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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
2.40	May 14th 2019	Included new section: Price Search Updated section 2.5 purging price and 4.5 deleting price	K.Lai
2.30	December 2017	Updated user guide with new PriceSync Interface	K.Lai
2.20	August 21st 2017	Updated screenshots for new Publisher interface	K.Lai / A.Đinh
2.10	June 1st 2017	New features include: • 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

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Table of contents

1.0 PRICE INFORMATION

Price information can be added and maintained in the *PriceSync* module of Publisher, and be synchronised between trading partners.

This document describes the functionalities of the user interface and the process of exchanging price data. It does not deal with business and pricing negotiations –such as agreements on standard conditions and rounding factors.

Publisher uses the GDSN Price Synchronisation message to transmit all information relevant for invoices in your user community, that is:

- Retailer relationship data (agreed retailer relation with general conditions, as e.g. target market, currency and trade channel for which the price is intended).
- Item price types (simple or bracket prices, that may be supplemented with allowances and charges).

The User Interface allows standard users to enter and maintain price types (prices) without or with price brackets as well as supplemental allowances and/or charges.

Community admins can maintain and assign retailer relationships. Please note that this manual deals only with the functions available to the standard users. Functions restricted to users with a Community Admin role are described in a separate document.

Price **Templates** can be saved, maintained and used as a creation base for new price types. There are two preconditions that must be fulfilled for maintaining prices for an item:

- There must be a corresponding item in Publisher
- A relationship must have been created beforehand by a community administrator

2.0 MAINTAIN PRICES

PriceSync can be accessed from the Publisher menu bar. This will open PriceSync in a new tab. All prices for your GLN will be automatically loaded when accessing PriceSync.
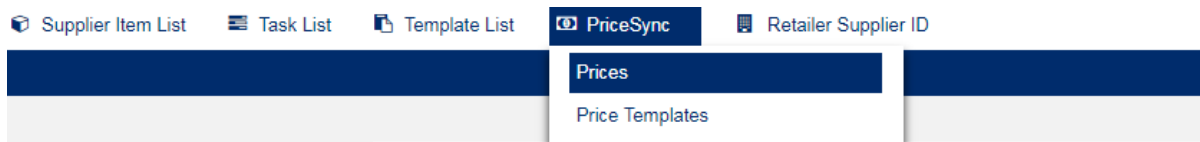
Publisher Menu Bar

The user interface here is similar to the supplier item list. A hit list where all saved price items will be displayed is located in the centre. By highlighting a price, item details are loaded at the bottom of the page.
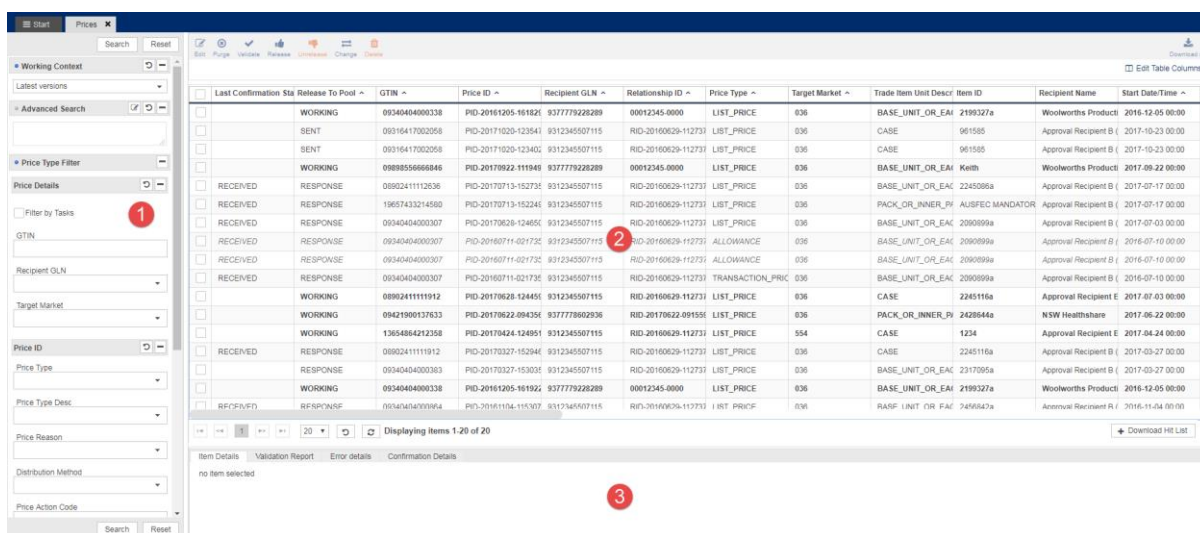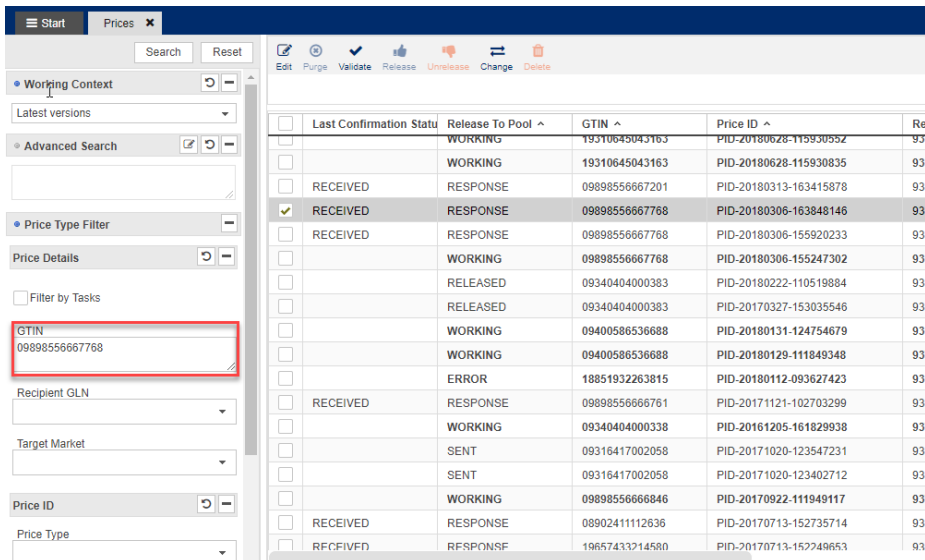

The PriceSync interface

1. The sections on the left side is used to search for price recordsThe hit list displays all current price items by default. Different actions can be carried out on these items via the buttons on the top. Please note that only prices marked in bold are editable. Allowances and charges are displayed in Italics font.
2. Item Details, Validation Report, Price Error details and Confirmation Details are located at the bottom of the page.
   o The information about a price item will be displayed in the Item Details tab when one item has been selected.
   o The validation report will be shown after activating the *Validate* button.
   o If a price has received an error, it will display in the Error Details tab.
   o Confirmation Details tab provide information on the confirmation status of the price.

2.1 Price Search

The search panel is primarily used to search for specific price records, either by using predefined filters or by specifying information in the advanced search.
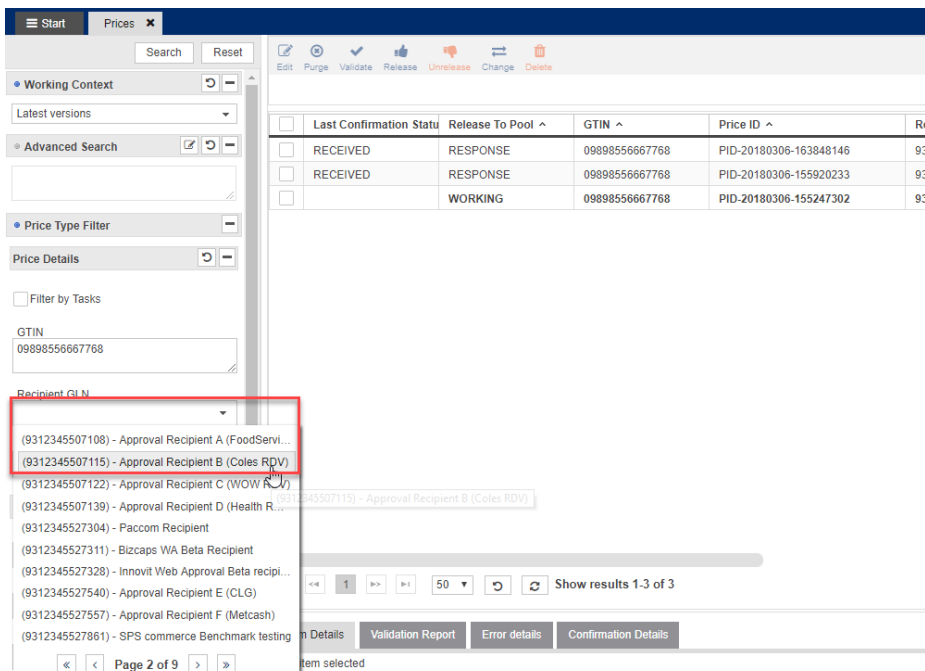
To search for the price records of an item, enter the GTIN in the GTIN field provided and press "Search":
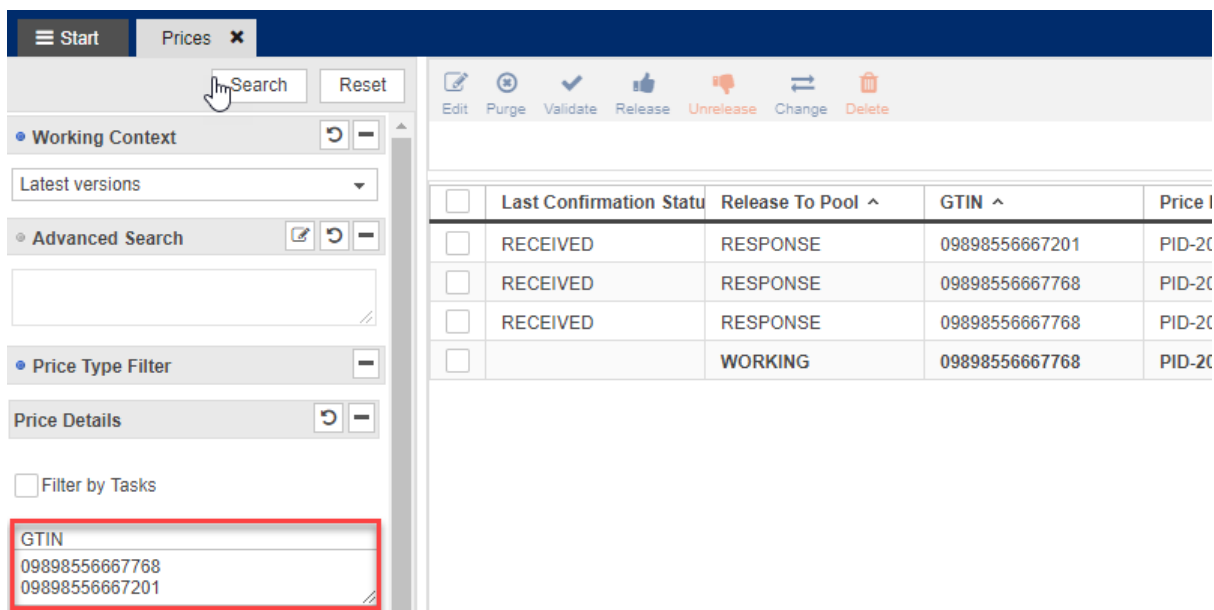

Searching for prices

To further refine your searches, you can include the data recipient's GLN by selecting from the Recipient GLN drop down option:

Refine search results by selecting the data recipient GLN

The GTIN field supports searches for multiple GTINs. You can do so by separating each GTIN with a space or new line:


Searching for multiple GTINs

2.2   PriceSync Function Bar

The PriceSync Function Bar is used to create and maintain prices.

Main Function Bar

Please refer below for the definition of each icon:

Icon	Description	Definition
Edit	***Edit***	The price type opens in the Price Editor where certain attributes can be edited
Purge	***Purge***	Prices that have not yet been release to the data pool can be purged with this function
Validate	***Validate***	Validate prices to ensure it meets mandatory price data requirements
Release	***Release***	The Release button will release the price to the data pool (provided there are no errors with the prices upon validation)
Unrelease	***Unrelease***	A Price that has a RELEASED state can be unreleased with this function

Change	*Change*	Opens the price change wizard where current price can be end dated follow by adding a new price. **(Note: provided the current prices have been responded by the data recipient)**
Delete	*Delete*	Prices with an Effective Start Date that is still in the future can be deleted with this option **(Note: Consult with your NPC Customer Service Advisor first before using this function as some data recipients cannot accept DELETE prices)**

2.3   Create a new price

These are the following ways of creating a new price:

1. **From the Supplier item hit list or task list in Publisher**

   If there is no price data in the system for the item, price can **only** be added from either of these lists.

2. **From the Price Editor**

   Price data can be created directly from the price type data form.

3. **Using Template**

   Price data can be created from templates stored in the system.

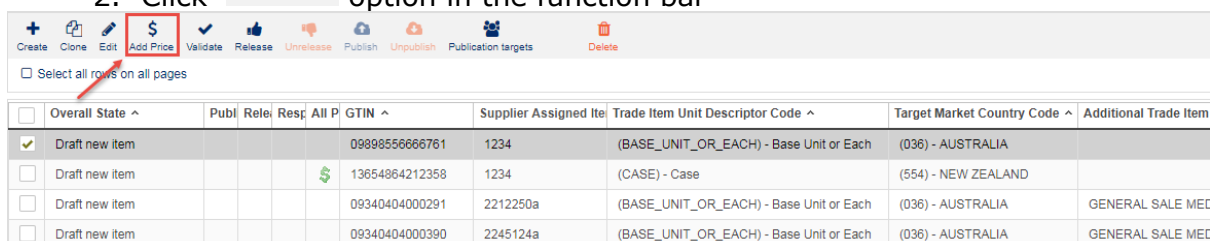4. **Upload via Excel import**

   Price data can be uploaded via Excel import

2.3.1   Create price using the item hit list or task list

To create a new price for an item from the item hit list:

1. Select the required item from the Supplier Item List

2. Click option in the function bar

Option to add price in the function bar of the item hit list

3. Select the price relationship for which you want to add the new price then click Select Relationship (**Note: A valid price relationship with the data recipient must exist first before prices can be created. Consult with your NPC Customer Service Advisor on how to set up price relationship**)

Select Price Relationship

4. The list of displayed relationships is restricted to the retailers for whom the item can be published. Only relationships that correspond to the target market of the trade item are displayed. Confirm the selected relationship by pressing Select Relationship. The Price Editor will now open in a separate tab.

Price Editor

The following information is populated automatically and cannot be edited:

- Price ID
- Release To Pool state
- Price Action Code

To add a price from the Task List, please click on the Task List from the Publisher Menu Bar and follow the instruction above starting from *2.2.1*.
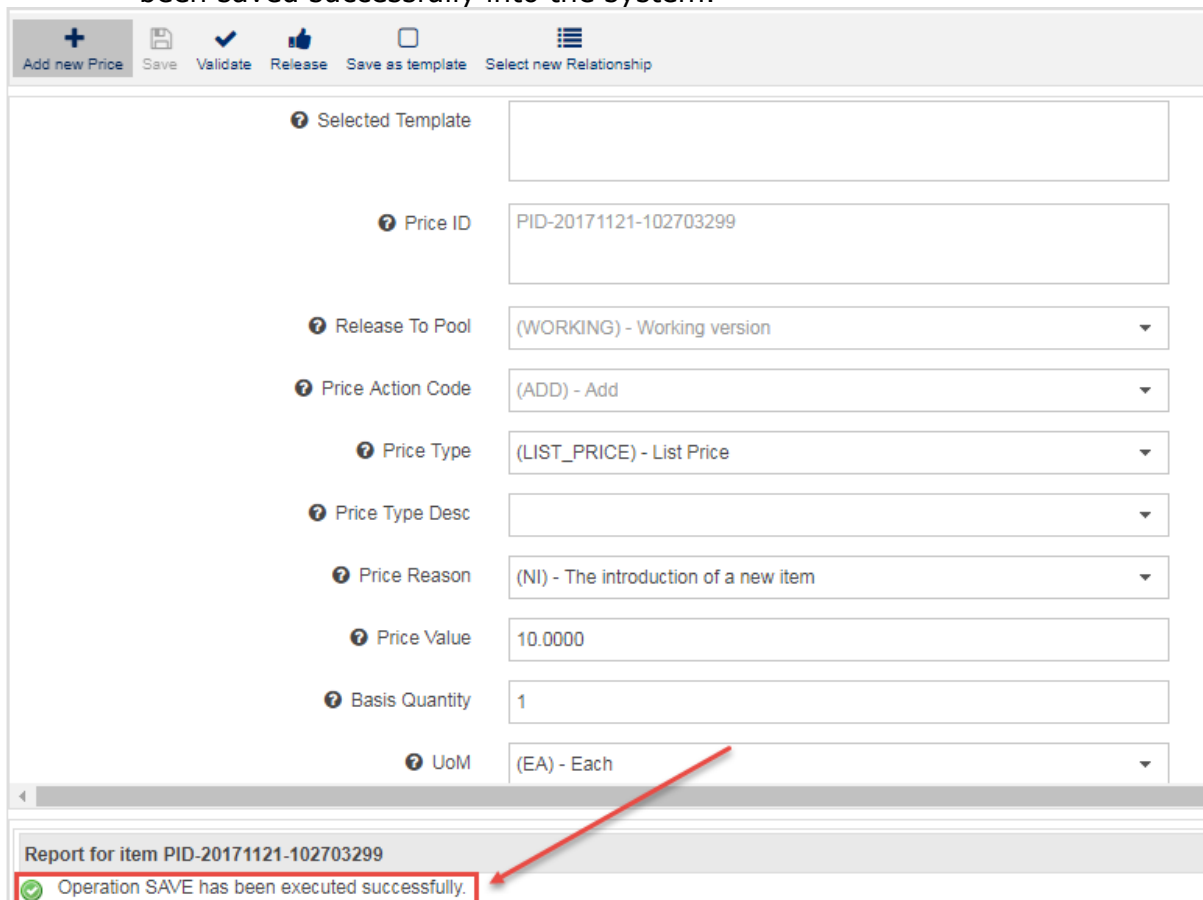

Publisher Menu Bar

2.3.2 Create price from the Price Editor

If required, you can create more prices for the same item directly from the Price Editor. Note as a pre-condition, at least one price must already be saved successfully into the system.

1. Save the price you have created. The Price Editor will indicate price has been saved successfully into the system.

Price validated and saved successfully into system.

2. From the function bar in the Price Editor, select one of the following options:
   - **Add new price**
     - This will open a new Price Editor for the same item with the same price relationship details and allows you to create a new price.

Add new price

   - **Select new relationship**
     - Adding new price under another price relationship. After selecting a different price relationship from the options available, this will open a new Price Editor. This will allow you to create a new price for the same item but with a different price relationship. This is useful when creating prices for the same item to multiple data recipients.
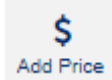

Add New Price for the same item under a different price relationship

2.3.3 Create price using a Template

Pre-requisite: There must be at least one template already stored in the system. If no templates are available yet, please refer to the chapter 3.0 Price Templates.

To create a new price from a template:

1. Select the required item from the Supplier Item List

2. Click [$ Add Price] option from the Item Hit List function bar

3. Select the relationship you wish to add the new price for from the dialog Add Item Price Type – Relationships

4. Then open the drop-down list template at the bottom of the dialog (this list offers only the templates for the selected relationship)

Selecting a Price Template

5. Select the template you wish to use
6. Click Select Relationship opens Price Editor pre-filled with the contents of the selected template.

2.3.4 Create price via Excel Import

Price data can be uploaded via the Excel import from the Supplier Item List. There is no separate upload functionality in PriceSync. You can either download an existing item into Excel or populate the Excel Template with price data. Please note that the trade item data must be uploaded with the price – at the very least, the primary key (GTIN, GLN, target market) must be included.

Download an Excel Template by clicking the *Download As* option

Downloading an Excel Template

1. Open the template in Excel. Notice there is several tabs at the bottom of the sheet. The price data needs to be entered in the sheet Prices
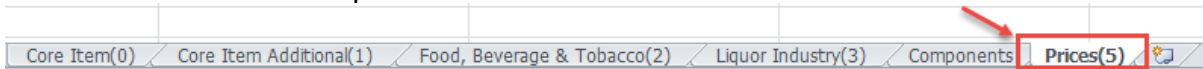
Excel Template tabs

2. If only prices will be uploaded, non-relevant tabs can be deleted from the Template
3. Please ensure the mandatory columns are populated correctly. Otherwise the price upload will fail (mandatory columns are highlighted in dark blue)

Excel Template Price tab

4. Once finished, select Upload option from the function bar
5. Upload the saved template to Publisher by clicking on *Select*

Uploading the prices using the Excel Template

6. Provided there are no errors, you will receive a report which can be accessed by clicking on the link under the Report column
7. If data is correctly imported, price symbol will appear after refreshing the hit list. Price information will also appear under the Price Summary tab.

Price Symbol in the item hit list

Price Summary

2.3.5   Allowances/Charges

If there are Allowances and Charges for the price, this can be added in the Price Editor. Allowances/Charges are identified in the price hit list with italic font and grey font colour. They are linked to the parent price by Target Price ID. The Target Price ID is also listed as the Price ID for the parent price.

Allowances/Charges

When saving the date, every allowance/charge receives a Price ID (PID) of its own. However, they do not exist independently of the parent price nor can it be accessed separately after the data is saved as displayed above. This is because the allowance/charge is dependent on the parent price. They are listed in the price hit list for reference only and cannot be edited.
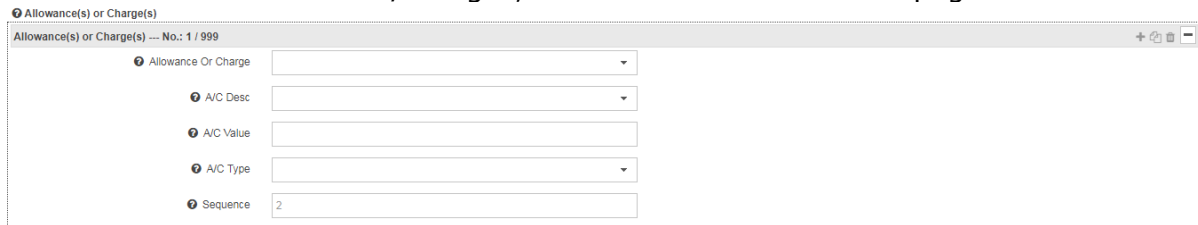
Example of Allowances, added when a parent price was created.

Adding Allowances/Charges

If there are allowances/charges to the price, this is added when creating the parent price.

1. Within Price Editor, add your price as per normal.
2. To add allowances/charges, scroll to the bottom of the page.
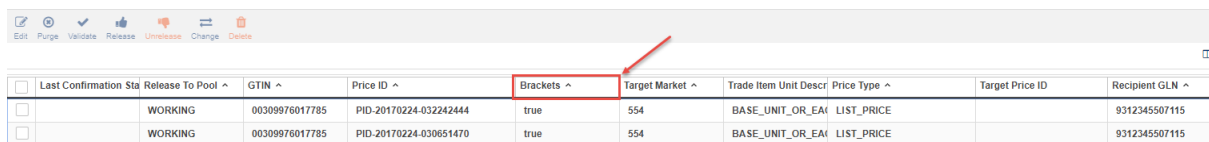
Allowances and Charges

3. Populate Allowance or Charge from the drop down code list provided
4. Populate A/C Desc from the drop down code list provided
5. Populate an A/C Value
6. Indicate whether the Allowance or Charge is a Value or Percent
7. Sequence is automatically generated (Note: do not amend)

To add more Allowances/Charges group, simply click on the ✚ button at top right corner. To delete a group click the 🗑 button. The 🗎 button will copy the existing Allowances/Charges group.

2.3.6 Brackets
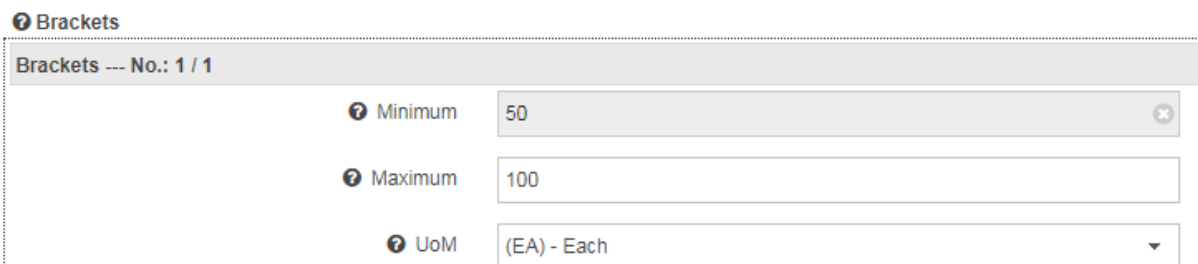
Price brackets are added as condition to the parent price. If an item has price brackets, this is indicated in the Bracket column in the price hit list.

Brackets Pricing

To add Brackets Pricing to the parent price, simply enter an order quantity range (minimum and maximum) that applies to the price.

Example of Brackets

2.4   Edit/Change price

All prices can be edited using the option *Edit* Edit . Prices with *Release to Pool* status *RESPONSE and Confirmation Status REJECTED or REVIEW* can be edited using the

options *Edit* Edit or *Change* Change . Please note that only the following price

attributes can be updated using the *Edit* Edit option: *Price Type Description, Start date/Time, End Date/Time, Reference Document Information.*
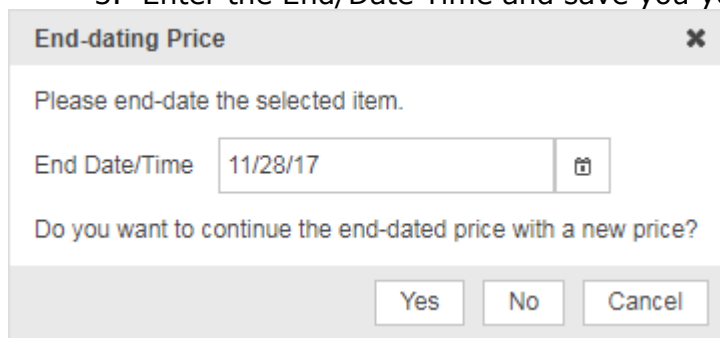
The *Price Action Code* is set automatically depending on the content you are changing:

- When Start Date/Time has been changed the Price Action Code is set to CORRECT. The date can only be corrected if still in the future. No other content can then be edited.
- When Price Type Description, End Date/Time and Reference Document Information's have been changed, the Price Action Code is set to CHANGE_BY_REFRESH. The other content can no longer be edited.

If you wish to update more <u>content</u> than described above you can create a new price

by using the option *Change* Change . Proceed as follows:

1. Select the price from the price hit list

2. Click the Change Change option in the function bar
3. Enter the End/Date Time and save you your entry by clicking 'Yes'

End dating current price and creating a new price
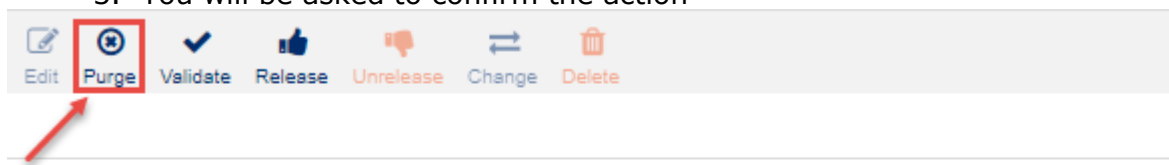
4. A new Price Editor appears and is pre-populated with the price data of the old price, with a price action code ADD and a new price ID (PID).

2.5   Purge Price

Prices in WORKING status can be purged from the price hit lists.

1. Access the price hit list

2. Select the price(s) you want to purge and click the Purge ⊛ Purge option in the function bar
3. You will be asked to confirm the action

Purging Prices

Confirming selected prices to purge

After purging the Price Type Validation Report is displayed below the hit list confirming that the prices have been removed.

Validation Report confirming prices have been purged.

Please note that this action will remove the record of the WORKING version from NPC. There are 2 scenarios:
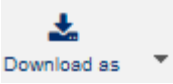
1. If it's a new price that has not existed in NPC before, clicking purge will delete the WORKING price completely from record.

2. If it's an existing price record that's been updated, clicking purge will delete the WORKING price that was being updated and the system reverts to the last released version of the price. The last released version of the price is the record that had been previously accepted by NPC.
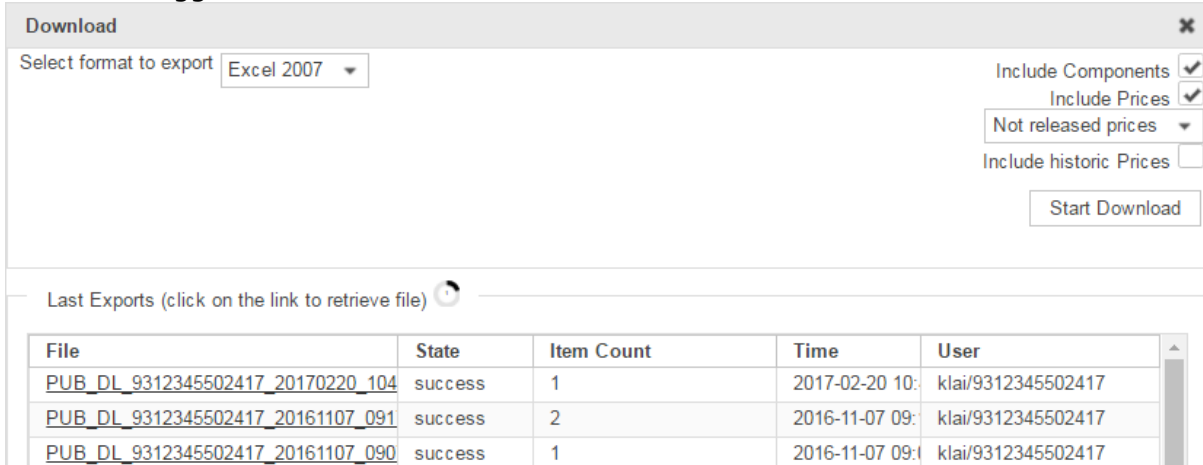
Please note this does not mean that a price that was already synchronised will be discontinued. To discontinue an active price, you **must** provide an end date and release from PriceSync. This will send the update to the data recipient.

2.6   Download price data

Price data can be downloaded in Excel from the Supplier Item Hit List. There is no price download function within PriceSync itself.

To download price data:

1. Flag the item(s) you wish to download in the supplier hit list

2. Click the Download as ▾ option and select Item Download Excel
3. The download dialog will open. Make sure the option Include Prices is flagged.

Download				✖
Select format to export	Excel 2007 ▾		Include Components ✔	
			Include Prices ✔	
			Not released prices ▾	
			Include historic Prices ☐	
			Start Download	

Last Exports (click on the link to retrieve file) ⟳

File	State	Item Count	Time	User
PUB_DL_9312345502417_20170220_104	success	1	2017-02-20 10:	klai/9312345502417
PUB_DL_9312345502417_20161107_091	success	2	2016-11-07 09:	klai/9312345502417
PUB_DL_9312345502417_20161107_090	success	1	2016-11-07 09:(	klai/9312345502417

Excel Download dialog

You can select either released or not released priced from the drop down box and can also choose to include historic prices.

Excel Download options

Click Start Download to initiate the process. The price data will download into the Excel Template and can be found in the sheet *Prices* within the downloaded file.

2.7   Validate price

The data is automatically validated upon saving. The Price Type Validation Report indicates whether the data record is correct or if there are errors that need to be corrected. Please refer to the error texts for a description of how to proceed.
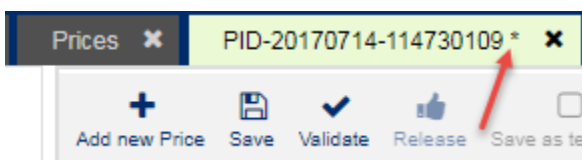
Price record with errors upon validation

Clicking the *Validate* option will instantly validate the price data. If there are errors in the price data, correct it (if possible, also the contents that causes warnings), and save the price data again.

If a price is in editing mode, an asterisk is displayed in front of the price ID in the tab:

Price in editing mode and not saved yet.

If you try to close the price from editing mode with saving, the following message will prompt for your action:

Warning ✖

Your modifications have not yet been saved and will be lost if you proceed.

Cancel   Reject changes
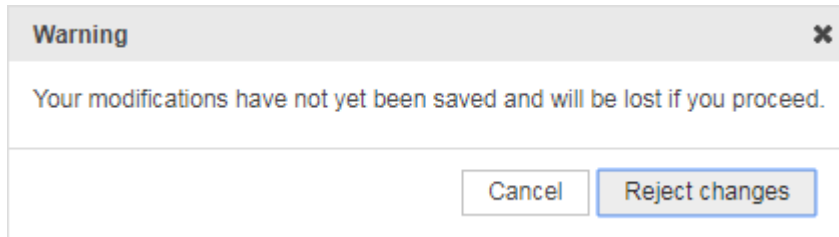
Safety prompt

Please note:
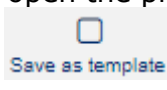
- Price data cannot be released if there are errors reported.
- Only successfully validated prices without errors listed in the validation report can be released/sent to the pool, and are listed in the Price Summary widget of the item (see 'Release Price Data').

3.0 PRICE TEMPLATES

Using Price Templates for contents that are common to a number of prices can considerably reduce the amount of manual data entry. The fields in the Price Template are identical to what is available in the Price Editor when adding/changing a price except for the Template Name field on top. The Template Name is the key of the data record. All templates are listed in the Template hit list and can be maintained from there.

3.1   Create a Template using Price Type

To create a Price Template:

1. Select a price that is still in WORKING state

2. Click on *Edit* Edit option to open the price in Price Editor

3. Click the Save as Template Save as template option from the Price Editor function bar
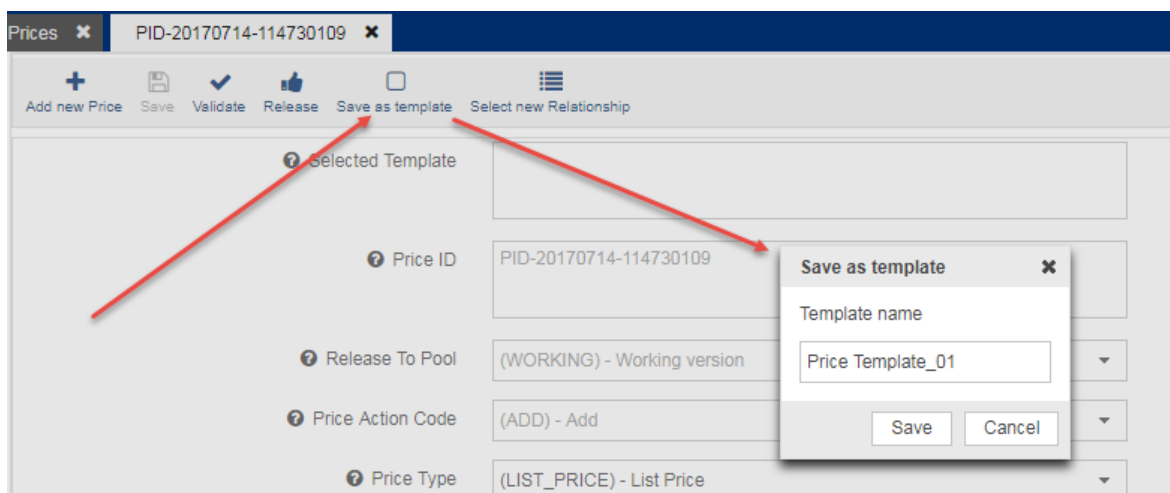
Save existing working price as Template
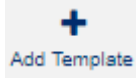
3.2 Create template from Template List

Price template is particularly useful if you're loading multiple prices which have common values. A Price template can be created to have values pre-populated. Using a pre-populated Price template saves time from loading individual prices multiple times and populating the same information. To create a Price template:

1. Select the Price Templates under PriceSync from the Menu Bar:
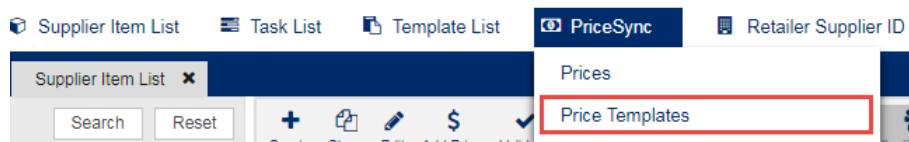
Price Template

2. A Template List tab will open. Click Add Template ![Add Template] in the function bar
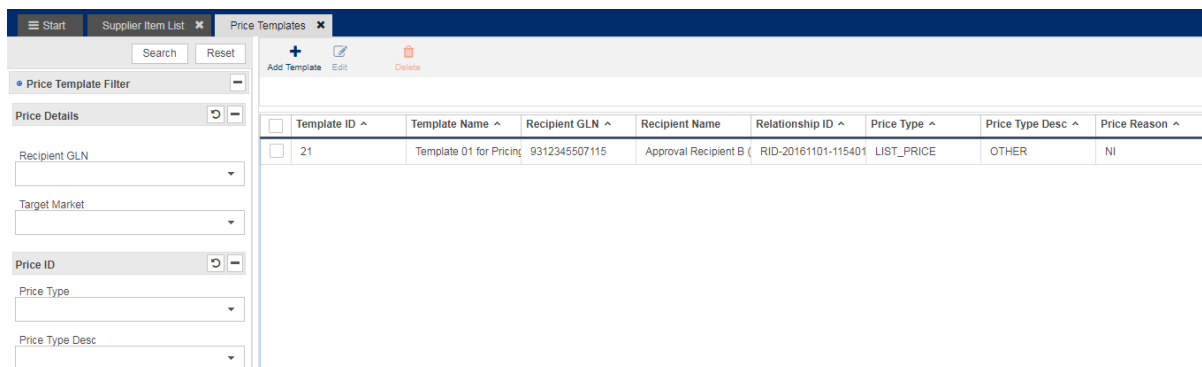
Template List

3. Choose the price relationship for the template and click Select Relationship

4. Enter a template name for the new price template

5. Populate the rest of the data for the price template

Enter a name for the Price Template

If you require editing a template:

1. Select one of the template from the hit list

2. Click the Edit [Edit icon] option in the function bar

3. Enter the changes and save

If you require deleting a template:

1. Select one of the template from the hit list

2. Click the Delete [Delete icon] option in the function bar

3. Confirm the prompt by clicking *Yes*

4.0 SYNCHRONISE PRICES

The main functionality of the PriceSync user interface is the ability to exchange price data between business partners. Once prices have been created and validated, they can be released and are then transmitted to the Data Pool and ultimately, the data recipient.

A price must be released first before they can be sent to the Data Pool and from there to the recipient.

There is no separate publication for prices, since it always dependent to an item and is thus published with the item data. If the item was already published, the price should be sent out immediately.

4.1 Price data states

The state and progress in the price synchronisation process is monitored in the Price Type Hit List and displayed in the columns *Release to Pool* and *Last Confirmation Status*.

	Last Confirmation Status ^	Release To Pool ^
☐		WORKING
☐		WORKING
☐		WORKING
☐	RECEIVED	RESPONSE
☐	RECEIVED	RESPONSE
☐	RECEIVED	RESPONSE
☐	RECEIVED	RESPONSE
☐	RECEIVED	RESPONSE

Release to Pool and Last Confirmation Status

Four *Release to Pool* status **must** be successfully passed until the price synchronisation with the data recipient can finally be performed and confirmed.

It is **highly recommended** that users familiarise themselves with the different status prior to transmitting price data since it determine the actions that may need to be taken by the users.

Please note the difference between *Release to Pool* and *Confirmation Status*:

- Release to Pool indicates whether a price is in working, released, response or error status.
- Last Confirmation Status indicates whether a price was confirmed by the data recipient.

Release to Pool Status	Definition
WORKING	Prices with **WORKING** status have not yet been released to the pool. Price data with this status can be edited and purged (Note: purge is only allowed **only** if it's a new price. If it's an existing price, which previously have been released to the pool, it cannot be deleted from the system)
RELEASED	Price is released but *not yet* sent to the data pool. Price data with this status cannot be edited or purged and will need to be unreleased to edit (Note: Prices in this status are common if the item data is not yet published to a data recipient. If this is not the case, please contact your Customer Service Advisor immediately)
SENT	Price has been sent to the data pool. A supplier must now wait for a positive response from the pool. The data cannot be edited (Note: If a price remains in SENT status, please contact your Customer Service Advisor immediately)
RESPONSE	Positive response received for the price upload. If required, the user can now modify the price data (Note: Ideally, all prices sent should have a RESPONSE status. Reminder that a RESPONSE status means the price was sent successfully to the data pool only but *not yet* received by data recipient.
ERROR	Negative response received for the price upload. There is either a system error or GDSN validation indicating an error in the data. The user needs to correct the information and release the price again.

Last Confirmation Status	Definition
RECEIVED	Price is received by the data recipient. Data Recipient can review and begin transmitting the price data to their internal system.
SYNCHRONISED	Price is synchronised by data recipient into their internal system. (Note: Not all data recipients send confirmations with SYNCHRONISED status. Please speak to your Customer Service Advisor for more information)
REVIEW	Price has not been accepted by data recipient. Please review the price for reason and update as necessary.

4.2 Release Price

A price can be released from the either the price hit list or within the price editor.

Precondition: The corresponding item must already be released in Item Sync. If the item is not released to the data pool, the price will just remain in RELEASED status (until Item Publication occurs for the corresponding item)

In order to release price:

1. Select the price(s) from the price hit list

2. Click the *Release* 👍 Release option

Click the release icon will bring up the confirmation catalogue. If you have more than one price for the same item and the same data recipient, the following dialog appears and you have the possibility of releasing all these prices at once (**Release Selected and additional**), or only the price from which you have initiated the action (**Release Selected**). Clicking *Cancel* will cancel the price release.

Multiple Release ✖

| These 2 prices have been selected for release: |

Selected Prices

GTIN	Recipient GLN	Target Market	Price ID	Relationship ID	Price Type	Pr
00309976017785	9312345507115	554	PID-20170224-030651470	RID-20161101-115401229	LIST_PRICE	O
04996112767008	9312345507115	036	PID-20170223-233746878	RID-20161101-115401229	LIST_PRICE	

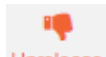| There are 1 additional unreleased prices for the same item and recipient: |

Additional Prices

GTIN	Recipient GLN	Target Market	Price ID	Relationship ID	Price Type	Pr
00309976017785	9312345507115	554	PID-20170224-032242444	RID-20161101-115401229	LIST_PRICE	

| Do you want to release all 3 selected and additional prices together? |

✖ Cancel   ✔ Release Selected and additional   ✔ Release Selected

Multiple Price Release

If a price is in RELEASED status, it can be unreleased. This is necessary if user requires to make changes to the price. To unrelease a price:

1. Select the price from the price hit list and click the *Unrelease* 👎 Unrelease option

2. A message will prompt for confirmation. Click *Yes*

Unrelease confirmation

The price status will be set back to working. It can be released again when updates is finished.

4.3 Send Price

When released, a price is automatically sent to the data pool. No additional user action is required for this step.

This happens either:

- immediately, if the item was already published or
- together with the item, when the item is published

After sending a released price to the pool, the price has the Release to Pool Status SENT. When the price has arrived and has been accepted by the Data Pool, the status immediately changes to RESPONSE.

4.4 Correct Errors

If a price receives an ERROR status, it can be due to reasons such as:

- The price is not accepted as it has not met specific Validation Rules requirements within the Data Pool.
- The price is not accepted by the Data Pool due to System Error

In such scenario, the error should be checked in the Error Details tab then take the necessary steps to correct the data. If the error cannot be corrected, contact your Customer Service Advisor for assistance.


Example of a price with error

4.5   Delete price

If the Effective Start Date of the price is still in the future, the price can be deleted

using the *Delete* 🗑 Delete option. This will set the *Price Action Code* to *DELETE* and the price will change to WORKING status. Release the price to send the update to the targeted data recipient. Note: whilst the Delete option is available to use, it is strongly recommended user to populate an end date via a price update in order to cancel the price as **not all Data Recipients support the DELETE Price Action Code**.

Please consult with your NPC Customer Service Advisor before using the DELETE action.

Need Help?

If you require more information or further assistance with loading price information into PriceSync, please contact the NPC Customer Support Team on 1300 227 263 or email NPCCustomerSupport@gs1au.org