



The Global Language of Business

GS1 South Africa

Activate User Guide

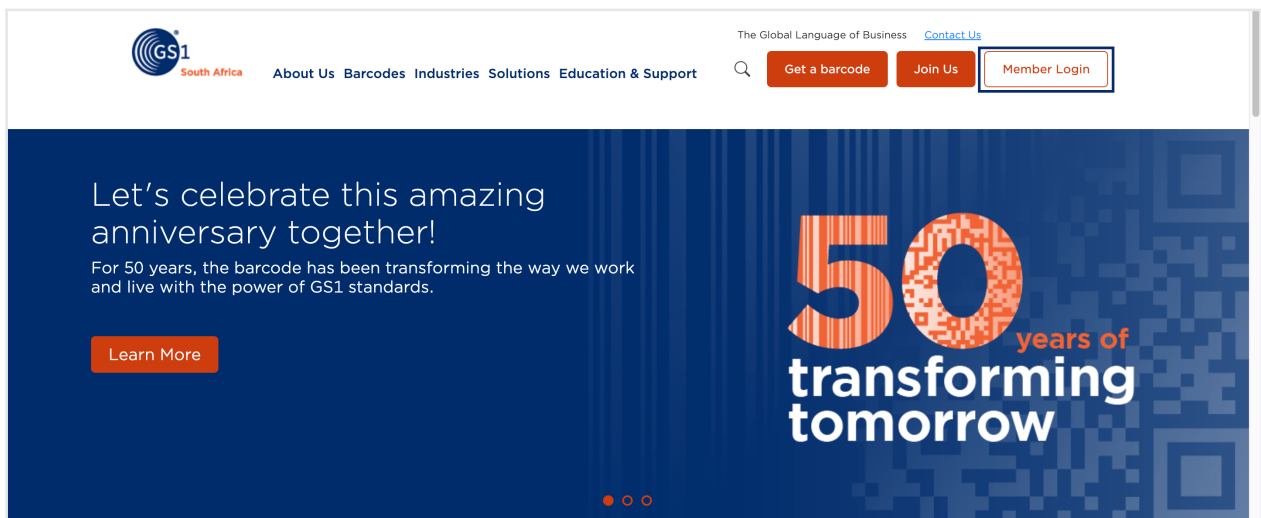
November 2023



Phase 1

Step 1

Visit the GS1 website <https://www.gs1za.org/> and click on **Member Login**.



Step 2

Type in your **Username** and **Password** then click on **Sign in**.

A screenshot of the GS1 South Africa Member Login page. The header includes the GS1 South Africa logo, navigation links (Home, Catalogue), and a 'Sign in' button. Below the header, there are three tabs: 'Sign in' (selected), 'Register', and 'Redeem invitation'. The main content area is titled 'Sign in with a local account' and contains a login form. The form has two input fields: '* Username' and '* Password'. Below these fields is a checkbox labeled 'Remember me?'. At the bottom of the form are two buttons: 'Sign in' and 'Forgot your password?'. The footer includes the GS1 South Africa logo on the left and the text 'Solutions' and 'Access GS1 Activate & Verified By GS1' on the right.

Step 3

Make sure to add and verify all your personal information **(Your title, job title, first name, e-mail, web site, last name)**



[Home](#) [Catalogue](#) [Support](#) [MaLwandle Mthiyane](#) 

[Cart](#) [Sign out](#)

[Home](#) > [Profile](#)

Profile



MaLwandle Mthiyane

Profile

Applications

 Security

Change Password

Please provide some information about yourself.

The First Name and Last Name you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The Email Address and Phone number are required but will not be displayed on the site.

Your Organization is required, and a Title is optional. They will be displayed with your comments and forum posts.

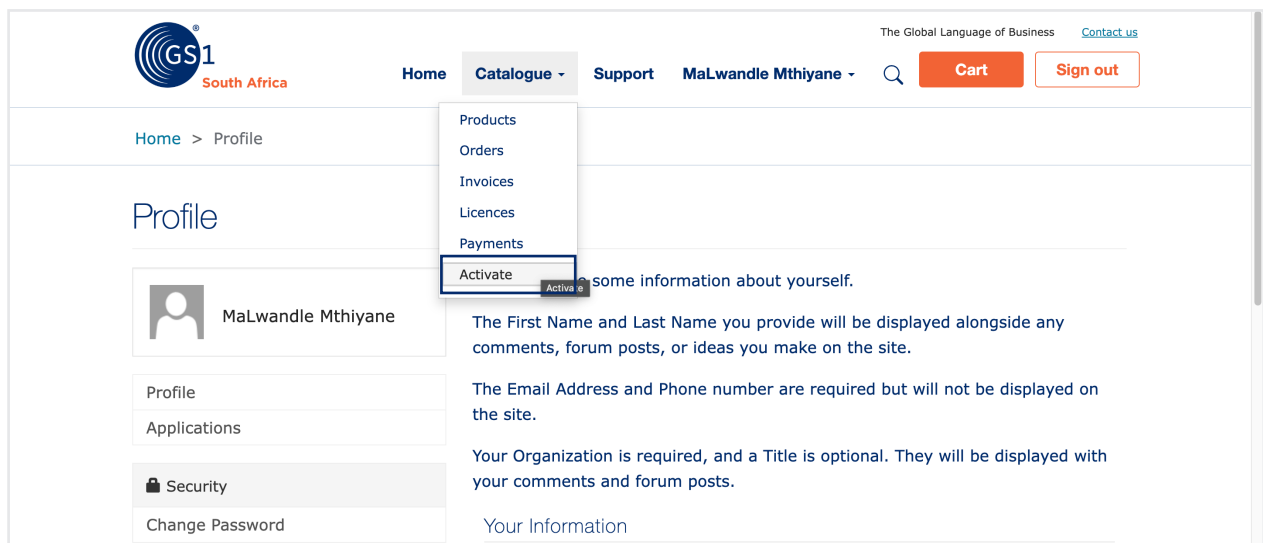
Your Information

Title *	E-mail *
	lwahmthiyane@gmail.com
Job Title *	Web Site
Head of IT	

There are two ways to access the Activate system:

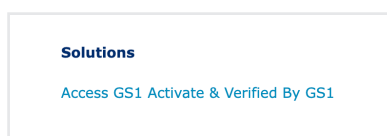
Option 1: Step 4

Click the **Catalogue** button, you will see a drop down of options, select **Activate**.

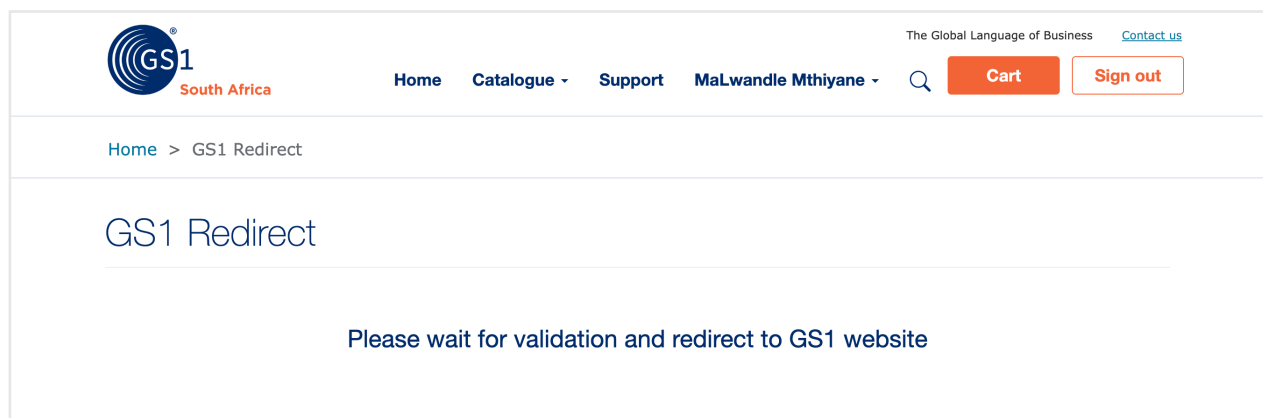


OR Option 2: Step 5

After you login, scroll down and click on button **“Access GS1 Activate & Verified by GS1”**.

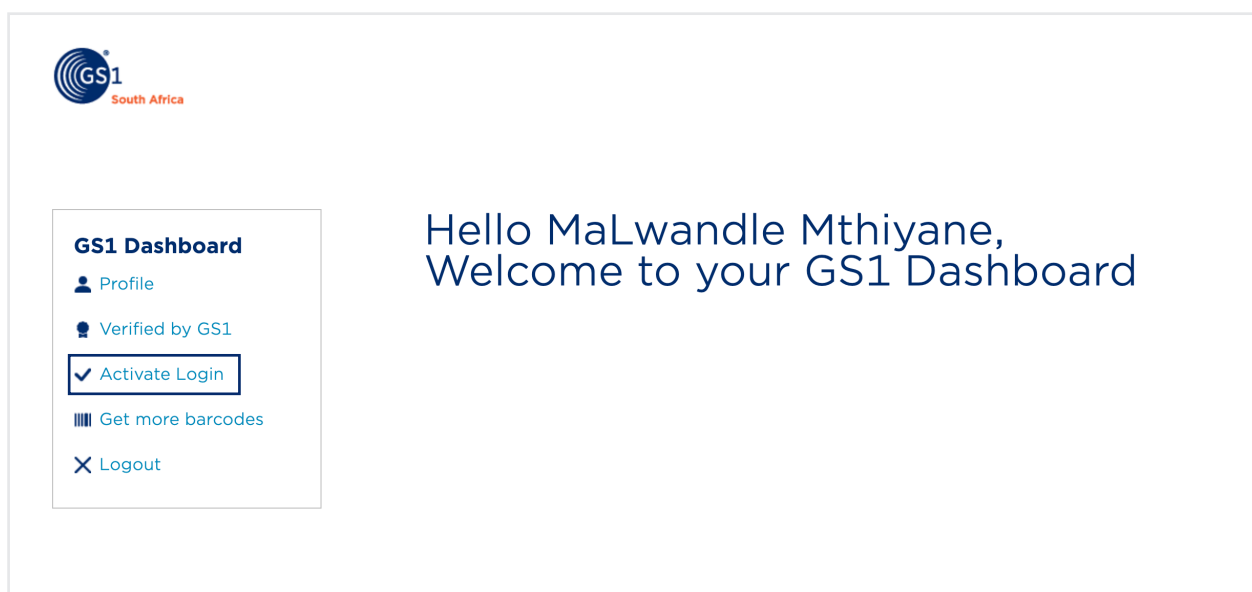


Wait for the site to complete validation and redirect...



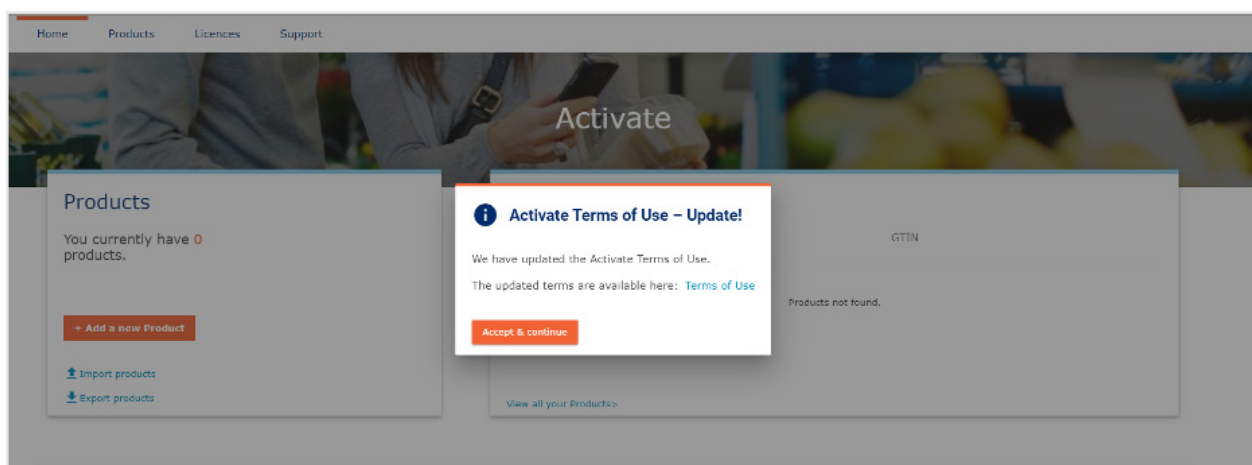
Step 6

Your dashboard will appear on this page welcoming you to the page. Using your name and surname, click on **“Activate Login”**.



Step 7

Read the Terms & Conditions then Click on the button **“Accept & Continue”**.



Step 8

Navigate to licenses.

Note: If you purchased Single Number licenses (GTIN 13) or GTIN 8s, under the **“Use this license”** button, click on the black toggle it will turn green. This exercise should be repeated for all single numbers until the list is completed. Click on **“Save”** button when complete.

Your licences

You currently have **11** licences available for GTIN issuance

Filter results

Q

11 results of 11

<

1

>

Press Enter key to search in all licences

Status	Licence	Licence type	Nickname	Remaining GTIN Capacity	Use this licence (recommended)	Start GTINs from a specific number (not recommended)
Active	60017666	GTIN-8	Add nickname	1	☐	
Active	60019226	GTIN-8	Add nickname	1	☒	
Active	60019233	GTIN-8	Add nickname	1	☐	
Active	60019240	GTIN-8	Add nickname	1	☐	

Note: However, if you purchased 10 numbers or a range of GTIN's where the licence type is GCP, under **Use** this licence, click on the black toggle then it will turn green. This is a once off exercise until the **remaining GTIN capacity** is 0.

Status	Licence	Licence type	Nickname	Remaining GTIN Capacity	Use this licence (recommended)	Start GTINs from a specific number (not recommended)
Active	60017666	GTIN-8	Add nickname	1	☐	
Active	60019226	GTIN-8	Add nickname	1	☒	
Active	60019233	GTIN-8	Add nickname	1	☐	
Active	60019240	GTIN-8	Add nickname	1	☐	
Active	60019257	GTIN-8	Add nickname	1	☐	
Active	6001651046120	GTIN-13	Add nickname	1	☐	
Active	60099000000	GCP	Add nickname	10	☐	
Active	60099000001	GCP	Add nickname	10	☐	
Active	60099002819	GCP	Add nickname	10	☐	
Active	60098803110	GCP	Add nickname	10	☐	
Active	60098803100	GCP	Add nickname	10	☐	

Phase 2: Adding your products on Activate

Step 1: Getting Started

In this step, you need to tell Activate what kind of product you want to sell. The most common products are:

- Sold to consumers
- Fixed
- Base Unit

When done, click the “Next” button.

The screenshot shows the GS1 Activate web interface. At the top, there's a navigation bar with the GS1 logo, 'Activate' text, and links for 'English', 'My Account', and 'Log out'. Below this is a secondary navigation bar with 'Home', 'Products', 'Licences', and 'Support'. A breadcrumb trail shows 'Home > Products > Add a new product'. A progress bar indicates three steps: '1. Get started' (active), '2. Describe your product', and '3. Get a GTIN'. The main section is titled 'Tell us about your product' with the instruction 'Answer these questions to get started.' The first question is 'Is the product sold to consumers?' with two options: 'Yes' (The product is sold to consumers at point-of-sale, illustrated with a person at a counter) and 'No' (The product is not sold to consumers at point-of-sale, illustrated with a truck). The second question is 'Is the product fixed or variable?' with two options: 'Fixed product (recommended)' (Product is always the same. You can use Activate to get a GTIN and a barcode, illustrated with two jars) and 'Variable product' (Product varies by weight or dimension. You can use Activate to get a GTIN but not to get a barcode, illustrated with two fish). The third question is 'Is the product a single product or a group of products?' with two options: 'Single product' (The product cannot be broken into other products that are sold separately (e.g. a jar of jam), illustrated with a single jar) and 'Group of products' (The product can be broken into other products that are sold separately and have their own GTIN. (Example: case with 3 jars of jam, multi-pack, bundle, pallet), illustrated with a case and a pallet). A 'Next' button is located at the bottom right of the form.

Step 2: Describe your product

In this step, you need to give some more details about your product:

- Brand Name
- Sub-brand name (if relevant for your product)
- Functional name of the product
- Variant (if relevant for your product)
- Net content
- Countries where you intend to sell your product

1. Get started

2. Describe your product

3. Get a GTIN

Describe your product

You are creating a fixed, single product to be sold to consumers. [Change product type](#)

Brand name *

Kairu Manori 3J's Manaka Manaka Coffee More ▾

[Create a new brand](#)

Sub-brand Optional

Parson Akala Toughees More ▾

[Create a new sub brand](#)

Functional name *

Text

?

Language

English ▾

[Add translation](#)

Variant Optional

Text

?

Language

English ▾

[Add translation](#)

Net content *

Measure

?

Unit Of Measure

▾

[Add measure](#)

Countries of Sale *

Enter country ▾

Global Product Category code *

Type the first 3 letters of the product category ▾

?

Product image **i**

Add product image file optional

Language

Step 2a: Check that the information you've provided is correct

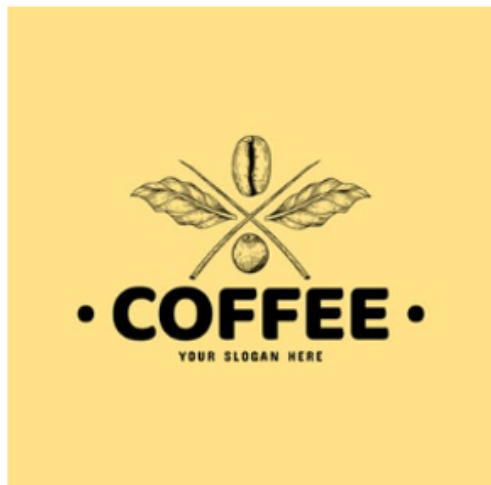
It's important to check that the information you've provided is correct.

You'll only be able to make changes to the information you've provided for a short 3-hour window, so try to get the information right the first time!

When done, click "Finalise" to get your barcode number. If you are not ready to finalise your product, click "Save draft" to save the information you have provided so far.

Please note that images must be a maximum of 25 MB.

Please check that the information below is correct before you finalise the product.



Kairu Akala Pure Gold Espresso 
200 Gram

GPC: **Coffee – Instant 10000115**

Countries of Sale : **South Africa, Namibia, Brazil**

Product Type: **Sold to consumers, fixed, single product**

[Edit My Product](#)

Save as draft

Finalise

Step 3: Get a GTIN

You'll now see a screen with the barcode number clearly visible.

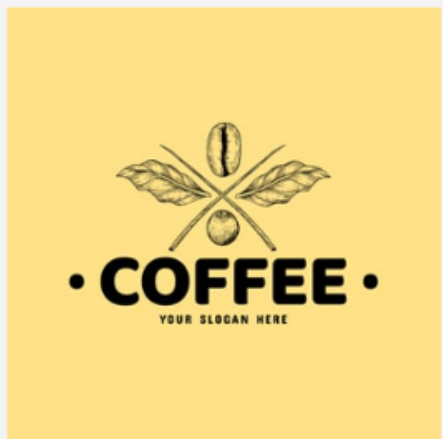
We also call this a GTIN or Global Trade Item Number. You can use it to sell your products anywhere in the world.

After this step, click **"Get barcode"** to download an image of your barcode or **"View all products"** to view a list of all the products you have stored in Activate.

Congratulations, you've finalised your product!

You can now start using the GTIN below to identify the product.

 You can [edit your product](#) for the next 3 hours.



GTIN
6001017000100

Kairu Akala Pure Gold Espresso 200 Gram

GPC: **Coffee – Instant 10000115**
Countries of Sale: **South Africa, Namibia, Brazil**
Product Type: **Sold to consumers, fixed, Single product**

[Get a barcode image/symbol](#)

[View all products](#)

Doing more with Activate

You can do much more with Activate. For example:

- You can use it to get barcode numbers for higher-level units like packs and cases
- If you already have products with barcode numbers, you can import them to Activate
- You can export all your data

Need help?

If you need further help with Activate, just send an email to services@gs1za.org

Phase 3: Importing Products

Step 1: Get ready to import your products.

It is possible to upload multiple products simultaneously into GS1 Activate using the Import Products feature. Imports can be submitted interactively online within the web UI, or offline via Excel spreadsheet file upload. To begin the process of uploading products, follow these steps:

1. On either the **Home** page or **Products** page, click on **“Import products”**:

Home > Products

Your products

You currently have **0** products

[+ Add a new product](#) [Import products](#) [Export products](#)

Filter results 0 results of 0

Press Enter key to search in all products

☐	Description	Packaging Level	GTIN	Status	Shared with GS1
No product available					

Import products button

Home > Products > Import products

Get ready to import your products

[Click here to see previous import history](#)

To download legacy import template [With GTIN](#) [Without GTIN](#)

To import your products, please confirm that you have the following information:

The following product attributes are mandatory and must be present in the import.

GTIN ⓘ
Brand name ⓘ
Functional name ⓘ
Net content ⓘ

You will also be asked to add the global product category from a pre-selected list.

Do you want to include any of the following optional information?

Variant ⓘ ☐ Yes ☒ No
Sub-brand name ⓘ ☐ Yes ☒ No
Product image URL ⓘ ☐ Yes ☒ No

What is the main language displayed on these products?

Import products page

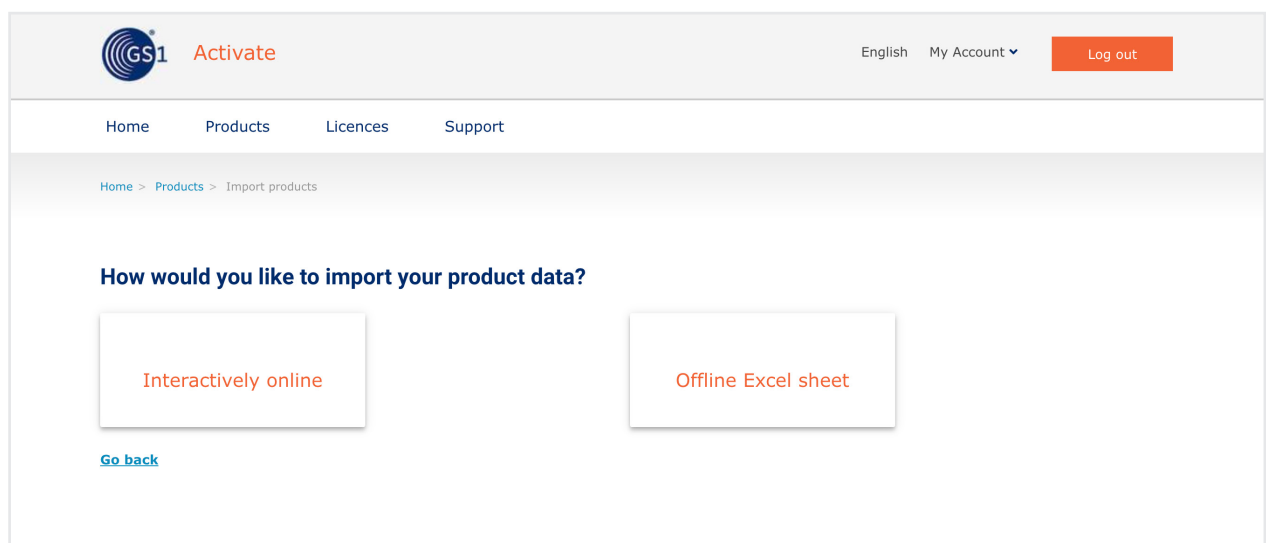
2. Ensure that you have the following mandatory information for your products before proceeding:

GTIN, Brand name, Functional name, Net content.

3. Indicate if your products include any of the following optional fields: variants, sub- brand names, or Product image URLs.

4. Select the main language and countries in which the products will be sold.

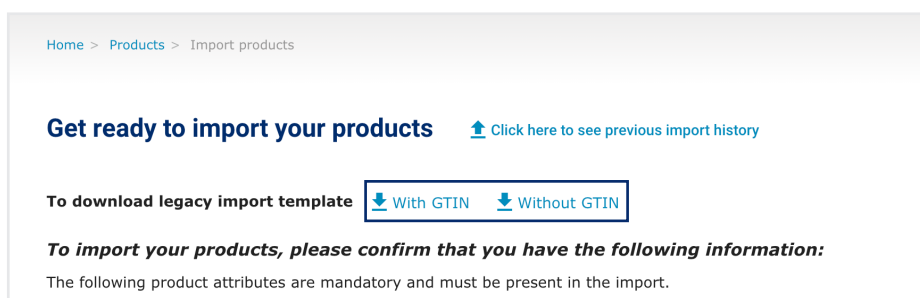
5. Choose whether to import interactively online, or offline via Excel file upload.



The screenshot shows the GS1 Activate web interface. At the top, there is a header with the GS1 logo, the word 'Activate', and links for 'English', 'My Account', and 'Log out'. Below the header is a navigation bar with 'Home', 'Products', 'Licences', and 'Support'. The main content area has a breadcrumb trail 'Home > Products > Import products'. The central heading is 'How would you like to import your product data?'. Below this heading are two large, light-colored buttons: 'Interactively online' on the left and 'Offline Excel sheet' on the right. At the bottom left of the main content area is a blue link labeled 'Go back'.

Import method selection (online or offline)

Important: If you would like to continue using the legacy Excel templates from



The screenshot shows the 'Get ready to import your products' section of the GS1 Activate interface. It includes a breadcrumb trail 'Home > Products > Import products'. The main heading is 'Get ready to import your products', followed by a link 'Click here to see previous import history'. Below this, there is a section titled 'To download legacy import template' with two buttons: 'With GTIN' and 'Without GTIN'. A bolded instruction states: 'To import your products, please confirm that you have the following information:'. Below this instruction, a note reads: 'The following product attributes are mandatory and must be present in the import.'

Activate v3.5 or earlier, they can be downloaded in two formats (one for products with GTINs, one for products without GTINs).

Legacy import templates

You may proceed with the “Offline Excel sheet” option and upload using legacy template file instead of the new one.

Step 2: Import interactively online

- Fill-in the product details for all GTINs to be imported. To add more GTINs to the list, click on the “+Add rows” button.
- Product attributes will be validated in real-time as they are entered. Only validated data (with a green check mark) will be imported once the “Next” button is clicked.

Home > Products > Import products

Add your product information

Add details about each product you want to import to the table below, by typing or copying & pasting.

Language: English [change](#) Countries of sale: United Kingdom of Great Britain and Northern Ireland [change](#)

Data correct	GTIN (Required)	Brand name (Required)	Functional name (Required)	Net content Qty (Required)	Net content unit (Required)	Global Price
✓	60019226	Yummy's	Yummy's Baked Crisp	150	Gram	100000
✗	GTIN	Brand	Functional name	Net content	Unit	Start ty
✗	GTIN	Brand	Functional name	Net content	Unit	Start ty
✗	GTIN	Brand	Functional name	Net content	Unit	Start ty
✗	GTIN	Brand	Functional name	Net content	Unit	Start ty

[+Add rows](#)

Online import template within Activate web UI

- After clicking the “Next” button, confirm the product(s) to be imported:

Home Products Licences Support

Home > Products > Import products

Import your products

Confirm the product(s) you want to import.

GTIN	Product
60019226	Yummy's Yummy's Baked Crisps 150 Gram

[Import these 1 product\(s\)](#) [Go back](#)

Confirm product(s) to import from online template.

Step 4: Import history and error reports

- After submitting the import request (either interactively online or via Excel file upload), you will be able to review all in-progress and completed import requests.

 **Activate**

EnglishMy AccountLog out

[Home](#) [Products](#) [Licences](#) [Support](#)

[Home](#) > [Products](#) > Import products

Processing file, please wait.

The import file has been received and is now being processed by the system. In the meantime, you can continue using the application normally. To check the file status, please see the report list below.

Import history

< 1 >

Report name	Date	Total records	Failed records	Error file	Status
importOnline_15356_2023-08-30 13:15:21.xlsx	30 Aug 2023	1	1	Error file	Success

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Import history dashboard.

- If any products in the import request failed to import, then the quantity of failures will appear on the dashboard, along with a downloadable link to an error report. The file contains a list of all failed products in the batch, along with along with error description(s):

AutoSaveOffb2ce0061-33e6-4f73-9bb4-4ccad8f9dfc0 - Protected...Saved to this PCSearch

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

PROTECTED VIEWBe careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.Enable Editing

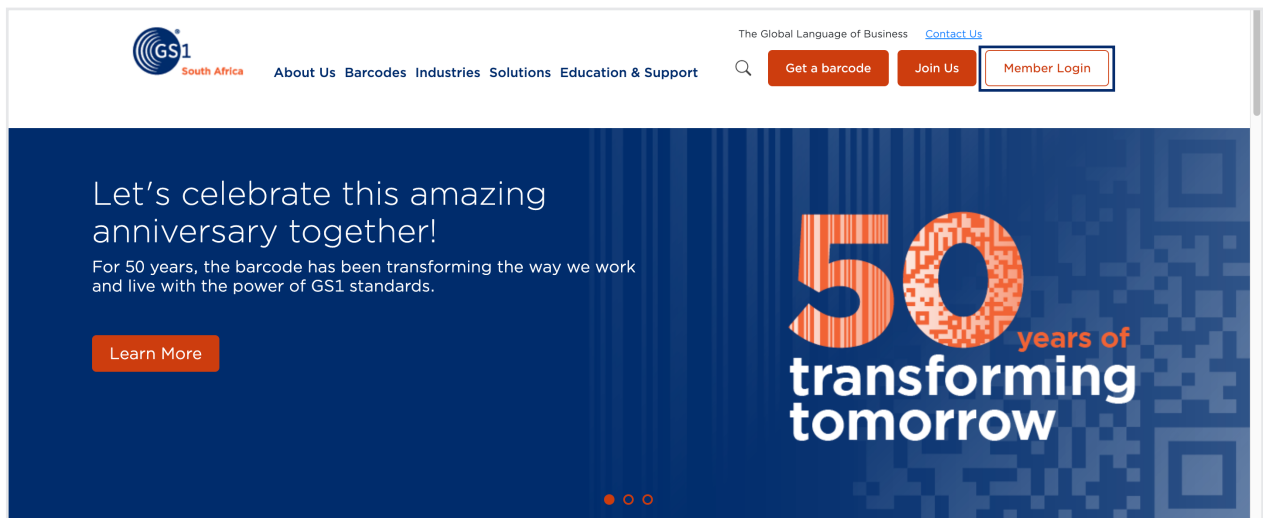
A1

Description

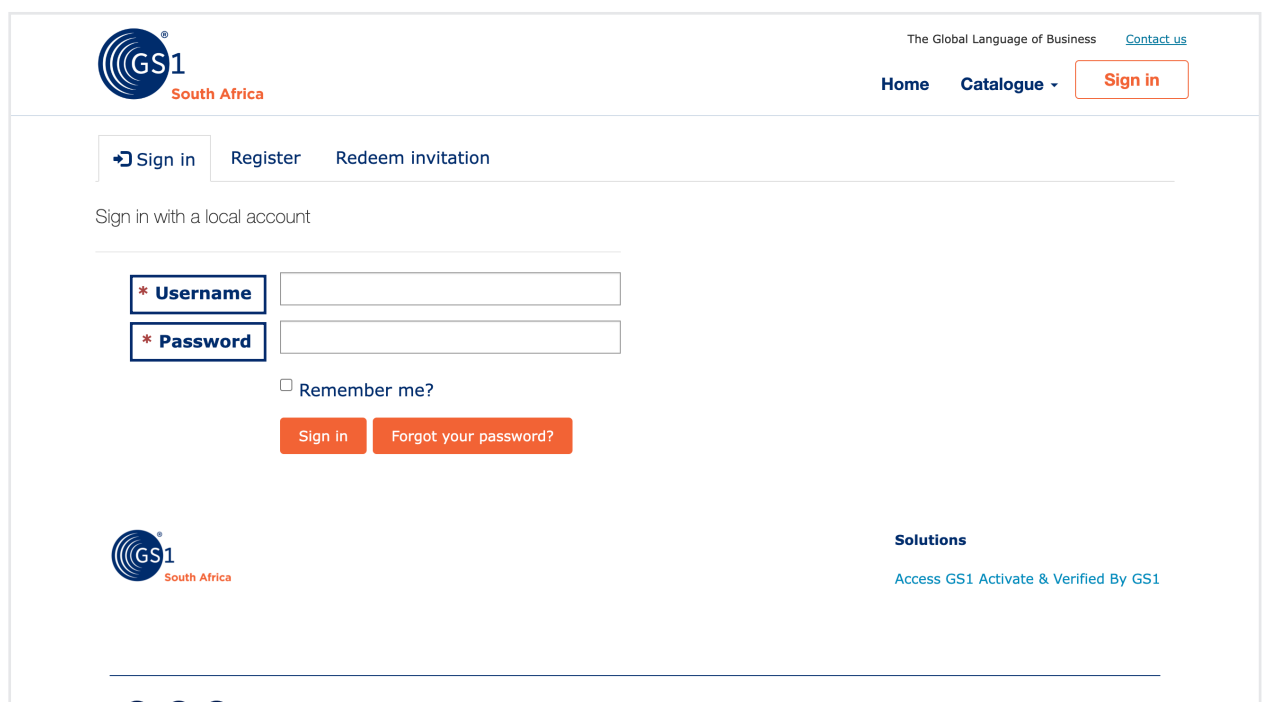
	A	B	C
1	Description	Errors	Row Number
2	Marrvl 12pc Storage Jars 7 Fluid ounce (US)	Duplicate: Product already exists	1
3			
4			
5			

Error report file

When you want to log back into the GS1 Portal, please visit www.gs1za.org then click on Member Login, to sign in.



Then insert your username and password

A screenshot of the GS1 South Africa login page. The header features the GS1 South Africa logo, the tagline "The Global Language of Business", and a "Contact us" link. Navigation links include "Home", "Catalogue", and a "Sign in" button. Below the header, there are tabs for "Sign in", "Register", and "Redeem invitation". The "Sign in" tab is active, showing the text "Sign in with a local account". Below this, there are input fields for "Username" and "Password", both marked with an asterisk. A "Remember me?" checkbox is located below the password field. At the bottom of the login section are two orange buttons: "Sign in" and "Forgot your password?". The footer includes the GS1 South Africa logo, a "Solutions" section with the text "Access GS1 Activate & Verified By GS1", and a horizontal line with three blue dots below it.