



2013

User Guide

NATIONAL ELECTRONIC PRODUCT CATALOG PORTAL



Contents

- 1. Introduction..... 2
- 2. Site Navigation 3
 - 2.1 About NEPC 3
 - 2.2 Members 3
 - 2.3 Products 3
 - 2.4 Tools 4
- 3. Login to NEPC 5
- 4. Member's Dashboard 6
 - 4.1 Update company information..... 7
 - 4.2 Manage branches..... 9
 - 4.3 Manage users..... 11
 - 4.4 Manage Product 13
 - 4.4.1 Maintaining Product Information for Full Membership 14
 - 4.4.2 Maintaining Product Information for Single Digit Membership 21

1. Introduction

The **National Electronic Product Catalogue (NEPC)** is an exclusive online members' portal free-to-use for members to create barcodes, manage and maintain their products information in a single location.

An overview of National Electronic Product Catalog Portal (NEPC)

1. Site navigation
2. Login to NEPC
3. Member's Dashboard
4. Manage Member's Information
5. Manage Member's Users, Branches and Products

Target audience for this document:

- Public users
- Registered members of GS1 Singapore

This user guide explains the many ways in which members is able to make use of the features available in NEPC portal.

2. Site Navigation

NEPC focus on providing a one-stop portal where buyers/retailers/suppliers are able to exchange products information which will benefits their companies.

A quick glance at the menu navigation:



2.1 About NEPC

- Contact Us

Allow public/members to contact NEPC administrators with regards to their memberships or provide feedbacks on NEPC portal.

2.2 Members

- Members Listing - List all registered members of GS1 Singapore
- Links to different membership registrations offered by GS1 Singapore.
 - GS1 Full Membership
 - Single 13 Digit Membership
 - Global Location Number Membership
 - EPCglobal Membership
 - OID Membership

2.3 Products

List all products maintained by members of GS1 Singapore

2.4 Tools

NEPC offers useful tools for public and they are detailed as follows:

- GEPIR Search
- Check Digit Calculator

GEPIR Search (Global Electronic Party Information Registry)

GEPIR is a unique, internet-based service that gives access to basic contact information for companies that are members of GS1.

GEPIR Search feature in NEPC allow user to search for product information by the following methods:

- Search by Barcode
- Search by SSCC (Serial Shipping Container Code)
- Search by Global Location Number
- Search by Company Name

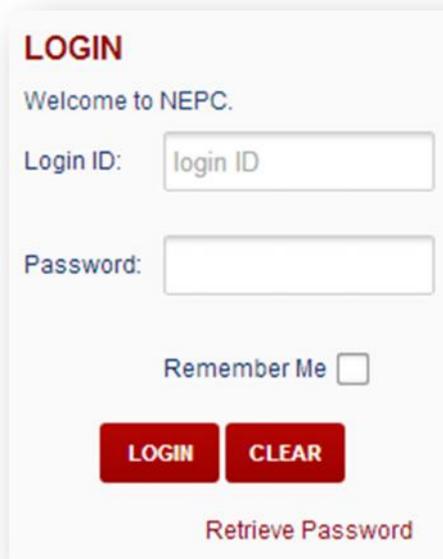
Check Digit Calculator

The last digit of a barcode number is a calculated check digit. The check digit is calculated from all the other numbers in the barcode and ensures the integrity of your barcode number.

3. Login to NEPC

If you are an existing GS1 members, you are able to use your existing login credentials to access to your company information.

If you are an existing GS1 member but are not given a login account, please navigate to About NEPC → Contact Us in the menu navigation bar to request for one.



The screenshot shows a login form with the following elements:

- LOGIN** (Section Header)
- Welcome to NEPC.
- Login ID:
- Password:
- Remember Me
- LOGIN button
- CLEAR button
- Retrieve Password link

LOGIN:

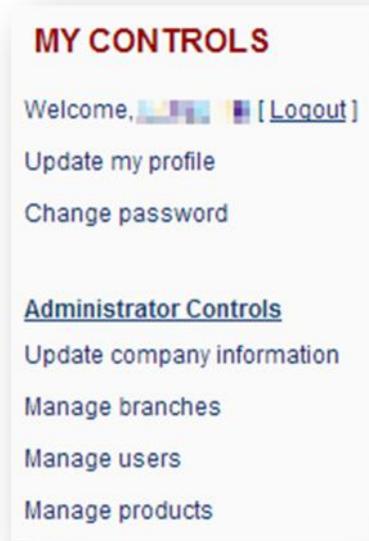
Enter your Login ID and Password. Click *Login* button.

RETRIEVE PASSWORD:

Click Retrieve Password. Enter Username/Login ID and click *Send Password* button.

4. Member's Dashboard

Once member is logged in, Member's Administration controls are displayed on the left panel as shown below.



Member is able to manage the following:

USER ACCOUNT

- Update profile
- Change password

ADMINISTRATOR CONTROLS

- Update company information
- Manage branches
- Manage users
- Manage products

4.1 Update company information

This function allows member to update company details and view the prefixes assigned. In order to permit prospective companies to contact members, it's highly recommended that members update their company details.

1. Login using existing credentials
2. Under "My Controls" located on the left, click "*Update Company Information*"
3. Field marked with red asterisk "*" are mandatory fields
4. Fill up all the information and click "*Update*" button to save

COMPANY INFORMATION

Co. Registered Number: 200720720G

Global Location Number: 888 8888000006

Company Name: *

Address: *

Postal: *

Division:

Country: *

City: *

Main Email: *

Contact No: *

Fax No:

Website:

Status: * **Active**

[Contact Details](#)

Surname: *

Name: *

Email: *

Contact No: *

Fax No:

Position: *

[Prefixes](#)

Country	Prefix	LocationNo
888	8888	00000

Last Updated by: * 23/04/2013

UPDATE

Data Dictionary for Company Information

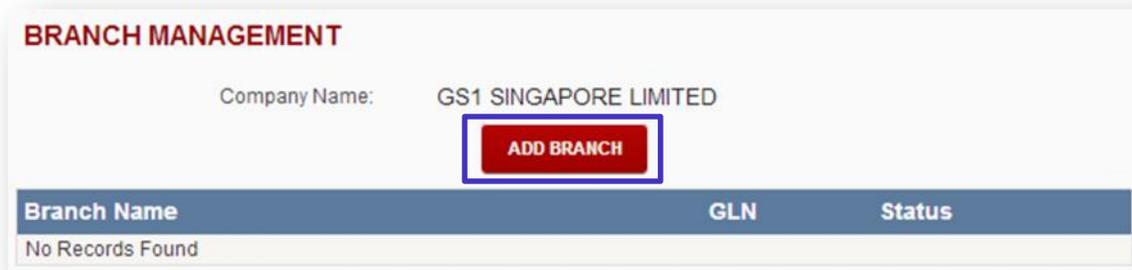
Field	Mandatory	Remarks
Company Information		
Co. Registered Number	-	This is the company registered number issued by the Accounting and Corporate Regulatory Authority (ACRA)
Global Location Number	-	Global Location Number for identify your company's location
Company Name	Yes	This field is not editable. You will need to submit a request to NEPC if your company name is changed or incorrect
Address	Yes	Company Address
Postal	Yes	Company Address Postal Code
Division	No	
Country	Yes	Country that company resides in
City	Yes	City that company resides in
Main Email	Yes	Main contact email address
Contact No	Yes	Company contact number
Fax No	No	Company fax number
Website	No	Company Website
Status	-	Company membership status with GS1 Singapore
Contact Details		
Surname	Yes	Salutation and Surname of Company main contact person
Name	Yes	Contact person's name
Email	Yes	Contact person's email address
Contact No	Yes	Contact person's contact number
Fax No	No	Contact person's fax number
Position	Yes	Contact person's position in the company

4.2 Manage branches

Member is able to request for additional Global Location Number for their branches subjected for NEPC approval.

To view list of branches under your company:

1. Login into NEPC portal
2. Under "My Controls" located on the left, click "Manage branches"
3. List of branches created is listed



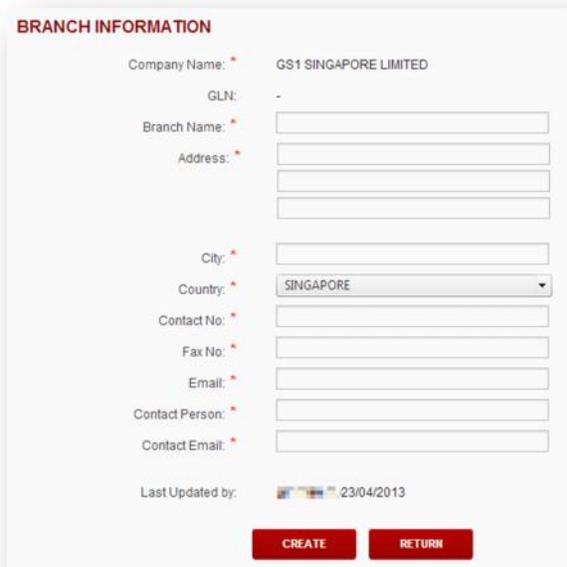
BRANCH MANAGEMENT

Company Name: GS1 SINGAPORE LIMITED

ADD BRANCH

Branch Name	GLN	Status
No Records Found		

4. To request for an additional branch, click "*Add Branch*" button
5. Fill up all the fields and click "*Create*" button
6. Branch request is created and pending for approval from NEPC administrator
7. Click "*Return*" button to return back to branch listing page



BRANCH INFORMATION

Company Name: * GS1 SINGAPORE LIMITED

GLN: -

Branch Name: *

Address: *

City: *

Country: * SINGAPORE

Contact No: *

Fax No: *

Email: *

Contact Person: *

Contact Email: *

Last Updated by:  23/04/2013

CREATE **RETURN**



Data Dictionary for Branch Information

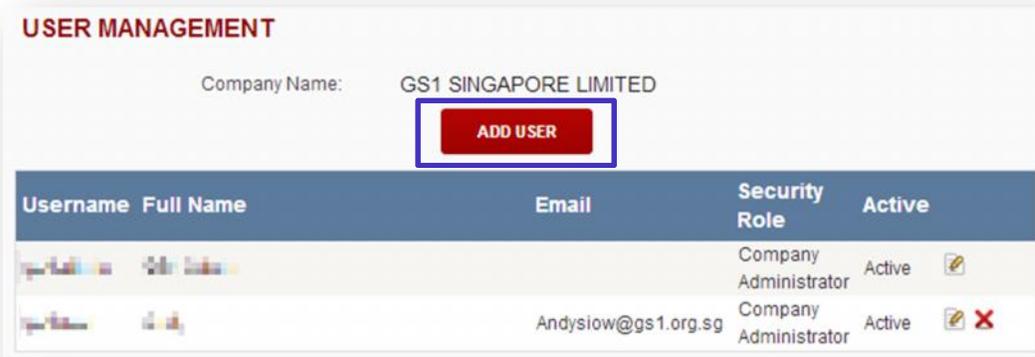
Field	Mandatory	Remarks
Company Name	-	
Global Location Number	-	Global Location Number will be assigned by NEPC administrator during approval
Branch Name	Yes	Branch name for identification
Address	Yes	Branch address
City	Yes	City that branch resides in
Country	Yes	Country that branch resides in
Contact No	Yes	Branch contact number
Fax No	Yes	Branch fax number
Email	Yes	Branch email address
Contact Person	Yes	Branch contact person
Contact Email	Yes	Branch contact person email address

4.3 Manage users

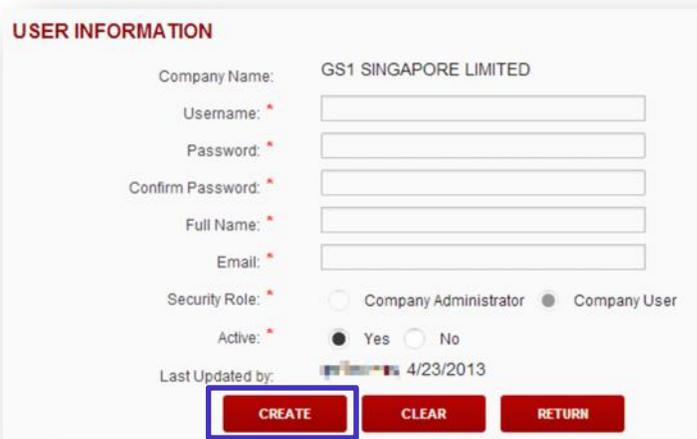
Member administrator is able to manage users under their company. Each company is only allowed to have **1 administrator and 2 users**. For existing members, all users from the old NEPC system will be assigned “Company Administrators” role. System will disallow user creation if number of admin/user exceed the limit stated above.

To view list of users under your company:

1. Login into NEPC portal
2. Under “My Controls” located on the left, click “Manage users”
3. List of users created is listed



4. To create user, click “Add User” button
5. Fill up all the fields and click “Create” button
6. User is created
7. Click “Return” button to return back to user listing page



Data Dictionary for User Information

Field	Mandatory	Remarks
Company Name	-	Company that user belongs to
Username	Yes	This will be the Login ID
Password	Yes	Password
Confirm Password	Yes	Password entered must matched in Password field above
Full Name	Yes	User full name
Email	Yes	User Email address
Security Role	-	Member administrator is only able to create user of "Company User" role
Active	Yes	Activate or deactivate user

4.4 Manage Product

Members registered for Full or Single 13 Digit Membership will be able to create/maintain their product(s) information. Products created in old NEPC is migrated to the revamped

To view list of product under your company:

1. Login into NEPC portal
2. Under "My Controls" located on the left, click "Manage products"
3. Prefix selection page is displayed, listing prefixes assigned to member or Product list for Single Digit members
 - a. For uploading or maintaining product information for Full Membership, please refer to "[Maintaining Product Information for Full Membership](#)"
 - b. For maintaining product information for Single Digit Membership, please refer to "[Maintaining Product Information for Single Digit Membership](#)"

4.4.1 Maintaining Product Information for Full Membership

1. In Prefix Selection page, click “*Select*” button on the prefix to view the list of product created under selected prefix

COMPANY PREFIX SELECTION

FULL MEMBERSHIP

GS1 Company Prefix	GTIN Capacity	GTINs Remaining	% GTINs Remaining	
8888888	100000	99869	~99.87%	<input type="button" value="Select"/>

PRODUCT / CERTIFICATE MANAGEMENT

GS1 Company Prefix:	8888888
GTIN capacity:	100000
GTIN remaining:	99869

Brand Name:

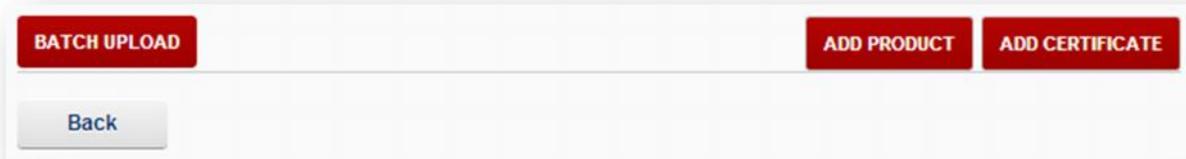
Type: Status:

GTIN	Type	Brand Name	Product Name	Images	Status
	C	GS1 SINGAPORE STAFF			Approved <input type="button" value="edit"/> <input type="button" value="delete"/>
	C	GS1 SINGAPORE STAFF			Approved <input type="button" value="edit"/> <input type="button" value="delete"/>

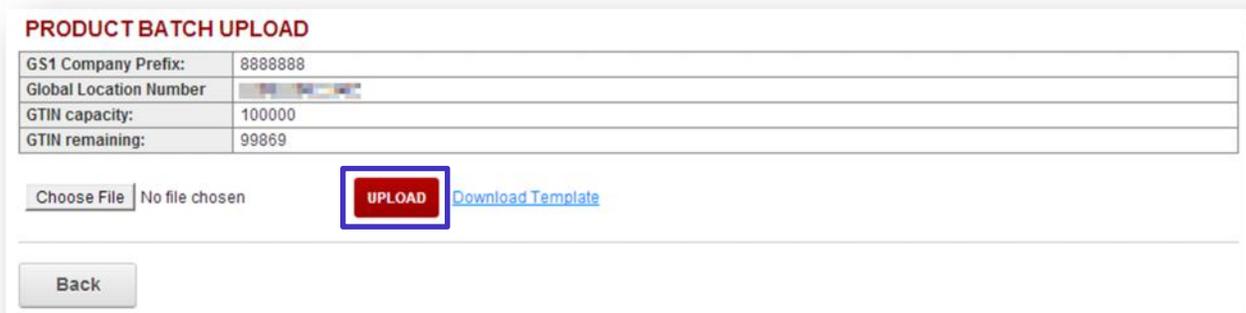
2. There are 2 methods to create new product(s).
 - a. Method 1: *Product Batch Upload*
 - b. Method 2: *Create product manually / Create certificate manually*

3. **BATCH UPLOAD**

- a. In product listing, click "*Batch Upload*" button



- b. In Product Batch Upload page, click "Download Template", to download upload template.
- c. Each upload supports a maximum of 10 products.



PRODUCT BATCH UPLOAD	
GS1 Company Prefix:	8888888
Global Location Number	
GTIN capacity:	100000
GTIN remaining:	99869

Choose File | No file chosen | **UPLOAD** | [Download Template](#)

Back

- d. Fill up the fields in the batch upload template.
- e. Once the product information are populated, save template file and click "*Choose File*" button
- f. Browse to the directory where the template is saved and select the file
- g. Click "*Upload*" button

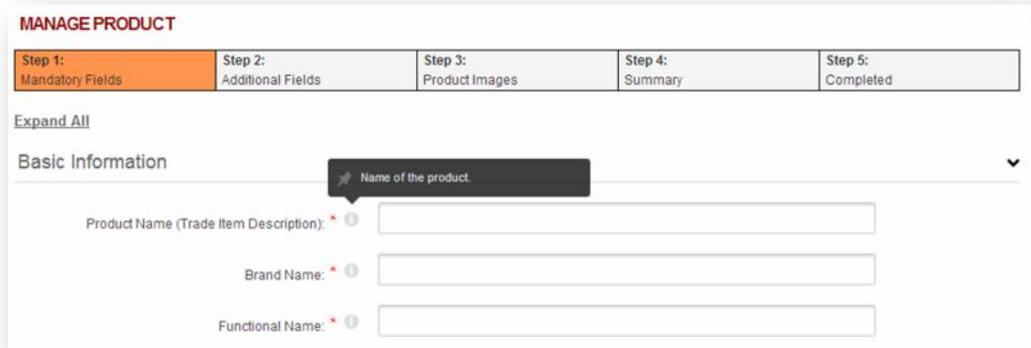
- h. A summary of the product(s) found in the uploaded file will be populated on the page for verification

Product Identification			
IS TRADE ITEM A CONSUMER UNIT?	False	IS TRADE ITEM A DESPATCH UNIT?	False
IS TRADE ITEM A VARIABLE UNIT?	False	IS TRADE ITEM AN INVOICE UNIT?	False
IS TRADE ITEM AN ORDERABLE UNIT?	False	IS TRADE ITEM THE LOWEST LEVEL OF THE HIERARCHY?	True
Trade Item Hierarchy Level	BASE_UNIT_OR_EACH		
Basic Information			
Brand Name	testes	Functional Name	dadad
Child GTIN		Child Quantity	0
Label Name	asdasdas		
Product Depth / UOM	22mm	Product Gross Weight / UOM	22kg
Product Height / UOM	22mm	Product Width / UOM	22mm
Trade Item Description	22		
Ordering and Handling			
Product Packaging Marked As Returnable	True	Target Market Country	702 - singapore
Product Category			
Classification Category Code (GPC Code)	99999999 - TEMPORARY CLASSIFICATION		
Publishing			
Effective Date	1900-01-02		
Publication Date	1900-01-02		
Start Availability	1900-01-02		
End Availability	1920-01-02		
GTIN (Auto Assigned): 8885			
Product Identification			
IS TRADE ITEM A CONSUMER UNIT?	False	IS TRADE ITEM A DESPATCH UNIT?	False

- i. Click “*Add Product(s)*” button at the bottom to add those product(s).

4. CREATE PRODUCT MANUALLY

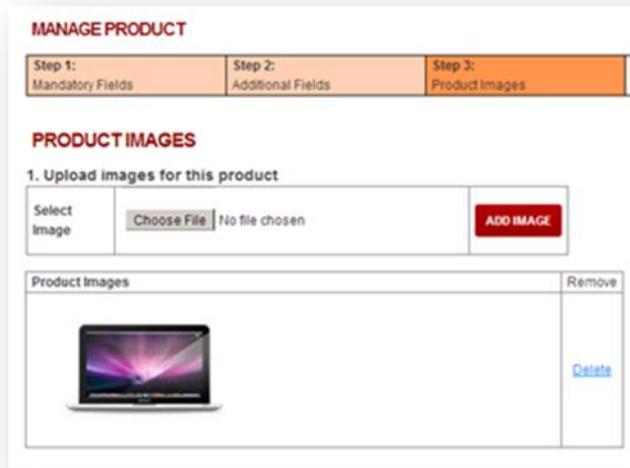
- a. In product listing, click *“Add product”* to add product
- b. Fields marked with red *“*”* are mandatory fields. Data Dictionary will be provided once it is available
 - Step 1: Enter product information for mandatory fields. Click *“Next Step”* button



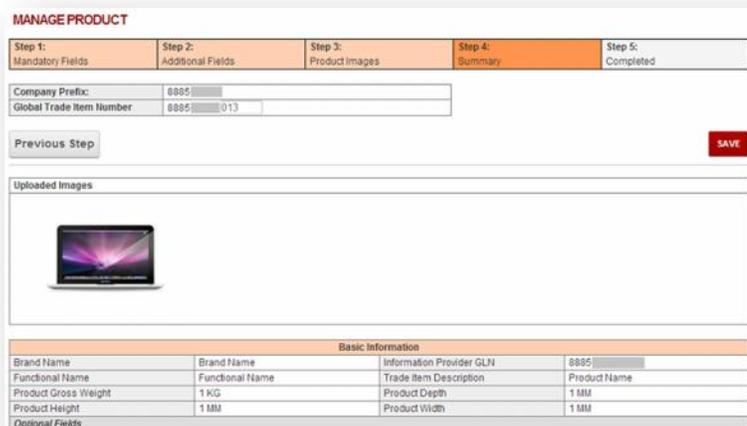
- Step 2: Enter product information for additional fields. Click *“Next Step”* button



- Step 3: Upload product images (if available). *Note: Charges for each image upload will apply. Please refer to the disclaimer in Company Prefix Selection page.* Click “*Next Step*” button

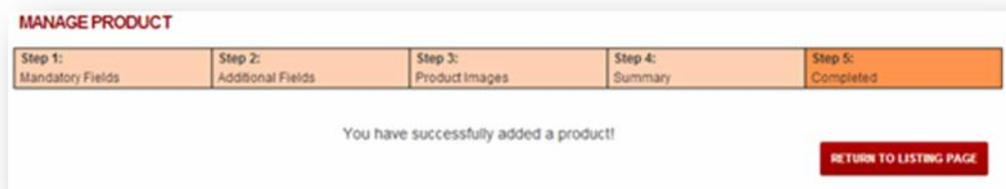


- Step 4: View summary of product information and allocate a GTIN. Click “*Next Step*” button



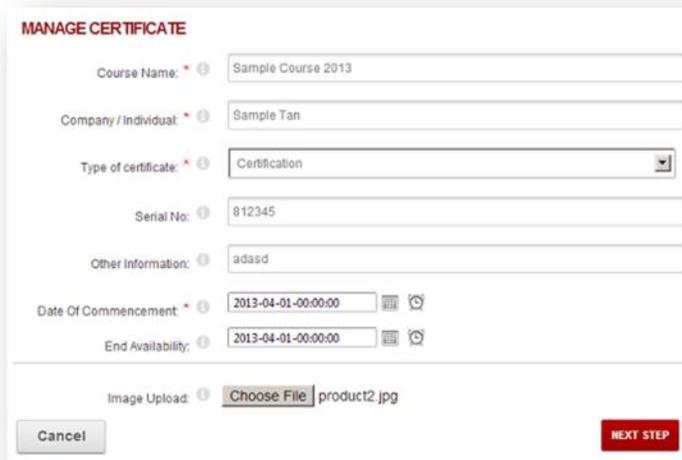
Basic Information			
Brand Name	Brand Name	Information Provider GLN	8885
Functional Name	Functional Name	Trade Item Description	Product Name
Product Gross Weight	1 KG	Product Depth	1 MM
Product Height	1 MM	Product Width	1 MM

- Step 5: Product created



5. CREATE CERTIFICATE MANUALLY

- a. In product listing, click “Add Certificate” to add certificate.
- b. Fields marked with red “*” are mandatory fields. Data Dictionary will be provided once it is available
 - Step 1: Enter certificate information for mandatory fields and upload certificate image (if available). *Note: Charges for each image upload will apply. Please refer to the disclaimer in Company Prefix Selection page.* Click “Next Step” button



MANAGE CERTIFICATE

Course Name: * Sample Course 2013

Company / Individual: * Sample Tan

Type of certificate: * Certification

Serial No: 812345

Other information: adasd

Date Of Commencement: * 2013-04-01-00:00:00

End Availability: 2013-04-01-00:00:00

Image Upload: Choose File product2.jpg

Buttons: Cancel, NEXT STEP

- Step 2: View summary of certificate information and allocate GTIN. Click “Next Step” button



MANAGE CERTIFICATE

Company Prefix: 8805
Global Trade Item Number: 8805 014

Previous Step SAVE

Certificate Image

Basic Information			
Course Name	Sample Course 2013	Information Provider GLN	8805
Company/Individual	Sample Tan	Serial No	812345
Type	Certification		
Product Category			
Classification Category Code (GPC Code)	99999999		
Publishing		Other Information	
Start Availability	2013-04-01 12:00:00	End Availability	2013-04-01 12:00:00
Other information	adasd		

Previous Step SAVE

Cancel

- Step 3: Certificate created

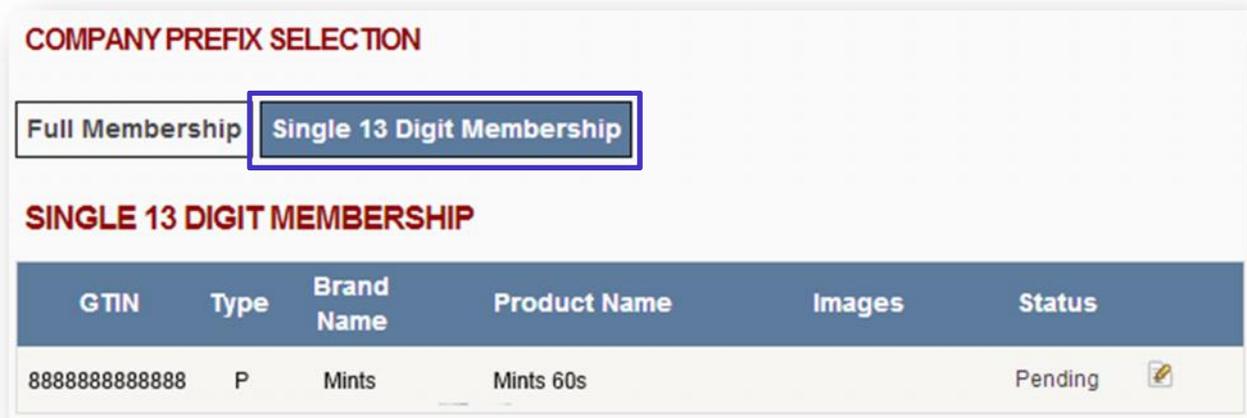
MANAGE CERTIFICATE

You have successfully added a certificate!

[RETURN TO LISTING PAGE](#)

4.4.2 Maintaining Product Information for Single Digit Membership

1. In Prefix Selection page, under "*Single 13 Digit Membership*" a list of product registered under Single Digit Membership is displayed
2. Update product information, click  to begin

The screenshot shows a web interface for 'COMPANY PREFIX SELECTION'. At the top, there are two buttons: 'Full Membership' and 'Single 13 Digit Membership', with the latter highlighted by a blue border. Below this is the heading 'SINGLE 13 DIGIT MEMBERSHIP' and a table with the following data:

GTIN	Type	Brand Name	Product Name	Images	Status
8888888888888	P	Mints	Mints 60s		Pending 

3. Fields marked with red "*" are mandatory fields. Data Dictionary will be provided once it is available
 - Step 1: Enter product information for mandatory fields. Click "*Next Step*" button
 - Step 2: Enter product information for optional fields. Click "*Next Step*" button
 - Step 3: Upload product images (if available). *Note: Charges for each image upload will apply. Please refer to the disclaimer in Company Prefix Selection page.* Click "*Next Step*" button
 - Step 4: View summary of product information and allocated GTIN. Click "*Next Step*" button
 - Step 5: Product updated

End of Document