

REGULATIONS

FOR RECEIVING INTERNATIONAL AUTOMATIC IDENTIFICATION SYSTEM'S GS1 NUMBERS IN LATVIA

1. General provisions

These Regulations prescribes the procedure by which companies in the Republic of Latvia can receive GS1 Global Company Prefix for identification of products, assets and locations and to get the rights for labelling their products with GS1 barcodes (EAN-13 and EAN-8).

In the territory of the Republic of Latvia, the rights to allocate and to register the GS1 system numbers is granted to the Association GS1 Latvia - Latvian National Automatic Identification Organisation (hereafter - GS1 Latvia), which is a member of the GS1* global organisation and is responsible for use and control of the GS1 system in Latvia.

Standardized product numbering and labelling with barcode symbols provides a possibility to automatically identify and control the flow of products that are marked with the bar code, in any of their locations, irrespective of the origin of the product.

Barcoding of products in Latvia is carried out by the GS1 General Specifications, GS1 Latvia Statutes and these Regulations.

According to the GS1 Rules product numbers are unique identification numbers in a standardized form. Principle of GS1 system – product number is a tool of identification not a classification.

GS1 numbers are intended for labelling products that are disposed for general and unrestricted distribution.

GS1 system identification is just a digit numbering, and according to these Regulations has a following structure in Latvia:

475	M M M M or M M M M M M	X X X X X or M M M	C C
GS1 Prefix	Company number	Item reference	Check digit

475 three-digit number identifies national GS1 member organization in each particular country. Allocated by GS1 Global. GS1 Prefix allocated to the GS1 Latvia is 475.

MMMM four- or six-digit Company Number identifies the brand owner of the product. The brand owner is the organisation that owns the trade item specifications and may be the manufacturer or supplier, the importer or wholesaler, or retailer. These digits are allocated to the company by GS1 Latvia in accordance with these Regulations.

XXX... five- or three-digit Item Reference number identifies specific item. It is allocated by the company to each individual product. It is a non-significant number, which means that the individual digits in the number do not relate to any classification or convey any specific information. The simplest way to allocate Item References is sequentially, like 00000 (000), 00001 (001), 00002 (002), 00003 (003).

C - Check Digit is calculated in accordance with the GS1 standard algorithm. The Check Digit is the last digit (rightmost) of the GTIN** It is calculated from all other digits in the number, in order to ensure that the bar code has been correctly scanned or that the number is correctly composed.

2. GS1 Latvia members

- 2.1. Any company or organization interested in implementation, facilitation, and application of international GS1 system of trade items, assets and locations identification (hereafter – GS1 system) can become a member of GS1 Latvia.
- 2.2. In order to become a member of GS1 Latvia, applicant shall:
 - submit an application in a certain form;
 - pay One-off Admission fee and appropriate Annual Membership Fee according to the terms and conditions approved by the GS1 Latvia Board.
- 2.3. In accordance with the Statutes of GS1 Latvia, company may become:
 - The Full Member (in case when the GS1 Company Prefix for identification of products, assets, locations or services is necessary).
 - An Associate Member (when the GS1 Company Prefix is not necessary).
- 2.4. Associate Members, like Full Members shall pay an Annual Membership fee according to the terms and conditions approved by the GS1 Latvia Board.
- 2.5. Becoming a member of the GS1 Latvia company receives a written statement.
- 2.6. Every Full Member of the GS1 Latvia shall receive non-exclusive and non-transferable rights to use international GS1 system numbers that are designed for use only by this member-company. Rights for using these numbers shall start on the day when the company is admitted as a Full Member and continues until the company withdraws its membership or is expelled from the GS1 Latvia.

3. An order for allocating GS1 company prefix

- 3.1. To start to use barcodes, company shall create numbers that will constitute barcode. These numbers are called GS1 identification numbers or keys. In order to create any GS1 identification key, the first step is to obtain a GS1 company number from a GS1 Member organization.
- 3.2. The GS1 Company Prefix is allocated only to Full Members of the GS1 Latvia. The GS1 Company Prefix is composed of the GS1 Prefix (475) and the Company Number (four or six digit). The brand owner – manufacturer or supplier, importer or wholesaler, or retailer may apply to the GS1 Company Prefix.
- 3.3. Each company (legal entity) receives one company prefix. Along with GS1 Company Prefix which can be used for creating all GS1 identification keys, including for labelling products and identifying locations, company also receives Global Location Number for identifying company as a legal entity.
- 3.4. If a company requires one more GS1 Company Prefix, this necessity shall be proved with documents.
- 3.5. The company who has received a Company Prefix is not entitled to sell, rent, or transfer this number to any other company for using it neither fully, nor partly. These restrictions apply to all GS1 identification keys – even those who are created without GS1 company prefix. This requirement also applies to the Variable Measure Trade Items numbers allocated by the GS1 Latvia.
- 3.6. The company is entitled to use only those GS1 numbers that are allocated by the GS1 Latvia in relation to manufacturing, selling, and identifying its products according to GS1 numbering system. The Member is prohibited to use any numbers allocated to other company or organization by the GS1 Latvia, as well as from altering allocated numbers in any way.

All rights and property rights to GS1 numbers and intellectual property related to them belongs to the GS1. All GS1 Latvia assigned numbers are the exclusive property of GS1 Latvia.
- 3.7. The Company Prefix and the Global Location Number is assigned for use (subscription) to the GS1 Latvia Member for one year period starting from the day of assignment.
- 3.8. There are no additional fees for the GS1 Company Prefix and the Global Location Number, as they are included in the Annual Membership fee.
- 3.9. In order to get the GS1 Company Prefix, the company shall submit an application to the GS1 Latvia asking to become a Full Member of the GS1 Latvia and to allocate the number within the GS1 system (application form can be received in GS1 Latvia office or downloaded at GS1 Latvia webpage <http://www.gs1lv.org>).

- 3.10. In order to extend user rights of the GS1 Company Prefix, the company shall transfer an annual membership fee in the account of the GS1 Latvia no later than five days before termination date of subscription of the number.
- 3.11. The Number is allocated within three working days after payment of the Entrance fee and membership fee has been transferred into the GS1 Latvia account.
- 3.12. The Company receives a written statement on Full Membership and allocation of the Company Prefix. Statement details company prefix, Global Location Number, date of the allocation of the number and its usage period.
- 3.13. On the extension of GS1 Company Prefix, the company is notified in writing, by stating the date to which the number usage right is extended.
- 3.14. If the company withdraws or is expelled from the GS1 Latvia Members, the number returns to the data bank as canceled and the company shall immediately stop use of the GS1 number, including labelling with barcodes products what company produces or sells after the date of expulsion.
- 3.15. GS1 Latvia is entitled to allocate this number to another company.
- 3.16. If case the company has not paid membership fee three months after the estimated deadline, GS1 Latvia Executive Board is entitled to make a decision of expelling the company from its members and deleting allocated number. The company shall receive a written notification regarding the decision.
- 3.17. Paid membership fee is not refundable.
- 3.18. If the company uses canceled company prefix, namely, continues to label its products, fixed assets, locations, or services with GS1 system barcodes or continues to distribute products labelled with these numbers, after the company has lost a Full Membership status, the company shall pay a monthly fine in the amount of EUR 71 in favor of the GS1 Latvia for using the deleted number.
- 3.19. The GS1 Latvia membership status may be restored and the GS1 Company prefix may be allocated only by becoming a GS1 Latvia member once again, based on the general terms. In this case, it is not an obligation of the GS1 Latvia to allocate the previous GS1 company prefix and the Global Location Number.

4. Item reference number registration and GTIN allocation

- 4.1. Item reference number consists of five or three digits and identifies a specific product. The item (product) reference number has allocated by the company to its products. GS1 Company Prefix, product number, and check digit all together creates product's Global Trade Item Number or abbreviated GTIN.
- 4.2. In order to prevent the duplication of product numbers (GTIN) and allocation of incorrect or canceled numbers, product descriptions and corresponding product numbers must be registered in GS1 Latvia in accordance with the template determined by the GS1 Latvia.
Registration shall be carried out by fax, mail, e-mail, or Internet on-line mode.
- 4.3. The Item Reference Number shall be submitted for registration immediately after it has been allocated in the company.
- 4.4. The GS1 Latvia offers an on-line service for registering the Item Reference Numbers and creating the GTIN by using GS1 Latvia webpage.
- 4.5. In order to use on-line registration, company must appoint responsible on-line contact person who will receive a user name and password and will be responsible for the registration of products and accuracy of recorded data in GS1 Latvia Product Catalogue***, maintenance and retrieval of the data.
- 4.6. The Company is responsible for non-disclosure of the password allocated by the GS1 Latvia and other identification procedures. Company has to save all the data entered on-line.
- 4.7. Data registered in the GS1 Latvia Product catalogue are not considered confidential and are not protected by the company's copyrights.
GS1 Latvia has the rights to use, copy, distribute and disclose to third parties any data registered in Product Catalogue.
- 4.8. If the product data and numbers are submitted by fax, mail or e-mail, they will be registered in GS1 Latvia Product Catalogue within three working days. If registration is carried out on-line – within one working day.
When using on-line services, GS1 Latvia does not guarantee that on-line services will be available at any time or that their operations will be uninterrupted or without errors.

- 4.9. After the registration of product number in Product Catalogue, product GTIN number will be created and company receives an extract from the Product Catalogue if data have been submitted by fax, mail or e-mail. If the data have been registered on-line, extract is issued only upon the request of the company.
- 4.10. Company is entitled to label its product with barcode only after receiving an extract or ascertaining online that the product has been registered in the Product catalogue.
- 4.11. Registration of the Item Reference numbers is performed with no fee.
- 4.12. Withdrawal or exclusion from the GS1 Latvia members or delayed payment of annual membership fee automatically terminates or stops user's rights to use online product registration service - Product catalogue.

5. Allocation and registration of the Global Location Number (GLN)

- 5.1. Location number, just like product number, consists of five or three digits and ensures unique and unambiguous identification of functional, physical and legal entities. Any company with allocated GS1 Company Prefix can create the Global Location Numbers for unique identification of their locations. The GS1 Company Prefix, location reference number and check digit all together creates the Global Location Number (GLN).
- 5.2. In order to prevent the duplication of location numbers (GLN), allocation of incorrect or cancelled numbers, it is necessary to register location (address) descriptions and corresponding location numbers in GS1 Latvia in accordance with the template provided by GS1 Latvia.
Registration shall be proceeded by fax, e-mail or Internet on-line mode.
- 5.3. Location number will be submitted for registration immediately after it has been allocated in the company.
- 5.4. Registration rules and procedure of the Global Location Numbers offered by the GS1 Latvia do not differ from the registration procedure of the Item Reference numbers. See articles 4.4 - 4.12 of these Regulations.

6. Allocation of eight-digit Global Trade Item Number (GTIN-8)

- 6.1. GTIN-8 is a shortened version of a GTIN-13.

GTIN-8 data structure:

475	X X X X	C
GS1 Prefix	Four-digit Item Reference Number	Check Digit

475 GS1 Prefix
 XXXX four-digit Item (product) Reference Number
 C Check Digit calculated in accordance with standard algorithm

- 6.2. Only GS1 Latvia Full Members are entitled to request GTIN-8 for their products. Number can be requested by the product brand owner - manufacturer, supplier, importer, wholesaler, or retailer.
- 6.3. GTIN-8 shall be allocated for items with very small free space when all attempts to use GTIN-13 have been unsuccessful. It is necessary to check whether it would be possible to use GTIN-13 by:
 - reducing barcode magnification;
 - changing design or size of the package.
- 6.4. However, if GTIN-8 is necessary, the applicant shall submit:
 - an Application request to assign GTIN-8;
 - complete list of products requiring this number;
 - a product sample, natural size of packaging or label.
- 6.5. GS1 Latvia allocates four-digit Item Reference number and check digit for each product.
- 6.6. The allocation of GTIN-8 is not included in the Annual Membership fee and shall be charged separately according to the terms and conditions approved by the GS1 Latvia Board.

7. Registration of numbers for Variable Measure Trade Items

- 7.1. In order to label items with variable measure or weight, i.e., the products what are sold in non-defined quantities at a fixed price per one unit (meat, cheese, fruit, delicacy etc.), the company has to allocate the Variable Measure Item number.

In those cases, there are internal usage numbers (prefixes) 20-29 intended in the GS1 General Specifications. The Latvian national solution of identification of variable measure trade items follows provides prefixes from 20 to 29:

Prefixes 20, 21, 22, 26, 27, 28, 29 – allocated for use at stores

23 X1 X2 X3 X4 X5 X6 P1,P2 P3 P4 C (0,001-9,999 kg)

24 X1 X2 X3 X4 X5 X6 P1 P2,P3 P4 C (10,00-99,99 kg)

25 X1 X2 X3 X4 X5 X6 P1 P2 P3,P4 C (100,00-999,9 kg)

- Prefixes 23, 24, 25 indicates weight of product.
- The next 6 digits (X1...X6) are allocated to the company by the GS1 Latvia.
There is individual number allocated for each product.
- The following four digits are the actual weight of the product (P1...P4)
- The last digit (C) is a Check Digit.

- 7.2. Variable measure item numbers can be requested only by the GS1 Full Members.

- 7.3. In order to receive the variable measure item number, the company has to send a name of the product which requires variable measure item number by fax, mail or e-mail. Registration can be done also via Internet on-line.

- 7.4. GS1 Latvia allocates six-digit product number to each product what identifies company and product.

- 7.5. Registration of variable measure trade item number is carried out with no fee.

* *Was established in February 2005, by a merging of two international organisations EAN International and UCC.*

** *GTIN - Global Trade Item Number*

*** *Database of the products labelled with bar code numbers issued by the GS1 Latvia*

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