



GS1net User Guide ‘Cookbook’

**For Suppliers implementing and using GS1net in Australia
& New Zealand**

February 2011

GS1net Ready™ Checklist

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Document Version Control

Release	Nature of Change/Comments	Author
Feb 2011	GS1 New Zealand - GS1net Ready™ Checklist revised	M.Robb
June 2010	Additional steps 16-18 added and updates to URL's within the GS1 New Zealand - GS1net Ready™ Checklist	M.Robb
May 2010	Step 9 within the Australian GS1net Ready steps updated to reference Locatenet	M.Robb
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GS1 New Zealand - GS1net Ready™ Checklist – All Suppliers

This checklist is designed for suppliers to New Zealand industry as a guide to the process of getting to the stage of requesting **GS1net Ready™** status for a particular Data Recipient (Your Customer). Completing this checklist is a prerequisite to becoming **GS1net Ready™** and the ongoing process of data synchronisation with your trading partners, called **GS1net Live™**. Data synchronisation is the essential foundation to electronic collaboration with your trading partners. All suppliers are encouraged to contact GS1 New Zealand for further assistance in completing this checklist and the subsequent process steps to becoming officially confirmed as **GS1net Ready™** for your customer(s).

Check List:	
<input type="checkbox"/>	1. GS1 New Zealand Membership
<input type="checkbox"/>	2. Registered for GS1net
<input type="checkbox"/>	3. Sign up to an applicable GS1net Implementation Solution
<input type="checkbox"/>	4. Determine your GS1net product range
<input type="checkbox"/>	5. Identify the GS1net data requirements
<input type="checkbox"/>	6. Conduct a Gap analysis
<input type="checkbox"/>	7. Determine your GS1net Data Upload & Maintenance method
<input type="checkbox"/>	8. Determine your GS1net Catalogue Structure (Optional)
<input type="checkbox"/>	9. Prepare your data
<input type="checkbox"/>	10. Request data validations from GS1 NZ
<input type="checkbox"/>	11. Price Relationships Setup
<input type="checkbox"/>	12. Populate GS1net
<input type="checkbox"/>	13. Review your GS1net Validator Report
<input type="checkbox"/>	14. Review your GS1net Data Load Status Report (DLSR)
<input type="checkbox"/>	15. Ongoing Roles & Responsibilities
<input type="checkbox"/>	16. Ongoing Maintenance Processes & Procedures
<input type="checkbox"/>	17. Request to be granted GS1net Ready Status

GS1 NZ – GS1net Ready Check-List

All Steps Complete

yes / no

_____ Data Recipient (Your Customer)

_____ Your Company _____ Date

_____ Your Name _____ Signed

Please submit this Checklist to the GS1 NZ–GS1net Support team via email gs1net@gs1nz.org / fax: 04 494 1051

For more information about becoming **GS1net Ready™** or for further assistance please contact the GS1 NZ – GS1net Support team on 0800 10 23 56 or via email gs1net@gs1nz.org

<p>Step 1</p>	<p>GS1 New Zealand Membership</p> <p>To utilise GS1net in New Zealand you ordinarily need to be a full financial member of GS1 New Zealand. To determine if you are an existing member of GS1 New Zealand please contact 0800 10 23 56 – Option 1. Also use this number if you want to find out how to become a member of GS1 New Zealand. Alternatively you can visit our website www.gs1nz.org where you can become a member of GS1 New Zealand online.</p>	<input type="checkbox"/>
<p>Step 2</p>	<p>Register for GS1net</p> <p>GS1net™ is operated by GS1 Australia and GS1 New Zealand, on behalf of industry, on a user pays cost recovery basis. Registration for the use of GS1net is only available to full financial members of GS1 New Zealand, or GS1 Australia if you are to operate a 'Dual Market' catalogue. Before you register you will need to appoint an initial GS1net Administrator, you will require their contact details when registering. Once you have access to your catalogue you can add additional users.</p> <p>To register for GS1net go online to: http://www.gs1nz.org/gs1net_registration.php</p> <p>You will also find a fee schedule and terms and conditions at the same web address.</p> <p>After you register you will receive:</p> <ul style="list-style-type: none"> - Welcome letter from GS1 NZ - GS1net Support containing your GS1net login - A follow up phone call from GS1 NZ to discuss next steps <p>Note: Do you have products that are sold in multiple Target Markets e.g. New Zealand and Australia? If so, it is a requirement that you have a separate GS1net catalogue for each of these target markets (i.e. you will need a catalogue for your NZ products, and another catalogue for your Australian products). If your company is a single legal entity covering both Australia and NZ it is possible to create a single catalogue which covers both markets.</p> <p>Note for Woolworths/Progressive Suppliers: Prior to commencing your project you need to register your interest with Woolworths/Progressive. They will then contact you and invite you to begin your project and issue your range list, Vendor IDs, Relationship IDs and Vendor Terms. This information is essential for your successful GS1net Implementation.</p>	<input type="checkbox"/>
<p>Step 3</p>	<p>Sign up to an applicable GS1net Implementation Solution</p> <p>GS1 NZ offers a number of solutions to assist companies with their GS1net Integration and Implementation projects. Regardless of the size of your company and your ability to do the work on your own accord, you can take advantage of the Professional Services Team's significant experience, expert guidance and independent advice to ensure your GS1net project is appropriate to your company's specific needs. This will also ensure your project costs and time-frames to become GS1net Ready™ for your customer are minimised. Each company must choose one of the following 3 CORE GS1net Implementation Solutions before commencing your GS1net project:</p> <p>GS1net Essential – Aimed at organisations wishing to do the work yourselves (minimum offering)</p> <p>GS1net Fast Track – Aimed at organisations wanting GS1 to do the majority of the work in a timely fashion to help you become GS1net Ready for your customer.</p> <p>GS1net Implementation Assistance – Tailored to meet your implementation needs.</p> <p>An overview of these services can be found at: http://www.gs1nz.org/gs1net_implementation.php Please contact GS1 NZ for more information.</p> <p>Please note – suppliers will need to sign up to an Implementation Solution (to be certified GS1net Ready) for <i>each</i> of their GS1net trading partners (fees are reduced where applicable given the reduced GS1 support required for GS1net Ready certification for subsequent trading partners).</p>	<input type="checkbox"/>

<p>Step 4</p>	<p>Determine your GS1net product range</p> <p>Determine the range of products you intend to populate onto GS1net – this might be your entire product range, products relating to a specific trading division or just those products specific to your customer.</p> <p>Note: You should ensure that your catalogue meets the needs of your trading partners; i.e. most retailers require that private label products be included along with branded items right from the start. You should also ensure that for a particular retailer your catalogue covers those items ranged across the various banners that may be managed centrally.</p>	<p><input type="checkbox"/></p>
<p>Step 5</p>	<p>Identify the GS1net data requirements</p> <p>Familiarise yourself with the GS1net data requirements for your customer(s) as outlined in the documents:</p> <ul style="list-style-type: none"> - GS1net Data Recipient and Industry Guidelines – this is an overview of requirements by industry and data recipient. Also includes definition of each attribute http://www.gs1au.org/assets/documents/services/gs1net/cookbook/data_requirements.xls - Data Dictionary: All data attributes in GS1net <p>Item Data http://www.gs1nz.org/documents/item_data.pdf Price Data http://www.gs1nz.org/documents/price_data.pdf Code List http://www.gs1nz.org/documents/code_lists.pdf</p> <p>- The documents below provide a more detailed view of each organizations' GS1net requirements including examples where appropriate</p> <ul style="list-style-type: none"> - Foodstuffs - GS1net Requirements & Supplier Guide; http://www.gs1nz.org/documents/FoodstuffsGS1netRequirementsGuide.pdf http://gs1nz.org/documents/FoodstuffsGS1netSupplierGuideline.pdf - Mitre 10 NZ – GS1net Requirements & Supplier Guide; http://www.gs1nz.org/files/gs1net/Mitre10DataRecipientsRequirements.pdf http://www.gs1nz.org/documents/GS1NetSupplierInformation.pdf - Warehouse Stationery – GS1net Requirements & Supplier Guide; http://www.gs1nz.org/documents/WSLDataRecipientRequirements-Expanded.pdf http://www.gs1nz.org/documents/WSL_Supplier_Info.pdf - ITM – GS1net Requirements & Supplier Guide http://www.gs1nz.org/files/gs1net/ITM_Data_Recipients_Requirements.pdf http://www.gs1nz.org/documents/ITMGS1NetSupplierInformation.pdf <p>All guides are available for download from: http://www.gs1nz.org/gs1net_cookbook.php</p>	<p><input type="checkbox"/></p>
<p>Step 6</p>	<p>Conduct a Gap analysis</p> <p>Compare the data held in your internal information systems with the GS1net data requirements. This analysis may identify gaps or differences in the way data is structured or formatted. These gaps will subsequently need to be closed.</p>	<p><input type="checkbox"/></p>

<p>Step 7</p>	<p>Determine your GS1net Data Upload & Maintenance method</p> <p>A number of options are available for you to upload and maintain your product information on GS1net. The options range from manual online data maintenance to GS1net certified middleware and custom solutions that are fully integrated with your internal information systems. You should carefully consider the appropriate method for your company that will provide a sustainable method to maintain the quality of your GS1net catalogue on an ongoing basis. Apart from the selection of the appropriate method to upload and maintain your catalogue, it is absolutely critical to ensure that you implement the processes and procedures to maintain the integrity of your GS1net catalogue on a sustainable basis.</p> <p>We encourage companies to plan to further automate how they manage the data within GS1net. This may happen over a number of phases. We also recommend organisations investigate the certified GS1net Middleware products available. These tools can support improvement to your data quality and reduce the effort associated with maintaining accurate GS1net information. Please contact GS1 NZ for more information about certified GS1net middleware</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Be aware that GS1 NZ by default will only grant GS1net Ready status to organisations wanting to use the manual online process to maintain your data if you have less than 10 GTINs within your catalogue. Experience has shown that adding new products on-line requires you to have very disciplined processes in place to ensure you do not enter the data incorrectly and/or not meet your customer's requirements. 2. Also please note the GS1 NZ does not recommend the Brower Upload Service to organisations with large catalogues (> 200 GTINs) and relatively frequent changes. Our recommendation is that in such cases this data maintenance approach should be used only in the short term while further automation is implemented. 	<p><input type="checkbox"/></p>
<p>Step 8</p>	<p>Determine your GS1net Catalogue Structure (Optional)</p> <p>You have the ability to organise your GS1net catalogue into Trade Item Groups. This catalogue structure allows you to filter against these groups when publishing products to your customers (This is especially important if you manufacture private label items or do not sell your entire range to every trading partner).</p>	<p><input type="checkbox"/></p>
<p>Step 9</p>	<p>Prepare your data</p> <p>The primary source of all data fields to be populated onto GS1net should be clearly identified. To ensure that your data meets the needs of your trading partners and that it conforms to the GS1net data quality standards and formats, you should complete an initial data cleansing process to ensure that the data complies with the requirements defined in the documents - GS1net Data Recipient and Industry Guidelines All guides are available for download from: http://www.gs1nz.org/gs1net_cookbook.php</p>	<p><input type="checkbox"/></p>

<p>Step 10</p>	<p>Request data validations from GS1 NZ</p> <p>It is strongly recommended that are you are preparing your data you send a subset to GS1 NZ for a number of formal validations. These validations should used to ensure you are meeting GS1net's and your customer's data requirements for the products you are providing data for. GS1 NZ will validate the data, produce a report with corrective actions, and follow up with you individually to ensure you understand the results.</p> <p>To help get you on track we recommend that you do one of these validations very early in the process against a few products. This can be followed up again later with another validation against more products to double check you have fully understood the data requirements. Be warned, leaving these validations too late in your data collection process may mean to have to rework a lot of the data you have prepared.</p> <p>Those companies that have signed up to GS1net Essential get 2 of the formal validations included as part of the service. Additional validations can be requested but will incur a cost. For those company using certified middleware or using machine to machine integration, it is still recommended you have some data validated to ensure the requirements are being met and to minimise any rework.</p> <p>All validation requests should be sent to gs1net@gs1nz.org and should include the data in the BUT or DDF format. These requests will normally be turned around in 48hrs</p>	<input type="checkbox"/>
<p>Step 11</p>	<p>Price Relationships Setup</p> <p>This price relationship should have been set-up with you by GS1 NZ early in the project. If this relationship is not set-up you will not be able to upload pricing data for your customer. Please contact GS1 NZ - GS1net Support if you cannot determine if you have such pricing relationship set-up.</p>	<input type="checkbox"/>
<p>Step 12</p>	<p>Populate GS1net</p> <p>Note: You will need to ask for your GS1net Validator log-in details from GS1 NZ and ask us to confirm the GS1net Validator reports are set-up to go to the correct email address. Here you should complete an initial upload of your GS1net catalogue. The initial upload can be completed in one step or in a series of steps. You may choose to start with sample item data, uploading your full product catalogue at a later date.</p> <p>It may be practical to upload your basic product information first, with your pricing information uploaded at a later date. You should also establish the processes that will ensure that changes to product information on your internal systems will be reflected in your GS1net catalogue on an ongoing basis.</p>	<input type="checkbox"/>
<p>Step 13</p>	<p>Review your GS1net Validator Report</p> <p>After you load data to GS1net an email notification will be sent to you that will direct you to the online GS1net Validator. Here you can view your GS1net upload results. If there are any errors in your data they will be specified so that you can fix your data and upload again.</p> <p>Note: This step does not apply to the exception suppliers who maintain their GS1net catalogue using the manual online data maintenance option</p>	<input type="checkbox"/>

<p>Step 14</p>	<p>Review your GS1net Data Load Status Report (DLSR)</p> <p>This is a critical step and a key tool for suppliers to manage their GS1net catalogue on a regular basis. Each time you upload data to your GS1net catalogue, you should always verify that the upload has been successful. This can be done by logging on to the GS1net web browser and viewing or downloading the Data Load Status Report (DLSR) from the main menu.</p> <p>You can change the recipients of these report and also the types of reports that you receive by logging on to your catalogue and viewing your Company Profile.</p> <p>Note: This step does not apply to the exception suppliers who maintain their GS1net catalogue using the manual online data maintenance option)</p>	<p><input type="checkbox"/></p>
<p>Step 15</p>	<p>Ongoing Roles & Responsibilities</p> <p>Ensure you have assigned the following roles and the individuals understand their responsibilities</p> <p>GS1net Champion</p> <p>Normally a senior member of the organisation with customer responsibilities and often the appropriate account manager or higher</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Accountable for the performance of GS1net for the customer relationship • Be able to discuss GS1net performance and any corrective actions with the customer in question • Ensure sufficient resources, systems, and processes are in place to maintain GS1net in an accurate and timely fashion • Have a effective line of communication with the GS1net Administrator <p>GS1net Administrator</p> <p>Normally somebody with good product knowledge and who understands internal and well as customer related processes</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Performs (or manages) the process of getting information into GS1net • Ensures accurate product data is uploaded to GS1net in a timely fashion • Expert User in the method of uploading and maintaining data to GS1net with full access to the GS1net system • Maintains company and user profiles on GS1net • Ability to view and decipher validation and data load reports • Manages the publication of GTINs to customers • Understands how to determine if a customer has subscribed to the catalogue/GTINs and if item and pricing changes have been accepted • Understanding and involvement in the product development lifecycle • Forms a relationship with the customer's GS1net team. <p>GS1net Back-Up Administrator</p> <p>Secondary resource that is capable of performing the GS1net Administrator's responsibilities in there absence. Main focus being on maintaining data accuracy within GS1net</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • See GS1net Administrator 	<p><input type="checkbox"/></p>

<p>Step 16</p>	<p>Ongoing Maintenance Processes & Procedures</p> <p>Ensure you have defined and implemented the processes and procedures surrounding how you will maintain GS1net on an ongoing basis.</p> <p>We recommend you continue to review your maintenance processes in order to ensure the processes are being adhered to. We also expect your processes to be further refined over time using further automation processes and tools.</p> <p>NOTE: GS1 NZ does not recommend you use the GUI to add products to GS1net. Using the GUI for product introduction puts you at risk of entering data incorrectly or not providing all of the attributes required by your customer(s). This is a result of reduced data validation available on the GUI. Therefore using the GUI will require you to be extra disciplined when entering data to ensure quality data. The Browser Upload Service is a far better entry level method of maintaining GS1net Data.</p>	<p><input type="checkbox"/></p>
<p>Step 17</p>	<p>Request to be granted GS1net Ready Status</p> <p>Submit the GS1net Ready Checklist to GS1 NZ and request to be granted GS1net Ready for the particular Data Recipient (Your Customer). GS1 NZ will then contact you to commence the GS1net Ready process.</p> <p>Once you are granted GS1net Ready status your customer will contact you to synchronise your data, resolve any discrepancies, and become GS1net Live with you.</p>	<p><input type="checkbox"/></p>
<p>Step 18</p>	<p>Note: It is expected that the GS1net Ready Status granting should take no longer than 5 working days. This includes supplier completion of a Testing Script and GS1net Ready Review meeting with key GS1net staff at your organisation. Please confirm you will be able to complete these tasks. If this process exceeds 5 days, GS1 may revoke your Ready status application and you will need to re-submit this checklist when ready.</p>	<p><input type="checkbox"/></p>