National Product Catalogue

National Product Catalogue Ready Checklist

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

National Product Catalogue

Step 1	**GS1 New Zealand Membership** 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.	❑
Step 2	Register for the National Product Catalogue 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. To register for the National Product Catalogue go online to: https://www.gs1nz.org/services/npc/ You will also find a fee schedule and terms and conditions at the same web address. After you register you will receive: - 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 **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.	❑

	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 IDs and Vendor Terms. This information is essential for your successful National Product Catalogue Implementation.	
Step 3	**Sign up to an applicable National Product Catalogue Implementation Solution** 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: **National Product Catalogue Basic** – Lowest cost option, where you have self-sufficient in-house resources to build your catalogue **National Product Catalogue Standard** – Our recommended option where a GS1 staff member will assist you and your in-house team build your catalogue. **National Product Catalogue Fast Track** – We do all the work for you – GS1 builds your catalogue. **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).	❑
Step 4	**Determine your National Product Catalogue product range** 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.	❑

	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.	
Step 5	**Identify the National Product Catalogue data requirements** Familiarise yourself with the National Product Catalogue data requirements for your customer(s) as outlined in the documents: **National Product Catalogue Recipient and Industry Guidelines** – 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 **All guides are available for download from:** http://support.gs1nz.org/hc/en-us/categories/200195960-GS1net	
Step 6	**Conduct a Gap analysis** 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.	❏
Step 7	**Determine your National Product Catalogue Data Upload & Maintenance method** 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.** 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.	❏

	NOTE: 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. 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.		
Step 8	**Determine your National Product Catalogue Structure (Optional)** 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).	❑	
Step 9	**Prepare your data** 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 – National Product Catalogue Recipient and Industry Guidelines All guides are available for download from: http://support.gs1nz.org/hc/en-us/categories/200195960-GS1net	❑	

Step 10	**Request data validations from GS1 NZ**	❑
	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.	
	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 you have prepared.	
	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.	
Step 11	**Price Relationships Setup**	❑
	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.	
Step 12	**Populate the National Product Catalogue**	❑
	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.	
	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.	

		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.	
Step 13		**Review your National Product Catalogue Validator Report** 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. **Note:** This step does not apply to the exception suppliers who maintain their National Product Catalogue using the manual online data maintenance option.	❑
Step 14		**Review your National Product Catalogue Data Load Status Report (DLSR)** 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. 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. **Note:** This step does not apply to the exception suppliers who maintain their National Product Catalogue using the manual online data maintenance option)	❑

Step 15	**Ongoing Roles & Responsibilities**	❑

Ensure you have assigned the following roles and the individuals understand their responsibilities

National Product Catalogue Champion

Normally a senior member of the organisation with customer responsibilities and often the appropriate account manager or higher

Responsibilities

• 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

National Product Catalogue Administrator

Normally somebody with good product knowledge and who understands internal and well as customer related processes

Responsibilities

• 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. **National Product Catalogue Back-Up Administrator** Secondary resource that is capable of performing the National Product Catalogue Administrator's responsibilities in their absence. Main focus being on maintaining data accuracy within the National Product Catalogue. **Responsibilities** • See National Product Catalogue Administrator	
Step 16	**Ongoing Maintenance Processes & Procedures** Ensure you have defined and implemented the processes and procedures surrounding how you will maintain the National Product Catalogue on an ongoing basis. 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.	❑

Step 17	**Request to be granted a National Product Catalogue Ready Status** 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. 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.	❑
Step 18	**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.	❑