

National Product Catalogue (NPC) publishing checklist for suppliers and distributors

- **Global Trade Identification Number (GTIN) allocation:** Suppliers should ensure that the brand owner (if not also the supplier) starts allocating GTINs for all hierarchy levels used in the supply chain. If a distributor sells an item at a lower packing level or in 'Each' quantities, the supplier should ensure a GTIN is allocated for the 'Each' (and a record loaded in the NPC) even if the supplier itself does not sell directly in 'Each' quantities.
- **Suppliers and distributors:**
 - **Should** publish **product** information to the '**data recipient**' GLN (Global Location Number): 9377779142295 (HealthShare Victoria.)
 - **Should** publish product information regardless of whether it is sold through a distributor.
 - **Should** publish the highest level of a GTIN product hierarchy to ensure all Victorian public hospitals and health services have visibility of all packaging levels within that product hierarchy.
 - **Should** publish HealthShare Victoria (HSV) contracted pricing information with a '**Ship To**' GLN: 9339626009991 (All Victoria health locations for pricing in NPC.)
 - **Should** publish HSV contracted pricing information with a '**price type**': 'CONTRACT_PRICE.'
 - If providing **pricing** information, publish to the '**data recipient**' GLN: 9377779142295 (HealthShare Victoria.)
- Suppliers who sell via a distributor need to **on-publish the product information to the distributor** including the prices at which you sell the product to that distributor. They should not publish distributors' prices to '**data recipient**' GLN: 9377779142295 (HealthShare Victoria) as these are commercial agreements between the supplier and the distributor.
- Distributors should ensure their values for **Trade Item is an Order Unit** and **Trade Item is an Invoice Unit** are correct as they may be different to the supplier.
- Distributors should also ensure that the **Additional Trade Item Identification Value** is populated with their part number or internal reference. This may be different to the manufacturer. The **Manufacturer Internal Reference** should reflect the manufacturer's part number or internal reference.
- If either **Suppliers or Distributors** would like public hospitals and health services to see non - HSV contract prices, then they:
 - May publish non-HSV contracted pricing to '**data recipient**' GLN: 9377779142295 (HealthShare Victoria) with:
 - a '**Ship To**' GLN: 9339626009991 (All Victoria health locations for pricing in NPC); and/or
 - a '**Ship To**' GLN that is a health service specific GLN (prices will only be visible to the specific health service.)
- Suppliers and distributors should ensure that they have been made "NPC Ready" prior to publishing data.

Common NPC data publishing issues:

Item data:

- Data not validated against the most recent GS1 validation rules.
- *Minimum Order Quantity* and/or *Order Quantity Multiple* incorrect.
- *Trade Item is an Order Unit* and/or *Trade Item is an Invoice Unit* incorrect.
- Obsolete items not identified - *End Availability Date* must be populated.
- Suppliers not publishing items that are sold through their distributors when it is a different unit of measure (UOM.)
- Change of GTIN not communicated directly to the HSV Category Manager and therefore item cannot be marked as Contracted.
- Items loaded on the NPC but not published.
- GTINs published to the NPC with a different part number to tender.
- Only partial publication of items. All items in the full range need to be published.
- 'Country of Origin' has not been published.
- After a GTIN hierarchy is updated, the *GTIN of Base Unit* attribute is not updated.
- The Packaging Type Code not being populated at all or not on all levels in the product hierarchy.
- Incorrect United Nations Standard Products and Services Code (UNSPSC) version being used. UNSPSC v.19 should be used in all levels of a product hierarchy.
- Having incorrect or inaccurate values for the width, height and depth of the GTIN.
- All base unit GTINs should have an 'EA' *Net Content* entry.
- Manufacturer Name and Manufacturer Internal Reference not populated or not populated correctly. This must be the actual brand owner's details.
- Suppliers/distributors have published data on the NPC but have not been made 'NPC Ready' for HealthShare Victoria.

Pricing data:

- HSV contract prices not added or incorrect contract price.
- When a contract price has ended, it has not been updated. If a contract price is no longer applicable, a list price must be added.
- Pricing published at a different level than tendered GTIN.
- Publication of price at the wrong level of the hierarchy.
- Pricing is published to an incorrect 'Ship To' GLN (often 9377779142295) when it should be 9339626009991.

NPC ready and data quality

- Suppliers/distributors should ensure that they are NPC Ready. This means that the data being published on the NPC is error-free and meets HSV's requirements.
- As data validation rules continuously evolve, it is important that suppliers/distributors develop a culture of maintaining data integrity that is published on the NPC.
- Following the NPC Ready process, suppliers/distributors will receive a monthly Data Quality Report from GS1 Australia that details any issues that need to be remediated.
- For more information, suppliers and distributors should contact the GS1 NPC Support Team.

More information/resources:

- **GS1:** Visit <https://www.gs1au.org/industries/healthcare>
For support with loading your data into the NPC, contact the GS1 NPC Support Team via phone 1300 BARCODE (1300 227 263) or email npccustomersupport@gs1au.org
- **HealthShare Victoria:** helpdesk@healthsharevic.org.au