Die zentrale

Plattform

Datenaustausch ganz einfach

firstbase User Manual
for data recipients

firstbase – the industry solution for standardized item master data exchange

Version 1.0, December 2025

Overview

Document information	
Titel	firstbase User Manual for Data Recipients
Version	1.0
Status	Final
Last modified	05.12.2025
Last saved by	Steiner, Fabienne
Path and file name	https://gs1schweiz.sharepoint.com/:w:/r/sites/firstbase/_layouts/15/Doc.aspx?sourcedoc=%7B7E72540B-A572-4D69-8BF3-4D3146CFC17F%7D&file=DRAFT_fristbase%20Benutzerhandbuch%20Darenempf%C3%A4nger_EN.docx&action=default&mobileredirect=true

Authors and contributors

Name	Organization
Schneider, Marc	GS1 Switzerland
Willutzki, Cornelia	GS1 Switzerland
Sippl, Maik	GS1 Switzerland
Schneider, Domenic	GS1 Switzerland
Steiner, Fabienne	GS1 Switzerland

Version 1.0

Version	Date	Creator	Summary of changes
1.0	05.12.2025	Steiner, Fabienne	Revision of the manual

Revocation (Disclaimer)

Despite all efforts to ensure the accuracy of the GS1 standards contained in this document, GS1 Switzerland and any other party involved in the preparation of this document makes no warranties (express or implied). All liability for any direct, indirect or other damage or loss in connection with or resulting from the use of this document, regardless of the cause of action, including, but not limited to, accuracy, merchantability or expediency, is excluded.

The document may be revised from time to time, whether due to technological developments, changes in standards or new legal circumstances. Some items and company names mentioned herein may be registered trademarks and/or registered trademarks of their respective companies. GS1 is a registered trademark of GS1 AISBL.

Tabel of contents

1 Introduction

1.1 How is this manual structured?

The manual provides a step-by-step introduction to using firstbase, explaining the user interface and the most important functions.

All menu items are described in the manual.

Received items   Tasks   Subscriptions   Data requests   Marketplace   Assets   Partners   User management

1.2 Target audience

This manual is intended for data recipients who wish to obtain product master data from firstbase for FMCG/consumer goods and healthcare.

1.3 Scope and limitations

This manual does not describe any interfaces. Information on the interfaces can be found on our firstbase website under the menu item 'Support' under '*Manuals & Tutorials'*.

1.4 Glossary

GDSN-network:

The GDSN network (Global Data Synchronisation Network) is a global system that enables companies to exchange standardised product master data securely and automatically.

Subscription:

In the GDSN environment, a subscription is a subscription through which a data recipient specifies which master data they would like to receive automatically.

GPC:

GPC Brick Code from the GS1 Global Product Classification (GPC), which specifies the product category of the item.

2 Received items

Under the menu item 'Received items', you will find all items that have been published to you (your GLN) or to the Swiss Healthcare Sector or the GS1 Switzerland FMCG data recipient group.

The following data recipient groups exist:
Swiss Healthcare Sector - GLN 7612345000374 (hospitals, retailers and service providers in the Swiss healthcare sector connected to firstbase);
Swiss Healthcare Insurances - GLN 7612345000381 (insurers affiliated with firstbase);
GS1 Switzerland FMCG - GLN 7612345000398 (retailers in the FMCG/consumer goods sector affiliated with firstbase).

2.1 Where to find the data on the items

In the 'Received items' menu item, you can switch back and forth between the channels set up for you. The catalogues are displayed when you click on the arrow next to your organisation on the right-hand side. To switch to a channel, select it by clicking on it.
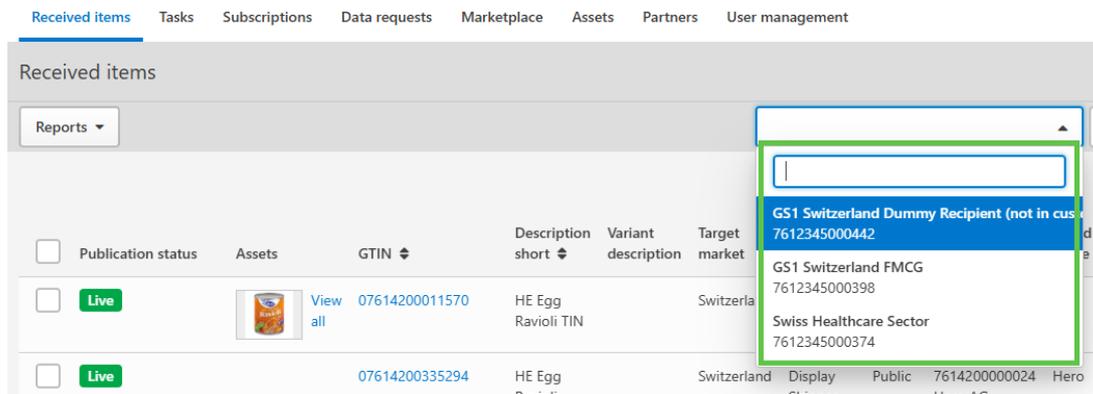
In the channel named after your company, you will find all the items that the data supplier has published to your GLN. This method is mostly used for private label products (products that are made especially for you). In the data recipient groups, you will find all the data that the data supplier wants to make available to the entire group. This makes it easier for the data supplier to publish (release) the products.

When searching for items, it is therefore important to always check all catalogues to see whether the data record you are looking for is available. If a data record is not available, you will find information on how to proceed in the chapter '*No data available'*.
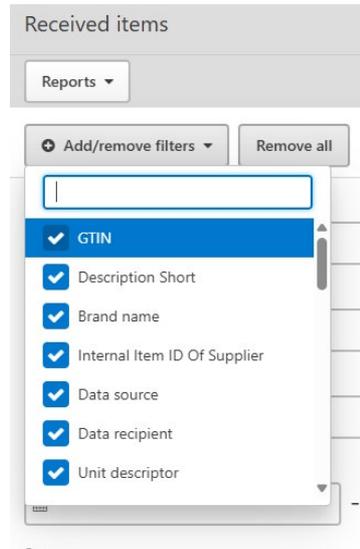
2.2 Searching for items

In the 'Received items' menu item, you can filter the items as desired. You can filter by different information in individual attributes, status, error types, date, etc.

1. You can expand the filter options using the 'Advanced filters' button.

2. Select the areas you want to filter.

3. Enter the parameters for the search and click on 'Filter list'.

4. The filtered items will now be displayed.

Tip:

If you want to save the filter you have created, click on 'Save preset' and enter a name for the filter and specify whether the filter should only be visible to you or to the entire company. To apply the saved filter next time, go to 'Advanced filters', select the 'Load preset' option and choose the desired filter.

2.3 Downloading items

This chapter describes how to export products.

firstbase allows you to download (= export) product master data in various data formats. The following formats are available:

- **Excel** (described below)
- PDF
- JSON
- XML
- Item data sheet

1. In the 'Received items' section, select the products you wish to export: individually by ticking the box or using the 'Select all products' function.
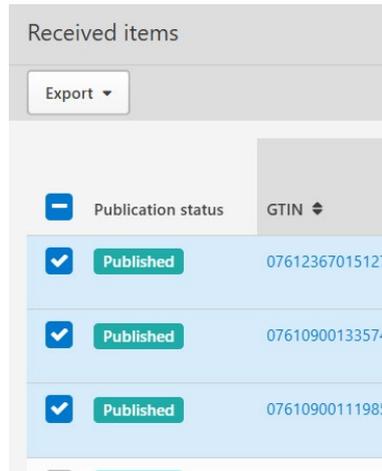
2. Click on 'Export' and select the desired format. If you select Excel, a few more settings are required.

   a. Select whether you want to download all attributes or only selected attributes. We recommend the 'only selected attributes' option so that you can view all the information about the item in a spreadsheet. If you select 'all attributes', the information will be distributed across several spreadsheets.

   b. If you have selected to download only selected attributes, you can choose which template you want to use for the download here. You can also create your own template here.
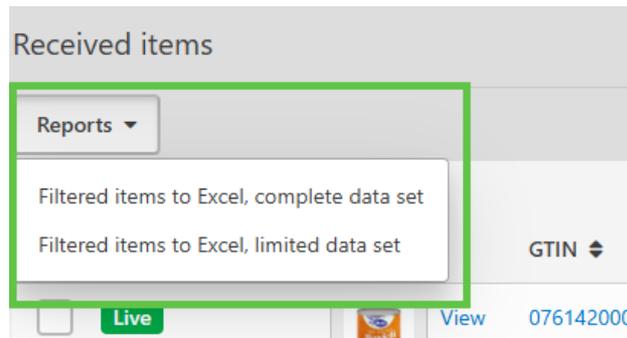
   c. Select a template and click on 'Export'.
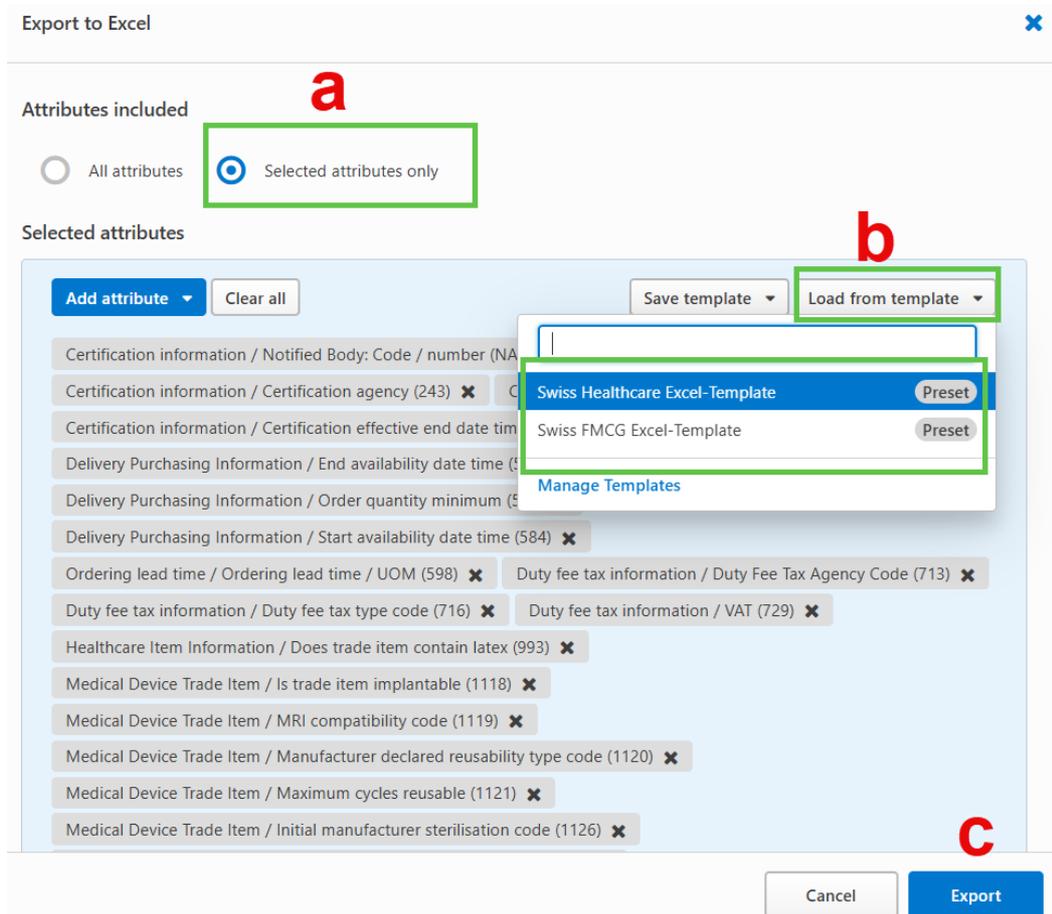
3. The articles will be downloaded.

4. Once the download is complete, you can access the file in your browser's downloads folder.
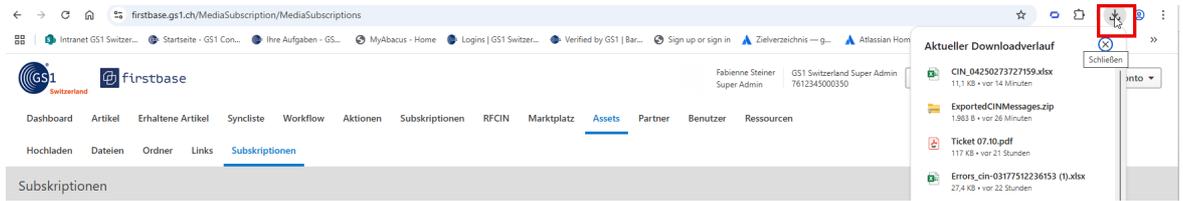
Note:

If you wish to download more than 200 items, download the items using the report. To do this, you must remove all check marks.

2.4 No data available

If the items you are looking for are not available in any of the catalogues, please proceed as follows:

1. Check in the '*Partners'* menu whether the supplier you are looking for is connected to a GDSN data pool. If so, proceed to point two.

   a. If not, please feel free to contact us. We will help you motivate the supplier to provide the data via the GDSN network.

2. Check in the '*Subscriptions'* menu whether you have already set up a subscription for the desired supplier. If not, please set one up.

3. If the supplier has already published the data to you, you will see the data in your catalogue within a few minutes and the number of items in the Subscriptions menu will be greater than zero.

4. If you do not receive any data despite having a subscription, ask the supplier to publish the data to you.

3 Tasks

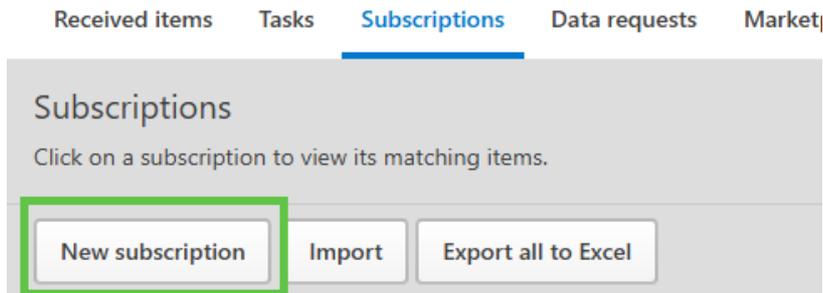You will find the downloaded reports under the menu item "Tasks".

4 Subscriptions

In this chapter, we will show you how to set up a subscription.

4.1 Setting up a subscription

1. Click on the "New subscription" button.

2. Find the supplier from whom you would like to receive data in the 'Data supplier' field and select them.
3. Click on 'Continue'.
4. Click on 'Create subscription'.

> **Note:**
> If you only want to receive individual GTINs automatically from some suppliers, you can also set up a subscription for individual GTINs. To do this, specify not only the supplier but also the GTIN of the desired product.

> **Note:**
> The GTIN (Global Trade Item Number) is always recorded as a 14-digit number in firstbase. To do this, a 0 is added in front of a 13-digit GTIN. This method does not change the check digit at the end of the GTIN.

The overview provides information on each subscription you have set up, e.g. how many articles you have received from suppliers.


> **Note:**
> The validation rules and target market profile are continuously reviewed in the *Consumer Goods/Retail* and *Healthcare* specialist groups. The current target market profile (Profiles Overview) can be downloaded from the firstbase website *https://www.firstbase.ch/en* under the menu item '*Support*' under '*GDSN & Industry Knowledge*'.

5 Data requests

If you would like to receive all data from a supplier again, you can specify this in the 'Data request' menu item.

1. Click on New data request.
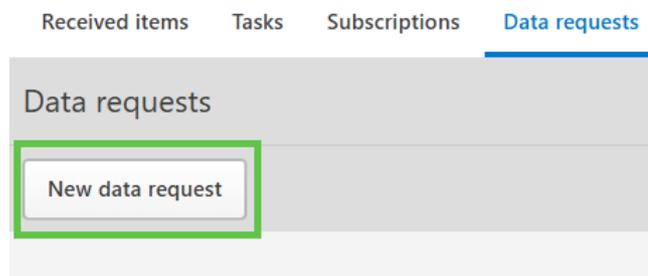
2. Enter at least the name of the supplier. To further restrict the data for which you want a new transmission, you can also limit this to the target market, the GPC or a GTIN.

6 Assets

Under this menu item, data suppliers can manage their media data (e.g. product images).

7 Partner

The 'Partners' menu is a search tool for finding out which data suppliers and data recipients are connected to the GDSN network and with which GLN. As a firstbase data recipient, it is possible to receive data from all suppliers connected to the GDSN network. This means that you can also receive data from suppliers who work with a data pool other than firstbase. To receive data, a subscription must always be set up. You can read about how this works in the '*Subscriptions*' chapter.

The 'Partners' menu is divided into the 'Own partners' and 'External parties' sections.

7.1 Own partners

In the 'My partners' section, you will find all data suppliers and data recipients who send or receive data directly with the firstbase platform.

7.2 External parties

In the 'External parties' section, you will find all data suppliers and data recipients who send or receive data using a different GDSN data pool. As already mentioned, you can also receive data from suppliers who work with a platform other than firstbase in the GDSN network.

8   User management

In user management, you can add users and manage their access rights (= roles).

8.1   Creating a new user

In the 'Users' menu area, you will find an overview of all users.

To add a new user, proceed as follows:

1. Click on 'New user'.
2. Enter the email address of the person who should receive an invitation to use firstbase.
3. Specify the company (or companies) to which the person should have access.
4. Assign a role to the new user.
5. Enter their first and last name.
6. Send the invitation by clicking on 'Create'.

After the invitation has been sent, the invited person will receive an email with which they can register on firstbase.

8.2   User roles

There are predefined user roles. Below is an excerpt of the most common roles.

Role	Permission
Admin	Full access to articles, messages and subscriptions. View, create and edit users. Edit company information.
Editor	Read/write access to articles, messages and subscriptions.
Viewer	Read-only access to articles, messages and subscriptions.

9 My account

Via your user account, you can access your 'User profile', where you can edit your details or the company's details.
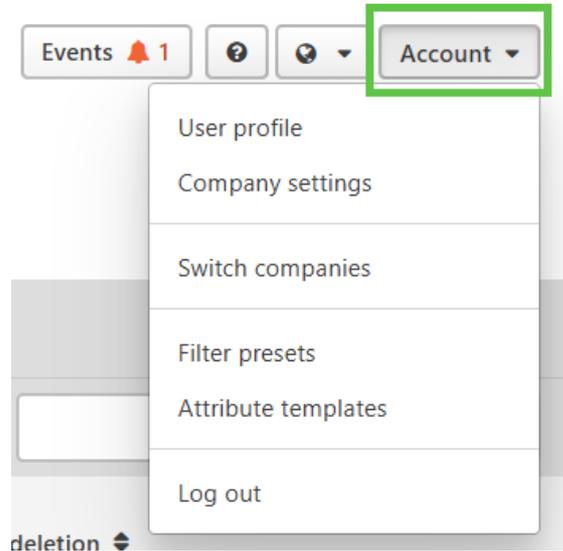
10 Support & contact details

Do you have any questions about using firstbase?

In the '*Support*' section of our website, you will find everything you need to help you work with firstbase: user manual, tutorials, information on the GDSN standard, contact details for support and much more.

Our support team is happy to assist you with any questions or uncertainties you may have.

In order to provide you with fast and efficient support, we ask that you describe the problem as precisely as possible. Ideally, include screenshots (images).

You are welcome to submit your enquiry via our *contact form*.