National Product Catalogue Ready Checklist

GS1 Australia – National Product Catalogue Ready Checklist – Healthcare Publishers

The GS1 Australia National Product Catalogue checklist is designed for Healthcare 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 Healthcare Recipients. All Healthcare Publishers are encouraged to contact GS1 Australia for assistance in completing this checklist and to be officially made National Product Catalogue Ready.

Check List
❑ 1.   Register for National Product Catalogue
❑ 2.   Determine Products Based on Trading Partner Requirements (Contracted versus Non-Contracted Products)
❑ 3.   Identify Your Data Requirements
❑ 4.   Conduct a Gap Analysis
❑ 5.   Determine your National Product Catalogue Data Upload and Connectivity (if applicable) Method
❑ 6.   Determine your National Product Catalogue Structure
❑ 7.   Prepare your Data
❑ 8.   Clarify 'Ship To' Locations (if applicable) against Pricing, with your Trading Partners
❑ 9. Discuss Price Relationships Setup with National Product Catalogue Customer Support Analyst (CSA)
❑ 10. Populate National Product Catalogue
❑ 11. Commence "Ready Review" Process with National Product Catalogue Support
❑ 12. Start the Synchronization Process
❑ 13. Ongoing Data Maintenance: Determine source of the data elements required and detail process to ensure consistency in the future for new products and product maintenance to ensure data quality standards are maintained.

Step 1	**Register for National Product Catalogue** National Product Catalogue is operated by GS1 Australia on behalf of industry, on a user pays cost recovery basis. 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. **To register for National Product Catalogue, visit:** https://www.gs1au.org/our-services/national-product-catalogue/ Once your registration has been processed, you will receive: Login details for your National Product Catalogue. Contact from the Customer Support Analyst (CSA) to discuss the next steps in the process.	❑
Step 2	**Determine Products Based on Trading Partner Requirements (Contracted versus Non-Contracted Products)** Determine the Contract and Non-Contract products you intend to populate onto National Product Catalogue – this might be your entire list of products, only contracted items, products relating to a specific tender or just those products you range with a specific Healthcare Recipient. **Note:** You should ensure that the data on your catalogue meets the needs of your trading partners.	❑

Step 3	### Identify Your Data Requirements Identify your data requirements for Item Master and Pricing Data. This may vary from one health provider to another depending on the capability of their systems or specific product type. These requirements are available to you on the National Product Catalogue User Guide / Cookbook. Please take the time to familiarise yourself with them. Please see section Loading and Maintaining Your Data, Your Target Data Set. **National Product Catalogue User Guide / Cookbook:** https://www.gs1au.org/resources/how-to-guides/national-product-catalogue-user-guide-cookbook/	❑
Step 4	### Conduct a Gap analysis 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. To be certified as **National Product Catalogue Ready,** these gaps must be addressed.	❑

| Step 5 | **Determine your National Product Catalogue Data Upload and Connectivity (if applicable) method:**

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 CSA for more information. It is important that the method of upload chosen is sustainable.

Available Options:
National Product Catalogue – Publisher (UI)
Certified Product Partners (CPP) – Middleware
In-house developed XML messages
GS1 Consulting Services
Brokers

For more information about Industry / Recipient specific requirements concerning available options, see section below.

For information on Certified Product Partners, please visit:
https://www.gs1au.org/our-services/national-product-catalogue/certification-program/

For more information on GS1 Consulting Services, please visit:
https://www.gs1au.org/our-services/consult

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/ | ❏ |

Step 6	**Determine your National Product Catalogue Structure** Your National Product Catalogue must be structured into groups, which reflect values such as product function, type, branding, 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. | Group	Group Description	Publish to Healthcare
0001	PBS	Yes
0002	Non-PBS	Yes
0003	Devices	Yes
0004	Other	No | Note: It is recommended that each group does not exceed 10% of the total size of your catalogue or 500 GTINs, whichever comes first. This is to enable better maintenance of your products ongoing.	❏
Step 7	**Prepare your Data** 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 product list. **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.	❏
Step 8	**Clarify 'Ship To' Locations (if applicable) against Pricing, with your Recipients** '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.	❏

Step 9	**Discuss Price Relationships Setup with CSA** Please contact the CSA 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. **Note:** Healthcare Publishers using middleware, please consult with your CPP.	❏
Step 10	**Populate National Product Catalogue** Populate your National Product Catalogue with your product information, using your selected method of uploading data. 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 CSA for information on uploading data. **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.	❏
Step 11	**Commence "Ready Review" Process with your CSA** 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.	❏

	Publishing your National Product Catalogue Items to your Healthcare Recipients	
	Your CSA 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.	
	For subsequent Ready processes, your CSA 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.	
	All on-going publication of new items will need to be managed by you except where Auto Publication has been selected.	
	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.	
	Note 2: Middleware users, this step will be completed by your middleware provider if loading data on your behalf.	
	Note 3: Auto-publication feature will be switched on as a part of the Ready process (exceptions apply to Middleware users).	
Step 12	**Start the Synchronisation Process** 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. 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>	❑

Step 13	**Ongoing Data Maintenance: Determine source of the data elements required and detail process to ensure consistency in the future for new products and product maintenance to ensure data quality standards are maintained** In conjunction with step 12, it is important to establish processes within the business to ensure that National Product Catalogue is successfully maintained on an ongoing basis. Some key things to put in place to ensure ongoing data maintenance: 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. Business processes involving introduction of new items, price changes, deletions, etc. must include the National Product Catalogue. Action Alert Updates will be sent to the nominated primary user/other support and these must be actioned if required. 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. **Note:** Every month Healthcare Publisher's National Product Catalogue will be automatically validated. Healthcare Publishers will receive an email with standardised reports containing the status of their data quality. The reports include: **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 **Data Quality Details Report** – contains greater detail and insight, outlining all identified data quality issues **Publisher Validation Report** – contains a list of validation errors at the GTIN level Healthcare 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/	❑