may have a need to track and share location for a variety of reasons that could including providing proof that it operated within permitted areas, where deliveries should be made to, and/or where those looking to interact with the food truck can find it.
 - **Example:** Transport means such as ships and airplanes may also be shipment destinations. In such cases, these types of locations are best treated as facilities, with the GLN as main identifier. Although transport means do not have a fixed address the GLN allows for easy adoption of existing standards, such as eCommerce order-to-cash.

3.5.2 Legal entity and function relocation

Changes to the location(s) associated to a legal entity or function do not require the allocation of a new GLN.

■ **Relocation of a legal entity**

- **Same GLN:** When a GLN identifying a legal entity that is not also being used to identify a physical location relocates to a different address, the GLN may remain the same.
 - **Example:** Company moves from New York to Los Angeles

■ **Changing operating location(s) of a function**

- **Same GLN:** When a GLN identifying a function that is not also being used to identify a physical location relocates to a different address, the GLN may remain the same.
- **Same GLN:** For functions that continually operate at various locations, the GLN may remain the same.
 - **Example:** The maternity ward is based on the second floor, wing B, but sometimes also utilises rooms in wing C.

Relevant guiding principles: While many situations involving party relocations will not impact the guiding principles, certain scenarios may. Refer to section [1.1](#) for more details.


3.6 Party/location name change

A name change occurs when updates to how a party/location is officially referred to take place.

Changes to the name of a party or location do not require the allocation of a new GLN.

■ Change to legal name

- **Same GLN:** Change to enterprise legal name does not require the GLN to be changed.
 - **Example:** A company changes their legal, authoritative name
 - **Example:** A warehouse that was previously called Warehouse West was updated to Warehouse Alpha

 **Note:** Changes to names commonly result from changes outlined in other rules, such as, mergers, acquisitions, legal framework changes, or splits.

Relevant guiding principles: While many situations involving name changes will not impact the guiding principles, certain scenarios may. Refer to section [1.1](#) for more details.

3.7 Financial change

Financial changes refer to updates to information needed to process payments between business entities.

Changes to the financial information associated to a party or location do not require the allocation of a new GLN.

■ Change to tax registration number of legal entity

- **Same GLN:** when the tax registration number of the legal entity changes
 - **Example:** VAT (value added tax) registration number of the legal entity changes.

■ Change to financial account information

- **Same GLN:** When the financial account information associated with the function changes.
 - **Example:** Bank routing number was changed
 - **Example:** Financial information associated to a GLN was removed and not replaced with new information

Relevant guiding principles: While many situations involving financial changes will not impact the guiding principles, certain scenarios may. Refer to section [1.1](#) for more details.

3.8 Contact change

A change to contact information refers to updates to details on how to communicate with a party/location.

Changes to the contact information associated to a party or location do not require the allocation of a new GLN.

■ **Change to contact details of legal entity**

- **Same GLN:** When the legal entity contact details (visiting address, postal address, phone number, e-mail address, etc.) change

- **Example:** Change of the email address of the company headquarters

■ **Change of the function contact details**

- **Same GLN:** When the function's contact details change

- **Example:** The individual within the accounting department that acted at primary point-of-contact for billing left the company, so all associated contact details were updated

- **Example:** Change to phone number for emergency contact for facilities/maintenance

- **Example:** An e-mail that supports the system identified by the GLN is added

Relevant guiding principles: While many situations involving contact changes will not impact the guiding principles, certain scenarios may. Refer to section [1.1](#) for more details.