

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

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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:	login ID
Password:	1
	Remember Me 📃
LO	GIN CLEAR
	Retrieve Password

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



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

COMPANY PREFIX S	ELECTION			
Full Membership				
FULL MEMBERSH	P			
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".

GS1 Company Pref	ix: 8	8888888				
GTIN capacity:	1	100000				
GTIN remaining:	ç	99821				
Product Name:]]		
Туре:	Show All	▼ Status:	Show All	SEARCH		
BATCH UPLOAD					ADD PRODUCT	ADD CERTIFICATE

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.

Course Name: * 0	Test Cert	
Company / Individual: * 🕚	Mr ABC	
Type of certificate: * 0	Certification	•
Serial No: ()		
Other Information:		
Date Of Commencement: * 🕕	2001-05-19-00:00:00	
End Availability: 🕚		
Image Upload: 🌐	Choose File No file chosen	

PRODUCT / CERTIFICATE MANAGEMEN

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".

Company Prefix:	8888888]
	 Auto (system assigned) 	id GTIN)	
UTIN ADCOUNT.	Manual (Salt seeign G	104)	
Clobal Trade Item Number	8888888000013		
		Basic Information	
Course Name	Test Cert	Information Provider GLN	883883800008
Company/Individual	N- ABC	SenalNo	
Тура	Certification		
		Product Category	
Class floation Category Code (GPC Code)	99999999		
		Publishing	
start Availability	2012-03-01 12 00:00	End Availability	2032-03-01 12:00:00
		Other Information	
Other Information			

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

The page at https://ne	pc.gs1.org.sg	says:
Save Certificate?		
	OK	Cancel

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

You have successfully a certificate with GTIN:88888888000013.

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	Туре	Brand/Course Name	Product/ Company/ Individual Name	Images	Status	_
8888888000013	с	Test Cert	Mr ABC		Pending	Ø 🗙

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

IANAGE CERTIFICATE		
Course Name: * 0	Test Cert	
Company / Individual: * 0	Mr ABC	
Type of certificate: * 0	Certification	
Serial No: 0		
Other information:		
Date Of Commencement: * 0	2001-05-19-00:00:00	
End Availability:	2021-05-19-00:00:00	
Image Upload: 0	Choose File) 8888888000013.jpg	
Cancel		NEXT STE

8c. View summary of the certificate information with image. User to verify

certificate information and image. Click "Update" to save.

Company Prefix:	0000000		
Global Trade Item Number	8888888000013		
Status:	Pending		
Previous Step			UPDA
Certificate image			
TEST CERT			
	1		
		Basic Information	
Dourse Name	Test Cert	Basic Information	888888000006
Course Name Company/IndMdual	Test Cert Mr ABC	Basic Information Information Provider GLN Serial No	888888000006
Course Name Company/indMidual Type	Test Cert Mr ABC Certification	Basic Information Information Provider GLN Serial No	858888000006
Course Name Company/IndMdual Type	Test Cert Mr ABC Certification	Basic Information Information Provider GLN Serial No Product Category	858585000006
Course Name Company/Individual Type Classification Category Code (GPC Code)	Test Cert Mr ABC Certification 99999999	Basic information Information Provider GLN Serial No Product Category	8888888000006
Course Name Company/Individual Type Classification Category Code (GPC Code)	Test Cert Mr ABC Certification 99999999	Basic Information Information Provider GLN Serial No Product Category Publishing.	888888000006
Course Name Company/IndMdual Type Classification Category Code (GPC Code) Start Availability	Test Cert Mr ABC Certification 99999999 2001-05-19 12:00:00	Basic Information Information Provider GLN Serial No Product Category Publishing End Availability	2021-05-19 12:00:00
Course Name CompanyIndMdual Type Classification Category Code (GPC Code) Start Availability	Test Cert Mr ABC Certification 9999999 2001-05-19 12:00:00	Basic Information Information Provider GLN Serial No Product Category Publishing End Availability Other Information	2021-05-19 12:00:00

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:	login ID
Password:	[
	Remember Me 📃
LO	GIN CLEAR
	Retrieve Password

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



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

COMPANY PREFIX S	ELECTION			
Full Membership				
FULL MEMBERSH	P			
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".

G\$1 Company Prefit	x: 88	388888					
GTIN capacity:	10	00000					
GTIN remaining:	99	823					
Product Name:							
STIN:							
rype:	Show All	Stat.	us: Sł	how All	SEARCH		

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
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Download Template: Pro	duct Certificate
Download Template: Pro Select File:	duct Certificate hoose File) No file chosen

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.)

P	roduct 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 Certifi	icate
Select File:	Choose 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 auto assigned Global Trade Item Number highlighted in "red" to ensure accuracy

PRODUCT BATCH UP	PLOAD	
Successfully process	sed the excel file. Please verify below information before submitting.	
G\$1 Company Prefix:	888888	
Global Location Number	r 888888000006	
GTIN capacity:	100000	
GTIN remaining:	99823	
Select File: C	Certificate VPLOAD	
Certificate:1 [New] Course Name: Type of Certificate: Date Of Commencement: Other Information: Image	Testing Company / Individual: Test Cert 1 Centification Serial No: 2013-06-01 End Availability: 2033-06-01	GTIN (Auto Assigned): 8888888000020
Certificate:2 [New] Course Name: Type of Certificate: Date Of Commencement: Other Information:	Testing Company / Individual: Test Cert 2 Certification Serial No: 2013-05-01 End Availability: 2033-05-01	

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://nep	c.gs1.org.sg	says:
Confirm Add Product(s)		
	ок	Cancel

SOP Document v3 last updated by Andy Siow on 3 January 2014

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

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.

P	roduct Identification	Format	Certificate 1	Certificate 2
0	Global Trade Item Number (leave empty to auto assign)	Numeric	8888888000020	8888888000037
L	Course Name (mandatory)	Text	Testing	Testing
2	Company / Individual (mandatory)	Text	Test Cert 1	Test Cert 2
	Type of certificate (mandatory)	List	Certification	Certification
•	Serial Number (optional)	Text		
	Other information (optional)	Text		
5	Date of commencement (mandatory)	Date	2013-05-01	2013-05-01
1	End Availability Date (optional)	Date		
3	Image File Name (for zip file upload only)	Text	88888888000020.jpg	8888888000037.jpg

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

Test cert.zip - 2	How to create Zip file (.zip) using WinZip:
Name	1. Open a folder window
 88888888000020. jpg 88888888000037. jpg 	Find and highlight (select) the files and/or folders you would like to zip
Certificate - Test Cert.xls	 Right click in the highlighted area 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: Pr	oduct Certificate
Select File:	Choose File Test Cert.zip

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.

	sed the excer me. Please verify below information before submitting.	
G\$1 Company Prefix:	8555838	
Global Location Number	888888000006	
GTIN capacity:	100000	
GTIN remaining:	99821	
Download Template: Pro:	duct Certificate	
Select File:	IDOBE File) No file chosen	
Upload Type: C	ertifica UPLOAD	
Course Name: Type of Certificate:	Testing Company / Individual: Test Cert 1 Certification Serial No:	
Course Name: Type of Certificate: Date Of Commencement: Other Information: Image	Testing Company Individual: Test Cert 1 Certification Serial No: 2013-05-01 End Availability: 2033-05-01	GTIN: 88888800002
Course Name: Type of Certificate: Date Of Commencement :: Dther information: mage	zentrasta Teeting Company i individual: Teet Cert 1 2013-05-01 End Availability: 2023-05-01 2023-05-01 2023-05-01	GTIN: 888888800002
Course Name: Type of Certificate: Date Of Commencement: Dither Information: mage Certificate:2 [To be uj Course Name:	Company / Individual: Test Cert 1 2013-05-01 End Availability: 2003-05-01 2013-05-01 Company / Individual: Test Cert 2	GTIN: 888888800002
Course Name: Type of Certificate: Date Of Commencement: : ther information: mage Certificate:2 [To be ur Course Name: Type of Certificate:	Company / Individual: Test Cert 1 Certification Berlai No: 2013-05-01 End Availability: 2033-05-01 2023200000000 Inco 2024ted] Testing Company / Individual: Test Cert 2 Certification Berlai No:	GTIN: 88888800002
Course Name: Type of Certificate: Date of Commencement: Date of Commencement: Date of Commencement: Dourse Name: Date of Commencement: Date of Commencement:	Testing Company / individual: Test Cert 1 Certification Serial No: 2013-05-01 End Availability: 2003-05-01 SSSSSS000020 ang Catated] Testing Company / individual: Test Cert 2 Certification Serial No: 2013-05-01 End Availability: 2003-05-01	GTIN: 888888800002
Course Name: Type of Certificate: Jate Of Commencement: Jather Information: Certificate: 2 [To be up Certificate: 2 [To be up Course Name: Type of Certificate: Jate Of Commencement: Jate Information:	Company / Individual: Test Cert 1 Company / Individual: Test Cert 1 2013-05-01 End Availability: 2023-05-01 2023-05-01 End Availability: 2023-05-01 Testing Company / Individual: Test Cert 2 Certification Benal No: 2013-05-01 End Availability: 2023-05-01	GTIN: 888888800002
Course Name: Type of Cartificate: Date Of Commencement: Dother Information: Certificate:2 [To be up Course Name: Type of Cartificate: Date Of Commencement: Date Of Commencement: Image	zestaszág Zestnago Company / Individual: Test Cert 1 2013-05-01 End Availability: 2003-05-01 2024ted] Zedated] Zestnag Company / Individual: Test Cert 2 Certification Serial No: 2013-05-01 End Availability: 2003-05-01 2003-05-01 End Availability: 2003-05-01	GTIN: 888888800002

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:	login ID
Password:	[
	Remember Me 📃
LO	GIN CLEAR
	Retrieve Password

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



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

COMPANY PREFIX S	ELECTION			
Full Membership				
FULL MEMBERSH	P			
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".

G\$1 Company P	refix:	8888888	1				
GTIN capacity:		100000					
GTIN remaining		99823					
Product Name: Brand Name: GTIN:							
Туре:	Show A	e 💌	Status:	Show Al	SEARCH		

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: Pro	hoose File) No file chosen		
Upload Type: F	Product UPLOAD		

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

P	roduct 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.



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 UP	PLOAD
Successfully process	sed the excel file. Please verify below information before submitting.
GS1 Company Prefix:	888888
Global Location Number	888888000008
GTIN capacity:	100000
GTIN remaining:	99823
Upload Type: C	ertificate JUPLOAD
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: 888888800002

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.

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

P	roduct 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.

Test cert.zip - 2	How to create Zip file (.zip) using WinZip:
Name	1. Open a folder window
 8888888000020, jpg 88888888000037, jpg 	Find and highlight (select) the files and/or folders you would like to zip
Certificate - Test Cert.xls	 Right click in the highlighted area 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 U	PLOAD		
GS1 Company Prefix:	8888888		
Global Location Number	8888888000006		
GTIN capacity:	100000		
GTIN remaining:	99823		
Download Template: Pr Select File:	oduct <u>Certificate</u> Choose File) Test Cert.zip		
Upload Type:	Certificate 💽 UPLOAD		

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 process	ed the excel file. Please verify below information before submitting	9.
G\$1 Company Prefix:	8888888	
Global Location Number	888888000006	
GTIN capacity:	100000	
GTIN remaining:	99821	
Select File: Ch Upload Type: C	UCI Centricate Code File) No file chosen ertifica v VerLOAD	
Certificate:1 [To be up Course Name: Type of Certificate: (Date Of Commencement: 2 Other Information: Image	dated] Festing Company / Individual: Test Cert 1 Dortfloation Serial No: 0013-05-01 End Availability: 2033-05-01	
- L		GTIN: 8888888000020
Certificate:2 [To be up Course Name: Type of Certificate: Date Of Commencement: 2 Other Information: Image	dated] Testing Company / Individual: Test Cert 2 Certification Serial No: 1013-05-01 End Availability: 2033-05-01	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

SOP Document v3 last updated by Andy Siow on 3 January 2014

ANNEX D - Amending Certificate Information

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

GTIN	туре	Brand/Course Name	Product/ Company/ Individual Name	Images	Status	
8888888000013	С	Test Cert	Mr ABC	3	Pending	ØX

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

MANAGE CERTIFICATE		
Course Name: * 🕚	Test Cert	
Company / Individual: * 🔘	Mr ABC	
Type of certificate: * 🕕	Certification	•
Serial No: 0		
Other Information:		
Date Of Commencement: * 🕕	2001-05-19-00:00:00 🔟 🖾	
End Availability: 🍈	2021-05-19-00:00:00 🔟 🕥	
Image Upload: 🍈	Choose File No file chosen	
Cancel		NEXT STEP

Step 3: View summary of the updated certificate information. Click "Update" to

save.

Company Pretix:	5555555		
Clobal Instellten Number	555555000012		
Shituar	Pending		
Previous Step			UPDATE
Dettricute Image			
TEST CERT			
	f.		
		Basic Information	
Course Name	Test Cert	Information Provider GUN	855555500006
Sampany/Indvidual	Mr Al2C	Senal No.	
	Red Contine		

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								•	Check Digit			
	N ₁	N_2	N_3	N ₄	N ₅	N ₆	N ₇	N_8	N_9	N ₁₀	N ₁₁	N ₁₂	N ₁₃

- 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.