



The Global Language of Business

# GS1 GLN Allocation Rules (printable version) Standard

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*Release 2.0.1, Ratified, Jan 2017*

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## Document Summary

Document Item	Current Value
Document Name	GS1 GLN Allocation Rules (printable version) Standard
Document Date	Jan 2017
Document Version	2.0
Document Issue	1
Document Status	Ratified
Document Description	Online version: <a href="http://www.gs1.org/glnrules">www.gs1.org/glnrules</a>

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## Log of Changes

Release	Date of Change	Changed By	Summary of Change
2.0	Jan 2016	C. Janssen	WR12-050 New major release of the GLN allocation rules
2.0.1	Jan 2017	D.Buckley	Errata, Section 4.3.1, 'same GLN' tick-box

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# Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>7</b>
<b>1</b>	<b>General .....</b>	<b>7</b>
1.1	Use of the GLN .....	7
1.1.1	Identifying a legal entity .....	7
1.1.2	Identifying a function .....	8
1.1.3	Identifying a physical location .....	9
1.1.4	Identifying a digital location .....	10
1.2	Use of the GLN extension component .....	11
1.2.1	Identifying a physical sub-location .....	11
1.2.2	Transactional use of GLN extension component .....	12
1.2.3	Impact of GLN change of physical location .....	13
1.3	Using the same GLN to identify multiple location types .....	14
1.3.1	Allowed location type combinations with the same GLN .....	14
1.3.2	Using a legal entity GLN to identify the functions of an organisation .....	15
1.3.3	GLN identifying multiple location types: Impact of location changes .....	16
1.3.4	GLN identifying multiple location types: Impact of location deactivation.....	17
<b>2</b>	<b>Legal Entity.....</b>	<b>18</b>
2.1	Adding a new legal entity .....	18
2.1.1	Identification of a new legal entity .....	18
2.1.2	Split of a legal entity .....	19
2.2	Changing a legal entity .....	20
2.2.1	Change to legal framework .....	20
2.2.2	Change to legal name.....	21
2.2.3	Relocation of a legal entity .....	22
2.2.4	Change to tax registration number of legal entity.....	23
2.2.5	Change to contact details of legal entity .....	23
2.2.6	Impact of legal entity change on related locations.....	24
2.3	Removing a legal entity .....	25
2.3.1	GLN of a removed legal entity .....	25
2.3.2	GLNs of legal entities being merged or acquired .....	26
2.3.3	Impact of legal entity removal on related locations .....	27
<b>3</b>	<b>Function.....</b>	<b>28</b>
3.1	Adding a new function .....	28
3.1.1	Identification of a new function.....	28
3.1.2	Function split .....	29
3.2	Changing a function .....	30
3.2.1	Change of the function purpose .....	30
3.2.2	Change of the function contact details .....	30
3.2.3	Changing operating location(s) of a function .....	31
3.2.4	Change to financial account information .....	32
3.3	Removing a function.....	32
3.3.1	GLN of the removed function.....	32
3.3.2	GLNs of functions being merged .....	33

<b>4</b>	<b>Physical Location .....</b>	<b>34</b>
4.1	Adding a new physical location .....	34
4.1.1	Identification of a new physical location.....	34
4.1.2	Physical location split .....	34
4.2	Changing a physical location.....	35
4.2.1	Change of the location access address.....	35
4.2.2	Municipal address change without physical change.....	36
4.2.3	Change of use of the physical location .....	37
4.3	Removing a physical location .....	38
4.3.1	GLN of the deactivated location .....	38
4.3.2	GLNs of physical locations being merged.....	38
<b>5</b>	<b>Digital Location.....</b>	<b>39</b>
5.1	Adding a digital location .....	39
5.1.1	Identification of a new digital location.....	39
5.1.2	Digital location split.....	40
5.2	Changing a digital location .....	41
5.2.1	Change to system purpose / scope of a digital location .....	41
5.2.2	Change to network address (retrieved via the GLN) .....	41
5.2.3	Change of hardware or software at a digital location .....	42
5.2.4	Change of system status (test to production/live) .....	42
5.3	Removing a digital location.....	43
5.3.1	GLN of the removed digital location.....	43
5.3.2	GLNs of digital locations being merged .....	44
<b>A</b>	<b>Mapping to previous release .....</b>	<b>46</b>

# 1 Introduction

## 1 General

### About these rules

The GLN allocation rules have been organised by four main GLNs usages: Legal entity, physical location, function and digital location. These four main usages are not mutually exclusive, and in case a GLN identifies multiple location types all related rules need to be applied (see the rules under [1.3](#)).

Two types of rules are provided:

- Structural rules define the main principles of GLN allocation.
- Action rules define how the GLN allocation principles must be applied when organisational changes occur. As part of the action rules a short summary of the rule is provided as follows:
  - New GLN, as a result of the rule a new GLN is allocated.
  - Same GLN, as a result of the rule the existing GLN is maintained.
  - Inactive GLN, as a result of the rule the existing GLN is deactivated. Trading partners are informed the GLN cannot be used in any new transactions. The GLN may still be used when referencing earlier transactions.

### 1.1 Use of the GLN

As a general rule a separate GLN is required whenever organisations need to be able to distinguish between one location and another.

A GLN may be used to identify a legal entity, a physical location, a function or a digital location. GLNs are used to identify the Who and Where in various applications:

- Who: legal entity, function
- Where: physical location, digital location

No matter how GLNs are used, trading partners and other parties such as authorities will always need to know the organisation 'behind the GLN'. For example, when an accounting department, a warehouse or an ERP application are being referred to via their GLN, the responsible organisation will need to be communicated, either by exchanging this information in advance or by providing online look-up facilities.

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 inform trading partners as soon as possible of any introduction of a new GLN or change of information associated with a GLN.

#### 1.1.1 Identifying a legal entity

A legal entity is any business, government body, department, charity, individual or institution that has standing in the eyes of the law and has the capacity to enter into agreements or contracts.

A legal entity must be allocated its own GLN when its legal name and/or legal address and / or legal registration number is different from other legal entities and there is a business need to identify the legal entity across organisations.

Other information associated with the GLN may include the contact details (visiting address, email address, phone number, etc.), tax registration numbers (e.g. VAT number), and financial account information.

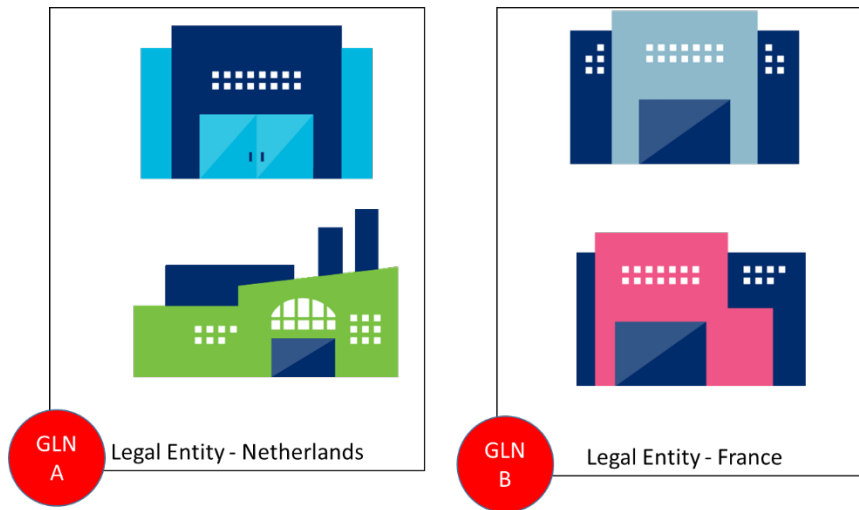
#### Rule

Structural rule:

**Rationale**

Trading partners need to be able to distinguish the legal entity from other legal entities.

**Examples**



**Associated rules**

[2.1.1](#) Identification of a new legal entity

**Corresponding rules in previous release**

not applicable

**1.1.2 Identifying a function**

A function is an organisational subdivision or department based on the specific tasks being performed, as defined by the organisation.

A function must be allocated its own GLN when its business purpose is different from other functions or more specific than other functions, and there is a business need to identify the function across organisations.

Information associated with the function GLN will include the related legal entity and may include the contact details (visiting address, email address, phone number, etc.), tax registration numbers (e.g. VAT number), and financial account information.

**Rule**

Structural rule:

**Rationale**

Trading partners need to be able to distinguish the function from other functions.

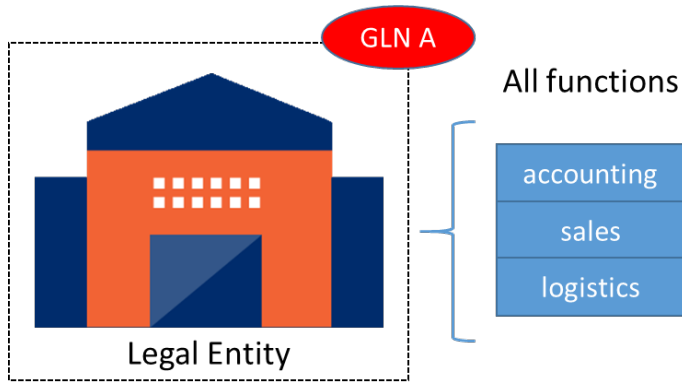
**Note**

If no functions are defined, the legal entity GLN is assumed to represent all functions of the organisation.

**Examples**

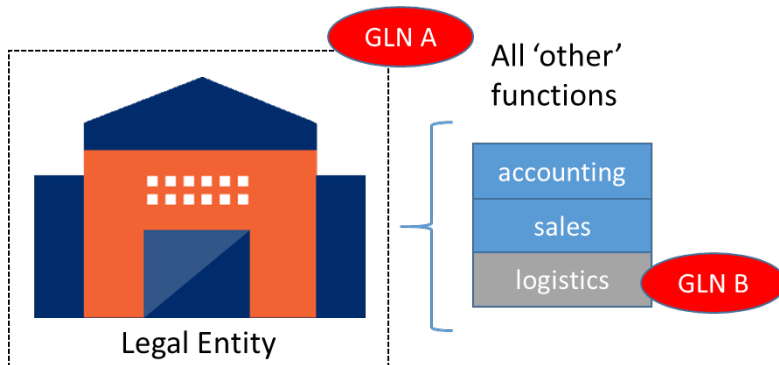
*Example 1:*





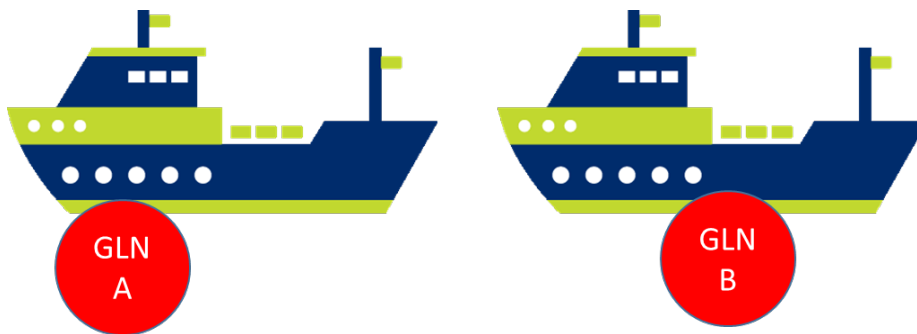
Company with 3 departments with no requirement for separate identification, therefore all use GLN A (the GLN of the legal entity).

Example 2:



Company with 3 departments, one of them identified with separate GLN B. All other departments use GLN A (the GLN of the legal entity), since there is no requirement for separate identification.

Example 3:



Two vessels of the same company, identified as production units for traceability purposes.

**Associated rules**

[3.1.1](#) Identification of a new function

**Corresponding rules in previous release**

not applicable

**1.1.3 Identifying a physical location**

A physical location is a site (an area, a structure or group of structures) or an area within a site where something was, is or will be located.

A physical location must be allocated its own GLN when its access address is different from other physical locations and there is a business need to identify the physical location across organisations.

A physical location within another physical location may get its own GLN (e.g. vending machine within a store, shelf in a warehouse).

Information associated with a physical location GLN will include the related legal entity and may include the contact details (visiting address, email address, phone number, etc.), location purpose (e.g. warehouse, office), operating hours, etc.

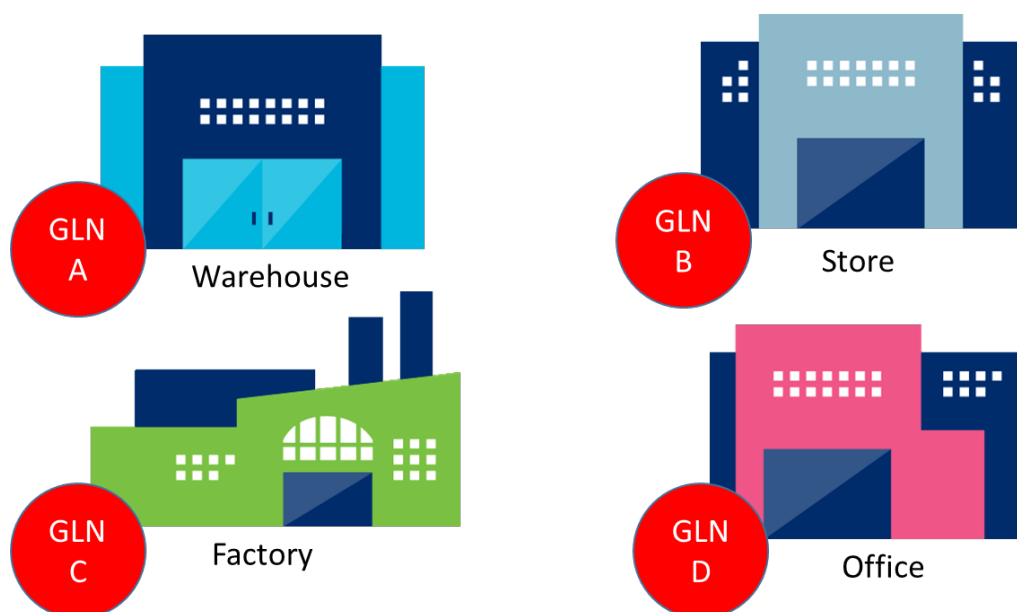
### Rule

Structural rule:

### Rationale

Trading partners need to distinguish a physical location from other physical locations.

### Examples



### Associated rules

[1.2.1](#) Identifying a physical sub-location

[4.1.1](#) Identification of a new physical location

### Corresponding rules in previous release

1.1 (old) Location (point of access)

#### 1.1.4 Identifying a digital location

A digital location represents an electronic (non-physical) address that is used for communication between computer systems.

A digital location must be allocated its own GLN when its purpose is different from other digital locations and there is a business need to identify the digital location across organisations.

Information associated with a digital location GLN will include the related legal entity and may include the development status (testing, production), network address of the location and the system administrator contact details (email address, phone number, etc.).

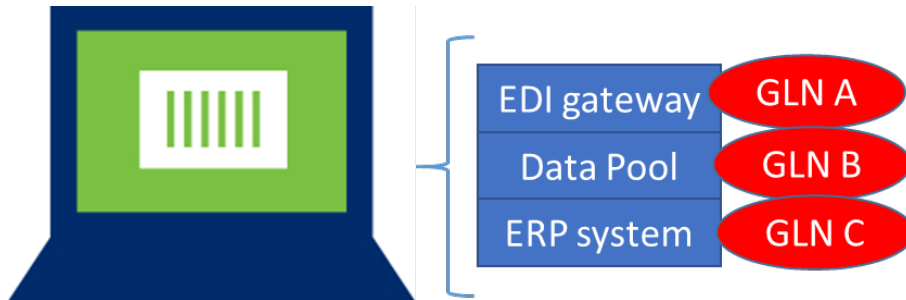
**Rule**

Structural rule:

**Rationale**

Trading partners need to be able to distinguish the digital location from other digital locations.

**Example**



- Enterprise Resource Planning (ERP)
- Electronic Data Interchange (EDI)

**Associated rules**

[5.1.1](#) Identification of a new digital location

**Corresponding rules in previous release**

not applicable

**1.2 Use of the GLN extension component**

The GLN + GLN Extension Component provides a method for identifying physical locations at a more granular level.

**1.2.1 Identifying a physical sub-location**

A physical sub-location is a specific space within a physical location. Examples include floors, rooms, shelf locations and areas around a building such as yards.

The GLN + GLN Extension Component may be used to identify areas within a physical location identified with the same GLN.

**Rule**

Structural rule:

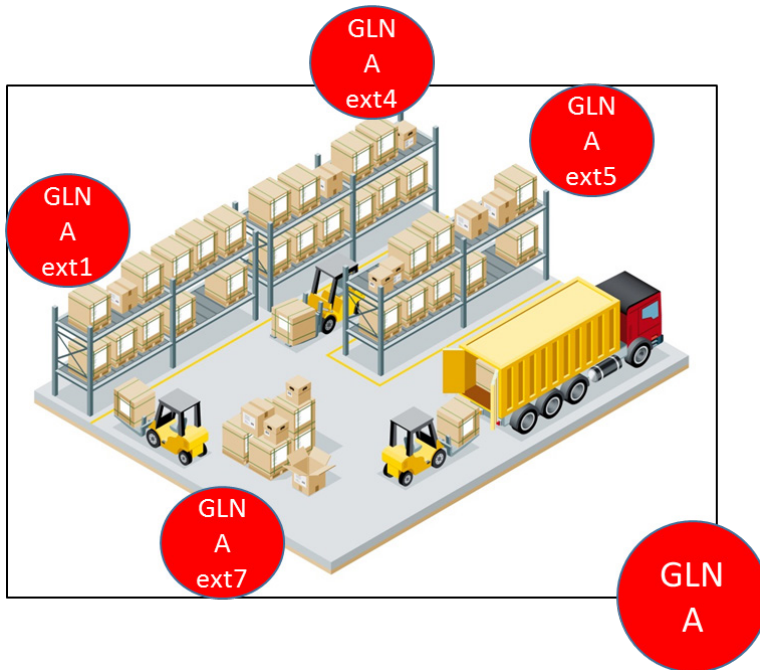
**Rationale**

In tracking & tracing and inventory management applications, the visibility of movements across internal locations may be required. The GLN + GLN Extension Component enables identification of such locations without assigning separate GLNs.

**Note**

- The main master data (e.g. the access address) is identical for all sub-locations identified with a GLN extension components, since it is defined at GLN level. If a sub-location has different master data a core GLN should be assigned.
- When a sub-location is used in instructions to trading partners a core GLN should be assigned to that location. See also rule 1.2.2

**Examples**



The table below illustrates the values in barcode and EPC URN format, based on GLN A with value 9501101530003:

Barcode format	EPC URN format
(414)9501101530003(254)1	urn:epc:sgln:950110153.000.1
(414)9501101530003(254)2	urn:epc:sgln:950110153.000.2
(414)9501101530003(254)3	urn:epc:sgln:950110153.000.3
etc.	etc.

**Associated rules**

[1.1.3](#) Identifying a physical location

[1.2.2](#) Transactional use of GLN extension component

**Corresponding rules in previous release**

not applicable

**1.2.2 Transactional use of GLN extension component**

The GLN extension may be used in transactions only where there is mutual agreement between all trading partners involved and where the transactional standard being used supports the GLN extension.

**Rule**

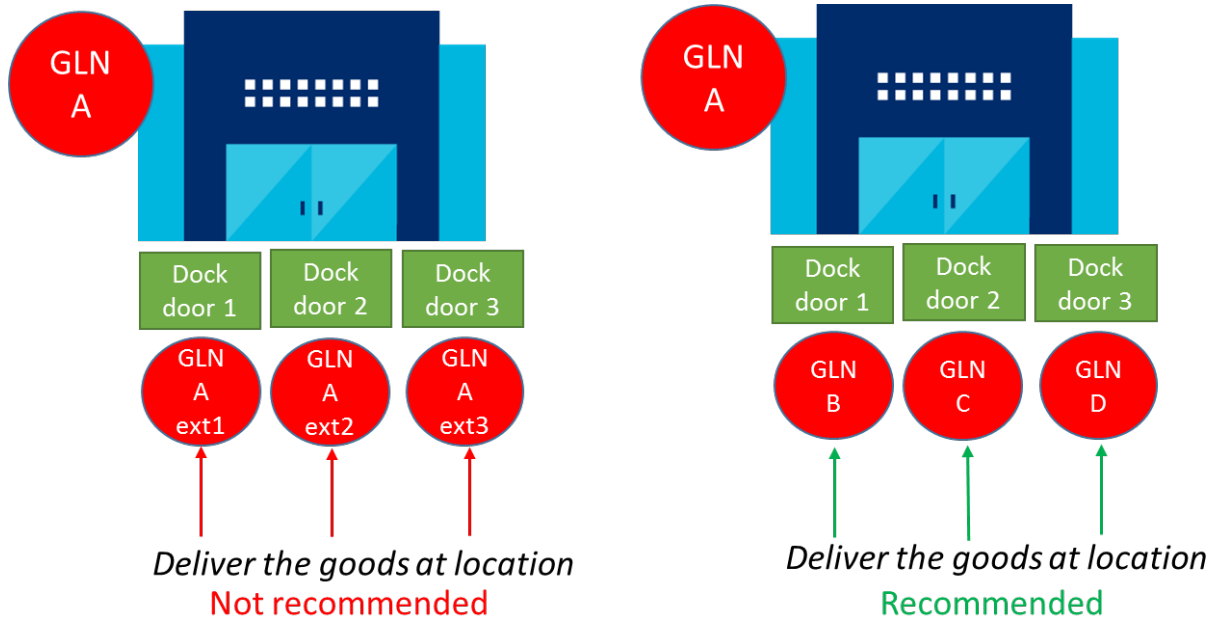
Structural rule:

**Rationale**

The GLN extension is an optional GLN feature for sub-dividing a physical location according to rules internal to the location itself. Not all trading partners are able to differentiate locations using the GLN extension component in their transactional systems (e.g. order management, ERP). Similarly, transactional support for the GLN extension is limited or not available at this time. It is therefore recommended that the GLN without the extension component be used in transactions. This rule acknowledges the nature of the GLN extension (mutual agreement only) and the potential that it

may be supported in future transactional standards where business requirements justify its introduction as an open standard.

**Examples**



In this example, the intent is to instruct a supplier to deliver the goods to a specific dock door. Due to the lack of support in transactional systems and standards, it is not recommended to use the extension component for this purpose. Rather, individual GLNs should be assigned to each dock door.

**Associated rules**

[1.2.1 Identifying a physical sub-location](#)

**Corresponding rules in previous release**

not applicable

**1.2.3 Impact of GLN change of physical location**

When the GLN of a physical location changes, all GLN + extension combinations based on that GLN must be changed.

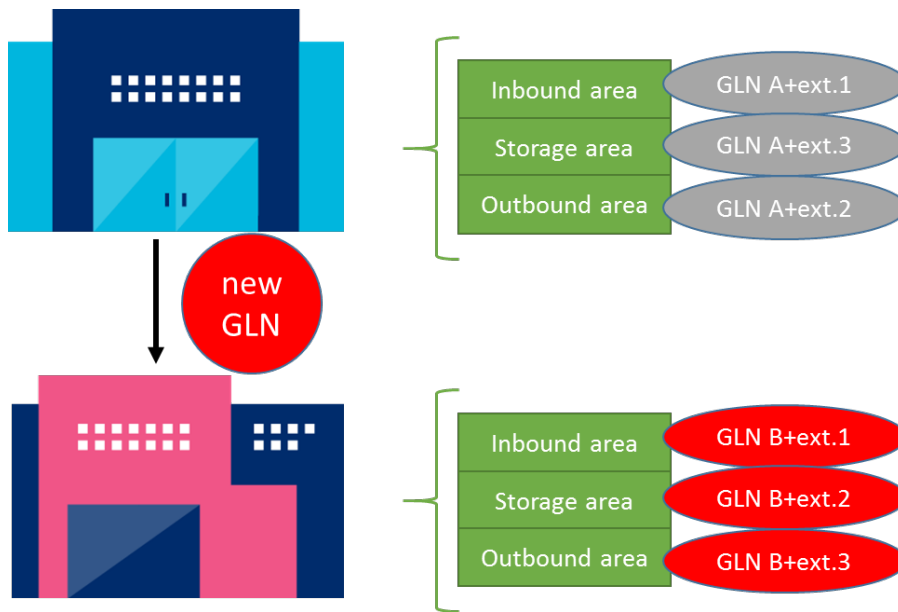
**Rule**

New GLN  Same GLN  Inactive GLN

**Rationale**

GLN change is caused by a move to a different address or different building. Therefore the sub-locations will be relocated as well.

### Examples



#### Associated rules

[4.2](#) Changing a physical location

#### Corresponding rules in previous release

not applicable

### 1.3 Using the same GLN to identify multiple location types

The same GLN may be used to identify multiple locations of different types. A common case is where a company uses one GLN to identify its legal entity as well as its physical location.

#### 1.3.1 Allowed location type combinations with the same GLN

The same GLN may be allocated to:

- one legal entity, and/or
- one function, and/or
- one physical location, and/or
- one digital location.

All of which must belong to the same legal entity.



**Note:** A GLN assigned to a legal entity can also be used to identify all functions of the organisation (or all functions for which no separate GLN has been assigned). See 1.3.2 for more information.

#### Rule

Structural rule:

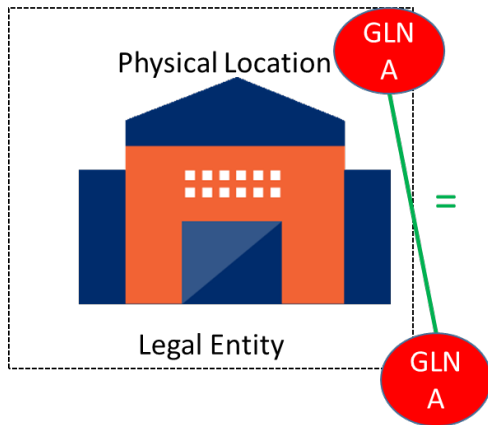
#### Rationale

Some companies run operations that do not require organisational or physical sub-divisions.

**Note**

In case a GLN identifies multiple location types all related rules need to be applied. When organisations become larger or more complex, multi-use of the same GLN can create unwanted dependencies. See rules 1.3.3 and 1.3.4 for more information.

**Examples**



The same GLN is used to identify the legal entity and the physical location of the organisation.

**Associated rules**

[1.3.3](#) GLN identifying multiple location types: Impact of location changes

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

**1.3.2 Using a legal entity GLN to identify the functions of an organisation**

A GLN assigned to a legal entity may be used to identify all functions of an organisation (or all functions for which no separate GLN has been assigned).

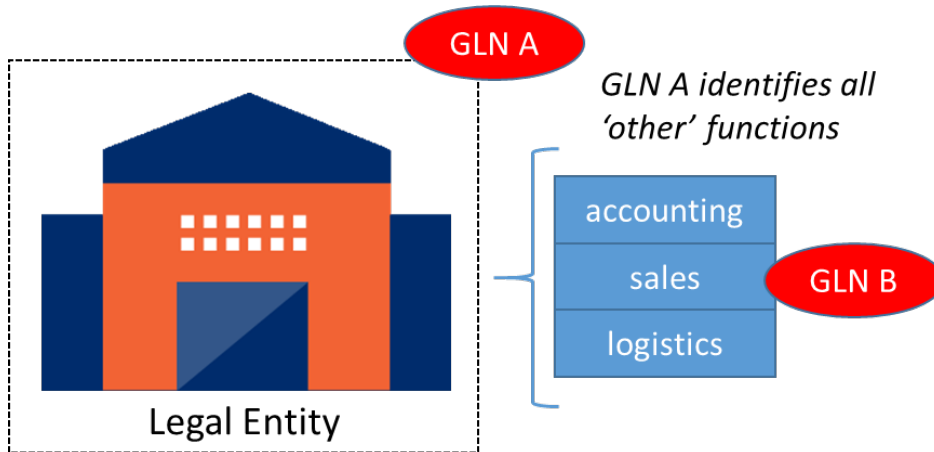
**Rule**

Structural rule:

**Rationale**

Legal entity and functions are representing the 'who' in a business process, with the function being a more precise indication. Some organisations may need to identify some functions individually, but not all of them.

**Examples**



GLN "A" is used to identify the legal entity and all 'other' functions, in this case accounting and logistics. In the ordering process there is a need to specifically identify the sales department, using GLN "B."

**Associated rules**

[1.1.1](#) Identifying a legal entity

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

not applicable

**1.3.3 GLN identifying multiple location types: Impact of location changes**

A GLN change caused by rules for one usage type will affect the other GLN usages.

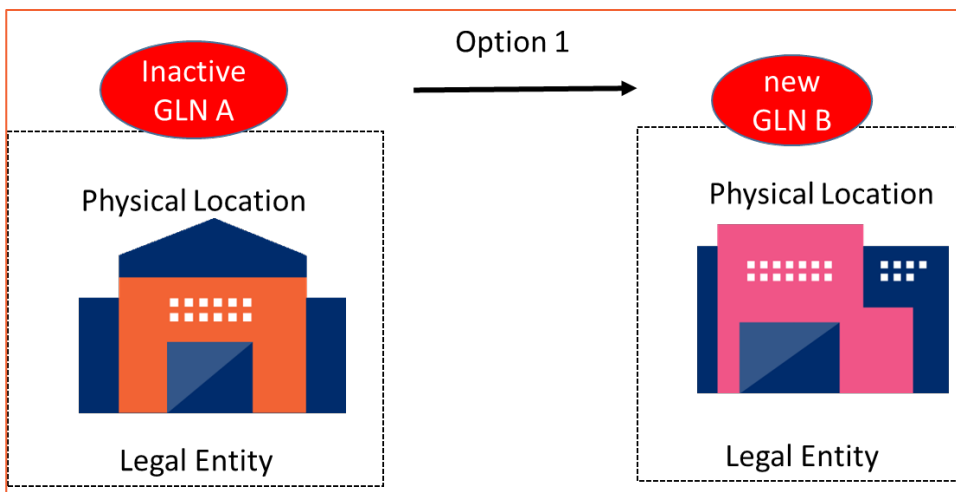
**Rule**

Structural rule:

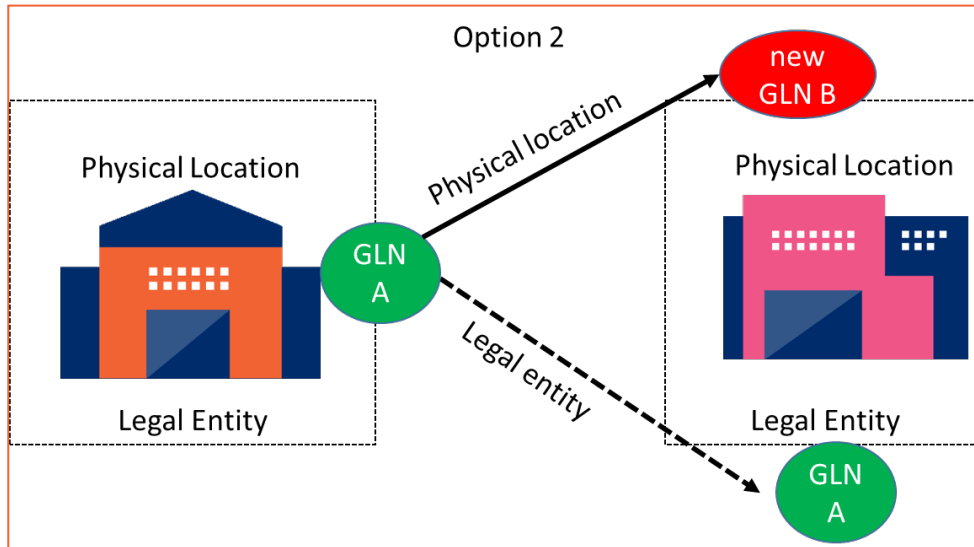
**Rationale**

This is a logical consequence of combined use.

**Example**







GLN "A" is used to identify a legal entity and a physical location. The access address changes, requiring a new GLN "B" to be assigned to the physical location.

Now the organisation has a choice: If the organisation chooses to continue multi-use of the GLN, this will require GLN of the legal entity to change into GLN "B." If the multi-use of the GLN is stopped, the organisation can continue to use GLN "A" for the legal entity.

#### Associated rules

[2.2](#) Changing a legal entity

[3.2](#) Changing a function

[4.2](#) Changing a physical location

[5.2](#) Changing a digital location

#### Corresponding rules in previous release

3.2.2 (old) Change to a legal location that is also a physical location

### 1.3.4 GLN identifying multiple location types: Impact of location deactivation

If location removal or merge causes a GLN to be de-activated, this will affect other usages of that GLN (legal entity, function, physical location, digital location) since the GLN will no longer be used in new transactions.

In some cases, it is possible to avoid GLN de-activation, maintaining it for the other locations. For example, an organisation may choose to continue the use of the GLN for a physical location after the removal or merging of a function. However, if a legal entity is removed, its GLN must be deactivated and a new GLN must be assigned to the other location(s).

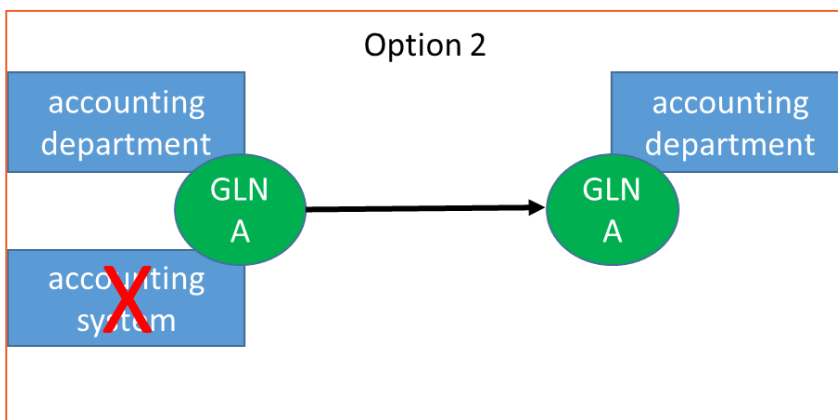
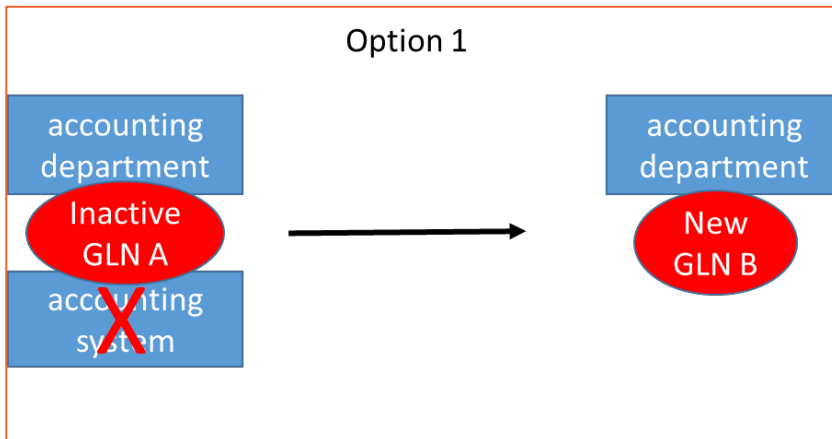
#### Rule

Structural rule:

#### Rationale

This is a logical consequence of multi-use.

**Examples**



GLN "A" is used to identify the accounting department (function) and the accounting system (digital location). The accounting system is removed because its functions are taken over by the ERP system.

Now the organisation has a choice: It can decide to deactivate GLN "A" and assign a new GLN "B" to the accounting department, or it can maintain GLN "A" to identify the accounting department.

**Associated rules**

- [2.3](#) Removing a legal entity
- [3.3](#) Removing a function
- [4.3](#) Removing a physical location
- [5.3](#) Removing a digital location

**Corresponding rules in previous release**

not applicable

## 2 Legal Entity

### 2.1 Adding a new legal entity

#### 2.1.1 Identification of a new legal entity

When a new legal entity is added that will engage in business transactions, it must be assigned a new GLN.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

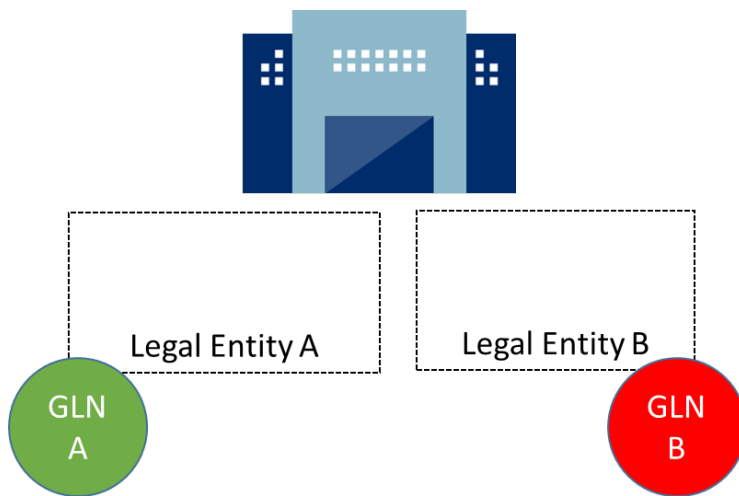
**Rationale**

If the legal entity co-exists with other legal entities and engages in transactions with other organisations, it must be possible to identify it separately.

**Note**

The newly allocated GLN may also be used to identify a (new) physical location and / or a (new) system. It shall not be used to identify a (new) function, because a function is always subsidiary of a legal entity. See rule 1.3.2.

**Examples**



**Associated rules**

[1.1.1](#) Identifying a legal entity

**Corresponding rules in previous release**

2.1 (old) Purchase / Creation / Use of a new location

**2.1.2 Split of a legal entity**

When a legal entity is split into multiple ones, one of the legal entities may keep the existing GLN, provided that the company that keeps control over the GS1 Company Prefix or individually assigned GLNs. The other legal entities need to be assigned new GLNs.

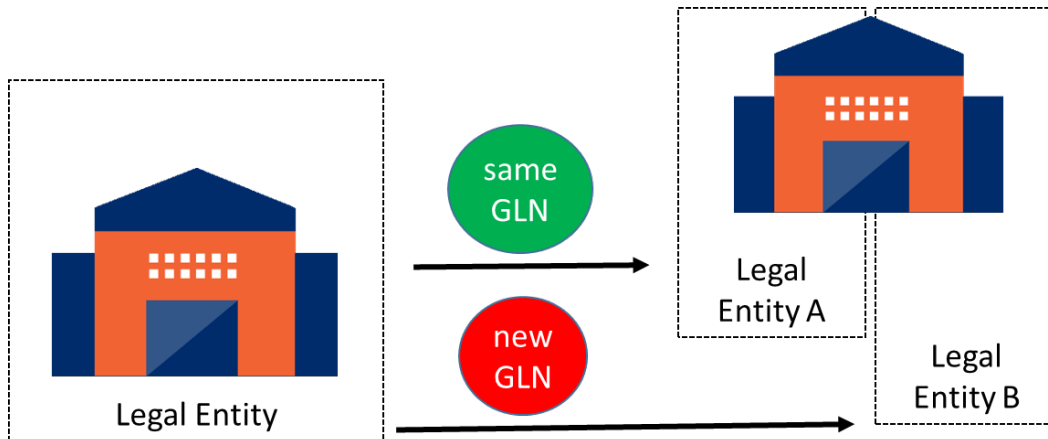
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since the original legal entity remains active, trading partners that continue to interact with that legal entity do not need to be informed of a change.

**Examples**



**Associated rules**

[1.1.1](#) Identifying a legal entity

**Corresponding rules in previous release**

not applicable

**2.2 Changing a legal entity**

The characteristics of a legal entity may change during a company’s lifetime. These rules list common changes and explain whether a new GLN should be assigned.

**2.2.1 Change to legal framework**

The GLN for a legal entity may remain the same when the legal framework (i.e. the applicable jurisdiction and corporation type) under which the entity operates changes.

**!** **Important:** Some regulatory situations may require the GLN of the legal entity to be changed. Please contact your local GS1 member organisation in case of doubt.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

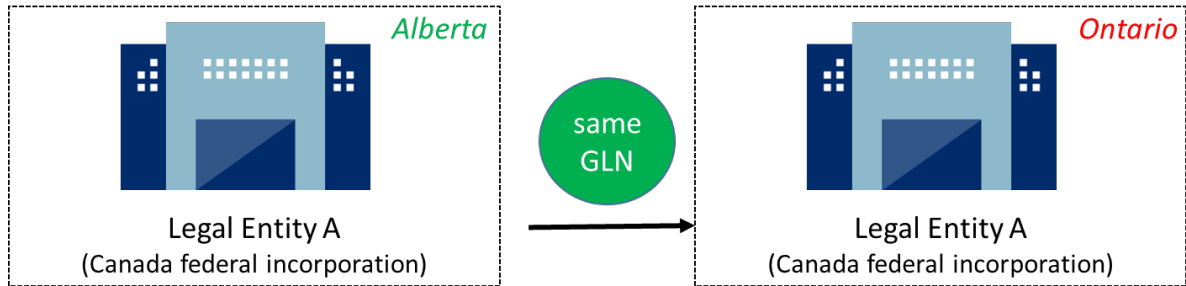
**Rationale**

Changing the legal framework under which the entity operates changes the very definition of the entity itself. While its relationship to trading partners may not change, the way that those trading partners interact with it may be affected by the change.

**Examples**

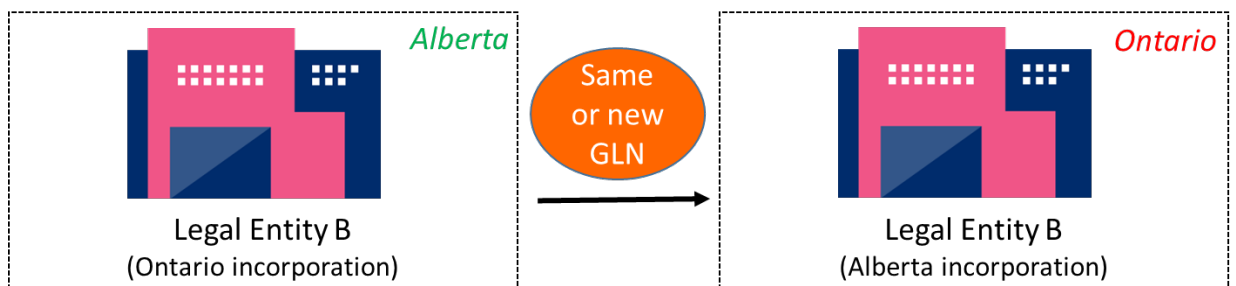
Example 1:

Company A (registered under the Canada Business Corporations Act) residing in the province of Ontario, Canada, moves to the province of Alberta, Canada. Company A is still within the same jurisdiction as the Act under which it was registered so its GLN does not change.



**Example 2:**

Company B (registered under the Ontario Business Corporations Act residing in the province of Ontario, Canada moves to the province of Alberta, Canada. As a result of the move, Company B reincorporates under the Alberta Business Corporations Act. Company B, however, has changed jurisdictions and therefore the legal framework under which it operates. Depending on the regulatory situation the GLN may need to change.



**Example 3:**

Company C (registered under the Canada Not-for-profit Corporations Act) elects to become a for-profit corporation and re-registers under the Canada Business Corporations Act.

Company C, although within the same jurisdiction, has nevertheless changed its legal framework and so its GLN may need to change.

**Associated rules**

[1.1.1](#) Identifying a legal entity

**Corresponding rules in previous release**

3.3 (old) Relocation of legal entity

**2.2.2 Change to legal name**

Change to enterprise legal name does not require the GLN to be changed.

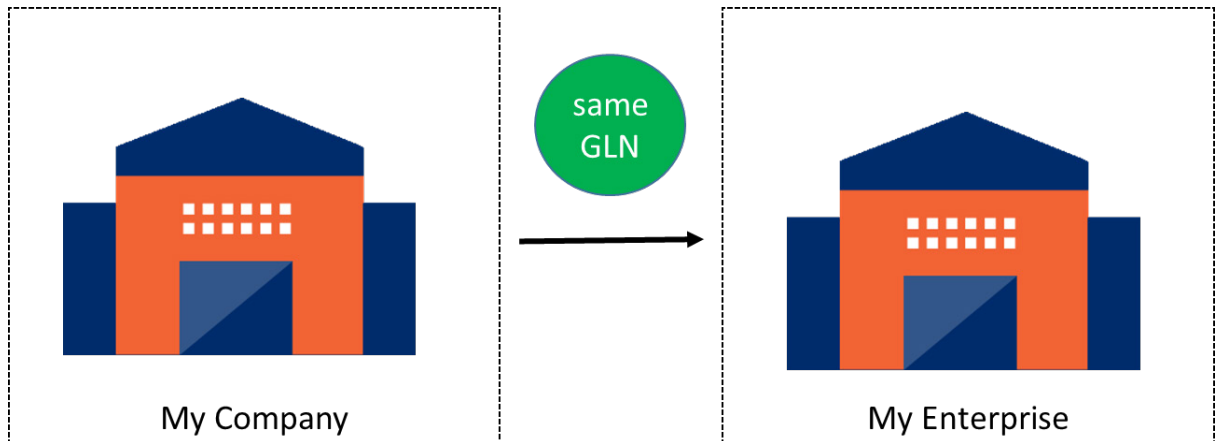
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

The change has no impact on supply chain partners or national legal authorities with whom the company is registered.

**Examples**



**Associated rules**

[1.1.1](#) Identifying a legal entity

[2.2.1](#) Change to legal framework

**Corresponding rules in previous release**

3.1(old) Change to company name

**2.2.3 Relocation of a legal entity**

When a legal entity relocates to a different address the GLN of the legal entity may remain the same.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

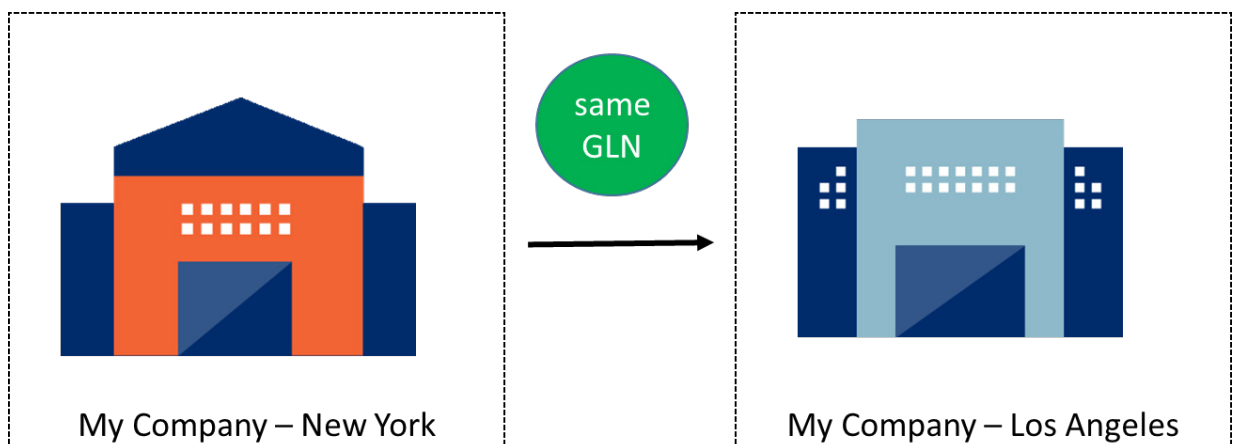
**Rationale**

An address change of a legal entity is an administrative change without major business consequences. Changing the GLN of a legal entity would disrupt to a lot of processes and systems.

**Note**

If as a result of the relocation the legal framework of the company changes, a new GLN may be required. See rule [2.2.1](#)

**Examples**



**Associated rules**

- [1.1.1](#) Identifying a legal entity
- [2.2.1](#) Change to legal framework

**Corresponding rules in previous release**

- 3.3 (old) Relocation of legal entity
- 4.1.2 (old) Change to a legal location (e.g., post code, street address, city) that is not a physical location

**2.2.4 Change to tax registration number of legal entity**

If one of the tax registration numbers of the legal entity changes the GLN of the legal entity may remain the same.

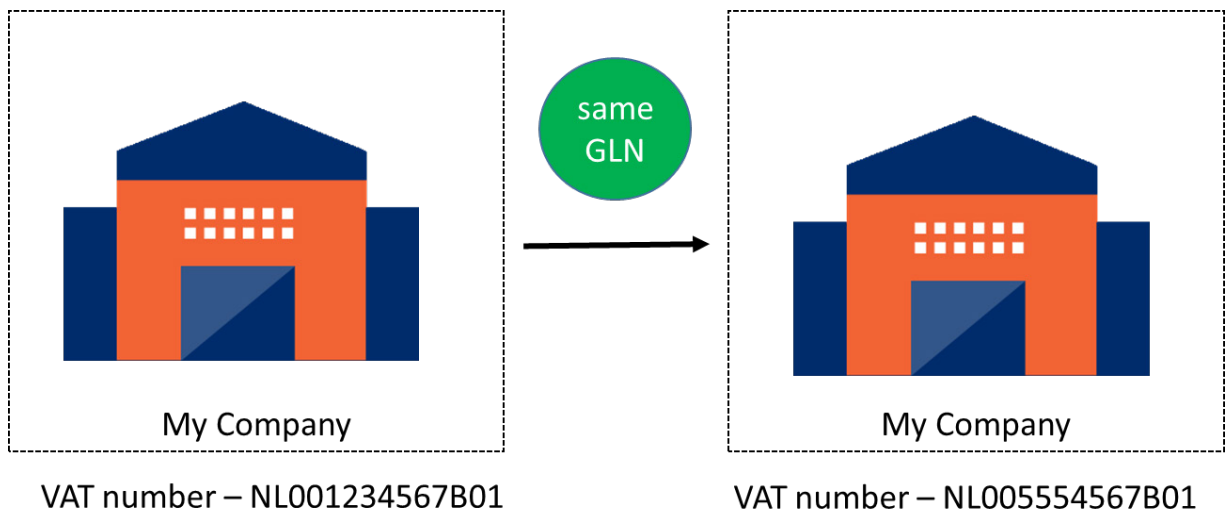
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

A legal entity tax registration change is an administrative change without major business consequences. Changing the GLN of a legal entity would unnecessarily disrupt supply chain processes and systems.

**Examples**



VAT (value added tax) registration number of the legal entity changes.

**Associated rules**

- [1.1.1](#) Identifying a legal entity

**Corresponding rules in previous release**

not applicable

**2.2.5 Change to contact details of legal entity**

If the legal entity contact details (visiting address, postal address, phone number, e-mail address, etc.) change, the GLN may remain the same.

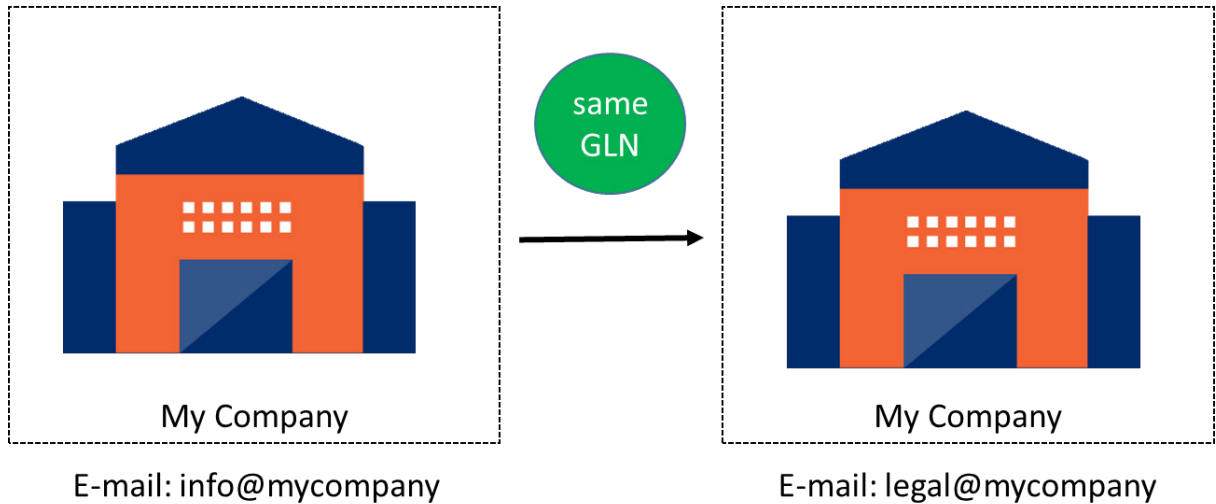
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Changing the contact details of a legal entity is an administrative change without major business consequences. Changing the GLN of a legal entity would disrupt many processes and systems.

**Examples**



Change of the email address of the company headquarters.

**Associated rules**

[1.1.1](#) Identifying a legal entity

**Corresponding rules in previous release**

3.5 (old) Change contact information

**2.2.6 Impact of legal entity change on related locations**

When the legal entity GLN changes, GLNs of locations related to the legal entity may remain the same.

**Rule**

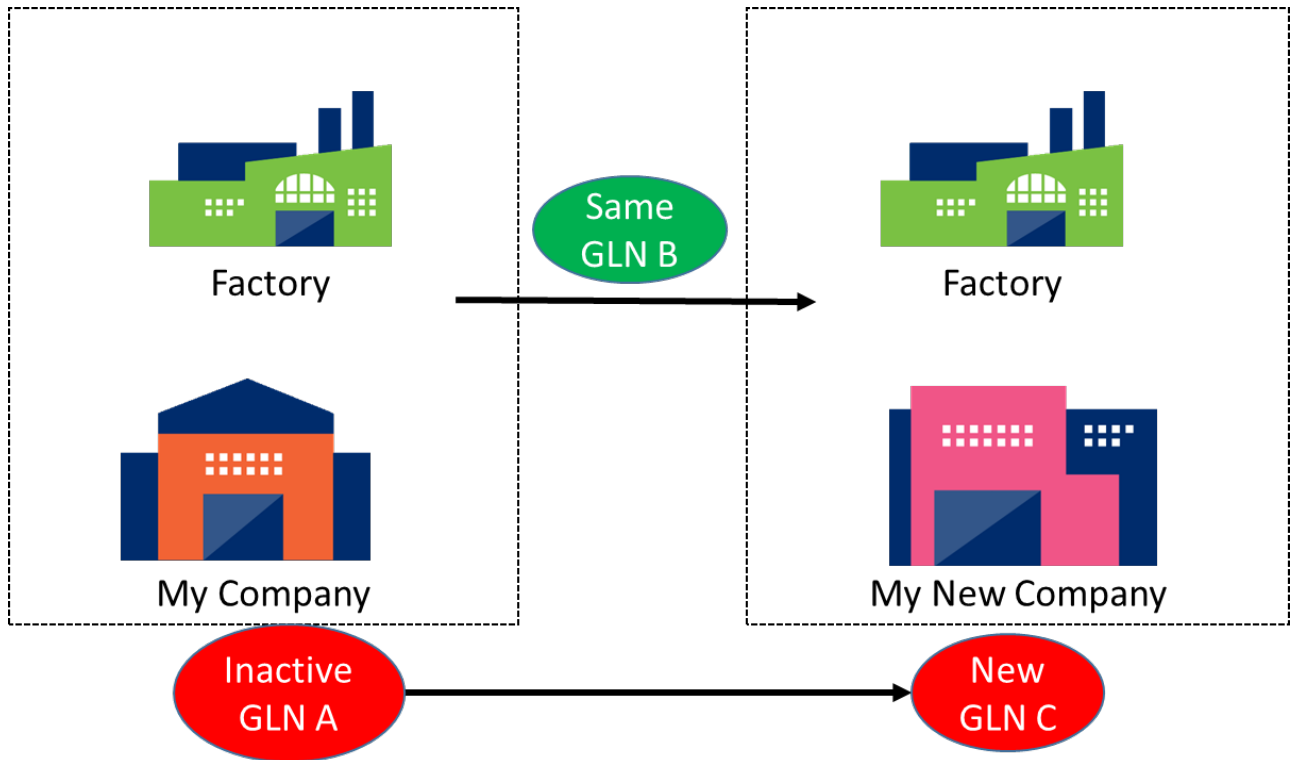
Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

GLNs of functions, physical locations, and digital locations will always need to have a clear link to the responsible legal entity. Trading partners usually apply contracts such as interoperation agreements to establish such links, which will be updated in case of a legal entity change.



**Examples**



The legal framework of the legal entity changes, and legal requirements cause its GLN to change (from GLN A to GLN C). GLN B identifying the factory may stay the same.

**Associated rules**

[2.2.1](#) Change to legal framework

**Corresponding rules in previous release**

not applicable

**2.3 Removing a legal entity**

**2.3.1 GLN of a removed legal entity**

A legal entity may be discontinued during the lifetime of a company. In that case the GLN identifying the legal entity shall be deactivated.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Reuse of the GLN of a discontinued legal entity may cause confusion with trading partners.

### Examples



### Associated rules

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

### Corresponding rules in previous release

not applicable

## 2.3.2 GLNs of legal entities being merged or acquired

When two or more legal entities merge, one of the existing GLNs can be retained for the identification of the new legal entity (see Note). The other GLNs will need to be marked as representing inactive legal entities.

In cases where a legal entity acquires another legal entity, but both legal entities remain active, both can maintain their GLNs.

### Rule

Action rule:  New GLN  Same GLN  Inactive GLN

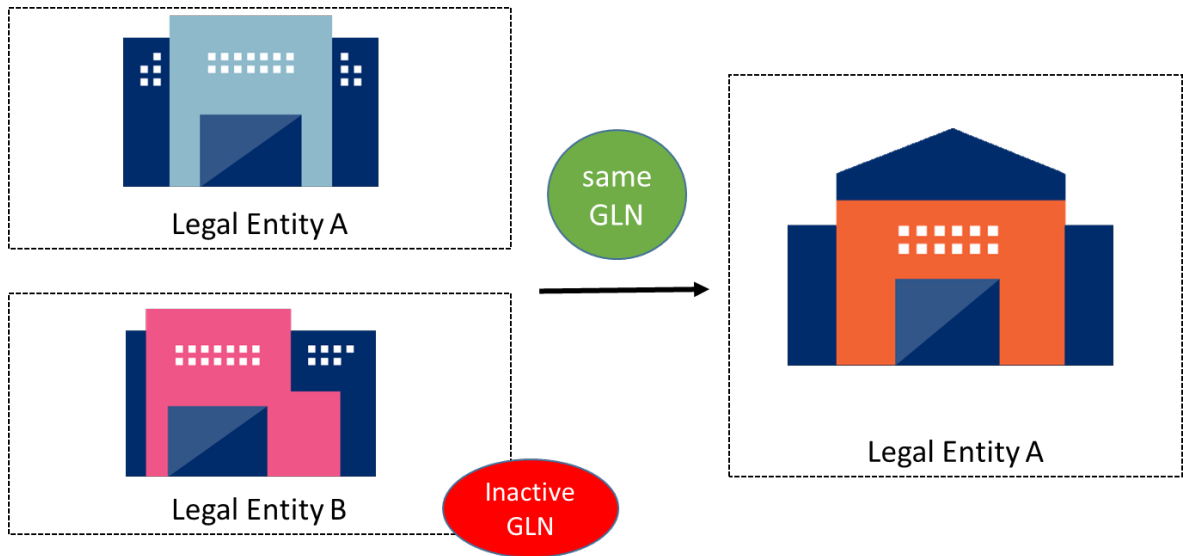
### Rationale

If the original legal entities remain active, trading partners that continue to interact with that legal entity do not need to be informed of a change.

### Note

The new legal entity will need become the licensee of the GS1 Company Prefix (GCP) or individually assigned GLN. Contact your GS1 member organisation for more information.

**Examples**



Companies interacting with "A" are not confronted with a change. However, companies interacting with "B" will be confronted with a new GLN (from their perspective).

**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

**2.3.3 Impact of legal entity removal on related locations**

Organisations may have several legal entities in countries where they operate. When one of their legal entities is removed causing its GLN to be deactivated, the GLNs of related locations may remain the same (see Note).

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

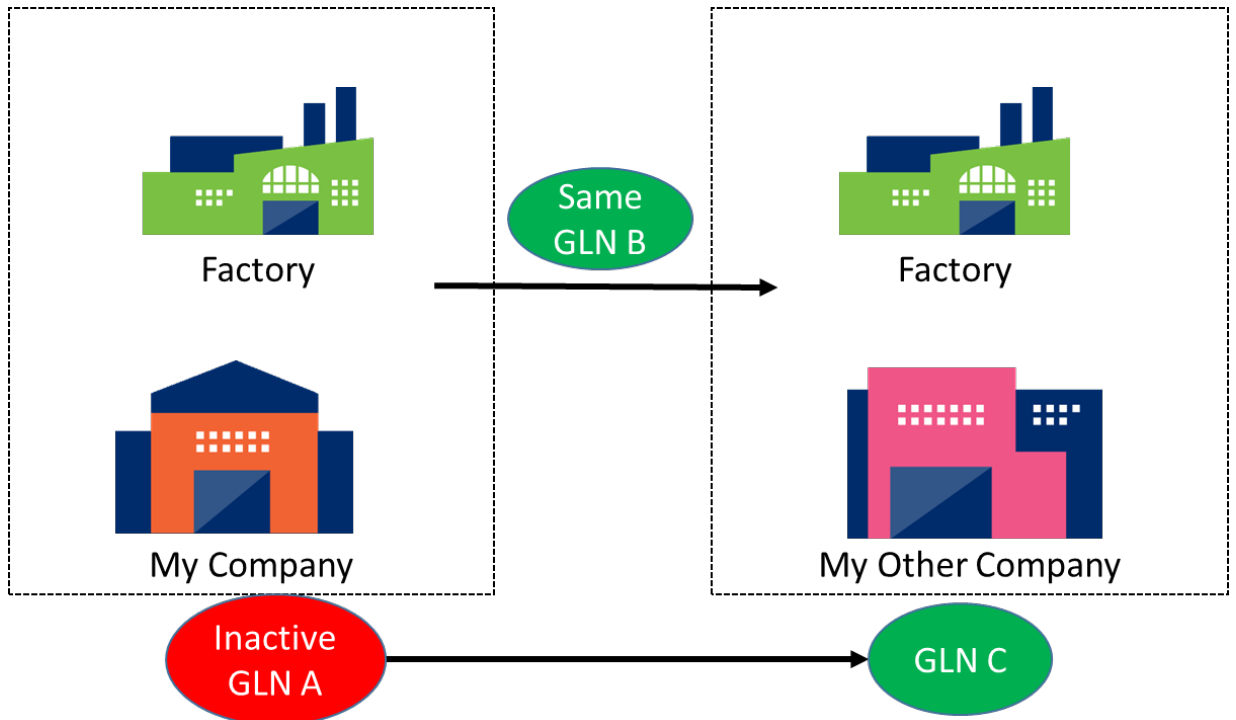
**Rationale**

GLNs of functions, physical locations, and digital locations will always need to have a clear link to the responsible legal entity. Trading partners usually apply contracts such as interoperation agreements to establish such links, which will be updated in case of a legal entity removal.

**Note**

In order for the GLNs to stay the same the organisation will need to maintain the license of the GS1 Company Prefix (GCP) or individually assigned GLN. Contact your GS1 member organisation for more information.

**Examples**



The legal entity identified with GLN A is eliminated. The factory is assigned to another (existing) legal entity, identified with GLN C. GLN B identifying the factory may stay the same.

**Associated rules**

not applicable

**Corresponding rules in previous release**

not applicable

### 3 Function

#### 3.1 Adding a new function

##### 3.1.1 Identification of a new function

When a new function is added that will engage in business transactions, it must be assigned a new GLN if it needs to be distinguished from other functions in business transactions.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

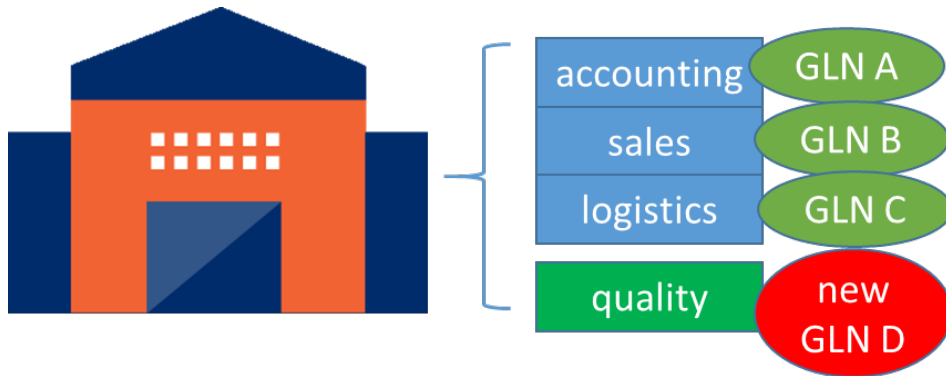
**Rationale**

If the function co-exists with other functions and engages in transactions with other organisations, it must be possible to identify it separately.

**Note**

Combined use: The new GLN shall not be assigned to a (new) legal entity. The new GLN may be assigned to a (new) physical location and / or (new) digital location.

**Examples**



The company creates a new quality department

**Associated rules**

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

2.2 (old) Add Operation- Building

**3.1.2 Function split**

When a function is split into multiple functions, one of these functions may keep the original GLN, as long as the function keeps a portion of the same core attributes and stays with the original legal entity. The other functions require new GLNs.

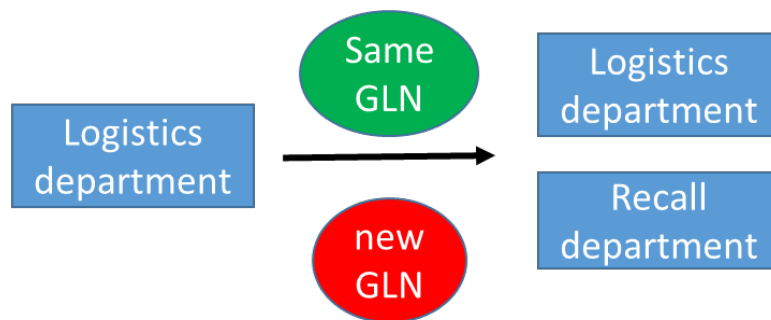
**Rule**

New GLN  Same GLN  Inactive GLN

**Rationale**

Since the original function remains active trading partners that continue to interact with that function do not need to be informed of a change.

**Examples**



**Associated rules**

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

not applicable

### 3.2 Changing a function

The characteristics of a function may change during the lifetime of a company. The following rules list common changes and explain whether new GLNs should be assigned.

#### 3.2.1 Change of the function purpose

In cases of minor changes to a function's purpose, where part of the function stays the same and the change will not affect ongoing business transactions, the GLN may remain the same. Function and purpose are intrinsically linked, and therefore a complete (major) change of a function purpose is not possible.

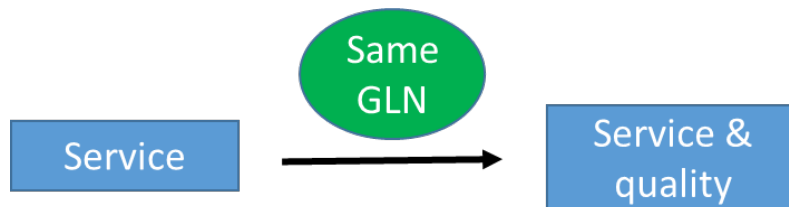
##### Rule

Action rule:  New GLN  Same GLN  Inactive GLN

##### Rationale

Trading partners interacting with the function will not need to be informed of a change. For trading partners interacting with the function for the first time, the GLN will be seen as new.

##### Examples



Company decides to transform the Service department into the Service and Quality department.

##### Associated rules

[1.1.2](#) Identifying a function

##### Corresponding rules in previous release

not applicable

#### 3.2.2 Change of the function contact details

When the function's contact details change the GLN may remain the same.

##### Rule

Action rule:  New GLN  Same GLN  Inactive GLN

##### Rationale

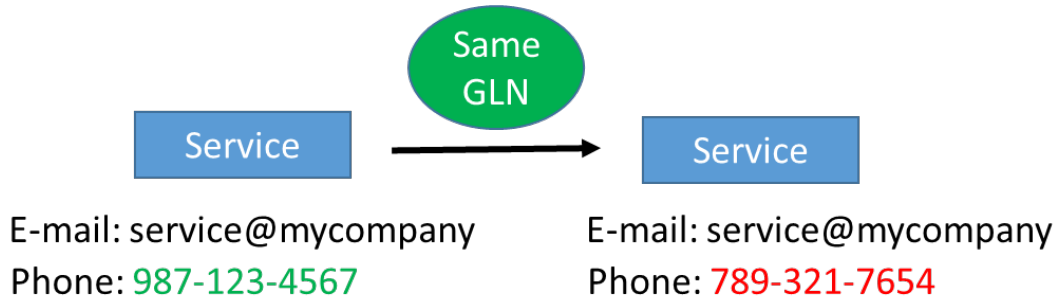
The GLN of a function represents the 'who' in a business process. When at least one of the contact channels is maintained, the other channel information can be updated via that channel.

##### Note

In case all function contact details change it may be wise to change the GLN in order to ensure trading partners are informed.

##### Examples

The phone number of the service department changes, but the email address stays the same.



**Associated rules**

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

3.5 (old) Change contact information

**3.2.3 Changing operating location(s) of a function**

When a function changes its operating location and the location is irrelevant to the function, the GLN identifying the function may remain the same. For functions that continually operate at various locations the GLN must remain the same.

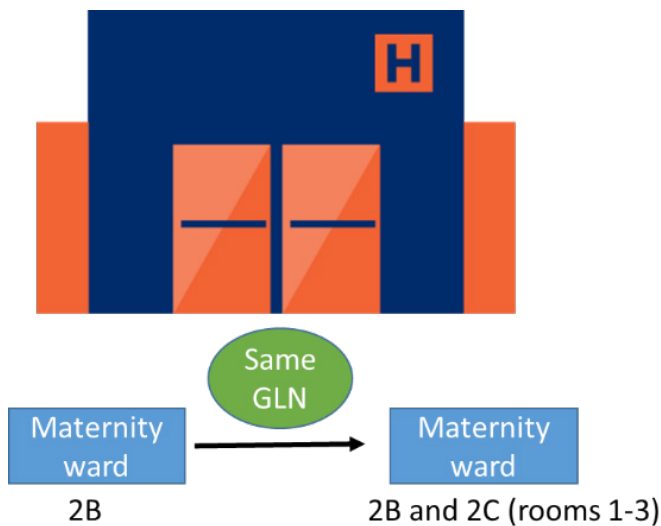
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

The function GLN identifies the 'who' in a business process; it is important it remains the same over time to ensure proper transaction and event execution, recording and analysis.

**Example**



The maternity ward is based on the second floor, wing B, but sometimes also utilises rooms in wing C.

**Associated rules**

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

not applicable

**3.2.4 Change to financial account information**

When the financial account information associated with the function changes, the GLN may remain the same.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

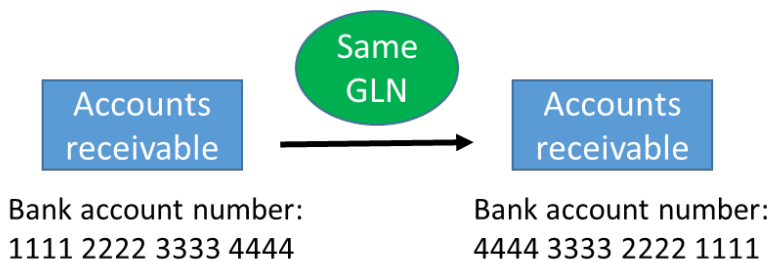
The function GLN identifies the 'who' in a business process, it is important it remains the same over time to ensure proper execution, recording and analysis of transactions and events.

**Note**

When the organisation decides to maintain the existing GLN, it should ensure the new financial account information is communicated to business partners.

**Examples**

The accounts receivable department changes its bank, and as a result the account number changes.



**Associated rules**

[1.1.2](#) Identifying a function

**Corresponding rules in previous release**

3.10 (old) Change to financial information

**3.3 Removing a function**

**3.3.1 GLN of the removed function**

When a function is removed, the associated GLN shall be deactivated.

**Rule**

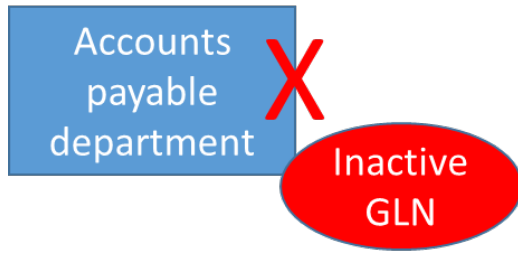
Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Reuse of a discontinued function's GLN for a new function may cause confusion with trading partners.



**Examples**



The accounts payable department is outsourced, and the associated GLN will no longer be used.

**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

**3.3.2 GLNs of functions being merged**

When two or more functions are merged, one of the GLNs is may remain in use to identify the function. The other GLNs need to be deactivated.

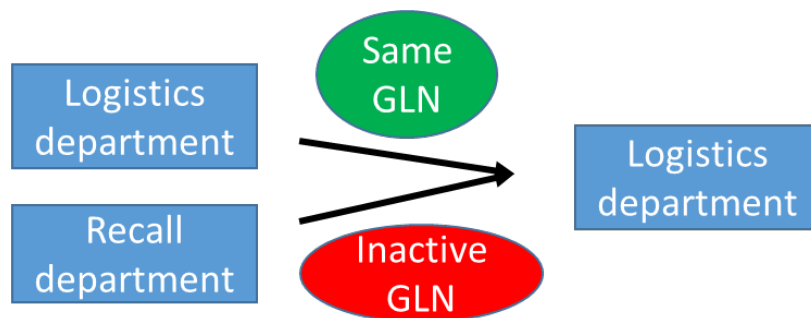
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since one of the original functions remains active, trading partners that continue to interact with that function do not need to be informed of the change.

**Examples**



**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

## 4 Physical Location

### 4.1 Adding a new physical location

#### 4.1.1 Identification of a new physical location

When a new physical location is added that will engage in business transactions, it must be assigned a new GLN.

##### Rule

Action rule:  New GLN  Same GLN  Inactive GLN

##### Rationale

If the physical location co-exists with other physical locations and engages in transactions with other organisations, it must be possible to identify it separately.

##### Examples



##### Associated rules

[1.1.3](#) Identifying a physical location

[1.2.1](#) Identifying a physical sub-location

##### Corresponding rules in previous release

2.1 (old) Purchase / Creation / Use of a new location

2.2 (old) Add Operation- Building

4.4 (old) Change to legal entity

#### 4.1.2 Physical location split

When a physical location is split into multiple locations, one of the physical locations may retain the original GLN, as long as its access address stays the same and the location stays with the original legal entity.

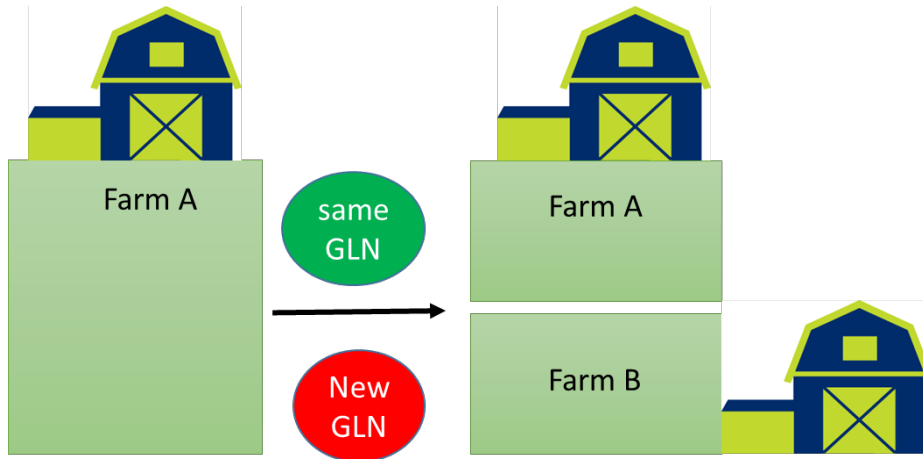
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since one of the original physical locations remains active, trading partners that continue to interact with that physical location do not need to be informed of the change.

**Examples**



A parcel of land belonging to farm A gets split into two parcels.

**Associated rules**

not applicable

**Corresponding rules in previous release**

2.2 (old) Add Operation- Building

4.3 (old) Location is split and part of the location is leased or franchised to a different legal entity

**4.2 Changing a physical location**

The characteristics of a physical location may change during the lifetime of a company. These rules list common changes and explains whether a new GLN should be assigned.

**4.2.1 Change of the location access address**

When the access address of a physical location changes, a new GLN must be assigned unless the change is deemed to be insignificant.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

An access address change can be caused by a move to a different site, or by changing the entrance of the location in such a way that it causes an address change. A move to a different site will have a major impact on trading partners, changing the entrance of the location will often have less impact.

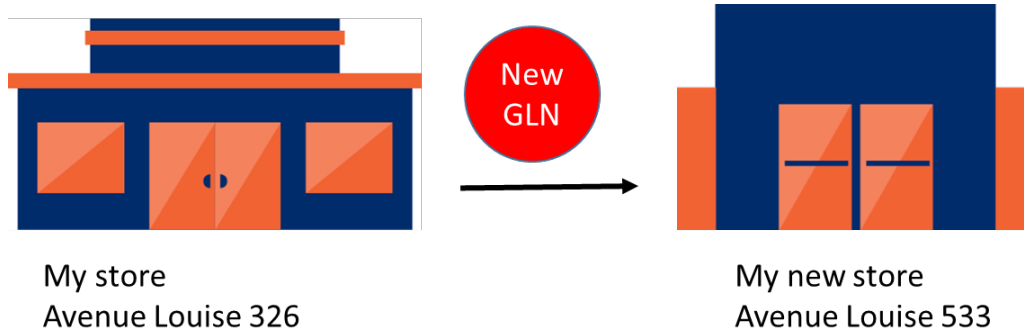
**Note**

It is important to timely inform trading partners on address changes, also when the GLN stays the same.

**Examples**

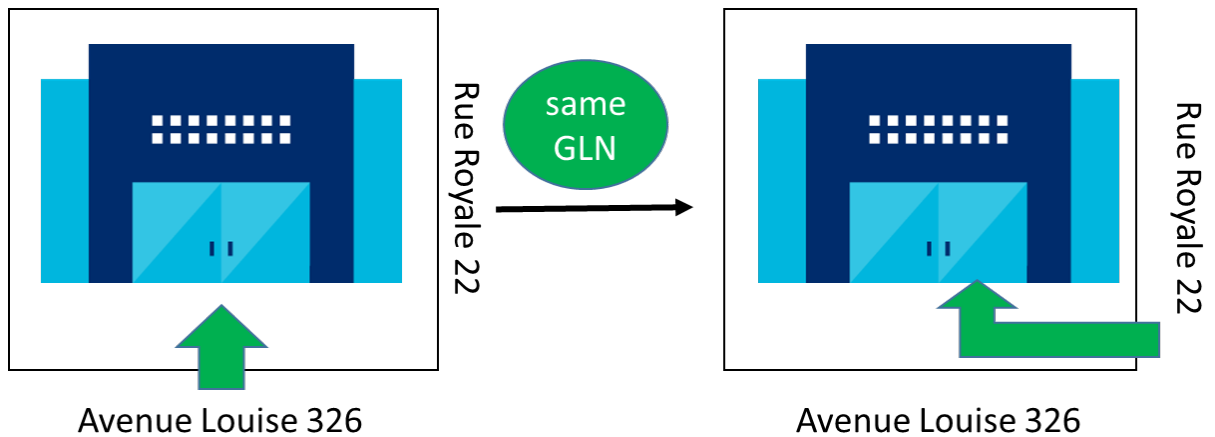
*Example 1*

Store moves to a different building in the same street



*Example 2*

Building stays physically at the same spot but its access address or entry gate changes.



**Associated rules**

[1.1.3](#) Identifying a physical location

[1.2.1](#) Identifying a physical sub-location

[1.3.3](#) GLN identifying multiple location types: Impact of location changes

**Corresponding rules in previous release**

4.1.1 (old) Change of physical address

4.1.3 (old) Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

**4.2.2 Municipal address change without physical change**

When the address (e.g. street name and/or house number) of a physical location is changed by the authorities, but the actual physical coordinates of the location remains unchanged, the GLN may remain the same.

**Rule**

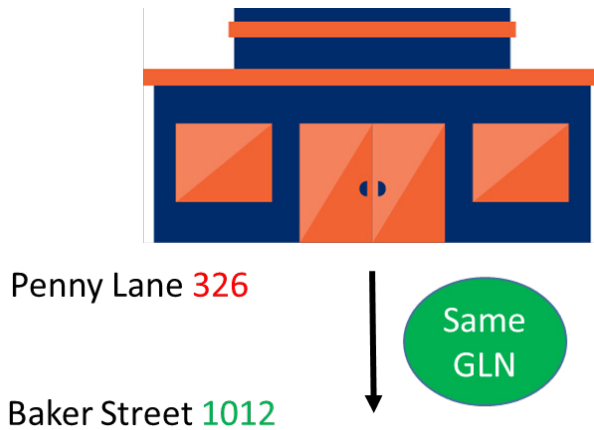
Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since trading partners will expect the physical location to still be where it was before, the municipal address change will not affect them.

**Examples**

Municipality decides to assign new street names and house numbers to the buildings along a street.



**Associated rules**

[1.1.3](#) Identifying a physical location

[1.2.1](#) Identifying a physical sub-location

**Corresponding rules in previous release**

3.2.1 (old) Change of post code, city/ town name, or street name, except the physical address

**4.2.3 Change of use of the physical location**

The GLN of a physical location does not need to change when the functions carried out at the physical location change.

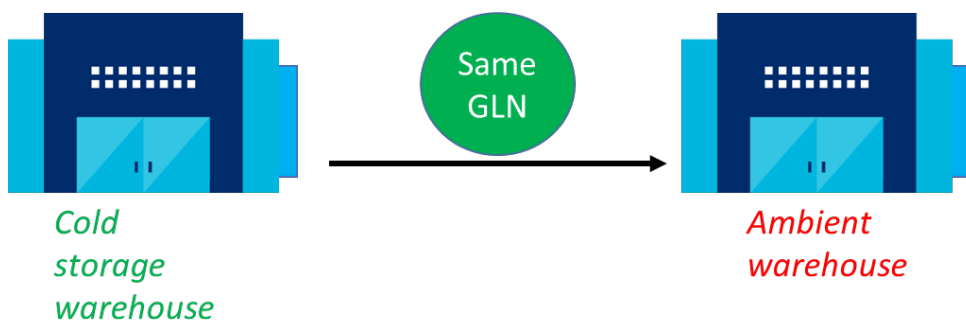
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

When an existing physical location begins to be used in a different way, its trading partners will usually be informed in other ways. They will for example be confronted with a different Ship To location for a particular product, and in that way be alerted to adjust their systems.

**Examples**



**Associated rules**

[1.1.3](#) Identifying a physical location

[1.2.1](#) Identifying a physical sub-location

**Corresponding rules in previous release**

3.2.3 (old) Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site)

4.1.3 (old) Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)

**4.3 Removing a physical location**

**4.3.1 GLN of the deactivated location**

A physical location may be deactivated during the lifetime of a company. In that case the GLN identifying the physical location shall be deactivated.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Reuse of the GLN of a discontinued physical location for a new physical location may cause confusion with trading partners.

**Examples**



**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

**4.3.2 GLNs of physical locations being merged**

When two or more physical locations are merged, one of the GLNs may remain to identify the physical location. The other GLNs need to be deactivated.

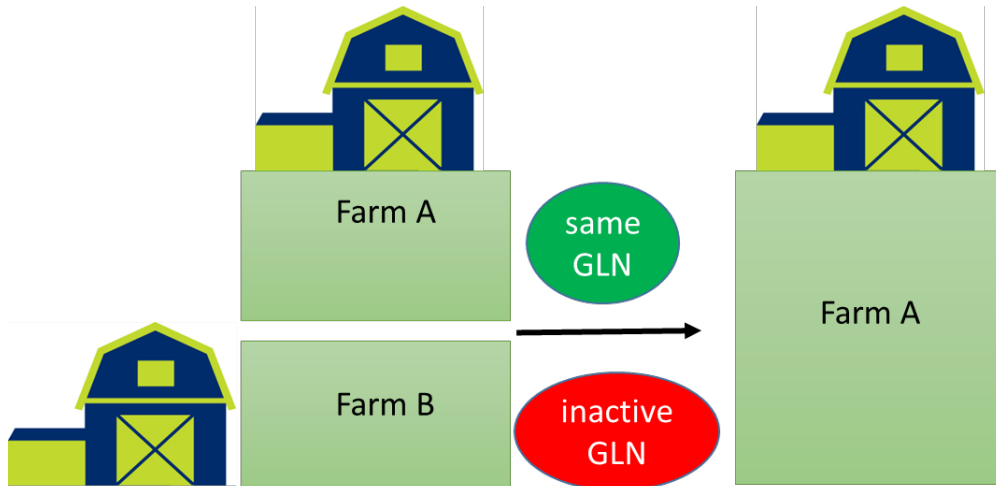
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since one of the original physical locations remains active, trading partners that continue to interact with that physical location do not need to be informed of a change.

**Examples**



The owner of farm A buys the land of adjacent farm B.

**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

## 5 Digital Location

### 5.1 Adding a digital location

#### 5.1.1 Identification of a new digital location

When a new digital location is added that will be used in business transactions it should be assigned a new GLN.

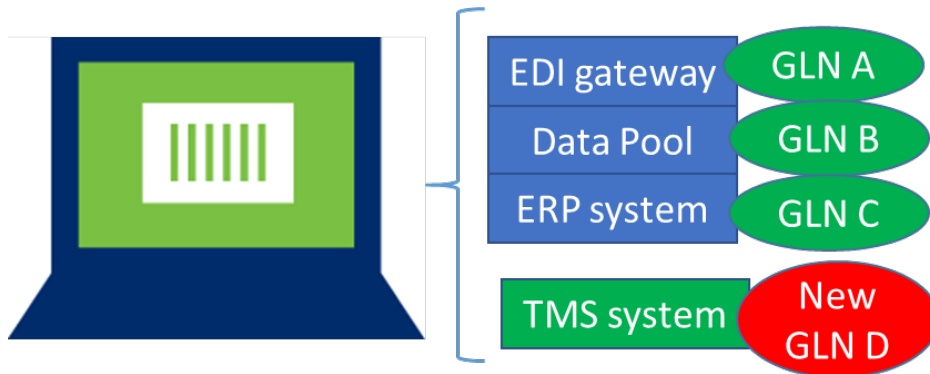
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

If the digital location will co-exist with other digital locations and will be used in transactions with other organisations, it must be possible to identify it separately.

**Examples**



Company installs a new transport management system (TMS).

**Associated rules**

[1.1.4](#) Identifying a digital location

**Corresponding rules in previous release**

not applicable

**5.1.2 Digital location split**

When a digital location is split into multiple digital locations, one digital location may retain the original GLN if the digital location remains with the original legal entity and keeps the same core attributes. The other digital locations will require new GLNs.

**Rule**

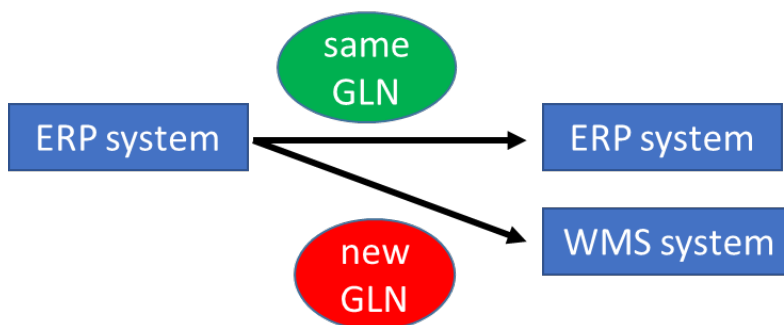
Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since one of the original digital locations remains active, trading partners that continue to interact with that digital location do not need to be informed of a change.

**Examples**

Company installs a dedicated Warehouse Management System (WMS) that takes over the inventory management function from the Enterprise Resource Planning (ERP) system.



**Associated rules**

[1.1.4](#) Identifying a digital location



**Corresponding rules in previous release**

not applicable

**5.2 Changing a digital location**

The characteristics of a digital location may change during the lifetime of a company. The rules in this section list some common changes and explain when new GLN should be assigned.

**5.2.1 Change to system purpose / scope of a digital location**

In case of minor changes, where the purpose of the digital location stays partially the same and the change will not affect ongoing business transactions, the GLN is allowed to stay the same. Digital location and purpose are intrinsically linked, and therefore a complete (major) change of the purpose of a digital location is not possible.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Trading partners that continue to interact with the digital location do not need to be informed of a change. To trading partners interacting with the digital location for the first time the GLN will be seen as new.

**Examples**



**Associated rules**

[1.1.4](#) Identifying a digital location

**Corresponding rules in previous release**

not applicable

**5.2.2 Change to network address (retrieved via the GLN)**

In some cases, the GLN is used as a key to retrieve the network address from a metadata repository. In that case, when the network address changes, the associated GLN must be changed.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Confronting trading partners with a new GLN is a good way to ensure that the new network address is retrieved.

**Examples**



<https://api.example.com/mycompany/invoice>

<https://api.example.com/mycompany/xml-invoice>

**Associated rules**

[1.1.4](#) Identifying a digital location

**Corresponding rules in previous release**

not applicable

**5.2.3 Change of hardware or software at a digital location**

If the system software or hardware at a digital location changes, the GLN may remain the same.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Although trading partners may be confronted with interface changes as a result of the change, the actual role stays the same.

**Examples**



**Associated rules**

[1.1.4](#) Identifying a digital location

**Corresponding rules in previous release**

not applicable

**5.2.4 Change of system status (test to production/live)**

When the status of the system at a digital location changes, e.g. from test to production, a new GLN should be assigned.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

It is important that trading partners are able to distinguish communications that are meant for the production and testing environment of the system. This distinction can be accomplished by using a

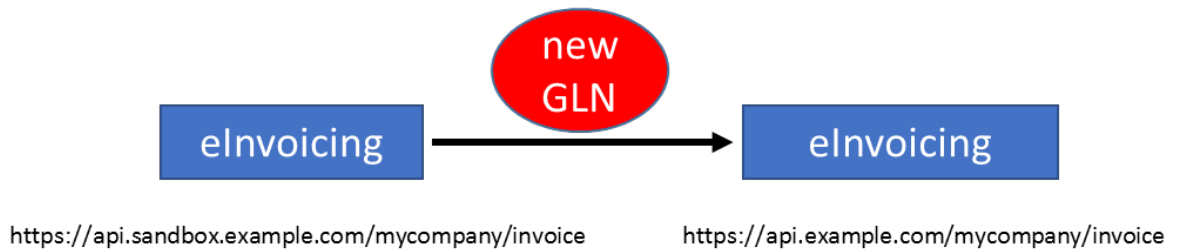
different GLN or by adding a test flag in the message (allowing to use the same GLN for test and production environments).

**Note**

Another way to state this rule is: Separate GLNs should be assigned to the various environments of a system.

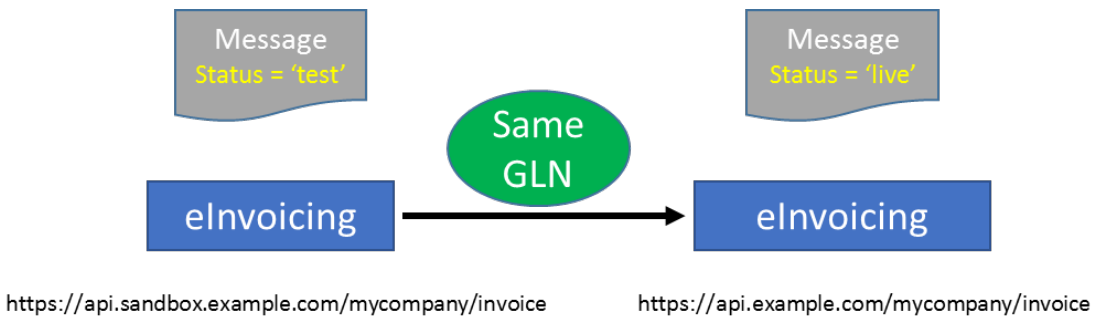
**Examples**

*Example 1*



Different GLNs are applied for test and production

*Example 2*



The same GLN is used for test and production. A flag in the message ensures proper routing to the right system environment.

**Associated rules**

[1.1.4](#) Identifying a digital location

[1.3.3](#) GLN identifying multiple location types: Impact of location changes

**Corresponding rules in previous release**

not applicable

**5.3 Removing a digital location**

**5.3.1 GLN of the removed digital location**

A digital location may be removed during the lifetime of a company. In these cases, the GLN identifying the digital location shall be deactivated.

**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Reuse of a discontinued digital location GLN for a new digital location may cause confusion with trading partners.

**Examples**



**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation

**Corresponding rules in previous release**

not applicable

**5.3.2 GLNs of digital locations being merged**

In cases where two or more digital locations are merged, one of the existing GLNs may be retained to identify the whole digital location. The other, now unused GLNs, must be deactivated.

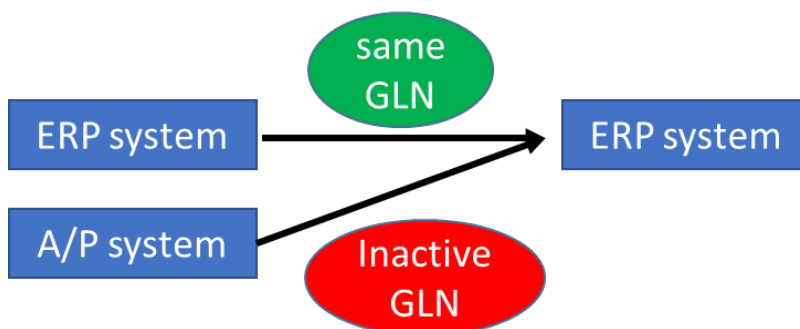
**Rule**

Action rule:  New GLN  Same GLN  Inactive GLN

**Rationale**

Since one of the original digital locations remains active, trading partners that continue to interact with that digital location do not need to be informed of a change.

**Examples**



The Accounts payable (A/P) system function is taken over by the ERP system.

**Associated rules**

[1.3.4](#) GLN identifying multiple location types: Impact of location deactivation



**Corresponding rules in previous release**

not applicable

## A Mapping to previous release

Previous release (2015)	This release
1. (old) General Rules	grouping
1.1. (old) Location (point of access)	1.1.3 Identifying a physical location
1.2. (old) Legal status change following a partial merger or acquisition	Addressed in Gen Specs section 1.6.
1.3. (old) Legal status change following a total merger or acquisition	Addressed in Gen Specs section 1.6.
1.4. (old) A new trading partner	Rule removed.
2. (old) Creation of New Locations	grouping
2.1. (old) Purchase / Creation / Use of a new location	2.1.1 Identification of a new legal entity 4.1.1 Identification of a new physical location
2.2. (old) Add Operation- Building	3.1.1 Identification of a new function 4.1.1 Identification of a new physical location 4.1.2 Physical location split
3. (old) Minor Change to Existing Location	grouping
3.1. (old) Change to company name	2.2.2 Change to legal name
3.2. (old) Minor change to the address of a physical location.	grouping
3.2.1. (old) Change of post code, city/ town name, or street name, except the physical address	4.2.2 Municipal address change without physical change
3.2.2. (old) Change to a legal location that is also a physical location	1.3.3 GLN identifying multiple location types: Impact of location changes
3.2.3. (old) Minor changes to the address of a physical location (move to a different floor within a building, move to a different building within the same site)	rule removed
3.3. (old) Relocation of legal entity	2.2.1 Change to legal framework 2.2.3 Relocation of a legal entity
3.4. (old) Delivery routing	rule removed, is transactional information
3.5. (old) Change contact information	2.2.5 Change to contact details of legal entity 3.2.2 Change of the function contact details
3.6. (old) Amendment to terms of delivery or transport	rule removed, is transactional information
3.7. (old) Change to the facility specification	rule removed, is master data or transactional information
3.8. (old) Change to delivery scheduling conditions	rule removed, is transactional information
3.9. (old) Change to planning management profile	rule removed, is transactional information
3.10. (old) Change to financial information	grouping
3.10.1. (old) Change to payments terms	rule removed, is transactional information
3.10.2. (old) Change to allowance charge	rule removed, is transactional information
3.10.3. (old) Change to financial institution information	3.2.4 Change to financial account information
3.11. (old) Minor change to party/location that does not impact trading partners or traceability requirements	1.1.1 Identifying a legal entity 1.1.2 Identifying a function 1.1.3 Identifying a physical location 1.2.1 Identifying a physical sub-location

Previous release (2015)	This release
4. (old) Major Change to Existing Location	grouping
4.1. (old) Major change to the point of access to the location	grouping
4.1.1. (old) Change of physical address	4.2.1 Change of the location access address
4.1.2. (old) Change to a legal location (e.g., post code, street address, city) that is not a physical location	2.2.3 Relocation of a legal entity
4.1.3. (old) Major change to the point of access to the location (e.g., moving to a new location outside the existing building and site)	4.2.1 Change of the location access address
4.2. (old) Delivery routing process	rule removed
4.3. (old) Location is split and part of the location is leased or franchised to a different legal entity	grouping
4.3.1. (old) Location is split and part of the location is leased to a different legal entity	4.1.2 Physical location split
4.3.2. (old) Location is split and part of the location used by the GLN brand owner	4.1.2 Physical location split
4.4. (old) Change to legal entity leasing (franchising) a third party premises	4.1.1 Identification of a new physical location
4.5. (old) Major change to party/location that impacts trading partners and/or traceability requirements	1.1.1 Identifying a legal entity 1.1.2 Identifying a function 1.1.3 Identifying a physical location 1.2.1 Identifying a physical sub-location