

Title Labelling, Allocation and Management of Functional Global Location Numbers (GLNs)

Issue Date	Review Date	Version
7/2/18	January 2022	v1.1

Purpose

This Standard Operating Procedure (SOP) is to inform staff about the management of a Global Location Number (GLN) barcoding activity as part of the Scan4Safety programme, Core Enabler 1, which will uniquely identify the Trust's functions, as part of the Trust's adoption of GS1 standards.

Who should read this document?

All staff
Procurement & Logistics teams

Key Messages

All **functional** locations in the Trust are to be issued with a unique GLN, which will be stored in a central local registry.

A GLN will be used when referencing the location for product recall, inventory management & purchase to pay.

Core accountabilities

Owner	Head of Supply Chain and E-procurement
Review	GLN Project Board / Associate Director of Planning Facilities and Estates
Ratification	Deputy Chief Executive
Dissemination	Scan4Safety Project Manager (GLN) & Head of Supply Chain and E-procurement
Compliance	GLN Project Board / Associate Director of Planning Facilities and Estates

Links to other policies and procedures

Global Location Number (GLN) Policy
Master Data Catalogue Management SOP

Version History

V1	January 2017	Approved by GLN Project Board / Associate Director of Planning Facilities and Estates
V1.1	February 2018	Approved by GLN Project Board / Associate Director of Planning Facilities and Estates

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents on StaffNET. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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Note for Document Authors

Red text – Indicates assistance with content of the section.

Black text – Standard text that relates to all formal documents and can be left in situ.

Standard Operating Procedure (SOP)

Labelling, Allocation and Management of Functional Global Location Numbers (GLNs)

1 Purpose and Scope

Introduction

The Trust is adopting GS1 standards as this is a mandatory requirement as stated in the Department of Health's e-Procurement Strategy. As one of the core enablers of the Scan4Safety Programme, the introduction of the Global Location Number (GLN) enables the unique and unambiguous identification of all locations within the Trust.

The Trust is adopting GS1 standards throughout the whole organisation and system managers or other users will be required to use GLNs when referencing a location in their system. The responsibility for managing functional GLNs will be restricted to the procurement team.

2 Definitions

Department of Health (DH) - DH is a ministerial department, supported by 15 arm's length bodies and a number of other agencies and public bodies.

Functional (virtual) GLN – A 'function' is an organisational subdivision or department based on the specific tasks being performed, as defined by the organisation. A function must be allocated its own GLN when its business purpose is different from other functions or more specific than other functions, and there is a business need to identify the function across organisations.

GLN Registry – A central location for storage of all GLNs.

Global Location Number (GLN) - A Global Location Number (GLN) is a unique number that is assigned to locations to enable them to be identified uniquely worldwide.

Global Standards One (GS1) – GS1, is a not-for-profit, international organization that develops and maintains standards for supply and demand chains across multiple sectors.

Head of Supply Chain and E-procurement – working within the Procurement Department, Norwich Union Building.

Scan4Safety Programme – Following successful DH funding be obtained this programme is delivering the capability required to fulfil DH mandatory requirements.

Standard Operating Procedure (SOP) - a document which presents the recognised process or procedure which must be followed in order to minimise health and safety and operational risk.

3 Regulatory Background

This procedure is based on the Trust's Global Location Number (GLN) Policy.

The [Department of Health's eProcurement strategy](#) mandates the use of GS1 standards in every NHS Acute Trust - to increase efficiencies and significantly improve the quality and safety of care.

And the National Information Board's [Personalised Health and Care 2020 Framework](#) will enable England to become a global leader in the provision of digital health and care services that improve patient safety and transparency.

The NHS needs transformational change. Both the [interim Carter Review and the Final Review](#) reinforced this and called for the NHS to undergo a cultural change in order to bring about major efficiencies, or risk further losses.

A full list of GS1 standards can be obtained here: <http://www.gs1.org/standards>

Standards relevant to GLN are as follows:-

GS1 General Specifications:

http://www.gs1.org/docs/barcodes/GS1_General_Specifications.pdf

GS1 GLN Allocation Rules (printable version) Standard:

http://www.gs1.org/docs/barcodes/GS1_GLN_Allocation_Rules.pdf

GS1 Executive Summary:

http://www.gs1.org/docs/idkeys/GS1_GLN_Executive_Summary.pdf

4 Key Duties

Head of Supply Chain and E-procurement

- perform monthly audits to ensure all functional spaces have complete data set, are not duplicated, etc
- action requests from system managers/other users to create new functional GLNs in local GLN registry
- communicate any changes made to functional GLNs in the local registry to system managers

System managers/other users

- Request new/existing functional GLNs from Head of Supply Chain and E-procurement.

5 Monitoring and assurance

Monitoring and assurance

- Monitoring is required to ensure that the functional Global Location Numbers are allocated and managed according to the Global Location Number Policy. The Head of Supply Chain and E-procurement will lead the monitoring activity.
- Monitoring will be an on-going process as functions within the organisation change, with full audits occurring on an **annual/bi annual** basis
- Shortfalls will be rectified immediately by the Head of Supply Chain and E-procurement
- Results and outcomes of the monitoring will be held and managed in the local GLN registry.

6 Procedure to Follow

This procedure is to be adhered to when a functional location (an organisational subdivision or department based on the specific tasks being performed, as defined by the organisation) needs a new Global Location Number. This is detailed in sections 7 and 8 below.

7 Allocation and management of GLNs

Identifying a functional location

When a new function is added that will engage in business transactions, it must be assigned a new GLN if it needs to be distinguished from other functions in business transactions.

If the function co-exists with other functions and engages in transactions with other organisations, it must be possible to identify it separately.

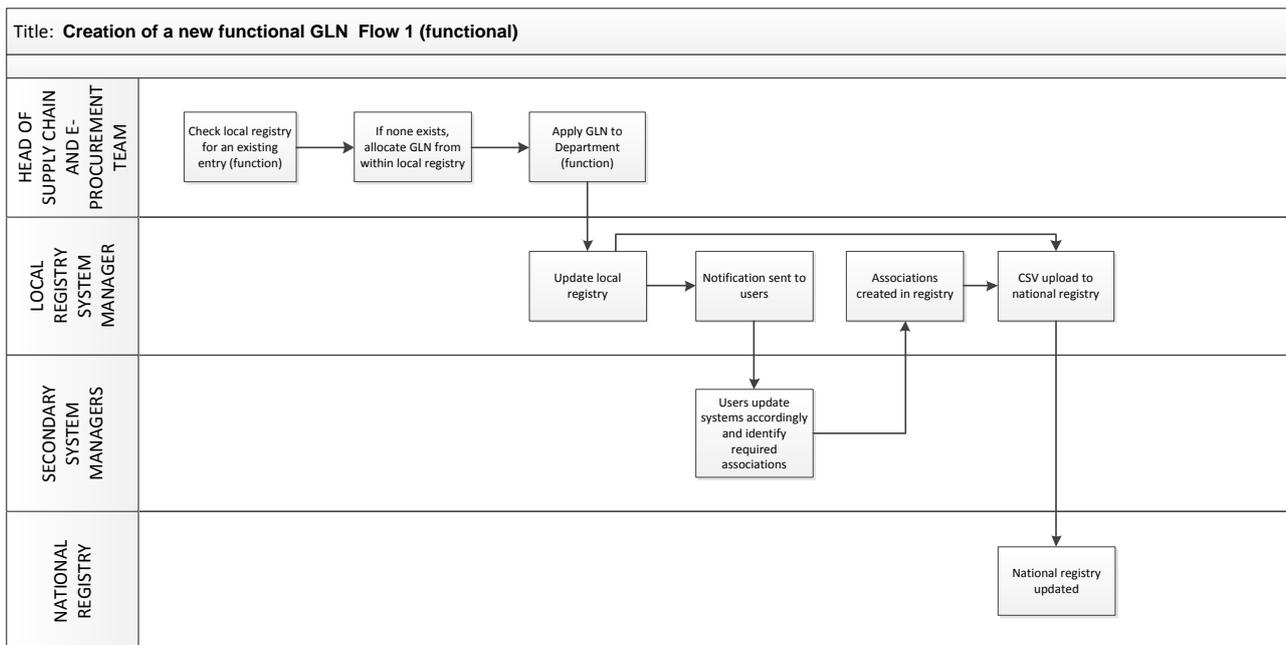
Note Combined use: The new GLN shall not be assigned to a (new) legal entity. The new GLN may be assigned to a (new) physical location and / or (new) digital location.

Example: The company creates a new quality department

Process for allocating functional GLNs to Trust functions (Flow 1)

The allocation of GLNs to Trust functions involves the completion of the following tasks:

1. E-Procurement Team to identify Trust area and check local registry for existing entry
2. If no entry exists, E-Procurement Team to allocate GLN from local registry
3. E-Procurement Team to apply GLN to function and create associations in registry where necessary (role limited).
4. Notifications sent to system managers
5. System managers to update systems, etc. within 48 hours
6. Local registry system manager to upload CSV file to national registry within 48 hours.



Function split

When a function is split into multiple functions, one of these functions may keep the original GLN, as long as the function keeps a portion of the same core attributes and stays with the original legal entity. The other functions require new GLNs.

Since the original function remains active trading partners that continue to interact with that function do not need to be informed of a change.

Change of the function purpose

In cases of minor changes to a function's purpose, where part of the function stays the same and the change will not affect ongoing business transactions, the GLN may remain the same. Function and purpose are intrinsically linked, and therefore a complete (major) change of a function purpose is not possible.

Trading partners interacting with the function will not need to be informed of a change. For trading partners interacting with the function for the first time, the GLN will be seen as new.

Examples Company decides to transform the Service department into the Service and Quality department.

Change of the function contact details

When the function's contact details change the GLN may remain the same.

The GLN of a function represents the 'who' in a business process. When at least one of the contact channels is maintained, the other channel information can be updated via that channel.

Note In case all function contact details change it may be wise to change the GLN in order to ensure trading partners are informed.

Examples The phone number of the service department changes, but the email address stays the same.

Changing operating location(s) of a function

When a function changes its operating location and the location is irrelevant to the function, the GLN identifying the function may remain the same. For functions that continually operate at various locations the GLN must remain the same.

The function GLN identifies the 'who' in a business process; it is important it remains the same over time to ensure proper transaction and event execution, recording and analysis.

Example The maternity ward is based on the second floor, wing B, but sometimes also utilises rooms in wing C.

Change to financial account information

When the financial account information associated with the function changes, the GLN may remain the same.

The function GLN identifies the 'who' in a business process, it is important it remains the same over time to ensure proper execution, recording and analysis of transactions and events.

Note When the organisation decides to maintain the existing GLN, it should ensure the new financial account information is communicated to business partners.

Examples The accounts receivable department changes its bank, and as a result the account number changes.

GLN of the removed function

When a function is removed, the associated GLN shall be deactivated.

Reuse of a discontinued function's GLN for a new function may cause confusion with trading partners.

GLNs of functions being merged

When two or more functions are merged, one of the GLNs is may remain in use to identify the function. The other GLNs need to be deactivated.

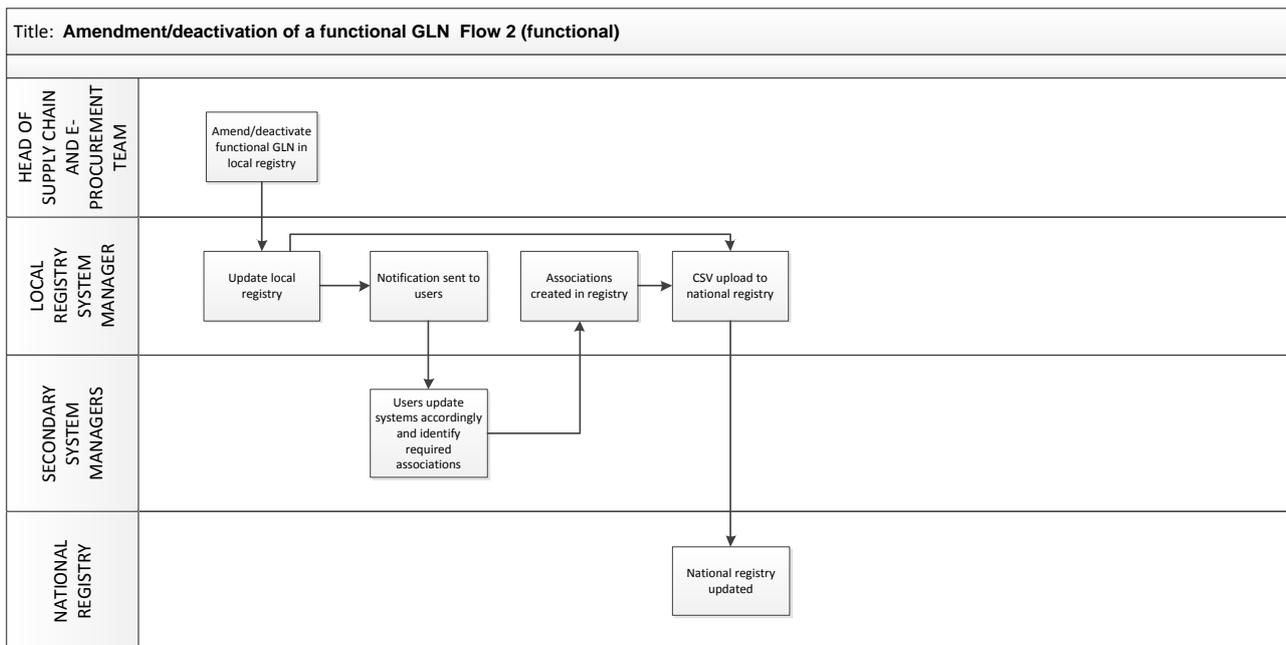
Since one of the original functions remains active, trading partners that continue to interact with that function do not need to be informed of the change.

Process for deactivating/amending functional GLNs for Trust functions (Flow 2)

The deactivation/amendment of functional GLNs to Trust locations involves the completion of the following tasks:

1. E-Procurement Team to amend/deactivate GLN and manage associations in local registry where necessary (role limited) within 48 hours.
2. Notifications sent to system managers
3. System managers to update systems, etc. within 48 hours.

4. Local registry system manager to upload CSV file to national registry within 48 hours.



GLN's ARE NOT TO BE REUSED

8 Communication

As additional systems begin to use GLNs, an automated method of communicating any updates/changes will need to be developed via the local registry. However, in the meantime, view only access to the local registry can be granted where required. Contact e-Proc Helpdesk. The Head of Supply Chain and E-procurement will communicate any new GLNs, or changes to existing GLNs, via email.

9 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved by the GLN Project Board / Associate Director of Planning and ratified by the Deputy Chief Executive.

Non-significant amendments to this document may be made, under delegated authority from the Deputy Chief Executive, by the nominated author. These must be ratified by the Deputy Chief Executive and should be reported, retrospectively, to the GLN Project Board / Associate Director of Planning.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation

will be restricted to named groups, or grades who are directly affected by the proposed changes.

10 Dissemination and implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Deputy Chief Executive and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

11 Reference Material

Key frameworks/strategies:

[Department of Health's eProcurement strategy](#)

[Personalised Health and Care 2020 Framework](#)

[Interim Carter Review and the Final Review](#)

A full list of GS1 standards can be obtained here: <http://www.gs1.org/standards>

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GSI Executive Summary:

http://www.gs1.org/docs/idkeys/GS1_GLN_Executive_Summary.pdf

NHS eProcurement strategy

<https://www.gov.uk/government/publications/nhs-e-procurement-strategy>

GS1 & PEPPOL - Getting ready document

https://nhscpe.kahootz.com/connect.ti/GS1_adoption/view?objectId=13700325&exp=e1

GLN Allocation Rules

<http://www.gs1.org/1/glnrules/index.php/p=overview>