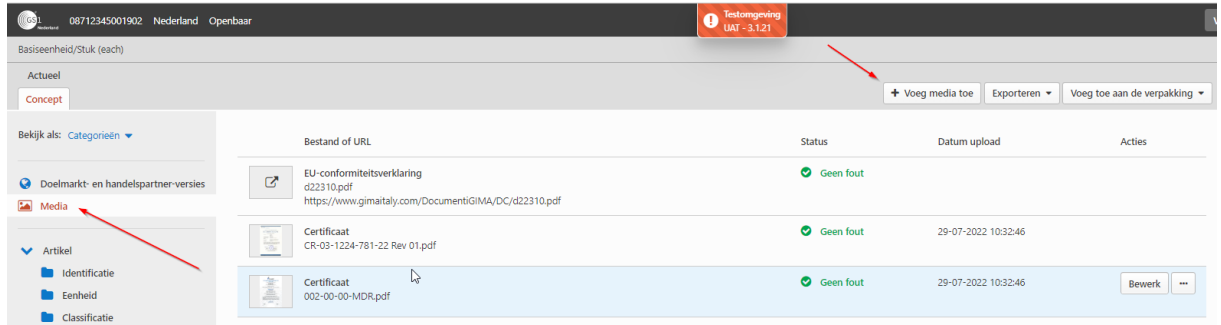


Guide to uploading URLs for media files via Excel

1. First make sure you enter at least one URL manually in GS1 Data Source so that you have an example of how the data should be entered in the Excel template. Open a GTIN by clicking on it and then clicking on 'media' in the top left and then on 'add media'.



2. Select the correct media type, e.g. EU declaration of conformity, check the option 'import from URL' or 'URL' and enter the correct URL. With the option 'import from URL' the file is displayed in the web interface. The 'URL' option only shows the link to the file. As soon as you open the link, the file should be downloaded automatically. After this, click save.

Voeg media toe

- 1 Type
EU-conformiteitsverklaring
- 2 Bron
 Upload bestanden Importeer vanuit URL URL
- 3 URL
https://www.gimaitaly.com/DocumentiGIMA/DC/d22310.pdf

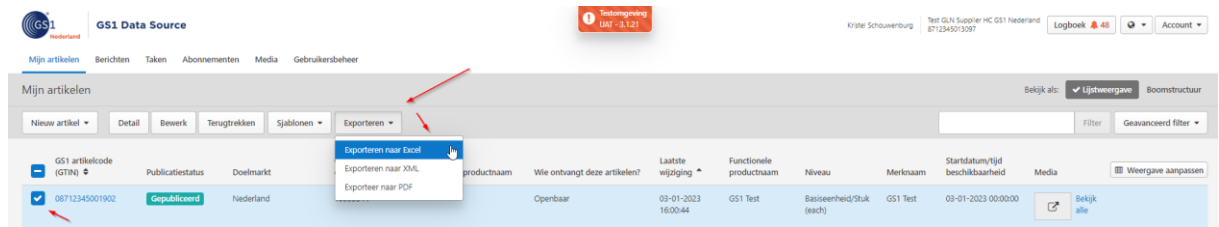
Annuleer Opslaan

3. Publish the item to the data recipient(s).
4. Then export the GTIN together with the GTINs for which you want to add a URL. Export to Excel by selecting the GTINs. There are two ways to export the data to Excel. You can select all attributes; then all entered attributes will be downloaded, including the attributes that have nothing to do with media files. You can also choose 'selected attributes' and make (and optionally save) a selection of attributes. These are the following attributes:

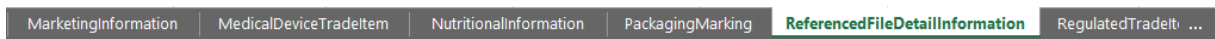
- Media source GLN
- Type external file
- Effective date of the file

- File extension
- Link to external file
- Main photo

Then choose 'export to Excel'.



5. In Excel, open the 'ReferencedFileDetailInformation' tab.



6. Now enter the yellow shaded fields in the same way as the item you downloaded.

E	F	G	H	I	J	K	L
ReferencedFileHeader[1]	ReferencedFileHeader[0]	ReferencedFileHeader[0]	ReferencedFileHeader[0]	ReferencedFileHeader[0]	ReferencedFileHeader[0]	ReferencedFileHeader[0]	ReferencedFileHeader[0]
		ReferencedFileTypeCode					
MediaSourceGln	MimeType	Value	FileFormatName	FileName	UniformResourceIdentifier	IsPrimaryFile	
Media bron GLN (50129)	Gerefereerd bestand (2602)	Type extern bestand (2469)	Extensie van extern bestand (2479)	Naam van extern bestand (2481)	Link naar extern bestand (2485)	Hoofd foto (4277)	
8712345013097	application/pdf	DECLARATION_OF_CONFORM Pdf		d22310.pdf	https://www.testgs1.com/DocumentiGIMA/DC/d22310.pc	FALSE	
8712345013097	application/pdf	DECLARATION_OF_CONFORM Pdf			https://www.testgs1.com/DocumentiGIMA/DC/d22310.pc	FALSE	

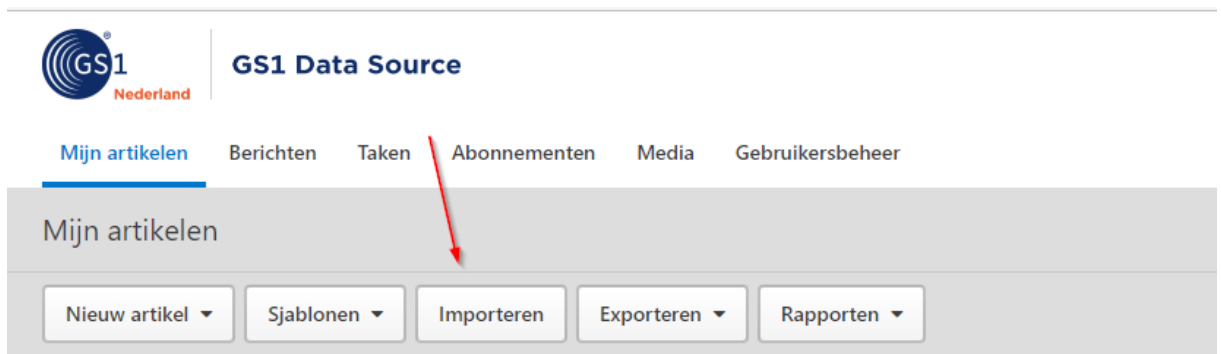
The field names are:

- Media source GLN
- Referenced file
- Type external file
- File extension
- Link to external file
- Main photo

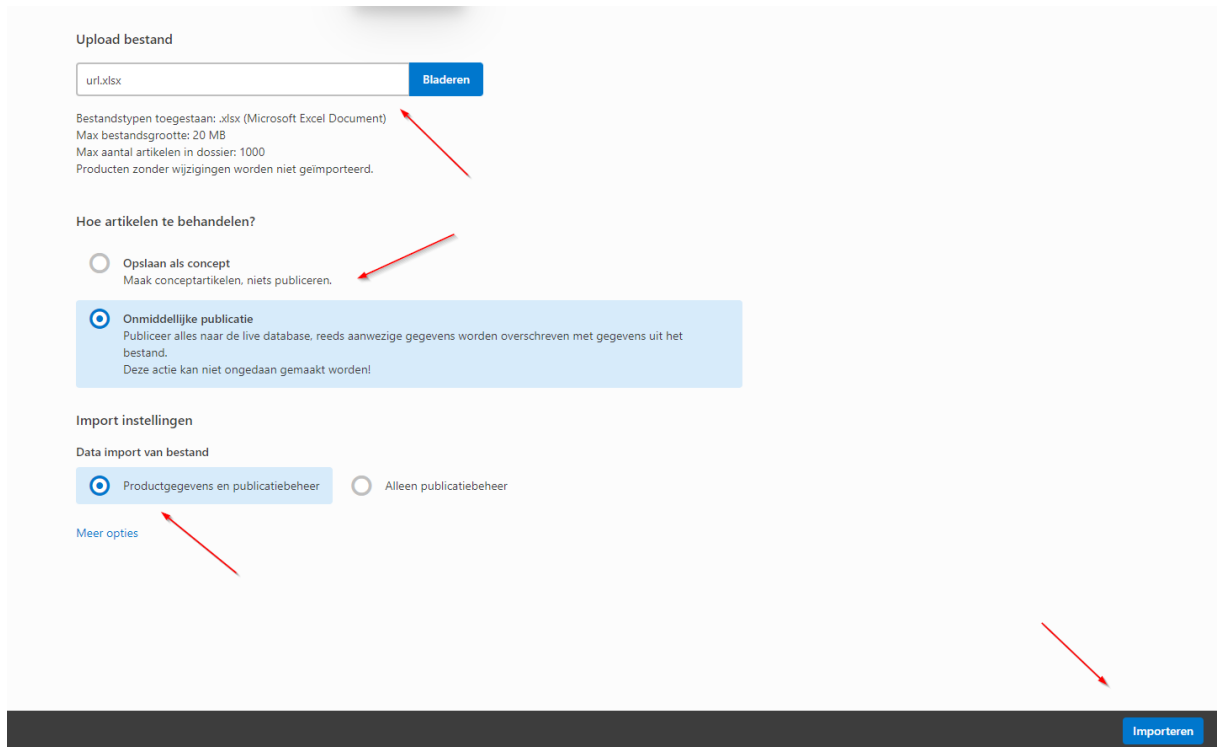
Please note that the 'external file name' field is automatically generated when manually adding a URL via the web interface. This field does **not** need to be entered in the Excel file. As soon as you import the file, this field is automatically created by the Datapool. If you download a new Excel file, this field is automatically generated by the data pool and already filled in in Excel.

If you are going to import the same type of file, you can enter all columns the same as the GTIN you downloaded except column K. For column K, enter the correct link that belongs to the item. This could be the same link for multiple items.

7. Save the file and return to the web interface to import the file.



8. Select the correct file, choose save as draft or for immediate publication and select the option 'product data and publication management'. After that, click import.



9. You can follow the progress of the Excel upload in the tasks tab. Once the status is successful, the URL will be added to the item.

