



The Global Language of Business

National Product Catalogue - NPC

User Guide

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Questions?

We can help

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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 'GGB' entered, a 'Create New Product' button, and a table of products. The table has columns for 'Your code', 'GTINs', and 'Description'. Three products are listed, with the first one in a white row (Draft) and the others in green rows (Submitted). A detailed view of a product is shown on the right, including a 'Bulk Search' button, a 'Last updated' dropdown, and a table of retailer responses with columns for 'Recipient', 'Item', '\$ Price', and 'Type'. 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.

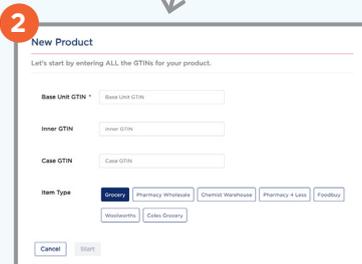
3 Attribute Sections

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



New Product

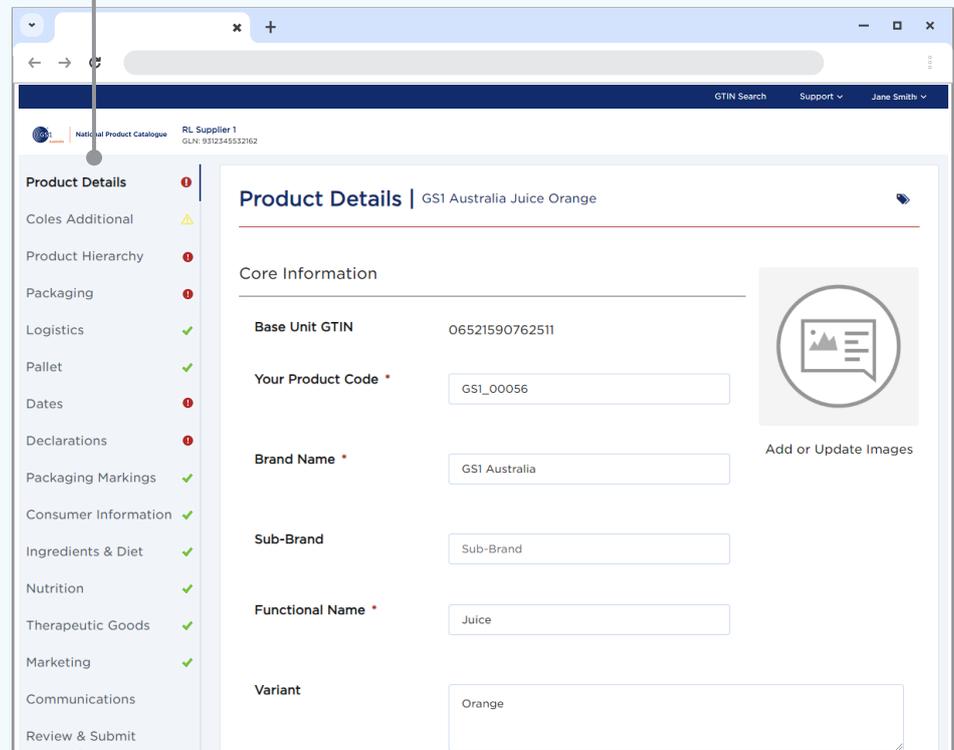
Let's start by entering ALL the GTINs for your product.

Base Unit GTIN *

Inner GTIN

Case GTIN

Item Type



National Product Catalogue RL Supplier 1 GLN: 9512345532162

Product Details | GS1 Australia Juice Orange

Core Information

Base Unit GTIN 06521590762511

Your Product Code *

Brand Name *

Sub-Brand

Functional Name *

Variant

Add or Update Images

Product Details (Error icon)

Coles Additional (Warning icon)

Product Hierarchy (Error icon)

Packaging (Error icon)

Logistics (Passed icon)

Pallet (Passed icon)

Dates (Error icon)

Declarations (Error icon)

Packaging Markings (Passed icon)

Consumer Information (Passed icon)

Ingredients & Diet (Passed icon)

Nutrition (Passed icon)

Therapeutic Goods (Passed icon)

Marketing (Passed icon)

Communications

Review & Submit

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... 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

Supplier	Description	Recipient	Item	\$ Price	Type
Dusky's	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	Georgia's Paste 600 g	Not Submitted			Grocery Foodbuy
GGB -10	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.

The screenshot shows the National Product Catalogue interface. A 'Delete product' modal is open, displaying a warning: 'Products should only be deleted if they are no longer available. For any other changes, please contact Support.' The modal contains a table with columns: GTIN, Brand, Sub-Brand, and Description. The data row shows: 09309878909875, Dusky's, Dusky's Australian Native Bushbars Lemon Myrtle 350 g. Below the table are two buttons: 'Return to Product List' and 'Delete'. To the right, the 'Action Menu' for a product is visible, with options: 'Add Price for Pharmacy Wholesale', 'Add Price for Pharmacy Retail', 'Edit Item Type', and 'Delete...'. A red 'Draft' icon is visible next to the product name in the table.

2

!

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

1

Add Price for Pharmacy Wholesale
Add Price for Pharmacy Retail
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.

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