



National Product Catalogue User Guide

Version 2.6

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Navigation

Login

The login page for the National Product Catalogue [NPC] can be accessed via this [link](#).

Upon the creation of your NPC account a member of the GS1 team will email you your login details.

The NPC runs best on Chrome and Firefox, followed by Safari. Internet Explorer is not recommended.



Welcome to the
National Product Catalogue - Publisher

Username

GLN

Password

Login

NPC Training

Register now

Dashboard

The **Dashboard** provides a summary of your NPC and is the first screen you will see upon logging in.

GS1 National Product Catalogue - Publisher
A Service of GS1 Australia and GS1 New Zealand

+ New

Recent Items

2019-07-12 14:09:00	GB Pasta Spirals 500g GTIN: 05202795120160 Hierarchy level: Case State: Item Published	
2019-07-12 14:09:00	GB Pasta Spirals 500g GTIN: 05202795120054 Hierarchy level: Base Unit or Ea... State: Item Sent	
2019-07-09 14:02:04	GB Pasta Shells 500g GTIN: 09412345543806 Hierarchy level: Base Unit or Ea... State: Item Sent	
2019-07-09 13:53:42	GB Pasta Penne 500g GTIN: 19403110042973 Hierarchy level: Case State: Item Published	

[See all items](#)

Item state chart

381 Items
Inside catalog since 201907120226

0 Tasks to work on

152 GTINs have prices
[Overview ...](#)

10 prices require user attention / action

33% Newly created (21)
29% Released (110)
32% Sent (123)
6% Published (127)

Customer Support

GS1 Australia
T 1300 227 263
E npccustomersupport@gs1au.org

GS1 New Zealand
T 0800 10 23 56 (Option 1)
E support@gs1nz.org

Training videos

6

[Publisher Overview](#)

Twitter

Tweets by @GS1AU_NPCUpdate

GS1 AU NPC Updates

Items

The **Items** tab is the centre point of the NPC.

The **Items** tab can be personalised in the following three ways:

1. Sort columns – by clicking on the header
2. Resize columns – by clicking on the right-hand side of the column and making it smaller or bigger
3. Move columns – by clicking the header and dragging it to the left or right
4. Hide columns permanently – by using the 'Edit Table Columns' function

Click **SAVE COLUMN LAYOUT** to save your layout for the next time you log in.

The screenshot displays the GS1 Items management interface. A 'Select Table Columns' dialog box is open, allowing users to customize the table view. The dialog features two panes: 'Available Columns' and 'Selected Columns'. The 'Available Columns' pane lists various columns such as 'Overall State', 'Item Published', 'Item Sent', 'Draft new item', 'Price', 'GTIN', 'Description', 'Case', 'Base Unit or Each', and 'All Prices'. The 'Selected Columns' pane shows a subset of these columns. A yellow box highlights the 'Save Column Layout' button at the bottom of the dialog. The background shows a table of items with columns for 'Description', 'Trade Item Group Identifi', 'Trade Item Group Identifi', 'Target Market Country Cd', and 'Informati'.

Items continued...

The **Items** tab can be broken down into five key areas:

1. Search functions
2. Task Pane
3. Summary item information
4. Page navigator and settings
5. Preview pane - displaying the details and publication details of an item

The screenshot shows the GS1 Items management interface. The top navigation bar includes 'Items', 'Tasks', 'Prices', 'Templates', 'Retailer Supplier ID', and 'Synchronization List'. A search bar is located at the top right. The main content area is divided into several sections:

- 1. Search functions:** Located on the left side, it includes 'Working Context', 'Text Search', 'Advanced Search', 'Smart Search', and 'Search Profiles'.
- 2. Task Pane:** Located at the top of the main content area, it contains various action buttons such as 'Create', 'Clone', 'Edit', 'Add Price', 'Validate', 'Release', 'Unrelease', 'Publish', 'Unpublish', 'Publication targets', 'Mark as done', and 'Delete'.
- 3. Summary item information:** A table listing items with columns for 'Overall State', 'Public', 'Release', 'Respor', 'All Price', 'GTIN', 'Supplier Assigned Item Id', 'Trade Item Unit Descripto', 'Trade Item Description', 'Short Description', 'Trade Item Group Identific', 'Trade Item Group Identific', 'Target Market Country Cd', and 'Information'.
- 4. Page navigator and settings:** Located at the bottom of the table, it includes a pagination control showing 'Show results 1-100 of 381' and a 'Download Hit List' button.
- 5. Preview pane:** Located at the bottom of the interface, it contains tabs for 'Publications', 'Validation Report', 'Item Preview', 'CICs', 'Error details', and 'Prices'.

Prices

To see a full list of all your prices, click on the **Prices** option from the blue bar at the top of the page. **Prices** opens in a new tab within your NPC so you can work on pricing and item data at the same time. Like the **Items** tab you can sort, move, and switch off columns in **Prices** to suit your catalogue's needs.

The screenshot displays the 'Prices' management interface. At the top, there is a navigation bar with 'Prices' highlighted. Below this is a search bar and a toolbar with various actions like 'Edit', 'Purge', 'Validate', 'Release', 'Unrelease', 'Change', and 'Delete'. The main area contains a table of price entries. The table has the following columns: Last Confirmation Status, Release To Pool, GTIN, Price ID, Item, Recipient GLN, Relationship ID, Price Type, Target Market, Trade Item Description, Trade Item Unit Description, and Item ID. The table shows a list of prices, some in 'RECEIVED' status and some in 'WORKING' status. Below the table, there is a pagination control showing 'Show results 1-50 of 230' and a 'Download Hit List' button. At the bottom, there are tabs for 'Item Details', 'Validation Report', 'Error details', and 'Confirmation Details', with 'no item selected' displayed below them.

	Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Item	Recipient GLN ^	Relationship ID ^	Price Type ^	Target Market ^	Trade Item Description	Trade Item Unit Descripto	Item ID
<input type="checkbox"/>	RECEIVED	RESPONSE	19403110042973	PID-20190709-13544654		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE5
<input type="checkbox"/>	RECEIVED	RESPONSE	19403110042973	PID-20190712-14203088		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE5
<input type="checkbox"/>	RECEIVED	RESPONSE	05202795120160	PID-20190712-14090168		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Spirals 500g x1	CASE	GBSPIRAL5
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813	PID-20190709-14070462		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813	PID-20190430-00350579		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	RESPONSE	89400566005193	PID-20190611-13560971		9429000120555	9429000002523-9429000	LIST_PRICE	554	Chips Thick Cut Potato Cl	PALLET	320003216
<input type="checkbox"/>		WORKING	29412345640066	PID-20190516-19433117		9429000120555	9429000002523-9429000	ALLOWANCE	554	GS1NZ Beef Pie 100 GRM	CASE	NZ5602
<input type="checkbox"/>		WORKING	29412345640066	PID-20190516-19433117		9429000120555	9429000002523-9429000	LIST_PRICE	554	GS1NZ Beef Pie 100 GRM	CASE	NZ5602
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543738	PID-20190430-11350676		9429000120555	9429000002523-9429000	LIST_PRICE	554	Clinicians REM Sleep Vita	BASE_UNIT_OR_EACH	505050
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543738	PID-20190430-11172939		9429000120555	9429000002523-9429000	LIST_PRICE	554	Clinicians REM Sleep Vita	BASE_UNIT_OR_EACH	505050
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813	PID-20190430-00142296		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881		9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881		9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881		9429000120555	9429000002523-9429000	LIST_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214		9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214		9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214		9429000120555	9429000002523-9429000	LIST_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04082553		9429000120555	9429000002523-9429000	TRANSACTION_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11320461		9429000120555	9429000002523-9429000	TRANSACTION_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123



Adding a New Product

Creating a New Base Item

In the **Items** tab, click **CREATE**, or select an item and **CLONE** to begin creating an item. The **Create item** window will appear. Follow the 7 Steps below to enter your GTIN, Target Market, Article Type and Basic information.

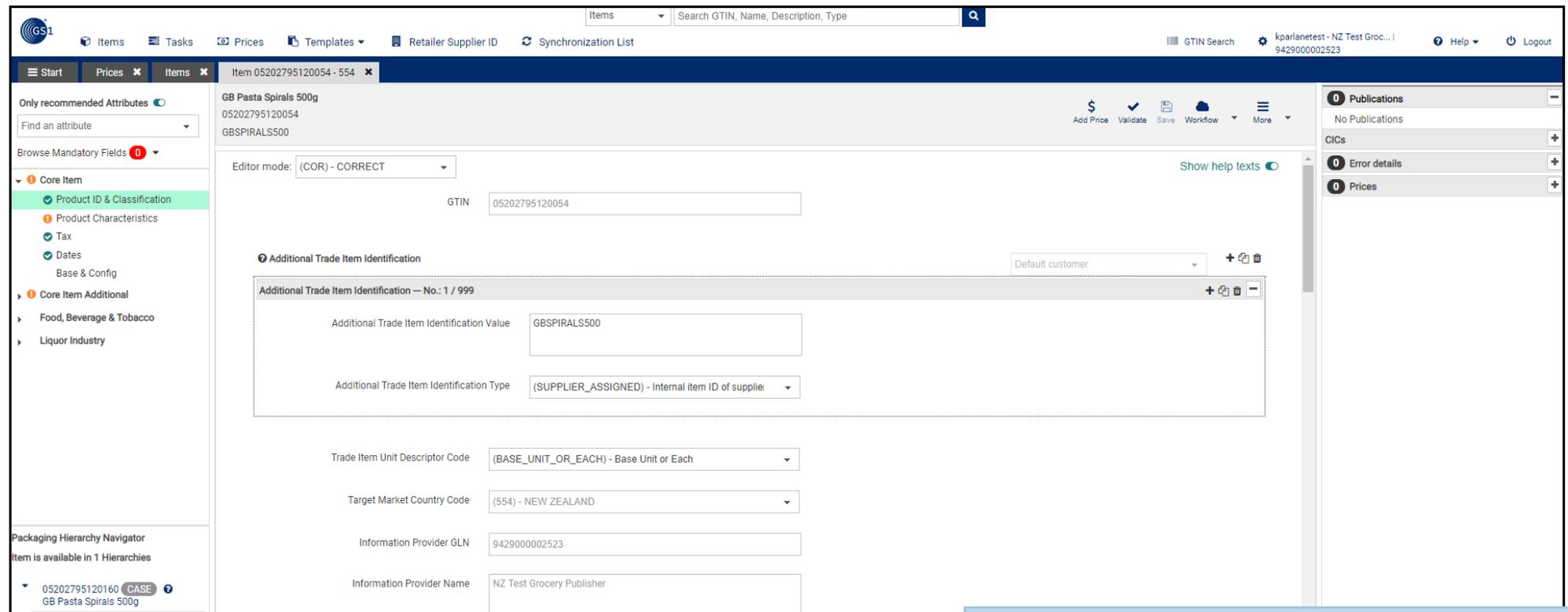
The screenshot shows the 'Create item' form with the following steps highlighted:

- 1. Item Basic Information**: GTIN, GLN, Target market, and Article Type (Base Item selected).
- 2. Identification**: Select Receivers button.
- 3. Classification**: Next button.
- 4. Language for identification**: English dropdown.
- 5. Short Description, Trade Item Description, Brand Name, Functional Name**: Input fields.
- 6. GPC / Brick**: Select a global prod dropdown.
- 7. Create**: Create button.

Useful Tip: You can select a template to work from when creating a new item. A template allows you to fill in any data that is always going to be the same, so that when you create an item you don't have to fill in these fields. See [Creating a New Template](#) for more information.

Creating a New Base Item *continued*

A **New Item** form will open where you can begin entering information about your product – this is your **Editor**. Work your way through the required fields. Fields marked with  are mandatory, but there may be other fields which are conditionally mandatory for you to enter. You can work through the different sections using the Menu Tree on the left-hand side of your screen.



The screenshot shows the 'New Item' form in a software application. The form is for 'GB Pasta Spirals 500g' with GTIN '05202795120054'. The form includes sections for 'Core Item', 'Additional Trade Item Identification', and 'Packaging Hierarchy Navigator'. The 'Additional Trade Item Identification' section is expanded, showing 'Additional Trade Item Identification Value' as 'GBSPIRALS500' and 'Additional Trade Item Identification Type' as '(SUPPLIER_ASSIGNED) - Internal item ID of supplier'. The 'Packaging Hierarchy Navigator' shows the item is available in 1 hierarchy.

Useful Tip: it is recommended that you consult your trading partner's Data Requirements document to find the full set of requirements. Go to the [Help Centre](#) to find your trading partner's Data Requirements.

Useful Tip: Remember to **SAVE** your data as you go. The NPC has a 25min time out if you have not been using it.

Creating a New Base Item *continued*

Once all mandatory headings and fields have been completed save your work by clicking **SAVE**. This will generate a **Validation Report** to highlight anything you may have missed:

If you ever want to Validate an item that is already saved, use the **VALIDATE** button.

Report for item Item 05202795120054 - 554

📘 The item 05202795120054/9429000002523/554 has been validated.
🚫 The item 05202795120054/9429000002523/554 cannot be released.

	Operation	Attribute	Message	Rule ID
🚫 Error	release	Additional Trade Item Identification Type	The Additional Trade Item Identification 'Type' has been provided, therefore the Additional Trade Item Identification 'Value' must be provided.	080-007-003
⚠ Warning	release	Is Trade Item A Despatch Unit?	When a GTIN has been marked as a DESPATCH UNIT, it would normally also be an ORDER AND INVOICE UNIT and be marked as a CASE.	010-010-004a
⚠ Warning	release	Is Trade Item An Invoice Unit?	When a GTIN has been marked as an INVOICE UNIT, it would normally also be an DESPATCH AND ORDER UNIT and be marked as a CASE.	010-013-003a
⚠ Warning	release	Is Trade Item An Orderable Unit?	When a GTIN has been marked as an ORDER UNIT, it would normally also be an DESPATCH AND INVOICE UNIT and be marked as a CASE.	010-014-004a
⚠ Warning	release	Trade Item Marketing Message	Trade Item Marketing Message should be provided for Progressive Enterprises and Foodstuffs. Separate each point with a semicolon";"	0043-001
⚠ Warning	release	Pallet Height	This GTIN has been flagged as a DESPATCH unit. The Pallet Height would normally be provided if the item is palletised for storage or distribution	350-G109-001
⚠ Warning	release	Pallet Net Weight	This GTIN has been flagged as a DESPATCH unit. The Pallet Net Weight would normally be provided if the item is palletised for storage or distribution	350-G113-002
⚠ Warning	release	Pallet Gross Weight	This GTIN has been flagged as a DESPATCH unit. The Pallet Gross Weight would normally be provided if the item is palletised for storage or distribution	350-G114-002
⚠ Warning	release	Product Height	The calculated volume of the immediate Next Lower Level x Quantity. Volume: 0.01 m3.	030-006-004

Useful Tip: Orange Warnings often come up if something is unusual. Note that they will not stop you from publishing your item.

Creating a New Base Item *continued...*

Work through any outstanding errors and save to re-validate. When all mandatory fields have been completed, validating will generate the following report:



Useful Tip: When you are creating base unit as part of a hierarchy (an inner and/or case is still to be added) it is likely that you will still have errors in your validation report. These errors could be one or more of the following:

- At least one of the GTINs in each hierarchy must be an ORDER UNIT.
- At least one of the GTINs in each hierarchy must be an INVOICE UNIT.
- At least one of the GTINs in each hierarchy must be a DESPATCH UNIT.

In this instance, you can ignore the errors. The base item you have created may not be an order/invoice/despatch unit, and as the rest of the hierarchy has not yet been created, these errors are raised. Once you add an inner and/or case to the hierarchy and list it as an order/invoice/despatch unit, these errors will be resolved.

Releasing and Publishing a Base ONLY Item

(Note: If you want to create an inner and/or case, skip to the next page)

Releasing your new base item is the first step to publishing to a data recipient. Releasing runs the item through validation and makes the data available to publish. From the **Editor** click **Workflow** and then **Release**. You can also do this from the task pane in the **Items** tab. You will not be able to do this if you still need to add an inner and/or case.

In the **Items** tab your new base item's **Overall State** will be **Released – Ready to Publish**. See [Adding a New Price](#) to load and release a price and complete the publication process. Click **REFRESH** to see the updated changes in your **Items** tab.

The screenshot displays the GS1 system interface for editing an item. The main area shows the item details for 'BR SB FUNCTNAME VARIANT' with GTIN 09403142001385 and SKUCODE1. The 'Workflow' button is highlighted with a yellow circle and the number '1'. A dropdown menu is open, showing options: 'Release' (highlighted with a yellow circle and the number '2'), 'Unrelease', 'Publish', and 'Unpublish'. The left sidebar contains navigation options like 'Core Item', 'Product ID & Classification', and 'Packaging Hierarchy Navigator'. The bottom status bar shows a report for the item and two informational messages: 'The item 09403142001385/9429000002523/554 has been updated.' and 'The item 09403142001385/9429000002523/554 can be released.'

GS1 | Items | Tasks | Prices | Templates | Retailer Supplier ID | Synchronization List | 09403142001385 | GTIN Search | kparlanetest - NZ Test Groc... | 942900002523 | Help | Logout

Start | Prices | Items

Search | Reset

Working Context: Latest versions

Text Search: *09403142001385*

Advanced Search

Smart Search

Search Profiles: No filter

Create | Clone | Edit | Add Price | Validate | Release | Unrelease | Publish | Unpublish | Publication targets | Mark as done | Delete

Select all rows on all pages | Edit Table Columns

Overall State ^	Publica	Releas	Respor	All Pric	GTIN ^	Supplier Assigned Item Id	Trade Item Unit Descripto	Trade Item Description ^	Short Description ^	Trade Item Group Identific	Trade Item Group Identific	Target Market Country Cd	Information
Released - Ready to publish					09403142001385	SKUCODE1	Base Unit or Each	BRAND1 SUB BRAND2 FL	BR SB FUNCTNAME VARI	PGP001	PRODUCT GROUP	NEW ZEALAND	NZ Test Gro

Show results 1-1 of 1 | Download Hit List

Publications | Validation Report | Item Preview | CICs | Error details | Prices

No validation report available.

Creating an Inner or Case Item

You can create an Inner or Case the same way as creating a Base Item – using the **CREATE** or **CLONE** buttons.

The screenshot displays the 'Create item' form, which is divided into three main sections: 1. Item Basic Information, 2. Identification, and 3. Classification. The form is annotated with seven red numbered callouts (1-7) indicating key steps and fields:

- 1:** Points to the **GTIN** input field in the Identification section.
- 2:** Points to the **Select Receivers** button in the Identification section.
- 3:** Points to the **Next >** button in the Identification section.
- 4:** Points to the **Language for identification** dropdown menu, currently set to **English**.
- 5:** Points to the **Next >** button at the bottom of the Identification section.
- 6:** Points to the **GPC / Brick** dropdown menu in the Classification section, which is used for selecting a global product.
- 7:** Points to the **Create** button at the bottom right of the form.

The form includes various input fields and dropdown menus for identifying the item, such as **GLN**, **Target market**, **Article Type** (with options for **Base Item** and **Package Item**), **Short Description**, **Trade Item Description**, **Brand Name**, and **Functional Name**. The Classification section also features a **Browse List** button and a **or select manually** option.

Creating an Inner or Case Item *continued...*

In the **Editor**, update the item details. Remember to **SAVE** your changes and be sure to check through all the fields, even those that do not require updating. Do not **Release** yet.

Useful Tip: When using clone, be sure to update

- Descriptions
- Product characteristics
- Weights and Dimensions
- Base and Config
- Packaging Info
- Logistics Info

Creating a Hierarchy (Linking Base/Case Together)

In the **Items** tab, open your Case unit. In the left-hand Panel, you can **Edit Hierarchies**, **Add a child item**, **Add your item**, and enter the number of components.

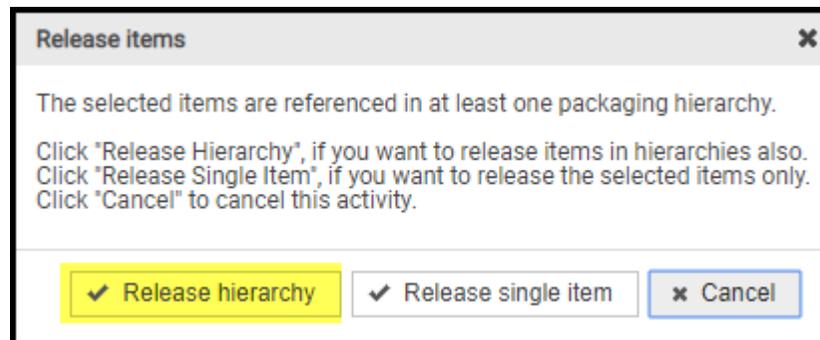
The screenshot displays the GS1 system interface for editing hierarchies. The main window shows the 'Edit Hierarchy' dialog for item 09416218104026. The 'Add existing Item' dropdown (3) is set to '09416218104019 Ben Noodle Pasta 500g'. The 'Add' button (4) is highlighted. A 'Please Enter Quantity' dialog box (5) is open, showing the quantity '12' (5) and the 'OK' button (6). The main editor area shows a table with columns 'Edit Hierarchy', 'Type of Item', 'GTIN', and 'Description'. The table contains one row: 'Case' (2) with GTIN '09416218104026' and description 'Ben Noodle Pasta 500g'. The left-hand panel shows the 'Edit Hierarchies' button (1) and the 'Packaging Hierarchy Navigator' showing the item '09416218104026 CASE Ben Noodle Pasta 500g'.

Useful Tip: to create a three level hierarchy (base unit + inner + case) in the Case add the inner first as described above and enter the no. of units. Then repeat the above process again, this time adding the Base units below the Inner.

Releasing and Publishing a Hierarchy

Now that you have created a hierarchy, you can release the hierarchy. Select the case item from your **Items** tab and **RELEASE**, or select **Release** from the **Workflow** menu in the **Editor**, and select **Release Hierarchy** to release all items in the hierarchy.

In the **Items** tab, the items in the hierarchy will now have an **Overall State** of **Released – Ready to Publish**. See [Adding a New Price](#) to load and release a price and complete the publication process. Click **REFRESH** to see the updated changes in your **Items** tab.





Adding a New Price

Adding a New Price

From the **Items** tab or **Editor** of the item you are adding the price to, select the **Add Price** button. In the new window select the relationship/trading partner you want to add a price for and click **Select Relationship**.

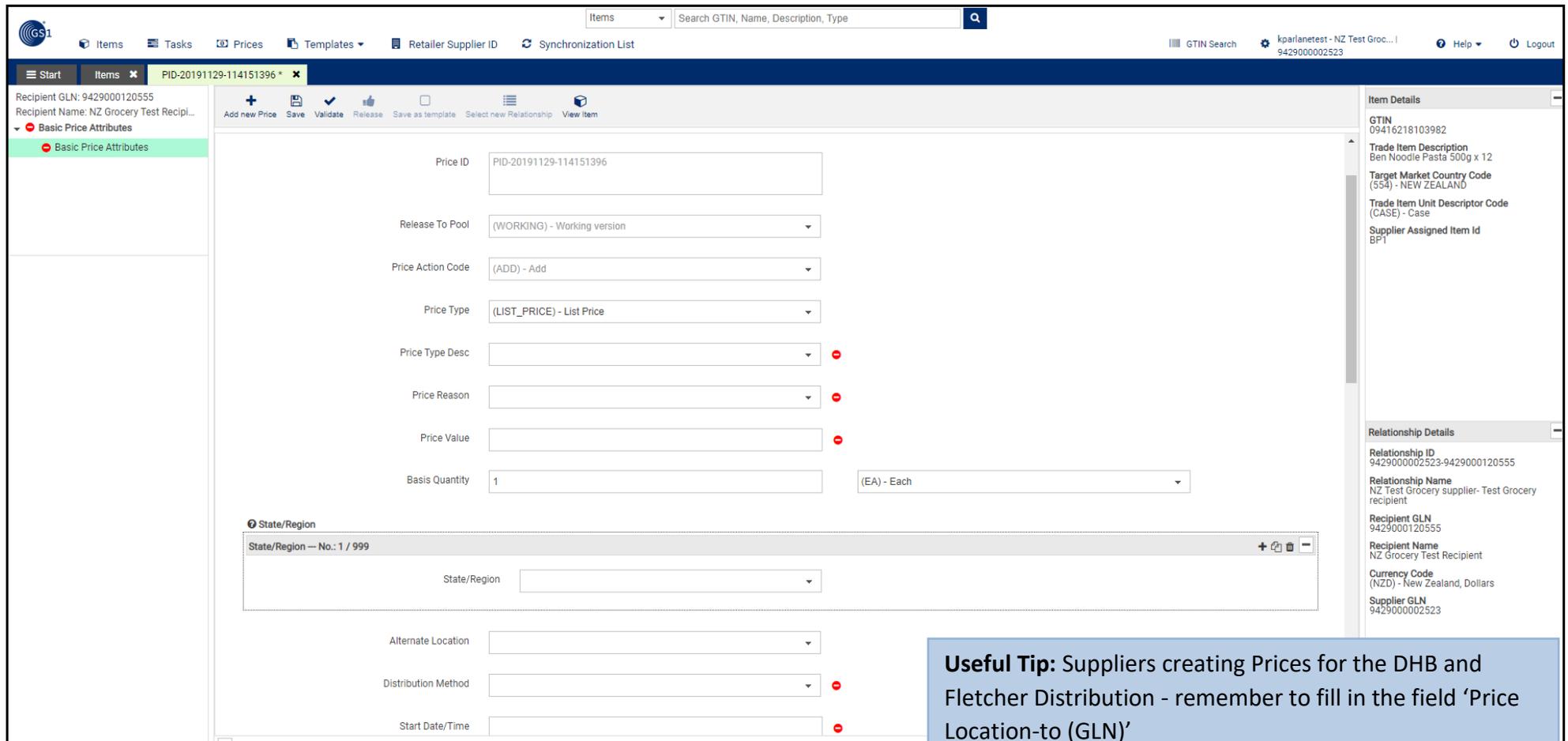
The screenshot shows the GS1 system interface with the 'Add Item Price Type' dialog box open. The dialog displays a table of relationships with the following columns: Recipient Name, Recipient GLN, Relationship Name, and Relationship ID. The first two rows are highlighted. A yellow circle '1' points to the 'Released - Ready to publish' status in the main list. A yellow circle '2' points to the 'Add Price' button in the main list. A yellow circle '3' points to the first row in the dialog table. A yellow circle '4' points to the 'Select Relationship' button at the bottom of the dialog.

Recipient Name	Recipient GLN	Relationship Name	Relationship ID
NZ Grocery Test Recipient	9429000120555	NZ Test Grocery supplier- Test Grocery recipient	94290000
NZ Grocery Test Recipient	9429000120555	9429000002523-9429000120555	RID-20160

Creating a New Price *continued...*

Enter your pricing information in the **Basic Price Type Information** tab. Ensure you complete all mandatory fields marked with 

Click **Save** to save your new price.



The screenshot shows the 'Basic Price Attributes' tab in the GS1 system. The form contains the following fields and values:

- Price ID: PID-20191129-114151396
- Release To Pool: (WORKING) - Working version
- Price Action Code: (ADD) - Add
- Price Type: (LIST_PRICE) - List Price
- Price Type Desc: (Mandatory field, marked with a red minus sign)
- Price Reason: (Mandatory field, marked with a red minus sign)
- Price Value: (Mandatory field, marked with a red minus sign)
- Basis Quantity: 1
- Basis Unit: (EA) - Each
- State/Region: State/Region — No.: 1 / 999
- Alternate Location: (Mandatory field, marked with a red minus sign)
- Distribution Method: (Mandatory field, marked with a red minus sign)
- Start Date/Time: (Mandatory field, marked with a red minus sign)

Useful Tip: Suppliers creating Prices for the DHB and Fletcher Distribution - remember to fill in the field 'Price Location-to (GLN)'

Click **Release** to release the price. This will **Publish** both the item and the price to your trading partner.

Releasing Prices

Releasing a price will change its **Release To Pool** status from **WORKING**, to **SENT**, to **RELEASED**. The **RESPONSE** status indicates the price has been successfully loaded to NPC.

Useful Tip: an item's publication is dependent on whether its price has been released. An item will not publish to your trading partner unless a price has been loaded and released.

The screenshot displays the GS1 Price Management interface. The main table shows two price records:

Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Item	Recipient GLN ^	Relationship ID ^	Price Type ^	Target Market ^	Trade Item Description	Trade Item Unit Description	Item ID
	WORKING	09412345543196	PID-20191129-11472836		9429000120555	942900002523-9429000	LIST_PRICE	554	McKenzie's Bi-Carb Soda	CASE	9876
	RESPONSE	09412345543196	PID-20170727-11585225		9429000120555	RID-20160421-01584046	LIST_PRICE	554	McKenzie's Bi-Carb Soda	CASE	9876

The interface includes a search bar at the top, a navigation menu on the left, and a sidebar with filters for Price Type, Price Details, and Price ID. The bottom of the interface shows pagination controls and a 'Download Hit List' button.

Creating Two or More Prices Using Templates

Once you have created a price, in the same screen you can quickly generate a new blank price form for the **same retailer** by clicking **Add new Price**.

If you want to create a price for a **different Retailer**, click the **Select new Relationship** button, choose the new retailer the price is for and a new price form for this retailer will appear.

You can also prefill any fields you always fill out the same in the price form by creating a **template**. Simply create a price as described above, only filling in the fields that you want prefilled. Save this (ignore the errors) and click on the **Save as template** button and give the template a name (per Retailer). When you create a new price, you can select the retailer the template was for and then select the template from the drop-down menu.

The screenshot displays the 'Add new Price' form in a software application. The form includes the following fields and options:

- Price ID:** PID-20191129-114728366
- Release To Pool:** (WORKING) - Working version
- Price Action Code:** (ADD) - Add
- Price Type:** (LIST_PRICE) - List Price
- Price Type Desc:** (OTHER) - Other
- Price Reason:** (NI) - The introduction of a new item
- Price Value:** (Empty)
- quantity:** 1
- State/Region:** No.: 1 / 999
- Alternate Location:** (Empty)
- Distribution Method:** (DC) - Distribution Centre
- Start Date/Time:** (Empty)

A 'Save as template' dialog box is open, prompting for a 'Template name'. A red box highlights the 'Price Value' and 'quantity' fields with the text: "Fill in the fields you would like saved in your template." Red numbered callouts (1-5) indicate key actions: 1. Add new Price button, 2. Save button, 3. Save as template button, 4. The red box, and 5. The Save as template dialog box.

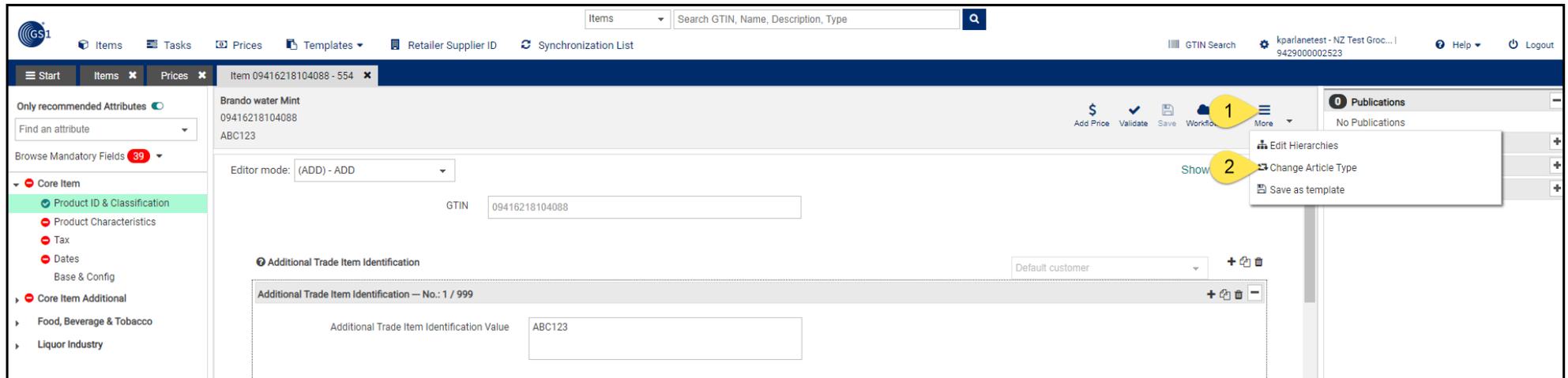


Changing a Product

Changing an Item's Article Type

If you have incorrectly chosen the wrong **Article Type** e.g. **Packaging item** instead of **Base item** then the wrong validation rules will be applied. If the item is already published or released, you will need to **Unpublish** the item first. You may also need to **Unrelease** the item to get it to draft before changing article type. **Unpublish** and **Unrelease** can be found in the task pane of the **Items** tab, or the **Workflow** menu in the item **Editor**.

When your item is in a draft state click **More** and then **Change Article Type**. Select the desired **Article Type**.



The screenshot displays the GS1 Item Editor interface for item 09416218104088. The main content area shows the item details, including the name 'Brando water Mint', GTIN '09416218104088', and 'Additional Trade Item Identification' value 'ABC123'. The left sidebar contains a navigation menu with categories like 'Core Item' and 'Core Item Additional'. The top right corner features a 'More' menu (indicated by a yellow circle with '1') which is open, showing options like 'Edit Hierarchies', 'Change Article Type' (highlighted with a yellow circle with '2'), and 'Save as template'. The 'Publications' section on the right shows 'No Publications'.

Editing an Item

It is important to note that when editing an item there are two types of changes you can make, **CHANGE_BY_REFRESH** or **CORRECT**. Before you edit your item, you will need to select one of these options from the **Editor mode** drop-down at the top of the **Editor** tab.

- **CHANGE_BY_REFRESH** is used when an item attribute has changed; for example, when the size of an item's packaging changes.
- **CORRECT** is used when an item attribute needs to be fixed (it was incorrect to begin with); for example, when an item's Brand Name has been misspelt.

The screenshot displays the GS1 system interface for editing an item. The main area shows the item details for 'Chips Extruded Snacks Regular' with GTIN 89400566210306 and EAN 320003223. The 'Editor mode' dropdown is highlighted in yellow, showing options: '(COR) - CORRECT', '(CHN) - CHANGE_BY_REFRESH', and '(COR) - CORRECT'. Below this is the 'Additional Trade Item Identification' section with fields for 'Additional Trade Item Identification Value' (320003223) and 'Additional Trade Item Identification Type' ((SUPPLIER_ASSIGNED) - Internal item ID of supplier). Other fields include 'Trade Item Unit Descriptor Code' ((PALLET) - Pallet) and 'Target Market Country Code' ((554) - NEW ZEALAND). The right sidebar shows 'Publications' and 'CICs'.

Useful Tip: GTIN allocation rules – For changes such as Brand or measurement changes greater than 20% you will need a new GTIN. To understand when you need a new GTIN vs when you can just make a change, please see: <http://www.gs1.org/1/gtinrules/>

For further assistance, please email verify@gs1nz.org

Editing an Item *continued...*

To edit an existing item, select one from the **Items** tab and click **Edit**, or double click on the item you wish to update. In the new **Editor** tab you will have all your existing item's information available to edit. Simply click into the field you want to change and enter the new information. **Save** and **Release** to finalise your update. This publishes the change or correction to the retailer(s).

The screenshot displays the GS1 Items management interface. The top navigation bar includes 'Items', 'Tasks', 'Prices', 'Templates', 'Retailer Supplier ID', and 'Synchronization List'. A search bar is present with the text 'Search GTIN, Name, Description, Type'. The main toolbar contains buttons for 'Create', 'Edit', 'Add Price', 'Validate', 'Release', 'Unrelease', 'Publish', 'Unpublish', 'Publication targets', 'Mark as done', and 'Delete'. A yellow callout '2' points to the 'Edit' button. The left sidebar has sections for 'Working Context', 'Text Search', 'Advanced Search', 'Smart Search', and 'Search Profiles'. A yellow callout '1' points to the 'Advanced Search' section. The main table lists items with columns: Overall State, Public, Release, Respor, All Pric, GTIN, Supplier Assigned Item Id, Trade Item Unit Descripto, Trade Item Description, Short Description, Trade Item Group Identifi, Target Market Country Cd, and Information. The table contains 20 rows of item data.

Overall State	Public	Release	Respor	All Pric	GTIN	Supplier Assigned Item Id	Trade Item Unit Descripto	Trade Item Description	Short Description	Trade Item Group Identifi	Target Market Country Cd	Information	
Item Published					09416218103340	HB1234	Case	Haydens Brushes Paint B	Haydens Brushes Medium		NEW ZEALAND	MJR3 NZ G	
Item Published				\$	09421000007225	12345	Case	SIB Torpedo Jumbo 120g	Torpedo Jumbo 120g		NEW ZEALAND	NZ Test G	
Item Published				\$	09421000007102	Coffee 500g	Case	Trade Aid Value Plus plun	Vplun plunger coffee 500g		NEW ZEALAND	NZ Test G	
Item Published				\$	09421000007195	1234567	Case	South Island Bakeries Jur	Jumbo torpedo 500g		NEW ZEALAND	NZ Test G	
Item Published				\$	18594023921026	DNPCARS18	Case	Drink & Play Cars Natural	DNP Cars Spring Water 3l		NEW ZEALAND	NZ Test G	
Item Published				\$	09421000007584	IEP1	Case	Kim plunger coffee Mediu	Kim plunger coffee Med C		NEW ZEALAND	NZ Test G	
Item Published				\$	09421025838552	DJABC123	Case	Super Duper Slicko Gener	Slicko Cleaner 300mL	CLEANHH	House Hold Cleaning Sup	NEW ZEALAND	NZ Test G
Item Published					19421006272792	RC002	Case	RC THE GOOD VITAMIN C	RC GOOD VIT SKIN HAIR		NEW ZEALAND	NZ Test G	
Item Published					09400580041201	12345	Base Unit or Each	UNCLE TOBYS OATS ANC	UNCLE TOBYS ANCIENT C		NEW ZEALAND	NZ Test G	
Item Published					89400566210306	320003223	Pallet	Chips Extruded Snacks 3l	Chips Extruded Snacks Rv		NEW ZEALAND	NZ Test G	
Item Published					89400566220404	320003213	Pallet	Chips Extruded Snacks 4l	Chips Extruded Snacks Rv		NEW ZEALAND	NZ Test G	
Item Published					89400566008852	320019400	Pallet	Chips Teriyaki 140g x 12	Chips Extruded Snacks Rv		NEW ZEALAND	NZ Test G	
Item Published				\$	89400566005193	320003216	Pallet	Chips Thick Cut Potato C	Chips Extruded Snacks Rv		NEW ZEALAND	NZ Test G	
Item Published					09418353971785	a b c	Case	Zing Apple Juice 100mL	Zing Apple Juice 100mL		NEW ZEALAND	NZ Test G	
Item Published				\$	09417593991003	DAN	Base Unit or Each	Brandz Cheesy Dan Chee	Brandz Cheesy Dan Chee		NEW ZEALAND	NZ Test G	
Item Published				\$	09419834001861	SKUCODE1	Case	BRAND1 SUB BRAND2 FL	BR SB FUNCTNAME VARI		NEW ZEALAND	NZ Test G	
Item Published				\$	09412345543318	999AAA	Case	Graeme Sav-a-lot Egg No	Savalot Egg noodle Pasta		NEW ZEALAND	NZ Test G	
Item Published				\$	09419834002097	53891	Case	MOTHER EARTH BAKED C	OATY SLICES		NEW ZEALAND	NZ Test G	
Item Published				\$	09414861171570	HLF72	Base Unit or Each	Goldair 150MM HEAT FA	150mmGoldair HEAT/FA		NEW ZEALAND	NZ Test G	

Useful Tip: In order to change an article type, or to change the quantity of items in your case you will need to unpublish the item first.

Discontinuing an Item

When an item is discontinued, you will need to refer to the Retailer's requirements for end-dating an item. These articles can be found in the [Help Centre](#). To end date an item, select the item you want to discontinue from your **Items** tab and **Edit** the item. Select the **Dates** tab in the **Editor** and then enter your **End Availability Date Time** – do for Base/Inner/Case then **Save** and **Release** the item to update this information to your retailer. Once the item has been responded to (See [Responses](#)) **Unpublish** the item from your retailer(s).

The screenshot shows the GS1 system interface for editing an item. The item is 'GRAEME FRUIT JUICE ORANGE 1 L' with GTIN '09421000007270' and FG 'FGH567'. The 'Dates' tab is selected in the left sidebar (marked with a red circle '1'). The 'End Availability Date Time' field is highlighted with a red circle '2', and a calendar widget is open for selection (marked with a red circle '3'). Other fields include 'Community Visibility Date Time', 'Publication Date Time', 'Effective Date Time', 'Start Availability Date Time', and 'First Order Date Time'. The 'Save' button is marked with a red circle '4' and the 'Release' button with a red circle '5'. A 'Useful Tip' box is overlaid on the bottom right.

Useful Tip: if you are discontinuing an item, make sure you discontinue the price as well. The process is the same as above, but accessed from the **Prices** tab.

Range Reduction

Range reduction is where an item is no longer supplied to a particular retailer – as opposed to discontinuing an item completely. To reduce your range with a retailer you will need to use [retailer specific values](#) in order to end date the item for the specific retailer. Once added, **Save** and **Release**, then **Unpublish** from the **Workflow** menu. In the following window select the retailer and **Unpublish**.

Select targets to unpublish from

<input type="checkbox"/>	Published	GLN	Name
<input type="checkbox"/>	1 of 1	9429000120555	NZ Grocery Test Recipient

1

10 Show results 1-1 of 1

2 Unpublish Cancel

Pack Size Change

A pack size change occurs when the number of items per case (or inner) changes; for example, a case of 12 becomes a case of 10. No matter what the pack size change you will need to carefully follow the steps below as this can be a difficult change to execute correctly:

1. End Date the item that is changing, the case in this instance, then click **Release**. See [Discontinuing an Item](#).
2. Unpublish the hierarchy from your trading partner. Select the highest level of the hierarchy (the case) in the **Items** tab and **Unpublish**. Be sure to unpublish to all trading partners.
3. Unrelease the hierarchy. Select all items in the hierarchy on the **Items** tab and **Unrelease**.

The screenshot shows the GS1 system interface with the 'Items' tab selected. The top navigation bar includes 'Items', 'Tasks', 'Prices', 'Templates', 'Retailer Supplier ID', and 'Synchronization List'. A search bar at the top right contains the text '09421000009052 09421000009045'. Below the navigation bar, there is a toolbar with various actions: Create, Clone, Edit, Add Price, Validate, Release, Unrelease, Publish, Unpublish, Publication targets, Mark as done, and Delete. A red circle '2' highlights the 'Unpublish' button. Below the toolbar is a table with columns: Overall State, Public, Release, Respor, All Pric, GTIN, Supplier Assigned Item Id, Trade Item Unit Descripto, Trade Item Description, and Short Description. The table contains two rows: one with 'Released - Ready to publish' and another with 'Unpublished to all'. A red circle '1' highlights the 'Unpublished to all' row. A dialog box titled 'Unrelease items?' is open in the foreground, with a red circle '3' highlighting the 'Unrelease these items' button. The dialog box text reads: 'Some of the selected items are included in packaging hierarchies. All of their parent packaging items will also be unrelease. If you just want to unrelease single items, please click on cancel select a single top level packaging item.' A red circle '4' is also present in the background of the dialog box.

Overall State	Public	Release	Respor	All Pric	GTIN	Supplier Assigned Item Id	Trade Item Unit Descripto	Trade Item Description	Short Description
Released - Ready to publish					09421000009045	zzz232	Base Unit or Each	Redundant Training exam	Redundant
Unpublished to all				\$	09421000009052	zzz232	Case	Redundant Training exam	Redundant

Pack Size Change *continued...*

- Unreleasing will change your item **Overall State** to **Unpublished to all - Draft item** (case) and **Draft new item** (lower levels of the hierarchy) – ensure they have this status before proceeding.
- Un-link the hierarchy. Open one item from the hierarchy, click **Edit Hierarchies** and **Remove** the lower levels from the hierarchy.

The screenshot shows a product hierarchy management interface. At the top, there is a header with the ID '19414932005817 - 554' and a 'Hide Components' button. Below this is a table with columns: 'Edit Hierarchy', 'Type of Item', 'GTIN', 'Description', and 'Quantity'. The table contains two rows. The first row is for a 'Case' with GTIN '19414932005817' and description 'TT MLKSHKE WHIRLAWHIP 16...'. The second row is for a 'Base Unit or Each' with GTIN '09414932005810' and description 'TT MLKSHKE WHIRLAWHIP 16...', with a quantity of '12'. A dropdown menu is open for the 'Base Unit or Each' row, showing options 'Add to parent Item' and 'Remove Item' (highlighted in yellow).

Edit Hierarchy	Type of Item	GTIN	Description	Quantity
	Case	19414932005817	TT MLKSHKE WHIRLAWHIP 16...	
	Base Unit or Each	09414932005810	TT MLKSHKE WHIRLAWHIP 16...	12

- Create the new case, with a new GTIN. Using the **CLONE** function will speed this up.
 - Re-create the hierarchy (new case + existing base unit). See [Creating a Hierarchy](#) for how to do this. **Release** the hierarchy from the **Workflow** menu.
- To add a price for the new case – see [Adding a New Price](#). Once you **Release** the new price your pack size change will be published to your trading partner.



Changing a Price

Increasing/Decreasing Prices

Once a price is published (showing **RESPONSE** in the **Release to Pool** column), the only thing you can change is the future end date, or future start date. The way to change the Price Value or any other attributes is to end date the current price and start a new one as described below.

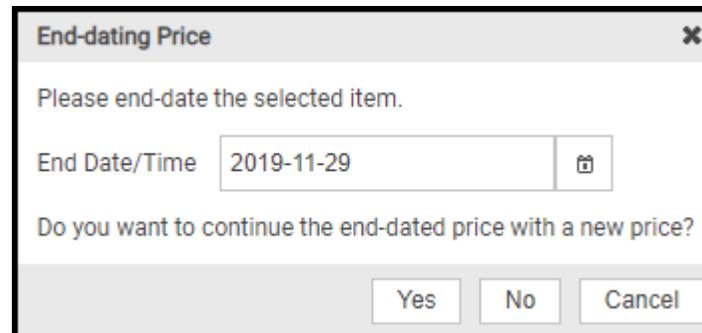
To change a price, in the **Items** tab find the item the price is for and click the **\$** icon in the **All Prices** column. This will open the **Prices** tab. In the **Prices** tab you will be able to view all prices loaded for the selected item. Select the price you want to change and then click the **Change** button.

The screenshot shows the GS1 system interface. At the top, there is a search bar with the text "Search GTIN, Name, Description, Type". Below the search bar, there are navigation tabs: "Start", "Items", and "Prices". The "Prices" tab is currently selected. On the left side, there are several filters: "Working Context" (set to "Latest versions"), "Advanced Search", and "Price Type Filter". In the center, there is a toolbar with icons for "Edit", "Purge", "Validate", "Release", "Unrelease", "Change" (highlighted in yellow), and "Delete". Below the toolbar is a table with the following columns: "Last Confirmation Status", "Release To Pool", "GTIN", "Price ID", "Item", "Recipient GLN", "Relationship ID", "Price Type", "Target Market", "Trade Item Description", "Trade Item Unit Description", and "Item ID". The table contains one row of data:

Last Confirmation Status	Release To Pool	GTIN	Price ID	Item	Recipient GLN	Relationship ID	Price Type	Target Market	Trade Item Description	Trade Item Unit Description	Item ID
✓	RESPONSE	09421000009052	PID-20161011-01593152		9429000120555	RID-20160421-01584046	LIST_PRICE	554	Redundant Training exam	CASE	zzz232

Increasing/Decreasing Prices *continued...*

In the **End-dating Price** window you will need to enter the date you wish to end the current price value. To enter a new price select **Yes**. You will be redirected to the **Basic Price Type Information** tab to enter your price increase/decrease.



The screenshot shows a dialog box titled "End-dating Price" with a close button (X) in the top right corner. The dialog contains the following text and controls:

- Text: "Please end-date the selected item."
- Text: "End Date/Time" followed by a text input field containing "2019-11-29" and a calendar icon button.
- Text: "Do you want to continue the end-dated price with a new price?"
- Buttons: "Yes", "No", and "Cancel" at the bottom right.

Useful Tip: If you select **No** the price will simply be discontinued.

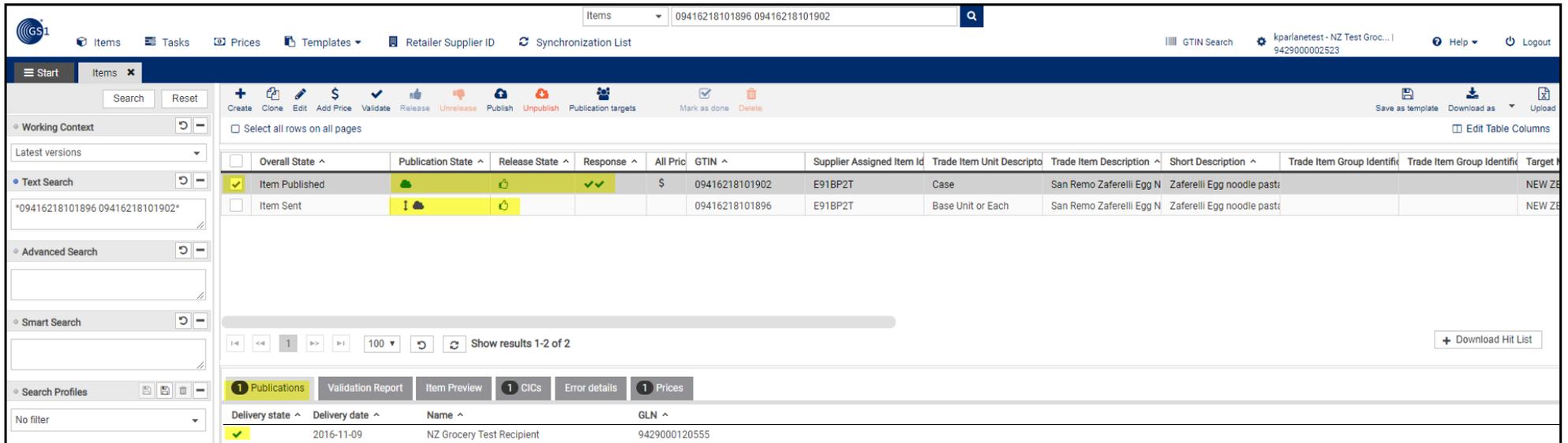


Publication and Responses

How to Tell Your Item is Published

To tell your item has published and is available for your retailer to see, you need to look at the Publication Info tab, either in your preview pane or in your **Editor**.

A  icon indicates that the item is published, and  icon indicates that it is sent. The green tick in the **Publication Info** tab shows that your item has been synchronised to the retailer(s).



The screenshot displays the GS1 system interface. The top navigation bar includes 'Items', 'Tasks', 'Prices', 'Templates', 'Retailer Supplier ID', and 'Synchronization List'. A search bar contains the item number '09416218101896 09416218101902'. The main content area shows a table with columns for 'Overall State', 'Publication State', 'Release State', 'Response', 'All Price', 'GTIN', 'Supplier Assigned Item Id', 'Trade Item Unit Description', 'Trade Item Description', 'Short Description', 'Trade Item Group Identification', and 'Target Market'. Two rows are visible: 'Item Published' (with a green cloud icon and a green tick) and 'Item Sent' (with a cloud and lightning bolt icon). Below the table, there are navigation controls and a 'Download Hit List' button. The bottom section shows a 'Publications' tab with a green tick, and a table with columns for 'Delivery state', 'Delivery date', 'Name', and 'GLN'.

Overall State	Publication State	Release State	Response	All Price	GTIN	Supplier Assigned Item Id	Trade Item Unit Description	Trade Item Description	Short Description	Trade Item Group Identification	Target Market
Item Published				\$	09416218101902	E91BP2T	Case	San Remo Zaferelli Egg N	Zaferelli Egg noodle pasta		NEW ZE
Item Sent					09416218101896	E91BP2T	Base Unit or Each	San Remo Zaferelli Egg N	Zaferelli Egg noodle pasta		NEW ZE

Delivery state	Delivery date	Name	GLN
	2016-11-09	NZ Grocery Test Recipient	9429000120555

How to Tell Your Price is Published

A price is published when it changes to **RESPONSE** in the **Release to Pool** column. **WORKING** means that the price is in a **DRAFT** state and **has not been sent to the Retailer**.

The screenshot displays the GS1 Price Management interface. The main table shows two price entries:

Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Item	Recipient GLN ^	Relationship ID ^	Price Type ^	Target Market ^	Trade Item Description	Trade Item Unit Description	Item ID
<input type="checkbox"/>	WORKING	09412345543196	PID-20191129-11472836		9429000120555	9429000002523-9429000	LIST_PRICE	554	McKenzie's Bi-Carb Soda	CASE	9876
<input type="checkbox"/>	RESPONSE	09412345543196	PID-20170727-11585225		9429000120555	RID-20160421-01584046	LIST_PRICE	554	McKenzie's Bi-Carb Soda	CASE	9876

The interface includes a left-hand navigation pane with sections for Working Context, Advanced Search, Price Type Filter, and Price Details. The Price Details section contains fields for GTIN (09412345543196), Recipient GLN, Target Market (554) - NEW ZEALAND, Price ID, Price Type, Price Type Desc, Price Reason, Distribution Method, and Price Action Code. The main table has a toolbar with actions like Edit, Purge, Validate, Release, Unrelease, Change, and Delete. A pagination bar at the bottom shows 'Show results 1-2 of 2' and a 'Download Hit List' button.

Data Recipient Item Responses

Whenever information is published, the data recipient will provide a response.

You can find these responses in the **Response** column in your **Supplier Item List**. There are five possible responses a data recipient can provide. It is also possible to get an error message from the NPC.

Cumulated CIC State	Comment
✓	No CIC feedback received yet. No feedback from recipients and no CIC Review as well as no GS1 RESPONSE Item is released again and there is no open CIC review and no GS1 RESPONSE.
✓✓	CICs from recipients have been received and have status RECEIVED.
✓✓	CICs from recipients have been received and have status SYNCHRONIZED.
ⓘ	“To do” state: At least one latest CIC has state REVIEW and there is no open GS1 RESPONSE.
✓✓	CICs from all recipients have been received and have the state REJECTED.
⊘	“To do” state: At least one GS1 RESPONSE was received for that item and is still open.

Useful Tip: before you receive a response from your data recipient the pending icon  will appear in the **Response** column of your **Supplier Item List**.

Viewing Item Response Detail

To view the **Item Response Detail**, select the item and view the **CICs** and view the **details**.

The screenshot displays the GS1 system interface for viewing item response details. The search bar at the top contains the text "09416218101896 09416218101902". The main table shows two rows of item responses:

Overall State	Publication State	Release State	Response	All Price	GTIN	Supplier Assigned Item Id	Trade Item Unit Descripto	Trade Item Description	Short Description	Trade Item Group Identifi	Trade Item Group Identifi	Target
Item Published			✓✓	\$	09416218101902	E91BP2T	Case	San Remo Zaferelli Egg N	Zaferelli Egg noodle past			NEW Z
Item Sent					09416218101896	E91BP2T	Base Unit or Each	San Remo Zaferelli Egg N	Zaferelli Egg noodle past			NEW Z

Below the table, the "CICs" tab is selected, showing a table of CICs:

CIC-st	Done	GLN	Name
✓	details	9429000120555	NZ Grocery Test Recipient

Yellow callouts indicate the following steps:

1. Search for the item.
2. Click on the "CICs" tab.
3. Click on the "details" link for the selected CIC.

Data Recipient Price Responses

Whenever price information is published the data recipient will provide a response.

You can find these responses in the **Last Confirmation Status** column in your **Prices** tab.

There are five possible responses a data recipient can provide:

<input type="checkbox"/>	Last Confirmation Status	Release To Pool ^	GTIN ^
<input type="checkbox"/>		WORKING	09412345543196
<input type="checkbox"/>	RECEIVED	RESPONSE	19403110042973
<input type="checkbox"/>	RECEIVED	RESPONSE	19403110042973
<input type="checkbox"/>	RECEIVED	RESPONSE	05202795120160
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813
<input type="checkbox"/>	RECEIVED	RESPONSE	89400566005193

System Level Responses

Received

NPC Recipient has received your data and it is available for your retailer to see.

ERROR

Failed publication due to a technical issue.

The recipient cannot see your data.

Correct the error or contact GS1 Support for assistance.

SYNCHRONISED

The retailer has approved the data you have sent them and synchronised this with their internal system.

Business Level Responses

REJECTED

The item has been rejected by the data recipient.

Your data recipient will provide a comment as to why.

Contact your data recipient for further information.

REVIEW

The item data needs to be amended.

Your data recipient will provide a comment as to why.

ACTION: Please make the change requested and re-release the item.

Viewing Price Response Detail

To see the description for a price response click the box next to the price you want to look at and click into the **Confirmation Details** tab. In here you can see the comments from the retailer.

The screenshot displays the GS1 system interface for viewing price response details. The main table lists various price responses with columns for status, release to pool, GTIN, price ID, item, recipient GLN, relationship ID, price type, target market, trade item description, trade item unit description, and item ID. A yellow callout '1' points to the 'RECEIVED' status in the second row.

Last Confirmation Status	Release To Pool ^	GTIN ^	Price ID ^	Item	Recipient GLN ^	Relationship ID ^	Price Type ^	Target Market ^	Trade Item Description	Trade Item Unit Description	Item ID
<input type="checkbox"/>	WORKING	09412345543196	PID-20191129-11472836		9429000120555	9429000002523-9429000	LIST_PRICE	554	McKenzie's Bi-Carb Soda	CASE	9876
<input checked="" type="checkbox"/>	RECEIVED	19403110042973	PID-20190709-13544654		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE
<input type="checkbox"/>	RECEIVED	19403110042973	PID-20190712-14203088		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE
<input type="checkbox"/>	RECEIVED	05202795120160	PID-20190712-14090168		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Spirals 500g x12	CASE	GBSPIRAL
<input type="checkbox"/>	RECEIVED	09412345543813	PID-20190709-14070462		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	09412345543813	PID-20190430-00350579		9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	89400566005193	PID-20190611-13560971		9429000120555	9429000002523-9429000	LIST_PRICE	554	Chips Thick Cut Potato C	PALLET	32000321

Below the table, there are navigation controls and a 'Download Hit List' button. The 'Confirmation Details' tab is selected, showing fields for Supplier GLN (9429000002523), Recipient GLN (9429000120555), Supplier Name (NZ Test Grocery Publisher), and Recipient Name (NZ Grocery Test Recipient). A red callout '2' points to the 'Error' tab. A red box highlights the text: 'Any Review or Rejection messages will be shown here.'

Price ID ^	Price Name ^	Confirmation Status ^	Confirmation Date ^	Action Needed ^	Reason Code ^	Attribute Name ^	Attribute Value ^
PID-20190709-135446547	LIST_PRICE	RECEIVED	2019-07-12 14:26				

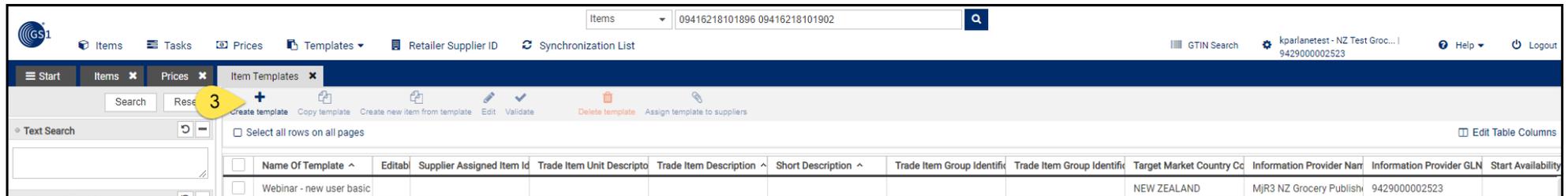
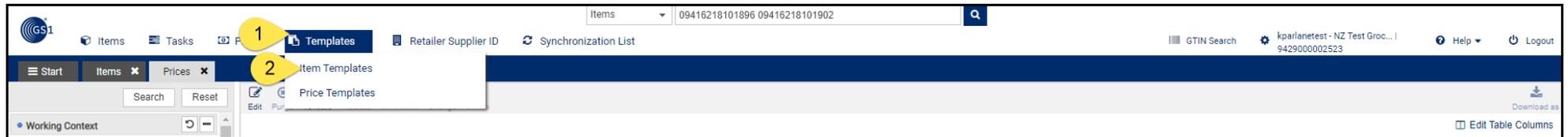


Templates

Creating a New Template

A template enables you to pre-fill fields that are always the same when you create an item. For example for most suppliers the Brand name will be the same, units of measure, and whether your item is a consumer unit or not. You can pre-fill the data in these fields so that when you create an item, these fields are already filled out.

To create a template, select **Templates List** and then **Item Templates**. Click **Create template** (or select and **Edit** an existing template) and a window will appear where you can enter the desired information for your new template and **Select Receivers**.





Downloading and Uploading

Downloading

This [video](#) covers general information on downloading and uploading items and prices.

Downloading your catalogue is useful for making multiple updates to your NPC catalogue at once. To download your catalogue, select your whole catalogue by clicking **Select all rows on all pages**. Select **Download as** from your **Items** tab toolbar, followed by **Item Download Excel** – the window on the next page will now appear:

The screenshot shows the GSN1 system interface. The top navigation bar includes 'Items', 'Prices', and 'Templates' tabs. The 'Items' tab is active, and the 'Download' button in the toolbar is highlighted. A 'Documents' dropdown menu is open, showing options like 'Excel', 'CSV report', and 'Catalog Item Notification (CIN)'. A dialog box for download options is also visible, with checkboxes for 'Include Components', 'Simplified: All item data on one page', 'Include Prices', and 'Released Prices'. A 'Start Download' button is present. A table at the bottom shows the download progress, with one entry 'PUB_DL_...003_935.xlsx' in a 'File processed' state.

Your download file will appear in the download table – click the link to open in Excel.

Useful Tip: if do not want to download your entire catalogue you can select individual items from the Supplier Item List.

Uploading

To upload your catalogue click **Upload** from the **Items** tab toolbar – the **Upload** window will appear. Click **Select** to select your catalogue Excel file. If you wish to release and publish your catalogue upload, check the **Release uploaded items** box, before clicking **Start upload**.

Your upload validation report will be emailed to you. Additionally, you can access the report file from **Report** column of the **Last uploaded** panel.

No file chosen

Last uploaded (click on the links to retrieve the uploaded file or upload report)

File	State	Item count	Time	User	Report
Product_Example_Uploadv3.xlsx	success	3	2017-05-04 01:0	stschirkytest/942900000252	Product_Example_Uploadv3.xlsx
Product_Example_Uploadv2.xlsx	success	3	2017-05-04 00:5	stschirkytest/942900000252	Product_Example_Uploadv2.xlsx
PUB_DL_9312345502417_20170503_23	success	3	2017-05-04 00:4	stschirkytest/942900000252	PUB_DL_9312345502417_20170503_23
Single_Product_Beta_Test_16_03_17.xlsx	success	2	2017-03-15 21:0	stschirkytest/942900000252	Single_Product_Beta_Test_16_03_17.xlsx
npclite_20170209092232.xlsx	success	1	2017-02-09 09:2	stschirkytest/942900000252	npclite_20170209092232.xlsx
npclite_20170208170223v5.xlsx	success	1	2017-02-08 17:0	stschirkytest/942900000252	npclite_20170208170223v5.xlsx

Useful Tip: when making changes to your catalogue Excel file please ensure you do not change any formatting – this will prevent the file from being processed when you come to upload.

Precheck messages

Close

Upload Reports

Your upload report will list any errors or warnings in your data. Errors may need to be resolved before you can release and publish your items.

To view the report:

- Click on the link to download the file from the **Report** column in the **Last uploaded** panel
- Open the file in Notepad (or other text editor) and copy the report content
- Paste the report content into Excel