Instructions for Using Your Numbers

What's Inside Your Order Zip:

Codes CSV: This is your list of assigned complete numbers with check digits. You may convert your numbers to an EAN (GTIN-13) by adding a 0 (Zero/Zed) IN FRONT of them. Please note that when using these numbers in Excel, you need to make sure the Cell Format is TEXT and NOT Number or General to get numbers to display properly that begin with a 0.

Certificate: This is your Certificate of Assignment and Ownership. It shows the GTINs you are assigned and more importantly for merchants such as Amazon, the original GS-1 Prefix Owner from which these numbers are a subset. **IMPORTANT: See the Codes_ORDER#.csv document for your complete numbers** with Check Digits. The Number Assignment on your Certificate is a Range and does not include the 12th check digit as that is a calculated digit that does not affect the range of the numbers. If using your numbers as an EAN (GTIN-13) you will need to add a 0 in front of the number and include the check digit as shown in your Codes_ORDER#.csv.

Graphics: These are your actual barcode graphics files for printing and packaging. There are 3 formats: Vector EPS, PDF and TIF. They aren't always needed, especially if you're selling online. Many people just forward their complete order to their graphic designer or label printing company.

Terms Copy: This is a copy of the Terms of Agreement you agreed to when placing your order. It describes our policies and guarantees.

How to Use Your Numbers On Amazon:

IMPORTANT: If you are having labels printed with your UPCs for FBA, make sure you create your product listings FIRST to confirm your numbers are not being used by someone else! It is rare, but it does happen. See the last paragraph below on this page regarding if your number(s) is already in use by someone else.

Creating a New Product Listing: If you are using your numbers on Amazon, create a New Product Listing, Copy/Paste your code from your **Codes_ORDER#.csv document** into the field and select UPC from the dropdown. If you are outside North America you can use your numbers as EANs by adding a 0 (Zero/Zed) in FRONT of the number and then selecting EAN from the dropdown.

Then make sure you enter *your company* as the Manufacturer.

Next, **enter N/A as the Brand Name** with no spaces and no other characters (not NA, not N / A not na not n/a, etc.). If, after you then enter your Offer details the Brand field turns Red, you are in a category that is restricted and you will have to enter the first three letters of the company that appears in the lower left corner of your Certificate. After you enter them and the red goes away, then you should be able to change those letters to something that is most similar to your company/brand name but sometimes this won't work either and you'll have to stick with the letters that match the company on your certificate. We have found that any of these 2- or 3-character initials work but you can also try 2 and 3 letter combinations until you get one that sticks. In rare categories you may run into an issue where Amazon requires approval to list under those "Brands". If you get to that point we will have to issue you a new number and you'll have to revert to the company on your certificate.

ALA, AUS, BIS, BRI, DES, DEU, ERV, EU, FAM, GBR, KTL, LEX, LUM, LUN, MEX, PER, QAR, RB, SAU, T.S.C., UAE, U.S.

Please note that because of the category restriction, your products will show under the Product name Brand: [What you enter]. Unfortunately you can't enter your own company or Brand here, so the solution is to add your Brand name in your Product Title, for example if your Brand is called Brandy's Brand and you're selling a Disposable Facemask you make your product title say Brandy's Brand Disposable Facemask or Disposable Facemask by Brandy's Brand.

Please note that it really doesn't matter what the brand says because customers don't notice or pay attention unless you are a big, well-known brand, and this does not affect your product in search results or rankings. Keep in mind, the goal is to get your product listed so you can start selling without having to spend hundreds or possibly thousands of dollars through the GS1!

If this bothers you, in order to put your own company/Brand in the Brand field, you'll have to use the Brand Registry which requires you to have a Registered Trademark ($400-$600) which requires you to buy your numbers directly from the GS1 (minimum $250 and $150/year fees). If this is you, your company is too big or successful to use numbers from us.

If you still have issues getting your listing created, send us a screen shot to customercare@ezupc.com and we will help you resolve it.

If It Appears Your Number Is Already In Use: You'll get a lengthy error message in red type that says your product shares the same ASIN as another product. Please take a screen shot and email us immediately and we will provide you with new numbers if necessary. Unfortunately there are people out there that have been using numbers fraudulently for years, and it is beyond our control if they have done that. This is why Amazon has cracked down on verifying UPC Codes. We legally and contractually rightfully own all of our numbers that we legally sell to you and anyone using them who hasn't purchased them from us is committing fraud.