

## GDSN Item Syndication Checklist



### One-Time Actions When Getting Started:

- Register Company GLN
  - Add Target Markets & Website URL
- Set-Up Vendor Choices
  - Supplier Name
  - MFG Name
  - MFG Brand Name



### Actions for New Item Syndication:

- Add GDSN Recipient(s)
- Begin creating Products in "Bulk Add" under your Recipient's requirement set
  - Include all levels of packaging hierarchy (i.e. Base, Inner, Case; Base, Case, Pallet; Base, Case; Case, Pallet)
- Link items to Recipient(s)
- Catalog Items
- Link Packaging Hierarchy
- Fill out Nutrition Panel (FOOD SERVICE ONLY)
- Request Subscriptions from Retailers/ GDSN Recipient(s)
- Confirm item Readiness at 100% under Recipient's Requirement Set
- "Approve & Publish" HIGHEST levels of packaging (once subscriptions are received)
- Track and manage publications until items are successfully "Received" or "Synchronized"

## GDSN Item Syndication Checklist



### Actions for Syndicating Existing Items to a New Recipient

- Add new GDSN Recipient(s)
- Link existing items to new Recipient & Requirement Set
- Bring items into “Bulk Edit” under new Recipient – Complete to 100% Readiness under their Requirement Set
  - Include all levels of packaging hierarchy (i.e. Base, Inner, Case; Base, Case, Pallet; Base, Case; Case, Pallet)
- Link your items to Recipient
- Catalog items
- Link Packaging Hierarchy
- Fill out Nutrition Panel (FOOD SERVICE ONLY)
- Request Subscriptions from Retailers/ GDSN Recipients
- “Approve & Publish” HIGHEST levels of packaging once subscriptions are received
- Track and manage publications until items are successfully “Received” or “Synchronized”

For any questions along the way, please [contact our support team](#)