



# National Product Catalogue User Guide

For NPC Rapid users in food & grocery

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# Loading a product

Please note that the screenshots show a supplier loading data for Foodstuffs and Woolworths in our test system. The fields you see when you add a product may be different depending on how you are set up.

Ensure you enter all relevant information to give your retailer all the information they need to successfully order and market your product.

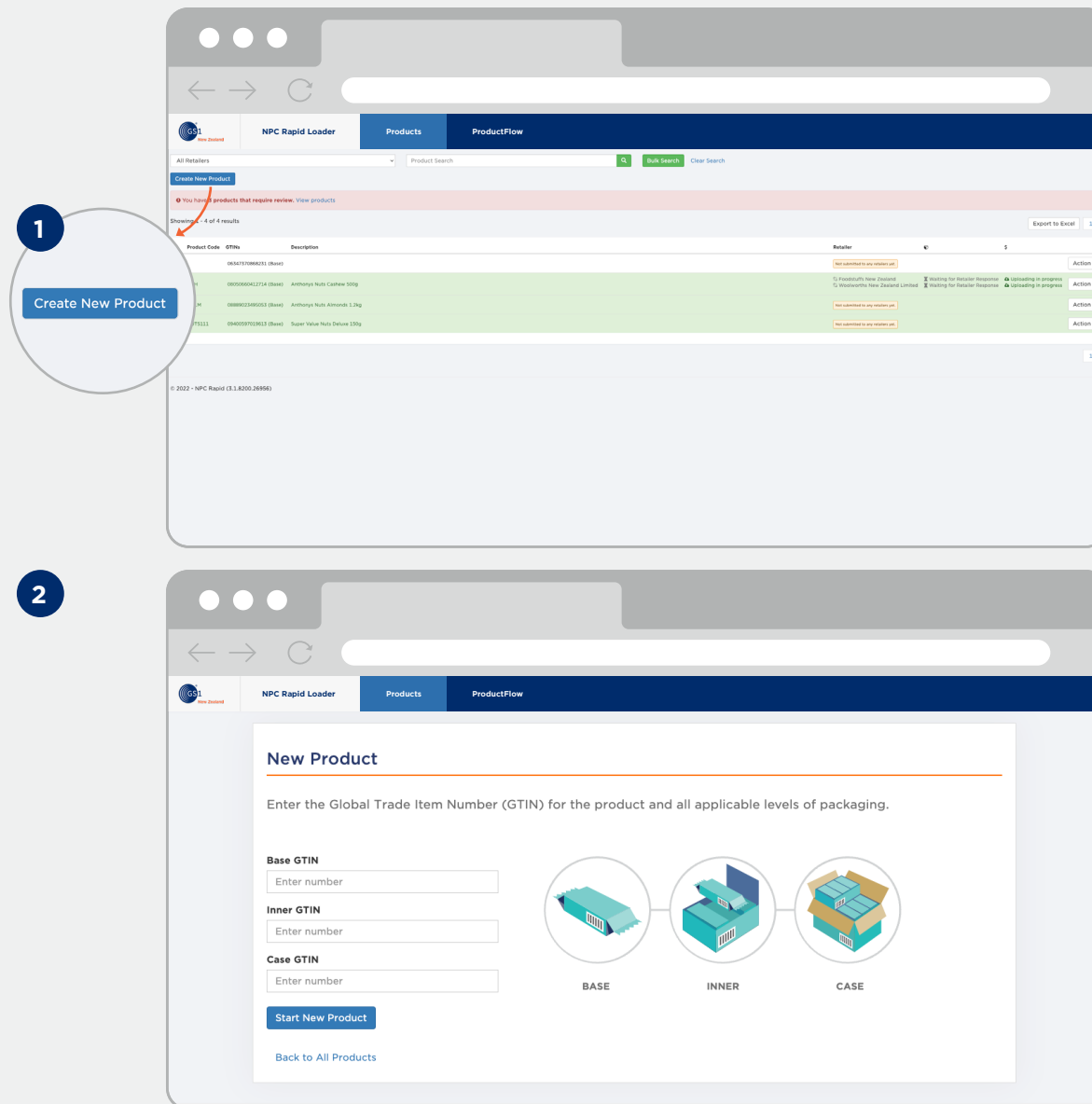
If you are adding multiple products that share similar data, you can use the [Create a Copy](#) option (Page 20).

1 Create a new product

2 Enter all your product GTINs

Please ensure you enter all applicable GTINs for a product in this step, as you cannot go back and add more later without contacting GS1 for support.

Many suppliers will only have a base and case GTIN.



When entering product data: incomplete or incorrect mandatory fields will display an error (red message) – you will not be able to submit your data if there is any error.

**Base Level**

**Core Information**

GTIN: 12345670

Product Code: Your Product/SKU code.

Brand Name: Brand Name

Sub Brand: Sub-Brand

Functional Name: i.e. Chocolate, Butter, Shampoo

Variant: i.e. Caramello, Salted, Silky Smoo

Net Content: 1 x Net Content Unit of Measure

Trade Item Description: Trade Item Description

Short Description: Short Description

Category: GPC Brick [Lookup](#) [What is GPC?](#)

Is Trade Item NZ Regulated Product: No

Is From Multiple Countries Of Origin Or The High Seas: No

Countries of Origin: Countries of Origin

Country Of Origin Statement: For example, Made in New Zealand from Australian ingredients

**Internal Product Group Classification**

Product Group Code: i.e. 0001, 0002, etc

Product Group Code Description: i.e. Chips, Desserts, Deli, etc

Shelf Life

Type of Expiry Date: Type of Expiry Date

[Back to All Products](#) [Next >](#)



The system may display a warning (yellow message) if details appear to be incompatible. You will still be able to submit your data even with warnings, but please review these to ensure data accuracy.

Your SKU code. If you don't have one you can create one. It can be numbers, acronyms or a mix. E.g. "Bag-O Potato Chips" = BPC

'Trade item description' should match what is on the packaging and is built automatically from the 5 fields above. 'Short description' is how it would be on a shelf label or invoice (limited to 35 Characters).

Enter a 'product group code' and 'product group code description' for your product groupings (e.g. Code:0001 Description: Chips). This field is very important IF you have multiple vendor ID numbers with Woolworths. If so, each group must align with a vendor ID grouping (please use the chat widget if you need guidance).

Only enter if applicable.



Product Setup | Product Data | ProductFlow | Pricing

Base Level | Product Hierarchy | **Packaging** | Logistics | Pallet | Dates | Declarations | Instructions | Marketing | Communications | Review

### Packaging |

Packaging Information

	Base Unit	Inner	Case
Is Tamper evident	<input type="checkbox"/> No		<input type="checkbox"/> No
Packaging Marked as Returnable	<input type="checkbox"/> No		<input type="checkbox"/> No
Packaging Type Code	Packaging Type C...		Packaging Type C...
Packaging Material Code	Packaging Materi...		Packaging Materi...
Packaging Material Weight (kg)	Packaging Mate kg		Packaging Mate kg

Recycling

	Base Unit	Inner	Case
Recycling Method	Select option		Select option
Sustainability Feature	Select feature		Select feature

Case Display Information

Is Shelf Ready ☒ Yes ☐ No

Preferred Display Face

No. of units in pack by

Height	Width	Depth
20	20	20

Back to All Products | < Previous | Next >

Is your inner or carton packaging display ready ('no' if the retailer must take out the base unit and put it on the shelves).

The side that faces the customer on the shelves.

Product Setup | Product Data | ProductFlow | Pricing

Base Level | Product Hierarchy | Packaging | **Logistics** | Pallet | Dates | Declarations | Instructions | Marketing | Communications | Review

### Logistics |

Storage Handling Temperature

Required for chilled and frozen products.

Minimum (deg C)  °C

Maximum (deg C)  °C

Handling Instructions Code

Handling Instructions Code

Back to All Products | < Previous | Next >

Only applicable for refrigerated or frozen products.

Required if applicable eg. dangerous or hazardous goods.

Product Setup | Product Data | ProductFlow | Pricing

Base Level ☒ Product Hierarchy ☒ Packaging ☒ Logistics ☒ **Pallet** Dates Declarations Instructions Marketing Communications Review

### Pallet Information |

Layer

Trade Items per Pallet Layer

Layers per Pallet

Trade Items per Pallet

Base Units per Pallet

Sizes

Pallet Width (mm)  mm

Pallet Depth (mm)  mm

Pallet Volume  m<sup>3</sup>

Weights

Pallet Net Weight (kg)  kg

Pallet Gross Weight (kg)  kg

[Back to All Products](#) [< Previous](#) [Next >](#)

Auto-calculated but can be edited.

Normally the max height including 140mm pallet accepted by FS/WOWNZ is 1400mm. Frozen and refrigerated products is 1200mm.

Product Setup | Product Data | ProductFlow | Pricing

Base Level ☒ Product Hierarchy ☒ Packaging ☒ Logistics ☒ **Dates** Declarations Instructions Marketing Communications Review

### Dates

General

Date Basic Product Data Visible to NPC Community

Date Product Information Effective From

Data Publication Date

Availability Date

First Order Date

On Shelf Date

Seasonal

Season Name

Seasonal Start Availability Date

Seasonal End Availability Date

[Back to All Products](#) [< Previous](#) [Next >](#)

Dates for when your product information will be visible and published. New products will be today's date.

When your product will be available for ordering and then available on shelf.

For seasonal products only.

Product Setup Product Data ProductFlow Pricing

Base Level ✓  
Product Hierarchy ✓  
Packaging ✓  
Logistics ✓  
Pallet ✓  
Dates ✓  
**Declarations**  
Instructions  
Marketing  
Communications  
Review

### Additional Product Details

#### Declarations

**Growing Method** Growing Method

**Genetically Modified Declaration Code** Genetically Modified Declar...

**Irradiated Code** Irradiated Code

#### Dangerous / Hazardous Goods

**Is Trade Item Dangerous Goods** No

**Is Trade Item Hazardous Goods** No

#### Alcohol

**Level of Alcohol** Level of Alcohol

[Back to All Products](#) [Previous](#) [Next](#)

Declarations for organic, genetically modified, dangerous or alcoholic goods. Only required if applicable.

Product Setup Product Data ProductFlow Pricing

Base Level ✓  
Product Hierarchy ✓  
Packaging ✓  
Logistics ✓  
Pallet ✓  
Dates ✓  
Declarations ✓  
**Instructions**  
Marketing  
Communications  
Review

### Instructions

#### Consumer Instructions

**Consumer Usage Instructions** Consumer Usage Instructions

**Consumer Storage Instructions** Consumer Storage Instructions

[Back to All Products](#) [Previous](#) [Next](#)

Consumer instructions as shown on packaging (if applicable).

Rich description/marketing message is required. Use a semi-colon; to separate each point.

Add any dietary claims, if applicable. You will need to provide the name of the certification agency and the certification number.

Retailers may contact you to notify you when a product has been ranged. Key details highlighted.

Retailers may utilise social media for online shopping. The information is desirable.



# Requesting On Pack data capture

## What is On Pack data?

Information such as nutritional information panels, ingredients, allergens, claims, etc. is what we call the 'On Pack' data of your products. At GS1 we help you with capturing, digitising and sharing this data with your retailers (Foodstuffs and Countdown).

We have APIs that feed your retailers' online shops with all this information from our On Pack database.

In NPC Rapid you can request GS1 to capture your On Pack data from a product sample or artwork. Alternatively, you can enter it yourself. The screenshots explain the different options.

- 1 From the products page, select action and click 'submit ProductFlow application'
- 2 If you've got a sample ready to send, select 'now'

1

The screenshot shows the 'On Pack Data' step in the ProductFlow application. The header includes the GS1 logo, 'NPC Rapid Loader', and navigation tabs for 'Products' and 'ProductFlow'. A progress bar at the top indicates the current step. The main content area is titled 'GS1 On Pack data capture' and contains the following text: 'GS1 captures product On Pack data as part of our ProductFlow service. Retailers use this information when selling your product on-line. We require a physical sample of your product to capture this data. If you are unable to send a sample you can choose to enter this data yourself. This is sent to your retailer(s) as unverified.' Below this is a blue box with a note: 'Please note On Pack data capture costs \$17.00 (ex.GST) per product, but is free if you request a barcode verification or GS1 product photography in the ProductFlow application.' A section titled 'I want GS1 to capture my On Pack data' has buttons for 'Yes', 'No', and 'Later'. At the bottom, there is a 'Back to All Products' link and a 'Next' button.

2

The screenshot shows the 'On Pack Data' step in the ProductFlow application, specifically the question 'Do you have shelf-ready product sample to send with your ProductFlow request?'. The text below the question states: 'ProductFlow ensures your digital content matches your physical product. Your retailer(s) requires this to set up, range and manage your product.' A section titled 'I will send a product sample' has buttons for 'Now' and 'Later'. At the bottom, there is a 'Back to All Products' link and a 'Continue' button.

- 3 If you decide to do it 'later', please enter an estimated date of when you think your product will be available to us.

You will receive an email a couple of days before your estimated date as a reminder to send us your product.

- 4 Once you continue, you will have the option to attach the artwork of your product label in case you would like us to capture the On Pack data from there.

You can also skip this option and just load your product and price.

If you decide to attach your artwork, please upload it and continue to the next page.

3

The screenshot shows a web browser window with the 'ProductFlow' tab selected. The main heading is 'Do you have shelf-ready product sample to send with your ProductFlow request?'. Below this, it states: 'ProductFlow ensures your digital content matches your physical product. Your retailer(s) requires this to set up, range and manage your product.' There are two buttons: 'Now' and 'Later'. The 'Later' button is highlighted. Below the buttons, it says: 'Without a shelf-ready product sample we cannot complete ProductFlow. Please enter the date your physical product sample will be available to send.' There is a date input field with the placeholder 'dd/mm/yyyy'. A red error box below the field says: 'Please fix the following issues.' with two bullet points: 'Physical Product Available Date is required.' and 'Date must be a future date.' At the bottom, there is a yellow box with text: 'Once your final product is available you will need to submit a final ProductFlow Request for full data verification, product images, bar code verification and On Pack data collection.' Navigation buttons at the bottom include 'Back to All Products', 'Back', and 'Continue'. A 'Support' button is in the bottom right corner.

4

The screenshot shows the same web browser window, but now the 'ProductFlow' tab is active and the 'Attach interim proof of label' section is displayed. At the top, there is a progress bar with five steps: 'Product Setup', 'Product Data', 'On Pack Data', 'ProductFlow', and 'Pricing'. The 'ProductFlow' step is currently selected. The main heading is 'Attach interim proof of label'. Below this, it says: 'You are requesting GS1 On Pack data capture which we will be unable to complete without proof of your label. You can attach an interim proof of your label and GS1 will capture and send the On Pack data to your retailer as unverified data. You can verify this data at a later date by sending a sample of your shelf ready product for GS1 ProductFlow.' There is a large grey box with a paperclip icon and the text: 'Drag and drop your proof of label here. Accepted formats: PDF'. Below this box is a 'Select' button. At the bottom, there is a note: '\* This can be the finished digital artwork, or a proof from your label printer and will need to show all sides of your product's label.' Navigation buttons at the bottom include 'Back to All Products', 'Back', and 'Skip'.

- 5 Enter a purchase order number, if applicable, and click on 'submit and upload product data'. The next page will require you to add a price, please refer to the [Adding a Price](#) section.

5

The screenshot displays the 'ProductFlow' section of the 'NPC Rapid Loader' application. A progress bar at the top indicates the current step is 'ProductFlow', with previous steps 'Product Setup', 'Product Data', and 'On Pack Data' completed. The main content area is titled 'Service request summary' and includes a confirmation message: 'Please see below to confirm your service request.' Below this, a table lists the service request details:

On Pack collection x 1	\$16.00
------------------------	---------

Below the table, there is a field for 'Purchase Order number (optional)' with an adjacent input box. At the bottom of the form, there are two buttons: 'Back to All Products' and 'Submit and Upload Product Data'. The footer of the page shows the copyright information: '© 2023 - NPC Rapid (3.1.8634.17784)'.



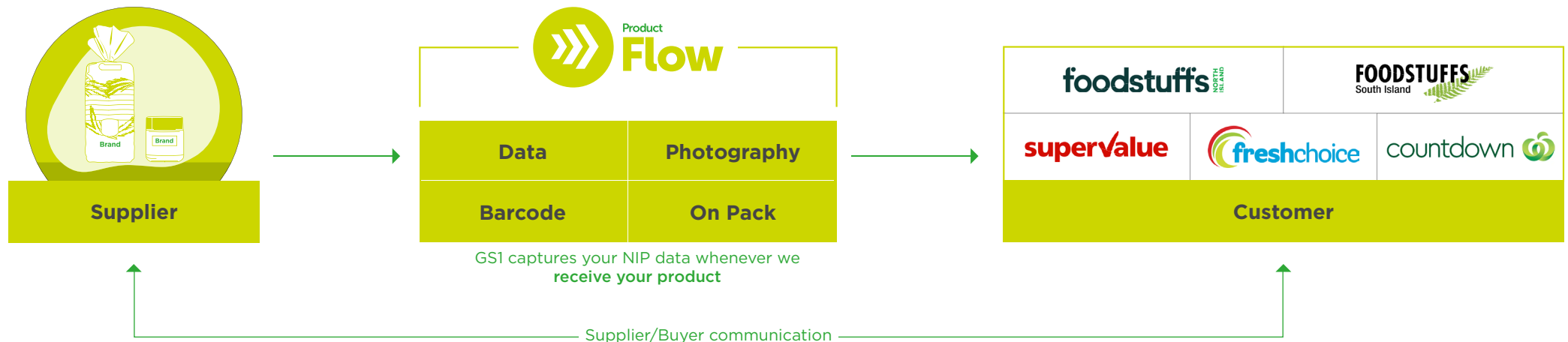
At the end of loading a new product or product change, you will be prompted to complete the ProductFlow form.

ProductFlow helps ensure that your data is accurate, your retailers get high quality product images, your barcode scans correctly at the counter and your retailers receive any On Pack information to help educate consumers about your product.

To see how Foodstuffs and Woolworths New Zealand use ProductFlow, see this [short video](#) (3:14).

For Foodstuffs and Woolworths NZ, you will complete a ProductFlow request when you are:

- introducing a new product
- making a change in your product (change in GTIN, ingredient, pack size etc).



# Submitting a ProductFlow request

A ProductFlow request can be submitted by:

- creating a new product
- submitting a ProductFlow application
- creating a copy
- making changes (a change rather than correction)

From the products page, select action and click 'submit ProductFlow application'

- 1 Select which retailer to complete ProductFlow for.
- 2 GS1 can take your product image or you can upload it.
- 3 GS1 will complete your barcode verification. You may upload a barcode verification report if you have one and it is still valid. Reports are valid for 1 year.

The screenshot shows the 'ProductFlow' submission form for 'Cydops Authentic Strained Greek Yoghurt Vanilla Bean 800g'. The form is divided into several sections with numbered callouts:

- Callout 1:** Points to the 'Which retailer is this product for?' section, which includes a table for selecting a retailer (Foodstuffs New Zealand, Woolworths New Zealand Limited) with 'Yes' and 'No' buttons.
- Callout 2:** Points to the 'Product Photography' section, which includes a 'Do you need GS1 to take product photographs?' question and a 'Choose the right photography bundle size' section with options for '2x Photographs' and '5x Photographs' (marked as 'BEST VALUE').
- Callout 3:** Points to the 'Barcode Verification' section, which includes a 'Do you require GS1 to complete your bar code verification(s)?' question and a 'Base' section with 'Yes', 'No', and 'N/A' buttons.

The form also includes sections for 'Choose the right quality of photography' (Standard vs. Brand), 'Price on application' (with a table showing prices for Standard and Brand options), 'On Pack Data Collection', 'Payment & Disposal Method', and 'Is this a priority request?'. The 'Estimated Cost' is shown as \$362.00 + GST. The 'PO Number (if required)' field is empty. The 'Disposal Option' is set to 'Donate'. At the bottom, there is a 'Submit ProductFlow and Upload Product Data' button.

# Product unavailable for ProductFlow

If your product isn't yet available to send to GS1, you can enter a date that it will be ready. You will receive an email and a notification on the ProductFlow tab close to this date. When your product is ready you can complete the ProductFlow submission and send your product.

To complete your request you can 'submit for ProductFlow' either via the reminder email, the ProductFlow page or directly from your products page using the 'action' dropdown menu.

- 1 Select which retailer to complete ProductFlow for.
  - 2 GS1 can take your product image or you can upload it.
- I** To view past, in progress or resubmit pending or failed ProductFlow applications you will still need to visit MyGS1. MyGS1 is where all ProductFlow jobs are managed.

1

The screenshot shows the 'ProductFlow' tab in the GS1 interface. The main heading is 'Do you have shelf-ready product sample to send with your ProductFlow request?'. Below this, there's a section 'I will send a product sample' with 'Now' and 'Later' buttons. A date input field is labeled 'dd/mm/yyyy'. A red error box states: 'Please fix the following issues. • Physical Product Available Date is required. • Date must be a future date.' A yellow box below says: 'Once your final product is available you will need to submit a final ProductFlow Request for full data verification, product images, bar code verification and On Pack data collection.' At the bottom, there are 'Back to All Products', 'Back', and 'Continue' buttons. A 'Support' button is in the bottom right corner.

2

The screenshot shows the 'ProductFlow - Products to be sent' page. It lists products that have not yet been sent to GS1. The table has columns for 'Due Date', 'Base GTIN', and 'Description'. There are two results listed.

Due Date	Base GTIN	Description	Action
8/08/2022	09821133020045	Deb's Crackers Tomato 250g	Submit for ProductFlow
28/08/2022	09821133020069	Deb's Crackers Salty 250g	Submit for ProductFlow

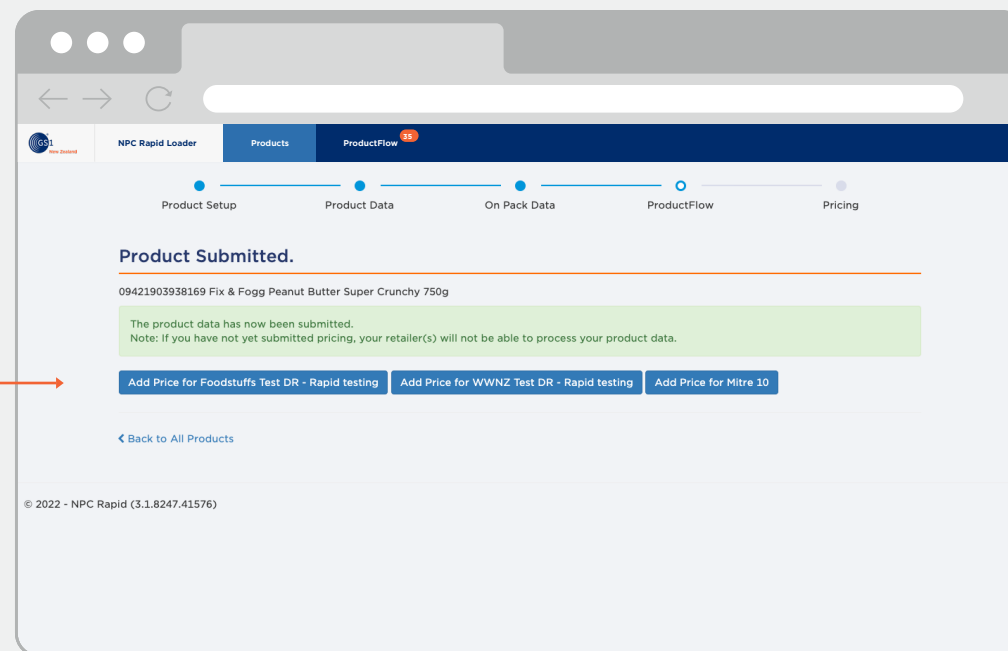
# Adding a price

At the end of loading a product, you will be asked to 'add price' for your trading partners.

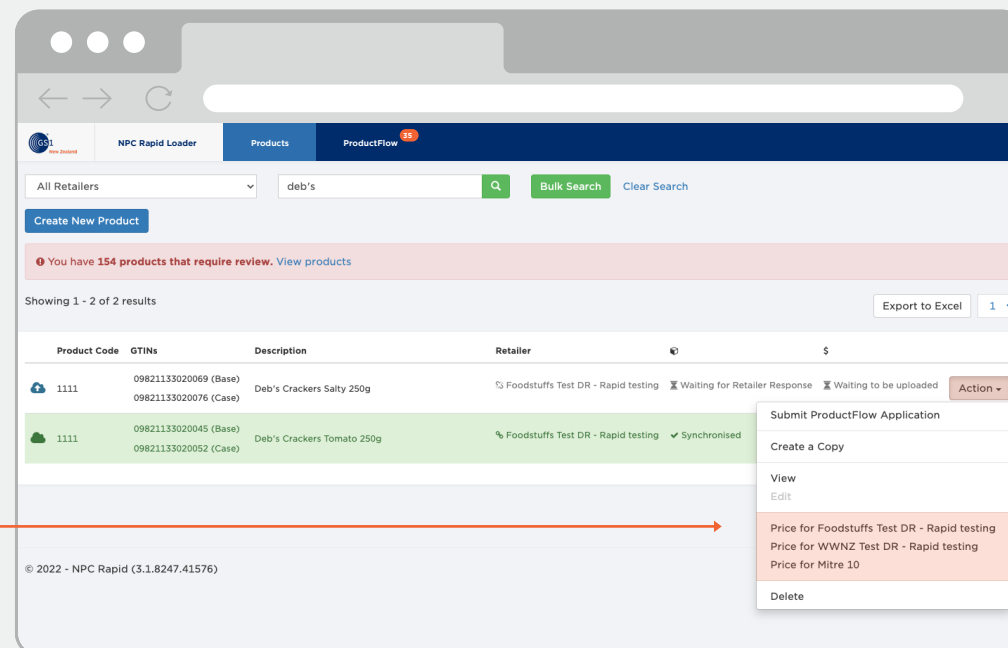
Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 1 Select which retailer to complete ProductFlow for.
- 2 If you don't have a price available and wish to add it later, or you need to change your price, you can do so later from the 'action' menu.

1



2



# Adding a price - Foodstuffs Pricing

At the end of loading a product, you will be asked to 'add price' for your trading partners.

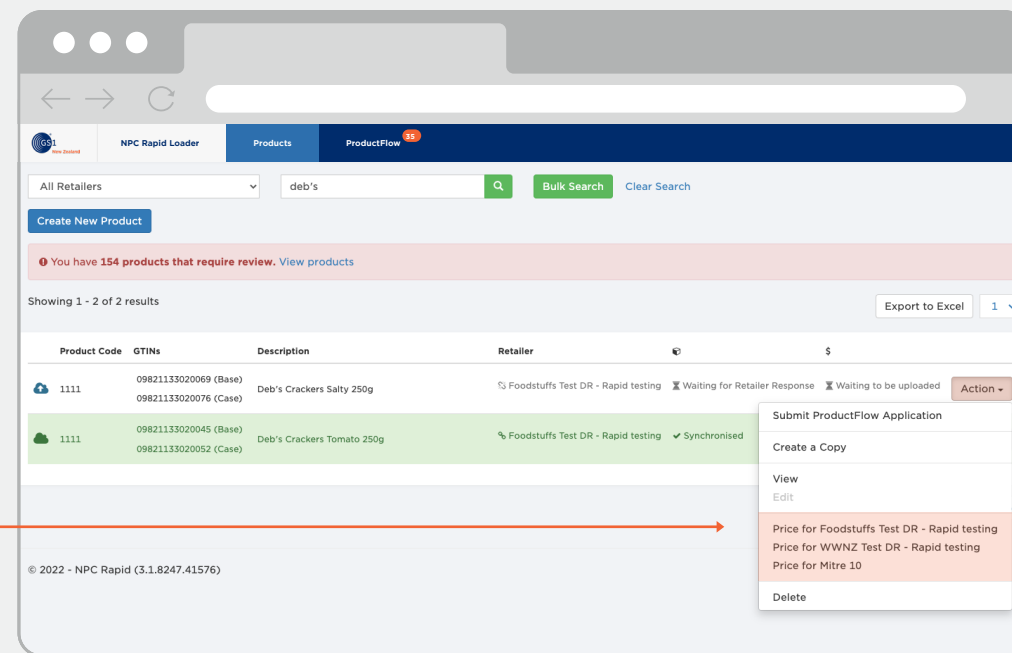
Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 1 Select which retailer to complete ProductFlow for.
- 2 If you don't have a price available and wish to add it later, or you need to change your price, you can do so later from the 'action' menu.

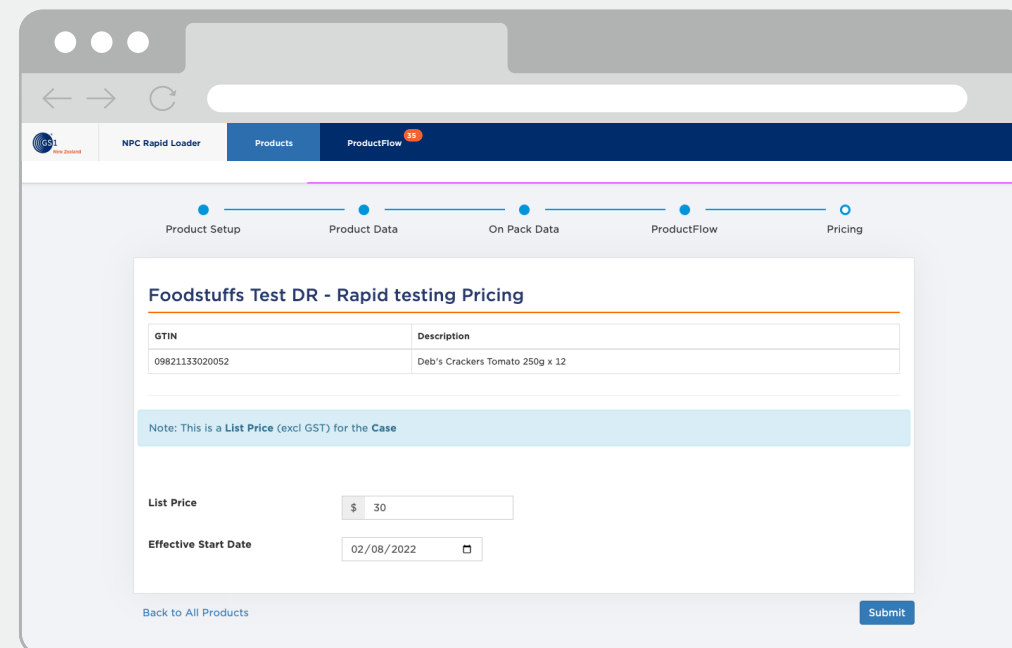


Foodstuffs require suppliers to complete their FOBL SPA (Foodstuffs Own Brands Supplier Price Adjustment process). The first step is to enter your pricing into NPC Rapid (as above), this will then help automate your creation of the FOBL SPA form when you run that process in the Foodstuffs' exchange - more detail on this process [here](#).

1



2





# Adding a price - Woolworths NZ Pricing

At the end of loading a product, you will be asked to 'add price' for your trading partners.

Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 1 Select which retailer to complete ProductFlow for.
- 2 If you don't have a price available and wish to add it later, or you need to change your price, you can do so later from the 'action' menu.



Woolworths require your products article level terms to be loaded to NPC Rapid , e.g. Off Invoice Deals , Miscellaneous or Deferred Deals. Woolworths store your vendor level terms in their own system, so they are not entered into NPC Rapid (e.g. Warehouse and Ullage allowances).

1

The screenshot shows the 'ProductFlow' section of the NPC Rapid Loader. A table displays product data with columns: Product Code, GTINs, Description, and Retailer. The first row shows 'Deb's Crackers Salty 250g' with GTINs 09821133020069 (Base) and 09821133020076 (Case). The second row shows 'Deb's Crackers Tomato 250g' with GTINs 09821133020045 (Base) and 09821133020052 (Case). An 'Action' menu is open for the second row, showing options: 'Submit ProductFlow Application', 'Create a Copy', 'View', 'Edit', 'Price for Foodstuffs Test DR - Rapid testing', 'Price for WWNZ Test DR - Rapid testing', 'Price for Mitre 10', and 'Delete'.

2

The screenshot shows the 'Pricing' section of the NPC Rapid Loader. The 'WWNZ Test DR - Rapid testing Pricing' form is displayed. It includes fields for GTIN (09821133020052), Description (Deb's Crackers Tomato 250g x 12), Status (dropdown), First Cost (\$), and Distribution Method (dropdown). A note states: 'Please note that entering Invoice Cost (Transaction Price) is no longer required as this is now automatically calculated in Woolworths' system. Please ensure the price you enter here is correct and agreed with Woolworths New Zealand before submitting.'

# How items should look when published

## Foodstuffs

Product data 'synchronised', price data 'received' = Foodstuffs has received your item and price data.

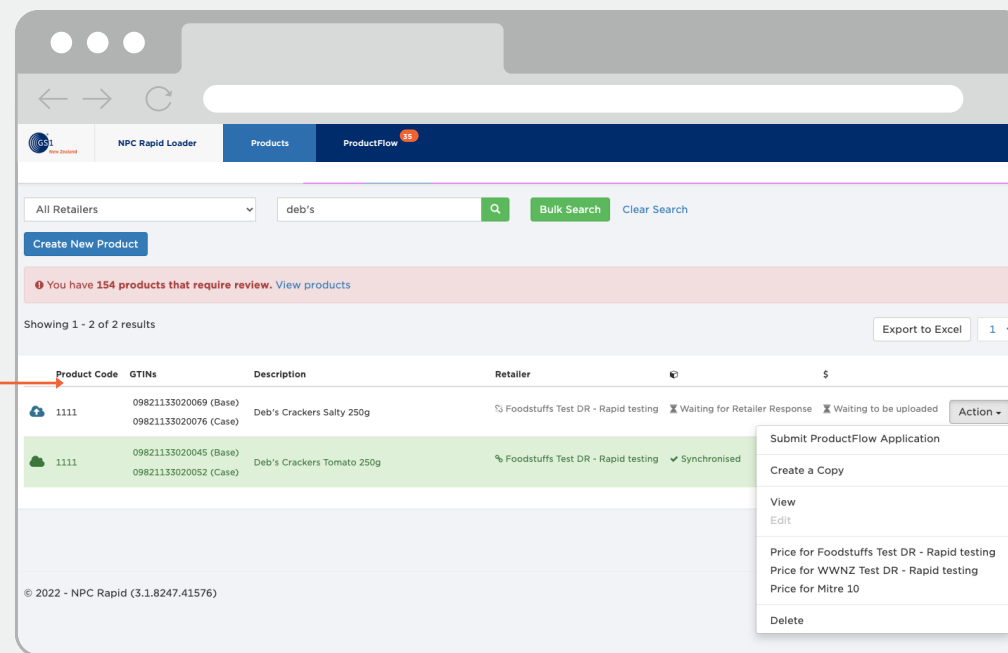
**i** Note: Foodstuffs' response is automated and they will not send any system confirmation when your article has been ranged.

## Woolworths NZ

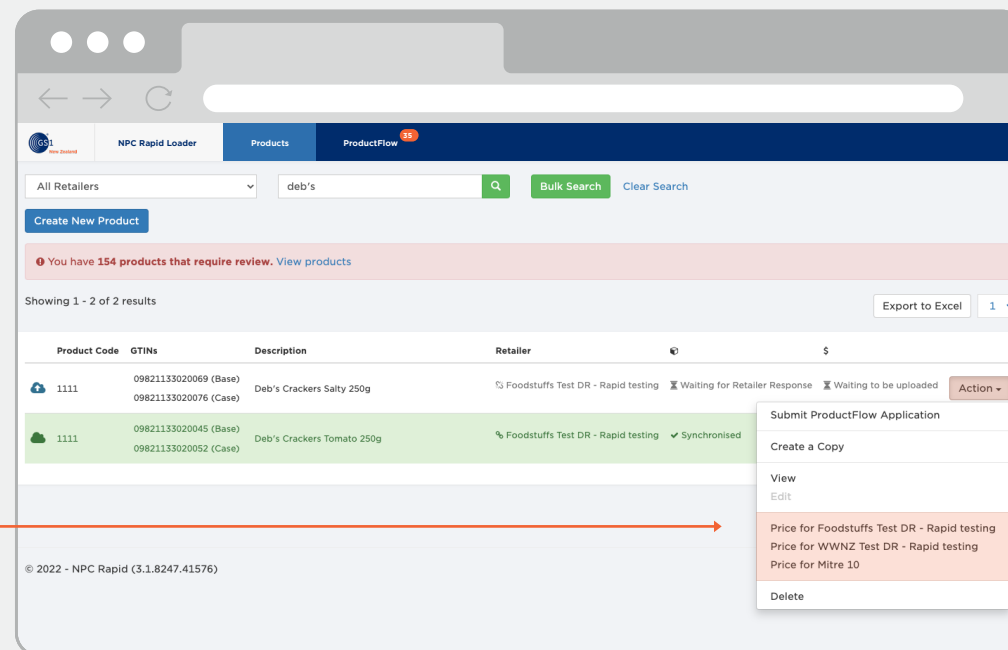
Product data 'synchronised', price data 'synchronised' = Woolworths NZ has received and accepted your product and price data.

**i** Note: If the product or price status is still sitting in 'received' Woolworths NZ have not yet accepted the data. A 'review' status indicates there is an issue that requires correcting.

1



2

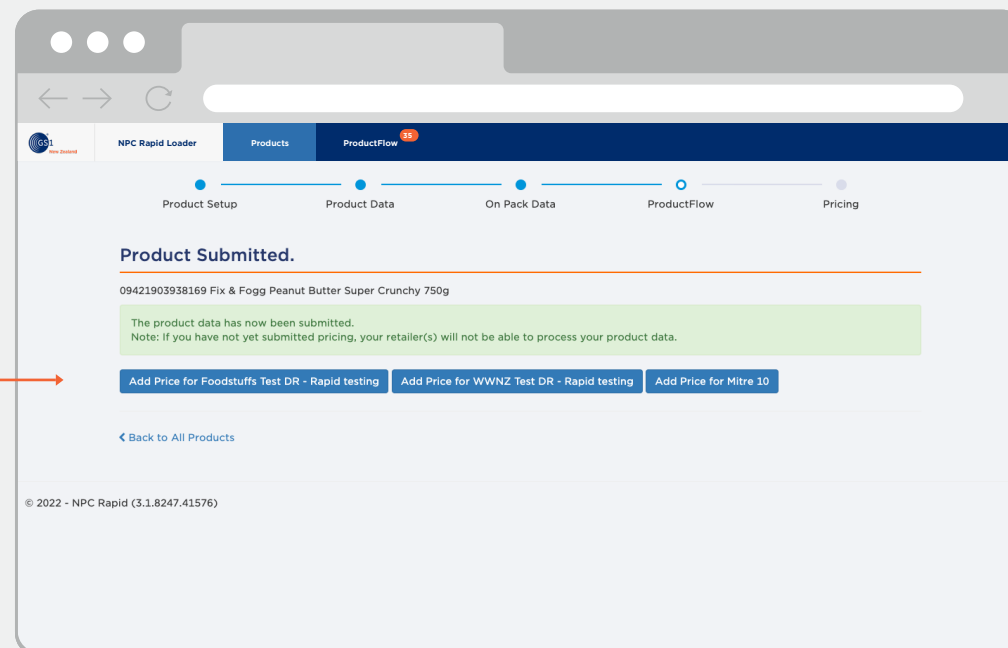
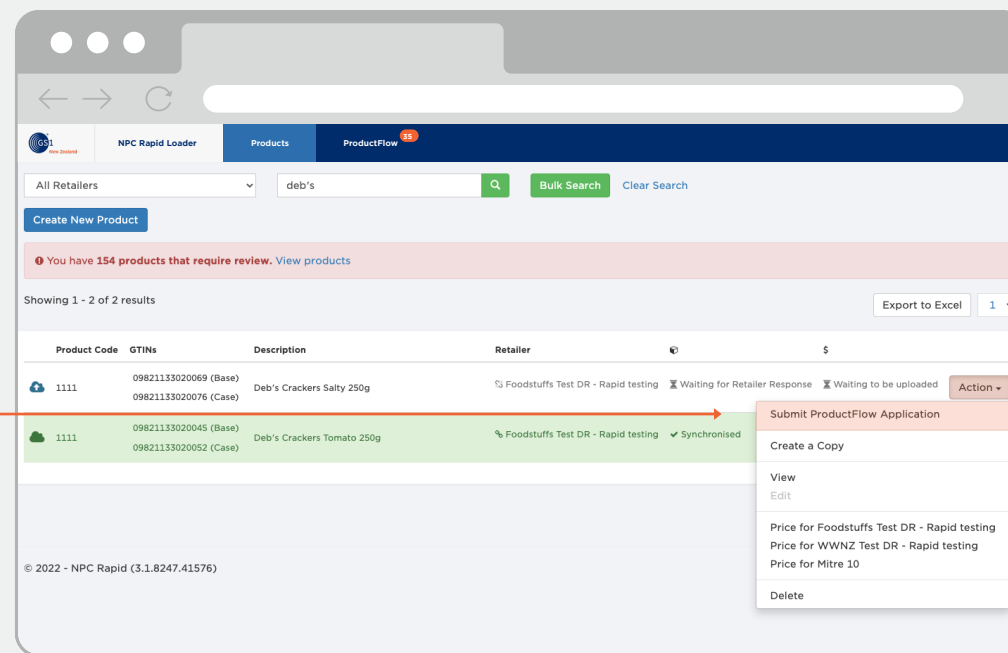


# Ranging an existing product with a new retailer

Make sure your product data is up to date by viewing the product data first.

To range with a new retailer, submit a ProductFlow application first. NPC Rapid will guide you on adding your price for your new retailer.

- 1 From the products page, select 'action' > 'submit ProductFlow application'.
- 2 Add a price for your new retailer.



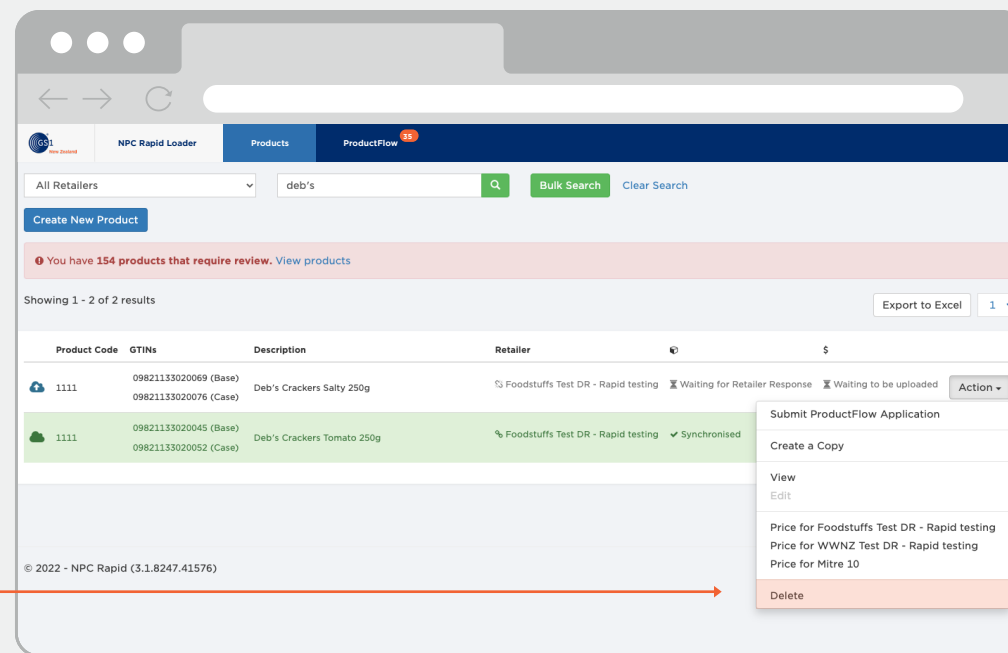
# Deleting a product - obsolete products

You can delete a product by clicking 'action' > 'delete' and indicate a date which will advise your retailers that this product is obsolete or no longer available from the given date.

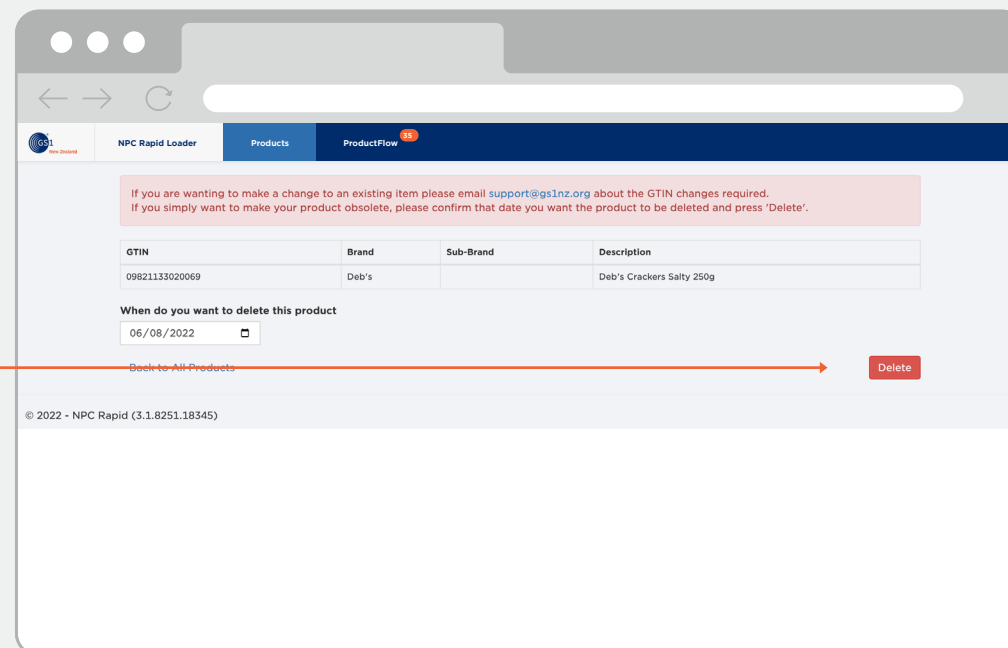
This option should only be used for obsolete products - please contact GS1 support if you need to change a GTIN in the hierarchy (e.g. your case GTIN is changing but the base GTIN remains the same).

- 1 From the products page, select 'action' > 'delete'.
- 2 Select the date the product is obsolete or unavailable. Select delete.

1



2

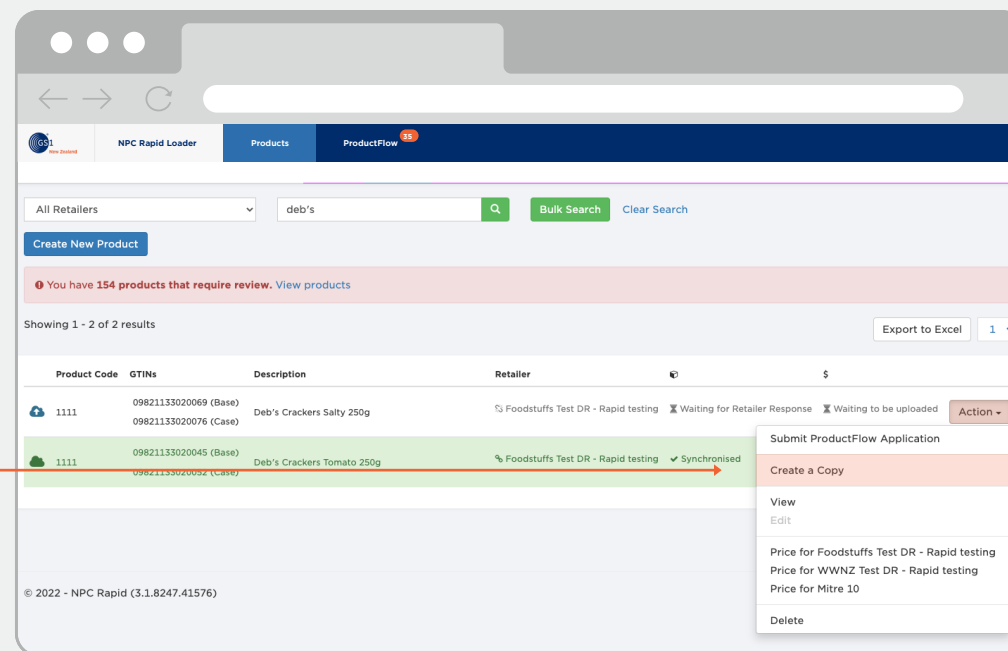


# Creating a copy - copying existing product data

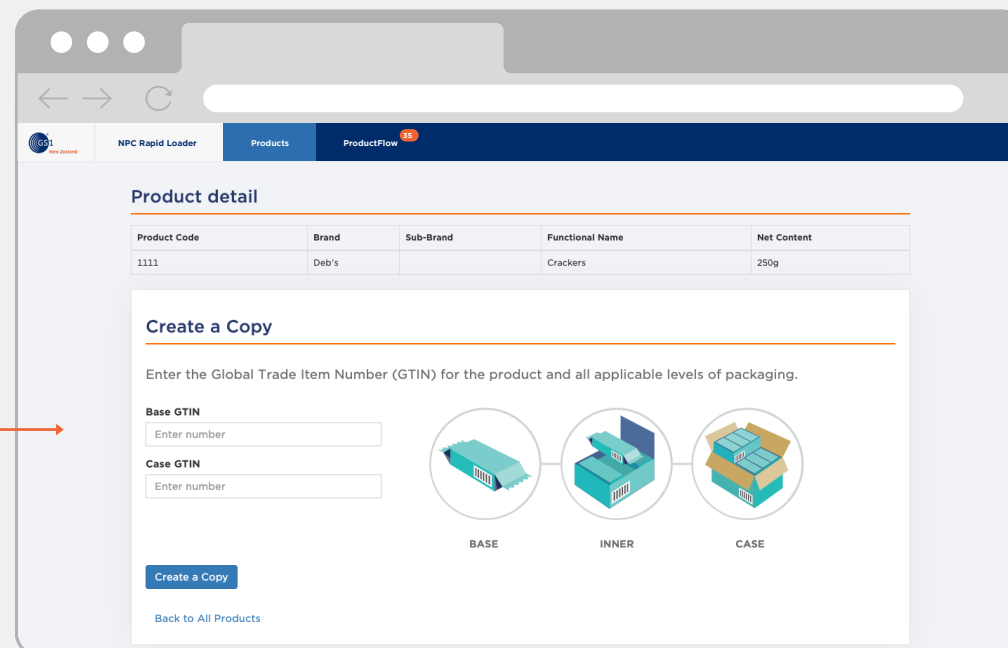
If your other products have similar dimensions and data to an existing product in NPC Rapid, then you can use the 'create a copy' rather than entering all the data again from scratch. This is very useful for a product with many flavours, for example.

- 1 From the products page, select 'action' > 'create a copy'.
- 2 Enter in your new product GTINs.

1



2



- 3 You'll now have an exact replica of your product with a new GTIN. Update the required fields. Usually, 'product code, 'variant', product group code' etc.

3

The screenshot displays the 'ProductFlow' interface for the 'NPC Rapid Loader'. The 'Base Level' tab is active, showing a progress bar with steps: Product Setup, Product Data, On Pack Data, ProductFlow, and Pricing. A sidebar on the left lists various setup categories, with 'Base Level' highlighted. The main content area is titled 'Base Level' and contains the following fields:

- GTIN:** 09821133020083
- Product Code:** A red box contains the text 'Your Product/SKU code.' and a red error message 'This is required.'
- Brand Name:** Deb's
- Sub Brand:** Sub-Brand
- Functional Name:** Crackers
- Variant:** Tomato
- Net Content:** 1 x 250 g
- Trade Item Description:** Deb's Crackers Tomato 250g
- Short Description:** Deb's Tomato Crackers 250g
- Category:** 10000177 Chips/Crisps/S... (with links for 'Lookup' and 'What is GPC?')
- Is Trade Item NZ Regulated Product:** No
- Countries of Origin:** New Zealand
- Country Of Origin Statement:** Made in NZ
- Internal Product Group Classification:**
  - Product Group Code:** 1111
  - Product Group Code Description:** crackers
- Shelf Life:**
  - Type of Expiry Date:** Best before date

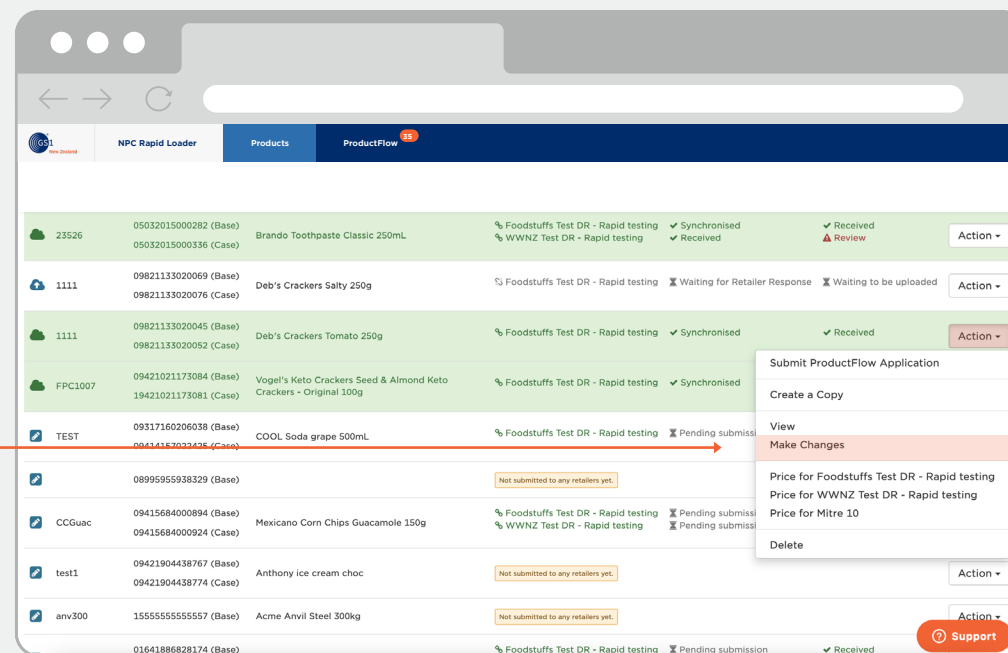
# Making changes after you've submitted your product

- 1 From the products page, select 'action'. Select 'make changes'
- 2 Choose 'fix product data' or 'my product is changing'.

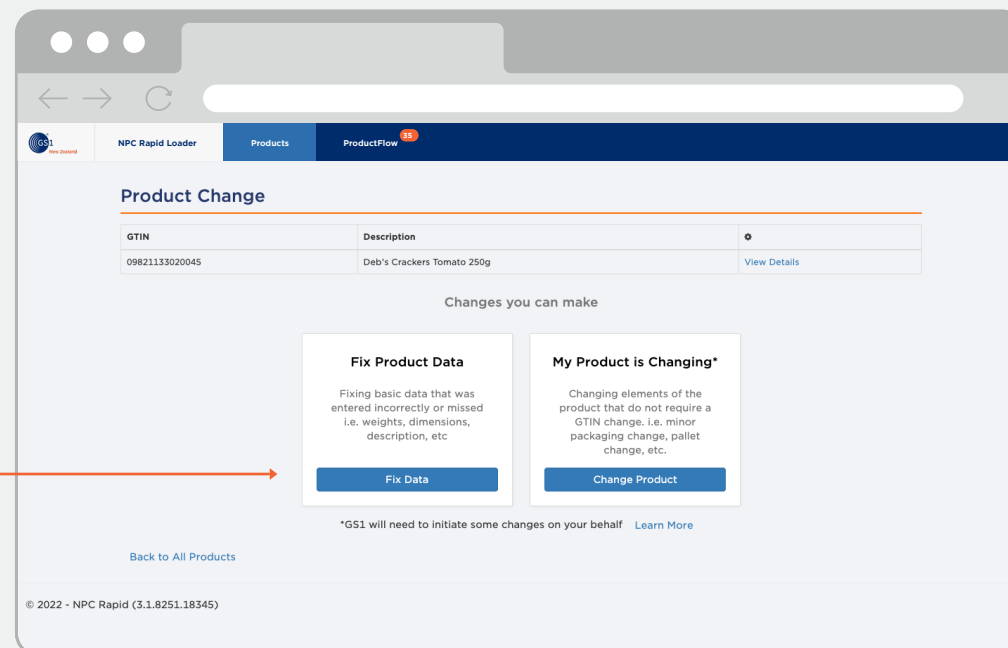


When you select 'fix data' you will not be required to submit another ProductFlow request, though this option should only be used when correcting incorrectly entered data.

1



2



## Appendix

**Attributes key** - some attributes have been renamed with simplified language. Below is a list of the different names compared to their names in the National Product Catalogue.

Name in NPC Rapid	Name in National Product Catalogue
Product Code	Supplier Assigned ID
Product Group Code	Trade Item Group Identification Code
Product Group Code Description	Trade Item Group Identification Code Description
Base Net Content	Net Content
Does product vary significantly in weight?	Is Trade Item a Variable Unit?
Packaging Material Weight (kg)	Packaging Material Composition Quantity
Recycling Method	Packaging Recycling Process Type Code
Recycling Code	Packaging Recycling Scheme Code

Name in NPC Rapid	Name in National Product Catalogue
Sustainability Feature	Packaging Sustainability Feature Code
Preferred Display Face	Front Face Type Code
Date Basic Product Data Visible to NPC Community	Community Visibility Date Time
Date Product Information Effective From	Effective Date Time
Data Publication Date	Publication Date Time
On Shelf Date	Start Availability Date Time
Rich Description	Marketing Message
First Cost	List Price (for Woolworths)