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## 1.0 Document Purpose

The purpose of this document is to provide Publishers with information on how to load pricing data on the National Product Catalogue for Woolworths.

## 2.0 Document control

### Document version and change history

Version	Date	Nature of change / comments	Editors
11.00	March 2020	- Updated new price structure as Transaction Price is no longer required - Updated Allowance/Charge zero out	B. Nuangsri
10.02	June 2019	Minor update - all price values to two decimal places	B. Nuangsri
10.00	November 2018	Major updates to National & State pricing scenarios	B. Nuangsri
9.01	August 2018	Minor update – typo	K.Lai
9.00	May 2018	Migrated the document to the GS1 documentation template Added information for Rental/Promotional product under Pricing Elements for Woolworths	K.Lai
8.30	February 2018	Updated point 3 under steps to Making Price Change Included new section 'Removing the Deferred Deal' and 'Updating the Allowance Type'	K.Lai
8.20	December 2017	Updated state-based pricing information. This includes: Minor terminology/wording updates Refreshed price values in examples Removed requirement to add ' <b>hyphen</b> ' for national pricing in ' <b>Reference Document ID</b> ' and ' <b>Reference Document Description</b> '	K.Lai
8.10	August 2017	Updated requirements for State Pricing	K.Lai

8.00	June 2017	Refresh document format and examples	D.Prince
7.00	October 2016	Updated Exception Pricing section	S.Timoshanko
6.00	March 2016	Minor updates to terminology	S.Timoshanko
5.00	November 2015	Minor updates to terminology	S.Timoshanko
4.00	August 2015	Minor updates to terminology	S.Timoshanko
3.00	April 2015	Updated the Basic Principles Added section on removing allowances and charges against Woolworths Pricing Updated FAQ's	S.Timoshanko
2.00	July 2014	Deferred Deal notes added under 'Basic Principles' RETAIL_PRICE - SRP (Suggested Retail Price) removed as no longer required by Woolworths/Progressive	S.Timoshanko
1.00	November 2012	Initial Release	D.Prince

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### 3.0 Setting up a Price Relationship for Woolworths

Before entering prices for Woolworths, please contact NPC Customer Support to set up a price relationship. The price relationship consists of your 'Retailer Vendor ID (8 digits) – Subrange (4 digits)'. Example: 20012565-0000, 20012565-0001, 20012565-0002...etc.

For suppliers using Certified Product Partner’s software, please contact your software provider to set up a price relationship.

If you do not know your Retailer Vendor ID and Subrange, this information can be obtained from the Woolworths NPC Team by emailing them on [npc@woolworths.com.au](mailto:npc@woolworths.com.au).

### 4.0 Pricing Elements for Woolworths

- Woolworths require a LIST\_PRICE for all products on its **orderable GTIN level**.
- TRANSACTION\_PRICE (Invoice Cost) is no longer required.
- Woolworths support a deferred deal allowance (DEFERRED\_DEAL\_1), Off invoice allowance (OFF\_INVOICE\_DEAL\_1) or a miscellaneous allowance (MISCELLANEOUS). These are known as Article level allowances because they apply at the Article level. Woolworths supports a FREIGHT charge or MISCELLANEOUS charge. These are also at the Article level.
- **Do not show Warehouse and Ullage allowances** against the trade item as these are Vendor level allowances for Woolworths. It is not required on the NPC.
- If your items are Rental Products (e.g. carpet cleaning machines) or Promotional Products (e.g. a free mug with every purchase), you do not need to provide pricing. Only item data information would need to be entered on the NPC.

List Price	
Warehouse Allowance	Vendor
Ullage Allowance	Vendor
Deferred Deal (\$ or %)	Article
Off Invoice (\$ or %)	Article
Miscellaneous (Allowance \$ or %)	Article
Freight (Charge \$ or %)	Article
Miscellaneous (Charge \$ or %)	Article
Invoice Cost	
	Not required

## 5.0 Steps to Adding New Price for Woolworths

From Woolworths' perspective, price changes should be loaded only after agreement has been made and email approval received from the Woolworths business team (Category Manager/Category Assistant).

There is an approximately 12 week price negotiation and approval process for any price change proposed by the supplier. The entire negotiation and approval process for this proposal is managed outside the of the National Product Catalogue (NPC) as a process. Suppliers should be submitting for any price changes in the National Product Catalogue (NPC) only at the end of this process.

1.	<p><b>It is recommended that all prices must start with a Monday start date.</b> This is mandatory when the product has a deferred deal allowance. Your product's parent price (List) and child prices (Deferred deal, Off Invoice etc) must have the same start dates.</p>
2.	<p><b>Determine how your product is ordered by Woolworths.</b></p> <ul style="list-style-type: none"> <li>• If your product is <u>ordered</u> by carton then you must enter pricing against the CASE GTIN on the NPC.</li> <li>• If your product is <u>ordered</u> by each, then you must enter your pricing against the BASE GTIN on the NPC.</li> </ul>
3.	<p><b>Determine how your product is invoiced.</b></p> <ul style="list-style-type: none"> <li>• If your product is <u>invoiced</u> by carton then you must enter the price value and price basis quantity which reflects the case value.</li> <li>• If your product is <u>invoiced</u> by each then you must enter the price value and price basis quantity which reflects the each value.</li> </ul>
4.	<p><b>Determine the agreed allowances and charges which apply to the product.</b></p> <p>Some agreed article level allowances/charges which are paid post invoice cost in settlement. These still need to be shown in the NPC as an Allowance/Charge.</p>

5.	<p><b>Check if your pricing is a National or State based price.</b></p> <ul style="list-style-type: none"> <li>• If your product is <u>distributed nationally</u> and <u>the cost is the same for all states</u> you would only need to enter a single National List, Allowance/Charge for your product on the NPC.</li> <li>• If your product is <u>distributed to specific states only</u> and <u>the cost is the same for all the specified states</u> you would only need to enter a single National List, Allowance/Charge for your product on the NPC.</li> <li>• If your product is <u>distributed nationally</u> and <u>the cost differs for some states</u> you would need to enter a National List, Allowance/Charge (for each state that have the same cost) as well as a State specific cost for the states that differ from the National cost for your product on the NPC.</li> <li>• If your product is <u>distributed to specific states only</u> and <u>the cost differs for some of the specified states</u> you would need to enter a National List, Allowance/Charge (for the states that have the same cost) as well as a State specific cost for the states that differ from the National cost for your product on the NPC.</li> </ul>
6.	<p><b>Check the agreed distribution channel for your product.</b></p> <p>In some cases, you may supply the same article nationally via a Distribution Centre (DC) and Direct Store Delivery (DSD). Where the price values are the same for DC and DSD – a single national price must be supplied for DC against that product. Where the two are different - the national DSD price types must be captured by state (List with applicable allowances) and you must also provide a national List for your DC prices.</p>
7.	<p>Once you have determined which elements need to be applied to your prices, the next step is to enter the prices on the National Product Catalogue (NPC). <u>You must always release all price elements (List, Allowances/Charges) together otherwise these will fail once they arrive in Woolworths system.</u></p>
8.	<p>There are three different pricing scenarios that you may encounter for your products. Once you have completed steps 1-7 above you should have a clear idea of which sample applies to you. Use these samples to guide you when adding your pricing elements together.</p> <p><b>A) Basic Woolworths Price</b>  <b>B) State Based Pricing</b>  <b>C) National DC &amp; DSD Pricing</b></p>



9.	<p><b>Check your prices before releasing/sending them to Woolworths.</b></p> <p><i>Important Note:</i> You cannot change a released/sent price other than to end date it. For example, if you have forgotten to add an allowance which should be shown on the NPC but you have released/sent your prices already – you cannot amend the existing prices to add the allowance in later. You will need to end date all those prices and add them in again with the changes. You can however make changes to the price while it is still in 'Working' or 'draft' state.</p> <p><i>Important Note:</i> If you make a mistake with prices and you have released them already: please do not end date the incorrect price with the same day as your start date. The end date must be in the future.</p>
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## 6.0 Basic Woolworths Price

### Example 1

- Your product is ordered by carton and invoiced by carton
- Your product is supplied nationally via DCs
- Your product has a warehouse allowance of 5% which is **not** a requirement to show on NPC.
- You have a standard deferred deal allowance of \$5.00.

GTIN	Hierarchy Level	Number of Base Units	\$ values	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$48.00	<b>Y</b>	<b>Y</b>
19312345612359	INNER	6EA	\$12.00		
9312345612352	BASE	1EA	\$2.00		

NPC Price Attributes	List Price
GTIN	29312345612356
Price Type	LIST_PRICE
Price Type Description	OTHER
Reason for Price Action	NI - New Item
Basis Quantity	24
Basis Quantity UOM	EA - Each
Price Value	\$48.00
State/Region	
Alternate Location	
Distribution Method	DC - Distribution Centre
Effective Start Date	<b>Monday Start Date</b>
Effective End Date	
Reference Document ID	
Reference Document Description	
Allowance/Charge	ALLOWANCE

*Your product is ordered by carton therefore prices must be entered at the CASE GTIN*

*The product is invoiced by the carton therefore the Basis Quantity UOM equals 24 each.*

Allowance/Charge Description	DEFERED_DEAL_1
Allowance/Charge Value	\$5.00
Allowance/Charge Type	VALUE
Sequence	2

**Example 2**

- Your product is ordered by carton and invoiced by each
- Your product is supplied nationally via DCs
- Your product has a warehouse allowance of 5% which is **not** a requirement to show on NPC.
- You have a standard deferred deal allowance of \$0.20.

GTIN	Hierarchy Level	Number of Base Units	\$ values	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$48.00	Y	
19312345612359	INNER	6EA	\$12.00		
9312345612352	BASE	1EA	\$2.00		Y

NPC Price Attributes	List Price
GTIN	29312345612356
Price Type	LIST_PRICE
Price Type Description	OTHER
Reason for Price Action	NI - New Item
Basis Quantity	1
Basis Quantity UOM	EA - Each
Price Value	<b>\$2.00</b>
State/Region	
Alternate Location	
Distribution Method	DC - Distribution Centre
Effective Start Date	<b>Monday Start Date</b>
Effective End Date	
Reference Document ID	
Reference Document Description	
Allowance/Charge	ALLOWANCE
Allowance/Charge Description	DEFERED_DEAL_1

*Your product is ordered by carton therefore prices must be entered at the CASE GTIN*

*The product is invoiced by the base(each) therefore the Basis Quantity UOM equals 1 each.*

Allowance/Charge Value	\$0.20
Allowance/Charge Type	VALUE
Sequence	2

## 7.0 State Based Prices

- Your product is ordered by carton and invoiced by carton
- Your product is sold in Victoria and New South Wales via DC without a deferred deal
- Your product has a warehouse allowance of 5% which is **not** a requirement to show on NPC.
- You have a standard deferred deal allowance nationally of \$5.00.

GTIN	Hierarchy Level	Number of Base Units	\$ values (National)	\$ value (VIC & NSW)	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$48.00	60.00	Y	Y
19312345612359	INNER	6EA	\$12.00	15.00		
9312345612352	BASE	1EA	\$2.00	2.50		

NPC Price Attributes	National List Price	VIC List Price	NSW List Price
GTIN	29312345612356	29312345612356	29312345612356
Price Type	LIST_PRICE	LIST_PRICE	LIST_PRICE
Price Type Description	OTHER	OTHER	OTHER
Reason for Price Action	NI - New Item	NI - New Item	NI - New Item
Basis Quantity	24	24	24
Basis Quantity UOM	EA - Each	EA - Each	EA - Each
Price Value	\$48.00	60.00	60.00
State/Region		VIC	NSW
Alternate Location			
Distribution Method	DC - Distribution Centre	DC - Distribution Centre	DC - Distribution Centre
Effective Start Date	<b>Monday Start Date</b>	<b>Monday Start Date</b>	<b>Monday Start Date</b>
Effective End Date			
Reference Document ID (3)		EXCEPTION	EXCEPTION
Reference Document Description (3)		EXCEPTION_PRICE	EXCEPTION_PRICE
Allowance/Charge	ALLOWANCE	ALLOWANCE	ALLOWANCE
Allowance/Charge Description	DEFERED_DEAL_1	DEFERED_DEAL_1	DEFERED_DEAL_1

Allowance/Charge Value	\$5.00	\$0.00	\$0.00
Allowance/Charge Type	VALUE	VALUE	VALUE
Sequence	2	2	2

**Notes:**

- 1) Whenever you have a state price, you must always have an accompanying National price with it.
- 2) List prices must be entered for each state individually. Even if the dollar values for those states are the same.
- 3) State prices must have the 'Reference Document ID' = **EXCEPTION** and 'Reference Document Description' = **EXCEPTION\_PRICE**.
- 4) Where the national price has an Allowance/Charge but the state price doesn't. You must enter a **zero value** for the corresponding allowance/ charge for the state price.
- 5) In some cases, you may have regional prices (e.g. Far North Queensland) in this instance you would use the Alternate Location Grouping attribute to specify the region. Please clarify the code list for your region with the Woolworths team before entering prices. You do not need to enter a state if entering the alternate location group.

## 8.0 National DC and DSD Pricing

- Your product is ordered by carton and invoiced by carton.
- Your product is sold nationally through DC as well as DSD.
- Your product has a warehouse allowance of 5% which is **not** a requirement to show on NPC.
- You have a standard off invoice allowance of 5.00.

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GTIN	Hierarchy Level	Number of Base Units	\$ values (DC)	\$ value (DSD)	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$120.00	\$132.00	Y	Y
19312345612359	INNER	6EA	\$30.00	\$33.00		
9312345612352	BASE	1EA	\$5.00	\$5.50		

NPC Price Attributes	National DC List Price
GTIN	29312345612356
Price Type	LIST_PRICE
Price Type Description	OTHER
Reason for Price Action	NI - New Item
Basis Quantity	24
Basis Quantity UOM	EA - Each
Price Value	\$120.00
State/Region	
Alternate Location	
Distribution Method	DC - Distribution Centre

National DSD List Price
29312345612356
LIST_PRICE
OTHER
NI - New Item
24
EA - Each
132.00
DSD - Direct Store Delivery

*If the DC and DSD prices are the same, you should provide only one List with distribution method marked as 'DC'.*



Effective Start Date	<b>Monday Start Date</b>
Effective End Date	
Reference Document ID <b>(3)</b>	
Reference Document Description <b>(3)</b>	
Allowance/Charge	ALLOWANCE
Allowance/Charge Description	OFF_INVOICE
Allowance/Charge Value	\$5.00
Allowance/Charge Type	VALUE
Sequence	2

<b>Monday Start Date</b>
ALLOWANCE
OFF_INVOICE
\$5.00
VALUE
2

## 9.0 Steps to Making a Price Change

1.	<p><b>Ensure that the price has been agreed with your trading partner before updating the NPC.</b> Price changes must be made typically 12 weeks before they are due (as per Woolworths requirements)</p>
2.	<p><b>Edit your old List prices and populate the end date.</b> It must be the same for the whole price hierarchy.</p> <p><i>Important Note:</i> End dates cannot be the same as the start date of the product. <b><u>DO NOT RELEASE</u></b> or send the end dated prices ahead of your new price changes. If old and new prices arrive separately in Woolworths systems – they will fail.</p>
3.	<p><b>Add the new List Price.</b></p> <p><i>Important Note:</i> The new prices must have a <b>consecutive</b> start date <u>after</u> the end date of the old prices. For example, if you end date the old prices for Sunday, 18<sup>th</sup> June</p> <p>– the start date of your new prices must be Monday, 19<sup>th</sup> June. Please ensure all elements of Woolworths pricing that apply to your product have been applied.</p> <p>For Allowance/Charge, refer to the followings for details:</p> <p><b>A) Removing the Allowance/Charge</b></p> <p><u>If you need to remove Allowance/Charge</u> (Deferred Deal, Off Invoice, Freight, Miscellaneous) from the existing product price after end dating the old prices, you must add the new List price and show <b>a 0 value (zero out)</b> Allowance/Charge. This cancels out the old Allowance/Charge. Simply loading an end date against an existing Allowance/Charge will not discontinue an Allowance/Charge, it must be loaded with <b>a 0 value</b>. This also applies to removing Allowance/Charge percentage (%).</p> <p><b>B) Updating the Allowance/Charge Type</b></p> <p><u>If you are updating Allowance/Charge</u> from dollar value (\$) to percentage (%) (or vice versa), you must add the new List price and show <b>a 0 value (zero out)</b> Allowance/Charge. This cancels out the old Allowance/Charge. In addition to this, you also need to add a new Allowance/Charger defined as PERCENT.</p>
4.	<p><b>Check your prices prior to releasing/sending to your recipient.</b> <u>Once a price is released, it cannot be changed other than end dated.</u> You must release all prices together (old and new) to avoid a split message from occurring in Woolworths System and failing.</p>

5.	<p><b>When your buyer accepts the price change you should see a confirmation message</b> against the old and new price saying 'SYNCHRONISED'. If you receive a 'REVIEW' confirmation, it means that the prices have been rejected and you need to contact your buyer.</p> <p>Confirmations occur because of the buyer responding to the workflow they have received in Woolworths Systems. If you do not see a confirmation within 48 hours you can follow up with the buying team.</p>
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## 10.0 Removing the Allowance/Charge

- Your product is ordered by carton and invoiced by carton.
- Your product supplied nationally via DCs.
- Your product has a warehouse allowance of 5% which is **not** a requirement to show on NPC.
- You are removing the existing standard deferred deal allowance of \$3.00 as it is no longer valid.

GTIN	Hierarchy Level	Number of Base Units	\$ values (National)	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$48.00	Y	Y
19312345612359	INNER	6EA	\$12.00		
9312345612352	BASE	1EA	\$2.00		

NPC Price Attributes	List Price (Existing)	List Price (New)	
GTIN	29312345612356	29312345612356	<i>Your product is ordered by carton therefore prices must be entered at the CASE GTIN.</i>
Price Type	LIST_PRICE	LIST_PRICE	
Price Type Description	OTHER	OTHER	
Reason for Price Action	NI – New Item	PD – Price Decrease	
Basis Quantity	24	24	<i>The product is invoiced by the carton therefore the Basis Quantity UOM equals 24 Each</i>
Basis Quantity UOM	EA - Each	EA - Each	
Price Value	<b>\$48.00</b>	<b>\$48.00</b>	
Distribution Method	DC - Distribution Centre	DC - Distribution Centre	
Effective Start Date	<b>1<sup>st</sup> January 2017, 00:00</b>	<b>19<sup>th</sup> June 2018, 00:00</b>	
Effective End Date	<b>18<sup>th</sup> June 2018, 23:59</b>		<i>End date the old price. Start the new price on the following day</i>
Allowance/Charge	ALLOWANCE	ALLOWANCE	
Allowance/Charge Description	DEFERRED_DEAL_1	DEFERRED_DEAL_1	
Allowance/Charge Value	<b>\$3.00</b>	<b>\$0.00</b>	<i>The new deferred deal added must include a \$0</i>

Allowance/Charge Type	VALUE	VALUE
Sequence	2	2

*deferred deal to cancel out the old deferred deal of \$3.00*

## 11.0 Updating the Allowance/Charge Type

- Your product is ordered by carton and invoiced by carton.
- Your product supplied nationally via DCs.
- Your product has a warehouse allowance of 5% which is not a requirement to show on NPC.
- You are changing the Off Invoice Deal allowance from existing \$3.00 (value) to 4% (percentage).

GTIN	Hierarchy Level	Number of Base Units	\$ values (National)	Ordered by	Invoiced by
29312345612356	CASE	24EA	\$48.00	Y	Y
19312345612359	INNER	6EA	\$12.00		
9312345612352	BASE	1EA	\$2.00		

NPC Price Attributes	List Price (Existing)	List Price (New)	
GTIN	29312345612356	29312345612356	<i>Your product is ordered by carton therefore prices must be entered at the CASE GTIN.</i>
Price Type	LIST_PRICE	LIST_PRICE	
Price Type Description	OTHER	OTHER	
Reason for Price Action	NI – New Item	PD – Price Decrease	
Basis Quantity	24	24	<i>The product is invoiced by the carton therefore the Basis Quantity UOM equals 24 each.</i>
Basis Quantity UOM	EA - Each	EA - Each	
Price Value	<b>\$48.00</b>	<b>\$48.00</b>	
Distribution Method	DC - Distribution Centre	DC - Distribution Centre	
Effective Start Date	<b>1<sup>st</sup> January 2017, 00:00</b>	<b>19<sup>th</sup> June 2018, 00:00</b>	
Effective End Date	<b>18<sup>th</sup> June 2018, 23:59</b>		<i>End date the old price. Start the new price on the following day.</i>
Allowance/Charge	ALLOWANCE	ALLOWANCE	
Allowance/Charge Description	OFF_INVOICE_DEAL_1	OFF_INVOICE_DEAL_1	
Allowance/Charge Value	<b>\$3.00</b>	<b>\$0.00</b>	<i>The new Off Invoice Deal added must include a \$0 Off Invoice Deal to</i>

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Allowance/Charge Type	VALUE	VALUE
Sequence	2	2
Allowance/Charge		ALLOWANCE
Allowance/Charge Description		OFF_INVOICE_DEAL_1
Allowance/Charge Value		4
Allowance/Charge Type		PERCENT
Sequence		2

*cancel out the old Off Invoice Deal.*

*Included another Off Invoice Deal allowance to add the new Off Invoice Deal as 4%. Ensure the Allowance Type is set to PERCENT for the new Off Invoice Deal.*