



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.

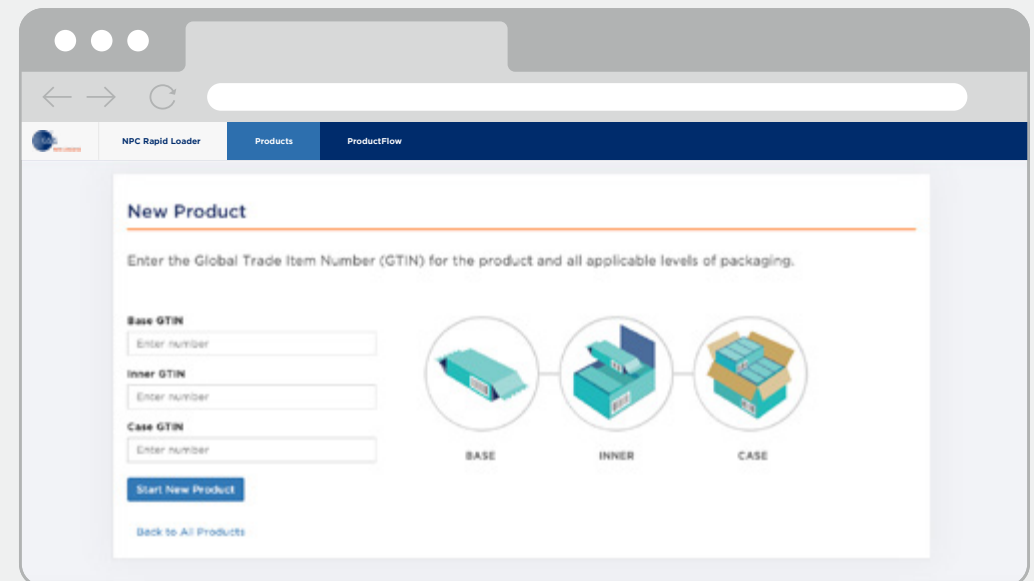
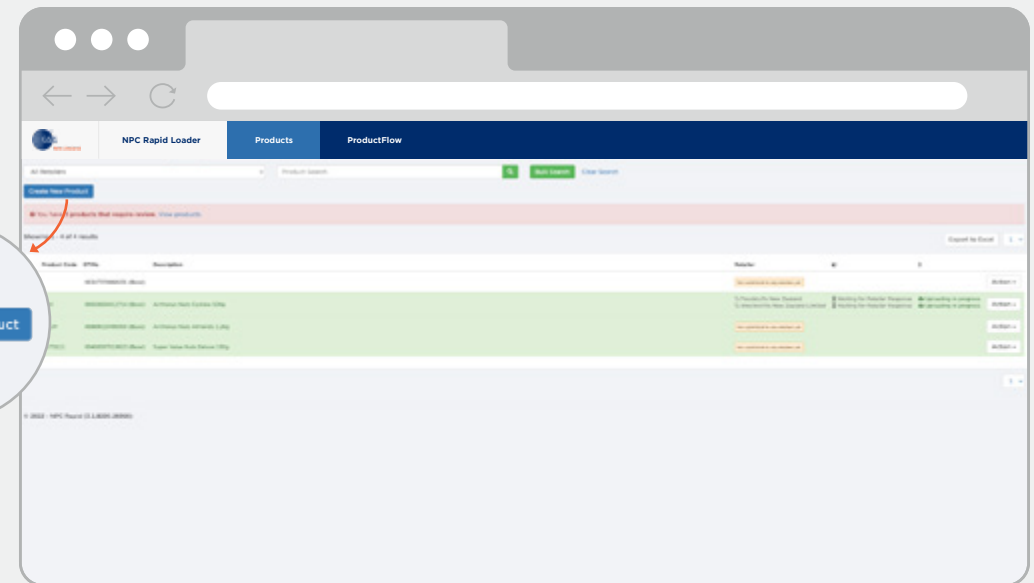
Ensure you enter all relevant information to give your retailer all the information they need to successfully order and market your product.

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.

The screenshot shows a web-based form titled "Base Level" for product setup. The form is divided into several sections:

- Core Information:** Fields for GTIN (12345670), Product Code (placeholder: "Your Product/SKU code"), Brand Name, Sub Brand, Functional Name (placeholder: "i.e. Chocolate, Butter, Shampoo"), and Variant (placeholder: "i.e. Caramellic, Salted, Silky Smoo").
- Net Content:** Fields for quantity (1), unit (X), Net Content, and Unit of Measure.
- Trade Item Description:** A text field with placeholder "Trade Item Description".
- Short Description:** A text field with placeholder "Short Description".
- Category:** A dropdown menu showing "GPC Brick" with links for "Lookup" and "What is GPC?".
- Regulation and Origin:** Checkboxes for "Is Trade Item NZ Regulated Product" and "Is From Multiple Countries Of Origin Or The High seas", both set to "No". A text field for "Countries of Origin" and a text area for "Country Of Origin Statement" (placeholder: "For example, Made in New Zealand from Australian ingredients").
- Internal Product Group Classification:** Fields for Product Group Code (placeholder: "i.e. 000L, 000Z, etc"), Product Group Code Description (placeholder: "i.e. Chips, Desserts, Droll, etc"), and Shelf Life.
- Shelf Life:** A dropdown menu for "Type of Expiry Date" (placeholder: "Type of Expiry Date").

Navigation buttons include "Back to All Products" and "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 Hierarchy

Layer Information

	Base Unit	Inner	Case
GTIN	12345679		
No. of Base Units			
Is Consumer Unit	<input type="checkbox"/> No		
Is Orderable Unit	<input type="checkbox"/> No		
Is Despatch Unit	<input type="checkbox"/> No		
Is Invoice Unit	<input type="checkbox"/> No		
Does Product Vary Significantly in Weight?	<input type="checkbox"/> No		
Is Non Sold Item Returnable?	<input type="checkbox"/> No		

Sizes

Height (mm) mm

Width (mm) mm

Depth (mm) mm

Nesting Height

If the product can nest one inside another.

Does the base nest? No

Weights

Net Weight (kg) kg

Gross Weight (kg) kg

Back to All Products

Include the packaging material weight.

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.

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 m³

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 Pallet **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

Genetically Modified Declaration Code

Irradiated Code

Dangerous / Hazardous Goods

Is Trade Item Dangerous Goods No

Is Trade Item Hazardous Goods No

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 Storage Instructions

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

Consumer instructions as shown on packaging (if applicable).

Product Setup | Product Data | ProductFlow | Pricing

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

Marketing |

Target Consumer

Age:

Gender:

Message

Feature Benefit:

Rich Description:

Description

Full Product Description:

Dietary Information

[Back to All Products](#)

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.

Product Setup | Product Data | ProductFlow | Pricing

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

Communications |

Point of Contact for Retailers

Contact Name:

Email:

Address:

Telephone:

Website Url:

Social Network

Instagram:

Facebook:

Twitter:

[Back to All Products](#)

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?

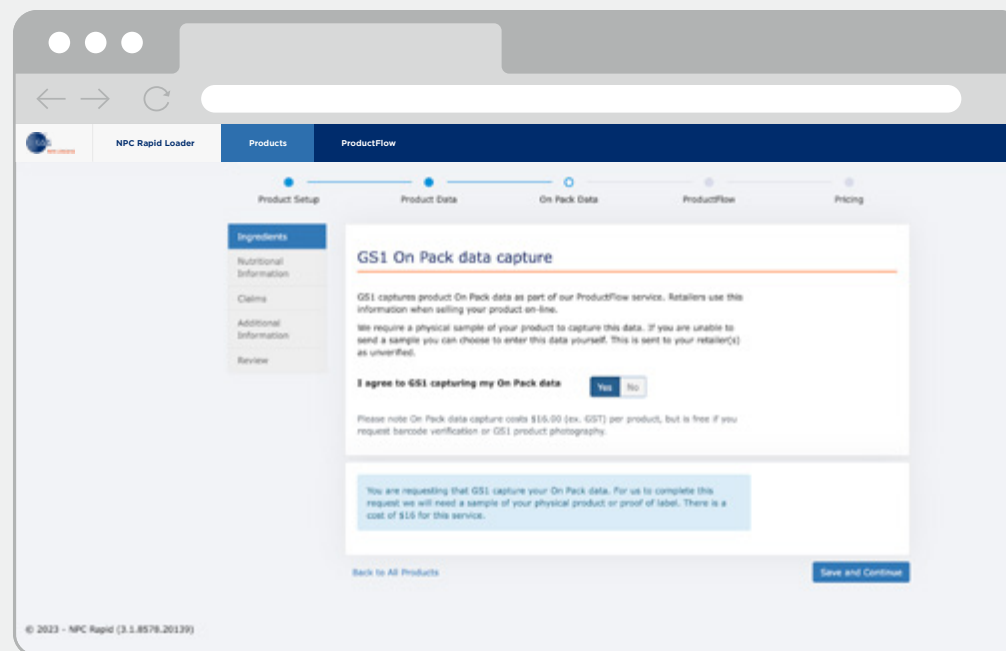
Information such as nutritional information panels, ingredients, allergens, claims, etc. is what we call the 'On Pack' data of your products. At GS1 we help you with capturing, digitising and sharing this data with your retailers (Foodstuffs and Countdown).

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

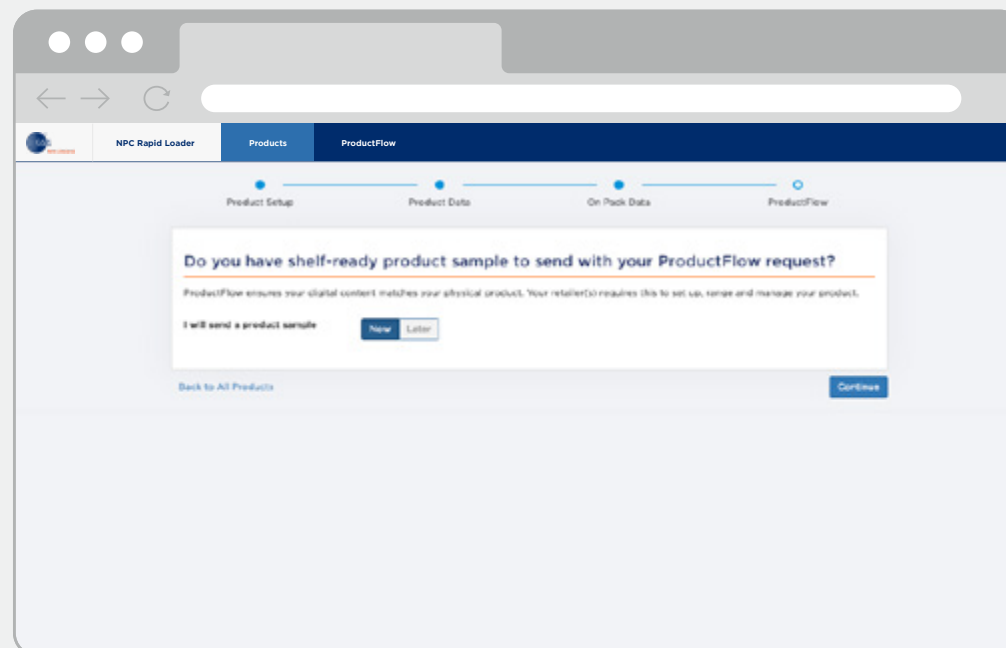
In NPC Rapid you can request GS1 to capture your On Pack data from a product sample or artwork. Alternatively, you can enter it yourself. The screenshots explain the different options.

- 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



2



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

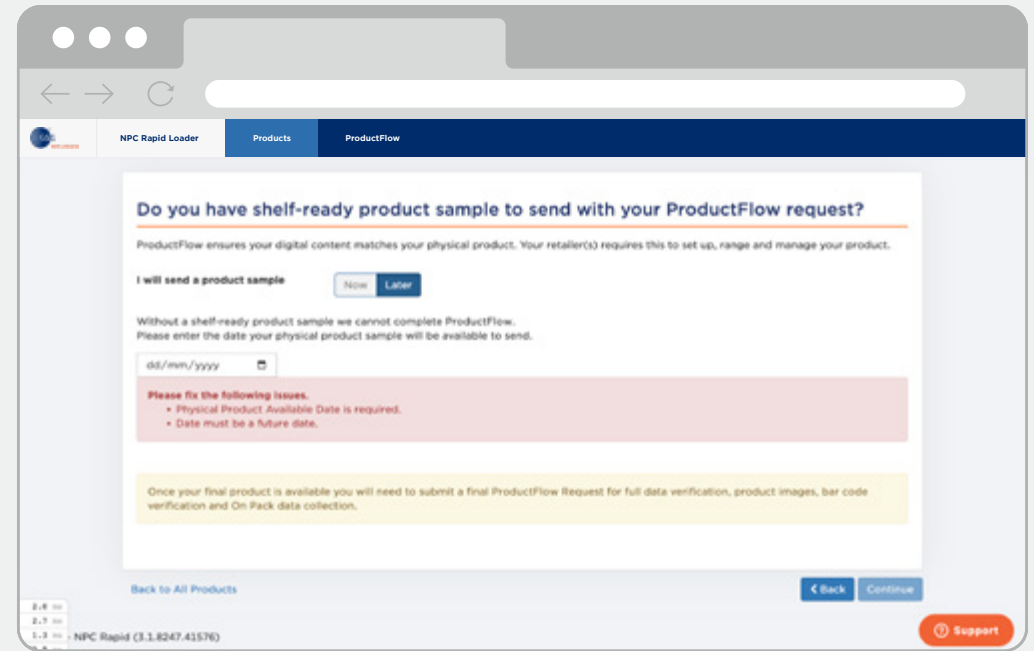
You will receive an email a couple of days before your estimated date as a reminder to send us your product.

- 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.

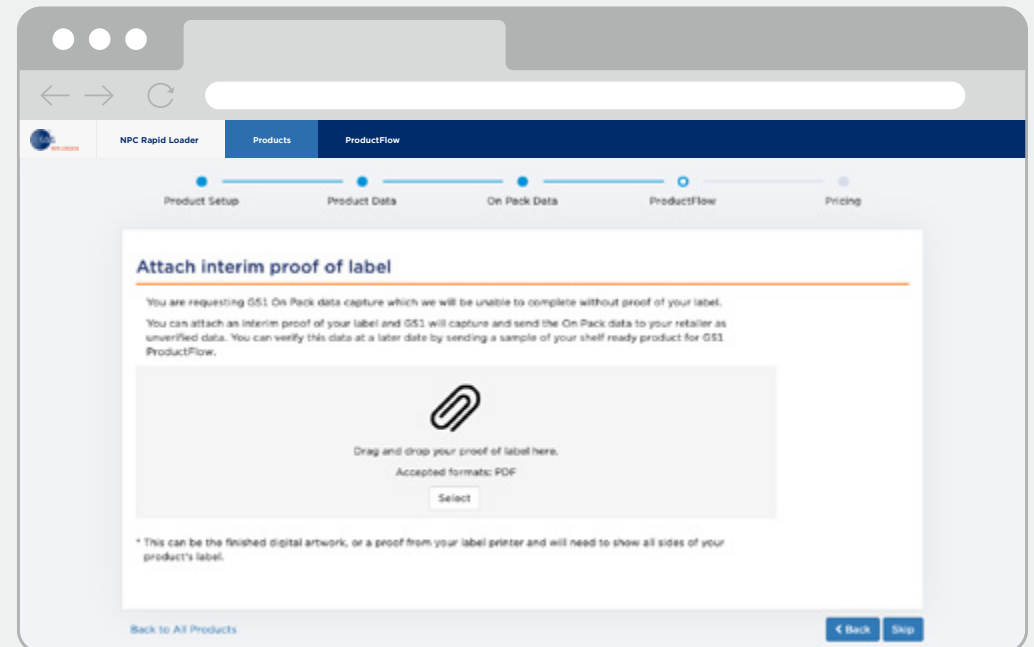
You can also skip this option and just load your product and price.

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

3

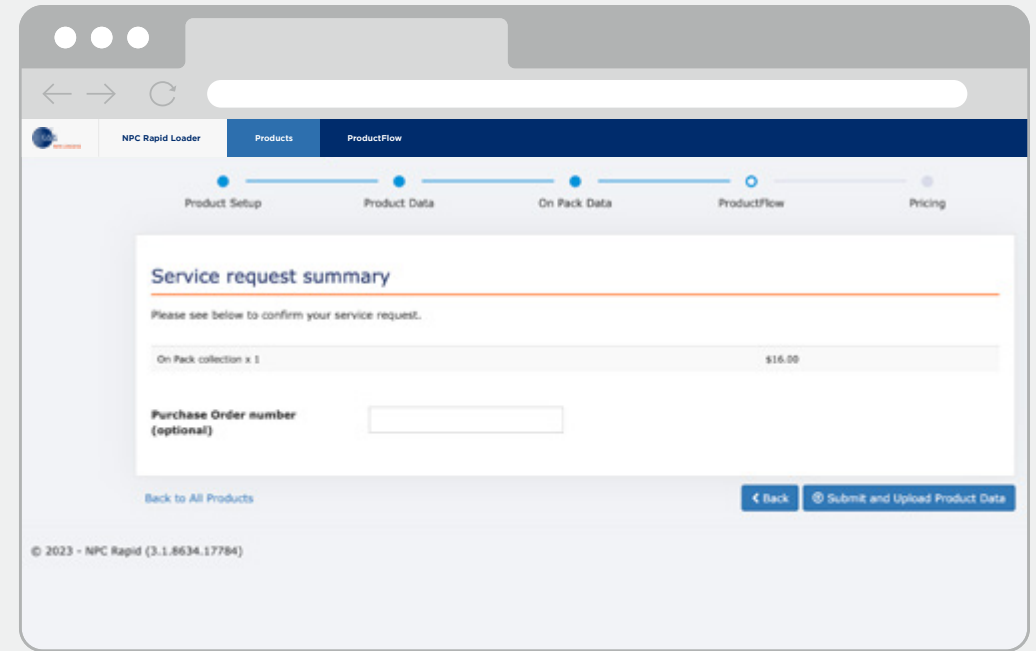


4



- 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





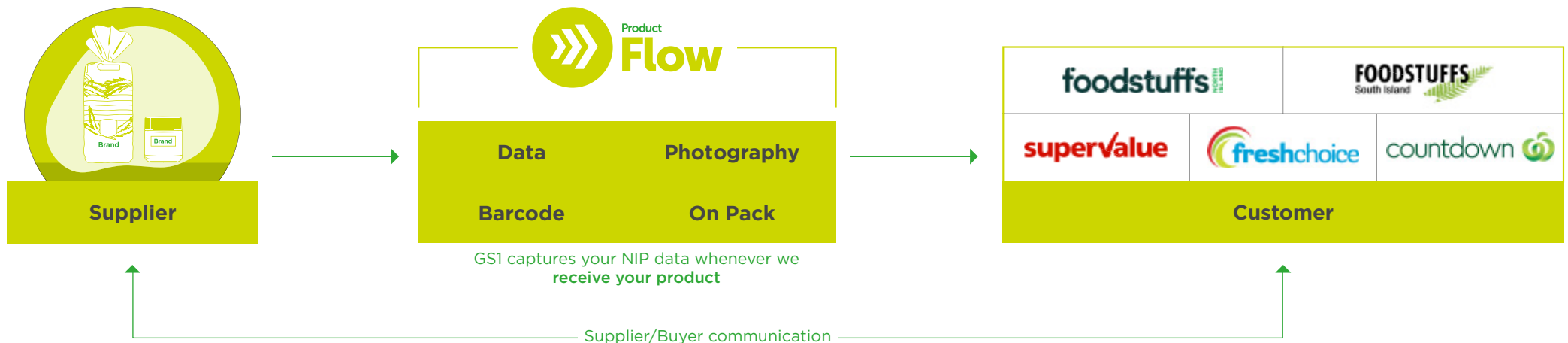
At the end of loading a new product or product change, you will be prompted to complete the ProductFlow form.

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' application form for 'Mentos Confectionery Mentos Roll Summer Ice Cream 37.5g'. The form is divided into sections: Product Setup, Product Data, On Pack Data, ProductFlow, and Pricing. The ProductFlow section is active. It includes fields for retailer selection (Foodstuffs New Zealand, Woolworths New Zealand Limited), product photography options (Standard, Brand, Custom), barcode verification requirements (Base, Inner, Case), and payment/disposal method. A 'Submit ProductFlow and Upload Product Data' button is at the bottom right.

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.

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 a web browser window with the URL 'NPC Rapid Loader'. The page title is 'ProductFlow'. The main heading is 'Do you have shelf-ready product sample to send with your ProductFlow request?'. Below the heading, there is a sub-heading 'I will send a product sample' with 'Now' and 'Later' buttons. A date input field is set to 'dd/mm/yyyy'. A red error box contains the text: 'Please fix the following issues. Physical Product Available Date is required. Date must be a future date.' Below this, a yellow box states: '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, and a 'Support' button in the bottom right corner.

2

The screenshot shows a web browser window with the URL 'NPC Rapid Loader'. The page title is 'ProductFlow - Products to be sent'. Below the title, there is a search bar and a dropdown menu. The text below the search bar reads: 'The following products have not yet been sent to GS1 as part of your ProductFlow submission to your retailer. ProductFlow ensures your digital content matches your physical product. Your retailer(s) requires this to set up, range and manage your product.' Below this, it says 'Found 2 results'. A table with 3 columns: 'Exp Date', 'Base GTIN', and 'Description'. The first row has '8/08/2022', '09621133020045', and 'Deb's Crackers Tomato 250g'. The second row has '26/06/2022', '09621133020069', and 'Deb's Crackers Salty 250g'. To the right of each row is a 'Submit for ProductFlow' button. An orange arrow points to the 'Submit for ProductFlow' button for the second row.

Exp Date	Base GTIN	Description	
8/08/2022	09621133020045	Deb's Crackers Tomato 250g	Submit for ProductFlow
26/06/2022	09621133020069	Deb's Crackers Salty 250g	Submit for ProductFlow

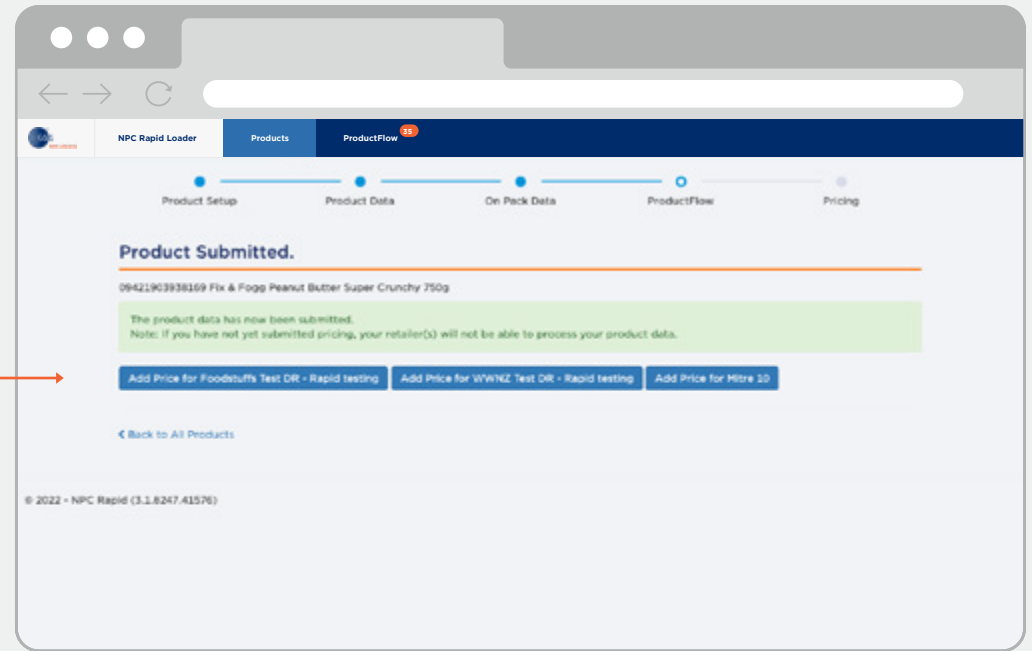
Adding a price

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

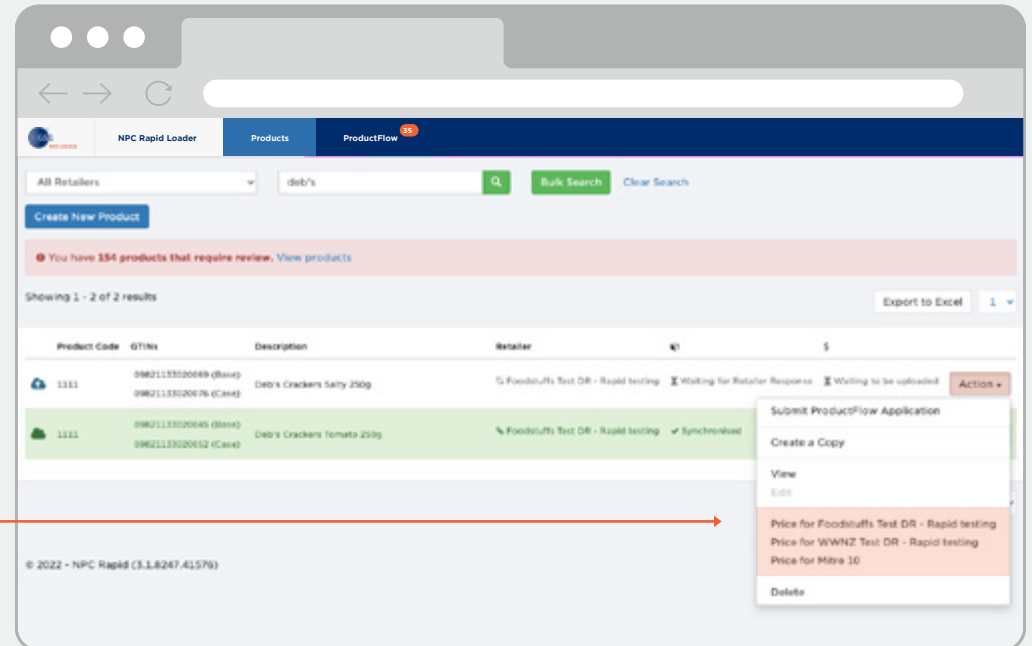
Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 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.

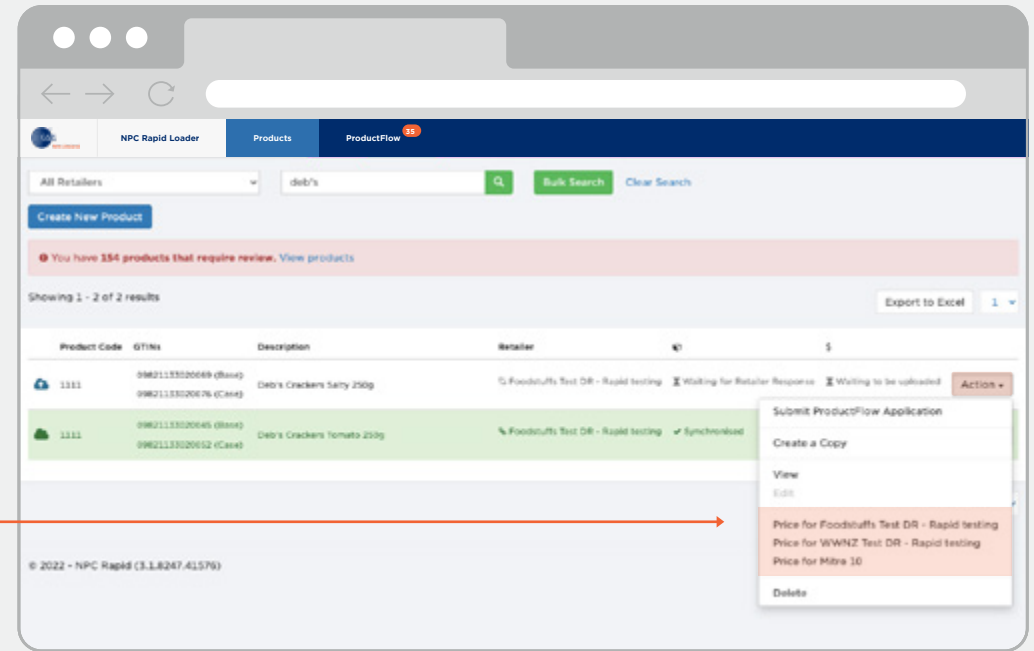
Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 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.

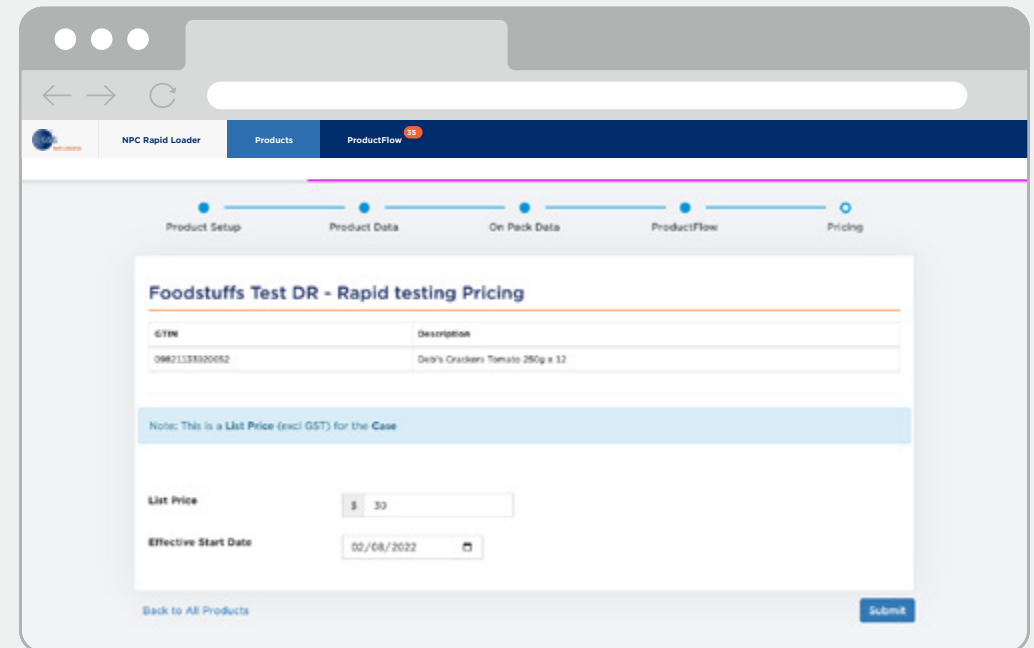


Foodstuffs require suppliers to complete their FOBL SPA (Foodstuffs Own Brands Supplier Price Adjustment process). The first step is to enter your pricing into NPC Rapid (as above), this will then help automate your creation of the FOBL SPA form when you run that process in the Foodstuffs' exchange -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

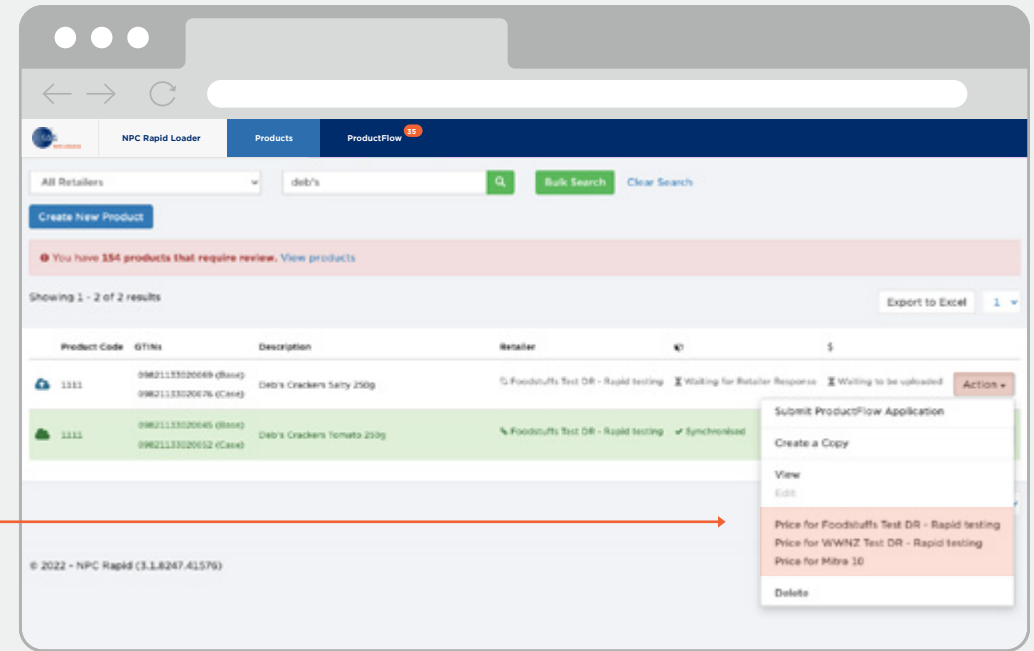
Your product data will not be published until you have added a price. After doing so, the product data will begin uploading.

- 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.

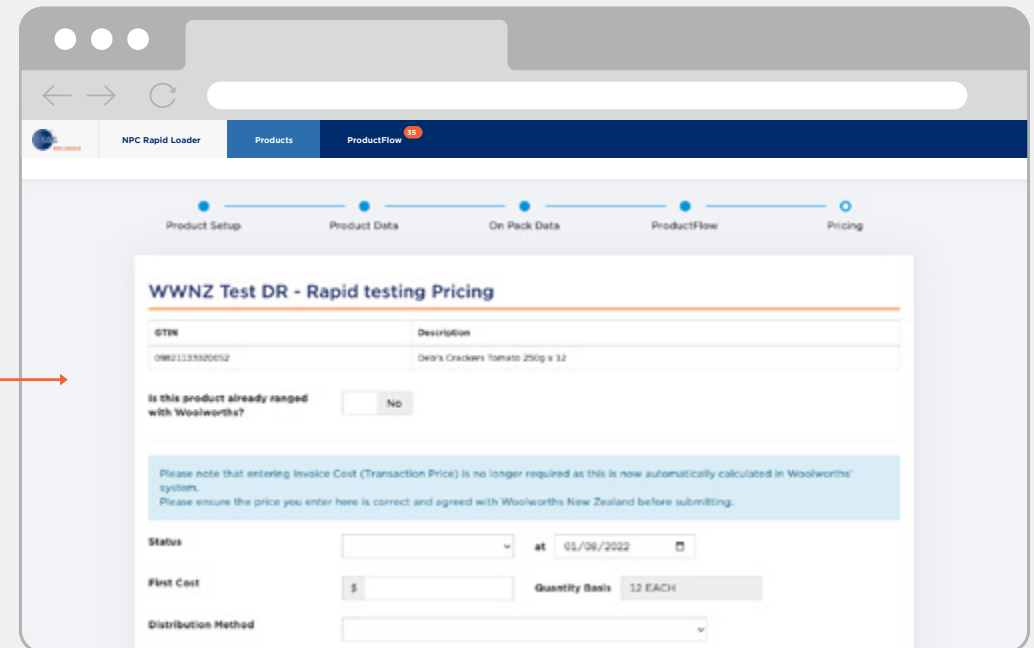


Woolworths require your products article level terms to be loaded to NPC Rapid , e.g. Off Invoice Deals , Miscellaneous or Deferred Deals. Woolworths store your vendor level terms in their own system, so they are not entered into NPC Rapid (e.g. Warehouse and Ullage allowances).

1



2



How items should look when published

Foodstuffs

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

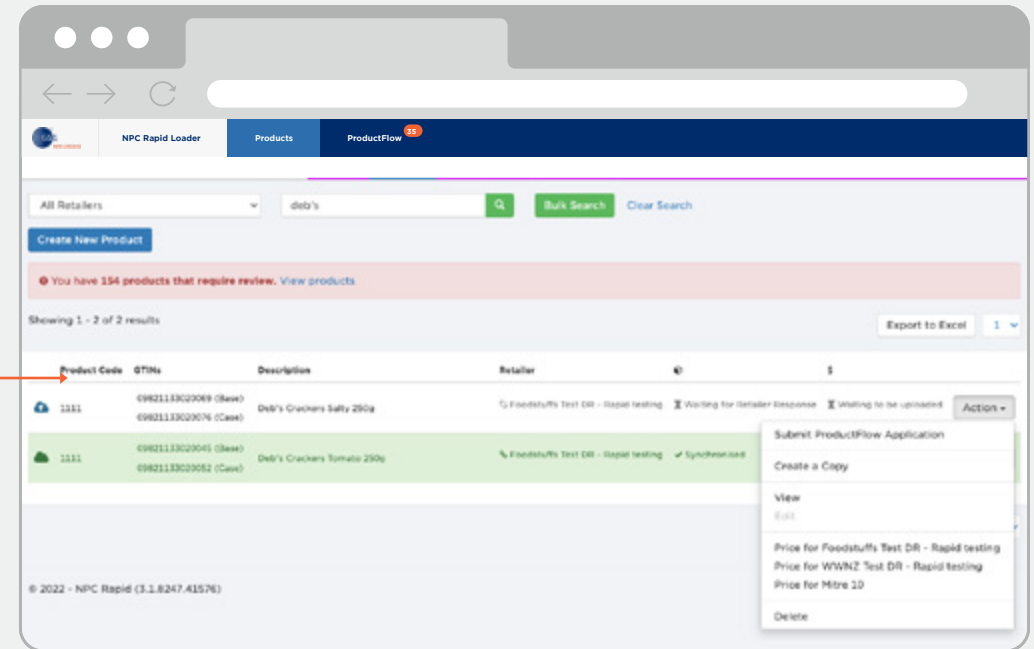
i Note: Foodstuffs' response is automated and they will not send any system confirmation when your article has been ranged.

Woolworths NZ

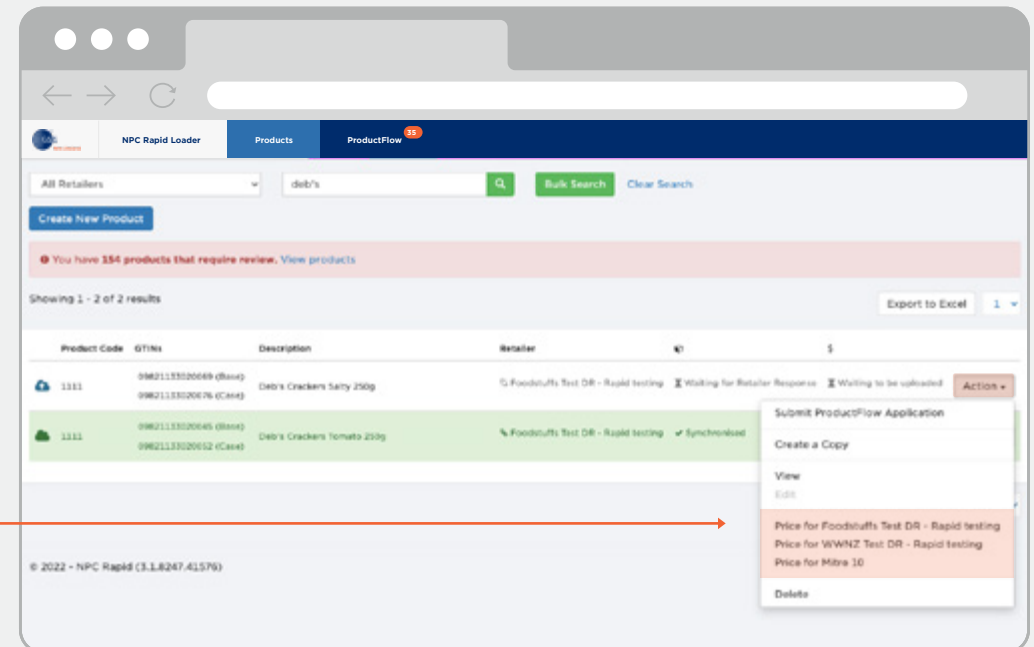
Product data 'synchronised', price data 'synchronised' = Woolworths NZ has received and accepted your product and price data.

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



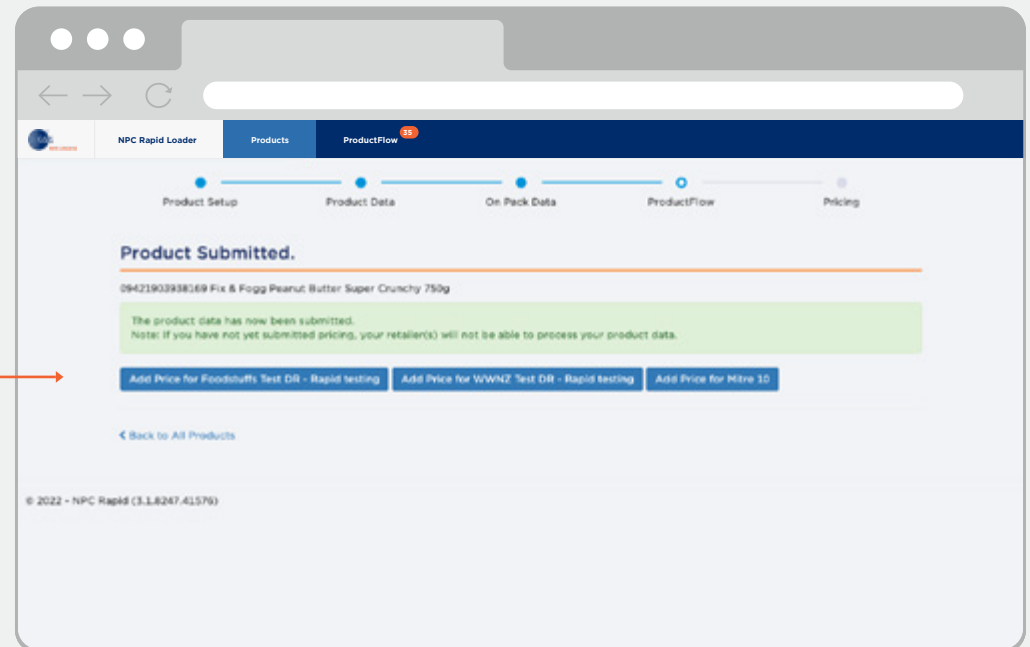
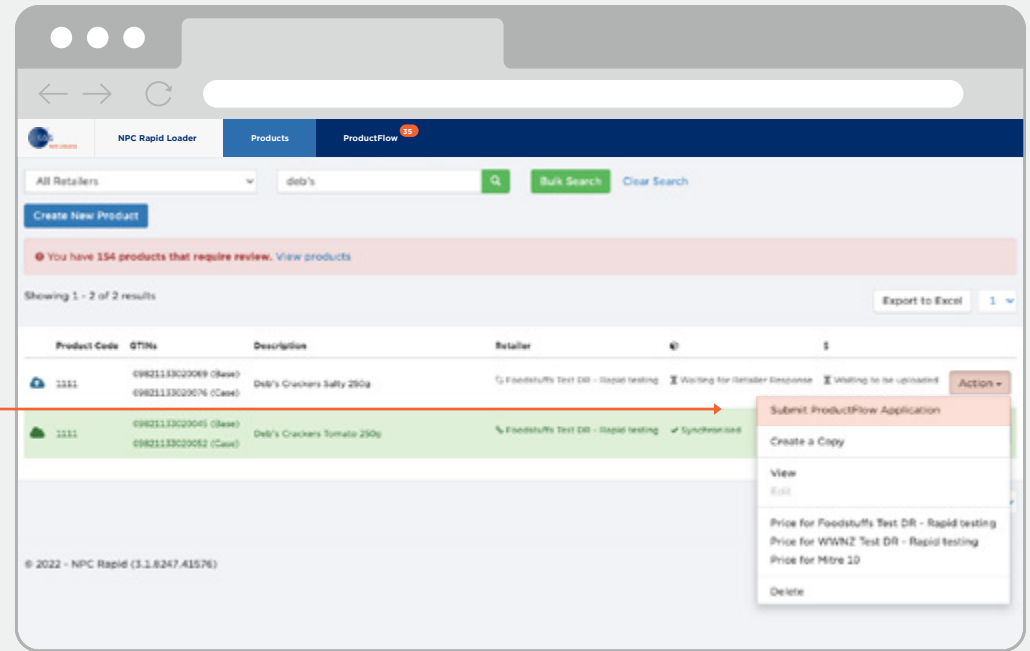
Ranging an existing product with a new retailer

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.



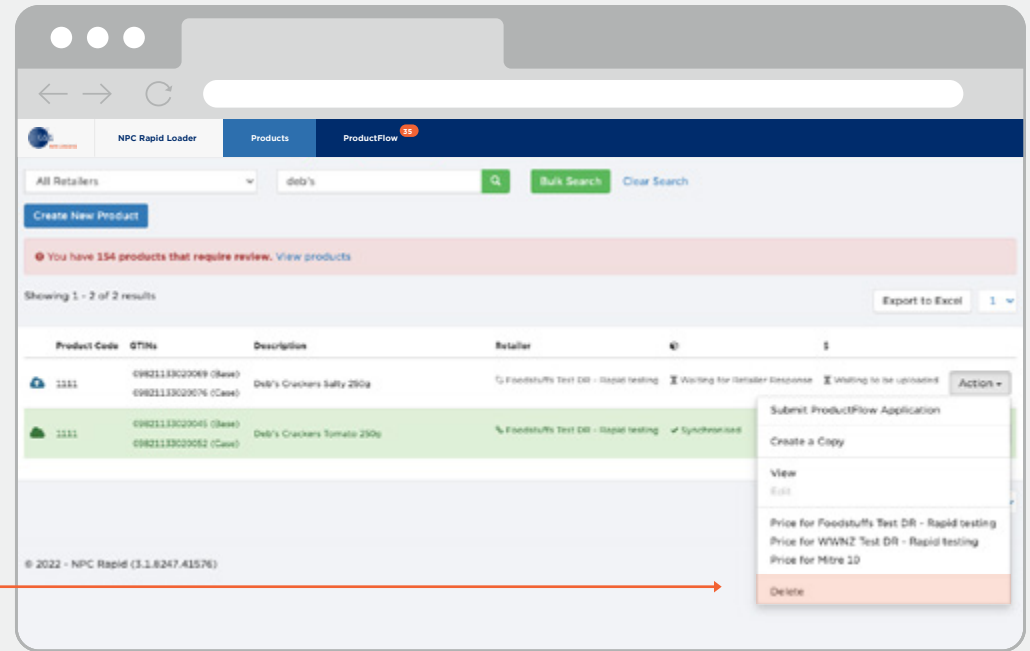
Deleting a product - obsolete products

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.

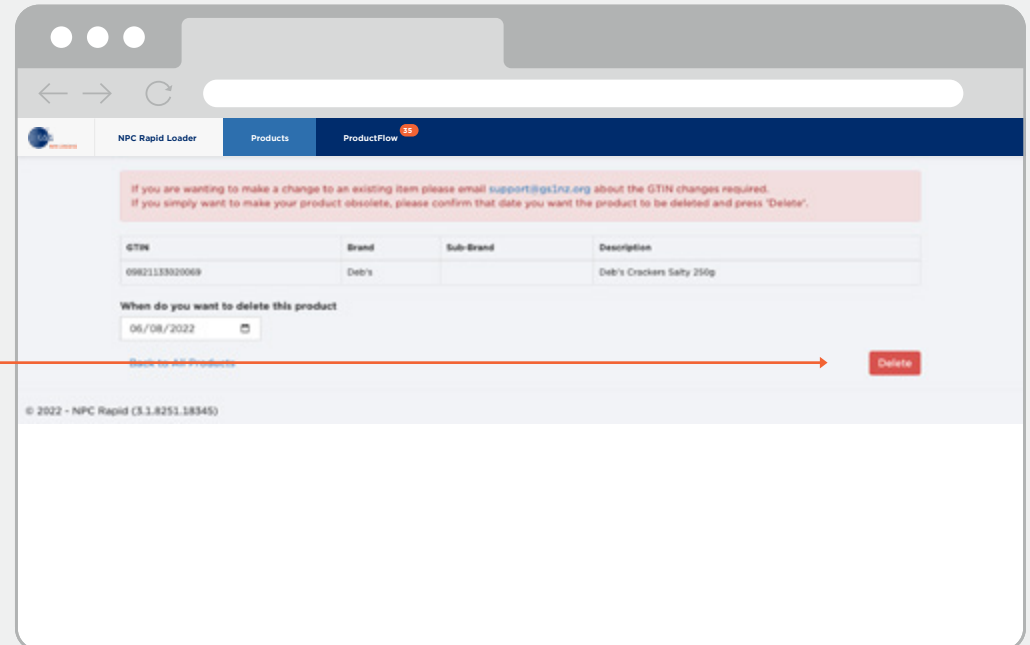
This option should only be used for obsolete products - please contact GS1 support if you need to change a GTIN in the hierarchy (e.g. your case GTIN is changing but the base GTIN remains the same).

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

1



2

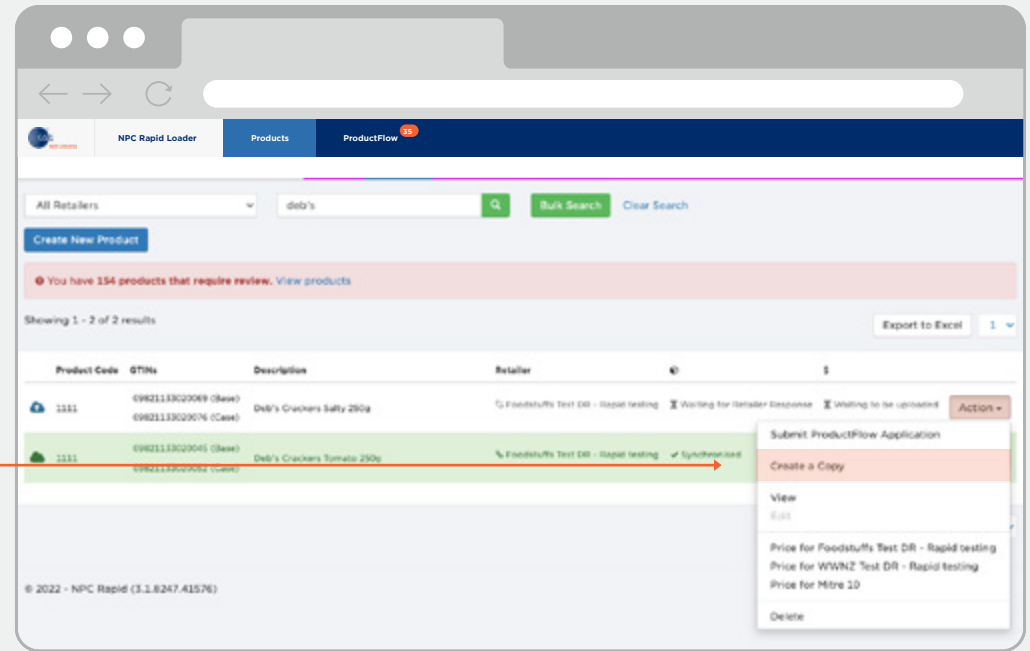


Creating a copy - copying existing product data

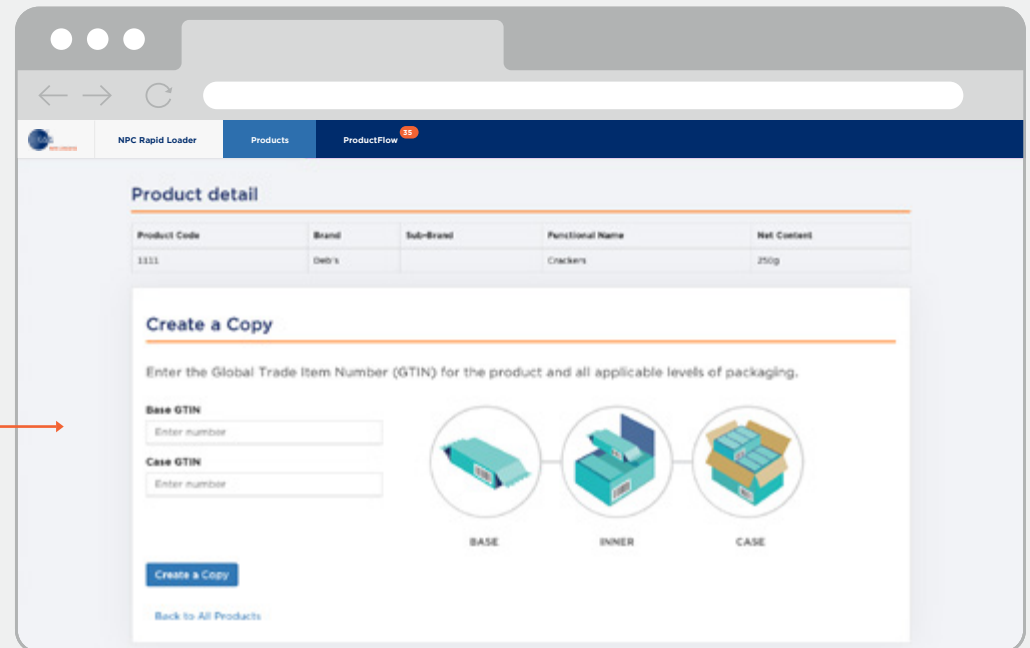
If your other products have similar dimensions and data to an existing product in NPC Rapid, then you can use the 'create a copy' rather than entering all the data again from scratch. This is very useful for a product with many flavours, for example.

- 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

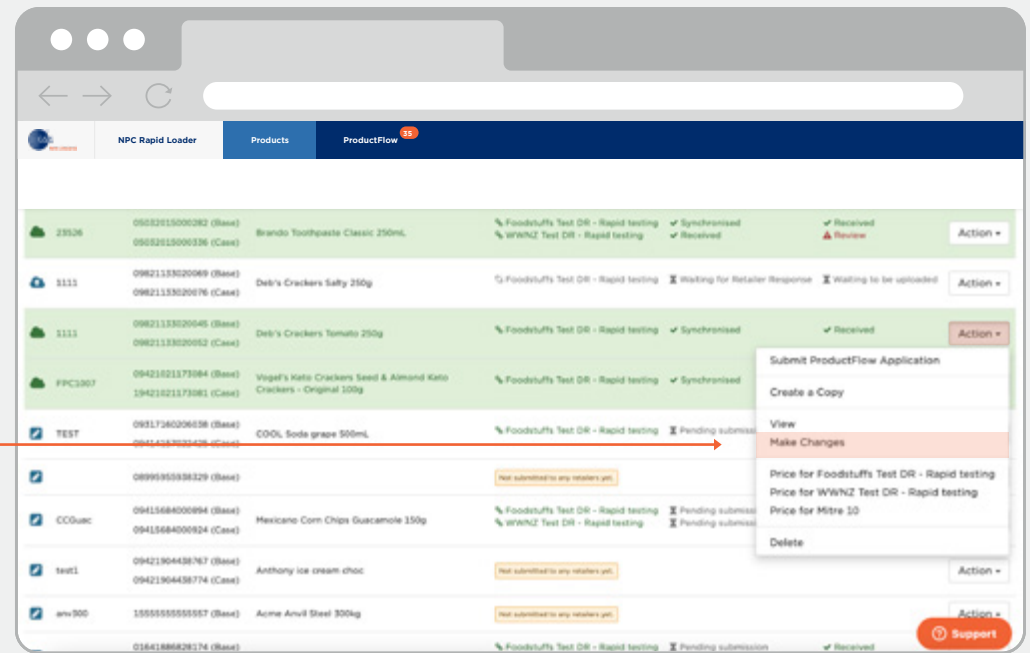
The screenshot shows the 'ProductFlow' interface for 'NPC Rapid Loader'. The 'Base Level' tab is active, and the 'Product Code' field is highlighted with a red error message. The interface includes a navigation menu on the left and a main form area with various product details.

Field	Value
GTIN	0982133020083
Product Code	Your Product/SKU code. 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	1000177 Chips/Crisps/S... Lookup What is GPC?
Is Trade Item NZ Regulated Product	No
Countries of Origin	New Zealand
Country Of Origin Statement	Made in NZ
Product Group Code	1111
Product Group Code Description	crackers
Type of Expiry Date	Best before date

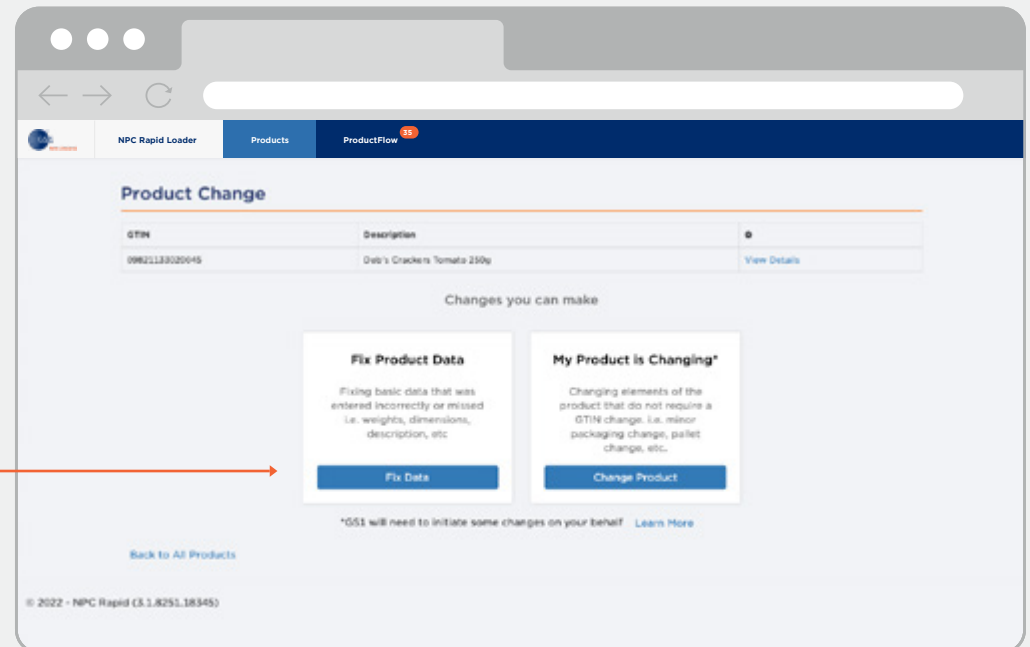
Making changes after you've submitted your product

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

1



2



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.

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)