



5.1 Introduction

On a daily basis information related to parties and locations is generated and communicated throughout the business world in vast quantities. Names and addresses are put on envelopes for the mail, the point to which a delivery is made is put on transport documentation, Electronic Data Interchange (EDI) network addresses are provided in EDI messages, etc. These are just a few examples of the many applications in existence today, which identify parties or locations in trade or other communications.

With the advent of electronic communication, and particularly EDI, the need for the identification of parties and locations has become acute. The use of numeric identification instead of full alphanumeric names and addresses is the key to the successful implementation of an EDI project.

The Global Location Number (GLN) makes possible the unique and unambiguous identification of:

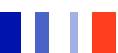
Physical Location - A site (an area, a structure or group of structures) or an area within the site where something was, is, or will be located.

Party - Any legal entity or organisation (including regulatory and other public bodies), business function, group, or individual actor; a participant in one or more business processes.

Note: A party may have an address associated with it whereas a physical location always has a geographical address.

Each company or organisation holding a GS1 Company Prefix may assign GLNs to its own locations. It is the responsibility of the company using the GLNs to keep business partners informed of all numbers issued as well as the company's name and address details. Special care is needed if ownership of the company changes.

Companies that are not members of GS1 Australia, who require a GLN, should contact GS1 Australia for further information.





5.2 Allocating Global Location Numbers (GLNs)

A GLN is a non-significant thirteen-digit number which is automatically assigned by GS1 Australia to the company when they join as a member. If the member company requires subsequent GLNs then they can create one using their own GS1 Company Prefix from their pool of numbers in the same way GTINs are allocated to retail trade items. For more information refer to chapter 2, section 2.2.2 Retail POS - Fixed Measure on page 24.

Note: If using a U.P.C Company Prefix please refer to chapter 2, section 2.2.2 Retail POS - Fixed Measure on page 24. Ensure that you add a filler zero to increase the twelve digit identification number to the required thirteen digits.

GLNs can be used to identify anything that can be addressed. Examples include companies, departments, rooms, factories, shelves, delivery points and EDI network addresses, etc. Once assigned at source - generally by the party owning the location - a GLN becomes a unique and universal reference, which can be used by all.

The exact method used to allocate a GLN is at the discretion of the issuing organisation. The GLN must be unique for each individual location being identified and it is recommended that GLNs be allocated sequentially without any classifying elements. Although there is no restriction on the allocation of the same GTIN-13 to a trade item and to a location, it is not recommended to do so. If choosing to allocate the same GTIN to a location as to a trade item, care must be taken to ensure there is no confusion.

5.2.1 Company Liquidation, Acquisition and Mergers: Change of Ownership

If a company sells a location to another party who may or may not be using Global Location Numbers (GLNs), the GLN for the address that is associated with the previous owner should be closed. If the new owner of the address wishes to identify the location with a GLN, a new number should be assigned using the new owner's GS1 Company Prefix. In this scenario, the new owner should assign a new GLN within one year of purchase.

If a company sells a location to another party, the GLN that was assigned should not be reassigned per the provisions of Section Trading partners without a Global Location Number who are responsible for a given location must request a GLN from their local GS1 Member Organisation. Assigning the GLN at source by the responsible trading partner ensures supply chain efficiency. A GLN cannot be sold, leased, or loaned to a separate party.

If the purchase of the whole company by another has included assignment of the GS1 Company Prefix with the consent of the Member Organisation, then the existing GLNs already allocated can continue to be used.

If a company is split as a result of the purchase, the new owner must assign new GLNs.

In addition, if two activities within a company merge and have separate GLNs before the merger, then transition to one of the existing GLNs should be made by updating records and retiring one of the GLNs.





5.2.2 Relocations

Relocations within the same building (e.g., a department moves from the second to the seventh floor of a building), or other changes in address that have little or no impact on such things as deliveries and payments, do not require assignment of a new GLN. The changed information may be updated and communicated to trading partners. However, whenever the point of access changes, a new GLN should be assigned.

When a given operation is closed in one location and replaced by a similar operation at a new location, a new GLN should be assigned.

5.2.3 Change to an Attribute of a GLN

Physical Location, Ownership Remain Unchanged

If an attribute associated with a Global Location Number (GLN) changes (e.g., a cross-docking station changes within a warehouse or a small enterprise starts electronic invoicing), the details associated with the GLN should be communicated to trading partners by the party responsible for the location. The GLN itself remains the same.

5.2.4 Grouping of Global Location Numbers

While GS1 user companies, for their internal purposes, may group Global Location Numbers (GLNs) into some logical grouping, there are currently no supply chain standards to do so. GLNs are assigned at the discretion of GS1 user companies to support their business applications. The principle of Non-Significance (see Section 1.) is critical to supply chain use, and it therefore follows that any additions or deletions from the group do not impact individual GLN assignment.

5.2.5 Trading Partners without Global Location Numbers

Trading partners without a Global Location Number who are responsible for a given location must request a GLN from their local GS1 Member Organisation. Assigning the GLN at source by the responsible trading partner ensures supply chain efficiency. A GLN cannot be sold, leased, or loaned to a separate party.

5.2.6 Reassignment of Global Location Numbers

A Global Location Number (GLN) that has been previously used or has become obsolete must not be reused for another location until at least 48 months have elapsed. A longer period may be needed in accordance with government requirements, such as invoicing and taxation, or requirements related to the nature of the location (e.g., a bonded warehouse). This period must allow time for all references of the old GLN to be removed from trading partners' files.





5.3 GLN Allocation Rules

The GLN Allocation Rules (<http://www.gs1.org/glnrules>) was developed by the Global Location Number (GLN) Allocation Rules Work Group established under Global Standards Management Process (GSMP). The starting point for each of the scenarios listed is a correctly assigned GLN according to the general rules described in “Allocating Global Location Numbers (GLNs)” on page 104.

GLNs are assigned to physical locations and parties to provide a key to access master data in a business process (e.g., order, invoice, deliver). For each of these assigned GLNs, master data will be assigned to the GLN to support the business process. The scenarios <http://www.gs1.org/glnrules> illustrate a change in the business process or attribute data associated with a given GLN and indicate whether a new GLN should be assigned to signify the change or whether alternative business processes (e.g., change to the PARTIN (Party Information) message in business messaging or updating information in a Party Data Catalogue) can be used to communicate the GLN change.

GLNs are intended to support business processes and are used to identify entities and organisations. Individual businesses need to determine whether to use the same GLN for more than one business process (e.g., a small business may use a single GLN for order, delivery, and invoice, because each of these processes are undertaken in a single location, while a multinational organisation could choose to assign a distinct GLN to each location within its organisation).

The GLN Allocation Rules can be found at <http://www.gs1.org/glnrules>.





5.4 Information Associated with a Global Location Number

Master data for a location should be established on a computer file and the Global Location Number (GLN) may then be used to facilitate efficient communication of this information. There are a number of solution providers who provide services for the efficient communication of master data information associated with a GLN on a global or regional level.

An example of the type of information held includes the full name and address of the party, bank details and account number, sales department that deals with the party, and profile of a company.

Information associated with each GLN is held internally by trading partners or on central databases. If the location changes and the details are not changed, communications or deliveries will go to the address held on file. It is, therefore, essential for organisations to keep trading partners informed of any change of information associated with a GLN. See GLN Allocation rules and scenarios where changes to a location or attributes relating to a GLN may require a new GLN.





5.5 GLNs and EDI

The use of GLNs is a pre-requisite for efficient eMessaging.

In all eMessaging exchanges there is a need to identify the sender and receiver of the electronic message. The GLN is an ideal way to identify parties at this level.

In EANCOM (based on UN/EDIFACT) the interchange header segment (UNB) is where this identification is required. In GS1 BMS, (based on XML) there is a Standard Business Document Header used to capture identification information.

Within electronic messages the identification of parties and locations is the primary application for GLNs. In EANCOM, there are segments used to identify different parties and their roles e.g. Buyer, Supplier.

At the beginning of a commercial relationship, trading partners would advise each other of their GLNs. The information is used to associate GLNs with location information and the related operational, administrative, commercial and financial data of the trading partner (such as name, address, contact person, financial accounts, etc). These details would be entered in the trading partners' application systems in readiness to send and receive electronic messages.





5.6 Bar Code

The only bar code used to represent the GLN is the GS1-128 Bar Code; refer to chapter 9, section 9.2.8 GS1-128 Symbol Specifications on page 211. When encoding the GLN, GS1-128 Bar Codes should be printed within the magnification range of 25% - 100% (X-dimension 0.25mm – 1.02mm). However, if the GLN is carried by a bar code on a logistics label please refer to chapter 3 Logistic Units on page 61.

The GS1-128 Bar Code allows information in addition to item identification to be represented. Application Identifiers effectively act as prefixes for this information and define the meaning and structure of the embedded data which follows. There are a number of different Application Identifiers used with GLNs to distinguish the context in which the GLN is being used. The table below indicates which Application Identifier to select

| Application Identifier | Description | Chapter and Page Number |
|------------------------|---|-------------------------|
| 410 | Ship To - Deliver To GLN | Chapter 8 on page 160 |
| 411 | Bill To - Invoice To GLN | Chapter 8 on page 161 |
| 412 | Purchased from GLN | Chapter 8 on page 162 |
| 413 | Ship For - Deliver for - Forward to GLN | Chapter 8 on page 163 |
| 414 | Identification of Physical Location - GLN | Chapter 8 on page 164 |
| 415 | GLN of the Invoicing Party | Chapter 8 on page 165 |
| 254 | GLN Extension Component | Chapter 8 on page 144 |

TABLE 50 Application Identifiers used to identify a GLN

