

# Section 2.4:

## Numbering and Symbol Marking of Locations

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### 2.4.1 Introduction

The EAN.UCC Global Location Number (GLN) makes possible the unique and unambiguous identification of physical, functional, and legal entities. The EAN/UCC-13 Data Structure is used for this purpose, and the numbers represented are non-significant. There is no restriction on the allocation of the same EAN/UCC-13 Identification Number to a trade item and to a location.

In business operations, location numbers are meaningless if they are not associated with a particular function or purpose. All Element Strings described in this section indicate the particular function of the GLN represented in the bar code symbol.

Each company or organisation holding an EAN.UCC 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.

The use of GLNs is a pre-requisite for efficient Electronic Data Interchange (e.g., EANCOM®). Special procedures may be applied to provide GLNs for small companies or businesses that have not been assigned an EAN.UCC Company Prefix.

In addition to the GLN, the EAN.UCC System provides for a standard data structure to encode the official postal code of the "ship to" address. Postal codes are normally maintained by the national postal body in conjunction with the Universal Postal Union (UPU).

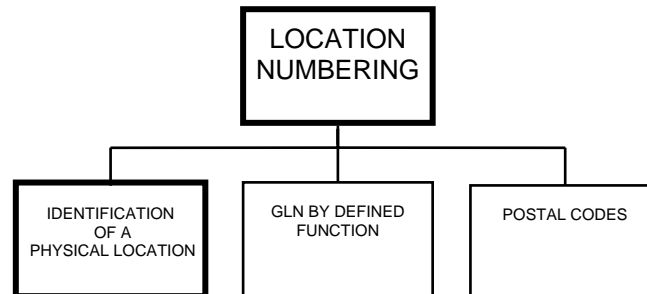
### 2.4.2 Data Carrier

The only data carrier used to represent the EAN.UCC Global Location Number (GLN) is the UCC/EAN-128 Bar Code Symbology. When encoding the GLN, UCC/EAN-128 Bar Code Symbols should be printed at an X-dimension between 0.25 mm (0.00984 in.) and 1.016 mm (0.040 in.). However, if the GLN is carried by a bar code symbol on an EAN.UCC Logistics Label, the recommendations contained in Section 2.2, Logistics Units, apply.

## 2.4.3 Application Overview

### 2.4.3.1 Identification of a Physical Location

Figure 2.4.3.1 – 1



#### 2.4.3.1.1 EAN.UCC Global Location Number to Identify a Physical Location: AI (414)

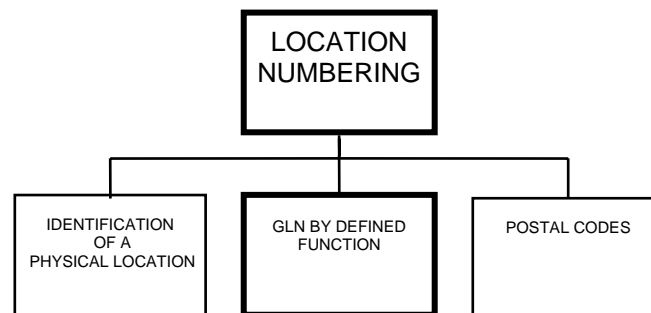
The function assigned to this Element String is the identification of a physical location. This implies that this Element String is represented in a data carrier on the location itself. Physical locations may, for example, be a room, a door of a warehouse, an x-ray room in a hospital, a control point, or a particular machine.

This Element String may be used to record and confirm presence at a given location for any purpose.

A typical application using this Element String is the identification of storage locations within a warehouse. The forklift driver scans the EAN.UCC Global Location Number (GLN), identifying the storage location whenever an item is brought to, or taken from, the identified location. The electronic message from the scanner is then used to automatically update the warehouse's stock management system.

### 2.4.3.2 Location Numbering by Defined Function

Figure 2.4.3.2 – 1



#### 2.4.3.2.1 Ship to – Deliver to EAN.UCC Global Location Number: AI (410)

This Element String represents the EAN.UCC Global Location Number (GLN) of the recipient of a transport unit. The GLN refers to the address where a particular consignment is to be delivered. This Element String is typically used in single leg transport operations. A transport unit may include a bar code symbol carrying the GLN of the unit's intended destination. When scanning this Element String, the data transmitted may be used to retrieve the related address and/or to sort the item by destination.

#### 2.4.3.2.2 Bill to - Invoice to EAN.UCC Global Location Number: AI (411)

This Element String represents the EAN.UCC Global Location Number (GLN) of the addressee of an invoice. The GLN refers to the name and address of the business partner to which an entity shall be invoiced and includes accounting-related information that may be used wherever required.

#### 2.4.3.2.3 Purchased from EAN.UCC Global Location Number: AI (412)

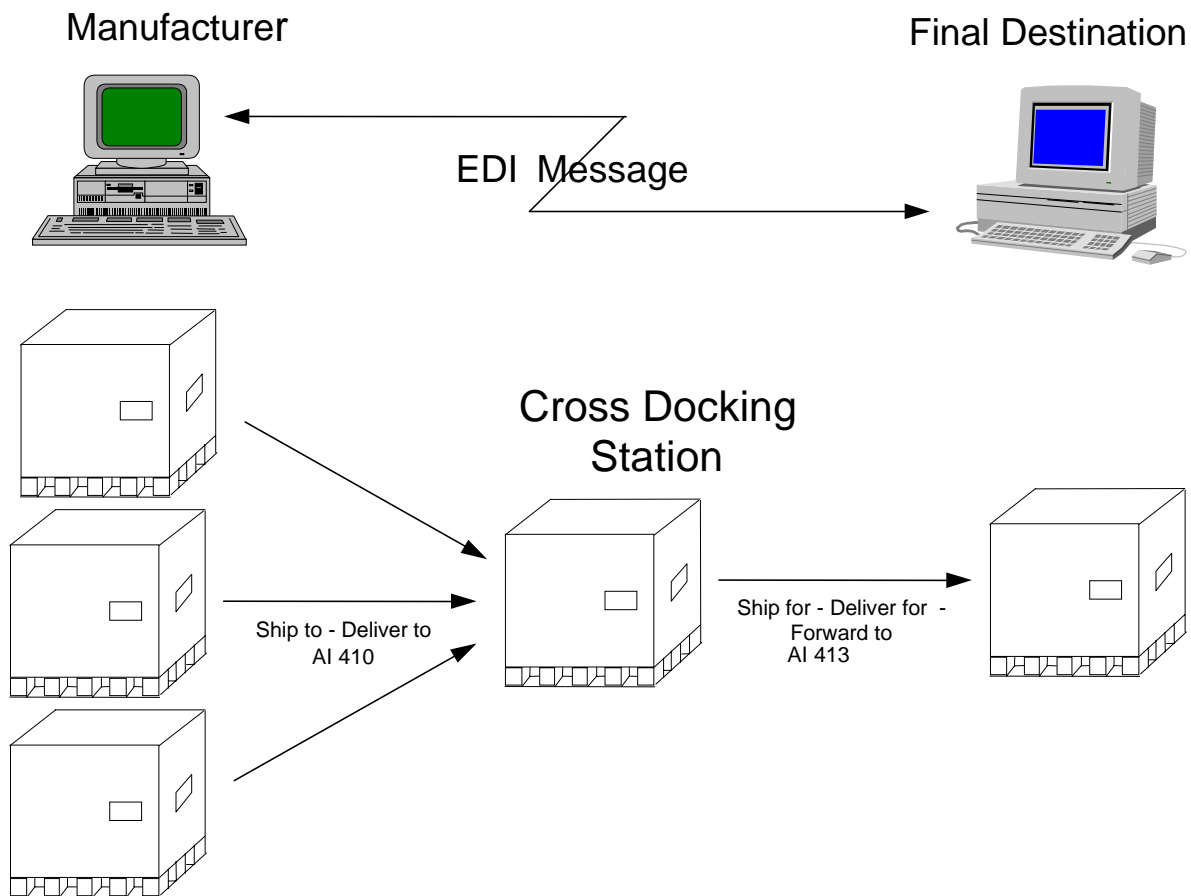
In business it is sometimes important to know from where a particular trade item was purchased. Applied on a trade item, this Element String provides the EAN.UCC Global Location Number (GLN) of the company that supplied and invoiced the item. The GLN always refers to the Global Trade Item Number<sup>TM</sup> (GTIN<sup>TM</sup>) of the trade item on which the Element String has been applied.

**2.4.3.2.4 Ship for - Deliver for - Forward to EAN.UCC Global Location Number: AI (413)**

This Element String is used by the consignee for determining the internal or subsequent final destination of a physical unit.

A typical application using this Element String is in cross docking. Here, a bar code symbol carrying the Element String AI (410) is placed on a logistic unit at the point of creation to direct the goods to the intermediate destination (e.g., a distribution centre). The Element String AI (413) is also carried by the bar code symbol to direct the goods to their final destination (e.g., a retail store served by the distribution centre).

Figure 2.4.3.2.4 – 1

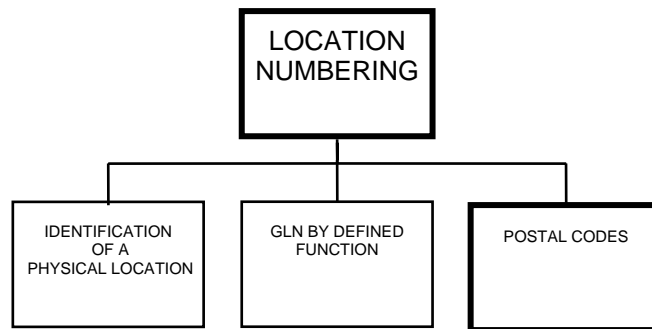


**2.4.3.2.5 EAN.UCC Global Location Number of the Invoicing Party: AI (415)**

This Element String is used to indicate the EAN.UCC Global Location Number (GLN) of the invoicing party. The GLN is mandatory information for the payment slip application (see [Section 2.6.5](#)).

### 2.4.3.3 Postal Codes

Figure 2.4.3.3 – 1



Within the EAN.UCC System, it is possible to encode the official postal code of the ship to address. The Element Strings for postal codes are described in the following subsections.

#### 2.4.3.3.1 Ship to - Deliver to Postal Code Within a Single Postal Authority: AI (420)

This Element String represents the postal code of a given unidentified postal authority. It may not be used for items leaving the area of the concerned postal authority. The Element String has been designed to allow the automatic sorting of logistic units.

When postal code Element Strings were developed, AI (420), national applications, often used a different schema than international applications and was created to give more detail (e.g., down to the level of the household). For international postal codes, this level of detail was not felt necessary.

#### 2.4.3.3.2 Ship to - Deliver to Postal Code with Three-Digit ISO Country Code: AI (421)

This Element String represents the postal code of a postal authority identified by the ISO country code. It may be used for items leaving the area of the concerned postal authority. The Element String has been designed to allow the automatic sorting of logistic units worldwide.

This Element String represents the national postal codes preceded by the ISO country code. It may be used as logistic information in the international logistic operations wherever appropriate.

A typical application using this Element String is in a single leg transport operation. Here, a logistic unit has a bar code symbol carrying the international version of the postal code of its intended destination. The electronic message from the scanner is then used to automatically route the logistic unit.

## **2.4.4 Allocating EAN.UCC Global Location Numbers**

### **2.4.4.1 General Rule**

EAN.UCC Global Location Numbers (GLNs) can be used to identify anything that can be addressed (e.g., companies, departments, functions, rooms, factories, shelves, delivery points, EDI network addresses). A separate unique number is required to identify each different location. Once assigned at the source (e.g., usually by the party owning the location), the GLN becomes a unique and universal reference that can be used by all.

### **2.4.4.2 Location Changes**

From time to time the details related to an EAN.UCC Global Location Number (GLN) might change. The location identified by the GLN may change ownership or the business carried out at one address may be transferred to a new address. The following are general cases on the use (or re-use) of GLNs due to a change in the circumstances in which the number was originally established.

If a company (possibly because of liquidation) sells a location to another party who may or may not be using 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.

If a company closes one address and opens a similar operation at a new address, the company may either transfer the existing GLN to the new address or assign a new GLN for the new address. The reason for requesting a new GLN may be that the owner wants to maintain records on his computer files that show the performance of the old location. At a later date, this performance may be compared with the performance of the new location.

If a function identified by a GLN changes, the details associated with the GLN should be changed by the party responsible for it on the related computer file record.

A GLN that has stopped being used should remain so for at least three years before being reallocated. The delay must allow time for all references of the old GLN to be removed from trading partners' files. When the GLN is put into use once again, the details relating to the new party and/or location must be retransmitted (e.g., using a PARTIN EANCOM<sup>®</sup> message).

### **2.4.4.3 Recommendation on Allocating EAN.UCC Global Location Numbers**

The exact method used to allocate the EAN.UCC Global Location Number (GLN) is at the discretion of the issuing organisation. The GLN must be unique for each individual location being identified.

For ease of administration, EAN International and the Uniform Code Council (UCC<sup>™</sup>) recommend GLNs be allocated sequentially without classifying elements.

#### **2.4.4.4 Information Associated with an EAN.UCC Global Location Number**

The characteristics of a party or location should be established on a computer file using the EAN.UCC Global Location Number (GLN) as the key to the information.

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.