



National Product Catalogue (NPC)

for Southern Cross Hospitals

Supplier Information Guide

Aug, 2018



Table of Contents

	Description	Page
1	Introduction	3
2	NPC Implementation Approach for SCHL	4
3	Key Principles of the National Product Catalogue	4
4	Supplier benefits	5
5	Supplier On-Boarding - Overview	6
6	On-Boarding Process – Detail	6
7	Work with GS1	7
8	Work with SCHL	8
9	Appendix I – New or Different Data Fields	10
10	Appendix II – BAU Before and After NPC	15

1 Introduction

Southern Cross Hospitals Introduction

Southern Cross Hospitals Limited (SCHL) is actively engaging with GS1 and the National Product Catalogue (NPC) Service as the method for suppliers to share their product and price data with SCHL.

This standardisation of product data through the utilisation of GTIN, UNSPSC and GLN codes will improve the accuracy between SCHL and our many suppliers and lead to benefits in terms of reduced time and cost to introduce new products to SCHL.

SCHL looks forward to a close working relationship between our suppliers and GS1 to bring the vision of the SCHL NPC to fruition.

What is the National Product Catalogue?

The National Product Catalogue (NPC) works as intermediary repository for product data that is shared between trading partners (e.g., a supplier and SCHL). Suppliers load product information into the NPC with assistance from GS1 in order to meet SCHL’s product information and pricing requirements. All product information is checked and validated to help ensure it is accurate before it is published to SCHL for use in their internal systems.

As supplier product information (and pricing) changes (i.e., a change to an existing product or a new product), suppliers are expected to update their catalogue and to publish the new information to the SCHL.

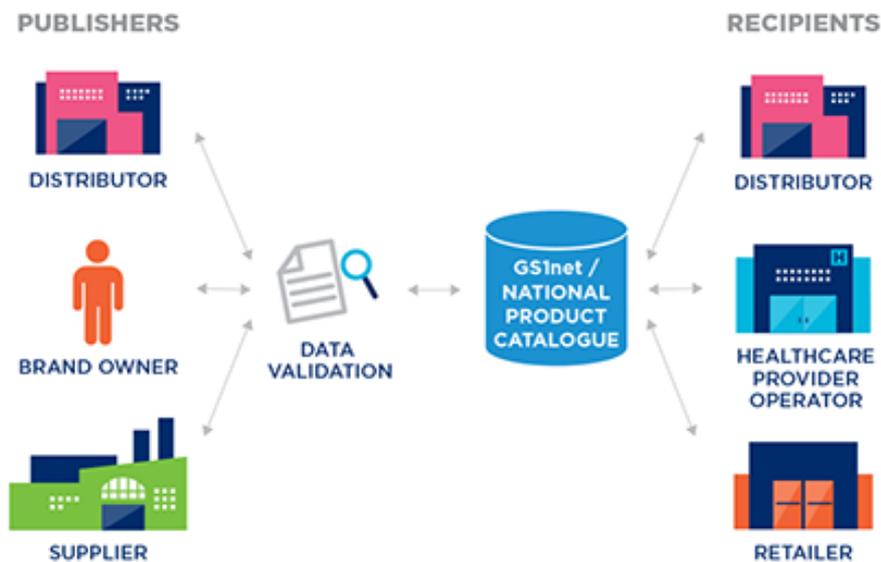


Figure 1 – The National Product Catalogue

2 NPC Implementation Approach for SCHL

- SCHL's vision is for all products purchased to be done using the NPC for all suppliers. The initial product range is for Medical Devices and Consumables that have been purchased by SCHL in the past 2 years (i.e., since June 2016).
- The initial product range will not include pharmaceuticals, implants, minor instruments, capital items and loan kits.
- NOTE: Suppliers that are primarily a provider of medical devices, but that may also have Pharmaceutical products, these are to be included. Remember that the Pharmacode is a requirement as is the New Zealand Medicine Terminology Code. These must be included in all levels of the hierarchy
- Suppliers will be approached by SCHL using a phased approach to either establish a catalogue, or for suppliers with an existing catalogue, to update them with current and accurate product information.
- The product range is expected to be expanded over time and will likely include new product categories.

3 Key Principles of the National Product Catalogue

- The NPC is an online catalogue where product information is constantly synchronised between trading partners. It is part of a global system based on global, interoperable data standards.
- The NPC has significant security features built into it to ensure privacy and data protection.
- All product data is based on GS1 global data standards, underpinned by GS1's product and location identification standards namely the Global Trade Item Number (GTIN) and the Global Location Number (GLN).
- Before any product data is published to the NPC, it is rigorously checked and validated using a suite of technical and business rules.
- Suppliers are able to publish product data to multiple **data recipients** (i.e., users of supplier product data) and in some cases, to recipients based in other countries.
- Suppliers are required to be members of GS1New Zealand.
- There are fees associated with having a catalogue that are based on an organisation's annual revenue turnover. Fees are capped to a maximum amount chargeable.

- GS1 NPC terms and conditions and membership fees are available at www.gs1nz.org

Supplier Identification

A supplier is identified in the NPC using a globally unique identification number known as a **Global Location Number** (GLN). In New Zealand this may be an organisation's **New Zealand Business Number** (NZBN). Importantly, the GLN is also used in the NPC to identify the **Primary Commercial Relationship** between a supplier and SCHL.

For organisations that use a certified GDSN Data pool other than GS1 New Zealand NPC please contact GS1NZ for details on managing this.

Product Data Requirements

There has been a focus on ensuring data requirements between New Zealand and Australia are as aligned as possible to ensure efficiency. Broadly speaking, Australian and New Zealand data requirements are based on the same GS1 data standards and the primary product identifier, namely the **Global Trade Item Number** (GTIN).

The following data attributes are required for SCHL.

- Additional Certification Types including GMP Certification
- Hazardous Goods Attributes
- Minimum Order Quantity
- Multiple Order Quantity
- Ordering Lead Time (in Days)
- Medsafe Regulatory Classification
- Medsafe Sponsor
- WAND Number
- UNSPSC Version 19 at Commodity Level
- Dimensions & Gross Weights
- Transaction Price
- Contract Price (when applicable)

4 Supplier Benefits

The NPC provides one consistent way to provide product data to SCHL

Suppliers are able to:

- Load accurate, up-to-date product information once: share with many users.
- Remove multiple ways of providing and updating product/ pricing data to SCHL while saving time and cost.
- Utilise one standardised method to work with SCHL for:
 - Introducing new items
 - Submitting changes to items and prices
 - Discontinuing products

- Improved inventory management
- Positive recognition of NPC status in tenders and contracts

5 Supplier On-Boarding - Overview

To publish product data in the NPC it is necessary to complete an on-boarding process. Once this has been completed, a supplier will have a **NPC Live** status with SCHL.

1. Engage SCHL

SCHL will determine supplier on-boarding priority and will be contacting suppliers to start the on-boarding process. Some suppliers may have a joint meeting with SCHL and GS1 to clarify the on-boarding process.

Some suppliers will be required to complete a **Full NPC Catalogue** on-boarding to attain **NPC Live Status**. Other suppliers may be asked to become **Process Ready** (meaning any new products added to a Catalogue will be published to SCHL when applicable) for Live Status.

2. Work with GS1

GS1 will work closely with a supplier to achieve **NPC Ready** status for the SCHL.

Supplier Steps include:

- Register for the NPC
- Review the Data in the NPC for SCHL
- Gathering new product data required for the NPC
- Loading Product Data into the NPC
- Loading Product Pricing into the NPC
- Attaining NPC Ready status for SCHL

3. Work with SCHL

This is the final step of the process of becoming **NPC Live** for the SCHL. For more comprehensive information on **NPC Live** requirements and expectations, please refer to SCHL's **NPC Live Supplier Expectations** document available from SCHL.

6 On-Boarding Process - Detail

SCHL Engage with Suppliers to initiate the NPC process

SCHL will initiate the supplier on-boarding engagement process by inviting a supplier to participate in the SCHL NPC initiative.

SCHL will discuss and agree on project timelines, resource and the applicable range of products.

7 Work with GS1

Outlined below is a five (5) step on-boarding process involving the supplier and GS1. All of these steps need to be completed before moving on to the next stage of the process. GS1 will support the supplier throughout the entire process. The objective is for the supplier to gain NPC Ready status for SCHL.

1. Register for the NPC

Registering for the NPC is available on-line – [link here](#). Please note, to subscribe to the NPC, suppliers must be a [Full Member](#) of GS1 New Zealand.

But if the supplier is an Australian business entity which has a primary commercial relationship with SCHL, please contact GS1 New Zealand for more information.

During this process, a supplier will be assisted by GS1 NZ with the on-boarding. GS1 New Zealand provides varying levels of support for suppliers in becoming **NPC Ready** which can be discussed between the supplier and GS1.

2. Review the Data in NPC for SCHL

The initial step is to identify and review the supplier's current product data and range for SCHL and to check SCHL's data requirements against any data already loaded in a NPC catalogue. Supplier should conduct a data 'GAP' analysis to determine any discrepancies. GS1 New Zealand's Implementation Team assist suppliers with updating products for SCHL and will include classifying products to the UNSPSC v19 Classification Standard and any certifications including GMP - where applicable.

3. Gathering new product data required for the NPC

For products supplied to SCHL but not hosted in a supplier's NPC catalogue, the supplier will need to gather the product data and add it to their NPC for publishing to SCHL. If this is a large number of products, your Implementation Specialist will be able to assist you with preparing a **template for bulk uploading** the new products.

4. Loading Product Data into the NPC

Once the supplier has gathered the relevant data for the agreed range for new products for the NPC, it needs to be loaded to GS1 NPC using a method previously decided on. Once all a supplier's data is in the NPC, GS1 will undertake a final data validation check on the entire catalogue for SCHL using the **GS1 NPC Validator tool**. The Validator tool will check and highlight any issues with the data which will need to be corrected by the supplier.

Wherever possible, the single patient use item should be the lowest level (base/each) of the packaging hierarchy, even though Southern Cross Hospitals will purchase these by the Case.

The eventual goal is to be able to scan patient use items at point of administration to assist with detailed billing.

For single patient use items that do not have a bar code on the actual product, please contact your manufacturer and ask them to supply this. The actual item does not necessarily need the bar code on the item, but the each item should have a GTIN to uniquely identify the item.

Data that will be received by Southern Cross Hospitals will be at the purchasing UOM level. You may need to add the Healthcare Data and the Certifications to the Case level in order for this to be seen by Southern Cross users.

5. Loading Product Pricing into the NPC

Please see specifics under Appendix 1 – page 14

6. Attaining NPC Ready status for SCHL

Once all the five (5) steps have been completed, the supplier can start the **NPC Ready Process** which includes an **NPC Ready Meeting/ Phone call** to determine the supplier's ability to manage their NPC.

GS1 will undertake a final validation and verification audit of the data to ensure it meets the data attribute and quality requirements for the SCHL. The supplier will also be required to demonstrate NPC knowledge and processes in maintaining their NPC. Once the supplier has satisfactorily completed the **NPC Ready Process**, GS1 (on supplier instruction) will publish the supplier's catalogue to SCHL.

This step concludes when GS1 sends an **NPC Ready Certificate** to both SCHL and the supplier that confirms the supplier's NPC data is ready for SCHL's use.

While suppliers are assigned **NPC Ready** for SCHL, the expectation is that their NPC is maintained; including notifying relevant SCHL staff of any new items or changes outside of the NPC. This is only required until the supplier attains **NPC Live** status SCHL.

8 Work with SCHL

Outlined below is a four (4) steps process that contributes to the **Work with SCHL** section of the on-boarding process. The objective of this section is for a supplier to attain **NPC Live** status for SCHL which means that the NPC data is fully synchronised and available in SCHL's NPC.

1. Planning with SCHL

SCHL will discuss an on-boarding plan with the supplier to prepare them for **NPC Live** status for SCHL's NPC.

2. SCHL Check Data

SCHL will review suppliers' data against their requirements and a sample against any available legacy information. Should any issues be identified the supplier will need to work to resolve these promptly. The overriding expectation is that supplier's data is complete and accurate.

3. Become GS1 NPC Live for the SCHL National Catalogue

Once SCHL is satisfied with the supplier's data, SCHL will assign the supplier **NPC Live** status and permit the supplier's product data to be populated in SCHL's NPC. SCHL are aiming to move suppliers who are NPC Ready to NPC Live status in early November.

4. Supplier Ongoing Use of NPC and Maintain GS1 NPC Data

Having been assigned **NPC Live** status for SCHL, the supplier must now continue to use the NPC to ensure all available products (and associated pricing) are available for SCHL's NPC. The supplier's NPC may also be used to support the tendering and/or contract initiation processes.

For more comprehensive information on **NPC Live** requirements and expectations, please refer to SCHL's **NPC Live Supplier Expectations** document available from SCHL.

Once suppliers are assigned **NPC Live** status for SCHL's NPC, data for all new items, changes for existing items (including price) and product discontinuation must be submitted through the NPC.

9 Appendix I

New or Different Data fields for SCHL's NPC

The supplier must load product data for all levels of the hierarchy – Base; Inner (if required); and Case.

Core Item / Additional Trade Item Description and Full Description

The **Trade Item Description** is traditionally comprised of these four data elements:

- Brand
- Sub Brand
- Functional Name and,
- Variant

The Trade Item Description format is restricted to a character limit in each data field that sometimes does not meet the clinician description.

SCHL encourage suppliers to provide **complete descriptions** that cannot currently be captured using the Trade Item Description.

These are free text fields and in the NPC are found under Core Item, Product ID and Classification.

- **Additional Trade Item Description** - limited to 225 characters.
- **Full Trade Item Description** - limited to 255 characters,

Trade Item Description

Trade Item Description --- No.: 1 / 1	
 Trade Item Description	Exact Products Custom Pack Minor Surgery 6EA
 Additional Trade Item Description	Minor Surgery Pack can be used for lumps, bumps and cuts
 Short Description	Minor Surgery Custom Pack
 Full Description	Surgical Procedure Kit Minor Procedure Exact Products

Core Item/ Product ID and Classification / UNSPSC v.19

UNSPSC v.19 offers the supplier a much larger range of codes to apply when classifying products. Many of the codes used in v15 remain the same in v19 (See example below).

GS1 can assist suppliers with UNSPSC questions as required.

Example

UNSPSC v19.0501 Commodity

Segment: (42000000) - Medical Equipment and Ac

Family: (42140000) - Patient care and treatment

Class: (42142800) - Vascular and compression

Commodity: (42142802) - Vascular or compression a

Note: The v19 code is the same as what was entered for v15

Core Item / Product Characteristics /Product Measurements

- SCH have requested that all measurements in the NPC be in **Millimetres**

Core Item / Product Characteristics / Gross Weight

- Product at any level does not require a Net Weight - **Gross Weight** is only required.
- SCHL require **all weights** in the NPC to be provided in **Grams**.

Core Item Additional / Logistics and Pallet / Minimum and Multiple Order Quantities

- SCHL require this data to assist them to help manage electronic ordering. SCHL require this data to be included for the **Purchasing Level** of the hierarchy.
- If the Purchasing level is a **CASE** and the minimum order quantity ordered by SCHL is 1 case, then the Multiple Order Quantity will be 1 as well.
- Supplier must include **usual ordering Lead time** – expressed in **Days**.

Order Quantity Minimum

Order Quantity Multiple

Distribution Details

Distribution Details --- No.: 1 / 1

Ordering Lead Time --- No.: 1 / 1

Ordering Lead Time

Ordering Lead Time UOM

Core Item Additional /Additional Product Details / Certifications

- SCHL require all certifications for a product, and the 3 data fields (see Figure below) must be completed for each certification.
- These fields are found at the bottom of the **Additional Product Details** page.

Certification Information

Certification Information --- No.: 1 / 999

Certification Standard

Certification Agency

Certification --- No.: 1 / 1

Certification Value

- When more than one certification needs to be entered these fields can be duplicated by **clicking the +** symbol located on the right of the page.
- Include GMP Certificates where applicable.

Healthcare / Regulatory Details / Characteristics / Label Description

- SCHL require suppliers to complete the Label **Description**.

Label Description

Label Description --- No.: 1 / 1

Label Description

Iris Scissors Supalite Straight Blades 25mm Sterile|



Add Price

National Product Catalogue Pricing for SCHL

Suppliers are required to provide **Invoice Price** (i.e., The *Transaction Price* in the NPC) for the Purchasing UOM loaded (i.e., if a Case is used, the price required is the Invoice price of the Case. For an **EACH** or **Base Unit**, the price is the Invoice Price for the **EA**. If there is a Contract Price as well, use *Add a Price*.

Any products that are sold under a Tripartite agreement to SCHL but are distributed by Onelink, please publish these items to Onelink and include the same price you loaded for SCHL. Onelink have also asked for the List price for these items.

Please contact SCHL Procurement Team if the price type is not available, to discuss options.

Possible 'block errors' since the last NPC update

- **Country of Origin** - this is a new requirement for all industries since 2017 for traceability purposes. Common Codes: New Zealand 554; Australia 036; United States 840, United Kingdom 826; India 356; China 156
- **Selling Unit of Measure** - This is a global requirement and should always be EACH where the Code is EA.
- **Core Item Additional / Packaging / Packaging Type** – Required.

Healthcare Regulatory

SCHL require the Healthcare Regulatory Sections to be completed for devices and medicines. Please include any pharmaceutical products that you sell to them to be included in your data.

The following data will be required for **Medical Devices only**.

- Trade Item Channel Code
- HIBC Code
- TGA Sponsor
- TGA Type
- FDA Medical Device Listing
- TGA Risk Classification
- Label Description
- WAND Number
- Medsafe Risk Classification
- FDA Preferred Term Code

In addition to the above, the following data will be required for **Medicines only**. (WAND, Medsafe Risk and FDA data is only required on Devices)

- Medsafe Regulatory Classification
- NZ Medicines Terminology Code
- Pharmacode

10 Appendix II

BAU BEFORE NPC	BAU AFTER NPC
Communication with Procurement will continue including the observance of current business processes	The need for communication never changes, even though the method of providing the information has.
Supplier data provided via spreadsheet	Supplier Data will be entered into the NPC and electronic messaging will send this information to Southern Cross Tech 1 System.
Supplier data not presented in a standardised format	Supplier Data will be validated as per the GS1 Standards/Best Practices
Suppliers maintain product data for their own use in a variety of methods	Suppliers maintain a NPC catalogue and allocate resources to manage the ongoing activity. Single Point of Truth for your Product Data.
Data Requirements were provided by SCHL on a Spreadsheet	NPC has built in validation rules that shows the supplier what data is required by SCHL
NPC DATA REQUIRMENTS PRE SCHL	NPC DATA REQUIREMENT DIFFERENCES
Suppliers populated NPC per the NPC Recipient data requirements	SCHL has reduced data element requirements but some are new or different
	Descriptions – more flexibility – able to add more information using the Additional Trade Item Description or Full Description fields
	Label Description – found in Healthcare section. Please provide the description as it exactly appears on the product label.
Packaging Data	Required
	Certifications: Good Manufacturing Practice Certification, and other Certifications are required
	Minimum and Multiple Order Quantities
	Ordering Lead Times
UNSPSC v15	UNSPSC v.19
	Pharmacode for Future use
	Pricing for SCHL – Transaction or Tripartite (Invoice Price) required at the purchasing UOM
	Contract Pricing to be included when applicable
Multiple GLNs for Pricing	Pricing only to a single GLN