



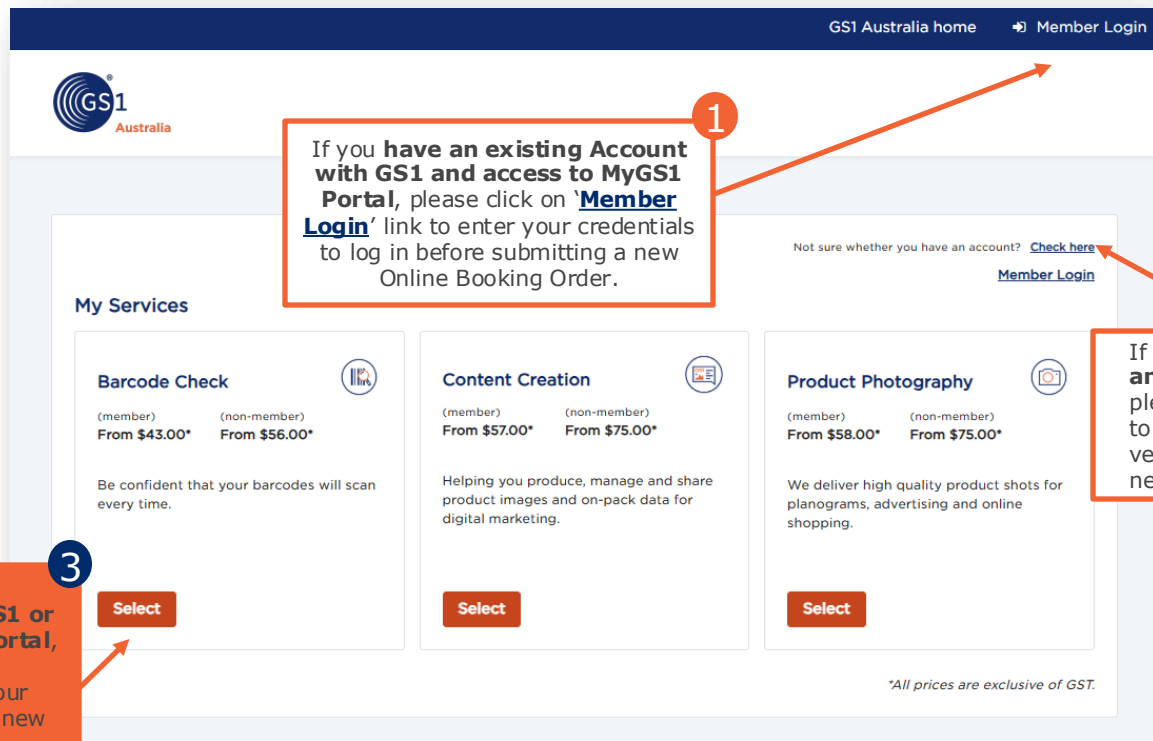
**CONNECT
TO SUCCESS**

GS1 Services

Online Booking Process

Changes effective 24 September 2025

GS1 Services landing page



GS1 Services landing page *(continued)*

To request a new Online Booking Order, please **choose one** (of three) Services shown on the screen by clicking on the relevant '**Select**' button.

My Services

Barcode Check

(member)

From \$43.00*

(non-member)

From \$56.00*

Be confident that your barcodes will scan every time.

Select

A

Content Creation

(member)

From \$57.00*

(non-member)

From \$75.00*

Helping you produce, manage and share product images and on-pack data for digital marketing.

Select

B

Product Photography

(member)

From \$58.00*

(non-member)

From \$75.00*

We deliver high quality product shots for planograms, advertising and online shopping.

Select

C

**All prices are exclusive of GST.*

Example:
click on '**Select**' button
to request a Barcode
Check Service.

A) Add a Product to the selected Service (single Barcode)

Example:
Barcode Check Service

The screenshot shows a modal window titled 'Add a Product' with a close button (X). Inside the modal, there is a text input field for the product description. Below the input field, there is a note: 'Product Description (it is recommended you include Brand, Sub-brand, Functional Name and Variant Description)'. Further down, there is a link: 'For your convenience, you can import your list of barcodes using the link below: Import List'. At the bottom of the modal, there are two buttons: 'Back' and 'Add'. An orange arrow points from the 'Add' button to a callout box labeled '1'.

1 Enter **Barcode, Product Description** and then click on '**Add**' button.

2 Product will default to Barcode Check '**Physical**' sample but **should be changed to 'Digital'** **IF** a PDF file will be attached to this Booking Order

The screenshot shows the main service selection interface. At the top, there are tabs for 'Order', 'Billing', and 'Order Details'. Below the tabs, there is a table with columns: 'Barcode Check', 'Barcode #', 'Product Description', and 'Price'. The 'Barcode Check' column has two sub-tabs: 'Physical' (selected) and 'Digital'. The 'Barcode #' column has an input field. The 'Product Description' column has a link icon. The 'Price' column has an input field. To the right of the table is an 'Actions' button. Below the table, there is a 'Total Cost' section with a note: '*All prices are exclusive of GST.'. At the bottom, there are 'Cancel Order' and 'Next' buttons. An orange arrow points from the 'Physical' sub-tab to a callout box labeled '2'.

B) Add **another** Product to the *same* Service (single Barcode)

3 Click on '**Actions**' button and then select '**Add a new Product**'.

The screenshot shows the 'Order' page with a table containing one row. The 'Actions' button is highlighted, and a dropdown menu is open, showing the option 'Add a new Product'.

Barcode Check	Barcode #	Product Description	Price
☒ Physical ☐ Digital			

Buttons: Add new Service, Actions, Add service to this Product, Add a new Product, Remove, Cancel Order, Next.

4 Enter **Barcode, Product Description** and then click on '**Add**' button.

The screenshot shows the 'Add a Product' modal form. It has a text input field for the barcode, a text input field for the product description, and an 'Add' button.

Product Description (it is recommended you include Brand, Sub-brand, Functional Name and Variant Description)

For your convenience, you can import your list of barcodes using the link below:

Import List

Buttons: Back, Add.

5 Another Product has been added to the same (Barcode Check) Service and defaulted to '**Physical**' sample.

This Product was changed to '**Digital**' sample as a PDF file will be attached to this Booking Order.

The screenshot shows the 'Order' page with a table containing two rows. The second row is selected, and the 'Digital' radio button is checked.

Barcode Check	Barcode #	Product Description	Price
☒ Physical ☐ Digital			
☐ Physical ☒ Digital			

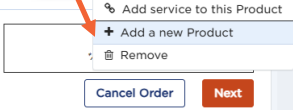
Buttons: Add new Service, Actions, Actions, Total Cost: *All prices are exclusive of GST., Cancel Order, Next.

When all Services and Products have been entered, click on 'Next'.

C) Add multiple Products to the selected Service (Bulk Upload)

Example: Barcode Check Service

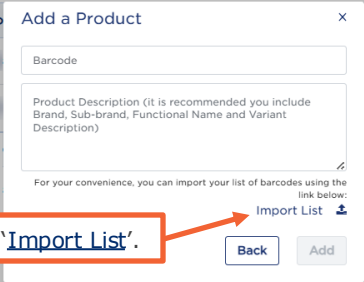
1 Click on '**Actions**' button and then select '**Add a new Product**'.



The dropdown menu shows the following options:

- Add service to this Product
- + Add a new Product
- ⊞ Remove

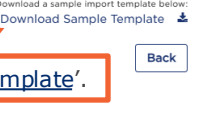
2 Click on '**Import List**'.



The 'Add a Product' dialog box contains the following fields and text:

- Barcode: [Text Input Field]
- Product Description (it is recommended you include Brand, Sub-brand, Functional Name and Variant Description): [Text Input Field]
- For your convenience, you can import your list of barcodes using the link below: [Text]
- Import List [Download Icon]
- Buttons: Back, Add

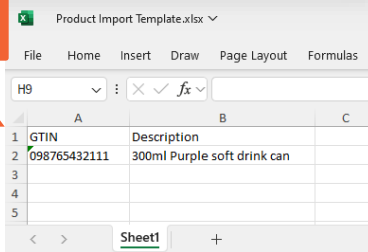
4 Click on Browser '**Download**' button to access *downloaded* Excel Template file.



3 Click on '**Download Sample Template**'.

5 Enter **Barcode(s)** in Column A, and **Product Description(s)** in Column B, before clicking on 'Save' (within Excel file)

Downloaded 'Product Import Template' Excel file



The Excel file shows the following structure:

File	Home	Insert	Draw	Page Layout	Formulas
H9					
	A	B	C		
1	GTIN	Description			
2	098765432111	300ml Purple soft drink can			
3					
4					
5					

C) Add multiple Products (Bulk Upload) (continued)

6 Click on 'Select file' to import the saved Excel file with multiple Products.

Barcode Check Barcode # Product Description Price

Physical Digital

Physical Digital

Add a Product

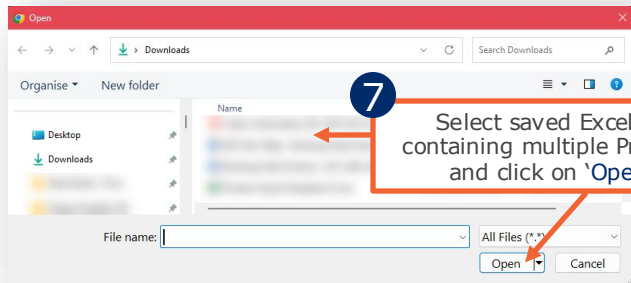
Select file

Download a sample import template below:
Download Sample Template

Back

Total Cost:
*All prices are exclusive of GST.

Cancel Order Next



8 For Barcode Check Service, ensure Products are correctly set to either 'Physical' Samples or 'Digital' Samples.

Order Billing Order Details

Add new Service

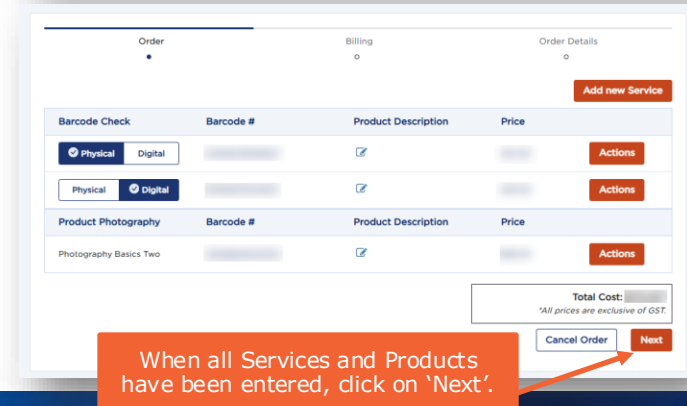
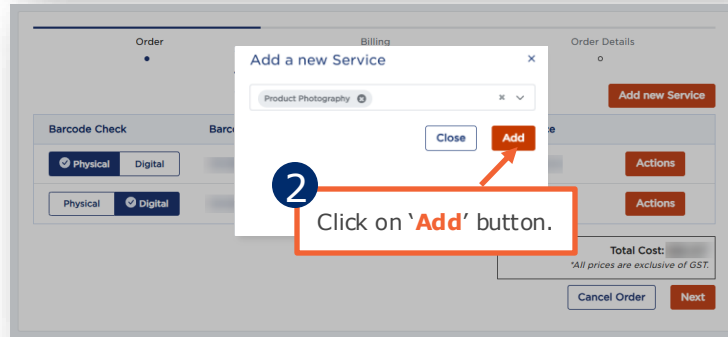
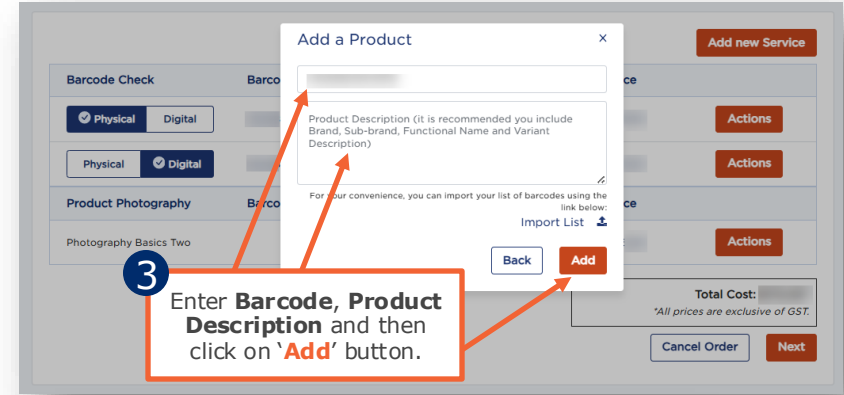
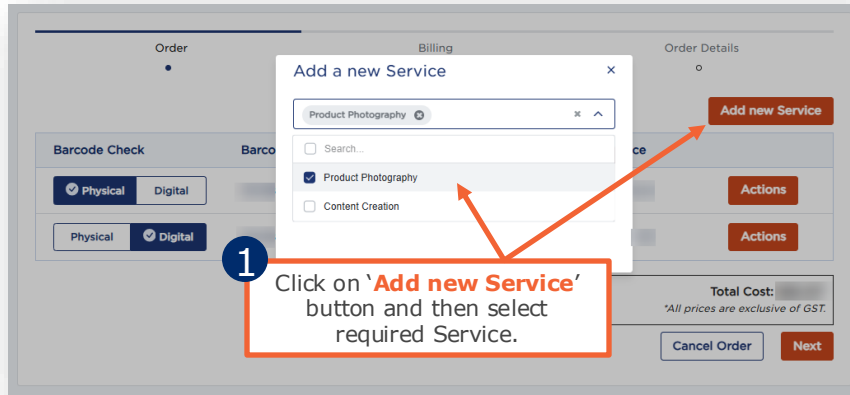
Barcode Check	Barcode #	Product Description	Price	
Physical Digital				Actions
Physical Digital				Actions
Physical Digital				Actions
Physical Digital				Actions
Physical Digital				Actions
Physical Digital				Actions

Total Cost:
*All prices are exclusive of GST.

Cancel Order Next

When all Services and Products have been entered, click on 'Next'.

D) Add a new Service



E) Populate **Order Details** fields

Barcode Check Service

When a **Barcode Check Service** has been requested and one or more Barcodes/Samples have been set to '**Digital**', PDF file(s) must be uploaded containing **Digital** Sample(s).

Order Details

Back Next

Order Instructions
If applicable, please provide additional details or instructions relating to your Order.

2000 characters remaining.

Purchase Order Number
If required, please provide a purchase order number to be added on the invoice for this order. If you have a mandatory PO agreement with GS1 please confirm the PO to be applied, GS1 will not complete the testing until this PO has been confirmed for billing purposes.

Enter PO Number

Urgent Order
☐ GS1 Australia aim to complete orders within 3-4 business days once receiving products. If you need a more urgent turnaround (2 days), please check this box.

Note that we cannot guarantee that we will meet this timeline.

Marketing Consent
☐ I do not want my product photographs to be used by GS1 Australia for marketing and promotional purposes (advertising, social media and PR)

File Upload
Please upload your files into the relevant service.
Or Paste web-based file sharing URL into the Order Instructions section (Dropbox, WeTransfer, Hightail etc.)

Note: Do not load Digital Samples for Physical Samples being sent.

Barcode Check
Digital Sample must be a PDF at Actual Size

Powered by PDSN

For Barcode Check Service only

Trading Partner requesting barcode check
Select an item

Back Next

If a **Barcode Check Service** includes Barcodes/Samples which have set to '**Physical**', these Products must be sent to GS1 Australia; PDF files for **Physical** Samples must not be uploaded.

Once all relevant information has been populated, please click on 'Next'.

E) Populate Order Details fields *(continued)*

Barcode Check Service, Content Creation and Photography

Order Billing Order Details

Back Next

Order Instructions
If applicable, please provide additional details or instructions relating to your Order.

2000 characters remaining.

Purchase Order Number
If required, please provide a purchase order number to be applied to your Order. If you have an agreement with GS1 please confirm the PO to be applied, GS1 Australia will be applied for billing purposes.

Enter PO Number

Estimated Delivery Date (Physical Samples)
Please provide your product drop-off date

Select a date

Urgent Order
☐ GS1 Australia aim to complete orders within 3-4 business days once receiving products. If you need a more urgent turnaround (2 days), please check this box.

Note that we cannot guarantee that we will meet this timeline.

Delivery Office (Physical Samples)
Please select the office for your product delivery.

Select an item

Product Return (Physical Samples)
☐ I will arrange to collect the product samples (within 7 working days after the report or images have been issued).
☐ I do not require product samples to be returned (product samples will be disposed of 7 working days after the report or images have been issued to the company contact).

Marketing Consent
☐ I do not want my product photographs to be used by GS1 Australia for marketing and promotional purposes (advertising, social media and PR)

Populate for 'Physical' Samples which will be/have been sent to GS1 Australia). Only applies to 'Physical' Barcode Check / Content Creation / Photography Samples.

Upload file(s) relating to 'Digital' Barcode Check Samples only.

File Upload
Please upload your files into the relevant service.
Or Paste web-based file sharing URL into the Order Instructions section (Dropbox, WeTransfer, Hightail etc.)

Note: Do not load Digital Samples for Physical Samples being sent.

Barcode Check
Digital Sample must be a PDF at Actual Size

Content Creation
Allowed filetypes: Word, Excel, PDF, TIFF, PNG

Product Photography
Allowed filetypes: Word, Excel, PDF, TIFF, PNG

For Barcode Check Service only
Trading Partner requesting barcode check

Select an item

Block National Product Catalogue Community Release
Standard policy is that all details related to your product sample(s) submitted will be loaded into the National Product Catalogue and made visible to the National Product Catalogue User Community, 28 days after the date of submission. GS1 is entitled to share publicly available basic product information held in the National Product Catalogue with other GS1 systems such as, but not limited to, GS1 Registry, Trusted Data Services and Smart Media.

☐ If you tick this box, retailers will not be able to access your product information on the National Product Catalogue search engine.

If your organisation has already loaded the items in the National Product Catalogue, GS1 cannot change the community visibility date; your company must maintain this date in the National Product Catalogue.

Back Next

Upload file(s) for Content Creation Service only.

Upload file(s) for Photography Service only.

Once all relevant information has been populated, please click on 'Next'.

F) Review your Booking Order (inc. Ts & Cs)

Order Billing Order Details

Your Order

Barcode Check	Barcode #	Product Description	Price
Digital			
Physical			
			Subtotal:

Product Photography	Barcode #	Product Description	Price
Photography Basics Two			
			Subtotal:

Total:

*All prices are exclusive of GST.

Important information about Your Order

Fees Conditions

- Cost is for each barcode; labels with multiple barcodes will be charged based on the number of barcodes not the number of labels.
- An invoice will be issued to the company and contact person nominated.
- A change of membership status from Member to Non Member or vice versa may result in different fees being applicable.
- Members with a turnover of less than \$5M and non-members will be required to make payment prior to receiving barcode test reports. All other members will be invoiced at the end of the month.
- GS1 Australia has the right to withhold Testing and Photography Services until any prior unpaid invoices are settled.

Product Samples

- If product samples are to be returned, they will need to be picked up by the submitter or a courier at the submitter's cost.
- Items larger than 500mm x 500mm x 500mm and products over 10kgs may not be accepted.
- Pallets are not accepted.

In Submitting this order I can confirm this order is correct and I have read and agreed to GS1 [Terms and Conditions](#) for use of this service.

Back Submit

Ensure all required Services have been captured as expected and are showing correct Samples.

For Barcode Check Service, ensure that all Samples have been correctly set to either:

- **'Physical'** (samples will be/have been sent to GS1 Australia)
- or
- **'Digital'** (samples which have PDF file(s) attached to this order; see previous step)

Read and agree to '[Terms and Conditions](#)' by selecting the link before clicking on '**Submit**' to finalise your Booking Order.

G) Print your Order Confirmation document

GS1 Australia

Services

Please ensure that this order form is included with your product submission.

GS1 Australia

Order Number: GS1- [redacted] 

Billing Detail
Company: [redacted]
Submitter: [redacted]
Email: [redacted]

Barcode Check	Barcode #	Product Description	Price
Digital	[redacted]	[redacted]	[redacted]
Physical	[redacted]	[redacted]	[redacted]

Subtotal: [redacted]

Product Photography	Barcode #	Product Description	Price
Photography Basics Two	[redacted]	[redacted]	[redacted]

Subtotal: [redacted]

Total: [redacted]

*All prices are exclusive of GST.

About Help centre FAQs Call us on 1300 BARCODE

   [Terms of Trade](#) [Privacy Policy](#)

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 Supporting Australian industries since 1978

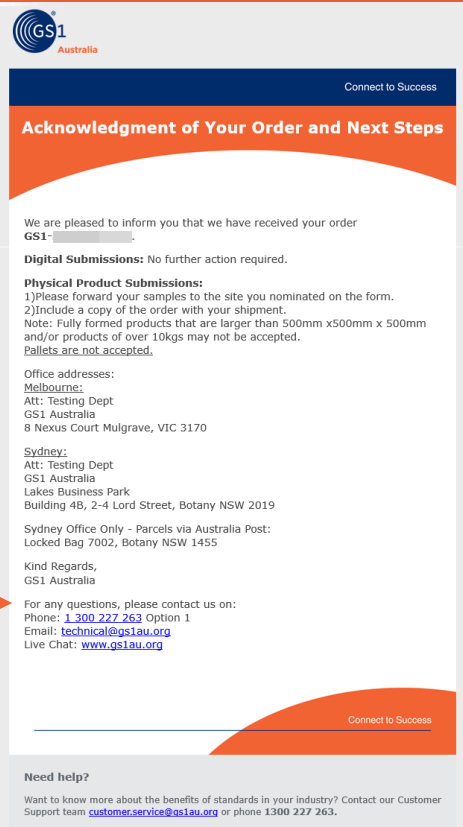


Select the 'printer icon' shown above your Order Number to download the Order Confirmation document file to your computer, print and attach it to **Physical Samples** being sent to GS1 Australia.

H) Read Email Confirmation outlining next steps

An email confirmation will be sent to you advising of the required next steps if your Booking Order included a Service request for '**Physical**' samples.

Contact details are included in the email if further clarification is needed.





Contact details

1300 227 263 (Option 1)

technical@gs1au.org

www.gs1au.org

