



The Global Language of Business

User Guide

Create Product Barcode in WeCatalog



1: Create Product Barcode Individually

The screenshot displays the GS1 Singapore weCatalog application interface. On the left is a sidebar menu with the following items: Dashboard, Member Information, New Registrations (with a dropdown arrow), Transfer Mgt (with a dropdown arrow), Resignation Mgt (with a dropdown arrow), SPP Mgt, and Member Mgt (with a dropdown arrow). The Member Mgt dropdown is open, showing options for Prefix Info, Value Plus Packs, Products (GTIN, UPC, EAN8) (highlighted in blue), and Locations (GLN). The main content area is titled 'Products' and features three buttons at the top right: 'Export Products by Prefix', 'Batch Upload', and 'Create Product' (which is highlighted with a red rectangle). Below these buttons is a table with columns: GTIN (with a dropdown arrow), GS1 Company Prefix, Product Description, Status (with a dropdown arrow), and Last Uploaded to GRP. The table currently displays 'No Products'. At the bottom of the table area, it says 'Showing 1 - 0 of 0 results' and includes a pagination control with arrows and the number '1'.

1.1 Login to weCatalog. URL: <https://wecatalog.gs1.org.sg/application>

1.2 Under Member Mgt, select Products.

1.3 Click **Create Product**.

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← Create Product

Global Trade Item Number

GS1 Company Prefix

8881001641 (SME100)

GTIN Generation Method

AutomaticallyManual

Publication Date

03-01-2026

Remarks 1

Remarks 2

Product Information

Brand Name

Select BrandManage Brands

Functional Name

What is functional name?

Variant (Optional)

What is variant?

Net Content

Select UOM

Global Product Classification

Select Global Product Classification

Manage Brands

×

Add Brand

Brand

Brand Name

CancelAdd Brand

Brand

No Brands

Close

GTIN Generation Method

AutomaticallyManual

GTIN

8881001641

Check Availability

You can choose from 0 - 99

GTIN will only be confirmed on submission of the product.

1.6 Added Brand will appear as one of the dropdown option for brand selection.

1.5 Only available GTIN can be manually assigned.

- 1.4 Select the correct company prefix to create product.
- 1.5 GTIN generation can be automatically or manually assigned.
- 1.6 Click **Manage Brands** to add brand name. Select Brand from drop down.
- 1.7 Product Description will be formed by Brand Name, Functional Name, Variant and Net Content.

1: Create Product Barcode Individually



- 1.8 Review all information is correct.
- 1.9 Select Create Product to proceed.
- 1.10 Click Download to download barcode.

*Sample barcode image for illustrative purpose only.

← 8881001641001

Product Information **ITF-14** QR Code With Digital Link Duplicate Product Delete Product

ITF-14 Add ITF-14

ITF-14 Barcode Number	Quantity Of Products in A Carton	Carton Description or Dimension (L x W x H)	Action
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- 1.11 Select **ITF-14** to create outer box label.
- 1.12 Click Add ITF-14
- *Note: The system only support up to 8 different ITF-14 creation.

← 8881001641001

Product Information ITF-14 **QR Code With Digital Link**

Digital Link 

Digital Link

Update Digital Link

Target Product Page

Cancel Submit

- 1.13 Select QR code with Digital Link.
- 1.14 Update digital link with product website page.
- 1.15 Click download to download QR code.

2: Create Product Barcodes As A Batch

The screenshot displays the GS1 Singapore weCatalog interface. On the left is a sidebar with navigation options: Dashboard, Member Information, New Registrations, Transfer Mgt, Resignation Mgt, SPP Mgt, and Member Mgt. The 'Member Mgt' dropdown is open, showing 'Prefix Info', 'Value Plus Packs', 'Products (GTIN, UPC, EAN8)', and 'Locations (GLN)'. The 'Products (GTIN, UPC, EAN8)' option is highlighted. The main area is titled 'Products' and contains buttons for 'Export Products by Prefix', 'Batch Upload', and 'Create Product'. Below these is a table with columns: GTIN, GS1 Company Prefix, Product Description, Status, and Last Uploaded to GRP. The table is empty, showing 'No Products'. A pagination bar indicates 'Showing 1 - 0 of 0 results'. A modal titled 'Product Information' is open, showing a 'Brand Name' dropdown menu. A red box highlights the 'Manage Brands' button next to the dropdown, with an arrow pointing to a 'Manage Brands' modal. This modal has a title bar with a close button, a section for 'Add Brand' with a 'Brand Name' input field and 'Cancel'/'Add Brand' buttons, and a section for 'Brand' showing 'No Brands' and a 'Close' button.

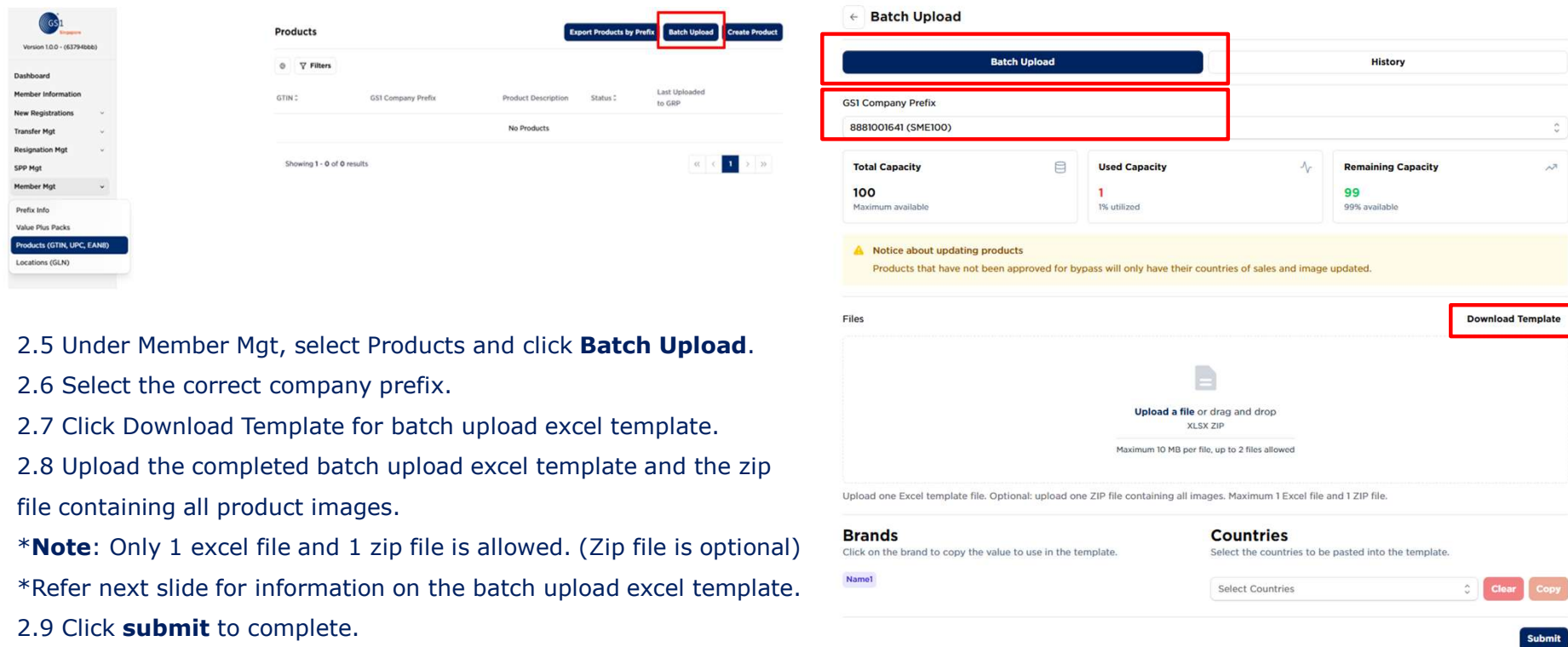
2.1 Login to weCatalog. URL: <https://wecatalog.gs1.org.sg/application>

2.2 Under Member Mgt, select Products and click Create Product.

2.3 Ensure **Brand Name is created before doing Batch Upload**.

2.4 Click Manage Brands to create/add a Brand Name.

2: Create Product Barcodes As A Batch



2.5 Under Member Mgt, select Products and click **Batch Upload**.

2.6 Select the correct company prefix.

2.7 Click Download Template for batch upload excel template.

2.8 Upload the completed batch upload excel template and the zip file containing all product images.

***Note:** Only 1 excel file and 1 zip file is allowed. (Zip file is optional)

***Refer** next slide for information on the batch upload excel template.

2.9 Click **submit** to complete.

2.7: Batch Upload Excel Template

	A	B	C	D	E	F
	GTIN / UPC (Leave blank for new creation)	Brand Name (Select from the dropdown option)	Functional Name	Variant (Optional)	Product Description (Non-Editable)	Net Content (Quantity)
1						
2						
3		Name1				
4		Name2				
5		Name3				

2.7.1 For new product barcode creation, kindly leave "GTIN/UPC" cell blank.

2.7.2 Click on the dropdown arrow to select the brand name(s) created in WeCatalog under Manage Brands.

	G	H	I	J	K
	Net Content Unit of Measure (Select from the dropdown option)	Global Product Category (Select from the dropdown option)	Country(s) of Sale (Copy country code from WeCatalog e.g. SN, CN, IN, MY)	Publication Date (DD MMM YYYY)	Image (Filename e.g. Item 1.jpg / Item 2.png)
1					
2					
3	Ampere				
4	Ampere Hour				
5	Angstrom				
6	Anti XA Unit				

Countries

Select the countries to be pasted into the template.

Singapore, Malaysia Clear Copied

2.7.3.1 Go Wecatalog, under Member Mgt.

2.7.3.2 Select Products and click Batch Upload.

2.7.3.3 Select the countries, click copy and paste in batch upload excel template.

2.7.3 For **Country(s) of Sale**, kindly get the country code(s) from WeCatalog.

2.7.4 Kindly provide all image file name(s) exactly as they appear in the zip file to be uploaded.

(e.g. Item 1.jpg)

3: Export Products by Prefix

The screenshot shows the GS1 Singapore web application interface. On the left is a sidebar with navigation links: Dashboard, Member Information, New Registrations, Transfer Mgt, Resignation Mgt, SPP Mgt, Member Mgt, and Finance Mgt. The main content area is titled 'Products' and contains three buttons: 'Export Products by Prefix' (highlighted with a red box), 'Batch Upload', and 'Create Product'. Below the buttons is a table with columns: GTIN, GS1 Company Prefix, Product Description, Status, and Last Uploaded to GRP. The table contains one row with data: GTIN 8881001641001, GS1 Company Prefix 8881001641, Product Description Name1, Status ACTIVE, and Last Uploaded to GRP -. Below the table is a pagination bar showing 'Showing 1 - 1 of 1 results' and navigation controls.

GTIN	GS1 Company Prefix	Product Description	Status	Last Uploaded to GRP
8881001641001	8881001641	Name1	ACTIVE	-

3.1 Under Member Mgt, select Products and click **Export Products by Prefix**

3.2 It will all created product barcodes will be exported in an excel which can be used as a reference for Batch upload excel template completion.