



GS1net User Guide ‘Cookbook’

For Suppliers implementing and using GS1net in Australia
& New Zealand

March 2012

Load & Maintain your GS1net Catalogue

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Getting Started

In the role of “supplier”, you are a data source and therefore will need to load and maintain master item and price data in your GS1net catalogue.

You can do this in a relatively manual way by keying your data directly into the GS1net GUI interface² or via a simple Excel-based tool, the GS1net *Browser Template*, developed and maintained as an entry level upload tool by GS1 Australia. Alternatively for a more automated / integrated option you may wish to create your own DDF or GS1 XML messages or use a GS1net Certified solution.

All options are presented in *GS1net Data Upload Options* below.

Register & Login to GS1net

GS1net is only accessible to registered users. To register;

Australia: From the GS1 Australia website <http://www.gs1au.org>, select GS1net/NPC (under services) and then click Register.

New Zealand: From the GS1 New Zealand website <http://www.gs1nz.org>, click on the GS1net icon and then click Register.

Once registered you will be provided with you're:

- Company Alias
- User ID
- Password



Please visit registration guide:

http://www.gs1au.org/assets/documents/services/gs1net/s_gs1net_rego_guide.pdf

This guide explains the set up tasks and how the GS1 Services Support team will assist with the registration process.

You may find you rarely login to GS1net via the GUI interface, as most of the online activities are initial set up activities that the GS1 Services Support team will do on your behalf at the time of registration.

However, it is useful to login to your GS1net catalogue, even if you are not going to load your data via the online GUI interface, to familiarise yourself with the online options such as user maintenance.

To access GS1net's login page, please visit our website <http://www.gs1au.org> then click GS1net/NPC (under Services) and then click Login.

Please make sure that you meet the minimum system requirements before doing your Registration.

Price Relationships – a key set up task



For GS1net GUI interface or GS1net Browser Template users, always contact the GS1 Services Support team to create your Price Relationships.

Australia: GS1 Services Support - 1300 366 033

New Zealand: GS1 Services Support - 0800 10 23 56

² Warning: this method is not acceptable in some industries e.g. healthcare

If you are using a GS1net Certified Solution, please contact your provider to discuss Price Relationship creation.

Creating a price relationship is a one off activity per Data Recipient. It is a short sequence of steps to authorize the Supplier to transmit pricing messages to a Data Recipient. The price relationship also establishes the currency type that will be implied within the pricing message. Pricing data will not upload into your catalogue unless you have a price relationship set up for the relevant data recipient.

A Price Relationship can be created via GS1 XML (please contact the GS1net Technical department gs1net_tech@gs1au.org if you wish to explore this option).

Data Requirements

The GS1net data dictionary lists all of the supported attributes (fields) available within the system and defines each attribute in detail. However, suppliers are not required to populate every attribute; it depends which industry/ies you operate in as to which of these attributes you must populate.

Your target data set (the fields you must populate), are listed within document *GS1net Data Requirements*.

Select 'Your Target Data Set' from within the 'GS1net Data Dictionary and Your Target Data Set' section within the 'GS1net™ - Data Synchronisation Service' web page, to display or download a copy of the *GS1net Data Requirements* document. The link is located under the 'GS1net Data Dictionary and your Target Data Set' section within the 'GS1net™ - Data Synchronisation Service' web page.

Click on your industry's tab for a list of the attributes and their population status i.e. System Mandatory, Required by the Industry, Conditionally Mandatory etc. – this is your target data set that you must work toward populating.

Product Range

Suppliers should aim to populate their entire product range into their GS1net catalogue which can then act as a consolidated product master file for the company. Depending on your industry requirements, you may choose from a number of options such as loading:

- i. your **Entire Product Range**
- ii. all Products For a **Specific Industry**
- iii. all Products For a **Particular Data Recipient**
- iv. all **contract items for a particular data recipient**

Dates in GS1net

There are numerous date fields in GS1net, each one with an explicit purpose and meaning. This section aims to make it clear how all dates are to be used. Refer to the data dictionary for a definition of each date; here the tips are intended to explain usage beyond just definitions:

Dates that Control Access to your Data

Publication Date

The Publication Date can be set into the future when publishing items to trading partners. Only when the publication date occurs will the data be accessible to those partners: default to current date.

Community Visibility Date Time

This is the date when all subscribers to GS1net can access your item data in the GS1net Local Registry. Note that the Community Visibility Date Time entry must be equal to or later than the Publication date. For private label items, this field is not used; thus keeping all data about the item undisclosed to all but the private label owner.

System Generated Dates

Last Change Date/Time

Suppliers submitting GS1 XML messages are required to populate the Last Change Date/Time attribute to comply with GS1 XML schema requirements – value entered will be overwritten with the current date/time when processed by GS1net.

Non GS1 XML message suppliers are not required to submit a Last Change Date/Time value.

Dates relevant to your Trading Relationships

Effective Date

This is the date when the information about your item i.e. product data, takes effect. Usually set to the current date when new items are loaded. May be set into the future when for example a change is uploaded, but doesn't take effect for some days/weeks into the future.

First Order Date/Time

The date from which supplier can begin receiving orders for this item. Typically for seasonal products, say Easter for example, orders may be placed in Dec '08, but the start and end availability window could be mid March – end April '09.

Start Availability

Usually products we be available from the time they can be ordered, however, typically for seasonal products, the start of availability may be later than the order date.

End Availability

Products are not “deleted” out of GS1net; rather they are “end dated” to indicate when they are no longer available.

Final Batch Expiry

For End Availability products, the last expiry date for the final run of production. It is to be used to assist in purchasing decisions; as to possibly how long a product may remain in the supply chain, despite being discontinued from production.

Consumer Availability

The date the product should be made available to consumers – no earlier. An example for this usage could be the simultaneous release of the “Harry Potter” books at stores throughout the world on the same day, or may be in line with an advertisement campaign that has promised consumer availability by a certain date.

Exclusivity End Date

The date when the product is no longer exclusive to a single Trading Partner

Seasonal Start Availability

The first date when the item is available. Note: The seasonal availability can be different from both the ordering time and dispatching time. The availability is the Supplier's intention of how long the product will be available to trading Partners.

Seasonal End Availability

The last date when the item is available. Note: The seasonal availability can be different from both the ordering time and dispatching time. The availability is the Supplier's intention of how long the product will be available to trading Partners.

Price record Dates

Catalogue Price Start Date

The date when the price record becomes effective.

Catalogue Price End Date

The last date when the price record is effective.

GS1net Data Upload Options

In total, there are four methods of entering product and price data into GS1net. Two methods are manual and two are automated / integrated. With the exception of the online GUI web interface, all methods include data validation. Please note that the online GUI web interface is not recommended and for some industries, such as healthcare, is not a valid method.

You will need to determine the best upload method for your initial load, which may not be the best option for ongoing maintenance. Each option below is described to help you ascertain whether it would suit your circumstances. Things to consider are: number of products to load and maintain, cost, level of integration with other internal IT systems, your ability to provide consistently high quality timely and accurate data.

Some options refer you to user guides that are external to this document.

Manual Data Upload methods are:

- Online - via the Graphical User Interface (GUI)
- GS1net Browser Template

Automated/Integrated Data Upload methods are:

- GS1net Certified Product
- In-house developed upload files

Online - via Graphical User Interface (GUI)



This option bypasses the business data validation rules and is not valid for some industries. This option is not recommended.

This option bypasses the business validation rules which can mean your data may inadvertently be of lower quality than those suppliers using the other upload options. The onus is on you to ensure you have complied with the business validation rules to ensure your customers can rely on the quality of your data.

Process Overview: Login to GS1net, add new products and prices, save.



After 30 minutes of inactivity, you will be logged out of the system.

GS1net Browser Template

The GS1net Browser Template (BT) Service is provided as a cost effective entry method for uploading and maintaining data on GS1net. Data is entered into the BT worksheets. The BT is primarily a Microsoft Excel spreadsheet, pre-populated with GS1net data attribute headers. Functionality associated with and built into the spreadsheet allows a user to both import and generate a GS1net Delimited Data File (DDF). Once generated, a user can then upload their Item and Price DDF to GS1net via the GS1net Validator. Please note that in order to use the BT as a data upload tool, users must have a current subscription (fees apply) to the GS1net Browser Template Service.

GS1net Browser Template users should consider using one of the GS1net certified products, see section “GS1net Certified Products” below.

For more information on the GS1net Browser Template Service and User Guide go to the ‘GS1net Data Loading Tool’ section within the ‘GS1net™ - Data Synchronisation Service’ web page.

The GS1net Browser Template User Guide (BT) contains the instructions to install and use the BT and the steps required to upload the Delimited Data File (DDF) produced by the BT into GS1net via the GS1net Validator.



Confirm your data has loaded by checking your Data Load Status Report - see section **Confirm your Upload – Data Load Status Report (DLSR)**

GS1net Certified Products

Your company should decide on a sustainable method of uploading and maintaining data onto your GS1net catalogue on an ongoing basis. Certified product providers can assist with this. GS1net uploads are supported by an extensive group of GS1net Certified Product providers; GS1 Australia recommends that suppliers use a ‘Certified Product’.

Refer to the link below for a list of GS1net Certified Products:

http://www.gs1au.org/services/gs1net/certification_program/certified_products.asp.

For further information regarding the GS1net Certified program, refer to:

http://www.gs1au.org/services/gs1net/certification_program/.

GS1 Australia recommend all suppliers to seriously consider using one of the GS1net Certified Products.

Process Overview: This will vary depending upon the GS1net Certified Product, but in essence, you will:

- populate your certified product, usually automated from backend systems
- automatically validate your data locally in the certified product, including any additional validations your company has added beyond those for GS1net.
- GS1net Certified Product will connect to GS1net, load your data via the GS1net validator and display the resultant load success.

This option requires a connection via: **AS2, HTTP/s, or FTP** which attract additional fees. Usually it will be your Certified Product provider who arranges the connection and may bundle the cost into the overall service.

In - house developed

Alternatively, your company can create your own DDF or GS1 XML files and then send it to GS1net via an AS2, FTP or HTTP/s connection.

Please note that this can be a higher-maintenance option.



To discuss this approach, please contact the GS1net Technical department. GS1 Professional Services may be engaged to assist and/or project manage your in-house development project.



A full catalogue extract should not be uploaded every time. Only upload item and price records that are either new or have been modified. Uploading a full catalogue every time will generate unwanted updates for your trading partners.

GS1net Certified Products ensure this does not occur by comparing extracted records against the last successful upload. Only new or modified records are then uploaded to GS1net.

In-house development requires a connection via: **AS2**, **HTTP/s**, or **FTP**. For more information on:

- connectivity options and costs
- message formats
- sample messages

Refer to the 'GS1net Developers & Certified Product Providers' section within the 'GS1net™ - Data Synchronisation Service' web page.

For information regarding the GS1net Validator and associated Business Validation Rules, refer to 'Validating Data' within the 'Browser Template, Validator & Training' section within the 'GS1net™ - Data Synchronisation Service' web page.

Confirm your Load – Data Load Status Report (DLSR)

For suppliers using manual data upload methods, the **Data Load Status Report (DLSR) is confirmation that your data has successfully loaded into your GS1net catalogue.** If you cannot see/find your DLSR please contact the GS1 Services Support team on 1300 366 033.




A Green or Amber GS1net Validator report does not guarantee a successful upload to your GS1net catalogue.

For suppliers using an automated data upload option, please refer to either your GS1net Certified product provider or in-house development team to determine whether load reconciliation functionality is included within your software.

For suppliers without load reconciliation functionality, reconciliation should be part of every upload procedure.

To access the Data Load Status reports, go online via the GS1net GUI; select Data Load Status from within the Catalogue Reports group (Main Menu).

The Load Status Reports screen displays a table of reports, sorted by Date/Time. To view a report, select a radio button and click 'View/Download Report' from the menu option.

GS1net Australasia

[Supplier Super User Search](#) > [Community Owner Main Menu \(workshop\)](#) > [Load Status Reports](#)

For the Page

Reset

For the page selection

View/Download Report

Displaying Load Status Reports 1 to 20 of 37 <<< First <<< Prev Next >>> Last >>>

	Report Date/Time	Line Count	Contains Errors
<input checked="" type="radio"/>	2009-09-23 14:54:48	136	Y
<input type="radio"/>	2009-09-23 14:48:38	38	N
<input type="radio"/>	2009-09-08 12:09:37	16	Y
<input type="radio"/>	2009-09-04 11:49:49	8	N
<input type="radio"/>	2009-07-31 16:48:32	22	Y
<input type="radio"/>	2009-07-31 16:19:28	22	Y
<input type="radio"/>	2009-07-31 15:09:06	30	Y
<input type="radio"/>	2009-07-31 14:38:53	20	N
<input type="radio"/>	2009-07-30 13:18:10	40	Y
<input type="radio"/>	2009-07-30 13:08:56	36	N
<input type="radio"/>	2009-07-30 12:27:53	39	Y
<input type="radio"/>	2009-07-30 12:19:48	66	Y
<input type="radio"/>	2009-07-30 10:58:45	39	Y
<input type="radio"/>	2009-07-24 15:51:14	10	N

Users can choose to download either the full report, errors only report or success only reports. This can be done by selecting the type of report and then clicking 'Download Report' from the menu option.

For the Page
Download Report

Report View: Full Errors Only Successes Only

Report Line Count: 15

Report File Name: 9312345000012.DPMB109CPN.20081208023210.1.131768.xls

Displaying Report Lines 1 to 15 of 15 <<< First <<< Prev Next >>> Last >>>

```

Load Status Report for file 9312345000012.DPMB109CPN.20081208023210.1.131768.xls Processing date/time: 2008-12-08 13:38:03 GMT +11:00 Australia/Sydney

UPDATE or REPLACE requested on ITEM which does not exist, processing skipped for this item, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036,
CHANGE operation failed for ITEM, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036, TargetMarketSub=

UPDATE or REPLACE requested on ITEM which does not exist, processing skipped for this item, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036,
CHANGE operation failed for ITEM, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036, TargetMarketSub=

UPDATE or REPLACE requested on ITEM which does not exist, processing skipped for this item, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036,
CHANGE operation failed for ITEM, GTIN=19312345678928, GLN=9377779184295, TargetMarket=036, TargetMarketSub=

Load Completed: 0 Items Added, 0 Items Updated, 0 Items Deleted, 3 Items with errors
0 Price Relationships Added, 0 Price Relationships Updated, 0 Price Relationships Cancelled, 0 Price Relationships with errors
0 Conditions Added, 0 Conditions Updated, 0 Conditions Withdrawn, 0 Conditions with errors
0 Price Types Added, 0 Price Types Updated, 0 Price Types Withdrawn, 0 Price Types with errors
    
```

Displaying Report Lines 1 to 15 of 15 <<< First <<< Prev Next >>> Last >>>

Report Line Count: 15

Data Load Status reports can also be received as email attachments. To request DLSR's as email attachments, select Maintain Company Profile from within the Company Administration group (Main Menu). Under the Data Input/Output header, ensure that 'Email all reports' has been selected and that appropriate email addresses have been entered into the 'Report Email Address' text box.

Data Input/Output

* **Report Output Option:**

Do not email reports

Email only reports with errors

Email all reports

* **Report Email Address:**

(Multiple addresses can be entered separated by ';')



Always review your DLSR every time you upload to your GS1net catalogue. Alternatively, consult your GS1net Certified Product provider to find out whether your certified product can reconcile your data loads.

Publish your GS1net Catalogue

Once you have confirmed your data has been uploaded in GS1net, the next step is to publish the Data to Data Recipients. No Data Recipient (trading partner) can view or access your data until you have published it specifically to that recipient, except to see the GTIN itself and its unpublished status.

The GS1 Services Support team will assist with the 'initial' publication as part of GS1net / NPC Ready process.

After being pronounced "GS1net Ready", any new items will need to be published to your trading partners. Existing items will also need to be published as new GS1net trading partners are engaged.

Three publication options are available:

- Manual publication via the Maintain Publications option within the GS1net Graphical User Interface (GUI).
- Automated publication using the Auto Publish to Retailers function. Setup and maintenance of the Auto Publish option is maintained within the Company Profile section within the GS1net GUI.
- Publication using GS1 XML messages.

Manual Publication

To publish data to a trading partner:

- Select 'Maintain Publications' from the GS1net GUI 'Main Menu'
- From within the 'Catalogue Publications -Retailer Search/ List' screen, search for and select the trading partner whom you intend to publish GTINs to
- Select 'Maintain Retailer Publications'
- Within the 'Retailer Publications - Item List' screen use the 'Item Search Filters' to display the GTINs required for publication
- Select the GTINs to be published
- Select either 'New Item' or 'Initial Load'
- Select either 'Add Publication(s)' or 'Add Publications for all items in the List'

Select 'Initial Load' when

- ***publishing to your trading partners for the first time, items that you are already in trade with your trading partner.***
- ***re-publishing items for which you previously revoked trading partner access and now wish to reinstate trading partner access***



Select 'New Item' when

- ***publishing to your trading partners for the first time, items that you are not currently in trade with your trading partner.***



You don't publish individual GTINs; rather you publish product hierarchies – see explanation below.

Publishable hierarchies exist at the level of the Order and Invoice Unit and at all higher levels. Typically, the Order and Invoice Unit is the CASE, the highest level in the hierarchy. It is common for there to be one publishable hierarchy per product SKU. The example below depicts this. The user will only be presented with GTIN 29355456005013, which represents the one publishable hierarchy: your trading partner will receive a 'payload' containing all three levels of the hierarchy - Case-Inner-Base.



For a single hierarchy, multiple GTINs will be displayed within the Retailer Publication list when the Order and Invoice Unit is at the lowest level of the hierarchy and/or more than one GTIN within the hierarchy is flagged as an Order and Invoice Unit.

If a supplier selects all GTINs within the hierarchy for publication, the data recipient will receive multiple 'payloads'. A 'payload' refers to the message sent to trading partners that contain new and updated item data. GS1net will always include the published item and all lower level items within a single 'payload' or message.

Example:

In the example above, if the supplier selected the BASE_UNIT_OR_EACH, PACK_OR_INNER_PACK and CASE for publication, the data recipient will receive the following 'payloads'.

Payload One: BASE_UNIT_OR_EACH

Payload Two: BASE_UNIT_OR_EACH and PACK_OR_INNER_PACK

Payload Three: BASE_UNIT_OR_EACH, PACK_OR_INNER_PACK and CASE

Most data recipients only want a single hierarchy to come through to them (highest level only). This is at times difficult, particularly when a supplier has many GTINs.

Whenever possible, **suppliers should publish at the highest level only.**



Suppliers publishing items to two or more target markets within the one catalogue (i.e. Australia – 036 and New Zealand – 554), should contact the GS1 Services Support team to discuss data loading and publication options.

Automation Publication

The Auto Publish function automates the publication of new items to trading partners. The key features of Auto Publish:

- suppliers must nominate trading partners for Auto Publication
- only new items are auto published – existing items that are un-published will not be auto published
- publication is always at the highest level of the hierarchy
- a price message for an un-published item will trigger the auto publication feature (assuming that the trading partner has previously been included within the Auto Publish list and the Publish with Price option is selected)
- auto publication does not apply when an item is re-set for publication after previously being published and then un-published to a trading partner
- Manual publication via the 'Maintain Publications' screens remain active for all trading partners, including trading partners listed within the Auto Publish list



As part of the GS1net/NPC Ready processes, the GS1 Services Support team will work with suppliers to ensure that initial publication is established for all active trading partners.

Auto Publication Setup

To include trading partners within the Auto Publish list:

- Select 'Maintain Company Profile' from the GS1net GUI 'Main Menu'.
- Select 'Add Auto Publish Retailer' icon to display the 'Automatic Publication - Retailer Search/List'

Services Required

* indicates a required field

* **GDSN Subscribed?:** No Yes

Date GDSN Subscribed: 2009-10-07 12:53:50

* **Item Registry Option** Manual Automatic

Add Auto Publish Retailer ...

- Select the trading partner for Auto Publication
- Select 'Publish with Price', select Submit

Services Required

* indicates a required field

* **GDSN Subscribed?:** No Yes

Date GDSN Subscribed: 2009-10-07 12:53:50

* **Item Registry Option** Manual Automatic

Auto Publish to Retailer Name	Publish with Price	Remove Auto Publish
Oz Shop	<input checked="" type="radio"/>	<input type="radio"/>
World's Best Supermarket	<input checked="" type="radio"/>	<input type="radio"/>

Add Auto Publish Retailer

GS1 XML – Publication Message

To determine whether GS1 XML publication messages are supported, suppliers using a GS1net Certified Product should contact their product provider.

For companies using In-House developed and supported GS1 XML messages, contact your GS1net Administrator or development team to determine the correct method for publishing items to your GS1net trading partners.

Updating your GS1net Catalogue

Once you have been declared *GS1net Ready* and your products have been published to the trading partners, it is your responsibility to update and maintain the data in your GS1net catalogue.

In order to properly maintain your catalogue you will need to understand the concepts of a CHANGE versus CORRECTION. The Action Code used will determine whether you are intending the record to be read as a change or correction.

Change is for an update that truly is a change. For example, an update to the product specifications, this may be to the product dimensions. The change action code is also used when modifications are made to a price record.

Correction is when you need to correct a mistake. For example, an item with a blue label was incorrectly registered with a black label. A 'correct' action code is used to update the item record.

Please note that after publication, some data fields can be:

1. Both CHANGED and CORRECTED
2. CORRECTED but NOT CHANGED
3. CHANGED by certain amount or percentage only.



Some data fields cannot be CHANGED or CORRECTED after the publication. This is indicated, per data attributed in the CHANGE/CORRECT section of each page in the Item and Price Data Dictionaries.

Some of the most common scenarios are:

Scenario	Action Code	Field to be updated
Company has changed the dimensions of the product (by less than 20%).	CHANGE	Height, Width or Depth.
Company will discontinue a product.	CHANGE	End Availability Date.
Company will end date a pricing record.	CHANGE	Effective End Date Effective End Date Context
Company has sent an incorrect product description.	CORRECT	Trade Item Description.
Company has changed the Price Start Date of the product.	CORRECT (if start date in the future)	Start Availability Date.



The action code value used within GS1 XML and Delimited Data File (DDF) messages is CHANGE_BY_REFRESH.

Updating Net Content and Dimensions

Please note that some data fields such as Dimensions, Net Content and Gross Weight can only be changed by 20%. This means that your DLSR will fail if the value in these fields changes by more than 20%.



You need to comply with the GS1 Standards when changing the net content, gross weight and/or dimensions of your products as in some cases a new GTIN is required.

For more information, please refer to GTIN allocation Rules please visit:
http://www.gs1au.org/membership/change_gtin.asp

End Dating an Item

One of the fields that you will need to update in the Master Data Section is End Availability Date.

For GTINs that are currently available in the market, this field is generally blank. You will need to update this field if the GTIN or item hierarchy is to be discontinued.



Usually, all items in the product hierarchy must be end-dated to end date the product. An exception would be if supplier introduces a new case pack end dates the previous one, but keeps the same base item, which itself would not be end dated.

If you are using the GS1net Browser Template, please use the action code CHANGE against the GTINs to be End-Dated.

If you are using GS1 XML, please use the action code CHANGE_BY_REFRESH against the GTINs to be End-Dated

To view an example of an End Dated Item, go to the 'Grocery and Liquor Industry' section within the 'GS1net™ - Data Synchronisation Service' web page.

Updating Prices and Allowances

One of the fields that you will need to update in the Pricing Data Section is Price Effective End Date.

For GTINs whose price is still valid this field is generally blank. To update the current price, enter a date within the Price Effective End Date field and then create a new price record. When end dating a price record it is critical that any associated Allowance and or Charge records are also end dated (values must be aligned).

If you are using the GS1net Browser Template or GS1 XML, please use the action code CHANGE_BY_REFRESH against the prices to be updated (note in XML the price action is contained in the item depiction loop)

Tip 1 - When creating a new price for a product for a specific data recipient, you must first end date the previous price and allowance.



Tip 2 – Your pricing record will be rejected if the date range overlaps an existing price record date range (assuming all other price attributes are identical)

Tip 3 - when List Prices are end-dated, any related Allowances or Charges must also be end dated. The Allowance or Charge end-date cannot be left blank, or be a date other than the Price end-date.

Tip 4 - when changing prices and allowances online, the allowances must be end dated first and then the list prices.