

CONTENTS

OVERVIEW

Products page	3
Search and filter	4
Edit, change or delete	5

USER JOURNEYS

Adding products with no recipient	6
Adding recipients (with pricing)	9
Adding recipients (without pricing)	11

GLOSSARY

Status icons	13
---------------------	----

Questions?

We can help

T 1300 227 263 - (Option 3 and 1)

E npccustomersupport@gs1au.org



OVERVIEW: Products page



This is your Products Page, from here you can:

- A** Create products
- B** Search and filter products
- C** View recipient 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 rows 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 Recipient Responses

View which recipient 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 'Products' section with a search bar and filters. A table lists products with columns for 'Your code', 'GTINs', and 'Description'. The first row is a draft product (white), while the others are successfully submitted (green). A 'Recipient Responses' panel is open for the first product, showing a list of recipients and their response status (e.g., 'No Recipients', 'Received').

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

OVERVIEW: 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** Recipient Filter
- B** Product Search
- C** Bulk Search

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

A Recipient Filter
Use the drop-down to filter by recipient

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

Recipient	Item	\$ Price	Type
No Recipients	Dusky's Australian Native Bushbars Lemon Myrtle 350 g		Grocery Pharmacy Wholesale Pharmacy Retail Pharmacy 4 Less Foodbuy Woolworths Coles Grocery
No Recipients	Georgia's Paste 600 g		Grocery Foodbuy
Metcash (ALM) ✓ Received	Georgia's Paste 230 g	✓ Received	Grocery Foodbuy

Bulk Search
Enter or paste GTINs, product codes or description keywords below

```
931428900044  
3749275662846  
2456742194804  
6568099537562  
90800347731232  
19183375013402
```

Close Search

OVERVIEW: Edit, change or delete

To edit a draft product:

A Edit and Make Changes using the **Action Menu**

To delete an existing product:

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

Note: 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 details.

If the item icon is not **Draft** [such as 🌿 or ⚠️] then use the **Action Menu** to **Make Changes** to the item (adding price, edit item type).

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			
09309878909883	Dusky's		
09309878909892			
Dusky's Australian Native Bushberr Lemon Myrtle 350 g			

Return to Product List Delete

1

Add Price for Product

Edit Item Type

Delete...

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

USER JOURNEY: Adding products with no recipient

What is a User Journey?

User Journeys detail the step-by-step process to achieve a specific goal in the NPC. The scenarios featured in this guide are some common use-cases which a beginner may encounter while using the NPC for the first time.

How to add products:

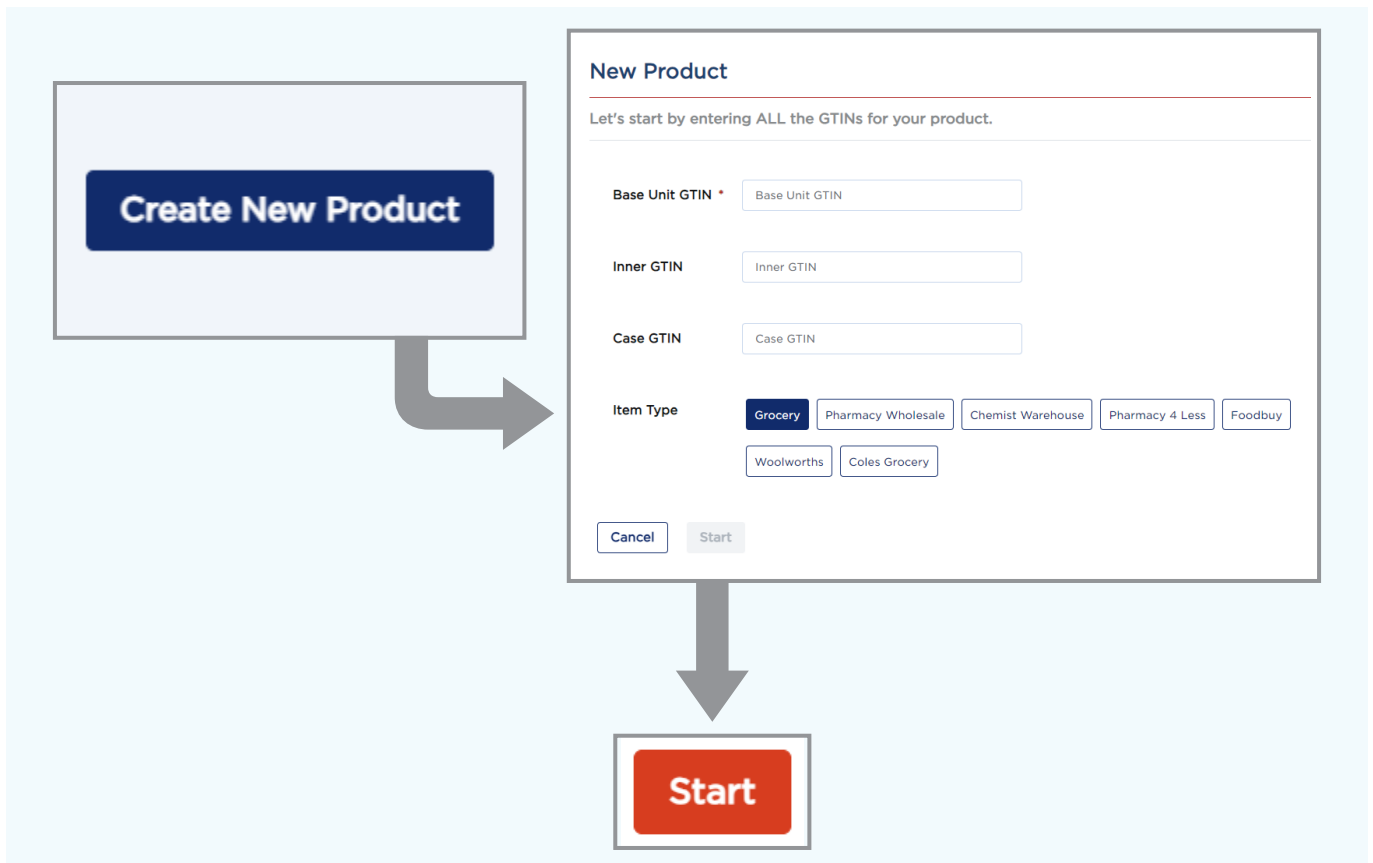
Select **“Create New Product”** from the Products screen

Enter in your product GTINs (“Base” is required, include “Inner” and “Case” GTINs if applicable)

Note: Ensure your GTINs are correct as you cannot change these later.

Select the item type. Additional item types can be added later, but item types **cannot be removed** once they have been set.

Select **“Start”** to create the product entry



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
- ✓ **Confirmed:** Passed validation

Product Details

GSI Australia Juice Orange

- Coles Additional ⚠
- Product Hierarchy !
- Packaging !
- Logistics ✓
- Pallet ✓
- Dates !
- Declarations !
- Packaging Markings ⚠
- Consumer Information ✓
- Ingredients & Diet ✓
- Nutrition ✓
- Therapeutic Goods ✓
- Marketing ✓
- Communications ✓
- Review & Submit

Core Information

Base Unit GTIN: 06521590762511

Your Product Code *

Brand Name *

Sub-Brand

Functional Name *

Variant

Add or Update Images

Complete Product Details:

From here you can enter product information (such as brand and product names, descriptions, country of origin, tax details, etc.). Selecting **“Next”** will advance through the additional product information pages, such as Packaging, Logistics, Ingredients, Nutrition, etc.

You can manually select from the list of pages in the navigation pane (left hand column), or simply select **“Next”** to advance through each page.

As each product information page is completed, icons will display in the navigation pane to show what information remains outstanding.

- ! The red **“Error”** icon indicates missing information required to pass validation rules.
- ! The yellow **“Warning”** icon indicates potentially missing information (for example, items submitted to FSANZ requiring specific statements);
- ✓ The green **“Confirmed”** icon indicates that information (if required) is complete and has not failed any validation rules.

Once all information is entered and is passing validation rules, head to the **Review & Submit page** and select **“Submit”** to publish your product.



Note: If the only options are **“Previous”** and **“Product List”**, this means there are outstanding errors in your data. Clearing these up will make the **“Submit”** option appear.

Product Details	!
Foodbuy	✓
Product Hierarchy	!
Packaging	!
Logistics	✓
Pallet	✓
Dates	!
Declarations	!
Packaging Markings	⚠
Consumer Information	✓
Ingredients & Diet	⚠
Nutrition	✓
Therapeutic Goods	✓
Regulatory	✓
Pharmacy	✓
Marketing	⚠
Communications	✓
Review & Submit	

Product successfully submitted

After selecting “Submit”, you will see the following screen:

Product Submitted

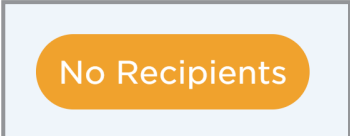
The item data has now been submitted. To send this data to your Retailer(s), please Add Price or Publish.

Grocery	Convenience	Liquor
Add Price for Coles	Add Price for Spar	Add Price for Coles Liquor
Add Price for Woolworths AU	Add Price for 7-Eleven	Add Price for Metcash (ALM)
Add Price for Metcash (IGA)		
Publish to Drakes		Pharmacy
Add Price for Ausfec (The Distributors)		Add Price for Pharmacy 4 Less
Add Price for Metcash (CCC)		
Publish to FSANZ		
Publish to Foodbuy		

From here you can select to **add prices** for recipients requiring price information, or to **publish** the product information directly to recipients who do not require pricing. These options can also be accessed from the Action menu on the products page.

Upon returning to the **products page** (if pricing not added via the previous page), your newly created product will be visible in the list, with no Price or Recipient information shown.

Your code	GTINs	Description	Recipient	Item	\$ Price	Type
002	00093153484711 (Base)	Brand Name Body Wash Old Fashioned 400 mL	No Recipients			Grocery Action



USER JOURNEY: Adding recipients (with pricing)

Adding recipients with pricing:

In the Products page, the newly created product will display “No Recipients” icon.

Hovering over the “No Recipients” icon will show the tool tip “Go to Action to Add Price or Publish”, referring to the Action dropdown menu.

Note: If your product is not yet Submitted, selecting any of the “Add Price” options available in the dropdown menu will result in the message “Please submit your Product data before proceeding with Price.” This will remain until the product is Submitted.

Please submit your Product data before proceeding with Price.

Once submitted, selecting any of the “Add Price” options will bring up the pricing submission page unique to that recipient.

Fill out the details on the submission page. The options available may slightly differ based on the recipient’s requirements; look out for the blue alert box showing recipient specific information.

Select “Submit” when all required details are filled in.

Recipient Specific Information

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

Pricing	
GTIN	Description
GTIN appears here	Product name and description appears here
This is a price (excl. GST) for the Base. The Basis Quantity relates to your product's Invoice Unit.	
Status	Effective Date
<input type="text" value="Select"/> <small>This is required.</small>	29/07/2024
Basis Quantity	
<input type="text" value="1 EACH"/>	
Pricing	
<input type="radio"/> National	<input type="radio"/> Regional
Return to Products Page	

Submit

No Recipients

Go to Action to Add Price or Publish

No Recipients

Grocery
Pharmacy 4 Less Action

Create a Copy

View
Edit

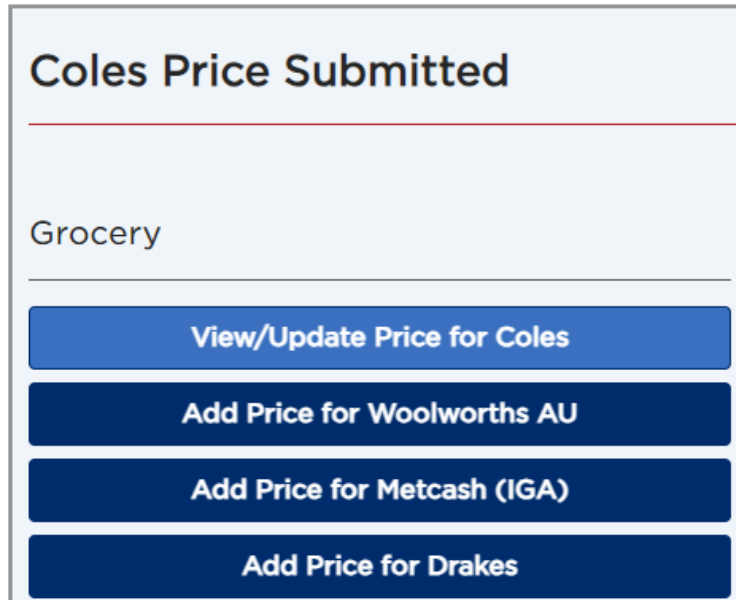
Add Price for Coles
Add Price for Woolworths AU
Add Price for Spar
Add Price for Metcash (IGA)
Add Price for Ausfec (The Distributors)
Add Price for 7-Eleven
Add Price for Metcash (CCC)
Add Price for Coles Liquor
Add Price for Metcash (ALM)
Add Price for Pharmacy 4 Less

Edit Item Type

Delete...

Recipients successfully added

After selecting **“Submit”**, you will see the following screen:



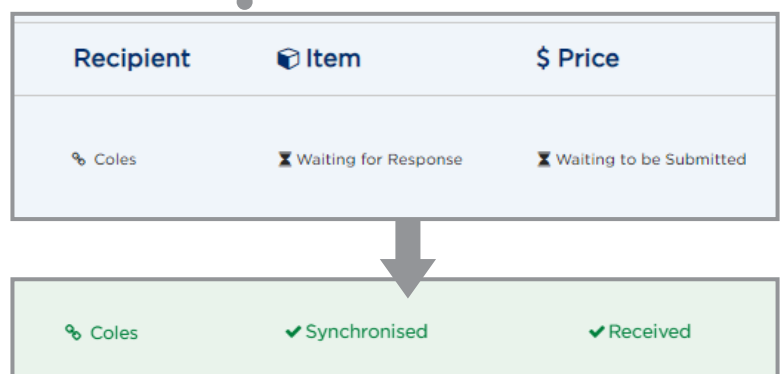
You can select **View/Update Price** for the recipient you have added pricing to, as well as the previous options to add prices or publish your product information to other recipients. These options can also be accessed from the Action menu on the products page.

Upon returning to the **products page**, your product will now have status information listed in the Item and Price columns:

Your code	GTINs	Description	Recipient	Item	\$ Price	Type	
002	00093153484735 (Base)	Brand Name Body Wash Mint Julep 400 mL	🇺🇸 Coles	⌚ Waiting for Response	⌚ Waiting to be Submitted	Grocery Chemist Warehouse	Action ▾

Keep an eye on the status column for important information. **“⌚ Waiting for Response”** will display until the recipient has synchronised with your data. **“✓ Synchronised”** and **“✓ Received”** are the signs of success that your pricing update has been received, whereas **“⌚ Action Required”** is a request for additional information or correction.

If **“⌚ Waiting for Response”** status displays for more than 2 hours, contact NPC Support.

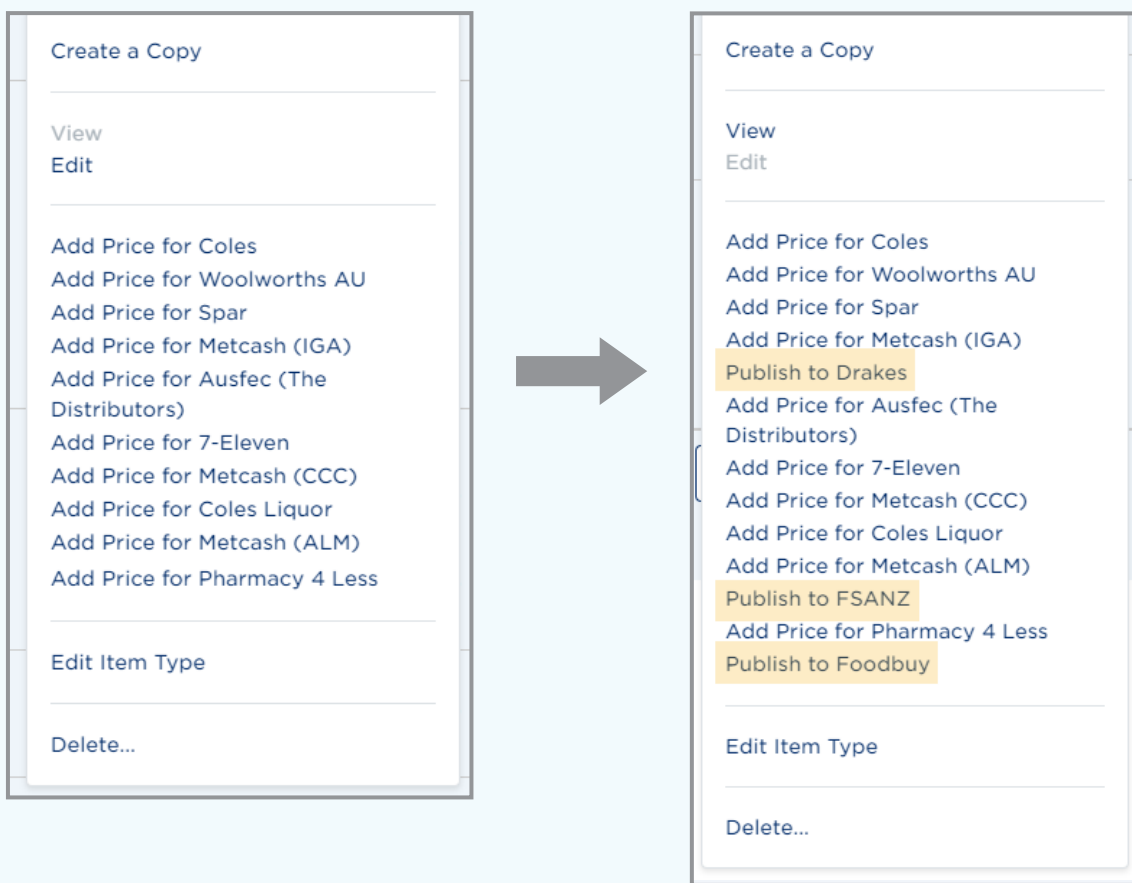


USER JOURNEY: Adding recipients (without pricing)

Publishing to recipients without price data:

Options to publish directly to recipients without pricing is only available for select recipients who do not require pricing information, for example FSANZ.

These recipients are shown in the Action menu as “Publish to...” instead of “Add Price for...”, and are only listed once the product data has been submitted.



1 Recipients not requiring pricing...

2 ...only appear after product successfully submitted.

Recipients successfully added

Unlike adding prices, there aren't any options to select before publishing without price data, so ensure all information entered in the Product Details is correct before selecting the "Publish to..." option. Upon selection, it will immediately publish to the chosen recipient.

Product Published

[GTIN and product name displayed here...]

The product has now been published.






	NPC201.17	09522548948206 (Base) 29520362904884 (Case)	Anna's UAT Test Extra 500 mL	Foodbuy Metcash (IGA)	<input checked="" type="checkbox"/> Synchronised <input checked="" type="checkbox"/> Synchronised	<input checked="" type="checkbox"/> No Price Required <input checked="" type="checkbox"/> Received	<input type="button" value="Grocery"/> <input type="button" value="Coles Grocery"/> <input type="button" value="Woolworths"/> <input type="button" value="Chemist Warehouse"/> <input type="button" value="Foodbuy"/> <input type="button" value="Metcash"/>	Action ▾
--	-----------	--	------------------------------	--------------------------	--	---	---	----------

The price column on the products page will read "⌘ No Price Required".










⌘ No Price Required

GLOSSARY: Status icons

Item column:

Icon	Status name	Tooltip messages
	Waiting for Response	Item publication is Waiting for Response from Recipient. Contact NPC Support if status persists for more than 2 hours.
	Received	Recipient has Received item data into the NPC Recipient Catalogue. Recipient can now process the data.
	Synchronised	Recipient has downloaded your data and has sent a Synchronised message.
	Action Required	Item not submitted, Pending Your Submission . Review and submit data when ready.
	Review	<i>[Details of review will be listed]</i>

Price column:

Icon	Status name	Tooltip messages
	Waiting to be Submitted	Price submission waiting for the positive item response from the NPC Data Pool. Contact NPC Support if status persists for more than 2 hours.
	Submission in Progress	Price submission now in progress to the NPC Data Pool. Recipient can now process the data. Contact NPC Support if status persists for more than 2 hours.
	Waiting for Response	Price submitted to the NPC Data Pool. Item publication is Waiting for Response from Recipient. Contact NPC Support if status persists for more than 2 hours.
	No Price Required	No price required.
	Validation failed	Price submission has failed validation. Contact NPC Support.
	Received	Recipient Received price data into NPC Recipient Catalogue.
	Synchronised	Price data Synchronised with Recipient.
	Rejected	Price data Rejected by Recipient. Contact Recipient or NPC Support if help needed to resolve.
	Review	Review required

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.

All downloaded and printed documents are non-authorised and uncontrolled copies.
Refer to the document location for the current authorised version

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_1024

CONNECT WITH US

