

	GS1net quick register procedure			
	<b>How to Register for GS1net</b>		Version	2.3
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1. Determine if you are a GS1 New Zealand member : phone **0800-10-23-56**
2. If not, join GS1 New Zealand : phone **0800 10 23 56** or apply via <https://my.gs1nz.org/pageVRD.vrd?page=memberSignUp>
3. Obtain your **Global Location Number (GLN)** from GS1 prior to registering for GS1net.
4. To register as a new company on GS1net, go to the [http://gs1nz.org/gs1net\\_registration.php](http://gs1nz.org/gs1net_registration.php) page  
Enter **Company Name, Contact Name, and GLN** in the fields marked \*.  
Click [tick] field "I agree to the GS1net Fees and Terms and Conditions"  
Click "Next Step" and you will be directed to the GS1net Australasia Registration page
5. You are now looking to insert the information required to complete your registration.
6. Complete required fields (marked \*) as follows:
  - *Services Required: Type of Company:* Select **Supplier** or **Retailer** from drop-down menu.
  - *"Are you subscribed or do you want to subscribe to the GS1 Global Registry?"* Select **Yes** or seek advice from GS1
  - *"When an item has all mandatory registry attributes, do you want the item to be automatically registered or do you wish to manually register your items?"* Select **Manually** or seek advice from GS1

*Terms & Conditions:*

[Ensure you have read the terms and conditions and are aware of the charges involved :

[http://www.gs1nz.org/gs1net\\_terms\\_conditions.php](http://www.gs1nz.org/gs1net_terms_conditions.php)]

7. *Company Details:*  
Complete required fields (marked \*) on the Company details page
  - *Company Name:* Enter your Company name [Trading as]
  - *Company Alias:* Abbreviation of Company name [2-8 characters, use UPPERCASE]
  - *Country:* Select **New Zealand** [554 – New Zealand]
  - Enter Trading Division if applicable - e.g. Tin Foods Division . Nelson Division
  - *Primary GLN:* Enter the GLN notified to you by GS1 [from Step 3]
  - *Estimated number of items:* Estimate of your product numbers to be registered
8. *Administration Contact*
  - Complete required fields (marked \*)
9. *Billing Contact*
  - Complete required fields (marked \*)
10. *Taxation Contact*
  - Complete required fields (marked \*)
11. *Data input/output*
  - *Do you require Machine-to-Machine data interface?* Select **No** or seek advice from GS1
  - *Reports Output:* Select **Email all reports** or seek advice from GS1

**Click "Submit request"**

The screen will respond indicating the registration has been successfully applied for.

There will be email confirmation from GS1net administration within 48 business hours providing User ID and temporary password along with an introductory message from GS1 New Zealand.