

Title	National Product Catalogue Publisher User Guide Part Four
Version	2.40
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
2.40	May 14 th 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 21 st 2017	Updated screenshots for new Publisher interface	K.Lai / A.Đinh
2.10	June 1 st 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 12 th 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

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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.

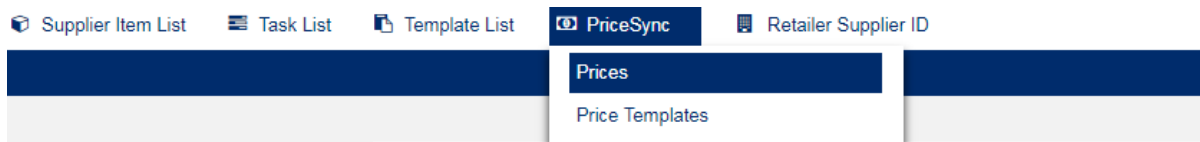
Community admins can maintain and assign retailer relationships. Please note that this manual deals only with the functions available to the standard users. Functions restricted to users with a Community Admin role are described in a separate document.

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

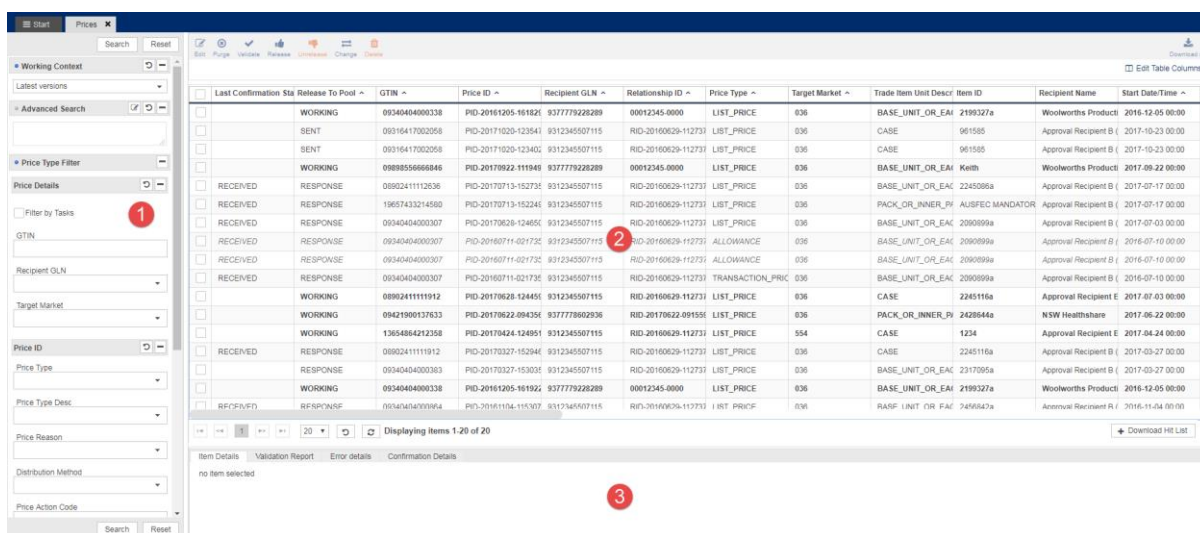
2.0 MAINTAIN PRICES

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.



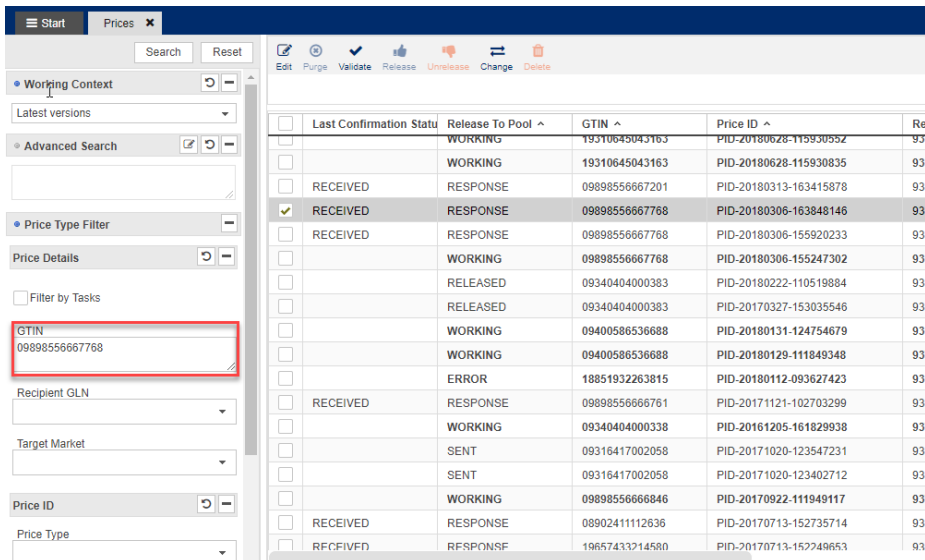
The PriceSync interface

- The sections on the left side is used to search for price records. The 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.
- Item Details, Validation Report, Price Error details and Confirmation Details are located at the bottom of the page.
 - The information about a price item will be displayed in the Item Details tab when one item has been selected.
 - The validation report will be shown after activating the *Validate* button.
 - If a price has received an error, it will display in the Error Details tab.
 - 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.

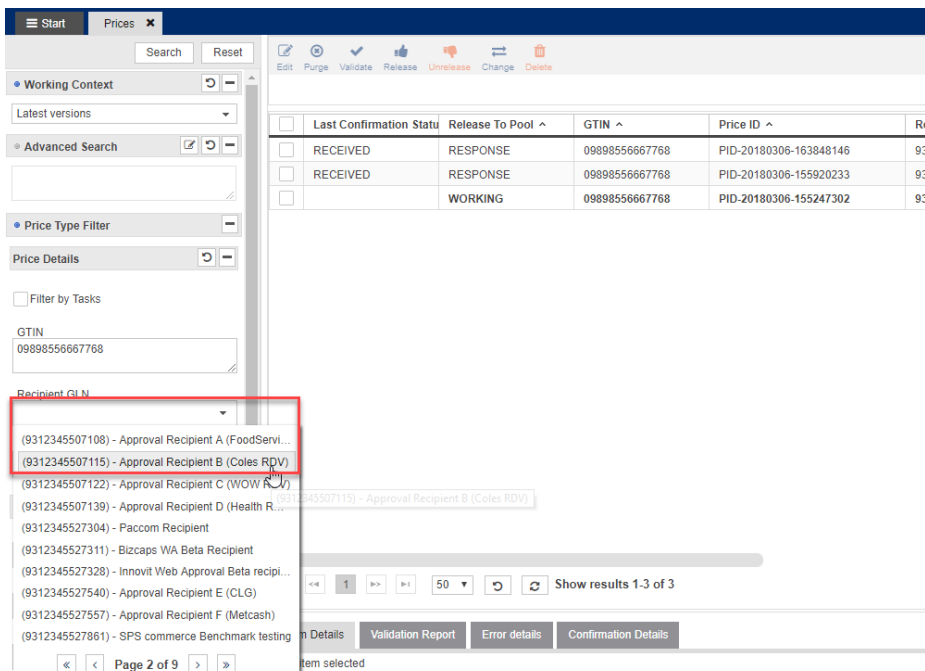
To search for the price records of an item, enter the GTIN in the GTIN field provided and press "Search":



	Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Re
<input type="checkbox"/>		WORKING	19310645043163	PID-20180628-115930552	931
<input type="checkbox"/>		WORKING	19310645043163	PID-20180628-115930835	931
<input type="checkbox"/>	RECEIVED	RESPONSE	09898556667201	PID-20180313-163415878	931
<input checked="" type="checkbox"/>	RECEIVED	RESPONSE	09898556667768	PID-20180306-163848146	931
<input type="checkbox"/>	RECEIVED	RESPONSE	09898556667768	PID-20180306-155920233	931
<input type="checkbox"/>		WORKING	09898556667768	PID-20180306-155247302	931
<input type="checkbox"/>		RELEASED	09340404000383	PID-20180222-110519884	931
<input type="checkbox"/>		RELEASED	09340404000383	PID-20170327-153035546	931
<input type="checkbox"/>		WORKING	09400586536688	PID-20180131-124754679	931
<input type="checkbox"/>		WORKING	09400586536688	PID-20180129-111849348	931
<input type="checkbox"/>		ERROR	18851932263815	PID-20180112-093627423	931
<input type="checkbox"/>	RECEIVED	RESPONSE	09898556666761	PID-20171121-102703299	931
<input type="checkbox"/>		WORKING	09340404000338	PID-20161205-161829938	931
<input type="checkbox"/>		SENT	09316417002058	PID-20171020-123547231	931
<input type="checkbox"/>		SENT	09316417002058	PID-20171020-123402712	931
<input type="checkbox"/>		WORKING	09898556666846	PID-20170922-111949117	931
<input type="checkbox"/>	RECEIVED	RESPONSE	08902411112636	PID-20170713-152735714	931
<input type="checkbox"/>	RFCFVFD	RFSPNSF	1965743314580	PID-20170713-152749653	931

Searching for prices

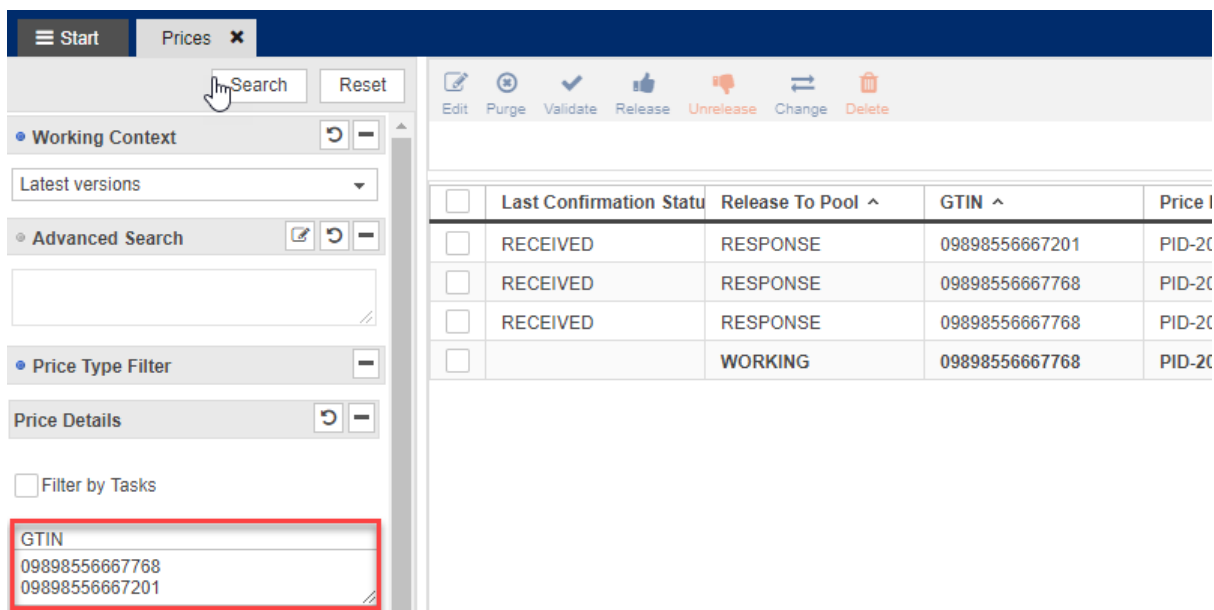
To further refine your searches, you can include the data recipient's GLN by selecting from the Recipient GLN drop down option:



	Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Re
<input type="checkbox"/>	RECEIVED	RESPONSE	09898556667768	PID-20180306-163848146	93
<input type="checkbox"/>	RECEIVED	RESPONSE	09898556667768	PID-20180306-155920233	93
<input type="checkbox"/>		WORKING	09898556667768	PID-20180306-155247302	93

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

	<p>Change</p>	<p>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)</p>
	<p>Delete</p>	<p>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)</p>

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

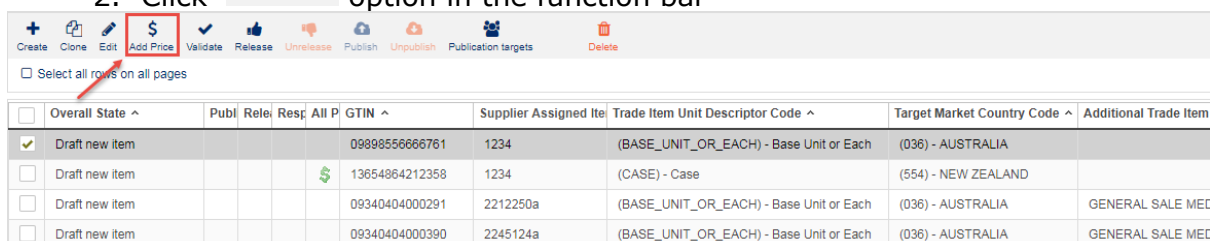
Price data can be uploaded via Excel import

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



The screenshot shows a software interface with a function bar at the top containing icons for 'Create', 'Clone', 'Edit', 'Add Price', 'Validate', 'Release', 'Unrelease', 'Publish', 'Unpublish', 'Publication targets', and 'Delete'. The 'Add Price' icon, which is a dollar sign inside a square, is highlighted with a red box and a red arrow. Below the function bar is a table with columns: Overall State, Publi, Rele, Resp, All P, GTIN, Supplier Assigned Itel, Trade Item Unit Descriptor Code, Target Market Country Code, and Additional Trade Item. The table contains four rows of draft items.

Overall State	Publi	Rele	Resp	All P	GTIN	Supplier Assigned Itel	Trade Item Unit Descriptor Code	Target Market Country Code	Additional Trade Item
<input checked="" type="checkbox"/>					09898556666761	1234	(BASE_UNIT_OR_EACH) - Base Unit or Each	(036) - AUSTRALIA	
<input type="checkbox"/>					13654864212358	1234	(CASE) - Case	(554) - NEW ZEALAND	
<input type="checkbox"/>					09340404000291	2212250a	(BASE_UNIT_OR_EACH) - Base Unit or Each	(036) - AUSTRALIA	GENERAL SALE MEC
<input type="checkbox"/>					09340404000390	2245124a	(BASE_UNIT_OR_EACH) - Base Unit or Each	(036) - AUSTRALIA	GENERAL SALE MEC

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)**

Add Item Price Type ✕

Relationships

Recipient Name	Recipient GLN	Relationship Name	Relationship ID
Approval Recipient B (Coles RDV)	9312345507115		RID-20160629-
NSW Healthshare	9377778602936		RID-20170622-(
Department of Health (VIC)	9377779142295		RID-20160616-(
Woolworths Production	9377779228289	WOOLWORTHS_TEST	00012345-0000

⏪ ⏩ 1 ⏪ ⏩ 10 ▾
Displaying items 1-4 of 4

🗨️ Template Please select a value ... ▾

Cancel
Select Relationship

Select Price Relationship

- 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.

Start Supplier Item List PID-20171121-102703299

+ 📄 ✓ 👍 🗑️ 📄

Add new Price Save Validate Release Save as template Select new Relationship

PID-20171121-102703299

- Basic Price Attributes
- Basic Price Attributes

🔍 Selected Template

🔍 Price ID

🔍 Release To Pool

🔍 Price Action Code

🔍 Price Type ●

🔍 Price Type Desc

🔍 Price Reason

🔍 Price Value ●

🔍 Basis Quantity ●

🔍 UoM

🔍 State/Region

State/Region ... No.: 1 / 999
🔍 State/Region

🔍 Alternate Location

🔍 Distribution Method ●

🔍 Start Date/Time ●

🔍 End Date/Time

Price Editor

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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.

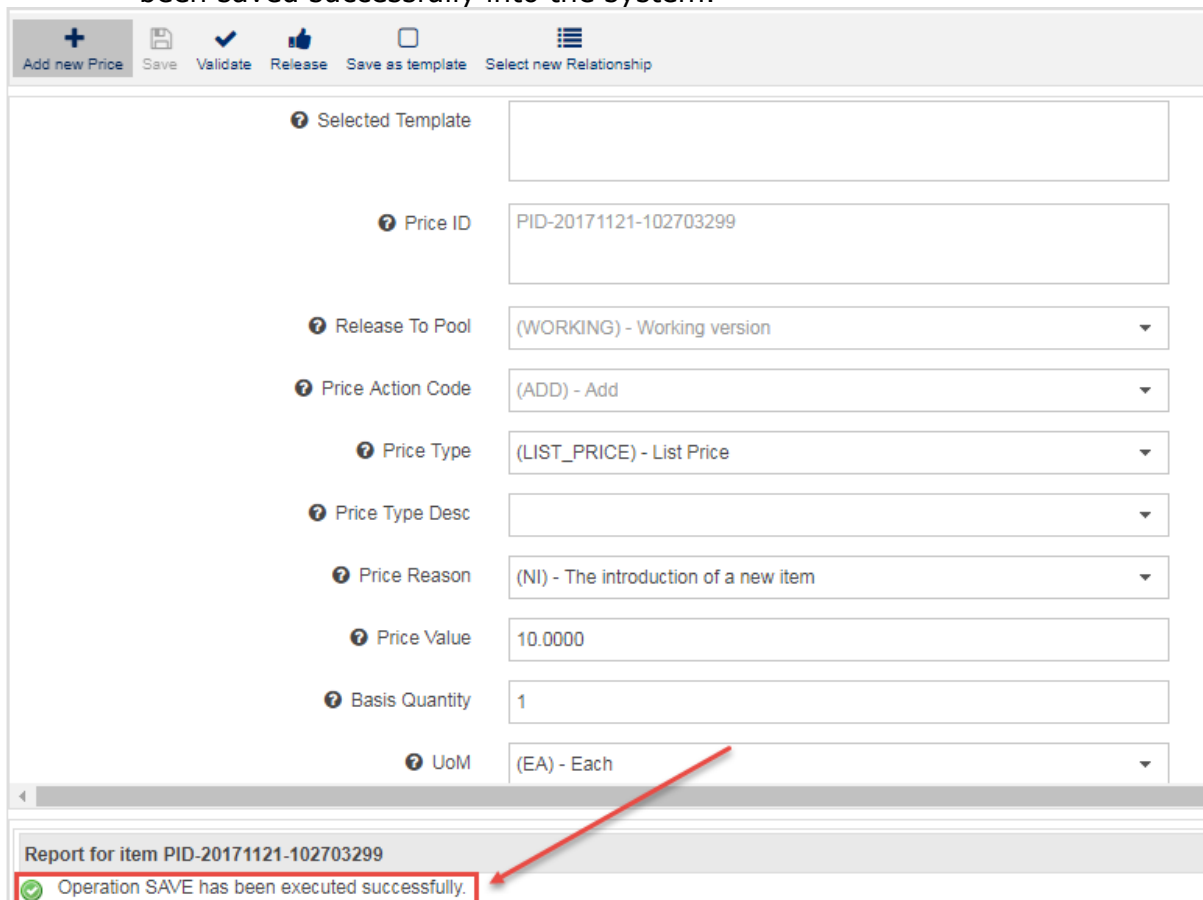


Publisher Menu Bar

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.



+ Add new Price Save Validate Release Save as template Select new Relationship

Selected Template:
 Price ID: PID-20171121-102703299
 Release To Pool: (WORKING) - Working version
 Price Action Code: (ADD) - Add
 Price Type: (LIST_PRICE) - List Price
 Price Type Desc:
 Price Reason: (NI) - The introduction of a new item
 Price Value: 10.0000
 Basis Quantity: 1
 UoM: (EA) - Each

Report for item PID-20171121-102703299

Operation SAVE has been executed successfully.

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.

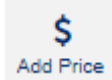


Add New Price for the same item under a different price relationship

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  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)

Add Item Price Type

Relationships

Recipient Name	Recipient GLN	Relationship Name	Relationship ID
Woolworths Retailer UEC	9312345000692		RID-20170809-
Approval Recipient B (Coles RDV)	9312345507115	Keith	RID-20161101-
Approval Recipient C (WOW RDV)	9312345507122		RID-20170213-

1 10 Displaying items 1-3 of 3

Template Please select a value ...

Please select a value ...

Template 01 for Pricing

Cancel Select 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

Save as template Download as Upload

Excel Template

Select Excel format: Excel 2007

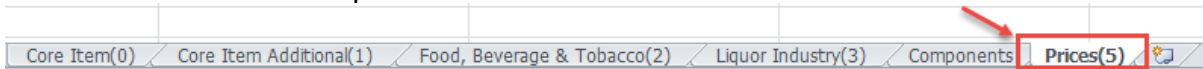
Target market

Download Cancel

Target Market Country Code	Additional Trade Item	Trade Item
(036) - AUSTRALIA		GF
(554) - NEW ZEALAND		
(036) - AUSTRALIA	GENERAL SALE MED	

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)

A	B	C	D	E	F	G	H	I
	GlobalTradeItemNumber	InformationProvider	TargetMarketCountryCode	SUPPLIER_ASSIGNED	TradeItemHierarchyLevel	TradeItemDescription	PriceActionCode	PriceTypeCode
Localized name	Global Trade Item Number (GTIN)	Information Provider	Target Market Country Code	Supplier Assigned Item ID	Trade Item Unit Descriptor	Trade Item Description	Price Action Code	Price Type
Definition	(GTIN) is used for the unique identification of trade items worldwide. A trade item is any item (product or service) for which there is a need to component or the primary GDSN Data Key comprised of GLN+GTIN+TM.	Identifies the data owner/information provider (e.g. manufacturer, supplier, broker, distributor, etc.). (informationProvider) must be the component or the primary GDSN Data Key comprised of GLN+GTIN+TM.	Indicates the country in which the information provider will make the GTIN available to buyers. This indicator does not in any way govern where the component or the primary GDSN Key comprised of GLN+GTIN+TM.	Internal number for the trade item, used to cross-reference to the GTIN in a one-to-one relationship. (additionalTradeItemIdentification)	configuration of the trade item (e.g., pallet, case, inner pack, mixed module, display/shipper, base unit, prepack, setpack, multipack, etc.). sometimes the hierarchical configuration of the trade item (e.g. BASE_UNIT_OR_EACH).	additional trade item attributes. It is composed of several trade item descriptions. The following concatenation of attributes is mandated by standard: Brand Name; Sub-	This is the Price Action Code that is identified against the parent and child prices on this row	This is the Price Type for the Parent Price in this row; typical values are LIST_PRICE, TRANSACTION_PRICE, CONTRACT_PRICE etc
Comment				AdditionalTradeItemIdentification	Mandatory	Optional	Code List: ADD, CHANGE, CORRECT, DELETE	This is a mandatory code list.
GDSN cardinality	Mandatory	Mandatory	Mandatory	Default (item data only)	Mandatory	Mandatory	Mandatory	Mandatory
Field type	GlobalTradeItemNumber[0 BYTE]	InformationProvider[0 BYTE]	TargetMarketCountryCode[0 BYTE]	SUPPLIER_ASSIGNED[0 BYTE]	TradeItemHierarchyLevel[0 BYTE]	TradeItemDescription[0 BYTE]	PriceActionCode[0 BYTE]	PriceTypeCode[0 BYTE]

Excel Template Price tab

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

Upload ✕

+ Select
Release uploaded items

Start upload

No file chosen

Last uploaded (click on the links to retrieve the uploaded file or upload report) ↻



File	State	Item count	Time	User	Report
PUB_DL_9312345528554_20170213_01	success	0	2017-02-21 03:29	klai/9312345528554	PUB_DL_9312345528554
PUB_DL_9312345528554_20170213_01	success	0	2017-02-13 01:56	klai/9312345528554	PUB_DL_9312345528554
PUB_DL_9312345528554_20170213_01	success	0	2017-02-13 01:17	klai/9312345528554	PUB_DL_9312345528554

Precheck messages +

Close

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.

<input type="checkbox"/>	Item Published			\$ 09312345010011	54324	(BASE_UNIT_OR_EA
--------------------------	----------------	---	---	---	-------	------------------

Price Symbol in the item hit list

Publication Info	Validation Report	Item Preview	CIC Summary	Error details	Price Summary
Name ^	GLN ^	Price value ^	Currency ^	Price type ^	
Approval: Recipient C (WOW:RDV)	9312345507122	10	AUD	LIST_PRICE	
Approval: Recipient C (WOW:RDV)	9312345507122	12	AUD	TRANSACTION_PRICE	

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.

Last Confirmation Sta	Release To Pool ^	GTIN ^	Price ID ^	Target Price ID	Trade Item Description	Target Market ^	Trade Item Unit Descr	Recipient GLN ^	Relationship ID ^	Price Type ^
RECEIVED	RESPONSE	19330921163293	PID-20170818-143030171-1	PID-20170818-143030171	GS1 Australia Microwa	036	CASE	9312345507115	RID-20161101-115401229	ALLOWANCE
RECEIVED	RESPONSE	19330921163293	PID-20170818-143030171-2	PID-20170818-143030171	GS1 Australia Microwa	036	CASE	9312345507115	RID-20161101-115401229	ALLOWANCE
RECEIVED	RESPONSE	19330921163293	PID-20170818-143030286-1	PID-20170818-143030286	GS1 Australia Microwa	036	CASE	9312345507115	RID-20161101-115401229	ALLOWANCE

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.

Allowance(s) or Charge(s)

PID-20170818-143030171-1

Allowance Or Charge	(ALLOWANCE) - Allowance
A/C Desc	(ULLAGE) - Ullage
A/C Value	1.0000
A/C Type	(VALUE) - VALUE
Sequence	2

PID-20170818-143030171-2

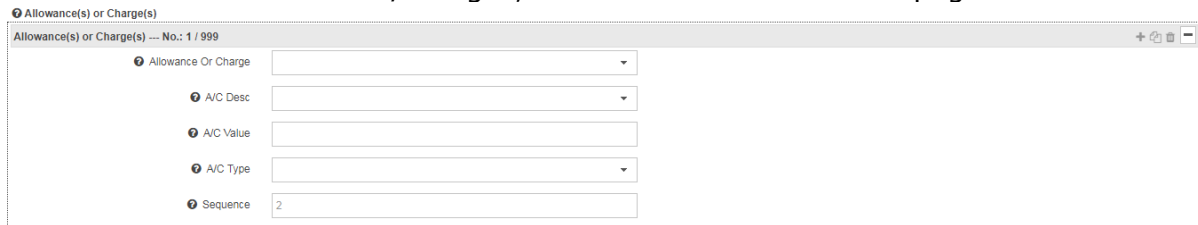
Allowance Or Charge	(ALLOWANCE) - Allowance
A/C Desc	(WAREHOUSE) - Warehouse
A/C Value	4.0000
A/C Type	(PERCENT) - PERCENT
Sequence	2

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.



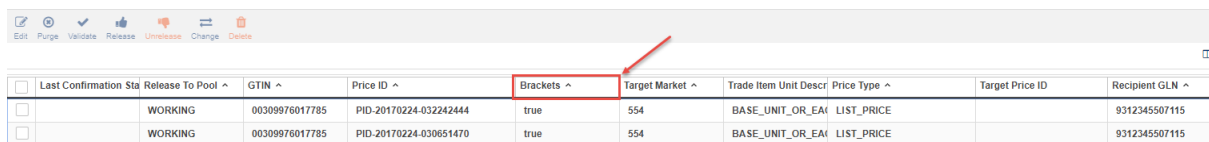
Allowances and Charges

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

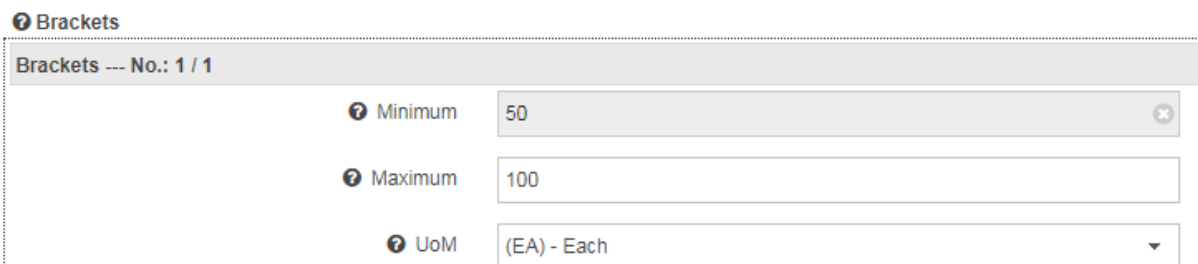
Price brackets are added as condition to the parent price. If an item has price brackets, this is indicated in the Bracket column in the price hit list.



Last Confirmation Sta	Release To Pool	GTIN	Price ID	Brackets	Target Market	Trade Item Unit Descr	Price Type	Target Price ID	Recipient GLN
	WORKING	00309976017785	PID-20170224-032242444	true	554	BASE_UNIT_OR_EAI	LIST_PRICE		9312345507115
	WORKING	00309976017785	PID-20170224-030651470	true	554	BASE_UNIT_OR_EAI	LIST_PRICE		9312345507115

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

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


attributes can be updated using the  **Edit** option: *Price Type Description*, *Start date/Time*, *End Date/Time*, *Reference Document Information*.

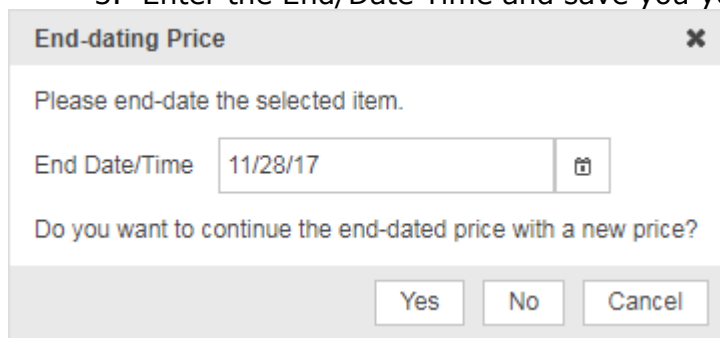
The *Price Action Code* is set automatically depending on the content you are changing:

- 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 content than described above you can create a new price

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

1. Select the price from the price hit list
2. Click the  **Change** option in the function bar
3. Enter the End/Date Time and save your entry by clicking 'Yes'



The screenshot shows a dialog box titled "End-dating Price" with a close button (X) in the top right corner. The main text reads "Please end-date the selected item." Below this is a text input field for "End Date/Time" containing the date "11/28/17" and a calendar icon to its right. Underneath is the question "Do you want to continue the end-dated price with a new price?" At the bottom of the dialog are three buttons: "Yes", "No", and "Cancel".


End dating current price and creating a new price

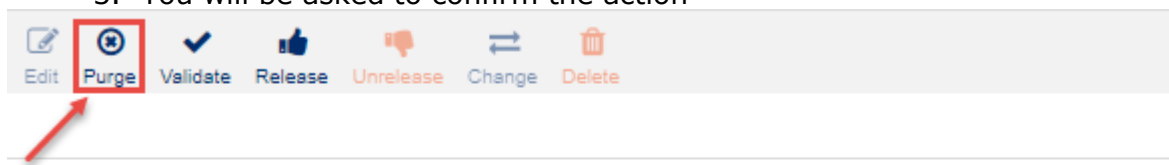
4. A new Price Editor appears and is pre-populated with the price data of the old price, with a price action code ADD and a new price ID (PID).

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  option in the function bar
3. You will be asked to confirm the action



<input type="checkbox"/>	Last Confirmation Sta	Release To Pool ^	GTIN ^	Price ID ^
<input checked="" type="checkbox"/>		WORKING	20000944519501	PID-20170809-112213238
<input checked="" type="checkbox"/>		WORKING	20000944519501	PID-20170809-112142328

Purging Prices

Confirm ✕

Do you really want to purge the selected Price Type(s)?

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.

Item Details Validation Report Error details Confirmation Details

Report for item PID-20170221-032932599

✔ Operation PURGE has been executed successfully.

Report for item PID-20170809-112142328

✔ Operation PURGE has been executed successfully.

Report for item PID-20170809-112213238

✔ Operation PURGE has been executed successfully.

Report for item PID-20170221-032932113

✔ Operation PURGE has been executed successfully.

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:

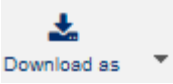
1. If it's a new price that has not existed in NPC before, clicking purge will delete the WORKING price completely from record.
2. If it's an existing price record that's been updated, clicking purge will delete the WORKING price that was being updated and the system reverts to the last released version of the price. The last released version of the price is the record that had been previously accepted by NPC.

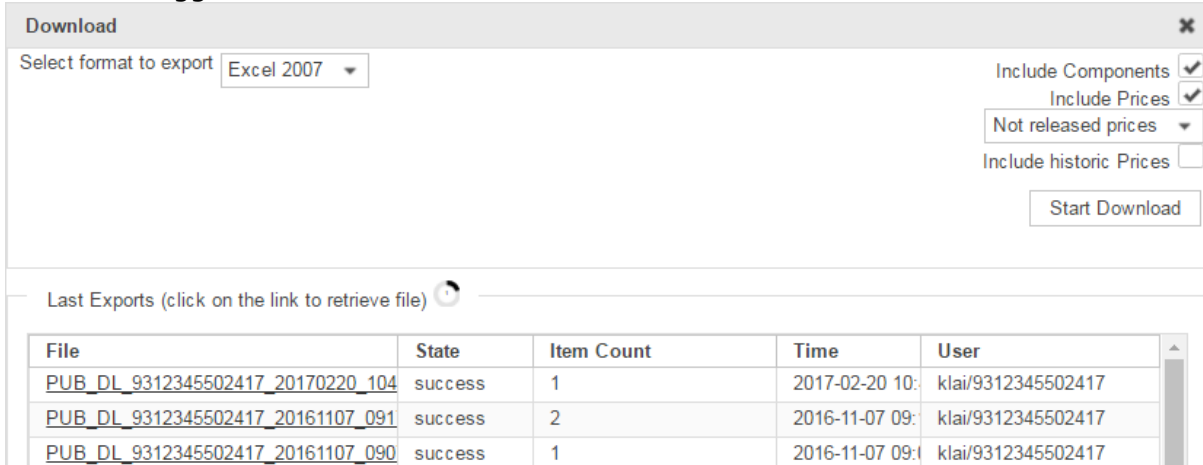
Please note this does not mean that a price that was already synchronised will be discontinued. To discontinue an active price, you **must** provide an end date and release from PriceSync. This will send the update to the data recipient.

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



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.

Include Components

Include Prices

Released prices

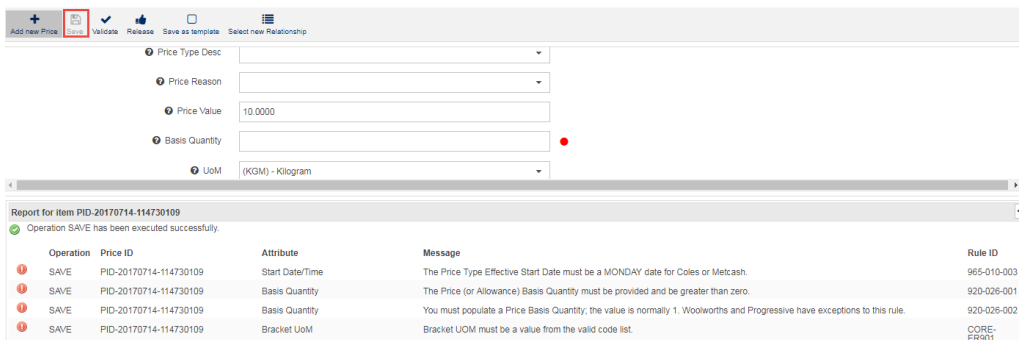
Include historic Prices

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.



Report for item PID-20170714-114730109

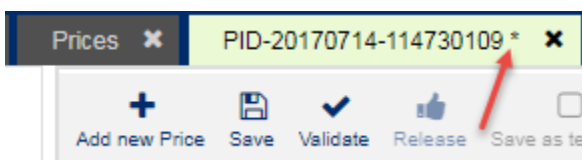
Operation SAVE has been executed successfully.

Operation	Price ID	Attribute	Message	Rule ID
SAVE	PID-20170714-114730109	Start Date/Time	The Price Type Effective Start Date must be a MONDAY date for Coles or Metcash.	965-010-003
SAVE	PID-20170714-114730109	Basis Quantity	The Price (or Allowance) Basis Quantity must be provided and be greater than zero.	920-026-001
SAVE	PID-20170714-114730109	Basis Quantity	You must populate a Price Basis Quantity; the value is normally 1. Woolworths and Progressive have exceptions to this rule.	920-026-002
SAVE	PID-20170714-114730109	Bracket UoM	Bracket UOM must be a value from the valid code list.	CORE-ERS01

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:

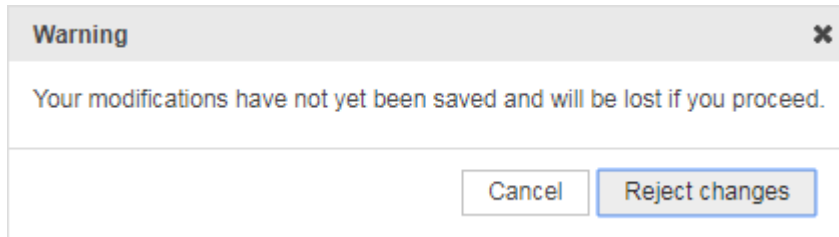


Prices x PID-20170714-114730109* x

+ Save Validate Release Save as te

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:



Safety prompt

Please note:


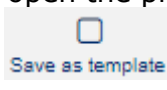
- Price data cannot be released if there are errors reported.
- Only successfully validated prices without errors listed in the validation report can be released/sent to the pool, and are listed in the Price Summary widget of the item (see 'Release Price Data').

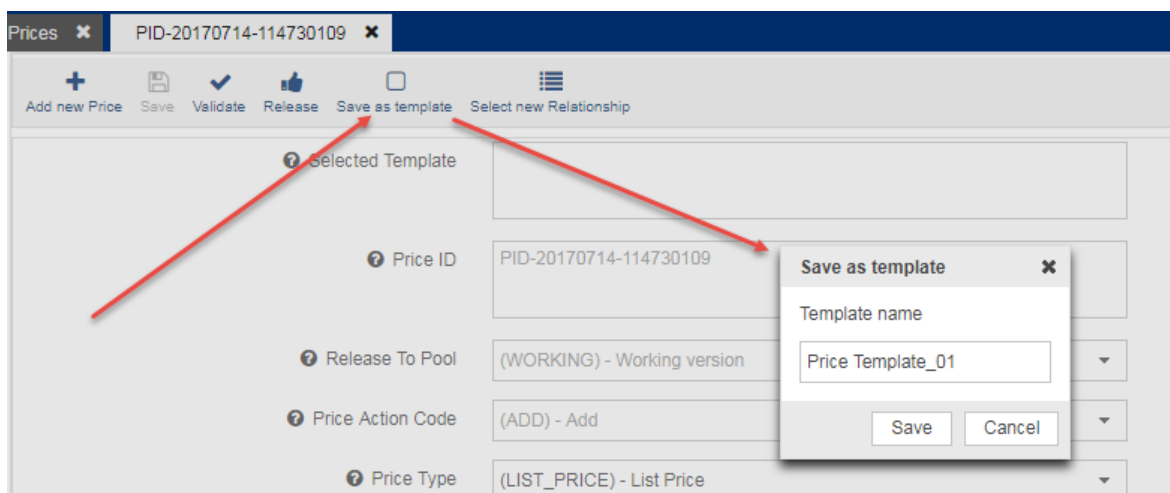
3.0 PRICE TEMPLATES

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*  option to open the price in Price Editor
3. Click the Save as Template  option from the Price Editor function bar

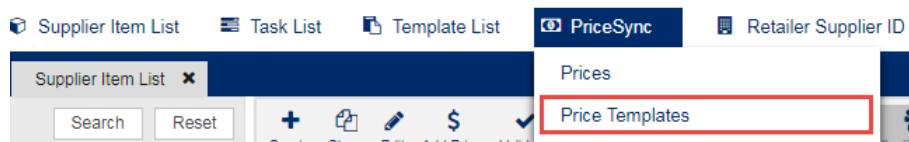


Save existing working price as Template

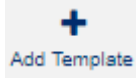
3.2 Create template from Template List

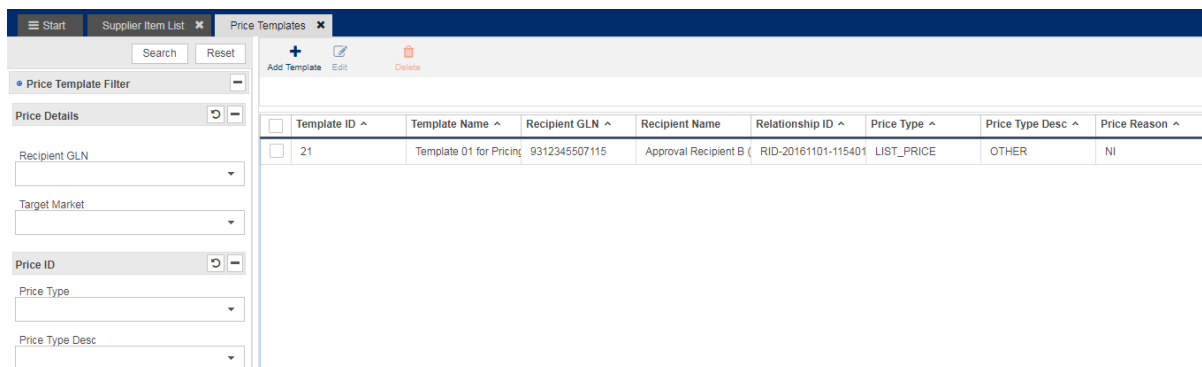
Price template is particularly useful if you're loading multiple prices which have common values. A Price template can be created to have values pre-populated. Using a pre-populated Price template saves time from loading individual prices multiple times and populating the same information. To create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

 Save

Template Name	<input type="text" value="Price Template"/>
Price Type	<input type="text" value="(LIST_PRICE) - List Price"/>
Price Type Desc	<input type="text" value="(OTHER) - Other"/>
Price Reason	<input type="text" value="(PI) - Price increase"/>
Price Value	<input type="text"/>
Basis Quantity	<input type="text" value="1"/>
UoM	<input type="text" value="(DAY) - Days"/>

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** 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** 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*.

<input type="checkbox"/>	Last Confirmation Status ^	Release To Pool ^
<input type="checkbox"/>		WORKING
<input type="checkbox"/>		WORKING
<input type="checkbox"/>		WORKING
<input type="checkbox"/>	RECEIVED	RESPONSE
<input type="checkbox"/>	RECEIVED	RESPONSE
<input type="checkbox"/>	RECEIVED	RESPONSE
<input type="checkbox"/>	RECEIVED	RESPONSE
<input type="checkbox"/>	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 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*  option

Clicking 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:

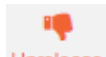
Additional Prices						
GTIN	Recipient GLN	Target Market	Price ID	Relationship ID	Price Type	Pr
00309976017785	9312345507115	554	PID-20170224-032242444	RID-20161101-115401229	LIST_PRICE	

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

✕
Unrelease Price

Only this price version will be unreleased - the other corresponding prices remain their status. Would you like to continue?

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.


Item Details	Validation Report	Error details	Confirmation Details
Supplier GLN: <input type="text" value="9377778617022"/>	Recipient GLN: <input type="text" value="9377778784915"/>	Last User change at: <input type="text" value="2016-02-01 12:17"/>	
Supplier Name: <input type="text" value="GS1 Australia SEARCH"/>	Recipient Name: <input type="text" value="Australian Taxation Office"/>		
Error Code ^	Error Description ^	Date ^	
E40182	Validation Error for Price: GTIN= 29312345010244, GLN=9377778617022, TM=036, for retailer GLN=9377778784915 and Price Relationship=E3-ProdSmokeTest-R/ship1 and PRICE ID=PID-20151118-111438866 : If PriceValueType or PriceEff	2016-02-01 12:19	
E40182	Validation Error for Price: GTIN= 29312345010244, GLN=9377778617022, TM=036, for retailer GLN=9377778784915 and Price Relationship=E3-ProdSmokeTest-R/ship1 and PRICE ID=PID-20151118-111438866-1 : If PriceValueType or PriceEff	2016-02-01 12:19	
E40182	Validation Error for Price: GTIN= 29312345010244, GLN=9377778617022, TM=036, for retailer GLN=9377778784915 and Price Relationship=E3-ProdSmokeTest-R/ship1 and PRICE ID=PID-20151118-111438866-1 : If PriceValueType or PriceEff	2016-02-01 12:19	

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*  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