

Title	National Product Catalogue User Guide Part Two
Version	2.50
Date	May 14th 2019
Doc type	User Guide
Access	Restricted Use for NPC Subscribers Only



Document Purpose

The purpose of this document is to provide users a guide on how to use Publisher. The user guide includes simple instructions and screenshots on how to execute various functions.

The document is intended for use by suppliers using Publisher to create/maintain product data in National Product Catalogue.

Document control

Document version and change history

Version	Date	Nature of change / comments	Editors
2.50	14 th May 2019	Updated all screenshots to reflect the new Summary panel Add new bulk upload section in 2.2	K.Lai
2.40	12 th November 2018	Added GPC Predictor in section 1.6 and 2.5	K.Lai
2.30	17 th May 2018	Updated screenshots in Validation section	M.Lee
2.20	21 st August 2017	Updated screenshots with new Publisher Interface	K.Lai / A.Đinh
2.10	1 st June 2017	New features include: <ul style="list-style-type: none"> • New global search bar (user guide - Part 1) • Hit list download (user guide - Part 1) • New hierarchy navigation widget (user guide - Part 2) • Reset CIC status (user guide - Part 2) 	K.Lai / A.Đinh
2.00	April 12th 2017	Updated user guide with new Publisher Interface	K.Lai / A.Đinh
1.00	n/a	Introducing the Publisher user guide	GS1 Australia

Document authors / contributors

Name	Title / Organisation
Keith Lai	Senior Advisor – National Product Catalogue Development and Technical Support
Anna Đinh	Advisor – National Product Catalogue Development and Technical Support
Mike Lee	Senior Advisor – National Product Catalogue Development and Technical Support

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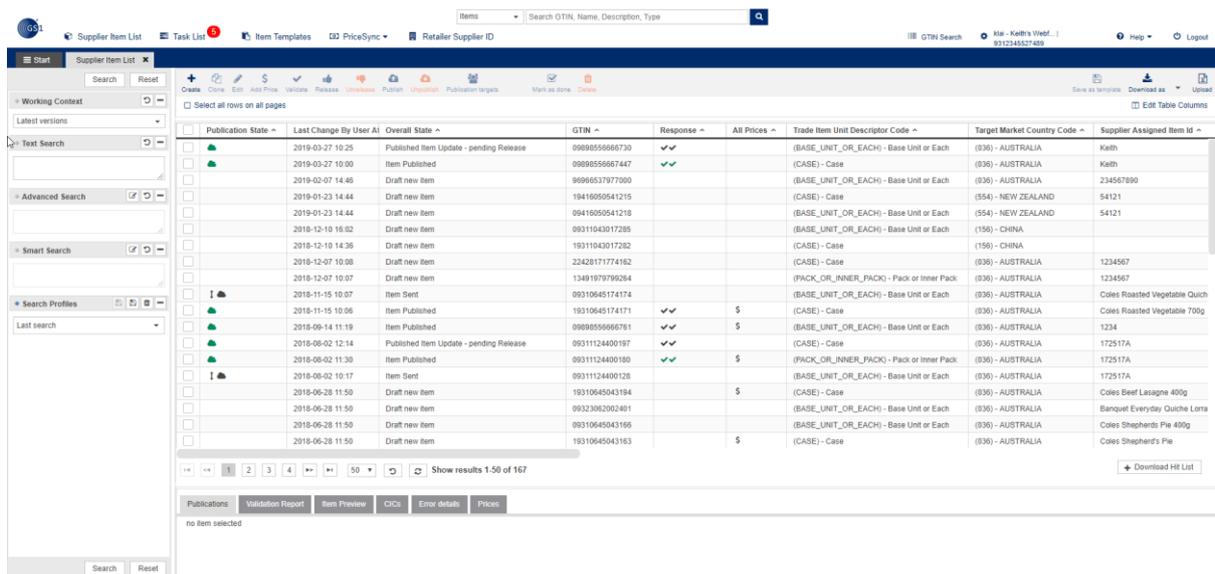
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1.0 MAINTAIN AND CREATE ITEM DATA

1.1 Item editor

Open the Supplier Item List to access your items. All tasks relevant to item data maintenance can be performed from here. To access an item, simply double click on it in the hit list.



Supplier Item List

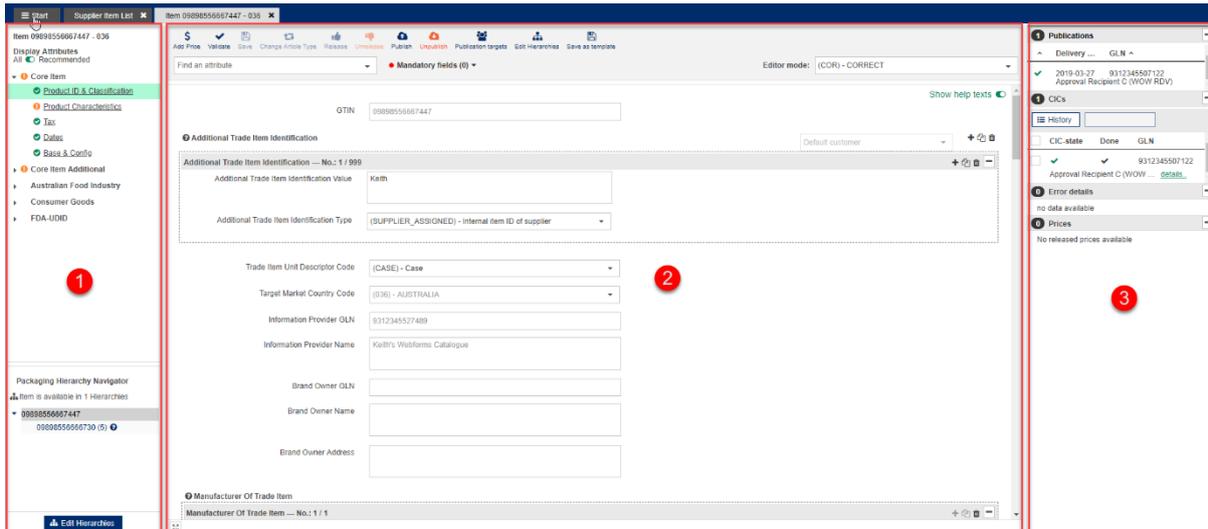
Any item accessed in the hit list will open in a new tab. The tab header always displays the item GTIN.

The supplier item detail area is split into three sub-areas:

- The left-hand area (area 1 in the figure) shows the Navigational panel, the main part of the supplier item details area. By clicking the corresponding theme (Product ID & Classification, Product Characteristics, Tax, etc) the Edit Form opens in the centre of the screen and you can make changes to the attributes there.
- The centre of the Screen displays the item GTIN as well as the editor for the contained attributes of the chosen theme (area 2 in the figure) forms the main part of the supplier item details area. The Red Dot-icons mark the contained Mandatory attributes that must be filled in.

The Option "Mandatory fields" in the function bar enables immediate editing of the mandatory field/s.

- The right-hand area (area 3 in the figure) displays additional information to the item such as Publication Info, Catalogue Item Confirmation (CIC) Summary, Error details, and Price Summary.



Structure of item details

1.1.1 Structure and function of the editor

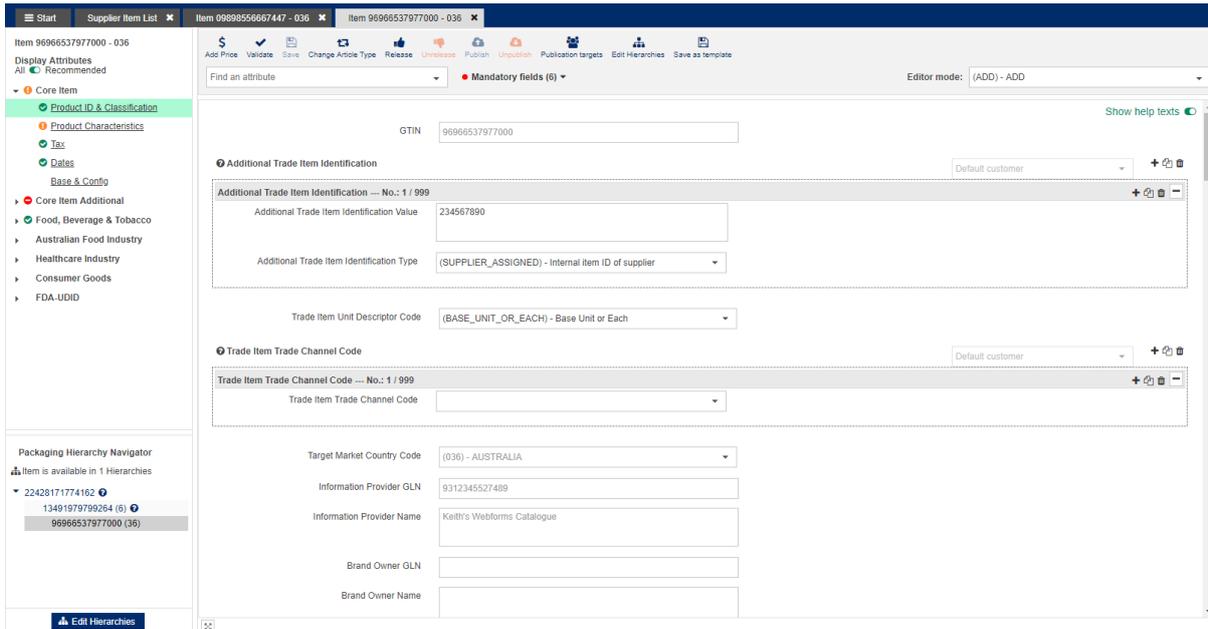
The navigation shows the progress with coloured icons. Mandatory fields to be edited are displayed in red. As soon as all mandatory fields have been entered correctly, the icons will be green.

The buttons are grouped in:

- Standard Buttons: Wide background with frame.
- Workflow Buttons: Coloured background.
- Warning buttons: Background in warning colour e.g. orange.

Mandatory fields Navigator: leads through all Mandatory fields.

The Navigation area displays all attributes of the item grouped in headlines. You can switch between the various attribute groups by clicking the headlines.



The screenshot shows the GS1 Australia editor interface. On the left is a navigation panel with categories like 'Core Item', 'Product ID & Classification', 'Product Characteristics', 'Tax', 'Dates', 'Base & Conf', 'Core Item Additional', 'Food, Beverage & Tobacco', 'Australian Food Industry', 'Healthcare Industry', 'Consumer Goods', and 'FDA-UDID'. Below this is a 'Packaging Hierarchy Navigator' showing item hierarchies. The main area is a form for item data entry, including fields for GTIN, Additional Trade Item Identification (with a table for values and types), Trade Item Trade Channel Code, Target Market Country Code, Information Provider GLN, Information Provider Name, Brand Owner GLN, and Brand Owner Name. A function bar at the top contains icons for 'Add Price', 'Validate', 'Save', 'Change Article Type', 'Release', 'Unrelease', 'Publish', 'Unpublish', 'Publication targets', 'Edit Hierarchies', and 'Save as template'. A search bar and 'Mandatory fields (6)' indicator are also present.

Structure of the editor – edit form with Navigation Panel

The editor has an area for the validation report menu below the edit form which can be hidden if necessary.

1.1.2 Menu bar

You can use the options provided in the function bar to perform the necessary actions for the displayed item data record. The greyed-out buttons are not available.



This close-up shows the function bar with icons for 'Add Price', 'Validate', 'Save', 'Change Article Type', 'Release', 'Unrelease', 'Publish', 'Unpublish', 'Publication targets', 'Edit Hierarchies', and 'Save as template'. Below the icons is a search field with the text 'Find an attribute' and a 'Mandatory fields (10)' indicator. The 'Editor mode' is set to '(ADD) - ADD'.

Function bar

Validate

At any time while making entries or changes, you can validate the item data to make sure that it is complete and correctly formatted. The item data check includes the validation of the entered attribute values based on the validation rules defined in the system.



Validate button

Save

You can use the Save function to save your changes. This will generate a new revision of the selected item.



Save button

Change Article Type

You can use the Change Article Type function to change the item from a Packaging item to a Base item or the other way around. The Article Type determines which attributes are available for a user to populate (some attributes that are applicable to a Base item may not be applicable to a Packaging item).



Change Article Type button

Release

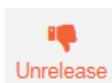
If you have saved the specified item data without errors, you can now release the item. To do so, click the Release icon.



Release button

Undo Release

If an item is released but not yet published, you can revoke the release and change the item state to a working version. Please note that if the item is already published, you need to revoke the publication before being able to select the Undo Release function.



Unrelease button

Publish

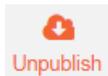
Click on Publish to publish your selected item to your Recipient/s.



Publish button

Undo Publish

Click on Unpublish to revoke publication from your Recipient/s.



Unpublish button

Save as template

If an item is to be used as a basis for other items, it can be saved as a template. Saved templates can be selected from a drop-down menu then in the 'Create Item' dialog. For detailed description of the template function, please refer to the separate chapter in the documentation.



Save as template button

Maintain possible publication targets

To add potential recipients of your item you can click this button. A dialog which allows you to select data recipient(s) will open. If there are retailer specific validations implemented, then they will be activated through this function. For more information please see Select Publication Targets.



Maintain publication targets button

Edit Hierarchies

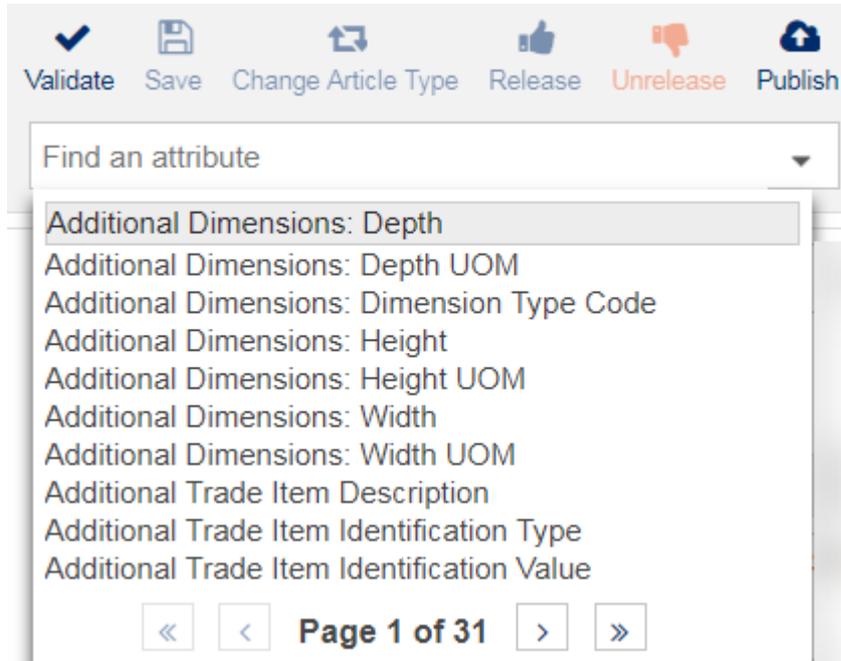
Click on Edit Hierarchies to add and/or change hierarchies within a product.



Edit Hierarchies button

1.1.3 Attribute finder

Due to the large number of attributes visible in the User Interface (UI) it is not always easy for a user to locate a particular attribute quickly. The attribute finder enables a quick search for attributes from the editor list. To access the attribute finder simply open the drop-down menu next to the menu editor mode. Please note that you must be in the item editor for the attribute finder to be visible.



Attribute finder

To select an attribute either start typing the name of the attribute you are looking for or select it from the drop-down menu.

Depending on the view you use, the number of attributes available and the number of pages will differ from the screenshot. To navigate between the pages, use the arrows. Click the attribute you are looking for and the cursor will jump to its position in the UI.

1.1.4 Item information and hierarchy information

The left-hand area shows the Navigation Panel with the Field Groups containing the attributes that identify the trade item. This information is displayed regardless of which field. The opened theme is displayed with green background.

Item 19330921163293 - 036

- ▼ Core Item
 - [Product ID & Classification](#)
 - [Product Characteristics](#)
 - [Tax](#)
 - [Dates](#)
 - [Base & Config](#)
- ▶ Core Item Additional
 - ▶ Australian Food Industry
 - ▶ Liquor Industry
 - ▶ Consumer Goods
 - ▶ FDA-UDID

Packaging Hierarchy Navigator

 Item is available in 1 Hierarchies

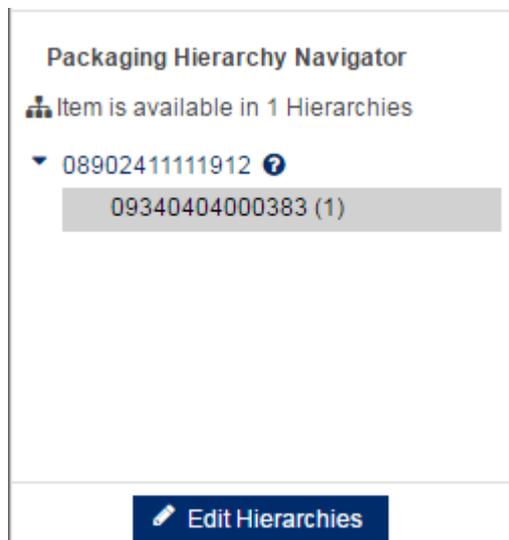
- ▶ 19330921163293

 [Edit Hierarchies](#)

Left-hand widget: Navigation

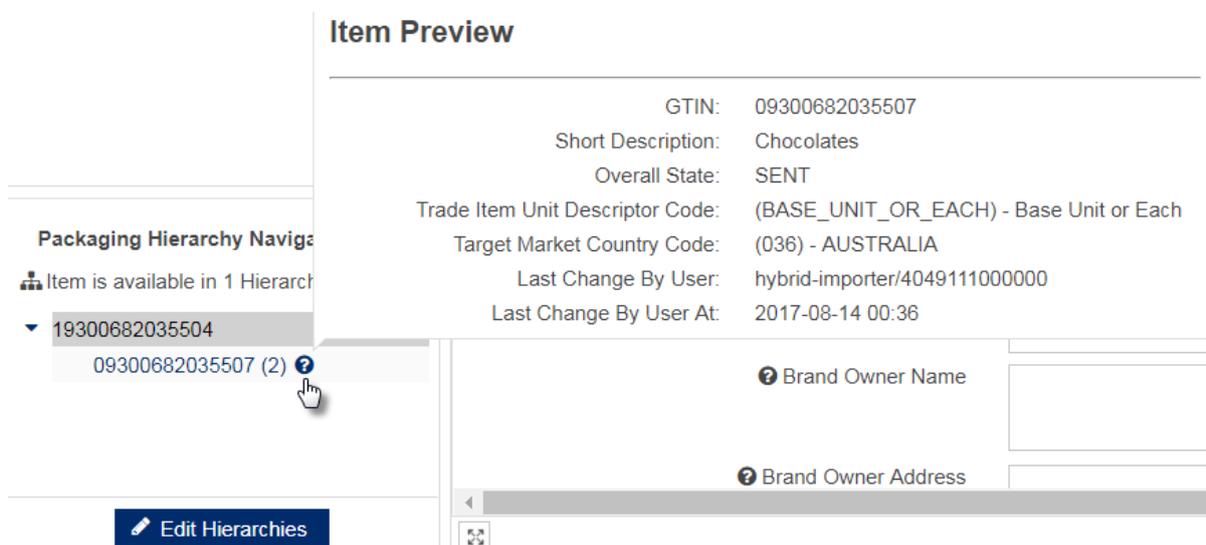
1.1.5 Navigating through the hierarchical context of the item

Within the Navigation Panel, there is a navigational widget which allows easy browsing inside a hierarchy.



Packaging Hierarchy Navigator

The navigational widget also features a small tooltip. When hovering the mouse on the question mark symbol, it shows a summary of the item.



Quick item preview from the navigational widget

The Menu item 'Edit Hierarchies' shows the placement of all GTINs belonging to the selected item (highlighted in grey).

Product Characteristics
 Tax
 Dates
 Base & Config
 Core Item Additional
 Australian Food Industry
 Liquor Industry
 Consumer Goods
 FDA-UDID
 UDID

Item is available in 1 Hierarchies

To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Published hierarchy elements cannot be modified! Before you can modify you have to unpublish and unrelease all related items.

19300682035504 - 036	Hide Components			
Edit Hierarchy	Type of Item	GTIN	Description	Quantity
Edit Hierarchy	Case	19300682035504	Chocolates	
Edit Hierarchy	Base Unit or Each	09300682035507	Chocolates	2

Packaging Hierarchy Navigator
 Item is available in 1 Hierarchies
 19300682035504
 09300682035507 (2)

Edit Hierarchies

Item Hierarchy Information

Additional information is given above the hierarchy overview:

Item is available in 1 Hierarchies

To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

96385274196534 - 036	Hide Components			
Edit Hierarchy	Type of Item	GTIN	Description	Quantity
Edit Hierarchy	Base Unit or Each	96385274196534	NOOD SW BAR CASHEW CRU...	

Item Hierarchies

A message will prompt user changes cannot be made if the item is a Published hierarchy:

Item is available in 1 Hierarchies

To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Published hierarchy elements can not be modified! Before you can modify you have to unpublish and unrelease all related items.

Item Hierarchies

If an item is part of many different hierarchies (e.g. within display), the hierarchy editor can be very confusing. To provide a clearer view, you can hide/show the hierarchy components by toggling the button on the right:

Item is available in 1 Hierarchies

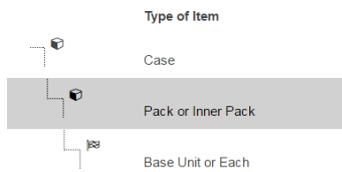
To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Published hierarchy elements can not be modified! Before you can modify you have to unpublish and unrelease all related items.

0890241111912 - 036	Hide Components			
Edit Hierarchy	Type of Item	GTIN	Description	Quantity
Edit Hierarchy	Case	0890241111912	Max Cold & Flu Relief 20	
Edit Hierarchy	Base Unit or Each	09340404000383	Max Cold & Flu	1

Hide/Show components

The various packaging units are symbolised by different icons:



Hierarchy branch

You can change the quantity of content of the selected item with a click on the Edit button  .

Item is available in 1 Hierarchies



To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Edit Hierarchy	Type of Item	GTIN	Description	Quantity
	 Case	23055278854122	Mike Test 3-Lvl x10 x5	
	 Pack or Inner Pack	13055278854125	Mike Test 3-Lvl x10	5  
	 Base Unit or Each	03055278854128	Mike Test 3-Lvl	10

Change quantity of content

1.2 Add an additional item to a hierarchy

There are two ways of adding a packaging item to a hierarchy – either by creating a new item and adding it to the hierarchy or by adding an existing item to the hierarchy.

1.2.1 Create new item and add as additional level

To create a new item and add as packaging level, click on the drop down menu Edit Hierarchy:

Item is available in 1 Hierarchies



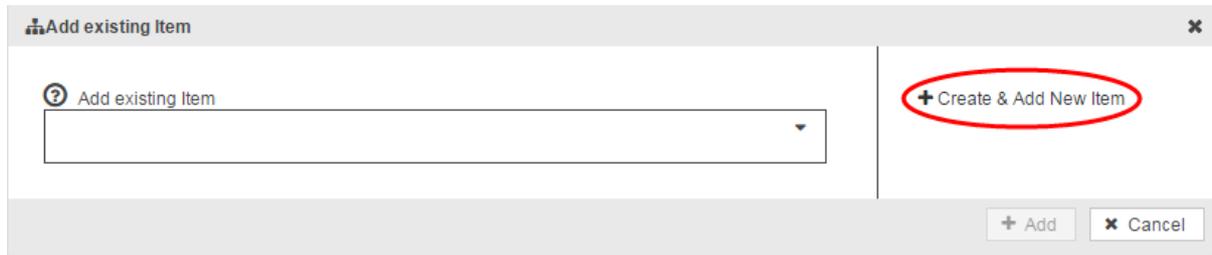
To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Edit Hierarchy	Type of Item	GTIN	Description	Quantity	Hide Components
09300705604529 - 036					
	 Base Unit or Each	09300705604529	MULTI PLUS KRILL & FISH		



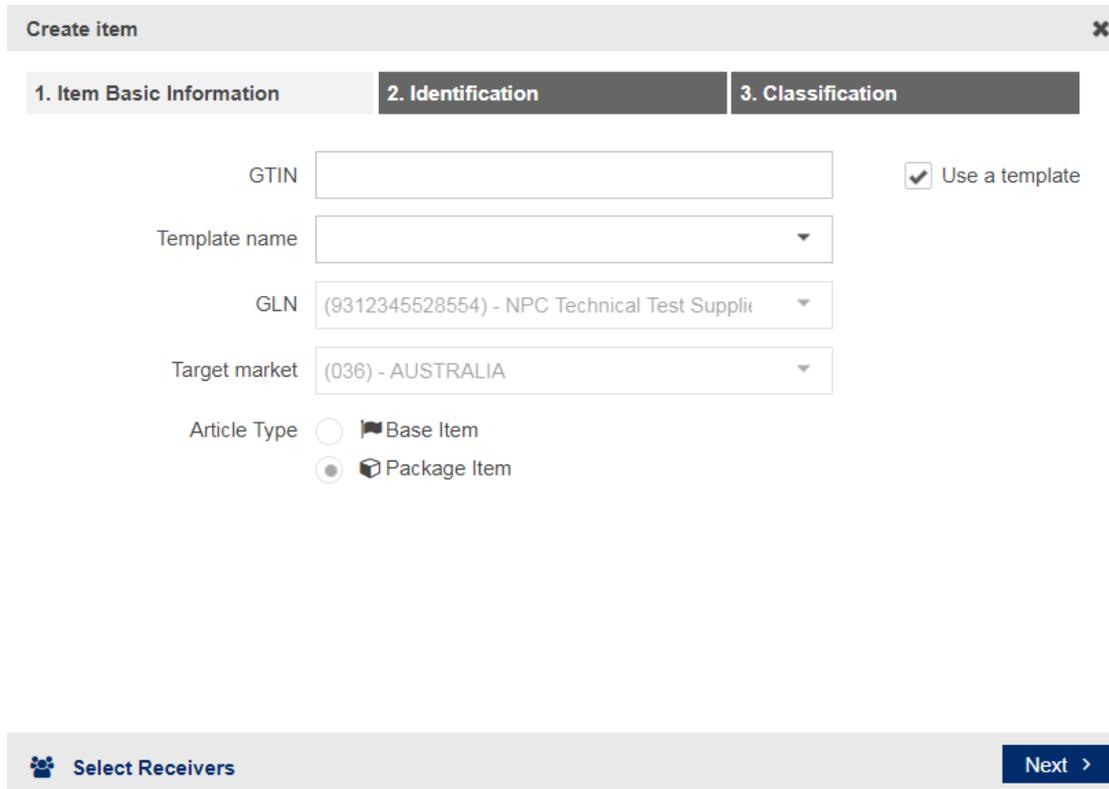
Edit Hierarchy

Select Create & Add New Item.



Add existing/create new item dialog

'Create & Add New Item' opens the create item dialog. Enter the GTIN of the trade item. If you want to create the item from a template, tick the option *Use a template* so that the Template name appears. The GLN and Target Market cannot be edited. Click on Next to move onto the next Module – Identification.



Create item dialog – Item Basic Information

Create item ✕

1. Item Basic Information **2. Identification** **3. Classification**

? Language for identification You can add further languages later

? Short Description

? Trade Item Description

? Brand Name

? Functional Name

< Back Next >

Create item dialog – Identification

Populate all the above fields before selecting Next to move onto the final module – Classification.

✕
Create item

1. Item Basic Information

2. Identification

3. Classification

Browse List

or select manually

? Segment

? Family

? Class

Use this field to directly type in your GPC Brick Codes or to search for a product classification

? GPC / Brick

< Back

Create

Create item dialog – Classification

Within the above module, select the GPC before clicking *Create*. Clicking Create generates and opens the new item in the item editor on a new tab.

1.2.2 Add existing item as additional level

You can add an existing item as an additional level by clicking on the drop-down menu.

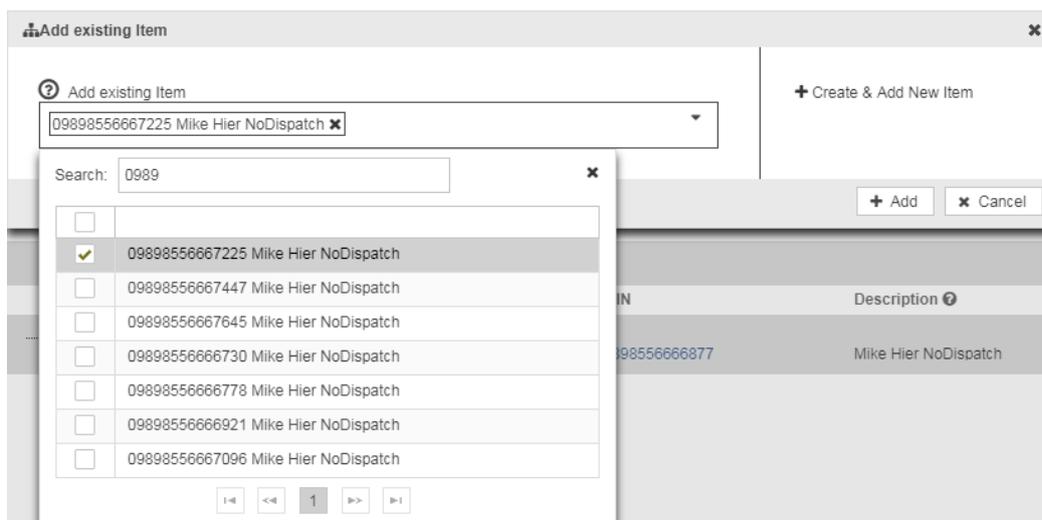
Item is available in 1 Hierarchies

To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

Edit Hierarchy	Type of Item	GTIN	Description	Quantity
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ⌵ Edit Hierarchy <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> ⬇ Add to parent Item </div> </div>	Base Unit or Each	09300705604529	MULTI PLUS KRILL & FISH	

Edit Hierarchy

Clicking the “Add existing item” field will drop down a list of items available to be added to the hierarchy.



Create/add existing item dialog

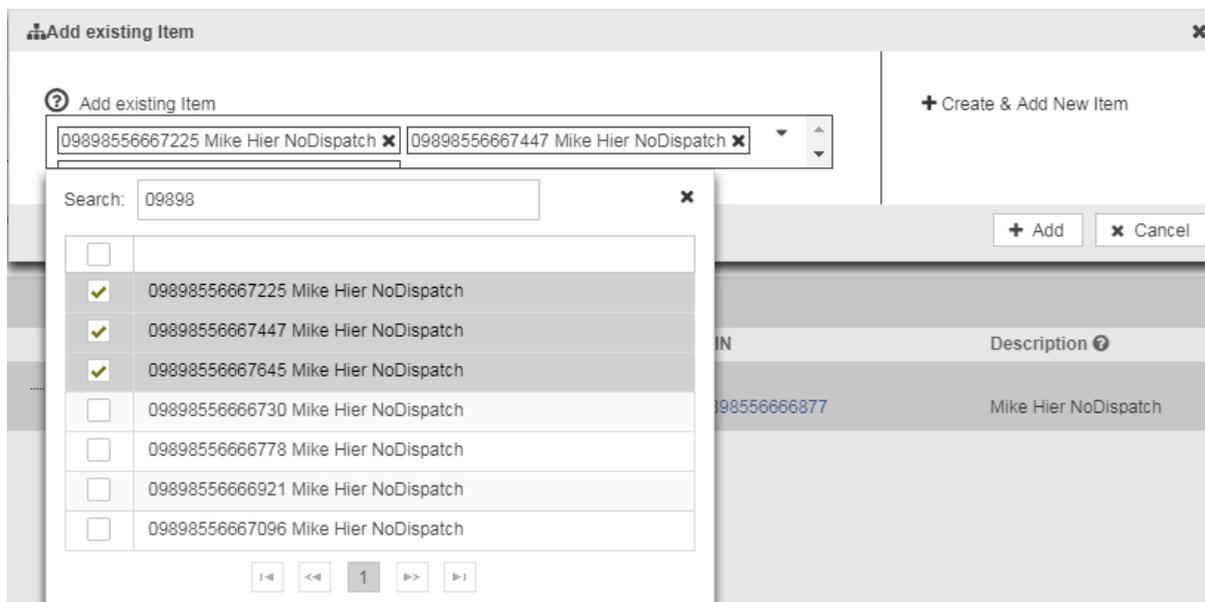
You can either:

Select item(s) available to be added from the drop-down list or;

If you know the GTIN or trade item short description, simply search for it

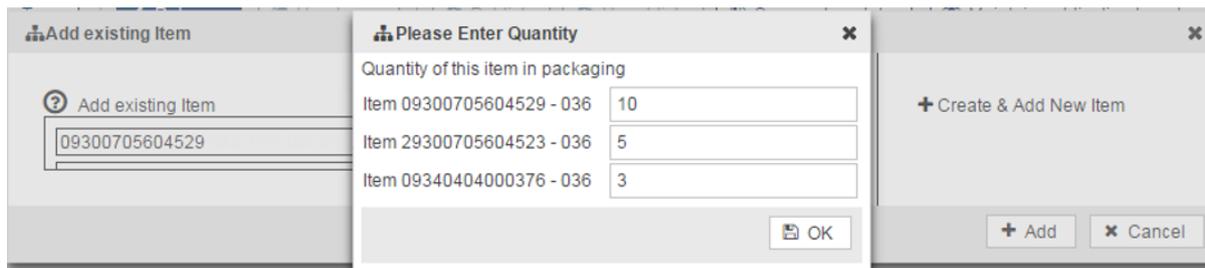
1.2.3 Adding more than one item to the same hierarchy level

More than one item can be added to the **same hierarchy level**. This can be achieved by simply selecting more than one item.



Selecting more than one item to be added to the same hierarchy level

Click "Add" to add the items and populate the quantity for each item in the packaging and press "OK"



Populating the quantity of each item

Multiple GTINs added at the same hierarchy level

Item is available in 1 Hierarchies

To add a parent or child hierarchy element click on Edit Hierarchy in the table below.

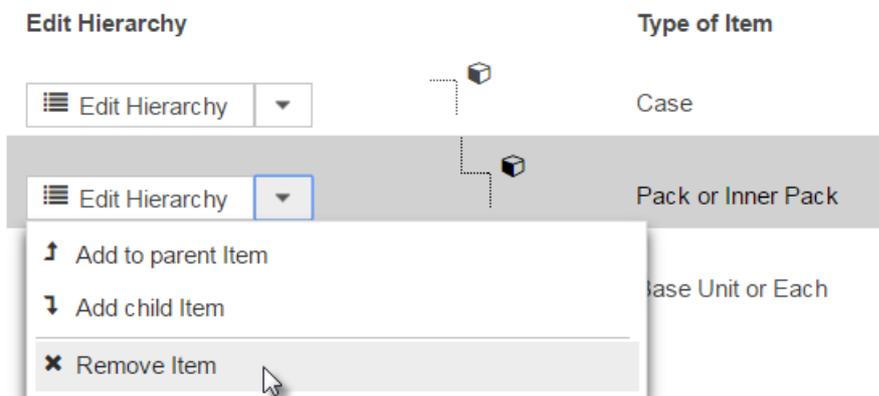
Edit Hierarchy	Type of Item	GTIN	Description	Quantity	Hide Components
Edit Hierarchy	Case	19300705604526	Mike Hier NoDispatch		
Edit Hierarchy	Base Unit or Each	29300705604523	for eating	5	
Edit Hierarchy	Base Unit or Each	09300705604529	Y-Connector 10FG	10	
Edit Hierarchy	Base Unit or Each	09340404000376	for eating	3	

A CASE GTIN with multiple next lower level

Please note: The function can only add multiple GTINs at the **same hierarchy level**. If you require to add more than one GTIN across **multiple hierarchy level**, please add items individually to each level.

1.2.4 Remove an item from an existing hierarchy

You can remove an item from the hierarchy by clicking on the item in the tree and click on the Remove Item button.

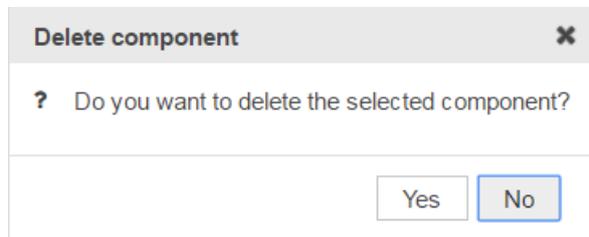


Remove packaging item

Removing an item is only possible for items with processing status New or Not Released. Items with Released and/or Published status cannot be removed.

If you require updating existing hierarchies for a Released and/or Published product, please ensure that unpublication and/or unrelease prior to updating.

A safety prompt will appear confirming this action. If you click Cancel, you return to the supplier item details without removing the items.

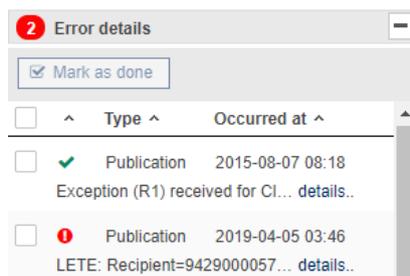


Delete component

1.3 Error details widget

The Error details widget is located on the right-hand side. The widget can be opened by clicking on the Plus symbol or minimized by clicking on the Minus symbol.

The information on the GDSN Exceptions received is displayed here.



Error details widget

To access the error details, click on the word "details". This will open a pop-up window with more information about the error if available.

Once the error is corrected you can click on the icon mark as done. This will remove the error status.

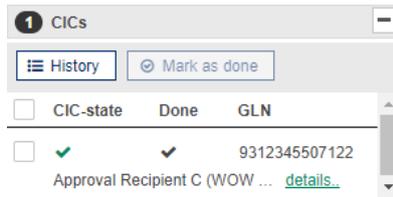


Error details widget

1.4 Catalogue Item Confirmation (CIC), Publications, and Prices

1.4.1 CICs

The CICs widget displays the number of received CICs and gives an overview of these responses. The most recent CIC for each retailer is displayed here.



<input type="checkbox"/>	CIC-state	Done	GLN
<input type="checkbox"/>	✓	✓	9312345507122

Approval Recipient C (WOW ... [details...](#))

CICs widget

The widget shows the CIC status icon, the CIC-state and the item recipient.

Clicking on the status item will open a pop-up window with more information about the CIC if available. Once you have reviewed the CIC you can change the CIC-state to done by clicking the Mark as done icon.

Please note that only the most recent CIC from each retailer is displayed here. If you have received several CIC from the same retailer and wish to view all CIC, you can open the entire list by clicking on the Show CIC history icon. This list opens in a separate pop-up with more detailed information.

After editing, save and releasing an item, this will reset the previous CIC state received by the item sent from the data recipient. The item will also disappear from the item task list.

1.4.2 Publications

The Publications widget displays the number of publications. It indicates the publication target (retailer or target market) as well as the publication date and delivery state.



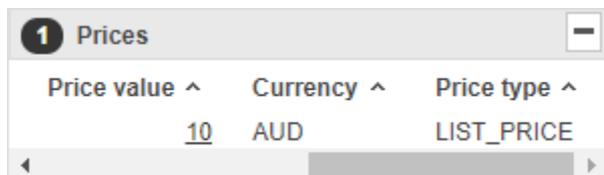
^	Delivery ...	GLN ^
✓	2019-03-27	9312345507122

Approval Recipient C (WOW RDV)

Publications widget

1.4.3 Prices

The Prices widget displays the prices for the selected item. The name of the retailer, the price value and the price type code are displayed for each price.



Prices

You have the following options for navigating from the Prices widget to the Price Sync application:

- You can follow the link to the price details by clicking on the price value.
- You can follow the link to all prices for data recipient by clicking on data recipient.

1.5 Input help in the editor

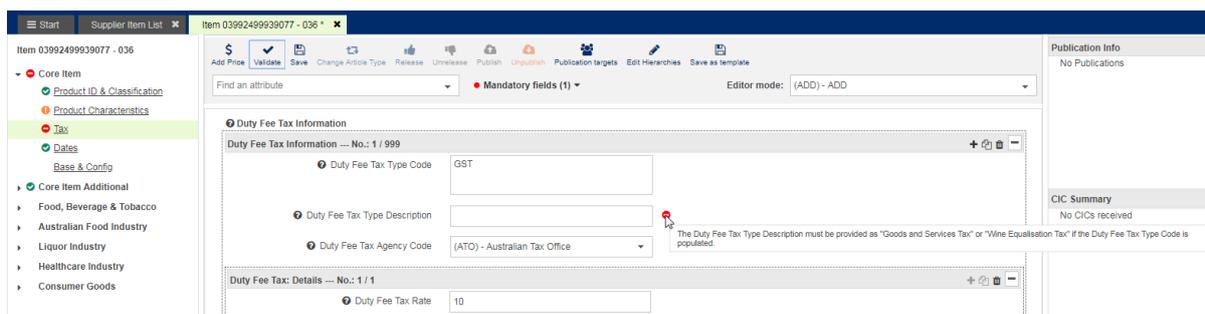
There many input helps integrated into the editor. The following functions are explained in this chapter:

- Attribute validations
- Attribute definitions
- Attribute groups / repeatable attribute groups
- Usage of code lists
- Date selection via calendar function

1.5.1 Attribute validations

Some attributes will be highlighted in the User Interface during editing and saving. You will notice an information bubble next to the input field for the attribute that indicates data is missing or incorrect.

Mandatory and conditionally mandatory fields are indicated with an exclamation mark which provides a mouse-over text where the error or the missing data is described.



Example of mandatory and conditionally mandatory areas with mouse-over text

Your data is checked while you are entering it. After saving your information, your data is validated. A validation report is displayed in the area below the Editor.

Filter Errors or Warnings: Errors Warnings				
Report for item Item 03992499939077 - 036				
<ul style="list-style-type: none"> The item 03992499939077/9312345527663/036 has been validated. The item 03992499939077/9312345527663/036 cannot be released. 				
Operation	Attribute	Message	Rule ID	
Error	release	Duty Fee Tax Type Description	The Duty Fee Tax Type Description must be provided as "Goods and Services Tax" or "Wine Equalisation Tax" if the Duty Fee Tax Type Code is populated.	130-011-002
Warning	release	Product Height	The dimensions entered for this GTIN give a volume which is more than 50% larger than the calculated volume based on the lower levels. Volume of parent: 0.05 m3, volume of children: 0.01 m3, percent of children volume: 0.015 m3.	030-006-003
Warning	release	Product Height	The dimensions entered for this GTIN give a volume which is less than 80% of the calculated volume of the immediate Next Lower Level x Quantity. Volume of parent: 0.05 m3, volume of children: 0.25 m3, percent of children volume: 0.2 m3.	030-006-004

Example of a Validation Report message for an incorrect entry

The values for some attributes, for example the Target Market Country Code, Information Provider GLN, and Information Provider Name are set by default and cannot be edited. These attributes are displayed in the item editor but are greyed out. The data entry fields for these attributes are not accessible.

Example of non-editable selection

1.5.2 Attribute definitions

Each attribute has a definition which can be viewed as a mouse-over text in the User Interface.

Second level of brand; can be a trademark. It is the primary differentiating factor that a brand owner wants to communicate to the Retailer. Provide only if your product has a Sub-Brand. This must be different from the Brand Name.

Information text for an attribute

1.5.3 Attribute groups/repeatable attributes

Some attributes are part of attribute groups and are displayed together in the User Interface.

Manufacturer Of Trade Item --- No.: 1 / 1

Example of an attribute group

These groups can be repeated, to add a repetition use the icons in the top right hand corner.



Repeatable attribute functions

- The Plus button adds a new repetition.
- The Copy button copies the existing attribute, including all values entered.
- Use the bin button to delete an attribute.

1.5.4 Date attribute via calendar function

All attributes that are defined as a date or date-time in the system have the calendar function displayed in the User Interface. Simply click the calendar icon next to the attribute to open the calendar. Use the arrow buttons to select year and month and then click the required day. The calendar closes and the selected date is displayed in the input field.



Calendar function

If the attribute is defined as date-time you are also able to specify the time at the bottom of the calendar. Please enter the time first and then select the date. If you enter the date without entering the time, the system will set the time to 00:00 by default. Note: The time zone is determined by the time zone setting of the application.

1.6 Global Product Classification (GPC)

The GPC (Global Product Classification) classifies products by grouping them into categories based on their essential properties as well as their relationships to other products. It is mandatory information suppliers must provide before item can be published to data recipients.

There are 3 options to choose when selecting the GPC code for the product

1. **The GPC Predictor** – Publisher UI can predict the GPC codes that’s relevant to the product and provide user suggestions.
2. **Browse the GPC List** – browse for the GPC code manually from the list.
3. **Browse the GPC by tree structure** – browse from the tree structure which displays the hierarchy of the GPC segment, Family, Class and Brick codes.

Classification Category Code

Get ideas for classification by prediction service
 Select product class from list
 Select product class by tree structure

Classification based on your identification - [change identification](#)

GPC Description	GPC Code	Probability	Select
Pasta/Noodles - Ready to Eat (Perishable)	10000240	34.21	Apply
Prepared/Preserved Foods Variety Packs	10000613	27.32	Apply
Beef - Prepared/Processed	10005767	22.18	Apply

[Show more suggestions](#)

Customer understands that this service is predictive in nature, and as such Customer is responsible for confirming that the suggested GPCs are appropriate for Customer's needs.

Global Product Classification (GPC)

1.6.1 The GPC Predictor

The GPC Predictor provides GPC suggestions automatically based on information user has populated for the product such trade item description, short description, brand and functional name.

Trade Item Description

Trade Item Description --- No.: 1 / 1

Example of a product’s description

From this information, the predictor provides the most relevant GPC code(s) the user can select to classify their product. This includes the probability of the GPC code based on the input from the user. Click the Apply button to select the GPC code.

Classification Category Code

Get ideas for classification by prediction service
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Classification based on your identification - change identification

GPC Description	GPC Code	Probability	Select
Chocolate and Chocolate/Sugar Candy Combinations - Confectionery	10000045	81.03	<input type="button" value="Apply"/>
Memory Cards	10001452	1.93	<input type="button" value="Apply"/>
Sugar Candy/Sugar Candy Substitutes Confectionery	10000047	1.30	<input type="button" value="Apply"/>

Show more suggestions

Customer understands that this service is predictive in nature, and as such Customer is responsible for confirming that the suggested GPCs are appropriate for Customer's needs.

The GPC Predictor suggests the GPC Codes including the probability

1.6.2 Browse the GPC List

The GPC Browser provides an easy way of navigating the mandatory Global Product Classification. The browser displays the complex hierarchy of the Segment, Family, Class and Brick codes in a tree structure. If you know the GPC Brick code, you can enter this directly.

Classification Category Code

Get ideas for classification by prediction service
 Select product class from list
 Select product class by tree structure

(50000000) - Food/Beverage/Tobacco
 (50160000) - Confectionery/Sugar Sweetening Products
 (50161800) - Confectionery Products

Use this field to directly type in your GPC Brick Codes or to search for a product classification

(10000045) - Chocolate and Chocolate/Sugar Candy Combinations - Confectionery

GPC Browser

1.6.3 Browse the GPC by tree structure

Select product class by tree structure provides a list of the GPC codes. Clicking on the GPC code will expand the tree structure revealing next lower level GPC codes down to the Brick. Click the relevant segment and open the tree beneath it, to specify your selection.

Select the Brick code and click 'Apply'. The system automatically populates all levels – Segment, Family, Class and Brick, of the GPC with the correct codes.

Classification Category Code

Get ideas for classification by prediction service
 Select product class from list
 Select product class by tree structure

- ▶ (70000000) - Arts/Crafts/Needlework
- ▶ (68000000) - Audio Visual/Photography
- ▶ (77000000) - Automotive
- ▶ (53000000) - Beauty/Personal Care/Hygiene
- ▶ (83000000) - Building Products
- ▶ (74000000) - Camping
- ▶ (47000000) - Cleaning/Hygiene Products
- ▶ (67000000) - Clothing
- ▶ (66000000) - Communications
- ▶ (65000000) - Computing
- ▶ (94000000) - Crops
- ▶ (58000000) - Cross Segment
- ▶ (78000000) - Electrical Supplies
- ▼ (50000000) - Food/Beverage/Tobacco
 - ▶ (50200000) - Beverages
 - ▶ (50180000) - Bread/Bakery Products
 - ▶ (50220000) - Cereal/Grain/Pulse Products
 - ▼ (50160000) - Confectionery/Sugar Sweetening Products

Apply

GPC Tree Structure

1.6.4 Using code lists

Code lists are handled via drop down boxes. To maintain these attributes, you can either navigate through the drop-down list or type in a search term. To open the drop-down list, click on the arrow. Depending on the number of codes contained in a code list, the drop-down list can be several pages long. Use the controls at the bottom of the list to navigate through the list.

Trade Item Country Of Origin --- No.: 1 / 999

Trade Item Country Of Origin

Trade Item State of Origin --- No.: 1 / 1

Trade Item State of Origin

Country Of Origin Statement

Country Of Origin Statement --- No.: 1 / 1

Country Of Origin Statement

(004) - AFGHANISTAN
 (008) - ALBANIA
 (010) - ANTARCTICA
 (012) - ALGERIA
 (016) - AMERICAN SAMOA
 (020) - ANDORRA
 (024) - ANGOLA
 (028) - ANTIGUA AND BARBUDA
 (031) - AZERBAIJAN
 (032) - ARGENTINA

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Using code lists – drop down list

If you know either the code or the description it is easier to simply start typing in the input field. This will activate the search and you will notice the number of codes being reduced with every letter you type. It does not matter whether you type the code or the description.

Trade Item Country Of Origin --- No.: 1 / 999

Trade Item Country Of Origin

Trade Item State of Origin --- No.: 1 / 1

Trade Item State of Origin

aust

(036) - AUSTRALIA
 (040) - AUSTRIA

Page 1 of 1

Code List function

2.0 CREATE ITEMS

To create new items, open the item hit list. The application offers you the following possibilities

- Using an empty form
- Copying an existing item
- Using a template

2.1 Create Items using an empty form

To create a new item, select the “New” option from the Dashboard and choose “Trade Item”:



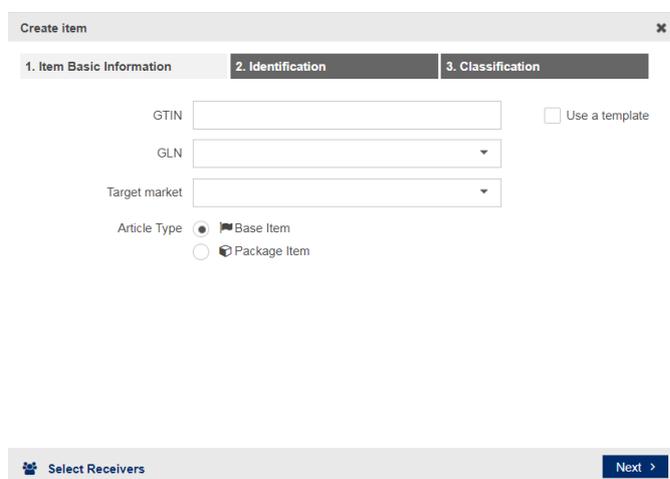
New icon from the Dashboard

Or select “Create” from the item hitlist:



Create icon from the hit list function bar

The Create Item dialog opens.



Create Item dialog

Leave the Template field empty here, and populate the primary key data. The primary key uniquely identifies the new item. Please make sure you are entering the correct values for this data since it cannot be changed once saved. The primary key consists of three parts:

- The GTIN of the new item.
- The GLN of the item owner is already populated by the system.
- The Target market - needs to be selected from the drop-down list

Choose the correct Article Type, to define the new item as a Packaging item or a Base Item. The default setting is Base Item, which is the smallest unit of an item hierarchy.

Select Receivers option can be selected to assign possible data recipients (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations.

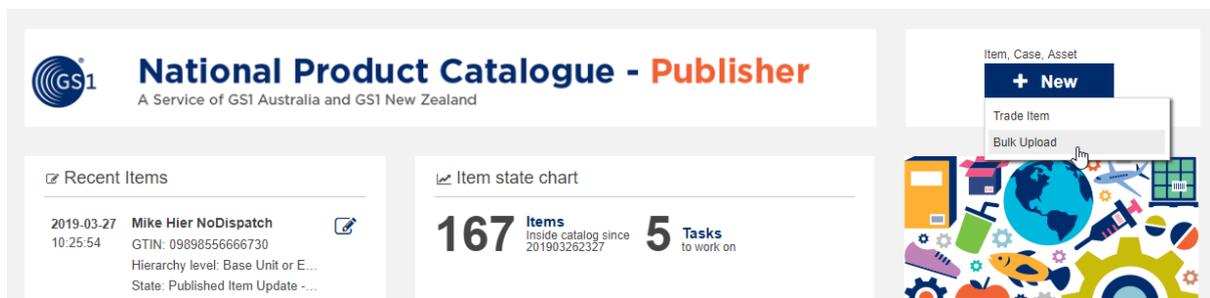
Click Next to populate all required fields within the next two modules: Identification, and Classification.

On the final module, click on *Create* to open the item editor. You will then be able to save the item for the first time. Saving will add the item to the system. Clicking Cancel closes the dialog without creating a new item.

To complete your item, you must at least populate the mandatory attributes. These attributes can be easily identified in the User Interface by checking for warning icons. Alternatively, click the Validate button to generate a validation report with a list of attributes not populated correctly. Clicking on the attribute in the report will automatically take you to the attribute in the User Interface. Once the validation report states the item has no errors, it can be released and published.

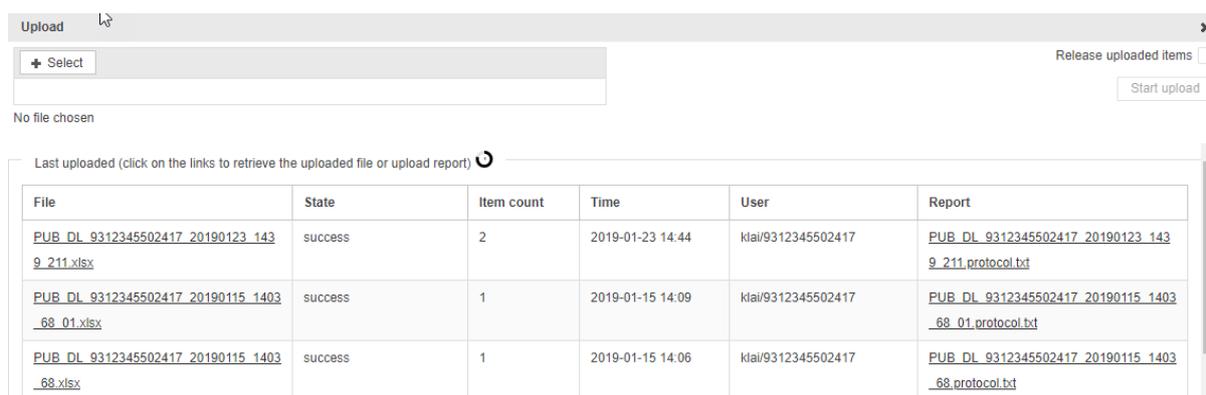
2.2 Create Items using bulk upload

You can upload multiple items at once using the bulk upload function. Select the "New" option from the Dashboard and choose "Bulk Upload":



Using the Bulk Upload option

Selecting Bulk Upload will open an Upload Window.

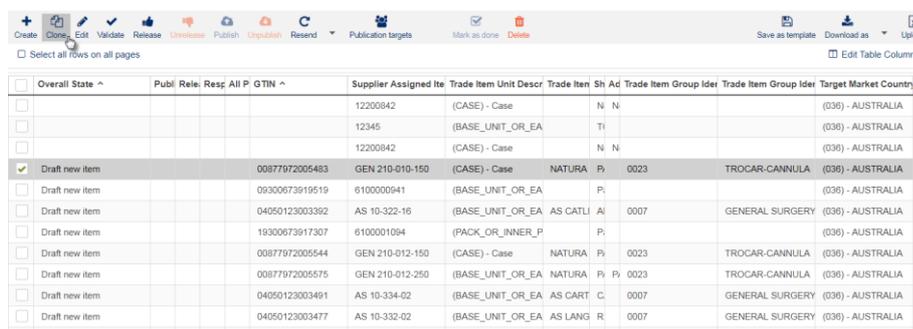


Publisher Upload Excel Window

To use the bulk upload option, you will need to upload the Publisher Excel spreadsheet with pre-populated item data.

2.3 Create Items by cloning an existing item

You can clone an item to create a new one and then make the necessary changes in the item details. Select the item you wish to clone from the hit list. Then select the Clone option in the hit list function bar.



Clone option for existing items

The dialog box for the primary key data of the new item now opens and must be populated. The primary key uniquely identifies the new item. Please make sure you are entering the correct values for this data since it cannot be changed once saved. The primary key consists of three parts:

- The GTIN of the new item.
- The GLN of the item owner is already populated
- The Target Market

Clicking Cancel closes the dialog without creating a new item.

Select Receivers option can be selected to assign possible data recipients (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations.

Copy item ✕

1. Item Basic Information 2. Identification 3. Classification

GTIN

GLN

Target market

Article Type Base Item Package Item

Select Receivers Next >

Dialog box for Primary Key Information

Click Next to populate all required fields within the next two modules: Identification, and Classification.

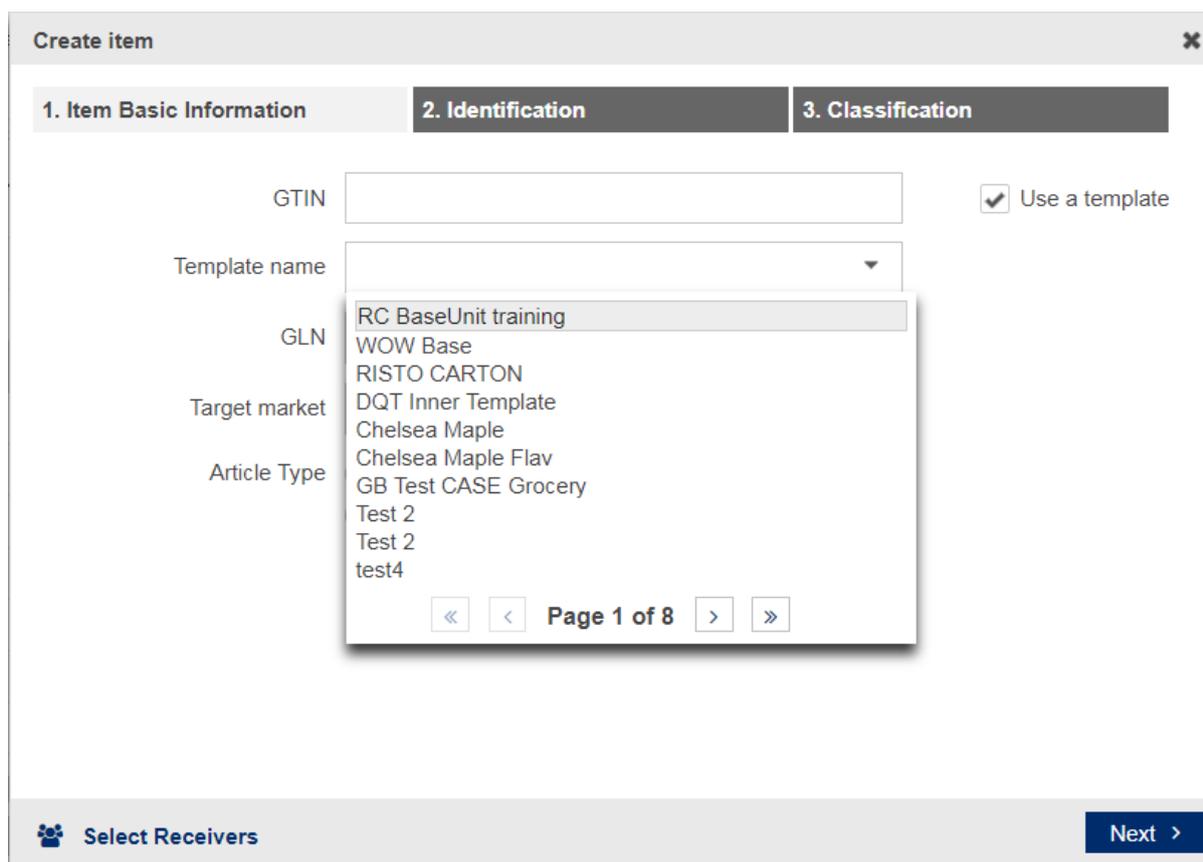
On the final module, click on *Create* to open the item editor. You will then be able to save the item for the first time. Saving will add the item to the system. Clicking Cancel closes the dialog without creating a new item.

Please note: Except for the primary key, the data contains the values of the copied item. If the copied item is part of a hierarchy, the hierarchy is not copied. Only the item itself is copied. The new item is not automatically released and published even if the copied item already has been released and/or published.

2.4 Create an item using the template function

You can create and maintain templates (see 'Template List') that can easily be populated when creating a new item.

Templates can be opened and edited from the drop-down menu in the 'Create Item' dialog.



Create Template field within Create item dialog

All available templates appear in the template drop-down menu of the 'Create Item' dialog. Select the template you want to use as the basis for creating the new item. The unique primary key of the new item does not come from the template, and must be entered here additionally:

- The GTIN of the new item.
- The GLN of item owner is already entered.
- The Target Market has to be selected from the dropdown list

Clicking Cancel closes the dialog without creating a new item.

Select Receivers option can be selected to assign possible data recipients (retailers) the new item shall be published to. This is necessary if you wish to activate any retailer-specific validations.

Click Next to populate all required fields within the next two modules: Identification, and Classification.

On the final module, click on *Create* to open the item editor. You will then be able to save the item for the first time. Saving will add the item to the system. Clicking Cancel closes the dialog without creating a new item.

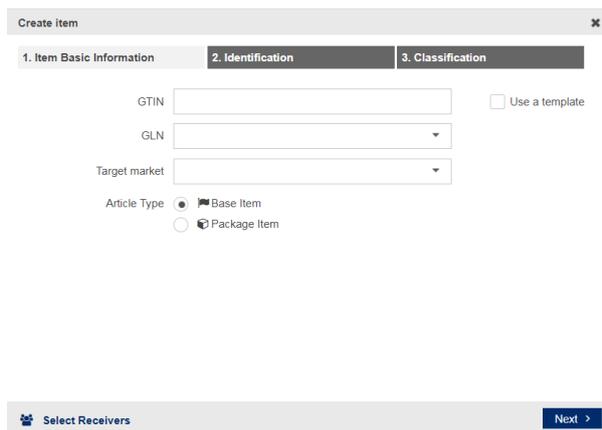
Please note: Except for the primary key, the data contains the values of the copied item. If the copied item is part of a hierarchy, the hierarchy is not copied. Only the item itself is copied. The new item is not automatically released and published even if the copied item already has been released and/or published.

2.5 Retailer specific validations

Before clicking Create in the Create Item or Copy Item dialog, possible data recipients (retailers) can be assigned. This activates retailer specific validations at the beginning of data maintenance. The items will be validated against the business rules of the selected retailers only. To avoid additional work of populating data that are not related to your intended data recipients, it is strongly recommended you select the publication targets first when creating the item.

A list of possible publication targets set up here will be offered in the publication dialog when publishing the item. You will be able to choose individual recipients from this list.

In order to assign possible publication targets, click Select Receivers.



Create item dialog

Add Recipients by either:

- Directly entering the Recipient's GLN and clicking Add
- Click on Search to obtain the list of Recipients

Create item
✕

1. Item Basic Information

2. Identification

3. Classification

Item Basic Information » Select Receivers

+ Add

<input checked="" type="checkbox"/>	GLN	Name
<input checked="" type="checkbox"/>	9312345507139	Approval Recipient D (Health RDV)

Displaying items 1-1 of 1

< Back
Next >

Select Recipients dialog

Click Create to enter the item editor.

2.5.1 Adding possible recipients to existing items



You can add possible recipients to existing items as well. This can be done either from the hit list or from the item editor. Click on the Maintain possible publication targets button and proceed as described above.

Add possible recipients from hit list

2.6 GPC Predictor

After providing information such as trade item description and functional name in Identification, the GPC Predictor will suggest the most relevant classification for you.

Create item ✕

1. Item Basic Information

2. Identification

3. Classification

Get ideas for classification by prediction service

 Select product class from list

Classification based on your identification - change identification

GPC Description	GPC Code	Probability	Select
Chocolate and Chocolate/Sugar Candy Combinations - Confectionery	10000045	46.61	▶ Apply
Sugar Candy/Sugar Candy Substitutes Confectionery	10000047	10.28	▶ Apply
Confectionery Products Variety Packs	10000602	2.72	▶ Apply

[Show more suggestions](#)

< Back
Create

Using the GPC Predictor when creating an item

Click 'Apply' to select the GPC code which defines your product. For more GPC code suggestions, click "show more suggestions". Click 'Create' to create the new item.

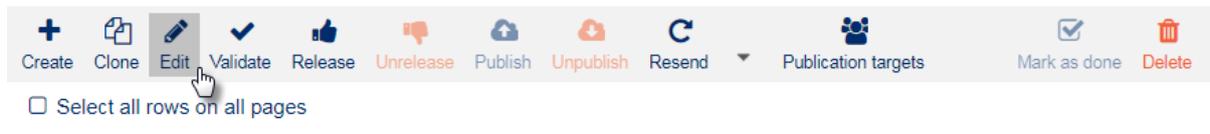
3.0 EDIT ITEMS

You can open the item from the hit list and make the necessary changes to the item. Items can be edited regardless of their status (Draft, Released or Published) but please note that items might have to be released again manually depending on their status prior to editing.

3.1 Edit item in the item editor

The following applies to new, released, published or unpublished items:

- Select the item/s you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item editor.
- Alternatively, an item can be opened by double-clicking on it.
- The item editor of every item opens up in a separate tab while the hit list remains open in its own tab. This allows you to easily switch between the various items and the hit list
- Now make the necessary changes to the item.
- Save the item after you have made all necessary changes. Validate, release and publish the item.



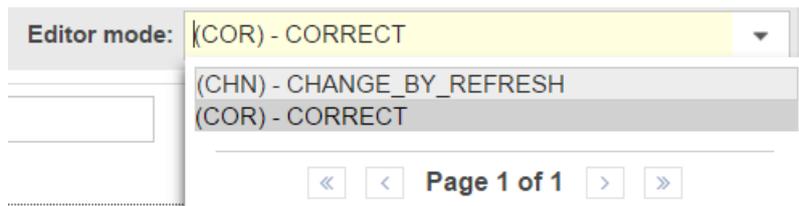
Function bar

3.2 Edit a released item

- Select the item/s you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item editor.
- Now make the changes to the item/s.
- An already released item, which has been modified, will be automatically set to status Pending Release. The item must then be released again manually by the user. See section 'Release Items'.

3.3 Edit a published item

- Select the item/s you want to edit by flagging them in the list. Then click the Edit option in the function bar to open the item editor.
- If the item has the processing status Published, the default mode for the edit form is the Change. You can switch the edit form between Change and Correction in the editor.
- Correct is intended to fix erroneous data whereas Change by refresh is intended as a modification of actual values.



Action Code in Item Editor

- Now make the required changes.
- Once you have made your changes, save them by clicking the Save icon.
- A validation report appears.
- The processing status changes depending on the initial status of the item before it was edited.
- Published items have the trade item status Changed or Corrected depending on the editing mode you used.
- The publication status is not changed. An already published item, which has been modified, will automatically be set to Pending Release. The item has to be released again manually by the user. See section 'Release Items'.
- A validation report is displayed in the Report section of the item details area