



Co-op Catalog Instructions

inTEAM Associates, LLC

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Overview

As a Co-op administrator, managing your vendor catalogs and contracts is an essential task that ensures your members have access to accurate and up-to-date product information. In this manual, we will guide you through the process of adding a new catalog and fixing the items.

NOTE: This upload process can also be used to update Catalog Items and/or Prices.

System Architecture

Vendors

Each Vendor must be setup first before it can contain any Catalog Items or Contracts.

Locations

Each Vendor can optionally be setup with multiple Locations. Each Location will have access to all the Catalog Items for easier management but can have different pricing and availability from each other.

Catalog Items

Vendors can contain a set of Catalog Items that you, as the Co-op administrator, can manage. The Catalog Items contain the basic information about the item from the vendor (vendor product ID, product name as referred to by the vendor, brand and manufacturer product ID, etc.). To simplify the setup and maintenance of this product information, these Catalogs Items are matched to items from the Nourish to Flourish Database, which enhances them with a full set of product attributes that is kept up to date by the manufacturer. This matching is done automatically when the GTIN is provided by the manufacturer, but if the GTIN is not provided then you must search for a match yourself using GDSN Connect's search tools.

When the information for a Catalog Item is updated by the manufacturer or you, all members will receive these updates.

NOTE: These Catalog Items are separate from any Items that you may add to your local database.

Contracts

To add a price to a Catalog Item, you must setup a Contract. Contracts are associated with a Vendor (and Location, if specified) and are a collection of Catalog Items and prices.

Members

For a member to access these Vendor Catalogs, they must first setup the corresponding Vendor (and Location) and then select which Contract they want to use.

Co-op Catalog Instructions

Catalog Setup Process

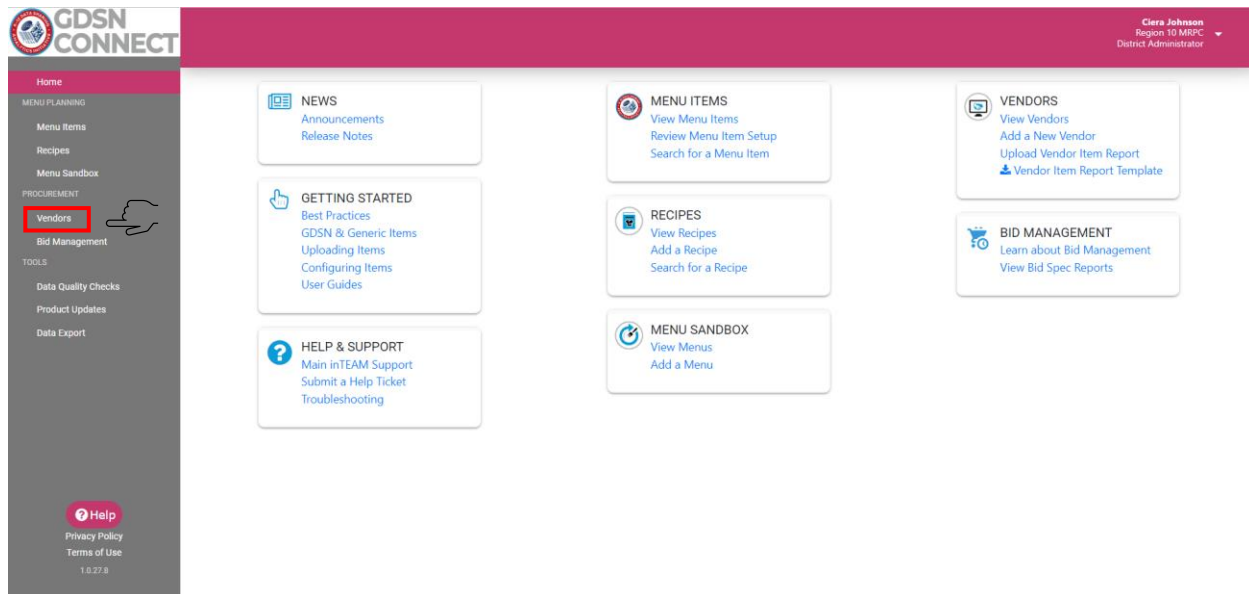
The process to setup a catalog:

- 1) Setup Vendors & Locations
- 2) Setup Contract
- 3) Gather Information from Vendor
- 4) Upload Catalog & Match Items
- 5) Review & Fix Catalog Items (Optional)
- 6) Publish to Members

Setup Vendors & Locations

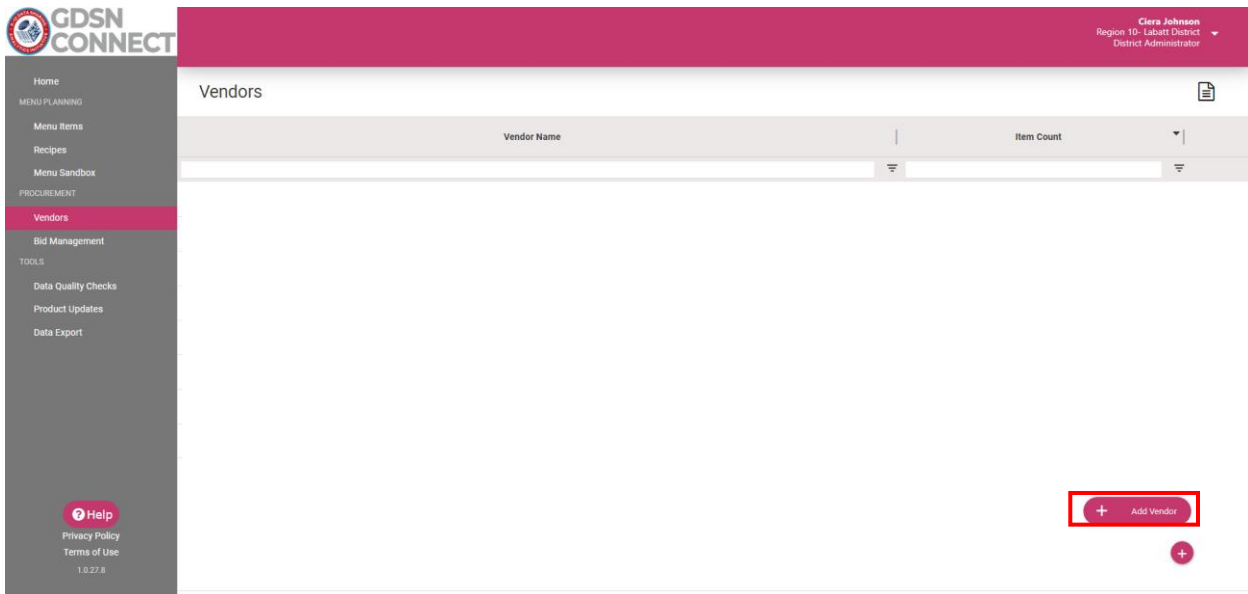
Add Vendor

The first step in setting up a vendor is to add the vendor's information to your system. This can be done by selecting the Vendor module on the left-hand side.

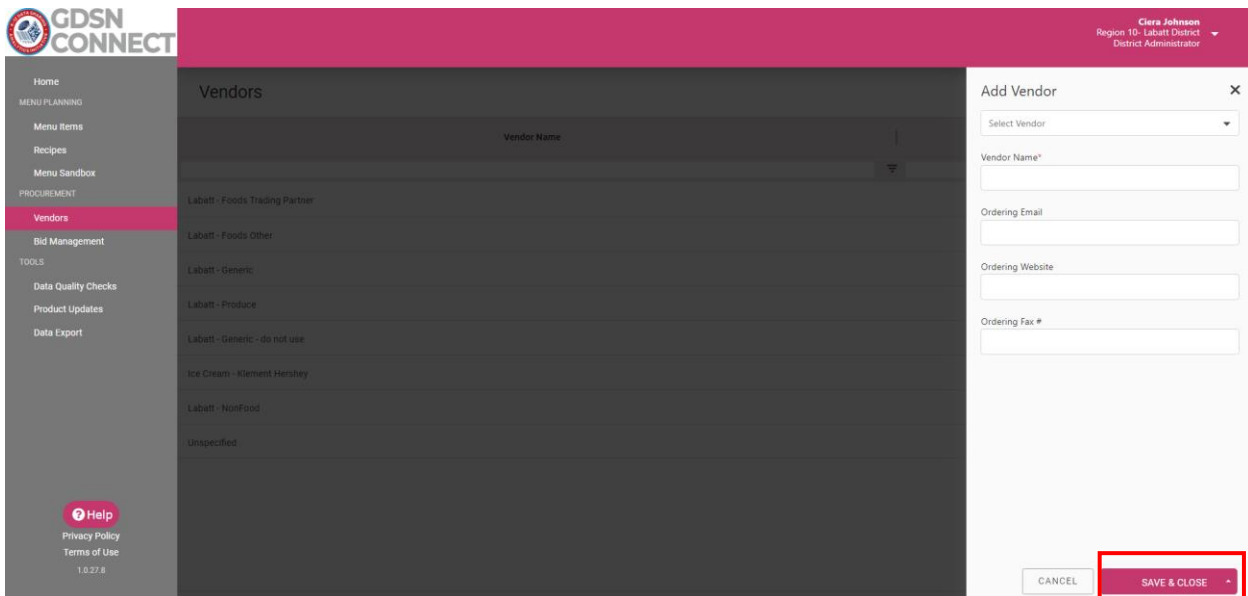


Co-op Catalog Instructions

Click the plus sign button on the bottom right-hand side of your screen and select [Add Vendor].



Enter the vendor's name (required) and the vendor email, website, and fax # which are optional. Click the [Save and Close] button to save this vendor to your list of vendors.

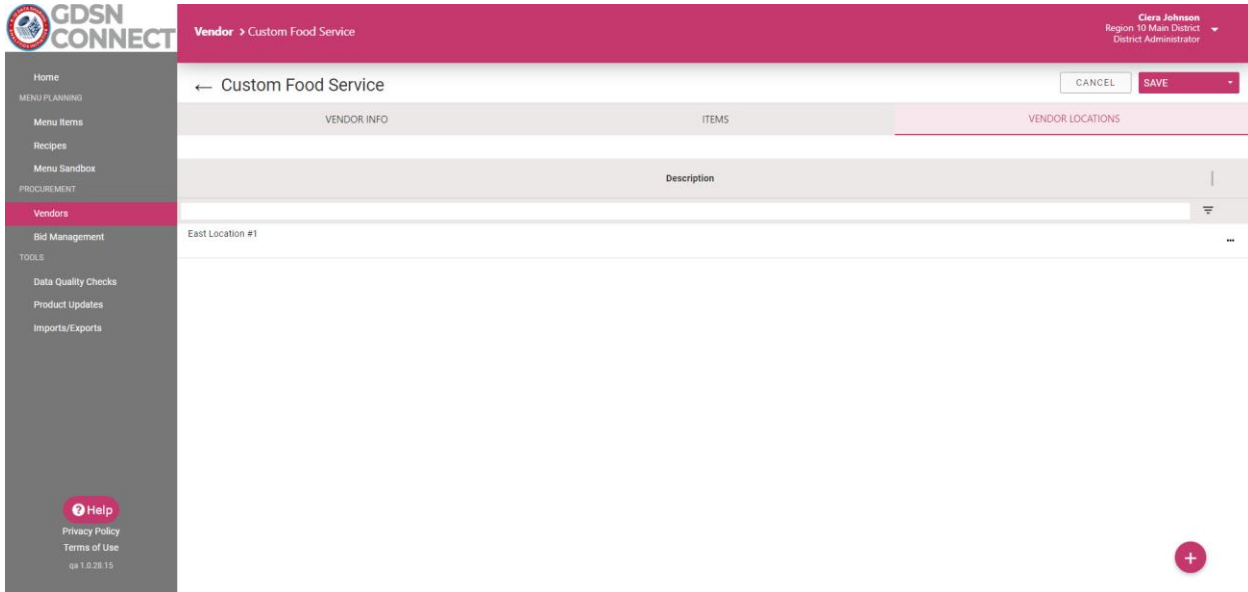


Repeat for each additional vendor necessary.

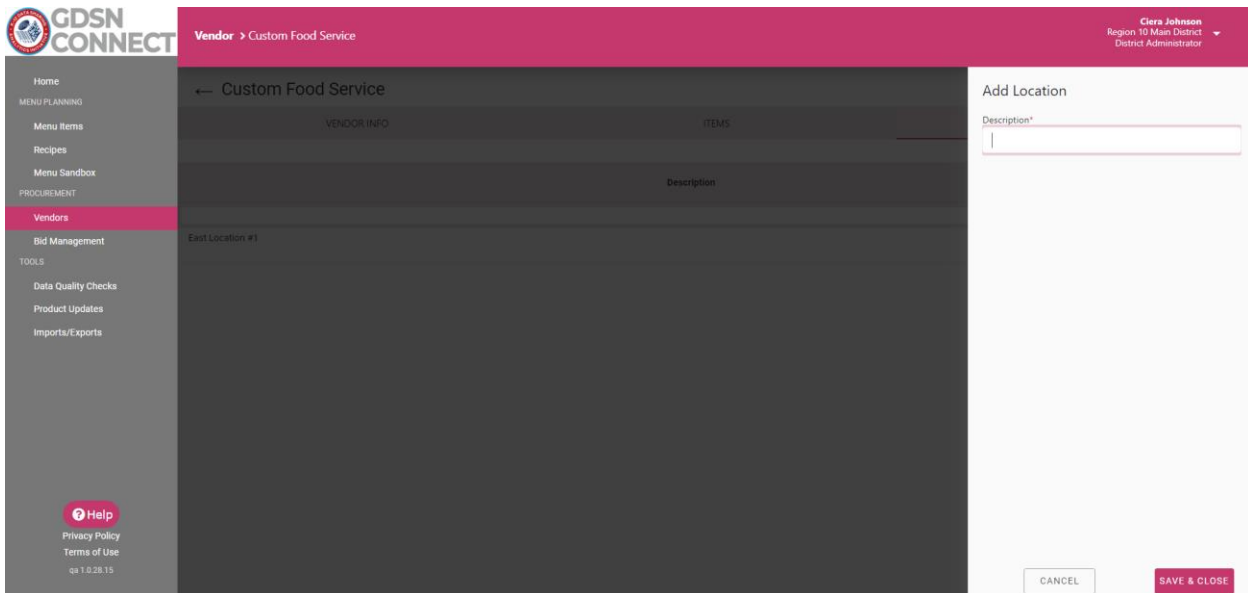
Co-op Catalog Instructions

Vendor Location

Setting up a vendor location is an important aspect of food purchasing for school nutrition programs. A vendor location is a physical address where a vendor stores and distributes products. To set up a location for the vendor select the vendor you are working with then select the [Vendor Location] at the top.



Select the (+) plus sign and enter the location name.



Select [Save & Close], repeat this step for each vendor.

Setup Contracts

Once you have set up the vendor, the next step is to create a Contract.

At this time, setting up the Contract is done by inTEAM. Please send your contract provide your inTEAM representative Ciera Johnson ciera@e-inteam.com with the following information to set up contracts:

- Vendor (and Location, if applicable)
- Contract Description
- Contract #
- Start Date
- End Date

NOTE: This can be provided at the same time as the Catalog Items for uploading at the later step.

Gather Information from Vendor

Request from the Vendor the catalog information, including pricing, for the contracted items. This information may come from the awarded bid.

This information must be put into a template for automatic upload into GDSN Connect. The latest version of the template can be found here in the [Catalog Template article](#). There should be one file per Vendor and Location.

When you copy/paste information into the template, we recommend pasting “values” to not overwrite any formatting.

In addition to the Contract Info, the required data includes the following for each Catalog Item:

Column Name	Type	Description or Notes
Vendor Product ID	Required	Unique ID that the Vendor has assigned to the Item. This may be known as Stock Keeping Unit (SKU) by the vendor. When the manufacturer is also the vendor, this may be the same as the Manufacturer Product ID.
Item Name	Required	Name or description of the item as used by the Vendor
Pack Size	Optional	Pack Size of the item
Brand Name/Mfr:	Optional	Used to help search for product if GTIN is unavailable
Manufacturer Product ID	Optional	Used to help search for product if GTIN is unavailable
GTIN	Optional	Used to precisely match items and retrieve essential details such as nutrients, allergens, and supply chain information. This is a 14 digit number, and sometimes may be called a UPC.
Net Weight (Lbs)	Conditional	Used to help search for product if GTIN is unavailable; required when matching to a Generic item without a GTIN from the N2F Database.
Price Effective Date	Conditional	Required if Commercial Price is entered
Commercial Price	Optional	Commercial price of the pack. For “Net Off Invoice”, this should exclude any Donated Value. For “Fee for Service”, this should be net of any Donated Value
Donated Value	Optional	The value of the USDA Foods that are in each product.

Co-op Catalog Instructions

<u>Column Name</u>	<u>Type</u>	<u>Description or Notes</u>
Value Pass Thru Method	Optional	This field pertains to the method used to handle the transfer of value or pricing information. Acceptable values include "No USDA Foods Included", "Net Off Invoice", "Fee For Service", or "Rebate Offered". Blank values will be treated as "No USDA Foods Included"
Item Type	Required	Used to automatically configure non-food items. Acceptable values include "Food" or "Non-Food". Blank values will be treated as "Food"

Upload Catalog & Match Items

After setting up the vendor and contract, the next step is to upload the catalog and contract file.

At this time, uploading the Catalog is done by inTEAM. Please send the Catalog Upload file (or files) to your inTEAM representative.

After uploading the Catalog, any items already in the Catalog will be updated. Any new items will be added. Any items that were in the Catalog previously but are no longer in the Catalog will be made *inactive* (any Catalog Items on another active Contract will not be made inactive, but they will not appear on this Contract).

During the upload, Catalog Items with GTINs will have been automatically matched and enhanced with data from the Nourish to Flourish Database.

Review & Fix Catalog Items

Once the Catalog Items have been uploaded and the Published (see ***Make Visible to*** Members section), members can start accessing the products and pricing.

Additionally, GDSN Connect contains a set of data quality checks to alert you to any data errors that must be addressed before a member can actually use that item. When a member tries to adopt that item, each member must fix it themselves. However, you can fix the item for them, you do it once for all members. These appear with a variety of error messages in the Notes column.

Viewing Items for Review

In order to help users quickly and easily identify items in the catalog that require attention, we have implemented a couple of filtering options. One of these options allows users to filter the catalog to only show items with errors, so they can focus their attention on resolving those issues. In addition, users can also filter the catalog by category, enabling them to view only a specific set of items at once. For instance, if a user only wants to see items related to dairy products, they can filter the catalog to show only those items. Moreover, users can also filter the catalog by error type, allowing them to view items that have a particular type of error. With these filtering options, users can quickly and efficiently navigate through the catalog and focus their attention on resolving any errors or issues that may arise.

To access the items that require correction, please follow these steps:

1. On the left-hand side, click on the Vendors module.
2. Locate the specific Vendor from the Vendors list.
3. Once you've found the Vendor, select the "Items" tab.
4. From there, choose "Manage Catalog" to access the items that need to be corrected.

Co-op Catalog Instructions

GDSN CONNECT Gera Johnson
Region 10 MSPC
District Administrator

Vendors

Vendor Name	Item Count
Bimbo Bakery	0
Blue Bonnet	0
Borden Dairy Company	0
Brothers Food Service	0
Coca-Cola BW	0
DFA (Oak Farms/Gandy's)	0
Dr. Pepper	0
Flowers Baking Co	0
Klement Distribution	0
Kurz & Co.	0
Labatt Food Service	0
Master's Distribution	0
Trident Beverage	0
Unspecified	0

Help
Privacy Policy
Terms of Use
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GDSN CONNECT Vendor > Labatt Food Service Gera Johnson
Region 10 MSPC
District Administrator

← Labatt Food Service

VENDOR INFO | **ITEMS** | VENDOR LOCATIONS

Visible to Members

Vendor Name*
Labatt Food Service

Ordering Email

Ordering Website

Ordering Fax #

CONTRACTS

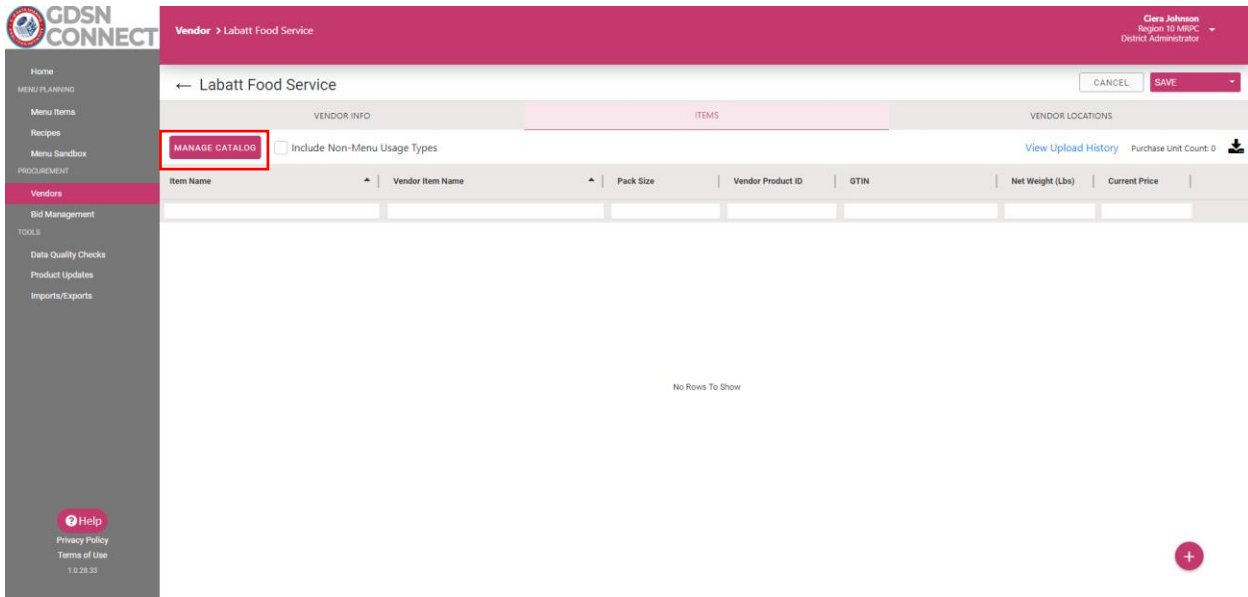
+ New Contract

Type	Description	Contract #	Start Date	End Date
Direct	Full-Line Grocery, NOI & FFS Distributor	2021-02	07/01/2021	06/30/2024

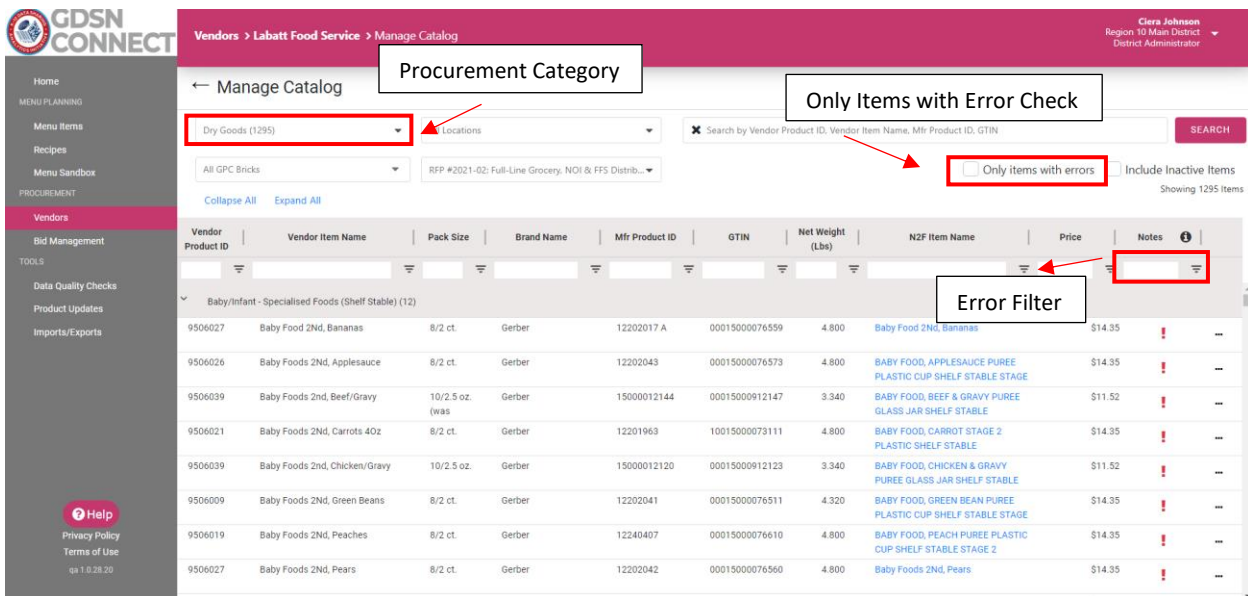
CANCEL SAVE

Help
Privacy Policy
Terms of Use
1.0.28.33

Co-op Catalog Instructions



On the Manage Catalog page you can break down the items by Procurement Catalog, view Only Items with Errors or by Error filter.



Description of Errors & Notes

Catalog Item Errors

GDSN Connect perform some checks on the Catalog Items themselves to make sure that there isn't any confusion between the vendor and the customer, or how the product is setup in GDSN Connect. These would ideally be fixed in the Catalog Upload file prior to uploading.

- **No Vendor Product ID** - The Vendor Product ID is not provided for this item. This is the unique ID used by the vendor to identify that product.
- **Duplicate Vendor Product ID** – There are two catalog items with the same Vendor Product ID.

Matching Items

For items that weren't matched automatically by GTIN, or when the GTIN wasn't published to the Nourish to Flourish Database, they must be manually searched for and setup.

- **No Match** - No item was found matching the imported information and searching the N2F Database for a Branded or Generic item is needed.

If an item is not found searching N2F DB, then the nutrient and other information can be added manually. If the Catalog Item has a GTIN, then we can request that the manufacturer publish the product into the Nourish to Flourish Database.

Data Quality Errors

Once an item has been matched to an N2F item (or setup manually), GDSN Connect automatically evaluates the item's data to make sure that everything is needed for a member.

- **Bad Item Data** – This item is missing critical attributes, such as serving size, certain nutrients, or inventory setup values.
- **Discontinued Item** – The associated item from the N2F Database is no longer present, usually when a manufacturer discontinues an item.
- **No GPC Classification** – The item does not have a GPC classification setup, which is used to categorize an item in GDSN Connect and in a user's system.
- **No Net Weight** - The item does not have a net weight entered, which is required for generic items.

Other Notes

These are some other options within the Notes filter to help identify items with other attributes; these are not errors.

- **Without Notes** – Item has been matched to an N2F item and does not have any errors or other notes.
- **Contains USDA Foods** – An indicator that shows that the item contains USDA Foods, either as a Direct Delivered (brown box) product or a Processed End Product.

Co-op Catalog Instructions

Catalog Item Errors

The Vendor Product ID is the unique identifier used by the vendor to identify that product within their catalog. This is typically a number provided to their customers. For vendors who also manufacturer the product themselves, this may be the same as the Manufacturer Product ID. It's important to have this number setup uniquely in GDSN Connect for each Vendor because this is what is used to look for the existing product to update during subsequent catalog uploads (price updates, new catalog info, etc.).

No Vendor Product ID

A Vendor Product ID is important to uniquely identify a product with that vendor. When this is missing, it means that the Catalog Upload cannot precisely match the items to provide an update, and instead will create a new Catalog Item.

NOTE: The Vendor Product ID (assigned by the Vendor) is usually different from the Manufacturer Product ID (which is assigned by the manufacturer). However, for smaller Vendors that don't have their own internal tracking system, or when the Vendor is the Manufacturer, then these values may be the same.

The Vendor Product ID can be edited on the Catalog Item Detail page.

To correct this error:

1. Identify the item that missing a Vendor Product ID.
2. Access the Catalog Item Info Tab.
3. Locate the row dedicated to the Vendor Product ID
4. Update the necessary information in that row.
5. Save

The screenshot shows the 'Manage Catalog' page in GDSN Connect. The table lists various items with columns for Vendor Product ID, Vendor Item Name, Pack Size, Brand Name, Mfr Product ID, GTIN, Net Weight (Lbs), N2F Item Name, Price, and Notes. A red box highlights the 'Vendor Product ID' column header. A red arrow points from this box to the 'Notes' column of the row for '1510 CHIA OATMEAL STRAWBERRY BAR', where the error 'No Vendor Product ID' is listed. A red box also highlights this error message. The interface includes a search bar, filters for categories and locations, and a sidebar with navigation options like 'Home', 'Menu Planning', and 'Vendors'.

Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	N2F Item Name	Price	Notes
(157)	1509 GINGERBREAD TREE	100/2.25 oz portions	Lux Bakery, Inc.	GBT1509-IW	00076302815097		Search N2F Database		
	1510 CHIA OATMEAL STRAWBERRY BAR	150/1.6 oz portions	Lux Bakery, Inc.	CHIA19-IW	00763028015196		Search N2F Database		
	16" Four Cheese Turkey Pep Pizza, WG	8/8-43.57 oz each	Nardone Bros Baking Co., Inc.	16WSRFTP2	00008554113418		Search N2F Database		
	16" King Churros	100 CT	J&J Foods - Hola Churros	49018720			Search N2F Database		
	16" Whole Wheat Pizzeria Style Meatlovers Pizza	8/8-41.8 oz each	Nardone Bros Baking Co., Inc.	16WPSME2	00008554113302		Search N2F Database		
	4 Berry Blend (USDA Blueberries)	2/5 lb bags	Waivona Frozen Foods	044535-77	00034742044534		Search N2F Database		
	4-Cup Carrier Hold 8 to 32 oz cups	1/300 ct	Huhtamaki	L0LC500			Search N2F Database		
	4OZ OFFER VS. SERVE TRAY, 9MI	1/2500 ea	Par Pak	29426			Search N2F Database		
	4OZ OFFER VS. SERVE CLEAR OP	1/2500 ea	Par Pak	29421			Search N2F Database		
	4OZ OFFER VS. SERVE CLEAR OP	1/2500 ea	Par Pak	29422			Search N2F Database		

Co-op Catalog Instructions

The screenshot shows the GDSN CONNECT interface for managing a catalog item. The breadcrumb trail is 'Vendors > Labatt Food Service > Manage Catalog > 1509 GINGERBREAD TREE'. The user is identified as Gera Johnson, Region 10 MRPC District Administrator. The page title is '← 1509 GINGERBREAD TREE'. The 'CATALOG ITEM INFO' tab is active. The form contains the following fields:

- Vendor Item Name*: 1509 GINGERBREAD TREE
- Pack Size: 100/2.25 oz portions
- Vendor Product ID: (highlighted with a red box)
- Brand Name: Lux Bakery, Inc.
- Manufacturer: (empty)
- Manufacturer Product ID: GBT1509-IW
- GTIN: 00076302815097
- Net Weight (Lbs): (empty)

Additional fields on the right include GPC Classification (Specify GPC Classification) and Procurement Category (Unassigned). Buttons for 'CANCEL' and 'SAVE' are visible.

Duplicate Vendor Product ID

A Vendor Product ID is important to uniquely identify a product with that vendor. When there are multiple Catalog Items that have the same Vendor Product ID, it means that the Catalog Upload cannot precisely match the items to provide an update and may overwrite the same item with the wrong information.

This is often due to a typo that can be easily fixed on the Catalog Item Detail page.

To correct this error:

1. Identify the item that has a Duplicate Vendor Product ID.
2. Access the Catalog Item Info Tab.
3. Locate the row dedicated to the Vendor Product ID
4. Update the necessary information in that row.
5. Save

Co-op Catalog Instructions

Manage Catalog

Vendors > Trident Beverage > Manage Catalog

Search by Vendor Product ID, Vendor Item Name, Mfr Product ID, GTIN

Only items with errors Include Inactive Items

Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	NZF Item Name	Price	Notes
1013	Clear Lemonade, 6 - .5 gal., 5+1 blend	6/64oz	State Fair	1013	10854484005965		Juice Alive Red Grape 100% Juice Concentrate 5+1		

Search...
 (Select All)
 Bad Item Data
 Duplicate Vendor Product ID
 No GPC Classification
 No Match
 No Net Weight

Clear Lemonade, 6 - .5 gal., 5+1 blend

CATALOG ITEM INFO

Vendor Item Name: Clear Lemonade, 6 - .5 gal., 5+1 blend

Pack Size: 6/64oz

Vendor Product ID: 1013

Brand Name: State Fair (NZF Item: Juice Alive)

Manufacturer: (NZF Item: Trident Marketing)

Manufacturer Product ID: 1013 (NZF Item:)

GTIN: 10854484005965

CONTRACT PRICES

ASSOCIATED NZF ITEMS

GPC Classification
 Brick: 10000308 - Fruit Juice - Not Ready to Drink (Shelf Stable)
 Class: 50202400 - Non Alcoholic Beverages - Not Ready to Drink
 Family: 50200000 - Beverages
 Segment: 50000000 - Food/Beverage/Tobacco
 Change GPC Classification

Procurement Category: Dry Goods

Matching Items

No Match

Catalogs are automatically matched during the Catalog Upload process. If an item was not able to be matched, then it is flagged with a “No Match” error and you must manually match the item yourself using the **Search NZF Database** tool.

NOTE: If the Catalog Item contains a GTIN that did not automatically match, it may be because the manufacturer has not yet published that item to the Nourish to Flourish Database. If that’s the case, you may need to request that they publish their items before you set them up. You can download a list of Catalog Items that meet this criteria by filtering for the “No Match” note, downloading the catalog (see **Downloading Catalog Items**), and then filtering for items that have a GTIN. If you need to setup the item immediately, you will need to set it up as a manual item (see **Add Item Manually**).

Co-op Catalog Instructions

The screenshot displays the 'Manage Catalog' page in the GDSN Connect system. At the top, there's a navigation bar with the GDSN Connect logo and user information for Ciera Johnson, Region 10 Main District District Administrator. Below this, the page title is 'Manage Catalog'. The main area features a search bar with filters for 'Dry Goods (1295)', 'All Locations', and a search criteria dropdown set to 'Search by Vendor Product ID, Vendor Item Name, Mfr Product ID, GTIN'. There are checkboxes for 'Only items with errors' (checked) and 'Include Inactive Items'. Below the search bar, there are links for 'Collapse All' and 'Expand All'. The main content is a table of catalog items. The table has columns for Vendor Product ID, Vendor Item Name, Pack Size, Brand Name, Mfr Product ID, GTIN, Net Weight (Lbs), N2F Item Name, Price, and Notes. A red box highlights the 'Search N2F Database' link in the 'N2F Item Name' column for the first item, 'Cake Mix, Yellow'. Another red box highlights the 'No Match' button in the 'Notes' column for the same item. The table lists several items under the category 'Baking/Cooking Mixes (Shelf Stable) (4)' and 'Baking/Cooking Supplies (Shelf Stable) (12)'. The sidebar on the left contains navigation options like 'Home', 'Menu Items', 'Recipes', 'Menu Sandbox', 'Procurement', 'Vendors', 'Bid Management', 'Tools', 'Data Quality Checks', 'Product Updates', and 'Imports/Exports'. The bottom of the sidebar has a 'Help' icon and links for 'Privacy Policy' and 'Terms of Use'.

Search N2F Database Tool

The Search N2F Database feature allows users to initiate a search within the database. This feature can be utilized not only to search for items within the database but also to replace incorrectly matched items or fix items that have been discontinued. With the search, users can easily navigate through the database to find the exact item they need, using various search parameters and filters.

There are two types of searches:

- **Smart Search:** The Smart Search will use the information from the uploaded Catalog Item to search for likely matches from the N2F Database and return the top 50 possible matches. This is the recommended starting point.
- **Standard Search:** The standard Search will use the entered search terms from the search box for a direct search of the N2F Database. This is a backup method if the Smart Search didn't return the appropriate result.

There are two types of products that you can search for, with either a Smart or Standard Search:

- **Branded:** Branded items are those with a specific manufacturer product ID from a specific manufacturer and which contain a GTIN.
- **Generic:** Generic items provide nutrient and pack size information from USDA and other official source for products that don't contain a GTIN. Fresh produce items commonly fall into this category.

Lastly, if you can't find a product in the N2F Database, then you can manually setup an item (see **Add Item Manually**).

Co-op Catalog Instructions

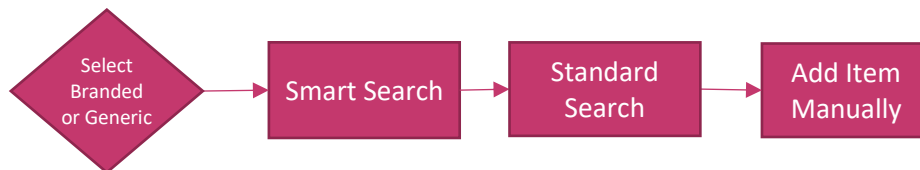
The screenshot shows the 'SELECT STANDARDIZED ITEM FROM N2F DATABASE' interface. Annotations include:

- 1) Item Type**: Points to the 'Type Of Item' section with radio buttons for 'Branded' and 'Generic Equivalent'.
- 2) To find an item, you have two options: you can use the "Smart Search" function or enter a key term in the standard "Search" field**: Points to the 'SMART SEARCH' and 'SEARCH' buttons.
- 3) Add item manually if all else fails**: Points to the 'Add Item Manually' link.

The interface also displays 'Input Data' for 'Cake Mix, Yellow' and a table with columns: Item Name, Brand, Manufacturer, Mfr Product ID, GTIN, Net Weight (Lbs), Serving Size, Nutrients per serving, and Servings Per Pack. The table currently shows 'No Rows'.

Recommended Search Process

The general recommended matching process follows the following flowchart. However, you may find that a different process works better for you depending on the type of product.



Selecting a Branded Item

For Branded items, if you don't find the item via the Smart Search, we recommend entering the Brand Name in the search box, and then sort or filter on the Mfr Product ID field to look for the possible match. The Mfr Product ID value from GDSN may be similar to but have fewer or more characters than the value provided by the Vendor.

The information from the Catalog is provided in the upper left so you can compare to the information from the N2F Database.

If that doesn't provide you with the correct product, then you can also do another search by entering other information that may be helpful, such as key terms, manufacturer product ID, etc.

Co-op Catalog Instructions

SELECT STANDARDIZED ITEM FROM N2F DATABASE

Input Data
Cake Mix, Yellow
Pack Size: 6/5 LB
Mfr Product ID: 744-2110
Category: 315 50005
Net Weight (Lbs): 31.5
Serving Size:
Servings Per Pack:

Type Of Item
 Branded
 Generic Equivalent

Search by Name, Brand, Mfr Product ID, or GTIN

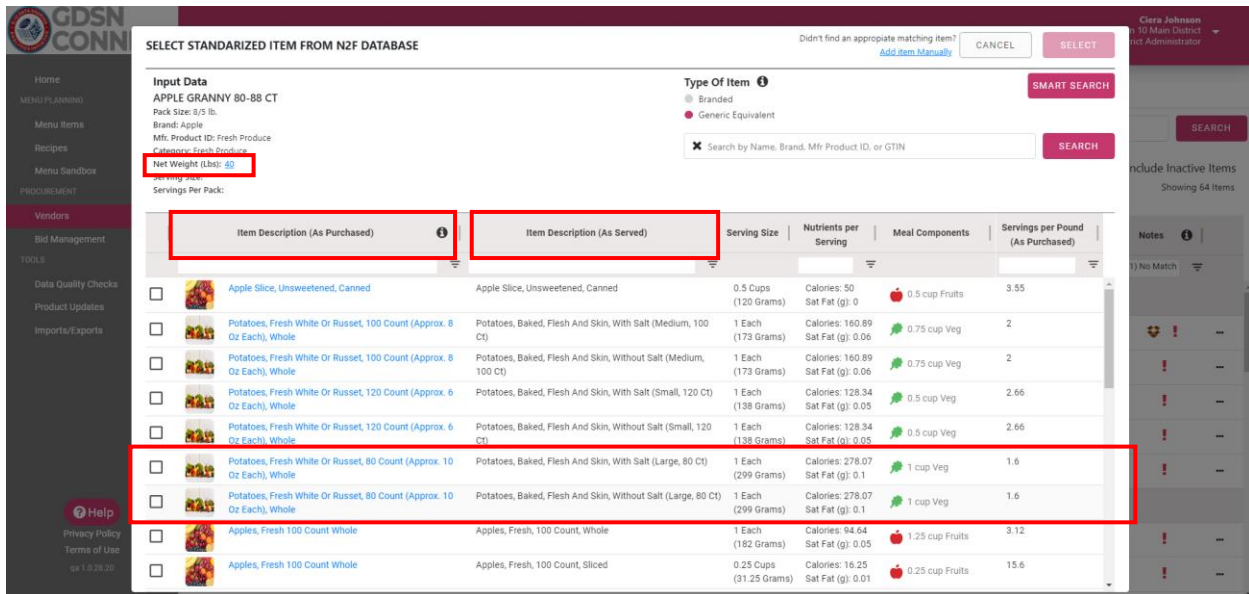
Item Name	Brand	Manufacturer	Mfr Product ID	GTIN	Net Weight (Lbs)	Serving Size	Nutrients per Serving	Meal Components	Servings Per Pack
MIX, CAKE YELLOW TFF ADD WATER 6/5 LB	CONTINENTAL MILLS	CONTINENTAL MILLS INC	744-2110	10041449120024	30.000	47 Grams	Calories: 190 Sat Fat (g): 2		48
MIX, CAKE CHOCOLATE WHITE YELLOW ASSORTED 2 EA 6/5 LB	HOSPITALITY	GILSTER-MARY LEE CORP	71923-65701	10071923657012	30.000	54 Grams	Calories: 220 Sat Fat (g): 1 Sodium (mg): 370		252
MIX, CAKE GOLDEN YELLOW 6/5 LB	GILSTER-MARY LEE	GILSTER-MARY LEE CORP	71923-65008	10071923650082	30.000	54 Grams	Calories: 220 Sat Fat (g): 1		42
MIX, CAKE YELLOW ADD WATER COMPLETE 6/5 LB	GOLD MEDAL	GENERAL MILLS SALES INC	16000-11152	10016000111520	30.000	54 Grams	Calories: 230 Sat Fat (g): 3 Sodium (mg): 340		252
MIX, CAKE YELLOW COMPLETE 6/5 LB	GILSTER-MARY LEE	GILSTER-MARY LEE CORP	71923-65007	10071923650075	30.000	54 Grams	Calories: 220 Sat Fat (g): 1		42
MIX, CAKE YELLOW COMPLETE ADD WATER 6/5 LB	HOSPITALITY	GILSTER-MARY LEE CORP	71923-65803	10071923658033	30.000	54 Grams	Calories: 220 Sat Fat (g): 2 Sodium (mg): 370		42
MIX, CAKE YELLOW COMPLETE ADD WATER 6/5 LB	DAWN FOOD	DAWN FOOD PRODUCTS INC	00727274	00029519065034	30.000	100 Grams	Calories: 405 Sat Fat (g): 6 Sodium (mg): 800		136
MIX, CAKE YELLOW COMPLETE ADD WATER 6/5 LB	KRUSTEAZ	CONTINENTAL MILLS INC	732-0180	10041449102167	30.000	47 Grams	Calories: 200 Sat Fat (g): 2		48

Selecting a Generic Item

With Generic items, to find process is a bit different. Generic items can be setup with multiple serving or preparation styles. For example, the Vendor item may be a case of whole 138 count apples, but the apple can be served whole, sliced, pureed, etc. Each of these values may have different nutrients and servings per pack values, depending on how the district uses the item. For these Generic items, you would select **all possible matches**, and then your members would select the specific one(s) they want to setup and use. Additionally, the Net Weight is required for these items as the N2F Database contains the “Servings per Pound” values (e.g., from USDA Food Buying Guide) but it needs to scale those values to the Net Weight as sold by the vendor.

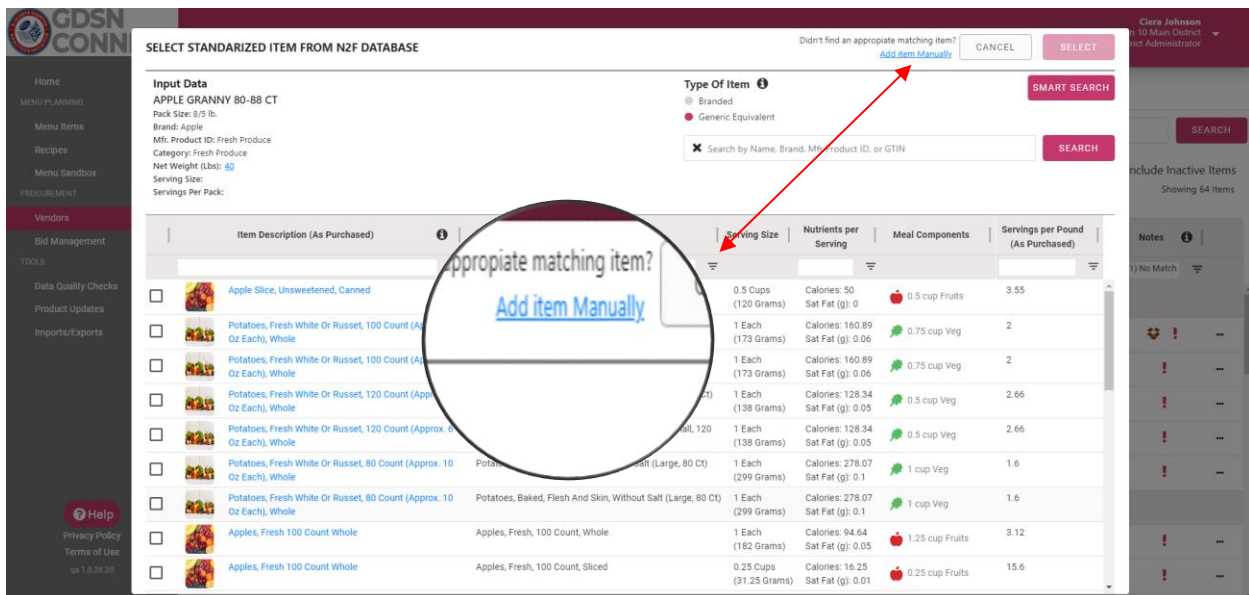
1. Find for correct “As Purchased” item
2. Select **all** “As Served” options to make these available to members for menu planning purposes
 - Specific serving size, prep style, processed produce, etc.
 - Accurate nutrients, meal credits, & servings per pound
 - Individual wrapped/portion control items should match to a specific serving size
3. Enter the correct Net Weight for the pack to ensure proper forecasting.

Co-op Catalog Instructions



Add Item Manually

Adding an item manually is the last resort for when you can't find an appropriate match in the N2F Database. When it comes to adding information for manual items, the process is similar to what you may have done in the past. While catalog data can automatically add some information, such as product name and description, you will need to source additional details, such as nutrient information, from the manufacturer or vendor. It is important to note that there are minimum required fields that must be completed, and any missing data will be flagged for later review.



Co-op Catalog Instructions

The screenshot shows the 'ADD INFO MANUALLY TO CATALOG ITEM' interface. The 'NUTRIENTS & MEAL COMPONENTS' tab is selected and highlighted with a red box. A red arrow points to the 'Menu Item Name' field, which is highlighted with a white box containing the text 'Indicates more information needed to add item manually.' The form includes sections for Product Info, Procurement Info, and Menu Planning Info.

PRODUCT INFO

Item Name *
APPLE GRANNY 80-88 CT

Brand Name
Apple

Manufacturer
Fresh Produce

Manufacturer Product ID
Fresh Produce

GTIN

GPC Classification*
Brick: 10005900 - Apples
Class: 50250800 - Pome Fruits
Family: 50230000 - Fruits - Unprepared/Unprocessed (Fresh)
Segment: 50000000 - Food/Beverage/Tobacco
[Change GPC Classification](#)

PROCUREMENT INFO

Vendor Item Name *
APPLE GRANNY 80-88 CT

Pack Size
8/5 lb.

Vendor Product ID
9820515

USDA Commodity Foods

Procurement Category
Fresh Produce

MENU PLANNING INFO

Menu Item Name *

Fixing Other Errors

Bad Item Data

Items are flagged with a "Bad Data Error" when one of the critical values on the matched N2F item is missing or invalid. This includes serving size, calories, saturated fat, sodium, and the inventory setup values (servings per pack, etc.).

To address "Bad Item Data" errors, you can access the Catalog Item and its associated N2F Items to view and edit the relevant information. By doing so, you can correct any inaccuracies or inconsistencies in the data, which will ensure that your system functions smoothly and efficiently. This process is essential for maintaining the integrity of your data and ensuring that your system operates at its best.

1. Locate the item and click on the three dots located to the left of it.
2. Choose the "Edit" option from the menu that appears.
3. The Catalog Item Info tab will open. Navigate to the "Associated N2F Items" tab.
4. The "Edit associated N2F Item" popout will appear.
5. Add the missing information to resolve the issue with the item's data.
6. Save

Co-op Catalog Instructions

Vendors > Labatt Food Service > Manage Catalog

Ciera Johnson
Region 10 Main District
District Administrator

← Manage Catalog

Fresh Produce (219) All Locations Search by Vendor Product ID, Vendor Item Name, Mfr Product ID, GTIN SEARCH

All GPC Bricks RFP #2021-02: Full-Line Grocery, NOI & FFS Distrib... Only items with errors Include Inactive Items Showing 64 Items

Collapse All Expand All

Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	NZF Item Name	Price	Notes
1270239	Craisin, I/W Watermelon	200/1.16 OZ	Ocean Spray	22044	00031200220448	14.400	CRANBERRY, DRIED INFUSED WATERMELON SWEETENED	\$50.08	(1) Bad Item Bad Item Data

Context menu options: Edit, Inactivate, Delete

Help Privacy Policy Terms of Use 01.0.28.20

Vendors > Labatt Food Service > Manage Catalog > Craisin, I/W Watermelon

Ciera Johnson
Region 10 Main District
District Administrator

← Craisin, I/W Watermelon CANCEL SAVE

CATALOG ITEM INFO CONTRACT PRICES ASSOCIATED NZF ITEMS

Vendor Item Name* Craisin, I/W Watermelon GPC Classification [Specify GPC Classification](#)

Pack Size 200/1.16 OZ Procurement Category Unassigned

Vendor Product ID 1270239

Brand Name Ocean Spray NZF Item: CRAISINS

Manufacturer OCEAN SPRAY CRANBERRIES INC NZF Item: OCEAN SPRAY CRANBERRIES INC

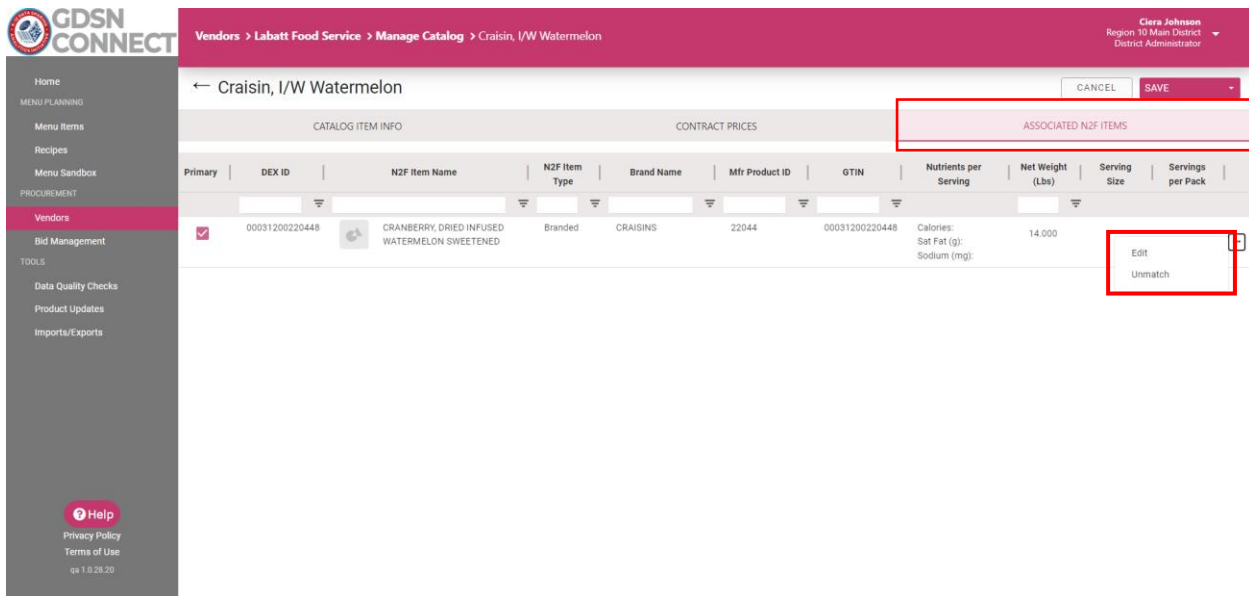
Manufacturer Product ID 22044 NZF Item: 22044

GTIN 00031200220448

Net Weight (Lbs) 14.4 NZF Item: 14.000

Help Privacy Policy Terms of Use 01.0.28.20

Co-op Catalog Instructions

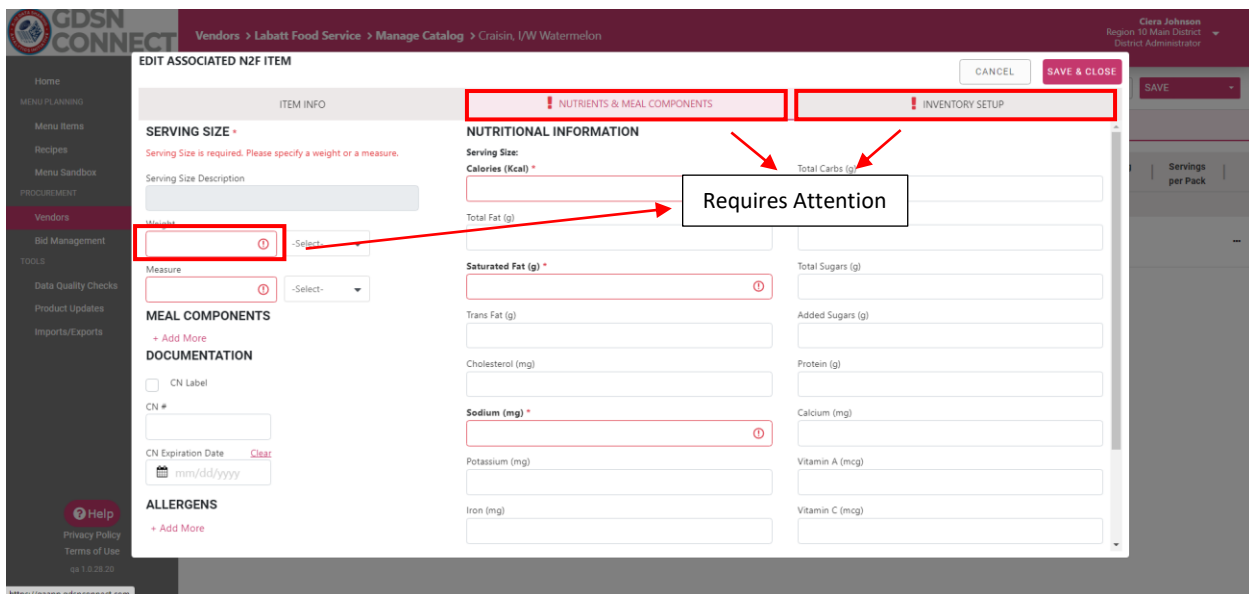


On the Associated N2F Items tab, users have the option to view and edit matched items, which is particularly helpful in the case of Generic items where multiple matches are allowed. The primary item, which provides the nutrition information in the Catalog visible to the members, is configurable and can be changed at any time. In the event that you've matched an incorrect item, you can simply press "Unmatch" to remove it from the list, and then re-run the Search N2F Database from the main page.

To fix the "Bad Item Data" error, select "Edit" for the item(s) with the error to view and edit its details.

Data from the manufacturer is read-only, but users can add missing data as needed. Any changes made by the co-op to this information will be pushed out to members just like other updates from the manufacturer.

It's worth noting that editing one of these items from the N2F Database means that the co-op becomes the "source" for the member item. Therefore, any changes made by the manufacturer must be reviewed and accepted by the co-op before those updates are communicated to the members.



Co-op Catalog Instructions

Discontinued Item

Items which have the “Discontinued Item” error are those where the source record from the N2F Database is no longer present. When this happens, the Catalog Item will no longer receive updates from the manufacturer and is treated in GDSN Connect as if it was manually entered (e.g., all fields become editable). None of these records are deleted from a member’s local system or from the catalog because even though products may be discontinued, it may take a while for them to be completely used from the supply chain or a district’s warehouse.

Depending on the specific reason and type of item, it may be fine to leave this error in the catalog if it was truly discontinued by the manufacturer and you will need to setup a new Catalog Item for the replacement item from the manufacturer. For Generic items, it may need to be rematched.

No GPC Classification

The GPC Classification is used to automatically categorize a product into a procurement category. When a Catalog Item is matched to an N2F record, the GPC Classification should automatically be populated. GDSN Connect uses the GPC Classification instead of the Procurement Category because each member may have a different mapping of GPC Classification to their own set of Procurement Categories.

Some items may have been matched but are missing the GPC Classification. To rectify this error:

1. Select the item that requires the GPC Classification.
2. The Catalog Item Info tab will open, choose the option to Specify GPC Classification.
3. Select the Family, Class, and Brick
4. Save

If assistance is needed in determining the GPC classification, users can click on the provided hyperlink for further guidance.

Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	N2F Item Name	Price	Notes
1130020	Coffee, Classic Roast Ob	150/1.05 oz	Folgers	2550006100	10025500061006	9.840	COFFEE, GROUND REGULAR BLEND FRACTION PACK CAFFEINATED		<input checked="" type="checkbox"/> No GPC Classification
8245661	Coffee, Colombian Ob	100/1.75 oz	Folgers	6442	00025500064420	10.940	COFFEE, GROUND 100% COLOMBIAN FOIL PACK CAFFEINATED		<input type="checkbox"/> Bad Item Data
8245661	Coffee, Filter Pack Reg. 90z	40/ 9 oz	Folgers	2550006239	10025500062393	2.000	COFFEE, GROUND REGULAR FILTER PACK CAFFEINATED		<input type="checkbox"/> Contains USDA Foods
9310071	Coffee, Gmd Cafe Special	12/12 Oz	Community				Search N2F Database		<input type="checkbox"/> Discontinued Item
8245656	Coffee, Regular Fpg	160/ 9 oz	Folgers	2550006114	00025500061146	9.000	COFFEE, GROUND REGULAR FILTER PACK CAFFEINATED		<input type="checkbox"/> No Match
	Colby Jack Cheese Sticks	168/1 oz sticks	Land O'Lakes	44873	00034500448734		Search N2F Database		<input type="checkbox"/> No Net Weight
73009	CONT 50Z SLUNDAE CLR PLASTIC	20/50CT	SOLO	SD5			Search N2F Database		
1587645	Cont, 1Comp Bli, CR Lid6x6x3	1/320 CT	Ecopax		00854722007381		Search N2F Database		
7659338	CONT, 3COMP WHITE FOAM 8X8X3	200/1 CT	DART	85HT3R			Search N2F Database		
8602409	CONTAINER, 6" SQR 3 COMPT	1/300 CT	GREENWARE	9509504			Search N2F Database		
	Container, Round Enam 16.75	500/1 ct	Wesco	ES16			Search N2F Database		

Co-op Catalog Instructions

The screenshot shows the 'Coffee, Classic Roast Ob' catalog item form in the GDSN Connect system. The form is divided into three tabs: 'CATALOG ITEM INFO', 'CONTRACT PRICES', and 'ASSOCIATED N2F ITEMS'. The 'CATALOG ITEM INFO' tab is active, displaying various fields for the item. A red box highlights the 'Specify GPC Classification' link in the top right corner of the form.

Field	Value	N2F Item
Vendor Item Name*	Coffee, Classic Roast Ob	
Pack Size	150/1.05 oz	
Vendor Product ID	1130020	
Brand Name	Folgers	FOLGERS
Manufacturer	SMUCKER FOODSERVICE INC	SMUCKER FOODSERVICE INC
Manufacturer Product ID	2550006100	2550006100
GTIN	10025500061006	
Net Weight (Lbs)	9.84	10.000

The screenshot shows the same 'Coffee, Classic Roast Ob' catalog item form, but with the 'SELECT GPC CLASSIFICATION' dialog box open. The dialog box is highlighted with a red box and contains the following information:

SELECT GPC CLASSIFICATION
Learn more <https://spec.brewer.co.uk/en/>

Food/Beverage/Tobacco

Select Family

Select Class

Select Brick

Cancel Save

No Net Weight

The Net Weight is required for Catalog Items matched to a Generic record from the N2F Database. Branded items should automatically be assigned a Net Weight.

The reason for needing the Net Weight for Generic items is because that information is typically provided in a Per Pound basis, so it will need scaled to the net weight of the specific item.

Make Visible to Members

When you are ready to make this Vendor and its Contracts and Catalog Items available to members, select "Visible to Members" on the Vendor Info Tab. When this option is disabled, your members will no longer be able to setup the Vendor, view the Catalogs, or download new items from the Catalog.

Co-op Catalog Instructions

NOTE: It will not remove the Vendor, nor will it delete any items that they have already added to their local system.

The screenshot shows the GDSN Connect interface for managing a vendor named 'Labatt Food Service'. The interface is divided into several sections:

- Header:** Includes the GDSN Connect logo, the vendor name 'Vendor > Labatt Food Service', and the user's name 'Ciera Johnson, Region 10 Main District, District Administrator'.
- Navigation:** A sidebar on the left contains various menu items such as Home, Menu Planning, Menu Items, Recipes, Menu Sandbox, Procurement, Vendors (highlighted), Bid Management, Tools, Data Quality Checks, Product Updates, and Imports/Exports. A 'Help' button is also present.
- Vendor Info Section:** Contains a 'Visible to Members' checkbox which is checked and highlighted with a red box. Below it are input fields for 'Vendor Name*' (filled with 'Labatt Food Service'), 'Ordering Email', 'Ordering Website', and 'Ordering Fax #'. There are 'CANCEL' and 'SAVE' buttons at the top right of this section.
- Contracts Section:** Titled 'CONTRACTS', it features a '+ New Contract' button and a table with columns for Type, Description, Contract #, Start Date, and End Date. A single row is visible with the following data: Type: Direct, Description: Test, Contract #: (blank), Start Date: 12/09/2022, End Date: 03/04/2023.

Miscellaneous

NOTE: Some of these may make sense to put in a separate story/guide.

Re-uploading All Catalog Items

The vendor catalog can be re-uploaded to update or correct the information on the catalog, including pricing data.

NOTE: This will not unmatch items if it had been previously matched (unless the GTIN of the previously matched item is different than the GTIN in the file).

Any items that were in the catalog but not in the new file (and not on a different contract) will be marked inactive.

The items are matched on Vendor Product ID. If the Vendor Product ID is blank, then the GTIN or the Brand Name/Mfr Product ID are matched.

Manage Catalog Items

Navigate to Manage Catalog items

View Catalog Item Detail

Navigate to the detail. Describe each page.

Unmatching Items

If you accidentally match the Catalog Item to the wrong item from the N2F Database, you can Unmatch the item to re-match it. This can be done in one of two ways:

Click on N2F Item Name. When you select a new item it will replace all the previously matched item(s).

Unmatch on Catalog Item Detail > Associated N2F Items tab.

Co-op Catalog Instructions

Downloading Catalog Items

Downloading the Catalog can be useful to help work on some of the items offline. To create and download an Excel file of the currently filtered Catalog Items, right-click on the table, select “Export”, and then “Excel Export (.xlsx)”. Save the file to your computer.

← Manage Catalog

All Categories (4477) All Locations SEARCH

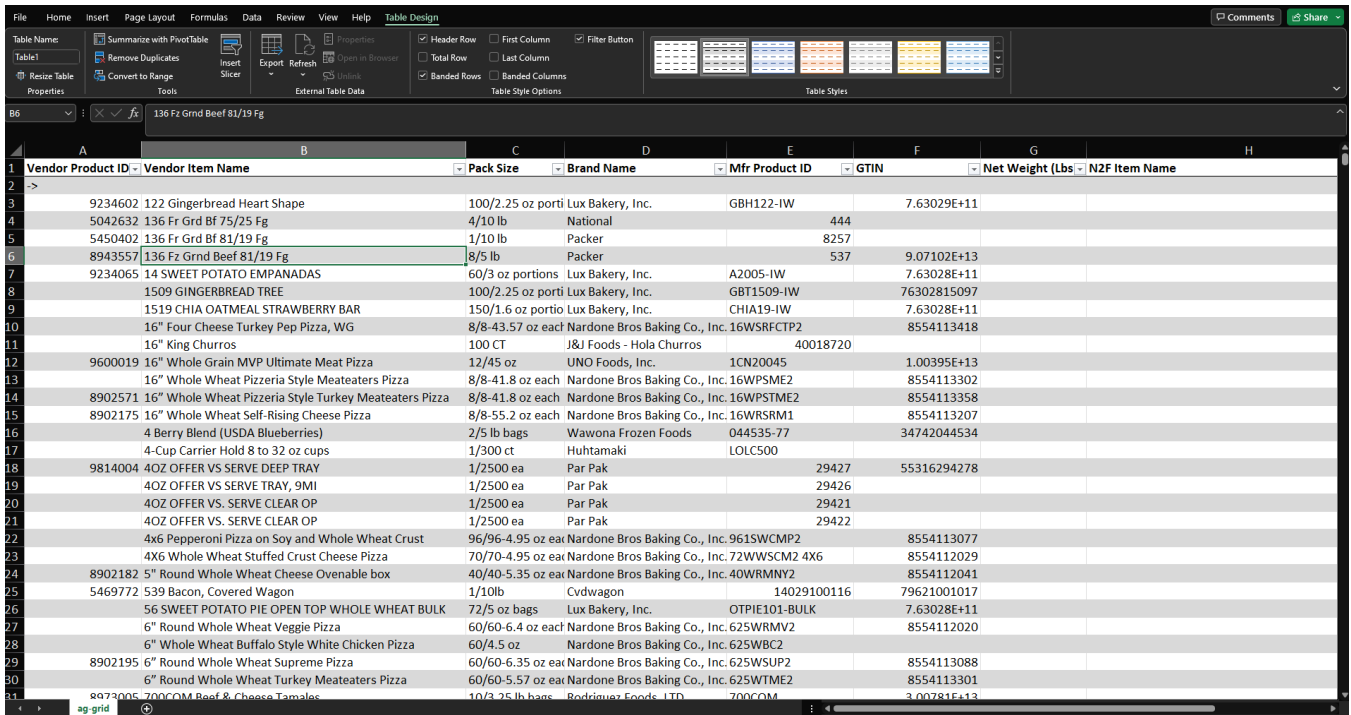
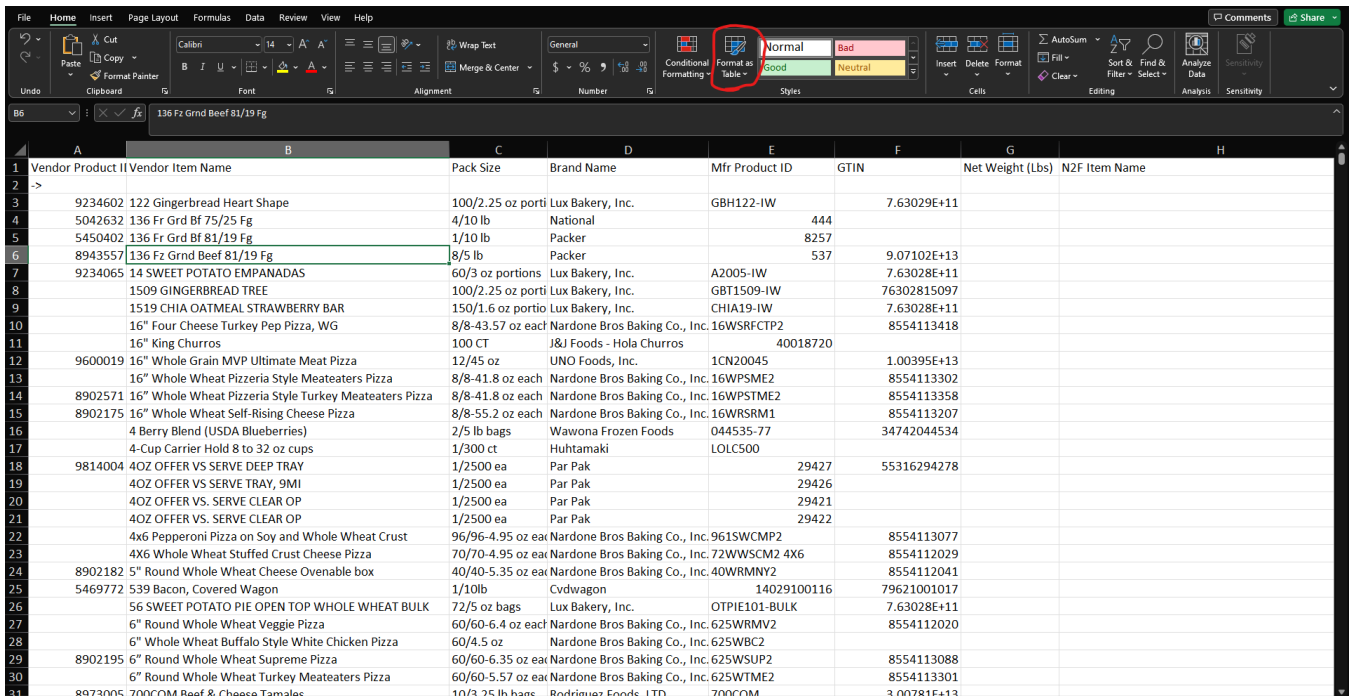
All GPC Bricks Any/No Contract Only items with errors Include Inactive Items

[Collapse All](#) [Expand All](#) Select a Contract to view prices. Showing 1641 Items

Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	N2F Item Name	Price	Notes
(403)									(1) No Match
9234602	122 Gingerbread Heart Shape	100/2.25 oz portions	Lux Bakery, Inc.	GBH122-IW	00763028999335		Search N2F Database		!
5042632	136 Fr Grd Bf 75/25 Fg	4/10 lb	National	444			Search N2F Database		!
5450402	136 Fr Grd Bf 81/19 Fg	1/10 lb	Packer	8257			Search N2F Database		!
8943557	136 Fz Grnd Beef 81/19 Fg	8/5 lb	Packer	537	90710178005372		Search N2F Database		!
9234065	14 SWEET POTATO EMPANADAS	60/3 oz portions	Lux Bakery, Inc.	A2005-IW	00763028120050		Search N2F Database		!
	1509 GINGERBREAD TREE	100/2.25 oz portions	Lux Bakery, Inc.	GBT1509-IW	00076302815097		Search N2F Database		!
	1519 CHIA OATMEAL STRAWBERRY BAR	150/1.6 oz portions	Lux Bakery, Inc.	CHIA19-IW	00763028015196		Search N2F Database		!
	16" Four Cheese Turkey Pep Pizza, WG	8/8-43.57 oz each	Nardone Bros Baking Co., Inc.	16WSRFCTP2	00008554113418		Search N2F Database		!
	16" King Churros	100 CT	J&J Foods - Hola Churros	40018720			Search N2F Database		!

To make working with the data easier in Excel, we recommend formatting it as a Table. To do this click somewhere in the data, then click “Format as Table” from the Home tab in the ribbon. Choose a color style of your preference.

Co-op Catalog Instructions



Excel displays GTINs in scientific notation. To see them properly, select the column, right click and select Format, and then set a custom format of type "0000000000000".

We also recommend deleting the rows that start with "->", which is the category separator.

Co-op Catalog Instructions

1	A	B	C	D	E	F	G	H
2	Vendor Product ID	Vendor Item Name	Pack Size	Brand Name	Mfr Product ID	GTIN	Net Weight (Lbs)	N2F Item Name
3	9234602	122 Gingerbread Heart Shape	100/2.25 oz portio	Lux Bakery, Inc.	GBH122-IW		7.63029E+11	
4	5042632	136 Fr Grd Bf 75/25 Fg	4/10 lb	National		444		
5	5450402	136 Fr Grd Bf 81/19 Fg	1/10 lb	Packer		8257		
6	8943557	136 Fz Grnd Beef 81/19 Fg	8/5 lb	Packer		537	9.07102E+13	
7	9234065	14 SWEET POTATO EMPANADAS	60/3 oz portions	Lux Bakery, Inc.	A2005-IW		7.63028E+11	
8		1509 GINGERBREAD TREE	100/2.25 oz portio	Lux Bakery, Inc.	GBT1509-IW		76302815097	
9		1519 CHIA OATMEAL STRAWBERRY BAR	150/1.6 oz portio	Lux Bakery, Inc.	CHIA19-IW		7.63028E+11	
10		Meat Pizza	8/8-43.57 oz each	Nardone Bros Baking Co., Inc.	16WSRFTCP2		8554113418	
11			100 CT	J&J Foods - Hola Churros		40018720		
12			12/45 oz	UNO Foods, Inc.	1CN20045		1.00395E+13	
13		16" Whole Wheat Pizzeria Style Meateaters Pizza	8/8-41.8 oz each	Nardone Bros Baking Co., Inc.	16WPSTME2		8554113302	
14	8902571	16" Whole Wheat Pizzeria Style Turkey Meateaters Pizza	8/8-41.8 oz each	Nardone Bros Baking Co., Inc.	16WPSTME2		8554113358	
15	8902175	16" Whole Wheat Self-Rising Cheese Pizza	8/8-55.2 oz each	Nardone Bros Baking Co., Inc.	16WRSRM1		8554113207	
16		4 Berry Blend (USDA Blueberries)	2/5 lb bags	Wawona Frozen Foods	044535-77		34742044534	
17		4-Cup Carrier Hold 8 to 32 oz cups	1/300 ct	Huhtamaki	LOLC500			
18	9814004	4OZ OFFER VS SERVE DEEP TRAY	1/2500 ea	Par Pak		29427	55316294278	
19		4OZ OFFER VS SERVE TRAY, 9MI	1/2500 ea	Par Pak		29426		
20		4OZ OFFER VS. SERVE CLEAR OP	1/2500 ea	Par Pak		29421		
21		4OZ OFFER VS. SERVE CLEAR OP	1/2500 ea	Par Pak		29422		
22		4x6 Pepperoni Pizza on Soy and Whole Wheat Crust	96/96-4.95 oz ear	Nardone Bros Baking Co., Inc.	9615WCMP2		8554113077	
23		4x6 Whole Wheat Stuffed Crust Cheese Pizza	70/70-4.95 oz ear	Nardone Bros Baking Co., Inc.	72WWSCM2 4X6		8554112029	
24	8902182	5" Round Whole Wheat Cheese Ovenable box	40/40-5.35 oz ear	Nardone Bros Baking Co., Inc.	40WRMNY2		8554112041	
25	5469772	539 Bacon, Covered Wagon	1/10lb	Cvdwagon	14029100116		79621001017	
26		56 SWEET POTATO PIE OPEN TOP WHOLE WHEAT BULK	72/5 oz bags	Lux Bakery, Inc.	OTPIE101-BULK		7.63028E+11	
27		6" Round Whole Wheat Veggie Pizza	60/60-6.4 oz each	Nardone Bros Baking Co., Inc.	625WRMV2		8554112020	
28		6" Whole Wheat Buffalo Style White Chicken Pizza	60/4.5 oz	Nardone Bros Baking Co., Inc.	625WBC2			
29	8902195	6" Round Whole Wheat Supreme Pizza	60/60-6.35 oz ear	Nardone Bros Baking Co., Inc.	625WSUP2		8554113088	
30		6" Round Whole Wheat Turkey Meateaters Pizza	60/60-5.57 oz ear	Nardone Bros Baking Co., Inc.	625WTME2		8554113301	
31	8973005	700COM Beef & Cheese Tamales	10/3.25 lb bags	Rodriguez Foods, LTD	700COM		3.00781E+13	

Delete these rows

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Type: 0000000000000

General 0 0.00 ##0.00 ##0.00;@ ##0.00;@ ##0.00;@;@ ##0.00;@;@;@ ##0.00;@;@;@;@ ##0.00;@;@;@;@;@ ##0.00;@;@;@;@;@;@

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel