

Title	National Product Catalogue Complete User Guide
Version	2.01
Date	October 2022
Doc type	User Guide
Access	Restricted to NPC Subscribers



Document Purpose

This document is designed to be the reference for all suppliers implementing and maintaining data in the National Product Catalogue.

Note that this document is not intended to be the only reference document for users who are:

- a) Implementing an integrated solution directly from their back office systems to the National Product Catalogue, or
- b) National Product Catalogue Certified Product providers developing/maintaining National Product Catalogue integration software

Whilst these users (in a and b) will find this document useful with respect to the overall choreography and user types involved in data synchronisation via the National Product Catalogue, they should also liaise directly with National Product Catalogue Customer Support to access more technical support and testing services.

The National Product Catalogue "Cookbook" is intended for Australian and New Zealand based Publishers supplying to Australian and New Zealand based Recipients.

Document Control

Document version and change history

Version	Date	Nature of change / comments	Editors
2.01	October 2022	Added 6.6.3 Pricing Updates for Items with Validation Errors	B.N.
N/A	August 2018	Updated Component Examples for Healthcare Industry	K.Lai
N/A	May 2018	Updated GS1 Australia NPC Ready Checklist step 12	K.Lai
N/A	Feb 2018	Updated GS1 Australia NPC Ready Checklist step 14	K.Lai

Document authors / contributors

Name	Title / Organisation
Keith Lai	Senior Advisor – NPC Development and Technical Support

Disclaimer

THIS DOCUMENT IS PROVIDED "AS IS" WITH NO WARRANTIES WHATSOEVER, INCLUDING ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTY OTHERWISE ARISING OUT OF THIS SPECIFICATION. GS1 Australia disclaims all liability for any damages arising from use or misuse of this document or its contents, whether special, indirect, consequential, or compensatory damages, and including liability for infringement of any intellectual property rights, relating to use of information in or reliance upon this document. GS1 Australia retains the right to make changes to this document or its contents at any time, without notice. GS1 Australia makes no warranty for the use of this document and assumes no responsibility for any errors which may appear in the document, nor does it make a commitment to update the information contained herein.

Table of contents

Document Purpose	i
Document Control	i
1.0 What is the National Product Catalogue?	5
1.1 National Product Catalogue benefits for users.....	5
1.2 National Product Catalogue Lifecycle – quarterly releases.....	6
1.3 User Types	6
1.4 National Product Catalogue Concepts and Key Terminology	7
2.0 Data Access and How Data Flows.....	12
2.1 Controlling Data Access	12
3.0 Data Validation & Quality.....	15
3.1 Validation Stage 1 - National Product Catalogue Validator (GREEN, AMBER, RED, PURPLE).....	15
3.2 Validation Stage 2 - National Product Catalogue Data Sync Engine (DSE)	16
3.3 Data Quality	17
4.0 National Product Catalogue Ready Checklist	18
4.1 GS1 Australia – National Product Catalogue Ready Checklist – All Publishers	18
4.2 GS1 New Zealand – National Product Catalogue Ready Checklist – All Publisher.....	27
5.0 Load & Maintain your National Product Catalogue	37
5.1 Register & Login to the National Product Catalogue	37
5.2 Price Relationships – a key set up task.....	37
5.3 Data Requirements	38
5.4 Dates in the National Product Catalogue.....	38
5.5 National Product Catalogue Data Upload Options	41
5.6 Publisher Excel Template	41
5.7 Publisher Graphical User Interface (GUI)	42
5.8 National Product Catalogue Certified Products	42
5.9 In House Developed.....	43
5.10 Publish your National Product Catalogue	44
5.11 Updating your National Product Catalogue	47
6.0 Grocery and Liquor Industry	50

6.1	Item Hierarchy Examples.....	50
6.2	Data Populating Examples.....	51
6.3	Product Dimensions Example.....	56
6.4	Australian Tax Office (ATO) Process.....	57
6.5	Liquor Industry – Product Classification.....	58
6.6	Pricing	61
7.0	Healthcare Industry	63
7.1	Capital and Customisable Items	63
7.2	Kits	64
7.3	Loan Instruments	64
7.4	Sample Packs	64
7.5	Vaccine Products	65
7.6	Rental Products.....	65
7.7	Medical Gases	65
7.8	Item Hierarchy Example (Healthcare)	65
7.9	Component Examples.....	67
7.10	Healthcare Component Workflow.....	73
7.11	Healthcare Data Model.....	74
7.12	Pricing	75
8.0	How NPC Recipients access your data	86
8.1	Recipients who manually access your data.....	86
8.2	Recipients who integrated automated messaging	87
9.0	System Requirements	88
	Appendix A: Related documents	89

1.0 What is the National Product Catalogue?

The National Product Catalogue is the data synchronisation solution for the Australian and New Zealand community. The National Product Catalogue enables you to enter, validate, store and maintain all your product, pricing and other related trade information in a single location. You can then easily share this global standards-based information with the trading partners you work with, across all industry sectors, both in Australia, New Zealand and around the world.

Note that the National Product Catalogue will only store data that meets its data model (that is published and updated from time to time). Attributes and content sent to the National Product Catalogue that do not meet the data model, or attributes and content that do meet the data model but are not allowed/supported for the product hierarchy level in question, will not be stored.

The National Product Catalogue is a **certified data pool** that is part of a global network, the **GS1 Global Data Synchronisation Network (GDSN)**, a powerful environment for secure and continuous synchronisation of accurate data.

N.b.: For a glossary of terms, refer to section 'National Product Catalogue Concepts and Key Terminology'

GS1 Australia & New Zealand are working with members in more than eighteen industry sectors and the National Product Catalogue is endorsed locally across more than five of these sectors including Supermarkets, Liquor, Healthcare, Office Supplies and Hardware. Many businesses in these sectors are seeing real business benefits delivered through using the National Product Catalogue.

The National Product Catalogue is underpinned by its user driven community – GS1 Australia and GS1 New Zealand members who have subscribed to the service and partake in user groups and other governance groups to drive the direction of development in partnership with GS1 Australia and GS1 New Zealand.

1.1 National Product Catalogue benefits for users

- Provides a single channel for the maintenance and synchronisation of master data for all trading partners
- Increases the efficiency and accuracy of communicating information by removing the need for paper based "item submission" and "price change" forms

- Facilitates the adoption of industry based standards and uptake of the one standard process for providing item details to retailers and other Recipients.
- Provides a fundamental tool to enable accurate business-to-business electronic commerce transactions
- Help to reduce lost supplier and retailer sales, "out-of-stocks" and instances of excess stock levels caused by ordering errors
- Help to reduce ordering errors and costs associated with processing invoice reconciliation, credit claims and returns
- Allows for the identification and reduced occurrences of retail scanning of "unknown items"
- Helps prevent a reduction in supplier or retailer margins that are caused by incorrect pricing
- Helps eliminate the rejection of deliveries to stores or warehouses resulting from price discrepancies and incorrectly ordered/delivered items
- Provides access to images and dimensions for shelf space management
- Significantly reducing the time and cost of introducing new products into the market
- Will lead to an overall reduction in supply chain costs for both supplier and retailer

1.2 National Product Catalogue Lifecycle – quarterly releases

To continuously improve the service and users' experience, there are four quarterly release in one annual year, which are typically related to functionality improvements and requirements as requested by both the AU and NZ community.

GS1 Australia and GS1 New Zealand are working hard to minimise any impacts of these releases, however, given the global (GDSN) nature of the National Product Catalogue and additional local user requirements, this may not be always possible, especially if there are new features implemented which will benefit the entire NPC community.

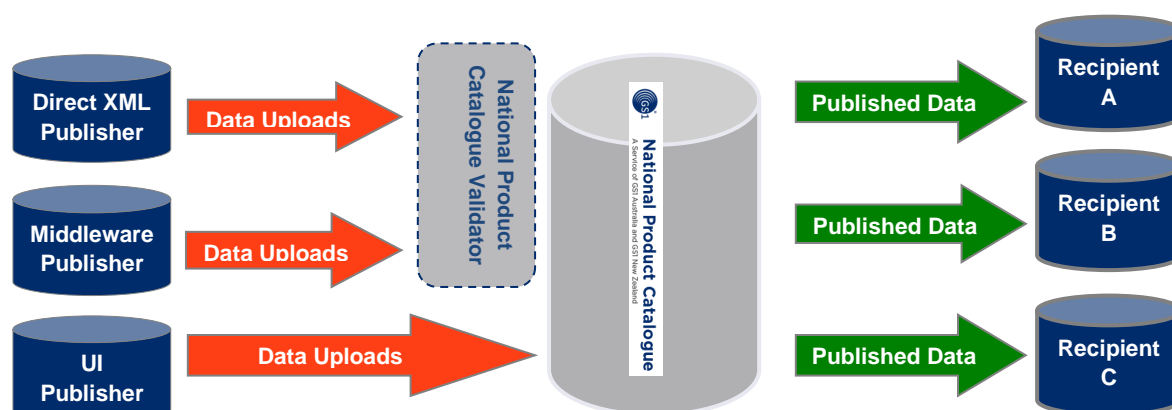
1.3 User Types

The National Product Catalogue workflow involves two user types:

1. **Publisher or Supplier** – usually a manufacturer or importer; this is the catalogue owner who populates item and price master data into their National Product Catalogue. When discussing technical aspects of the National Product Catalogue the term "Publisher" is often used.

When referring to the commercial relationship the term “Supplier” is usually used.

2. **Recipient or Trading Partner** – this may be a retailer or a Health Jurisdiction, a wholesaler or other type of business entity¹ which is a customer of suppliers on the system. When discussing technical aspects of the National Product Catalogue the term “Recipient” is often used. When referring to the commercial relationship the term “Trading Partner” is usually used.



National Product Catalogue User Types – Publisher and Recipient

The above depicts, at a high level, Publishers uploading and then publishing their data to Recipients. Published data is then accessible by those Recipients.

3. **Wholesalers** – A special type of user. Wholesalers are both suppliers to customers and customers of their suppliers and so will be both Publisher and Recipient user types on the National Product Catalogue.

Whilst the Publisher section of this document is relevant to wholesalers in their supply capacity, it is recommended that wholesalers contact the NPC Customer Support to map out the best way to function as both Publisher and Recipient via the National Product Catalogue.

1.4 National Product Catalogue Concepts and Key Terminology

This section contains useful terms and concepts that you need to know before starting your National Product Catalogue Project.

Terminology	Definition
Attribute	A piece of information reflecting a characteristic related to an identification number (Global Trade Item Number) - For example: a trade item description or expiry date.
Base Unit	Lowest level of the trade item hierarchy — a base unit

¹ excluding end consumers

	trade item cannot have child items. The base unit is usually also the consumer unit, i.e. goes through retail point of sale, although not always.
Case Unit	Normally the highest level unit of the trade item hierarchy – This is commonly known as the “Shipper” or “Outer” and is often flagged as the Orderable Unit.
Catalogue Registration	Applying for a National Product Catalogue in order to add and maintain your data for release to your Recipients.
Certified Data Pool	<p>CERTIFIED DATA POOL</p> <p>GS1 certified data pools are electronic catalogues of standardised item master data. They can serve both as a source and recipient of master data, and can be run by a GS1 Member Organisation or service provider. The latest list of GDSN certified data pools available on: http://www.gs1.org/gdsn/certified-data-pools</p> <p>These data pools conform to GS1 System standards, confidentiality and integrity of user information, global interoperability, Global Validation Rules, and global search functionality.</p> <p>To maintain its “certified” status, the National Product Catalogue must follow a standard version release schedule as outlined by GDSN.</p>
Certified Product Partner	Sometimes referred to as “middleware”, Certified Product Partners (CPPs) can assist with maintaining and uploading data onto your National Product Catalogue. The product providers have a National Product Catalogue certified product, sometimes referred to as a middleware product which will assist with your data maintenance. Partners may also create a customised solution that fully integrates with your internal systems.
Data Synchronisation	Data Synchronisation is the continuous and automated exchange of item and price master data between and within organizations. Synchronised data eliminates errors in data alignment between trading partners, which creates supply chain information efficiencies, and thus ensures accurate data in transactions.
GLN	The GS1 Identification Key used to identify physical locations or legal entities. The key is comprised of a GS1 Company Prefix, Location Reference, and Check Digit. The Global Location Number (GLN) is used to uniquely identify a physical location or legal entity. GLNs can be used to identify a supplier, a retailer, a health jurisdiction, an area health service, a state health jurisdiction or a hospital.
Global Data Synchronisation Network (GDSN)	The GS1 Global Data Synchronisation Network (GDSN) is an automated, standards-based global environment that enables secure and continuous data synchronisation, allowing all partners to maintain

	consistent item data in their systems. The GS1 GDSN connects trading partners to the GS1 Global Registry® through their selected GDSN-certified data pools.
Global Registry	Stores details of all parties and items on GDSN certified data pools. It performs a key role in the GDSN network architecture. Directory for the registration of unique catalogue items and parties contains a Global listing of GTIN/GLN/Target Market information to ensure that no product within the Global Registry is duplicated.
GTIN	All products in the National Product Catalogue are identified with a Global Trade Item Number (GTIN). This is the unique identifier (usually represented as a bar code printed on the product's packaging) assigned by the product brand owner or supplier from the GS1 Company Prefix allocated by any GS1 Member Organization. The GTIN is also used to identify inner packs, multi packs and shippers as it is a unique identifier for each level of a Trade Item Hierarchy.
GUI – Graphical User Interface	Graphical User interface – a visual way of interacting with the NPC, which allows users to enter data online using a web-based application. Sometimes also known as the UI – User interface.
Item Master Data	Data Attributes providing general information about a particular item such as description, dimensions and classification codes. This information can be shared with all the trading partners and remains relatively static.
National Product Catalogue Data Dictionary	A set of attributes in the National Product Catalogue Data Model - for example: GTIN, GLN, Price Value. It does not include all attributes in the Global Data Synchronisation Network (GDSN), only those used by Australia and New Zealand. An attribute can be classified as a party, item or price related attribute.
National Product Catalogue LIVE	<p><u>Your Recipient</u> will declare your company National Product Catalogue Live if:</p> <ul style="list-style-type: none"> - Your company has already been declared National Product Catalogue Ready - The data is in parity. No discrepancies between the National Product Catalogue and their internal systems - The Recipient has subscribed to your catalogue
National Product Catalogue READY	<i>National Product Catalogue Ready</i> is a term used to describe the process that a Publisher undertakes with GS1 Australia / New Zealand to load, validate and publish Item and pricing information on the National Product Catalogue. This process ensures that the data being loaded is complete, up to date, accurate, standardised and that it satisfies all of the National Product Catalogue data validation rules.

	<p>Each industry and geography (AU / NZ) can have slightly different requirements for achieving this status. For example, the Australian grocery industry includes a process with the ATO to verify correct GST rates before a supplier can be made "National Product Catalogue Ready" for grocery. This step may not apply in other industries or geographies. Refer to your industry's <i>National Product Catalogue Ready Checklist</i> to confirm the steps you need to take.</p> <p>Healthcare:</p> <p>Status granted to your company by the GS1 Data & Digital Content Services team when you have completed all steps in the National Product Catalogue Ready Checklist and published all item information loaded into the National Product Catalogue for all of your product range to ADHA and required Recipients, including appropriate pricing (contract or list price).</p>
Pack or Inner Pack	Intermediate Unit which is usually represented as a package within the Case (outer most level).
Pricing Master Data	Data attributes providing the price of a particular item, the place/location where the price applies as well as charges and allowances. This information is private per Recipient and dynamic in nature i.e. typically changes over time.
Publication	Sending of of Item/Pricing data to the Trading Partner - This is normally the last step in order for Recipients to view data.
Target Data Set	This is a critically important document for anyone implementing the National Product Catalogue as it defines the set of data that must be populated for your industry; typically only a subset of the total National Product Catalogue data set.
Target Market	The target market is the geographic location where the supplier makes the item available to retailers. Note that this indicator does not in any way govern where the retailer may sell the item to customers.
Trade Item	A trade item is any item (product or service) about which there is a need to retrieve pre-defined information and that may be priced, ordered or invoiced at any point in any supply chain. Trade Items are allocated a GTIN – Global Trade Item Number; this is the recommended primary item identifier and is part of the key for every trade item record in the National Product Catalogue.
Trade Item Hierachy	A group of related trade items, in a parent-child relationship, a trade item hierarchy is sometimes referred to as a "product hierarchy".

	<p>A three-level trade item hierarchy is generally composed of a Base Unit an Inner Pack and a Case. The Case is parent of the Inner Pack. The Inner Pack is the parent of the Base Unit.</p> <p>Two-level hierarchies are also common, having no inner pack level. Some trade item hierarchies have a common base unit, such as a single 250ml can packed into both a case of 24 and a case of 48.</p>
UOM	Acronym for Unit Of Measure

2.0 Data Access and How Data Flows

Publishers should understand what triggers data availability and data flow and how Recipients are affected by what Publishers do in their National Product Catalogue.

This section describes how Publishers control who can access their data and how data synchronisation is established between Publishers and their trading partners.

When Recipients go online to search and download supplier data, whilst they are accessing the data, they are not actually synchronising it via data flows from the National Product Catalogue. Some Recipients will remain manual data access type users whilst others will truly synchronise with the National Product Catalogue.

2.1 Controlling Data Access

Publishers have absolute control over who can access their data as follows:

- An item that is not published to any Recipient cannot be accessed by any Recipient
- An item that is published to Recipient X can only be accessed by Recipient X, though other users can see that the GTIN exists.
- An item published to any Recipient(s) which lists the private label GLN of those Recipients against the item record will only be accessible by those Recipients and no other users will know those GTINs exist in the system.
- An item which is a private label item should not have the 'community visibility date time' attribute populated, which means it will not appear in the GTIN Search tool.
- Price data is only ever accessible by the data recipients identified by the price GLNs used by suppliers on each price record.

The following steps are typical of a Publisher and its Recipients when interacting with the National Product Catalogue service:

1. Publisher loads & validates master item and price data and requests the National Product Catalogue Ready status from GS1 Data & Digital Content Services team.
2. GS1 Data & Digital Content Services team downloads and validates the catalogue to verify data accuracy and provide advice on data quality where non-fatal warnings have occurred.
3. Items are registered on the Global Registry (this can be an automated or manual step). Key attributes (supplier GLN, GTIN, target market, GPC code) about these globally registered items is now visible to all Recipients UNLESS the item has been loaded with a private label GLN

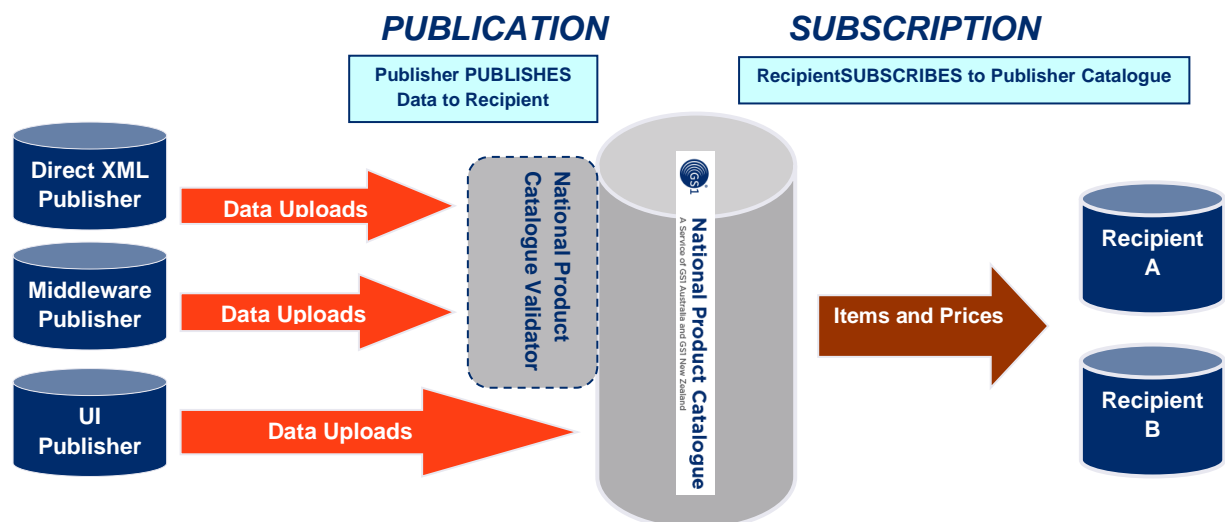
to denote it is a brand owned by the Recipient and must only be accessible to that Recipient.

4. Publisher then publishes products to Recipients – data is now accessible to those Recipients who may choose manual access (pull data) or automated (messaging) access to these items.



All subsequent new items loaded to the National Product Catalogue by Publishers must also be published to Recipients. Publishers should ensure they have an upload, validate, confirm load and publish process, ongoing.

5. Recipients using automated (messaging) access subscribe to whole (the usual) or part of Publisher's catalogue – data will now flow as messages to the Recipient. This is how data synchronisation can occur.
6. Each Recipient using messaging data flows will then either receive or reject products (item data). This is NOT commercial acceptance or rejection. Publishers will be able to view the receive/reject status from the Publisher UI or via GS1 XML messaging.
7. Receipt enables the ongoing flow of updated item data to the Recipient. Rejection prevents future updates from flowing to the Recipient. This mechanism may be used to filter item data based on the recipient's product range. It is a gate used to close off items for which a Recipient does not want to receive any further updates. Doing nothing for items is equivalent to receiving them as their updates will continue to flow to the recipient unless the item is rejected.
8. Recipients using messaging will generally "receive" all prices to enable price updates to flow through. This is NOT commercial acceptance of prices.
9. If there is commercial non-acceptance of a price, the Recipient still "receives" the price data from the National Product Catalogue, so that updates can flow through. The Recipient will contact the supplier outside of the National Product Catalogue (e.g. phone) and request that the amended price be loaded. This will then generate the price update to flow to the Recipient.



Supplier publish data, Recipient need to subscribe to see the published data



A Recipient may subscribe to a Publisher's catalogue before it has been published to that Recipient. Once the publication/subscription match has occurred, either one may precede the other; the data will flow via messaging to the Recipient.

Recipients that are using the National Product Catalogue will subscribe to your catalogue, or part thereof. It is the act of subscribing that generates the messaging. Recipients using automated (messaging) synchronisation will use the receive/reject/review/synchronise functionality to control the flow coming in to them.

Recipients accessing the National Product Catalogue manually will be logging in via the web GUI interface, viewing and/or manually requesting your published data via item- and price downloads. **Note** that unless a manual Recipient has explicitly rejected a price record, the Publisher can still update the record.

3.0 Data Validation & Quality

The National Product Catalogue service contains two validation stages in the process of loading your data into your National Product Catalogue.

1. National Product Catalogue Validator – Business rules validation (Direct XML and Middleware Publishers only)
2. National Product Catalogue Data Sync Engine (DSE) – GDSN rules as well as context-based rules validation (all Publishers, incl. GUI Publishers)

3.1 Validation Stage 1 - National Product Catalogue Validator (GREEN, AMBER, RED, PURPLE)

The first stage of validation is done in the National Product Catalogue Validator which checks upload files sent by Publishers against attribute requirements and business rules. The validator acts as a gateway to the National Product Catalogue, in which business rules defined by the user community can be tested and validated against. All uploaded data on its way to the National Product Catalogue will first go through the National Product Catalogue Validator; (online GUI users are an exception to this) before proceeding on to the National Product Catalogue.

The National Product Catalogue Validator will provide a green, amber, red or purple result in your validation report. Purple means the data must be fixed before validation can occur. Red is a fatal error, amber indicates warnings only and green is a successful validation. A green result means your data has triggered no errors or warnings and has been on forwarded to the National Product Catalogue. An amber result means your data has triggered non-fatal warnings and has been on forwarded to the National Product Catalogue. A red result means at least some of your data has failed, the entire message has not been on forwarded to the National Product Catalogue. A purple result means a configuration error in the data such as an invalid date format or non-numeric data within a numeric field.

Many data attributes in the National Product Catalogue are used in common by multiple industries. The business validation rules for any data attribute are applied uniformly, regardless of what industry you are in. This ensures that attributes are used consistently across industries.



Select the **Email Notification** and **Attach Error Summary Report** options to receive Validator emails with the Validator report attached.

To verify/update selections, select Validator options - Settings, Company Profile

A screenshot of a web form titled 'Validation Report Settings'. It contains two rows, each with a label and a checked checkbox. The first row is 'Email Notification:' with a green checkmark. The second row is 'Attach Error Summary Report:' with a green checkmark.

Validation Report Settings	
Email Notification:	<input checked="" type="checkbox"/>
Attach Error Summary Report:	<input checked="" type="checkbox"/>



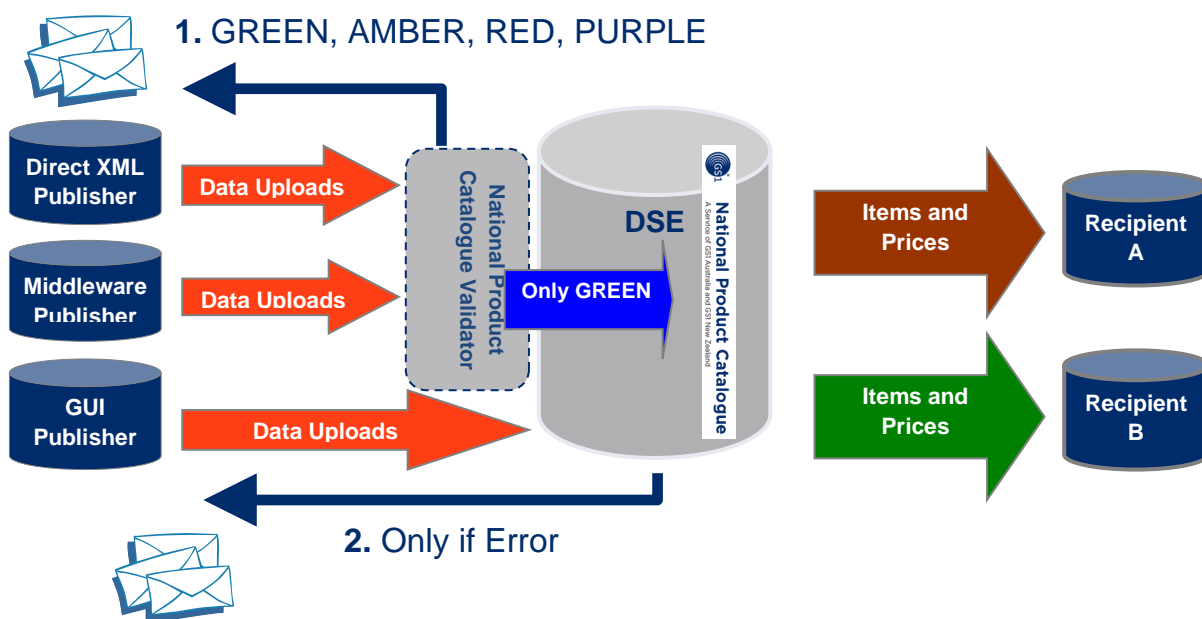
For information regarding the National Product Catalogue Validator and, refer to 'Validating Data' within the 'Loading data, validator and training' section within the National Product Catalogue Cookbook.

3.2 Validation Stage 2 - National Product Catalogue Data Sync Engine (DSE)

Whilst amber and green National Product Catalogue validator reports indicate your data has passed through the Validator and onto the National Product Catalogue, it DOES NOT guarantee that your data has successfully loaded into the National Product Catalogue. This is because there are further validations carried out within the National Product Catalogue DSE.

The Data Sync Engine applies GDSN and context validations against your current catalogue contents, which may cause your load to fail. For example, you may have tried to load a GTIN record which refers to a lower level base unit GTIN which does not yet exist in your catalogue. The DSE provides its own load report called the Data Load Report (generated only if there are any errors). Below is a diagram of the high level architecture of where the two stages of validation take place:

1. First at the National Product Catalogue Validator (for Direct XML and Middleware Publishers) - only green or amber flagged validations are forwarded to National Product Catalogue.
2. Second at the National Product Catalogue DSE (for all Publishers, incl. GUI Publishers). Only if there are errors a Data Load Report will be sent to the Publisher.



3.3 Data Quality

The National Product Catalogue validation alone cannot guarantee data quality and integrity. Only Publishers can, and should control correct product description, classification, prices etc., the service itself cannot correct or calculate these.

It is up to Publishers to put in place their own validation processes to ensure not only the initial catalogue load, but ongoing catalogue maintenance is done in an accurate and timely manner. It is important that the business understands that the internal data you are working from is now going external to your trading partners and will form the basis of your business transactions; it has to be accurate, complete and timely.



Publishers can request a full or partial catalogue download to check what is in their National Product Catalogue.

National Product Catalogue users who have elected to use a National Product Catalogue certified product can elect to validate their data against the full set of National Product Catalogue business rules locally, in their National Product Catalogue Certified Product software. Your upload will still go via the National Product Catalogue Validator on its way to the National Product Catalogue as this is the upload route that every load file takes.

You may be able to implement further validations, over and above those defined by the National Product Catalogue community in the defined set of business rules. Such validations would be specific to your product range and the constraints that exist on data fields and on the relationships between fields that you may want to control.

4.0 National Product Catalogue Ready Checklist

4.1 GS1 Australia – National Product Catalogue Ready Checklist – All Publishers

The GS1 Australia National Product Catalogue checklist is designed for all Publishers as a guide to becoming National Product Catalogue Ready. Completing this checklist is a prerequisite to begin the ongoing process of data synchronization and electronic collaboration with your Recipients. All Publishers are encouraged to contact GS1 Australia for assistance in completing this checklist and to be officially made National Product Catalogue Ready.

Check List	
<input type="checkbox"/>	1. Register for National Product Catalogue
<input type="checkbox"/>	2. Determine Your National Product Catalogue Product Range
<input type="checkbox"/>	3. Identify Your Data Requirements
<input type="checkbox"/>	4. Conduct a Gap Analysis
<input type="checkbox"/>	5. Determine your National Product Catalogue Data Upload and Connectivity (if applicable) Method
<input type="checkbox"/>	6. Source Retailer Supplier IDs (If applicable)
<input type="checkbox"/>	7. Determine your National Product Catalogue Structure
<input type="checkbox"/>	8. Prepare your Data
<input type="checkbox"/>	9. Clarify Off-Invoice Allowances, Charges and 'Ship To' Locations (if applicable) against Pricing, with your Trading Partners
<input type="checkbox"/>	10. Discuss Price Relationships Setup with National Product Catalogue Customer Support
<input type="checkbox"/>	11. Populate National Product Catalogue
<input type="checkbox"/>	12. Commence "Ready Review" Process with National Product Catalogue Support
<input type="checkbox"/>	13. Start the Synchronization Process with Your Recipients
<input type="checkbox"/>	14. Ongoing Data Maintenance

Step 1	<p>Register For National Product Catalogue</p> <p>National Product Catalogue is operated by GS1 Australia on behalf of industry, on a user pays cost recovery basis.</p> <p>Please note, before you register for National Product Catalogue, you need to appoint a National Product Catalogue champion/primary contact. You will need to enter their details, when you register for National Product Catalogue. It is important to complete this step as your nominated contact will receive key information on the account and essential updates to National Product Catalogue.</p> <p>To register for National Product Catalogue, visit: https://www.gs1au.org/our-services/national-product-catalogue/</p> <p>Once your registration has been processed, you will receive:</p>	<input type="checkbox"/>
Step 2	<p>Determine Your National Product Catalogue Product Range</p> <p>Determine the range of products you intend to populate onto National Product Catalogue – this might be your entire product range, contract items, products relating to a specific trading division or just those products you range that are sector specific.</p> <p>Note: You should ensure that the data on your catalogue meets the needs of your trading partners; For example, most retailers require that private label products are also included on National Product Catalogue.</p>	<input type="checkbox"/>
Step 3	<p>Identify Your Data Requirements</p> <p>There are industry specific data requirements for products being entered into National Product Catalogue. These requirements are also detailed by trading partner and they are available to you on the National Product Catalogue User Guide / Cookbook. Please take the time to familiarise yourself with them.</p> <p>Please see section Loading and Maintaining Your Data, Your Target Data Set.</p> <p>National Product Catalogue User Guide / Cookbook: https://www.gs1au.org/resources/how-to-guides/national-product-catalogue-user-guide-cookbook/</p>	<input type="checkbox"/>

Step 4	<p>Conduct a Gap analysis</p> <p>Compare the product data held internally by your business with the data requirements detailed in step 3. You may need to liaise with different departments within your business to close the gaps from this comparison</p> <p>To be certified as National Product Catalogue Ready, these gaps must be addressed.</p>	□
Step 5	<p>Determine your National Product Catalogue Data Upload and Connectivity (if applicable) method:</p> <p>At this stage in the project you need to decide on an upload method. This is the means by which product data will be loaded into your National Product Catalogue. There are a number of options available for you to choose from. Please feel free to speak to your DSA for more information. It is important that the method of upload chosen is sustainable.</p> <p>Available Options:</p> <ul style="list-style-type: none"> National Product Catalogue – Publisher Certified Product Partners (CPP) – Middleware In-house developed XML messages GS1 Consulting Services Brokers <p>For more information about Industry / Recipient specific requirements concerning available options, see section below.</p> <p>For information on Certified Product Partners, please visit: https://www.gs1au.org/our-services/national-product-catalogue/certification-program/</p> <p>For more information on GS1 Consulting Services, please visit: https://www.gs1au.org/our-services/consult</p> <p>For information on connectivity options, please refer to the section “Connectivity” at this link: https://www.gs1au.org/resources/how-to-guides/national-product-catalogue-user-guide-cookbook/</p>	□

Step 6	<div><div>Source Retailer Supplier IDs (If applicable)</div><div>Retailer Supplier IDs are codes used by your trading partners to identify your company within their internal systems. Knowing your retailer supplier ID is useful when structuring your National Product Catalogue by creating groups (see step 7) and populating your retailer supplier ID at a later stage in this journey will give your Recipient access to specific groups you have created on your catalogue. At this point in the National Product Catalogue Ready process, please source your retailer supplier ID from your Recipient or refer to your invoice. Note: Not all industries or data recipients use retailer supplier IDs. Therefore this step is applicable only if your Recipient uses them. In the case when your trading partner does use retailer supplier IDs, you may end up with more than one code. Please see example of this below.</div></div>																									
	<div><div></div><div><div>INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</div><div><div>Coles: (Grocery)</div><div>For Coles B2B separate Retailer Supplier IDs need to be established for Publishers that deliver by 2 methods, DC (Distribution Centre) and X-dock (pick and pack). This is because there will be 2 different trading methods and EDI ordering will not allow for the same Retailer Supplier ID to apply.</div></div><div><div>Woolworths & Progressive: (Grocery)</div><div>Your retailer supplier ID / vendor number will be used to set up price relationships on National Product Catalogue (see step 10) with Woolworths. During the National Product Catalogue Ready process, your DSA will set them up for you. Please provide them with the relevant Recipient when asked.</div></div></div></div>																									
Step 7	<div><div>Determine your National Product Catalogue Structure</div><div>Your National Product Catalogue must be structured into groups, which reflect values such as product function, type, branding, retailer supplier ID (if applicable), etc. These groups are known as 'Trade Item Groups'. These Groups need to take into account the access you want to give your Recipient. Please see example below.</div><div><table><tr><th>Group</th><th>Group Description</th><th>Coles Retailer Supplier ID</th><th>Metcash Retailer Supplier ID</th><th>Publish to Coles</th><th>Publish to Metcash</th></tr><tr><td>0001</td><td>Private Label Coles</td><td>989343</td><td>-</td><td>Yes</td><td>No</td></tr><tr><td>0002</td><td>X Fruit Juices</td><td>343989</td><td>654987</td><td>Yes</td><td>Yes</td></tr><tr><td>0003</td><td>Private Label Metcash</td><td>-</td><td>123456</td><td>No</td><td>Yes</td></tr></table></div></div>	Group	Group Description	Coles Retailer Supplier ID	Metcash Retailer Supplier ID	Publish to Coles	Publish to Metcash	0001	Private Label Coles	989343	-	Yes	No	0002	X Fruit Juices	343989	654987	Yes	Yes	0003	Private Label Metcash	-	123456	No	Yes	
Group	Group Description	Coles Retailer Supplier ID	Metcash Retailer Supplier ID	Publish to Coles	Publish to Metcash																					
0001	Private Label Coles	989343	-	Yes	No																					
0002	X Fruit Juices	343989	654987	Yes	Yes																					
0003	Private Label Metcash	-	123456	No	Yes																					

Step 8	<p>Prepare your Data</p> <p>Preparing your data would mean gathering the information required to populate the National Product Catalogue from all identified sources, making sure all gaps in data requirements (see step 4) have been closed. You may choose to complete this step for a few of your products as a sample before proceeding to populate your entire range.</p> <p>Note: It is advised that you should now begin establishing processes that will ensure changes to product information are reflected in your National Product Catalogue on an ongoing basis.</p>	<input type="checkbox"/>
Step 9	<p>Clarify Off-Invoice Allowances, Charges and 'Ship To' Locations (if applicable) against Pricing, with your Recipients</p> <p>You should ensure that the off-invoice allowances and charges entered against prices on your catalogue are consistent with those presently understood with your retailers/data recipient.</p> <p>'Ship To' location (GLN) may be used by your Recipient to identify price locations, i.e. the location where a particular price applies. Please check with your Recipient if these GLN values need to be populated against your product pricing.</p>	<input type="checkbox"/>
Step 10	<p>Discuss Price Relationships Setup with DSA</p> <p>Please contact the DSA team and ask them to create your Price Relationships. Price Relationships need to be set up in your catalogue for each of your trading partners before you can enter pricing information for them.</p> <p>Note: Publishers using middleware, please consult with your CPP.</p>	<input type="checkbox"/>

Step 11	<p>Populate National Product Catalogue</p> <p>Populate your National Product Catalogue with your product information, using your selected method of uploading data.</p> <p>The upload can be completed in one step or in a series of steps. You may choose to upload a small range of your item and price data, before uploading data for all your products. Please ask your DSA for information on uploading data.</p> <p>Note: It is recommended to assign and train more than 1 person in the business to complete this task. This will ensure that any ongoing change to the data is carried out irrespective of the National Product Catalogue nominated contact being unavailable.</p>	<input type="checkbox"/>
Step 12	<p>Commence "Ready Review" Process with your CSA</p> <p>After populating your National Product Catalogue, you should contact your CSA and request that your catalogue be validated to be declared National Product Catalogue Ready. There may be more than one validation required and with each validation there will be corrections that need to be made to the data. Please note that a Ready Review Process fee is charged against Ready Alerts; please refer to your CSA for more information.</p>	<input type="checkbox"/>
	<p>A) Approval of GST classifications (If applicable)</p> <p>Once you have populated your National Product catalogue and prior to becoming National Product Catalogue Ready, the GST classifications for all food and beverage products (Non-alcoholic) are subject to approval by the Australian Taxation Office (ATO).</p> <p>Note: On an ongoing basis, food and beverage (Non-alcoholic) items added to your National Product Catalogue will be sent to the ATO for GST approval. The National Product Catalogue primary or ATO contact specified by you, will receive an email when product's GST classification is not approved.</p>	

	<p>B) Publishing your National Product Catalogue Items to your Recipients</p> <p>Your DSA will complete the 'initial catalogue publication' to your Recipient to give them access to all your data (Item & Recipient specific pricing) before sending out the National Product Catalogue Ready Alert.</p> <p>For subsequent Ready processes, your DSA will only perform this task if publishing your entire catalogue. If only a subset of the catalogue requires publishing to a new Recipient, you will be responsible for completing this step.</p> <p>All on-going publication of new items will need to be managed by you except where Auto Publication has been selected.</p> <p>Note 1: For larger catalogues (2500 plus GTINs) the publication process (initial and ongoing) and updates to data there onwards must be supported by National Product Catalogue Customer Support. Please contact your Advisor and inform them when such activity is due to take place.</p> <p>Note 2: Middleware users, this step will be completed by your middleware provider if loading data on your behalf.</p> <p>Note 3: Auto-publication feature will be switched on as a part of the Ready process (exceptions apply to Middleware users).</p>	
Step 13	<p>Start the Synchronisation Process with Your Recipients</p> <p>CSAs will verify that you have completed all steps to become National Product Catalogue Ready by sending a National Product Catalogue Ready Alert to the National Product Catalogue community, advising them that you are National Product Catalogue Ready.</p> <p>Your Recipient will contact you to begin the process of making your catalogue LIVE on their system. The process varies for each retailer, data recipient. <u>Please confirm the process with them.</u></p>	□

	Ongoing Data Maintenance	
Step 14	In conjunction with step 14, it is important to establish processes within the business to ensure that National Product Catalogue is successfully maintained on an ongoing basis.	□

	<p>Some key things to put in place to ensure ongoing data maintenance:</p> <p>Additional Support for National Product Catalogue available within the business. It is vital to the success of this process that more than one person is assigned with the National Product Catalogue responsibility.</p> <p>Business processes involving introduction of new items, price changes, deletions, etc. must include the National Product Catalogue.</p> <p>Action Alert Updates will be sent to the nominated primary user/other support and these must be actioned if required.</p> <p>Other persons in the business, such as account managers and marketing managers are aware of National Product Catalogue and how your Recipient uses the system.</p> <p>Healthcare Publishers: Every month Publisher's National Product Catalogue will be automatically validated. Publishers will receive an email with standardised reports containing the status of their data quality. The reports include:</p> <p>Data Quality Summary Report – contains current & historic values for key data quality indicators, a data quality ranking and comparative views of data quality with other publishers in the healthcare sector</p> <p>Data Quality Details Report – contains greater detail and insight, outlining all identified data quality issues</p> <p>Publisher Validation Report – contains a list of validation errors at the GTIN level</p> <p>Publishers should review these data quality reports, rectify issues and implement processes to prevent it re-occurring. Supporting documentation such as the Data Quality Self Assessment Scorecard should be used to highlight gaps and provide publishers with an overall data quality score. For more information about Data Quality in Healthcare, please visit: https://www.gs1au.org/for-your-industry/healthcare/npc-in-healthcare/</p>	
--	--	--

4.2 GS1 New Zealand – National Product Catalogue Ready Checklist – All Publisher

This checklist is designed for Publishers to New Zealand industry as a guide to the process of getting to the stage of requesting a **National Product Catalogue Ready** status for a particular Recipient (Your Customer). Completing this checklist is a prerequisite to becoming **National Product Catalogue Ready** and the ongoing process of data synchronisation with your Recipients, called **National Product Catalogue Live**. Data synchronisation is the essential foundation to electronic collaboration with your trading partners. All Publishers are encouraged to contact GS1 New Zealand for further assistance in completing this checklist and the subsequent process steps to becoming officially confirmed as **National Product Catalogue Ready** for your customer(s).

Check List:	
<input type="checkbox"/>	1. GS1 New Zealand Membership
<input type="checkbox"/>	2. Register for the National Product Catalogue
<input type="checkbox"/>	3. Sign up to an applicable National Product Catalogue Implementation Solution
<input type="checkbox"/>	4. Determine your National Product Catalogue product range
<input type="checkbox"/>	5. Identify the National Product Catalogue data requirements
<input type="checkbox"/>	6. Conduct a Gap analysis
<input type="checkbox"/>	7. Determine your National Product Catalogue Data Upload & Maintenance method
<input type="checkbox"/>	8. Determine your National Product Catalogue Structure (Optional)
<input type="checkbox"/>	9. Prepare your data
<input type="checkbox"/>	10. Request data validations from GS1 NZ
<input type="checkbox"/>	11. Price Relationships Setup
<input type="checkbox"/>	12. Populate the National Product Catalogue
<input type="checkbox"/>	13. Review your National Product Catalogue Validator Report
<input type="checkbox"/>	14. Review your National Product Catalogue Data Load Status Report (DLSR)
<input type="checkbox"/>	15. Ongoing Roles & Responsibilities
<input type="checkbox"/>	16. Ongoing Maintenance Processes & Procedures
<input type="checkbox"/>	17. Request to be granted National Product Catalogue Ready Status

Step 1	<p>GS1 New Zealand Membership</p> <p>To utilise the National Product Catalogue in New Zealand you ordinarily need to be a full financial member of GS1 New Zealand. To determine if you are an existing member of GS1 New Zealand please contact 0800 10 23 56 – Option 1. Also use this number if you want to find out how to become a member of GS1 New Zealand. Alternatively you can visit our website www.gs1nz.org where you can become a member of GS1 New Zealand online.</p>	<input type="checkbox"/>
Step 2	<p>Register for the National Product Catalogue</p> <p>The National Product Catalogue is operated by GS1 Australia and GS1 New Zealand, on behalf of industry, on a user pays cost recovery basis. Registration for the use of the National Product Catalogue is only available to full financial members of GS1 New Zealand, or GS1 Australia if you are to operate a 'Dual Market' catalogue. Before you register you will need to appoint an initial National Product Catalogue Administrator, you will require their contact details when registering. Once you have access to your catalogue you can add additional users.</p> <p>To register for the National Product Catalogue go online to: https://www.gs1nz.org/services/npc/</p> <p>You will also find a fee schedule and terms and conditions at the same web address.</p> <p>After you register you will receive:</p> <ul style="list-style-type: none"> - Welcome letter from GS1 NZ - National Product Catalogue Support containing your National Product Catalogue login - A follow up phone call from GS1 NZ to discuss next steps <p>Note: Do you have products that are sold in multiple Target Markets e.g. New Zealand and Australia? If so, it is a requirement that you have a separate National Product Catalogue for each of these target markets (i.e. you will need a catalogue for your NZ products, and another catalogue for your Australian products). If your company is a single legal entity covering both Australia and NZ it is possible to create a single catalogue which covers both markets.</p> <p>Note for Woolworths/Progressive Publishers: Prior to commencing your project you need to register your interest with Woolworths/Progressive. They will then contact you and invite you to begin your project and issue your range list, Vendor IDs, Relationship</p>	<input type="checkbox"/>

	IDs and Vendor Terms. This information is essential for your successful National Product Catalogue Implementation.	
Step 3	<p>Sign up to an applicable National Product Catalogue Implementation Solution</p> <p>GS1 NZ offers a number of solutions to assist companies with their National Product Catalogue Integration and Implementation projects. Regardless of the size of your company and your ability to do the work on your own accord, you can take advantage of the Professional Services Team's significant experience, expert guidance and independent advice to ensure your National Product Catalogue project is appropriate to your company's specific needs. This will also ensure your project costs and time-frames to become National Product Catalogue Ready for your customer are minimised. Each company must choose one of the following 3 CORE National Product Catalogue Implementation Solutions before commencing your National Product Catalogue project:</p> <p>National Product Catalogue Basic – Lowest cost option, where you have self-sufficient in-house resources to build your catalogue</p> <p>National Product Catalogue Standard – Our recommended option where a GS1 staff member will assist you and your in-house team build your catalogue.</p> <p>National Product Catalogue Fast Track – We do all the work for you – GS1 builds your catalogue.</p> <p>Please note – Publishers will need to sign up to an Implementation Solution (to be certified National Product Catalogue Ready) for each of their National Product Catalogue Recipients (fees are reduced where applicable given the reduced GS1 support required for National Product Catalogue Ready certification for subsequent Recipients).</p>	<input type="checkbox"/>
Step 4	<p>Determine your National Product Catalogue product range</p> <p>Determine the range of products you intend to populate onto the National Product Catalogue – this might be your entire product range, products relating to a specific trading division or just those products specific to your customer.</p> <p>Note: You should ensure that your catalogue meets the needs of your trading partners; i.e. most Recipients require that private label products be included along with branded items right from the start. You should also ensure that for a particular Recipient your catalogue covers those items ranged across the various banners that may be managed centrally.</p>	<input type="checkbox"/>

Step 5	<p>Identify the National Product Catalogue data requirements</p> <p>Familiarise yourself with the National Product Catalogue data requirements for your customer(s) as outlined in the documents:</p> <p>National Product Catalogue Recipient and Industry Guidelines</p> <ul style="list-style-type: none"> - This is an overview of requirements by industry and data recipient: https://www.gs1au.org/WorkArea/DownloadAsset.aspx?id=2147488365 - Data Dictionary: All data attributes in the National Product Catalogue Item Data: http://support.gs1nz.org/hc/en-us/articles/204549250-Item-Data-Dictionary-Cookbook Price Data: http://support.gs1nz.org/hc/en-us/articles/204345144-Price-Data-Dictionary-Cookbook Code Lists: http://support.gs1nz.org/hc/en-us/articles/204549270-Code-List-Cookbook - The documents below provide a more detailed view of each organizations' National Product Catalogue requirements including examples where appropriate - Foodstuffs - National Product Catalogue Requirements & Publisher Guide; http://support.gs1nz.org/hc/en-us/sections/200790474-Foodstuffs - Mitre 10 NZ – National Product Catalogue Requirements & Publisher Guide; http://support.gs1nz.org/hc/en-us/sections/200822960-Mitre-10 - Warehouse Stationery – National Product Catalogue Requirements & Publisher Guide; http://support.gs1nz.org/hc/en-us/sections/200822990-Warehouse-Stationery - ITM – National Product Catalogue Requirements & Publisher Guide http://support.gs1nz.org/hc/en-us/sections/200822970-ITM 	□
--------	---	---

	<p>All guides are available for download from:</p> <p>http://support.gs1nz.org/hc/en-us/categories/200195960-GS1net</p>	
Step 6	<p>Conduct a Gap analysis</p> <p>Compare the data held in your internal information systems with the National Product Catalogue data requirements. This analysis may identify gaps or differences in the way data is structured or formatted. These gaps will subsequently need to be closed.</p>	<input type="checkbox"/>
Step 7	<p>Determine your National Product Catalogue Data Upload & Maintenance method</p> <p>A number of options are available for you to upload and maintain your product information on the National Product Catalogue. The options range from manual online data maintenance to the National Product Catalogue certified middleware and custom solutions that are fully integrated with your internal information systems. You should carefully consider the appropriate method for your company that will provide a sustainable method to maintain the quality of your National Product Catalogue on an ongoing basis. Apart from the selection of the appropriate method to upload and maintain your catalogue, it is absolutely critical to ensure that you implement the processes and procedures to maintain the integrity of your National Product Catalogue on a sustainable basis.</p> <p>We encourage companies to plan to further automate how they manage the data within the National Product Catalogue. This may happen over a number of phases. We also recommend organisations investigate the certified National Product Catalogue Middleware products available. These tools can support improvement to your data quality and reduce the effort associated with maintaining accurate National Product Catalogue information. Please contact GS1 NZ for more information about certified National Product Catalogue middleware.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Be aware that GS1 NZ by default will only grant a National Product Catalogue Ready status to organisations wanting to use the manual online process to maintain your data if you have less than 10 GTINs within your catalogue. Experience has shown that adding new products on-line requires you to have very disciplined processes in place to ensure you do not enter the data incorrectly and/or not meet your customer's requirements. 	<input type="checkbox"/>

	<p>2. Also please note that GS1 NZ does not recommend the Publisher Excel Template method to organisations with large catalogues (> 200 GTINs) and relatively frequent changes. Our recommendation is that in such cases this data maintenance approach should be used only in the short term while further automation is implemented.</p>	
Step 8	<p>Determine your National Product Catalogue Structure (Optional)</p> <p>You have the ability to organise your National Product Catalogue into Trade Item Groups. This catalogue structure allows you to filter against these groups when publishing products to your customers (This is especially important if you manufacture private label items or do not sell your entire range to every Recipient).</p>	<input type="checkbox"/>
Step 9	<p>Prepare your data</p> <p>The primary source of all data fields to be populated onto the National Product Catalogue should be clearly identified. To ensure that your data meets the needs of your Recipients and that it conforms to the National Product Catalogue data quality standards and formats, you should complete an initial data cleansing process to ensure that the data complies with the requirements defined in the documents –</p> <p>National Product Catalogue Recipient and Industry Guidelines</p> <p>All guides are available for download from: http://support.gs1nz.org/hc/en-us/categories/200195960-GS1net</p>	<input type="checkbox"/>
Step 10	<p>Request data validations from GS1 NZ</p> <p>It is strongly recommended that as you are preparing your data you send a subset to GS1 NZ for a number of formal validations. These validations should be used to ensure you are meeting the National Product Catalogue's and your customer's data requirements for the products you are providing data for. GS1 NZ will validate the data, produce a report with corrective actions, and follow up with you individually to ensure you understand the results.</p> <p>To help get you on track we recommend that you do one of these validations very early in the process against a few products. This can be followed up again later with another validation against more products to double check you have fully understood the data requirements. Be warned, leaving these validations too late in your data collection process may mean to have to rework a lot of the data</p>	<input type="checkbox"/>

	<p>you have prepared.</p> <p>Those companies that have signed up to National Product Catalogue - Basic get 2 of the formal validations included as part of the service. Additional validations can be requested but will incur a cost. For those company using certified middleware or using machine to machine integration, it is still recommended you have some data validated to ensure the requirements are being met and to minimise any rework. All validation requests should be sent to support@gs1nz.org.</p>	
Step 11	<p>Price Relationships Setup</p> <p>This price relationship should have been set-up with you by GS1 NZ early in the project. If this relationship is not set-up you will not be able to upload pricing data for your customer. Please contact GS1 NZ - National Product Catalogue Support if you cannot determine if you have such pricing relationship set-up.</p>	<input type="checkbox"/>
Step 12	<p>Populate the National Product Catalogue</p> <p>Note: You will need to ask for your National Product Catalogue Validator log-in details from GS1 NZ and ask us to confirm the National Product Catalogue Validator reports are set-up to go to the correct email address.</p> <p>Here you should complete an initial upload of your National Product Catalogue. The initial upload can be completed in one step or in a series of steps. You may choose to start with sample item data, uploading your full product catalogue at a later date.</p> <p>It may be practical to upload your basic product information first, with your pricing information uploaded at a later date. You should also establish the processes that will ensure that changes to product information on your internal systems will be reflected in your National Product Catalogue on an ongoing basis.</p>	<input type="checkbox"/>
Step 13	<p>Review your National Product Catalogue Validator Report</p> <p>After you load data to the National Product Catalogue an email notification will be sent to you that will direct you to the online National Product Catalogue Validator. Here you can view your National Product Catalogue upload results. If there are any errors in your data they will be specified so that you can fix your data and upload again.</p> <p>Note: This step does not apply to the exception suppliers who maintain their National Product Catalogue using the manual online data maintenance option.</p>	<input type="checkbox"/>

Step 14	<p>Review your National Product Catalogue Data Load Status Report (DLSR)</p> <p>This is a critical step and a key tool for suppliers to manage their National Product Catalogue on a regular basis. Each time you upload data to your National Product Catalogue, you should always verify that the upload has been successful. This can be done by logging on to the National Product Catalogue web browser and viewing or downloading the Data Load Status Report (DLSR) from the main menu.</p> <p>You can change the recipients of these report and also the types of reports that you receive by logging on to your catalogue and viewing your Company Profile.</p> <p>Note: This step does not apply to the exception suppliers who maintain their National Product Catalogue using the manual online data maintenance option)</p>	<input type="checkbox"/>
Step 15	<p>Ongoing Roles & Responsibilities</p> <p>Ensure you have assigned the following roles and the individuals understand their responsibilities</p> <p>National Product Catalogue Champion</p> <p>Normally a senior member of the organisation with customer responsibilities and often the appropriate account manager or higher</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Accountable for the performance of the National Product Catalogue for the customer relationship • Be able to discuss the National Product Catalogue performance and any corrective actions with the customer in question • Ensure sufficient resources, systems, and processes are in place to maintain the National Product Catalogue in an accurate and timely fashion • Have an effective line of communication with the National Product Catalogue Administrator <p>National Product Catalogue Administrator</p> <p>Normally somebody with good product knowledge and who</p>	<input type="checkbox"/>

	<p>understands internal and well as customer related processes</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Performs (or manages) the process of getting information into the National Product Catalogue • Ensures accurate product data is uploaded to the National Product Catalogue in a timely fashion • Expert User in the method of uploading and maintaining data to the National Product Catalogue with full access to the National Product Catalogue system • Maintains company and user profiles on the National Product Catalogue • Ability to view and decipher validation and data load reports • Manages the publication of GTINs to customers • Understands how to determine if a customer has subscribed to the catalogue/GTINs and if item and pricing changes have been accepted • Understanding and involvement in the product development lifecycle • Forms a relationship with the customer's National Product Catalogue team. <p>National Product Catalogue Back-Up Administrator</p> <p>Secondary resource that is capable of performing the National Product Catalogue Administrator's responsibilities in their absence.</p> <p>Main focus being on maintaining data accuracy within the National Product Catalogue.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • See National Product Catalogue Administrator 	
Step 16	<p>Ongoing Maintenance Processes & Procedures</p> <p>Ensure you have defined and implemented the processes and procedures surrounding how you will maintain the National Product Catalogue on an ongoing basis.</p> <p>We recommend you continue to review your maintenance processed in order to ensure the processes are being adhered to. We also expect your processes to be further refined over time using further automation processes and tools.</p>	□

Step 17	<p>Request to be granted a National Product Catalogue Ready Status</p> <p>Submit the National Product Catalogue Ready Checklist to GS1 NZ and request to be granted a National Product Catalogue Ready for the particular Recipient (Your Customer). GS1 NZ will then contact you to commence the National Product Catalogue Ready process.</p> <p>Once you are granted a National Product Catalogue Ready status your customer will contact you to synchronise your data, resolve any discrepancies, and become National Product Catalogue Live with you.</p>	<input type="checkbox"/>
Step 18	<p>Note: It is expected that the National Product Catalogue Ready Status granting should take no longer than 5 working days. This includes Publisher completion of a Testing Script and a National Product Catalogue Ready Review meeting with key National Product Catalogue staff at your organisation. Please confirm you will be able to complete these tasks. If this process exceeds 5 days, GS1 NZ may revoke your Ready status application and you will need to re-submit this checklist when ready.</p>	<input type="checkbox"/>

5.0 Load & Maintain your National Product Catalogue

In the role of “Publisher”, you are a data source and therefore will need to load and maintain master item and price data in your National Product Catalogue.

You can do this in a relatively manual way by keying your data directly into the National Product Catalogue – Publisher interface and via a simple Excel-based tool. Alternatively, for a more automated / integrated option you may wish to create your own GS1 XML messages or use a National Product Catalogue Certified solution.

5.1 Register & Login to the National Product Catalogue

The National Product Catalogue is only accessible to registered users. To register:

Australia: From the GS1 Australia website <http://www.gs1au.org>, select National Product Catalogue (under ‘Our services’) and then click Register.

New Zealand: From the GS1 New Zealand website <http://www.gs1nz.org>, click on the National Product Catalogue icon and then click ‘Sign up’.

To access the National Product Catalogue’s login page, please visit our website <https://www.gs1au.org> then click National Product Catalogue (under ‘Our services’) and then click ‘Log in’.

Please make sure that you meet the minimum system requirements before your Registration.

5.2 Price Relationships – a key set up task



For National Product Catalogue GUI interface users, always contact the GS1 Data & Digital Content Services team to create your Price Relationships.

Australia: NPC Customer Support - 1300 227 263

New Zealand: GS1 Services Support - 0800 10 23 56

If you are using a National Product Catalogue Certified Solution, please contact your provider to discuss Price Relationship creation.

Creating a price relationship is a once off activity per Recipient. It is a short sequence of steps to authorise the Publisher to transmit pricing messages to a Recipient. The price relationship also establishes the currency type that will be

implied within the pricing message. Pricing data will not upload into your catalogue unless you have a price relationship set up for the relevant data recipient.

A Price Relationship can be created via GS1 XML (please contact the National Product Catalogue Technical department npc_tech@gs1au.org if you wish to explore this option).

5.3 Data Requirements

The National Product Catalogue Data Dictionary lists all of the supported attributes (fields) available within the system and defines each attribute in detail. However, Publishers are not required to populate every attribute; it depends which industry/ies you operate in as to which of these attributes you must populate.

Your target data set (the fields you must populate), are listed within the *National Product Catalogue Data Requirements* document.

To display or download a copy of the *National Product Catalogue Data Requirements* document, select 'Your target data set' from within the 'Loading and maintaining data' section within the 'National Product Catalogue User Guide – Cookbook web page.

Click on your industry's tab for a list of the attributes and their population status i.e. System Mandatory, Required if Applicable, Conditionally Mandatory etc. – this is your target data set that you must work toward populating.

Product Range

Publishers should aim to populate their entire product range into their National Product Catalogue which can then act as a consolidated product master file for the company. Depending on your industry requirements, you may choose from a number of options such as loading:

- i. your **Entire Product Range**
- ii. all Products for a **Specific Industry**
- iii. all Products for a **Particular Recipient**
- iv. all **contract items for a particular Recipient**

5.4 Dates in the National Product Catalogue

There are numerous date fields in the National Product Catalogue, each one with an explicit purpose and meaning. This section aims to make it clear how all dates are to

be used. Refer to the data dictionary for a definition of each date; here the tips are intended to explain usage beyond just definitions:

5.4.1 Dates that Control Access to your Data

Publication Date

The Publication Date can be set into the future when publishing items to Recipients. Only when the publication date occurs will the data be accessible to those Recipients: default to current date.

Community Visibility Date Time

This is the date when all subscribers to the National Product Catalogue can access your item data in the National Product Catalogue Local Registry. Note that the Community Visibility Date Time entry must be equal to or later than the Publication date. For private label items, this field is not used; thus keeping all data about the item undisclosed to all but the private label owner.

5.4.2 System Generated Dates

Last Changed Date Time

Publishers submitting GS1 XML messages are required to populate the Last Change Date/Time attribute to comply with GS1 XML schema requirements – value entered will be overwritten with the current date/time when processed by the National Product Catalogue.

Non-GS1 XML message suppliers are not required to submit a Last Change Date/Time value.

5.4.3 Dates relevant to your Trading Relationships

Effective Date Time

This is the date when the information about your item i.e. product data, takes effect. Usually set to the current date when new items are loaded. May be set into the future when for example a change is uploaded, but doesn't take effect for some days/weeks into the future.

First Order Date Time

The date from which the Publisher can begin receiving orders for this item. Typically for seasonal products, say Easter for example, orders may be placed in Dec '15, but the start- and end availability window could be mid-March – end April '16.

Start Availability Date Time

Usually products will be available from the time they can be ordered, however, typically for seasonal products, the start of availability may be later than the order date.

End Availability Date Time

Products are not “deleted” out of the National Product Catalogue; rather they are “end dated” to indicate when they are no longer available.

Final Batch Expiry Date

For End Availability products, the last expiry date for the final run of production. It is to be used to assist in purchasing decisions; as to possibly how long a product may remain in the supply chain, despite being discontinued from production.

Consumer Availability Date Time

The date the product should be made available to consumers – no earlier.

An example for this usage could be the simultaneous release of the “Harry Potter” books at stores throughout the world on the same day, or may be in line with an advertisement campaign that has promised consumer availability by a certain date.

End Date Time of Exclusivity

The date when the product is no longer exclusive to a single Recipient.

Seasonal Availability Start Date Time

The first date when the item is available. Note: the seasonal availability can be different from both the ordering time and dispatching time. The availability is the Publisher’s intention of how long the product will be available to Recipients.

Seasonal Availability End Date Time

The last date when the item is available. Note: the seasonal availability can be different from both the ordering time and dispatching time. The availability is the Publisher’s intention of how long the product will be available to Recipients.

5.4.4 Price record dates

Catalogue Price Effective Start Date Time

The date when the price record becomes effective.

Catalogue Price Effective End Date Time

The last date when the price record is effective

5.5 National Product Catalogue Data Upload Options

In total, there are currently four methods of entering product and price data into the National Product Catalogue. Two methods are manual and two are automated / integrated.

You will need to determine the best upload method for your initial load, which may not be the best option for ongoing maintenance. Each option below is described to help you ascertain whether it would suit your circumstances. Things to consider are: number of products to load and maintain, cost, level of integration with other internal IT systems, your ability to provide consistently high quality timely and accurate data.

Some options refer you to user guides that are external to this document.

Manual Data Upload methods are:

- Publisher Excel Template
- Publisher Graphical User Interface (GUI)

Automated/Integrated Data Upload methods are:

- National Product Catalogue Certified Product
- In-house developed upload files

Note that in regards to the Automated/Integrated Data Upload methods, the National Product Catalogue will only store data that meets its data model (that is published and updated from time to time). Attributes and content sent to the National Product Catalogue that do not meet the data model, or attributes and content that do meet the data model but are not allowed/supported for the product hierarchy level in question, will not be stored.

5.6 Publisher Excel Template

The Publisher Excel Template Service is provided as a cost effective entry method for uploading and maintaining data on the National Product Catalogue. Data is entered into the Excel Template worksheets. The Excel Template is primarily a Microsoft Excel spreadsheet, pre-populated with the National Product Catalogue data attribute headers. Once populated, a user can then upload their Item and Price information to the National Product Catalogue via the Publisher GUI.

Publisher Excel Template users should consider using one of the National Product Catalogue certified products, see section “National Product Catalogue Certified Products” below.



Confirm whether any errors were encountered during the upload process by checking the **Data Load Report**.

5.7 Publisher Graphical User Interface (GUI)

GS1 Australia has developed a new and powerful graphical user interface (GUI) for its National Product Catalogue Publisher community. Publisher makes it much easier for Publishers to load and maintain product and pricing information. The interface has been developed in consultation with users and incorporates requests put forward by those who use the system regularly.

One of the key user enhancements is the instant validation process that allows users to immediately see warnings and fix errors as the data is being entered, removing the need to separately await feedback from the National Product Catalogue Validator tool.

Contemporary screen designs allow easy navigation around the system, speed up workflow and make managing product and pricing data easier.

Process Overview: Login to Publisher, add new product and price(s), save, release and publish.



After 30 minutes of inactivity, you will be logged out of the system.

5.8 National Product Catalogue Certified Products

Your company should decide on a sustainable method of uploading and maintaining data onto your National Product Catalogue on an ongoing basis. Certified product providers can assist with this. National Product Catalogue uploads are supported by an extensive group of National Product Catalogue Certified Product Partners; GS1 Australia recommends that suppliers use a ‘Certified Product’.

For further information regarding the National Product Catalogue Certified program, refer to:

<https://www.gs1au.org/our-services/national-product-catalogue/certification-program/>

GS1 Australia recommends all Publishers to seriously consider using one of the National Product Catalogue Certified Products.

Process Overview: This will vary depending upon the National Product Catalogue Certified Product, but in essence, you will:

- Populate your certified product, usually automated from backend systems.
- Automatically validate your data locally in the certified product, including any additional validations your company has added beyond those for National Product Catalogue.
- The National Product Catalogue Certified Product will connect to the National Product Catalogue, load your data via the National Product Catalogue Validator and display the load result.

This option requires a connection via: **AS2**, **HTTP/s**, or **FTP** which attract additional fees. Usually it will be your Certified Product provider who arranges the connection and may bundle the cost into the overall service.

5.9 In House Developed

Alternatively, your company can create your own GS1 XML files and then send it to the National Product Catalogue via an AS2, FTP or HTTP/s connection.

Please note that this can be a higher-maintenance option.



To discuss this approach, please contact the National Product Catalogue Technical department. GS1 Consulting may be engaged to assist and/or project-manage your in-house development project.



A full catalogue extract should not be uploaded every time. Only upload item and price records that are either new or have been modified. Uploading a full catalogue every time will generate unwanted updates for your trading partners.

National Product Catalogue Certified Products ensure this does not occur by comparing extracted records against the last successful upload. Only new or modified records are then uploaded to the National Product Catalogue.

In-house development requires a connection via: **AS2**, **HTTP/s**, or **FTP**. For more information on:

- Connectivity options and costs
- Message formats
- Sample messages

Refer to the 'National Product Catalogue developers and certified product partners' section within the 'National Product Catalogue User Guide – Cookbook web page.

For information regarding the National Product Catalogue Validator and associated Business Validation Rules, refer to 'Validating Data' within the "Loading data, validator and training" section within the 'National Product Catalogue User Guide - Cookbook' web page.

5.10 Publish your National Product Catalogue

Once you have confirmed your data has been uploaded in the National Product Catalogue, the next step is to publish the data to Recipients. No Recipient (trading partner) can view or access your data until you have published it specifically to that Recipient, except to see the GTIN itself and its unpublished status.

The GS1 Data & Digital Content Services team will assist with the 'initial' publication as part of the National Product Catalogue Ready process.

After being pronounced "National Product Catalogue Ready", any new items will need to be published to your trading partners. Existing items will also need to be published as new National Product Catalogue Recipients are engaged.

Three publication options are available:

- Manual publication via Publisher Graphical User Interface (GUI).
- Automated publication using the Auto Publish to Recipients function. Setup and maintenance of the Auto Publish option is maintained through the GS1 Data & Digital Content Services team.
- Publication using GS1 XML messages.

5.10.1 Manual Publication

To publish data to a Recipient:

- Select the applicable GTIN(s) from the National Product Catalogue GUI 'Supplier Item List'.
- Click on the 'Publish' icon in the toolbar in the Supplier Item List.

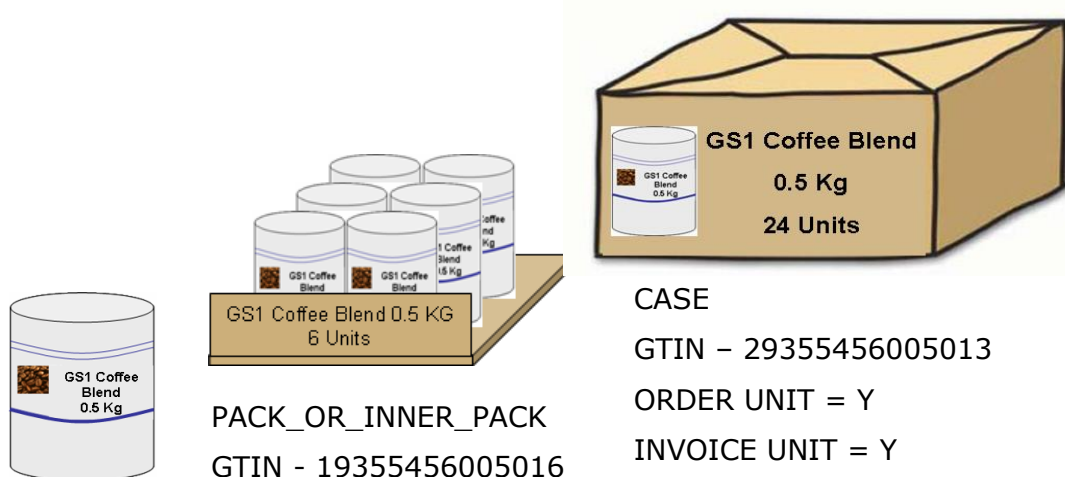
- In the 'Select publication targets' screen, select the Recipient(s) you wish to publish to or if a Recipient is not already in the list, click on 'Search' to find it.
- Click on the 'Publish' button



You don't publish individual GTINs; rather you publish product hierarchies – see explanation below.

5.10.2 Publishing at Highest Level

Publishable hierarchies exist at the level of the Order and Invoice Unit and at all higher levels. Typically, the Order and Invoice Unit is the CASE, the highest level in the hierarchy. It is common for there to be one publishable hierarchy per product SKU. The example below depicts this. The user will only be presented with GTIN **29355456005013**, which represents the one publishable hierarchy: your Recipient will receive a 'payload' containing all three levels of the hierarchy - Case-Inner-Base.



BASE_UNIT_OR_EACH

GTIN - 09355456005019

For a single hierarchy, multiple GTINs will be displayed within the Retailer Publication list when the Order and Invoice Unit is at the lowest level of the hierarchy and/or more than one GTIN within the hierarchy is flagged as an Order and Invoice Unit.

If a Publisher selects all GTINs within the hierarchy for publication, the Recipient will receive multiple 'payloads'. A 'payload' refers to the message sent to trading partners that contain new and updated item data. The National Product Catalogue will always include the published item and all lower level items within a single 'payload' or message.

Example:

In the example above, if the supplier selected the BASE_UNIT_OR_EACH, PACK_OR_INNER_PACK and CASE for publication, the Recipient will receive the following 'payloads'.

Payload One: BASE_UNIT_OR_EACH

Payload Two: BASE_UNIT_OR_EACH and PACK_OR_INNER_PACK

Payload Three: BASE_UNIT_OR_EACH, PACK_OR_INNER_PACK and CASE

Most Recipients only want a single hierarchy to come through to them (highest level only). This is at times difficult, particularly when a supplier has many GTINs.

Whenever possible, **Publishers should publish at the highest level only.**



Publishers publishing items to two or more target markets within the one catalogue (i.e. Australia – 036 and New Zealand – 554), should contact the GS1 Data & Digital Content Services team to discuss data loading and publication options.

5.10.3 Auto Publication

The Auto Publish function automates the publication of new items to Recipients. The key features of Auto Publish:

- Publishers must nominate Recipients for Auto Publication
- Only new items are auto published – existing items that are un-published will not be auto published
- Publication is always at the highest level of the hierarchy
- A price message for an un-published item will trigger the auto publication feature (assuming that the Recipient has previously been included within the Auto Publish list and the Publish with Price option is selected)
- Auto publication does not apply when an item is re-set for publication after previously being published and then un-published to a Recipient
- Manual publication via the 'Supplier Item List' screens remain active for all Recipients, including Recipients listed within the Auto Publish list



As part of the National Product Catalogue Ready processes, the GS1 Data & Digital Content Services team will work with Publishers to ensure that initial publication is established for all active Recipients.

5.10.4 GS1 XML Catalogue Item Publication (CIP) Message

To determine whether GS1 XML publication messages are supported, Publishers using a National Product Catalogue certified product should contact their product provider.

For companies using In-House developed and supported GS1 XML messages, contact you're the National Product Catalogue Technical Team to determine the correct method for publishing items to your National Product Catalogue Recipients.

5.11 Updating your National Product Catalogue

Once you have been declared National Product Catalogue Ready and your products have been published to the Recipients, it is supplier's responsibility to update and maintain the data in your National Product Catalogue.

To properly maintain the catalogue supplier will need to understand the concepts of a CHANGE versus CORRECT. The Action Code used will determine whether you are intending the record to be read as a change or correction.

CHANGE is for an update that truly is a change. For example, an update to the product specifications, this may be to the product dimensions.

CORRECT is when you need to correct a mistake. For example, an item with a blue label was incorrectly registered with a black label. A CORRECT action code is used to update the item record.

Both CHANGE and CORRECT action code is also used when modification are made to a price record.

Some of the common scenarios are:

Scenario	Action Code	Field to be updated
Company has changed the dimensions of the product (by less than 20%).	CHANGE	Height, Width or Depth
Company will discontinue a product.	CHANGE	End Availability Date Time
Company will end date a pricing record.	CHANGE	Effective End Date Time
Company has sent an incorrect product description.	CORRECT	Trade Item Description
Company has changed the Price Start Date of the product.	CORRECT	Effective Start Date Time (must be in the future)

5.11.1 Updating Net Content and Dimensions

Please note that some data fields such as Dimensions, Net Content and Gross Weight can only be changed by 20%. This means that your Data Load will fail if the value in these fields changes by more than 20%.



You need to comply with the GS1 Standards when changing the net content, gross weight and/or dimensions of your products as in some cases a new GTIN is required.

For more information, please refer to GTIN Allocation Rules:

<https://www.gs1.org/1/gtinrules/index.php/p=overview>

5.11.2 End Dating an Item

One of the fields that you will need to update is the End Availability Date Time.

For GTINs that are currently available in the market, this field is generally blank. You will need to update this field if the GTIN or item hierarchy is to be discontinued.



Usually, all items in the product hierarchy must be end-dated to end date the product. An exception would be if supplier introduces a new case pack end dates the previous one, but keeps the same base item, which itself would not be end dated.

If you are using GS1 XML, please use the action code CHANGE_BY_REFRESH against the GTINs to be End-Dated.

5.11.3 Updating Prices and Allowances

One of the attributes that you will need to update in the Pricing Data Section is Price Effective End Date Time.

For GTINs whose price is still valid this attribute is generally blank. To update the current price, enter a date within the Price Effective End Date Time field and then create a new price record. When end dating a price record it is critical that any associated Allowance and or Charge records are also end dated (values must be aligned).

If you are using GS1 XML, please use the action code CHANGE_BY_REFRESH against the prices to be updated (note in XML the price action is contained in the item depiction loop)



Tip 1 - When creating a new price for a product for a specific Recipient, you must first end date the previous price and allowance.

Tip 2 – Your pricing record will be rejected if the date range overlaps an existing price record date range (assuming all other price attributes are identical).

Tip 3 – Prices cannot be end-dated if the item has already been end-dated.

6.0 Grocery and Liquor Industry

The following chapter provides high level examples of populating item data and general price data requirements for the Grocery and Liquor Industry. For a detail implementation guideline, please refer to the following documents:

- [Grocery Implementation Guide](#)
- [Liquor Implementation Guide](#)

6.1 Item Hierarchy Examples

Single Level Product Hierarchy



GS1 Coffee Blend 0.5 KG

BASE_UNIT_OR_EACH

Two Level Product Hierarchy



GS1 Coffee Blend 0.5 KG

BASE_UNIT_OR_EACH



GS1 Coffee Blend 0.5 KG x 24

CASE

Three Level Product Hierarchy



GS1 Coffee Blend 0.5 KG

BASE_UNIT_OR_EACH



GS1 Coffee Blend 0.5 KG x 6

PACK_OR_INNER_PACK



GS1 Coffee Blend 0.5 KG x 6 x 4

CASE

Important: The National Product Catalogue supports Multi-Pack Item Hierarchy (or commonly refer to as ASSORTED items). However, this type of hierarchy set up may not be supported by Data Recipients. Please speak to your Trading Partner before uploading Multi-Pack Item Hierarchy.

6.2 Data Populating Examples

Field	BASE UNIT	INNER PACK	CASE
	GTIN: 09355456005019 	GTIN: 19355456005016 	GTIN: 29355456005013 
Action Code	ADD	ADD	ADD
GTIN	09355456005019	19355456005016	29355456005013
Information Provider GLN	09312345000104	9312345000104	9312345000104
Target Market Country Code	036	036	036
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH	PACK_OR_INNER_PACK	CASE
GTIN of Base Unit		09355456005019	09355456005019
Number of Base Units		6	24
Child GTIN		09355456005019	19355456005016
Child Quantity		6	4
Trade Item Description	GS1 ValuePlus Coffee Blend - 0.5 KG	GS1 ValuePlus Coffee Blend 0.5 KG x 6	GS1 ValuePlus Coffee Blend 0.5 KG x 6 x 4
Brand Name	GS1	GS1	GS1
Sub-Brand	ValuePlus	ValuePlus	ValuePlus
Functional Name	Coffee	Coffee	Coffee
Variant Description	Blend 1	Blend 1	Blend 1

Short Description	VPlus Coffee Blend 1 - 0.5 KG	VPlus Coffee Blend 1 - 0.5 KG	VPlus Coffee Blend 1 - 0.5 KG
Field	BASE UNIT	INNER PACK	CASE
Trade Item Country of Origin	036	036	036
Is Trade Item a Base Unit/	Y	N	N
Is Trade Item a Consumer Unit?	Y	N	N
Is Trade Item a Despatch Unit?	N	N	Y
Is Trade Item an Invoice Unit?	N	N	Y
Is Trade Item an Orderable Unit?	N	N	Y
Is Trade Item a Variable Unit?	N	N	N
Is Non-Sold Trade Item Returnable?	N	N	N
Promotional Item Indicator	N	N	N
GPC Category Code	10000111	10000111	10000111
Additional Trade Item Classification System Code	50201706	50201706	50201706
Additional Trade Item Classification Code Value	Coffee	Coffee	Coffee
Additional Trade Item Classification Code Description	5	5	5
Additional Trade Item Identification Type Code	SUPPLIER_ASSIGNED	SUPPLIER_ASSIGNED	SUPPLIER_ASSIGNED
Additional Trade Item Identification Value	VPBlend 1	VPBlend 1	VPBlend 1
Trade Item Group Identification Code	0006	0006	0006
Trade Item Group Identification Code Description	Value Plus Range	Value Plus Range	Value Plus Range
Effective Date Time	2016-02-15T00:00:00	2016-02-15T00:00:00	2016-02-15T00:00:00
Publication Date Time	2016-03-01T00:00:00	2016-03-01T00:00:00	2016-03-01T00:00:00
Start Availability Date Time	2016-03-15T00:00:00	2016-03-15T00:00:00	2016-03-15-T00:00:00

First Order Date Time	2016-02-01T00:00:00	2016-02-01T00:00:00	2016-02-01T00:00:00
Consumer Availability Date Time	2016-06-15T00:00:00	2016-06-15-T00:00:00	2016-06-15T00:00:00
Community Visibility Date Time	2016-06-15T00:00:00	2016-06-15T00:00:00	2007-06-15
Units per Package		6	4
Product Net Weight	0.5	3.0	12.0
Product Net Weight UOM	KGM	KGM	KGM
Product Gross Weight	0.501	3.056	12.274
Product Gross Weight UOM	KGM	KGM	KGM
Product Width	50	44	96
Product Width UOM	MMT	MMT	MMT
Product Height	80	85	90
Product Height UOM	MMT	MMT	MMT
Product Depth	20	156	320
Field	BASE UNIT	INNER PACK	CASE
Product Depth UOM	MMT	MMT	MMT
Duty Fee Tax Agency Code	ATO	ATO	ATO
Duty Fee Tax Type Code	GST	GST	GST
Duty Fee Tax Type Description	Goods and Services Tax	Goods and Services Tax	Goods and Services Tax
Duty Fee Tax Rate	10	10	10
Duty Fee Tax Exempt Party Role Code	N/A	N/A	N/A
Packaging Material Type Code	34	37	37
Packaging Material Composition Quantity	0.001	0.05	0.05
Packaging Material Composition Quantity UOM	KGM	KGM	KGM

Packaging Type Code	WRP	CT	CT
Is Packaging Marked as Returnable?	Y	Y	Y
Packaging Marked Expiration Date Type	BEST_BEFORE_DATE	BEST_BEFORE_DATE	BEST_BEFORE_DATE
Minimum Trade Item Lifespan from Time of Production	120	120	120
Minimum Trade Item Lifespan from Time of Arrival	90	90	90
Temperature Qualifier Code	STORAGE_HANDLING	STORAGE_HANDLING	STORAGE_HANDLING
Minimum Temperature	2	2	2
Minimum Temperature UOM	CEL	CEL	CEL
Maximum Temperature	12	12	12
Maximum Temperature UOM	CEL	CEL	CEL
Ordering Lead Time			5
Ordering Lead Time UOM			DAY
Selling Unit of Measure	EA		
Order Quantity Minimum			8
Order Quantity Multiple			8
Quantity of Complete Layers Contained in a Trade Item			1
Units in Width of Layer (Trade Item)		2	2
Units in Depth of Layer (Trade Item)		3	2
Quantity of Trade Items per Pallet Layer			8
Quantity of Layers per Pallet			12
Quantity of Trade Items per Pallet			96

Base Units per Pallet		576	2304
Pallet Height (in Millimetres)			1170
Pallet Width (in Millimetres)			1165
Field	BASE UNIT	INNER PACK	CASE
Pallet Depth (in Millimetres)			1165
Pallet Volume (in Cubic Metres)			1.587953
Pallet Net Weight (in Kilograms)			1178.304
Pallet Gross Weight (in Kilograms)			1228.304
Trade Item Genetically Modified Declaration Code	FREE_FROM	FREE_FROM	FREE_FROM
Is Trade Item Reconditioned?	N	N	N

6.2.1 End Dating an Item Hierarchy Example

Supplier A will discontinue the product GS1 Coffee Blend 0.5 KG

Action Code	GTIN	Trade Item Unit Descriptor Code	Trade Item Description	End Availability Date Time
	09355456005019	BASE_UNIT_OR_EACH	GS1 Coffee Blend 0.5 KG	
	29355456005013	CASE	GS1 Coffee Blend 0.5 KG x 24	

To End Date this product, end the End Availability Date Time using Action Code CHANGE

Action Code	GTIN	Trade Item Unit Descriptor Code	Trade Item Description	End Availability Date Time
CHANGE	09355456005019	BASE_UNIT_OR_EACH	GS1 Coffee Blend 0.5 KG	2018-11-30T23:59:59
CHANGE	29355456005013	CASE	GS1 Coffee Blend 0.5 KG x 24	2018-11-30T23:59:59

6.3 Product Dimensions Example



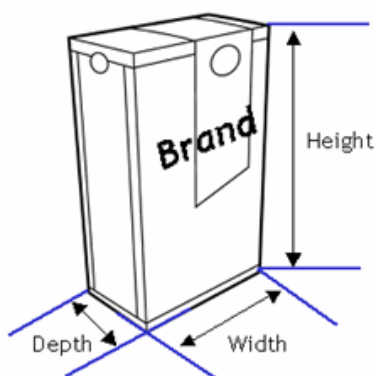
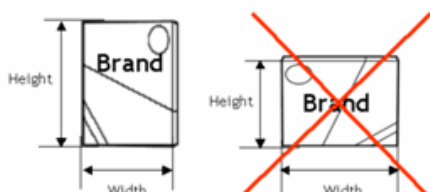
Product Dimension - Consumer Unit

- After the Default Front has been determined, it is possible to determine the height, width and depth of Consumer (End-User) Item:

Height: from the base to the top

Width: from the left to the right

Depth: from the front to the back



If there is multiple faces on a product, always take the **Portrait Face** as the Default Front



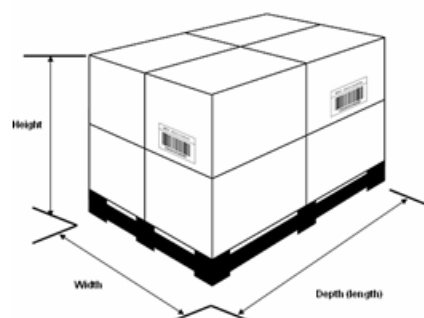
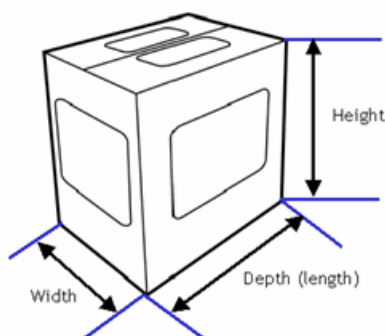
Product Dimension - Non-Consumer Unit

- After the Natural Base has been determined, it is possible to determine the height, width and depth of a non-consumer item:

Height: The measure from the base to the top

Width: The shortest side of the base

Depth: The longest side of the base



For detailed package measurement guidelines, please refer to:

https://www.gs1.org/docs/gdsn/3.1/GDSN_Package_Measurement_Rules.pdf

6.4 Australian Tax Office (ATO) Process

The Australian Taxation Office (ATO) has issued a binding ruling explaining how the food and grocery industry can rely on the National Product Catalogue to find out, with certainty, which food and beverage products have GST included in the price, which are GST-free and the approved GST value.

Once you have populated your National Product Catalogue and prior to becoming National Product Catalogue Ready, all food and grocery items will be sent to the ATO for GST approval.

On an ongoing basis all food and grocery items loaded into your National Product Catalogue that have not been previously allocated an ATO approved status, will be sent to the ATO for GST approval.

6.4.1 ATO Process

- GS1 Australia provide the ATO with a list of items loaded into the National Product Catalogue that have yet to be granted ATO approved status.
- The ATO reviews the items and allocates either an approved or unapproved status to each item. The updated list is then forwarded to GS1 Australia.
- For all ATO approved items, the ATO status within the National Product Catalogue is updated.
- For all non-ATO approved items, an automatically generated email is sent to the nominated Taxation contact. The email includes the GTIN, GTIN Description, GST Rate and GST Free to End Consumer (FEC) value.
- Suppliers with an unapproved ATO status may choose to:
 - Update the item within the National Product Catalogue after reviewing the GST rate or FEC value. As the item has not been previously granted an ATO approved status, the item will be re-submitted to the ATO as part of the normal approval process
 - Contact the ATO to query the unapproved status. Following discussions with the ATO, the Publisher and the ATO may agree:
 - Publisher to update the item within the National Product Catalogue. As the item has not been previously granted an ATO approved status, the item will be re-submitted to the ATO as part of the normal approval process.
 - Publisher does not need to update the item within the National Product Catalogue. To re-submit the item to the ATO, the Publisher must contact GS1 Data & Digital Content Services Team who will then 'flag' the item for re-submission. The item will be re-submitted to the ATO as part of the normal approval process.

6.5 Liquor Industry – Product Classification

To ensure products are classified correctly and uniformly, the National Product Catalogue uses GS1 Global Product Classification (GPC), a system that gives buyers and sellers a common language for grouping products in the same way, everywhere in the world.

This improves the National Product Catalogue's data accuracy and integrity, speeds up the supply chain's ability to react to consumer needs, and contributes to breaking down language barriers. It also facilitates the reporting process across product silos.

The foundation of GPC is called a "**Brick**;" GPC bricks define categories of similar products. Using the GPC brick as part of GDSN ensures the correct recognition of the product category across the extended supply chain, from seller to buyer. Bricks can be further characterised by **Brick Attributes**.

The liquor sector require that when one of the liquor GPC brick codes (refer to table below) are entered, suppliers must also enter the lower level brick attributes.

The brick attributes consist of an **Attribute Type Code** and an **Attribute Value Code**. Please note that when entering the liquor GPC brick code, all the associated Attribute Type Codes must also be entered. Each Attribute Type Code must be assigned an appropriate Attribute Value Code.

More information about GPC, GPC Bricks and Brick attributes can be found at: <https://www.gs1.org/gpc>

The following list contains the required GPC Attribute Type Codes for specific GPC Bricks:

For GPC Brick equals:	Required Attributes: GPC Attribute Type Code	Example GPC Attribute Value Code
10000276 Wine – Still	20000217 Colour of Wine 20000081 Grape Variety 20000122 Level of Alcohol Claim 20000706 Origin of Wine – Still 20002829 Sweetness of Still Wine 20002771 Type of Bottle Closure 20000212 Type of Still Wine	30001983 Red 30002515 Unclassified 30002518 Unidentified 30002610 White 30014937 Natural Cork 30002816 Rose

10000273 Wine – Fortified	20000233 If Vintage 20000705 Origin of Wine – Fortified 20000219 Style of Fortified Wine 20002771 Type of Bottle Closure 20000072 Type of Fortified Wine	
10000275 Wine – Sparkling	20000217 Colour of Wine 20000081 Grape Variety 20000122 Level of Alcohol Claim 20000223 Method of Production 20000704 Origin of Wine – Sparkling 20000177 Sweetness of Sparkling Wine 20002771 Type of Bottle Closure 20000164 Type of Sparkling Wine	
10000159 Beer	20002868 If Flavoured or Mixed with Juices, Soft Drinks or Other Ingredients 20000122 Level of Alcohol Claim 20000502 Origin of Beer 20000170 Style of Beer 20000017 Type of Beer	
10000263 Spirits	20000003 Age of Product 20000098 If Flavoured or Added Ingredient 20000707 Origin of spirit 20000237 Style of Spirit 20000166 Type of Spirit	
10000227 Liqueurs	20000242 Added Flavouring 20000240 If Cream Liqueur 20000237 Style of Spirit 20000189 Type of Alcoholic Beverage Content 20000126 Type of Liqueur	
10000144 Alcoholic Pre-mixed Drinks	20000707 Origin of Spirit 20000237 Style of Spirit 20000189 Type of Alcoholic Beverage Content 20000006 Type of Alcoholic Pre-mixed Drink	

	20002575 Type of Non-alcoholic Beverage Content	
10000181 Apple/Pear Alcoholic Beverage – Sparkling	20000036 Cider/Perry 20000098 If Flavoured or Added Ingredient 20000122 Level of Alcohol Claim 20000742 Level of Sweetness 20000503 Origin of Cider/Perry	
10006327 Apple/Pear Alcoholic Beverage – Still	20000036 Cider/Perry 20000098 If Flavoured or Added Ingredient 20000122 Level of Alcohol Claim 20000742 Level of Sweetness 20000503 Origin of Cider/Perry	
10000142 Alcohol Making Kits	20000004 Type of Alcohol Making Kit	
10000143 Alcohol Making Supplies	20000005 Type of Alcohol Making Supply	
10000589 Alcoholic Cordials/Syrups	20000122 Level of Alcohol Claim 20000752 Type of Alcoholic Cordial/Syrup	
10003689 Non-Grape Fermented Alcoholic Beverages - Sparkling	20000122 Level of Alcohol Claim 20000751 Type of Non-Grape Fermented Alcoholic Beverage	
10000588 Non-Grape Fermented Alcoholic Beverages - Still	20000122 Level of Alcohol Claim 20000751 Type of Non-Grape Fermented Alcoholic Beverage	
10000591 Alcoholic Beverages Variety Packs		

6.6 Pricing

Each pricing record on the National Product Catalogue must be recorded against a particular Data Recipient (trading partner). For example, if a product contained the same price for Coles and Metcash, the Publisher will need to enter two separate pricing records. **Pricing on the National Product Catalogue is GST Exclusive.**



Discounts (Allowances) in the National Product Catalogue are of the form of 'Off Invoice' discounts. Rebates are not 'Off Invoice' discounts, but rather come into effect after certain agreed thresholds such as total annual spend or quantity buys have been met. They are often implemented as credits back to the customer after the threshold has been met. The National Product Catalogue does not support rebates. They are not to be included in any prices loaded into the National Product Catalogue.

6.6.1 Price Types

There are several price types available on the National Product Catalogue, such as List, Contract, Transaction, Allowances etc. The price types typically supported in the Grocery and Liquor sector are List and Transaction prices (price associated with an item exclusive of all allowances, charges and taxes) and any 'Allowances' deduction reflected on an invoice) or 'Charges' (additional charge reflected on invoice).

Every product must have at least one of the GTINs in its item hierarchy flagged as the "Invoice unit". Pricing records are attached to those GTINs flagged as the "Invoice Unit". The data recipient will use the 'List' price and any allowances and charges to calculate the actual invoice price (last cost) for the product.

6.6.2 Updating Pricing and Allowances Example

Supplier A will increase the price of the product GS1 Coffee Blend 0.5 KG from \$12.00 to \$15.00. Product has an allowance of 5%. The new price is to commence on Monday 3rd December 2018:

Action Code	GTIN	Price Type Code	Price Value	Price Value Type	Effective Start Date Time	Effective End Date Time
	29355456005013	LIST_PRICE	12	VALUE	2018-01-01T00:00:00	
	29355456005013	ALLOWANCE	5	PERCENTAGE	2018-01-01T00:00:00	

Within the current active price records, the field 'Effective End Date' needs to be populated. Since the new price record is to commence on Monday 3rd December, the end date entered will need to be Sunday 2nd December. The action code must be 'CHANGE_BY_REFRESH'.

New price records are added for the 'LIST_PRICE' and 'ALLOWANCE' records. The action code must be 'ADD'.

Action Code	GTIN	Price Type Code	Price Value	Price Value Type	Effective Start Date Time	Effective End Date Time
CHANGE_BY_REFRESH	29355456005013	LIST_PRICE	12	VALUE	2018-01-01T00:00:00	2018-12-02T23:59:59
CHANGE_BY_REFRESH	29355456005013	ALLOWANCE	5	PERCENTAGE	2018-01-01T00:00:00	2018-12-02T23:59:59
ADD	29355456005013	LIST_PRICE	15	VALUE	2018-12-03T00:00:00	
ADD	29355456005013	ALLOWANCE	5	PERCENTAGE	2018-12-03T00:00:00	

6.6.3 Pricing Updates for Items with Validation Errors

Pricing updates on the NPC will not be blocked if the previously 'published' item data contains any validation Errors or Warnings.

7.0 Healthcare Industry

The Australian Digital Health Agency's objective is to have all Healthcare products with an ARTG ID, together with all other products purchased by the Healthcare Industry, loaded into the National Product Catalogue at all levels of packaging, including the EACH.

While standard Healthcare products are loaded into the National Product Catalogue using the standard process, there are products classed as an exception and require a different process to be loaded. Below are the different exceptional categories, together with guidance on how to load them into the National Product Catalogue.

The Healthcare Recipient Requirements Matrix provides a summary of requirements and an outline of which products should be published. For a copy of the matrix, please speak to the NPC Customer Support team.

7.1 Capital and Customisable Items

Capital Items

The Publisher should allocate a GTIN to the generic capital item and provide a List Price (an indicative price) in the National Product Catalogue. Should the Recipient decide to source this item, the customisation process will mean that the item in question will develop from the basic capital item.

Once specifications are agreed for sourcing a customised capital item and a contract signed, a new GTIN should be allocated for the customised capital item with its own PDF referencing components and loaded into the National Product Catalogue. If the Publisher sells any of the components/software individually, these will be listed separately by their own unique GTINs in the National Product Catalogue.

Customisable Products

Most Customisable Products would be handled the same way as Capital Items. Publishers should load the generic product into the National Product Catalogue. If a customised product is repeatedly ordered, this product should then be considered a standard product. In this case, a GTIN should be allocated, and a record should be loaded into the National Product Catalogue as per the standard.

If a product is completely customisable (i.e., one-off customisations occur every time), each individual customisation will not be required to be loaded to the National Product Catalogue. However, the generic product will be required to be loaded. For example, Dentists may require the use of 'Crowns' which are customisable for each patient (one-off). Each unique crown is not required to be added to the National Product Catalogue. A standard crown before any customisation will need to be assigned a GTIN and included in the National Product Catalogue.

7.2 Kits

A kit is defined as “A collection of different regulated healthcare items assembled for use in a single therapy”

A GTIN is required to be allocated for the kit itself, as well as for any items within the kit that are priced, ordered or invoiced at any point in the supply chain. Prices are also required to be loaded in the National Product Catalogue for any kits or items within kits that have been allocated a GTIN. For information on pricing for kits, refer to the **Pricing** section in this chapter.

Kits that contain items which all have GTINs allocated to them should be entered into the National Product Catalogue as Cases. Kits which are considered multipacks are not base units but are made up of a number of base units as base units cannot have Next Lower Level (NLL) GTINs. Please refer to 'Item Hierarchy Example (Healthcare)' for an example.

Kits that contain items without GTINs should be entered into the National Product Catalogue using the Component and Component Details repeating data structure. The kit itself will be the base unit. Please refer to 'Component Examples'.

7.3 Loan Instruments

Instruments used for implant operations are provided on loan. They are effectively supplied by default with the ordered theatre kits. No item or price data is required for these instruments if they provided free with the kit, without any formal requisition by the jurisdiction. However, if the jurisdiction raises a formal request/requisition/order for these instruments, they need to be populated into the National Product Catalogue in their own right, with both item and pricing data.

7.4 Sample Packs

Sample packs are typically a smaller version of an existing product pack size, and carry the same ARTG ID. Although sample packs may not be formally ordered or invoiced, there will be a requirement to retrieve predefined information about the sample packs, and so they will need to be uniquely identified within the hospital.

It is recommended that suppliers allocate and load a GTIN into the National Product Catalogue for sample packs. Hospitals can then identify them and include them in stock control and availability reporting. Also, the AMT should be populated with all levels of product packaging that is being used within the Healthcare sector.

Having said this, failure to load sample packs to the National Product Catalogue will not preclude granting of a *National Product Catalogue Populated/Ready* status. If samples are loaded an Invoice price of zero (\$) must be loaded also.

7.5 Vaccine Products

Refer Vaccine Products within the **Pricing** section.

7.6 Rental Products

For items such as medical gas tanks, which are rented out to healthcare providers, a rental price and period is required be loaded into the National Product Catalogue.

For pricing details, please refer to Rental Products within the **Pricing** section.

7.7 Medical Gases

Gas Cylinders come in different Classes that hold different capacities. A particular Class of size will contain a number of cylinders of different dimensions, but all with the same capacity. As such, when allocating GTINs for population into the National Product Catalogue, two separate GTIN's are to be allocated for a cylinder of medical gas. One GTIN uniquely identifies the rentable cylinder, and second GTIN uniquely identifies the gas itself (refer to example below).



Product: MISA 5 Litre Medical Oxygen Tank – Size AA1

GTIN: 09312345000012

Size AA1 Cylinder Tank – 5 Litre

GTIN: 09312345000029

MISA 5 Litre Medical Oxygen

Note: If the cylinder is rentable, please enter as a rentable item in the National Product Catalogue. Refer to 'Rental Products'.

7.8 Item Hierarchy Example (Healthcare)

Two Level Product Hierarchy – Medicines

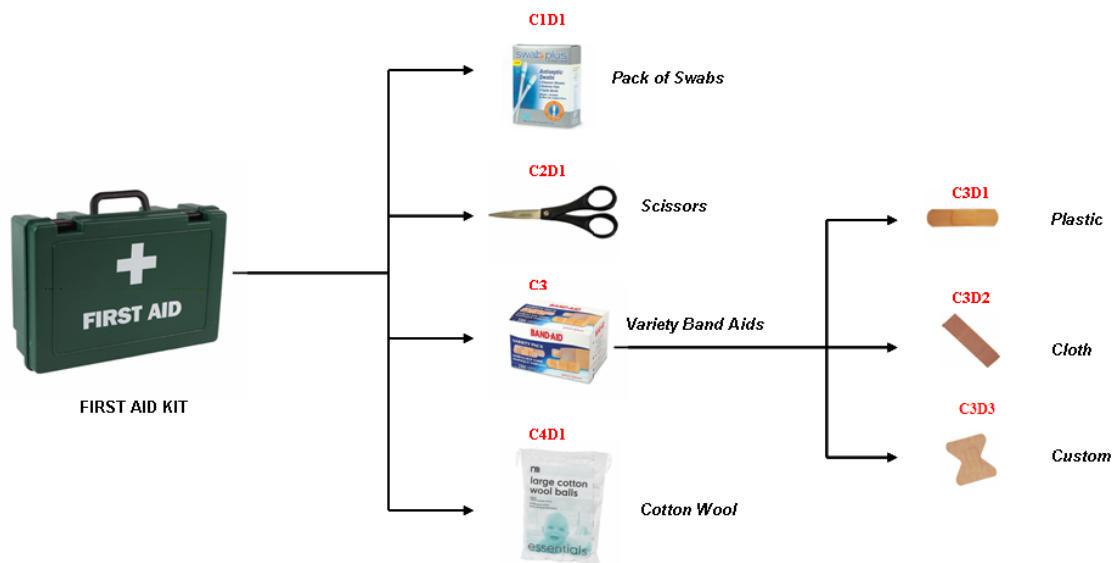


BASE_UNIT_OR_EACH

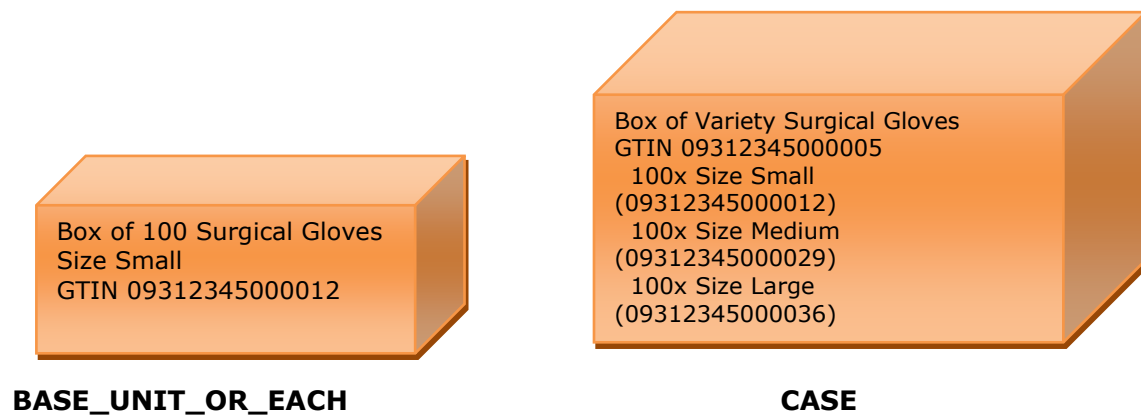


CASE

Kit



Medical Devices



7.9 Component Examples

These examples are to be used as a guide for populating item data for different types of healthcare items, both medicines and devices (Note: sample data should not be considered real or accurate in content).

Example 1 – Medicine, single component with single component detail

The product is a medicine: Panadol

Single component: The container type is single/blister only. The product has 4 blisters within.

Single component detail – The content of the blister is homogeneous - 25mg gelatine coated tablets – 25 per blister pack.



Panadol, 100 x 25mg gelatine coated tablets in 4 x 25 blister packs

GTIN	09322380000380
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH
Trade Item Description	Panadol Tablets 25mg x 100
Is Trade Item a Base Unit?	Y
Is Trade Item a Consumer Unit?	Y
Is Trade Item a Variable Unit?	N
Net Content	100
Net Content UOM	EA
Is Trade Item a Despatch Unit?	N
Is Trade Item an Invoice Unit?	N
Is Trade Item an Orderable Unit?	N
Child GTIN	-
Child Quantity	-
GTIN of Base Unit	-
Number of Base Units	-
ARTG ID	12345
Trade Item Trade Channel Code	HEALTHCARE
TGA Sponsor	Y
TGA Type	R
Label Description	Panadol Tablets 100
Schedule Code	S2
PBS or RPBS	-

COMPONENT	
Healthcare Component Type C1	M
Medicine Container Type Code C1	BLPK
No of Identical Medicine Containers or Devices C1	4
Medicine/Device unit name C1D1	25mg Paracetamol
Unit of Use GTIN C1D1	-
Medication Form Code C1D1	TAB
Proprietary medication dose form C1D1	-
Countable items C1D1	25

Example 2 – Medicine Single Component – Component Detail

The product is a medicine: Triphasil

Single component: The container type is single/blisters only.

The product has 1 blister within.

Single component detail – The content of the blister is heterogeneous

28 pills (with different ingredients) per blister.

Triphasil – 28, Dial dispenser pack

GTIN	09311279000945
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH
Trade Item Description	Triphasil-28
Is Trade Item a Base Unit?	Y
Is Trade Item a Consumer Unit?	Y
Is Trade Item a Variable Unit?	N
Net Content	28
Net Content UOM	EA
Is Trade Item a Despatch Unit?	N
Is Trade Item an Invoice Unit?	N
Is Trade Item an Orderable Unit?	N
ARTG ID	67890
Trade Item Trade Channel Code	HEALTHCARE
TGA Sponsor	N
TGA Type	R
Label Description	Triphasil-28
Schedule Code	-
PBS or RPBS	PBS



COMPONENT	
Healthcare Component Type C1	M
Medicine Container Type Code C1	DDPAC
No of Identical Medicine Containers or Devices C1	1
Medicine/Device unit name C1D1	ingred1 12mg, ingred2 20mg, red
Unit of Use GTIN C1D1	-
Medication Form Code C1D1	TAB
Proprietary medication dose form C1D1	-
Countable items C1D1	6
Volume/Weight amount C1D1	-
Volume/Weight unit C1D1	-
Medicine/Device unit name C1D2	ingred1 10mg, ingred2 40mg, white
Unit of Use GTIN C1D2	-
Medication Form Code C1D2	TAB
Proprietary medication dose form C1D2	-
Countable items C1D2	5
Volume/Weight amount C1D2	-
Volume/Weight unit C1D2	-
Medicine/Device unit name C1D3	ingred1 25mg, ingred2, 10mg, yellow
Unit of Use GTIN C1D3	-
Medication Form Code C1D3	TAB
Proprietary medication dose form C1D3	-
Countable items C1D3	10
Volume/Weight amount C1D3	-
Volume/Weight unit C1D3	-
Medicine/Device unit name C1D4	inert, green
Unit of Use GTIN C1D4	-
Medication Form Code C1D4	TAB
Proprietary medication dose form C1D4	-
Countable items C1D4	7
Volume/Weight amount C1D4	-
Volume/Weight unit C1D4	-

Example 3 – Device with multi Component and Single Component Detail

The product is a medical device: Kit

Multiple components: The device type is multiple. The product is composed of two different devices.

Single component detail – The devices within has no other components.



Kit
GTIN 09337816002418



First Component
Reusable Tube



Second Component
Indicators

Example 3 – Device with multi Component and Single Component Detail

GTIN	09337816002418
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH
Trade Item Description	Heli-Checks Hollow Load Challenge Test. Kit includes 1 x re-usable device for 250 uses and 250 high-precision sterilitant specific indicators
Is Trade Item a Base Unit?	Y
Is Trade Item a Consumer Unit?	Y
Is Trade Item a Variable Unit?	N
Net Content	1
Net Content UOM	EA
Is Trade Item a Despatch Unit?	Y
Is Trade Item an Invoice Unit?	Y
Is Trade Item an Orderable Unit?	Y
ARTG ID	126989
Trade Item Trade Channel Code	HEALTHCARE
TGA Sponsor	Y
TGA Type	R
Label Description	Heli-Checks Hollow Load Challenge Test Kit
Schedule Code	-
PBS or RPBS	-

COMPONENT

Component 1

Healthcare Component Type C1	D
Medicine Container Type Code C1	-
No of Identical Medicine Containers or Devices C1	1
Medicine/Device unit name C1D1	Re-usable Device

Unit of Use GTIN C1D1	-
Medication Form Code C1D1	-
Proprietary medication dose form C1D1	-
Countable items C1D1	1
Volume/Weight amount C1D1	-
Volume/Weight unit C1D1	-

Component 2

Healthcare Component Type C2	D
Medicine Container Type Code C2	-
No of Identical Medicine Containers or Devices C2	1
Medicine/Device unit name C2D1	High-precision Sterilitant Specific Indicators

Unit of Use GTIN C2D1	-
Medication Form Code C2D1	-
Proprietary medication dose form C2D1	-
Countable items C2D1	250
Volume/Weight amount C2D1	-
Volume/Weight unit C2D1	-

Example 4: Spare part with no components

This product is a spare part identified with the GTIN 04048675000624. This product does not have components and it is not considered a healthcare item.

Draeger Accupac (MAH)

GTIN	04048675000624
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH
Trade Item Description	Draeger Accupac (MAH)
Is Trade Item a Base Unit	Y
Is Trade Item a Consumer Unit?	Y
Is Trade Item a Variable Unit?	N
Net Content	1
Net Content UOM	EA
Is Trade Item a Despatch Unit?	Y
Is Trade Item an Invoice Unit?	Y
Is Trade Item an Orderable Unit?	Y
ARTG ID	-
Trade Item Trade Channel Code	do not use code HEALTHCARE
TGA Sponsor	-
TGA Type	-
Label Description	-
Schedule Code	-
PBS or RPBS	-

COMPONENT	
Healthcare Component Type C1	-
Medicine Container Type Code C1	-
No of Identical Medicine Containers or Devices C1	-
Medicine/Device unit name C1D1 - C1D4	-
Unit of Use GTIN C1D1 - C1D4	-
Medication Form Code C1D1 - C1D4	-
Proprietary medication dose form C1D1 - C1D4	-
Countable items C1D1 - C1D4	-
Volume/Weight amount C1D1 - C1D4	-
Volume/Weight unit C1D1 - C1D4	-



Example 5: Item with two levels hierarchy showing healthcare data against lowest level only

Intravenous Solutions

GTIN	00303386045376
Trade Item Unit Descriptor Code	BASE_UNIT_OR_EACH
Trade Item Description	Baxter FLUCONAZOLE 400 MG/200 ML 0.9% SODIUM CHLORIDE X 1
Is Trade Item a Base Unit?	Y
Is Trade Item a Consumer Unit?	Y
Is Trade Item a Variable Unit?	N
Net Content	200
Net Content UOM	MLT
Is Trade Item a Despatch Unit?	N
Is Trade Item an Invoice Unit?	N
Is Trade Item an Orderable Unit?	N
ARTG ID	126432
Trade Item Trade Channel Code	HEALTHCARE
TGA Sponsor	Y
TGA Type	R
Label Description	Baxter Fluconazole 400 Mg/200 ML 0.9% Sodium Chloride 2J1445
Schedule Code	-
PBS or RPBS	-

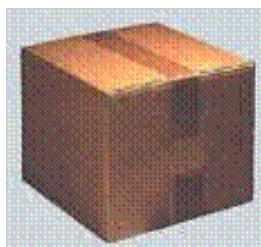
COMPONENT

Healthcare Component Type C1	M
Medicine Container Type Code C1	BAG
No of Identical Medicine Containers or Devices C1	1
Medicine/Device unit name C1D1	-
Unit of Use GTIN C1D1	-
Medication Form Code C1D1	INJIV
Proprietary medication dose form C1D1	-
Countable items C1D1	1
Volume/Weight amount C1D1	200
Volume/Weight unit C1D1	ML
Medicine/Device unit name C1D2 - C1D4	-
Unit of Use GTIN C1D2 - C1D4	-
Medication Form Code C1D2 - C1D4	-
Proprietary medication dose form C1D2 - C1D4	-
Countable items C1D2 - C1D4	-
Volume/Weight amount C1D2 - C1D4	-
Volume/Weight unit C1D2 - C1D4	-



Base Unit

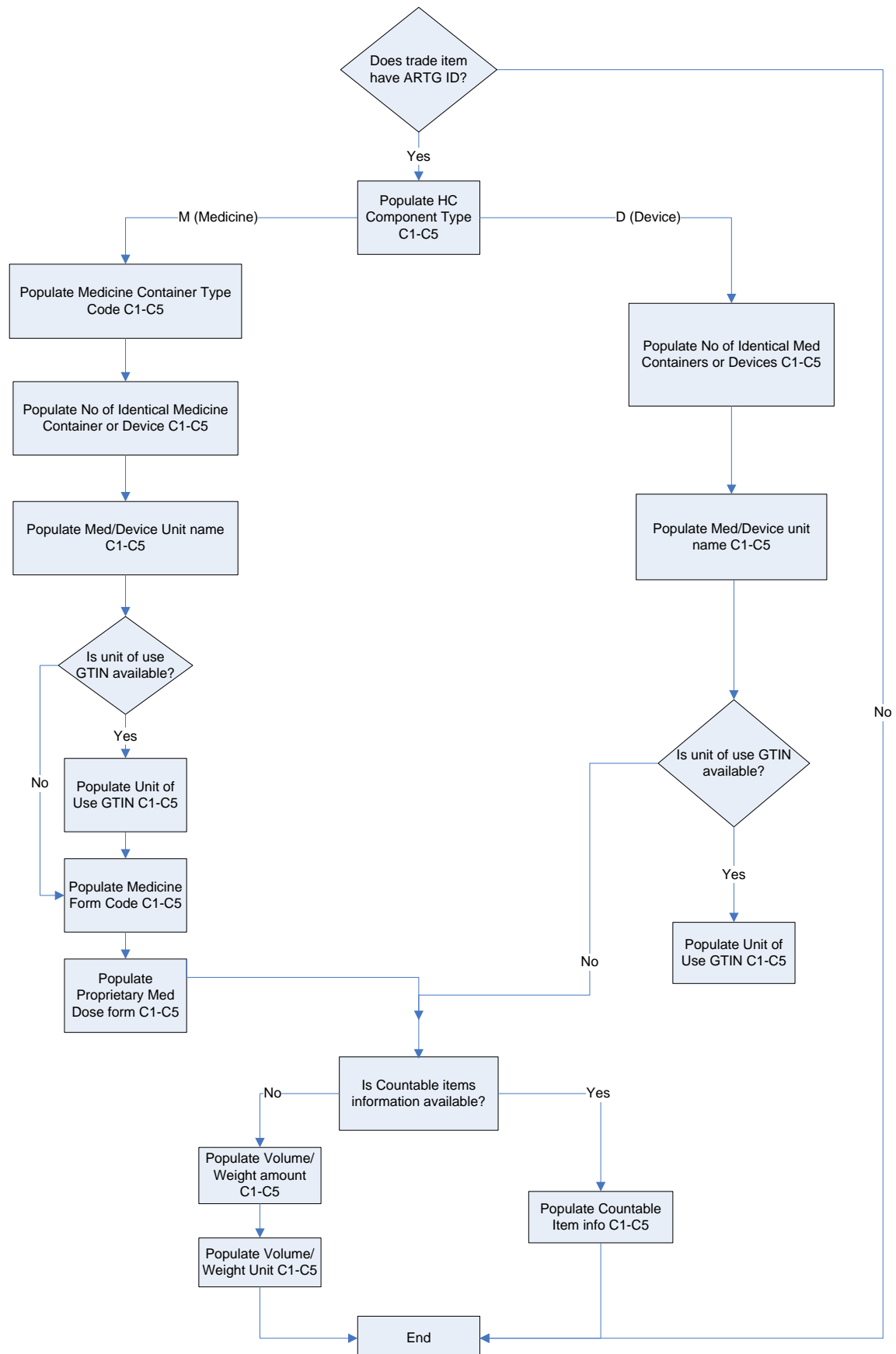
GTIN **00303386045376**



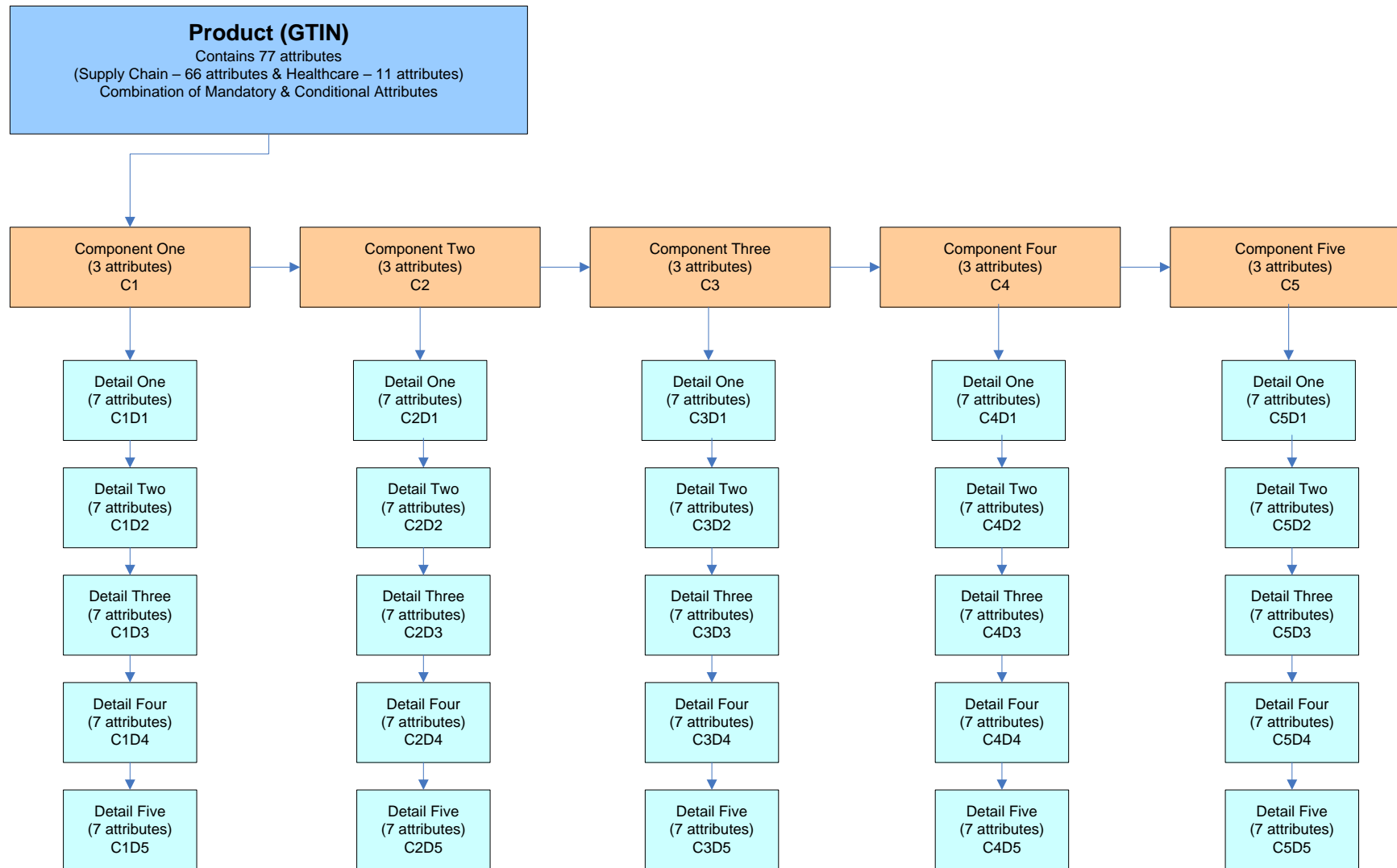
Trade Unit

GTIN **50303386045371**

7.10 Healthcare Component Workflow



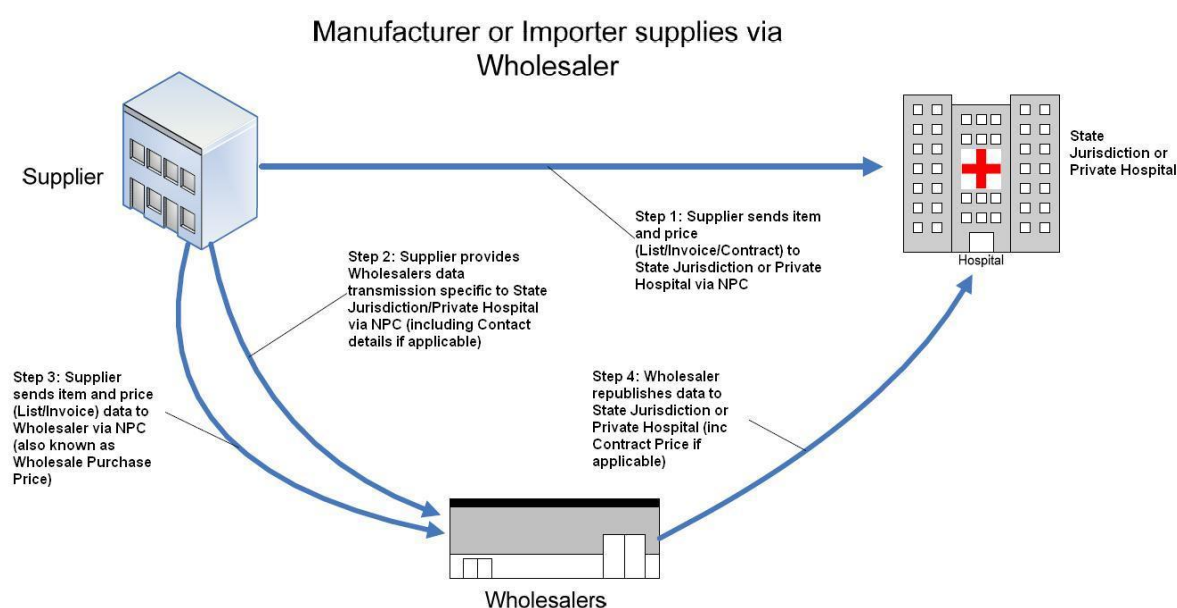
7.11 Healthcare Data Model



7.12 Pricing

Please read information below to determine if you need to provide pricing information on the National Product Catalogue.

These terms distinguish between items which are supplied **directly** from supplier to one or more state health jurisdictions versus those supplied **indirectly** via one or more wholesalers. Some suppliers will have both direct and indirect supplies, others will be all direct or all indirect. In all cases the rules for data provision and publishing apply to the item, not the suppliers. Prices should be applied at the 'Invoice' level of packaging. This level of packaging is identified when the GTIN has a 'Y' value in the field 'Is trade item an invoice unit?'



1. Supplier publishes Tender price to Jurisdiction

The supplier wins the contract and needs to publish the contract price on the National Product Catalogue to the Jurisdiction. The relevant price fields to populate (in line with the National Product Catalogue data set) include:

Recipient GLN	Price Type	Value	Ship to GLN
Jurisdiction Whole of State GLN	CONTRACT_PRICE	\$100.00	Jurisdiction Price Location GLN

2. Supplier has nominated wholesalers to distribute contracted product to Jurisdiction

The supplier nominates a wholesaler to supply contracted product to the Jurisdiction. The supplier can choose to use National Product Catalogue to advise the wholesaler of the contract price and contract number relevant to particular products.

The relevant price fields to populate (in line with the National Product Catalogue (formerly NPC data set) include:

Recipient GLN	Price Type	Value	Ship to GLN ²	Ref Doc ID ³	Ref Doc Description
Wholesaler GLN	CONTRACT_PRICE	\$100.00	Jurisdiction GLN	Contract Number	Contract Description

Note: Use of the National Product Catalogue to provide this data is optional. If the supplier also needs to advise the wholesaler of the 'jurisdiction internal classifications' applicable to the product within a certain contract, this needs to happen outside of the National Product Catalogue via a simple mapping file.

Manufacturer or Importer supplying directly to Jurisdiction(s)/Private Hospital

Your company supplies all products directly to one or more jurisdictions and/or Private Hospitals. Your obligation to the National Product Catalogue is to provide all item and pricing data according to the National Product Catalogue Pricing Model.

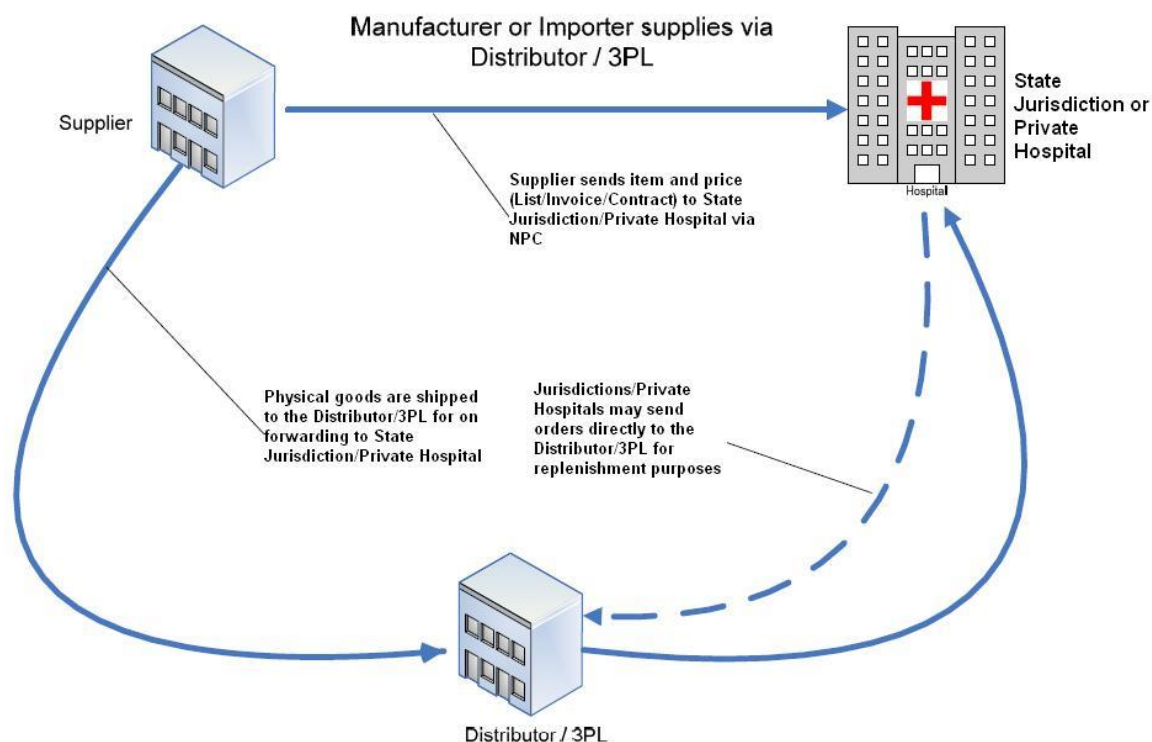


² Used to indicate the end customer applicable to this particular price

³ This is the contract number applicable to the price

Manufacturer or Importer supplying via Distributor or 3PL

In this scenario, your company has the commercial supply arrangement with the jurisdiction(s) and/or Private Hospital(s). You are using a 3rd party for the transport or logistics (which may also include the order taking process). However, you are considered the supply trading partner of the jurisdictions and private hospitals and so your National Product Catalogue obligations are the same as for direct supply (refer 'Manufacturer or Importer supplying directly to Jurisdiction(s)/Private Hospital' above).



Wholesaler supplying directly to Jurisdiction(s)/Private Hospital(s)

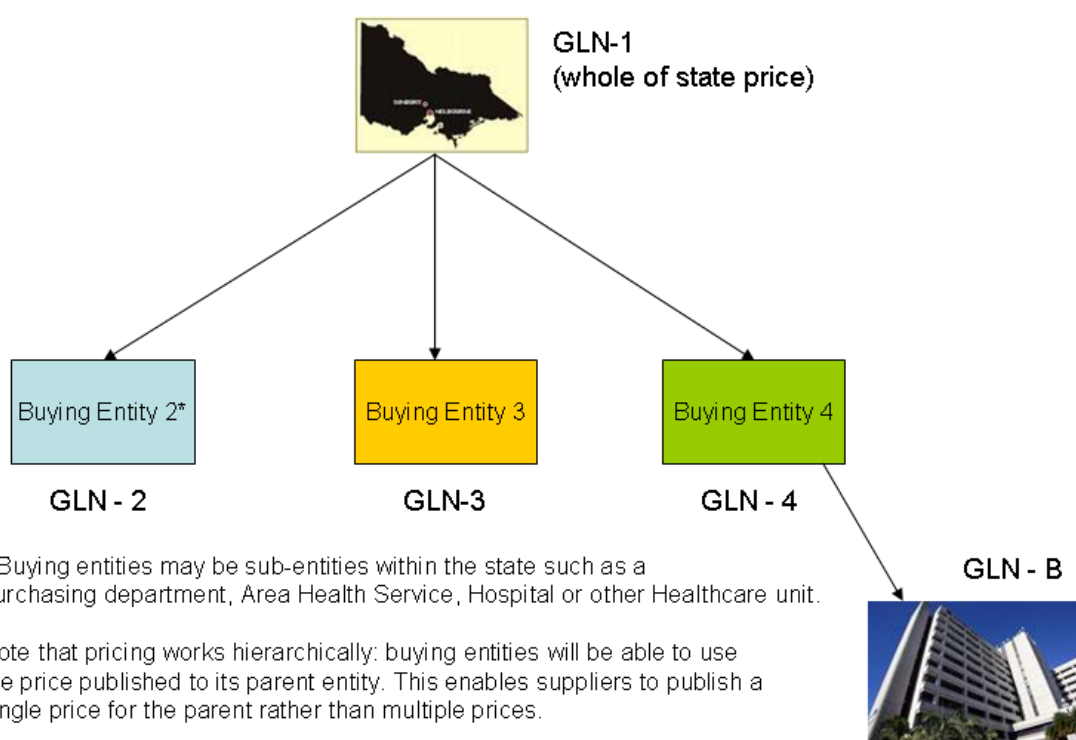
As a Wholesaler, your company sources items from manufacturers, importers or other wholesalers and on-sells them directly to state health jurisdiction(s) and/or private hospital(s). You have a commercial supply relationship with one or more of the jurisdictions and/or private hospitals. Your obligation to the National Product Catalogue is to provide all item and pricing data.



7.12.1 Pricing Model

The State Health Jurisdictions have a pricing model which works on a hierarchical basis. A whole of state price is available to all healthcare units within the state, area or region. While this price is available to all healthcare units within the area, some individual healthcare units will have their own specific prices. As such, these individual healthcare unit prices will need to be provided on an exception basis.

Prices should be published at the highest applicable level. Global Location Numbers (GLNs) are allocated by each jurisdiction to each and every entity within the jurisdiction to which a price may apply. For a list of GLNs that have been allocated by the Jurisdictions, please refer to GS1 Locatenet.



* Buying entities may be sub-entities within the state such as a purchasing department, Area Health Service, Hospital or other Healthcare unit.

Note that pricing works hierarchically: buying entities will be able to use the price published to its parent entity. This enables suppliers to publish a single price for the parent rather than multiple prices.

For example: all hospitals under/within Buying Entity 4 will use prices published to GLN – 4, with the single healthcare unit GLN – B also having its own price.

Another example is for prices which apply to all buying entities in the state, suppliers should publish the price once only against GLN – 1.

7.12.2 GLN Allocation example for NPC Pricing

Pricing Logic and Price Types

There are 3 price types that may be used in the National Product Catalogue; **List**, **Invoice** (Transactional) and **Contract**.

Every product must have at least 1 of the GTINs in its product hierarchy flagged as the "Invoice unit". All invoice units must have a price record(s) which follow the logic below:

Item is on Contract (CONTRACT_PRICE)

If the item is on contract (or contracts) then only the contract price is required and contract number should be referenced in the Reference Doc ID field. The contract price is to be published against the GLN to which the price applies as per the tender documentation.

For example, if the contract is with the whole of state then only this price needs to be published for this item (for each state). If the contract is with one specific Area Health Service (AHS) only, then the contract price is to be published against the AHS GLN, and the invoice price is to be published for whole of state.

Item submitted for Contract (CONTRACT_PRICE) with optional 'commitment' pricing

Suppliers submitting for tenders may have the option of submitting both a 'commitment' and 'non-commitment' price. A 'commitment' price is a discounted price available to the jurisdiction if the jurisdiction agrees upfront to purchase a percentage of their usage from the supplier (over the course of the contract).

Pricing for both a 'commitment' and 'non-commitment' price can be loaded into the National Product Catalogue using the below instructions:

Price Type Field:

- For both 'commitment' and 'non-commitment' prices, enter code 'CONTRACT_PRICE'.

Bracket Tier Minimum/UOM

- For 'commitment' price enter the percentage value, enter 'P1' (percentage) as the UOM.
- For the 'non-commitment' price enter a value of '1' and 'EA' as the UOM.



When a commitment price is provided against a given GTIN for a particular trading partner, any non-commitment prices must have a Bracket Tier Minimum value of '1' and the Bracket Tier UOM must be 'EA'.

Bracket Tier Maximum/UOM

- If the 'commitment' price is for a percentage range, enter the percentage value, enter 'P1' (percentage) as the UOM.
- Not required for 'non-commitment' prices

Examples:

The example below includes both a 'non-commitment' and a 'commitment' price where the price is based on an agreement that a minimum of 75% of product (GTIN 09312345678907) will be purchased from the supplier:

GTIN	Price Type	Price Value	Bracket Tier Min	UOM	Bracket Tier Max	UOM
09312345678907	CONTRACT_PRICE	10.00	1	EA		
09312345678907	CONTRACT_PRICE	9.00	75	P1		

The example below includes both a 'non-commitment' and a 'commitment' price where the price is based on an agreement that between 50% and 75% of product (GTIN 09312345678907) will be purchased from the supplier:

GTIN	Price Type	Price Value	Bracket Tier Min	UOM	Bracket Tier Max	UOM
09312345678907	CONTRACT_PRICE	10.00	1	EA		
09312345678907	CONTRACT_PRICE	9.00	50	P1	75	P1

Note: this is only a sample and not all required fields have been shown for the sake of visual clarity.

Item is not on Contract (TRANSACTION_PRICE)

If the item is not on contract, then the invoice (i.e. Transaction) price should be provided. This is the "best" price the supplier would charge/offer the health jurisdiction in the event no contract is in place, inclusive of all off invoice allowances and charges. This price should be provided at the whole of State/Territory level rather than by individual AHS or Hospitals. If the supplier has a relationship with the Jurisdiction (i.e. has sold to the jurisdiction in the past) then it is expected that this price would be available if the item is not on contract.

List Price (LIST_PRICE)

If there is a reason why the invoice price cannot be provided by the supplier, the list price is to be provided. That is, a price exclusive of all allowances and charges. Note that a List Price is required before providing an Invoice Price.

If the supplier has no relationship with a jurisdiction or never sells a particular item to a jurisdiction, then it is not mandatory to provide a price for that jurisdiction in the National Product Catalogue, it remains optional to do so.

Summary

Based on the above, the preference is for each item (invoice unit) to have either a contract or an invoice price per Jurisdiction. All prices must be exclusive of GST.

7.12.3 ADDITIONAL PRICING SCENARIOS AND DISCOUNT STRUCTURES

The following are a list of scenarios / discount structures that can occur when loading pricing into the National Product Catalogue:

Rental Products

Pricing for Rental Products can be loaded into the National Product Catalogue using the below instructions:

Price Type Field:

- For both rental and buy-outright products on contract, enter the code 'CONTRACT_PRICE'
- For both rental and buy-outright products with a List price, enter the code 'LIST_PRICE'.
- For both rental and buy-outright products with a negotiated price, enter the code 'TRANSACTION_PRICE'

Price Basis Quantity Field:

- For a rental product, enter period of rental in days
- For a buy-outright product, enter the quantity as 1

Price Basis Quantity/UOM:

- For a rental product, enter the code DAY for days
- For a buy-outright product, enter the code EA for each or KGM for Kilogram

Price Type Description Field:

- For a rental product, enter 'Rental'
- For a buy-outright product, leave blank

Instalment Pricing

The 'Price Type Description' field is to be used to identify an instalment price record. The entry within the 'Price Type Description' field will be made up of the key word 'Instalment-' followed by a numeric value and code representing the number of instalments and the instalment duration. The duration code being 'W' for week, 'M' for month and 'Y' for year.

Example:

'Instalment-30W'	=	Instalment period of 30 Weeks
'Instalment-18M'	=	Instalment period of 18 Months

'Instalment-2Y' = Instalment period of 2 Years

Vaccine Products

Vaccines are ordered by Area Health Services (AHS). Vendors to populate vaccine pricing records based on one of the following three scenarios.

1. The item is on the National Immunisation Scheme
 - a. Vendor to provide a CONTRACT price for the Federal Dep't of Health and Ageing (DOHA). Price record to include the DOHA contract number.
 - b. Vendor to provide CONTRACT price(s) for the states and territories with a zero (\$0) cost price. Price record to include the DOHA contract number.
2. The item is under contract with the state or territory and is not on the National Immunisation Scheme
 - a. Vendor to provide a CONTRACT price for the state or territory. The price record to include the state or territory contract number.
3. The item is not under contract with the state or territory and is not on the National Immunisation Scheme
 - a. Vendor to provide a List price for the state or territory – refer 'PRICING LOGIC AND PRICE TYPES' section (above).

Total Transaction Discounts

A discount based on the total value or total quantity of the order. These will be handled by jurisdictions as part of the accounts payable process. These are not expected to be loaded on the National Product Catalogue.

Grouped Item Discounts

This is a discount for item A if item B is also purchased. Jurisdictions discourage this practice, so the National Product Catalogue does not support it. If this scenario applies to you for any of the items you sell to jurisdictions, you are advised to contact the jurisdiction directly to discuss how to handle this discount type outside the National Product Catalogue.

Package Deals

For example, purchase the device and get free consumables. This scenario is supported by the jurisdictions only when a contract is in place for both items. In this example, the item with a cost to it should be loaded with a contract price and reference must be quoted. The items provided free as part of the contract should be loaded with a contract price of zero (\$0) and the same contract reference should be quoted.

Bonus stock

For example, buy 10 get 2 free. Refer to *Grouped Item Discounts* above.

Free stock

Stock that is provided to jurisdictions free of charge outside of a contract (e.g. sample packs) should be loaded with an invoice price of zero (\$0).

Consignment items

This scenario often occurs with theatre kits which are made up of many items of different sizes, only some of which will be used / consumed during the theatre procedure or operation. The remainder is returned to the supplier. The items consumed are typically put on a purchase order and purchased subsequent to their usage. Each item within these kits must have its own GTIN and price loaded into the National Product Catalogue so that it may be processed individually as described.

Loan Instruments

If the jurisdiction raises a formal request/requisition/order for these instruments, then they need to be populated into the National Product Catalogue in their own right, with both item and pricing data. The usual pricing logic for contract, invoice, list price types apply and the price amount may be zero (\$0).

Loan Pump

If a supplier provides loan pumps as well as selling the pumps outright, the supplier will need to allocate unique GTINs for each. For the loan pump, a zero value entry within the price record will signal that the pump is not billable.

Direct to Patient Home Deliveries

Code 'D2C' (Direct to Consumer) within the 'Distribution Method' field identifies that the price value includes delivering the product to the patient's home

Rebates

Rebates are not off invoice discounts, but rather come into effect after certain agreed thresholds such as total annual spend or quantity buys have been met. They are often implemented as credits back to the customer after the threshold has been met.

The National Product Catalogue does not support rebates. They are not to be included in any prices loaded into the National Product Catalogue.

Bracket Tier Price

ADHA recommend that only one List Price be loaded into the National Product Catalogue even though Bracket Tier Price is available.

The exception being 'commitment' pricing – please refer to above section 'Item submitted for Contract (CONTRACT_PRICE) with optional 'commitment' pricing'

Summary

The above scenarios cover 98% of all pricing cases amongst the majority of suppliers. Pricing scenarios not covered by the above will be addressed by the following process:

1. Supplier contacts National Product Catalogue Customer Support with the issue / problem
2. GS1 confirms there is a need to raise the issue to jurisdictions to resolve
3. GS1 documents the issue and forwards to ADHA
4. ADHA distributes to all PRG representatives for feedback
5. Jurisdictions to analyse and determine position
6. Issue(s) to be formally addressed at PRG meeting (ongoing every 6-8 weeks)
7. Solution discussed, agreed and feedback to GS1
8. GS1 to update documentation and contact supplier

7.12.4 Price Data Mapping Example

GLNs as assigned by the Department of South Australia Health. The list below is a sample sub-set only.

Recipient GLN	9377779113141		
GLN	Description		
9337722000003	Department of Health (SA)		
GLN	Description	Parent GLN	Description
9337722000058	SA Pathology	9337722000003	Department of Health (SA)
9337722000065	Central Northern Adelaide Health Service	9337722000003	Department of Health (SA)
9337722000195	Southern Adelaide Health Service	9337722000003	Department of Health (SA)
9337722000959	SA Health Distribution Centre	9337722000003	Department of Health (SA)
GLN	Description	Parent GLN	Description
9337722000072	Hampstead Rehabilitation Centre	9337722000065	Central Northern Adelaide Health Service
9337722000089	Breastscreen SA	9337722000065	Central Northern Adelaide Health Service
9337722000096	Central Eastern Primary HCS	9337722000065	Central Northern Adelaide Health Service
9337722000102	Glenside Hospital	9337722000065	Central Northern Adelaide Health Service
9337722000119	Lyell McEwin Hospital	9337722000065	Central Northern Adelaide Health Service
9337722000126	Modbury Hospital	9337722000065	Central Northern Adelaide Health Service
9337722000133	North/North Eastern Primary HCS	9337722000065	Central Northern Adelaide Health Service

Below are some pricing records and descriptions of which buying entities they apply to as published (example only):

GTIN	Price Type	Recipient GLN	Price Value	Location (1)	Location (2)	Location (3)
09311279000990	Invoice	9377779113141	10.00	9337722000003		
09311279000990	Contract	9377779113141	8.00	9337722000065		
		Dept of Health (SA) is the data recipient for all prices		Invoice price applies to whole of state Contract price applies to Central Northern Adelaide Health		
09311279000990	Invoice	9377779113141	23.56	9337722000065		
09311279000990	Contract	9377779113141	22.00	9337722000102	9337722000126	9337722000089
		Dept of Health (SA) is the data recipient for all prices		Invoice price applies to Central Northern Adelaide Health Service Contract price applies to Glenside Hospital, Modbury Hospital & Breastscreen SA		

8.0 How NPC Recipients access your data

Recipients are the trading partners of Publishers populating the National Product Catalogue. They will use the data from the National Product Catalogue to enable many supply chain processes to be more efficient and accurate, including purchasing from Publishers.

Recipients will be at different stages of the National Product Catalogue implementation and like Publishers, have options as to how they access your data on the National Product Catalogue. Some Recipients will use the National Product Catalogue in a more manual manner, pulling data down as needed. This is often the initial way data recipients interface with the National Product Catalogue.

Recipients who are at the stage of automating and integrating the National Product Catalogue data flows into their IT systems and processes will receive data that is “pushed” to them from the National Product Catalogue in data flows, using electronic messaging. To trigger the message flow they will subscribe to your catalogue.

When Recipients receive your ‘National Product Catalogue Ready’ notification from the National Product Catalogue Customer Support team, they will access your catalogue using their chosen method to begin the “go live” process. This includes comparing your data to what’s currently in their system and negotiating with you where needed to align and agree on all data. You may need to update your catalogue. But where there have been differences between the data content, it’s more likely that the Recipient will assume that the Publisher data is correct.

Once data is aligned, you will be set to “live” status with that Recipient. The way in which your Recipients elect to interact with the National Product Catalogue will have some effect on how you maintain your National Product Catalogue.

8.1 Recipients who manually access your data

Recipients accessing the National Product Catalogue manually will be logging in via the Recipient GUI, viewing and/or manually requesting your published data via item- and price downloads. The manual access Recipient will subscribe to all or part of your catalogue.

Note that unless a Recipient has explicitly rejected a price record, the Publisher can still update the record. For synchronised price records, a record can only be updated after a response message (RECEIVED, REVIEW, SYNCHRONISED) has been received from the Recipient.

Given that manual Recipients have no need to control messaging flows, it is unlikely they will explicitly reject any items or prices. Should a manual Recipient wish to query Publisher item or price records, they would normally contact the Publisher outside of the National Product Catalogue to reconcile the records.

8.2 Recipients who integrated automated messaging

Trading partners (Recipients) using the automated (messaging) synchronisation to the National Product Catalogue will subscribe to all or part of your catalogue. The act of subscribing to your catalogue will initiate messaging to the Recipient.

Recipients using automated (messaging) synchronisation will use the received/rejected functionality to control the flow coming in to them. To enable updates to items to flow each item is by default Received. To stop the flow of updates for a particular item, the trading partner must have explicitly Rejected it.

If a subscribed Recipient has not explicitly "received" a price, then the Publisher will not be able to update it. To avoid this situation, all prices will always have a "RECEIVED" confirmation sent back to the supplier so that if a Recipient does not agree with the price you have loaded into the National Product Catalogue and negotiates a change with you, your updated price can flow through in the messaging from the National Product Catalogue to your Recipient.

Should a Recipient disagree with any item or price data they access, they will contact you outside of the National Product Catalogue to reconcile with you.

9.0 System Requirements

Your internal systems should recognise and process GTINs (Global Trade Item Numbers), GLNs (Global Location Numbers) and related descriptive product information as specified in the GDSN standard. The level of automation of your internal systems may vary, from a totally manual process to a fully-integrated GS1 XML enabled process. Companies at any level of processing can use the National Product Catalogue.

If you choose to implement “machine-to-machine” integration, you should be able to send and receive GDSN Standard GS1 XML documents to the National Product Catalogue (via the National Product Catalogue Validator). If your company is not yet “machine-to-machine enabled”, you can still use the online National Product Catalogue capabilities – the Publisher or Recipient GUI. If your catalogue is relatively small, you can enter it online via the GUI or the Excel Template.

A personal computer capable of connecting to the internet via your Internet Service Provider (ISP).

Connectivity — Broadband Internet Access at 1 MBit or higher is highly recommended via LAN, DSL, ISDN, or cable modem.

Operating System — No restrictions

Monitor resolution — 1024 x 768 minimum

Internet browser —

Latest versions of Mozilla Firefox, Google Chrome and Internet Explorer from Version 10 onwards.

Use of non-compatible browsers, or older versions of the compatible browsers, could lead to unexpected results.

Cookies — Must be accepted

CSS — Must be accepted

Images — Must be allowed

Javascript — Must be enabled

Pop-ups — Must be accepted

Runs through firewall — Yes

Important: For UI users, please ensure your firewall or proxy server do not block YouTube and Twitter. GS1 Australia hosts training videos on YouTube which can be directly accessed from the Publisher GUI. GS1 Australia also sends important updates such as maintenance and outage dates via Twitter. Blocking of these sites will prevent the user from accessing the resources and can impact you from fully accessing the Publisher UI.

Appendix A: Related documents

Document name	Location
Item Data	https://www.gs1au.org/WorkArea/DownloadAsset.aspx?id=2147488356
Price Data	https://www.gs1au.org/WorkArea/DownloadAsset.aspx?id=2147488361
Code Lists	https://www.gs1au.org/WorkArea/DownloadAsset.aspx?id=2147488349
Target Data Set	https://www.gs1au.org/WorkArea/DownloadAsset.aspx?id=2147488365