

# Guideline for image upload in the GS1 Austria Web Portal

⇒ **Correctly assigning labels to the transmitted items during image upload is mandatory to initiate the quality assurance process.**

**Attention:** The labels and product specifications must additionally carry the correct GTIN in the file name to ensure a clear association of the label within the framework of GS1 Sync quality assurance.

## ⇒ How to correctly upload an image in the GS1 Austria Web Portal:

- 1. Login:** Log in to the GS1 Sync Austria Web Portal at <http://qs-portal.gs1sync.at>. If you have forgotten your login details, you can request new login details by clicking "Request password" and entering your GLN as the username.



The screenshot shows the login interface with fields for 'Benutzername' and 'Kennwort', an 'Anmelden' button, and a 'Kennwort anfordern' link.


- 2. Select the order to be audited for image upload:**


Select the inspection order to which you need to upload labels to initiate the quality assurance process. All of these orders with the status "labels needed" are marked in the "To-do" column of the overview list.

Auftragsnr.	Startzeitpunkt	GTIN Anzahl BA-Auftrag Filter: Alles	GTIN Anzahl ÜV-Auftrag Filter: Alles	Sammelauftragsstatus Filter: Alles	Kundenbetreuer Filter: Alles	To-do Filter: Alles
24.113	27.05.2020 10:00:23	3 GTINs	4 GTINs	in Bearbeitung	Kundenbetreuer	⚠ Fehler zu korrigieren
24.115	27.05.2020 10:22:39	3 GTINs		in Bearbeitung	Kundenbetreuer	📄 Etiketten werden benötigt
24.120	27.05.2020 12:10:14	1 GTIN	1 GTIN	in Bearbeitung	Kundenbetreuer	📄 Etiketten werden benötigt

- 3. Correct assignment and upload of labels:**

Assign the correct labels to each GTIN in the inspection order.

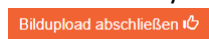
Click on the  -Button to assign the label to the corresponding GTIN.

**Tip:** You can also easily assign your label by dragging and dropping it with the left mouse button pressed into the marked  -icon.

GTIN*	GLN	Nur AP- Änderungen*	Version*	Artikelebene*	Artikelbeschreibung	Zielmarkt	Ausschluss aus Stichprobe*	
09005630003781	9005630000001	<input type="checkbox"/>		4 Basisartikel	Broger Ländle Grillter Chili 300g	040	<input type="checkbox"/>	
09005630001213	9005630000001	<input type="checkbox"/>		5 Basisartikel	Broger Gsi - Burger 500g	040	<input type="checkbox"/>	
09005630003767	9005630000001	<input type="checkbox"/>		4 Basisartikel	Broger Ländle Grillter Klassik 300gr.	040	<input type="checkbox"/>	

If you want to submit multiple files for one GTIN, you must select and upload the files individually one after the other. Make sure that the uploaded label in the file name includes the GTIN of the item being tested so that it can be identified as correctly assigned.

After correctly assigning all labels, complete the image upload by clicking the

 -button. Your account manager will be notified and can begin reviewing the submitted data.