



## The central platform

Data exchange made easy



# firstbase User Manual

## for Swiss Authorized Representatives (CH-REP) in swissdamed

firstbase – the industry solution for the standardised exchange of product master data

Version 1.0 , August 2026

## Overview

| Document information |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                | firstbase User Manual for Swiss Authorized Representatives (CH-REP) in swissdamed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Version              | 1.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Status               | Final                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Last modified on     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Last saved by        | Steiner, Fabienne                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Path and filename    | <a href="https://gs1schweiz.sharepoint.com/sites/firstbase/Documents%20partages/Forms/AllItems.aspx?id=%2Fsites%2Ffirstbase%2FDocuments%20partages%2FGeneral%2F06%5FDocumentation%2FHandb%C3%BCher%2FCH%2DREP&amp;viewid=1a1f8eb7%2D2fbd%2D4594%2Db08a%2D352d1c04acbf&amp;FolderCTID=0x012000FA5A999047CFA747839195A10D33EB9B">https://gs1schweiz.sharepoint.com/sites/firstbase/Documents%20partages/Forms/AllItems.aspx?id=%2Fsites%2Ffirstbase%2FDocuments%20partages%2FGeneral%2F06%5FDocumentation%2FHandb%C3%BCher%2FCH%2DREP&amp;viewid=1a1f8eb7%2D2fbd%2D4594%2Db08a%2D352d1c04acbf&amp;FolderCTID=0x012000FA5A999047CFA747839195A10D33EB9B</a> |

## Authors and contributors

| Name                | Organisation    |
|---------------------|-----------------|
| Willutzki, Cornelia | GS1 Switzerland |
| Schneider, Marc     | GS1 Switzerland |
| Sippl, Maik         | GS1 Switzerland |
| Steiner, Fabienne   | GS1 Switzerland |

## Version 1.0

| Version | Date           | Author            | Summary of changes     |
|---------|----------------|-------------------|------------------------|
| 1.0     | 26 August 2026 | Steiner, Fabienne | Revision of the manual |

## Disclaimer

Despite all efforts to ensure the accuracy of the GS1 standards contained in this document, GS1 and any other party involved in the preparation of this document make no warranty (whether express or implied). Any liability for direct, indirect or other damages or losses arising in connection with the use of this document or resulting from the application of this document, regardless of the cause of action, including but not limited to accuracy, fitness for purpose or suitability, is excluded. This document may be revised from time to time, whether due to technological developments, changes to the standards or new legal circumstances. Some product and company names mentioned herein may be registered trade marks and/or registered trade marks of their respective companies. GS1 is a registered trade mark of GS1 AISBL.

# Table of Contents

|          |                                                                |           |
|----------|----------------------------------------------------------------|-----------|
| <b>1</b> | <b>Introduction .....</b>                                      | <b>4</b>  |
| 1.1      | How is this handbook structured?.....                          | 4         |
| 1.2      | Target audience .....                                          | 4         |
| 1.3      | Scope and limitations .....                                    | 4         |
| 1.4      | Glossary .....                                                 | 4         |
| <b>2</b> | <b>Step 1: Download product information from EUDAMED .....</b> | <b>5</b>  |
| <b>3</b> | <b>Step 2: Adjustments to the Excel template.....</b>          | <b>7</b>  |
| <b>4</b> | <b>Step 3: Upload data .....</b>                               | <b>8</b>  |
| <b>5</b> | <b>Step 4: Add swissdamed-specific details .....</b>           | <b>9</b>  |
| <b>6</b> | <b>Publishing data to swissdamed .....</b>                     | <b>11</b> |
| 6.1      | Publishing in the Item Editor (Draft Mode).....                | 11        |
| 6.2      | Publication via bulk upload .....                              | 11        |
| <b>7</b> | <b>Check the transfer to swissdamed.....</b>                   | <b>13</b> |
| <b>8</b> | <b>What happens next after initial registration? .....</b>     | <b>14</b> |
| <b>9</b> | <b>Support &amp; Contact Details .....</b>                     | <b>15</b> |

# 1 Introduction

## 1.1 How is this handbook structured?

This handbook guides you step by step with the 'Receipt of product information from EUDAMED' service and through the submission of UDI registrations to swissdamed in the role of a CH-REP.

## 1.2 Target audience

This manual is intended for all Swiss Authorized Representatives (CH-REP) in swissdamed who have subscribed to the 'Receipt of product information from EUDAMED' service.

## 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 'Support' menu item [in the 'Manuals & Tutorials' section](#).

## 1.4 Glossary

### GLN

A GLN (Global Location Number) is a globally unique identification number that describes a clearly defined legal entity or a company's location. It ensures that this legal entity can be identified unambiguously and uniquely across all GS1 systems, supply chains and digital platforms.

### SRN

A European registration number issued to a Manufacturer, Producer, Importer or Authorized Representative of medical devices when they register with the EU's *EUDAMED* system. It serves as a unique identifier for a company within the EU.

### CHRN

The Swiss registration number issued to a Manufacturer, Producer, Importer or Authorized Representative (CH-REP) when they register with the Swissmedic system, swissdamed. It is the Swiss equivalent of the SRN.

### Mandate

A written authorization whereby a foreign Manufacturer appoints a CH-REP to represent it vis-à-vis Swissmedic and to carry out defined regulatory tasks in Switzerland.

### Mandate ID

The Mandate ID is the unique number assigned to a mandate. It serves to uniquely identify a specific mandate within the system.

### EAM

The code 'EAM' in attribute 3182 'Contact type code' refers to the Legal Manufacturer's stakeholder role in EUDAMED/swissdamed.

### EAR

The code 'EAR' in attribute 3182 'Contact type code' refers to the stakeholder role of the respective EU or Swiss Authorized Representative in EUDAMED/swissdamed.

### UAT (User Acceptance Testing)

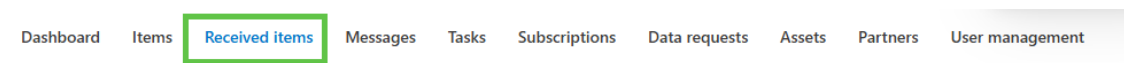
UAT refers to a test environment in which users check whether a system or software is functioning correctly.

### PROD

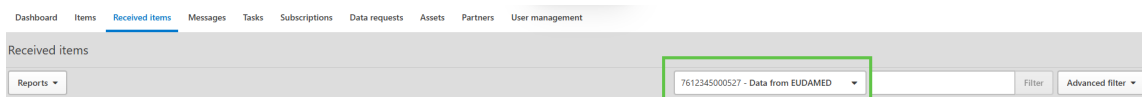
PROD refers to a system's production environment – in other words, the 'real' live version in which work is carried out.

## 2 Step 1: Download product information from EUDAMED

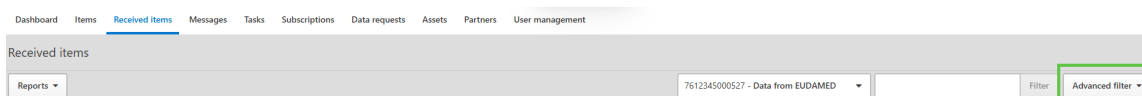
1. Log in to firstbase.
2. Go to the 'Received items' tab.



3. Make sure you are in the 'Data from EUDAMED' catalogue. If not, switch to this catalogue.



4. Click on the 'Advanced filters' button.



5. In the 'Actor code' filter option, filter by the SRN of your chosen client. To do this, enter the SRN in the field on the right.



If you do not need to register all products from manufacturer in swissdamed, we recommend using additional filter options. Depending on the specific case, filtering can be applied by legislation (MDR, MDD, etc.) and by GTIN. The **GTIN** filter option allows you to filter up to **100 GTINs**, while the **'Bulk GTIN'** option allows you to filter up to **1000 GTINs**.

To filter using the **'Bulk GTIN'** option, enter the desired GTINs and then click 'OK'. Please note that when using this filtering method, the items will **not** be displayed in the item list. To download the filtered GTINs, click **'Report'** and then select **'Filtered items to Excel, complete data set'**. Afterwards, continue with **step seven, item a**.

6. Click on 'Filter list'. The data from EUDAMED for the selected client will now be displayed.
7. Click on 'Reports' and select the option 'Filtered items to Excel, complete data set'. A few more settings are now required.
  - a. Give the report a name, e.g. the Manufacturer's SRN.
  - b. Select the option 'Product Data + Access Control'.
  - c. Select the option 'Selected attributes only'.
  - d. Use the 'Load from template' button to select the **'swissdamed Excel'** template'.
  - e. Click on 'Create report'.

Create report

If an item has both draft and live versions, only the live version is included in the report. If there is no live version, the draft is included instead.

Who should see this?

☒ Only Me
☐ Company

Attributes included

☐ All attributes
☒ Selected attributes only

Selected attributes

Add attribute

Clear all

Save template

Load from template

Certification information / Notified Body: Code / number (NA
Certification information / Certification standard (245)
Certification information / Certification effective end date tim
Certification information / Certification identification (253)
Chemical Regulation Information / Chemical regulation agen
Chemical Regulation / Chemical regulation name (302)
Regulated chemical / Regulated chemical code list agency na
Regulated chemical / Regulated chemical description / Langu
Regulated chemical / Regulated chemical name (315)
Healthcare Item Information / Does trade item contain huma
Healthcare Item Information / Does trade item contain latex
Medical Device Trade Item / Is trade item implantable (1118)

Swiss Healthcare Excel-Template

EUDAMED Excel-Template

swissdamed Excel-Template

ECHO + EUDAMED Excel Template

QS-Template

Marketing

B2B

AusUDID Excel-Template

GUDID Excel-Template

Manage Templates

Preset

Preset

Preset

Preset

Preset

Preset

Preset

Preset

Cancel

Create report

**Note:**



If the filter options are not displayed, they must be enabled first. To do this, use 'Add/Remove Filters' to enable the desired search option.

**Note:**



If you do not require the complete set of data for a client, but only a few UDI-DIs, you can use additional filter options to narrow down the items (e.g. by GTIN, risk class, etc.)

**Note:**



Download the items as reports every time; this has several advantages: You can assign a name to the report, which means it can be found in the 'Tasks' tab with a timestamp. Downloads via 'Export' are not stored in history and therefore cannot be traced.

Version 1.0, August 2026

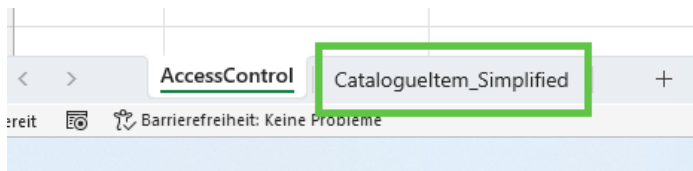
© 2026 GS1 Switzerland

Page 6 of 15

### 3 Step 2: Adjustments to the Excel template

Before the data can be uploaded into swissdamed, a few adjustments are required.

1. Open the Excel template you downloaded earlier.
2. Go to the 'CatalogueItem\_Simplified' tab.



The following points need to be adjusted:

- a. Target market (column B): As the data originates from EUDAMED, the target market 097 (EU) is currently specified here. The target market for Switzerland must be specified here instead. To do this, enter value 756 in column B for all items.

| Gtin                                   | TargetMarketCountryCode | DataRecipient | InformationProvider |
|----------------------------------------|-------------------------|---------------|---------------------|
| Trade item identification: GTIN (3059) |                         |               |                     |
| 07320451450746                         | 756                     |               | 7601009531545       |
| 07320451391834                         | 756                     |               | 7601009531545       |
| 07320451438164                         | 756                     |               | 7601009531545       |
| 07320451438140                         | 756                     |               | 7601009531545       |
| 07320451417190                         | 756                     |               | 7601009531545       |
| 07320450172069                         | 756                     |               | 7601009531545       |
| 07320450178481                         | 756                     |               | 7601009531545       |

- b. Data recipient (column C): The data recipient '**firstbase UDI Connector**' for swissdamed must **not** be entered here. It will only be assigned during publication (see chapter 6). To prevent the creation of a private dataset, this column must remain empty. Please delete only the **contents** of the column, **not the column itself**.

| Gtin                                   | TargetMarketCountryCode | DataRecipient | InformationProviderOfTradeItem |
|----------------------------------------|-------------------------|---------------|--------------------------------|
| Trade item identification: GTIN (3059) |                         |               |                                |
| 07320451450746                         | 756                     |               | 7601009531545                  |
| 07320451391834                         | 756                     |               | 7601009531545                  |
| 07320451438164                         | 756                     |               | 7601009531545                  |
| 07320451438140                         | 756                     |               | 7601009531545                  |
| 07320451417190                         | 756                     |               | 7601009531545                  |
| 07320450172069                         | 756                     |               | 7601009531545                  |
| 07320450178481                         | 756                     |               | 7601009531545                  |

- c. GLN information provider (Column D): The GLN for your company account in firstbase must be entered here.

| Gtin                                   | TargetMarketCountryCode | DataRecipient | InformationProviderOfTradeItem |
|----------------------------------------|-------------------------|---------------|--------------------------------|
| Trade item identification: GTIN (3059) |                         |               |                                |
| 07320451450746                         | 756                     |               | 7601009531545                  |
| 07320451391834                         | 756                     |               | 7601009531545                  |
| 07320451438164                         | 756                     |               | 7601009531545                  |
| 07320451438140                         | 756                     |               | 7601009531545                  |
| 07320451417190                         | 756                     |               | 7601009531545                  |
| 07320450172069                         | 756                     |               | 7601009531545                  |
| 07320450178481                         | 756                     |               | 7601009531545                  |

- d. Save the Excel template.

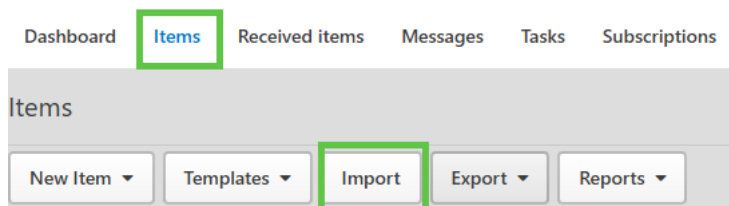


**Note:**

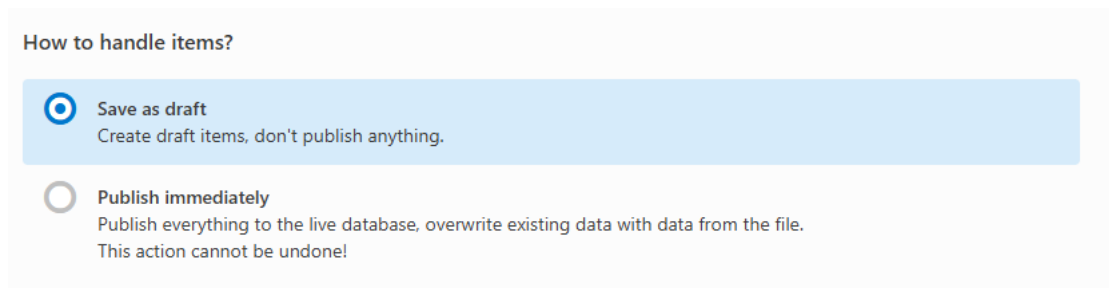
Numbers must always be entered in the Excel template using the '**Standard**' format. You recognise it by the green triangle in the relevant field.

## 4 Step 3: Upload data

1. Go back to firstbase.
2. Go to the 'Items' tab.
3. Click on the 'Import' option.



4. Select the desired file using the 'Browse' button.
5. Specify that you want to 'Save as draft'.

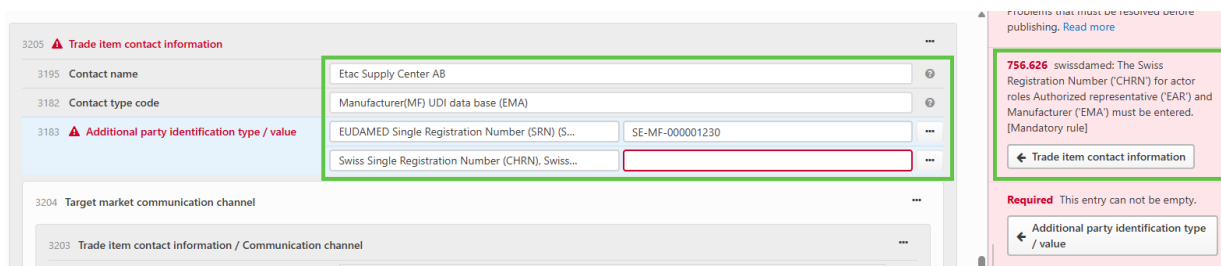


6. Click on 'Import'.

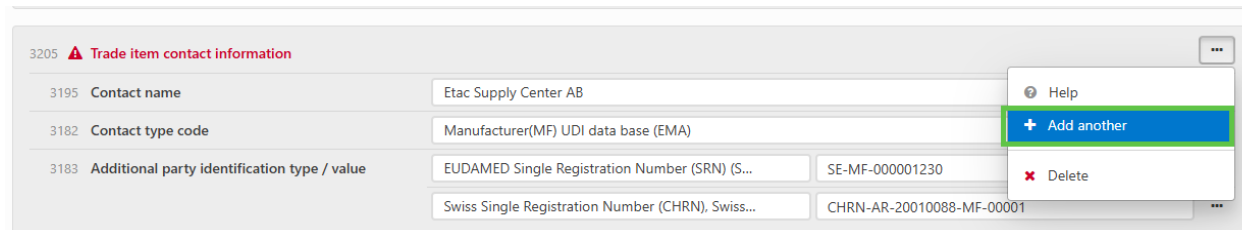
## 5 Step 4: Add swissdamed-specific details

To successfully register the data in swissdamed, you must also add the Mandate ID and the CHRN of the CH-REP from swissdamed:

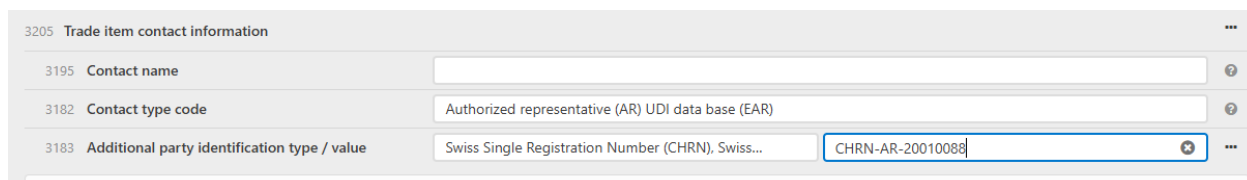
1. In firstbase, go to the 'Items' tab.
2. Open one of the previously uploaded items by clicking on the GTIN.
3. Add the Mandate ID and the CHRN as follows:
  - a. The Mandate ID is added in attribute **3183 'Additional party identification type / value'** together with attribute **3182 'Contact type code'** using the value **'Manufacturer (EMA)'**, directly below the SRN. Depending on your specific case, additional information, such as details to the EU Representative (EU-REP) or the Product Designer, may also be required.



- b. To provide the CHRN of the Swiss Authorized Representative (CH-REP), the **'Trade item contact information'** group must be repeated. First, verify whether the record already contains a repetition with attribute **3182 'Contact type code'** and the value **'Authorized representative (EAR)'**. If such an entry exists, the existing EU-REP SNR should be supplemented or replaced with the CHRN of the CH-REP (see item c.). If no such entry exists, click on the three dots in the upper right corner of the attribute group and then select **'+ Add another'** to create an additional occurrence of the attribute group.



- c. Now select **'Authorized representative'** for attribute **3182 'Contact type code'** and enter your **CHRN** below in attribute **3183 'Additional party identification type / value'**.



- d. Save and close the item.
4. You do not need to carry out these steps manually for all items. Now download the items you uploaded earlier including the one you adjusted manually, as described in ['Step 1'](#). This time, however, download the items from the 'Items' tab rather than from 'Received Items'.
5. Open the downloaded file. Now search the file for the client ID and enter it for all other items. Follow the same steps for the CHRN.

**Note:**  **Please make sure to perform the above steps separately for each mandate.** If mandates are mixed within the same file, there is a risk that an incorrect Mandate ID will be assigned to a mandate. In addition, there is a risk that the CHRN of the CH-REP will not be copied correctly into the columns next to attribute 3182 'Contact type code' and the value 'EAR', as some rows may contain a different number of populated repeating attribute group columns.

6. Save the file and upload it as described in [‘Step 3’](#).
7. Finally, carry out a few spot checks to ensure that no validation errors remain in the data.

## 6 Publishing data to swissdamed

Once you have entered and validated the product information, publish the products. Only then the data will be transmitted to swissdamed via the UDI Connector.

There are two different procedures for this:

### 6.1 Publishing in the Item Editor (Draft Mode)

1. Open the desired item in draft mode by clicking on the GTIN.
2. Then click on 'Publish preview'.
3. Under 'Who should see this?', select the 'Restricted' option and, under 'Data recipient', select the GLN of the UDI Connector (UAT: firstbase UDI Connector GLN **4399902421386** / PROD: firstbase UDI Connector GLN **7609999484735**).
4. Click 'Save'.
5. To publish the items, click on 'Publish'.

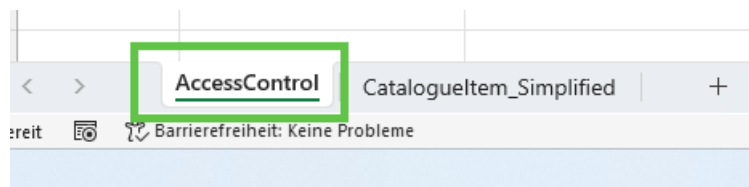


#### Note:

Only products without validation errors can be published.

### 6.2 Publication via bulk upload

If you wish to publish many items, you can do so via an Excel upload. To do this, use the 'Access Control' tab in Excel. This was downloaded along with the template.



1. The following details must be entered:
  - a. GTIN (column A)
  - b. Target market (column B). For swissdamed, this is always '756'.
  - c. Item level (column C). Please note that for hierarchies (products with multiple packaging levels, such as smallest unit, carton, outer packaging, etc.), you must always enter the GTIN for the highest level (e.g. outer packaging). If all levels were entered, errors would occur during transmission as the correct order could not be maintained.
  - d. Recipient GLN (column G). Always enter the GLN for the UDI Connector (UAT: firstbase UDI Connector GLN **4399902421386** / PROD: firstbase UDI Connector GLN **7609999484735**).

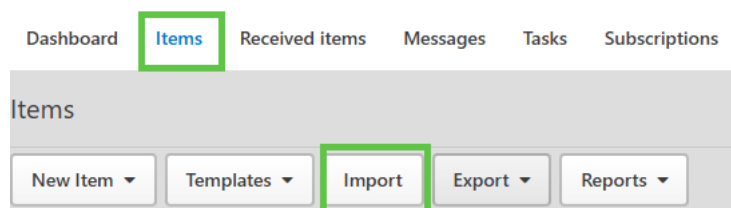
|    | A              | B                         | C                               | D                            | E                       | F                         | G              | H |
|----|----------------|---------------------------|---------------------------------|------------------------------|-------------------------|---------------------------|----------------|---|
| 1  | Gtin           | TargetMarketCountryCode   | TradeItemUnitDescriptorCode     | DescriptionShort             | PublishToTargetMarket   | AccessControlGroupName    | Gln[0]         |   |
| 2  | Gtin (NaN)     | TargetMarket Country Code | Trade Item Unit Descriptor Code | Trade Item Description Short | Publish To TargetMarket | Access Control Group Name | Publish to Gln |   |
| 3  | 07320451393241 | 756                       | BASE_UNIT_OR_EACH               |                              |                         |                           | 4399902421386  |   |
| 4  | 07320451438164 | 756                       | BASE_UNIT_OR_EACH               |                              |                         |                           | 4399902421386  |   |
| 5  | 07320451391834 | 756                       | BASE_UNIT_OR_EACH               |                              |                         |                           | 4399902421386  |   |
| 6  | 07320451450746 | 756                       | BASE_UNIT_OR_EACH               |                              |                         |                           | 4399902421386  |   |
| 7  | 07320451438140 | 756                       | BASE_UNIT_OR_EACH               |                              |                         |                           | 4399902421386  |   |
| 8  |                |                           |                                 |                              |                         |                           |                |   |
| 9  |                |                           |                                 |                              |                         |                           |                |   |
| 10 |                |                           |                                 |                              |                         |                           |                |   |



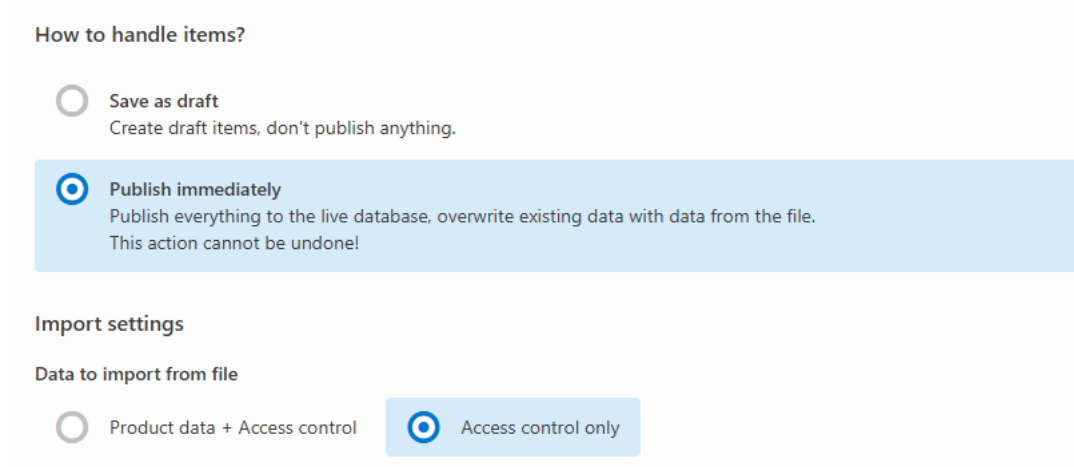
#### Note:

You can copy and paste the information from the 'CatalogueItem\_Simplified' tab.

2. Save the file.
3. Switch to the 'Items' tab.
4. Click on the 'Import' option.



5. Select the desired file using the 'Browse' button.
6. Specify that you want to 'Publish immediately' the items and upload 'Access control only'.



The screenshot shows the 'How to handle items?' section with two radio button options. The first option is 'Save as draft' with the description 'Create draft items, don't publish anything.' The second option is 'Publish immediately' with the description 'Publish everything to the live database, overwrite existing data with data from the file. This action cannot be undone!' and is selected with a blue circle. Below this is the 'Import settings' section with the heading 'Data to import from file'. It has two radio button options: 'Product data + Access control' and 'Access control only', which is selected with a blue circle.

7. Click on 'Import'.

## 7 Check the transfer to swissdamed

Once the items have been published either manually or via upload, you must check whether the data has been successfully transferred.

You can check the items in the item overview (the 'Items' tab) or in the 'Messages' tab. Depending on the CIC status received, the transmission was either successful, or not. The following statuses apply:

- 'CIC ACCEPTED' is only provided 'internally' by the recipient data pool as soon as data has been sent. No 'external' responses from the UDI Connector or the UDI database are available yet.
- 'CIC RECEIVED' is sent by the UDI database immediately after successful transmission. During this time, the item may temporarily be in 'Submitted' status and will not be updated until then.
- 'CIC SYNCHRONISED' is sent by the UDI database with a delay as soon as the final status is reached there. These items are fully 'Registered' in the UDI database. Updates can now be made.
- 'CIC REVIEW' is sent immediately if an error occurred during transmission via the UDI Connector or in the UDI database. The error can be viewed in detail under 'View in Messages' and, if necessary, corrected in the data record.

CIC messages are displayed as follows:

| Dashboard                                                                                              | Items | Messages | Tasks | Subscriptions | Assets | Dashboard                                                                             | Items | Received items | Messa |
|--------------------------------------------------------------------------------------------------------|-------|----------|-------|---------------|--------|---------------------------------------------------------------------------------------|-------|----------------|-------|
| Messages                                                                                               |       |          |       |               |        | Items                                                                                 |       |                |       |
| <div> <div>Last change date</div> <div> <div>08/09/2026 14:34:37</div> <div>Review</div> </div> </div> |       |          |       |               |        | <div> <div>New Item</div> <div>Templates</div> <div>Import</div> </div>               |       |                |       |
| <div> <div>09/09/2026 09:08:24</div> <div>Review</div> </div>                                          |       |          |       |               |        | <div> <div>Publication status</div> <div>CIC status</div> </div>                      |       |                |       |
| <div> <div>09/09/2026 09:08:27</div> <div>Review</div> </div>                                          |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>09/09/2026 09:08:26</div> <div>Review</div> </div>                                          |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>09/09/2026 09:08:31</div> <div>Review</div> </div>                                          |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>09/09/2026 09:08:39</div> <div>Review</div> </div>                                          |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>29/07/2026 09:32:24</div> <div>Received</div> </div>                                        |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>29/07/2026 09:28:22</div> <div>Received</div> </div>                                        |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |
| <div> <div>29/07/2026 16:49:22</div> <div>Received</div> </div>                                        |       |          |       |               |        | <div> <div>Published</div> <div>Synchronized</div> <div>View on Messages</div> </div> |       |                |       |

In the case of a 'CIC REVIEW', the blue arrow in the 'Messages' tab can be used to view why the item could not be registered or submitted.

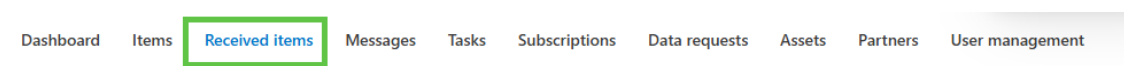
Please correct the error and resubmit the item.

## 8 What happens next after initial registration?

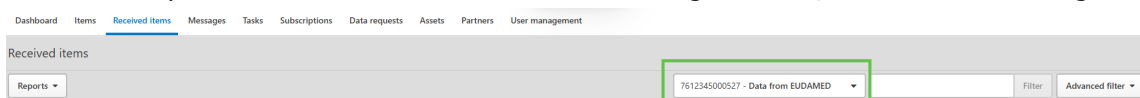
Following your initial registration in swissdamed, the Manufacturer may make changes to the UDI data stored in EUDAMED or may have registered new products. As the CH-REP, you must update these changes or new registrations accordingly for the products you have registered or carry out new registrations for new products. Please check regularly (weekly or monthly) for all mandates whether the Manufacturer has made any changes to the UDI data.

To do this, proceed as follows:

1. Log in to firstbase.
2. Go to the 'Received items' tab.



3. Ensure that you are in the 'Data from EUDAMED' catalogue. If not, switch to this catalogue.



4. In the 'Actor code' filter option, filter by the SRN of your chosen client. To do this, enter the SRN in the field on the right.



Next, filter by the 'Last change date'. Enter the date of your last upload as the start date and today's date as the end date.



5. Click on 'Filter list'. If no items are displayed after filtering, the Manufacturer has not made any changes or new registrations, and no further action is required. If items are displayed, please check whether any of the items for which you hold the mandate are affected. To do this, you can use further filter options as described in chapter 2.
6. Carry out all the steps from [chapter 2](#). (from step 7) up to and including chapter 7.

## 9 Support & Contact Details

Do you have any questions about the firstbase application?

In the 'Support' section of our website, you'll find everything you need to help you work with firstbase: a 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.

To ensure we can provide you with fast and efficient support, please describe the issue as precisely as possible. Ideally, you should include screenshots with your description.

You are welcome to submit your enquiry via our [contact form](#).