



Standard Operating Procedure (SOP) for using National Electronic Product Catalogue (NEPC) for Certificate Visual Authentication (CVA):

Annex A	Create Certificate Record Manually	Page 1 to 5
Annex B	Create Certificate Record in Batch (Auto-Assigned GTIN)	Page 6 to 11
Annex C	Create Certificate Record in Batch (Self-Assigned GTIN)	Page 12 to 17
Annex D	Amendment of Certificate information	Page 18

DISCLAIMER:

The National Electronic Product Catalogue (NEPC) is an exclusive online members' portal free-to-use for members to create barcodes, manage and maintain their products information in a single location. Users are responsible for any submission of data into NEPC and maintain the accuracy of the information. By proceeding to the NEPC, you acknowledge that GS1 has no responsibility for accuracy or completeness of any information placed on NEPC by you.

By uploading images into NEPC, you have consented to pay for listed images in accordance to the above image upload charges. You may refer to the Terms and condition, fee structure and rebate scheme for image upload on the last page of this SOP document

ANNEX A - Create Certificate Record Manually

Step 1: Navigate on NEPC

1a. Log in to NEPC portal with your Login ID and Password

LOGIN
Welcome to NEPC.

Login ID:

Password:

Remember Me

LOGIN **CLEAR**

[Retrieve Password](#)

1b. Under “Administrator Controls” located on the left, click “Manage products”.

Administrator Controls

- Update company information
- Manage branches
- Manage users
- Manage products**
- Manage trading partners (0)

1c. Company Prefix Selection page is displayed, click “Select”.

COMPANY PREFIX SELECTION

Full Membership

FULL MEMBERSHIP

GS1 Company Prefix	GTIN Capacity	GTINs Remaining	% GTINs Remaining	
8888888	100000	99821	~99.82%	Select

Step 2: Certificate Management

2a. Certificate Management page is displayed, click “Add certificate”.

PRODUCT / CERTIFICATE MANAGEMENT

GS1 Company Prefix:	8888888
GTIN capacity:	100000
GTIN remaining:	99821

Product Name:

Brand Name:

GTIN:

Type: Status:

2b. Manage Certificate page is displayed, fill in the certificate information and upload certificate image (if available). (Fields marked with red “*” are mandatory fields.) Click “Next Step” to proceed.

MANAGE CERTIFICATE

Course Name: *

Company / Individual: *

Type of certificate: *

Serial No:

Other Information:

Date Of Commencement: *

End Availability:

Image Upload: No file chosen

2c. NEPC will auto-assign item reference number without check digit as highlighted below (if user wishes to self-assign item reference number, user can key in the numbers under “Global Trade Item Number” data field.). After verifying certificate information, click “Save”.

MANAGE CERTIFICATE

Company Prefix:	8888888		
GTIN Allocation:	<input checked="" type="radio"/> Auto (system assigned GTIN) <input type="radio"/> Manual (Self assign GTIN)		
Global Trade Item Number:	888888800013		

Basic Information			
Course Name:	Test Cert	Information Provider GLN:	888888800008
Company/Individual:	M-ADN	Serial No:	
Type:	Certification		
Product Category			
Classification Category Code (GPC Code):	9999999		
Publishing			
Start Availability:	2012-03-31 12:00:00	End Availability:	2022-03-31 12:00:00
Other Information			

Previous Step **SAVE**

2d. NEPC will prompt user to save certificate. Click “OK” to proceed.

The page at <https://nepc.gs1.org.sg> says:

Save Certificate?

2e. Global Trade Item Number has been successfully created.

You have successfully a certificate with GTIN: **888888800013**.

You may proceed to generate a barcode on [this page](#).

Step 3 to 7: Internal Process of creating the certificate

Step 3: Strongly recommend that another personnel from the user company to approve the certificate information and Global Trade Item Number created.

Reason: to ensure data integrity

Step 4: Creating bar code symbol based on the Global Trade Item Number created on Step 2e.

Step 5: Incorporate the bar code symbol generated from Step 4 to the certificate and print the certificate.



Step 6: Certificate to be signed off by user company's management.

Step 7:

- Scan the signed copy of certificate in image (jpg, png) format.
- Ensure that image resolution to be at least 100 dpi and file size should not exceed 300kb.
- Save image filename using the Global Trade item Number. (i.e: 8888888000037.jpg)

Step 8: Uploading the certificate image

8a. Proceed back to company's certificate listing page. Select the certificate information for uploading of its image. Click on "edit icon".

GTIN	Type	Brand/Course Name	Product/ Company/ Individual Name	Images	Status
8888888000013	C	Test Cert	Mr ABC		Pending  

8b. Choose File to browse and select certificate image file for upload and click "Next Step".

MANAGE CERTIFICATE

Course Name: *

Company / Individual: *

Type of certificate: *

Serial No:

Other Information:

Date Of Commencement: *

End Availability:

Image Upload: 8888888000013.jpg

8c. View summary of the certificate information with image. User to verify certificate information and image. Click “Update” to save.


MANAGE CERTIFICATE

Company Prefix:	8888888
Global Trade Item Number	8888888000013
Status:	Pending

Previous Step **UPDATE**

Certificate image

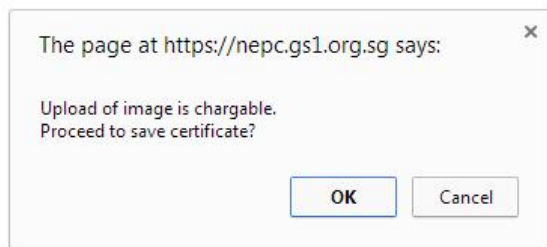
TEST CERT



Basic Information			
Course Name	Test Cert	Information Provider GLN	8888888000006
Company/Individual	Mr ABC	Serial No	
Type	Certification		
Product Category			
Classification Category Code (GPC Code)	99999999		
Publishing			
Start Availability	2001-05-19 12:00:00	End Availability	2021-05-19 12:00:00
Other information			
Other information			

Previous Step **UPDATE**

8d. NEPC will prompt user to save certificate. Click “OK” to proceed.



8e. NEPC to prompt successful update of certificate.

You have successfully updated a certificate with GTIN: **8888888000013**.

You may proceed to generate a barcode on [this page](#).

9. End of process.

ANNEX B - Create Certificate Record in Batch (Auto-Assigned GTIN)

Step 1: Navigate on NEPC

1a. Log in to NEPC portal with your Login ID and Password

LOGIN
Welcome to NEPC.

Login ID:

Password:

Remember Me

LOGIN **CLEAR**

[Retrieve Password](#)

1b. Under “Administrator Controls” located on the left, click “Manage products”.

Administrator Controls

- Update company information
- Manage branches
- Manage users
- Manage products**
- Manage trading partners (0)

1c. **Company Prefix Selection page is displayed**, click “Select”.

COMPANY PREFIX SELECTION

Full Membership

FULL MEMBERSHIP

GS1 Company Prefix	GTIN Capacity	GTINs Remaining	% GTINs Remaining	
8888888	100000	99821	~99.82%	Select

Step 2: Certificate Management

2a. Certificate Management page is displayed, click “Batch Upload”.

PRODUCT / CERTIFICATE MANAGEMENT

GS1 Company Prefix:	8888888
GTIN capacity:	100000
GTIN remaining:	99823

Product Name:

Brand Name:

GTIN:

Type: Status:

2b. Product Batch Upload page displayed. Click on “Certificate” to download the excel template.

PRODUCT BATCH UPLOAD

GS1 Company Prefix:	8888888
Global Location Number	8888888000006
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) [Certificate](#)

Select File: No file chosen

Upload Type:

2c. Open the excel template, enter the certificate information and save the file. Leave the Global Trade Item Number data field empty. (Mandatory field highlighted in red must be filled.)

Product Identification	Format	Certificate 1	Certificate 2
0 Global Trade Item Number (leave empty to auto assign)	Numeric		
1 Course Name (mandatory)	Text	Testing	Testing
2 Company / Individual (mandatory)	Text	Test Cert 1	Test Cert 2
3 Type of certificate (mandatory)	List	Certification	Certification
4 Serial Number (optional)	Text		
5 Other information (optional)	Text		
6 Date of commencement (mandatory)	Date	2013-05-01	2013-05-01
7 End Availability Date (optional)	Date		
8 Image File Name (for zip file upload only)	Text		

2d. Choose the saved excel file. Select “Certificate” under Upload Type. Click “Upload” to proceed.

Download Template: [Product](#) | [Certificate](#)

Select File: Test Cert - a... assign.xlsx

Upload Type:

2e. NEPC will prompt if excel file is successfully processed. Verify the summary of the uploaded certificate information and NEPC auto assigned Global Trade Item Number highlighted in “red” to ensure accuracy

PRODUCT BATCH UPLOAD

Successfully processed the excel file. Please verify below information before submitting.

GS1 Company Prefix:	8888888
Global Location Number:	8888888000008
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) | [Certificate](#)

Select File: No file chosen

Upload Type:

Certificate:1 [New]

Course Name: Testing Company / Individual: Test Cert 1

Type of Certificate: Certification Serial No:

Date Of Commencement: 2013-05-01 End Availability: 2033-05-01

Other Information:

Image

GTIN (Auto Assigned): 8888888000020

Certificate:2 [New]

Course Name: Testing Company / Individual: Test Cert 2

Type of Certificate: Certification Serial No:

Date Of Commencement: 2013-05-01 End Availability: 2033-05-01

Other Information:

2f. At the bottom of the summary page, click “Submit Record(s)” to save the certificate.



NEPC will prompt “Confirm Add Product(S)”, click ok to proceed.

The page at <https://nepc.gs1.org.sg> says: ×

Confirm AddProduct(s)

2g. NEPC will prompt when certificate information is uploaded successfully.

PRODUCT BATCH UPLOAD

Added 2 certificate(s) successfully.

Step 3 to 7: Internal Process of creating the certificate

Step 3: Strongly recommend that another personnel from the user company to approve the certificate information and Global Trade Item Number created.

Reason: to ensure data integrity

Step 4: Creating bar code symbol based on the Global Trade Item Number created on Step 2e.

Step 5: Incorporate the bar code symbol generated from Step 4 to the certificate and print the certificate.

Step 6: Certificate to be signed off by user company's management

Step 7:

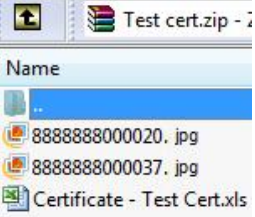
- Scan the signed copy of certificate in image (jpg, png) format.
- Ensure that image resolution to be at least 100 dpi and file size should not exceed 300kb.
- Save image filename using the Global Trade item Number. (i.e: 8888888000037.jpg)

Step 8: Upload certificate image

8a. Update previous saved excel template with assigned Global Trade Item Number and image file name.

Product Identification		Format	Certificate 1	Certificate 2
0	Global Trade Item Number (leave empty to auto assign)	Numeric	8888888000020	8888888000037
1	Course Name (mandatory)	Text	Testing	Testing
2	Company / Individual (mandatory)	Text	Test Cert 1	Test Cert 2
3	Type of certificate (mandatory)	List	Certification	Certification
4	Serial Number (optional)	Text		
5	Other information (optional)	Text		
6	Date of commencement (mandatory)	Date	2013-05-01	2013-05-01
7	End Availability Date (optional)	Date		
8	Image File Name (for zip file upload only)	Text	8888888000020.jpg	8888888000037.jpg

8b. Save the excel file and certificate images under one ZIP file.



How to create Zip file (.zip) using WinZip:

1. Open a folder window
2. Find and highlight (select) the files and/or folders you would like to zip
3. Right click in the highlighted area
4. Add to Zip file: To specify your own Zip file name and save it

8c. Proceed to “Product Batch Upload”, select the Zip file for uploading of the certificate images. (Upload Type select “Certificate”)

PRODUCT BATCH UPLOAD

GS1 Company Prefix:	8888888
Global Location Number	8888888000006
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) | [Certificate](#)

Select File: Test Cert.zip

Upload Type:

8d. View summary of the uploaded certificate information and images. Click on the image link to verify that images are uploaded to the correct certificate information.

PRODUCT BATCH UPLOAD

Successfully processed the excel file. Please verify below information before submitting.


GS1 Company Prefix:	8888888
Global Location Number	888888000006
GTIN capacity:	100000
GTIN remaining:	99821

Download Template: [Product](#) | [Certificate](#)

Select File: No file chosen


Upload Type:

Certificate:1 [To be updated]

Course Name: Testing Company / Individual: Test Cert 1
 Type of Certificate: Certification Serial No:
 Date Of Commencement: 2013-05-01 End Availability: 2033-05-01
 Other information:
 Image: 

GTIN: 888888000020

Certificate:2 [To be updated]

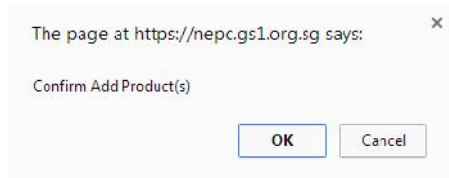
Course Name: Testing Company / Individual: Test Cert 2
 Type of Certificate: Certification Serial No:
 Date Of Commencement: 2013-05-01 End Availability: 2033-05-01
 Other information:
 Image: 

GTIN: 888888000037

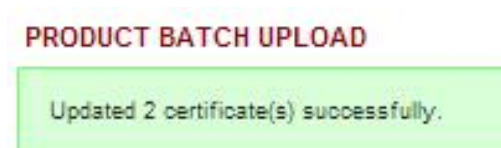
8e. Click “Submit Record(s)” to save certificate.



NEPC will prompt “Confirm Add Product(S)”, click ok to proceed.



8f. NEPC will prompt if certificates are successfully uploaded.



Step 9: End of Process.

ANNEX C - Create Certificate Record in Batch (Self-Assigned GTIN)

Step 1: Navigate on NEPC

1a. Log in to NEPC portal with your Login ID and Password

LOGIN
Welcome to NEPC.

Login ID:

Password:

Remember Me

LOGIN **CLEAR**

[Retrieve Password](#)

1b. Under “Administrator Controls” located on the left, click “Manage products”.

Administrator Controls

- Update company information
- Manage branches
- Manage users
- Manage products**
- Manage trading partners (0)

1c. Company Prefix Selection page is displayed, click “Select”.

COMPANY PREFIX SELECTION

Full Membership

FULL MEMBERSHIP

GS1 Company Prefix	GTIN Capacity	GTINs Remaining	% GTINs Remaining	
8888888	100000	99821	~99.82%	Select

Step 2: Certificate Management

2a. Certificate Management page is displayed, click “Batch Upload”.

PRODUCT / CERTIFICATE MANAGEMENT

GS1 Company Prefix:	8888888
GTIN capacity:	100000
GTIN remaining:	99823

Product Name:

Brand Name:

GTIN:

Type: Status:

2b. Product Batch Upload page displayed. Click on “Certificate” to download the excel template.

PRODUCT BATCH UPLOAD

GS1 Company Prefix:	8888888
Global Location Number	8888888000006
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) [Certificate](#)

Select File: No file chosen

Upload Type:

2c. Open the excel template, enter the certificate information and save the file.
(Mandatory field highlighted in red must be filled.)

Product Identification	Format	Certificate 1	Certificate 2
0 Global Trade Item Number (leave empty to auto assign)	Numeric	8888888000020	8888888000037
1 Course Name (mandatory)	Text	Testing	Testing
2 Company / Individual (mandatory)	Text	Test Cert 1	Test Cert 2
3 Type of certificate (mandatory)	List	Certification	Certification
4 Serial Number (optional)	Text		
5 Other information (optional)	Text		
6 Date of commencement (mandatory)	Date	2013-05-01	2013-05-01
7 End Availability Date (optional)	Date		
8 Image File Name (for zip file upload only)	Text		

2d. Choose the saved excel file. Select “Certificate” under Upload type.. Click “Upload” to proceed.

Download Template: [Product](#) | [Certificate](#)

Select File: Test Cert - a... assign.xlsx

Upload Type: Certificate

2e. NEPC will prompt if excel file is successfully processed. Verify the summary of the uploaded certificate information and NEPC assigned Global Trade Item Number highlighted in “red” based on the self-assigned numbers entered on the excel file in Step 2c.

PRODUCT BATCH UPLOAD

Successfully processed the excel file. Please verify below information before submitting.

GS1 Company Prefix:	8888888
Global Location Number	8888888000008
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) | [Certificate](#)

Select File: No file chosen

Upload Type: Certificate

Certificate:1 [New]

Course Name: Testing Company / Individual: Test Cert 1

Type of Certificate: Certification Serial No:

Date Of Commencement: 2013-05-01 End Availability: 2033-05-01

Other Information:

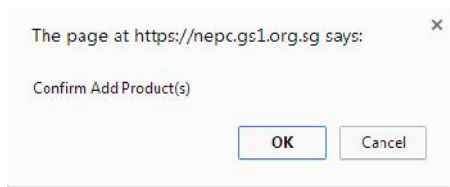
Image

GTIN: 8888888000020

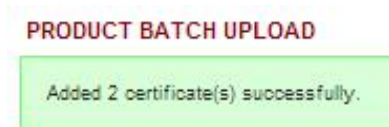
2f. At the bottom of the summary page, click “Submit Record(s)” to save certificate.



NEPC will prompt “Confirm Add Product(S)”, click ok to proceed.



2g. NEPC will prompt when certificate is successfully uploaded.



Step 3 to 7: Internal Process of creating the certificate

Step 3: Strongly recommend that another personnel from the user company to approve the certificate information and Global Trade Item Number created.

Reason: to ensure data integrity

Step 4: Creating bar code symbol based on the Global Trade Item Number created on Step 2e.

Step 5: Incorporate the bar code symbol generated from Step 4 to the certificate and print the certificate.

Step 6: Certificate to be signed off by user company’s management

Step 7:

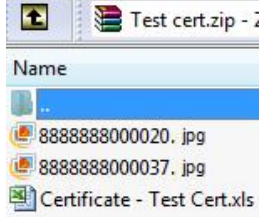
- Scan the signed copy of certificate in image (jpg, png) format.
- Ensure that image resolution to be at least 100 dpi and file size should not exceed 300kb.
- Save image filename using the Global Trade item Number. (i.e: 8888888000037.jpg)

Step 8: Upload certificate image

8a. Update the previous saved excel template with assigned Global Trade Item Number and image file name.

Product Identification		Format	Certificate 1	Certificate 2
0	Global Trade Item Number (leave empty to auto assign)	Numeric	8888888000020	8888888000037
1	Course Name (mandatory)	Text	Testing	Testing
2	Company / Individual (mandatory)	Text	Test Cert 1	Test Cert 2
3	Type of certificate (mandatory)	List	Certification	Certification
4	Serial Number (optional)	Text		
5	Other information (optional)	Text		
6	Date of commencement (mandatory)	Date	2013-05-01	2013-05-01
7	End Availability Date (optional)	Date		
8	Image File Name (for zip file upload only)	Text	8888888000020.jpg	8888888000037.jpg

8b. Save the excel file and certificate images under one ZIP file.



How to create Zip file (.zip) using WinZip:

1. Open a folder window
2. Find and highlight (select) the files and/or folders you would like to zip
3. Right click in the highlighted area
4. Add to Zip file: To specify your own Zip file name and save it

8c. Proceed to “Product Batch Upload”, select the Zip file for upload of the certificate images and upload.

PRODUCT BATCH UPLOAD

GS1 Company Prefix:	8888888
Global Location Number	8888888000006
GTIN capacity:	100000
GTIN remaining:	99823

Download Template: [Product](#) | [Certificate](#)

Select File: Test Cert.zip

Upload Type:

8d. View summary of the uploaded certificate information and images. Click on the image link to verify that images are uploaded to the correct certificate information.

PRODUCT BATCH UPLOAD

Successfully processed the excel file. Please verify below information before submitting.

GSI Company Prefix:	8888888
Global Location Number	8888888000006
GTIN capacity:	100000
GTIN remaining:	99821

Download Template: [Product](#) | [Certificate](#)

Select File: No file chosen

Upload Type:

Certificate:1 [To be updated]

Course Name: Testing Company / Individual: Test Cert 1
 Type of Certificate: Certification Serial No:
 Date Of Commencement: 2013-05-01 End Availability: 2033-05-01
 Other information:
 Image: [8888888000020.png](#)

GTIN: 8888888000020

Certificate:2 [To be updated]

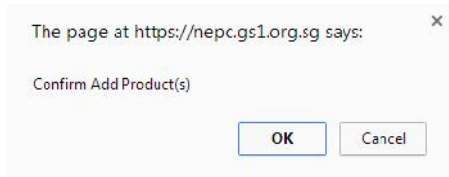
Course Name: Testing Company / Individual: Test Cert 2
 Type of Certificate: Certification Serial No:
 Date Of Commencement: 2013-05-01 End Availability: 2033-05-01
 Other information:
 Image: [8888888000037.png](#)

GTIN: 8888888000037

8e. Click “Submit Record” to save certificate.



NEPC will prompt “Confirm Add Product(S)”, click ok to proceed.



8f. NEPC will prompt if certificates are successfully uploaded.



Step 9: End of Process

ANNEX D - Amending Certificate Information

Step 1: Proceed to certificate listing. Click on edit icon.

GTIN	Type	Brand/Course Name	Product/ Company/ Individual Name	Images	Status
8888888000013	C	Test Cert	Mr ABC		Pending 

Step 2: Amend/update the certificate information accordingly and click “Next Step”.

MANAGE CERTIFICATE



Course Name: *

Company / Individual: *

Type of certificate: *

Serial No:

Other Information:

Date Of Commencement: *  



End Availability:  

Image Upload: No file chosen

Step 3: View summary of the updated certificate information. Click “Update” to save.

MANAGE CERTIFICATE

Company Name:	888888
Global Trade Item Number:	88888800013
Status:	Pending

Certificate Image

TEST CERT



Basic Information			
Course Name	Test Cert	Information Provider (IUI)	888888000008
Company/Individual	Mr ABC	Serial No	

Step 4: NEPC will prompt when certificate is successfully updated.

You have successfully updated a certificate with GTIN: **8888888000013!**

Step 5: End of Process.

Glossary

- **NEPC** refers to National Electronic Product Catalogue
- **GCP** refers to Global Company Prefix. GCP will be unique to individual company.
- **GTIN** refers to Global Trade Item Number

GTIN-13 Data Structure	GS1 Company Prefix	Item Reference	Check Digit
			N ₁₃
	N ₁ N ₂ N ₃ N ₄ N ₅ N ₆ N ₇ N ₈ N ₉ N ₁₀ N ₁₁ N ₁₂		

- **Item Reference** refers to a component of GTIN assigned by the brand owner to create a unique GTIN
- **Check Digit** refers to a final digit calculated from the other digits of some GS1 Identification Keys. The check digit is calculated by a modulo-10 algorithm from all other digits in the number
- **Batch upload** refers to uploading two or more certificate records at one time.
- **Auto-assigned GTIN** refers to NEPC assigning GTIN based on the first available GTIN from your GCP range.
- **Self-assigned GTIN** refers to company allocating their own GTIN

General Information on CVA Service

Fee structure and rebate scheme for image upload:

S\$8.00 per image upload The more images you upload, the more rebates you earn!	
No. of images uploads accumulated per year	Rebates earned^
0 - 99	S\$0.00/image upload
100 – 299	S\$1.00/image upload
300 – 599	S\$2.00/image upload
600 and more	S\$3.00/image upload

Terms and conditions for image upload:

- **1. Image Upload Fee**

For all images uploaded in the National Electronic Product Catalogue (NEPC), we are now implementing a lead time of 7 calendar days for each image upload. Any changes made to the image within the 7 days will be considered the same upload but any changes made to the image after the 7th day will be considered a new upload at a corresponding charge of S\$8.00 per image.

- **2. Rebates Crediting**

Accumulated rebates earned will be credited to the company once every full year. At the beginning of each calendar year, i.e. 1st January, the total image upload count will be reset to zero.

- **3. Invoice to company for image upload**

All images upload within the month itself will be consolidate on last day of month and invoice will be send to company for payment on the following month.