



# GS1net User Guide ‘Cookbook’

For Suppliers implementing and using GS1net in Australia  
& New Zealand

October 2011

## GS1net Ready™ Checklist

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## Document Version Control

Release	Nature of Change/Comments	Author
Oct 2011	GS1 Australia - GS1net Ready™ Checklist , additional notes included within step 12(B)	M.Robb
Aug 2011	'Industry / Retailer Specific Requirements' section updates within checklist steps 1 and 9 and 12(B)	D.Prince
Mar 2011	GS1 Australia - GS1net Ready™ Checklist revised	M.Robb
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
Apr 2010	Updates relating to Hardware	S.Sloan
Mar 2010	Update community references from 'Australia' to 'Australia & New Zealand'. Add checklist for New Zealand suppliers	M.Robb
Oct 2009	Initial Release	GS1 Australia

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## GS1 Australia - GS1net Ready™ Checklist – All Suppliers

This checklist is designed for all suppliers as a guide to becoming GS1net Ready™. Completing this checklist is a prerequisite to begin the ongoing process of data synchronisation and electronic collaboration with your trading partners. All suppliers are encouraged to contact GS1 Australia for assistance in completing this checklist and to be officially made GS1net Ready™.

**Note:**

1. The term GS1net Ready™ also refers to NPC Ready™ / NPC Populated in this document.
2. The term GS1net also refers to NPC.

Check List	
<input type="checkbox"/>	1. Register for GS1net
<input type="checkbox"/>	2. Determine Your GS1net Product Range
<input type="checkbox"/>	3. Identify Your Data Requirements
<input type="checkbox"/>	4. Conduct a Gap Analysis
<input type="checkbox"/>	5. Determine your GS1net Data Upload and Connectivity (if applicable) Method
<input type="checkbox"/>	6. Source Retailer Supplier IDs (If applicable)
<input type="checkbox"/>	7. Determine your GS1net Catalogue Structure
<input type="checkbox"/>	8. Prepare your Data
<input type="checkbox"/>	9. Clarify Off-Invoice Allowances, Charges and 'Ship To' Locations (if applicable) against Pricing, with your Trading Partners
<input type="checkbox"/>	10. Discuss Price Relationships Setup with GS1 Services Support
<input type="checkbox"/>	11. Populate GS1net
<input type="checkbox"/>	12. Commence "Essentials" Program with GS1 Services Support
<input type="checkbox"/>	13. Completing the GS1net Ready Report
<input type="checkbox"/>	14. Start the Synchronisation Process with Your Trading Partners
<input type="checkbox"/>	15. Ongoing Data Maintenance

**Step 1****Register For GS1net**

GS1net® is operated by GS1 Australia on behalf of industry, on a user pays cost recovery basis. Registration for the use of GS1net is only available to financial members of GS1 Australia.

Please note, before you register for GS1net, you need to appoint a GS1net champion/team. You will need to enter their details, when you register for GS1net. These details can be amended later along with your company profile, once you've been given access to your GS1net catalogue. It is important to complete this step as your GS1net Champion will receive key information on the account and essential updates to GS1net.

**To register for GS1net, visit:** <http://www.gs1au.org/services/gs1net>

**To see the GS1net fee schedule, visit:**

<http://www.gs1au.org/services/gs1net/fees.asp>

INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:	
Healthcare:	<p>All Healthcare suppliers to the Public Sector Jurisdictions are required to join GS1Locatenet.</p> <p>For more information on GS1Locatenet and to join this service, please visit: <a href="http://www.gs1au.org/services/locatenet/">http://www.gs1au.org/services/locatenet/</a></p>

After you register you will receive:

- ❖ An information pack from GS1 Services Support and your trading partners.
- ❖ Login details for your GS1net catalogue and Validator account.
- ❖ Contact from the GS1 Services Support team to discuss the next steps in the process.

**Note:** If you sell your products in multiple target markets like Australia and New Zealand and have a separate legal entity in both countries, you need to have 2 separate catalogues for Australia and New Zealand.

To register for a New Zealand Catalogue please visit [www.gs1nz.org](http://www.gs1nz.org) and call 0800 10 23 56 (Option 1)

<p><b>Step 2</b></p>	<p><b>Determine Your GS1net Product Range</b></p> <p>Determine the range of products you intend to populate onto GS1net – this might be your entire product range, contract items, products relating to a specific trading division or just those products you range that are sector specific.</p> <p><b>Note:</b> You should ensure that the data on your catalogue meets the needs of your trading partners; For example, most retailers require that private label products are also included on GS1net.</p> <p>You should also ensure that for a particular retailer your catalogue covers those items ranged across the various banners (e.g. Coles, Bi-Lo, and Pick ‘n’ Pay) that may be managed centrally. Your data recipient may be able to provide you with a range list of products they want you to cover.</p> <table border="1" data-bbox="316 622 1316 873"> <tr> <th colspan="2" data-bbox="316 622 1316 719">INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</th> </tr> <tr> <td data-bbox="316 719 483 873">Healthcare:</td> <td data-bbox="483 719 1316 873">Please find useful data recipient contacts for specific requirements at the following website: <a href="http://www.gs1au.org/services/gs1net/industry/npc/useful_contacts.asp">www.gs1au.org/services/gs1net/industry/npc/useful_contacts.asp</a></td> </tr> </table>	INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:		Healthcare:	Please find useful data recipient contacts for specific requirements at the following website: <a href="http://www.gs1au.org/services/gs1net/industry/npc/useful_contacts.asp">www.gs1au.org/services/gs1net/industry/npc/useful_contacts.asp</a>	<input type="checkbox"/>
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<p><b>Step 3</b></p>	<p><b>Identify Your Data Requirements</b></p> <p>There are industry specific data requirements for products being entered into GS1net. These requirements are also detailed by trading partner and they are available to you on the GS1net User Guide / Cook Book. Please take the time to familiarize yourself with them.</p> <p>Please see section Loading and Maintaining Your Data, Your Target Data Set. <b>GS1net User Guide / Cook Book:</b> <a href="http://www.gs1au.org/services/gs1net/technical">www.gs1au.org/services/gs1net/technical</a> <b>Additional Healthcare information:</b> <a href="http://www.gs1au.org/services/gs1net/industry/npc/user_guides.asp">www.gs1au.org/services/gs1net/industry/npc/user_guides.asp</a></p>	<input type="checkbox"/>				
<p><b>Step 4</b></p>	<p><b>Conduct a Gap analysis</b></p> <p>Compare the product data held internally by your business with the data requirements detailed in step 3. You may need to liaise with different departments within your business to close the gaps from this comparison</p> <p>This will identify remaining gaps or differences in the way the product data is structured or formatted. These gaps will need to be addressed either short term or long term. Please speak with Services Support to assist you.</p> <p>To be certified as <b>GS1net Ready™</b>, these gaps must be addressed.</p>	<input type="checkbox"/>				
<p><b>Step 5</b></p>	<p><b>Determine your GS1net Data Upload and Connectivity (if applicable) method:</b></p> <p>At this stage in the project you need to decide on an upload method. This is the means by which product data will be loaded into your GS1net catalogue. There are a number of options available for you to choose from. Please feel free to speak to your GS1 Services Support Advisor for more information. It is important that the method of upload chosen is sustainable.</p> <p>Available Options:</p> <ul style="list-style-type: none"> <li>❖ Online User Interface (<i>Not recommended or supported by some data recipients</i>)</li> <li>❖ GS1net Browser Template</li> <li>❖ Certified Product Partners – Middleware</li> <li>❖ In-house developed XML messages</li> </ul>	<input type="checkbox"/>				

- ❖ GS1 Professional Services
- ❖ Brokers

For more information about Industry / Retailer specific requirements concerning available options, see section below.

**Note:** The Online GUI method of loading data and the GS1net Browser Template are restricted by the size of the product catalogue. Please enquire with your GS1 Services Support Advisor if this is a suitable option for you based on your catalogue size. Training is available for users of both upload methods. Please check the GS1 Australia website for more detail or speak to your Service Support Advisors.

**For information on Certified Product Partners (middleware providers), please visit:**  
[www.gs1au.org/services/gs1net/certification\\_program/certified](http://www.gs1au.org/services/gs1net/certification_program/certified)

**For more information on GS1 Professional Services, please visit:**  
[www.gs1au.org/services/professional\\_services/gs1net\\_implementation](http://www.gs1au.org/services/professional_services/gs1net_implementation)

For information on connectivity options, please refer to the GS1net User Guide / Cookbook section 'GS1net Developers and Certified Product Partners'.

INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:	
Hardware & Healthcare Suppliers:	The minimum acceptable method of upload as determined by the industry is the Browser Template. This means that all data loaded into GS1net / NPC will be validated by the specific industry validation rules. This means that the GS1net GUI is not an appropriate mechanism by which to load healthcare or hardware data.

**Step 6**

**Source Retailer Supplier IDs (If applicable)**



**Note:** Not all industries or data recipients use retailer supplier IDs. Therefore this step is applicable only if your trading partner uses them. In the case when your trading partner does use retailer supplier IDs, you may end up with more than one code. Please see example of this below.

Retailer Supplier IDs are codes used by your trading partners to identify your company within their internal systems.

Knowing your retailer supplier ID is useful when structuring your GS1net catalogue by creating groups (see step 7) and populating your retailer supplier ID at a later stage in this journey will give your trading partner access to specific groups you have created on your catalogue. At this point in the GS1net Ready™ process, please source your retailer supplier ID from your trading partner.

**Example:**

A different retailer supplier ID, to the one assigned to your business may be used to identify private label products. Also, in the case where your business has merged with another; your retailer's system may have 2 separate codes to identify the products they buy from both businesses and you would need to take that into account.

INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:	
Coles: (Grocery)	For Coles B2B separate Retailer Supplier IDs need to be established for suppliers that deliver by 2 methods, DC (Distribution Centre) and X-dock (pick and pack). This is because there will be 2 different trading methods and EDI ordering will not allow for the same Retailer Supplier ID to apply.

	Woolworths & Progressive: (Grocery)	Your retailer supplier ID / vendor number will be used to set up price relationships on GS1net (see step 10) with Woolworths. During the GS1net Ready process, your Services Support Advisor will set them up for you. Please provide them with the relevant retailer when asked.																									
<b>Step 7</b>	<p><b>Determine your GS1net Catalogue Structure</b></p> <p>Your GS1net catalogue must be structured into groups, which reflect values such as product function, type, branding, retailer supplier ID (if applicable), etc. These groups are known as 'Trade Item Groups' on GS1net. Trade Item Groups need to take into account the access you want to give your retailer, to them. Please see example below.</p> <p><b>Example:</b> Supplier X produces fruit juice, which he sells to both Coles and Metcash. Based on the number of products, their brand and the retailer supplier ID, he groups them as follows,</p> <table border="1" data-bbox="316 723 1315 927"> <thead> <tr> <th>Group</th> <th>Group Description</th> <th>Coles Retailer Supplier ID</th> <th>Metcash Retailer Supplier ID</th> <th>Publish to Coles</th> <th>Publish to Metcash</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Private Label Coles</td> <td>989343</td> <td>-</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>0002</td> <td>X Fruit Juices</td> <td>343989</td> <td>654987</td> <td>Yes</td> <td>Yes</td> </tr> <tr> <td>0003</td> <td>Private Label Metcash</td> <td>-</td> <td>123456</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table> <p><b>Note:</b> It is recommended that each group does not exceed 10% of the total size of your catalogue or 500 GTINs, whichever comes first. This is to enable better maintenance of your products ongoing.</p>		Group	Group Description	Coles Retailer Supplier ID	Metcash Retailer Supplier ID	Publish to Coles	Publish to Metcash	0001	Private Label Coles	989343	-	Yes	No	0002	X Fruit Juices	343989	654987	Yes	Yes	0003	Private Label Metcash	-	123456	No	Yes	<input type="checkbox"/>
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<b>Step 8</b>	<p><b>Prepare your data</b></p> <p>Preparing your data would mean gathering the information required to populate GS1net from all identified sources, making sure all gaps in data requirements (see step 4) have been closed. You may choose to complete this step for a few of your products as a sample before proceeding to your entire range.</p> <p>You can use the browser template as means to collect your data. This can be downloaded from the GS1net Technical User Guide/Cook book. Please ask your Services Support Advisor to assist you with downloading it. Alternatively, your middleware provider or broker may provide you with their own template to use for this purpose, please speak with them first.</p> <p>Before proceeding you should ask your Advisor to review your data for an initial validation, before proceeding. The initial validation will ensure that your data meets the industry standard as the data is filtered through the GS1net Validator to pick up errors or warnings being triggered against an industry rule set.</p> <p><b>Note:</b> It is advised that you should now begin establishing processes that will ensure changes to product information are reflected in your GS1net catalogue on an ongoing basis.</p>		<input type="checkbox"/>																								

<p><b>Step 9</b></p>	<p><b>Clarify Off-Invoice Allowances, Charges and ‘Ship To’ Locations (if applicable) against Pricing, with your Trading Partners</b></p> <p>You should ensure that the off-invoice allowances and charges entered against prices on your catalogue are consistent with those presently understood with your retailers/data recipient and reflected in your trading terms with them.</p> <p>‘Ship To’ location (GLN) may be used by your trading partner to identify price locations, i.e. the location where a particular price applies. Please check with your trading partner if these GLN values need to be populated against your product pricing.</p> <table border="1" data-bbox="312 526 1313 1144"> <thead> <tr> <th colspan="2" data-bbox="312 526 1313 613"><b>INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="312 613 478 763">Hardware:</td> <td data-bbox="485 613 1313 763">The Hardware sector allows for the loading of a single price “Transactional Price” without allowances or charges. Pricing <u>must</u> be populated at the lowest level of the product hierarchy.</td> </tr> <tr> <td data-bbox="312 763 478 954">Healthcare:</td> <td data-bbox="485 763 1313 954">Ship to GLN (Global Location Number) information can be downloaded from: <a href="http://www.gs1au.org/services/locatenet">http://www.gs1au.org/services/locatenet</a></td> </tr> <tr> <td data-bbox="312 954 478 1144">Liquor:</td> <td data-bbox="485 954 1313 1144">Please populate the Wholesale List price, if populating pricing for the Liquor Merchants Association of Australia</td> </tr> </tbody> </table>	<b>INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</b>		Hardware:	The Hardware sector allows for the loading of a single price “Transactional Price” without allowances or charges. Pricing <u>must</u> be populated at the lowest level of the product hierarchy.	Healthcare:	Ship to GLN (Global Location Number) information can be downloaded from: <a href="http://www.gs1au.org/services/locatenet">http://www.gs1au.org/services/locatenet</a>	Liquor:	Please populate the Wholesale List price, if populating pricing for the Liquor Merchants Association of Australia	<p><input type="checkbox"/></p>
<b>INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:</b>										
Hardware:	The Hardware sector allows for the loading of a single price “Transactional Price” without allowances or charges. Pricing <u>must</u> be populated at the lowest level of the product hierarchy.									
Healthcare:	Ship to GLN (Global Location Number) information can be downloaded from: <a href="http://www.gs1au.org/services/locatenet">http://www.gs1au.org/services/locatenet</a>									
Liquor:	Please populate the Wholesale List price, if populating pricing for the Liquor Merchants Association of Australia									
<p><b>Step 10</b></p>	<p><b>Discuss Price Relationships Setup with GS1 Services Support</b></p> <p>Please contact the GS1 Services Support team and ask them to create your Price Relationships. Price Relationships need to be set up in your catalogue for each of your trading partners before you can enter pricing information for them.</p> <p><b>Note:</b> Supplier’s using middleware do not need to complete this step. Price relationships are created by their middleware provider.</p>	<p><input type="checkbox"/></p>								
<p><b>Step 11</b></p>	<p><b>Populate GS1net</b></p> <p>Populate your GS1net catalogue with your product information, using your selected method of uploading data.</p> <p>The upload can be completed in one step or in a series of steps. You may choose to upload a small range of your item and price data, before uploading data for all your products or you can upload the item data for all your products first and pricing at a later stage. Please ask your GS1 Services Support Advisor for information on uploading data.</p> <p><b>Note:</b> It is recommended to assign and train more than 1 person in the business to complete this task. This will ensure that any ongoing change to the data is carried out irrespective of the GS1net champion being unavailable.</p>	<p><input type="checkbox"/></p>								
	<p><b>A) Review your GS1 net Validator Report</b></p> <p>When data is uploaded (except via online interface), the data has to pass through the GS1net Validator. It acts like a gateway to GS1net and checks the data for compliance with the relevant industry rule set.</p>									

	<p>When you have uploaded your data, the Validator then produces an error report. This can be checked directly from your Validator account or from the email sent to the nominated contact person in your Validator company profile. Please review this report and make the necessary amendments to your data. Your Services Support Advisor can also carry out offline validations of your data without uploading it to your catalogue. This also results in a Validator report that is emailed to you.</p> <p><b>Note:</b> The Validator report works on a traffic light system. A green report shows that the data is clean and gone through to GS1net, where as a red report has flagged some critical block error/s that need to be fixed on your data before uploading it again. <i>A block error on 1 item or price will stop the entire upload from going through. Therefore, all the item/price records on that upload need to be re-uploaded when corrections have been made.</i></p>	
	<p><b>B) Review your GS1 net Data Load Status Report (DLSR)</b></p> <p>A successful upload to GS1net can <b>only</b> be verified with a Data Load Status Report generated by GS1net when your data has passed through the Validator gateway, into GS1net.</p> <p>You can view this report from your catalogue main menu, under 'Reports' or you can view it on the email sent by the system to the person nominated to receive these reports on your catalogue's company profile.</p> <p><b>Note:</b> In addition to the Data Load Status Report, you will receive a number of notifications and confirmations from GS1net. These can be directed to another folder under your email inbox and can be viewed from there.</p>	
<p><b>Step 12</b></p>	<p><b>Commence "Essentials" Program with GS1 Services Support</b></p> <p>After populating your GS1net catalogue, you should contact the GS1 Services Support team and request that your catalogue be validated once again to be declared GS1net Ready™. There may be more than one validation required and with each validation there will be corrections that need to be made to the data.</p>	<p><input type="checkbox"/></p>
	<p><b>A) Approval of GST classifications (If applicable)</b></p> <p>Once you have populated your GS1net catalogue and prior to becoming GS1net Ready™, the GST classifications for all food and beverage products (Non alcoholic) are subject to approval by the Australian Taxation Office (ATO). This process is the outcome of industry collaboration.</p> <p><b>Note:</b> On an ongoing basis, food and beverage (Non alcoholic) items added to your GS1net catalogue will be sent to the ATO for GST approval. The GS1net primary or ATO contact specified by you, will receive an email when product's GST classification is not approved.</p>	

**B) Publishing your GS1 net Catalogue Items to your Trading Partners**

Once your data has been validated and your products have all been approved for their GST classification, your Services Support Advisor will do an 'initial load' publication of your catalogue to the retailer/data recipient for whom you're data was prepared. This 'Initial Load' publication is the essential first step to enable the automatic and ongoing data synchronisation with trading partners via GS1net.

You will need to publish any GTINs that you put in your catalogue after you are GS1net Ready as 'New items'.

**Note 1:** For larger catalogues (2500 plus GTINs) the publication process (initial and ongoing) and updates to data there onwards must be supported by GS1 Services Support. Please contact your Advisor and inform them when such activity is due to take place.

**Note 2:** Middleware users, this step will be completed by your middleware provider if loading data on your behalf.

**Note 3:** Autopublication feature will be switched on as a part of the Ready process. (exceptions apply to Middleware users)

INDUSTRY / RETAILER SPECIFIC REQUIREMENTS:	
Hardware:	Publication of items in the catalogue must be done at the highest level of the product hierarchy to ensure that the entire hierarchy is visible to your trading partner.
Healthcare:	For initial publication (NPC Ready™) your data will be published to all state jurisdictions and NEHTA as a minimum. We recommend you also publish to your Distributors as well.
Liquor:	<p>If publishing your data to the Liquor Merchants Association of Australia Ltd:</p> <p>All products available for general sale (not private label or duty free...etc) can be published to the GLN 9377779247716; Alias: DGUIDE.</p> <p>Other products that are <u>not</u> available for general sale may be published to the GLN 9377779179765; Alias: LMAA</p>
Grocery:	Before publication, your <i>trade item groups</i> need to be populated with your retailer assigned supplier ID assigned to you by your trading partner (see step 6). This is done for you by your Services Support Advisor at the initial load publication and thereafter maintained by you. Please speak to your Services Support Advisor for more information on this.

<b>Step 13</b>	<p><b>Completing the GS1net Ready Report</b></p> <p>At the completion of step 12, you will be contacted by your GS1 Services Support Advisor to complete a GS1net Ready™ report that outlines the requirements and key competencies that you've met by completing this process for your trading partner.</p>	<input type="checkbox"/>
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<p><b>Step 14</b></p>	<p><b>Start the Synchronisation Process with Your Trading Partners</b></p> <p>GS1 Services Support will verify that you have completed all steps to become GS1net Ready™ by sending a <b>GS1net Ready Alert™</b> to the GS1net community, advising them that you are GS1net Ready™</p> <p>Your trading partner will contact you to begin the process of making your catalogue LIVE on their system. The process varies for each retailer, data recipient. <u>Please confirm the process with them.</u></p> <p>You can also directly contact your trading partner support teams involved in this process using the contact information provided on the GS1net landing page.</p>	<p><input type="checkbox"/></p>
<p><b>Step 15</b></p>	<p><b>Ongoing Data Maintenance</b></p> <p>In conjunction with step 14, it is important to establish processes within the business to ensure that GS1net is successfully maintained on an ongoing basis.</p> <p>Some key things to put in place to ensure ongoing data maintenance:</p> <ul style="list-style-type: none"> <li>❖ Additional Support for GS1net available within the business. It is vital to the success of this process that more than one person is assigned with the GS1net responsibility.</li> <li>❖ Business processes involving introduction of new items, price changes, deletions, etc...must include GS1net</li> <li>❖ Process used to upload data into GS1net is documented and readily available. GS1net provides documentation and training on our website that is readily available. GS1 Services Support can provide advice on this.</li> <li>❖ Essential Updates are being received by the primary user/other support. These are actioned if required.</li> <li>❖ Other persons in the business, such as account managers and marketing managers are aware of GS1net and how your trading partner uses the system.</li> </ul>	<p><input type="checkbox"/></p>