GS1
®

New Zealand

MyGS1 Shared Products User Guide

Version 3.9

Contents

Shared Products

National Product Catalogue

Store data	Sync data

Mitre 10

PlaceMakers

ITM

Mico

Please note: older browsers may be incompatible with this system. We recommend the latest version of Google Chrome, Microsoft Edge or Mozilla Firefox.

Support

If you have any issues or queries about Shared Products, please send us an email – support@gs1nz.org or call 0800 10 23 56

MyGS1 SharedProduct overview

To maintain your catalogue using MyGS1 Shared Products, you will need to go to the Shared Products tab under My Products. This will display all the products that you have loaded to your catalogue where you can add, edit, update, deactivate and download product information.

Navigation

- At the bottom of the page, you can select how many products you can view at any one time on the page.
- You can filter your product list by selecting specific trading partners which will show all products for those specific trading partners.
- You can filter by the status of your products as follows:

Require attention: This shows the products which require attention. Examples of why a product may require further attention:

- The product has failed to upload.
- A price has failed to upload.
- A trading partner has sent back a Review message and have requested changes to the product or price data.

Draft items: This will display products or pricing data left in draft and still need to be submitted to your trading partner.

Pending: Will display when any updates are made to product and/or pricing and are still in progress and are awaiting a response from the system. If your item/ pricing data has been sitting under pending for over a day, please contact our support team.
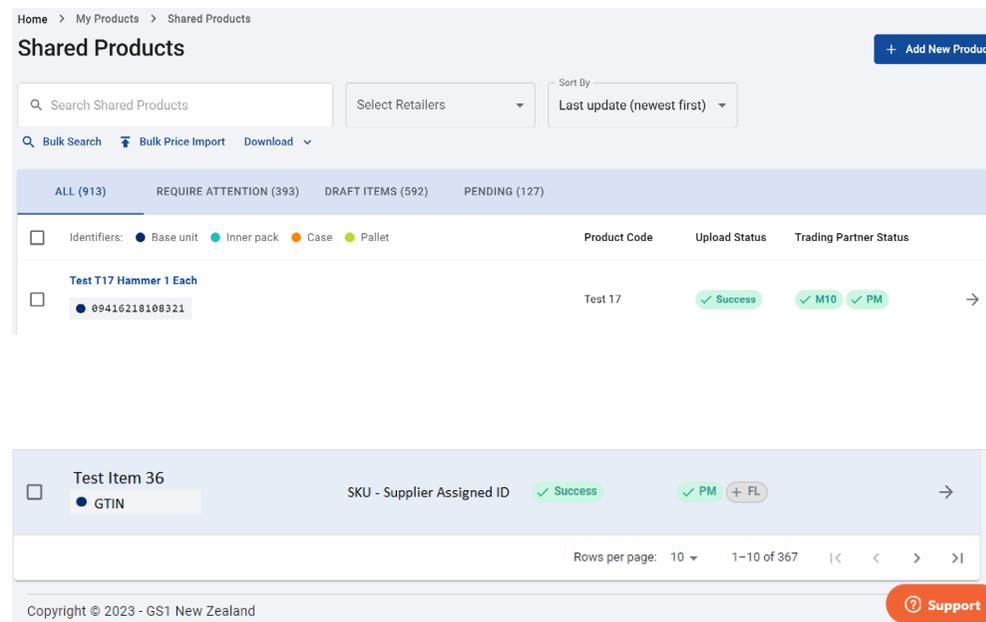
Bulk Search

The bulk search option allows you to search for multiple products at once. When selected, a pop-up window will appear, enabling you to perform a bulk search using either the GTIN or product code.
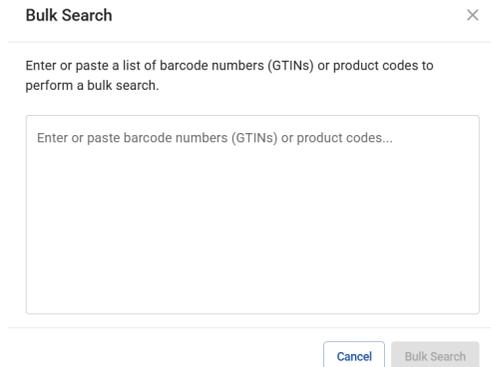
Bulk Search   ×

Enter or paste a list of barcode numbers (GTINs) or product codes to perform a bulk search.

Enter or paste barcode numbers (GTINs) or product codes...

Cancel   Bulk Search

Once you have completed what you need to do, click the clear button to return to the home page.
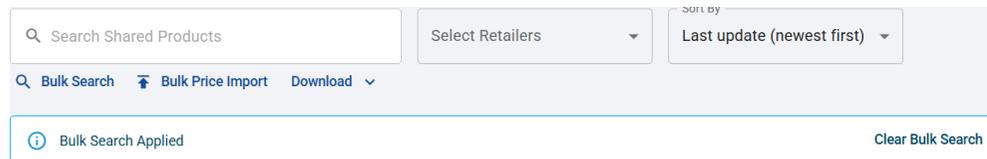
Search Shared Products   Select Retailers   ▾   Sort By
                                                          Last update (newest first) ▾

🔍 Bulk Search   ⬆ Bulk Price Import   Download ▾

ⓘ Bulk Search Applied   Clear Bulk Search

Downloading a report

First, click the "Download" button, this will give you the following two options:
• **Download Products:** This option will download a list of all product information.
• **Download Pricings:** This option will download a list of all prices associated with the product.

For the report, you can download the complete catalogue of products and prices or you can specifically select which products you want to include in the product/pricing report.

⬆ Bulk Price Import   Download ▾

⬇ Download Products

⬇ Download Pricings
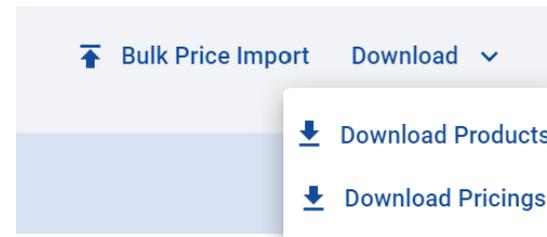
Loading a product

The screenshots and instructions demonstrate how to load product data to share with your trading partners.

When you add a product, you may see different fields depending on the trading partner you have selected, what type of product you have, how the product is packaged and if additional inner, carton, and/or shipper information is required.

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

To add a product click 'Add New Product'. **+ Add New Product**

---

1. Enter the GTIN's (barcodes) of the product.
   - Base Unit GTIN is a mandatory field
   - When a non-14-digit GTIN is entered, the system will automatically add zeros to fill this up.
   - If the Inner and case do not apply to your product, you can leave them blank.

2. Select the relevant trading partners for the product.

3. Enter the relevant details for the product.
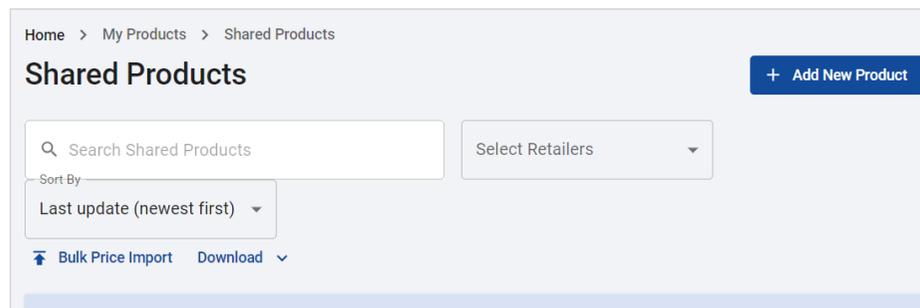
Home > My Products > Shared Products

Shared Products

+ Add New Product

Search Shared Products

Sort By
Last update (newest first)

Select Retailers

Bulk Price Import   Download

Enter your product barcode numbers to get started.

Base unit

Inner pack

Case

Update

Tooltips:

- If a field has a ***** next to the field name then the field is mandatory and will need to be completed before the product can be submitted to your trading partners.

- When selecting a data field, a Help box will appear to the right hand side of the screen describing if the selected data field is mandatory or optional with an explanation of what is required for the field.

Select Retailers

Required

Select the retailer(s) this product will be shared with.

Variant

Optional

Variants are the characteristics that differentiate products with the same brand and size, such as flavour, fragrance or taste.

Examples:

Select Retailers

Add Retailer *
Placemakers ⊗ Farmlands ⊗
Select the retailers you want to share this product with.

☑ **Base Level**

Core Information

Product Code (Your SKU) *

1

Brand Name *

Sub Brand

Functional Name *

Variant

Net Content Quantity

Net Content *
Each

Trade Item Description * 🔒

2

This field is automatically generated.

Category *

3

Brick code: 10001761

Core Information Section

1. The Product code (Your SKU) is a unique identifier, assigned to each finished/ manufactured product, and is a mandatory field.

2. Trade Item Description is built automatically from the data you enter in the Brand, SubBrand, Functional Name, Variant, and Net Content fields. It is often used on the shelf ticket so having a clear description for consumers is helpful. This field is locked for editing. If you want to change the description then you will need to update the data in the Brand, SubBrand, Functional Name, Variant, or Net Content fields.

3. The Category field is where you classify the type of product based on the GS1 standards. You may see suggested categories based on the information you have entered in the Functional Name field. If none of these are relevant you can start to type in keywords to try and find a more applicable category.

Product details

Enter the dimension and ordering information for all GTINs.

Note:

If you have entered a product with a packaging hierarchy (i.e. Case, Inner, Base or Case, Base) you will need to fill out the Product Details section for all levels.

☑ Product Details

Layer Information

☑ Is the item a Consumer Unit?

☑ Is the item an Orderable Unit?

☑ Is the item a Despatch Unit?

☑ Is the item an Invoice Unit?

☐ Does the item vary significantly in weight?

No. of Base Units *
1 🔒
This field has a mandatory value

Dimensions

Width * | Millimetres ▾

Height * | Millimetres 🔒

Depth * | Millimetres 🔒

Weight

Net Weight | UOM ▾

Gross Weight * | Kilogram ▾

Out of Pack Dimensions

Product Depth/Length | UOM ▾

Product Height | UOM ▾

Product Width | UOM ▾

Ordering

Order Quantity Minimum *

Order Quantity Multiple *

Ordering Unit Of Measure
Each ▾

Selling Unit of Measure *
Each ▾

Declaration

Declarations only required if applicable. Please refer to Dangerous/hazardous section on page 8.

Marketing

Enter the relevant marketing information. This information tends to be used for your trading partners website.

Dates

1. These dates are for when your product information will be visible and published. For new products, you would typically enter the present days date.

2. The On Shelf date refers to the date your product will be available for ordering and then available on the shelf.

3. Next availability date is the date which the product is available to order again if it has gone out of stock **(this is a Mitre 10 specific data field)**.

Item hierarchy

When adding an item if the item has a hierarchy (i.e. Case, Inner, Base or Case, Base) you will need to fill out the Product Details section for all levels. All tabs apart from 'Product Details' remain the same as adding just a base unit.

Dangerous/hazardous goods

If the product you have loaded is considered a Dangerous and/or Hazardous good, then you will need to indicate this in the Dangerous/Hazardous Goods section. If you have indicated the product is dangerous/hazardous then new fields will appear which will need to be filled out accordingly. If your product is not considered a Dangerous and/or Hazardous good, then you can leave this section blank.

Adding a price

Once you have loaded your product into Shared Products you will have the ability to add a price for your trading partners.

Your product data will not be sent to your trading partner until you have added a price.

After doing so, the product data will begin uploading. If you don't have a price available, or you need to change your price, you can do so later from the View Product menu as seen in images 1-3.
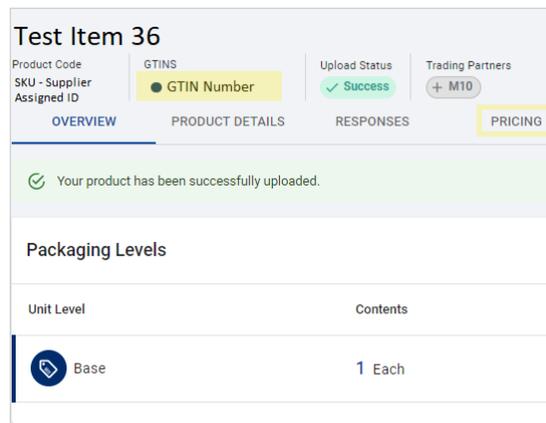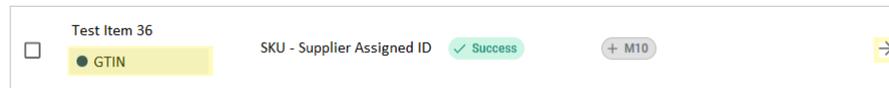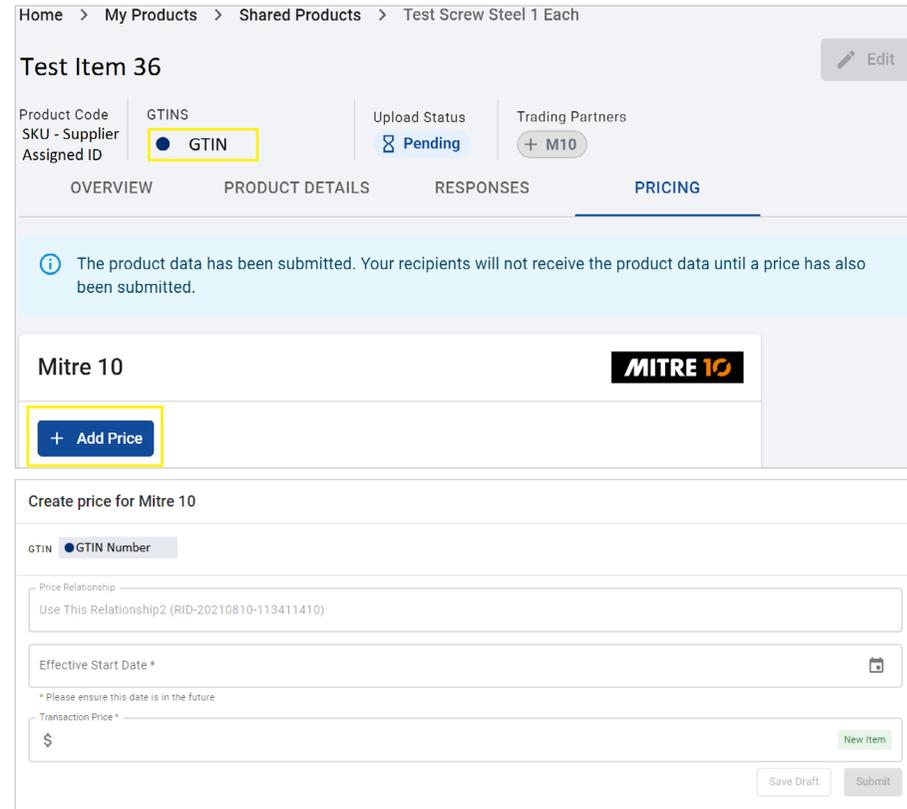


Change existing pricing

To change the existing price of a product, you will need to go into the Pricing tab from the View Product menu. Then under the specific trading partner, you will see a change button under the existing price. When you click this it will prompt you to input a new future effective start date and price value.
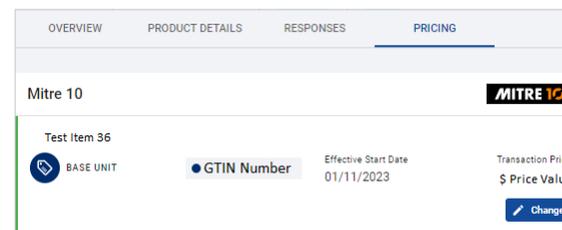
Bulk price import

To update multiple prices at a time you can use the Bulk Price Import function.

Create the excel file with the new prices you wish to upload (you will need a separate spreadsheet for each of your trading partners). Your Excel file will need the following columns:

- GTIN (barcode number).
- Price.
- Distribution method (DSD = Direct store delivery, DC = Distribution center): A Distribution method code (i.e. DSD or DC) must be applied against all prices.
- Price action (NI = New, PD = decrease, PI = increase): A price action code must be applied against all prices (i.e. NI, PD or PI).
- Price start date: Must be applied against all prices and needs to be a future date. Suggested Format DD/MM/YYYY.

- Once your excel file is ready click on the 'Bulk Price Import' button.
- Select the trading partner you would like to update the pricing for.
- Review the instructions for the bulk import process to ensure your excel is in the correct format.
- Click on the 'Select File' button and upload the excel.
- If the headings of your excel are not on row 1. You can select 'Show advanced mapping options' and change the Rows for the heading and where the data begins.
- Standard mapping is set up for Headings on row: 1, and data starting on row 2:
- After selecting your Excel file, map the headings of your spreadsheet to the required fields for the bulk upload.
- Save mappings for reuse
- Preview and confirm data mapping before submitting your new pricing.

Shared Products Bulk Price Change

Select Retailer
- None
- Placemakers - test-id
- Mico - Micro-relationsship-id
- Farmlands - Farmlands-relationship-id
- ITM - item-relactionship-id
- Mitre 10 - RID-20210810-113411410
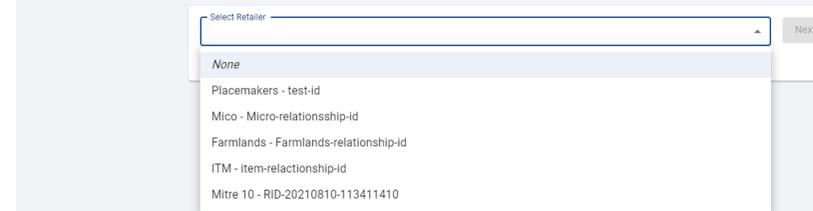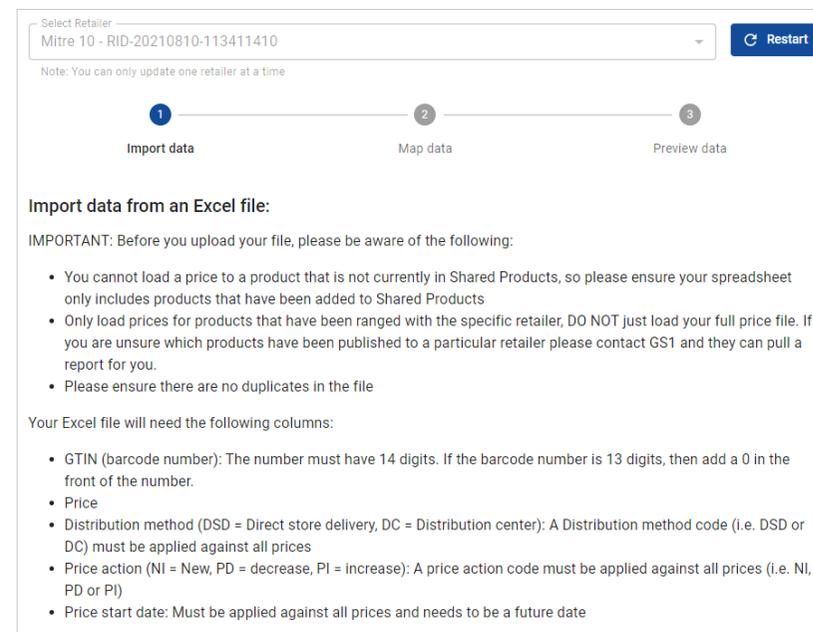
Select Retailer
Mitre 10 - RID-20210810-113411410   Restart

Note: You can only update one retailer at a time

(1) Import data   (2) Map data   (3) Preview data

Import data from an Excel file:

IMPORTANT: Before you upload your file, please be aware of the following:

- You cannot load a price to a product that is not currently in Shared Products, so please ensure your spreadsheet only includes products that have been added to Shared Products
- Only load prices for products that have been ranged with the specific retailer, DO NOT just load your full price file. If you are unsure which products have been published to a particular retailer please contact GS1 and they can pull a report for you.
- Please ensure there are no duplicates in the file

Your Excel file will need the following columns:

- GTIN (barcode number): The number must have 14 digits. If the barcode number is 13 digits, then add a 0 in the front of the number.
- Price
- Distribution method (DSD = Direct store delivery, DC = Distribution center): A Distribution method code (i.e. DSD or DC) must be applied against all prices
- Price action (NI = New, PD = decrease, PI = increase): A price action code must be applied against all prices (i.e. NI, PD or PI)
- Price start date: Must be applied against all prices and needs to be a future date
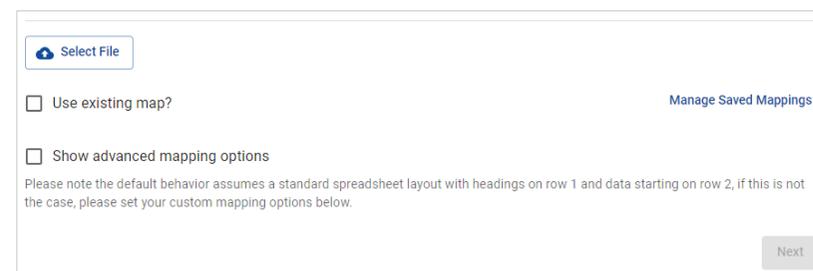
Select File

☐ Use existing map?   Manage Saved Mappings

☐ Show advanced mapping options

Please note the default behavior assumes a standard spreadsheet layout with headings on row 1 and data starting on row 2, if this is not the case, please set your custom mapping options below.

Next

Mapping data

Save mapping for reuse

Review and confirm data

How items should look when published

Upload status

This result reflects the status of the product in the National Product Catalogue (NPC) and will display one of the following four statuses.

- **Draft:** The product is still in draft mode and awaiting submission
- **Pending:** The product has been sent to the NPC and is awaiting response from the system
- **Failed:** An error has returned when submitting this data to the NPC Catalogue and may require GS1 assistance to resolve
- **Success**: This product has been successfully submitted to the NPC and received.

Trading partner status

As with the above status for NPC, a status will be provided for each retailer you have submitted this product to by adding a price for them.

- **Draft (gray):** You have selected this retailer when entering your product but not yet allocated a price for them
- **Pending (blue):** The price you have entered for that retailer has been sent to the retailer and currently awaiting response
- **Failed (red):** There has been an error response returned by the retailer which requires further action
- **Success (green):** The price that you have submitted has been accepted by the retailer. No further action is required

System response

All system responses are able to be reviewed by selecting the 'View Product' arrow to the right-hand side of the product and selecting the 'Responses' tab (pictured below). Alternatively, you can select the retailer 'chip' from the product list page, which will take you directly to the 'Responses' tab.

Ranging an existing product with a new trading partner

You will need to ensure that your product has met all of the relevant data attributes that the new retailer requires. You can do this by selecting the **'Update Product'** option from within the product page itself, and then selecting your new retailer. You can then submit the product data once any applicable changes to the data have been made.

Once your product has been updated to match the retailer requirements for your product, you will have the ability to add a price for them under the 'Pricing' tab.
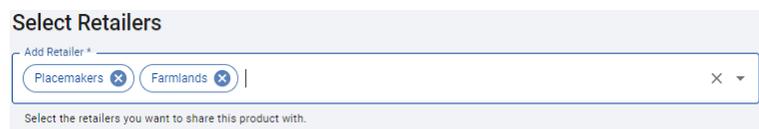

If you are unable to see your desired retailer after you click Select Retailer, this may mean you are currently not set up to send data to that retailer. If you wish to be setup with any other retailers you can do so by registering on our website.

Deactivating a product – obsolete products

You can deactivate a product by **clicking the checkbox next to your product and selecting Deactivate.** You will then need to provide a date to advise your retailers when this product is obsolete or no longer available from. You can also do this from product details page by selecting the **View Product arrow**, and then **Deactivate.**
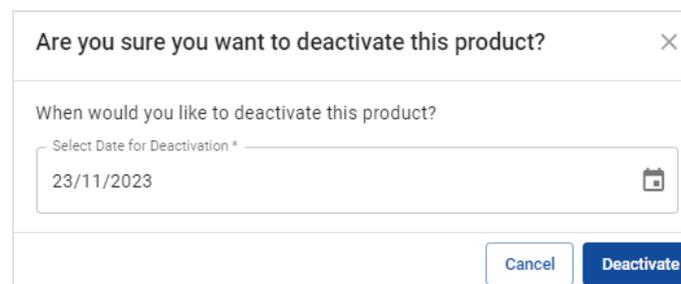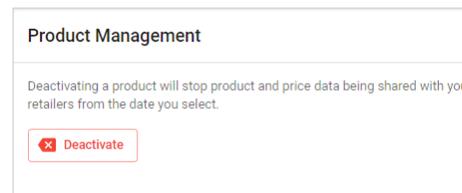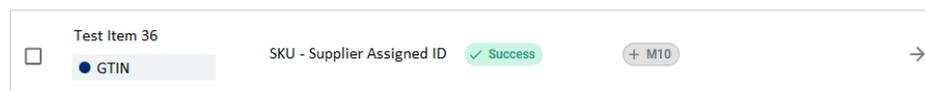
This option should only be used for obsolete products – please contact GS1 Support if you need to change a GTIN in the hierarchy (e.g., your case GTIN is changing but the base GTIN is remaining the same).

Deactivating multiple products

You can also deactivate multiple products at one time, by clicking the box on the left for multiple items and then using the deactivate button.

Reactivating products

If you accidentally deactivate the incorrect product, you can contact our support team who can assist in reimporting the item.

Deactivating products for a specific trading partner

Currently, you are only able to deactivate a product for all selected trading partners. If you wish to deactivate for a specific trading partner while keeping it active for other trading partners then please contact the support team at support@gs1nz.org.

Making changes after you've submitted your product

To make changes to one of your products, you can select the View Product arrow from the right-hand side of the product, and then select one of the two options "Correction" or "Update". This will give you options to either correct data that was incorrectly inputted or missed with the **Correction button** or update product attributes that do not require a GTIN change with the **Update button**.
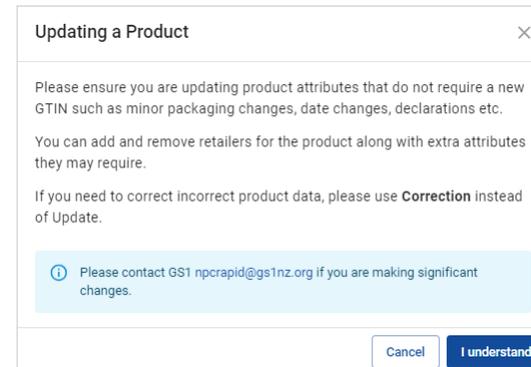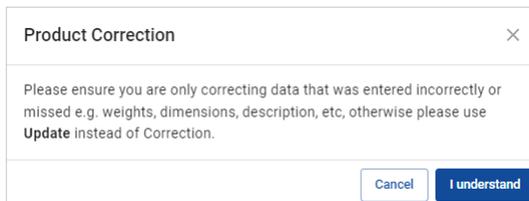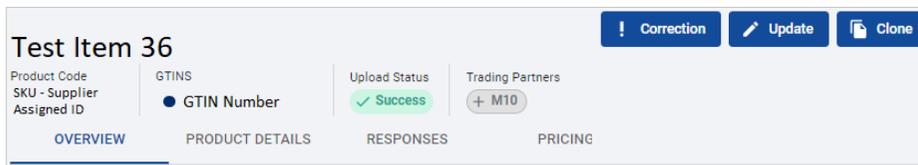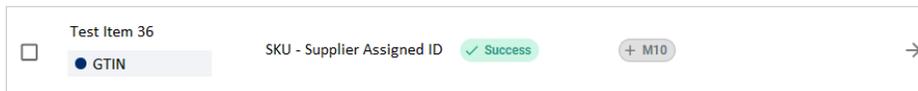
Cloning a product

To help make data entry faster, you can use the clone feature to clone a product. You can also clone an item using the "Clone" option. We advise you only clone similar items, (i.e. different variations) as you may end up spending more time making corrections than if you had created a new item.
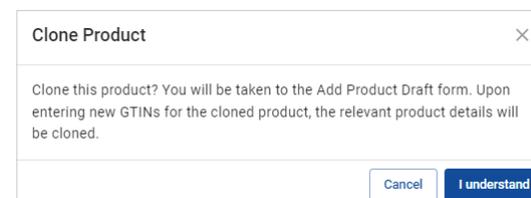
Appendix

Attributes key – some attributes have been renamed using basic and easy to understand language. Below is a list of the different names compared to their names in the National Product Catalogue.

Name in Shared Products:	Name in National Product Catalogue:
Product Code	Supplier Assigned ID
Base Net Content	Net Content
Does product vary significantly in weight?	Is Trade Item A Variable Unit?
Date Basic Product Data Visible to NPC Community	Community Visibility Date Time
Date Product Information Effective From	Effective Date Time
Data Publication Date	Publication Date Time
On Shelf Date	Start Availability Date Time

Login **to SharedProducts**

Login

Email or Username

[Your Email or Username]

The Email or Username field is required.

Password

[Your Password]

The Password field is required.

☐ Show Password

Login

Help   Reset Password

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Support

If you have any issues or queries about Shared Products, please send us an email – support@gs1nz.org or call 0800 10 23 56