
NPC New User Exercises - Grocery

Disclaimer: Be aware that other users can see the information you add to this catalogue so we do not recommend using commercially sensitive information and that any pricing used is fictional.

Use one of your own products to complete the exercises. If at any stage you get stuck you can find helpful guides, and videos on our [Support Centre](#) or contact our Support Team on 0800 10 23 56.

National Product Catalogue Test Account Information

Test website: [NPC Test Site \(https://cataloguepublisherbeta.gs1au.org\)](https://cataloguepublisherbeta.gs1au.org)

Username: testsupplier

GLN: 9429000002523

Password: Password1

Exercises – Part 1 (Tuesday Webinar)

Create a base unit

- Remember there are a few tricky fields, some are outlined below:
 - Trade item description (see other attachment in this article)
 - GPC code
 - Net weight
 - Net content

Create a case unit

- Use the copy function to create a case
- Alter all fields which are different, a few are named below:
 - Trade item hierarchy level
 - Trade item description
 - Product dimensions

Link the base and case together as a hierarchy

- Remember to close the base item if it is open and link from the case
- Link the hierarchy and indicate how many units are contained in the case

Add a price

- Pricing is always against the case unit
- Select NPC NZ Grocery Recipient (9429000120555) as the recipient

Ensure your product is published

- Check that the item is published
- Check that the price is in Sent or Response stage and not in 'WORKING'

Exercises – Part 2 (Thursday Webinar)

Change the price

- Open the price for only your item
- Use the 'Change' tool to double the current price
- Publish this change

Change the item

- The item you entered has the wrong Supplier Assigned I.D (SKU/Product Code), change the code to 1036887
- Publish this change

Understanding the overall states of items

Understanding the overall state ensures that you will be able to identify that the most up-to-date version of your item is published to your customers.

- Take a look at the four different states below and note what action (if any) needs to be taken to publish the item

<input type="checkbox"/>	Overall State
<input type="checkbox"/>	Draft new item

<input type="checkbox"/>	Overall State
<input type="checkbox"/>	Released - Ready to publish

<input type="checkbox"/>	Overall State
<input type="checkbox"/>	Item Published

<input type="checkbox"/>	Overall State
<input type="checkbox"/>	Published Item Update - pending Release

Understanding response messages

See Support Center Article – Icon Definitions

Understanding the status of your price (release to pool column)

Understanding the release to pool column is vital to ensuring that the most up-to-date prices are the prices your customers see.

- Take a look at the three different states below and note what action (if any) needs to be taken to publish the price

<input type="checkbox"/>	Confirmation St...	Release To Pool
<input type="checkbox"/>		WORKING

<input type="checkbox"/>	Confirmation St...	Release To Pool
<input type="checkbox"/>		SENT

<input type="checkbox"/>	Confirmation St...	Release To Pool
<input type="checkbox"/>		RESPONSE

Where to from here?

If you are interested in learning about making bulk changes to your catalogue quickly (such as price changes) then you will want to [register for our webinar on Friday](#). Otherwise, if you have any questions about the processes covered already you can attend any of these webinars again or get in contact with our Support Team on 0800 10 23 56.

V1.3

Updated January 2020