



## DataBar Online

### Frequently Asked Questions

#### 1. What is DataBar Online?

DataBar Online is a simple data synchronization tool that enables sellers of loose/bulk produce to communicate their item-level [GTINs](#) (Global Trade Item Numbers) and corresponding [PLU codes](#) to their buyers. Retailers can then download this information into their Point-of-Sale (POS) systems and scan the [GS1 DataBar](#) on loose/bulk items labeled with PLU stickers. This eliminates the need for retailers to manually enter the PLU code to identify the product, resulting in more efficient product management. Retailers and buyers can search for suppliers by commodity and have the option to use a web service to schedule automatic downloads of this information.

#### 2. Can I use this tool for non-individual or packaged produce?

No, this tool is designed ONLY for loose or bulk produce (i.e., produce that is labeled with a PLU sticker). It allows retailers to scan individual bulk produce at the point of sale and eliminates the need for manual entry of the PLU code at the cash register.

DataBar Online is not for packaged produce or case-level identification.

#### 3. Why should I use DataBar Online?

As a supplier, using DataBar Online for loose produce enables you to upload your individual product data in a single data file and make it available to all buyers, resulting in more efficient data transfer. You simply need to [register](#) for DataBar Online, then build a file with your item-level GTINs and corresponding PLU codes. You can then upload this data into the DataBar Online tool, where it will be available for buyers to download into their POS systems and begin scanning the DataBar shown on the individual item label. For more information on the benefits of DataBar, review [GS1 DataBar](#).

#### **4. Do I have to register to use DataBar Online?**

Yes, whether you are a IFPA member or non-member, all suppliers must register via the [electronic order process](#) to gain access to DataBar Online. If registration is paid with a credit card, full access to the tool is immediate. If paid by check, you will still receive the link but will only have partial access. Once the check is received and processed, you will have full access to the tool and begin uploading your data.

Retailers, wholesalers and distributors should contact the [Supply Chain Efficiencies team](#) to register for download access.

#### **5. Is there a cost for using this product?**

For suppliers, DataBar Online has a one-time fee of \$300 for IFPA members and \$1,100 for non-IFPA members. Becoming a IFPA member can save you up to 73% on registration for the tool. If you are interested in learning about IFPA Membership, please contact +1 (302) 738-7100 and ask to speak with Member Services or inquire about membership [here](#).

Retailers, wholesalers and distributors should contact the [Supply Chain Efficiencies team](#) for free download access.

#### **6. I received a communication from a retail partner stating that I need to register my GTINs with IFPA. What do I need to do?**

Your buyer is asking that you use DataBar Online to upload/register your GTINs and corresponding PLU codes for your bulk/loose items that you sell to them.

The first resource you should read is the DataBar Online [Tutorial](#). This will instruct you on how to register, gain access to the DataBar Online tool and build your GTINs. You will then be able to upload your GTINs and corresponding PLU codes to allow retailers to download your data into their POS systems and scan the GS1 DataBar.

#### **7. What information is needed to register for and use DataBar Online?**

To register for DataBar Online in the [e-store](#), you simply need your IFPA login credentials (user ID and password). To use the product, you need to create a list of your item-level GTINs and their corresponding PLU codes in a comma separated value (.csv) file. Step-by-step instructions on this process can be found in the DataBar Online [Tutorial](#).

## **8. How long does it take to gain access to DataBar Online?**

If paid by credit card, full access to the tool is immediate. If paid by check, you will be granted partial access until the check has been received and processed.

## **9. How will I know when I have access to DataBar Online?**

Once you've completed the electronic order transaction in the [e-store](#) using a credit card, you will receive an Order Confirmation. If paying by check, you can select the same link for partial access only. Full functionality of the tool will be enabled once the check is received and processed. An email confirmation will be sent at that time.

## **10. How do I format the GTINs?**

Refer to the DataBar Online [Tutorial](#) and the article, [GS1 DataBar](#), under the section *Formatting the GTIN for DataBar* for more information.

## **11. How do I register my GTINs?**

When you complete the DataBar Online [electronic order process](#), you only need your IFPA user login credentials (user ID and password). Once you have access to the DataBar Online tool, you can upload your GTINs and corresponding PLU codes. Please reference the DataBar Online [Tutorial](#) for step-by-step instructions on how to register your GTINs.

## **12. What do I need to upload?**

You will need to create an Excel spreadsheet with two columns. The first column will contain a list your 14-digit GTINs, and the second column will contain the corresponding PLU codes. Note that both columns should be formatted as text and the file should be saved as a comma-delimited file (.csv). Failure to do so will result in errors.

## **13. Who can upload GTIN information?**

Those suppliers who have subscribed to this service. As of the 2019 release of DataBar Online, only registered users will be able to manage the data.

## **14. Can I link more than one GTIN to a PLU code?**

Yes. Multiple GTINs can be assigned to a single PLU code.

### **15. When I enter my GTIN, it states the GTIN already exists but I didn't enter it?**

In some cases, your GTIN may be uploaded by another upload user. This is due to more than one company selling the product to retailers. For example, when different distributors partner with the same exporters.

This in no way affects your ability to use the GTIN. Simply advise the buyer to download the entire GTIN database, and your GTIN will be available in their POS system.

### **16. Who is responsible for establishing the link between the GTIN and the PLU code?**

The brand owner of the GTIN is responsible for establishing the link.

### **17. Can I use Retailer Assigned numbers instead of PLU codes?**

No. Retailer assigned codes **cannot** be used in place of valid PLU codes as these are assigned to different commodities by different retailers. Uploading these codes could inadvertently corrupt a retailers POS system. If a supplier is using a retailer assigned PLU code on a PLU sticker with a DataBar barcode, they will need to communicate the information directly to each individual retailer.

### **18. Once I've uploaded my data, do I need to save the file for any future reference?**

It is always a good idea to save the original file in case of any computer or technical problems. Remember to save the file as a comma-delimited file (.csv) and ensure that both columns are saved as text so the zeros at the beginning of the GTIN are not truncated.

### **19. How can I add or change an individual record?**

There is an update feature called Update Online, which allows you to add, edit or delete individual records.

From the DataBar Online homepage, access the Update Online option and you have the option of adding, editing or deleting entries. Detailed instructions can be found in the [Tutorial](#).

## **20. What will happen to the old information when I upload a new file?**

The new data files will append to the existing data that was previously uploaded in the DataBar Online tool. No data will be overwritten unless you are editing an existing record via the Update Online menu option.

## **21. Where can I find more information about DataBar Online?**

Additional information can be found in the [Tutorial](#), where you can find step-by-step instructions on registering, uploading and downloading GTINs and more.

## **22. I used to reference my GS1 Company Prefix. Why don't I need it anymore?**

Improvements were made to the DataBar Online tool in 2019 to make the process more user friendly. For those companies with multiple GS1 company prefixes, the tool now allows you to simply upload all of your GTINs regardless of associated prefix. This also applies for companies who do not have their own company-specific GS1 prefix and are only assigned 14-digit GTINs (e.g., those in Mexico or Chile).

## **23. As a retailer, will I know when new data has been added/uploaded?**

No, it is recommended that you download all supplier data on a regular basis to ensure you have the most current item catalog data from the suppliers. You can consider using the automatic download option from the Download screen. This allows the retailers' web development team to access the data automatically using a web service to update their POS systems.

## **24. As a supplier, can I verify the data that I uploaded?**

Yes, you can verify the data you uploaded by selecting the Download option. Your company will be the only company that displays in the Suppliers box. The Download option will allow you to receive a list of the data confirmed in the upload. Refer to the [Tutorial](#) for detailed instructions.

## **25. Can anyone download the entire database?**

No, only buyers can download the entire database. Suppliers who have subscribed to this service can download and view their own company data only. Wholesalers and distributors who have been registered to upload GTINs will also be limited to downloading their company data only. A wholesaler or distributor who requires a download list of all suppliers can contact the [Supply Chain Efficiencies team](#).

**26. What if I am an importer and have multiple suppliers? How do I get their data uploaded?**

As of the 2019 release of DataBar Online, you can upload all of your suppliers' GTINs.

**27. If I have further questions, whom do I contact?**

Please contact the [Supply Chain Efficiencies team](#) at IFPA if you have any questions regarding the use of the DataBar Online tool.