



UPC Link User Tutorial

Updated February 2023

UPC Link is designed to assist with the transition from the use of generic UPCs **for packaged produce** (beginning with the prefix '033383') to company-specific or brand-owner UPCs. The produce industry is gradually transitioning away from generic codes to enable trading partners to tie produce information to brand owners, improve category management and enhance traceability and business efficiencies.

This tool enables produce suppliers to efficiently communicate to their buyers their company-specific UPCs with the corresponding generic UPCs they are replacing. It provides a single source for retailers to automatically update this information in their point-of-sale (POS) systems and eliminates the need for sellers to communicate the information to each of their retail customers individually.

It is important to note, again, that this tool is used for packaged produce items only (i.e., items labeled with a UPC barcode), NOT loose or bulk produce (items labeled with a PLU sticker and/or GSI DataBar) or produce cases. The GTIN encoded in the UPC is a similar technology used for loose/bulk or case-level identification, but this tool is used for the transition from generic UPCs to company-specific UPCs. Case-level identification is a separate initiative called the Produce Traceability Initiative (PTI). Refer to the [PTI website](#) if you're looking for information on case-level identification and synchronization of that data. For loose produce, the [DataBar Online](#) tool is used for communicating item-level GTINs encoded in the DataBar with the corresponding PLU codes.

Fees

Suppliers who are IFPA members pay a single access fee of \$300. Suppliers who are not IFPA members pay a single access fee of \$1,100. [Register now](#) (see page 4 and Appendix A for more information).

Non-members can **save up to 73%** on UPC Link by becoming a IFPA member. [Join today](#).

There is no charge for retailers, wholesalers or distributors for download access in UPC Link. Retailers, wholesalers or distributors interested in using the UPC Link tool should contact the [Supply Chain Efficiencies team](#) directly.

Note: *DataBar Online subscribers receive a complementary subscription to UPC Link. If you already have a DataBar Online subscription and do not see UPC Link in your subscriptions, please contact our Supply Chain Efficiencies team for more information.*

Questions

Please review the [FAQs](#) or contact the [Supply Chain Efficiencies team](#) if you have any questions.

Thank you for your interest in IFPA's UPC Link tool to help make conducting business with your trading partners more streamlined and efficient.

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REGISTERING FOR UPC LINK

- 1) To register for the UPC Link tool as a **supplier**, please access the [e-store](#) using your IFPA login credentials and complete the electronic order process.

If you need your IFPA user ID or would like to become a IFPA member and **save up to 73%**, please contact Member Services at +1 (302) 738-7100 or via [email](#). You can also inquire online [here](#).

Refer to [Appendix A](#) for detailed instructions on placing your order.

Note: *Retailers, wholesalers and distributors should contact the [Supply Chain Efficiencies team](#) for free download access.*

- 2) The order (registration) must be completed and the fee paid in full prior to gaining access to UPC Link. Upon completion of the order process, you will receive an Order Confirmation showing your payment (if paying by credit card). You will then have immediate access to UPC Link via your IFPA account under Subscription to begin transitioning your generic UPCs to company-specific UPCs.
- 3) If paying by check, you will not be able to access the full rights to UPC Link until the payment has cleared. Once the payment has cleared, you will see UPC Link under your Subscription tab.

ACCESSING UPC LINK

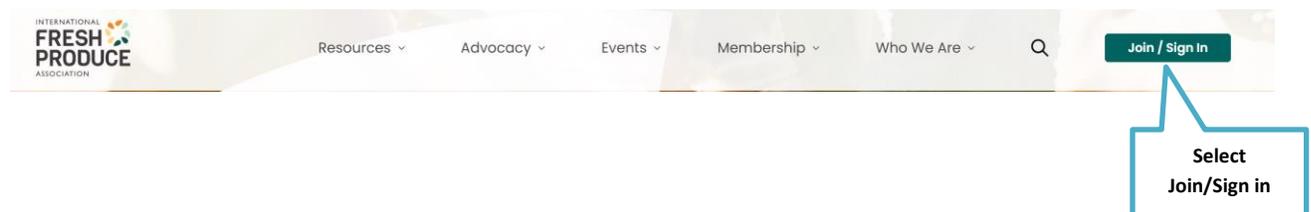
Please read the [FAQs](#) before proceeding. They are brief and contain helpful information on communicating your UPC transition information with your trading partners.

1. Access the [UPC Link](#) login page.

To access UPC Link, you must have your own IFPA login credentials. Enter your IFPA user ID and password and select **Log in**. Your username is usually your email address. If you cannot recall password, please select the **Forgot Password?** link.

The screenshot shows the IFPA login interface. It features two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). A callout box points to the Username field with the text 'Enter your Log In credentials'. Below the fields is a dark green 'Log in' button, with a callout box pointing to it that says 'Select Log in'. Underneath the button are two links: 'Forgot password?' (circled in blue) and 'Create account'. Below the links is a paragraph of text: 'Your Username is usually your email address. Click "Forgot password?" if you need an email sent to reset your password. If you have difficulty logging in, please contact IFPA Member Services by calling +1 (302) 738-7100, ext. 2 or emailing MemberServices@freshproduce.com'.

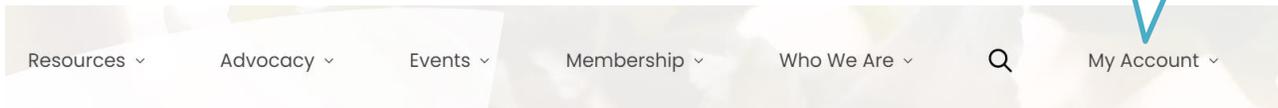
2. You can also log into IFPA's website using your IFPA username and password. Go to www.freshproduce.com and select **Join/Sign in**.



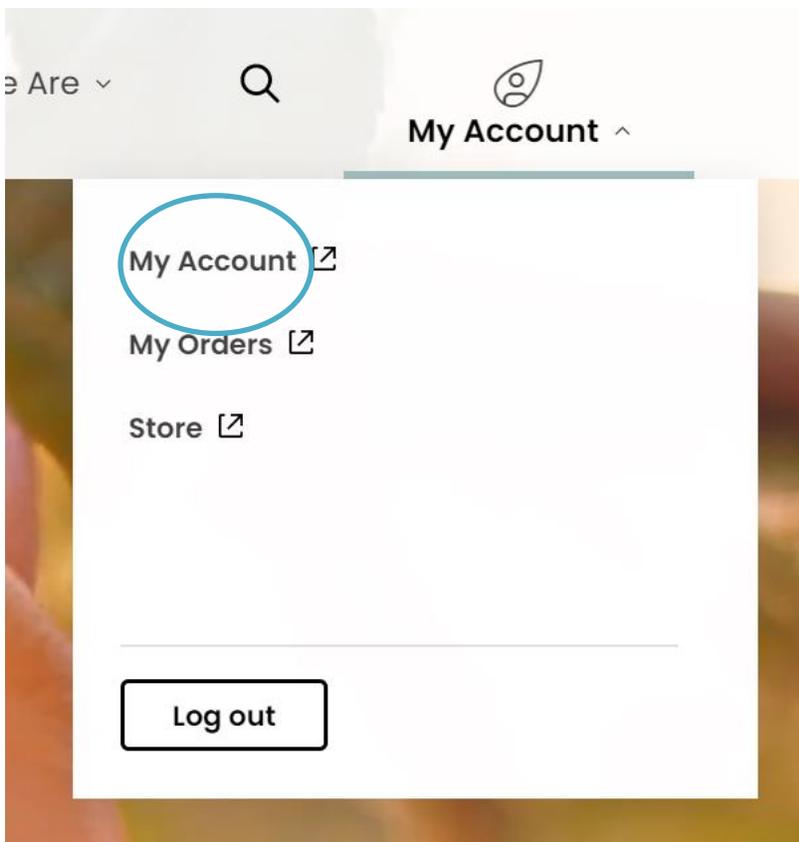
3. Enter your IFPA login credentials.

If you have problems logging into the website, please contact IFPA's Member Services via [email](#) or phone at +1 (302) 738-7100 to reset your login credentials.

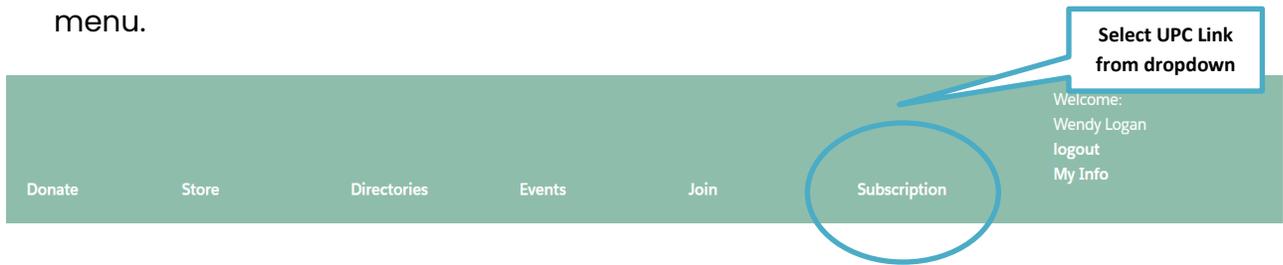
4. In the upper menu bar, select **My Account**.



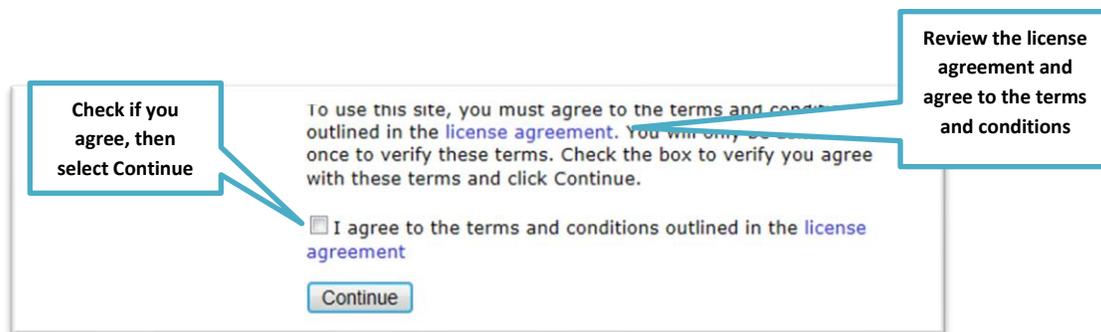
5. Select **My Account** from the dropdown menu. You will be directed to your profile.



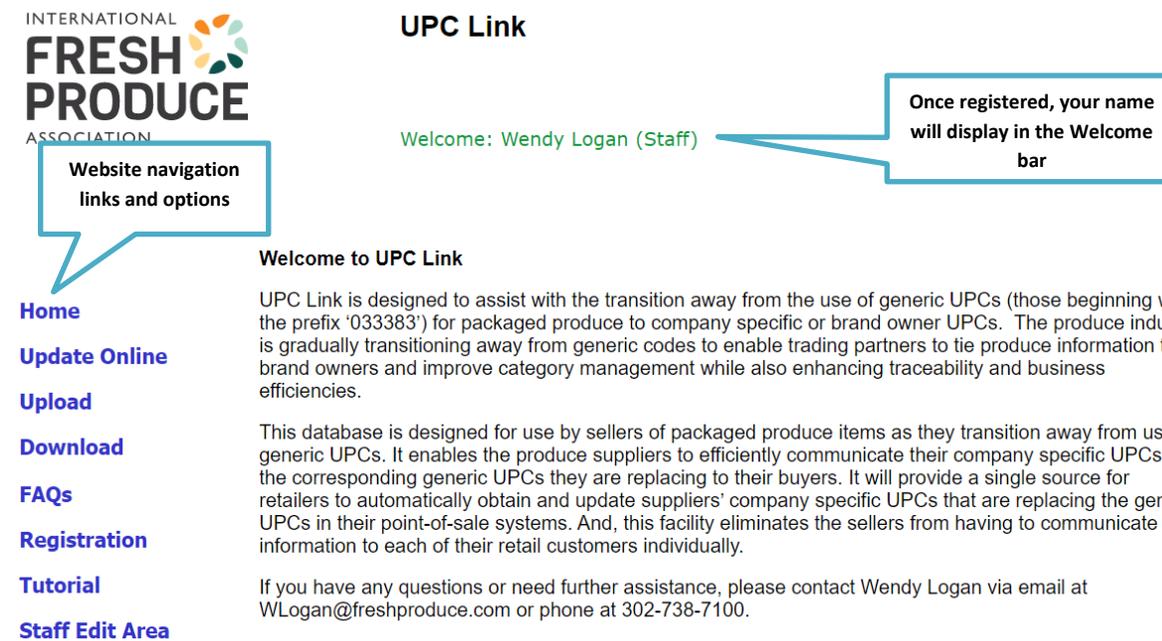
6. Select **Subscriptions** from the top menu, then select **UPC Link** from the dropdown menu.



7. If you have not accessed the product previously, you will be directed to the license agreement page. Review and agree to the terms and conditions to access UPC Link.



8. Once agreeing to the terms and conditions, you will be directed to the UPC Link home page.



INSTRUCTIONS FOR SUPPLIERS

Creating the Data File(s)

1. Using Excel, create a two column listing where the first column contains your 12-digit company-specific UPC or GTIN and the second column contains the corresponding generic UPC. The generic UPC should always start with the prefix '033383'. The company-specific UPC should begin with the UPC company prefix shown on your GSI company prefix certificate. No headings are necessary for the columns. If you have an older version of Excel, delete any extra sheets in the workbook.

Important: Retailer assigned UPC numbers **cannot** be uploaded in UPC Link as these are assigned to different items by different retailers. Uploading these UPCs could inadvertently corrupt a retailer's POS system. Retailer assigned UPCs should be communicated to retailers directly.

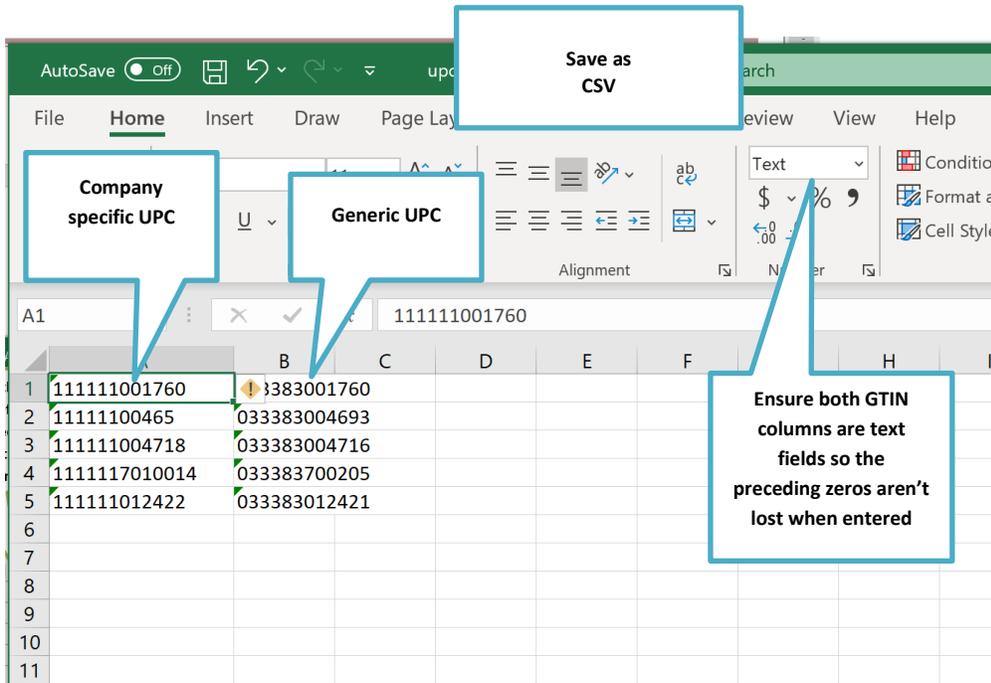
Each company-specific 12-digit GTIN is broken into three parts:

The first part is the **UPC Company Prefix**, followed by the **item reference number**, then the **check digit**. You can find more information on building your GTIN [here](#). If you do not have a UPC Company Prefix or do not know yours, please contact [GSI](#).

- The first part of the company-specific 12-digit GTIN is your **UPC Company Prefix**.

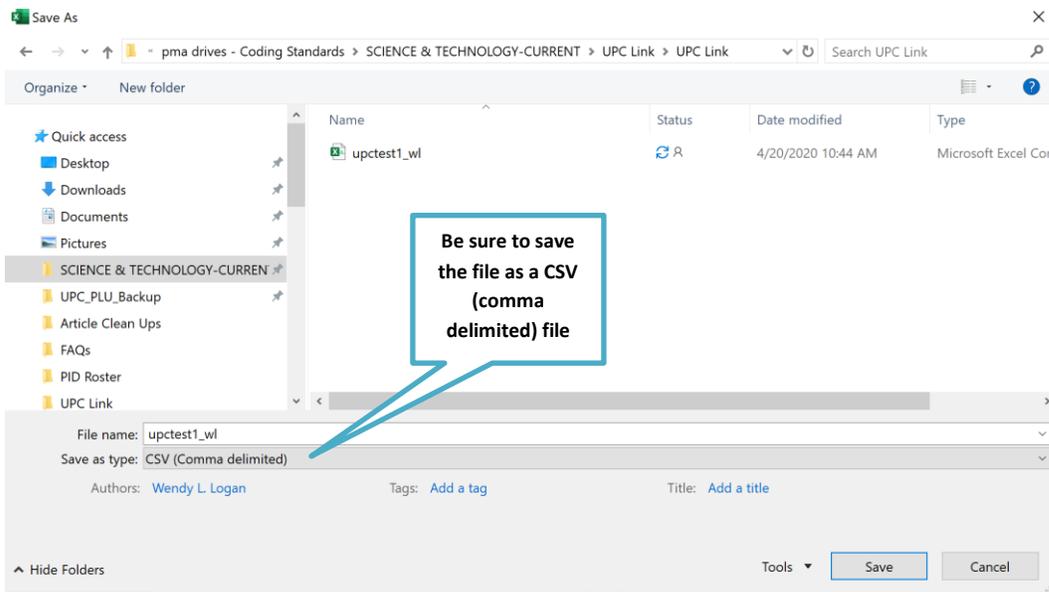


- The second part is the **item reference number**, which is assigned by the brand owner. *It is recommended that the number does not incorporate any logic so the maximum amount of numbers can be assigned.*
 - The the final part is the **check digit**, which can be calculated within the UPC Link tool on the Update Online page or through the [GS1 check digit calculator](#).
2. Format both columns of GTINs as **text** so that the preceding zeros are not truncated when the file is saved.



3. Save the file as a comma separated value (CSV)/comma delimited file. Remember to delete any extra worksheets as CSV files do not support multiple worksheets.

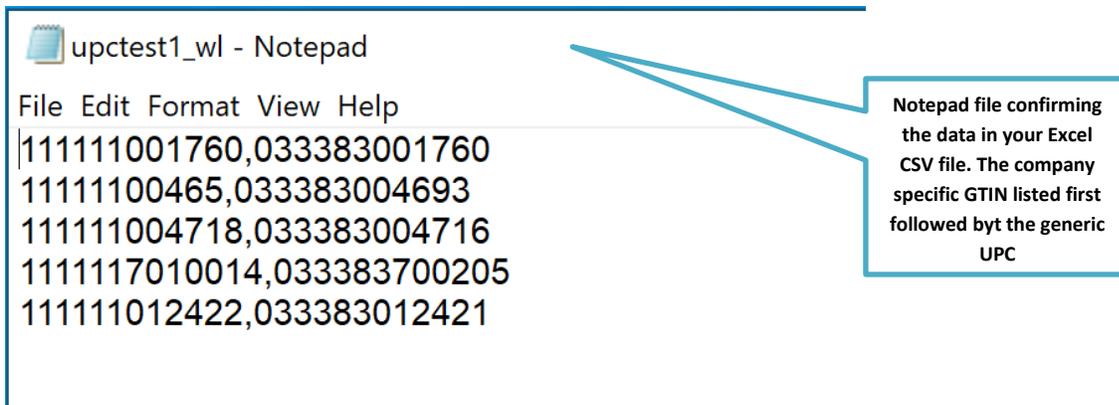
4. Record the location of the file for future reference. Any future data uploads will append to the previous upload. (**Note:** You may add, delete, or change **individual** items by selecting **Update Online** from the navigation menu [left] on the home page.)



5. Open your newly created CSV file with a text editor such as Notepad to verify that the information in the data file is correct. Your format should be exactly like you see below with company-specific GTINs separated from generic GTINs by commas with no spaces in between. If you have extra commas at the end of a line or if your leading zeros do not show up, you will need to review your your file to ensure it was built correctly.

ALWAYS VERIFY YOUR DATA USING NOTEPAD PRIOR TO UPLOADING

DO NOT OPEN YOUR CSV FILE IN EXCEL as it will drop the leading zeros off your GTINs.



UPLOADING THE DATA FILE(S)

Once you have received confirmation of access to UPC Link and have created your data file(s), you can upload the data.

1. Access the [UPC Link](#) home page.

To access UPC Link, you must have your IFPA login credentials. If you do not remember your password, please select **Forgot Password?** links. If you need assistance, please contact IFPA Member Services via [email](#) or phone at +1 (302) 738-7100.

You can also access the UPC Link home page by logging in to IFPA's website (as outlined in the **Accessing UPC Link** section of this tutorial).

2. Select the **Upload** link from the home page to upload your data.



UPC Link

Welcome: Wendy Logan (Staff)

- [Home](#)
- [Update Online](#)
- [Upload](#)
- [Download](#)
- [FAQ](#)
- [Tutorial](#)
- [Staff Edit Area](#)

Select upload

Welcome to UPC Link

UPC Link is designed to assist with the transition away from the use of generic UPCs (those beginning with the prefix '033383') for packaged produce to company specific or brand owner UPCs. The produce industry is gradually transitioning away from generic codes to enable trading partners to tie produce information to brand owners and improve category management while also enhancing traceability and business efficiencies.

This database is designed for use by sellers of packaged produce items as they transition away from using generic UPCs. It enables the produce suppliers to efficiently communicate their company specific UPCs and the corresponding generic UPCs they are replacing to their buyers. It will provide a single source for retailers to automatically obtain and update suppliers' company specific UPCs that are replacing the generic UPCs in their point-of-sale systems. And, this facility eliminates the sellers from having to communicate this information to each of their retail customers individually.

If you have any questions or need further assistance, please contact Wendy Logan via email at WLogan@freshproduce.com or phone at 302-738-7100.

3. You will be directed to the Upload screen where you will find your name in the **Contact Name**. From this screen, select **Choose File** to locate the .csv file you created.



UPC Link

Welcome: Wendy Logan (Staff)

- Home
- Update Online
- Upload
- Download
- FAQs
- Registration
- Tutorial
- Staff Edit Area

Impersonate User

Contact Name	Contact ID
Donna Bogia	0036g00001I2MYmA

UPLOAD

Choose File No file chosen

Upload

User:

Your text file must be:

- comma delimited
- consists of 3 columns:
 - Generic UPC
 - GS1 UPC Prefix
 - Item reference number and check digit

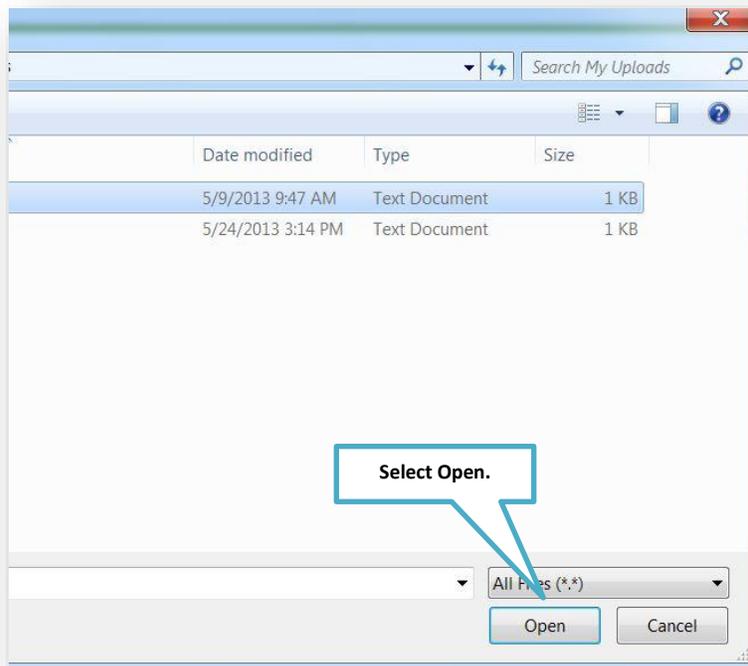
Contact name will populate

Select Choose File to locate the appropriate CSV file

4. Locate the file on your computer. Verify that it is the .csv file.

The screenshot shows a Windows File Explorer window. The address bar indicates the path: Produce Marketing Association > pma drives - Coding Standards > SCIENCE & TECHNOLC. The left sidebar shows the navigation pane with 'pma drives - Style' selected. The main pane shows a list of files with 'upctest1_wl' selected and highlighted in blue. A callout box points to the selected file with the text: 'Select the data file to upload.'

5. After locating your file, select **Open**.



6. You will be returned to the Upload screen and your file name will be displayed next to the **Choose File** button. Select **Upload** to process your data.



UPC Link

Welcome: Wendy Logan (Staff)

Impersonate User	
Contact Name	Contact ID
Donna Bogia	0036g0000111kSmA

- Home
- Update Online
- Upload
- Download
- FA
- Registration
- Tutorial
- Staff Edit Area

Select Upload to transmit the data

UPLOAD

Choose File
Upload

UPC Link Upload Test.xlsx

File name will appear when selected.

User:
Your text file must be:

- comma delimited
- consists of 3 columns:
 - Generic UPC
 - GS1 UPC Prefix
 - Item reference number and check digit

7. A message will display confirming your request to upload the GTINS and PLUs. Select **OK**.

Upload new GTIN/PLU records. Are you sure ?

Produce Marketing Association

8. An Export Results screen displays, confirming which records were successfully uploaded. Any errors in the upload will be displayed in red. The specific records affected will not be uploaded. Successfully uploaded records are displayed as *Record Accepted*

111111001760	033383001760	Record Accepted
11111100465	033383004693	Your GTIN should be (12 chars).
111111004718	033383004716	Your GTIN Check Digit is incorrect 111111004718 should be 111111004716
1111117010014	033383700205	Your GTIN should be (12 chars).
111111012422	033383012421	Your GTIN Check Digit is incorrect 111111012422 should be 111111012421

9. Correct any errors in your Excel data file then either upload the entire data file again or follow the instructions below for revising your data file.

To verify that your data was successfully uploaded, follow the **Download** instructions (detailed on page 23 of this tutorial) to view your data in the database.

Important: *New uploads will no longer overwrite existing files. All new files will be appended to the previously uploaded data.*

REVISING THE DATA FILE

1. If you need to add, delete or change a record in your data file, select the **Update Online** menu option from the UPC Link home page.



UPC Link

Welcome: Wendy Logan (Staff)

Welcome to UPC Link

UPC Link is designed to assist with the transition away from the use of generic UPCs (those beginning with the prefix '033383') for packaged produce to company specific or brand owner UPCs. The produce industry is a

efficient way from generic codes to enable trading partners to tie produce information to category management while also enhancing traceability and business use by sellers of packaged produce items as they transition away from using generic codes. It enables the produce suppliers to efficiently communicate their company specific UPCs and the corresponding generic UPCs they are replacing to their buyers. It will provide a single source for retailers to automatically obtain and update suppliers' company specific UPCs that are replacing the generic UPCs in their point-of-sale systems. And, this facility eliminates the sellers from having to communicate this information to each of their retail customers individually.

If you have any questions or need further assistance, please contact Wendy Logan via email at WLogan@freshproduce.com or phone at 302-738-7100.

- Home
- Update Online**
- Upload
- Download
- FAQs
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- Tutorial
- Staff Edit Area

Select Update Online to make any changes to your existing data loaded

On the **Update Online** screen, you can add a record. by simply entering your company-specific UPC data and the generic UPC data into the appropriate fields. The check digit fields will populate by selecting the calculator icon. Then select **Save**.

The screenshot shows the 'Update Online' interface. At the top, there's a 'Contact Name' dropdown (Bob Whitman) and a 'Contact ID' dropdown (000000562947). Below this is a table with columns for 'Generic UPC / Company Specific UPC' and 'Update Entries'. The 'Generic UPC' section has columns for 'Generic UPC Prefix', 'Item Reference Number', and 'Check Digit'. The 'Update Entries' section has columns for '12 Digit Company Specific UPC', 'Company Prefix', 'Item Reference Number', and 'Check Digit'. There is an 'Add New:' button followed by input fields for '033383' and a calculator icon. A dropdown menu shows '11111'. A 'Save' button with a calculator icon is on the right. A callout box says 'Enter your company-specific prefix' pointing to the 'Generic UPC Prefix' field.

To verify that your data was successfully uploaded, follow the Download instructions (p. 23).

Adding a Record

To Add individual entries:

1. Enter the generic UPC **Item Reference Number** in the respective field under Generic UPC.
2. Enter your company-specific **UPC Company Prefix** under GS1 UPC Company Prefix, then add the **Item Reference Number** in the respective field under 12-Digit Company Specific UPC.
3. Then select the **Calculators** to calculate the **Check Digits**.

Reminder. Retailer assigned UPCs **cannot** be used in UPC Link. Those records will need to be communicated directly with your retailer using the retailer assigned numbers.

The screenshot displays the 'Generic UPC / Company Specific UPC Insert Entries' form. The form is divided into two main sections: 'Generic UPC' and '12 Digit Company Specific UPC'. The 'Generic UPC' section includes fields for 'Generic Prefix' (03338), 'Item Reference Number' (4653), and 'UPC Check Digit' (7). The '12 Digit Company Specific UPC' section includes fields for 'GS1 Company Prefix' (011222), 'Item Reference Number' (0008), and 'Digit' (7). A 'Check Digit' field is also present, which is populated with the value 7. A 'Save' button is located to the right of the 'Check Digit' field.

Below the form is a table titled 'UPC Update Entries' with the following columns: 'Generic UPC Prefix', 'Item Reference Number', 'UPC Check Digit', 'GS1 Company Prefix', 'Item Reference Number', 'Digit', 'Date', and 'User'. The table contains five rows of data, all for the user 'Dede Bogia'.

Callouts provide additional information:

- 'Enter generic UPC item reference number' points to the 'Item Reference Number' field in the 'Generic UPC' section.
- 'Enter your GS1 UPC Company Prefix' points to the 'GS1 Company Prefix' field in the '12 Digit Company Specific UPC' section.
- 'Enter company-specific UPC item reference number' points to the 'Item Reference Number' field in the '12 Digit Company Specific UPC' section.
- 'Select the calculator icons to populate the check digit field' points to the calculator icons in the 'Check Digit' field.
- 'The data you uploaded displays as individual records here.' points to the table of uploaded records.

Generic UPC Prefix	Item Reference Number	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Digit	Date	User
033383	4653	7	011222	0008	7	5/29/2013	Dede Bogia
033383	0001	5	022211	6666	5	5/30/2013	Dede Bogia
033383	0002	2	022211	6666	5	5/30/2013	Dede Bogia
033383	0015	2	022211	6666	5	5/30/2013	Dede Bogia
033383	00234	7	022211	6666	5	5/30/2013	Dede Bogia

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4. Select **Save** and the new entry will be added to the list of records.

Impersonate User

Contact Name: Dede Bogia | Contact ID: 0036g00001I29eDA/

Select Save

Generic UPC / Company Specific UPC Insert Entries

Generic UPC				12 Digit Company Specific UPC			
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Prefix	Item Reference Number	Check Digit		
033383			123456				Save

Record shows as saved (points to '033383')

New record appears at top (points to '123456')

Save (points to 'Save' button)

UPC Update Entries

	Generic UPC Prefix	UPC Line#	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User
Edit Delete	033383	11112	4	123456	11111	0	2/13/2023	Dede Bogia
Edit Delete	033383	11113	1	123456	11111	0	2/13/2023	Dede Bogia

History

Searching a Record

To search your records, go to Update Online in the left menu.

Contact Information

Contact Name: Dede Bogia | Contact ID: 000000521245

Generic UPC / Company Specific UPC Insert Entries

Generic UPC				12 Digit Company Specific UPC			
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Prefix	Item Reference Number	Check Digit		
Add New: 033383	53892						Save

UPC Update Entries

	Generic UPC Prefix	UPC Item Ref Num	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User
Edit Delete	033383	46535	7	0111222	0008	7	5/29/2013	Dede Bogia
Edit Delete	033383	00001	5	0222111	1111	5	5/30/2013	Dede Bogia
Edit Delete	033383	00002	2	0222111	2222	7	5/30/2013	Dede Bogia
Edit Delete	033383	00015	2	0222111	3333	9	5/30/2013	Dede Bogia
Edit Delete	033383	00234	7	0222111	6666	5	5/30/2013	Dede Bogia

History

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Editing a Record

To edit an existing record:

1. Select **Edit** next to the record you wish to update.

The screenshot shows a web application interface for managing UPC entries. At the top, there is a 'Contact Information' section with fields for 'Contact Name' (Dede Bogia) and 'Contact ID' (000000521245). Below this is a 'Generic UPC / Company Specific UPC Insert Entries' section with input fields for 'Generic UPC Prefix' (033353), 'Item Reference Number', 'Check Digit', 'GS1 UPC Company Prefix' (0222111), and another 'Item Reference Number'. A 'Save' button is visible. The main part of the interface is a table titled 'UPC Update Entries' with columns: 'Generic UPC Prefix', 'UPC Item Ref Num', 'UPC Check Digit', 'GS1 Company Prefix', 'Item Reference Number', 'Check Digit', 'Date', and 'User'. The first row of the table is highlighted in green, and a callout box with the text 'Select Edit' points to the 'Edit' button in the first column of that row. The table contains several rows of data, all with 'Dede Bogia' as the user. At the bottom, there is a copyright notice: '© 2013 Produce Marketing Association. All Rights Reserved.'

2. This will highlight the line item to be updated. Make the necessary changes and select **Update**.

This screenshot shows a closer view of the 'UPC Update Entries' table. The second row is highlighted in yellow. A callout box with the text 'Select Update to save the changes' points to the 'Update' button in the first column of this row. Another callout box with the text 'Make changes in the desired text boxes.' points to the input fields for 'Item Reference Number' (70020), 'UPC Check Digit' (5), and 'GS1 Company Prefix' (111111) in the same row. The table columns are: 'Generic UPC Prefix', 'UPC Line#', 'UPC Check Digit', 'GS1 Company Prefix', 'Item Reference Number', 'Check Digit', 'Date', and 'User'. The first row of the table is also visible, with 'Edit' and 'Delete' buttons in the first column.

Incorrect information will result in an error message.

Generic UPC / Company Specific UPC Insert Entries

Generic UPC			12 Digit Company Specific UPC		
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Company Prefix	Item Reference Number	Check Digit
Add New: 033383			111111		

Error UPC Validation!

UPC Update Entries						
Generic UPC Prefix	UPC Line#	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	History
Edit Delete	033383	00176	0	111111	00176	0

- If all updated information is correct, the record will be updated and will show as Saved. The changes will then be reflected in the entry list.

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Contact Information

Contact Name: [] Contact ID: 000000521245

Generic UPC / Company Specific UPC Insert Entries

Generic UPC			12 Digit Company Specific UPC		
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Company Prefix	Item Reference Number	Check Digit
Add New: 033353			0222111		

Record shows as saved

New record displays at the top

Select Save

Saved

UPC Update Entries							History	
Generic UPC Prefix	Item Reference Number	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User	
Edit Delete	033383	46535	7	0111222	0008	7	5/29/2013	Dede Bogia
Edit Delete	033383	00001	5	0222111	1111	5	5/30/2013	Dede Bogia
Edit Delete	033383	00002	2	0222111	2222	7	5/30/2013	Dede Bogia
Edit Delete	033383	00015	2	0222111	3333	9	5/30/2013	Dede Bogia
Edit Delete	033383	00234	7	0222111	6666	5	5/30/2013	Dede Bogia
Edit Delete	033383	53892	1	0222111	4633	9	6/3/2013	Dede Bogia

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Deleting a Record

To Delete an existing record:

1. From the **Update Online** screen, select **Delete** next to the record you wish to delete.

The screenshot shows the 'Update Online' interface. At the top, there is a 'Contact Information' section with fields for 'Contact Name' (Dede Bogia) and 'Contact ID' (000000521245). Below this is a 'Generic UPC / Company Specific UPC Insert Entries' section with a table for adding new entries. The main part of the screen is the 'UPC Update Entries' table, which has columns for 'Generic UPC Prefix', 'UPC Item Ref Num', 'UPC Check Digit', 'GS1 Company Prefix', 'Item Reference Number', 'Check Digit', 'Date', and 'User'. The first row of this table is highlighted, and a callout box labeled 'Select Delete' points to the 'Delete' link in the first column of that row.

Generic UPC		12 Digit Company Specific UPC					
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Company Prefix	Item Reference Number	Check Digit		
Add New: 033383							Save
UPC Update Entries				History			
Generic UPC Prefix	UPC Item Ref Num	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User
Edit Delete	033383	00001	5	0222111	1111	5	5/30/2013 Dede Bogia
Edit Delete	033383	00002	2	0222111	2222	7	5/30/2013 Dede Bogia
Edit Delete	033383	00015	2	0222111	3333	9	5/30/2013 Dede Bogia
Edit Delete	033383	00234	7	0222111	6666	5	5/30/2013 Dede Bogia

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2. You will be prompted to confirm that you wish to delete the record. Select **OK** to confirm and the record will be deleted.

The screenshot shows a confirmation dialog box with the text 'upclinkdev.pma.com says Are you sure you want to delete?'. There are two buttons: 'OK' and 'Cancel'. A callout box labeled 'Select OK to delete the entry' points to the 'OK' button.

VIEWING DATA HISTORY

To look at the history of the data entries and changes:

1. Select **Update Online** from the UPC Link home page.

Welcome to UPC Link

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Tutorial

UPC Link is designed to assist with the transition away from the use of generic UPCs (those beginning with the prefix 000000) for packaged produce to company specific or brand owner UPCs. The produce industry is moving away from generic codes to enable trading partners to tie produce information to specific brands and improve category management while also enhancing traceability and business efficiencies.

This database is designed for use by sellers of packaged produce items as they transition away from using generic UPCs. It enables the produce suppliers to efficiently communicate their company specific UPCs and the corresponding generic UPCs they are replacing to their buyers. It will provide a single source for retailers to automatically obtain and update suppliers' company specific UPCs that are replacing the generic UPCs in their point-of-sale systems. And, this facility eliminates the sellers from having to communicate this information to each of their retail customers individually.

1. Select **History**.

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Contact Information

Contact Name	Contact ID
Dede Bogia	000000521245

Generic UPC / Company Specific UPC Insert Entry

Generic UPC	12 Digit Company Specific UPC					
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Company Prefix	Item Reference Number	Check Digit	
Add New: 033383						Save

Saved!

UPC Update Entries

	Generic UPC Prefix	UPC Item Ref Num	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User
Edit Delete	033383	00001	5	0222111	1111	5	5/30/2013	Dede Bogia
Edit Delete	033383	00002	2	0222111	2222	7	5/30/2013	Dede Bogia
Edit Delete	033383	00015	2	0222111	3333	9	5/30/2013	Dede Bogia
Edit Delete	033383	53892	1	0222111	4633	9	6/3/2013	Dede Bogia
Edit Delete	033383	00234	7	0222111	6666	5	5/30/2013	Dede Bogia

The screen will display the history of all data modifications including all uploads.

	Generic UPC Prefix	UPC Item Ref. Num.	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	User Modified	Date Modified	Status Code
Home	033383	46535	7	0111222	0001	8	Dede Bogia	5/29/2013 10:43:15 AM	Added
Update Online	033383	70511	8	0111222	0002	5	Dede Bogia	5/29/2013 10:43:15 AM	Added
Upload	033383	70511	8	0111222	0002	5	Dede Bogia	5/29/2013 10:43:15 AM	Being Deleted
Download	033383	70511	8	0111222	0002	5	Dede Bogia	5/29/2013 11:15:08 AM	Deleted
FAQ	033383	46535	7	0111222	0002	5	Dede Bogia	6/3/2013 11:38:25 AM	Updated
Registration	033383	46535	7	0111222	0002	5	Dede Bogia	6/3/2013 11:38:25 AM	Being Deleted
Tutorial	033383	46535	7	0111222	0002	5	Dede Bogia	6/3/2013 11:40:29 AM	Deleted
	033383	46535	7	0111222	0008	7	Dede Bogia	5/29/2013 11:10:51 AM	Updated
	033383	01234	6	0111222	0123	7	Bob Whitman	5/1/2013 4:22:39 PM	Added
	033383	01234	6	0111222	0123	7	Dede Bogia	5/3/2013 10:40:14 AM	Deleted
	033383	11111	7	0111222	1111	3	Bob Whitman	5/1/2013 4:20:31 PM	Added

DOWNLOADING DATA

Download Instructions (For Retailers or Individual Supplier Upload Verification)

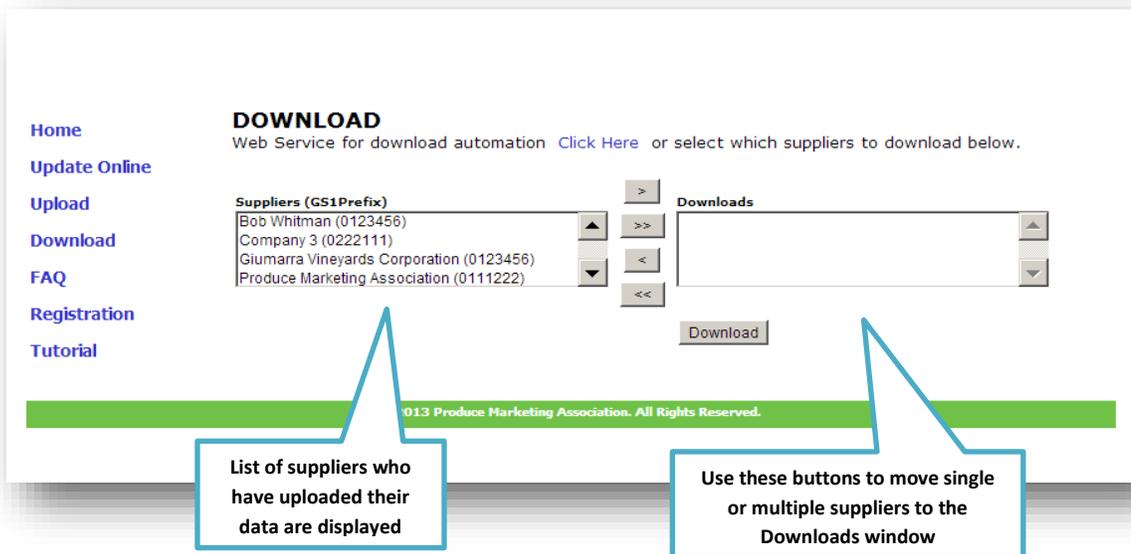
1. If you are a retailer and need to download company specific UPCs and their associated generic UPCs from suppliers or are a supplier and want to verify your data was successfully uploaded, select the **Download** link from the home page menu.

The screenshot shows the 'Welcome to UPC Link' page. On the left is a navigation menu with links: Home, Update Online, Upload, Download, FAQs, Registration, and Tutorial. The 'Download' link is highlighted with a blue callout box containing the text 'Select Download.' The main content area contains introductory text about the system's purpose in transitioning from generic UPCs to company-specific ones.

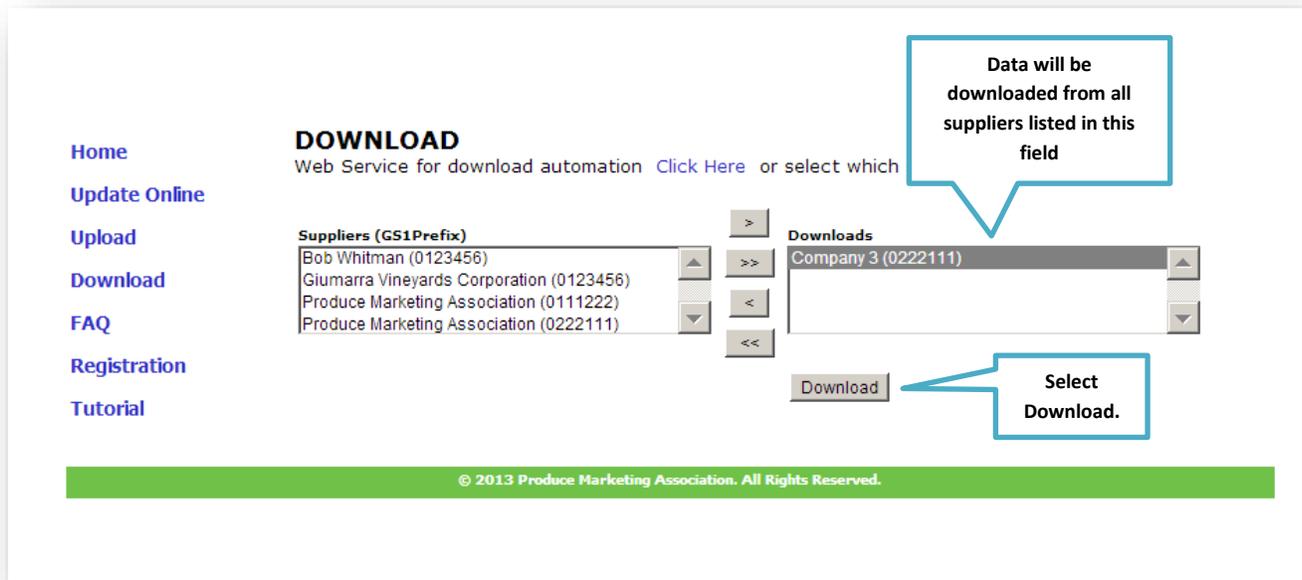
2. Choose any or all of the trading partners from whom you want to receive information. If you are a supplier, you will only see your own company in this list. Using the arrows in the middle of the two windows, highlight your selected suppliers on the left and use the arrow(s) to move them to the **Downloads** box on the right.

- To select more than one supplier at a time, hold the Ctrl key down and select the desired suppliers. Then use the single arrow to move them to the **Downloads** box.
- Use the double arrows to add or remove all companies.

Important Note to Buyers: It is advised that buyers download the entire database to avoid omitting GTINs that have been uploaded by third-party companies. Failure to do so could result in 'not on file' scans and other scanning issues.



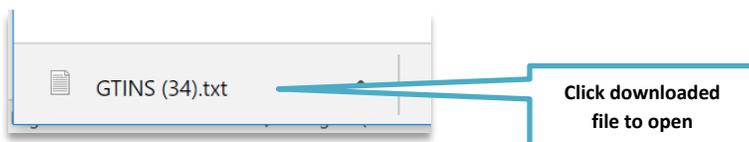
3. Once your selected companies are in the Downloads box, select the **Download** button.



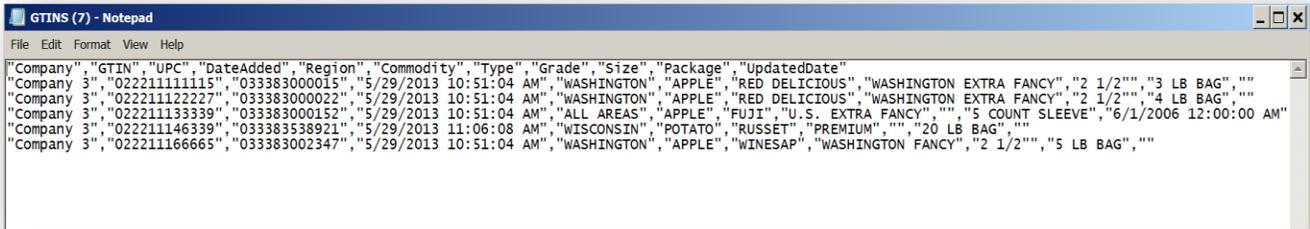
4. You will either be prompted to **Open** or **Save** your text file **or** the download file will show automatically in the bottom lefthand corner of your computer screen (depending on which version of Windows you have and which browser you are using).



Or



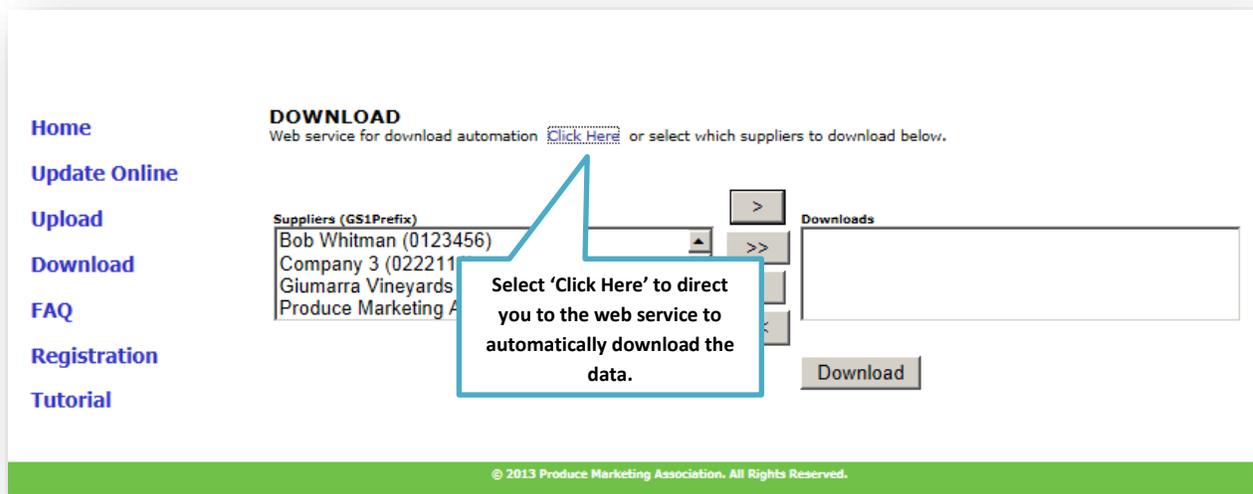
5. The data file you download will create the Notepad file shown below.



Automated Downloading

In order to automatically download the supplier data, a web service has been created to allow retailers' web development team to access this data.

1. To set up automated downloading, go to the Download screen and select the **Click Here** hyperlink.



- The following screen opens with instructions on how to set up the automated download using a web service. Select the **Web Service** hyperlink.

INTERNATIONAL
FRESH PRODUCE
ASSOCIATION

UPC Link

Welcome: Wendy Logan (Staff)

Automated Downloading

A web service is a unit of managed code that can be remotely invoked using HTTP, that is, it can be activated using HTTP requests. So, web services allow you to expose the functionality of your existing code over the network. Once it is exposed on the network, other applications can use the functionality of your program.

Requirements: You must be a PMA member to access this web service.

The 2 parameters required for accessing the web service are your PMA Member Id and Primary Email Address.

Our web service allows access to download the complete UPCLink List.

To access our web service, select <http://UPCWebService.pma.com> for your web development team to automate downloading of the data.

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- When you select the hyperlink for the web service, it directs you to the following screen where you then follow the steps to activate the programming.

Service1

The following operations are supported. For a formal definition, please review the [Service Description](#).

- [UPCMigrationList](#)

Select the hyperlink 'UPCMigrationList'.

Select the hyperlink 'Service Description' for a description of the web service.

4. Enter your IFPA Customer ID and your email address to invoke the operation. Select **Invoke**.

Service1

Click [here](#) for a complete list of operations.

UPCMigrationList

Test

To test the operation using the HTTP POST protocol, click the 'Invoke' button.

Parameter	Value
CustomerID:	<input type="text"/>
Email:	<input type="text"/>

Enter your IFPA Member ID here.

Enter your Primary Email Address here.

Service1

Click [here](#) for a complete list of operations.

UPCMigrationList

Test

To test the operation using the HTTP POST protocol, click the 'Invoke' button.

Parameter	Value
CustomerID:	00000521245
Email:	dbogia@pma.com

Once both fields are populated, select the 'Invoke'

The web service returns all the data in an XML format (see example below).

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The placeholders shown need to be replaced with actual values.

```
POST /service1.asmx HTTP/1.1
Host: upcwebsevice.pma.com
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://databaronlinewebsevice.pma.com/DataBarLast30Days"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <DataBarLast30Days xmlns="http://databaronlinewebsevice.pma.com/">
      <CustomerID>string</CustomerID>
      <Email>string</Email>
    </DataBarLast30Days>
  </soap:Body>
</soap:Envelope>

HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <DataBarLast30DaysResponse xmlns="http://databaronlinewebsevice.pma.com/">
      <DataBarLast30DaysResult>xml</DataBarLast30DaysResult>
    </DataBarLast30DaysResponse>
  </soap:Body>
</soap:Envelope>
```

APPENDIX A

Electronic Order Process

1. In order to access UPC Link, you must complete the electronic order process which is done through the [e-store](#).
2. A login screen opens with options to sign in.
3. Enter your user ID and password or create an account. This brings you to the [e-store](#) home page. (There are additional prompts if you do not know your IFPA login credentials.)

The screenshot shows a login form with two input fields: 'Username' and 'Password'. A callout box points to the 'Username' field with the text 'Enter IFPA login credentials'. Below the input fields is a dark green 'Log in' button, with a callout box pointing to it that says 'Select Log in'.

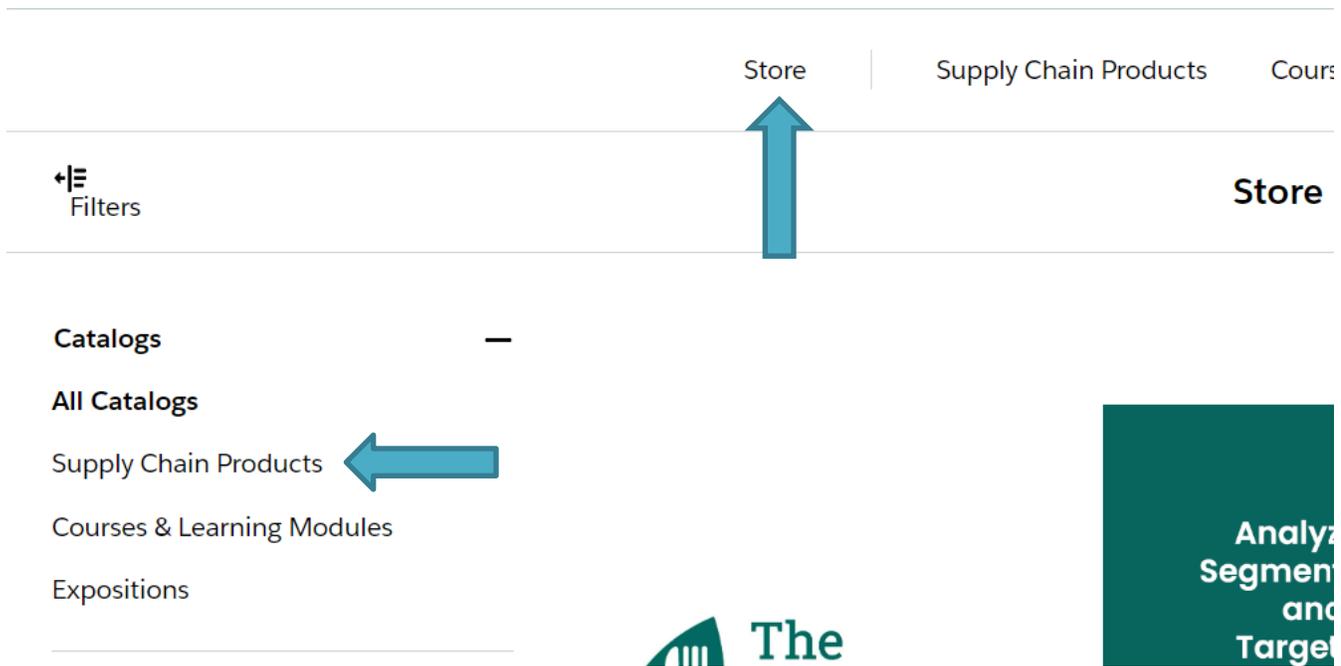
[Forgot password?](#)

[Create account](#)

Your Username is usually your email address. Click "Forgot password?" if you need an email sent to reset your password. If you have difficulty logging in, please contact IFPA Member Services by calling +1 (302) 738-7100, ext. 2 or emailing MemberServices@freshproduce.com

4.

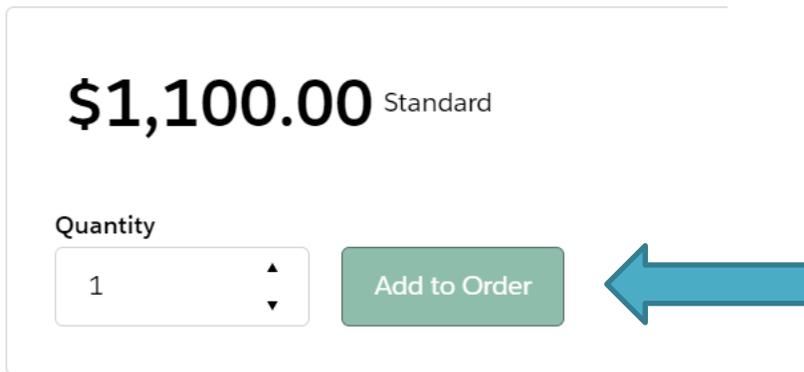
5. Select **Store** from the menu bar at the top of the page, then **Supply Chain Products** from top or side menu.



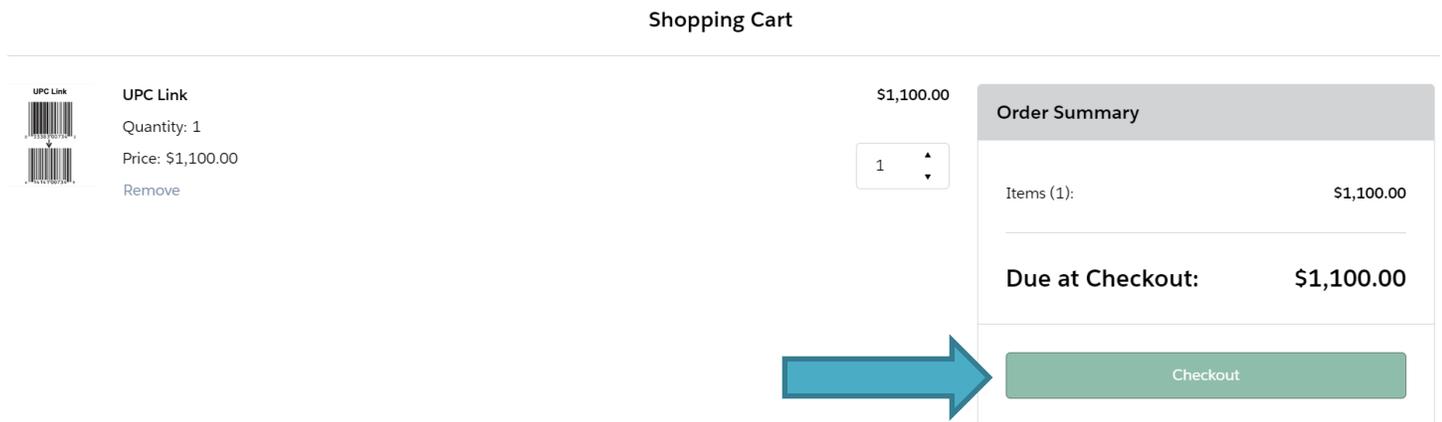
6. Select **UPC Link**



7. The pre-order screen displays. Select **Add to Order**.



8. Select **Checkout** in the pop up.



9. Follow the directions for checkout.

10. To pay by credit card complete the fields with your card information.

1. Choose a Payment Method

Credit Card
Check or Wire

* Card Holder Name

* Card Number

* Exp Month * Exp Year

Would you like to save this payment method for future use?

Billing Address

[+ Create Address](#)

Address is optional.

[Process Payment](#)

An Order Confirmation will display.

Important: Be sure to save your Order Confirmation and email to your files and bookmark the link to the UPC Link tool in your browser for future access.

For immediate access following a credit card payment, go to Subscription in the top menu.



You may have to log in with your IFPA credentials again, then you will be taken to the home page of UPC Link where you can upload your data.

- II. If paying by check or wire, select the respective option in the left menu, enter your email address, then select **Send Proforma Invoice**.

1. Choose a Payment Method

Credit Card

Check or Wire

Send an invoice to yourself to pay by check or wire. Your order will be fulfilled upon payment.

* Email

Send Proforma Invoice

Important: Send a copy of the Order Confirmation with the check to ensure proper credit.

APPENDIX B

Validating a GTIN

You can validate if a GTIN has already been registered in the database by using the GTIN Validation. **Note:** Suppliers can **only** view their own company data. Retailers can view **all** data uploaded in the UPC Link tool.

Distributors and wholesalers who are also registered to upload will need to contact the [Supply Chain Efficiencies team](#) for a complete download supplier list.

1. Go to the UPC Link Home page. Select **Upload**.



UPC Link

Welcome: Wendy Logan (Staff)

Welcome to UPC Link

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[Staff Edit Area](#)

Select Upload

UPC Link is designed to assist with the transition away from the use of generic UPCs (those beginning with the prefix '033383') for packaged produce to company specific or brand owner UPCs. The produce industry is transitioning away from generic codes to enable trading partners to tie produce information to suppliers and improve category management while also enhancing traceability and business

This database is designed for use by sellers of packaged produce items as they transition away from using generic UPCs. It enables the produce suppliers to efficiently communicate their company specific UPCs and the corresponding generic UPCs they are replacing to their buyers. It will provide a single source for retailers to automatically obtain and update suppliers' company specific UPCs that are replacing the generic UPCs in their point-of-sale systems. And, this facility eliminates the sellers from having to communicate this information to each of their retail customers individually.

If you have any questions or need further assistance, please contact Wendy Logan via email at WLogan@freshproduce.com or phone at 302-738-7100.



UPC Link

Welcome: Wendy Logan (Staff)

Impersonate User	
Contact Name	Contact ID
Dede Bogia	0036g00001129eDA/

[Home](#)

[Update Online](#)

[Upload](#)

[Download](#)

[FAQs](#)

[Registration](#)

[Tutorial](#)

[Staff Edit Area](#)

User:

Your text file must be:

- comma delimited
- consists of 3 columns:
 - Generic UPC
 - GS1 UPC Prefix
 - Item reference number and check digit

UPLOAD

No file chosen

2. If the 12-digit GTIN is already in the system, you will receive the following message.

Impersonate User							
Contact Name		Contact ID					
Dede Bogia		0036g00001I29eDA/					
Generic UPC / Company Specific UPC Insert Entries							
Generic UPC				12 Digit Company Specific UPC			
Generic UPC Prefix	Item Reference Number	Check Digit	GS1 UPC Company Prefix	Item Reference Number	Check Digit		
Add New: 033383	11112	4	123456	11111	0		Save
<p style="color: red;">Error Duplicate GTIN and UPC. Error # -333</p>							
UPC Update Entries							History
Generic UPC Prefix	UPC Line#	UPC Check Digit	GS1 Company Prefix	Item Reference Number	Check Digit	Date	User
Edit Delete	033383	11112	4	123456	11111	0	2/13/2023 Dede Bogia