



DataBar Online User Tutorial

Updated 2025

The DataBar Online tool was created to allow produce sellers to communicate their Global Trade Item Numbers (GTINs; encoded in the DataBar barcode) along with the corresponding PLU codes to their buyers and to allow buyers to download that information into their Point-of-Sale (POS) systems to enable them to scan the DataBar on loose/bulk items. Retailers can also search for suppliers of a particular commodity by searching a specific PLU code.

It is important to note that this tool is used for **loose/ bulk produce items only** (i.e., only those items that are labeled with PLU stickers) NOT packaged produce or those labeled with a UPC. The GTIN encoded in the DataBar is a similar technology used for case-level identification; however, case-level identification is a separate initiative called the Produce Traceability Initiative (PTI). The DataBar Online tool (for loose/bulk produce identification) is separate from the Produce Traceability Initiative (case-level produce identification). Please refer to the [PTI website](#) if you are looking for information on case-level identification and data synchronization.

Fees

Suppliers who are IFPA members pay a one-time access fee of \$300. Suppliers who are not IFPA members pay a one-time access fee of \$1,100. [Register now](#) (see page 3 for more information).

Non-members can **save up to 73%** on DataBar Online by becoming a IFPA member. [Join today.](#)

There is no charge for retailers, wholesalers or distributors for download access in DataBar Online. Retailers, wholesalers or distributors interested in using the DataBar Online tool should contact the [Supply Chain Efficiencies team](#) directly.

Questions

Please review the [FAQs](#) or contact the [Supply Chain Team](#) if you have any questions.

Thank you for your interest in IFPA's DataBar Online tool to help make conducting business with your trading partners more streamlined and efficient.

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REGISTERING FOR (ORDERING) DATABAR ONLINE

1. To register to use the DataBar Online tool as a **supplier**, please access the [e-store](#) using your IFPA login credentials and complete the electronic order process.

If you need your IFPA user ID or would like to become a IFPA member and **save up to 73%**, please contact Member Services at +1 (302) 738-7100 or via [email](#). You can also inquire online [here](#).

Refer to **Appendix A** for detailed instructions on placing your order.

Note: *Retailers, wholesalers and distributors should contact the [Supply Chain Team](#) for free download access.*

2. The order (registration) must be completed and the fee paid in full prior to gaining access to DataBar Online. Upon completion of the order process, you will receive an Order Confirmation showing your payment (if paying by credit card). You will then have immediate access by scrolling down to the DataBar Online subscription hyperlink to begin uploading your data file(s). a confirmation with the link will also be emailed.

Important: *Be sure to save your Order Confirmation/email to your files and bookmark the link to the DataBar tool in your browser for future access.*

3. If paying by check, you will not be able to access the full rights to DataBar Online until the payment has cleared. After placing your order, you will receive an Order Confirmation giving further direction for paying by check. Once the check has cleared, you will receive an email confirming that the payment has been processed and access to DataBar Online has been granted. You can then access the tool by selecting the hyperlink in the email receipt to begin uploading your data file(s).

ACCESSING DATABAR ONLINE

1. Access the [DataBar Online](#) login page.

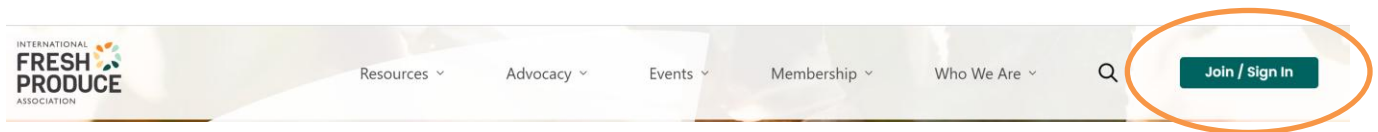
To access DataBar Online, you must have your own IFPA login credentials. Enter your IFPA user ID and password and select **Log In**. If you cannot recall your password, please select the **Forgot Password?** link.

The screenshot shows the login interface with the following elements and callouts:

- Username** and **Password** input fields: A callout box labeled "Enter your Log In credentials" points to both fields.
- Log in** button: A callout box labeled "Select Log In" points to this button.
- Forgot password?** and **Create account** links: A callout box labeled "Select appropriate link if applicable" points to these links.

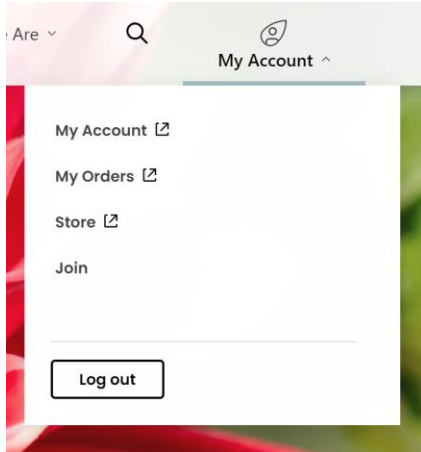
Below the links, the text reads: "Welcome. To become a member, first log in or create an account."

2. You can also log in to IFPA's website using your IFPA user ID and password. Go to <http://www.freshproduce.com/> and select **Join/Sign In**.

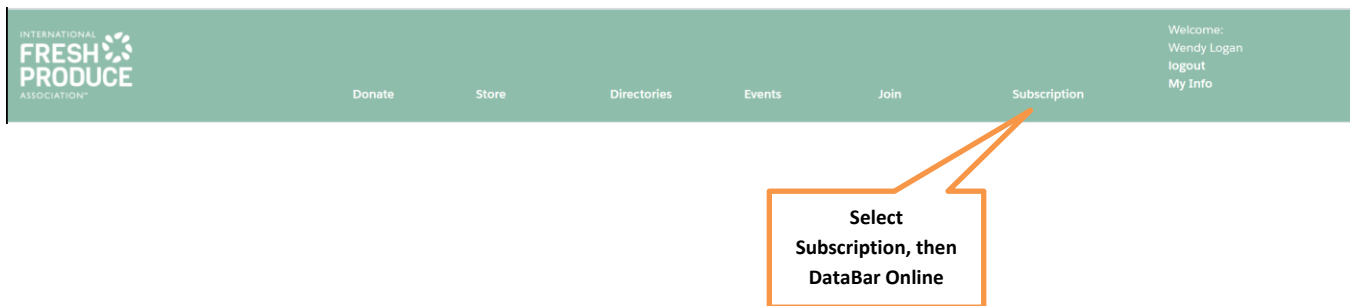


If you have problems logging into the website, please contact IFPA's Member Services via [email](#) or phone at +1 (302) 738-7100 to reset your login credentials.

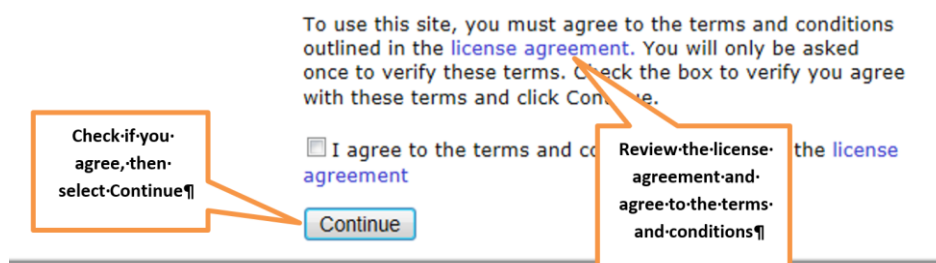
3. In the upper right, select the **My Account**, then **Store** in the dropdown menu.



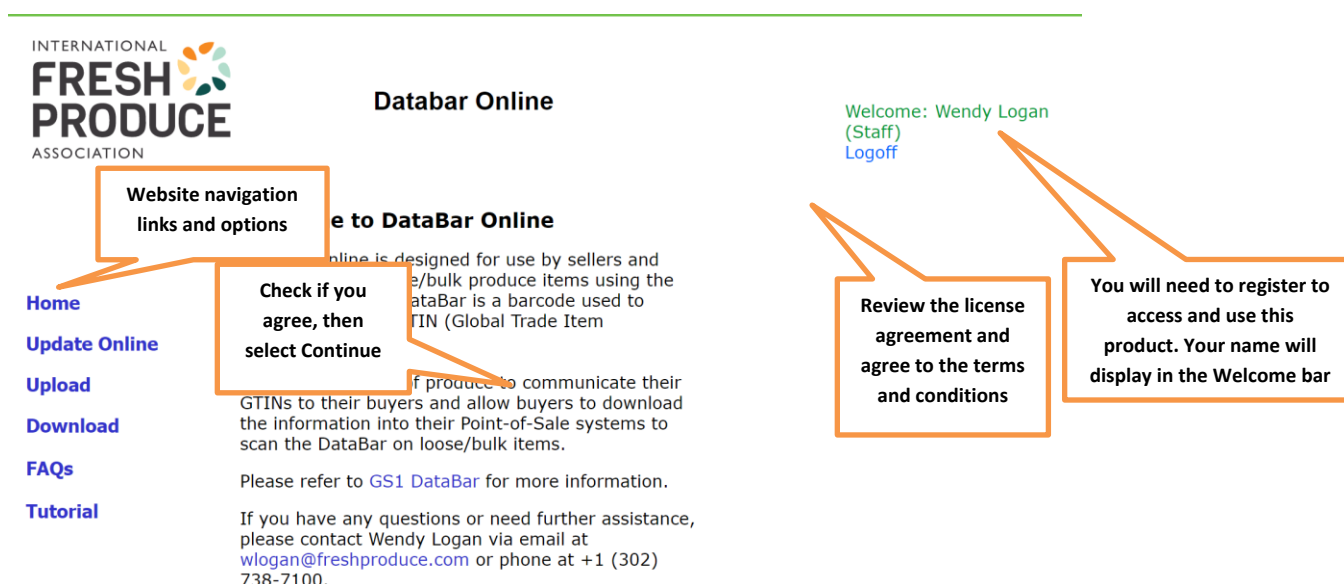
4. Under **Subscription**, select **DataBar Online**. You will be directed to the site.



5. If you have not accessed the product previously, you will be directed to the [license agreement](#) page. Review and agree to the terms and conditions to access DataBar Online.



6. Once agreeing to the terms and conditions, you will be directed to the DataBar Online home page.



7. **Please read the [FAQs](#) before proceeding.** They are brief and contain helpful information on communicating your DataBar information with your trading partners.

INSTRUCTIONS FOR SUPPLIERS

CREATING THE DATA FILE(S)

1. Using Excel, create a two-column listing where the first column contains your 14-digit item-level GTINs and the second column contains the corresponding PLU codes. No headings are necessary for the columns. If you have an older version of Excel, delete any extra sheets in the workbook.

Important: Retailer assigned codes **cannot** be used in place of valid PLU codes as these are assigned to different commodities by different retailers. Uploading these codes could inadvertently corrupt a retailers POS system. Retailer assigned codes should be communicated to retailers directly.

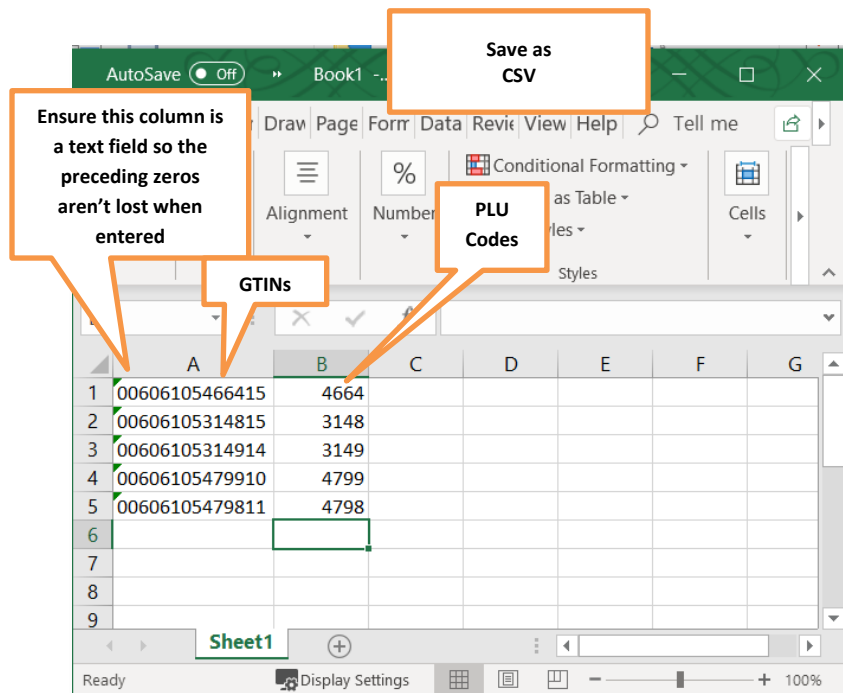
Each 14-digit GTIN is broken into four parts:

The first part is an **indicator digit** (which is always a '0' for the DataBar GTIN), followed by the **GS1 Company Prefix**, the **item reference number** and then the **check digit**. You can find more information on building your GTIN [here](#). If you do not have a UPC Company Prefix or do not know yours, please contact [GS1](#).

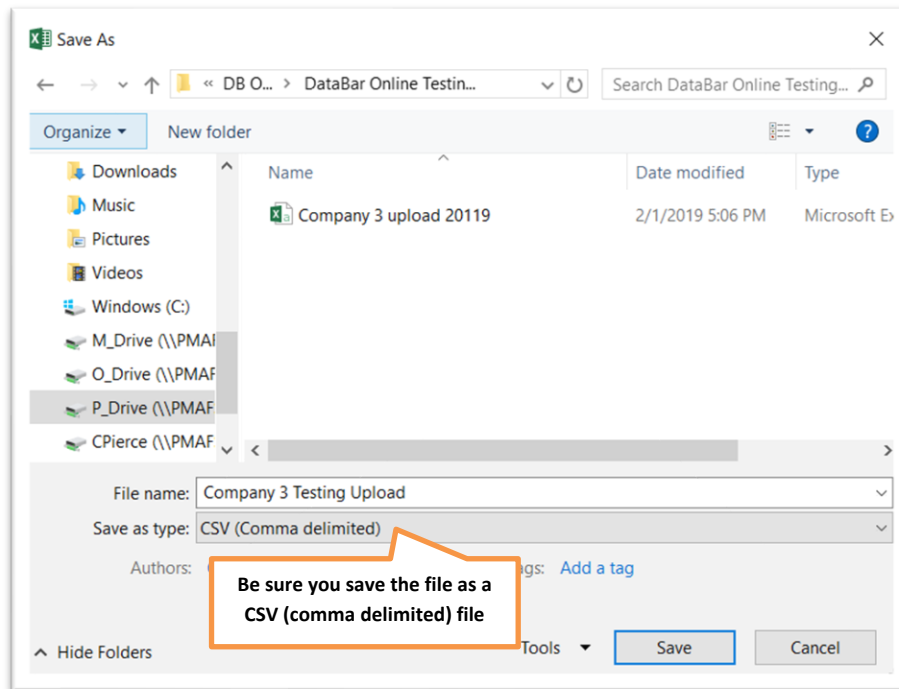
- The first number of the 14-digit GTIN (**indicator digit**) will *always* be '0'.
- The second part of the GTIN is your **GS1 Company Prefix**



- The third part is the **item reference number** and is assigned by the brand owner. *It is recommended that the number does not incorporate any logic so the maximum amount of item numbers can be assigned.*
 - The final part is the **check digit**, which can be calculated within the DataBar Online tool on the Update Online page or through the [GS1 check digit calculator](#).
 - The corresponding **PLU codes** should be four or five digits (4 for conventional; 5 for organic) and should NOT be a retailer assigned number.
2. Format both columns (GTINs and PLUs) as **text** so that the preceding zeros are not truncated when the file is saved.

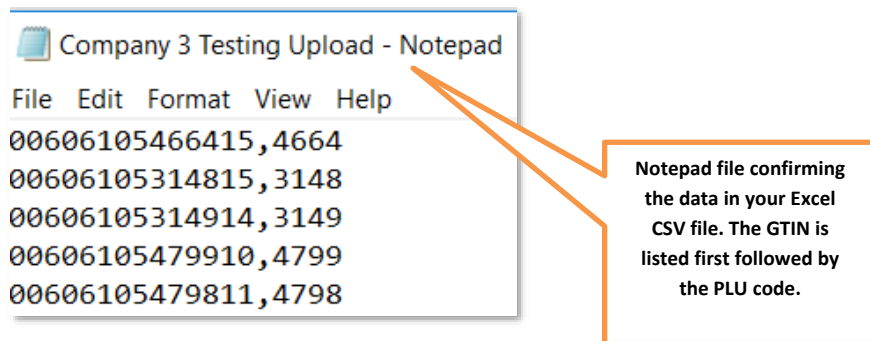


3. Save the file as a comma separated value (CSV)/comma delimited file. *Remember to delete any extra worksheets as CSV files do not support multiple worksheets.*
4. Record the location of the file for future reference. Any future data uploads will append to the previous upload. (**Note:** You may add, delete, or change **individual** items by selecting **Update Online** from the navigation menu [left] on the home page.)



5. Open your newly created CSV file with a text editor such as Notepad to verify that the information in the data file is correct. Your format should be exactly like you see below with GTINs separated from PLU codes by commas with no spaces inbetween. If you have extra commas at the end of a line or if your leading zeros do not show up, you will need to review your file to ensure it was built correctly.

ALWAYS VERIFY YOUR DATA USING NOTEPAD PRIOR TO UPLOADING
DO NOT OPEN YOUR CSV FILE IN EXCEL as it will drop the leading zeros off your GTINs.



UPLOADING THE DATA FILE(S)

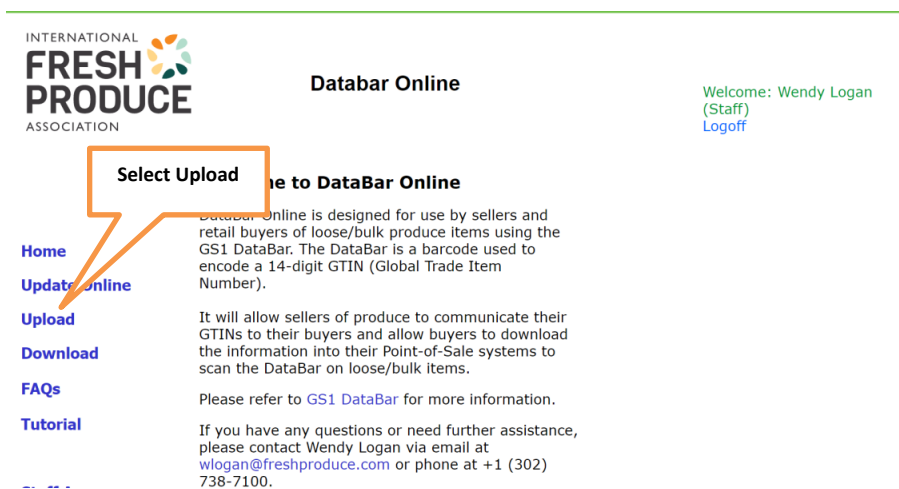
Once you've received confirmation of access to DataBar Online and have created your data file(s), you can upload the data.

1. Access the [DataBar Online](#) home page.

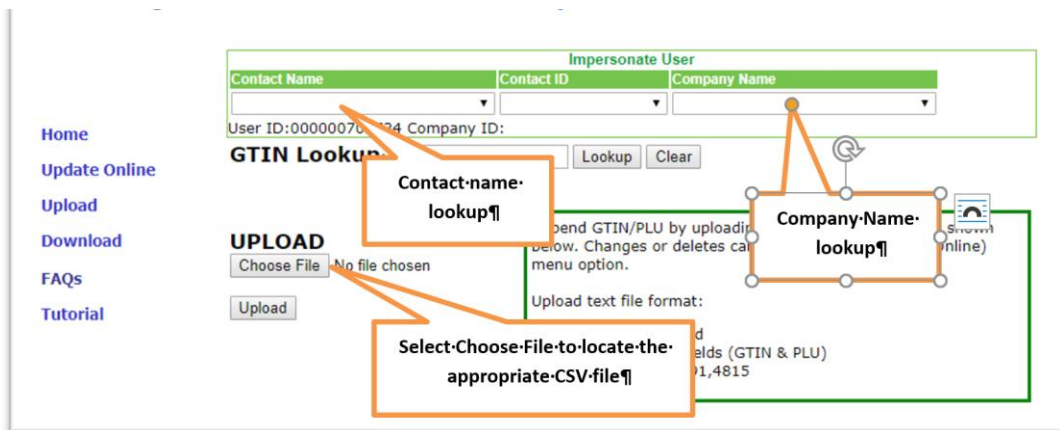
To access DataBar Online, you must have your IFPA login credentials. If you do not remember them, please use the **Forgot Username?** or **Forgot Password?** links. If you need assistance, please contact IFPA Member Services via [email](#) or phone at +1 (302) 738-7100.

You can also access the DataBar Online home page by logging into IFPA's website and selecting **My Subscriptions** from the top menu bar and then selecting **DataBar Online** (as outlined in the **Accessing DataBar Online** section of this tutorial [p. 4]).

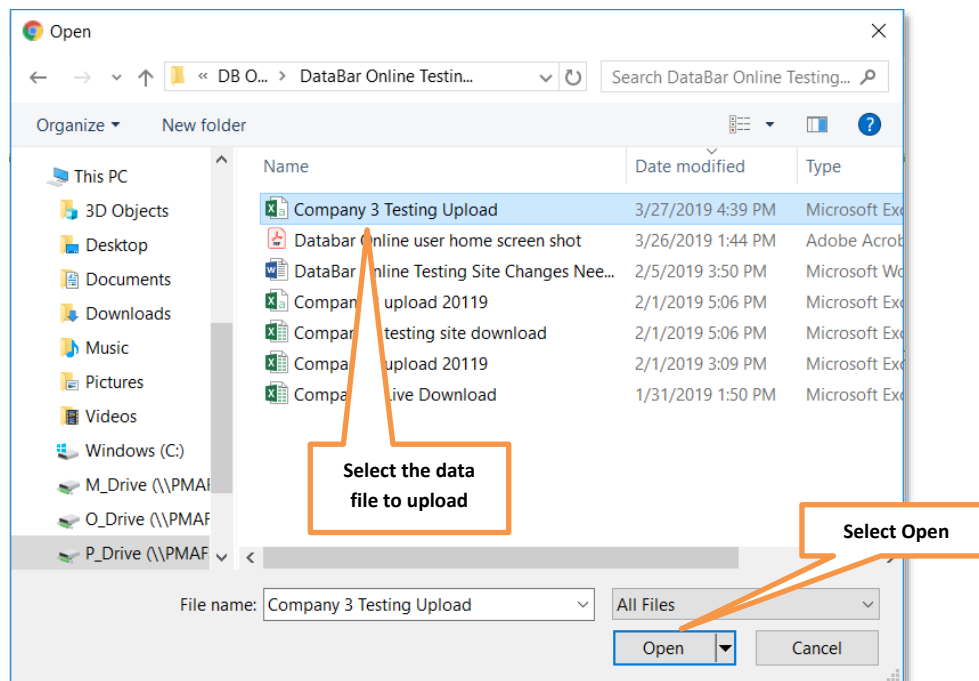
2. Select the **Upload** link from the home page to upload your data.



- You will be directed to the Upload screen where you will select your name in the **Contact Name** dropdown and select your data file. You can also use the lookup function by selecting the **Company Name**. From this screen, select **Choose File** to locate the CSV file you created earlier.



- Locate the file on your computer. Verify that it is the CSV file.



- After locating your file, select **Open**.

6. You will be returned to the Upload screen and your file name will be displayed next to the **Choose File** button. Select **Upload** to process your data.

The screenshot shows the 'Impersonate User' section with three dropdown menus for Contact Name, Contact ID, and Company Name. Below these are fields for User ID (000000702734) and Company ID. The 'GTIN Lookup' section has a text input field, 'Lookup', and 'Clear' buttons. The 'UPLOAD' section features a 'Choose File' button with 'DB2 Test File.csv' selected, and an 'Upload' button. A green box on the right contains instructions: 'Append GTIN/PLU by uploading a text file formatting as shown below. Changes or deletes can be done using (Update Online) menu option.' and 'Upload text file format: delimited of two fields (GTIN & PLU) 32000091,4815'. Two orange callout boxes provide additional guidance: one points to the 'Upload' button with the text 'Select Upload to transmit the data', and another points to the 'Choose File' button with the text 'The data file will display here'.

Home
Update Online
Upload
Download
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Tutorial

Impersonate User

Contact Name	Contact ID	Company Name

User ID:000000702734 Company ID:

GTIN Lookup:

UPLOAD

DB2 Test File.csv

Append GTIN/PLU by uploading a text file formatting as shown below. Changes or deletes can be done using (Update Online) menu option.

Upload text file format:

delimited
of two fields (GTIN & PLU)
32000091,4815

Select Upload to transmit the data

The data file will display here

7. A message will display confirming your request to upload the GTINS and PLUs. Select **OK**.

The screenshot shows a confirmation dialog box with the text 'Upload new GTIN/PLU records. Are you sure ?'. It has two buttons: 'OK' and 'Cancel'. The 'Produce Marketing Association' logo is visible at the bottom.

Upload new GTIN/PLU records. Are you sure ?

Produce Marketing Association

- The Export Results screen displays, confirming which records were successfully uploaded. Any errors in the upload will be displayed in red. The specific records affected will not be uploaded. Successfully uploaded records are displayed as *Uploaded*.

Tutorial Upload

00012345612343	4664	Uploaded
00012345698767	3148	Uploaded
00012345687655	93148	Uploaded
00012345676543	24664	Your PLU# prefix for a 5 digit plu must be a 9.
10012345665438	4799	Your GTIN should be preceded by a zero.
00012345666667	4798	Uploaded
00012345655555	2100	Your PLU #(2100) does not exist in the PLU Database.
00012345611117	4032	GTIN Already exists.
001234564444	3001	Your GTIN should be (14 chars). Your GTIN Check Digit is incorrect 001234564444 should be 0012345644440
00012345633334	3071	Your GTIN Check Digit is incorrect 00012345633334 should be 00012345633331

Errors are noted next to the unsuccessfully uploaded records

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Note: If the GTIN is incomplete (i.e., does not contain 14 digits or does not begin with '0'), the record will not upload.

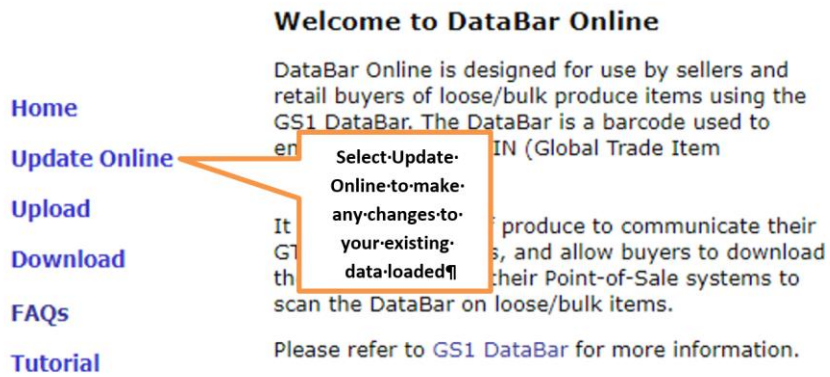
- Correct any errors in your Excel data file, then either upload the entire data file again or follow the instructions below for revising your data file.

To verify that your data was successfully uploaded, follow the **Download** instructions in this tutorial (p. 25) to view your data.

Important: New uploads will no longer overwrite existing files. All new files will be appended to the previously uploaded data.

REVISING THE DATA FILE

1. If you need to add, delete or change a record in your data file, select the **Update Online** menu option from the DataBar Online home page.



On the **Update Online** screen, you can add a record by simply selecting your company name from the dropdown menu and entering the GTIN data into the appropriate fields. The check digit field will populate by selecting the Calculator icon. Then enter the four- or five-digit PLU Code and select **Save**. If you do not know the PLU code, there is a PLU code lookup table directly above the **Insert Entries** section.

The screenshot shows the 'Update Online' interface. At the top, there's a section for 'Impersonate User' with fields for 'Contact Name' (Dede Bogia), 'Contact ID' (00000521245), and 'Company Name' (Company 3). Below this is a 'PLU Code Lookup' section with 'Category' and 'Commodity' dropdowns. A callout points to the 'Company Name' dropdown with the text 'Select your Company Name from the dropdown menu'. Another callout points to the 'PLU Code Lookup' section with the text 'PLU Code Lookup'. Below the lookup section is the 'DATABAR Insert Entries' section, which includes a 'Global Trade Item Number' field and a table with columns: 'DataBar Indicator', 'Prefix & Item Ref No.', 'Check Digit', 'PLU', and 'Commodity'. A callout points to the 'DataBar Indicator' field with the text 'PLU Code Lookup'. Below the table is an example: 'Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7'. At the bottom, there's a 'DATABAR Update Entries' section with a 'Filter' field and a 'History' link.

Reminder: DataBar GTINs must begin with a zero and contain 14 digits. If either situation is not true, an error will result and you will need to correct your data.

To verify that your data was successfully uploaded, follow the **Download** instructions in this tutorial (p. 23) to view your data.

Adding a Record

To add individual entries:

1. Enter the **GS1 Company Prefix** and **Item Reference Number** in the respective field under **Global Trade Item Number**. (The **DataBar Indicator** will always default to '0'.)

The screenshot shows the 'DATABAR Insert Entries' section. It includes a 'Global Trade Item Number' section with fields for 'DataBar Indicator' (0), 'Prefix & Item Ref No.', 'Check Digit', 'PLU', and 'Commodity Variety'. A callout points to the 'DataBar Indicator' field with the text 'The DataBar Indication always defaults to zero'. Another callout points to the 'Prefix & Item Ref No.' field with the text 'Enter the next 12 digits of the GTIN (the prefix and item reference portion)'. Below the fields is an example: 'Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7'. At the bottom, there's a 'DATABAR Update Entries' section with a 'Filter' field and a 'History' link.

2. Then select the **Calculator Icon** to calculate the **Check Digit**.

The screenshot displays the DataBar Online application interface. At the top, the 'Impersonate User' section shows fields for 'Contact Name' (Dede Bogia), 'Contact ID' (000000521245), and 'Company Name' (Company 3). Below this is the 'PLU Code Lookup' section, which includes a 'Category' dropdown and a 'Commodity' field. A note states: 'This is for reference purposes only to help you look up PLU'. The main section is 'DATABAR Insert Entry', which features a table with the following columns: 'DataBar Indicator', 'Prefix & Item Ref No.', 'Check Digit', 'PLU', and 'Commodity Variety'. The 'DataBar Indicator' field contains '0', and the 'Prefix & Item Ref No.' field contains '001234561234'. The 'Check Digit' field contains '3' and has a calculator icon next to it. A callout box points to this icon with the text: 'Select the Calculator icon to populate the check digit field'. The 'PLU' and 'Commodity Variety' fields are empty. A 'Save' button is located to the right of the 'Commodity Variety' field. Below the table, an example is provided: 'Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7'. At the bottom, there are links for 'DATABAR Update Entries' and 'History'. The footer contains the copyright notice: '© 2019 Produce Marketing Association. All Rights Reserved.'

If you do not know the PLU code, there is a PLU code lookup table directly above the **Insert Entries** section. Select the appropriate **Category** and **Commodity**.

[Home](#)

[Update Online](#)

[Upload](#)

[Download FAQs](#)

[Tutorial](#)

Contact Information									
Contact Name					Contact ID				
Dede Bogia					000000521245				

PLU Code Lookup									
Category		Commodity							
Fruit	APPLES								

PLU	Category	Commodity	Variety	Size	Restrictions	Revised	Notes	AKA	Botanical	TYPE
4098	Fruit	APPLES	Akane	Small					Malus pumila	Global
4099	Fruit	APPLES	Akane						Malus pumila	Global
3000									Malus pumila	Global
3438						2006			Malus pumila	Global
3600						6/3/2008			Malus pumila	Global
3001	Fruit	APPLES	Aurora/Southern Rose	Small					Malus pumila	Global
3290	Fruit	APPLES	Aurora/Southern Rose	Large		10/16/2002			Malus pumila	Global
3075	Fruit	APPLES	Baldwin						Malus pumila	Global
3339	Fruit	APPLES	Belchard	Chantecler		11/1/2004			Malus pumila	Global
3602	Fruit	APPLES	Belgica			11/26/2008			Malus domestica cv belgica	Global
3340	Fruit	APPLES	Bertanne/Golden Russet			11/1/2004			Malus pumila	Global
3291	Fruit	APPLES	Boskoop/Belle de Boskoop	Small		10/16/2002			Malus pumila	Global
3292	Fruit	APPLES	Boskoop/Belle de Boskoop	Large		10/16/2002			Malus pumila	Global
4101	Fruit	APPLES	Braeburn	Small					Malus pumila	Global
4103	Fruit	APPLES	Braeburn	Large					Malus pumila	Global
3065	Fruit	APPLES	Cameo	Small					Malus pumila	Global

Herbs

Codes Used by All

Dried Fruit

Fruit

Herbs

Nuts

Other Nuts

Vegetable

Category	Commodity
Herbs	ALOE VERA LEAVES
	ALOE VERA LEAVES
	ANISE
	ARUGULA/ROCKET
	BASIL
0064 Herbs	BAY LEAVES
	BORAGE
	CHERVIL
	CHIVES
	CILANTRO (CHINESE PARSLEY/CORIANDER)
	DILL
	FENNEL
	FENNEL LEAVES
	LEMON GRASS
	MARJORAM
	MINT
	OREGANO
	OTHER HERBS
	OYSTER PLANT/SALSIFY
	PARSLEY
	ROSEMARY
	SAGE
	SAVORY
	SORREL
	TARRAGON
	THYME
	VANILLA BEAN

- Enter the appropriate **PLU Code** in the PLU field. This should be a 4- or 5-digit number.

Contact Information

Contact Name: Dede Bogia | Contact ID: 000000521245

PLU Code Lookup

Category: | Commodity: |

This is for reference purposes only to help you look up PLU Codes for entry below

DATABAR Insert Entries

Global Trade Item Number

DataBar Indicator	Prefix & Item Ref No.	Check Digit	PLU	Commodity Variety
Add New: 0	001234563333	1	3071	APPLES-Granny Smith

Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7

DATABAR Update Entries

Edit	Delete	DataBar Indicator	Prefix & Item Ref No.	Check Digit	Date
Edit	Delete	00012345612343		4664	6/11/2019
Edit	Delete	00012345666667		4798	6/11/2019
Edit	Delete	00012345687655		93148	6/11/2019
Edit	Delete	00012345698767		3148	6/11/2019

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Remember: Retailer assigned codes cannot be entered in place of a valid PLU code because they could corrupt a retailer's database.

- Select **Save** and the new entry will be added to the list of records.

Contact Information

Contact Name: Dede Bogia | Contact ID: 000000521245

PLU Code Lookup

Category: | Commodity: |

This is for reference purposes only to help you look up PLU Codes for entry below

DATABAR Insert Entries

Global Trade Item Number

DataBar Indicator	Prefix & Item Ref No.	Check Digit	PLU	Comm.	Variety
Add New: 0					

Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7

DATABAR Update Entries

Edit	Delete	DataBar Indicator	Prefix & Item Ref No.	Check Digit	Date
Edit	Delete	00012345612343		4664	6/11/2019
Edit	Delete	00012345633331		4798	6/11/2019
Edit	Delete	00012345666667		93148	6/11/2019
Edit	Delete	00012345687655		93148	6/11/2019
Edit	Delete	00012345698767		3148	6/11/2019

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Searching a Record

To search for a specific record, enter the filter data on which you wish to search.

The screenshot shows the DataBar Online interface. On the left is a sidebar with links: Home, Update Online, Upload, Download, FAQs, and Tutorial. The main content area has a green header with 'Impersonate User' and fields for Contact Name (Dede Bogia), Contact ID (000000521245), and Company Name. Below this is a 'PLU Code Lookup' section with Category and Commodity dropdowns. A 'DATABAR Insert Entries' section contains a 'Global Trade Item Number' table with columns: DataBar Indicator, Prefix & Item Ref No., Check Digit, PLU, Commodity, and Variety. A 'DATABAR Update Entries' section has a 'Filter' input field containing '343'. Below the filter is a table with columns: GTIN, PLU, Date, and User. The table shows one record: GTIN 00012345612343, PLU 4664, Date 1/2/2020, User Wendy Logan. A callout box points to the 'Filter' field and the table, stating: 'Results can be filtered using any text in the entry (GTIN, PLU, Date, and User)'. The footer says '© 2019 Produce Marketing Association. All Rights Reserved.'

Editing a Record

To edit an existing record:

1. Select **Edit** next to the record you wish to update.

The screenshot shows the DataBar Online interface. On the left is a sidebar with links: Home, Update Online, Upload, Download, FAQs, and Tutorial. The main content area has a green header with 'Impersonate User' and fields for Contact Name (Dede Bogia), Contact ID (000000521245), and Company Name. Below this is a 'PLU Code Lookup' section with Category and Commodity dropdowns. A 'DATABAR Insert Entries' section contains a 'Global Trade Item Number' table with columns: DataBar Indicator, Prefix & Item Ref No., Check Digit, PLU, Commodity, and Variety. A 'DATABAR Update Entries' section has a 'Filter' input field. Below the filter is a table with columns: GTIN, PLU, Date, and User. The table shows two records: GTIN 00012345612343, PLU 4664, Date 1/2/2020, User Wendy Logan; and GTIN 00012345666667, PLU 4798, Date 1/2/2020, User Wendy Logan. A callout box points to the 'Edit' button next to the first record, stating: 'Select Edit'. The footer says '© 2019 Produce Marketing Association. All Rights Reserved.'

- This will open a new **Update** window. Make the necessary changes and select **Update**.

PLU Code Lookup

Category: [dropdown] Commodity: [dropdown]

This is for reference purposes only to help you look up PLU Codes for entry below.

DATABAR In

DataBar Indicator: 0

Global Trade Item Number

Update form

GTIN: 00012345612343

PLU: 4664

Update

Make changes to GTIN and/or PLU as needed

Select Update to save the changes

23456000001, Check Digit = 7

History Filter: 343

User: Wendy Loga

1/2/2020

1 to 1 of 1 entries (filtered from 2 total entries)

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Incorrect information will result in an error message (see example below).

PLU Code Lookup

Category: [dropdown] Commodity: [dropdown]

This is for reference purposes only to help you look up PLU Codes for entry below.

DATABAR In

DataBar Indicator: 0

Global Trade Item Number

Update form

GTIN: 00012345612342

PLU: 4664

Check Digit does not match.

Update

23456000001, Check Digit = 7

History Filter: 343

User: Wendy Loga

1/2/2020

1 of 1 entries (filtered from 2 total entries)

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- If all updated information is correct, the record will be updated and will show as Saved. The changes will then be reflected in the entry list.

Impersonate User

Contact Name	Contact ID	Company Name
Dede Bogia	000000521245	Company 3

PLU Code Lookup

Category

Commodity

This is for reference purposes only to help you look up PLU Codes for entry below.

DATABAR Insert Entries

Global Item Number

DataBar Indicator	Prefix	Check Digit	PLU	Commodity Variety
0				

Save

Example DataBar Indicator = 0, Prefix & Item Ref No. = 01234560000

DATABAR Update Entries

GTIN	PLU	Date	User
Edit Delete 00012345612343	4666	1/2/2020	Wendy Logan

1 to 1 of 1 entries (filtered from 2 total entries)

Update shows as Saved

Once updated, any changes are reflected in the entry list (the updated PLU code in this example)

Saved

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Deleting a Record

To Delete an existing record:

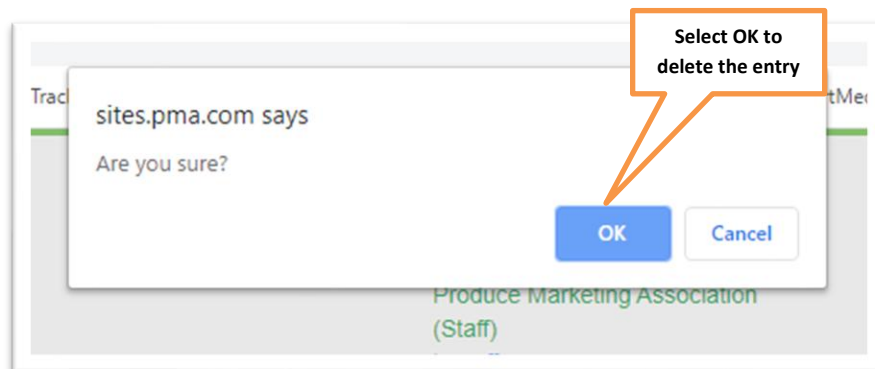
1. From the **Update Online** screen, select **Delete** next to the record you wish to delete.

The screenshot shows the 'Update Online' screen. At the top, there's a section for 'Impersonate User' with fields for Contact Name (Dede Bogia), Contact ID (000000521245), and Company Name (Company 3). Below this is a 'PLU Code Lookup' section with 'Category' and 'Commodity' dropdowns. A note states: 'This is for reference purposes only to help you look up PLU Codes for entry below.' The main section is 'DATABAR Insert Entries' with a table for 'Global Trade Item Number'. The table has columns: DataBar Indicator, Prefix & Item Ref No., Check Digit, PLU, and Commodity Variety. The first row shows '0' in the DataBar Indicator column. An orange callout box with the text 'Select Delete' points to the 'Delete' button next to the first row. Below the table, there's a 'DATABAR Update Entries' section with a 'Filter' input field. The bottom of the screen shows a footer: '© 2019 Produce Marketing Association. All Rights Reserved.'

2. This will open a new **Delete** window. Select **Delete** to delete the record completely.

The screenshot shows the same 'Update Online' screen as before, but with a 'Delete Form' window open. The window has a title bar 'Delete Form' and a close button. It contains the following information: 'GTIN: 00012345612343' and 'PLU: 4664'. At the bottom of the window is a 'Delete' button. An orange callout box with the text 'Select Delete' points to this button. The background interface is dimmed, showing the same 'DATABAR Insert Entries' table and 'DATABAR Update Entries' section. The footer remains the same: '© 2019 Produce Marketing Association. All Rights Reserved.'

3. You will be prompted to confirm that you wish to delete the record. Select **OK** to confirm and the record will be deleted.



VIEWING DATA HISTORY

To look at the history of the data entries and changes:

1. Select **Update Online** from the DataBar Online home page.



2. Select **History**.

The screenshot shows the Databar Online interface. At the top, there's a section for 'Impersonate User' with fields for Contact Name, Contact ID, and Company Name. Below that is a 'PLU Code Lookup' section with a Category dropdown and a Commodity dropdown. A note states: 'This is for reference purposes only to help you look up PLU Codes for entry below'. The main section is 'DATABAR Insert Entries', which includes a 'Global Trade Item Number' field and a table with columns: DataBar Indicator, Prefix & Item Ref No., Check Digit, PLU, Commodity, and Variety. Below the table, there's an example: 'Example DataBar Indicator = 0, Prefix & Item Ref No. = 0123456000001, Check Digit = 7'. At the bottom, there are buttons for 'Save', 'Clear', and 'History'. The 'History' button is highlighted with an orange box and a callout arrow pointing to it with the text 'Select History'.

The screen will display the history of all data modifications including all uploads.



Databar Online

Welcome: Wendy Logan
(Staff)
[Logoff](#)

- [Home](#)
- [Update Online](#)
- [Upload](#)
- [Download](#)
- [FAQs](#)
- [Tutorial](#)
- [Staff Area](#)

Key	GTIN	PLU	User Modified	Date Modified	Status Code
53145	00022211100072	94220	Dede Bogia	5/11/2021 4:27:34 PM	Deleted
53145	00022211100072	94220	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53138	00012345611155	93296	Dede Bogia	5/11/2021 4:27:29 PM	Deleted
53138	00012345611155	93296	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53142	00022211100027	4523	Dede Bogia	5/11/2021 4:27:24 PM	Deleted
53142	00022211100027	4523	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53126	08580730050053	93061	Bob Whitman	5/11/2021 4:27:17 PM	Deleted
53126	08580730050053	93061	Bob Whitman	5/10/2021 5:20:20 PM	Being Deleted
53146	00022211100997	4299	Dede Bogia	5/11/2021 4:27:12 PM	Deleted
53146	00022211100997	4299	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53141	00022211100010	4220	Dede Bogia	5/11/2021 4:27:07 PM	Deleted
53141	00022211100010	4220	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53139	00012345611179	4122	Dede Bogia	5/11/2021 4:27:01 PM	Deleted
53139	00012345611179	4122	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53135	00012345611117	4032	Dede Bogia	5/11/2021 4:26:56 PM	Deleted
53135	00012345611117	4032	Dede Bogia	5/11/2021 4:25:37 PM	Being Deleted
53147	00123456000018	4011	Dede Bogia	5/11/2021 4:26:51 PM	Deleted

DOWNLOADING DATA

Download Instructions (For Retailers or Individual Supplier Upload Verification)

1. If you are a retailer and need to download GTINs and their associated PLU codes from suppliers or are a supplier and want to verify your data was successfully uploaded, select the **Download** link from the home page menu.



Databar Online

Welcome to DataBar Online

DataBar Online is designed for use by sellers and retail buyers of loose/bulk produce items using the GS1 DataBar. The DataBar is a barcode used to encode a 14-digit GTIN (Global Trade Item Number).

It will allow sellers of produce to communicate their GTINs and allow buyers to download the DataBar for Point-of-Sale systems to use/bulk items.

Please refer to [GS1 DataBar](#) for more information.

If you have any questions or need further assistance, please contact Wendy Logan via email at wlogan@freshproduce.com or phone at +1 (302) 738-7100.

[Home](#)

[Update Online](#)

[Upload](#)

[Download](#)

[FAQs](#)

[Tutorial](#)

Select Download

2. Choose any or all of the trading partners from whom you want to receive information. If you are a supplier, you will only see your own company in this list. Using the arrows in the middle of the two windows, highlight your selected suppliers on the left and use the arrow(s) to move them to the **Downloads** box on the right.

- To select more than one supplier at a time, hold the Ctrl key down and select the desired suppliers. Then use the single arrow to move them to the **Downloads** box.
- Use the double arrows to add or remove all companies.

Important Note to Buyers: It is advised that buyers download the entire database to avoid omitting GTINs that have been uploaded by third-party companies. Failure to do so could result in 'not on file' scans and other scanning issues.

The screenshot shows the Databar Online interface. At the top left is the International Fresh Produce Association logo. A navigation menu on the left includes links for Home, Update Online, Upload, Download, FAQs, and Tutorial. The main content area is titled 'Databar Online' and includes a welcome message for Wendy Logan (Staff). Below this, there is a section for downloading data. A list of suppliers is shown on the left, with four suppliers listed: 4Earth Farms, A Medrano Produce, LLC, A.T.B. Packing Company, and Ack Fresh LLC. To the right of this list are four buttons: '>', '>>', '<', and '<<'. Further right is a 'Downloads' box. Below the suppliers list is a 'Download' button and a checkbox for 'Include commodity name'. At the bottom, there is a 'Reset Filter' button. Two orange callout boxes provide instructions: one points to the suppliers list with the text 'List of suppliers who have uploaded their data are displayed here', and the other points to the arrows with the text 'Use these buttons to move single or multiple suppliers to the Downloads window'.

INTERNATIONAL
**FRESH
PRODUCE**
ASSOCIATION

Databar Online

Welcome: Wendy Logan
(Staff)

DOWN
Select which suppliers to download below or [Click Here](#) for automated downloading.

It is advised that buyers download the entire database to avoid omitting GTINs that have been uploaded by third-party companies. Failure to do so could result in 'not on file' scans and other scanning issues.

Suppliers

- 4Earth Farms
- A Medrano Produce, LLC
- A.T.B. Packing Company
- Ack Fresh LLC

> >> < <<

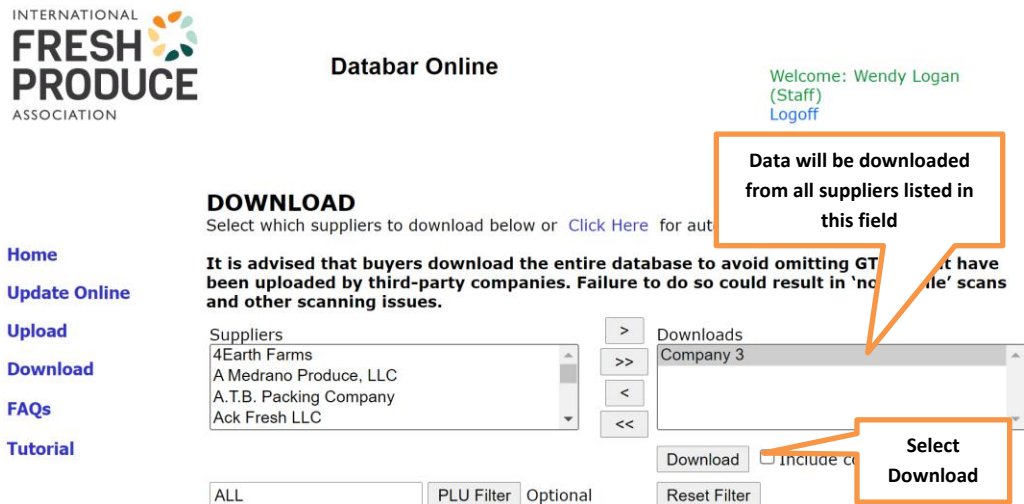
Downloads

Download ☐ Include commodity name

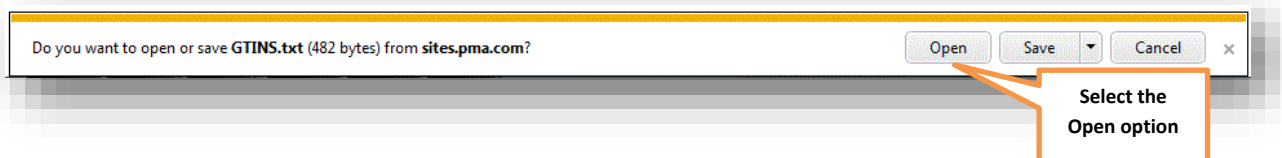
Reset Filter

ALL PLU Filter Optional

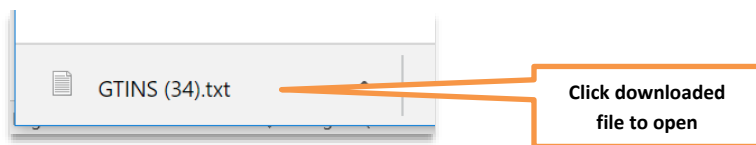
3. Once your selected companies are in the Downloads box, select the **Download** button.



4. You will either be prompted to **Open** or **Save** your text file **or** the download file will show automatically in the bottom lefthand corner of your computer screen (depending on which version of Windows you have and which browser you are using).



Or



5. The data file you download will create the Notepad file shown below.

- You will receive a message stating the filtered PLU code for which the search is being conducted. Select **Download** to display the results.



Databar Online

Welcome: Wendy Logan
(Staff)
Logoff

DOWNLOAD

Select which suppliers to download below or [Click Here](#)

It is advised that buyers download the entire database to avoid omitting GTINs that have been uploaded by third-party companies. Failure to do so could result in 'not on file' scans and other scanning issues.

Suppliers

BK Farms LLC
Browning & Sons
Cactus Melon Di
Ciruli Brothers

Confirmation of PLU search

4032 PLU Filter Optional

Filtering for PLU code:4032

Downloads

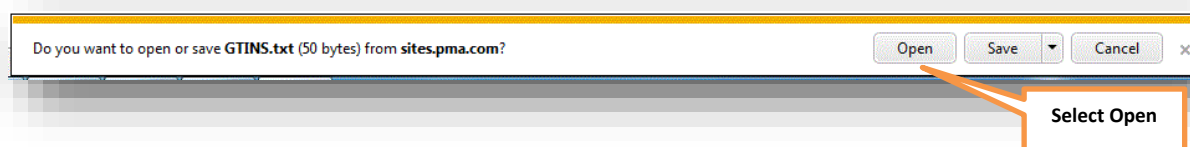
Company 3

Download Include commodity name

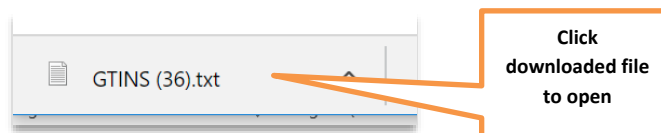
Reset Filter

Select Download

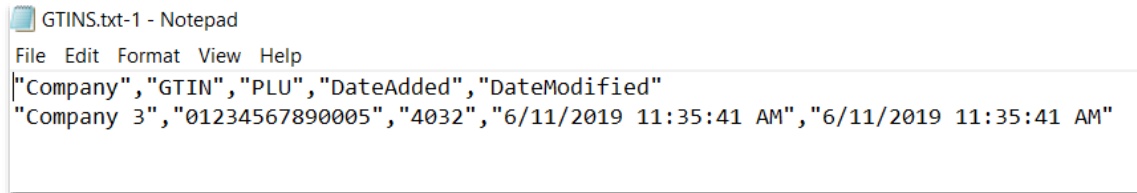
- After selecting Download, you will be prompted to **Open** or **Save** your text file with the results of your search or the file will show automatically in the bottom lefthand corner of your computer screen depending on what version of Windows you have or what browser you're using.



Or



5. The results of the single PLU code query are in the image below.



```
GTINS.txt-1 - Notepad
File Edit Format View Help
"Company", "GTIN", "PLU", "DateAdded", "DateModified"
"Company 3", "01234567890005", "4032", "6/11/2019 11:35:41 AM", "6/11/2019 11:35:41 AM"
```

Automated Downloading

In order to automatically download the supplier data, a web service has been created to allow retailers' web development team to access this data.

1. To set up automated downloading, go to the Download screen and select the **Click Here** hyperlink.



INTERNATIONAL FRESH PRODUCE ASSOCIATION

Databar Online

DOWNLOAD
Select which suppliers to download below or [Click Here](#) for automated downloading.

It is advised that buyers download the entire database to avoid omitting GTINs that have been uploaded by third-party companies. Failure to do so could result in 'not on file' scans and other scanning issues.

Suppliers: 4Earth Farms, A Medrano Produce, LLC, A.T.B. Packing Company, Ack Fresh LLC

Downloads: (empty)


Buttons: >, >>, <, <<

Download ☐ Include commodity name

Reset Filter

ALL PLU Filter Optional

2. The following screen opens with instructions on how to set up the automated download using a web service. Select the **Web Service** hyperlink.



Databar Online

Welcome: Wendy Logan
(Staff)
[Logoff](#)

- Home
- Update Online
- Upload
- Download
- FAQs
- Tutorial

Automated Downloading

A Web service is a unit of managed code that can be remotely activated using HTTP requests. So, Web Services allows you to use existing code over the network. Once it is exposed on the network, other application can use the functionality of your program.

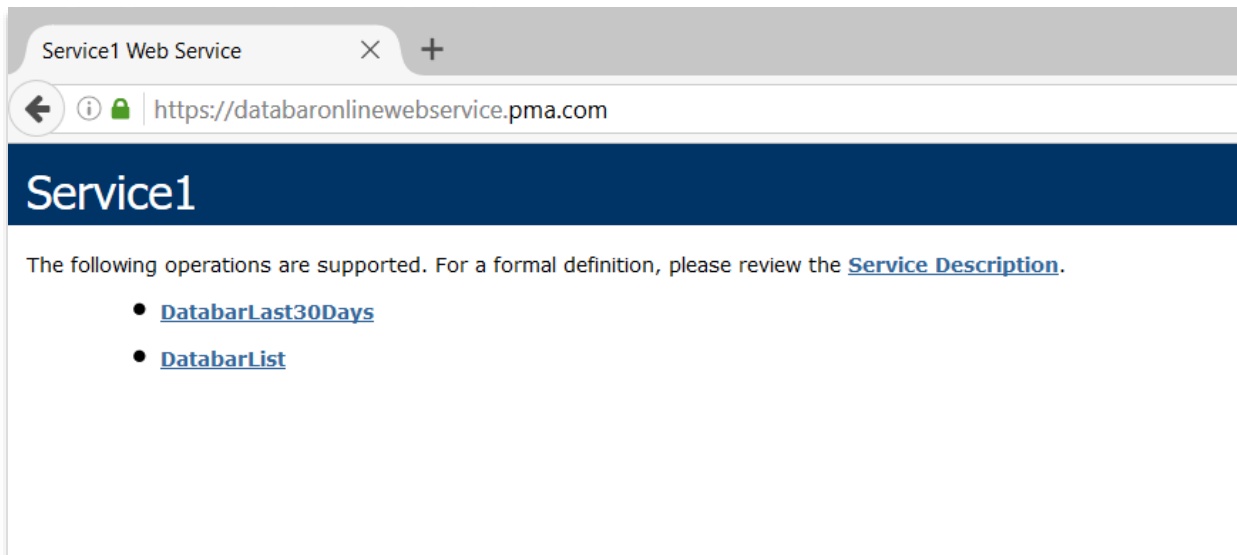
XML Web Service allows access to download the complete DataBar List.

Here is access to our Web Service <https://DataBarOnlineWebService.pma.com> for your web development team to automate downloading of the data.

The 2 parameters required for accessing the web service are your PMA Member Id and Primary Email Address.

Select hyperlink to launch web service

3. You will have two options for download. Select the file you would like to download.



Service1 Web Service

https://databaronlinewebsevice.pma.com

Service1

The following operations are supported. For a formal definition, please review the [Service Description](#).

- [DatabarLast30Days](#)
- [DatabarList](#)

4. Enter your IFPA Customer ID and your email address to invoke the operation. Select **Invoke**.

The screenshot shows a web interface for 'Service1'. It includes a link to a list of operations, a section for 'DatabarLast30Days', and a 'Test' section. The 'Test' section contains a table for parameters and an 'Invoke' button. Three orange callout boxes provide instructions: 'Enter your IFPA ID here.' points to the CustomerID field, 'Enter your Primary Email Address here.' points to the Email field, and 'Select Invoke' points to the Invoke button.

Service1

Click [here](#) for a complete list of operations.

DatabarLast30Days

Test

To test the operation using the HTTP POST protocol, click the 'Invoke' button.

Parameter	Value
CustomerID:	<input type="text"/>
Email:	<input type="text"/>

Enter your IFPA ID here.

Enter your Primary Email Address here.

Select Invoke

The web service returns all the data in an XML format.

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
▼ <NewDataSet>
  ▼ <GTIN>
    <PrimaryKey>38518</PrimaryKey>
    <CompanyName>Produce Marketing Association</CompanyName>
    <GTIN>00012345611131</GTIN>
    <PLU>3001</PLU>
    <AddDate>2019-05-20 14:57:00.727</AddDate>
    <ModDate>2019-05-20 14:57:00.727</ModDate>
    <StatusCode>A</StatusCode>
  </GTIN>
  ▼ <GTIN>
    <PrimaryKey>38519</PrimaryKey>
    <CompanyName>Produce Marketing Association</CompanyName>
    <GTIN>00012345611148</GTIN>
    <PLU>3071</PLU>
    <AddDate>2019-05-20 14:57:00.757</AddDate>
    <ModDate>2019-05-20 14:57:00.757</ModDate>
    <StatusCode>A</StatusCode>
  </GTIN>
  ▼ <GTIN>
    <PrimaryKey>38520</PrimaryKey>
    <CompanyName>Produce Marketing Association</CompanyName>
    <GTIN>00012345611155</GTIN>
    <PLU>93296</PLU>
    <AddDate>2019-05-20 14:57:00.773</AddDate>
    <ModDate>2019-05-20 14:57:00.773</ModDate>
    <StatusCode>A</StatusCode>
  </GTIN>
  ▼ <GTIN>
    <PrimaryKey>38521</PrimaryKey>
    <CompanyName>Produce Marketing Association</CompanyName>
    <GTIN>00012345611179</GTIN>
    <PLU>4122</PLU>
    <AddDate>2019-05-20 14:57:00.790</AddDate>
    <ModDate>2019-05-20 14:57:00.790</ModDate>
    <StatusCode>A</StatusCode>
  </GTIN>
  ▼ <GTIN>
    <PrimaryKey>38522</PrimaryKey>
    <CompanyName>Produce Marketing Association</CompanyName>
    <GTIN>00012345611193</GTIN>
    <PLU>3117</PLU>
    <AddDate>2019-05-20 14:57:00.820</AddDate>
    <ModDate>2019-05-20 14:57:00.820</ModDate>
```

APPENDIX A

Electronic Order Process

1. In order to access DataBar Online, suppliers must complete the electronic order process which is done through the [e-store](#).
2. A login screen opens with options to sign in.
3. Enter your user ID and password and select **Log In**. This brings you to the [e-store](#) home page. (There are additional prompts if you do not know your IFPA login credentials or have not yet created an account.)

The screenshot shows a login interface with two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). Below these is a dark green 'Log in' button. Two orange callout boxes provide instructions: one points to the Username field with the text 'Enter IFPA login credentials', and the other points to the 'Log in' button with the text 'Select Log In'. Below the button are two links: 'Forgot password?' and 'Create account'. At the bottom, a message reads: 'Welcome. To become a member, first log in or create an account.'

Enter IFPA login credentials

Username

Password

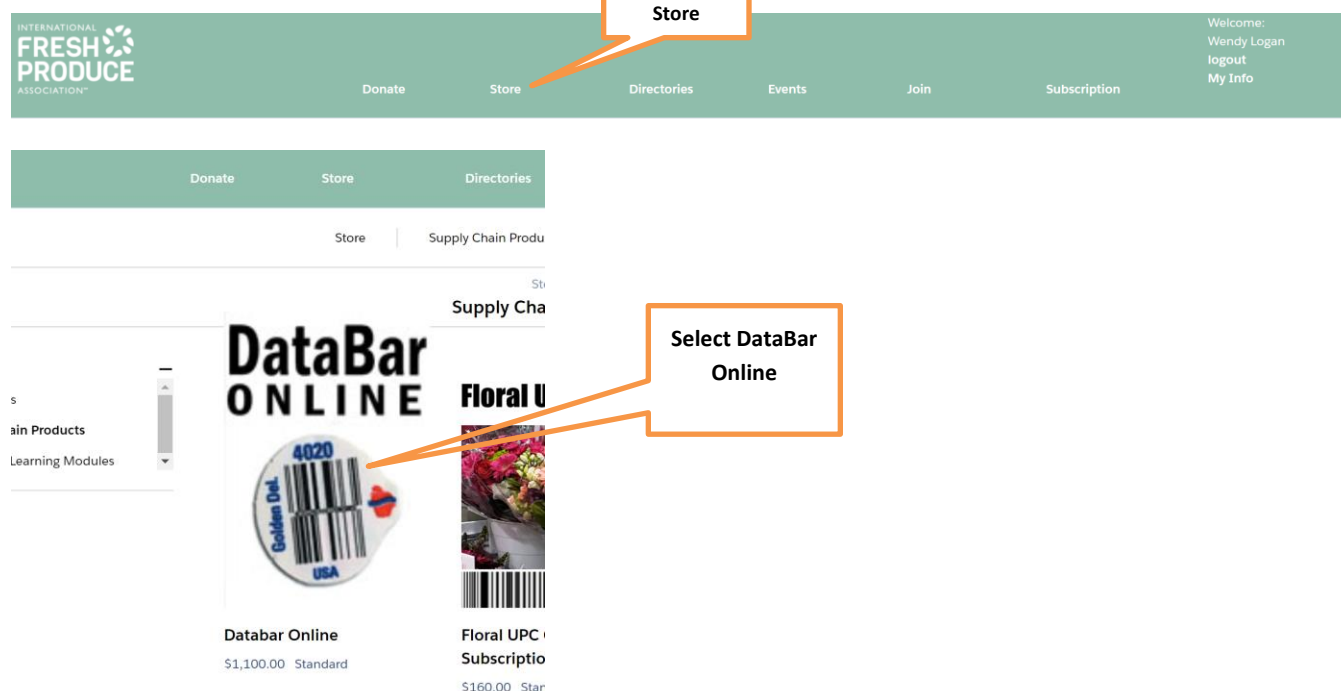
Log in

Select Log In

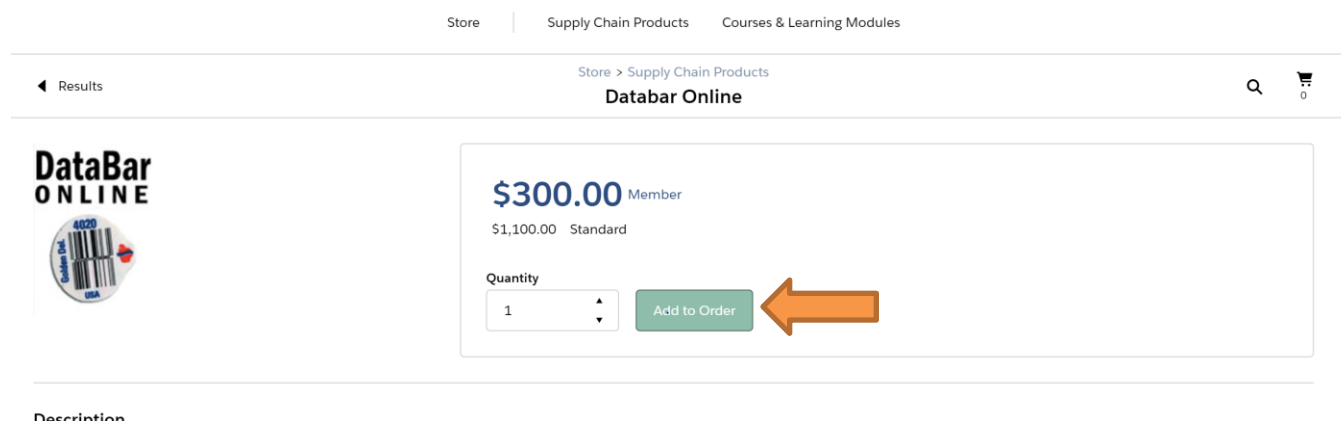
[Forgot password?](#) [Create account](#)

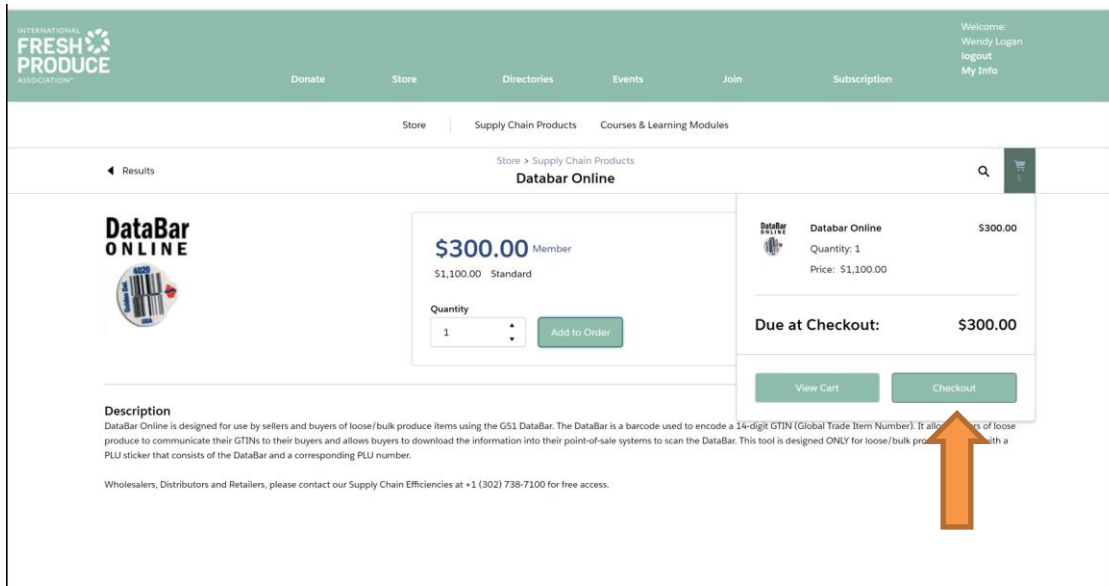
Welcome. To become a member, first log in or create an account.

4. Select **Store** from the menu bar at the top of the page. All products display on this page. Select **Supply Chain Products** from the dropdown menu, then select **DataBar Online**.



5. Select **Add to Order**. Go to **Cart**, then **Checkout**. Proceed through checkout as instructed.





6. Proceed through checkout as instructed.
7. Review your order and enter billing address and payment information as required. Select **Process Payment. Important:** Be sure to review your order carefully before submitting your payment.
8. **Important:** Be sure to save your Order Confirmation to your files.

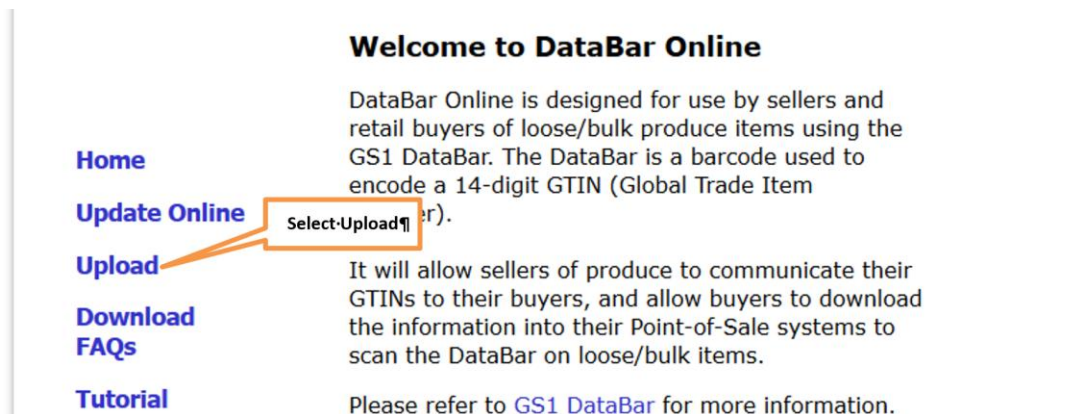
APPENDIX B

Validating a GTIN

You can validate if a GTIN has already been registered in the database by using the GTIN Validation. **Note:** Suppliers can **only** view their own company data. Retailers can view **all** data uploaded in the DataBar Online tool.

Distributors and wholesalers who are also registered to upload will need to contact the [Supply Chain Efficiencies team](#) for a complete download supplier list.

1. Go to the DataBar Online Home page. Select **Upload**.



2. Enter the 14-digit GTIN in the GTIN Lookup field. Select **Lookup**.

The screenshot shows the DataBar Online interface. On the left is a sidebar with links: Home, Update Online, Upload, Download, FAQs, and Tutorial. The main content area has a header 'Impersonate User' with three dropdown menus for Contact Name, Contact ID, and Company Name. Below these is the text 'User ID:000000702734 Company ID:'. The 'GTIN Lookup' section has a text input field, a 'Lookup' button, and a 'Clear' button. Below this is an 'UPLOAD' section with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. To the right of the Upload section is a green-bordered box containing instructions: 'Append GTIN/PLU by uploading a text file formatting as shown below. Changes or deletes can be done using (Update Online) menu option.' and 'Upload text file format:' followed by a bulleted list: 'comma delimited', 'consist of two fields (GTIN & PLU)', and '00790132000091,4815'.

3. If the 14-digit GTIN is already in the system, you will receive the following message.

This screenshot shows the same interface as the previous one, but with the 'GTIN Lookup' field containing the value '01234567890005'. Below the input field, the text 'GTIN Already exists.' is displayed in red. An orange callout box points to this message and contains the text 'Message Alert: GTIN Already exists!!'. The 'Lookup' button is now disabled. The 'UPLOAD' section and the green-bordered box with instructions remain the same.