Ag Industry Identification System

Policy Document
# Table of Contents

**PURPOSE** ................................................................................................................................................. 4

**DEFINITIONS** ............................................................................................................................................ 4

- AGIIS .................................................................................................................................................. 4
- AGRICULTURAL PRODUCTS ............................................................................................................. 4
- AGRICULTURE ................................................................................................................................. 4
- ALLIED PROVIDER .......................................................................................................................... 4
- ANNUAL DEDEPLICATION PROCESS .......................................................................................... 5
- ANNUAL MAINTENANCE PROCESS ............................................................................................ 5
- AUTHORIZED VENDOR (AV) .......................................................................................................... 5
- AUTHORIZED VALUE-ADDED PROVIDER (AVAP) ................................................................. 5
- BAR CODE ...................................................................................................................................... 5
- BUSINESS ....................................................................................................................................... 5
- CONSUMER ....................................................................................................................................... 5
- DEMOGRAPHICS ............................................................................................................................ 5
- DIRECTORY ADMINISTRATOR (DA) ............................................................................................. 6
- DIRECTORY OVERSIGHT COMMITTEE (DOC) ............................................................................. 6
- EBITD ................................................................................................................................................ 6
- ENTITY ............................................................................................................................................... 6
- GLN .................................................................................................................................................... 6
- GTIN ................................................................................................................................................... 7

“04” NUMBERING CONVENTION ............................................................................................................ 7

**LOCATION** .......................................................................................................................................... 8

- MAILING ADDRESS ...................................................................................................................... 8
- MASTER DIRECTORY ...................................................................................................................... 8
- MEMBER SERVICES ........................................................................................................................ 8
- NAPD/HP ID CODE ........................................................................................................................ 8
- PRIMARY CONTACT ....................................................................................................................... 8
- PRODUCT ........................................................................................................................................... 8
- SUBSCRIBER .................................................................................................................................... 8
- SUBSCRIBER ADMINISTRATOR ................................................................................................... 8
- SUBSCRIBER SUBSET DATA ......................................................................................................... 9
- TRADING PARTNERS ..................................................................................................................... 9
- USER ................................................................................................................................................ 9

**SUBSCRIPTIONS** .................................................................................................................................. 9

- ELIGIBILITY ....................................................................................................................................... 9
- PAYMENT OF FEES AND TERMINATION OF ACCESS .............................................................. 9

**NON-SUBSCRIBER ACCESS** ............................................................................................................. 10

**ANTITRUST** .......................................................................................................................................... 10

**USE OF DATA** ...................................................................................................................................... 10
**Purpose**

Ag Industry Identification System (AGIIS) was initially developed as a product of RAPID, Inc. AgGateway Corporation (AGW) assumed full responsibility for AGIIS in November of 2008. AGW actively enables agri-business to achieve the economic and stewardship benefits of electronic business. AGW develops and maintains the quality of commonly supported standards, procedures and databases. AGW also facilitates effective and efficient implementation of electronic business among its members.

The purpose of the AGIIS directory is to provide information and services that facilitate the exchange of electronic information in the agriculture industry. To this end, the directory is a subscriber-supported repository for products, licenses/agreements and entities. It is the responsibility of users and subscribers to ensure entities, and products in the directory are as accurate and up-to-date as possible. The directory provides a number of tools and services to the subscribers to facilitate this.

AGIIS makes available unique, common identifiers and a set of common data elements for Products, geographic Locations, Businesses and Consumers, facilitating efficient business collaboration and data exchange.

Other uses of AGIIS, including but not limited to activities such as mass mailing for marketing purposes, are considered beyond the scope of AGIIS and are not appropriate uses of the data.

**Definitions**

**AGIIS**

The Ag Industry Identification System (AGIIS) is database and software that combine to deliver a common set of identifiers and data elements to the Agricultural industry and other related businesses to foster eBusiness and e-Commerce between and among those companies.

**Agricultural Products**

Agricultural products are tangible products input to, relating to, used in, concerned with or resulting from the practice of agriculture. Lawn and garden, turf and ornamental pest and disease control products, as well as animal and pet health products are included in this definition.

**Agriculture**

The science or business of raising useful plants and animals. Agriculture concerns itself with cultivating the soil, producing crops, feeding, treating and raising livestock and in varying degrees the preparation and marketing of the resulting products. In the broadest sense, this definition includes plants that are raised for home and commercial purposes and animals that are raised as pets.

**Allied Provider**

An Allied Provider is vendor, consultant or other provider of goods and/or services that supports and benefits from electronic commerce in the agricultural products industry. An Allied Provider could also be an authorized vendor. (See below)
Annual Deduplication Process
A process that is performed on the AGIIS database on an annual basis to identify duplicates. The process is based on the business rules approved by the Directory Oversight Committee. This process usually occurs the middle of December and is run after the Annual Maintenance activities.

Annual Maintenance Process
A series of maintenance activities that is performed annually on the AGIIS database to improve data quality and data integrity. The activities usually occur the middle of December and are approved by the Directory Oversight Committee. For a list of the activities performed see Appendix E.

Authorized Vendor (AV)
An AV is a third-party organization working on behalf of one or more Subscribers who interact with AGIIS to provide data or transactional services to a Subscriber. AVs must sign the AGW AV agreement.

Authorized Value-Added Provider (AVAP)
An AVAP is an Allied Provider that signs the AGW AVAP agreement, registers a value-added application with AGW, pays a registration fee, and offers value added services on a fee basis to AGIIS Subscribers.

Bar Code
A precise arrangement of parallel lines (bars) and spaces both of varying widths. The bar code represents data elements and can be read by a scanner such as QR Codes, PLU Data Bar codes, etc.

Business
Business is an entity classification used to indicate that the entity engages in transactions related to products or services consumed by others. A business may be identified with an EBID and GLN or GLN only.

Consumer
Consumer is an entity classification used to indicate that the entity purchases and uses products or services. A Consumer may be identified with an EBID and GLN or GLN only.

Demographics
Demographics consist of the name and address data (including mailing/physical address information, Lat/Long reference data, phone number attributes and SPLC) necessary or customarily used to designate and locate entities.
**Directory Administrator (DA)**

Company (1) - A third party vendor, contracted to maintain and administrate AGIIS and enforce the policies as established by AGW through the Directory Oversight Committee. The current Directory Administrator is CSC Covansys, Inc.

User (2) - When used in the context of AGIIS operation, Directory Administrator is a User classification that has broad privileges assigned to an individual(s) who manages the directory. Normally a staff member of the company contracted to maintain and administrate AGIIS. Also known as Member Services.

**Directory Oversight Committee (DOC)**

A standing committee of AGW charged with providing governance for AGIIS. See DOC Accountability, Operation, Structure & Membership sections for further definition.

**EBID**

E-Business Identification code: The EBID is a 13-character alpha-numeric code used to identify physical locations, including but not limited to, manufacturing facilities, distribution facilities, retail locations, end-use businesses, drop points, rail sidings, and locations identified by geographic location (latitude and longitude.) EBID identifiers have the same value as the GLN assigned to the entity.

**Entity**

An entity is a unique combination of name and location conducting business within the agricultural industry. Each entity is uniquely identified in AGIIS with a GLN. An Entity also may be enumerated with an EBID depending upon its classification.

**GLN**

Global Location Number is a unique 13-digit identifier that consists of a company prefix issued by GS1, a location reference code and a check digit. The GLN can be used along with common data elements to identify physical locations, legal entities and individual persons within the agricultural industry. All active entities in AGIIS are identified with a GLN. AGW maintains prefixes for the purpose of creating GLNs for entities that do not have prefixes themselves. The resulting GLN is referred to as an “AGIIS assigned GLN”.

**GLN Annual Reuse Process**

A process conducted on an annual basis by the AGIIS Directory Administrator. The process will place GLN’s eligible for reuse in the AGIIS Reuse Pool. Complete details of the of the GLN Annual Reuse Process can be found in Appendix D of the AGIIS Policy document.

This process was discontinued in 2022 resulting from GS1’s GLN Non-Reuse Policy that went into effect July 1, 2022

**GLN Reuse**

A requirement by the GS1 agreement with AgGateway states; when a GLN has been inactive for four years it is eligible to be reassigned to a new entity.
As of July 1, 2022, GS1 implemented the GLN non-reuse rule stating that an allocated GLN Shall Not be allocated to another party and/or location.

**GLN Reuse History**

A history table that is maintained in the AGIIS database that keeps track if a GLN has been placed in the Reuse Pool, or if it has been reassigned it will detail the demographics of the prior entity assigned. This history table is accessible to AGIIS Users form the website.

**GLN Reuse Pool**

When a GLN becomes eligible for reuse, it is added to a table so AGIIS may reassign it to a new entity. This table is referred to as the "Reuse Pool".

**GLN Reuse User Defined Exemption**

Is a GLN that has been exempted from the Annual GLN Reuse Process by AGIIS Users. Users have the capability to exempt a GLN from reuse using the web interface. The entity must be inactive and in the subscriber’s subset to add the exemption status. The exemption status expires annually, and will need to be re-exempted annually as necessary.

As of July 1, 2022, GS1 implemented the GLN non-reuse rule stating that an allocated GLN Shall Not be allocated to another party and/or location. Exemption functionality was removed from the AGIIS user interface as a result.

**GTIN**

Global Trade Item Number is the AGW standard identifier for agricultural products in AGIIS. The GTIN, as defined in the AGW standard, is a 14-digit code consisting of an indicator digit, a company code issued by GS1 or assigned by AGW using the “04” Numbering Convention (below), a unique product number assigned by the manufacturer, and a check digit.

**“04” Numbering Convention**

The “04” Numbering Convention is used to create a 7-digit Company Identification Number. It is provided by AGW, solely for the purpose of uniquely identifying a company and its products within the AGIIS Directory. A company number created using the “04” Numbering Convention may NOT be used to generate bar codes for physical display of what is commonly referred to as a Global Trade Item Number (GTIN). A company which desires to affix industry standard bar codes for GTIN identification purposes to their product(s) and product packaging must obtain a valid GS1 manufacturer code from the GS1 before affixing such type of identification to its products. **The Company Identification Number issued by AGW, using this numbering convention, is the property of AGW and may be changed or modified at AGW’s discretion.**
Location
A location is an entity classification used to indicate that the entity is a physical place that cannot be identified as a Business or Consumer. Locations are entities (see Entity definition) and are enumerated with a GLN industry identifier only.

Mailing Address
Mailing address is the address to which the USPS regularly delivers mail for the entity.

Master Directory
Master Directory is the database portion of AGIIS. It contains the AGIIS unique common identifier data, common data elements and the Subscriber Subset Data.

Member Services
See Directory Administrator

NAPD/HP ID Code
An acronym for the 16 digit North American Purchaser Directory/Harvest Partners Identification Number, formerly used primarily as a unique identifier for growers and farm businesses. The number, while no longer used, has been retained in history as a reference number.

Primary Contact
The individual at a Subscriber company with responsibility for the directory information and has authority to make decisions on behalf of the Subscriber. This person is not necessarily the same person who is responsible for the day-to-day operations. There is one Primary Contact and one Secondary Contact for all Subscribers.

Product
The highest level in a hierarchy of data that provides information about agribusiness products. The hierarchy consists of “Product information”, “Package Size information”, and “Package Configuration information”. Objects at the package configuration level are typically products that can be seen on store shelves. Package configurations are uniquely identified by the global identifier, GTIN.

Subscriber
A Subscriber is any organization or individual that has signed a Subscriber Agreement with AGW agreeing to participate in AGIIS in accordance with the AGIIS Subscriber policies and procedures, including but not limited to payment of subscription fees. The Directory Administrator enrolls subscribers in AGIIS. During the enrollment process the Directory Administrator grants the appropriate system privileges to the Subscriber, which determines their level of access available to the AGIIS Subscriber Administrator.

Subscriber Administrator
Each Subscriber company has one or more Subscriber Administrators. A Subscriber Administrator is responsible for:
• Adding, updating and inactivating User records
• Managing User access privileges for their specific Subscriber
• Managing their Subscriber’s AGIIS profile including:
  o Adding and maintaining Agreements
  o Creating and maintaining Entity Contacts (used for Entity Add Notifications)
  o Establishing and maintaining product security at both the Subscriber level and product level

**Subscriber Subset Data**

Subscriber Subset Data is the proprietary data submitted by a Subscriber used to establish a relationship with the AGIIS unique common identifier data and the Subscriber’s proprietary code. The Subscriber’s subset is used to identify entity/product records in which the Subscriber has interest, enabling the subscriber to be notified when changes occur to data associated with their subset.

**Trading Partners**

Trading Partners are entities that conduct commercial dealings between and among themselves for the purpose of ultimately delivering goods and services to Consumers.

**User**

A User is defined as an individual who is registered in AGIIS. Users are enrolled into the system by either the Directory Administrator or the Subscriber Administrator. All Users (except Directory Administrators) must be associated with a Subscriber.

**Subscriptions**

**Eligibility**

Any organization that is involved in the manufacture, distribution, packaging, transport, sale, or financing of agricultural products and is engaged in the exchange of e-commerce transactions relating to these activities is eligible to become a Subscriber.

The organization must register with AGW, pay any required subscription and set-up fees, and be approved as “eligible” by AGW. Allied Providers are eligible to subscribe to AGIIS. Authorized Vendors and Authorized Value-Added Providers are classified as Allied Providers and must enter into a written agreement with AGW specifying adherence to the AGIIS policies and guidelines contained herein to gain access to AGIIS. The agreement will be maintained at AGW’s offices. See Appendix C for Allied Provider policies.

**Payment of Fees and Termination of Access**

To retain access to AGIIS, an organization must pay any appropriate fees. If fees become 60 days past due, a past due notice will be sent to the Subscriber. The Subscriber must pay or make arrangements for late payment within 30 days from the date of the past due notice. After 30 days if dues have not been paid or arrangements for late payment have not been made, access to AGIIS will be terminated.
Non-Subscriber Access

AgGateway offers Non-Subscribers access to search for Global Location Numbers (GLNs), Global Trade Item Numbers (GTINs) and associated demographics. This access is provided through a web interface, as well as an automated method to access the unique identifiers, to encourage eBusiness in the industry. Web-based access and limited automated web service searches are free; fees accrue once a user exceeds a certain number or level of web service searches.

Antitrust

All business concerning AGIIS within AGW will be conducted under the terms and conditions of the AgGateway Anti-Trust Guidelines. See Appendix A.

Use of Data

The Subscriber's Subset Data, consisting of products and entities (businesses, consumers and locations) may constitute proprietary and commercially valuable data that is and will remain the property of each Subscriber.

AGW will not incorporate the data obtained from Subscribers into its own proprietary databases or make any other use of the data except as necessary to create and maintain the Master Directory in AGIIS.

Notwithstanding the foregoing, Subscriber may disclose to its direct trading partners who are not AGIIS Users, AGIIS Unique Common Identifiers or Common Data Elements obtained from AGIIS, on an individual basis as necessary to facilitate Subscriber’s trading relationship with its direct trading partners. In no event may a Subscriber sell, exchange for anything of value, distribute in bulk or make available as a database any AGIIS Unique Common Identifiers or Common Data Elements obtained from AGIIS.

Subscribers may not use the AGIIS common IDs acquired from AGIIS for purposes other than identification of products or entities (businesses, consumers and locations) in the context of processing e-business transactions, without prior written authorization from AGW. See Subscriber Agreement in Appendix B. Authorized Value-Added Providers may use AGIIS data acquired from AGIIS only as prescribed in the AGW Authorized Value-Added Provider agreement.

AGIIS Data

Entity

Entity Organization

From an Entity perspective, AGIIS supports two unique identifiers.

| EBID  | The EBID is a legacy identifier used in the industry as a way of identifying entities occupying a particular role in the supply chain. These roles include Manufacturer, Distributor, Reseller/Retailer, and Specialty or End Use Business. The data value stored as the EBID will be a GLN code. |

AGIIS Data
GLN
The GLN is a GS1 Identification Key used for any location (physical, operational or legal) that needs to be identified for use in the supply chain. It is a unique 13-digit industry-wide identifier assigned to each entity involved in agriculture.

Entity Classification
Entities in the directory are classified into three categories; Business, Consumer and Location. Entities may be classified as both a Business and a Consumer. Entities classified as a Location may have no other classification.

<table>
<thead>
<tr>
<th>Business</th>
<th>Engages in transactions related to products or services consumed by others.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer</td>
<td>Purchases and uses products or services.</td>
</tr>
<tr>
<td>Location</td>
<td>A physical place that cannot be identified as a Business or Consumer.</td>
</tr>
</tbody>
</table>

Entity Enumeration
Two industry-wide identifiers are used to uniquely identify an entity in the industry: the GLN and the EBID. All active entities in AGIIS are assigned a GLN; EBIDs are assigned to fewer entities (see the table below.)

GLN numbers are assigned by either the company that owns the location, if they are a member of GS1 and have their own GS1 prefix, or by the AGIIS system for entities that do not meet the GS1 requirement for owning a company prefix. EBID’s will have the same value as the GLN assigned to the entity.

In AGIIS, all entities are assigned a unique AGIIS ID. As depicted in the chart below the industry-wide identifiers are assigned based on the entity classification.

<table>
<thead>
<tr>
<th>Entity Classification</th>
<th>EBID &amp; GLN</th>
<th>GLN Only</th>
<th>SPLC</th>
<th>AGIIS ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumer</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Location</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

The intent of the entity classification is to generally identify the type of activity in which the entity engages in the industry. It should be understood that each subscriber has the ability within their data transmissions to create a relationship which may conflict with the relationship defined in the directory and/or defined by others in the industry.

When a conflict arises between subscribers and the directory, it is between the subscribers to resolve the discrepancy where it exists.

Inappropriate EBID Enumeration
Assigning EBID codes are inappropriate under any of the following conditions:
- Solely to accommodate an individual Subscriber’s internal system codes;
- Company obtaining credit under the auspices of another, credit worthy company;
- To establish a Subscriber’s corporate hierarchies;
- Different departments within a physical location, i.e., accounts payable
• To keep track of different types of transactions, i.e., inter-branch transfers, cash sales;
• Separate loading docks within a physical location
• For entities that are out of business;
• Buying groups that are not legal entities
• Contacts or employees at a physical location
• Business equipment
• The business assigned an EBID must be a legal entity, and not be acting as a commissioned agent for another entity.

Entity Verification
Entity verification is a process used to ensure the submitted, required entity data is accurate (such as Entity Status, Name/Location, and Address). There are four verification options available in AGIIS

• Member Services - the entity request will be routed to the Directory Administrator for verification. Use of this option incurs a fee paid by the subscriber to AgGateway no matter the outcome of the request (accepted or declined). In the event an entity is unverifiable (entity refuses to verify, can’t be reached or requested information is incorrect) the request will be declined.
  a. Two levels of Member Services Verification are available
    i. Tier 1 – Verification done without direct contact with the entity such as internet search.
    ii. Tier 2 - Verification requiring direct contact with the entity. Selecting Tier 2 verification requires the user provide a phone number. Providing an email address in the comments section is advised, but not required.
• Subscriber – the entity information has been verified by the subscriber submitting the request. Information may be directly applied to AGIIS. Subscribers who don’t already have a verification process in place are encouraged to use the same methodologies used by Member Services.
• Self – someone from the entity supplied the entity information. Information may be directly applied to AGIIS.
• No verification or blank

Users

User Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewer</td>
<td>A User that can search the website.</td>
</tr>
<tr>
<td>Extractor</td>
<td>A viewer that can also schedule and receive extracts</td>
</tr>
<tr>
<td>Contributor</td>
<td>Extractors that can also add, edit, and delete directory information.</td>
</tr>
<tr>
<td>Subscriber</td>
<td>A contributor that can also add, update and delete other Users associated with the same Subscriber. Includes ability to manage agreements,</td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
</tr>
</tbody>
</table>
licenses, entity contact lists, subscriber’s profile and product fields specific to the subscriber.

| Directory Administrator | A member the staff of the 3rd party contracted to maintain and administrate AGIIS and enforce the policies as established by AGW through the Directory Oversight Committee (currently CSC Covansys, Inc.). |

**Privileges**

Privileges control access to system functionality. Privileges are assigned at two levels; Subscriber and User. Subscriber Privileges are assigned by the Directory Administrator.

User level privileges are assigned by the Subscriber Administrator and are limited to the list of privileges granted to the Subscriber. The following privileges can be assigned.

- **E-Business** - Search/View, Request Add, Request Update, Manage Subset
- **Entity** – Manage Extracts, Request Activation, Submit Files, and Submit Duplicates
- **GLN** - Search/View, Request Add, Request Update, Manage Subset
- **Product** - Search/View, Request Add, Request Update, Manage Subset, Manage Extracts, Submit Files
- **Purchaser** - Search/View
- **User** - Search/View, Request Add, Request Update
- **Subscriber**\(^1\) - Search/View, Request Add, Request Update

**Extracts**

Users who are granted the appropriate privileges can schedule and download extracts. File formats and documentation can be found under the AGIIS Links menu.

<table>
<thead>
<tr>
<th>Extract Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBID Subset Extract</td>
<td>Contains the EBID and GLN identifiers, demographic data and the subscriber’s proprietary code for each entity in the subscriber’s EBID subset.</td>
</tr>
<tr>
<td>EBID Update Extract</td>
<td>Reports any change to entities in the subscriber’s EBID subset.</td>
</tr>
<tr>
<td>GLN Subset Extract</td>
<td>Contains the GLN identifier (and EBID if available), demographic data and the subscriber’s proprietary code for each entity in the subscriber’s GLN subset.</td>
</tr>
<tr>
<td>GLN Update Extract</td>
<td>Reports any change to entities in the subscriber’s GLN subset.</td>
</tr>
<tr>
<td>Product Extract</td>
<td>There are a variety of product extracts available (full, custom, adds &amp; changes, adds only) that can be customized to the user’s needs. Only products that the subscriber is authorized to view will be included in the extract.</td>
</tr>
</tbody>
</table>
| License Extract    | Full Extract contains every license associated with agreements owned by the extracting subscriber.  
                   | Subset Extract contains all licenses associated with entities in the subscriber’s EBID or GLN subset. (Only licenses that the subscriber has been authorized to see.)  
                   | Subset Changes is similar to Subset Extract, but only contains licenses added, updated or deleted since the last run time of the extract. Further customization options are available. |

\(^1\) Subscriber privileges Search, Request Add and Request Delete are only available to the Directory Administrator

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Rev. August 2022
AgGateway’s Responsibilities

AGW’s responsibilities are administered by the AGW Directory Oversight Committee and the AGW Digital Resource Center.

AGW is responsible for contracting a Directory Administrator to host and maintain AGIIS.

AGW is responsible for monitoring and ensuring compliance with the policy described in this document. This responsibility is accomplished with assistance from the Directory Administrator.

AGW is responsible for establishing subscription pricing, billing Subscribers appropriately, and collecting subscription fees.

AGW is responsible for monitoring, recommending, and arranging for regular AGIIS software updates and enhancements.

Changes to AGIIS Functionality

All requests for enhancements, changes or modifications must be evaluated against the purpose of the directory and the AgGateway organization. Accordingly:

• No change of direction for AGIIS can be established without an assessment of impact to current subscribers.
• New functionality to AGIIS cannot be added without performing due diligence to ensure existing functionality is not compromised.
• Current validation thresholds of existing AGIIS data cannot be lowered without approval of a majority of those AgGateway member subscribers voting and a 2/3 majority of the voting membership of the DOC.
• Any direction/change for AGIIS that disables a current valid business function cannot be implemented without unanimous approval of the voting membership of the DOC, the Digital Resource Center and the AgGateway Board of Directors.
• New data elements cannot be added to AGIIS without the DOC first defining the element and establishing appropriate and reasonable validation rules.
• No outside influence or accountable parties can prevent ongoing maintenance of AGIIS unless the DOC determines that outside approval is required for a specific maintenance issue.
• Directory maintenance resource allocations cannot be used for new enhancements without approval of a simple majority of the DOC.

AGIIS Operating Rules

AGIIS operating policy must be approved by AGIIS Subscribers.

• The approval of AGIIS Subscribers shall be defined as a 2/3 majority of AGIIS Full Subscribers in good financial standing which are in favor of the resolution.
• In the case of a new AGIIS operating policy request, the policy is accepted upon approval by 2/3 of the subscribers. After a new policy request is accepted, it becomes current.
• In the case of a requested change to a current AGIIS operating policy, the policy is deemed changed upon unanimous approval by AGIIS Subscribers.
• The AgGateway Digital Resource Center shall be responsible for dissemination, solicitation and counting of all ballots for voting on AGIIS operating policy.
The Digital Resource Center will be responsible for setting timelines for the voting on policy changes.

**DOC Accountability**

The DOC is accountable to the AgGateway Digital Resource Center.

- The Chair of the DOC reports to the DOC as a whole.
- When compliance issues (with regard to achievement of the outcome, and compliance with the operational limitations) arise, they will be reported to the Digital Resource Center.
- A summation of DOC yearly activities and performance results will be presented annually to the AgGateway Board of Directors by the AgGateway Executive Vice President.

**DOC Operation and Meetings**

DOC meetings should be held at a minimum of once a month via conference call or face to face meeting.

- Robert’s Rules is used as guidance for the meeting protocol.
- Quorum is a simple majority of all the voting members of the DOC.
- For the purposes of conducting business efficiently, guests who desire to attend a DOC meeting must request permission to do so from the Chair. Participation in the business of the DOC by invited guests will be limited by the chair.
- Any governance structure should encourage and enable the efficient collection, evaluation and implementation of AGIIS subscriber requests.

**DOC Structure and Membership**

The DOC shall be comprised of representatives from AgGateway members that subscribe to the directory and from other interested parties.

The DOC should be composed of knowledgeable, qualified individuals within the AgGateway community.

- Voting members of the DOC must come from Full AGIIS subscriber members of AgGateway.
- The voting membership of the DOC shall be comprised of no more than fifteen and no fewer than eight individuals.
- The Digital Resource Center will use the Subscriber Representation Matrix (Appendix F), to nominate candidates for voting seats on the DOC. The AgGateway Executive Committee will approve candidates nominated by the Digital Resource Center to serve on the DOC.
- The DOC shall maintain non-voting advisory seats for the AGIIS database vendor and the AgGateway staff.
- The DOC may create non-voting advisory positions as needed to further the efficient business of the DOC.
- Any given subscriber member may have only one representative to the DOC at a given time.
- The terms of service for the DOC are three years.
  - The membership of the DOC should be staggered in three-year increments.
o Terms of service expire at the third annual meeting following the representative’s appointment to the DOC. Representatives may be re-appointed to another term of service by going through the standard nomination process.
  o If a representative leaves the DOC before their term of service is complete, a replacement is permitted. The DOC is responsible for filling vacancies.
- Task Forces will be created by the DOC as needed.
  o The DOC will assign tasks to each task force at the time of formation.
  o A member of the DOC will be assigned as liaison to a task force.
  o Task Force members may or may not be members of the DOC.
- The Chair and Vice Chair of the DOC shall be appointed by the Digital Resource Center.
  o The term of service for Chair and Vice Chair is one year for each position. Terms of service begin at the AgGateway annual meeting.
  o The Vice Chair will automatically succeed the Chair.

Directory Administrator’s Responsibilities

Subscriber Management
Subscriber management is a Directory Administrator function. The Directory Administrator enrolls all Subscribers and initial Subscriber Administrators. Any entity with an Industry Code can be enrolled as a Subscriber, once Subscriber requirements are met.

Unique Industry Identifier Codes
The Directory Administrator is responsible for unique GLN identifier assignment, and for verifying the uniqueness of the GTIN that is assigned by each product manufacturer. The Directory Administrator has limited responsibility for maintaining the integrity of the demographic data to the extent detailed below, and for facilitating distribution of all data extracts.

AGIIS Directory Administrator is responsible for ensuring all Subscribers receive the same unique code for a given entity or product. The Directory Administrator is responsible for using and enforcing guidelines described in this document to ensure unique codes are assigned. If a Subscriber submits a request to add a code that is in conflict with the guidelines, the Directory Administrator is authorized to reject the request. Disputes arising from any challenges will be addressed by the Directory Oversight Committee.

Data Integrity
The Directory Administrator is responsible for maintaining integrity of the unique identifiers and certain data elements. This entails following the established guidelines and validation rules for adding new entities and maintaining existing entities.

Validation Requirements
• Maintain the quality of the data in the AGIIS through sophisticated data cleansing and validation procedures.
• Enforce population of all required fields
• Follow current USPS standards for mailing and physical address standardization. Review addresses that do not meet USPS Standards and approve or reject over-ride.
• Implement consistent naming conventions
• Regularly update area codes for area code splits on a schedule agreed upon with AGW.
• Annually inactivate entities that have no Subscriber cross-references.
• Review any entity that has a pending update on entity status of bought out, replaced, and out of business.

**Subscriber Responsibilities**

Subscribers are responsible for payment of subscription fees, for designating primary and secondary AGIIS business contacts (these contacts are not to be confused with the AGW member business contact), for designating one or more Subscriber Administrators, for insuring that all Users abide by AGIIS policies and guidelines and for synchronizing their internal data with AGIIS.

The Subscribers have ultimate responsibility for providing accurate and reliable content to AGIIS.

User management is a Subscriber Administration function. The Subscriber Administrators enroll and maintain the User base for the Subscriber.

**User Responsibilities**

Users are responsible for following the AGIIS policies and guidelines and for maintaining their own individual profile within AGIIS. Willful disregard for AGIIS policies and guidelines may result in loss of access for the User and/or Subscriber.

**Exceptions and Changes to This Policy**

Any request for exceptions to these policies must be made to the AGIIS Directory Oversight Committee for review and approval. The Directory Oversight Committee may grant exceptions. Exceptions must be documented and communicated to AGW business and technical contacts. The Directory Administrator is not authorized to grant exceptions.

Requests for changes to this policy must be submitted to the Directory Oversight Committee for consideration. The Directory Oversight Committee will:

- Communicate the requested change to all AGW business and technical contacts through the AGW office,
- Allow time to accept input from the membership,
- Consider the requested change and the input received from members,
- Make a recommendation to the AGW Digital Resource Center that the policy be changed or deny the request.

A majority vote of the Directory Oversight Committee is required to deny or recommend a policy change. (A quorum of greater than half of the members of the Directory Oversight Committee is required for voting on policy changes. In the case of an email vote, quorum is achieved if over half of the committee members reply.)

The AGW Digital Resource Center will make the final determination if the policy will be changed. It is the Directory Oversight Committee’s responsibility to communicate the final decision to the membership and to appropriately update this policy document.
Appendices

Appendix A – AgGateway Anti-Trust Policy

While some activities among competitors are both legal and beneficial to the industry, group activities of competitors are inherently suspect under the antitrust laws. Agreements or combinations between or among competitors need not be formal to raise questions under antitrust laws, but may include any kind of understanding, formal or informal, secretive or public, under which each of the participants can reasonably expect that another will follow a particular course of action.

Each of you is responsible to see that topics, which may give an appearance of an agreement that would violate the antitrust laws, are not discussed at your meetings. It is the responsibility of each participant in the first instance to avoid raising improper subjects for discussion. This reminder has been prepared to assure that participants in meetings are aware of this obligation. A copy of the AgGateway Antitrust Guidelines must be available to meeting participants for viewing, either in print or via the internet, at every AgGateway meeting.

The "Do's" and "Don'ts" presented below highlight only the most basic antitrust principles. Each participant in a meeting should be thoroughly familiar with his/her responsibilities under the antitrust laws and should consult counsel in all cases involving specific situations, interpretations, or advice.

DON'T

1. DO NOT, in fact or appearance, discuss or exchange information regarding:
   (a) Individual company prices, price changes, price differentials, mark-ups, discounts, allowance, credit terms, etc., or data that bear on price (e.g., costs, production, capacity, inventories, sales).
   (b) Industry pricing policies, price levels, price changes, differentials, etc.
   (c) Industry production, capacity or inventories.
   (d) Bids on contracts for particular products; procedures for responding to bid invitations.
   (e) Plans of individual companies concerning the design, production, distribution, promotion, or marketing of particular products, including proposed territories or customers.
   (f) Matters relating to actual potential individual customers or suppliers that might have the effect of excluding them from any market or of influencing the business conduct of firms toward such suppliers or customers.

2. DO NOT discuss or exchange information regarding the above matters during social gatherings incidental to meetings, even in jest.

DO

1. DO adhere to prepared agendas for all meetings and object when meeting minutes do not accurately reflect the matters that transpired.
2. DO understand the purposes and authority of the group.
3. DO consult with your company counsel on all antitrust questions relating to the activities, discussions or meetings of the group.
4. DO protest against any discussions, meetings or activities that appear to violate the antitrust laws; disassociate yourself from any such discussions or activities and leave any meeting in which they continue.
Appendix B – AGIIS Subscriber Agreement

AGGATEWAY CORPORATION

The Undersigned Company ("Subscriber") agrees to participate in and subscribe to the AG Industry Identification System (AGIIS), developed and maintained by CSC, on behalf of AgGateway Corporation ("AgGateway") and its authorized subscribers with the following terms and conditions:

1. DEFINITIONS:
   - **Subscriber** – is a business entity that is a trading partner with other agricultural businesses that has agreed to abide by the AGIIS Guidelines set forth by AgGateway and to pay the appropriate fees to AgGateway in order to participate in the AGIIS.
   - **AGIIS Users** – are the employees or agents of the Subscriber who may view, update or extract information for the directory.
   - **Common Data Elements** – data elements that consist of but are not limited to Business Name, Mailing Address, Physical Address, City, State, Zip, Phone, Contact Name, and DBA Name.
   - **The AGIIS Unique Common Identifier Data** – provided by AGIIS to facilitate electronic information exchange and processing. They include, but are not limited to:
     - GLN
     - Product ID
     - GTIN
   - **Subscriber Subset Data** – is the proprietary data submitted by a Subscriber used, along with other information, to establish The AGIIS Unique Common Identifier Data.
   - **Master Directory** – AGIIS database containing The AGIIS Unique Common Identifier Data, Common Data Elements and the Subscriber Subset Data.
   - **Global Location Number (GLN)** – a unique identification of legal entities, trading parties and locations worldwide within the GS1 System.
   - **Global Trade Item Number 14 (GTIN-14)** – a unique identification of products that uses GS1 - 14 (EAN/UCC -14) standard numbering structure.
   - **Electronic Business (eBusiness)** – A generic term covering information definition and exchange requirements within and between enterprises, including customers, by electronic means.

2. AGIIS SYSTEM DEVELOPMENT AND PURPOSE: The AGIIS Unique Common Identifier Data and Subscriber Subset Data are used to facilitate electronic information exchange and processing within the agricultural industry.
3. **SUBSCRIBER SUBSET DATA USE RESTRICTIONS**: AgGateway acknowledges that Subscriber Subset Data constitutes proprietary and commercially valuable data that is and will remain the property of Subscriber. AgGateway agrees that it will not incorporate the data obtained from Subscriber into its own proprietary databases or make any other use of the data except as necessary to create and maintain the Master Directory and to generate The AGIIS Unique Common Identifier Data. The Subscriber agrees that at all times they will not sell, disclose or exchange any GLN or AGIIS Unique Common Identifiers individually or with related Common Data Elements contained in AGIIS to any third party other than current AGIIS Users, without prior written authorization from AgGateway. Subscriber agrees not to sell, disclose or exchange Common Data Elements obtained from AGIIS and associated with GLN or GTIN-14 to any third party other than current AGIIS Users, without prior written authorization from AgGateway. Notwithstanding the foregoing, Subscriber may disclose to its direct trading partners who are not AGIIS Users, AGIIS Unique Common Identifiers or Common Data Elements obtained from AGIIS, on an individual basis as necessary to facilitate Subscriber’s trading relationship with its direct trading partners. In no event may Subscriber sell, exchange for anything of value, distribute in bulk or make available as a database any AGIIS Unique Common Identifiers or Common Data Elements obtained from AGIIS. AgGateway reserves the right to restrict or eliminate a Subscriber’s access to or use of AGIIS, without a refund of any fees paid, if AgGateway determines, in its sole and unfettered discretion, that the Subscriber has in any way violated the language or spirit of this prohibition and further reserves the right to seek damages from Subscriber for any violation of the restrictions in this paragraph. Subscriber agrees not to use The AGIIS Unique Common Identifier Data for purposes other than identification of business entities, products, geographic locations or consumers in the context of processing eBusiness transactions, unless otherwise approved by AgGateway.

4. **CONFIDENTIALITY**: AgGateway covenants and agrees at all times, from and after the date hereof to use its best efforts to: (i) to keep the Subscriber Subset Data confidential, (ii) not to use Subscriber Subset Data on its own behalf or on behalf of any other person, firm or entity, and (iii) not to disclose any Subscriber Subset Data to any third party, without the Subscriber’s advance written authorization. The term Subscriber Subset Data shall not include any information which is in the public domain as of the date hereof or which hereafter becomes part of the public domain other than as a result of any act or omission by either party in violation of this Agreement.

5. **FEES**: Subscriber agrees to pay the appropriate development fees, set up fees, annual maintenance fees and other agreed upon special assessment fees assessed by AgGateway.

6. **WARRANTY, INDEMNIFICATION AND LIABILITY**: AgGateway warrants that no portion of The AGIIS Unique Common Identifier Data will infringe on any patent, copyright, trade secret or other proprietary right of a third party.

The Subscriber warrants that it will use The AGIIS Unique Common Identifier Data only for the specific industry use of conducting eBusiness. The Subscriber agrees to indemnify, defend and hold AgGateway harmless from and against liabilities, suits, causes of action, claims or expenses arising from any breach of this warranty.

Subscriber acknowledges that AGIIS Users maintain the Subscriber Subset Data and Common Data Elements. AgGateway is not responsible for the accuracy of the content of the Subscriber Subset Data and Common Data Elements that are maintained by the AGIIS Users.
In the event of a breach or threatened breach by either party of the provisions of this Agreement, the other party shall be entitled to an injunction restraining the disclosure or use, in whole or in part, of any Subscriber Subset Data. Nothing herein shall be construed as prohibiting either party from pursuing any other available remedy for such breach or threatened breach, including the recovery of damages.

AGGATEWAY’S LIABILITY TO SUBSCRIBER, ANY AGIIS USERS OR ANY OTHER PARTY FOR ANY BREACH OF THIS AGREEMENT OR ANY OTHER CLAIM OR CAUSE OF ACTION, WHETHER IN CONTRACT, QUASI-CONTRACT, TORT, UNDER ANY STATUTE OR UNDER ANY THEORY OF LIABILITY OR RECOVERY WHATSOEVER, WHETHER THE CONDUCT OF AGGATEWAY IS PURPORTEDLY INTENTIONAL, WILLFUL, NEGLIGENT, GROSSLY NEGLIGENT OR INADVERTENT, IS EXPRESSLY LIMITED TO THE ACTUAL DAMAGE CAUSED BY THE CONDUCT OF AGGATEWAY OR A RETURN OF THE SUBSCRIBER’S FEES PAID TO AGGATEWAY, WHICHEVER IS LESS. IN NO EVENT SHALL AGGATEWAY BE LIABLE TO ANY PARTY FOR ANY SPECIAL, CONSEQUENTIAL, PUNITIVE, INCIDENTAL, OR INDIRECT DAMAGES, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY, AND WHETHER OR NOT AGGATEWAY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SUBSCRIBER UNDERSTANDS AND AGREES THAT THIS LIMITATION OF LIABILITY IS AN INTEGRAL PART OF THE AGREEMENT AND THAT AGGATEWAY WOULD NOT ALLOW SUBSCRIBER ACCESS TO THE AGIIS ABSENT ITS AGREEMENT TO THIS TERM.
Appendix C – Allied Provider Policy

Allied Provider Policy

It is AGW’s intent and desire to involve Allied Providers with AGIIS. Allied providers can add value for AGIIS subscribers, thus making AGIIS more useful and more widely used. Opening AGIIS to Allied Providers may provide Allied Providers with revenue opportunities. AGW sees this as good for all parties involved.

- AGW reserves the right to determine if a company qualifies as an Allied Provider based on the definition in the AGIIS policy document. AGW also reserves the right to deny companies Allied Provider status if AGW determines that granting Allied Provider status is not in the best interest of AGW, AGIIS, or subscribers.
- Determination of Allied Provider Status is a function of the AGW Digital Resource Center, with a recommendation from the Directory Oversight Committee.
- Allied Providers are eligible to subscribe to AGIIS, and to do so must sign an Allied Provider Subscriber Agreement.
- In addition to subscribing, there are two other options for Allied providers to access AGIIS – they can become an Authorized Vendor or an Authorized Value-Added Provider.
  - To become an AGIIS AV, an Allied Provider and the subscriber who they are working for, must sign the AGW Authorized Vendor and Data Release Agreement. By signing this agreement, the Allied Provider agrees to abide by the rules and policies established by AGW in this policy document and, the subscriber authorizes AGW to allow the Allied Provider to access their data.
  - AV’s are set-up with a logon ID by a Subscriber Administrator and given the appropriate privileges. The Subscriber Administrator determines the privileges that the AV is entitled to. Neither AGW nor Directory Administrator is responsible for privileges that are assigned to an AV by a subscriber.

Authorized Value-Added Provider (AVAP)

- To become an AGIIS AVAP an Allied Provider must sign the AGW Authorized Value-Added Provider Agreement. By signing this agreement, the Allied Provider agrees to abide by the rules and policies established by AGW in the AGIIS policy document and pay the appropriate fees to AGW. By means of the AGW AVAP Agreement, the Allied Provider registers the Application, with AGW, that they will be using to provide value added services to subscribers.
- The AVAP’s Application must be approved by the Directory Oversight Committee. If a non-disclosure agreement is required by the AVAP, the DOC may assign the approval requirement to an AGW staff member.
- A separate AGW AVAP Agreement must be signed for each application that will be offered by the AVAP to subscribers.
- AGW will establish AVAP registration fees.
- AVAPs agree that data from AGIIS, and data from AGIIS with value added, will be provided to AGIIS subscribers only, per the AGW AVAP Agreement.
- If an Authorized Value-Added Provider wishes to provide their registered product or service to a company or business that does not subscribe to AGIIS, that AVAP is:
  - Responsible to ensure that the company or business that will receive their services becomes a subscriber to AGIIS.
• Responsible to ensure that the company or business signs an AGIIS subscriber agreement and pays the subscription fee to AGW. Alternately the AVAP may pay the subscription fee on behalf of the company or business.

• AVAPs e-business applications that use AGIIS data must conform to Ag E-standards.
• AVAPs must provide AGW with the list of customers that are receiving AGIIS data or value-added data derived from AGIIS data. AGW reserves the right to audit the AVAPs customer list.
• AVAPs have access to the same extracts, loads, and web services that other subscribers have. Access to some information will be limited based on AGW’s confidentiality agreements with subscribers or other data access policies defined in the AGIIS policy document.
• AVAPs may request an entity subset for a registered application. AGW will determine on a case by case basis if a subset is appropriate. If a subset is granted, the AVAPs subset can only contain entities that are in their customers’ subsets.
• AVAPs must ensure that data changes and updates are applied to their application and their customer’s database, where applicable, within one week of receipt of the update.
• AVAPs cannot access subscriber’s subsets.
• Any “special” web service that an AVAP wants to use with AGIIS that is not part of the AGIIS standard set of web services, must be developed, tested and maintained by the Directory Administrator with prior approval from AGW.

Appendix E – AGIIS Annual Maintenance Process

Annual Maintenance Process

The AGIIS Annual Maintenance Process is a series of maintenance activities that is performed annually on the AGIIS database to improve data quality and integrity. The activities usually occur the middle of December and are approved by the Directory Oversight Committee. Subscribers are sent a separate Update Extract with changes to their subset resulting from annual maintenance activities. Below is a list of the approved activities.

• **Locatable Address Conversion System (LACS)** - Entities in AGIIS will be updated with the physical addresses provided by the United States Postal Service that have been changed for 911 emergency system conversions.

• **National Change of Address (NCOA)** - Entities in AGIIS will be updated with the mailing addresses provided to the United States Postal Service by the USPS COA (change-of-address) form.

• **Inactivating Entities with no Subscriber Cross Reference** - Entities in AGIIS that are not in any subscriber's entity subset (Orphan) will be updated with the record status of Inactive.

• **Area Code Splits** - Entities in AGIIS will be updated with new telephone area codes as necessitated by area code splits.

• **City/State Review** - The entity database is checked to ensure that all active records have the city and state fields populated where appropriate.

• **Address Standardization Update** – Validate all active/inactive entities against the USPS address directories and apply updates where needed.

• **De-Duplication** – This is a process that identifies entity records that are considered duplicates of one another based on the business rules determined by AGIIS subscribers. Entity records not determined to be a survivor are inactivated and communicated to subscribers.
  o On April 11, 2018 the Directory Oversight Committee approved a business rule related to suffix matching which will limit the number of reactivations post de-dupe.
# Appendix F – Subscriber Representation Matrix

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