



NATIONAL PRODUCT CATALOGUE NPC XPRESS

METCASH SUPPLIER GUIDE (IGA AND CCC ONLY)

OCTOBER 2026 | V1.2

CONTENTS

Product Data Requirements	3
Pricing Requirements	4
Initial Price Submission	4
Ongoing Price Changes / Updates	5
Step-by-Step NPC Guide	6
Initial Prices: Using the DELETE Code in NPC	6
How to Change Pack Size	11
How to Upload Display Shipper	23
Container Deposit Scheme (CDS)	30
Single Use Plastic Declaration	31

Questions?

We can help

Livechat www.gs1au.org

T 1300 227 263 - (Option 3, 1 and 1)

E npccustomersupport@gs1au.org



Product Data Requirements

1. Product Description

Please ensure that your complete product descriptions are accurately entered in NPC.

This includes the full **Brand Name** and a **detailed product description** (avoid using acronyms).

These product descriptions will appear on Metcash’s online store and will directly impact how easily consumers can find your products when searching to make a purchase.

Refer to the [Trade Item Description](#) entry in the NPC Data Dictionary for more information.

2. Publication of Product Hierarchy

Please ensure that products published to Metcash in the NPC are published at the correct hierarchical level so that the intended product hierarchy and the actual unit supplied to Metcash are correctly reflected in the retailer’s system.

Typically, products are supplied to Metcash in cartons or pallets. Therefore, the item and pricing publication to Metcash in NPC is typically at the highest level of the product hierarchy (i.e. Case GTIN).

However, in instances where products are supplied to Metcash as individual units, the publication and pricing must be provided against the Base GTIN only. Do not publish the Case GTIN.

3. Pallet Information

Ti-Hi values are mandatory attributes required by Metcash. Please ensure accurate and complete pallet information is provided in NPC to avoid data flow disruptions to Metcash.

- **Ti value:** Trade Items per Pallet Layer
- **Hi value:** Layers per Pallet

Item is supplied on a Pallet

Yes

No

Layer

All

Trade Items per Pallet Layer *

This is required.

Layers per Pallet *

This is required.

Pricing Requirements

1: Initial Price Submission

Please note that below pricing requirements for Metcash must be strictly adhered to by all suppliers to ensure a seamless data flow into Metcash system. If there are any deviations, please contact Metcash eData team at metcash.edata@metcash.com for advice.

1. Metcash requires a **List Price ex. GST** (excludes allowances) at the Case GTIN, which is often the orderable GTIN level.

Important:

In instances where item is published at single-level hierarchy (for example, Base GTIN level), Metcash will require the supplier to update the price against Base GTIN level. This will then be the orderable unit.

2. **Price Effective Start Date:** Must be a future Monday start date.
Price End Date: Must be a Sunday date (if applicable, otherwise leave blank)
3. Distribution Method must be either “**DC-Distribution Centre**” or “**DSD-Direct Store Delivery**” (select DSD-Direct Store Delivery for charge through, sorted and cross dock).
4. **Allowances:** If Price type is “**ALLOWANCE**”, Metcash will only accept Allowance Description as “**WAREHOUSE**”, “**WAREHOUSE2**” or “**WAREHOUSE3**”.

NPC Xpress users:

Only one Warehouse allowance can currently be submitted via NPC Xpress.

Where multiple allowances are required:

- Contact the **NPC Support Team** for assistance
- Ensure the Cascading Application Sequence is applied. Refer to Example 2 in the Data Dictionary: [Price Type Application Sequence](#)

The screenshot shows a web form for submitting pricing information. The form is divided into several sections: 'Status' with a 'New Item' dropdown and 'Effective Date' set to '12-Oct-2026'; 'Basis Quantity' set to '1 EACH'; 'Pricing' with tabs for 'National' (selected) and 'Regional'; 'Distribution Method' with a 'Select' dropdown and a red error message 'This is required.'; 'List Price' with a text input field containing a dollar sign and a red error message 'This is required.'; and 'Warehouse Allowance' with a text input field and a currency dropdown set to '\$'. A 'Return to Products Page' button is located at the bottom left.

2: On-going Price Changes/Updates

For any on-going price changes/updates for Metcash, please adhere to the below requirements:

1. As per your trading terms with Metcash, a **minimum of 6 weeks advance notice is required for all price changes**. All price changes must be agreed to by the Metcash National Category Manager, prior to publication to Metcash via NPC. **Please note:** 6 weeks' minimum notification begins from the date of publication to the NPC.
2. **Price End/Start Date:** Metcash requires that the Price End Date must be strictly a Sunday, and the new Price Effective Start Date must begin the next day, which is a Monday (no break in between). **There is no exception to this rule.**
3. **Incorrect Prices:** Metcash do not recommend suppliers to modify any future prices that have been previously published or submitted. Please contact the NPC Support Team at npccustomersupport@gs1au.org to assist you in deleting the incorrect price in NPC using "DELETE CODE".
4. **Pack Changes:** In the event of a packaging change e.g. change of carton configuration, please ensure the following steps are completed:
 - i. **Existing Pack** - Communicate the confirmed **End Date** to Metcash and update the End Date on NPC (To ensure the End Date flows through to Metcash's system, please enter the End Date and publish the update to Metcash before unpublishing the product in NPC)
 - ii. **New Pack** - Populate the **First Order Date Time** against the new Case GTIN and publish the update to Metcash (this information is directly mapped to MetProduct's attribute called "**Purchase Availability Date**" which is defined as the earliest date that an order can be placed for the item).

Important:

Metcash does not accept two Case GTINs to be linked to one Base GTIN. Ensure that any old Case GTINs are deleted/end dated/unpublished in NPC prior to publishing the new Case GTIN.

Incorrect Prices: Using the DELETE Code in NPC

Important:

Please note that **DELETE code** option is only available for **NPC Publisher** users only.

For NPC Xpress users: DELETE code must be applied by GS1 NPC Support, contact the team for further assistance.

For third-party solution provider users: Contact your solution provider for support.

Active prices (incorrect price has already commenced)

- End the price on Sunday and submit a new price for Monday

Future prices (incorrect price is set as a Start Date not yet commenced)

- Use Price Action code 'DELETE' and leave the price End Date blank.

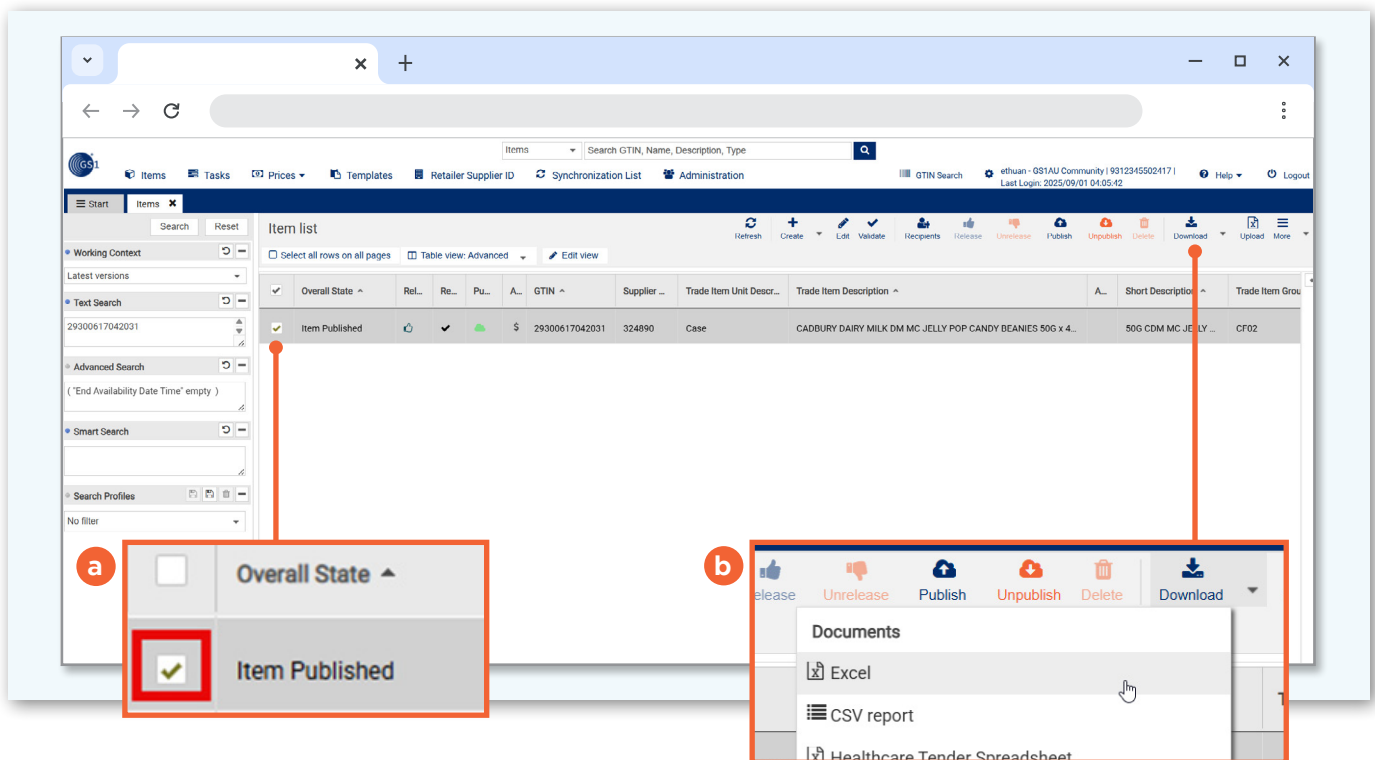
Please note: Metcash prefers users to use the DELETE code process, not changing End Date. The End Date process creates a delay between the old and new dates, using the Delete Code is more immediate.

Step-by-Step NPC Guide

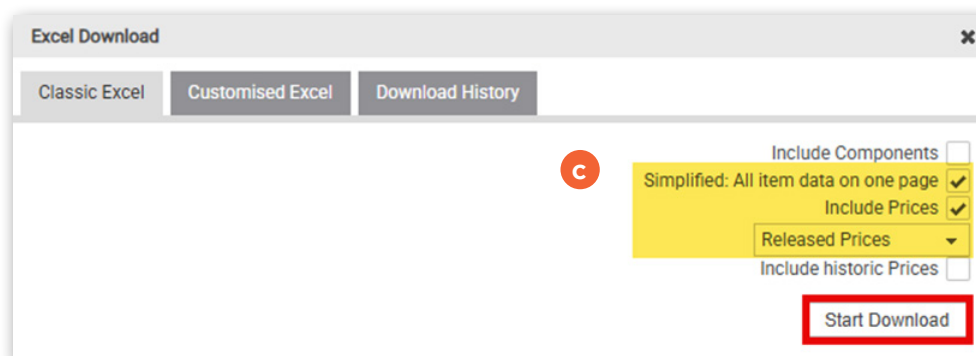
How to use DELETE Code for future Start Dates in NPC Publisher:

1. Download pricing

- a. Select the item from Item List
- b. Select 'Download' from the Toolbar, then select 'Excel'



- c. Check 'Simplified: All item data on one page' and 'Include Prices', select 'Released Prices' from the drop down list, and then click '**Start Download**'.



Step-by-Step NPC Guide

- d. In the Download History tab, the 'State' column will read 'Success' when the file is ready. Select the link in the 'File' column to download.

d

Excel Download

Classic Excel

Customised Excel

Download History

Last Exports (click on the link to retrieve file) ↻

File	State	Item Count
PUB_DL_9312345502_20250326_1010_313.xlsx	Success	1

2. Update the file
- a. Change 'Price Action Code' to 'DELETE'

b. Ensure End Date/Time is left blank.

c. Save and close.

a

PriceActionCode

Price Action Code

This is the Price Action Code that is identified against the parent and child prices on this row

Code List: ADD, CHANGE, CORRECT, DELETE

Mandatory

PriceAction Code List

DELETE

b

EffectiveEndDate[0]

Date

End Date/Time

The date that this pricing is valid until / ends

Allowances and Charges inherit end date from their parent price

Optional

Date+Time

Step-by-Step NPC Guide

3. Upload the change

- a. In Item List, select 'Upload' from the 'Toolbar'
- b. Select the updated file, then click 'Start Upload'.
- c. The 'State' column will read 'Success' when Upload is complete. (Item count will be 0, as no item data was uploaded.)

a

CS1

Items

Tasks

Prices

Templates

Retailer Supplier ID

Synchronization List

Administration

Search GTIN, Name, Description, Type

GTIN Search

ethuan - GS1AU Community | 9312345502417 | Last Login: 2023/09/01 04:05:42

Help

Logout

Start

Items

Search

Reset

Working Context

Latest versions

Text Search

29300617042031

Advanced Search

("End Availability Date Time" empty)

Smart Search

Search Profiles

No filter

Item list

Select all rows on all pages

Table view: Advanced

Edit view

Refresh

Create

Edit

Validate

Recipients

Release

Unrelease

Publish

Unpublish

Delete

Download

Upload

More

Overall State	Rel...	Re...	Pu...	A...	GTIN	Supplier	Trade Item Unit Descr...	Trade Item Description	A...	Short Description	Trade Item Group
Item Published					29300617042031	324890	Case	CADBURY DAIRY MILK DM MC JELLY POP CANDY BEANIES 50G x 4...		50G CDM MC JELLY ...	CFD

b

Upload

+ Select

Release uploaded items

Start upload

PUB_DL_9312345502_20250326_1010_313.xlsx

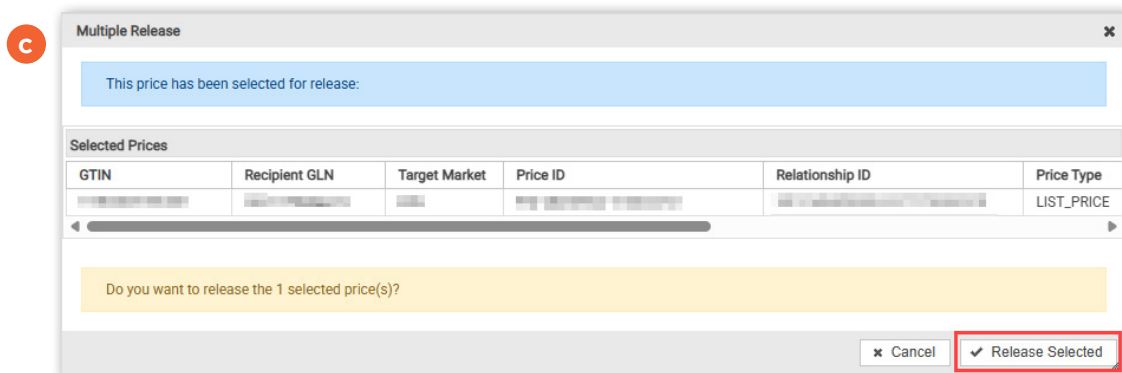
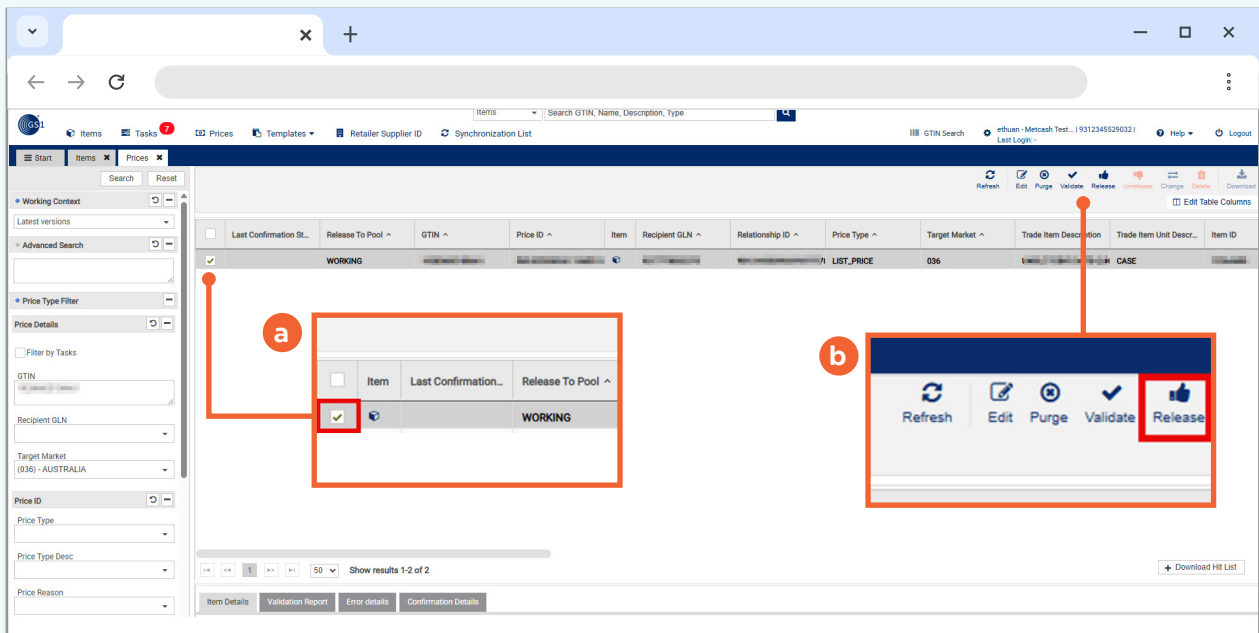
c

File	State	Item count
PUB_DL_9312345502_1649_1_01.xlsx	success	0

Step-by-Step NPC Guide

4. Release the update

- In the Prices tab, search for the GTIN and Recipient.
- Select the relevant Working (Draft) price record, then click '**Release**'.
- If there are multiple releases, confirm '**Release Selected**' when prompted.



You may now submit a replacement price. Once the replacement price has been submitted, advise Metcash of the price correction via metcash.edata@metcash.com and provide the following details:

- Company name, GLN and Vendor ID
- Relevant Metcash pillar (IGA or CCC)
- Deleted Price ID, correct Price ID and Start Date

How to Change Pack Size

Important:

Please Note: A new GTIN is required when the configuration of a case changes. Please refer to GTIN Management Rules for more information, or use [the Decision Tool on the GS1 Website](#).

For NPC Xpress users: Please contact NPC Support team for further assistance.

For third-party solution provider users: Contact your solution provider for support.

In the event of a packaging change e.g. change of carton configuration, please ensure the following steps are completed:

i. Existing Pack - Communicate the confirmed **End Date** to Metcash and update the End Date on NPC (To ensure the End Date flows through to Metcash's system, please enter the End Date and publish the update to Metcash before unpublishing the product in NPC)

ii. New Pack - Populate the **First Order Date Time** against the new Case GTIN and publish the update to Metcash (this information is directly mapped to MetProduct's attribute called "**Purchase Availability Date**" which is defined as the earliest date that an order can be placed for the item).

Important:

Metcash does not accept two Case GTINs to be linked to one Base GTIN. Ensure that any old Case GTINs are deleted/end dated/unpublished in NPC prior to publishing the new Case GTIN.

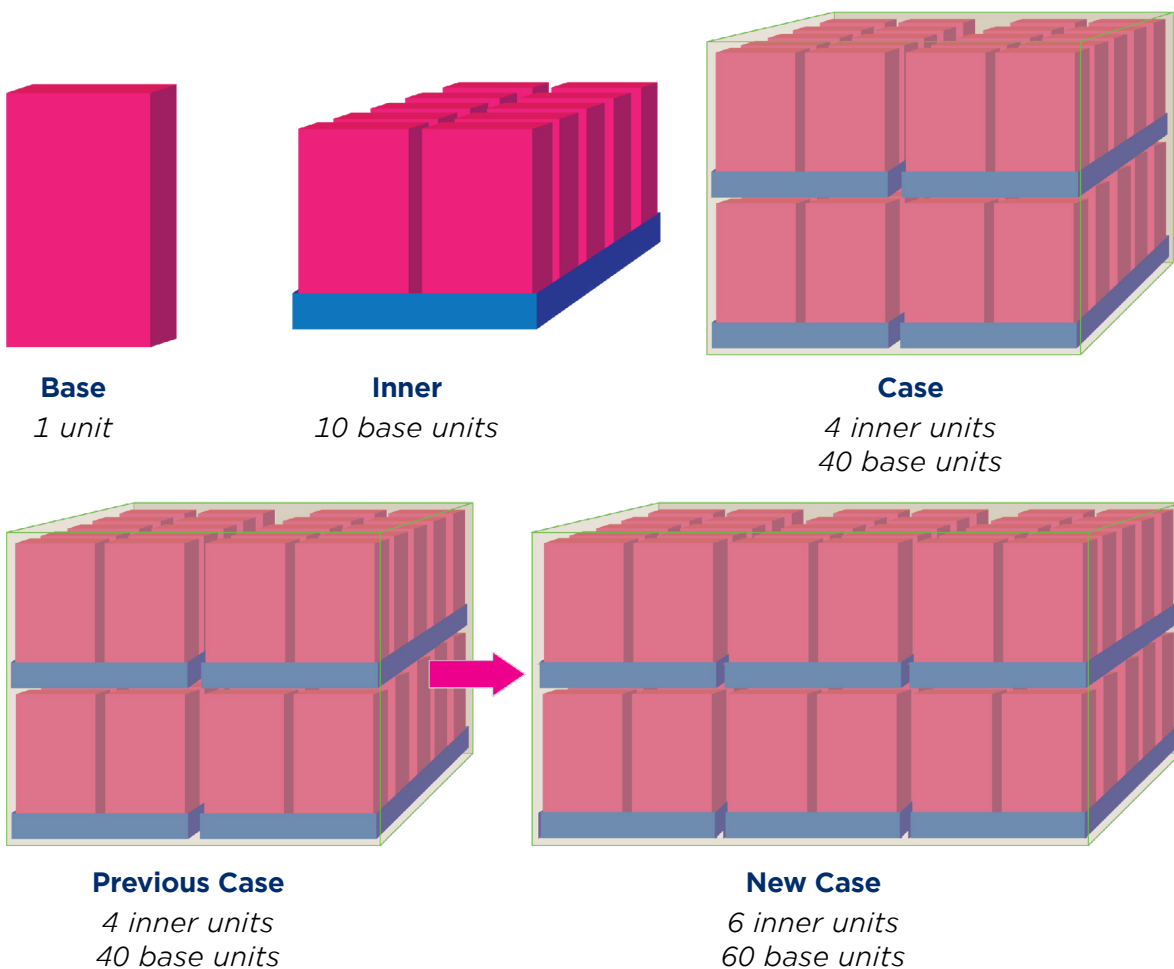
Step-by-Step NPC Guide

In this example we will use a Base, Inner and Case.

- **Base:** 04695607192416
- **Inner:** 37547294380059 — containing 10 base units
- **Case:** 40354291728555 — containing 4 inner units (total of 40 base units)

Example scenario: You have a new case configuration where the new carton will now contain 6 inner units (total of 60 base units) instead of 4 inner units. You have created a new CASE in NPC.

New Case GTIN: 75583055440815



Step-by-Step NPC Guide

1. End date active pricing for the obsolete Case GTIN (note, this excludes pricing with Price Action Code DELETE)

a. In the Prices tab, search for active pricing against the GTIN

a

The screenshot shows the 'Prices' tab interface. On the left, the 'Price Type Filter' section is expanded, showing filters for 'Price Details', 'Price ID', 'Price Type', 'Price Type Desc', 'Price Reason', and 'Distribution Method'. The 'Price Details' filter is set to 'GTIN' with the value '4035429172855'. The 'Price ID' filter is set to 'LIST_PRICE'. The 'Price Type' filter is set to 'LIST_PRICE'. The 'Price Type Desc' filter is set to 'LIST_PRICE'. The 'Price Reason' filter is set to 'LIST_PRICE'. The 'Distribution Method' filter is set to 'LIST_PRICE'. The search results table shows one record with the following details:

Item	Last Confirmation...	Release To Pool ^	GTIN ^	Trade Item Description	Price ID ^	Recipient GLN ^	Recipient Name	Price Type ^	Start Date/Time ^	End Date/Time ^
		RESPONSE	4035429172855	PANADOL TABLET 500MG 10pk x 4	PID-20260423-053239636	9312345507122	Approval Recipient C	LIST_PRICE	2026-04-24 00:00	

Below the table, there is a 'Show results 1-1 of 1' indicator and a 'Download Hit List' button. The 'Item Details' tab is selected, showing 'No validation report available.'

b. Double-click into the price record

b

The screenshot shows the 'Prices' tab interface with the same search results as in the previous screenshot. The first record in the table is highlighted with a green border, indicating it is selected. The record details are: Item, Last Confirmation..., Release To Pool ^, GTIN ^, Trade Item Description, Price ID ^, Recipient GLN ^, Recipient Name, Price Type ^, Start Date/Time ^, End Date/Time ^.

Step-by-Step NPC Guide

c. Add a forward end-date – for Metcash, the next future Sunday after the price start date; for other recipients, the earliest future end-date after the start date. E.g. Tomorrow.

[illegible]

d. Save, validate and release

Start

Prices

PID-20260423-053239636*

Recipient GLN: 9312345507122

Recipient Name: Approval Recipient C (...)

Basic Price Attributes

Basic Price Attributes

Prices for other Recipients

+ Add new Price

Save

Validate

Release

Save as template

Select new Relationship

View Item

Basic Quantity

1

(EA) - Each

State/Region

State/Region — No.: 1 / 999

State/Region

Item Details

GTIN

40354291728555

Trade Item Description

PANADOL TABLET 500MG 10pk x 4

Target Market Country Code (036) - AUSTRALIA

Trade Item Unit Descriptor Code (0453) - Case

Supplier Assigned Item Id

60000000108359

e. Price is now end-dated

[illegible]

Step-by-Step NPC Guide

2. End date the old Case GTIN

- Double-click into the GTIN record
- In Dates section, end date the GTIN on today's date. Save, Validate and Release
- The old Case GTIN is now end-dated
- Wait 10 minutes for price and GTIN end-dates to flow to recipients before unpublishing the old Case

a

The screenshot shows the 'Items' list in the GSI system. The item 'PANADOL TABLET 500MG 10pk x 4' is highlighted. The 'End Availability Date TL' is 2025-04-23 00:00.

b

The screenshot shows the 'Item Editor' for 'PANADOL TABLET 500MG 10pk x 4'. The 'Dates' section is expanded, showing the 'End Availability Date' being set to 2026-04-23 13:28. A calendar widget is visible for selecting the date.

c

The screenshot shows the 'Items' list in the GSI system. The item 'PANADOL TABLET 500MG 10pk x 4' is highlighted. The 'Last Change By User At...' is 2026-04-23 06:59.

Step-by-Step NPC Guide

3. Unpublish the item from all recipients:

- Click on the Case level
- “Unpublish” from all recipients
- It will now state “Unpublished to all” when successfully unpublished

a Item list

Refresh Create Edit Validate Recipients Release Unrelease Publish Unpublish Delete Download Upload More

Select all rows on all pages Table view: Advanced Edit view

Overall State ^	GTIN ^	Information Provi...	Trade Item Description ^	Short Description ^	Target Market Counr...	Trade Item Unit De...	Rel...	Trade Item Group Ide...
☒ Item Published	40354291728555	9312345528547	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500...	AUSTRALIA	Case		OPNR
☐ Item Sent	37547294380059	9312345528547	PANADOL TABLET 500MG X 10 pack	PANADOL TABLET 500...	AUSTRALIA	Pack or Inner Pack		OPNR
☐ Item Sent	04695607192416	9312345528547	PANADOL TABLET 500MG	PANADOL TABLET 500...	AUSTRALIA	Base Unit or Each		OPNR

b Item list

Refresh Create Edit Validate Recipients Release Unrelease Publish Unpublish Delete Download Upload More

Select all rows on all pages Table view: Advanced Edit view

Overall State ^	GTIN ^	Information Provi...	Trade Item Description ^	Short Description ^	Target Market Counr...	Trade Item Unit D
☒ Item Published	40354291728555	9312345528547	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500...	AUSTRALIA	Case
☐ Item Sent	37547294380059	9312345528547	PANADOL TABLET 500MG X 10 pack	PANADOL TABLET 500...	AUSTRALIA	Pack or Inner Pack
☐ Item Sent	04695607192416	9312345528547	PANADOL TABLET 500MG	PANADOL TABLET 500...	AUSTRALIA	Base Unit or Each

Select targets to unpublish from

Published	GLN	Name
☒	1 of 1	9312345527557 Approval Recipient F (Metcash)

1 of 10 Show results 1-1 of 1

Unpublish Cancel

Info Validation

1 Publications

Published ... GLN ^

2025-06-30 9312345527... Approval Recipient F (Metcash)

Add further recipients

0 Recipient Feedback (CICs)

0 Error details

0 Prices

c Item list

Refresh Create Edit Validate Recipients Release Unrelease Publish Unpublish Delete Download Upload More

Select all rows on all pages Table view: Advanced Edit view

Overall State ^	GTIN ^	Information Provi...	Trade Item Description ^	Short Description ^	Target Market Counr...	Trade Item Unit De...	Rel...	Trade Item Group Ide
☐ Unpublished to all	40354291728555	9312345528547	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500...	AUSTRALIA	Case		OPNR
☐ Released - Ready to publish	37547294380059	9312345528547	PANADOL TABLET 500MG X 10 pack	PANADOL TABLET 500...	AUSTRALIA	Pack or Inner Pack		OPNR
☐ Released - Ready to publish	04695607192416	9312345528547	PANADOL TABLET 500MG	PANADOL TABLET 500...	AUSTRALIA	Base Unit or Each		OPNR

Step-by-Step NPC Guide

4. Unrelease all of the items in the hierarchy:

- Select all of the items in the hierarchy (Case, Inner and Base unit), and select **Unrelease**. Confirm **“Unrelease these items”** when the prompt appears.
- The **Release State** column will now be blank for all of these items

a

Item list

Refresh Create Edit Validate Recipients Release **Unrelease** Publish Unpublish Delete Download Upload More

Select all rows on all pages Table view: Advanced Edit view

Overall State ^	GTIN ^	Information Provi...	Trade Item Description ^	Short Description ^	Target Market Countr...	Trade Item U	
☒	Unpublished to all	40354291728555	9312345528547	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500...	AUSTRALIA	Case
☒	Released - Ready to publish	37547294380059	9312345528547	PANADOL TABLET 500MG X 10 pack	PANADOL TABLET 500...	AUSTRALIA	Pack or Inner
☒	Released - Ready to publish	04695607192416	9312345528547	PANADOL TABLET 500MG	PANADOL TABLET 500...	AUSTRALIA	Base Unit or I

Unrelease Items?

Some of the selected items are included in packaging hierarchies. All of their parent packaging items will also be unreleased. If you just want to unrelease single items, please click on cancel and select a single top level packaging item.

Cancel ☒ Unrelease these items

Info Validation

0 Publications
More than one item selected

+ Add further recipients

0 Recipient Feedback (CICs)

0 Error details

0 Prices

b

Item list

Refresh Create Edit Validate Recipients Release Unrelease Publish Unpublish Delete Download Upload More

Select all rows on all pages Table view: Advanced Edit view

Overall State ^	GTIN ^	Information Provi...	Trade Item Description ^	Short Description ^	Target Market Countr...	Trade Item Unit De...	Release State...	Trade Iter
☒	Unpublished to all - Draft item	40354291728555	9312345528547	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500...	AUSTRALIA	Case	OPNR
☒	Draft new item	37547294380059	9312345528547	PANADOL TABLET 500MG X 10 pack	PANADOL TABLET 500...	AUSTRALIA	Pack or Inner Pack	OPNR
☒	Draft new item	04695607192416	9312345528547	PANADOL TABLET 500MG	PANADOL TABLET 500...	AUSTRALIA	Base Unit or Each	OPNR

Step-by-Step NPC Guide

5. Remove the Old Case from the Hierarchy:

- Open the Case GTIN record and select “Edit Hierarchies”. At the Inner level, select the drop-down menu next to “Edit Hierarchy” and click “Remove this Item Level”.
- For warning “Do you want to delete the selected component?”, select “Yes”, then Refresh the record (do not Release).
- Once this is completed, the Old Case GTIN will no longer be linked to the hierarchy.

a

The screenshot shows the NPC interface for item 40354291728555-036. The left sidebar contains a 'Packaging Hierarchy Navigator' with a tree structure. The main area displays a table of hierarchies. The 'Edit Hierarchy' dropdown menu is open, showing options: 'Add Packaging Item', 'Add Next Lower / Child Item', and 'Remove this Item Level' (which is highlighted with a green box). The table below shows the hierarchy structure with columns: Edit Hierarchy, Type of Item, GTIN, Description, and Quantity.

Edit Hierarchy	Type of Item	GTIN	Description	Quantity
Case	Case	40354291728555	PANADOL TABLET 500MG 10pk...	
Pack or Inner Pack	Pack or Inner Pack	37547294380059	PANADOL TABLET 500MG 10pk	4
Base Unit or Each	Base Unit or Each	04695607192416	PANADOL TABLET 500MG	10

b

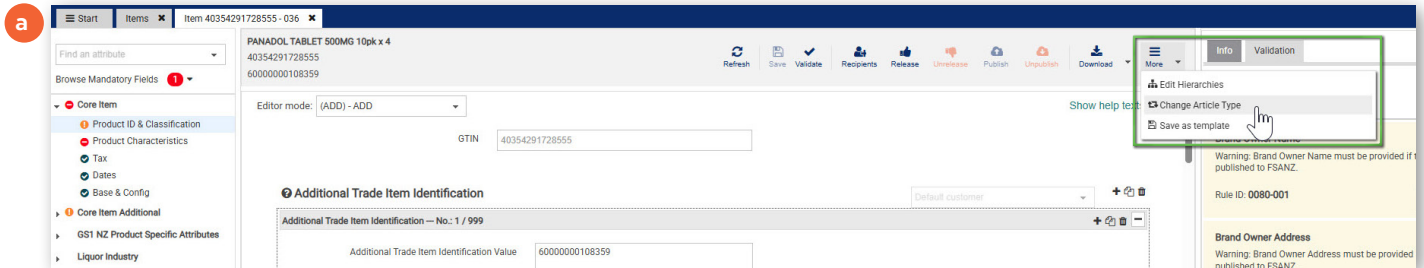
The screenshot shows the NPC interface for item 40354291728555-036. The 'Delete component' dialog box is open, asking 'Do you want to delete the selected component?'. The dialog has 'Yes' and 'No' buttons. The background shows the same hierarchy table as in screenshot 'a'.

Edit Hierarchy	Type of Item	GTIN	Description	Quantity
Case	Case	40354291728555	PANADOL TABLET 500MG 10pk...	
Pack or Inner Pack	Pack or Inner Pack	37547294380059	PANADOL TABLET 500MG 10pk	4
Base Unit or Each	Base Unit or Each	04695607192416	PANADOL TABLET 500MG	10

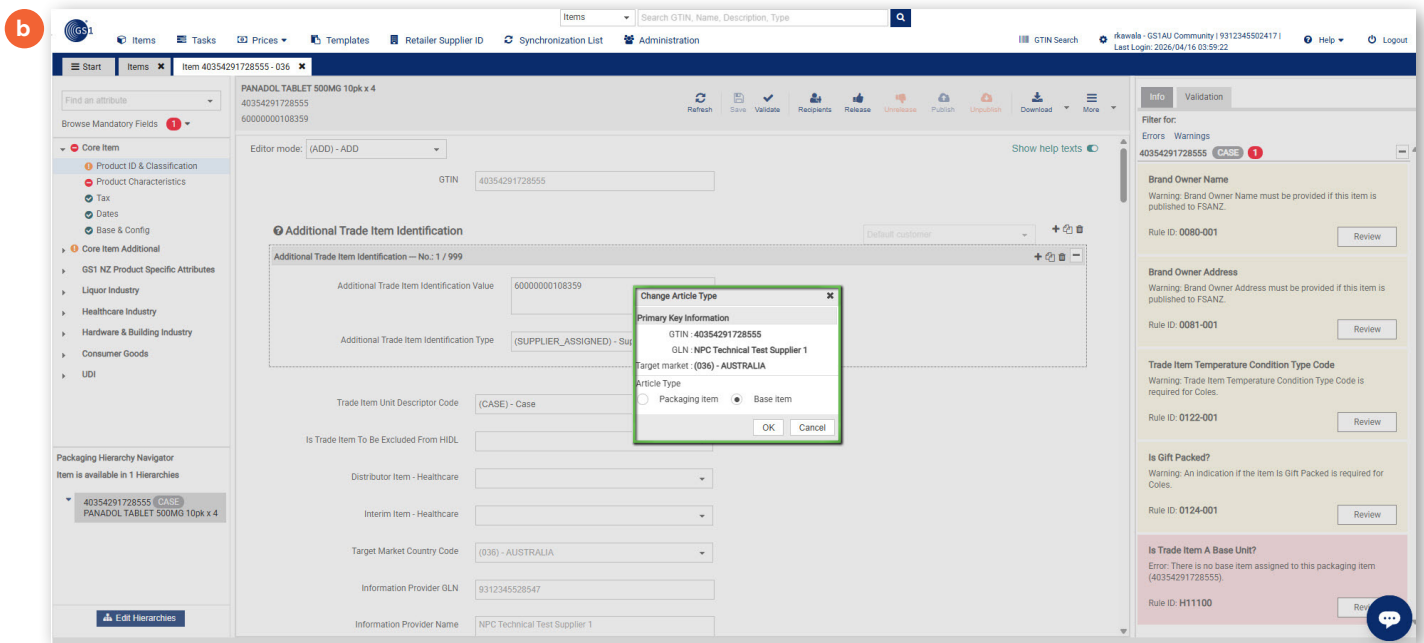
Step-by-Step NPC Guide

6. Change the Old Case GTIN to a Base Unit

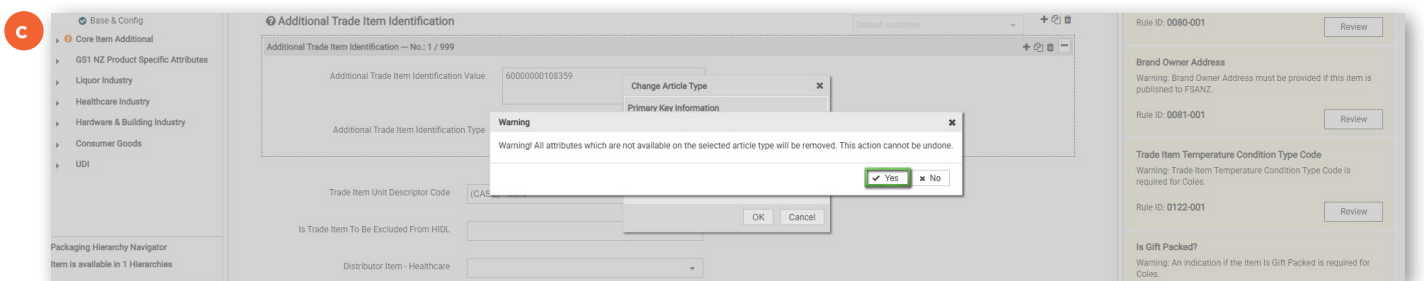
a. Within the Old Case GTIN record, select More, then Change Article Type.



b. Select Base item, then OK



c. Select Yes on Warning



Step-by-Step NPC Guide

d. Review error on Trade Item Unit Descriptor Code. Select BASE_UNIT_OR_EACH from drop down

d

Editor mode: (ADD) - ADD

GTIN: 40354291728555

Additional Trade Item Identification

Additional Trade Item Identification Value: 60000000108359

Additional Trade Item Identification Type: (SUPPLIER_ASSIGNED) - Supplier Assigned

Trade Item Unit Descriptor Code: (BASE_UNIT_OR_EACH) - Base Unit or Each

Trade Item Trade Channel Code: (CASE) - Case

Rule ID: 31708a

Review

e. Save, Validate and Release

e

Editor mode: (ADD) - ADD

GTIN: 40354291728555

Save Validate Recipients Release

f. Old Case GTIN is now released as a Base Unit

f

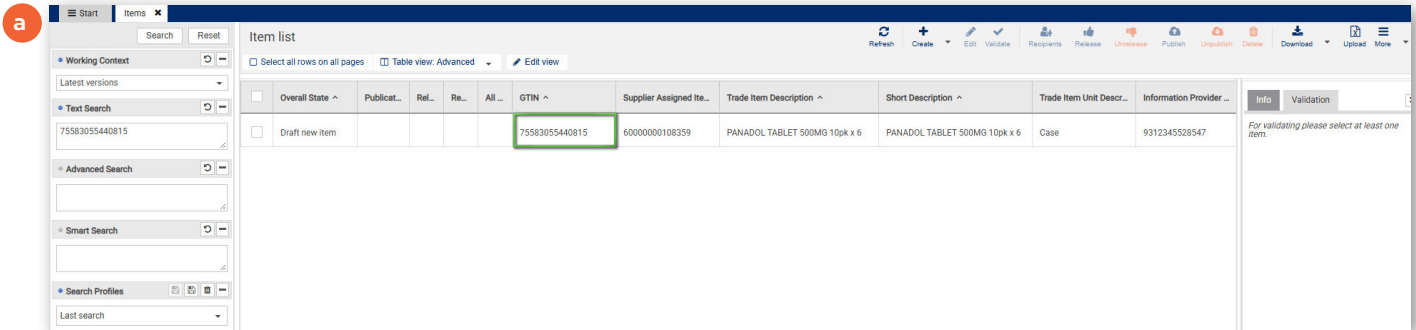
Item list

Overall State	Pu...	Releas...	Res...	All ...	GTIN	Supplier Assigned It...	Trade Item Description	Short Description	Trade Item Unit Descr...	Additional Trade Item...
Unpublished to all	☒	☐	☐	☐	40354291728555	60000000108359	PANADOL TABLET 500MG 10pk x 4	PANADOL TABLET 500M...	Base Unit or Each	

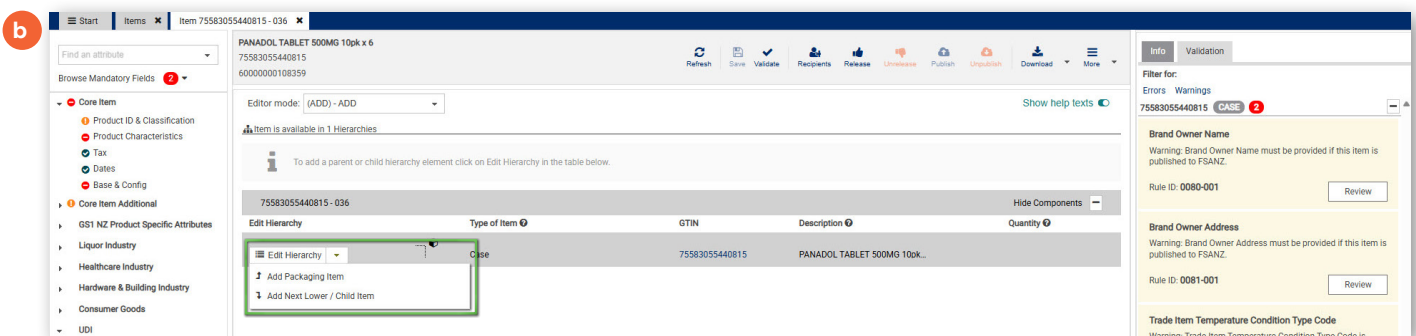
Step-by-Step NPC Guide

7. Create the new Hierarchy:

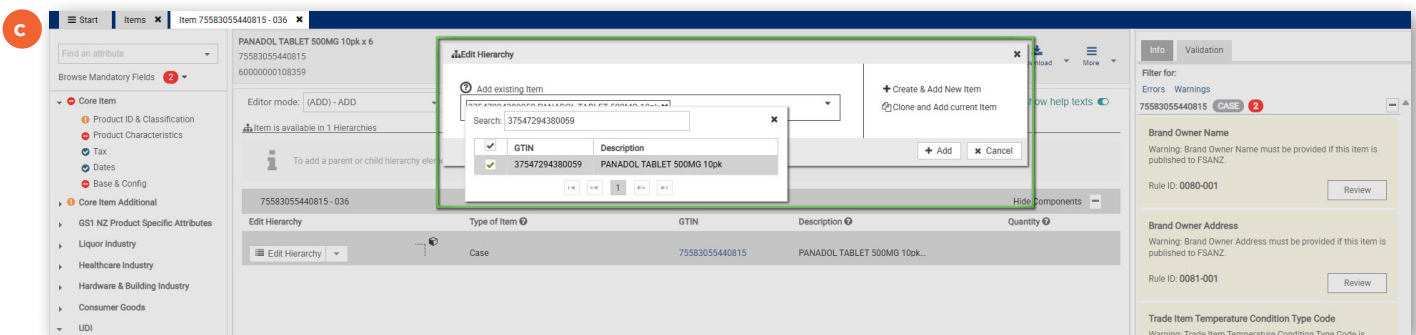
a. Double click into the new Case GTIN.



b. Select “Edit Hierarchies”. Select the drop-down menu next to “Edit Hierarchy” and click “Add Next Lower / Child Item”.

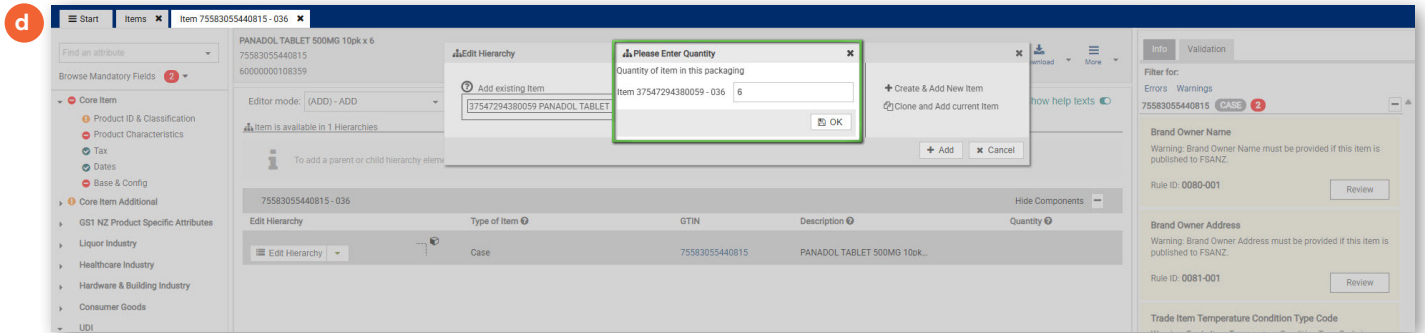


c. In the search box, enter the GTIN for the Inner, and select “+add”.



Step-by-Step NPC Guide

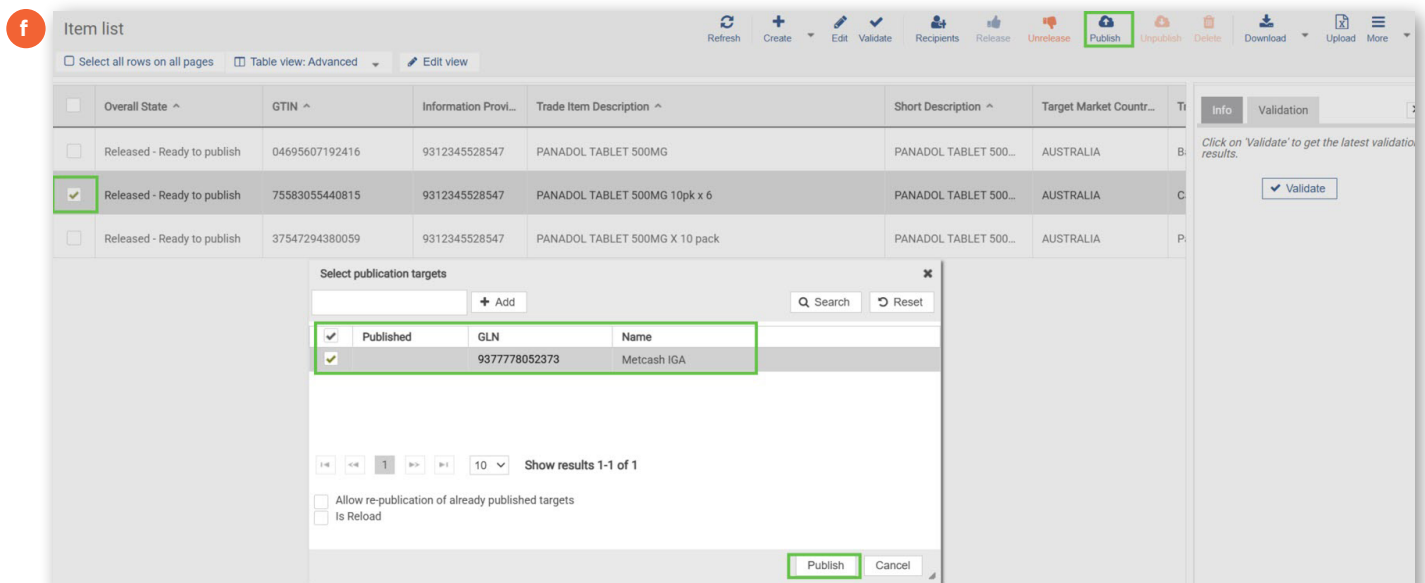
d. Enter the quantity of Inner packs in the Case (in this example, the Case contains 6 Inner Packs), and select “OK”.



e. Return to the main Item page and search for all GTINs in the new hierarchy. (Note: If GTINs were already searched, select Refresh option on the Item list to ensure the new hierarchy is recognised). Click “Release”.



f. Publish this item to Metcash with the Case GTIN. Remember to publish the price of the Case GTIN to Metcash.



How to Upload Display Shipper

Important:

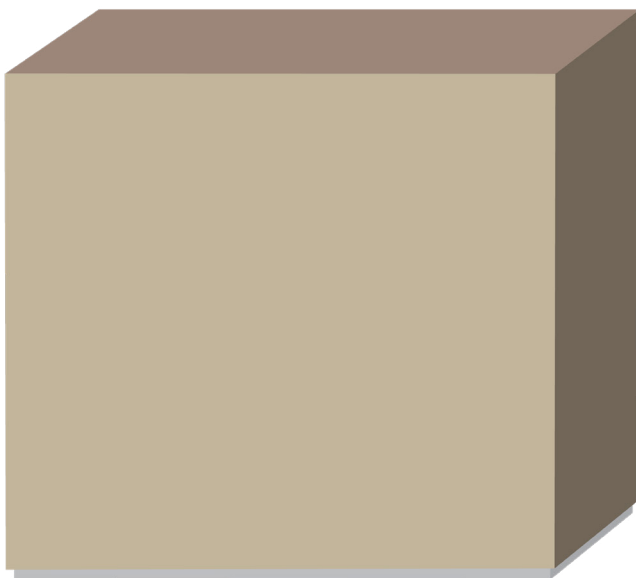
The following process can only be performed in **NPC Publisher**.

For NPC Xpress users: Please contact NPC Support team for further assistance.

For third-party solution provider users: Contact your solution provider for support.

A display shipper is a shipping container designed to double as a retail display unit. It is a self-contained unit that can be used to transport products to a store and then be set up as a display in-store to attract customers.

Other terms used for Display Shipper includes Pre-Pack Item, Display Pallet, Free Standing Display Unit, Retail Display, Product Display and Point of Sale (POS) Display.



Transport Packaging



Retail Display

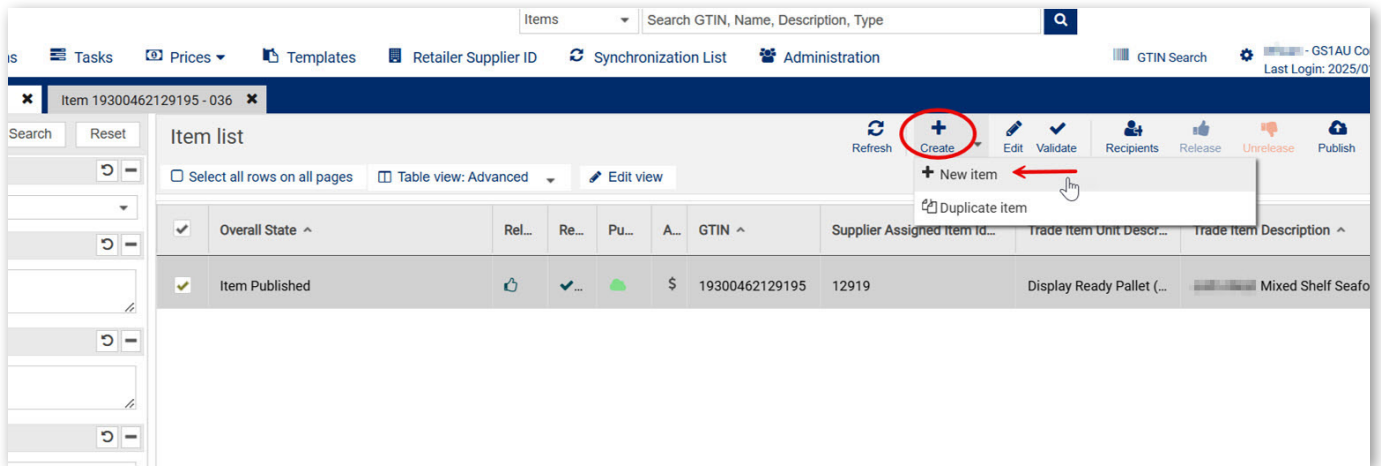
Requirements from Metcash:

1. Metcash requires suppliers to select the Trade Item Unit Descriptor as **“DISPLAY_SHIPPER - Display Shipper”**, not “CASE - Case”.
2. A display shipper must contain **Base units only**, no Inner or Case units.
3. A display shipper can have multiple Base GTINs linked to it. All the Base GTINs linked to the display shipper **must be active** (not end-dated) and the Base GTINs also **exists on NPC with their own separate hierarchy** as well.

Step-by-Step NPC Guide

Steps in NPC Publisher:

1. Firstly, assign a 14-digit GTIN to the display shipper/pallet.
To create a new item in NPC, click on the “+” symbol and select ‘New Item’:



2. Enter the 14-digit GTIN, Company GLN, Target Market: 036-Australia, and ensure you select the Article Type as ‘Package Item’.

The screenshot shows the 'Create item' form with three tabs: '1. Item Basic Information', '2. Identification', and '3. Classification'. The 'Identification' tab is active. It contains fields for 'GTIN' (19300462129195), 'GLN' (9377778088655) - SIMPLOT AUSTRALIA PTY LTD, and 'Target market' (036) - AUSTRALIA. Red arrows point to each of these fields. Below these fields is the 'Article Type' section with two radio buttons: 'Base Item' and 'Package Item'. The 'Package Item' radio button is selected and highlighted with a red box and a red arrow. At the bottom, there's a 'Select Receivers' button and a 'Next >' button.

Step-by-Step NPC Guide

3. Enter the **Short Description**, **Trade Item Description**, **Brand Name** and **Functional Name**. To find out more about what these attributes means, hover over the question mark for more information. Once all the information has been filled in, click **'Next'**.

Example:

Short Description: BN Mixed ShelfSFood Pallet 250kg

Trade Item Description: Brand Name Mixed Shelf Seafood Pallet 250kg

Brand Name: Brand Name

Functional Name: Tuna Other

Create item

1. Item Basic Information

2. Identification

3. Classification

Language for identification

English

You can add further languages later

Short Description

Trade Item Description

Brand Name

Functional Name

< Back

Next >

Step-by-Step NPC Guide

4. Next, proceed to enter all the information related to the display shipper.

Important!

- a Ensure the 'Trade Item Unit Descriptor Code' is selected as:
'DISPLAY_SHIPPER - Display Shipper'

Trade Item Unit Descriptor Code	(DISPLAY_SHIPPER) - Display Shipper
---------------------------------	-------------------------------------

- b Select No to "Is Trade Item A Consumer Unit?" and select Yes to 'Is Trade Item a Despatch/ Invoice/Orderable Unit?'. Select No to 'Is Trade Item a Variable Unit?'.

Short Description Browse Mandatory Fields 0 Core Item Product ID & Classification Product Characteristics Tax Dates Base & Config Core Item Additional GS1 NZ Product Specific Attributes Liquor Industry Healthcare Industry Hardware & Building Industry Consumer Goods UDI Packaging Hierarchy Navigator Item is available in 1 Hierarchies	Mixed Shelf Seafood Pallet 250kg 19300462129195 12919 Refresh Save Validate Production Is Trade Item A Base Unit? (false) - No Is Trade Item A Consumer Unit? (false) - No Is Trade Item A Despatch Unit? (true) - Yes Is Trade Item An Invoice Unit? (true) - Yes Is Trade Item An Orderable Unit? (true) - Yes Is Trade Item A Variable Unit? (false) - No Is Trade Item a Service? (false) - No Is Trade Item Nonphysical ?
--	---

Step-by-Step NPC Guide

- c Please enter the pallet information, as shown in the example below. Please ensure you enter the total number of base units in the Display Shipper in the attribute 'Base Units per Pallet'.

Quantity Of Trade Items Per Pallet Layer	1	←
Quantity Of Layers Per Pallet	1	←
Quantity Of Trade Items Per Pallet	1	←
Base Units per Pallet	1872	←
Pallet Height	1190	
Pallet Width	600	
Pallet Depth	782	
Pallet Volume	0.476	
Pallet Net Weight	200	

- d Enter the 14-digit GTIN in the 'GTIN of Base Unit' and enter '1' as 'Number of Base Units'.

Note: This is exception only for Display Shippers only.

Start

Items

Item 19300462129195 - 036

GTIN Of Base Unit

Browse Mandatory Fields 0

Core Item

Product ID & Classification

Product Characteristics

Tax

Dates

Base & Config

Core Item Additional

GS1 NZ Product Specific Attributes

Mixed Shelf Seafood Pallet 250kg

19300462129195

12919

Refresh

Save

Validate

Editor mode: (COR) - CORRECT

GTIN Of Base Unit

19300462129195

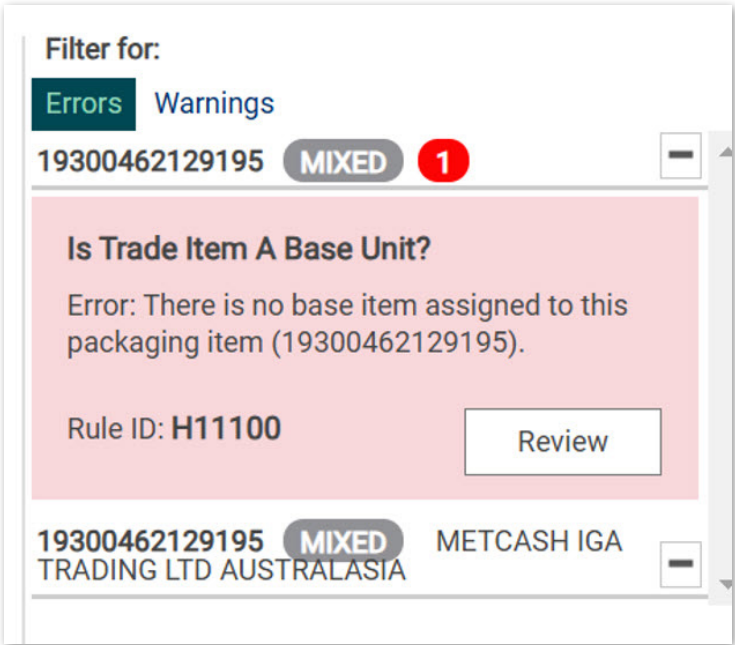
Number Of Base Units

1

Quantity of Next Level Within Inner Pack

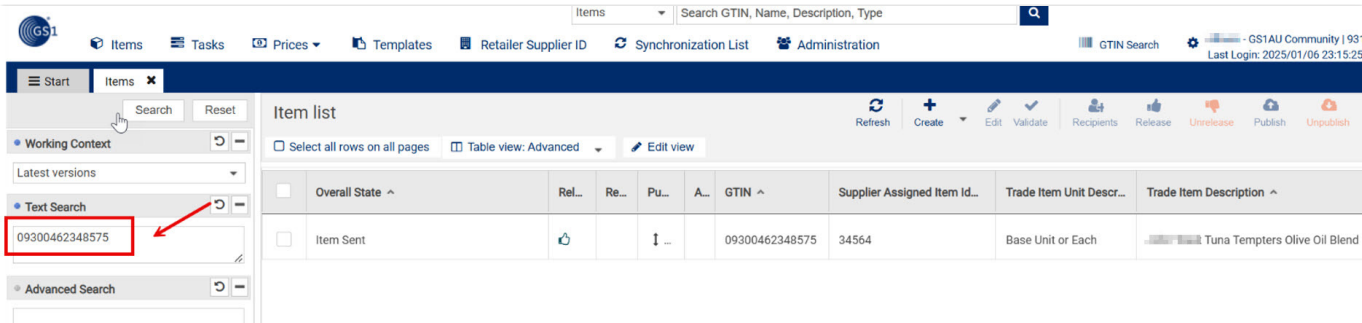
Step-by-Step NPC Guide

5. Once you have entered all the information for the Display Shipper, most of the errors in NPC will be resolved. However, there will be one error left as shown below; this error will be resolved once we have the hierarchy set up correctly on NPC.



6. To begin setting up the hierarchy for the Display Shipper, the first step is to ensure all the Base Units are active in NPC (not end-dated) and have their own hierarchy.

Note: These base units can be part of other hierarchy published to other retailers. For example, enter the Base GTIN in the text search as shown below to confirm if Base Unit is already created in NPC and ensure item is active (not-end-dated).



Step-by-Step NPC Guide

- Click on “Edit Hierarchies” on the bottom left of the page as shown below.

The screenshot shows the NPC interface. On the left, under 'Packaging Hierarchy Navigator', the 'Edit Hierarchies' button is highlighted. The main area contains several dropdown menus and text fields for trade item identification:

- Additional Trade Item Identification Type: (SUPPLIER_ASSIGNED) - Supplier Assigned, i.e. Inte
- Trade Item Unit Descriptor Code: (DISPLAY_SHIPPER) - Display Shipper
- Is Trade Item To Be Excluded From HIDL: (empty dropdown)
- Distributor Item - Healthcare: (empty dropdown)
- Interim Item - Healthcare: (empty dropdown)
- Target Market Country Code: (036) - AUSTRALIA
- Information Provider GLN: 937778088655
- Information Provider Name: SIMPLOT AUSTRALIA PTY LTD

- Enter all the Base Units and the quantities accordingly as shown in the example below. Click 'save', then click 'Edit Hierarchy' at the Display Shipper level to add the Base GTINs.

Published hierarchy elements cannot be modified! Before you can modify you have to unpublish and unrelease all related items.

19300462129195 - 036	Type of Item ?	GTIN	Description ?	Quantity ?
Edit Hierarchy	Display Shipper	19300462129195	Mixed ShelfFood Pallet 250kg	
Edit Hierarchy	Base Unit or Each	09300462348575	Tmp Tuna Olive Oil 24x95g	624
Edit Hierarchy	Base Unit or Each	09300462346120	Tmp Tuna Chunky Spw 24x9...	624
Edit Hierarchy	Base Unit or Each	09300462348216	Tmp Tuna Chilli 24x95g	624

- The final step is to populate the price for the Display Shipper and publish to Metcash.

Step-by-Step NPC Guide

Container Deposit Scheme (CDS)

How to upload CDS information in NPC

Important!

1. Before entering and publishing any CDS information using NPC, please ensure your product containers have been both (1) **registered to EPA**, and (2) **have received confirmation of approval from EPA** as an eligible container under the relevant state or territory CDS.
2. Metcash expects all suppliers to provide **state-specific CDS details** for all products intended to be ranged nationally.
3. **CDS Amount:** Metcash requires state-based pricing for all CDS applicable products. Please do **NOT** include the CDS amount within the List Prices. Instead, enter the CDS amount in the attribute called “Returnable Package Deposit Amount” which is found under the CDS section in the Item data page.
4. **CDS Material Type:** If CDS is applicable, please ensure you select and publish the correct CDS Material Type to Metcash as this information is both critical and mandatory for Metcash suppliers
5. **CDS Registration Number:** NSW is currently the only state that issues a CDS Registration Number, which begins with ‘BR-’, followed by a 7-digit numerical code.

Please refer to [this link](#) to verify the registration status of your product containers and to obtain the relevant NSW CDS Registration Number.

I don't have the CDS Registration Number for WA. What should I do?

NSW is currently the only state that issues a CDS Registration Number.

If your product container is registered in the other states aside from NSW, please enter a dummy CDS Registration Number (e.g. BR-000000) when submitting your CDS details in NPC.

Do not leave the field blank and do not enter as “N/A”.

I don't know the CDS Registration Number for my product. Can I leave the field blank or enter as “N/A” in NPC?

No. This information is mandatory for Metcash and cannot be left blank or entered as N/A.

Doing so will cause your product data to be rejected by Metcash.

Single Use Plastic Declaration

Is Trade Item Single Use Plastic?

When submitting your products to Metcash via NPC, Metcash requires all suppliers to declare whether their products are Single Use Plastic using the attribute name '**Is Trade Item Single Use Plastic?**'.

This declaration is used for legislative requirements for the banning of single use plastic products in certain states in Australia.

If you have answered Yes/True indicating that your product is single use plastic, then [Single Use Plastic Material Type](#) must be provided in NPC.

The screenshot shows a form with two main sections. The first section is titled 'Is Trade Item Single-Use Plastic?' and has two buttons: 'Yes' (highlighted in dark blue) and 'No' (white with a blue border). The second section is titled 'Single Use Plastic Material *' and features a dropdown menu. The dropdown menu is open, showing a list of materials: 'Select' (at the top), 'Acrylonitrile-Butadiene-Styrene', 'Liquid Paper Board - Aseptic', 'Metal Aluminum', 'Metal Steel', 'Microbeads', and 'Nylon' (at the bottom). The dropdown menu has a red border and a downward arrow on the right side.

Please note that this attribute **refers to the product itself**, and **not** the packaging.

Example:

Is Trade Item Single Use Plastic? = Y

- plastic straws
- disposable knives and forks
- disposable plates, bowls and cups
- plastic stem cotton buds

Is Trade Item Single Use Plastic? = N

- bamboo plates
- stainless steel straws
- 750g rye bread
- 2L bottle of cola
- 750ml yoghurt tub
- 500g vacuum-sealed pack of salmon

For more information, please refer to the Data Dictionary here: [Is Trade Item Single Use Plastic?](#)

About GS1 Australia

GS1 is a neutral, not-for-profit organisation that develops and maintains the most widely used global standards for efficient business communication. We are best known for the barcode, named by the BBC as one of “the 50 things that made the world economy”.

GS1 standards and services improve the efficiency, safety and visibility of supply chains across physical and digital channels in 25 sectors. With local Member Organisations in 116 countries, 2 million member companies (over 22,000 in Australia) and 10 billion scans of over 1 billion products that carry the GS1 barcode, every day. GS1 standards create a common language that supports systems and processes across the globe.

For more information visit the **GS1 Australia website** or follow us on **LinkedIn**, and our **YouTube** channel.

Questions?

We can help

Livechat www.gs1au.org

T 1300 227 263 - (Option 3, 1, and 1)

E npccustomersupport@gs1au.org



All downloaded and printed documents are non-authorised and uncontrolled copies.
Refer to the document location for the current authorised version

GS1 Australia

Head Office, 8 Nexus Court, Mulgrave VIC 3170
Locked Bag 2, Mt Waverley VIC 3149

T 1300 227 263 | **F** +61 3 9558 9551 | **ABN** 67 005 529 920

www.gs1au.org

GS1 is a registered trademark of GS1 AISBL.
0926

CONNECT WITH US

