



National Product Catalogue User Guide

Version 2.7

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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.

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

Newly created (21)
Released (110)
Sent (123)
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 columns. The dialog features two lists: 'Available Columns' and 'Selected Columns'. The 'Available Columns' list includes 'Overall State', 'Item Published', 'Item Sent', 'Draft new item', and 'All Prices'. The 'Selected Columns' list includes 'Overall State', 'Publication State', 'Release State', 'Response', and 'All Prices'. 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 Identific', 'Trade Item Group Identifc', 'Target Market Country Cc', and 'Informati'.

Description	Trade Item Group Identific	Trade Item Group Identifc	Target Market Country Cc	Informati
Spirals 500g	GB500	Pasta	NEW ZEALAND	NZ Test G
Spirals 500g	GB500	Pasta	NEW ZEALAND	NZ Test G
Shells 500g	GB500	Pasta	NEW ZEALAND	NZ Test G
Penne 500g	GB500	Pasta	NEW ZEALAND	NZ Test G
Penne 500g	GB500	Pasta	NEW ZEALAND	NZ Test G
ater Mint			NEW ZEALAND	NZ Test G
ater Mint			NEW ZEALAND	NZ Test G
at			NEW ZEALAND	NZ Test G
Redundant Training exam		Redundant		
			NEW ZEALAND	NZ Test G
			NEW ZEALAND	NZ Test G
			NEW ZEALAND	NZ Test G

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 displaying a list of 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 below 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 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 various price entries, including those for 'GB Pasta Penne 500g x12', 'GB Pasta Spirals 500g x1', 'GB Pasta Shells 500g x12', 'Chips Thick Cut Potato Cl', 'GS1NZ Beef Pie 100 GRM', and 'GS1NZ Beef Pie 100 GRM'. The table is paginated, showing results 1-50 of 230. On the left side, there are filters for 'Working Context', 'Advanced Search', 'Price Type Filter', and 'Price Details'. At the bottom, there are tabs for 'Item Details', 'Validation Report', 'Error details', and 'Confirmation Details', and a 'Download Hit List' button.

	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"/>	RECEIVED	RESPONSE	19403110042973	PID-20190709-13544654	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE1
<input type="checkbox"/>	RECEIVED	RESPONSE	19403110042973	PID-20190712-14203088	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Penne 500g x12	CASE	GBPENNE1
<input type="checkbox"/>	RECEIVED	RESPONSE	05202795120160	PID-20190712-14090168	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Spirals 500g x1	CASE	GBSPIRAL1
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813	PID-20190709-14070462	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543813	PID-20190430-00350579	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>	RECEIVED	RESPONSE	89400566005193	PID-20190611-13560971	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	Chips Thick Cut Potato Cl	PALLET	320003216
<input type="checkbox"/>		WORKING	29412345640066	PID-20190516-19433117	9429000120555	9429000120555	9429000002523-9429000	ALLOWANCE	554	GS1NZ Beef Pie 100 GRM	CASE	NZ5602
<input type="checkbox"/>		WORKING	29412345640066	PID-20190516-19433117	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	554	GS1NZ Beef Pie 100 GRM	CASE	NZ5602
<input type="checkbox"/>	RECEIVED	RESPONSE	09412345543738	PID-20190430-11350676	9429000120555	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	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	9429000120555	9429000002523-9429000	LIST_PRICE	554	GB Pasta Shells 500g x12	CASE	GBSHELL5
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881	9429000120555	9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881	9429000120555	9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04110881	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214	9429000120555	9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214	9429000120555	9429000120555	9429000002523-9429000	ALLOWANCE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11240214	9429000120555	9429000120555	9429000002523-9429000	LIST_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190404-04082553	9429000120555	9429000120555	9429000002523-9429000	TRANSACTION_PRICE	036	Brando Chocolate Bar 35	CASE	SKU 123
<input type="checkbox"/>		RESPONSE	09416218104071	PID-20190219-11320461	9429000120555	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.

1. Item Basic Information

1 GTIN [] Use a template

GLN (9429000002523) - NZ Test Grocery Publisher

Target market []

Article Type Base Item Package Item

2. Identification

2 Select Receivers

3. Classification

3 Next >

1. Item Basic Information

Language for identification English You can add further languages later

4 Short Description []

Trade Item Description []

Brand Name []

Functional Name []

2. Identification

3. Classification

Browse List

or select manually

product cla: []

product cla: []

product cla: []

6 Use this field to directly type in your GPC Brick Codes or to search for a product classification

GPC / Brick Select a global prod []

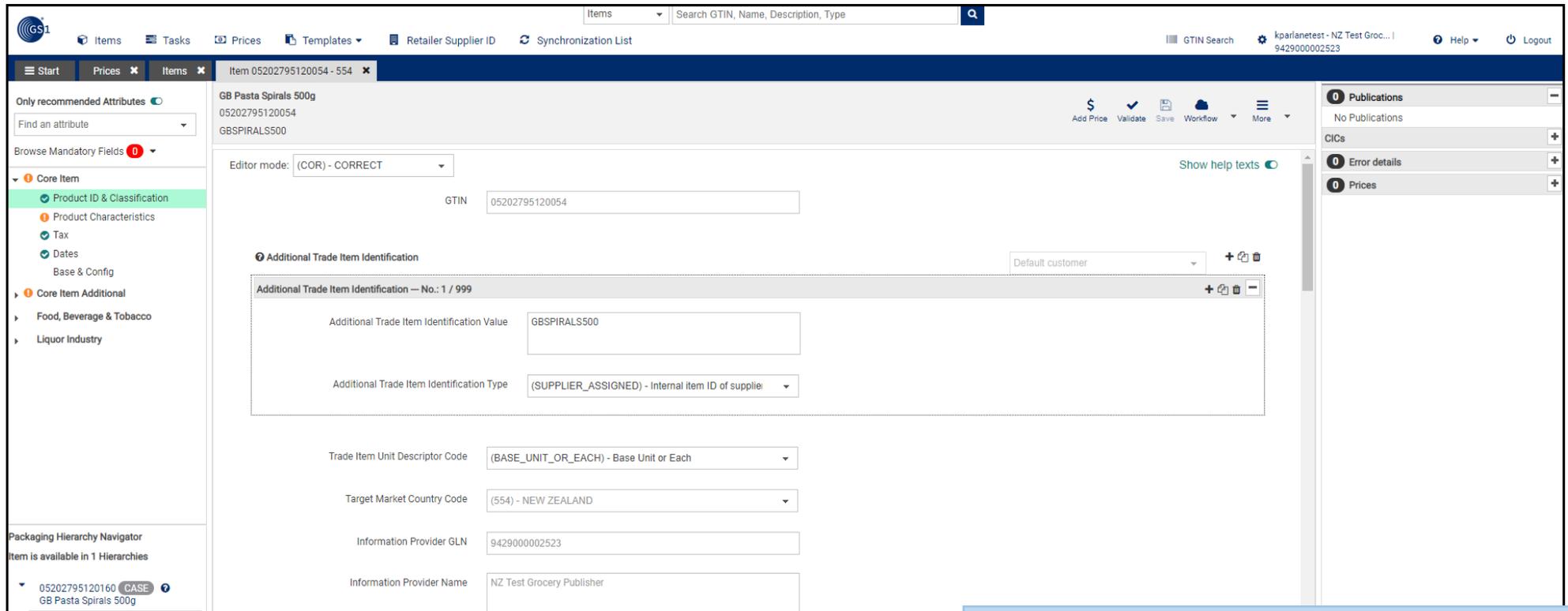
5 < Back Next >

7 < Back Create

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.



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 a 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 a 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.

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

Start | Prices | Items | Item 09403142001385 - 554

Only recommended Attributes | Find an attribute | Browse Mandatory Fields | Core Item | Product ID & Classification | Product Characteristics | Tax | Dates | Base & Config | Core Item Additional | Food, Beverage & Tobacco | Liquor Industry | Packaging Hierarchy Navigator | Item is available in 1 Hierarchies | 09403142001385 | BASE | BR.SB.FUNCTNAME.VARIANT

BR.SB.FUNCTNAME.VARIANT
09403142001385
SKUCODE1

Editor mode: (ADD) - ADD

GTIN: 09403142001385

Additional Trade Item Identification

Additional Trade Item Identification — No.: 1 / 999

Additional Trade Item Identification Value: SKUCODE1

Additional Trade Item Identification Type: (SUPPLIER_ASSIGNED) - Internal item ID of supplier

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

Target Market Country Code: (554) - NEW ZEALAND

Information Provider GLN: 942900002523

Information Provider Name: NZ Test Grocery Publisher

Filter Errors or Warnings: Errors | Warnings

Report for item Item 09403142001385 - 554

- The item 09403142001385/942900002523/554 has been updated.
- The item 09403142001385/942900002523/554 can be released.

Workflow | More | Publication targets | Release | Unrelease | Publish | Unpublish

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 with the following components and annotations:

- 1. Item Basic Information** (Step 1):
 - GTIN: [Yellow input field]
 - GLN: (9429000002523) - NZ Test Grocery Publisher
 - Target market: [Yellow dropdown]
 - Article Type: Base Item, Package Item
- 2. Identification** (Step 2):
 - Select Receivers: [Yellow button]
- 3. Classification** (Step 3):
 - Next >: [Blue button]
- 4. Item Basic Information** (Step 4):
 - Language for identification: English
 - Short Description: [Yellow input field]
 - Trade Item Description: [Yellow input field]
 - Brand Name: [Yellow input field]
 - Functional Name: [Yellow input field]
- 5. Identification** (Step 5):
 - Back: [Blue button]
 - Next >: [Blue button]
- 6. Classification** (Step 6):
 - Browse List: [Blue button]
 - or select manually
 - product cla: [Dropdown]
 - product cla: [Dropdown]
 - product cla: [Dropdown]
 - Use this field to directly type in your GPC Brick Codes or to search for a product classification: [Text]
 - GPC / Brick: [Dropdown]
 - Select a global prod: [Yellow dropdown]
- 7. Classification** (Step 7):
 - Back: [Blue button]
 - Create: [Blue button]

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.

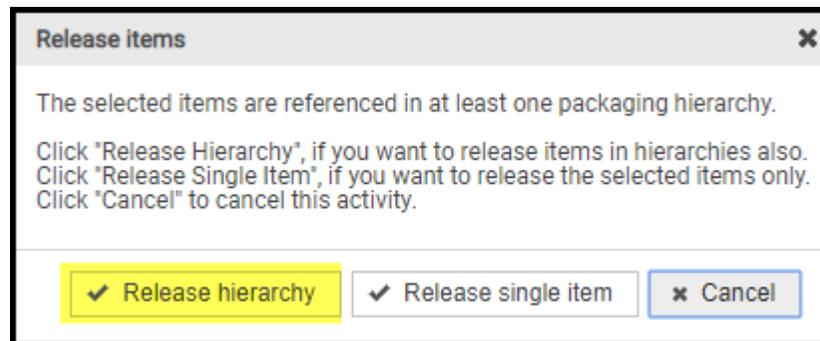
The screenshot displays the GS1 system interface for editing hierarchies. The main workspace shows a table with columns for 'Edit Hierarchy', 'Type of Item', 'GTIN', and 'Description'. A row is visible for 'Case' with GTIN '09416218104026' and description 'Ben Noodle Pasta 500g'. A dropdown menu is open for the 'Edit Hierarchy' column, showing 'Add existing Item' selected. A dialog box titled 'Add existing Item' is open, showing a search field with '09416218104019 Ben Noodle Pasta 500g' and buttons for '+ Add' and 'Cancel'. Another dialog box titled 'Please Enter Quantity' is open, showing a text input field with '12' and buttons for 'OK' and 'Cancel'. The left-hand panel shows a navigation menu with 'Edit Hierarchies' highlighted. The bottom of the screen shows a status bar with a message: 'Report for item Item 09416218104026 - 554. The item 09416218104026/9429000002523/554 has been updated.'

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 data:

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

The main interface shows a list of items with the following columns: Overall State, Public, and Release. The 'Released - Ready to publish' status is selected, indicated by a yellow circle '1'. The 'Add Price' button is highlighted with a yellow circle '2'. The 'Add Item Price Type' dialog box is open, showing the 'Relationships' table with the first two rows highlighted, indicated by a yellow circle '3'. The 'Select Relationship' button is highlighted with a yellow circle '4'.

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.

Recipient GLN: 9429000120555
Recipient Name: NZ Grocery Test Recepti...

Basic Price Attributes

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: 

Price Reason: 

Price Value: 

Basis Quantity: 1

Basis Unit: (EA) - Each

State/Region

State/Region — No.: 1 / 999

State/Region:

Alternate Location:

Distribution Method: 

Start Date/Time: 

Item Details

GTIN: 09416218103982

Trade Item Description: Ben Noodle Pasta 500g x 12

Target Market Country Code (554) - NEW ZEALAND

Trade Item Unit Descriptor Code (CASE) - Case

Supplier Assigned Item Id: BP1

Relationship Details

Relationship ID: 942900002523-9429000120555

Relationship Name: NZ Test Grocery supplier- Test Grocery recipient

Recipient GLN: 9429000120555

Recipient Name: NZ Grocery Test Recipient

Currency Code (NZD) - New Zealand, Dollars

Supplier GLN: 942900002523

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 shows the GS1 Price Management interface. The main table displays 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 Descripto	Item ID
<input type="checkbox"/>	WORKING	09412345543196	PID-20191129-11472836		9429000120555	942900002523-9429000	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

Navigation and filtering options are visible on the left and bottom of the interface, including search, filters for Price Type, Price ID, and Price Reason, and pagination controls showing 'Show results 1-2 of 2'.

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 shows the SAP Price Form interface for a specific price (PID-20191129-114728366). The form includes fields for Price ID, Release To Pool, Price Action Code, Price Type, Price Type Desc, Price Reason, Price Value, quantity, State/Region, Alternate Location, Distribution Method, and Start Date/Time. A 'Save as template' dialog box is open, prompting for a 'Template name'. Red circles 1 through 5 highlight key actions: 1. Add new Price button, 2. Save button, 3. Save as template button, 4. A red box pointing to the Price Value and quantity fields with the text 'Fill in the fields you would like saved in your template.', and 5. The Save as template dialog box. The right sidebar shows item details and relationship details for the selected price.

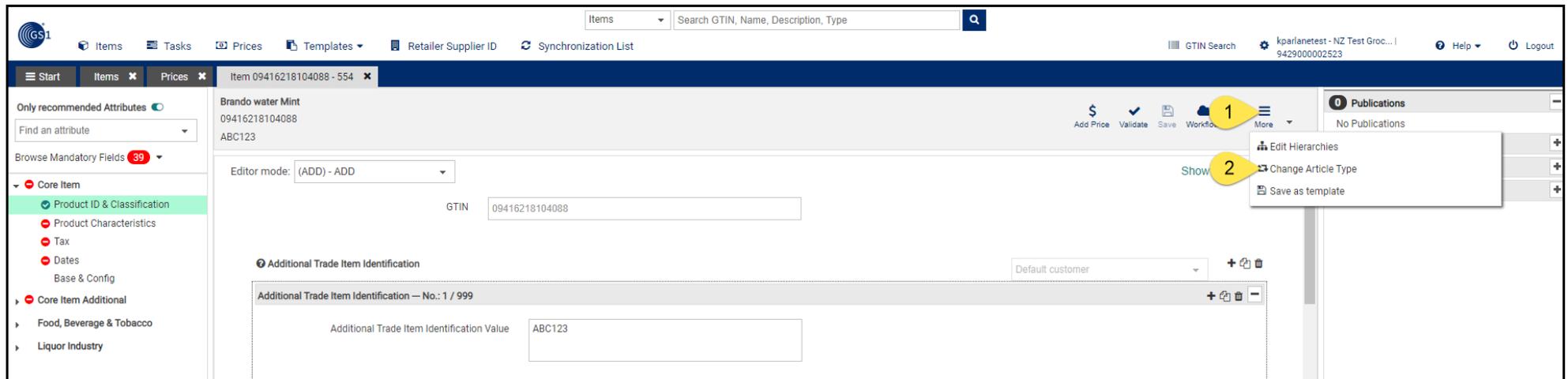


Changing a Product

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 an item named "Brando water Mint" with GTIN 09416218104088 and Article Type ABC123. The interface includes a top navigation bar with tabs for Items, Tasks, Prices, Templates, Retailer Supplier ID, and Synchronization List. A search bar is located in the top right. The left sidebar shows a tree view of attributes, with "Product ID & Classification" selected. The main area shows the item details and an "Additional Trade Item Identification" section. A "More" menu is open, showing options: "Edit Hierarchies", "Change Article Type", and "Save as template". A yellow callout "1" points to the "More" button, and a yellow callout "2" points to the "Change Article Type" option.

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 Item Editor interface for 'Chips Extruded Snacks Regular' (GTIN: 89400566210306). The 'Editor mode' dropdown menu is open, showing three options: '(COR) - CORRECT', '(CHN) - CHANGE_BY_REFRESH', and '(COR) - CORRECT'. The first and third options are highlighted in yellow. Below the dropdown, the 'Additional Trade Item Identification' section is visible, 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' sections.

Useful Tip: Useful Tip: GTIN allocation rules – For changes such as Brand, packaging dimension changes greater than 20%, or ANY net content change, 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).

Overall State ^	Publica	Releas	Respor	All Pric	GTIN ^	Supplier Assigned Item Id	Trade Item Unit Descripto	Trade Item Description ^	Short Description ^	Trade Item Group Identif	Trade Item Group Identif	Target Market Country Cd	Information
<input type="checkbox"/>					09416218103340	HB1234	Case	Haydens Brushes Paint B	Haydens Brushes Medlun			NEW ZEALAND	MJR3 NZ (
<input type="checkbox"/>				\$	09421000007225	12345	Case	SIB Torpedo Jumbo 120g	Torpedo Jumbo 120g			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09421000007102	Coffee 500g	Case	Trade Aid Value Plus plun	Vplus plunger coffee 500			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09421000007195	1234567	Case	South Island Bakeries Jur	Jumbo torpedo 500g			NEW ZEALAND	NZ Test G
<input checked="" type="checkbox"/>				\$	18594023921026	DNPCARS18	Case	Drink & Play Cars Natural	DNP Cars Spring Water 3l			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09421000007584	IEP1	Case	Kim plunger coffee Mediu	Kim plunger coffee Med C			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09421025838552	DJABC123	Case	Super Duper Slicko Gener	Slicko Cleaner 300mL	CLEANHHH	House Hold Cleaning Sup	NEW ZEALAND	NZ Test G
<input type="checkbox"/>					19421006272792	RC002	Case	RC THE GOOD VITAMIN C	RC GOOD VIT SKIN HAIR			NEW ZEALAND	NZ Test G
<input type="checkbox"/>					09400580041201	12345	Base Unit or Each	UNCLE TOBYS OATS ANC	UNCLE TOBYS ANCIENT C			NEW ZEALAND	NZ Test G
<input type="checkbox"/>					89400566210306	320003223	Pallet	Chips Extruded Snacks 3l	Chips Extruded Snacks R			NEW ZEALAND	NZ Test G
<input type="checkbox"/>					89400566220404	320003213	Pallet	Chips Extruded Snacks 4l	Chips Extruded Snacks R			NEW ZEALAND	NZ Test G
<input type="checkbox"/>					89400566008552	320019400	Pallet	Chips Teriyaki 140g x 12	Chips Extruded Snacks R			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	89400566005193	320003216	Pallet	Chips Thick Cut Potato C	Chips Extruded Snacks R			NEW ZEALAND	NZ Test G
<input type="checkbox"/>					09418353971785	a b c	Case	Zing Apple Juice 100mL	Zing Apple Juice 100mL			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09417593991003	DAN	Base Unit or Each	Brandz Cheesy Dan Chee	Brandz Cheesy Dan Chee			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09419834001861	SKUCODE1	Case	BRAND1 SUB BRAND2 FL	BR SB FUNCTNAME VARI			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09412345543318	999AAA	Case	Graeme Sav-a-lot Egg No	Savalot Egg noodle Pasta			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	09419834002097	53891	Case	MOTHER EARTH BAKED C	OATY SLICES			NEW ZEALAND	NZ Test G
<input type="checkbox"/>				\$	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 displays the GS1 system interface for editing an item. The main editor area shows the following fields:

- Changed at: 2019-11-29 12:11
- Community Visibility Date Time: 2016-10-06 00:00
- Publication Date Time: 2016-10-06 00:00
- Effective Date Time: 2016-10-06 00:00
- Start Availability Date Time: 2016-10-06 00:00
- End Availability Date Time: (highlighted with a red circle 2)
- First Order Date Time: (highlighted with a red circle 3)
- Consumer First Availability Date Time: (highlighted with a red circle 3)

The 'Dates' tab is selected in the left-hand menu (highlighted with a red circle 1). A calendar pop-up for November 2019 is open, showing the date 29th highlighted (highlighted with a red circle 3). The 'Save' button (highlighted with a red circle 4) and 'Release' button (highlighted with a red circle 5) are visible in the top right corner.

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**.

<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 table below shows the current state of items:

Overall State	Publica	Releasi	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

A dialog box titled 'Unrelease items?' is open, displaying the following text: '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 select a single top level packaging item.' The dialog has two buttons: 'Cancel' and 'Unrelease these items'.

Red circles with numbers 1, 2, 3, and 4 are overlaid on the image to indicate the steps: 1 points to the 'Unpublished to all' row, 2 points to the 'Unpublish' button, 3 points to the 'Unrelease these items' button, and 4 points to the dialog box.

Pack Size Change *continued...*

4. 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.
5. 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 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 context menu is open over the 'Base Unit or Each' row, showing 'Add to parent Item' and 'Remove Item' (highlighted in yellow).

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

6. Create the new case, with a new GTIN. Using the **CLONE** function will speed this up.
 - a. 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.
7. 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.

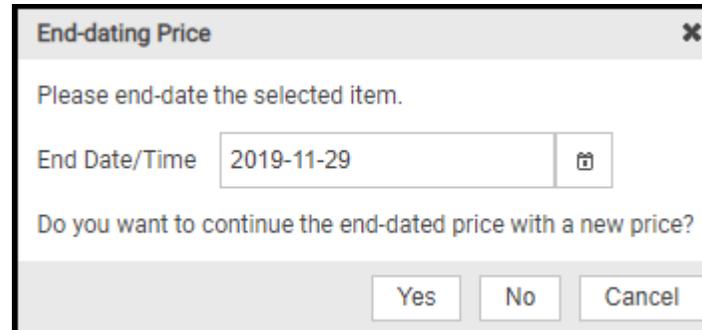
To change a price, in the **Items** tab find the item the price is for and click the **\$** icon in the **All Prices** column. This will open the **Prices** tab. In the **Prices** tab you will be able to view all prices loaded for the selected item. Select the price you want to change and then click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

The screenshot shows the GS1 system interface with the 'Prices' tab selected. The table below displays the price details for a selected item.

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 main text reads "Please end-date the selected item." Below this is a label "End Date/Time" followed by a text input field containing "2019-11-29" and a calendar icon to its right. The question "Do you want to continue the end-dated price with a new price?" is displayed below the input field. At the bottom of the dialog, there are three buttons: "Yes", "No", and "Cancel".

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

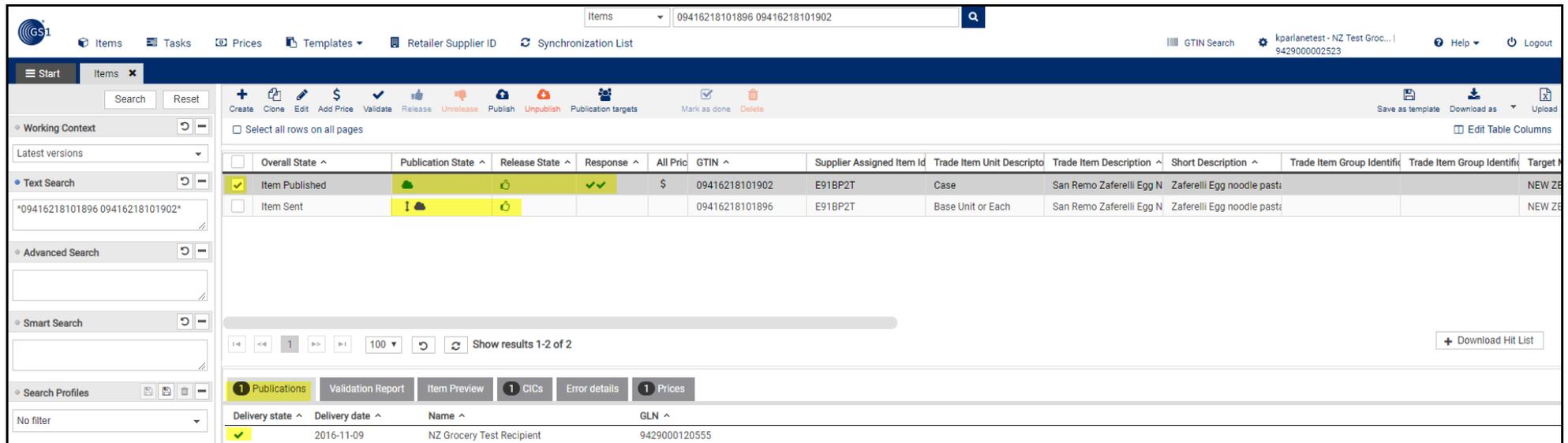


Publication and Responses

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 for item management. The top navigation bar includes 'Items', 'Tasks', 'Prices', 'Templates', 'Retailer Supplier ID', and 'Synchronization List'. A search bar at the top right contains the item ID '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 tick and green cloud icon) and 'Item Sent' (with a yellow cloud icon and exclamation mark). Below the table, there are navigation controls and a 'Download Hit List' button. At the bottom, there are tabs for 'Publications', 'Validation Report', 'Item Preview', 'CICs', 'Error details', and 'Prices'. The 'Publications' tab is active, showing a table with columns for 'Delivery state', 'Delivery date', 'Name', and 'GLN', with one row of data.

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
<input checked="" type="checkbox"/>					09416218101902	E91BP2T	Case	San Remo Zaferelli Egg N	Zaferelli Egg noodle past		NEW ZE
<input type="checkbox"/>					09416218101896	E91BP2T	Base Unit or Each	San Remo Zaferelli Egg N	Zaferelli Egg noodle past		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 sidebar with filters for Working Context, Advanced Search, Price Type Filter, and Price Details. The Price Details section shows filters 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 pagination bar showing 'Show results 1-2 of 2' and a 'Download Hit List' button. Below the table, there are tabs for 'Item Details', 'Validation Report', 'Error details', and 'Confirmation Details', with 'no item selected' displayed below them.

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 GTIN '09416218101896 09416218101902'. The main table shows two rows of item data:

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 Identific	Trade Item Group Identific	Target
Item Published				\$	09416218101902	E91BP2T	Case	San Remo Zaferelli Egg N	Zaferelli Egg noodle pasta			NEW Z
Item Sent					09416218101896	E91BP2T	Base Unit or Each	San Remo Zaferelli Egg N	Zaferelli Egg noodle pasta			NEW Z

Below the table, there are navigation tabs: '1 Publications', 'Validation Report', 'Item P', '1 CICs', 'Error details', and '1 Prices'. The '1 CICs' tab is selected, showing a table with the following data:

CIC-st	Done	GLN	Name
		9429000120555	NZ Grocery Test Recipient

Yellow callouts are present: '1' points to the search bar, '2' points to the '1 CICs' tab, and '3' points to the 'details' link in the CICs table.

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 shows the GS1 system interface. On the left, there is a sidebar with 'Working Context' (Latest versions), 'Advanced Search', 'Price Type Filter', and 'Price Details'. The main area displays a table of price responses. A yellow callout '1' points to the 'RECEIVED' status in the first row of the table. Below the table, there are navigation controls and a 'Download Hit List' button. The bottom section shows the 'Confirmation Details' tab, with a yellow callout '2' pointing to it. This tab displays fields for Supplier GLN, Recipient GLN, Supplier Name, and Recipient Name. Below these fields is a table of 'Confirmation Status Reasons'. A red box highlights the 'Action Needed' and 'Reason Code' columns in this table, with the text 'Any Review or Rejection messages will be shown here.' inside it.

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"/>	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

Supplier GLN: 9429000002523 Recipient GLN: 9429000120555 GTIN: 19403110042973
 Supplier Name: NZ Test Grocery Publisher Recipient Name: NZ Grocery Test Recipient

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				

Any Review or Rejection messages will be shown here.

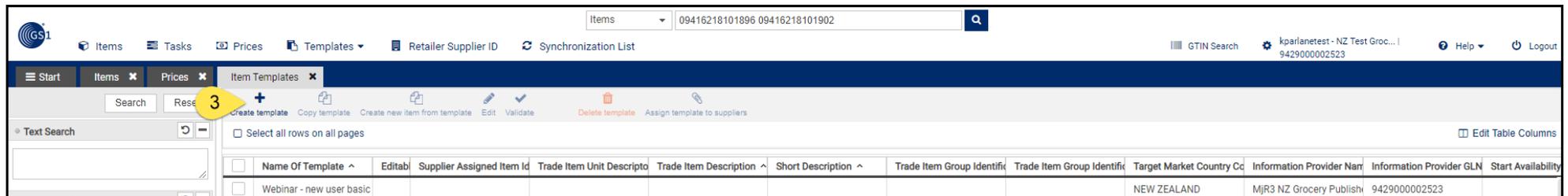
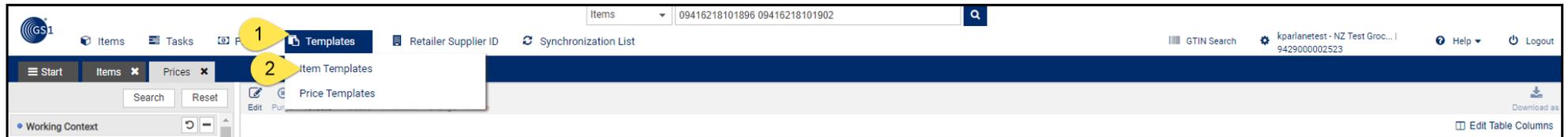


Templates

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 GS1 system interface. The top navigation bar includes 'Items', 'Prices', and 'Templates' tabs. A search bar is visible on the right. The main area shows a list of items with a 'Select all rows on all pages' checkbox checked. A toolbar at the top right contains various actions, including 'Download'. A dropdown menu is open, showing 'Excel' as the selected option. A dialog box is displayed in the center, allowing configuration of download options such as 'Include Components', 'Simplified: All item data on one page', 'Include Prices', 'Released Prices', and 'Include historic Prices'. A 'Start Download' button is visible. Below the dialog, a table shows the download progress, with one entry 'PUB_DL_...003_935.xlsx' showing a state of 'File processed' and an item count of 1247.

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

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

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.

Upload

+ Select **1**

Release uploaded items **2**

Start upload

No file chosen

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

File	State	Item count	Time	User	Report 3
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.xls	success	2	2017-03-15 21:0	stschirkytest/942900000252	Single_Product_Beta_Test_16_03_17.xls
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

Precheck messages

Close

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.

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