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## Version Control

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<td>Lehlohonolo Moeng</td>
<td>12/10/2022</td>
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</tbody>
</table>
1. Sign into the Online Member Portal

Use this link to sign in:  https://gs1zace.gs1za.org/

1.1 New Member

As a new member, select “Register” and fill in your details. Preferably, use your email address as your username.

NB: The password you create will be used for all of your member logins across all of our platforms.

1.2 Existing member

If you are an existing member, select “Sign In” and enter your username and password.
Add your profile details
2. Add your profile details

Once you have successfully logged in, you will be redirected to your profile page, where you will fill in further details about yourself as the main company contact.

NB: The “mobile phone” and “business phone” formats should be the country code followed by the remaining numbers, e.g., +27123456789.

Once done, click on the “Update” button at the bottom of the page.
3. Create your application

You will not be able to make barcode purchases without an “approved” application.

For application approval, create and complete your application, and submit the applicable mandatory documents.

To start an application:

1. Select “Application” on the “Profile” tab.

2. Then click on the “Create New Application” button.
3.1 Company Information

Add basic details about your company:

NB: The “business phone” format should be the country code followed by the remaining numbers, e.g., +27123456789.
Remainder: Please send all necessary company documents to services@gs1za.org. Missing documents may result in delays in processing your application.

3.2 GS1 Co-Ordinator tab

This is the person who is responsible for allocating and managing the barcode numbers in your company. This person will receive communication from GS1 South Africa:
3.3 Accounts Department

This is the person who will receive billing-related communication, e.g., invoices and statements, from GS1 South Africa:

3.4 Industry Verticals

Select the industry in which you are operating in:
3.5 Trading Partners

Select the Trading Partners you are currently trading with or plan to trade with:
3.6 How did you hear about GS1?

Select “Agreement to Terms and Conditions” to submit the application.

By clicking on the terms and conditions, you agree to all of the terms and conditions that govern the entire application and the use of GS1 standards. To revisit these terms and conditions, use this link: https://gs1za.org/terms-conditions/

Click “Submit” to complete your application.

3.7 Declaration by Applicant

Select “Agreement to Terms and Conditions” to submit the application.

By clicking on the terms and conditions, you agree to all of the terms and conditions that govern the entire application and the use of GS1 standards. To revisit these terms and conditions, use this link: https://gs1za.org/terms-conditions/

Click “Submit” to complete your application.
You have now completed your application successfully and can purchase your barcode product.
4. Purchase a product

To begin your purchase, click on the “Catalogue” tab and select products to view the different products that are on offer:

![Image of the Catalogue tab on the Online Member Portal]

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GS1 South Africa Annual Subscription

Whether you simply need barcodes to launch your product or you want to sell both online or both, your journey begins with a GS1 South Africa subscription. A variety of annual subscription options are available to meet your needs.

If you are an existing GS1 member, please sign in to your member account. If you are applying to GS1 South Africa for the first time applying for barcodes, please continue reading to determine how many barcodes you need.

Click here for help on navigating through the GS1 South Africa Portal.

Estimate How Many Barcodes Do You Need?

The most important thing to understand is that each variation of each product you sell requires a unique GTIN/ barcode. You’ll need to determine exactly how many barcodes you need before you fill out the online application.

You can use the below barcode estimator link to help you decide.

---

**Products**

- Product Name

<table>
<thead>
<tr>
<th>Products</th>
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</thead>
<tbody>
<tr>
<td>GLN (Once-Off)</td>
</tr>
<tr>
<td>1 Number Licence with Activate</td>
</tr>
<tr>
<td>1 Number Licence (Once-Off Fee)</td>
</tr>
<tr>
<td>10 Number Licence</td>
</tr>
<tr>
<td>100 Number Licence</td>
</tr>
<tr>
<td>1 000 Number Licence</td>
</tr>
<tr>
<td>10 000 Number Licence</td>
</tr>
</tbody>
</table>
4.1 Selecting your product

After selecting your desired product, proceed with the checkout steps by confirming the product you have selected is correct, along with its quantity. When you are satisfied, click on the “Add to Cart” button to proceed.

4.2 View your Shopping Cart

You will be redirected to your cart to confirm your order.

- Use the “Continue Shopping” button to add more products to your cart.
- Use the “Empty Cart” button to remove all the items currently in your cart.
- Use the “Checkout” button to proceed with payment.
4.3 Submit Order

Click on “Submit Order” to confirm the order and proceed to payment processing.
Payment
5. Payment

5.1 Pay now

Once you have confirmed your order, on the next screen, wait for the “Cancel Redirect to Paygate” button to change to “Pay”:
After you click the “Pay” button, you will be redirected to a secure Paygate payment service to complete the payment.

**5.1.1 Email notification**

Following a successful payment, you will receive an email containing your GS1 South Africa Barcode Licence certificate and instructions on how to get started.

**5.2 Pay later**

You can also pay at a later date or pay for your annual license fees. Select Catalogue > Payments:

![Image of GS1 South Africa Portal]

**5.2.1 Add order/invoice number**

Add the order number or invoice number that you want to pay and your email address, then click “Submit Payment.”

The format should be:

Order: ORD-05555-HSM5D5

Invoice: INV222222
5.2.2 Confirm payment amount

Verify that the amount on the order or invoice is the same as the amount on the page, and then click “Confirm Payment.”

You will be redirected to a secure Paygate service to complete the payment.

5.2.3 Email notification

Upon a successful payment, you will receive an email confirming your payment and a case reference number.

A GS1 South African consultant will verify your payment and release your barcode numbers. Following that, you will receive an email with your GS1 South Africa Barcode Licence certificate and instructions on how to get started.
GS1 South Africa Annual Subscription

Whether you simply need barcodes to launch your products, for your customers to scan online or both, your journey begins with a GS1 South Africa subscription. A variety of annual subscription plans are available to meet your needs. If you are an existing GS1 member, please sign in to your account to browse the options. If you are applying for barcodes for the first time, please continue reading to determine how many barcodes you need.

Click here for help on navigating through the GS1 South Africa Portal.

Estimate How Many Barcodes Do You Need?

The most important thing to understand is that each variation of each product you sell requires a unique GTIN/ barcode. You’ll need to determine exactly how many barcodes you need before you fill out the online application.

You can use the below barcode estimator link to help you decide.

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View your Orders, Invoices and Licences
6. View your Orders, Invoices and Licences

6.1 View your orders

Click on “Orders” under the “Catalogue” tab to view all the orders for your company. You will be able to see the status and the product line items.

[Image of the Online Member Portal]
6.2 View your Invoices

Use the “Catalogue” tab to view your invoices:

6.3. View your Licences

Use the “Catalogue” tab to view your licenses:
Access Your Member Dashboard

7. Access Your Member Dashboard

Once you have received your license certificate, you will have access to Activate.

7.1 Access via the Online Member Portal

Use the “Catalogue” tab and select “Activate.”
Once selected, the system will validate your credentials and log you into the member dashboard.
Here you can:

- Edit your contact details - Profile
- Access Verified by GS1
- Access Activate
- Purchase more barcodes
- Logout

7.2 Access via the website

Alternately, you can access Activate via our website, www.gs1za.org.

Select Member login: