

## National Product Catalogue Ready Checklist

### GS1 Australia – National Product Catalogue Ready Checklist – All Publishers (non Healthcare)

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 <a href="#">Data Requirements</a>
<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 Analyst (CSA)
<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

<p>Step 1</p>	<p><b>Register For National Product Catalogue</b></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><b>To register for National Product Catalogue, visit:</b>  <a href="https://www.gs1au.org/our-services/national-product-catalogue/">https://www.gs1au.org/our-services/national-product-catalogue/</a></p> <p>Once your registration has been processed, you will receive:</p> <p>Login details for your National Product Catalogue.          Contact from the Customer Support Analyst (CSA) to discuss the next steps in the process.</p>	<p><input type="checkbox"/></p>
<p>Step 2</p>	<p><b>Determine Your National Product Catalogue Product Range</b></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><b>Note:</b> 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>	<p><input type="checkbox"/></p>

<p>Step 3</p>	<p><b>Identify Your Data Requirements</b></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><b>National Product Catalogue User Guide / Cookbook:</b>  <a href="https://www.gs1au.org/resources/how-to-guides/national-product-catalogue-user-guide-cookbook/">https://www.gs1au.org/resources/how-to-guides/national-product-catalogue-user-guide-cookbook/</a></p>	<p><input type="checkbox"/></p>
<p>Step 4</p>	<p><b>Conduct a Gap analysis</b></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 <b>National Product Catalogue Ready</b>, these gaps must be addressed.</p>	<p><input type="checkbox"/></p>

### **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

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 5



<p>Step 6</p>	<p><b>Source Retailer Supplier IDs (If applicable)</b></p> <p>Retailer Supplier IDs are codes used by your trading partners to identify your company within their internal systems.</p> <p>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.</p> <p><b>Note:</b> 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.</p>	<input type="checkbox"/>						
	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="309 1032 1313 1122">INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</th> </tr> </thead> <tbody> <tr> <td data-bbox="309 1122 525 1341"> <p>Coles: (Grocery)</p> </td> <td data-bbox="525 1122 1313 1341"> <p>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.</p> </td> </tr> <tr> <td data-bbox="309 1341 525 1599"> <p>Woolworths &amp; Progressive: (Grocery)</p> </td> <td data-bbox="525 1341 1313 1599"> <p>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 CSA will set them up for you. Please provide them with the relevant Recipient when asked.</p> </td> </tr> </tbody> </table>	INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:		<p>Coles: (Grocery)</p>	<p>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.</p>	<p>Woolworths &amp; Progressive: (Grocery)</p>	<p>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 CSA will set them up for you. Please provide them with the relevant Recipient when asked.</p>	
INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:								
<p>Coles: (Grocery)</p>	<p>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.</p>							
<p>Woolworths &amp; Progressive: (Grocery)</p>	<p>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 CSA will set them up for you. Please provide them with the relevant Recipient when asked.</p>							

<p>Step 7</p>	<p><b>Determine your National Product Catalogue Structure</b></p> <p>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.</p> <table border="1" data-bbox="312 607 1315 846"> <thead> <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> </thead> <tbody> <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> </tbody> </table>	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	<input type="checkbox"/>
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																					
<p>Step 8</p>	<p><b>Prepare your Data</b></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><b>Note:</b> 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"/>																								
<p>Step 9</p>	<p><b>Clarify Off-Invoice Allowances, Charges and 'Ship To' Locations (if applicable) against Pricing, with your Recipients</b></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><b>Discuss Price Relationships Setup with CSA</b></p> <p>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.</p> <p><b>Note:</b> Publishers using middleware, please consult with your CPP.</p>	<input type="checkbox"/>
Step 11	<p><b>Populate National Product Catalogue</b></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 CSA for information on uploading data.</p> <p><b>Note:</b> 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><b>Commence “Ready Review” Process with your CSA</b></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"/>

## A) Approval of GST classifications (If applicable)

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).

**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.

## B) Publishing your National Product Catalogue Items to your 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).



<p>Step 13</p>	<p><b>Start the Synchronisation Process with Your Recipients</b></p> <p>CSAs will verify that you have completed all steps to become National Product Catalogue Ready by sending a <b>National Product Catalogue Ready Alert</b> 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>	<p><input type="checkbox"/></p>
<p>Step 14</p>	<p><b>Ongoing Data Maintenance</b></p> <p>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> <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><b>Grocery Publishers:</b> 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><input type="checkbox"/></p>

<p><b>Data Quality Summary Report</b> – contains current &amp; historic values for key data quality indicators, a data quality ranking and comparative views of data quality with other publishers in the grocery sector</p> <p><b>Data Quality Details Report</b> – contains greater detail and insight, outlining all identified data quality issues</p> <p><b>Publisher Validation Report</b> – 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 grocery, please visit: <a href="https://gs1au.org/for-your-industry/food-and-beverage/national-product-catalogue-in-food-and-beverage">https://gs1au.org/for-your-industry/food-and-beverage/national-product-catalogue-in-food-and-beverage</a></p>
--