Manuals+ — User Manuals Simplified.

GS1 NPC Product and Price User Journeys Owner's Manual

Contents

GS1 NPC Product and Price User Journeys

National Product Catalogue - NPC

Product and Price User Journeys

October 2024 | v1.0

Specifications

- Product: National Product Catalogue – NPC
- Version: October 2024 | v1.0

Product Information

The National Product Catalogue (NPC) allows users to manage products, prices, and recipient responses efficiently. Users can create, search, filter, edit, change, and delete products within the NPC platform.

Product Usage Instructions

Overview: Products Page
The Products Page is the central hub for managing products in the NPC. Users can:

1. Create new products
2. Search and filter products
3. View recipient responses
4. View product statuses
5. Add pricing or update products

Adding Products with No Recipient
User Journeys in the NPC provide step-by-step processes for achieving specific goals. To add products with no recipient:

1. Access the Products Page
2. Select "Add a new product" from the Action Menu
3. Fill in product details
4. Save the product entry

Search and Filter
Utilize the Search and Filter Bar to create filtered views:

1. Recipient Filter: Filter products by recipient
2. Product Search: Search by brand, keyword, GTIN, product name, or product code
3. Bulk Search: Copy and paste lists of GTINs, brands, or keywords for searching

Edit, Change or Delete
To edit or delete products:

1. Edit a Draft Product: Use the Action Menu to make changes
2. Delete an Existing Product: Click "Delete" in the Action Menu, specify effective date, and confirm deletion

FAQ

How can I reinstate a accidentally deleted product?
If you accidentally delete a product, OVERVIEW: Products pageyou can contact NPC Support for assistance with reinstatement.

OVERVIEW

This is your Products Page, from here you can:

- A Create products
- B Search and filter products
- C View recipient responses
- D View product statuses
- E Add pricing or update products

What's new?
Your base, inner and case are now grouped together so you can easily manage all product levels at once.
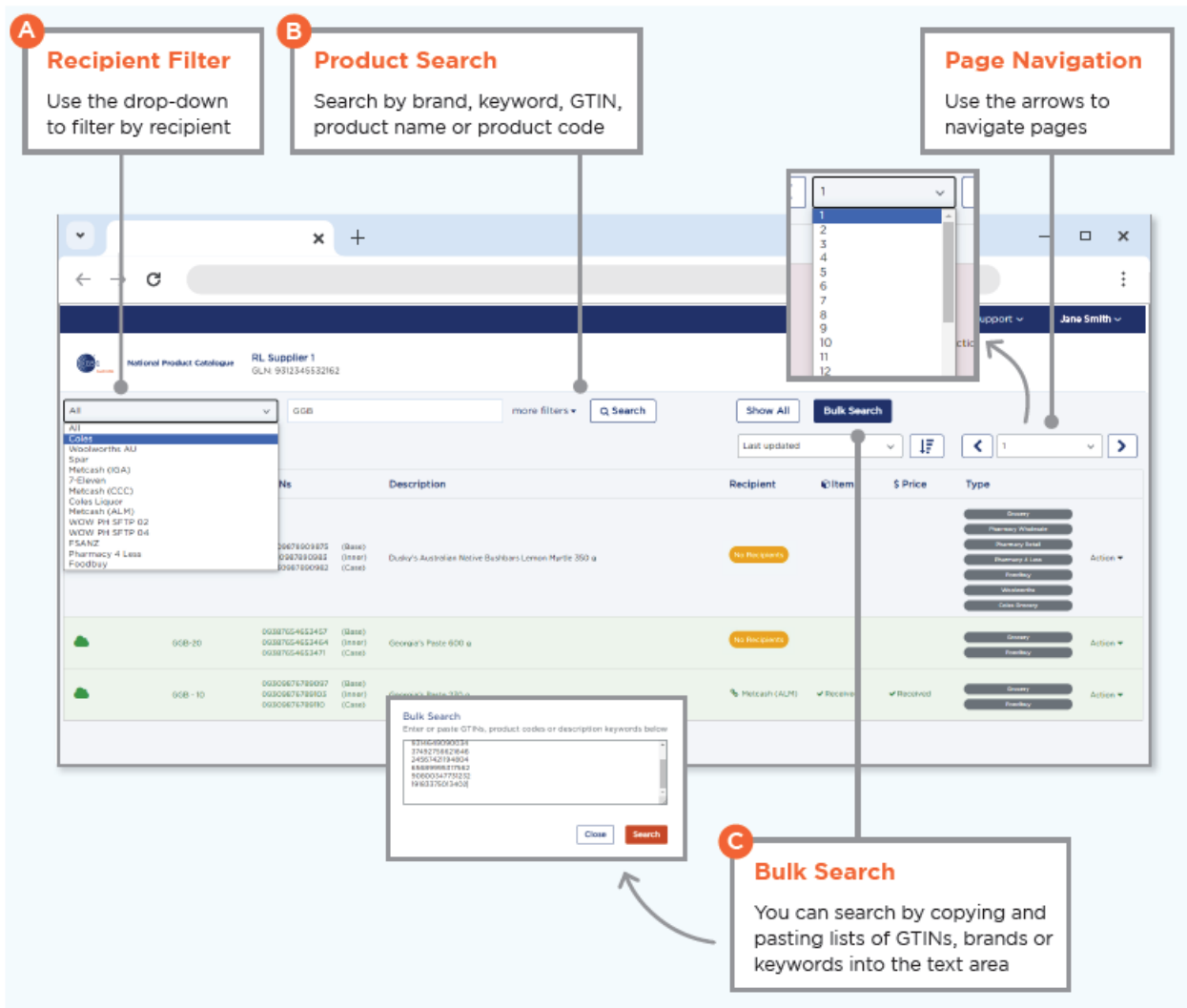
Coloured product rows indicate

Search and filter

You can use the Search and Filter Bar on the Products Page to create filtered views of your entire catalogue.

Search and filter functions include:

- A Recipient Filter
- B Product Search
- C Bulk Search

There are 30 products per page, you can use the Page Navigation to navigate multiple pages.

Edit, change or delete

To edit a draft product:
A Edit and Make Changes using the Action Menu To delete an existing product:

1. Click Delete in the Action Menu
2. Specify the effective date and confirm the deletion

Note: Updates, deletions and changes to your product data apply to all levels of your product at once.

A **Use the Action Menu**

If the item icon is **Draft** [✎], then use the **Action Menu** to **Edit** the item details.

If the item icon is not **Draft** [such as ☁ ☁ or ⚠] then use the **Action Menu** to **Make Changes** to the item (adding price, edit item type).

2 Delete product

Products should only be deleted if they are no longer available. For any other changes, please contact Support.

GTIN	Brand	Sub-Brand	Description
09309878909875			
Dusky's			

Dusky's Australian Native Bushlers Lemon Myrtle 350 g

| Return to Product List | Delete |

! If you accidentally delete a product, you can contact NPC Support to assist with reinstatement

1
Add Price for Pr
Edit Item Type
Delete...

USER JOURNEY: Adding products with no recipient

What is a User Journey?
User Journeys detail the step-by-step process to achieve a specific goal in the NPC. The scenarios featured in this guide are some common use-cases which a beginner may encounter while using the NPC for the first time.

How to add products:
Select "Create New Product" from the Products screen
Enter in your product GTINs ("Base" is required, include "Inner" and "Case" GTINs if applicable)

Note: Ensure your GTINs are correct as you cannot change these later.
Select the item type. Additional item types can be added later, but item types cannot be removed once they have been set. Select "Start" to create the product entry
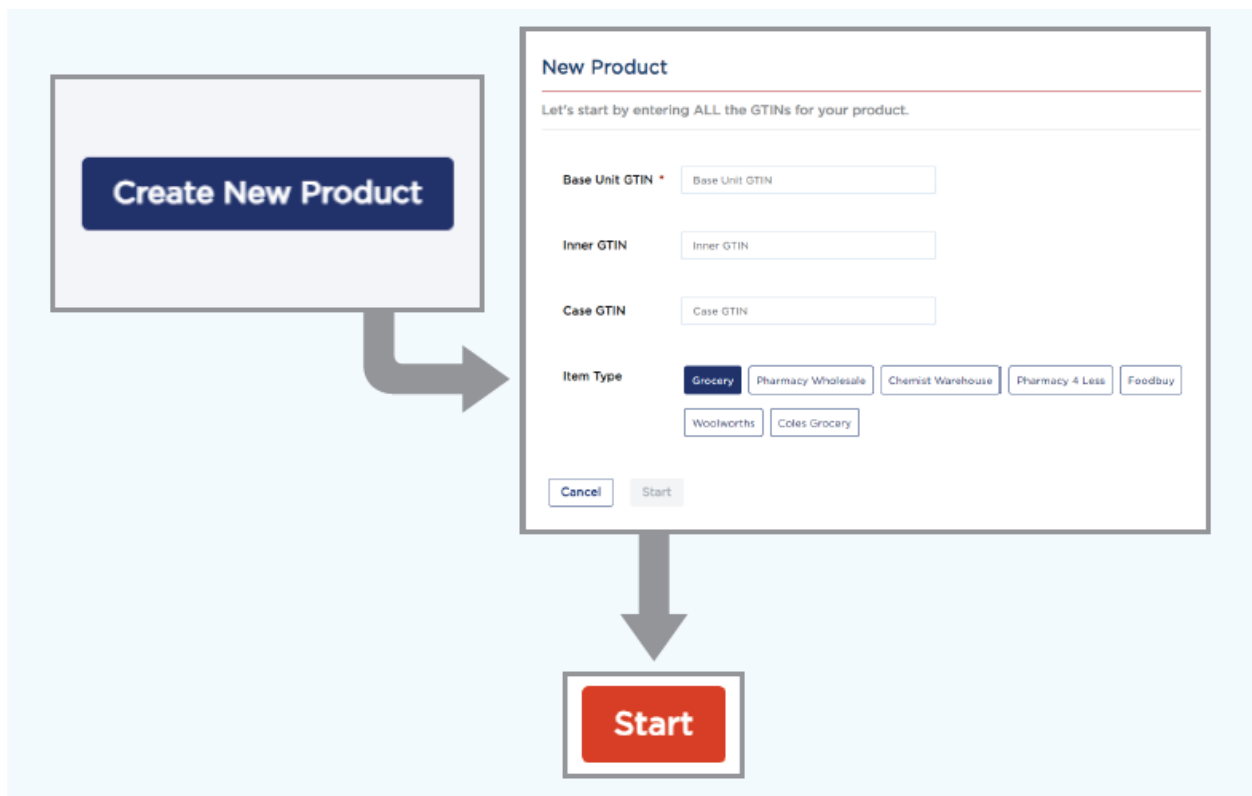
Complete Product Details:

From here you can enter product information (such as brand and product names, descriptions, country of origin, tax details, etc.). Selecting "Next" will advance through the additional product information pages, such as Packaging, Logistics, Ingredients, Nutrition, etc.

You can manually select from the list of pages in the navigation pane (left hand column), or simply select "Next" to advance through each page.

As each product information page is completed, icons will display in the navigation pane to show what information remains outstanding.
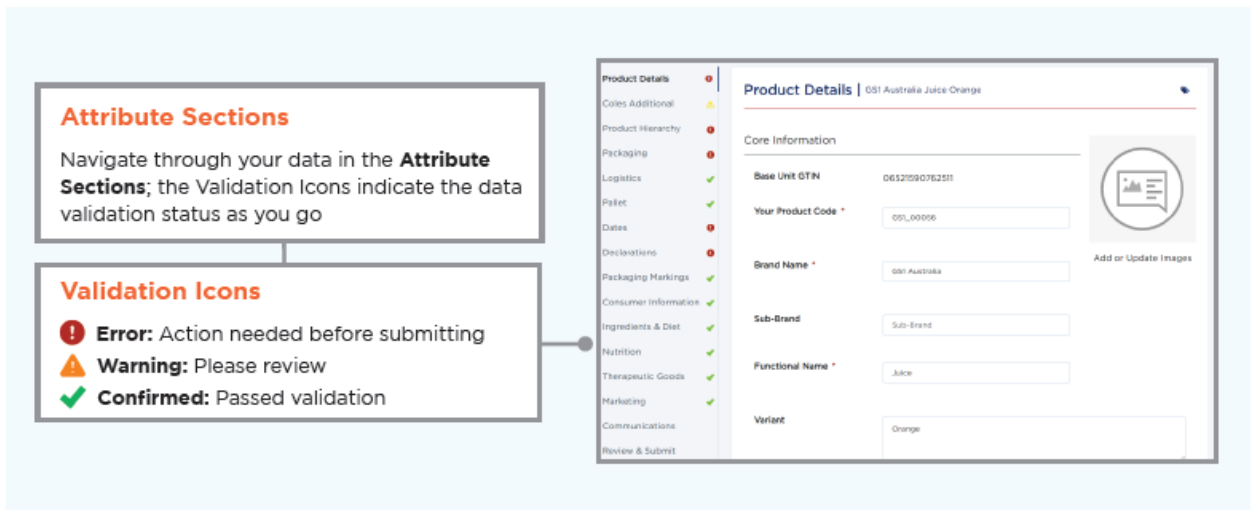
- The red "Error" icon indicates missing information required to pass validation rules.
- The yellow "Warning" icon indicates potentially missing information (for example, items submitted to FSANZ requiring specific statements);
- The green "Confirmed" icon indicates that information (if required) is complete and has not failed any validation rules.

Once all information is entered and is passing validation rules, head to the Review & Submit page and select "Submit" to publish your product.

Note: If the only options are "Previous" and "Product List", this means there are outstanding errors in your data. Clearing these up will make the "Submit" option appear.

From here you can select to add prices for recipients requiring price information, or to publish the product information directly to recipients who do not require pricing. These options can also be accessed from the Action menu on the products page.
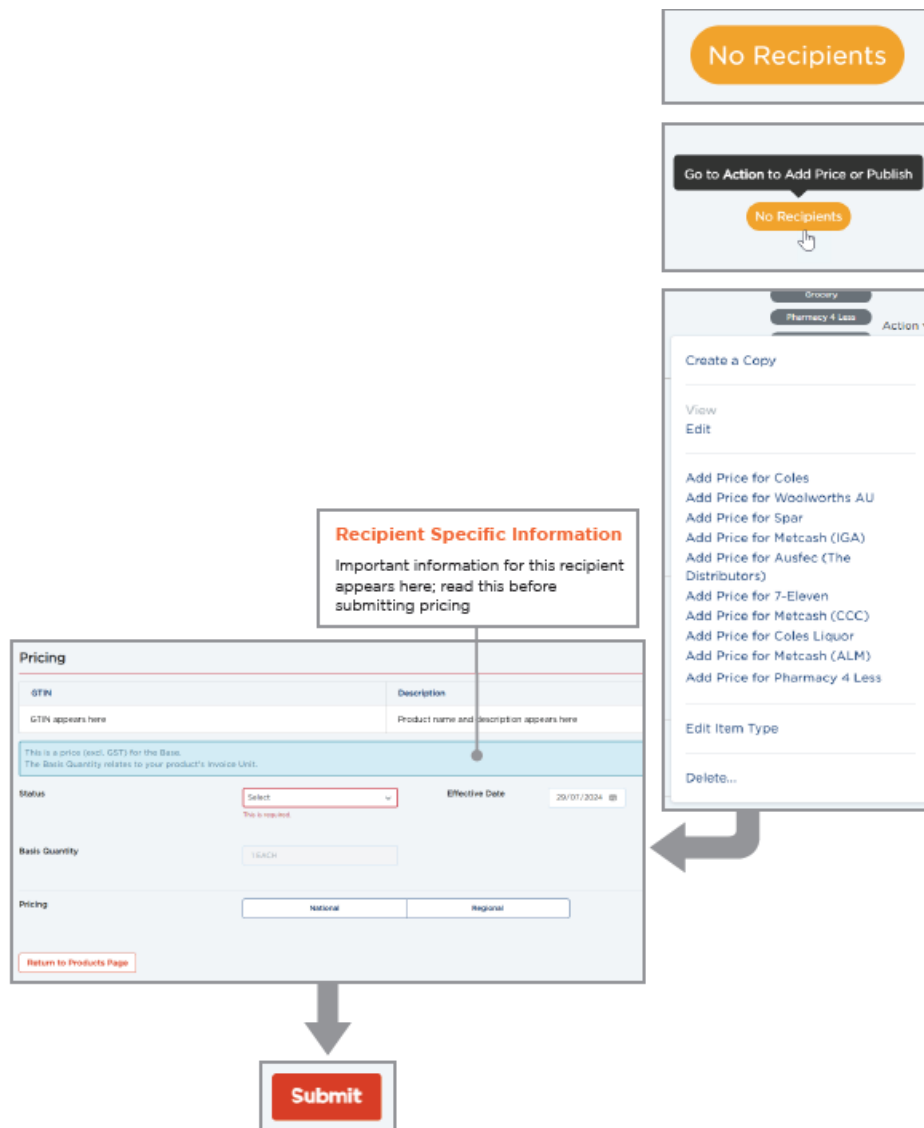
Upon returning to the products page (if pricing not added via the previous page), your newly created product will be visible in the list, with no Price or Recipient infomation shown.

USER JOURNEY: Adding recipients (with pricing)

Adding recipients with pricing:

- In the Products page, the newly created product will display "No Recipients" icon.
- Hovering over the "No Recipients" icon will show the tool tip "Go to Action to Add Price or Publish", referring to the Action dropdown menu.
- Note: If your product is not yet Submitted, selecting any of the "Add Price" options available in the dropdown menu will result in the message "Please submit your Product data before proceeding with Price." This will remain until the product is Submitted.
- Once submitted, selecting any of the "Add Price" options will bring up the pricing submission page unique to that recipient.
- Fill out the details on the submission page. The options available may slightly differ based on the recipient's requirements; look out for the blue alert box showing recipient specific information.

No Recipients

Go to **Action** to Add Price or Publish

No Recipients

Grocery

Pharmacy 4 Less   Action ▼

Create a Copy

View
Edit

Add Price for Coles
Add Price for Woolworths AU
Add Price for Spar
Add Price for Metcash (IGA)
Add Price for Ausfec (The Distributors)
Add Price for 7-Eleven
Add Price for Metcash (CCC)
Add Price for Coles Liquor
Add Price for Metcash (ALM)
Add Price for Pharmacy 4 Less

Edit Item Type

Delete...

Recipient Specific Information

Important information for this recipient appears here; read this before submitting pricing

Pricing

GTIN	Description
GTIN appears here	Product name and description appears here

This is a price (excl. GST) for the Base.
The Basis Quantity relates to your product's Invoice Unit.

Status   Select   Effective Date   29/07/2024
                This is required.

Basis Quantity   SEARCH

Pricing   National   Regional

Return to Products Page

Submit

Recipients successfully added

After selecting "Submit", you will see the following screen:

Coles Price Submitted

Grocery

View/Update Price for Coles

Add Price for Woolworths AU

Add Price for Metcash (IGA)

Add Price for Drakes

You can select View/Update Price for the recipient you have added pricing to, as well as the previous options to add prices or publish your product information to other recipients. These options can also be accessed from the Action menu on the products page.

Upon returning to the products page, your product will now have status information listed in the Item and Price columns:
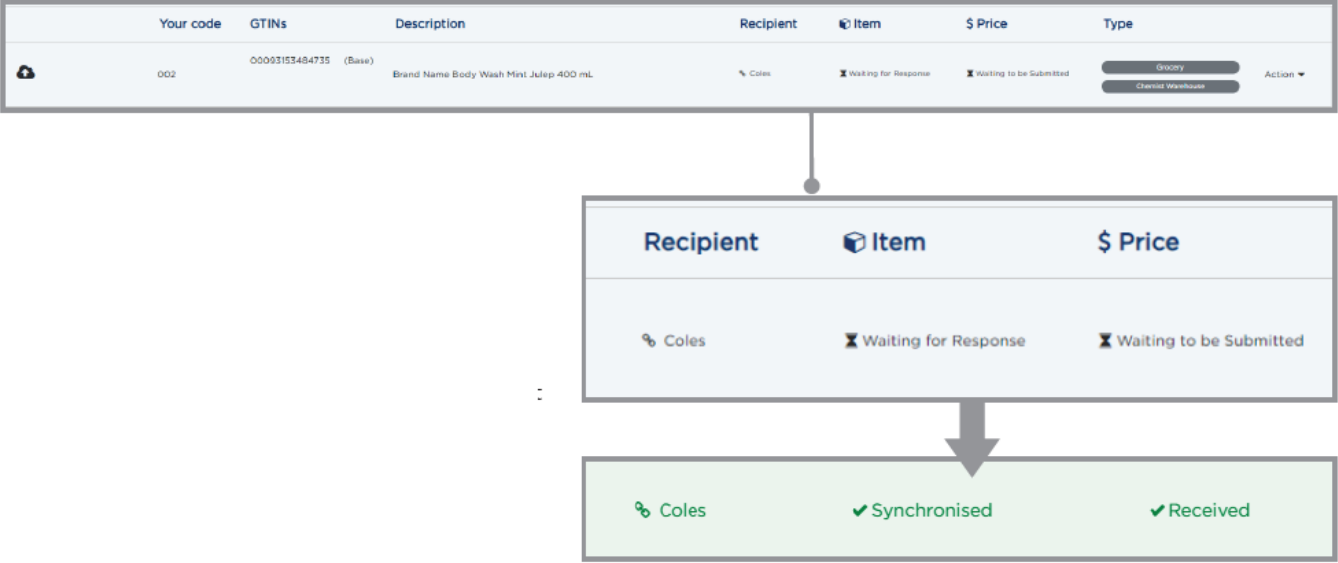
Keep an eye on the status column for important information. " Waiting for Response" will display until the recipient has synchronised with your data. " Synchronised" and " Received" are the signs of success that your pricing update has been received, whereas " Action Required" is a request for additional information or correction.

If " Waiting for Response" status displays for more than 2 hours, contact NPC Support.

Publishing to recipients without price data:

Options to publish directly to recipients without pricing is only available for select recipients who do not require pricing information, for example FSANZ.

These recipients are shown in the Action menu as "Publish to…" instead of "Add Price for…", and are only listed once the product data has been submitted.

① Recipients not requiring pricing...	② ...only appear after product successfully submitted.
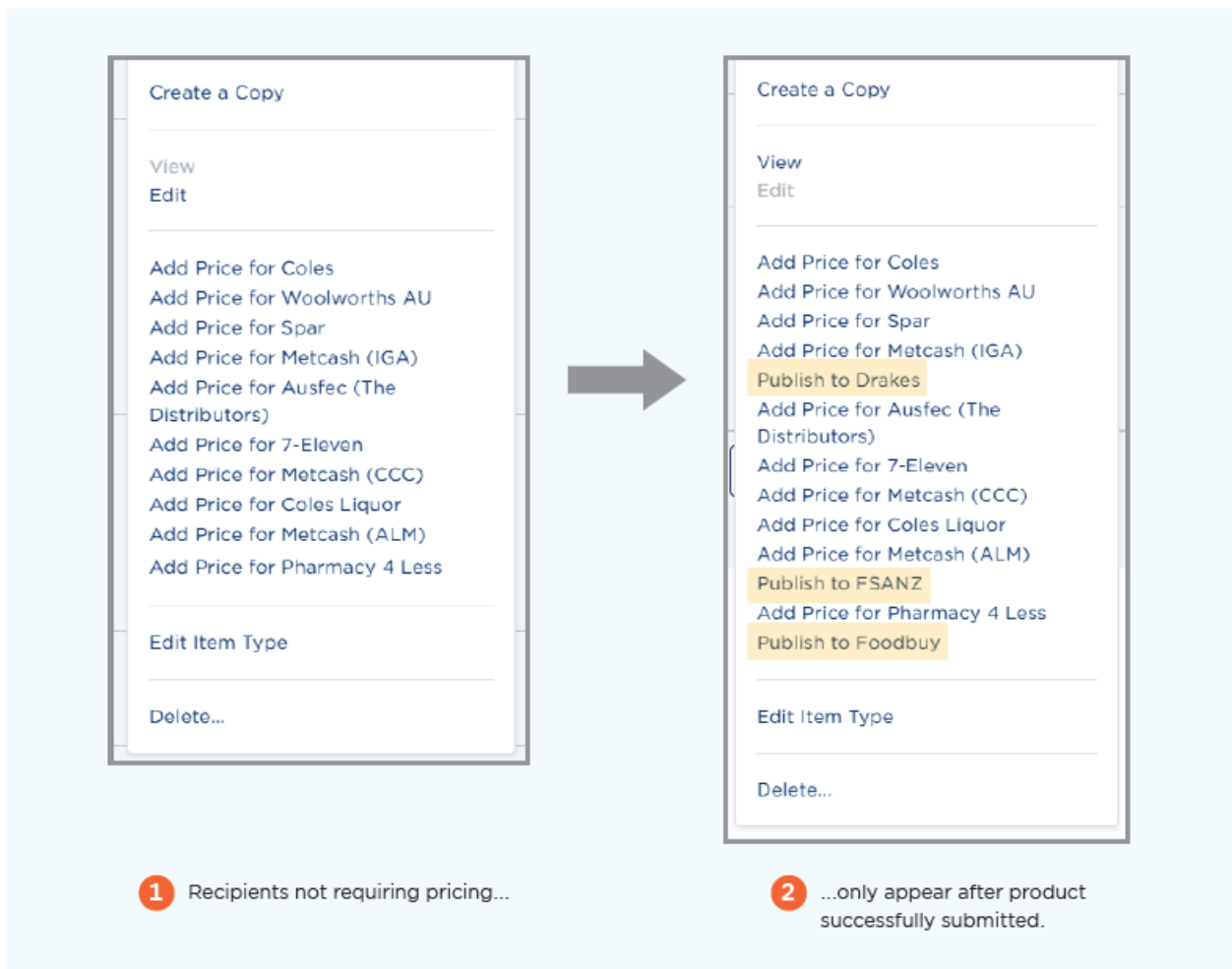
Recipients successfully added

Unlike adding prices, there aren't any options to select before publishing without price data, so ensure all information entered in the Product Details is correct before selecting the "Publish to…" option. Upon selection, it will immediately publish to the chosen recipient.
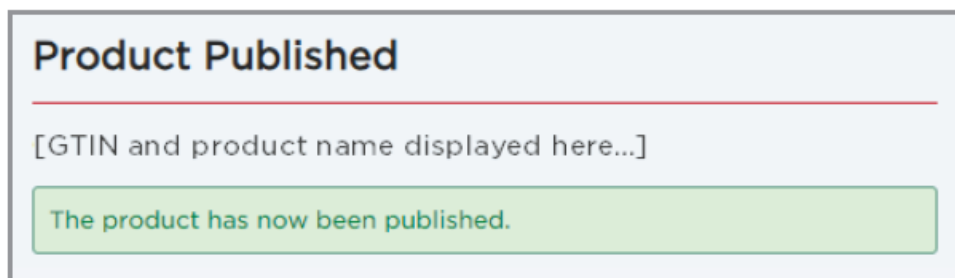
Product Published

[GTIN and product name displayed here...]

The product has now been published.

The price column on the products page will read **"⧖ No Price Required"**.

⧖ No Price Required

GLOSSARY: Status icons

Item column:

Icon	Status name	Tooltip messages
⧖	**Waiting for Response**	Item publication is **Waiting for Response** from Recipient. Contact NPC Support if status persists for more than 2 hours.
✓	**Received**	Recipient has **Received** item data into the NPC Recipient Catalogue. Recipient can now process the data.
✓	**Synchronised**	Recipient has downloaded your data and has sent a **Synchronised** message.
⧖	**Action Required**	Item not submitted, **Pending Your Submission**. Review and submit data when ready.
✗	**Review**	*[Details of review will be listed]*

Price column:

Icon	Status name	Tooltip messages
⧖	**Waiting to be Submitted**	Price submission waiting for the positive item response from the NPC Data Pool. Contact NPC Support if status persists for more than 2 hours.
⧖	**Submission in Progress**	Price submission now in progress to the NPC Data Pool. Recipient can now process the data. Contact NPC Support if status persists for more than 2 hours.
⧖	**Waiting for Response**	Price submitted to the NPC Data Pool. Item publication is Waiting for Response from Recipient. Contact NPC Support if status persists for more than 2 hours.
⧖	**No Price Required**	No price required.
✗	**Validation failed**	Price submission has failed validation. Contact NPC Support.
✓	**Received**	Recipient Received price data into NPC Recipient Catalogue.
✓	**Synchronised**	Price data Synchronised with Recipient.
✗	**Rejected**	Price data Rejected by Recipient. Contact Recipient or NPC Support if help needed to resolve.
⧖	**Review**	Review required

About GS1 Australia

GS1 is a neutral, not-for-profit organisation that develops and maintains the most widely used global standards for efficient business communication. We are best known for the barcode, named by the BBC as one of "the 50 things that made the world economy". GS1 standards and services improve the efficiency, safety and visibility of supply chains across physical and digital channels in 25 sectors. With local Member Organisations in 116 countries, 2 million member companies (over 22,000 in Australia) and 10 billion scans of over 1 billion products that carry the GS1 barcode, every day. GS1 standards create a common language that supports systems and processes across the globe.

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Documents / Resources

	GS1 NPC Product and Price User Journeys [pdf] Owner's Manual NPC Product and Price User Journeys, Product and Price User Journeys, Price User Journeys, Journeys

References

- **User Manual**