



The Global Language of Business

National Product Catalogue - NPC

User Guide

June 2024 | v1.1



CONTENTS

Overview 3

HOW TO...

Create a new Product 4

Send data to a retailer 5

Search and filter 6

Edit, change or delete 7

Questions?

We can help

T 1300 227 263 - (Option 4, 1 and 2)

E npccustomersupport@gs1au.org



OVERVIEW



This is your Products Page, from here you can:

- A** Create products
- B** Search and filter products
- C** View retailer responses
- D** View product statuses
- E** Add pricing or update products



What's new?

Your base, inner and case are now grouped together so you can easily manage all product levels at once.

Coloured product lines indicate:

GREEN

Successfully submitted

WHITE

Draft product

RED

Submission error

A Create

Add a new product to your catalogue

B Search and Filter Bar

Filter your product list by retailer or conduct single or bulk searches

C Retailer Responses

View which retailers your product is available to and the responses to your item and price data

The screenshot shows the 'National Product Catalogue' interface for 'RL Supplier 1'. It features a search bar with filters for 'All' and 'GGB'. A table lists products with columns for 'Your code', 'GTINs', and 'Description'. The first product is 'Dusky's Australian Native Bushberr Lemon Myrtle 350 g' with a 'Not Submitted' status. The second product is 'Georgial's Paste 600 g' with a 'Draft' status. The third product is 'Georgial's Paste 230 g' with a 'Submitted' status. A detailed view of the third product is shown on the right, including a 'Recipient' column with 'Metcash (ALM)' and 'Received' status, and a 'Type' column with 'Grocery' and 'Foodbuy' options. A 'Create a Copy' menu is also visible on the right side of the detailed view.

D Status Symbol Meanings

- Item in **Draft**, not submitted to NPC Data Pool.
- Item submission to NPC Data Pool **In Progress**. Contact NPC Support if status persists for more than 2 hours.
- Item successfully **Submitted** to NPC Data Pool. Important: Check Item and Price columns for Recipient Statuses.
- Item submission **Failed Validation**. Contact NPC Support.

E Action Menu

You can add pricing, update, change or duplicate products, from the Action Menu

HOW TO... create a new product



To create and submit a product you need to:

- 1 Create a new product from the **Products Page**
- 2 Enter all your product GTINs
 **Ensure GTINs are correct as you cannot change these later**
- 3 On the **Product Details** page enter your product data in the **Attribute Sections**
- 4 Review and submit your data
 **You can add pricing after submitting**



What's new?

Your data is now auto-saved and you can fix validation issues across all product levels from a single page.

3 Attribute Sections

Navigate through your data in the **Attribute Sections**; the Validation Icons indicate the data validation status as you go

Validation Icons

-  Error: Action needed before submitting
-  Warning: Please review
-  Passed validation

1 Create New Product

4 Review and Submit

Resolve any validation errors and review your data to **Submit** to your catalogue; after submitting you can add pricing or publish to a retailer

HOW TO... send data to a retailer



To send data to a retailer you need to 'add pricing' or 'publish'.

There are two methods to do this, you can:

A Click the **Retailer Option** after you submit a product

or

B Use the **Action Menu** on the Products Page and click the **Retailer Option**

For retailers who do not require pricing, you can Publish to Retailer instead via the same options.



What's new?

Pricing screens are customised for each retailer and price updates now auto end-date the previous pricing.

A Product Submitted

06521590762528 GSI Australia Juice Orange 1 L

The item data has now been submitted. To send this data to your Retailer(s), please Add Price or Publish.

Grocery

- Add Price for Coles
- Add Price for Woolworths AU
- Add Price for Metcash (IGA)
- Add Price for Metcash (CCC)
- Add Price for WOW PH SFTP 02
- Add Price for WOW PH SFTP 04
- Publish to FSANZ
- Publish to Foodbuz

B

Create a Copy

View

Edit

- Add Price for Coles
- Add Price for Woolworths AU
- Add Price for Spar
- Add Price for Metcash (IGA)
- Add Price for 7-Eleven
- Add Price for Metcash (CCC)
- Add Price for Coles Liquor
- Add Price for Metcash (ALM)
- Add Price for WOW PH SFTP 02
- Add Price for WOW PH SFTP 04
- Add Price for Pharmacy 4 Less

Edit Item Type

Delete...

Price Status

You can specify if the price is new or is a decrease or increase

Retailer Specific Information

Important information for this retailer appears here; read this before submitting pricing

Pricing Data

Here you can enter your pricing data; once complete click **Submit** to send to the retailer

Price Status

Price Decrease

Effective Date

15/04/2024

Basis Quantity

1 EACH

Pricing

National

Regional

Distribution Method

Direct Store Delivery

List Price

\$ 5.00

Submit

Product Submitted

06521590762528 GSI Australia Juice Orange 1 L

The item data has now been submitted. To send this data to your Retailer(s), please Add Price or Publish.

Grocery

Add Price for Coles

Add Price for Woolworths AU

Add Price for Metcash (IGA)

Add Price for Metcash (CCC)

Add Price for WOW PH SFTP 02

Add Price for WOW PH SFTP 04

Publish to FSANZ

Publish to Foodbuz

Product Details

GTIN: 06521590762528

Description: GSI Australia Juice Orange 1 L

This is a price (excl. GST) for the Base. The Basis Quantity relates to your product's Invoice Unit.

Price Status

Price Decrease

Effective Date

15/04/2024

Basis Quantity

1 EACH

Pricing

National

Regional

Distribution Method

Direct Store Delivery

List Price

\$ 5.00

Submit

HOW TO... search and filter



You can use the Search and Filter Bar on the Products Page to create filtered views of your entire catalogue.

Search and filter functions include:

- A** Retailer Filter
- B** Product Search
- C** Bulk Search

There are 30 products per page, you can use the **Page Navigation** to navigate multiple pages.



What's new?

You can conduct bulk searches by copying and pasting GTINs, brands or keywords into the **Bulk Search** window.

A Retailer Filter
Use the drop-down to filter by retailer

B Product Search
Search by brand, keyword, GTIN, product name or product code

Page Navigation
Use the arrows to navigate pages

C Bulk Search
You can search by copying and pasting lists of GTINs, brands or keywords into the text area

NS	Description	Recipient	Item	\$ Price	Type
09878909875 (Base) 0987890983 (Inner) 0987890982 (Case)	Dusky's Australian Native Bushbarns Lemon Myrtle 350 g	Not Submitted			Grocery Pharmacy Wholesale Pharmacy Retail Pharmacy 4 Less Foodbuy Woolworths Coles Grocery
GGB-20 09387654653457 (Base) 09387654653464 (Inner) 09387654653471 (Case)	Georgia's Paste 600 g	Not Submitted			Grocery Foodbuy
GGB -10 09309876789097 (Base) 09309876789103 (Inner) 09309876789110 (Case)	Georgia's Paste 230 g	Metcash (ALM) ✓ Received	Received	Received	Grocery Foodbuy

HOW TO... use the Action Menu



To edit a draft product:

- A** **Edit and Make Changes**
Use **Action Menu**

To delete an existing product:

- 1** Click **Delete** in the **Action Menu**
- 2** Specify the effective date and confirm the deletion



What's new?

Updates, deletions and changes to your product data apply to all levels of your product at once.

A

Use the Action Menu

If the item icon is **Draft** then use the **Action Menu** to **Edit** the item.

If the item icon is not **Draft** then use the **Action Menu** to **Make Changes** to the item.

2

Delete product

Products should only be deleted if they are no longer available. For any other changes, please contact Support.

GTIN	Brand	Sub-Brand	Description
09309878909875			
09309878909875	Dusky's		
			Dusky's Australian Native Bushbars Lemon Myrtle 350 g

Return to Product List **Delete**

!

If you accidentally delete a product, you can contact NPC Support to assist with reinstatement

1

Add Price for Pharm
Add Price for Pharm
Edit Item Type
Delete...

About GS1 Australia

GS1 is a neutral, not-for-profit organisation that develops and maintains the most widely used global standards for efficient business communication. We are best known for the barcode, named by the BBC as one of “the 50 things that made the world economy”. GS1 standards and services improve the efficiency, safety and visibility of supply chains across physical and digital channels in 25 sectors. With local Member Organisations in 116 countries, 2 million member companies (over 22,000 in Australia) and 10 billion scans of over 1 billion products that carry the GS1 barcode, every day. GS1 standards create a common language that supports systems and processes across the globe.

For more information visit the **GS1 Australia website** or follow us on **LinkedIn**, and our **YouTube** channel.

GS1 Australia

Head Office, 8 Nexus Court, Mulgrave VIC 3170
Locked Bag 2, Mt Waverley VIC 3149
T 1300 227 263 | **F** +61 3 9558 9551 | **ABN** 67 005 529 920
www.gs1au.org

GS1 is a registered trademark of GS1 AISBL.
3448_0624

CONNECT WITH US

