



## GS1net Quick Guide For Data Maintenance

Before any changes are made we recommend to always start with a new catalogue download and import the DDF into the *Browser\_Template.XLS* file in the GS1net Folder [or where the Browser Template is installed].

Follow the steps below when a change is to be made in a supplier's GS1net catalogue.

You will be sent an email outlining whether your changes made it into your catalogue successfully.

If one or more of the GTINs failed to load the first step is to check the data in the upload file.

If you cannot see any errors in the upload file please contact a member of the GS1net team at GS1 on (0800) 10 23 56 or email [GS1net@gs1nz.org](mailto:GS1net@gs1nz.org).

### • Download catalogue from GS1net

- To Download product catalogue from GS1net:
  - Log in to GS1net
  - Search Catalogue Items
  - Download catalogue in DDF [text] format. [Create Item Extract]
- Open Browser Template from **C:\GS1net\Browser\_Template** and select **"OK"** to enable macros
- From the top menu bar of the Browser Template, select **GS1net>Import GS1net DDF**.
- Go to the directory where you downloaded your GS1net catalogue and select it. [Default is the GS1net Browser Template Download folder]. Once you have located the file, click the **"Process"** button to import it into your Browser Template.
- A dialog box will pop up giving the success of the import. [Note: Any highlighting or user formatting is cleared and overwritten to the Browser Template]

### • Upload Data to GS1net

- From the top menu bar of the Browser Template, select **GS1net > Create GS1net DDF** and select OK when that has completed.
- Log in to GS1net and select **'Upload File for Item Loading'** from the Catalogue Administration Menu.
- A new window will pop up. This is the GS1net Validator. Enter your username and password and click on **'Sign In'**.
- Click on **"Upload Catalogue"** and **'Browser'** the DDF file created
- Click on **"Upload"**.
- A confirmation screen will show that the file has been sent to GS1net. Select OK

### • Add a New Product Record

- Download and import DDF file from GS1net. Refer to Download Catalogue process.
- Ensure each new product item information line in the ITEM Tab of the Browser Template has Action Code **'ADD'**.
- In the ITEM Tab of the Browser Template ensure you add your product hierarchy from the highest to lowest (e.g. CASE first line, then BASE\_UNIT\_OR\_EACH next line, for 2 tier/level hierarchy)
- Check that all relevant **ITEM(s)** information has been entered.
- Add a new product pricing line in Price Tab in the Browser Template for each of the new **ITEM/s** that are classified as **"Invoice Items"** (**"84=Is Trade Item an Invoice Unit?" is "Y"**)
- Ensure each new product pricing line in the PRICE Tab of the browser Template has an Action Code of **'ADD'**.
- Check that all relevant price information has been entered.
- Create a Delimited Data File (DDF). Refer to Upload Data Process.
- Complete the Upload Data Process.
- Publish the new item to retailer/s (not required if you have 'Auto Publish' enabled)

### • Change Item Data

- Download and import DDF file from GS1net. Refer to Download Catalogue process.
- Enter the Action Code **"CHANGE"** to the row(s) that you have made changes to.
- Make the appropriate changes to the required items.
- Double check the new data you have entered.
- Create a Delimited Data File (DDF). Refer to Upload Data Process.
- Complete the Upload Data Process.

- **Correct a Product Record**

1. Download and import DDF file from GS1 net. Refer to Download catalogue process.
2. Enter the Action Code "**CORRECT**" to the row(s) that you want to make corrections to.
3. Make the appropriate corrections to the required items.
4. Double check the new data you have entered.
5. Create a Delimited Data File (DDF). Refer to Upload Data Process.
6. Complete the Upload Data Process.

- **Change [Modify] an existing Price Record**

1. Download and import DDF file from GS1 net. Refer to Download Catalogue process.
2. Make changes on the Price data in the Browser Template
  - 1) Copy the line with the existing price that needs to be changed into a new row under PPF [PRICE Tab] as new price line.
  - 2) On **OLD** price line,
    - Enter the Action Code "**MODIFY**"
    - Enter an end date into the "**10=Effective End Date**".
    - Fill "**11=Effective End Date Context**" by "**LAST\_ORDER\_DATE**".
  - 3) On **NEW** price line,
    - Enter the Action Code "**ADD**"
    - replace "**7=Price Value**" by new price value
    - change "**8=Effective Start Date**" and ensure it is after the "**10=Effective End Date**" on the old price line.
    - Check "**14=Reason for Price Action**", "PI" should be entered if there is an increase on the price and "PD" if there is an decrease on the price
    - Make the appropriate changes to the new price
    - Delete all data from field "**99=Price Type ID**" onwards. E.g. there should be no data for the new price from field "**99=Price Type ID**" to "**119=Price Type ID - INTRODUCTORY**"
  - 4) Double check the new data you have entered.
3. Create a Delimited Data File (DDF). Refer to Upload Data Process.
4. Complete the Upload Data Process.

- **Removing a Product from Your Catalogue [End Date an item]**

1. Download and import DDF file from GS1 net. Refer to Download catalogue process.
2. Make changes to the ITEM information line you wish to end date in IDF [ITEM Tab] section
  - 1) Fill "78=End Availability" field with the correct end date
  - 2) Enter the Action Code "**CHANGE**"
3. Double check that the data you have entered is valid and correct.
4. Create a Delimited Data File (DDF). Refer to Upload Data Process.
5. Complete the Upload Data Process.

- **Product Range Reduction for a specific customer [Unpublish an item]**

1. On GS1net '**Main Menu**', click '**Maintain Publications**'
2. On the **Retailer Search/List** page, enter the search criteria to find the Retailer you are to remove item(s) publication with.
3. Unpublish [select Remove Publication] the GTIN of the ITEM that you do not want to supply to that Retailer.