Foodstuffs

GS1 ProductFlow & National Product Catalogue

Supplier Guideline & Implementation Pack

DOCUMENT PURPOSE

Foodstuffs, in conjunction with GS1, have produced this document to provide you with a GS1 ProductFlow and NPC (National Product Catalogue) Supplier's Guideline for the Foodstuffs Group of Companies. This document is intended for the supplier's GS1 ProductFlow / NPC Account Manager and Administrator. The requirements in this document are specific to Foodstuffs, but you must read them in conjunction with other GS1 ProductFlow / NPC documentation published by GS1 New Zealand. This is a working document – please ensure that you have the most up to date version.

This version 2.2 was published on 17/08/2018

GS1 PRODUCT FLOW & NATIONAL PRODUCT CATALOUGE (NPC) OBJECTIVES

The objective of ProductFlow is to ensure that high quality supplier product information (including product data, photography and bar coding) is verified and accurate when it first enters Foodstuffs business systems and is synchronised for ongoing product changes so that we can effectively range and sell your products.

ProductFlow brings together Foodstuffs' requirements for New Product Introduction and provides a level of quality that Foodstuffs needs to ensure that industry standards are being met. This includes:

- Product data – will be used to populate the Foodstuffs National Product Information Management (PIM) database
- Product photography – will be used, primarily, to populate both online and printed media
- Bar code conformance – will be used to ensure scanability, numbering integrity, and adherence to GS1's GTIN Management Standard (i.e. when new bar code numbers should be used).

The benefit of quality synchronised product data is a more efficient business relationship for both of us.

The data loaded into GS1 NPC (by either a GS1 Live or GS1 ProductFlow Activated supplier) will be used to populate the National Product Information Management (PIM) database. This information will then be used by both Foodstuffs companies when communicating with suppliers regarding Product information.

Foodstuffs gives priority to processing product data when a successful ProductFlow report is received.

COMMITMENT TO DATA QUALITY

We have identified several of the common factors for success encountered so far with other companies. These are listed below so that you can help to ensure a speedy process to becoming GS1 NPC Live or GS1 NPC Product Flow Activated with Foodstuffs. Please check to ensure that your company and your catalogue are equipped with these success factors.

GS1 ProductFlow / NPC Success Factors:

- **Sufficient Resources and Priority assigned to GS1 NPC**
  ProductFlow, by definition, will involve staff from product development, sales, marketing and packaging in your organization, who need to work together to ensure successful product launch and subsequent management of that product lifecycle.

  Please ensure you have appropriately assigned your GS1 ProductFlow / NPC Administrator, Backup Administrator and Champion. They will need to be able to commit to a high level of coordination within your business to ensure that all components of ProductFlow are completed before presentation to Foodstuffs.

- **Up-to-date Data in GS1 NPC**
  Any New Products, Product Changes must be loaded to the GS1 NPC and go through ProductFlow. Any Price Changes must be loaded into GS1 NPC but are not required for ProductFlow.
  These must be applied 6 weeks prior for a change, and 8 weeks for a new product presentation in advance of their effective start date, or prior to the presentation to Foodstuffs.
  Please ensure that the current price, and any future price changes, are loaded to the GS1 NPC, and that the Pricing loaded represents the List Price (as opposed to Net Pricing).

- **Appropriate Internal Processes associated to GS1 NPC**
  All companies engaged with GS1 ProductFlow / NPC must have systems in place to ensure that any data submitted via other means (FOBL Supplier Price Adjustment Template) are loaded to GS1 NPC at the appropriate time.

- **Complete and Correct Data for all Items**
  When all data loaded to the GS1 NPC meets the expectations of Foodstuffs, it will ensure smooth transmission of data into the Foodstuffs National PIM.

A commitment to quality product information is needed from you to ensure the GS1 ProductFlow and NPC delivers benefits to both Foodstuffs and you, the supplier.

Foodstuffs will review all ProductFlow reports and regularly review your product data and process performance. Issues will be raised with the Product Data Owner and the GS1 ProductFlow/NPC Administrator in your business. All product data and process (including GS1 ProductFlow / NPC) issues will be covered at the annual Foodstuffs Supplier Business Review Meeting.

The Foodstuffs Companies expect supplier management commitment to:
- Ownership of product data governance to ensure quality data
- Understanding the Foodstuffs data and process requirements
- Implementing adequate and appropriate resourcing
- Setting up appropriate GS1 ProductFlow / NPC processes
- Ensuring ongoing adherence to the Foodstuffs product data and GS1 ProductFlow / NPC procedures
- Reviewing Foodstuffs and Supplier product data and process performances to improve data quality

GS1 PRODUCTFLOW / NPC PROCESSES

As a supplier to Foodstuffs you will need to:

- Register for GS1 ProductFlow and work with GS1 to achieve **GS1 Product Flow Certified** status.
- Foodstuffs will then "activate" your company in the Foodstuffs eXchange to be a ProductFlow user.
- Maintain a high standard of product maintenance, including timely and accurate GS1 ProductFlow / NPC data maintenance after being declared **GS1 Product Flow Activated**.

GS1 ProductFlow Certified & Activated

GS1 will work with our Supplier Companies to bring them to a GS1 ProductFlow Certified state. This means that GS1 certify that the data conforms to Foodstuffs' minimum requirements and you have the processes and supporting roles in place to maintain the data in a timely and sustainable fashion. When Foodstuffs commences using your data, you will be declared "ProductFlow Activated".

Once you have been declared GS1 NPC ProductFlow Activated, it is important that you then maintain your GS1 NPC data, as it is a living catalogue and must be kept up to date at all times.

The GS1 ProductFlow Champion, Administrator, and Backup Administrator roles must be assigned to appropriate people within your business and maintained when staff change roles. These people should be fully trained and capable of performing these roles. If any of these roles is vacant, your business should take measures to fill this vacancy as part of your commitment to maintaining your GS1 ProductFlow status.

GS1 ProductFlow & NPC Live Supplier Processes

Once you have been declared GS1 ProductFlow Activated or GS1 NPC Live, data changes and new products must be conveyed via ProductFlow and NPC (not Data Express or the Universal Buying Form (UBF). However, you are still required to adhere to the Foodstuffs procedure and process requirements (via GS1 NPC and other) depending on the type of changes as described in the diagram below. These processes for GS1 NPC Live and GS1 ProductFlow Activated suppliers are very important.

Step	New Product	List Price	Other Data Changes e.g. dimension, etc...
1	Communicate and agree on changes with Foodstuffs as per current procedure.		
2	Add new Products via GS1 ProductFlow. Product data in NPC, BCV (Bar Code Verification) & Images via ProductFlow at least 8 weeks (6 weeks for a change) in advance of public release date.	Send list price & Terms change information to FOBL for approval as per current procedure. Load price change data to GS1 NPC at least 6 weeks in advance of Price Effective Date.	Enter data changes into GS1 NPC followed by ProductFlow application at least 6 weeks in advance of price effective date.
3		FOBL review changes; communicate errors and approve. Foodstuffs receive Price and Term change confirmation from FOBL.	
4	Foodstuffs receives ProductFlow report. If it's a pass then Foodstuffs automatically download Supplier GS1 NPC data for further validation and reviewing. For ProductFlow fail (Critical) report Foodstuffs expects vendor to resubmit a fresh ProductFlow application after fixing the reason for failure. Foodstuffs will contact the supplier regarding erroneous data, Bar code verification or Images.		
5	Supplier meets with Foodstuffs to present the product.		
6	Product acceptance or rejection is communicated to the Supplier.		
7	Foodstuffs update GS1 NPC data into back office system according to the 'Effective Date'.		
8	Supplier Product data and GS1 NPC performance is reviewed regularly.		

Other Relevant Points about GS1 NPC

1. GS1 NPC must be viewed as a key Foodstuffs requirement for product data maintenance and its importance should not be underestimated. Suppliers are required to appoint a GS1 NPC Champion, GS1 NPC Administrator, and backup GS1 NPC Administrator. Responsibilities are defined in Section 5 of this document. Failure to provide quality data may affect your company's business with Foodstuffs.

2. Foodstuffs Own Brands Ltd (FOBL) will be providing all house brand (Pam's, Budget, etc.) product and pricing data to Foodstuffs on behalf of suppliers. The FOBL data collection process for house brand products is currently outside of the GS1 NPC. Supplier Companies must not load or publish house brand data through GS1 NPC to the Foodstuffs Companies. House brand data will be loaded and maintained by FOBL. FOBL will publish any house brand Item and Price data to the Foodstuffs Companies, and any item or price changes will be managed by FOBL.

3. This document covers Foodstuff's guidelines to suppliers for GS1 NPC. Suppliers are expected to read this document in conjunction with other Foodstuffs Policies and documents including other industry and GS1 NPC requirements.

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Version History

Revision	Date	By	Description
1.0	17/08/2008	Andrew Barber	Version 1.0 - Final
1.1	01/09/2009	Steffan Rolfe	Version 1.1 - Final
1.2	18/05/2010	Steffan Rolfe	Version 1.2 - Draft
1.3	28/06/2011	Ana Connor	Version 1.3 - Draft
1.4	22/07/2011	Ana Connor	Version 1.4 – Incorporating feedback
1.5	09/01/2014	Steffan Rolfe	Version 1.5
2.0	27/07/2016	Jamie Pratt	Version 2.0 – Final Updated references to GS1 NPC & ProductFlow
2.1	12/01/2017	Jamie Pratt	Version 2.1 – Final Updated document to standardised format Reworded sections with GS1 & Foodstuffs input.
2.2	17/08/2018	Andrew Law	Version 2.2 Final -incorporating feedback

TERMINOLOGY

The following terms are commonly used by Foodstuffs and throughout this document:

Term	Definition
Article	SAP-speak for product or item. Within Foodstuffs we talk about Articles, but many of our suppliers aren't familiar with this term.
Barcode	The barcode on our products has two parts – the stripy lines that are scanned, and the human -readable number that is encoded by those lines. See also **EAN**, **GTIN**.
Data eXpress	Our online form that suppliers can use to send us data such as barcodes, descriptions, dimensions, dangerous goods info, nutritional and allergens, etc. about their products. Suppliers access this system through their Foodstuffs exchange login.
EAN	This stands for European Article Number. This is the same as the barcode number, which you will find printed on retail products, as well as cartons and inner packs. The term EAN might also be referred to as a **GTIN** or **Barcode** number.
eCommerce	More than simply selling things on a website, eCommerce is about conducting all kinds of transactions over the internet by sending electronic documents directly between companies' computer systems. For us, that means: orders, order acknowledgements, delivery notifications, invoices, product and customer (store) data can all be sent instantly and directly.
Foodstuffs eXchange (FSX)	Our supplier eCommerce portal where suppliers can login to retrieve and process Purchase Orders, enter and update product info through **DEX,** and trace past transactions. Alongside the web portal there is a powerful transaction engine that allows suppliers to integrate transactions with their back-office accounting software.
GS1 New Zealand	The New Zealand arm of a member based, non-profit global standards organisation that owns the barcode system, Product Recall NZ, **ProductFlow** and other useful supply chain efficiency initiatives we use in the New Zealand grocery industry. Part of the international GS1 organisation.
GS1 NPC	GS1 National Product Catalogue is the data pool where information is published to from suppliers, ready for recipient companies to draw from.
GTIN	Global Trade Identification Number. This is the number under a barcode. It should be unique to the product upon which it's printed. See also **EAN** and **barcode**.
Hybris	The software (a module of SAP) that runs our **National PIM** system.
National PIM	The Foodstuffs National Product Information Management system that receives and holds all the product data for both Foodstuffs companies. All new products and product changes are checked by the National PIM team, also called Nat PIM.
ProductFlow	A GS1 NZ product verification service designed to help facilitate the introduction of new products and notification of any other range changes to business customers.

1.   GS1 NPC & PRODUCTFLOW BACKGROUND

GS1 National Product Catalogue (NPC) is a data synchronisation network managed by GS1. GS1 is a non-profit organisation that provides a common language for international trade and commerce, primarily a series of standards designed to improve supply chain management.

GS1 NPC is a data pool of product information including barcode numbers, item descriptions, dimensions, and pricing information. GS1 NPC aligns the Australasian data pool with the rest of the GDSN (Global Data Synchronisation Network).
Note: GS1 NPC does not replace the Foodstuffs eXchange (FSX) for business transactions such as Purchase Orders and Invoices.

GS1 promotes and supports suppliers to assist them to populate their product data to the GS1 NPC, and to put processes in place to maintain the data.

GS1 NPC data to Foodstuffs is received via the Foodstuffs eXchange. This data is stored at the eXchange and passed on to the National Product Information Management (PIM) system, where it is verified, enriched, and made available for use by the regional Foodstuffs companies.

Foodstuffs are committed to GS1 NPC.
When a supplier becomes GS1 ProductFlow Ready, they will submit information relating to any new products and any product changes through the GS1 NPC. This information will be used to build a full product catalogue over time. Once the product information is in GS1 NPC, a supplier is expected to perform all future data updates to item and price information (excluding promotions) through the GS1 NPC.

GS1 NPC must be viewed as a key Foodstuffs requirement for data maintenance. Failure to provide quality data may affect your business with Foodstuffs.

2. GS1 NPC & PRODUCTFLOW OBJECTIVES / BENEFITS

- To create total data alignment between all members of a logical trading community.

- To underpin and deliver the integrity of information essential to enable eCommerce and online solutions.

- To reduce investment required by individual companies to achieve data alignment.

- To provide a central point for "once only maintenance" and all supply chain product information for all categories of information for all trading partners.

- To increase efficiency and accuracy of communicating information by removing the need for "paper based" forms, such as the UBF.

- Increased confidence in data quality for all parties

- To reduce loss of vendor and retailer sales, "Out of Stocks" and instances of excess stock levels caused by ordering errors.

- To reduce occurrences of retail scanning of "unknown items".

- To reduce reconciliation work and the corresponding costs associated with processing credit claims, returns, etc.

- To prevent reduced vendor or retailer margins that are caused by incorrect pricing.

- To eliminate rejected deliveries to stores or warehouses, resulting from incorrectly ordered/delivered items, price discrepancies etc.

- To remove the unnecessary costs of errors and inefficiencies from the supply chain, resulting in an overall reduction in supply chain costs for both supplier and retailer.

- To allow faster time to market for new product at Foodstuffs

- Easy interface via NPC Rapid Loader, GS1's online webform

- Access to B2B middleware software that can link your database directly into GS1, and from there to us, reducing data entry errors and overheads.

- Additional services, such as image capture, data loading services and support desks, provided by GS1

3. HOW GS1 NPC & PRODUCTFLOW WORK

- Suppliers register for GS1 ProductFlow with GS1 NZ. Once certified by GS1, any new product introductions or product changes are submitted via the ProductFlow application, into the NPC; product photography to the GS1 image repository and bar code conformance is completed; each component is verified by way of a Product Verification Report with which Foodstuffs can assess product information quality.

- Suppliers publish data to the retailers that they trade with. Retailers subscribe to the supplier catalogue to initiate data flow.

- Data is synchronised with the data recipient, and ongoing data maintenance is performed through the GS1 NPC. Any change to the product imagery should also be processed through ProductFlow.

- Suppliers update their catalogue. Changes are transmitted to all trading partners that have subscribed to the supplier catalogue.
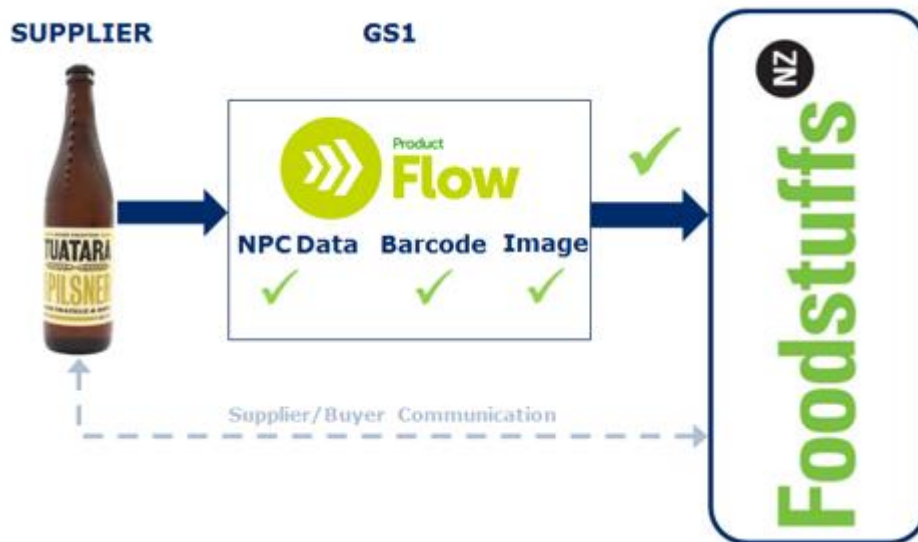
4.   FOODSTUFFS RECOMMENDATIONS TO SUPPLIERS

GS1's ProductFlow and the NPC must be considered as an important business process to be implemented by suppliers for the purpose of data communicating product information with the Foodstuffs Companies. Foodstuffs expect an on-going commitment from suppliers for provision of product information via ProductFlow and the NPC.

ROLES

Foodstuffs recommend that the following functions be assigned/performed as part of the ProductFlow and NPC process:

GS1 PRODUCTFLOW CHAMPION

This would normally be expected to be a senior management member of the supplier company such as the Key Account Manager. The GS1 ProductFlow Champion should be able to discuss GS1 ProductFlow issues at a high level with their counterparts at Foodstuffs.

Part of the Champion's role should be to ensure that sufficient resources and appropriate processes are in place, and to have an effective line of communication with the supplier's GS1 ProductFlow Administrator.

GS1 PRODUCTFLOW ADMINISTRATOR

Appointment of a GS1 ProductFlow Administrator should be performed as part of the initial project start-up. The GS1 ProductFlow Administrator should fulfil the following roles in relation to Foodstuffs:

- Act as the coordination point for ProductFlow requirements across NPC data, product imaging and bar coding. Be the expert user of GS1 ProductFlow and any back office software, tools or middleware employed to maintain GS1 NPC data.

- Fully understand the Foodstuffs' requirements for GS1 NPC data maintenance and other product information requirements.

- Either have full access to the GS1 NPC system and the ability to make changes, or direct access to this resource within your organisation.

- Have a full understanding of the GS1 ProductFlow and NPC system and how it works, including product data, imaging and barcoding standards.

- Have an understanding and involvement in the product development life cycle.

- Form a good working relationship with Foodstuffs' National Product Information Management staff.

- Ensure that changes made meet the level of data quality that Foodstuffs expect.

BACKUP GS1 PRODUCTFLOW ADMINISTRATOR

It is strongly recommended that a secondary resource to the GS1 ProductFlow administrator is provided. The person in this role should be capable of performing GS1 ProductFlow activities in the absence of the GS1 ProductFlow Administrator.

MANAGEMENT COMMITMENT

It is essential that management be committed to the GS1 ProductFlow and NPC process. All levels of management should be aware of GS1 ProductFlow and the impact that it will have on the product information maintenance process. This includes:

- Product management

- Senior management

- Account management

The GS1 ProductFlow process should assist in providing a change in culture when it comes to product information management. More than ever we are reliant on quality information to drive supply chain processes.

NPC DATA MAINTENANCE
All data within GS1 NPC must be maintained as a Live catalogue.

This essentially means that all New Products, Product Changes, and Price Changes must be uploaded to GS1 NPC and published to retailers at a level that meets their expectations. For Foodstuffs this requirement requires a minimum period of 8 weeks before launch for New Products, and 6 weeks for Product Changes and Price Changes.

Data Maintenance must also achieve high levels of accuracy to ensure minimum human intervention in the data. The essential aim of Foodstuffs is for the suppliers' data to flow directly into our system without the need for manual rekeying.

MIDDLEWARE
Foodstuffs strongly recommend that all suppliers invest in Middleware solutions for their GS1 NPC data maintenance. These applications are specifically developed to assist in the product data collection and maintenance required for GS1 NPC, and offer considerable benefits to users. A number of different options are available to suit the needs of businesses.

BUSINESS PROCESS REVIEW AND WORKFLOW
Take the opportunity provided by your GS1 ProductFlow or NPC project to gain an understanding of where your product information is stored and sourced from.

Under GS1 ProductFlow and NPC some business processes may change, however it must be realised that the core underlying business processes / requirements do not change.

We strongly recommend that you document your GS1 NPC processes and procedures. This is the key to embedding GS1 NPC within your current product data maintenance procedures. The relationship between your usual business processes and GS1 NPC should be included in this documentation in order to embed data maintenance in your organisation.

GS1 PROFESSIONAL SERVICES
If your company does not have the resources required to get up and running on GS1 NPC or GS1 ProductFlow, GS1 Professional Services may be available to assist you in both your data and process capacities.

It must be noted that while GS1 can assist with your initial project to get ProductFlow Certified, that ownership of this rests with you as the supplier. It is critical that system and process understanding is retained to ensure that you can appropriately maintain your GS1 ProductFlow and NPC catalogue.

Please contact GS1 for more information.

5.   FOODSTUFFS GS1 NPC & PRODUCTFLOW IMPLEMENTATION PROCESS

The implementation process for ProductFlow involves the below steps:

1. Sign-up at the GS1 New Zealand website
2. Work through a brief web-based training session
3. GS1 will complete setup and issue a "ProductFlow Certification" to Foodstuffs
4. Foodstuffs will Activate the supplier on ProductFlow

6.   GS1 NPC & PRODUCTFLOW ACTIVATED – WHAT DOES THIS MEAN?

GS1 NPC Live is the status that a supplier is assigned once the data synchronisation process has been completed.

- All data maintenance pertaining to neutral item data and list prices is to be provided through GS1 NPC.

- Data provided is expected to meet Foodstuffs requirements and must be provided within the expected notification timeframes for processing.

- GS1 NPC does not remove current business processes and communication with our category managers. Data to support these changes is simply being transmitted in a different way.

- GS1 NPC performance and KPI's will be covered at the Foodstuffs/Supplier meeting.

- GS1 ProductFlow Activated is the status that a supplier is assigned once they have been set up on the GS1 NPC and certified by GS1.

- All data maintenance pertaining to neutral item data and list prices is to be provided through GS1 ProductFlow.

- Data provided is expected to meet Foodstuffs requirements and must be provided within the expected notification timeframes for processing.

- GS1 ProductFlow does not remove current business processes and communication with our category managers. Data to support these changes is simply being transmitted directly to enhance accuracy.

- GS1 ProductFlow performance and KPI's will be covered at the Foodstuffs/Supplier meeting.

- Foodstuffs reserve the right to revoke GS1 ProductFlow Activated status should data quality expectations not be met.

7.   GS1 NPC & PRODUCTFLOW AND THE FOODSTUFFS EXCHANGE

GS1 NPC data to Foodstuffs flows via the Foodstuffs eXchange. This allows three core functions to be performed:

DATA FILTERING

The Foodstuffs eXchange can provide the Foodstuffs National PIM filtering to allow through data maintenance records that we are interested in. This is based on:

•   Supplier configuration

•   Maintenance action codes

•   Item/GTIN level filtering

DATA STORE

The Foodstuffs eXchange will act as a data store for GS1 NPC transactions. This means that maintenance records can be retrieved at a later date if required by Foodstuffs.

PRODUCT MAPPING

Traditionally suppliers have had the ability to upload a product listing to the Foodstuffs eXchange for the purpose of purchase order product code translation. This has allowed the product code a supplier wishes to see specified on the order based on record matches.

Foodstuffs have decided to leverage the data flow of GS1 NPC through the Exchange to allow for automated update of the product translation table based on supplier GS1 NPC data. For GS1 NPC Live and GS1 ProductFlow Activated suppliers this will remove the need to maintain products at the Exchange as a separate exercise.

Application of GS1 NPC data to a supplier profile is available on request to the Foodstuffs eCommerce Department through company configuration at the eXchange.

8.   GS1 NPC AND FOBL (HOUSE BRAND PRODUCTS)

Foodstuffs Own Brands Ltd (FOBL) will be providing all house brand (Pam's, Budget, etc.) product and pricing data to Foodstuffs on behalf of suppliers.

The FOBL data collection process for house brand products will be included in the GS1 NPC systems.

Supplier Companies must not publish house brand data through GS1 NPC to the Foodstuffs Companies. House brand data will be loaded and maintained by FOBL. FOBL will publish any house brand Item and Price data to the Foodstuffs Companies, and any item or price changes will be managed by FOBL.

9. NOTIFICATION TIMEFRAMES

Provision of data via the GS1 NPC does not replace any current policy as to the notification periods for when information is expected to be received.

6 weeks' notice is required for:

• List price changes

• New products (Ranging process) – Please note: 8 weeks' notice is required by FSSI for New Products.

• All other data changes

Foodstuffs GS1 NPC maintenance processing is driven through the effective date/start date specified against each record.

Foodstuffs expects all issues and queries to be acknowledged within one working day, and a substantive resolution or response should be provided within 2-5 working days. Please advise your Foodstuffs contact if at any time you will be unable to meet these timeframes.

10. FOODSTUFFS GLN

The Foodstuffs New Zealand GLN is: **9429000008990**

Currently, any Terms data is not required via GS1 NPC. Therefore, suppliers are only required to load Group List Prices to the Unspecified (UNS) source of supply for Foodstuffs New Zealand.

11. COMMUNICATION

GS1 NPC and GS1 ProductFlow Activated suppliers must ensure that any proposed changes are still presented to the appropriate Category/Banner/Wholesale representatives via the established communication channels.

Communication between suppliers and Foodstuffs Category Managers, Buyers, and the National PIM team is important in ensuring that missing/incorrect information is promptly actioned.

12. QUALITY OF DATA

It is expected that the quality of the data provided via the GS1 NPC reflects the requirements of the Foodstuffs Companies. GS1 NPC performance and data quality will be covered at the annual supplier meeting. Foodstuffs reserve the right to revoke GS1 ProductFlow Activated status should a supplier not fulfil data maintenance expectations. Implementing effective data governance structures and procedures will assist you to review and assure quality data.

Failure to provide quality data may affect your business with Foodstuffs.

13.   ITEM PUBLICATION

- All products that are supplied to Foodstuffs should be loaded and published within a supplier's GS1 NPC catalogue.

- Publication should always and only occur at the highest level of the item hierarchy, this is generally the CASE level.

14.   ITEM UN-PUBLICATION

Un-publication of data should be carried out where products are deleted. Deleted products should first be end-dated at the item level, then unpublished. This will indicate that the supplier no longer provides the product to Foodstuffs.

15.   CHANGE ACCEPTANCE

Publication of data changes via the GS1 NPC does not imply Foodstuffs acceptance.

Foodstuffs use an auto-accept function of GS1 NPC that makes item information appear with a status of "ACCEPTED" within GS1 NPC.

Acceptance of data maintenance changes should only be taken from positive communication by Foodstuffs outside of GS1 NPC.

16.   NON-BARCODED PRODUCTS

The GS1 NPC system is set up to accommodate products that have barcodes assigned to all levels of the hierarchy.

To allow any non-barcoded products (or those with non-barcoded units of measure) to be published, the brand-owner/supplier will need to allocate a GTIN to that packaging hierarchy. It does not need this GTIN printed as a 'bar code', but allows a unique GTIN to be provided into the NPC for that product.

GS1 will assign a barcode from their own system. If they do not, or cannot, they should contact the Foodstuffs National team to obtain a GTIN from a Foodstuffs-maintained list of GTINs. These GTINs will then be used for the population of records within the GS1 NPC.

17.   ADDITIONAL RESOURCE

Please visit http://www.gs1nz.org for the most up to date GS1 resources. These include (but are not limited to):
- Item Data Dictionary
- Price Data Dictionary
- Code Lists

18.   FOODSTUFFS SPECIFIC DATA REQUIREMENTS

This section details some of the Foodstuffs specific NPC data and process requirements. A full list of the required data fields and their definition is located at the below link.

https://gs1nz.zendesk.com/hc/en-us/articles/204611350-Data-Requirements

EFFECTIVE/START DATE
- An "Effective Date" must always be applied to data maintenance.
- The "Effective Date" applied to data maintenance must be consistent with Foodstuffs notification timeframes.
  - Corrected data is the only exception to this rule.
- The publication date should be used by suppliers to ensure that any changes loaded are available for receipt by Foodstuffs within the expected timeframes (generally 6 weeks prior to the effective date of change and 8 weeks for a new product).

VENDOR ITEM REFERENCE (SUPPLIER ASSIGNED ITEM ID)
- A vendor item reference value should be maintained for every product as part of the data maintenance process. This is through the **Supplier Assigned Item ID** field in the NPC.
- Vendor item reference for an item must be consistent over the item hierarchy, e.g. it must be consistent across the each, inner, and case. Foodstuffs cannot process catalogues where the Vendor Item Reference is different at each level of the hierarchy. Please contact us for advice regarding the representation of your Item Reference in the GS1 NPC if you do not currently comply with this requirement.

LIST PRICE
- Foodstuffs require pricing to be conveyed at the highest level (unit of measure) of the item hierarchy; this is usually the CASE (traded unit) level.
  If the product is a <u>variable weight</u>, the price should be loaded against the KILOGRAM unit of measure.
  - Prices are loaded by CASE into the Foodstuffs Companies systems, unless there is no CASE (in which case the EACH is used), or the product is a variable weight (pricing loaded on the KG).
- The price specified should reflect the level of the item hierarchy at which it is provided, e.g. If the price is specified at the CASE level GTIN, then pricing should be in terms of dollars per CASE.
- Pricing should only be provided at <u>one level</u> of the item hierarchy.
- List price start dates should always occur on a **Monday**. Only under special circumstances will changes that do not occur on a Monday be considered. The only exception is for the tobacco, liquor and milk categories where external influences dictate a specific start date, e.g. new taxation law, etc.
- An unspecified (UNS) source of supply may be used to simplify the pricing model, as we expect that the List price is identical for all sources of supply.
- Where supply is to multiple sources of supply and there is differential pricing at the list price level, GS1 NPC pricing should be configured to reflect this using the Source of Supply (DC / DSD / etc.).
- The pricing "Effective Date" must be identical for all sources of supply for a particular GTIN/Retailer GLN combination.
- The List Price is the price before the application of any term or discount (i.e. the list price is not the netted down price).
- List price records must always have an application sequence of '1'.
- Communication through the category manager and FOBL must occur in accordance with the timeframes given in Section 11. All list price changes are published via the GS1 NPC to Foodstuffs in accordance with this timeframe.
  - List prices are communicated to FOBL on the FOBL Supplier Price Adjustment (SPA) form
  - It is understood that changes may apply to the GS1 NPC data prior to final acceptance by Foodstuffs. All such changes must also be published via the GS1 NPC as soon as they have been agreed.
- <u>If any uncertainty exists</u> please consult with the Foodstuffs National PIM team for clarification.

TERMS

- Terms (allowances / charges / discounts) are not currently required to be populated into the GS1 NPC for Foodstuffs.
- The GS1 NPC data model is too complex to describe easily the terms often used through the New Zealand Grocery Industry. Foodstuffs has decided to continue maintaining terms outside of the GS1 NPC, in accordance with our current business processes.
- Suppliers should also be aware that we may ask for terms information via the GS1 NPC in the future. Any changes to the terms requirement will be communicated to suppliers, and a reasonable time period will be allowed in order for suppliers to meet any additional terms requirements.

PROMOTIONAL INFORMATION

- Promotions are outside of the scope of Foodstuffs GS1 NPC integration. Promotional information **should not** be loaded to GS1 NPC as part of pricing detail. Promotional activity and promotion programmes must continue to be communicated via the usual process.

DIMENSIONAL DATA

- It is expected that dimensional data that is loaded to the GS1 NPC is accurate. This information will be passed directly to Foodstuffs warehouses for loading into their systems.
  - It is possible to accommodate other metric UOMs, but please discuss your proposed UoMs with GS1 or Foodstuffs prior to loading your data to ensure we can manage the UoMs you propose to use.
- Pallet information is expected at the highest level of the item hierarchy, where appropriate for the product supplied.
- The standard pallet height maximum for Foodstuffs of 1.4m for ambient and 1.2m for chilled is applied, together with a check on the stated pallet configuration to ensure it is less than 1 metric tonne.
- Where the pallet height given is greater than the industry maximums, the supplier is advised that Foodstuffs reserves the right not to accept goods at this height.

PRODUCT DESCRIPTIONS

- The supplier may be advised that certain characters will be removed from descriptions by Foodstuffs in order to allow entry into their system. Suppliers are not required to remove these characters from their descriptive data; however, Foodstuffs may modify certain aspects of these attributes to allow processing of that data into their system.
- All GS1 NPC descriptions should meet the GS1 standard description format. Where descriptions do not meet this format, Foodstuffs will not synchronise this attribute unless the supplier is prepared to change to meet the GS1 standard.
- Foodstuffs companies have varying limitations on description fields in our systems. Foodstuffs may modify some descriptions to fit within our limits.

VARIABLE WEIGHTED PRODUCTS

- Variable Weighted Products are to be loaded into GS1 NPC where they are barcoded at an identifiable level within their item hierarchy. The loading of dimensions and weights for these types of products should be discussed with GS1.
- Pricing should be loaded per KG UOM (in the price record itself rather than EA)
- The 'I**s Trade Item A Variable Unit**" attribute should be set to true
- Selling UOM must be KG

HAZARDOUS SUBSTANCES

- The Hazardous Substance requirements have been defined at a Grocery industry level. The data loaded into the GS1 NPC will be expected to mirror these requirements.
- There are 2 flags that can be used to indicate Hazardous Substances:
    1. Is Trade Item A Hazardous Good?
    2. Is Trade Item A Dangerous Good?

When either of these is set to TRUE, additional information is able to be provided in relation to the hazardous substance.

PRODUCT DELETIONS

- Where a product is no longer available for supply, Foodstuffs may still have stock on hand and will still require data for the item to be provided to ensure alignment. An end availability date is required to be applied to such items, prior to the item being unpublished from the GS1 NPC.
- Pricing records for discontinued products must not be end dated within the GS1 NPC.

NEW PRODUCTS

- New Product information loaded into the GS1 NPC will be received into the National PIM system, where it is reviewed and enriched.
- Once this is done, the Category Manager will be able to use the information through the ranging/acceptance process.
- All products are to be loaded to the GS1 NPC including one-offs and seasonal lines.

PRODUCT CHANGES

- These are still to be co-ordinated with Senior Category Manager or buyer, as per the normal business process.
- At least 6 weeks' notice and publication to the GS1 NPC is required, in line with Foodstuffs notification timeframes as outlined in Section 12.
    - E.g. for a configuration change requiring removal of old stock from DC, this is a timing issue. NPC data will not be accepted until the process is complete.

IMAGE INFORMATION

- Where available, image information should be conveyed via GS1's MediaLibrary service. Suppliers are encouraged to use this feature.

19.   GS1 NPC NEUTRAL ITEM DATA

Foodstuffs have defined our neutral item data requirements, and these are located at the below link. Please note: these are subject to change (albeit infrequently). In the event of requirement changes GS1 will communicate this via their GS1 NPC Community Notice.

http://gs1nz.zendesk.com/hc/en-us/articles/204611350-Data-Requirements

Each attribute has been defined according to the GDSN standard. Attribute definitions can be found at the below links:

- Item Data Dictionary
- Price Data Dictionary
- Code Lists

20.   GS1 NPC PRICING

Under GS1 NPC, pricing is defined by three core constructs:

- Relationship
- Conditions
- Price Types

The meaning and the way that they are utilised by Foodstuffs is described below.

Each pricing attribute has been defined according to the GDSN standard. Attribute definitions can be found at the below link.

http://support.gs1nz.org/hc/en-us/articles/204345144-Price-Data-Dictionary

Relationship

To publish price data to Foodstuffs a price relationship must first be configured. GS1 will typically create this price relationship at the commencement of your project.

The relationship ID will become the key reference to all price data that falls under the relationship.

Generally it will only be necessary to create one pricing relationship for Foodstuffs.

Conditions

Conditions relate to allowances and charges (terms). These are not currently required by Foodstuffs in the GS1 NPC.

Price Types

Foodstuffs will recognise two Price types that occur via the GS1 NPC within a price type document: LIST_PRICE or ALLOWANCE/CHARGE.

Suppliers to Foodstuffs are only required to load and publish the **LIST_PRICE** to the GS1 NPC.

Step	New Product	List Price	Data Change, e.g. dimension
1	Gather item data.	Send list price change information to FOBL, through completion of the "Supplier Price Adjustment" (SPA) template*.	Gather item data.
2	Generate new item record via GS1 NPC and publish to Foodstuffs at least 6 weeks (8 weeks for FSSI) in advance of release date.	Load price change data to GS1 NPC at least 6 weeks in advance of price effective date.	Data change loaded to GS1 NPC with effective date applied. Should be >6 weeks.
3	Complete the ProductFlow application screen via my.gs1nz.org. Communicate change to Foodstuffs via normal communication channel.	Communicate change to Foodstuffs via normal communication channel.	Complete the ProductFlow application screen via my.gs1nz.org. Communicate change to Foodstuffs via normal communication channel.
4	NPC data received into National PIM system. ProductFlow report assessed for NPC data, image & barcode verification status.	Data received into National PIM and by Foodstuffs.	NPC data received into National PIM system ProductFlow report assessed for NPC data, image & barcode verification status.
5	Meeting arranged between supplier and Category Managers for item presentation.	Price change confirmation from FOBL received.	Item record updated in National PIM system prior to effective date.
6	Core item data loaded to National PIM system for the purpose of product comparison in preparation for ranging.	Foodstuffs process price change as per effective date provided in GS1 NPC data.	
7	Core item data reviewed, and if deemed complete, record is enriched and approved in the National PIM, making it available to the regions.		
8	Item presented to the ranging committee.		
9	Item accepted by ranging process: Yes/No.		
10	Item record completed in regional Back Office Systems.		
* Note 1 – Foodstuffs and FOBL are working to remove the Price Adjustment Form sent to FOBL, however at present this step is still required.			

22. REVOKING GS1 NPC OR PRODUCTFLOW ACTIVATED STATUS BY FOODSTUFFS

A supplier's GS1 NPC Ready/Live or ProductFlow Activated status may be revoked where Foodstuffs considers that any changes made to a company make the previously granted status untenable.

Examples of where this may occur include:

- A change in all GS1 NPC administration, such that the previous ability to maintain the GS1 NPC catalogue is lost.

- Company Mergers where the ability to maintain the GS1 NPC catalogue has been significantly altered.

- A GS1 NPC Registered Company goes into Liquidation.

23. GS1 NPC TRAINING SESSIONS

GS1 NZ holds 45-minute Training Sessions each week. These sessions occur over the web and via conference call. These courses are free (aside from phone call charges) and you are welcome to attend these sessions more than once. The current timetable is:

	Monday	Tuesday	Thursday	Friday
1.30pm – 2.15pm	**NPC Publisher Key Concepts** session	**NPC Publisher New User: Basic** session	**NPC Publisher New User: Maintenance** session	**NPC Publisher: Bulk Uploads** session

NPC PUBLISHER KEY CONCEPTS SESSION (1.30PM MON)

Intended Audience: All NPC users (including Middleware)

This webinar is open to all NPC users and focuses on who are GS1, what NPC is and how your product data is loaded into NPC. This training also covers some basic GS1 terms, how to gather your product data and product hierarchies.

NPC PUBLISHER NEW USER: BASIC SESSION (1.30PM TUE)

Intended Audience: New NPC users and those current users who need a refresher

New to NPC? Need to know how to enter your item and pricing information? Then this Webinar is your first step. Here we will walk you through how to navigate the NPC user interface, enter product and pricing data and how to publish it to your intended recipient. Following this introductory webinar exercises will be available so that you can practise what you learnt in our NPC Test Environment.

NPC PUBLISHER NEW USER: MAINTENANCE SESSION (1.30PM THU)

Intended Audience: Current users

Adding data is only the first step to managing master data. You will also need to know how to maintain your catalogue, change item and pricing data and discontinuing product lines. This webinar is also a great opportunity to ask a NPC specialist any questions you might have after running through the exercise on our NPC Test Environment.

NPC PUBLISHER: BULK UPLOADS SESSION (1.30PM FRI)

Intended Audience: Experienced NPC users

Love Excel? You will be pleased to know NPC has built in capability to down load item and pricing data into an Excel spreadsheet so that it can be edited and loaded in a bulk fashion. This webinar will walk through how to add and change products and pricing data.
Disclaimer: We recommend that you have a good grasp of NPC (the Web based tool) before you consider using this function. You will also need Excel knowledge to get the most out of Bulk Uploads.

You can register for these sessions by completing the online form, via the following link:

http://www.gs1nz.org/services/events-and-trainings/webinars/gs1net-training-webinars/

For more information contact:

      GS1 NZ - GS1net Support: 0800 10 23 56

24. FREQUENTLY ASKED QUESTIONS

Q: **What is the rest of the industry doing?**

A: Within the New Zealand Grocery sector, the Foodstuffs Group of Companies are taking the lead with regard to GS1 NPC. Progressive Enterprises are also rolling out GS1 NPC across their supplier base. GS1 NZ is also working with active rollouts within Hardware, Healthcare and Office Supplier sectors within NZ.

In the Australian grocery sector Coles, Metcash and Woolworths are using GS1 NPC. GS1 Australia is also supporting an extensive rollout within the Health sector to create the 'National Product Catalogue' for all drugs and medical devices utilised within Australia. GS1 are actively recruiting new organisations all the time so by the time you read this more companies may be on board.

Contact GS1 for more information.

Q: **A third party agent handles the ordering and distribution of my Company's products; who is responsible for providing/maintaining the data?**

A: It is the responsibilities of our direct trading partners (the organisation we order from and receive invoices from) to ultimately provide and maintain the GS1 NPC catalogue. Partners further up the supply chain can obviously provide GS1 NPC compliant data to their distributors/agents to populate the catalogue and in some cases may even choose to also maintain a GS1 NPC catalogue that they can publish to their distributor/agent to support Data Synchronisation. However, as stated above, independent of what happens up stream we expect a catalogue to be published to Foodstuffs that represents our direct trading partner's company and accompanying product range.

Q: **When do I need to complete GS1 ProductFlow / NPC?**

A: Foodstuffs has not mandated a deadline at this stage, however, Foodstuffs is advising key target companies of their expected GS1 ProductFlow date. Key suppliers are identified on the basis of the size of their product catalogue and the types of product they supply to Foodstuffs.

When suppliers are declared "GS1 Product Flow Activated", they can start submitting their data for new products & product changes.

Q: **How secure is the pricing information that is held on the GS1 NPC?**

A: GS1 Australia and NZ have gone to considerable lengths to ensure security is a top priority for all GS1 NPC Subscribers. Any further queries should be directed to GS1 New Zealand.

Q: **How long will it take me to become ProductFlow Activated?**

A: GS1 can get a supplier up and running using ProductFlow within a number of hours. Foodstuffs will "Activate" the supplier shortly after.

Q: Do I have to load my whole range?

A: If using the GS1 ProductFlow service, only new products and product changes (excluding Housebrand products) need to be loaded. This will then allow the building of a full GS1 catalogue over time.

Q: If I am GS1 NPC-registered in Australia, do I need to re-register for New Zealand?

A: Yes. However, in the future GS1 NZ and Australia will be looking to provide the ability to use one catalogue in both markets. Contact GS1 NZ for more information.

Q: Do you use the images loaded on GS1 MediaLibrary?

A: Yes. We incorporate images loaded onto the GS1's Digital Asset Management platform, for use within the Foodstuffs systems.

Q: How can I get my existing product data into the GS1 NPC?

A: Via an automated method, such as:

- GDSN XML via AS2
- GS1 NPC Accredited Middleware – a number of GS1 NPC accredited middleware solutions are available. These solutions include connectivity to GS1 NPC out of the box and provide value added functionality. We recommend this option if your catalogue is greater than 100 GTINs.
- GS1 ProductFlow service – the method of informing Foodstuffs of new products and product changes.

Via manual methods:

- GS1 NPC Publisher GUI – This is a browser-based graphic user interphase accessible with internet connection, which can be used for updating NPC product catalogue and publishing to Foodstuffs.
- GS1 NPC RapidLoader online webform – This is a modern browser based webform that is simple, fast and easy to use.

For more information on any of these upload options, or information on accredited Middleware solutions, please contact GS1 NZ.

25. CONTACTS

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