



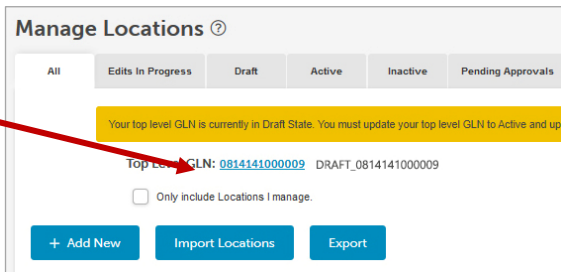
GS1 US Data Hub® | Quick Start Guide

Make Your Licensed GLN Active

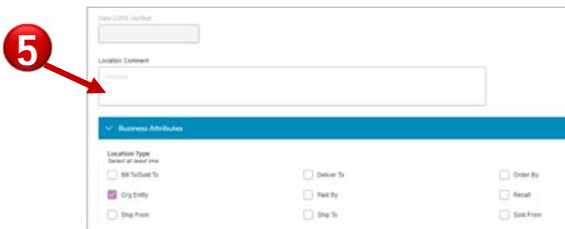
When you license a GLN, it is added to GS1 US Data Hub in a “Draft” state. You can then make this GLN “Active” and designate how it is will be used. You will also see a second GLN called a “Top Level GLN” (Legal Entity), which is used to consolidate all GS1 US licenses that you may be holding. Follow these steps to make both GLNs “Active” so they can be viewed by GS1 US Data Hub Location View/Use subscribers:

1. Make Your Top Level GLN Active

1. Visit [GS1 US Data Hub](#).
2. Click the “Location” link at the top of the screen.
3. On the Manage Locations page, the Top Level GLN is displayed with the Location Name: DRAFT_NNNNNNNNNNNNNN (where “NNN...” is the 13-digit GLN) and in the “Draft” status. Click the blue-colored Top Level GLN to view the Location Detail page.



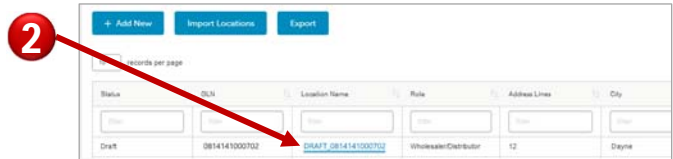
4. The address information matches what you provided when you licensed the GLN. You can change this address information, if needed. Select the Industry and Supply Chain Role.
5. Scroll to the bottom of the screen and click the “Business Attributes” bar to expand, then check the “Org Entity” box.



6. Click the **Make Active** button. The Top Level GLN is now active. You can now make the GLN active.

2. Make Your Licensed GLN Active

1. Click the “Location” link at the top of the screen. The Manage Locations page displays.
2. Click the Location Name (“DRAFT_NNN...”) of the GLN Offering. The Location Detail page displays. Change the Location name and enter the address.



3. The Top Level GLN has been automatically selected as the **Parent** location. The Industry and Supply Chain role also will be populated based on what was saved for the Top Level GLN.
4. Based on the industry you selected, additional areas on the screen will display. Click the “Business Attributes” bar to expand, then select at least one Location Type.
5. Click **Save**. The system will automatically verify the address. If the USPS was not able to match the address as you listed it, a message displays asking to **Cancel** or **Proceed as Not Verified**. Make your selection, then click **Make Active**.
6. The licensed GLN is now searchable by GS1 US Data Hub Location View/Use subscribers.

Note: If the street address is already associated with another GLN, such as your Top Level GLN, an error message will display when you click **Save**. To correct, add a unique identifying term in Address Line 3 (e.g., “Department,” “Suite,” “Ship To”) then click **Save** again.