



FOODSTUFFS COMPANIES

GS1net Supplier Guide & Implementation Pack

**Version 1.4
July 2011**



Executive Summary

Document Purpose

Foodstuffs, in conjunction with GS1, have produced this document to provide you with a GS1net Supplier's Guideline. This document is intended for the supplier GS1net Champion (Account Manager) and GS1net Administrator. The requirements in this document are specific to Foodstuffs but you must read them in conjunction with other GS1net documentation published by GS1 New Zealand. This is a working document – please ensure that you have the most up to date version.

GS1net Objective

The objective of GS1net is to achieve quality product data synchronisation in a timely manner between the three Foodstuffs Companies and you, our suppliers. The benefits of quality synchronised product data are a more efficient business relationship for both of us.

Commitment to Data Quality

You must recognise that GS1net by itself will not solve most product data problems being experienced by Foodstuffs from its suppliers.

Some of the current problems we experience are:

- Product data changes not communicated
- Incorrect interpretation of List Price (and Terms)
- Erroneous data from suppliers due to:
 - Lack of training
 - Lack of appropriate resourcing
- Lack of commitment from suppliers to implement processes to ensure quality data and Foodstuffs procedures are adhered to

A commitment to quality product data is needed from you to ensure GS1net delivers benefits to both Foodstuffs and you, the supplier.

Foodstuffs will regularly review your product data and process performance, and issues will be raised with the Product Data Owner and the GS1net Administrator in your business. All product data and process (including GS1net) issues will be covered at the annual Foodstuffs Supplier Business Review Meeting.

The Foodstuffs Companies expect supplier management commitment to:

- Ownership of product data governance to ensure quality data
- Understanding the Foodstuffs data and process requirements
- Implementing adequate and appropriate resourcing
- Setting up GS1net data and processes
- GS1net READY to LIVE Implementation processes
- Ensuring ongoing adherence to the Foodstuffs product data and GS1net procedures
- Reviewing Foodstuffs and Supplier product data and process performances to improve data quality

GS1net Process

As a supplier to Foodstuffs, you will need to:

1. Register and work with GS1net to achieve **GS1net READY** status
2. Participate in a **GS1net READY to LIVE Implementation Process** with each Foodstuffs Company
3. Maintain a high standard of product maintenance, including timely and accurate GS1net data maintenance after being declared **GS1net Ready and GS1net Live**.

1. GS1net READY

GS1 will work with our Supplier Companies to bring them to a GS1net READY state. This means that GS1 certifies that the data conforms to Foodstuffs minimum requirements and you have the processes and supporting roles in place to maintain the data in a timely and sustainable fashion. However, you must realise that this is only part of the GS1net implementation process.

Once you have been declared GS1net Ready, it is important that you then maintain your GS1net data as it is a living catalogue and must be kept up to date at all times.

The GS1net Champion, Administrator, and Backup Administrator roles must be assigned to appropriate people within your business at all times. These people should be fully trained and capable of performing these roles. If any of these roles is vacant, your business should take measures to fill this vacancy as part of your commitment to maintaining your GS1net data in a Ready state.

2. GS1net READY to LIVE Implementation Process

Once you have been declared GS1net READY implementation will occur with the Foodstuffs Companies in a combined national process. The assigned 'Lead Foodstuffs Company' will coordinate this Implementation Process and be your point of contact for issues and queries relating to all three Foodstuffs Product Catalogues. When synchronised with all three Foodstuffs Companies, they will sign off your business as GS1net LIVE.

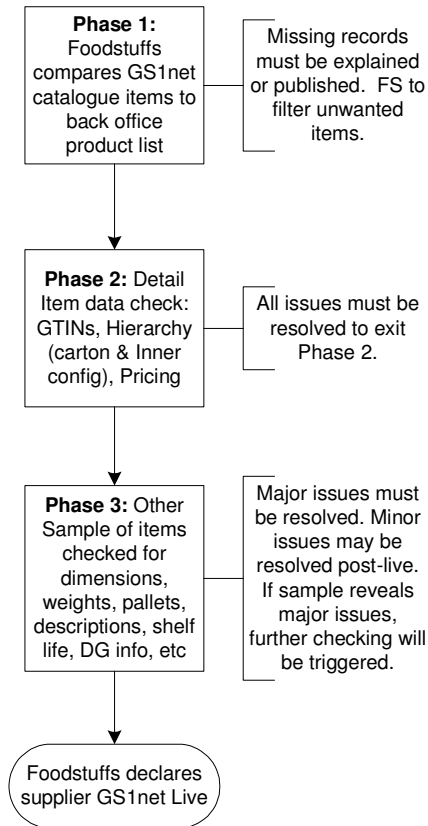
On occasion the Foodstuffs Companies may elect to work with suppliers on an individual basis. This may occur when there is an issue with one or more Foodstuffs Company's back office systems and the type of product data supplied, or due to internal resource constraints. If you will not be participating in a national process, we will make that clear to you when we initiate the Ready – Live process.

Implementation is not an overnight process. The elapsed time between commencing synchronisation and becoming GS1net LIVE could vary from one week to several months, and is dependent on a number of factors including:

- Supplier responsiveness
- Completeness of catalogue in GS1net READY state
- Expertise/knowledge of how the system works (this is essential)
- Supplier processes

Our target timeframe to complete the GS1net Ready – Live process is 6-8 weeks.

Foodstuffs' Three Phase GS1net Ready – Live Process:



3. GS1net LIVE Suppliers Processes

Once you have been declared GS1net LIVE, conveying data changes and new products via the Universal Buying Form (UBF) can be stopped when Foodstuffs advises you. However you are still required to adhere to the Foodstuffs procedure and process requirements (via GS1net and other) depending on the type of changes as described in the diagram below. These processes for GS1net LIVE suppliers are very important.

Step	New Product	List Price	Terms	Other Data Changes e.g. dimension, etc...
1	Communicate and agree on changes with Foodstuffs as per current procedure.			
2	Add new Products including all GTIN's via GS1net and Publish to Foodstuffs at least 6 weeks in advance of public release date.	Send list price & Terms change information to FOBL for approval as per current procedure. Load price change data to GS1net at least 6 weeks in advance of Price Effective Date.		Data changes into GS1net at least 6 weeks in advance of price effective date.
3		FOBL review changes, communicate errors and approve. Foodstuffs receive Price and Term change confirmation from FOBL.		
4	Foodstuffs automatically download Supplier GS1net data for validation and reviewing. Foodstuffs will contact the supplier regarding erroneous data.			
5	Supplier meets with Foodstuffs to present the product.			
6	Product acceptance or rejection is communicated to the Supplier.			
7	Foodstuffs update GS1net data into back office system according to the 'Effective Date'.			
8	Supplier Product data and GS1net performance reviewing regularly.			

Other Relevant Points about GS1net

1. GS1net must be viewed as a key Foodstuffs requirement for product data maintenance and its importance should not be underestimated. Suppliers are required to appoint a GS1net Champion, GS1net Administrator, and backup GS1net Administrator. Responsibilities are defined in Section 6 of this document. Failure to provide quality data may impact your company's business with Foodstuffs.
2. Foodstuffs Own Brands Ltd (FOBL) will be providing all house brand (Pam's, Budget, etc.) product and pricing data to Foodstuffs on behalf of suppliers. The FOBL data collection process for house brand products is currently outside of the GS1Net system. Supplier Companies **must not** load or publish house brand data through GS1net to the Foodstuffs Companies. House brand data will be loaded and maintained by FOBL. FOBL will publish any house brand Item and Price data to the Foodstuffs Companies, and any item or price changes will be managed by FOBL.
3. This document covers Foodstuffs' guidelines to suppliers for GS1net. Suppliers are expected to read this document in conjunction with other Foodstuffs Policies and documents including other industry and GS1net requirements.

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1. Revision History

Version	Date	Description	Name
1.0	17/08/08	Version 1.0 - Final	Andrew Barber
1.1	01/09/09	Version 1.1 – Final	Steffan Rolfe
1.2	18/05/10	Version 1.2 – Draft	Steffan Rolfe
1.3	28/06/2011	Version 1.3 – Draft	Ana Connor
1.4	22/07/2011	Version 1.4 – Incorporating feedback	Ana Connor

2. Document Purpose

This document is designed to provide suppliers participating in GS1net with an overview of the Foodstuffs Companies GS1net READY to LIVE implementation process, data requirements and ongoing data maintenance requirements.

The document covers:

- The Foodstuffs GS1net implementation process
- Foodstuffs GS1net data and process requirements for:
 - Neutral item data
 - List price data
- The Foodstuffs GS1net data maintenance process
- Specific category requirements
- Foodstuffs supplier expectations
- Identified GS1net data maintenance issues

This is an evolving document and will be updated as experience is gained through the GS1net synchronisation and implementation process. For the most recent version of this document please visit:

<http://www.foodstuffs-exchange.co.nz/>

OR

<http://www.gs1nz.org/foodstuffs.php>

3. GS1net Background

GS1net is a data synchronisation network managed by GS1. GS1 is a non-profit organisation that provides a common language for international trade and commerce, primarily a series of standards designed to improve supply chain management.

GS1net supersedes EANnet, the former data synchronisation network. The transition from EANnet to GS1net represents the alignment of the Australasian data pool with the rest of the GDSN (Global Data Synchronisation Network). **GS1net is a data pool of product information including barcode numbers, item descriptions, dimensions, and pricing information.** GS1net does not replace the Foodstuffs eXchange (FSX) for business transactions such as Purchase Orders and Invoices.

GS1 will promote and work with suppliers in order for suppliers to populate their product data to the GS1net system and put processes in place to maintain the data. Once the product data has been fully uploaded, successfully validated by GS1, and GS1 is confident the supplier can maintain the data, only then a supplier will be declared GS1net READY for the Data Recipient. At this point the products are published to the Data Recipient and data becomes available for the retailer to perform the initial data synchronisation.

GS1net data to Foodstuffs is received from GXS via the Foodstuffs Exchange. This data is stored at the Foodstuffs Exchange and passed on to the respective Foodstuffs Companies based on filter criteria and filter lists.

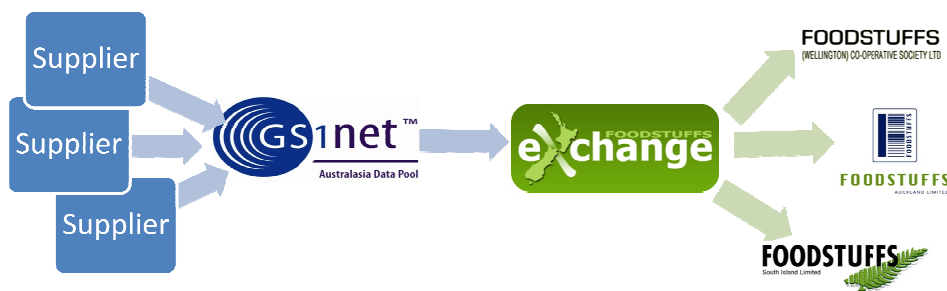
Foodstuffs are committed to GS1net. When a supplier becomes GS1net READY Foodstuffs will commence the initial data synchronisation process in order to progress the supplier to a GS1net LIVE status. Once live, a supplier is expected to perform all future data updates to item and price information (excluding promotions) through GS1net. GS1net must be viewed as a key Foodstuffs requirement for data maintenance. Failure to provide quality data may affect your business with Foodstuffs.

4. GS1net Objectives/Benefits

- To create total data alignment between all members of a logical trading community
- Underpinning and delivering the integrity of information essential to enable eCommerce solutions
- Reduced investment required by individual companies to achieve data alignment
- Provide a central point for "once only maintenance" and all supply chain product information for all categories of information for all trading partners
- Increased efficiency and accuracy of communicating information by removing the need for "paper based" forms such as the UBF
- Reduction in lost vendor and retailer sales, "Out of Stocks" and instances of excess stock levels caused by ordering errors
- Reduced occurrences of retail scanning of "unknown items"
- The reduction of reconciliation work and the corresponding costs associated with processing credit claims, returns, etc.
- The prevention of reduced vendor or retailer margins that are caused by incorrect pricing
- Elimination of rejected deliveries to stores or warehouses resulting from incorrectly ordered/delivered items, price discrepancies etc.
- Remove the unnecessary costs of errors and inefficiencies from the supply chain resulting in an overall reduction in supply chain costs for both supplier and retailer.

5. How GS1net Works

- Suppliers register for GS1net and populate product and price information for all products to their GS1net product catalogue.
- Suppliers publish data to the retailers that they trade with. Retailers subscribe to the supplier catalogue to initiate data flow.
- Data is synchronised with data recipient and ongoing data maintenance is performed through GS1net.
- Suppliers update their catalogue. Changes are transmitted to all trading partners that have subscribed to the supplier catalogue.



6. Foodstuffs Supplier Recommendations

GS1net must be considered as an important business process to be implemented by suppliers for the purpose of data communication with the Foodstuffs Companies. Foodstuffs expect an on-going commitment from suppliers to provision of data via GS1net.

Foodstuffs recommend that the following functions be assigned/performed as part of the GS1net process:

GS1net Champion

This would normally be expected to be a senior management member of the supplier company such as the Key Account Manager. The GS1net Champion should be able to discuss GS1net issues at a high level with their counterpart at Foodstuffs.

Part of the Champion's role should be to ensure that sufficient resources and appropriate processes are in place, and to have an effective line of communication with the supplier GS1net Administrator.

GS1net Administrator

Appoint a GS1net Administrator; this should be performed as part of the initial project start-up. The GS1net Administrator should fulfil the following roles to Foodstuffs:

- Be the expert user of GS1net and any back office software, tools or middleware employed to maintain GS1net data.
- Fully understands the Foodstuffs' requirements for GS1net data maintenance.
- Have full access to the GS1net system and the ability to make changes.
- Full understanding of GS1net system and how it works, including product data standards.
- Understanding and involvement in the product development life cycle.
- Form a good working relationship with Foodstuffs GS1net staff.
- Ensure that changes made meet the level of data quality that Foodstuffs expect.

Backup GS1net Administrator

It is strongly advised that secondary resource to the GS1net administrator is provided. The person in this role should be capable of performing GS1net data maintenance in the absence of the GS1net Administrator.

Management Commitment

It is essential that management be committed to GS1net. All levels of management should be aware of GS1net and the impact that it will have on the data maintenance process. This includes:

- Project management
- Senior management
- Account management

Time Commitment

Foodstuffs recommends that you ensure your GS1net implementation has a high priority in order to complete the Ready – Live process successfully and without delay. Dedicated resource to the GS1net process is expected. This is the GS1net Administrator role.

During the READY to LIVE process it is assumed that communication in both directions will need to occur, prompt decision and response is required. The time commitment required for the Ready – Live process may be a lot more than for on-going maintenance once you have been declared GS1net Live.

Once you have achieved GS1net Ready Status, you must commit time to on-going maintenance, particularly with respect to sourcing quality data and providing maintenance within the required timeframes.

Business Process Review and Workflow

Take the opportunity provided by your GS1net project to gain an understanding of where product data is stored and sourced from.

Under GS1net some business processes may change, however it must be realised that the core underlying business processes / requirements do not change.

Ensure that you document your GS1net processes and procedures. This is the key to embedding GS1net within your current product data maintenance procedures.

Culture

The GS1net process should assist in providing a change in culture when it comes to data quality management. More than ever we are reliant on quality information to drive supply chain processes.

Supplier Maintenance Types

There are a number of options available for supplier GS1net maintenance. The following mechanisms have been identified as available for supplier data maintenance:

- Certified 3rd Party Middleware solution
- Spreadsheet upload (Browser Template)
- Direct machine to machine integration using XML

Foodstuffs encourage the use of integrated systems, for other mechanisms it is essential that verification measures are in place to ensure alignment between systems.

For catalogues of greater than approximately 50 items (100-150 GTINs across the whole product hierarchy) Foodstuffs strongly recommends suppliers use a certified middleware solution. These applications are specifically developed to assist in the product data collection and maintenance required for GS1net, and offer considerable benefits to users.

GS1 Professional Services

If your company does not have resources required to get up and running on GS1net GS1 Professional Services are available to assist in both data and process this capacities.

It must be noted that while GS1 can assist with your initial project to get GS1net READY that ownership is on the supplier company. It is critical that system and process understanding is retained to ensure that you can appropriately maintain GS1net.

Please contact GS1 for more information.

Additional Training

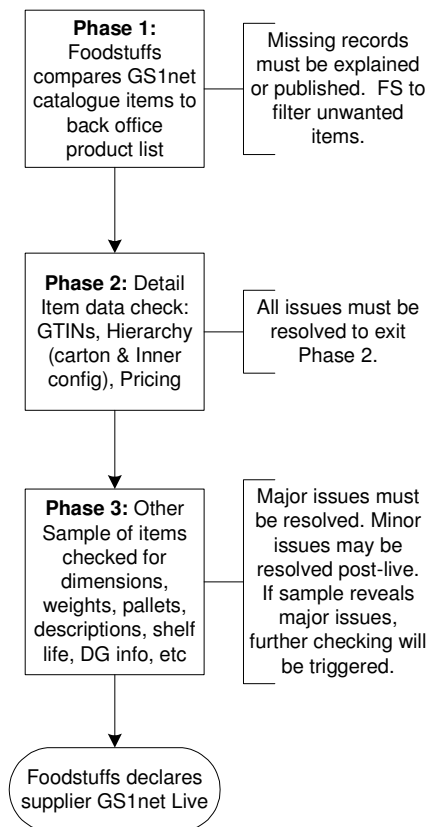
See Section 25 for information on additional training sessions offered by GS1.

7. Foodstuffs GS1net Implementation Process

Foodstuffs National GS1net Implementation Process is comprised of three key phases.

Prior to commencing this process, suppliers must be certified as **GS1net READY**:

Once the supplier catalogue has been fully populated GS1 will validate and verify that the catalogue and processes conform to trading partner minimum requirements. At this point GS1 will issue a GS1net READY Certificate and report to Foodstuffs.



1) Phase 1

a) GS1net READY to LIVE : Initiation

At the start of Phase 1, Foodstuffs will contact the supplier to initiate the data synchronisation process. Communication will be with the GS1net Administrator for the supplier company as advised by GS1. A start up meeting will be organised, attendance by the supplier GS1net Champion is required.

Foodstuffs subscribe to supplier catalogue at the catalogue level via the GS1net web interface. This means that all data within the catalogue that has been published will flow down to Foodstuffs for receipt.

b) GS1net READY to LIVE : Record Match

Foodstuffs will align the product records received from GS1net with internal product records to determine completeness of the catalogue.

Missing or additional products on either side will be identified and Foodstuffs may request items to be published or unpublished from GS1net as required. Generally items that have been deleted by the supplier within the 90 days prior to commencing the Ready – Live process are required to be included in the supplier’s GS1net Catalogue. This is because Foodstuffs may still have these items for sale at Retail.

2) Phase 2

a) GS1net READY to LIVE : Detail Item Check

Foodstuffs will check all item data relating to the purchasing, pricing and invoicing of products. This includes the GTINs, Item hierarchy, Carton and inner configurations, and list price.

The data will be validated by type to ensure that it conforms to structural, data and required attribute requirements. In the event that data fails to validate the supplier will be advised and required to correct, the record will be rejected internally and will not be processed.

Where discrepancies exist Foodstuffs and the supplier will work together to eliminate these in either system.

This process could take multiple iterations to resolve all issues.

3) Phase 3

a) GS1net READY to LIVE : Other Item Data

Foodstuffs will perform a check on a sample of items data relating to descriptions, dimensions, weights, and other data such as pallet configurations, storage temperatures, and dangerous goods (where applicable for the product type).

The data will be validated by type to ensure that it conforms to structural, data and required attribute requirements. In the event that data fails to validate the supplier will be advised and required to correct, the record will be rejected internally and will not be processed.

Where discrepancies exist Foodstuffs and the supplier will work together to eliminate these in either system. If only minor issues exist, these will not prevent the supplier

being declared GS1net Live, providing there is a firm timeframe to resolve these issues. Major issues may trigger a deeper analysis of the supplier's catalogue, to determine if discrepancies are widespread within the product data set.

This process could take multiple iterations to resolve all issues.

Once all outstanding data discrepancies have been resolved the supplier catalogue will be re-reviewed to verify that data is now synchronised.

b) GS1net READY to LIVE : Process Verification

Throughout the three phases, supplier processes will be verified to ensure that the GS1net administrator is aware of the correct processes and requirements for ongoing maintenance of Foodstuffs GS1net data.

Normal changes that may occur during the Ready – Live process must be published to Foodstuffs via GS1net and communicated to the Implementer in accordance with our expectations regarding timeframes for data maintenance via GS1net (see Section 11 below). This will give Foodstuffs confidence that the catalogue can be maintained on a continuing basis once the supplier has been declared GS1net Live by Foodstuffs.

4) GS1net LIVE

Foodstuffs will verify that data synchronisation exists between the supplier GS1net catalogue and back office system. Once this has been confirmed a supplier will be signed off as GS1net LIVE.

a) GS1net LIVE : Ongoing

Supplier performance will be monitored to assess the lead-time and quality of data updates made. On an occasional basis the supplier catalogue may be re-verified to ensure that synchronisation still exists.

Item neutral data and price changes must be published via GS1net. Communication to the business must still be performed through the usual channels, with a note to the GS1net administrators at Foodstuffs to advise the data is also available via GS1net.

Start-up Meeting

A start up meeting will be organised between the lead Foodstuffs Company and Supplier Company to initiate the GS1net READY to GS1net LIVE data synchronisation process.

Key stakeholders involved:

- Supplier GS1net Champion/Account Manager
- Supplier GS1net Administrator
- Foodstuffs Category Manager(s)
- Foodstuffs GS1net Administrator
- Foodstuffs eCommerce representative

The goal of this meeting is to provide an overview of GS1net and its meaning to the Foodstuffs Companies, review requirements, processes and expectations. Monthly or more regular meetings may be required to discuss issues and progress.

8. GS1net LIVE – What does this mean?

GS1net LIVE is the status that a supplier is assigned once the data synchronisation process has been completed.

- All data maintenance pertaining to neutral item data and list prices is to be provided through GS1net.
- Data provided is expected to meet Foodstuffs requirements and must be provided within the expected notification timeframes for processing.
- GS1net does not remove current business processes and communication with our category managers. Information is simply being transmitted in a different way.
- GS1net performance and KPI's will be covered at the Foodstuffs/Supplier meeting.
- Foodstuffs reserve the right to revoke GS1net LIVE status should data quality expectations not be met.

9. GS1net and the Foodstuffs Exchange

GS1net data to Foodstuffs flows via the Foodstuffs Exchange. This allows three core functions to be performed:

Data Filtering

The Foodstuffs Exchange can provide the Foodstuffs Companies filtering to allow through data maintenance records that we are interested in. This is based on:

- Supplier configuration
- Maintenance action codes
- Item/GTIN level filtering

Data Store

The Foodstuffs Exchange will act as a data store for GS1net transactions. This means that maintenance records can be retrieved at a later date if required by one of the Foodstuffs Companies.

Product Mapping

Traditionally suppliers have had the ability to upload a product listing to the Foodstuffs Exchange for the purpose of purchase order product code translation. This has allowed the product code a supplier wishes to see specified on the order based on record matches.

Foodstuffs have decided to leverage the data flow of GS1net through the Exchange to allow for automated update of the product translation table based on supplier GS1net data. For GS1net LIVE suppliers this will remove the need to maintain products at the Exchange as a separate exercise.

Application of GS1net data to a supplier profile will be through company configuration at the Exchange.

10. GS1net and FOBL (House Brand Products)

Foodstuffs Own Brands Ltd (FOBL) will be providing all house brand (Pam's, Budget, etc.) product and pricing data to Foodstuffs on behalf of suppliers.

The FOBL data collection process for house brand products is currently outside of the GS1Net system.

Supplier Companies **must not** publish house brand data through GS1net to the Foodstuffs Companies. House brand data will be loaded and maintained by FOBL. FOBL will publish any house brand Item and Price data to the Foodstuffs Companies, and any item or price changes will be managed by FOBL.

11. Notification Timeframes

Provision of data via GS1net does not replace any current policy as to the notification periods for when information is expected to be received.

6 weeks notice is required for:

- List price changes
- New products (Ranging process)
- All other data changes

Foodstuffs GS1net maintenance processing is driven through the effective date/start date specified against each record.

During the Ready – Live process, Foodstuffs expects all issues and queries to be acknowledged within one working day, and a substantive resolution or response should be provided within 2-5 working days. Please advise your implementer if at any time you will be unable to meet these timeframes.

12. Foodstuffs GLN's

The Foodstuffs Companies GLN's are:

Foodstuffs Auckland	9429000046145
Foodstuffs Wellington	9429000005074
Foodstuffs South Island	9429000008990

Currently Terms data is not required via GS1net. Therefore, suppliers are only required to load Group List Prices to the Unspecified (UNS) source of supply for each of the three Foodstuffs Companies.

Additional GLNs have been assigned to Foodstuffs representing splits in their business so as specific information, i.e. pricing and terms, can be applied in future against the banner(s) to which they relate:

Foodstuffs Wellington Pak'nSave	9429000059039
Foodstuffs Wellington New World	9429000059053
Foodstuffs Wellington Four Square	9429000059084

Foodstuffs Wellington Write Price	9429000059060
Foodstuffs Wellington Shop Write	9429000059077
Toops	9429000059091
Foodstuffs South Island Pak'nSave	9429000061186
Foodstuffs South Island New World	9429000061193
Foodstuffs South Island Four Square	9429000061209
Foodstuffs Henrys Liquor	9429000061223
Foodstuffs Auckland Gilmours	9429000059701
Foodstuffs Auckland Pak'nSave	9429000059671
Foodstuffs Auckland New World	9429000059688
Foodstuffs Auckland Four Square	9429000059695

Loading this level of detail pricing / terms is not currently required by Foodstuffs.

13. Communication

Becoming GS1net READY/LIVE does not mean that data changes are no longer communicated to Foodstuffs through normal business channels (Category Managers, Buyers, etc.). All changes are also published through GS1net and any changes emailed to Category Managers or Buyers also need to be carbon copied to Foodstuffs GS1net Administrators to draw attention to GS1net data. This will ensure your ongoing changes are updated to Foodstuffs Systems at the appropriate time.

Communication between suppliers and Foodstuffs Category Managers, Buyers, and the GS1net teams is important in ensuring that missing/incorrect information is promptly actioned.

During the Ready – Live process, please maintain a high level of communication, including to advise when there may be delays in responding to issues. Our target timeframes to complete the process cannot be met if communication is not frequent and effective from all parties.

14. Quality of Data

It is expected that the quality of the data provided reflect the minimum requirements of the Foodstuffs Companies. GS1net performance and data quality will be covered at the annual supplier meeting. Foodstuffs reserve the right to revoke GS1net LIVE status should a supplier not fulfil data maintenance expectations. Data governance structures and procedures will assist you to Review and assure quality data.

Failure to provide quality data may affect your business with Foodstuffs.

15. Item Publication

- All products that are supplied to Foodstuffs should be published within a supplier's GS1net catalogue.
- Publication should always and only occur at the highest level of the item hierarchy, this is generally the CASE level.

16. Un-publication

Unpublication of data is to be carried out only where Foodstuffs requests. Generally deleted products should be end-dated at the item level, but not unpublished, unless this is requested by Foodstuffs.

17. Change Acceptance

Publication of data changes via GS1net does not imply Foodstuffs acceptance.

Foodstuffs use an auto-acceptance function of GS1net that makes item information appear with a status of "ACCEPTED" within GS1net.

Acceptance of data maintenance changes should only be taken from positive communication by Foodstuffs outside of GS1net.

18. Exempt Products

Products that are not barcoded at any level of the item hierarchy are currently exempt from the GS1net system.

19. Additional Resource

Please visit http://www.gs1nz.org/gs1net_cookbook.php for the most up to date GS1 resource.

20. Foodstuffs Specific Data Requirements

This section details some of the Foodstuffs specific data and process requirements. A full list of the required data fields and their definition is located at the below link.

http://www.gs1nz.org/files/gs1net/Foodstuffs_GS1net_Data_Requirement.xls

Effective/Start Date

- An "Effective Date" must always be applied to data maintenance.
- The "Effective Date" applied to data maintenance must be consistent with Foodstuffs notification timeframes.
 - Corrected data is the only exception to this rule.
- The publication date should be used by suppliers to ensure that any changes loaded are available for receipt by Foodstuffs within the expected timeframes (generally 6 weeks prior to the effective date).

Vendor Item Reference (Supplier Product Code)

- It is required that a vendor item reference value is maintained for every product as part of the data maintenance process.
 - This is through the additional identification value where type = SUPPLIER_ASSIGNED.
- The Foodstuffs system will only create a record match based on the combination of barcode and vendor item reference.

- Data filtering at the Foodstuffs Exchange for Foodstuffs Wellington is based on vendor item reference.
- Vendor item reference for an item must be consistent over the item hierarchy. Foodstuffs cannot process catalogues where the Vendor Item Reference is different at each level of the hierarchy. Please contact us for advice regarding the representation of your Item Reference in GS1net if you do not currently comply with this requirement.
- If your company does not have internal identification values for an item then populate with the retail unit barcode.

List Price

- Foodstuffs require pricing to be conveyed at the highest level of the item hierarchy, this is usually the CASE (traded unit) level.
 - Prices are loaded by CASE into the Foodstuffs Companies systems.
- The price specified should reflect the level of the item hierarchy at which it is provided, e.g. If the price is specified at the case level GTIN then pricing should be in terms of case dollars.
- Pricing should only be provided at one level of the item hierarchy.
- List price start dates should always occur on a **Monday**. Only under special circumstances will changes that do not occur on a Monday be considered. The only exception is for the tobacco, liquor and milk categories where external influences dictate a specific start date, e.g. new taxation law, etc.
- An unspecified (UNS) source of supply may be used to simplify the pricing model as we expect that the List price is identical for all sources of supply.
- Where supply is to multiple sources of supply and there is differential pricing at the list price level, GS1net pricing should be configured to reflect this using the Source of Supply (DC / DSD / etc).
- The pricing "Effective Date" must be identical for all sources of supply for a particular GTIN/Retailer GLN combination.
- List price is the price before the application of any term or discount, the list price is not the netted down price.
- Variable weighted items are required to be priced by 'KG'.
- List price records must always have an application sequence of '1'.
- Communication through the category manager and FOBL must occur in accordance with the timeframes given in Section 11. All list price changes are published via GS1net to Foodstuffs in accordance with this timeframe.
 - List prices are communicated to FOBL on the list price template*
 - It is understood that changes may apply to the GS1net data prior to final acceptance by Foodstuffs. All such changes must also be published via GS1net as soon as they have been agreed.
- If any uncertainty exists please consult with the Foodstuffs GS1net team for clarification.

* Work is underway to define the requirements for the FOBL pricing template to be populated from GS1net data at the FSX, therefore it is essential that this data is published to Foodstuffs within the 6-week timeframe for list price changes.

Terms

- Terms (allowances / charges / discounts) are not currently required to be populated into GS1Net for the Foodstuffs Companies.
- The GS1net data model is too complex to describe easily the terms often used through the New Zealand Grocery Industry. Foodstuffs has decided to continue maintaining terms outside of GS1net, in accordance with our current business processes.
- Suppliers should also be aware that we may ask for terms information via GS1net in the future. Any changes to the terms requirement will be communicated to suppliers, and a reasonable time period will be allowed in order for suppliers to meet any additional terms requirements.

Promotional Information

- Promotions are outside of the scope of Foodstuffs GS1net integration. Promotional information **should not** be loaded to GS1net as part of pricing detail. Promotional activity and promotion programmes must continue to be communicated via the usual process.

Dimensional Data

- It is expected that dimensional data that is loaded to GS1net is accurate. This information will be passed directly to Foodstuffs warehouses for loading into their systems.
 - It is possible to accommodate other metric UOMs, but please discuss your proposed UoMs with GS1 or Foodstuffs prior to loading your data to ensure we can manage the UoMs you propose to use.
- Apart from obvious errors this information will not be crosschecked at the time of data receipt, but rather checked on a random basis.
- Pallet information is expected at the highest level of the item hierarchy, where appropriate for the product supplied.
- The standard pallet height maximum for Foodstuffs of 1.4m for ambient and 1.2m for chilled is applied, together with a check on the stated pallet configuration to ensure it is less than 1 metric tonne.
- Where the pallet height given is greater than the industry maximums, the supplier is advised that Foodstuffs reserves the right not to accept goods at this height.

Descriptive Data

- Foodstuff may advise that certain characters will be removed from descriptions by Foodstuffs in order to allow entry into their system. Suppliers are not required to remove these characters from their descriptive data, however Foodstuff may modify certain aspects of these attributes to allow access of that data into their system.
- All GS1net descriptions should meet the GS1 standard description format. Where descriptions do not meet this format, Foodstuffs will not synchronise this attribute unless the supplier is prepared to change to meet the GS1 standard.
- Foodstuffs companies have varying limitations on description fields in our systems. Foodstuffs may modify some descriptions to fit within our limits.

- All such changes will be communicated during the READY – LIVE process in order to ensure transparency during the synchronisation process.

Variable Weighted Products

- Variable Weighted Products are to be loaded into GS1net where they are barcoded at an identifiable level within their item hierarchy. The loading of dimensions and weights for these type of products should be discussed with GS1.

Hazardous Substances

- The Hazardous Substance requirements are currently under review at a Grocery industry level. Once these requirements have been fully determined the data loaded into GS1net will be expected to mirror these requirements.

Product Deletions

- Even where a product is no longer available for supply, Foodstuffs may still have stock on hand and will still require data for the item to be provided to ensure alignment. An end availability date is required to be applied to such items.
- It is recommended that the item record is expired and is not deleted from the catalogue.
- Pricing records for discontinued products must not be end dated within GS1net.

New Products

- As per the current process, new products will be presented to the category manager to go through the ranging/acceptance process.
- Once we are satisfied that you are maintaining your GS1net data in a timely and accurate manner, we will confirm to you that a UBF can be generated from GS1net data. From that point on, it is not necessary to provide a hard copy.
- All products are to be loaded to GS1net including one-offs and seasonal lines.

Product Changes

- These are still to be co-ordinated with Senior Category Manager or buyer, as per the normal business process.
- At least 6 weeks notice and publication to GS1net is required, in line with Foodstuffs notification timeframes as outlined in Section 11.
 - E.g. a configuration change requiring removal of old stock from DC, this is a timing issue. GS1net data will not be accepted until the process is complete.

Image Information

- Where available, image information should be conveyed via GS1net. This is performed through the External File Information segment. Suppliers are encouraged to use this feature.

21. GS1net Neutral Item Data

Foodstuffs have defined our neutral item data requirements and these are located at the below link. Please note these are subject to change (albeit infrequently). In the event of requirement changes GS1 will communicate this via their GS1net Community Notice.

http://www.gs1nz.org/files/g1net/Foodstuffs_GS1net_Data_Requirement.xls

Each attribute has been defined according to the GDSN standard. Attribute definitions can be found at the below link.

http://www.gs1au.org/assets/documents/services/g1net/cookbook/item_data.pdf

22. GS1net Pricing

GS1net Pricing Structure

Under GS1net pricing is defined by three core constructs:

- Relationship
- Conditions
- Price Types

The meaning and the way that they are utilised by Foodstuffs is described below.

Each pricing attribute has been defined according to the GDSN standard. Attribute definitions can be found at the below link.

http://www.gs1au.org/assets/documents/services/g1net/cookbook/price_data.pdf

Relationship

To publish price data to Foodstuffs a price relationship must first be configured. GS1 will typically create this price relationship at the commencement of your project.

The relationship ID will become the key reference to all price data that falls under the relationship.

Generally it will only be necessary to create one pricing relationship for Foodstuffs. It is possible to create more than one relationship, however it must be noted that this could potentially result in increased complication and data maintenance required. It is Foodstuffs' recommendation that only one relationship is created.

Conditions

Conditions relate to allowances and charges (terms). These are not currently required by Foodstuffs in GS1net.

Price Types

Foodstuffs will recognise two Price types that occur via GS1net within a price type document, LIST_PRICE or ALLOWANCE/CHARGE.

Suppliers to Foodstuffs are only required to load and publish the LIST_PRICE to GS1net. If Allowance/Charge data (Terms) are provided, they will be validated as part of the data synchronisation process.

23. Data Change Type Matrix

Step	New Product	List Price	Terms (where the supplier elects to maintain via GS1net)	Data Change, e.g. dimension
1	Gather item data.		Agreement of terms.	Gather item data.
2	Generate new item record via GS1net and publish to Foodstuffs at least 6 weeks in advance of release date.	Send list price change information to FOBL **.	Send term change information to FOBL **.	Data change loaded to GS1net with effective date applied. Should be >6 weeks.
3	Communicate change to Foodstuffs via normal communication channel and cc to GS1net Administrator.	Communicate change to Foodstuffs via normal communication channel and cc to GS1net Administrator.	Communicate change to Foodstuffs via normal communication channel and cc to GS1net Administrator.	Communicate change to Foodstuffs via normal communication channel and cc to GS1net Administrator.
4	UBF presented to Foodstuffs *.	Load price change data to GS1net at least 6 weeks in advance of price effective date.	Load term change data to GS1net at least 6 weeks in advance of effective date.	UBF Presented to Foodstuffs *.
5	Meeting arranged between supplier and SCM for item presentation.	Data received by Foodstuffs.	Data received by Foodstuffs.	
6	Core item data loaded to back office systems for the purpose of product comparison in preparation for ranging.	Price change confirmation from FBOL received.	Term change confirmation from FOBL received.	
7	Item presented to the ranging committee.	Foodstuffs process change as per effective date provided in GS1net data.	Maintenance by costing clerk.	
8	Item accepted by ranging process: Yes/No.		Comparison of GS1net terms data with agreed loaded terms.	
9	Item record completed in Back Office Systems.	Price change effective based on date provided in GS1net maintenance.		Item record updated in Back Office Systems prior to effective date.

* Note – Foodstuffs South Island and Foodstuffs Wellington are working to remove the UBF requirement. Foodstuffs Auckland does not require the UBF from GS1net Live suppliers. **All suppliers who are GS1net Live must continue to supply UBFs until advised by each Foodstuffs Company that it is no longer required.**

** Note 2 – Foodstuffs and FOBL are working to remove the Price Adjustment Form sent to FOBL, however at the present time this step is still required.

24. Revoking GS1Net Ready or GS1Net Live Status by Foodstuffs

GS1Net Ready or Live status may be revoked where Foodstuffs considers that any changes made to a company, make the previously granted status untenable.

Examples of where this may occur include:

- A Change in all GS1net administration, such that the previous ability to maintain the GS1net catalogue is lost.
- Company Mergers where the ability to maintain the GS1net catalogue has been significantly altered.
- A GS1net Registered Company goes into Liquidation.

25. GS1net Training Sessions

GS1 NZ hold weekly 1- hour Training Sessions each week. These sessions will occur over the web and via conference call. These courses are free (aside from phonecall charges) and you are welcome to attend these sessions more than once. The current timetable is:

	Tuesday	Wednesday	Thursday
10.00am-11.00am	"GS1net Key Concepts Session"	"GS1net Data Collection Training - Using Browser Template (BT)"	"Data Maintenance Training- Using Browser Template (BT)"
2.00pm-3.00pm	"Data Maintenance Training- Using Browser Template (BT)"	-	-

GS1net Key Concepts Session (10.00am Tue)

This training will be centred on supplier's use of GS1net and will cover the following topics:

- What is Data Synchronisation?
- Key concepts of the data entered
- GS1net and how it works
- Data upload & maintenance options
- Q & A

GS1net Data Collection Training (10.00am Wed)

This training will be centred on how to gather data into BT and will cover the following topics:

- Introduce BT
- BT ongoing costs, existing limitations, and alternatives
- Installing, opening and configuring BT
- An explanation of different sections within the template
- A review of product and pricing attributes

- An overview of field formats
- How to utilise the Data Recipient GS1net Requirements & Attribute Guides
- Q & A

It is strongly recommended you attend the GS1net Key Concepts training session prior to attending this session, as we will assume you have a certain level of understanding of key GS1net concepts.

GS1net Data Maintenance Training (2.00pm Tues & 10.00 am Thur)

This training will be centred on how to upload and maintain your GS1net data using the BT and will cover the following topics:

- Recap BT
- Downloading Data from GS1net
- How to CHANGE an existing Item
- How to Modify Prices
- How to Delete
- Uploading Data into GS1net
- Using the GS1net Validator & GS1net Data Load Status report
- Other key GS1net website functionality
- Q & A

It is strongly recommended you attend the GS1net Data Collection training session prior to attending this session as we will assume you have a certain level of understanding of key GS1net concepts.

How to join the meetings

Step 1: Join the online meeting place (GoToMeeting). In order to get the most out of the training please follow the below link (at least 5 minutes before the meeting commences).

<https://www2.gotomeeting.com/join/402551026>

Meeting ID: 402-551-026

Step 2: Call the conference telephone number: (09) 442 7358

Access Code: 402-551-026#

(Note: standard phone charges apply).

For more information contact:

GS1 NZ - GS1net Support

0800 10 23 56

26. Frequently Asked Questions

Q: What is the rest of the industry doing?

A: Within the New Zealand Grocery sector the three Foodstuffs Companies are taking the lead with regard to GS1net. Progressive Enterprises are also beginning to roll out GS1net across their supplier base. GS1 NZ is also working with active rollouts within Hardware and Office Supplier sectors within NZ. In the Australian grocery sector Coles, Metcash and Woolworths are utilising GS1net. GS1 Aus is also supporting extensive rollout within the Health sector to create the 'National Product Catalogue' for all drugs and medical devices utilised within Australia. GS1 are actively recruiting new organisations all the time so by the time you read this more companies may be on board. Contact GS1 for more information.

Q: A third party agent handles the ordering and distribution of my Company's products, who is responsible for providing/maintaining the data?

A: It is the responsibilities of our direct trading partners (the organisation we order from and receive invoices from) to ultimately provide and maintain the GS1net catalogue. Partners further up the supply chain can obviously provide GS1net compliant data to their distributors/agents to populate the catalogue and in some case may even choose to also maintain a GS1net catalogue that they can publish to their distributor/agent to support Data Synchronisation. However, as stated above, independent of what happens up stream we expect a catalogue to be published to all three Foodstuffs companies that represents our direct trading partner's company and accompanying product range.

Q: When do I need to complete GS1net?

A: Foodstuffs has not mandated a deadline at this stage, however, Foodstuffs is advising key target companies of their expected GS1net Ready date. Key suppliers are identified on the basis of the size of their product catalogue and the types of product they supply to Foodstuffs.

Q: How secure is the pricing information that is held on GS1net?

A: Pricing data on GS1net has been audited in 2002 and 2003. On both occasions no issues were identified that required further work to be done. GS1 Australia and NZ have gone to considerable lengths to ensure security is a top priority for all GS1net Subscribers. Any further queries should be directed to GS1 New Zealand.

Q: How long will it take me to become GS1net Live?

A: It is impossible to tell anyone exactly how long it will take to complete all that is required. With focus and dedicated resources on both sides, we aim to complete the Ready – Live process within 6 to 8 weeks. GS1 New Zealand will be able to assist you in predicting the time and effort required for your GS1net project and offer any support if required.

Q: Do I have to load my whole range?

A: Yes, all items except housebrands supplied to Foodstuffs need to be loaded into GS1net. This includes categories such as Food Service or catering type products.

Q: If I am GS1net registered in Australia, do I need to re-register for New Zealand?

A: Yes. However, in the future GS1 NZ and Australia will be looking to provide the ability to use one catalogue in both markets. Contact GS1 NZ for more information.

Q: Do you use the images loaded on GS1net?

A: We are yet to fully utilise the images currently on GS1net.

Q: How can I get my existing product data into GS1net?

A: Via an automated method, such as:

- GDSN XML via AS2
- GS1net Accredited Middleware – a number of GS1net accredited middleware solutions are available. These solutions include connectivity to GS1net out of the box and provide value added functionality. We recommend this option if your catalogue is greater than 100 GTINs.

Via manual methods:

- Online via the GS1net Website (not recommended)
- Via the Browser Template (a formatted Excel spreadsheet) – only recommended for smaller catalogues (less than 50 products / 100 GTINs)

For more information on any of these upload options, or information on accredited Middleware solutions, please contact GS1 NZ.

27. Contacts

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