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Document Purpose

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

The document is intended for use by data recipient users using Recipient to view and synchronise product data to their internal systems that are published by the suppliers in National Product Catalogue.

Document control

Document version and change history

Version	Date	Nature of change / comments	Editors
1.40	30 th August 2018	Updated section 6 including how to download CSV Report	K.Lai
1.30	17 th May 2018	Updates to section 5 including new All/Populated switch	M.Lee
1.20	21 st August 2017	Updated screenshots for new Recipient interface	K.Lai / A.Đinh
1.10	1 st June 2017	New features include: New Dashboard Hierarchy Navigator Widget Global Search Bar Downloadable Hit List	K.Lai / A.Đinh
1.00	April 12th 2017	Creation of National Product Catalogue Recipient User Guide	K.Lai / A.Đinh

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1.0 INTRODUCTION

National Product Catalogue (NPC) Recipient is a web application where retailers or data recipients can review, search, and subscribe to item data delivered to them via a Global Data Synchronisation Network (GDSN) certified data pool. The application can also act as a data recipient for retailers. For data to be visible in Recipient, at least one subscription must be set up for the retailer.

NPC Recipient is not a graphic interface attached to a specific data pool. Data published to the NPC data pool is not automatically displayed in the NPC Recipient; it must be published to a defined publication target (e.g. the catalogue Global Location Number (GLN), retailer GLN, and Target Market) and the Recipient subscription must be in place for the data to be visible in the application.

The application offers the following functions:

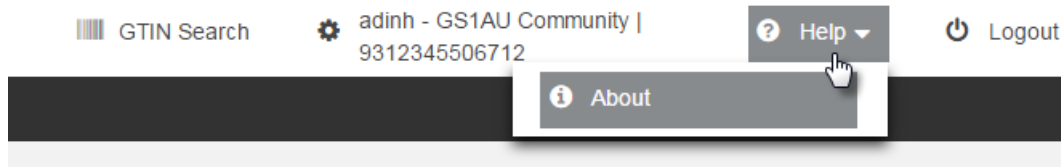
- Search & Browse of items
- Download items in Excel
- View item history
- Create Subscriptions to Publishers' Product Catalogue

NPC Recipient has been set with rules defined by the GDSN and all data sent to the catalogue must meet this standard. Only data validated successfully will be stored. Therefore, validation reports via Catalogue Item Confirmation (CIC) message may also be returned from the catalogue GLN.

This documentation is aimed at users who work with the NPC Recipient User Interface (UI).

1.1 Online Help

The help documentation describes structure and functionality of the application. The online help can be accessed by clicking on the question mark icon on the right-hand side of the menu bar:



Online Help

1.2 System Requirements

Operating System	No restriction
Broad band internet connection	At least 1 MB ADSL connection
Browser (supported)	Google Chrome Internet Explorer from Version 10 onwards Mozilla Firefox
JavaScript enabled	Required
Accept cookies	Required
Accept CSS	Required
Accept popups	Required
Allow images	Required
Screen resolution	Min. 1024*768

2.0 BASIC HANDLING – USER INTERFACE

This chapter explains the basic handling of the NPC Recipient User Interface (UI).

This refers to the login procedure, to the dashboard homepage with its menu and module structure, and to the screen structure of the item modules.

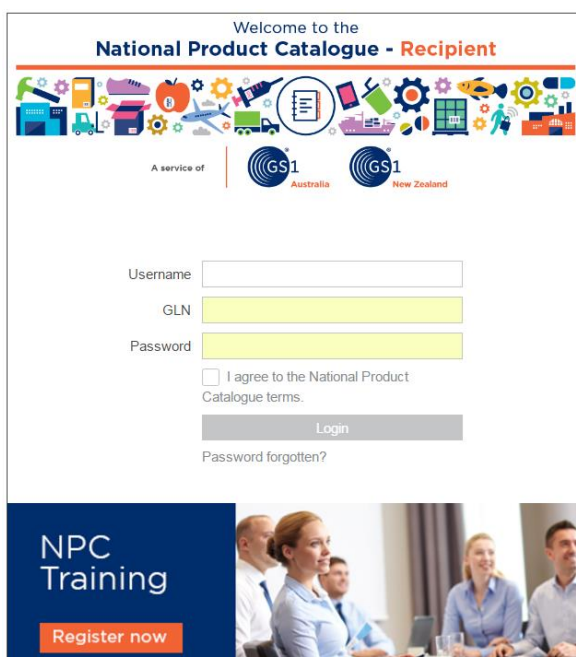
Also, some general control elements and widgets of the user interface, standard functions like language and time zone setting, how to change the password, and the logout function are described here in detail.

2.1 Logging in and Logging out

You access Recipient User Interface (UI) via your Web browser. When you start the application, a login window appears with the following fields:

2.1.1 Login

- *Username:* Enter your user name into this field.
- *GLN:* Enter your Global Location Number (GLN) here.
- *Password:* Enter the password here.
- Check the box *I agree to the National Product Catalogue terms.*



Login Page

Click on Login to start the login process. Once you have been successfully logged in, the NPC Recipient User Interface (UI) Start page opens.

2.1.2 Logout

Click on Logout in the menu bar to log out of the Recipient User Interface (UI).



Logout button

2.1.3 Reset Password

If you cannot remember your login data, the password can be reset. Click the *Password forgotten?* link in the login screen. You will then be taken to a new screen where you can enter your Email address, user name and GLN.

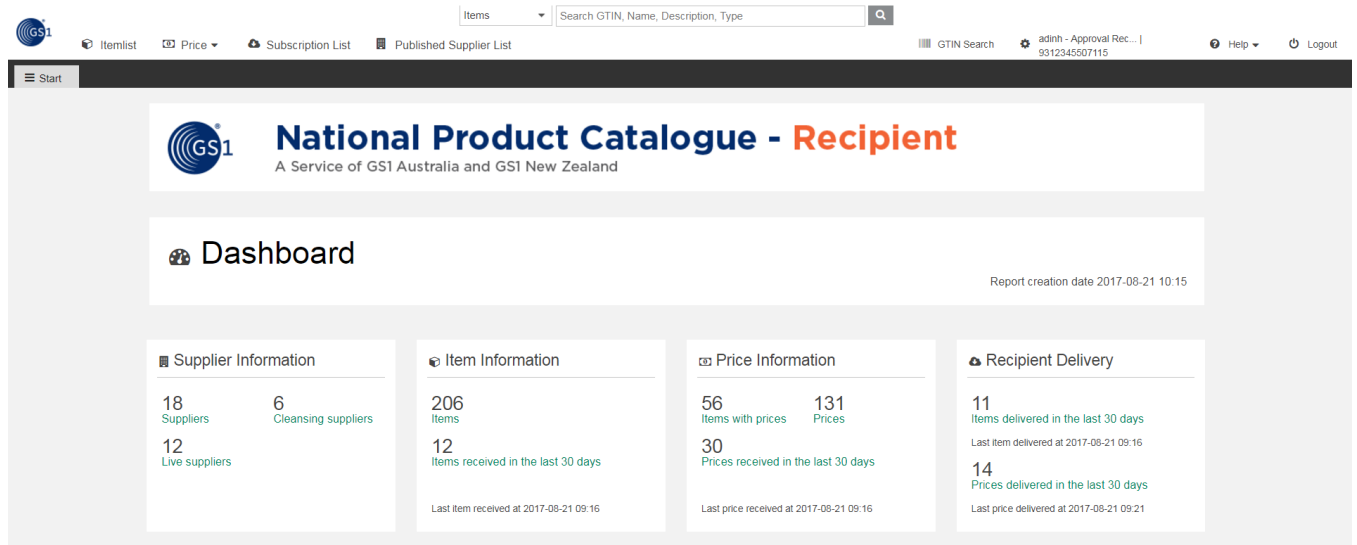


Reset Password screen

Fill in the details and click Reset password. The new password will be sent to the email address entered. Please note that the password must be changed when logging in for the first time.

2.2 Dashboard

After successful login, the Start tab with the dashboard opens as your point of entry to the system.

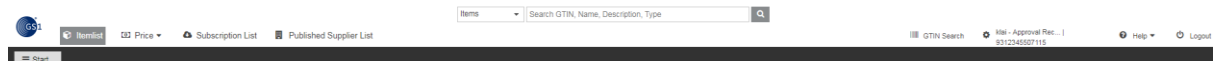


Dashboard – Summary on start page

The information displayed here provides you with a summary of the status of your Supplier as well as item and price information. This tab is always open.

2.3 Menu Structure

From the menu bar, you have access to all available modules.



Dashboard menu bar

The following modules are available in the application:

Item list: The external item list contains trade items that Suppliers have published to the Retailer (Please note that subscription to the GTIN or Supplier’s GLN needs to be in place before items can be viewed here).

Item data can be reviewed here as well as performing status checks (e.g. whether an item is active or deleted) and item data processes (e.g. sending review or accept messages back to the Supplier).

In the external item list, you also have the option of re-activating the items that you rejected in the task list if, in the future, you would like to be notified about any updates to these items.

Price: An interface for prices and price relationships. The NPC Recipient UI is able to synchronise prices according to the item it is assigned to.

Subscription List: The subscription list allows Retailers to create and manage subscriptions online.

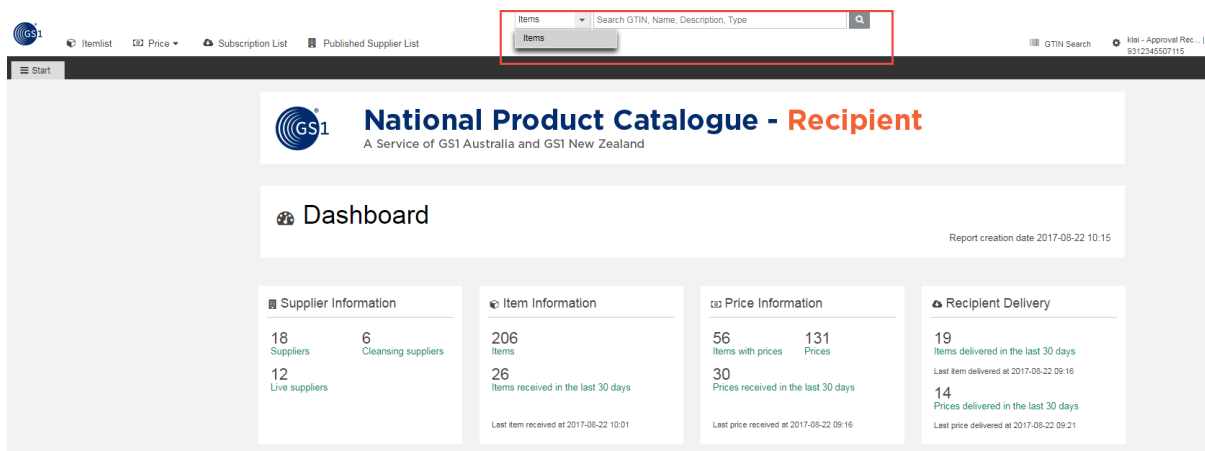
Published Supplier List: Is an interface to allow Retailers to search for Suppliers that have published data to them.

GTIN Search: An interface to allow users to search GTINs within Global Registry.

Help: Provides access to the NPC Online Resource page.

Logout: Existing the application

Global Search Bar: On the top part of the screen above the menu bar, there is a global search bar. By typing in search terms in this search bar, a search on items, tasks or templates will be opened displaying the search result in the hit list without switching tabs.



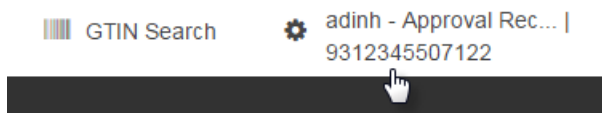
The Global search bar. Search can be initiated at any page in the application.

The above modules will open in a separate tab when clicked. You can have multiple tabs open at the same time and switch between the tabs. Please note that it is not possible to work simultaneously in two instances of the same module. Even though you can open the same module several times, multi-tasking is not supported.

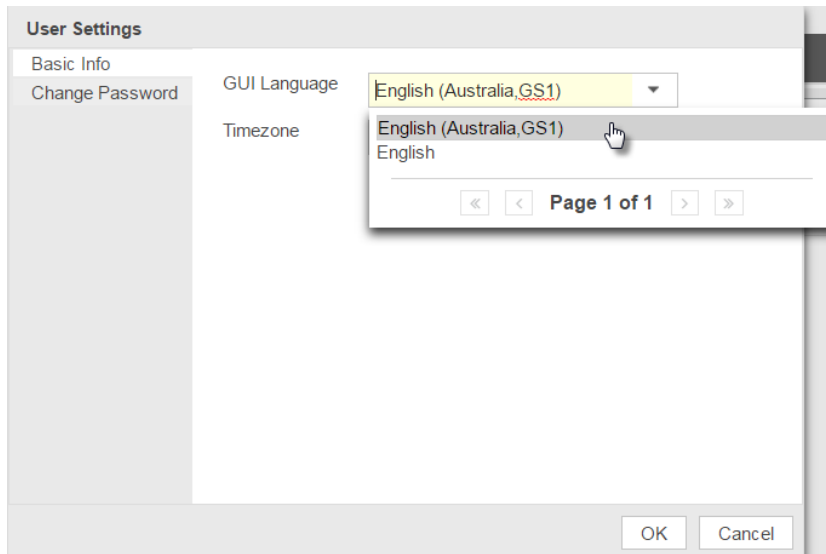
The structure is identical for all modules with only the available functions differing from module to module. When selecting a module, an empty hit list is displayed. To achieve a result in an Item List, a search must be started.

2.3.1 Set User Interface (UI) Language

Select the language you wish to switch to from the menu User Settings>Basic Info



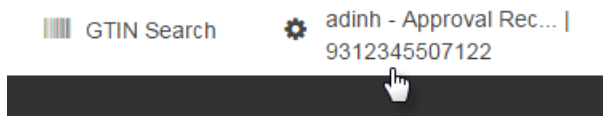
User Menu



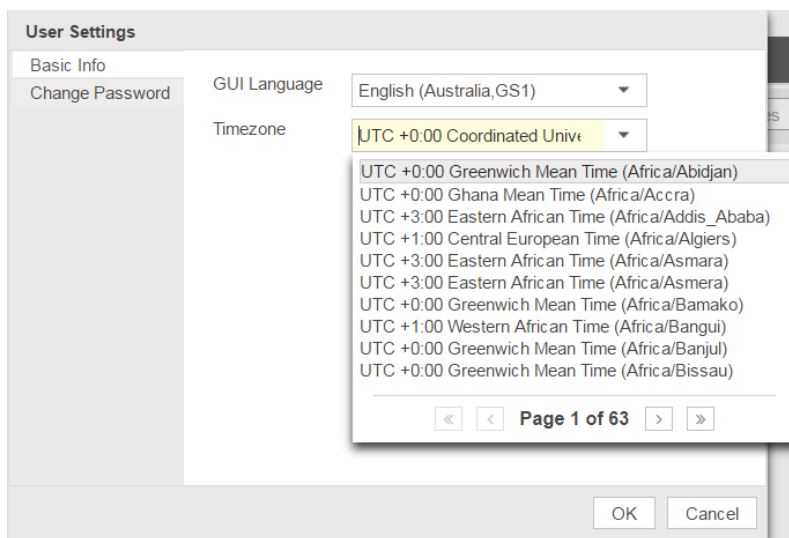
Drop down for changing the language

2.3.2 Set Time Zone

To change the time zone setting, select the User Settings Menu and then Basic Info.



User Menu



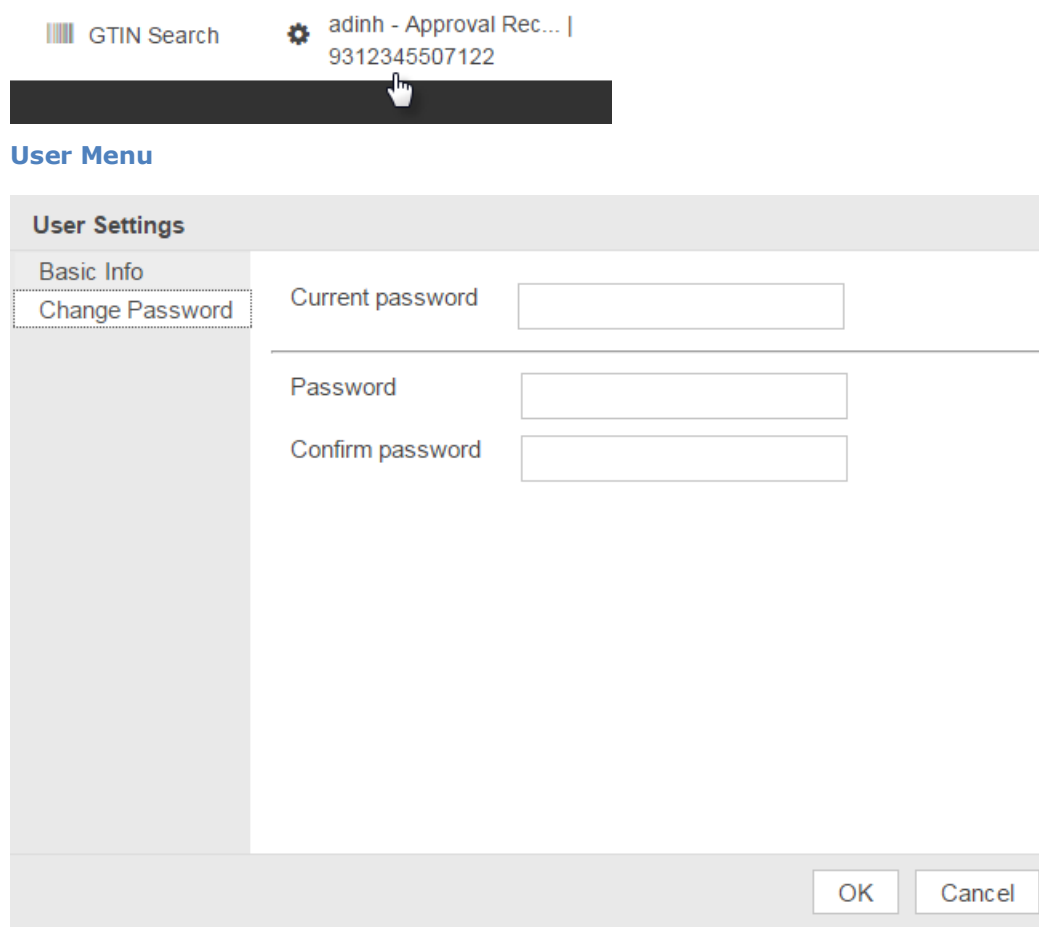
Drop down menu for changing Time Zone

Then open the drop-down list in the dialog shown below, select your time zone by clicking OK or Cancel.

Once the time zone is changed all date and time information in the user interface will automatically be adjusted.

2.3.3 Change Password

To change your password, simply access the Change Password option in the User Settings and then Change Password.

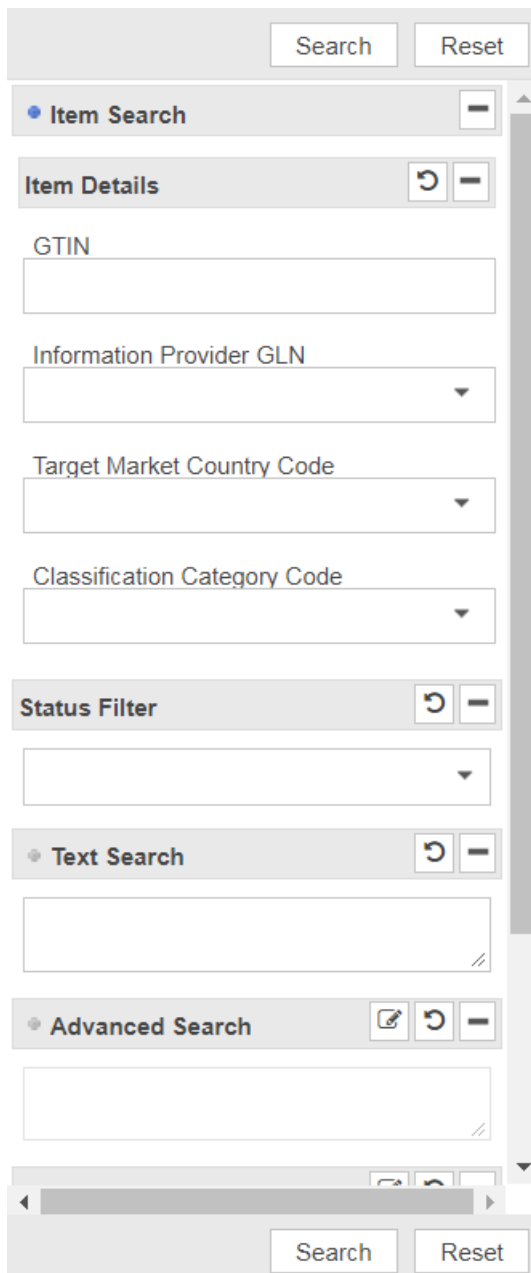


Change Password dialog

3.0 SEARCH AND FIND DATA WITHIN LISTS

When you open any list (item, price, price relationship, or subscription list) of the application for the first time, it is empty. To achieve a result in any list, a search must be started.

The left-hand area of the module allows you to use search and filter criteria to restrict the number of items. The selected criteria take effect on the items displayed in the hit list and Supplier item details as soon as you click Search.



The screenshot shows a search widget with a scrollable list of filter sections. At the top, there are 'Search' and 'Reset' buttons. The sections include:

- Item Search**: A section header with a minus sign.
- Item Details**: A section header with a refresh and minus icon. It contains:
 - GTIN: A text input field.
 - Information Provider GLN: A dropdown menu.
 - Target Market Country Code: A dropdown menu.
 - Classification Category Code: A dropdown menu.
- Status Filter**: A section header with a refresh and minus icon. It contains a dropdown menu.
- Text Search**: A section header with a refresh and minus icon. It contains a large text input field.
- Advanced Search**: A section header with an edit, refresh, and minus icon. It contains a large text input field.

At the bottom of the widget, there are 'Search' and 'Reset' buttons.

Search Widget

You have different options of further restricting the number of items displayed in the item list:

- **Item/Price/Relationship Details:** to find items with specific details. These details will differ depending on the data list. For example, price action code is specific to price lists. Populate these key fields before clicking on search.
- **Status Filter:** You can restrict the number of items displayed in the item list by applying a concrete filter. You can thus filter those items out of the item list whose values do not comply with certain criteria.
- **Text Search:** You can use the Text Search function, too.
- **Advanced Search:** You can also carry out a structured search in attributes (Advanced Search function).
- **Search Profiles:** You can define search settings as Search Profiles to use them for future searches.

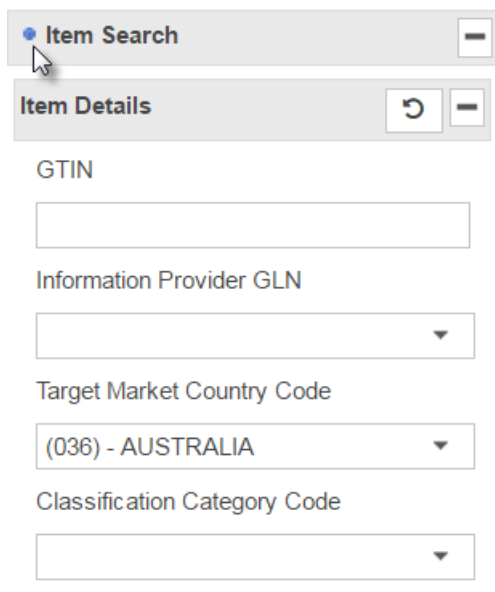
3.1 Execute a Search

Once you have defined all required restrictions and search criteria, click Search in the title bar or footer of the search and selection conditions area.

You can also clear all restrictions at the same time using the Reset option.

The search is carried out with the defined selection conditions. This means that the results only show items that meet the defined selection conditions and search criteria as well as the visibility conditions defined for the application and user.

A coloured icon in the title bar indicates whether a search restriction has been defined in a widget. This allows you to see where you have defined search restrictions even if the widget in question is closed. If no selection conditions have been defined in a widget, the icon is greyed out.

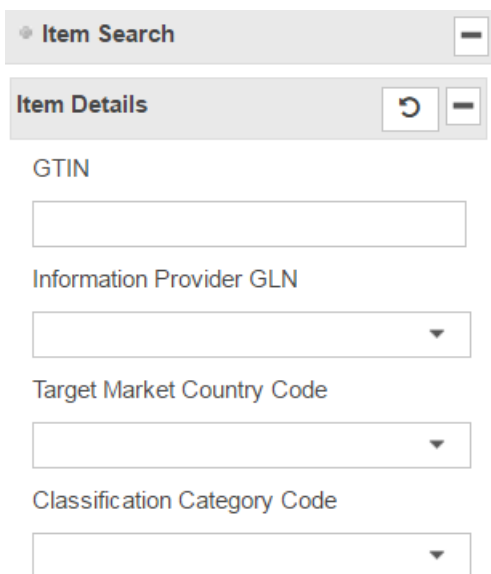


Example of search field with search restriction on

You can reset the search restrictions made in each widget using the Reset option. Within a widget, you can use the TAB key to move from input field to input field or from option to option. You navigate between widgets using CTRL and the arrow keys (up/down) at the same time.

3.2 Finding records with the Item/Price Details

You have the option to choose several Item Details (GTIN, Information Provider GLN, Target Market Country Code, and Classification Category Code) which should apply to your Item list.

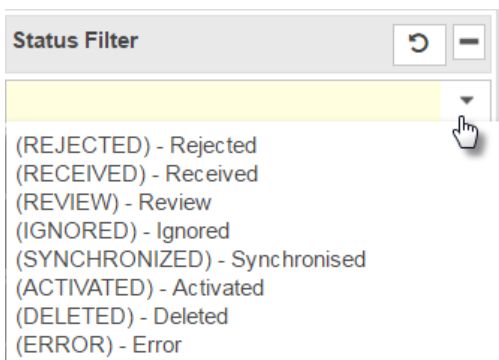


The screenshot shows a widget titled "Item Search" with a collapse button. Below it is the "Item Details" section, which includes a refresh button and a collapse button. The details section contains four input fields: "GTIN" (a text box), "Information Provider GLN" (a dropdown menu), "Target Market Country Code" (a dropdown menu), and "Classification Category Code" (a dropdown menu).

Item Details within Item Search field

3.3 Find Items with the Status Filter

Click on the drop-down menu to filter your item list according to the following status. For further information regarding the status options, please refer to 'Responding to Item Data'.



The screenshot shows a widget titled "Status Filter" with a refresh button and a collapse button. A dropdown menu is open, displaying the following options: (REJECTED) - Rejected, (RECEIVED) - Received, (REVIEW) - Review, (IGNORED) - Ignored, (SYNCHRONIZED) - Synchronised, (ACTIVATED) - Activated, (DELETED) - Deleted, and (ERROR) - Error. A mouse cursor is pointing at the dropdown arrow.

Search options within Status Filter field

3.4 Find Items with the Text Search Function

Within the hit list, you can search for items with a free text search. To do so, use the search function in the Text Search widget.



Text Search Function

In the Text Search input field, enter one or more search terms. Your search terms must consist of alphanumeric characters. Special characters such as [/], [?], [(], [)], and [-] are treated as normal characters.

You can restrict the number of items displayed in the hit list using wildcards and logical operators. The following table gives you an overview of ways in which you can restrict the search. The entered search terms are shown in square brackets ([]) in the examples.

<p>Search for one word</p>	<p>If you enter a single word as a search term, the system finds all items that contain this word as an attribute value. A search for [wall shelf] finds all items that contain "wall shelf", "pine wall shelf", and "red wall shelf", for example.</p>
<p>Search for more than one word</p>	<p>If you enter more than one word (separated by spaces) as search terms, the system finds all items that contain at least one of the words you entered. A search for [pine wall shelf] finds items with the attribute value "wall shelf", "pine", "red wall shelf", and "pine wall shelf", for example.</p>
<p>[*]</p>	<p>You can use the wildcard [*] when entering search terms. The asterisk represents any string of characters. The search term [b*k] finds "book", "back", "bark", and "buck", for example.</p> <p>Note that you cannot use an asterisk at the start of a search term. If you do so, the search function ignores it. You can only use a placeholder in the middle or at the end of a search term. [b*k] and [book*] are allowed but [*ook] does not return any results.</p>
<p>[+]</p>	<p>The search connector [+] connects search terms using an AND relationship, thus specifying that all entered terms must occur in an attribute value in order for the item in question to be included in the search results. Note that there is</p> <p>no space between the [+] sign and the search term. You can use wildcards and search connectors together. The search queries [wall shelf +pine] and [wal* +pine] find all items with the attribute value [pine wall shelf].</p>

	Note that you cannot use a [+] sign at the start of a search term. The search ignores this type of search term. Search terms restricted using [+] must always relate to a preceding search term.
--	--

- If necessary, define further restrictions for the search.
- The search is carried out using the defined search criteria. This means that the results only show items that meet the search criteria and the visibility conditions defined for the user.
- To reset the search or the search restrictions, clear the entry field and then click Search again.

3.5 Find Items with the Advanced Search Function

In addition to the Text Search function, you can carry out a structured search with Advanced Search criteria.

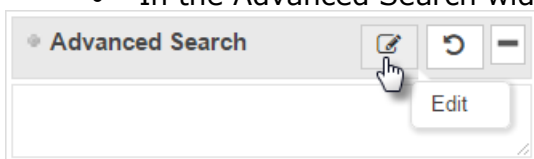
When using the Advanced Search function, you can define which values certain attributes must have for items with those attributes to be included in the item list. In this way, you can combine multiple attributes to form a set of search criteria. You can view the restrictions defined using the Advanced Search function if necessary.

You can carry out an ad-hoc structured search or save the selected search criteria as a search profile and make this profile accessible to other users.

3.5.1 Define Search Criteria for an Advanced Search

Proceed as follows to define the search criteria for an advanced search:

- In the Advanced Search widget, click the Edit icon.



Advanced Search Function

- The dialog for defining search criteria opens.

Advanced Search ✕

Item must match all criteria (AND)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>

Item must match at least one criterion (OR)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="↺"/>	<input type="button" value="🗑"/>

Search criteria within Advanced Search Function

- Define the search criteria for the attributes. To do so, select the required attribute from the dropdown boxes and then, in the input field, enter the value.
- You can restrict the list of attributes shown in the dropdown box by entering the name of the attribute or part of its name as a search term in the search field.

The following are available search keys to use within Advanced Search:

Search criterion	Description
Contains	The attribute contains the entered value.
Does Not Contain	The attribute can contain no value or any value other than the entered value.
Equals	The attribute value is exactly the entered value. Note that in the case of attributes of the type Boolean, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found.
Does not equal	The attribute can have no value or any value other than the entered value. Note that in the case of attributes of the type Boolean, the value "true" should be entered here. The value "false" should not be used for this search criterion, since in this case items for which the attribute is not set would not be found.
Empty	The attribute has no value.
Not Empty	The attribute is not empty, i.e. it has a value.
From - To	<p>The attribute value lies within the range defined by the two entered values. If the search criterion "From"- "To" is chosen, two input fields are shown where you can enter the values for the range. In the case of numerical attributes, the comparison is carried out on a numerical basis; in all other cases, the comparison is alphanumeric.</p> <p>Example for an attribute of the type Identifier: A search for "From" = "a" and "To" = "h" (or "A"- "H") finds all values between those that start with "a" and those that start with "h".</p> <p>Example for an attribute of the type GTIN: The search finds all values that are greater than or equal to the entered "From" value and smaller than or equal to the entered "To" value: The search criterion "From" = "10000000" and "To" = "20000000" would find all GTINs from 10000000 to 29999999; the search criterion "From" = "401234500000" and "To" = "4012345999999" would find all GTINs with the stem "4012345", e.g. "4012345000009".</p>
Begins With	The attribute value begins with the entered value.
Does Not Begin With	The attribute has no value or the attribute value does not begin with the entered value.
Ends With	The attribute value ends with the entered value.
Does Not End With	The attribute has no value or the attribute value does not end with the entered value.

You can define multiple search criteria for an attribute: To do so, choose the required attribute (e.g. "Product Variant Description") in multiple dropdown boxes and give each one a value (e.g. "red", "green", and "blue"). The hit list then displays all items that have one of these values (e.g. "red", "green", or "blue") for the attribute in question. Make sure that the option Item must match at least one criterion (OR) is selected.

Make sure that you enter the attribute values in the correct format. This depends on the attribute type of the selected attribute:

Attribute Type	Search Criteria	Format
Number	Contains, Does Not Contain, Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To, Begins With, Does Not Begin With	Digits with a maximum of one decimal point
Date	Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To	YYYY-MM-DD
Date-Time	Equals, Does Not Equal, Greater or Equal, Less or Equal, Empty, Not Empty, From-To	YYYY-MM-DD hhmm
GTIN	Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, From-To, Begins With, Does Not Begin With, Ends With, Does Not End With	Digits
Text	Contains, Does Not Contain, Equals, Does Not Equal, Empty, Not Empty, Begins With, Does Not Begin With, Ends With, Does Not End With	Alphanumeric characters
Enumeration Type	Equals, Does Not Equal, Empty, Not Empty	Code

3.5.2 Combine Search Criterion within Advanced Search

Define how you want the specified search criteria for the attributes to be evaluated. You can combine the search criteria with "AND" or "OR". The selection applies to all criteria defined in the Advanced Search area.

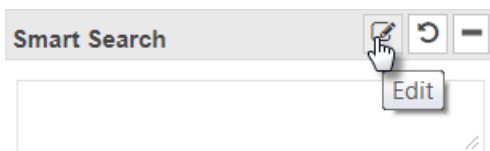
Activate one of the following radio buttons:

- Item must match at least one criterion (OR)
- Item must match all criteria (AND)

3.6 Find Items with the Smart Search Function

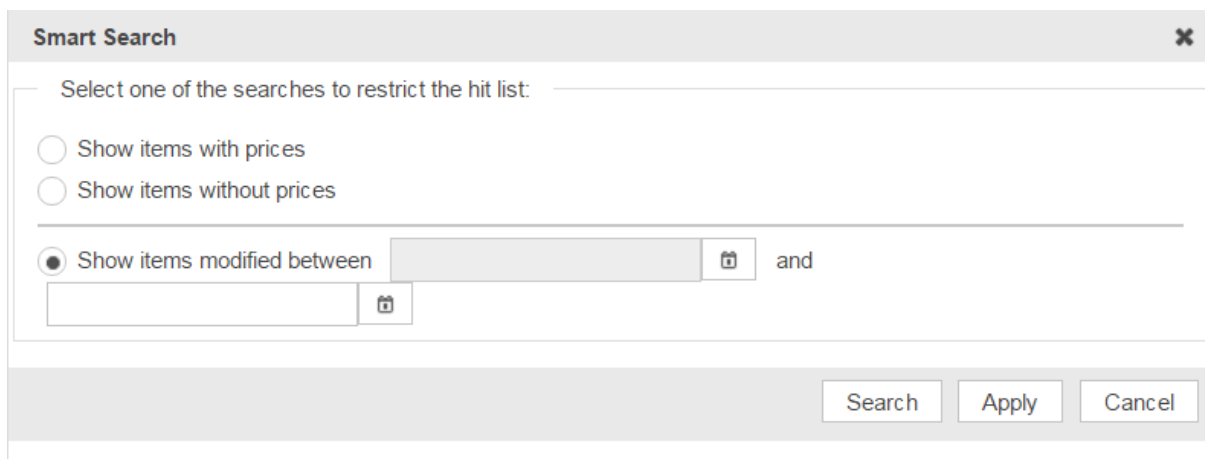
You can restrict the hit list by means of a predefined search (Smart Search function). To define the search criteria for a smart search, proceed as follows.

- In the Smart Search widget, click the Edit icon.



Smart Search Function

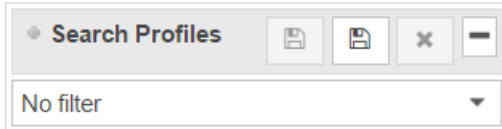
- The dialog for defining search criteria opens.



Search criteria within Smart Search Function

3.7 Search Profiles

You can use search profiles to save defined search settings to use them for future searches.

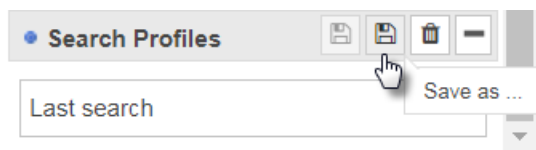


Search Profile

3.7.1 Create a Search Profile

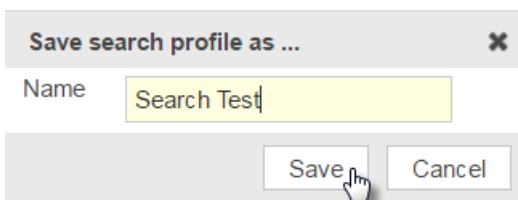
To create a new search profile, proceed as follows:

- Define the required search settings in the selection and search components area.
- Click Save as... in the Search Profiles widget.



Save as option within Search Profile

- In the dialog box that now opens, enter a name for the new search profile
- Complete the operation by clicking *Save*. Click *Cancel* if you want to return to the hit list without creating a new search profile.



Creating Search Profile Name within Search Profile

3.7.2 Change a Search Profile

To change an existing search profile, proceed as follows:

- From the dropdown list, select the required search profile.
- Change the search settings or create new search settings for the selected search profile.
- Then click the Save option in the function bar of the Search Profiles widget. This option is only active once you have changed the search settings for the search profile.
- The changes are saved in the search profile you selected previously.

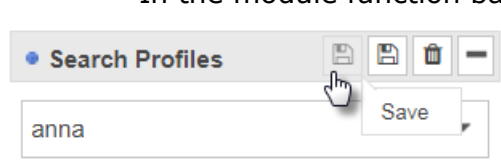


Search option within Search Profile

3.7.3 Delete a Search Profile

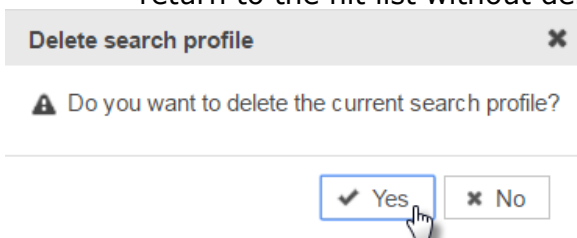
To delete a search profile, proceed as follows:

- From the dropdown list, select the required search profile.
- In the module function bar, click the Delete option.



Delete option within Search Profile

- Confirm the safety prompt that now appears. Click Cancel if you want to return to the hit list without deleting the search profile.

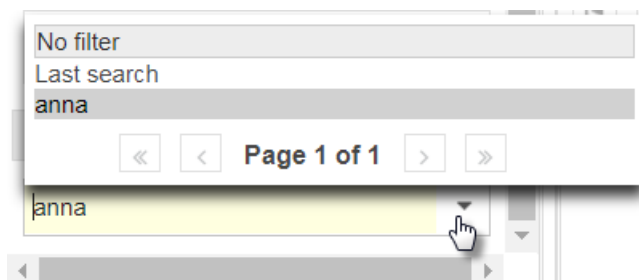


Safety prompt - deleting Search Profiles

3.7.4 Apply an Existing Search Profile

To apply an existing search profile, proceed as follows:

- Select the required search profile from the dropdown box of existing search profiles.
- The search settings for this search profile are now loaded.
- Then execute the search by clicking the Search option in the title bar or footer of the search and selection components area.



Search Profile

4.0 STRUCTURE OF THE AVAILABLE DATA LISTS (ITEM, PRICE, PRICE RELATIONSHIPS, SUBSCRIPTION, AND PUBLISHED SUPPLIER)

The described functions in this section apply to all lists (Item List, Price List, Subscription List, and Published Supplier List). Several features in the hit list can be changed to suit a user – the columns can be rearranged, added or removed, results can be sorted, and the layout saved.

4.1 Structure of the Item Lists

The described functions apply to all lists (Item List, Price List, Subscription List, and Published Supplier List). Features in the hit list can be changed to suit a user – the columns can be rearranged, added or removed, results can be sorted, and the layout saved.

The hit list also allows users to perform a few functions right from the hit list; they are listed in the tool bar at the top of the hit list. When you open any Item list for the first time, it is empty. To display a number of hits, you can initiate a search or use other selection options. Proceed as described in the section 'Search and find Items' to do this.

The entry screen of the all lists consists of three areas:

- Area showing the Item Search. You can restrict your hit list and search for specific items with the various Search fields. (area 1 in the figure)
- Hit List area, showing the items found and a function bar above the list of items (area 2 in the figure)
- Area for the item/price preview, active prices list, confirmation message details, and validation report. By selecting an item, a quick preview of the item is shown in this area (area 3 in the figure)

GS1
Itemlist Price Subscription List Published Supplier List

ad9th - Approval Rec... | 9312345507115
Help Logout

External Itemlist

Search Reset

Item Search

Item Details

GTIN

Information Provider GLN

Target Market Country Code

Classification Category Code

Status Filter

Text Search

Advanced Search

Search Reset

Items

2
Export

All Prices	GTIN	Supplier Assigned It	Trade Item Unit Descr	Trade Additional Trade Item	Sh Trade Item Group Ide	Tr Target Market Countr	Information Provider	Information Pro
<input type="checkbox"/>	\$ 9999999999997	Hbeat7	(BASE_UNIT_OR_EA	20170821150000	C 0001	(036) - AUSTRALIA	Validator Z Beta Heart	9312345528035
<input type="checkbox"/>	29300705604523	160257	(PACK_OR_INNER_P		C 0001	(036) - AUSTRALIA	NPC Technical Test St	9312345528554
<input type="checkbox"/>	09340404000406	22145094a	(BASE_UNIT_OR_EA	GENERAL SALE MEC	M MAXI	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	\$ 08902411112636	2245086a	(BASE_UNIT_OR_EA	GENERAL SALE MEC	M SAL	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	39657433214584	AUSFEC MANDATOR	(CASE) - Case	Salad Dressing Thous	D SAL	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	06658543123468	1234	(BASE_UNIT_OR_EA		fo	(554) - NEW ZEALAN	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	\$ 19300705604526	160257	(CASE) - Case		C 0001	(036) - AUSTRALIA	Sanofi-Aventis Health	9312345528554
<input type="checkbox"/>	09340404000352	2179898a	(BASE_UNIT_OR_EA	MEDICAL DEVICE	Lu LUXY	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	\$ 09340404000864	2456842a	(BASE_UNIT_OR_EA	NON-PRESCRIPTION	C CROM	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	09340404000376	2179857a	(BASE_UNIT_OR_EA	MEDICAL DEVICE	E LUXY	(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
<input type="checkbox"/>	\$ 09340404000376	80545	(BASE_UNIT_OR_EA	SANI	N 0001	(036) - AUSTRALIA	NPC Technical Test St	9312345528554

1 2 3 4 5 6 7 8 9 10
20
Displaying Items 1-20 of 206
Download Hit List

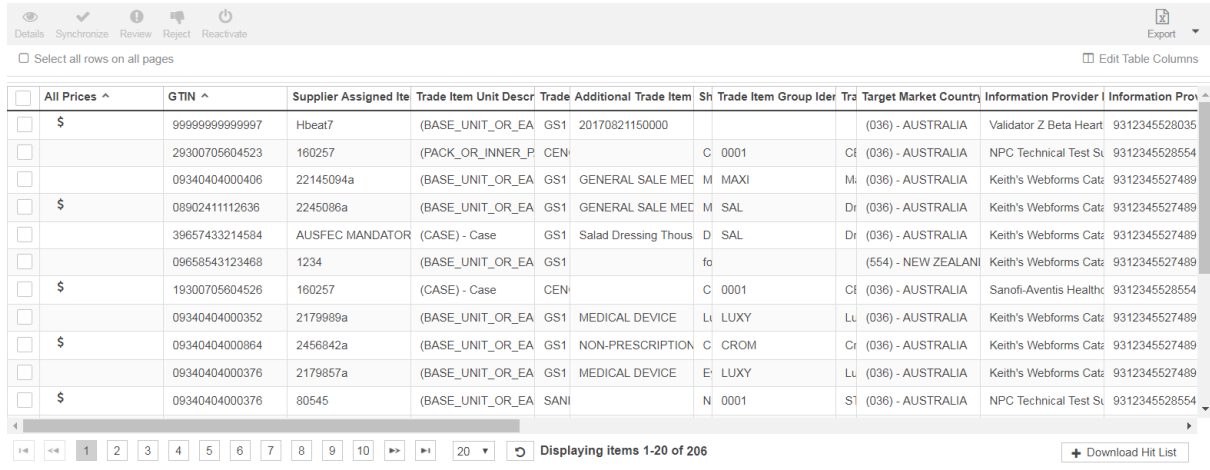
Active Prices Confirmation Details Item Preview Validation Report

no item selected

External item list

4.2 Hit List

Buttons indicate the function in plain text in addition to the icon. Buttons are greyed out if it is not available.



All Prices ^	GTIN ^	Supplier Assigned Item	Trade Item Unit Descr	Trade Additional Trade Item	Sh	Trade Item Group Id	Tr	Target Market Country	Information Provider	Information Pro
\$	99999999999997	Hbeat7	(BASE_UNIT_OR_EA	GS1 20170821150000				(036) - AUSTRALIA	Validator Z Beta Heart	9312345528035
	29300705604523	160257	(PACK_OR_INNER_P	CEN		C 0001		(036) - AUSTRALIA	NPC Technical Test S	9312345528554
	09340404000406	22145094a	(BASE_UNIT_OR_EA	GS1 GENERAL SALE MEC	M	MAXI		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
\$	08902411112636	2245086a	(BASE_UNIT_OR_EA	GS1 GENERAL SALE MEC	M	SAL		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
	39657433214584	AUSFEC MANDATOR	(CASE) - Case	GS1 Salad Dressing Thous	D	SAL		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
	09668543123468	1234	(BASE_UNIT_OR_EA	GS1		fo		(554) - NEW ZEALAN	Keith's Webforms Cat	9312345527489
\$	19300705604526	160257	(CASE) - Case	CEN		C 0001		(036) - AUSTRALIA	Sanofi-Aventis Health	9312345528554
	09340404000352	2179989a	(BASE_UNIT_OR_EA	GS1 MEDICAL DEVICE	L	LUXY		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
\$	09340404000864	2456842a	(BASE_UNIT_OR_EA	GS1 NON-PRESCRIPTION	C	CROM		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
	09340404000376	2179857a	(BASE_UNIT_OR_EA	GS1 MEDICAL DEVICE	E	LUXY		(036) - AUSTRALIA	Keith's Webforms Cat	9312345527489
\$	09340404000376	80545	(BASE_UNIT_OR_EA	SANI		N 0001		(036) - AUSTRALIA	NPC Technical Test S	9312345528554

Hit List

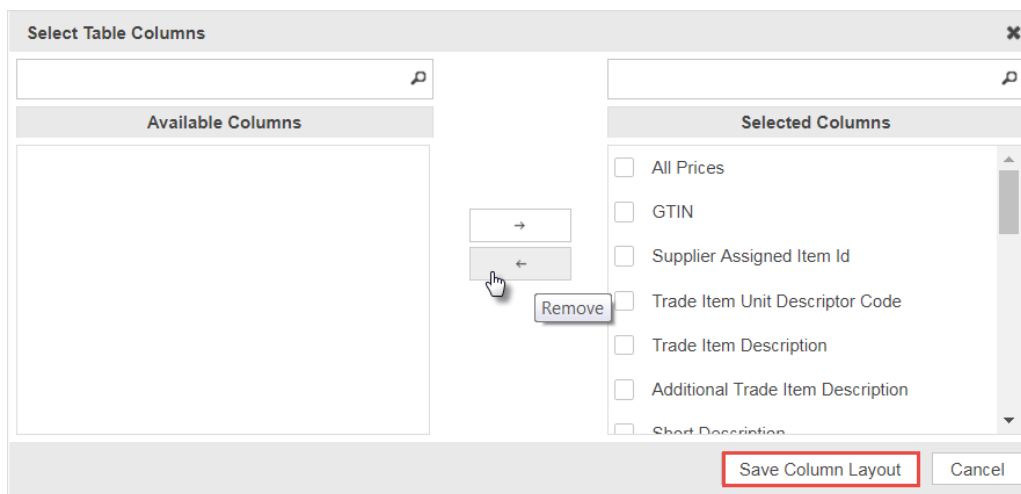
4.2.1 Customise the Hit List

The layout of the hit list can be modified per the user's preferences in a number of ways.

Use the button *Edit Table Columns* to customize the item list for an appropriate overview on items. The number and order can be setup individually.



Customising the Hit List



Selecting Table Columns

4.2.1.1 Sorting the Results

To sort columns ascending/descending order, simply click on the column heading.

<input type="checkbox"/> All Prices ^	Supplier Assigned Iter	G TIN ^	Trade Item Unit Descri	Trade Item Descriptior	Additional Trade Item	Short Description ^	Trade Item Group Iden	Trade Item Group Iden	Target
<input type="checkbox"/>	965574	00000093481656	(BASE_UNIT_OR_EA			50 X120 JBW BRBN 3			(036)
<input type="checkbox"/>	3vl	01459991944005	(BASE_UNIT_OR_EA						(036)

Sorting hit list columns

4.2.1.2 Arranging columns differently


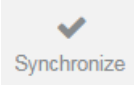

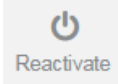
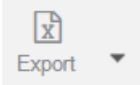
You can change the position of the columns in the hit list. To do so, click the header of the column whose position you want to change, hold down the mouse button, and pull the column to the desired position in the table. Release the mouse button once the column is in the position you require. Please note that the order the columns are displayed in is also reflected in the columns submenu described above.

4.2.2 Hit List Function Bar

The function bar contains actions that you can carry out on the selected items:



Function bar

Icon	Description and Definition
	Details: Click on the Details button to view item details of the selected item.
	Synchronize: Create a new Subscription for the selected item.
	Review: To send a review message to the Supplier.
	Reactivate: To reactivate synchronisation of a rejected item.
	Export: Export the selected item/s to Excel

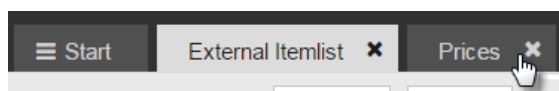
<input type="checkbox"/> Select all rows on all pages	Select all rows on all pages: Use this button to select all rows or lines on all pages of the hit list at once.
<input type="checkbox"/> Edit Table Columns	Edit Table Columns: Save your individual column layout.

4.2.3 All Prices Column

<input type="checkbox"/>	All Prices ^	GTIN ^	Supplier Assigned Item	Trade Item Unit Descr	Trade Item Description
<input type="checkbox"/>	\$	09312345010011	54324	(BASE_UNIT_OR_EA	XYZ Tasty Ground Cot
<input type="checkbox"/>	\$	65527784939021	WOWBASIC	(CASE) - Case	GS1 Test Item 400g
<input type="checkbox"/>		65527784939007	WOWBASIC	(BASE_UNIT_OR_EA	GS1 Test Item 400g

All Prices column within Item hit list

If the selected item has a price, a price icon \$ is displayed. You can click on this icon. A new tab opens and will display the price records for the selected item.



Prices tab within Recipient UI

4.3 Area for item preview, active prices list, confirmation message details, and validation report

A report area is provided beneath the hit list. Various tabs provide further information on the selected item.

4.3.1 Active prices

If a trade item has price information stored in the system, the Active Prices tab displays an overview of this information like the Information Provider details, and other price information.

Active Prices Confirmation Details Item Preview Validation Report										
Details										
<input type="checkbox"/>	Information Provider C	Information Provider I	Price ID ^	Relationship ID ^	Price Value ^	Price Type ^	Price Type Desc ^	Currency Code ^	Start Date/Time ^	End D
<input type="checkbox"/>	9312345527205	DSE M2M Supplier	PID-20160621-113000	RID-20160318-142200	10	(TRANSACTION_PRI	GS1 Australia Test Pric	(AUD) - Australia, Doll	2016-10-11 12:00	2017-

Active Prices tab

4.3.2 Confirmation Details

The Catalogue Item Confirmation (CIC) tab displays the total number of CIC messages that was sent to the Supplier.

Active Prices Confirmation Details Item Preview Validation Report				
Details				
<input type="checkbox"/>	Confirmation Creation Date/Time ^	CIC Status Code ^	GTIN ^	Information Provider GLN ^
<input type="checkbox"/>	2016-06-21 01:41	RECEIVED	03299598577019	9312345527205
<input type="checkbox"/>	2016-06-21 01:41	SYNCHRONISED	03299598577019	9312345527205
<input type="checkbox"/>	2017-01-09 22:20	SYNCHRONISED	03299598577019	9312345527205

Confirmation details

4.3.3 Item Preview

If you select an item from the hit list by clicking it once, a preview of the item data for the item is displayed on the Item Preview tab beneath the list. The preview gives you a quick overview of the item and only displays a limited set of attributes. The item preview is in a read-only mode. No modifications can be carried out here.

Active Prices Confirmation Details Item Preview Validation Report	
<ul style="list-style-type: none"> Core Item Information <li style="background-color: #e0f0e0;">Product ID Classification Physical Functional Characteristics 	<ul style="list-style-type: none"> GTIN <input type="text" value="03299598577019"/> Information Provider GLN <input type="text" value="9312345527205"/> Information Provider Name <input type="text" value="Marcus WFZ Beta Supplier Catalogue"/> Retailer Supplier ID <input type="text"/>

Item Preview tab

4.3.4 Validation Report

Any found validations will be shown in this tab. Successful CICs messages (e.g. review messages) that are sent to the Supplier will be reported here.

<input type="checkbox"/>	\$	16975871253989	6500005000066	1WS QA GS1AU Integ	Test New Class AU 1	(BASE_UNIT_OR_EA	Brand Name Item Des
<input checked="" type="checkbox"/>	\$	19016719283779	6500005000066	1WS QA GS1AU Integ	Test New Class NZ 1	(BASE_UNIT_OR_EA	Brand Name Item Des
<input type="checkbox"/>	\$	13333407877116	6500005000066	1WS QA GS1AU Integ		(BASE_UNIT_OR_EA	
<input type="checkbox"/>	\$	09000310000036	6500005000066	1WS QA GS1AU Integ	Internal Reference	(CASE) - Case	Brand Name Trade Ite
<input type="checkbox"/>	\$	41678992428019	8800008000000	RETConnected-AU-Q	123	(CASE) - Case	Brand NameTrade Ite
<input type="checkbox"/>	\$	39738454914018	8800008000000	RETConnected-AU-Q	Additional Trade Item	(CASE) - Case	Brand NameTrade Ite

10
10

Active Prices
Confirmation Details
Item Preview
Validation Report

Report for item Item19016719283779/9300004000077/554/6500005000066

Item 19016719283779 'Short Description NZ BI UPD' from information provider 9300004000077 'Supplier Peter' for target market NEW ZEALAND was successfully reviewed.

Report for item Item19016719283779/9300004000077/554/6500005000066

The item 19016719283779/9300004000077/554/6500005000066 has been updated.

Report for item Item19016719283779/9300004000077/554/6500005000066

The item 19016719283779/9300004000077/554/6500005000066 has been updated.

Validation Report tab

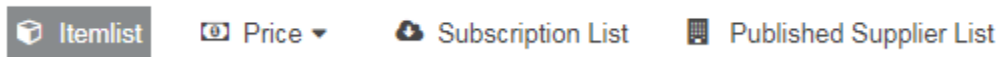
5.0 EXTERNAL ITEM LIST

The external item list contains trade items that Suppliers have published to the Retailer (Please note that subscription to the GTIN or Supplier’s GLN needs to be in place before items can be viewed here).

Item data can be reviewed here as well as performing status checks (e.g. whether an item is active or deleted) and item data processes (e.g. sending review or accept messages back to the Supplier).

In the external item list, you also have the option of re-activating the items that you rejected in the task list if, in the future, you would like to be notified about any updates to these items.

5.1 Working with the External Item List

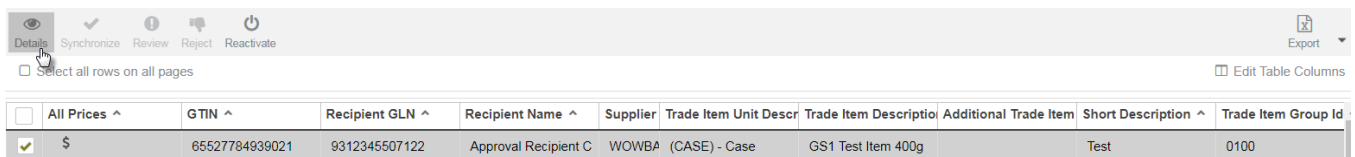


Item List button

Click on Item List to access the external item list. It will open in a new tab. The structure of item list is discussed within section 4.0 Structure of the Available Data Lists (Item, Price, Price Relationships, Subscription, and Published Supplier).

5.2 View Item Details

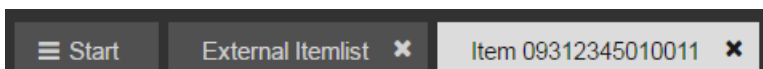
To view item data, simply double click on the item or select the item and then click on the Details button.



	All Prices ^	GTIN ^	Recipient GLN ^	Recipient Name ^	Supplier	Trade Item Unit Descr	Trade Item Description	Additional Trade Item	Short Description ^	Trade Item Group Id
<input checked="" type="checkbox"/>	\$	65527784939021	9312345507122	Approval Recipient C	WOWBA (CASE) - Case		GS1 Test Item 400g		Test	0100

Function bar within External Item List

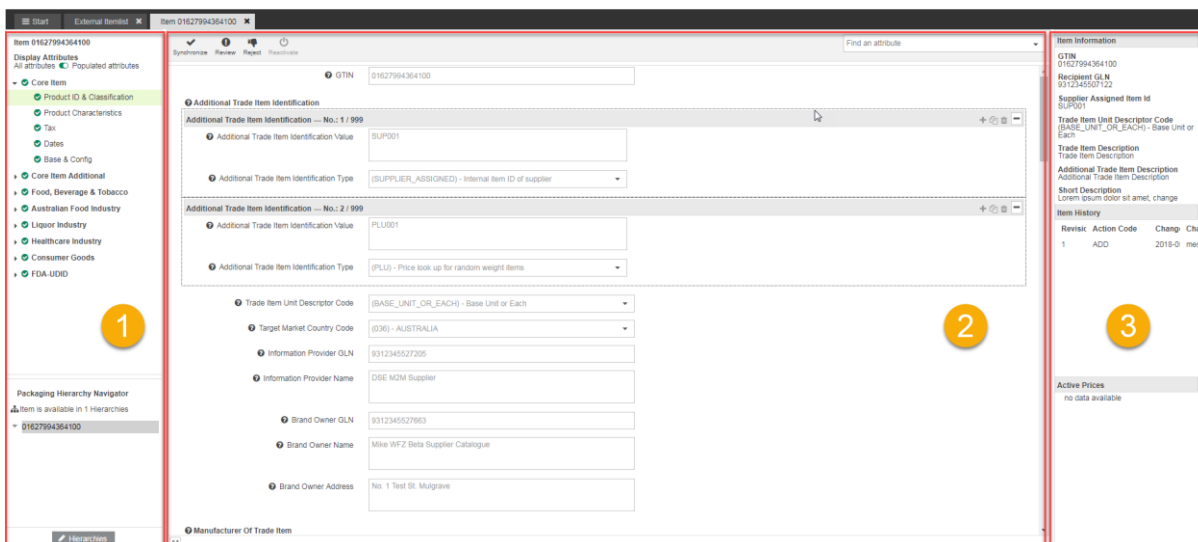
The item opens on a separate tab where data can be viewed.



Various tabs within Recipient UI

Once the item has been selected, the item details tab will show data that is segmented into three components.

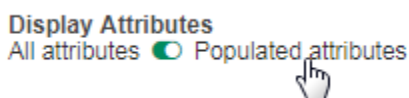
- Area 1 depicts the Navigational Panel. By clicking the corresponding theme (Product ID & Classification, Product Characteristics, Tax, etc) the set of attributes displayed changes.
- Area 2 displays item data for the contained attributes of the chosen theme.
- Area 3 depicts other information such as key item data, item history, and active prices.



Item Details

5.2.1 All or Populated Attributes switch

If enabled for your company, blank attributes and attribute categories in the item data can be hidden by clicking the Populated side of the toggle switch.



To show All item attributes including blank attributes, click the All side of the switch.



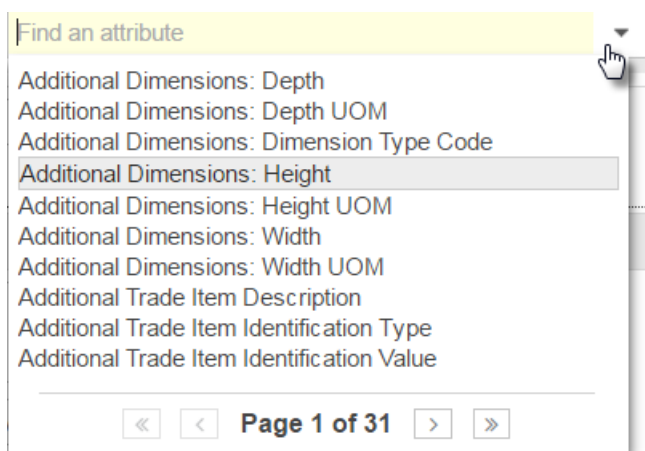
5.2.2 Attribute Finder

Due to the large number of attributes visible in the User Interface (UI) it is not always easy for a user to locate an attribute quickly. The attribute finder enables a quick search for attributes and composite names/attribute groups in the trade items details view.

To access the attribute finder, the user can simply open the drop-down menu on the right in the menu bar.

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

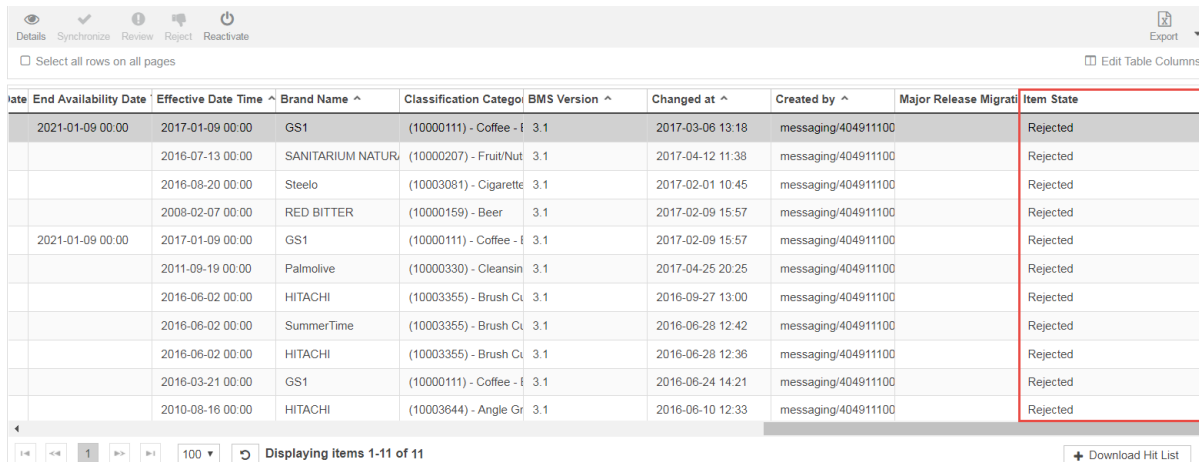
When an attribute is selected from the list the cursor will jump to its position in the UI.



Attribute Finder

5.3 View Item History

A new revision of an item is created after a correction is made or when an item version. Each time an item version is changed, a new revision is created with all the attribute values at the time it is saved.



End Availability Date	Effective Date Time	Brand Name	Classification Category	BMS Version	Changed at	Created by	Major Release Migration	Item State
2021-01-09 00:00	2017-01-09 00:00	GS1	(10000111) - Coffee - f	3.1	2017-03-06 13:18	messaging/404911100		Rejected
	2016-07-13 00:00	SANITARIUM NATUR	(10000207) - Fruit/Nut	3.1	2017-04-12 11:38	messaging/404911100		Rejected
	2016-08-20 00:00	Steele	(10003081) - Cigarette	3.1	2017-02-01 10:45	messaging/404911100		Rejected
	2008-02-07 00:00	RED BITTER	(10000159) - Beer	3.1	2017-02-09 15:57	messaging/404911100		Rejected
2021-01-09 00:00	2017-01-09 00:00	GS1	(10000111) - Coffee - f	3.1	2017-02-09 15:57	messaging/404911100		Rejected
	2011-09-19 00:00	Palmoive	(10000330) - Cleansin	3.1	2017-04-25 20:25	messaging/404911100		Rejected
	2016-06-02 00:00	HITACHI	(10003355) - Brush Co	3.1	2016-09-27 13:00	messaging/404911100		Rejected
	2016-06-02 00:00	SummerTime	(10003355) - Brush Co	3.1	2016-06-28 12:42	messaging/404911100		Rejected
	2016-06-02 00:00	HITACHI	(10003355) - Brush Co	3.1	2016-06-28 12:36	messaging/404911100		Rejected
	2016-03-21 00:00	GS1	(10000111) - Coffee - f	3.1	2016-06-24 14:21	messaging/404911100		Rejected
	2010-08-16 00:00	HITACHI	(10003644) - Angle Gr	3.1	2016-06-10 12:33	messaging/404911100		Rejected

Item State column shows the various statuses an item has gone through.

One of the columns within the Item Hit list, Item State, lists the various statuses an item has gone through (i.e. synchronised, review, delete, etc.).

5.4 Display Item History

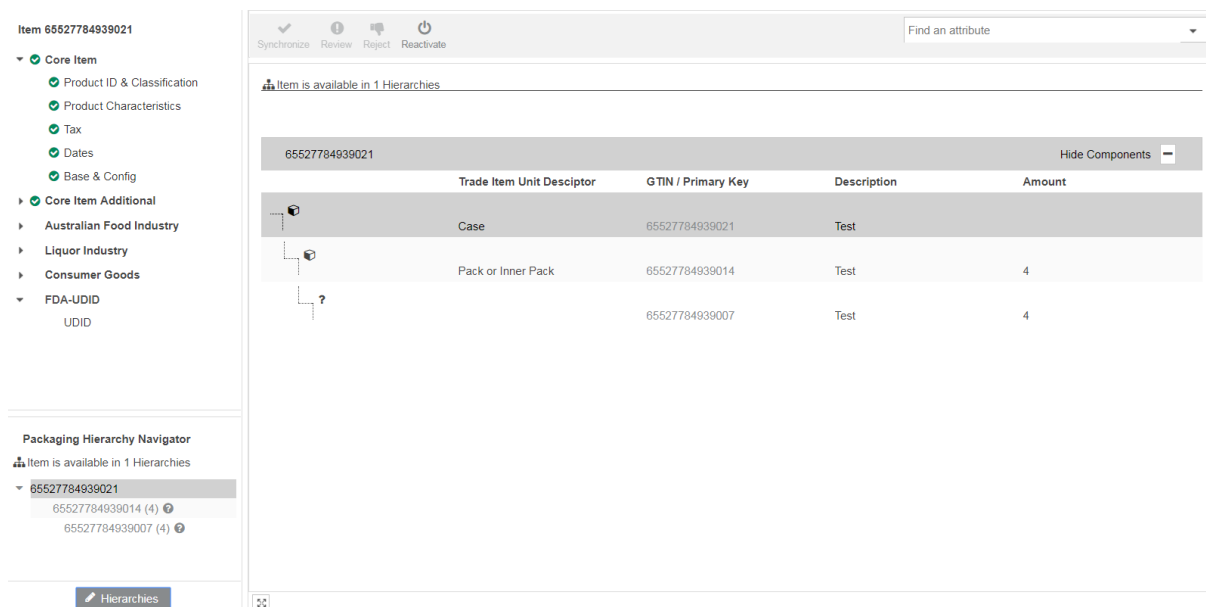
Current and previous versions of an item can be viewed within the Item History. The Item History widget can only be viewed when the item is selected and the Item Details tab is opened.

Item History			
Revis	Action Code	Changec	Changed
2	CHN	2017-02-	messagin
1	ADD	2017-02-	messagin

Item History widget – available within Item Details tab

5.5 View Item Hierarchies

The representation of hierarchies is available with the option “Hierarchies” within the Item Details view on the left-hand side of the Navigation Panel.






The screenshot displays the Item Details view for item 65527784939021. On the left, the 'Packaging Hierarchy Navigator' shows a tree structure with '65527784939021' selected. The main area shows a table of hierarchies:

Trade Item Unit Descriptor	GTIN / Primary Key	Description	Amount
Case	65527784939021	Test	
Pack or Inner Pack	65527784939014	Test	4
	65527784939007	Test	4

Hierarchy information within Item Detail

The position of the selected item in the hierarchy is shown with an icon. You can click on the GTINs that are contained in the packaging hierarchy and the selected GTIN will open in a separate tab.

Item is available in 1 Hierarchies

65527784939021					Hide Components <input type="checkbox"/>
	Trade Item Unit Descriptor	GTIN / Primary Key	Description	Amount	
	Case	65527784939021	Test		
	Pack or Inner Pack	65527784939014	Test	4	
		65527784939007	Test	4	

Item Hierarchy information

Additional information is given above the hierarchy overview:

Item is available in 1 Hierarchies


13015542887747					Hide Components <input type="checkbox"/>
	Trade Item Unit Descriptor	GTIN / Primary Key	Description	Amount	


Additional information within Hierarchies

The Packaging Hierarchy Navigator also provides an overview of the item’s current hierarchy structure.

Packaging Hierarchy Navigator

Item is available in 1 Hierarchies

- 13015542887747
 - 03015542887740 (10) 

 Hierarchies

Packaging Hierarchy Navigator

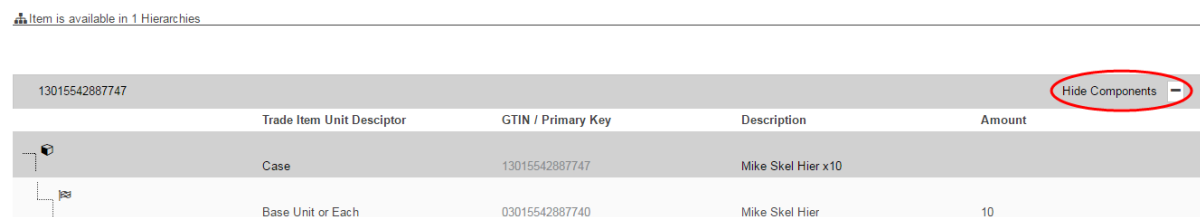
The navigational widget also features a small tooltip. When hovering the mouse on the question mark symbol, it shows a summary of the item.



Quick item preview from the navigational widget

5.5.1 Hide/Show Hierarchy Components

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



Trade Item Unit Descriptor	GTIN / Primary Key	Description	Amount
Case	13015542887747	Mike Skel Hier x10	
Base Unit or Each	03015542887740	Mike Skel Hier	10

Clicking Hide Components hides the hierarchy details



Clicking Show Components reveals the hierarchy details

6.0 RESPONDING TO ITEM DATA

Data recipients can respond to the received items with the following status information:

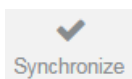
- **RECEIVED:** Item data received, but no decision has been made on the data yet.
- **SYNCHRONISED:** Item data synchronised with the in-house system of the Recipient
- **REVIEW:** Request to the Supplier to review the item data and take action, i.e. to correct or change data. The Recipient can specify and describe the discrepancies that prevent him from synchronizing the item data.
- **REJECTED:** Recipient has decided to stop synchronisation of the item. Updates will no longer be provided.

With the above options, Suppliers will receive a Catalogue Item Confirmation (CIC). The status of the CIC will depend on the response you choose, i.e. if an item has been received, if an item that was delivered by them is synchronised, if you request a correction (REVIEW) or if you do not want to receive further updates (REJECTED).

6.1 Receiving Item Data

Once the Supplier publishes item data to the Recipient, all items displayed within the Recipient UI will have a RECEIVED status (provided that the Recipient have subscribed to the GTIN or Supplier's GLN).

6.2 Synchronising Item Data



Synchronise button is available within Item List and Item Details.

Synchronisation will allow item data to be transferred into the Recipient's internal system if they are configured as an M2M Retailer.

- To synchronise an item within the Item List, select the item, and click Synchronise button. To synchronise an item within Item Details, click on the Synchronise button.

- Within the Validation Report tab at the bottom of the item hit list, a successful synchronised message will appear.



Successful synchronise message within Validation Report tab

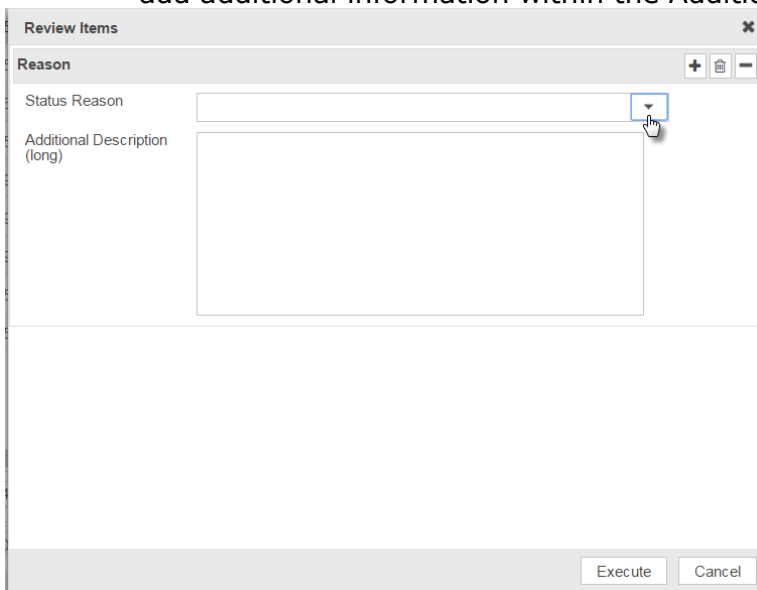
6.3 Requesting a Review by the Supplier



Review button is available within the Item List and Item Detail

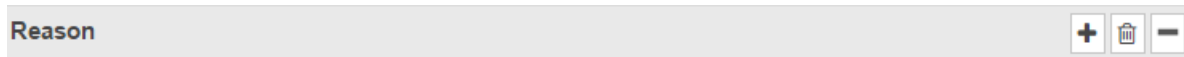
If you require the Supplier to correct an item or add more information, you can request a review. For each item that you want to fix, you can set as many Confirmation status codes as required. Please note that is not possible to set different codes for items in one hierarchy.

- Click on the Review button (Item List: Select the item first and then click on Review or within Item Details: click on the Review button).
- A new Review Items dialog will open.
- Recipients can select the status code using the drop-down menu and also add additional information within the Additional Description field.



Review Items dialog

Review reasons come with the below three buttons (located on the right-hand side).



Review buttons

- Recipients can opt to add multiple review reasons by using the first button.
- The second button, depicted with a trash can icon, allows Recipients to remove a review reason.
- The third button allows Recipients to expand/minimise the Review reason.
- Clicking Execute will set the code and generate the CIC. The Supplier will receive a CIC with status REVIEW. Clicking Cancel will take you back without saving the changes.
- Within the Validation Report tab at the bottom of the item hit list, a successful review message will appear.



Successful Review message within the Validation Report tab.

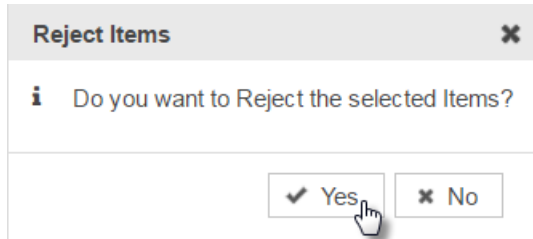
6.4 Rejecting Items



Reject button

Rejecting items prevents Recipients from receiving any further updates from the Supplier regarding the item/s. The Supplier will receive a CIC with status REJECT.

- To send a REJECT message to the Supplier at the Item List, select the GTIN and then click on the Reject button. At the Item Details, simply click on the Reject button.
- A safety prompt now appears. Click Yes to proceed with rejecting the item or Cancel to discontinue the reject process.



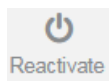
Safety prompt dialog – Reject Items

- Within the Validation Report tab at the bottom of the item hit list, a successful Reject message will appear.



Successful Reject message within Validation Report tab

6.5 Reactivate Items



Reactivate button

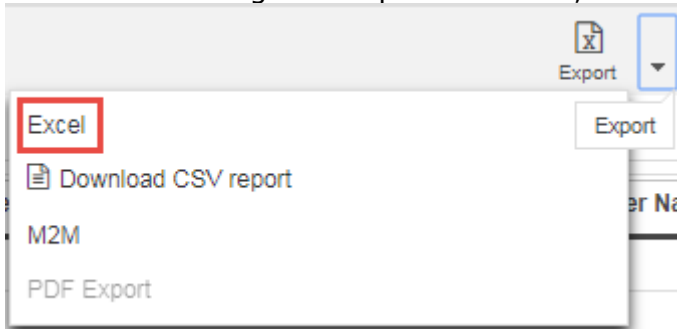
Recipients will no longer receive any updates from rejected items. To start receiving updates from these items again, Recipients can opt to reactivate these items.

- To reactivate within the item hit list, select the item and then click on the Reactivate button. To reactivate an item within item hit list, simply click on the Reactivate button.

6.6 Exporting Item Data to an Excel File

You can download the selected item/s into an Excel spreadsheet.

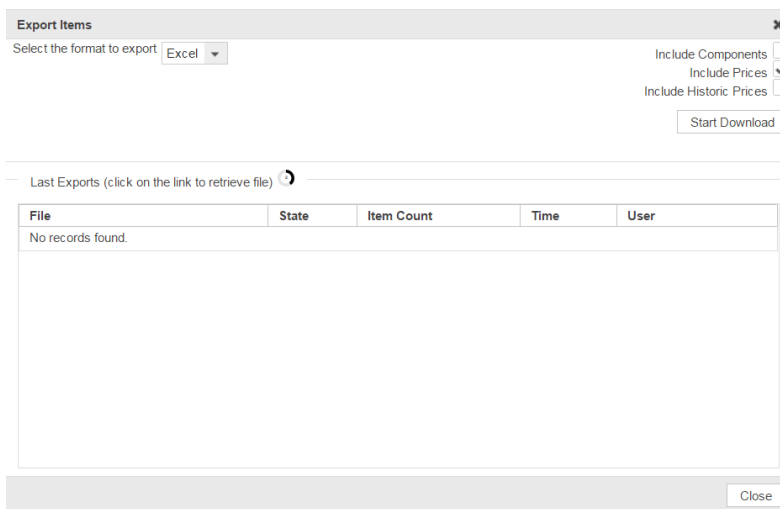
- To export the item data as an Excel spreadsheet, click on Export button and using the drop-down menu, click on Excel.



Export Function

The Export Items dialog will appear and you can select to either:

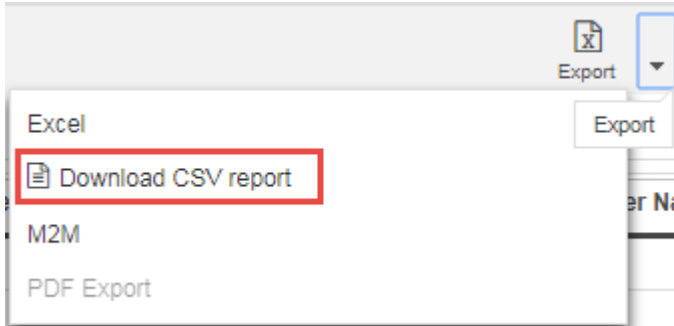
- Include Components (i.e. all items that are linked by a hierarchy relationship)
 - Include Prices (current active prices)
 - Include Historic Prices (expired prices)
- Once the above option/s has been selected, click on Start Download.
- Once the download is completed, a link will display within the Export History (bottom part of the Export Items dialog).
- Click on the link to retrieve the file.



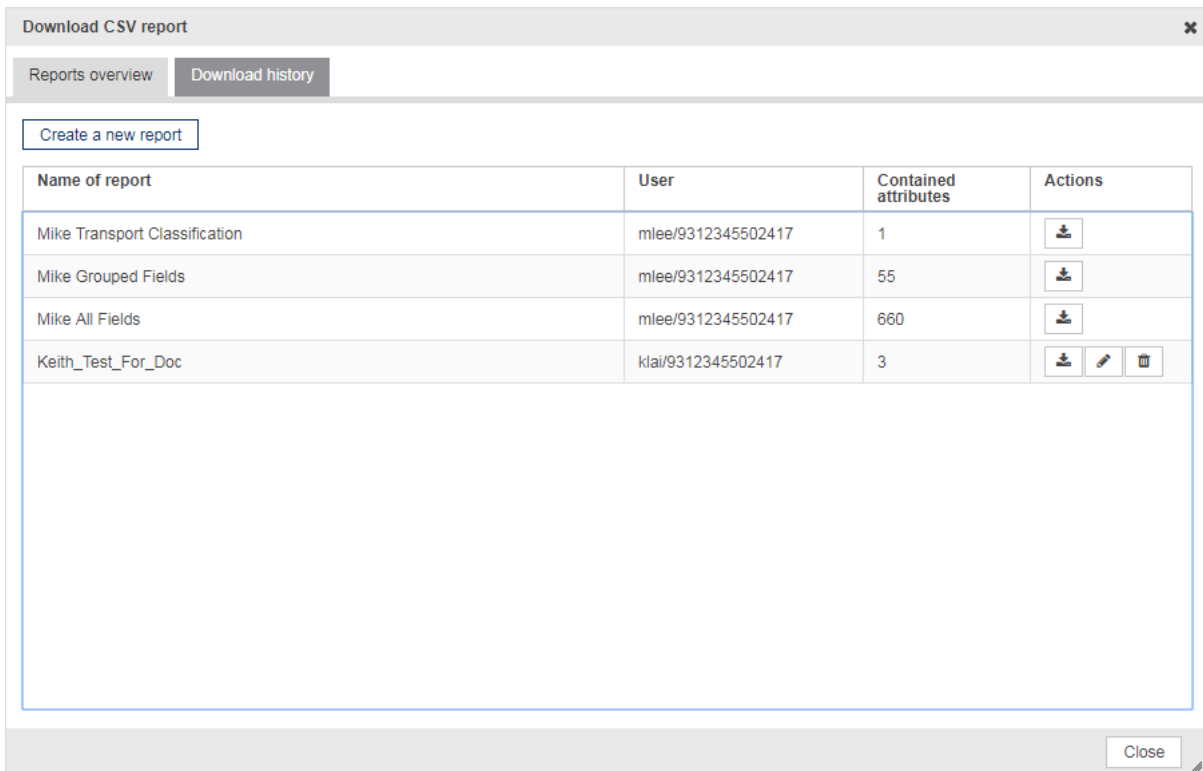
Export Items dialog

6.7 Download CSV report

You can download data from your catalogue into a CSV Report. It is customisable which allows you to select only the fields you require in the CSV Report.



Download CSV report



The CSV Report window

6.7.1 Create a new report

Before you can download a CSV Report, you must first create a report. This is a template which you can customise to the fields you want to see in the CSV Report. You can create many different templates depending on your need. To create a report, click on the 'Create a new report button'

Download CSV report

Reports overview | Download history

Create a new report

Name of report	User	Contained attributes	Actions
Mike Transport Classification	mlee/9312345502417	1	
Mike Grouped Fields	mlee/9312345502417	55	
Mike All Fields	mlee/9312345502417	660	
Keith_Test_For_Doc	klai/9312345502417	3	

Create a new report

- Insert a name for the report
- The left column consists of the attributes available. You can search for attributes using the search field just above the column.

The right column will contain the list of attributes you selected to appear in the CSV Report.

Download CSV report

Reports overview | Download history

Report Name:

Trade Item	Available Columns	Selected Columns
	<input type="checkbox"/> Does Trade Item Contain DEHP? <input type="checkbox"/> Does Trade Item Contain Human Tissue? <input type="checkbox"/> Does Trade Item Contain Latex? <input type="checkbox"/> Does Trade Item Require Mixing? <input type="checkbox"/> GS1 Trade Item Identification Key <input type="checkbox"/> Is Non Sold Trade Item Returnable? <input type="checkbox"/> Is Trade Item A Base Unit? <input type="checkbox"/> Is Trade Item A Consumer Unit? <input type="checkbox"/> Is Trade Item A Dangerous Good? <input type="checkbox"/> Is Trade Item A Despatch Unit?	

Cancel Save

CSV Report

- Select the available attributes from the left column and click the right arrow button to add to the right column

Download CSV report ✕

Reports overview | Download history

Report Name:

trade item	→	Selected Columns
Available Columns	→	Selected Columns
<input type="checkbox"/> Does Trade Item Require Mixing?	<input type="checkbox"/>	Trade Item Description
<input type="checkbox"/> GS1 Trade Item Identification Key	<input type="checkbox"/>	GTIN
<input type="checkbox"/> Is Non Sold Trade Item Returnable?	<input type="checkbox"/>	Additional Trade Item Identification
<input checked="" type="checkbox"/> Is Trade Item A Base Unit?		
<input checked="" type="checkbox"/> Is Trade Item A Consumer Unit?		
<input type="checkbox"/> Is Trade Item A Dangerous Good?		
<input checked="" type="checkbox"/> Is Trade Item A Despatch Unit?		
<input type="checkbox"/> Is Trade Item A Hazardous Good?		
<input type="checkbox"/> Is Trade Item A Variable Unit?		
<input checked="" type="checkbox"/> Is Trade Item An Invoice Unit?		

Cancel Save

CSV Report

- Clicking the Add All button will move all available attributes to the right column. This means the CSV Report will contain all fields selected.

Download CSV report ✕

Reports overview | Download history

Report Name:

trade item	→	Selected Columns
Available Columns	→	Selected Columns
	<input type="checkbox"/>	Trade Item Description
	<input type="checkbox"/>	GTIN
	<input type="checkbox"/>	Additional Trade Item Identification
	<input type="checkbox"/>	Does Trade Item Contain DEHP?
	<input type="checkbox"/>	Does Trade Item Contain Human Tissue?
	<input type="checkbox"/>	Does Trade Item Contain Latex?
	<input type="checkbox"/>	Does Trade Item Require Mixing?
	<input type="checkbox"/>	GS1 Trade Item Identification Key
	<input type="checkbox"/>	Is Non Sold Trade Item Returnable?
	<input type="checkbox"/>	Is Trade Item A Base Unit?

Cancel Save










Selecting all fields

- Once you have selected the fields you require, click save.
- A new report will be created.

Download CSV report ✕

Reports overview **Download history**

[Create a new report](#)

Name of report	User	Contained attributes	Actions
Mike Transport Classification	mlee/9312345502417	1	
Mike Grouped Fields	mlee/9312345502417	55	
Mike All Fields	mlee/9312345502417	660	
Keith_Test_For_Doc	klai/9312345502417	3	  
KL_Test_CSVReport	klai/9312345502417	5	  

[Close](#)

New Report Created

6.7.2 Column References

Some attributes are grouped together. This is based on the header name of the particular modules used in the Recipient UI. For example: Duty Fee Tax Information contains all tax related information.

Duty Fee Tax Information

Duty Fee Tax Information --- No.: 1 / 999

Duty Fee Tax Type Code	GST
Duty Fee Tax Type Description	Goods and Services Tax
Duty Fee Tax Agency Code	(ATO) - Australian Tax Office

Duty Fee Tax: Details --- No.: 1 / 1

Duty Fee Tax Rate	0
-------------------	---

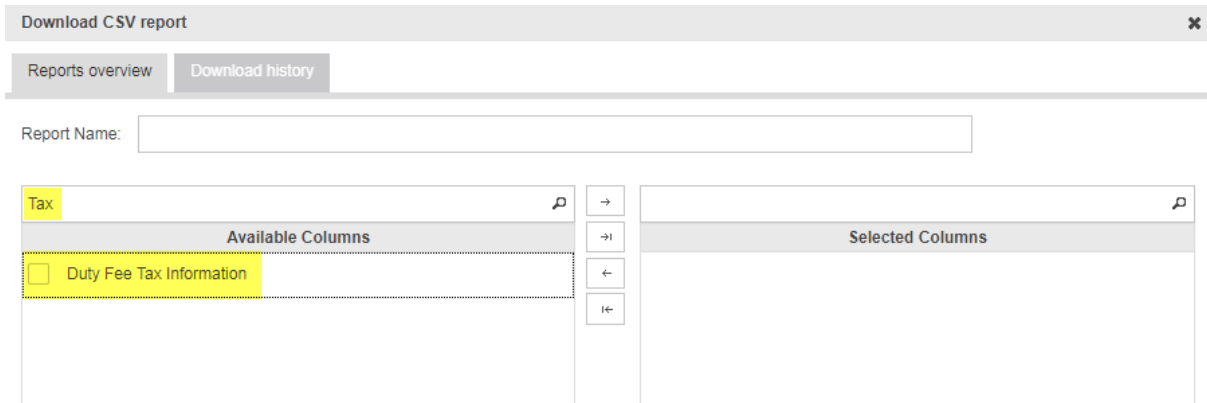
Duty Fee Tax Exempt Party Role Code --- No.: 1 / 1

Duty Fee Tax Exempt Party Role Code	
-------------------------------------	--

Some attributes are grouped

If an attribute is part of a group, you cannot select the individual attributes to include in the CSV report. All attributes that are part of that group will be included as separate columns within the report

For example, searching for tax related attributes will only return one result, Duty Fee Tax Information. This is the header name of the module. By selecting Duty Fee Tax Information, it will include all tax related attributes in separate columns in your CSV Report.



Searching for tax related attributes will return the Header group only

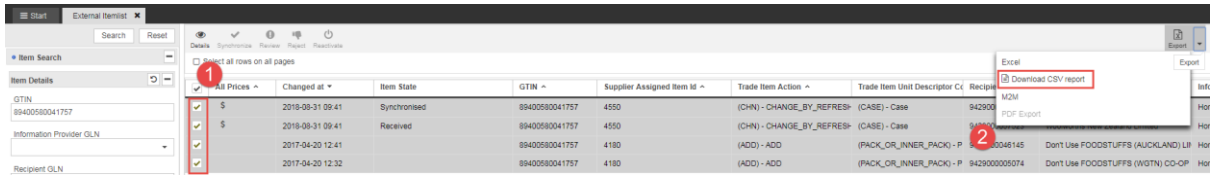
Publisher/Recipient Attribute name	CSV Report column selector
Duty Fee Tax Type Code	Duty Fee Tax Information
Duty Fee Tax Type Description	Duty Fee Tax Information
Duty Fee Tax Agency Code	Duty Fee Tax Information
Duty Fee Tax Rate	Duty Fee Tax Information
Duty Fee Tax Exempt Party Role Code	Duty Fee Tax Information

All tax attributes part of the group will be included

For the full list of attributes and modules available in the column, please refer to the CSV Report Column Reference document in the Recipient Training webpage.

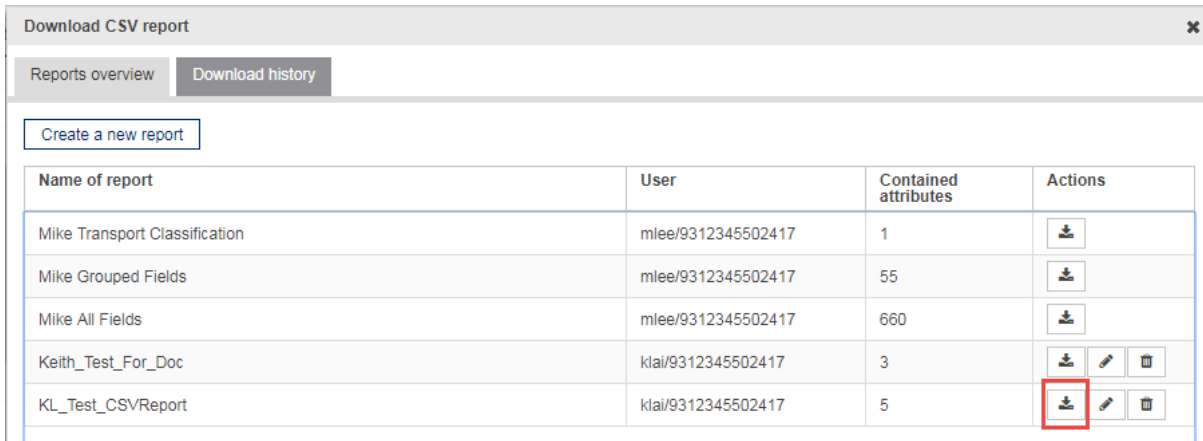
6.7.3 Downloading a CSV item report

- From the External Item List, select the items you want to download into the CSV Report
- From the Export menu, select "Download CSV Report"



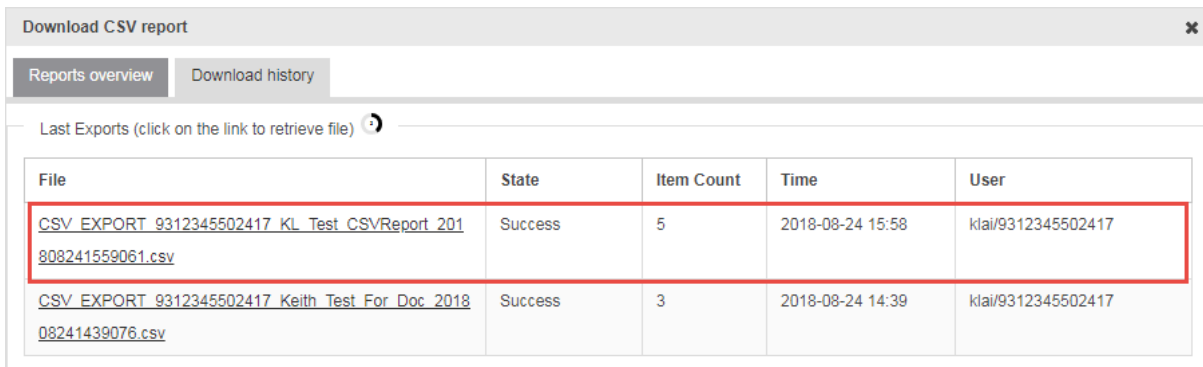
Select the item(s) to download into the CSV Report

- Click the download button from the Report created



Download the CSV Report

- The download will begin showing an “Initialized” state in the Download history tab.
- When the download is complete, the status will change to “Success”.
- Download and save the CSV Report by clicking on the filename.



Successful CSV Report download

- The CSV Report can be imported into Excel using it’s import function.
- Click on the “Data” tab from the Excel menu and select “From Text/CSV” to import the data.
- Data imports successfully into a readable format

Column1	Column2	Column3	Column4
Trade Item Description/tradeitemDescription/tradeitemDescriptionValue[en]	GTIN	Additional Trade Item Identification/AdditionalTradeitemIdentification[0]/additionalTradeItem Identification/AdditionalTradeitemiden	Supplier Assigned
Mike Hierarchy NoDespatch	09898556667041	1234	SUPPLIER_ASSIGNED
Mike Hierarchy NoDespatch	09898556667096	Keith	SUPPLIER_ASSIGNED
Mike Hierarchy NoDespatch	09898556667201	Keith	SUPPLIER_ASSIGNED
Mike Hierarchy NoDespatch	09898556667768	Keith	SUPPLIER_ASSIGNED
CANADIAN CLUB SPIRIT CANADIAN WHISKEY 20 YEAR OLD 750 ML GLASS CANADI	09316417002058	961585	SUPPLIER_ASSIGNED

CSV Report imported into Excel

6.8 Download the Hit List

Below the hit list in the lower right corner, a button is available which allows to download the items that appear in the hit list. The format of the download is CSV and contains all columns and values from the hit list.

Price Test Data For BS	(036) - AUSTRALIA	WOW Test Supplier
Price Test Data For BS	(036) - AUSTRALIA	WOW Test Supplier
Group	(036) - AUSTRALIA	Mike WFZ Beta Sup
Group	(036) - AUSTRALIA	Mike WFZ Beta Sup
Portables Sh.Stable	(036) - AUSTRALIA	NPC Technical Test

+ Download Hit List

Download Hit List

1	2	3	4	5	6	7	8	9
Overall State	Publication State	Release State	Response	All Prices	GTIN	Supplier Assigned Item Id	Trade Item Unit Descriptor Code	Information
Item Published	Published	Released	Synchronized	TRUE	1E+14	Hbeat7	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Draft new item				FALSE	1.93007E+13	12345	(CASE) - Case	9.31E+12
Draft new item				FALSE	2.93007E+13	12345	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Unpublished to all - still sent Update - pending rele	Sent item update		Exception	TRUE	7.39253E+12	68376	(PACK_OR_INNER_PACK) - Pack or Inner Pack	9.31E+12
Draft new item				FALSE	9.30071E+12	12345	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Draft new item				FALSE	9.4219E+12	2428644a	(PACK_OR_INNER_PACK) - Pack or Inner Pack	9.31E+12
Draft new item				FALSE	9.3404E+12	2472414a	(PALLET) - Pallet	9.31E+12
Sent Item Update - pending Release	Sent			TRUE	9.3404E+12	2317095a	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Published Item Update - pending Release	Published		No action required	TRUE	8.90241E+12	2245116a	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		FALSE	2.93116E+13	9999999i	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		FALSE	7.56774E+11	9999999i	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Released - Ready to publish		Released		FALSE	9.31235E+12	B170505AC	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Released - Ready to publish		Released		FALSE	9.31235E+12	B170505AD	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Released - Ready to publish		Released		TRUE	1.93123E+13	B170505AC	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		TRUE	1.93123E+13	B170505AD	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		FALSE	9.31235E+12	B170505AAA	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Released - Ready to publish		Released		FALSE	9.31235E+12	B170505AB	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Released - Ready to publish		Released		TRUE	1.93123E+13	B170505AB	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		TRUE	1.93123E+13	B170505AAA	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		FALSE	1.93354E+13	4003	(CASE) - Case	9.31E+12
Released - Ready to publish		Released		FALSE	9.33539E+12	4003	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Draft new item				FALSE	1.93354E+13	4004	(CASE) - Case	9.31E+12
Draft new item				FALSE	9.33539E+12	4004	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Published Item Update - pending Release	Published		No action required	TRUE	1.47594E+13		(CASE) - Case	9.31E+12
Sent Item Update - pending Release	Sent			FALSE	4.75944E+12		(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12
Draft new item				FALSE	9.31235E+12	COOL 3	(BASE_UNIT_OR_EACH) - Base Unit or Each	9.31E+12

Excel file downloaded from Recipient Hit List

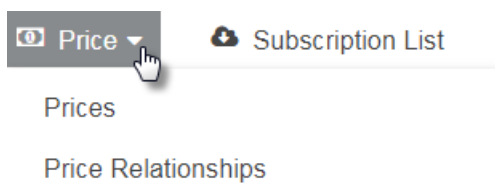
Note: Only maximum of 100 items can be downloaded from the hit list. The maximum the hit list can display per page are 100 items.

7.0 PRICES

Recipients can view and maintain prices and price relationships via the Prices module.

7.1 Working with the Price List

To view price records, select Prices within the Prices module drop down menu.

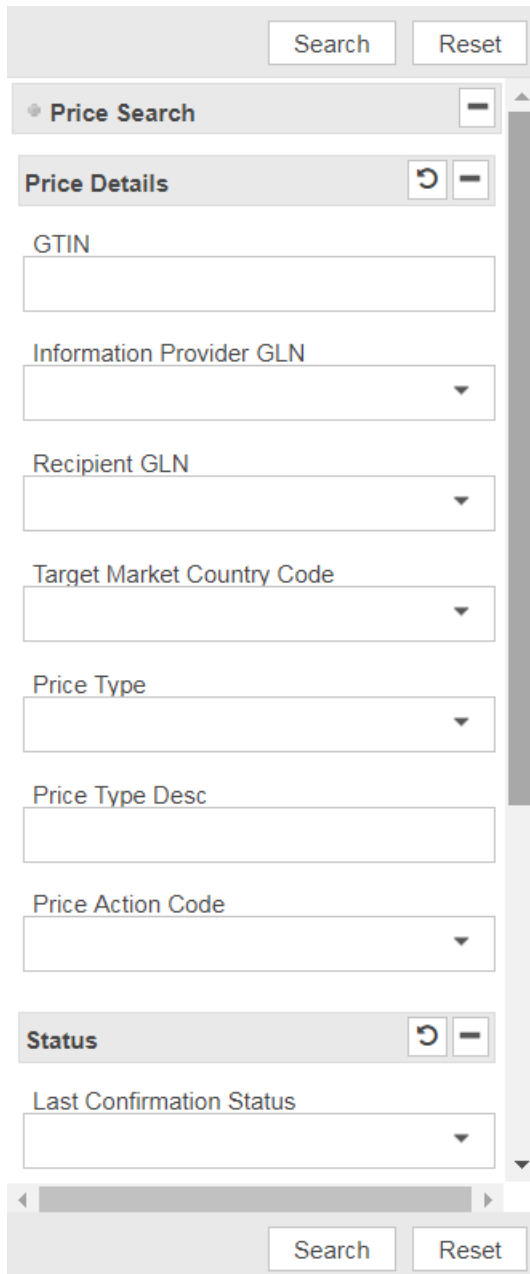


Drop down menu within Prices module.

The Price list will open in a new tab. The structure of the price list is discussed within section 4.0 Structure of the Available Data Lists (Item, Price, Price Relationships, Subscription, and Published Supplier).

7.1.1 Search and Find Prices

Please refer to section 3.0 Search and Find Data within Lists for comprehensive information regarding the usage of the Search Widgets.



The screenshot shows a search widget titled "Price Search" with a "Search" and "Reset" button at the top. Below the title is a "Price Details" section with a refresh icon and a minus sign. The fields in this section are: GTIN (text input), Information Provider GLN (dropdown), Recipient GLN (dropdown), Target Market Country Code (dropdown), Price Type (dropdown), Price Type Desc (text input), and Price Action Code (dropdown). Below this is a "Status" section with a refresh icon and a minus sign, containing a "Last Confirmation Status" dropdown. At the bottom of the widget are "Search" and "Reset" buttons.

Search Widget within Prices

Section 3.0 Search and Find Data within Lists covers how to use the following search fields: Price Details, Status, Advanced Search, and Search Profiles.

Within the Search Widgets for Prices has 'Excludes' as an additional search field.

7.1.1.1 Finding price records using the 'Excludes' search field



Excludes – Search widget

- **Exclude discontinued prices:** enables the user to exclude expired (prices with past effective end date/time) to be excluded from the price hit list.
- **Exclude child prices:** enables the user to exclude child prices from the price hit list, i.e. only the parent price records will appear.

7.1.2 Responding to Price Data

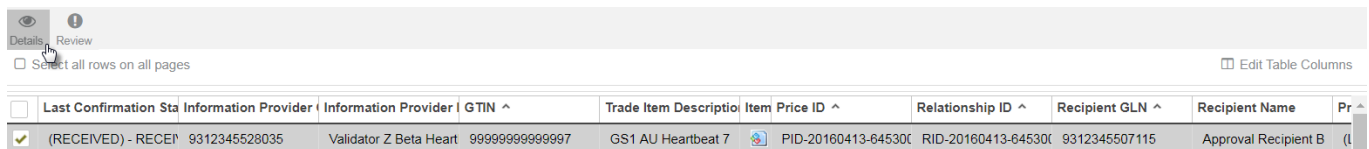
Users can view price records and send price review messages back to the Supplier.

7.1.2.1 View Price Details



Details button

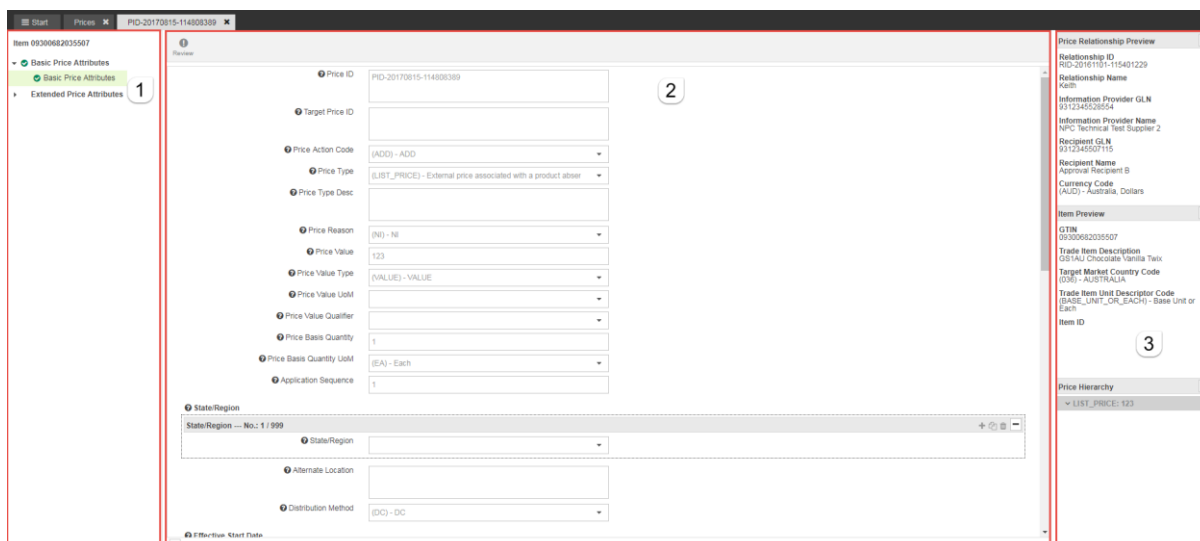
To view a price record, users can select the price within the hit list and then click on Details or simply double click on the price record.



Last Confirmation Sta	Information Provider	Information Provider	GTIN ^	Trade Item Descriptio	Item	Price ID ^	Relationship ID ^	Recipient GLN ^	Recipient Name	Pr ^
✓ (RECEIVED) - RECEI	9312345528035	Validator Z Beta Heart	99999999999997	GS1 AU Heartbeat 7		PID-20160413-645300	RID-20160413-645300	9312345507115	Approval Recipient B	(L

Selecting a price to view details

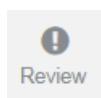
The price details will open in a separate tab and is segmented into three components:



Price Details

- Area one depicts the Navigational Panel. By clicking the corresponding theme (Basic Price Attributes or Extended Price Attributes) the Edit Form opens in the centre of the screen and you can make changes to the attributes there.
- Area two displays price data for the contained attributes of the chosen theme.
- Area three depicts other information such as price relationship details, key price data, and price hierarchy.

7.1.2.2 Request a Review by the Supplier



Review button

Users can send a price review to a Supplier. This results in a review message sent out to the Supplier as a Price Confirmation Message (PSC).

- To start the review process within the price hit list, select the price record and then click the Review button. To start the review process within the price details tab, simply click on the Review button.

- Create Price Review dialog will open. Populate the fields Action Needed, Reason Code, Attribute Name, and Attribute Value before clicking on Execute. To cancel the review process, simply click on Cancel.




Create Price Review reason



Price review reason buttons

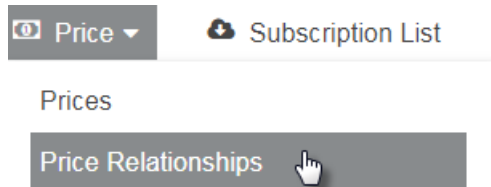
- Multiple price review reasons can be added by using the first button. Users can opt to delete price reasons using the second button (depicted by a trash can). The third button allows users to expand/minimise the price review reason.
- Within the Validation Report tab at the bottom of the price hit list, a successful review message will appear.



Successful review message within Validation Report

7.2 Working with the Price Relationships List

To view price relationships, select Price Relationships within the Prices module drop down menu.

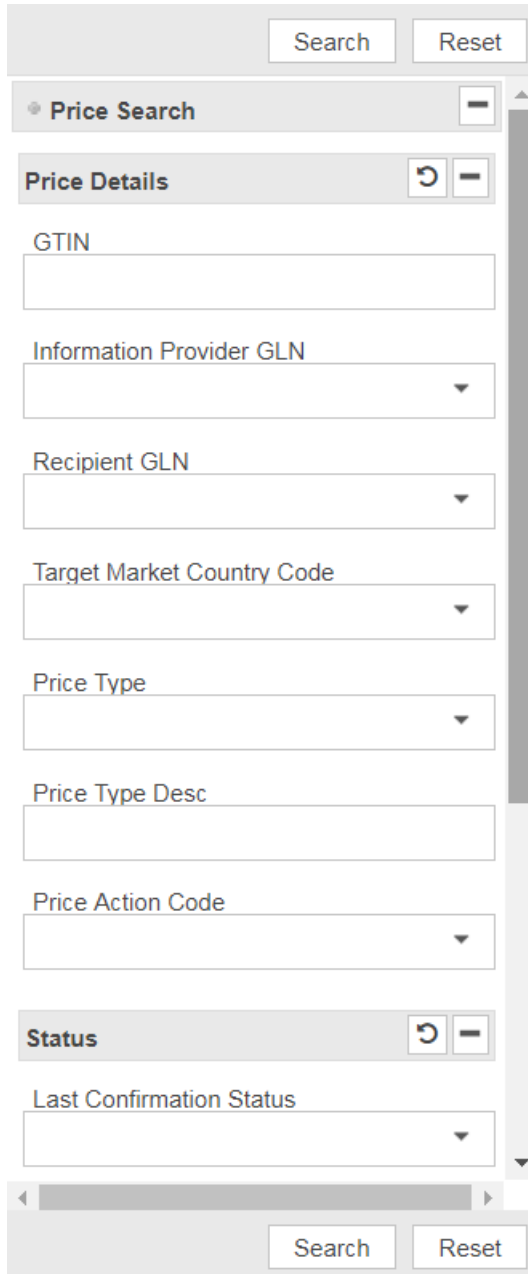


Price drop down menu options

The Price Relationship list will open in a new tab. The structure of price relationship lists is discussed within section 4.0 Structure of the Available Data Lists (Item, Price, Price Relationships, Subscription, and Published Supplier).

7.2.1 Search and Find Price Relationships

Please refer to section 3.0 Search and Find Data within Lists for comprehensive information regarding the usage of the Search Widgets.



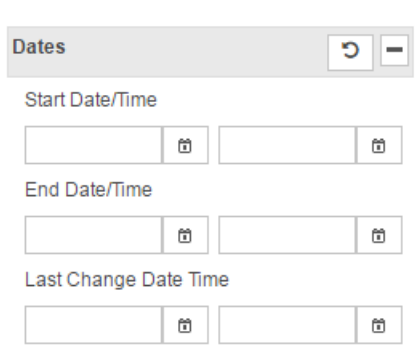
The image shows a search widget titled "Price Search" with a "Price Details" section. It contains several input fields: "GTIN", "Information Provider GLN", "Recipient GLN", "Target Market Country Code", "Price Type", "Price Type Desc", "Price Action Code", and "Status". The "Status" section includes a "Last Confirmation Status" field. The widget has "Search" and "Reset" buttons at the top and bottom.

Price Relationship search widget

Section 3.0 Search and Find Data within Lists covers how to use the following search fields: Relationship Details, Status, and Search Profiles.

Within the Search Widgets for Price Relationships has 'Dates' as an additional search field.

7.2.1.1 Finding price relationships using Dates field



Dates

Start Date/Time

End Date/Time

Last Change Date Time

Dates field within Price Relationship search widget

Users can opt to define searches via the Start Date/Time, End Date/Time, and Last Changed Date Time fields.

8.0 SUBSCRIPTION LIST

The subscription list allows retailers to create and manage subscriptions online.

The following functionalities are available:

- Search and list existing subscriptions
- Create subscriptions
- Show matching items
- Item Re-Export
- Delete subscriptions

8.1 Working with the Subscription List

To access the subscription list, click on Subscription List.



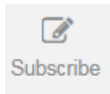
Module bar

The Subscription list will open in a new tab. The structure of Subscription list is discussed within section 4.0 Structure of the Available Data Lists (Item, Price, Price Relationships, Subscription, and Published Supplier).

8.2 Subscription Search

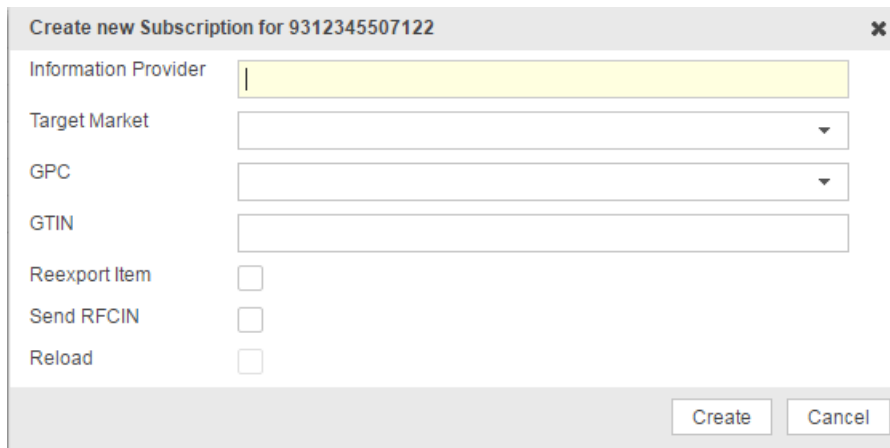
Please refer to section 3.0 Search and Find Data within Lists for comprehensive information regarding the usage of the Search Widgets.

8.3 Create Subscriptions



Subscription button

- To create a new subscription, select the Subscribe button within the Hit List Function Bar.
- Create new Subscription dialog will open.



The dialog box is titled "Create new Subscription for 9312345507122". It contains the following fields and options:

- Information Provider: Text input field
- Target Market: Dropdown menu
- GPC: Dropdown menu
- GTIN: Text input field
- Reexport Item:
- Send RFCIN:
- Reload:

Buttons: Create, Cancel

Create new Subscription dialog

- Populate the required fields before clicking on the Create button.
- The below are definitions of the options available within the Create new Subscription dialog:
 - **Information Provider:** Intended Supplier to be subscribed to
 - **Target Market:** Target Market Country Area
 - **GPC:** Global Product Classification
 - **GTIN:** Global Trade Item Number
 - **Send RFCIN:** Request For Catalogue Item Notification
 - **Reload:** To opt to reload all items (synchronised and rejected) or only synchronised items.
- Please note that GTIN and GPC cannot be populated at the same time since this combination of selection criteria is not allowed. If you try to populate both fields, you will receive an error message and will not be able to create the subscription.

8.3.1 Request For Catalogue Item Notification (RFCIN)

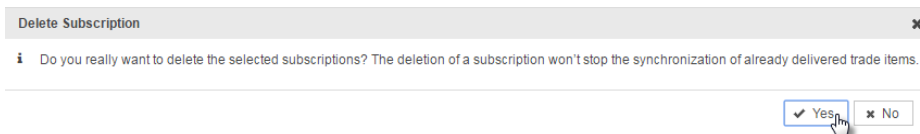
Users can opt for trade items to be resent. When Send RFCIN is selected, the Reload box becomes available. By default, the Reload box will be ticked. Having this box ticked will enable users to receive items from only synchronised items. By deselecting the Reload box, users will receive items from synchronised items and rejected items (in turn reactivating the rejected items in the process).

8.4 Delete Subscriptions



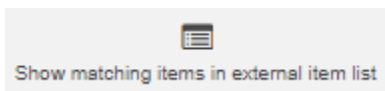
Delete Subscription button

- Users can opt to delete subscriptions by flagging the subscription in the hit list and then clicking on the Delete Subscription button.
- A safety prompt dialog will open. Click on the Yes button to continue with the process or No to cancel the process.



Safety prompt dialog – Delete Subscription

8.5 Show Items Matching Subscription

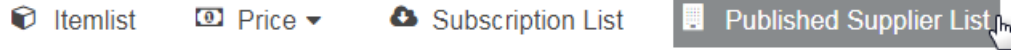


Show matching items in external item list

Users can view items that correspond to a subscription.

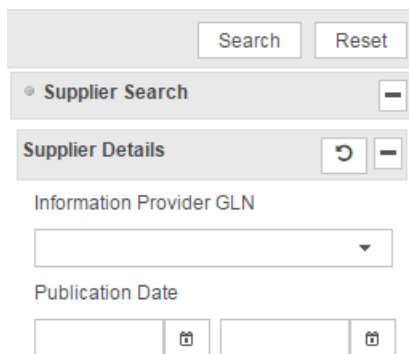
- To do so, flag a subscription within the hit list and then click on the Show matching items in external item list.
- The items that belong to the flagged subscription will appear in open within the external item list tab.

9.0 PUBLISHED SUPPLIER LIST



Module Bar

The Published Supplier List enables the Recipient to get an overview of Suppliers who have published to them and to create supplier subscriptions. The retailer opens the Suppliers list by clicking "Published Suppliers List" in the main menu bar. To create a Suppliers List, users should execute a Search on the Search Panel.



The Search Panel interface includes a search bar with 'Search' and 'Reset' buttons. Below it is a 'Supplier Search' section with a minus sign. Underneath is a 'Supplier Details' section with a refresh icon and a minus sign. The 'Information Provider GLN' field is a dropdown menu. The 'Publication Date' field consists of two date input boxes, each with a calendar icon.

Search widget

9.1 Create a subscription within the Published Supplier List



Subscribe button

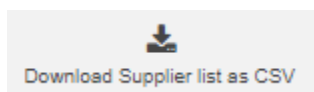
- Flag a Supplier and then click on the Subscribe button.
- A Create new Subscription dialog will open.



Create new Subscription dialog

- Populate the required fields before clicking on the Create button.
- The below are definitions of the options available within the Create new Subscription dialog:
 - Information Provider: Intended Supplier to be subscribed to
 - Target Market: Target Market Country Area
 - GPC: Global Product Classification
 - GTIN: Global Trade Item Number
 - Send RFCIN: Request For Catalogue Item Notification
 - Reload: To opt to reload all items (synchronised and rejected) or only synchronised items.
- Please note that GTIN and GPC cannot be populated at the same time since this combination of selection criteria is not allowed. If you try to populate both fields, you will receive an error message and will not be able to create the subscription.

9.2 Download the Published Supplier List



Download Supplier list button

- Click the "Download Supplier list as CSV" button.
- A CSV file containing all entries in the Published Supplier List will be downloaded to your computer.

10.0 CLEANSING PROCESS

The Recipient UI is typically configured to perform local market or community validations and to automatically manage Catalogue Item Confirmation messages (CICs) and to automatically synchronise data from the Recipient Tool UI to their back-office systems as appropriate.

The “Cleansed Supplier” feature was implemented in the NPC to ensure Data Recipients had a mechanism to control when data was sent to them via M2M messaging.

In this scenario, the Recipient UI can be configured so that data is only sent to the Recipient if the Recipient has defined the Supplier as “clean”. Each Recipient can have a “Cleansed Supplier” list.

Individual supplier GLNs can be added to the “Cleansed Supplier” list and this will allow data from that supplier to be automatically synchronised directly from the supplier, via the Recipient Tool to the Recipient’s back-office systems. Any data from Suppliers not on the “Cleansed Supplier” list is held in the Recipient UI for the Recipient to check and authorise for synchronisation manually as appropriate.

It is also possible to configure the system so that any updates to items that have already been synchronised can be sent automatically.

The “cleansed switch” does not apply to “online interface only” Recipients.

The below is the current process for Recipient UI (online interface only) Recipients:

- Register for the National Product Catalogue
- Complete a Recipient project (if applicable)
- Recipient receives NPC Ready alert from GS1 Australia for a Supplier via email
- Recipient subscribes to the Supplier data (via online interface)
- Recipient downloads Supplier data (via the online interface) and carries out data checks to ensure accuracy and completeness

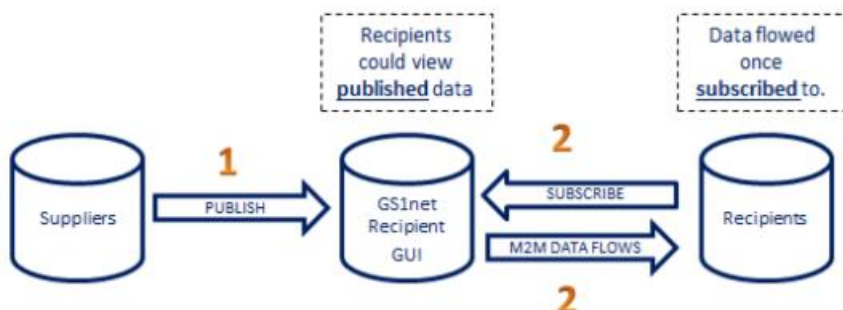
The below is the current process for M2M Recipients:

- Register for National Product Catalogue
- Complete a Recipient project (if applicable)
- Recipient receives NPC Ready alert from GS1 Australia for a Supplier via email
- Recipient subscribes to the Supplier data (via the online interface or M2M)

- Recipient downloads Supplier data (via their M2M connection or manually via the online interface) and carries out data checks to ensure accuracy and completeness
- Recipient confirms data is correct to GS1 NPC Customer Support Team. The team will then include Supplier GLN on the Recipient "Cleansed" list
- All data and changes flow to recipient via M2M from this point

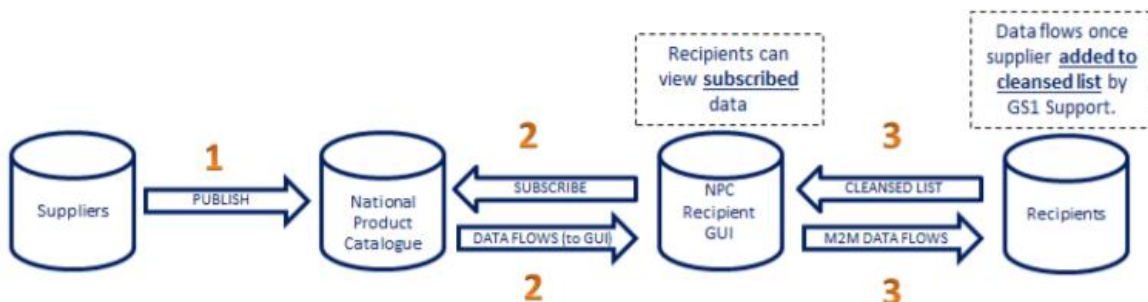
10.1 The Background

Previously in GS1net (now known as the National Product Catalogue) a Data Recipient would automatically be able to view data online if the supplier had published to them. To receive data via M2M, a Data Recipient had to subscribe to the data.



Previous GS1net Workflow

In the new NPC Architecture, data will only appear in the online interface for Recipients once they have first subscribed to the supplier’s data. Therefore, an additional mechanism is needed to only send data via M2M for those suppliers that Recipients choose to receive data from, not automatically all Suppliers that they had subscribed to.



New NPC Workflow

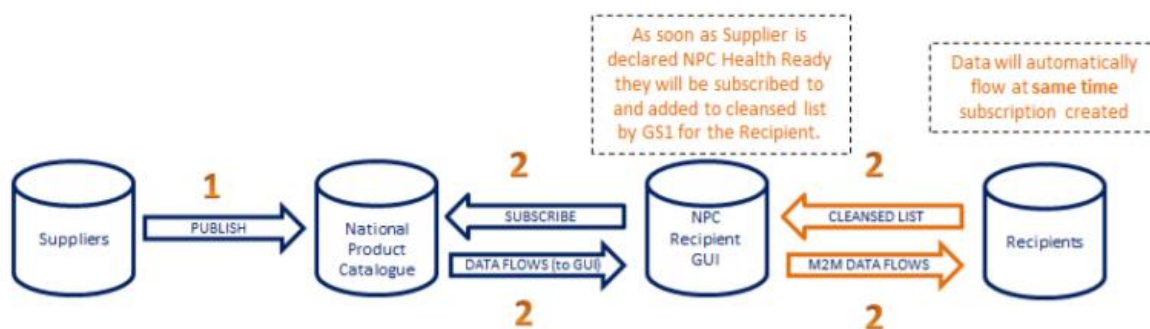
10.2 Requests for Alternative Logic – Additional Solutions

Based on recent user feedback, two scenarios are identified:

- **Scenario One:** Some Data Recipients want to automatically receive the data via M2M so long as the Supplier is “NPC Ready”
- **Scenario Two:** Some Data Recipients wish to receive data via M2M from Suppliers as soon as they have subscribed to that data (regardless of whether the supplier is “NPC Ready” or not).

GS1 Australia have offered the below options to cater the above two scenarios.

10.2.1 Scenario One – Automatically Send Data Via M2M Once Supplier is Declared “NPC Ready”



Automatically subscribe and add Supplier to cleansed list upon “NPC Ready”

GS1 Australia implemented a process for Data Recipients that opt to automatically receive all data from NPC Ready Suppliers via M2M.

This process is implemented as soon as GS1 NPC Customer Support Team declares a supplier NPC Ready. This process involves subscribing the Data Recipient to the Supplier Catalogue and adding the Supplier GLN to the Cleansed Supplier List.

This means a simple “NPC Ready Notification” will ensure Data Recipients receive the data via M2M process.

Data Recipients will need to contact the NPC Support Team to request this process in place for their company. GS1 Australia will additionally review existing lists to ensure all NPC Ready suppliers are added to the Cleansed Supplier List and ensure all new NPC Ready suppliers are added moving forward.

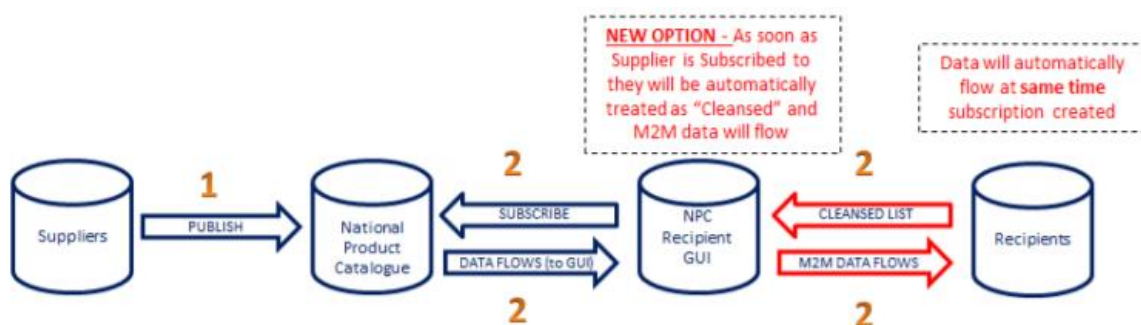
10.2.2 Scenario Two – Automatically send all data via M2M regardless of “NPC Ready Status”

In scenario one, the function of the cleansing process was as follows:

1. A Supplier publishes data to Recipients and is made NPC Ready.
2. Recipients subscribe to the supplier and receive Item and Price information into NPCR.
3. The Recipient would then examine the data within NPC Recipient and decide to either Synchronise Item hierarchies (one by one) or set the entire supplier to “Cleansed”.
4. GS1 Australia would be contacted to mark a supplier as “Cleansed”.

Setting a Supplier into the Cleansed Supplier List would set ALL Items to Synchronised and send ALL Item and Price data to the Recipient’s system via M2M.

In scenario two, it enables Data Recipients to bypass step 3 and 4 above, allowing Item and Price data received into NPC Recipient to be set to Synchronised without first configuring the supplier into the Cleansed Supplier List.



New Recipient specific option to treat all Subscriptions as Cleansed Suppliers

For further information on using this feature, Data Recipients should contact the NPC Customer Service Team for more details.