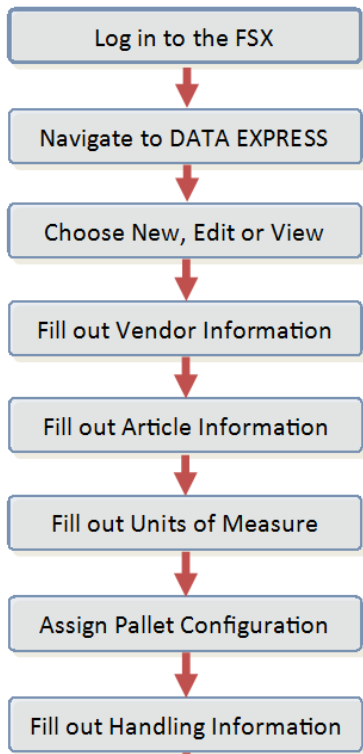


Foodstuffs NZ Ltd

# Data eXpress Basics

A guide to getting started with Data eXpress in the Foodstuffs eXchange



### The Data eXpress workflow

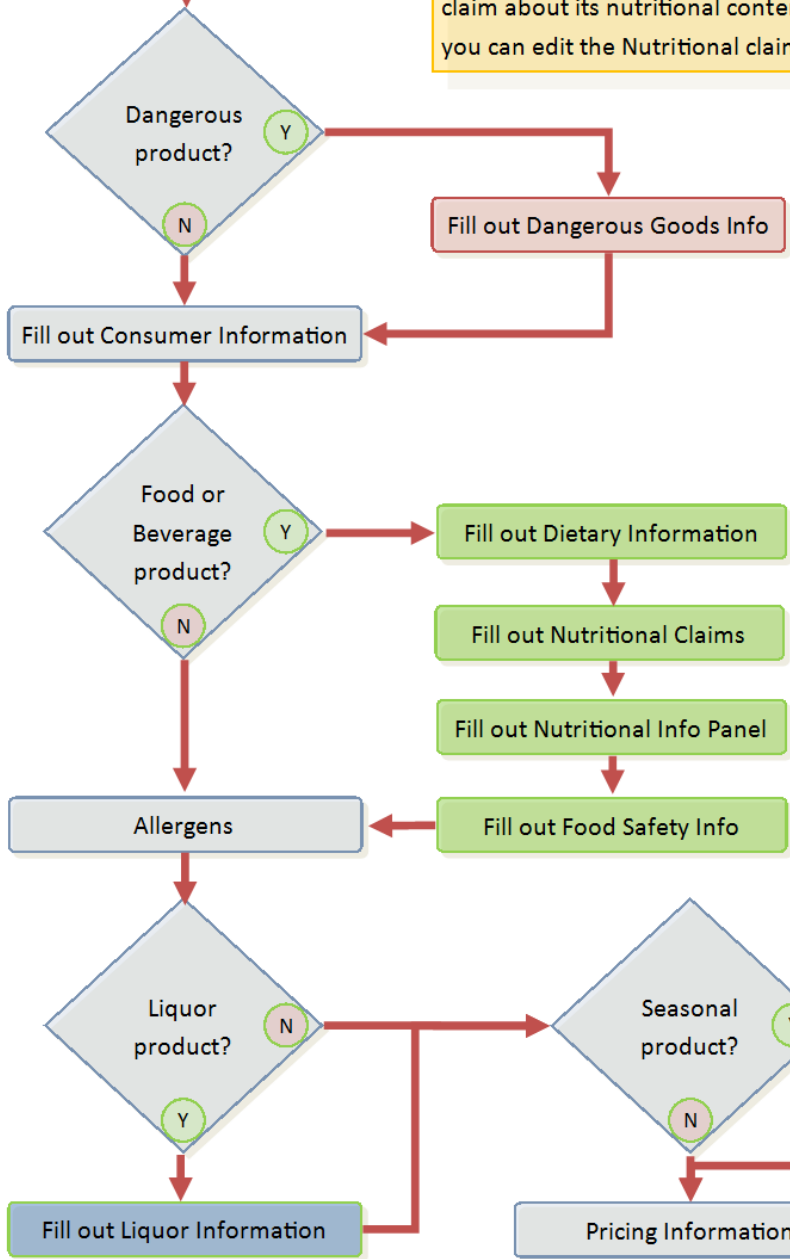
When setting up a new product, it's really useful to collate the following information before you start entering data:

- The product's brand and name.
- The GTINs associated with each unit of measure
- Know how your product will be stacked on a pallet
- Have examples of the retail unit, inner and carton with you and a ruler
- The dangerous goods classification, if necessary
- Pricing

For Foods and Beverages:

- Copy of the nutritional claims text
- The product's nutritional information: energy, fats, sugars etc.
- Any details on Pathogens of concern
- Any details on the chemical characteristics of the food e.g. water activity

NOTE: If your product is an alcoholic beverage but you want to make a specific claim about its nutritional content eg, low carb beer, you can still call it a Food. Then you can edit the Nutritional claims pages.



**Not sure how to configure units of measure or assign GTINS?**

Get in touch with GS1. They can help you out with how cartons and inners are identified and can provide you with your own unique GTINs (barcode numbers). Visit them at:

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

**The DEX is part of the Foodstuffs eXchange website**

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

For personal assistance, look on the Contacts link on the Home page. eCommerce contact details are listed there, so you can ask us anything about the eXchange in general or DEX in particular. You don't need to be logged in to see them

# DATA EXPRESS BASICS

## WHAT YOU NEED TO KNOW TO GET STARTED WITH DATA EXPRESS

### OVERVIEW

Data eXpress (DEX) is a system by which you can publish your article data (information about the products that you intend to sell) to Foodstuffs. Foodstuffs then hold this information in a central database. This process replaces the old Universal Buying Form (UBF).

Because the data is the same for all Foodstuffs entities, using DEX will result in fewer errors and a lower cost of doing business with Foodstuffs. It also removes the need to supply information separately to each entity.

### WHAT DO YOU NEED?

- First up, you need to have a trading relationship with Foodstuffs. If you're not already a vendor, you'll need to fill in the appropriate vendor application form. [Vendor Application form](#) (CTRL+click to follow the link)
- When you have a vendor account, you'll be assigned a Foodstuffs eXchange (FSX) account and given a log in. The DEX is part of the Foodstuffs eXchange, so your login will work for DEX.
- We recommend that each person from your company who will access the Foodstuffs eXchange, either for order processing, invoicing, or Data eXpress, should have their own, individual login.

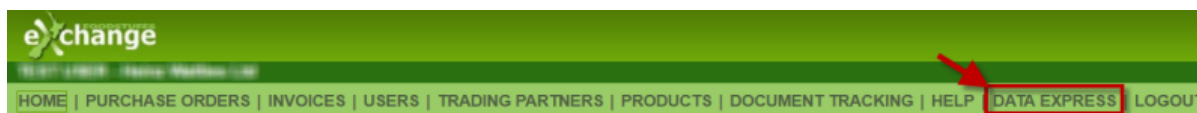
### WHERE TO FIND THE DEX

The DEX is part of the Foodstuffs eXchange. You can find it on the internet at the following address:

<https://www.foodstuffs-exchange.co.nz> (CTRL+click to follow the link)

We recommend using Google Chrome as your browser, although Internet Explorer and Safari will work.

Once you've logged in, you can enter the DEX section by clicking on the DATA EXPRESS tab in the green navigation bar at the top of the page.



## ALL ABOUT FORMS

When you're working in DEX, you'll always be entering or editing data in a form. All the data that relates to one article (product) is collated onto one form, but that form is broken down into pages.

### FORMS HAVE VARIOUS STATUSES:

Status	meaning
Draft	a form that you're working on that hasn't yet been submitted to Foodstuffs
New	a Draft form that hasn't been saved and is being created from scratch
Saved	a Draft form that has been saved for working on at a later date
Submitted	a form that has been sent to Foodstuffs

### LIST OF PAGES AND CONTENT

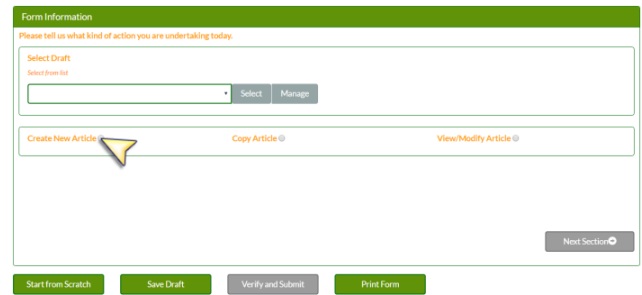
Pages with a white background are always present for all products. The different coloured backgrounds represent pages that are only visible for certain types of product as defined by the options chosen on the Article Information page. E.g. if the product is a food or beverage then all of the pages shown in green become visible and are required to be completed.

Page	Dependency	Content
Form Information	Always present	From here you can select a draft form to continue working on, create a new form from scratch or search for a previously submitted form to view, modify or clone.
Vendor Information	Always present	Data about your company and you, the user.
Article Information	Always present	Basic information about the article. From here you can say whether the product is a dangerous good, a foodstuff, a liquor product, whether it needs to be frozen or chilled etc.
Article Description	Always present	This page builds a unique name for the product from several components.
Units of measure	Always present	Data about how the product is packed individually and in shipping cartons and what the dimensions of those packs are.
Pallet Configuration	Always present	How the product is stacked on a pallet for transport.
Handling Information	Always present	How to move and store the product.
Dangerous Goods Information	If Dangerous Good	What category or categories of dangerous goods the product falls into.
Consumer Information	Always present	What the end user needs to know about storing and preparing the product for use.
Dietary Information	If Food/Beverage	Whether the product is suitable for specific diet types e.g. vegan, kosher etc.
Nutritional claims	If Food/Beverage	Specific claims about the nutritional content of the product.
Nutritional Information Panel	If Food/Beverage	This is where you'd enter the legally required nutritional content information for energy, salt, fat, sugars etc.
Allergen Information	Always present	Claims regarding the presence or absence of ingredients that might be an allergy concern.
Ingredients	Always present	You can enter the text ingredients list as it appears on the packaging and make specific claims about ingredients and additives that are contained or excluded from the product.
Liquor	If Liquor	Defines the type, region, vintage, alcohol content etc.
Food Safety Information	If Food/Beverage	Indicate limits for pathogens of concern and chemical characteristics.
Seasonal Information	If Seasonal	Indicate a season for the availability of the product, either for a growing season or for a holiday season.
List Price	Always present	Assign a purchase unit buy price and a retail selling price if applicable.

## HOW DO I...?

### ...CREATE A NEW FORM?

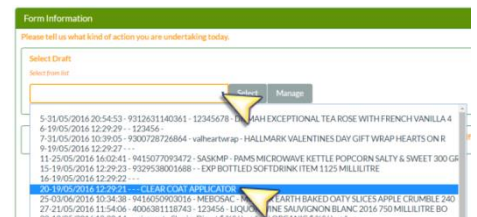
- Navigate to the DEX
- Click the Create New Article radio button
- Type in the product's Base Unit GTIN (retail barcode number)
- Select whether the barcode is GS1 verified
- Enter a valid Start Availability Date (must be later than the submission date of the form)
- Click Next Section to progress through each page, filling out each field as appropriate
- When you've finished entering data, click Verify and Submit to submit the Form to Foodstuffs



The screenshot shows the 'Form Information' page with the 'Create New Article' radio button selected. The page includes a 'Select Draft' section with a dropdown menu and 'Select' and 'Manage' buttons. Below this are three radio buttons: 'Create New Article', 'Copy Article', and 'View/Modify Article'. At the bottom, there are buttons for 'Start from Scratch', 'Save Draft', 'Verify and Submit', 'Print Form', and 'Next Section'.

### ...EDIT OR DELETE A SAVED DRAFT FORM?

- Navigate to the DEX.
- You should now be on the Form Information page. From the Drop Down menu, select the appropriate form.
- Either:
  - Click Select to edit the form and then carry on editing it as usual or
  - Click Manage to delete the Draft.



The screenshot shows the 'Form Information' page with a dropdown menu open under the 'Select Draft' section. The dropdown menu lists several draft forms with their respective dates, times, and GTINs. The 'View/Modify Article' radio button is selected. The 'Select' and 'Manage' buttons are visible next to the dropdown menu.

### ...VIEW OR EDIT A PREVIOUSLY SUBMITTED FORM?

- Navigate to the DEX.
- On the Form Information page, click the View/Modify Article radio button.
- Enter the GTIN of the product and click the Modify button.
- If the GTIN is found successfully, you'll see an information message box. Click OK to clear it.
- Enter a new, valid Effective date for the date that changes to the article take effect.
- If you only want to view the article, you can select the particular page that you want to view from the page list on the left of the screen.
- If you want to edit the article, click the Edit button at the bottom of the page and then carry on editing data as usual.



The screenshot shows the 'Form Information' page with the 'View/Modify Article' radio button selected. The page includes a 'Select Draft' section with a dropdown menu and 'Select' and 'Manage' buttons. Below this are three radio buttons: 'Create New Article', 'Copy Article', and 'View/Modify Article'. The 'View/Modify Article' button is highlighted with a yellow arrow.

### ...USE THE INFORMATION FROM A SIMILAR PRODUCT TO MAKE A NEW FORM?

Use this process to create a new Draft Form based on information saved from a previously submitted Form. This is useful to quickly create multiple forms for related articles. e.g. for different flavours or colours of a product.

- Navigate to the DEX.
- On the Form Information page, click the Copy Article radio button.
- Type in the Base Unit GTIN of the existing article then click select
- Enter a new GTIN and a valid Start Availability date.
- You'll need to enter a new Variant name on the Article Description page.
- Check that the ingredients and allergen information is updated, as this might change with different colours or flavours of product.
- Verify and Submit.



The screenshot shows the 'Form Information' page with the 'Copy Article' radio button selected. The page includes a 'Select Draft' section with a dropdown menu and 'Select' and 'Manage' buttons. Below this are three radio buttons: 'Create New Article', 'Copy Article', and 'View/Modify Article'. The 'Copy Article' button is highlighted with a yellow arrow.

### ...START OVER WITHOUT SAVING MY CURRENT DRAFT?

- Click the Start from Scratch button to go back to the Form Information page. Any unsaved changes will be lost.

## WHY CAN'T I PRINT A FORM?

You should be able to print a form simply by clicking the Print Form button. However there are a couple of common reasons that you might not be able to:

1. You're viewing the page on a tablet device. Some tablets don't support printing.
2. Depending on your security settings, pop-ups might be disabled in your browser. You can generally allow pop-ups from the security settings in your browser.

## I'M HAVING TROUBLE LOGGING IN

Make sure that you're logging in with the right details. Double-check that you're on the Foodstuffs eXchange page and that you're using your FSX login.

If the login that you're using starts with "SRM" or you're attempting to use an email address or similar, then stop. FSX logins generally start with a letter combination of 3 or more letters followed by either 2 or three digits. e.g. SBS005

If you know your login but have forgotten your password, you can reset it by clicking that Forgot Password link underneath the login area on the eXchange Home page. Failing that, contact an eCommerce Implementer.

## I NEED MORE HELP

If you need information about a specific field on a specific page of the DEX, the best bet is to simply click the HELP button on that page. This will cause the Foodstuffs eXchange Wiki to open a new window and display information relevant to that page. You can navigate around the Wiki by following the hyperlinks in the Wiki text.

If you're still stuck, contact an eCommerce Implementer. Their contact details are on the eXchange, viewable from the Contact link on the Home page and at the end of this document.

## ECOMMERCE CONTACT DETAILS

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