# TONIQ PRODUCT CATALOGUE

Product Data Manual

## About this manual

This manual contains descriptions and standards for the data fields used in the Toniq Product Catalogue. The standards within this document will ensure that your product data is complete and accurate and ready to be used by Toniq Price Lists

Ian Munnings

productcatalogue@toniq.co.nz

## 1. TONIQ

Section 1 describes the data standards for the fields that are included on the core product data form used for all products in Toniq Product Catalogue.

Please note that whilst a mandatory field must be completed for all products entered in Toniq Product Catalogue Green Cross Health have specific requirements where they require data in non-mandatory fields. These fields are indicated in the data standards.

### 1.1. Brand

| Field Name | Brand |
|---|---|
| Mandatory Field | Yes |
| Field Type | Text |
| Character Limit | 70 |
| Format | Title case |
| Description | This is the product brand name recognisable to the consumer and as displayed on the sales item. |
| Data Standards | <ul><li>Ensure that the Brand Name is consistent across all items in the brand</li><li>Do not include any Sub-Brand names.</li><li>If the item does not have a Brand Name enter the manufacturer name.</li><li>Do not use commas or symbols</li><li>Do not use back slash "\"</li><li>Do not use abbreviations</li><li>Do not include trademark or copyright symbols</li></ul><br>NB: If a Brand Name or Manufacturer name is not available you will be required to enter a reason. |

### 1.2. Product Name

| Field Name | Product Name |
|---|---|
| Mandatory Field | Yes |
| Field Type | Text |
| Character Limit | 178 |
| Format | Title case |
| Description | The Product Name should include the item description as printed on the sales item packaging. |
| | The short name will exclude the Brand but include the Sub-brand if applicable. |
| | Abbreviations (such as EDP, EDT, or SPF), are acceptable if they are written exactly as they are on the packaging. |
| | Include the functional name of the product. This is especially important if the functional name is not included on the packaging. |
| | Include any measure of strength of ingredients. |
| | Include any product format or variant (such as Capsules, Tablets, or Caplets) as the last word of the description. |
| | Exclude the net content and unit of measure as these will be entered in separate fields. |
| Data Standards | • Do not repeat the Brand Name in the Product Name.<br>• If the item has a Sub-brand, include the Sub-brand in the Product Name.<br>• The Sub-brand must not be the same as the Brand Name<br>• Do not use abbreviations or acronyms unless these are exactly as they are printed on the retail packaging<br>• Include the functional name of the product<br>• Include any measure of the strength of ingredients.<br>• Include and product formats such as Capsules, Tablets, Caplets etc as the last word of the description<br>• Do not use generic terms like 'New' or 'Reformulated'<br>• Do not include the net content<br>• Do not use commas or symbols<br>• Do not use back slash "\"<br>• Do not include trademark or copyright symbols |

## 1.3. Size (net content)

| Field Name | Size |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | |
| Format | Number, 2 decimal places |
| Description | This field will be the Net Content of the product and is to be used in conjunction with the Unit of Measure (UoM) field<br><br>The net content is the amount of the item contained by the package as described on the label.<br><br>It is important that the value in this field is an exact match with the product label claim as retailers use this data in shelf labels and on receipts.<br><br>If a product has multiple measurements, for example 7.5cm x 10m, include this in the short name.<br><br>If a product size not a weight, measurement, volume or quantity it must be entered in the short name field.<br><br>The format of the product (e.g. Tablets, Capsules) must be entered in the short name field. |
| Data Standards | Only enter the numerical value;<br><br>For example, if a product is 150ml enter 150.<br><br>• Zero is not a valid value for this field<br>• Negative values are not allowed in this field |

### 1.4. Unit of Measure

| Field Name | Unit of Measure |
|---|---|
| Mandatory Field | No<br>Required if 'Size' is populated |
| Field Type | Dropdown list |
| Character Limit | |
| Format | |
| Description | The Unit of Measure (UoM) chosen from a standard list. Used in conjunction with the size (net content) field. |
| Data Standards | UoM will be available from a dropdown list. |

| UoM | Abbreviation |
|---|---|
| *Weight* | |
| **Gram** | g |
| **Milligram** | mg |
| **Kilogram** | kg |
| **Pound** | lb |
| **Ounce** | oz |
| *Volume* | |
| **Millilitre** | ml |
| **Litre** | L |
| **Fluid Ounce** | fl oz |
| *Length* | |
| **Centimetre** | cm |
| **Millimetre** | mm |
| **Metre** | m |
| **Inch** | in |
| **Yard** | yd |
| *Quantity* | |
| **Each** | ea |
| **Multiples (product qty)** | s |
| **Pieces** | pcs |
| **Pack** | pk |
| *Other* | |
| **Burn time (Candles)** | hr |

Several common examples are provided below;

| | |
|---|---|
| | For products measured by volume, such as 150ml, enter the numeric value in size and select 'ml' as the Unit of Measure (UoM). |
| | Example: 150ml. Size = 150, UoM =ml. |
| | For product quantities, such as the number of tablets, enter the quantity in size and select 's' as the UoM |
| | Example: 100s. Size = 100, UoM =s. |
| | For products that contain a number of items, but the sales item cannot be broken down further describe the net content as the number of items in the pack. |
| | Example: 20 pack. Size = 20, UoM = pk. |
| | For gift sets that contain multiple different items please specify the number of items in the set. |
| | Example: 3 piece gift set. Size = 3, UoM = pcs. |
| | Where no specific size exists the net content may be described as 1 Each. |
| | Example: 1 each. Size = 1, UoM = ea. |

## 1.5. Product Colour / Shade Name

| Field Name | Colour |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 80 |
| Format | Title case |
| Description | The name of the product colour as represented on the packaging. <br><br> This can be the shade number where appropriate. |
| Data Standards | • Do not use commas or symbols <br> • Do not use back slash "\" <br> • Do not use abbreviations <br> • Do not include trademark or copyright symbols |

## 1.6. Barcode

| Field Name | Barcodes |
|---|---|
| Mandatory Field | Yes |
| Field Type | Numeric |
| Character Limit | 13 |
| Format | UPC or EAN |
| Description | The item barcode as displayed on the retail sales packaging. <br><br> Barcodes will be 8, 12, or 13 characters long. <br><br> If the barcode on your packaging has a leading zero it must be included. |
| Data Standards | The item barcode must be in one of the following formats: <br><br> • EAN-13 <br> • UPC-A <br> • EAN-8 <br> • UPC-E <br><br> Barcodes must be unique and once used cannot be re-used. <br><br> For more information on barcode standards refer to https://www.gs1.org/standards/barcodes/ean-upc <br><br> Multiple barcodes may be entered if required. <br><br> If a barcode is not available at the time of data entry, or if an item has no barcode these options may be selected as a reason for not entering a barcode. <br><br> A barcode must be entered for a Green Cross Health ranged product. |

### 1.7. Supplier Code (Product Code)

| | |
|---|---|
| Field Name | Supplier Code |
| Mandatory Field | No<br><br>Required for Green Cross Health ranged products |
| Field Type | Text |
| Character Limit | 80 |
| Format | Alpha Numeric |
| Description | The product code assigned by the supplier or manufacturer. |
| Data Standards | A product code must be entered for a Green Cross Health ranged product. |

### 1.8. Pharmacode

| | |
|---|---|
| Field Name | Pharmacode |
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 7 |
| Format | Number |
| Description | Required if the product has a Pharmacode assigned by the Pharmacy Guild. |
| Data Standards | <ul><li>Pharmacode standards are set by the Pharmacy Guild</li><li>The Pharmacode will be validated against the Pharmacy Guild standards</li><li>If you believe you product requires a Pharmacode see the following website for application details:</li></ul>psl.co.nz/wawcs01851107/pharmacode.html<ul><li>Note: not all products require a Pharmacode. Check with the Pharmacy Guild.</li></ul> |

### 1.9. Propharma Material Number

| Field Name | Propharma Material Number |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 7 |
| Format | Number |
| Description | Required if the product does not have a Pharmacode but will be supplied by Green Cross Health Distribution Centre (GDC). |
| Data Standards | <ul><li>Number range between 1000000 and 1999999</li><li>Number will be supplied by GDC.</li></ul> |

### 1.10.      Cost Price (Supplier List Cost or Wholesale Price)

| Field Name | Cost Price |
|---|---|
| Mandatory Field | Yes |
| Field Type | Currency |
| Character Limit | |
| Format | Currency, NZ Dollars |
| Description | The standard wholesale or list price of the sales item, before any customer terms, and excluding GST<br><br>This is the cost price that is published to all retailers that have access to the price list.<br><br>The cost must always be per retail sales items.<br><br>Price per ordering pack *must not* be used. |
| Data Standards | <ul><li>Cost must be per retail sales item</li><li>Must be to 2 decimal places</li><li>Must be excluding GST</li><li>Free items must have a cost of $0.00</li><li>Services may have a cost of $0.00</li><li>Must be in New Zealand Dollars (NZD)</li></ul> |

### 1.11. Supplier RRP

| Field Name | RRP |
|---|---|
| Mandatory Field | No<br><br>Required for Green Cross Health ranged products |
| Field Type | Currency |
| Character Limit | |
| Format | Currency, NZ Dollars |
| Description | This is the price at which the manufacturer or supplier recommends that the retailer sells the item to the consumer.<br><br>The RRP will be published to all retailers that have access to the price list.<br><br>The retailer is under no obligation to sell the product at the RRP. |
| Data Standards | <ul><li>RRP must be per retail sales item</li><li>Must be to 2 decimal places</li><li>Must be including GST</li><li>Must be in New Zealand Dollars (NZD)</li><li>For free items such as Gift with Purchase (GWP) enter $0.01</li><li>RRP is required for Green Cross Health ranged products</li></ul> |

### 1.12. Minimum Buying Quantity (Minimum Order Quantity)

| Field Name | Minimum Buy |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 8 |
| Format | Whole number |
| Description | The minimum quantity that a store can order.<br><br>The default value is 1. If the item has no minimum order quantity, use the default of 1.<br><br>If setting a Buying Multiple the Minimum Buy should be 1 as the Buying Multiple value will determine the Minimum Order. For example if the Buying Multiple is set as 100 the order will be for 1 carton of 100. |
| Data Standards | <ul><li>Must be a whole number</li><li>Zero is not valid for this field</li></ul> |

### 1.13. Buying Multiple

| Field Name | Buying Multiple |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 8 |
| Format | Whole number |
| Description | If the item must be ordered in a particular multiple quantity enter the value. |
| | For example if the item is always sold in cartons of 100, the Buying Multiple will be 100. |
| | The default value is 1. If the item has no specific buying multiple, use the default of 1. |
| Data Standards | • Must be a whole number |
| | • Zero is not valid for this field |

### 1.14. Future Publish Date

| Field Name | Future Publish Date |
|---|---|
| Mandatory Field | No |
| Field Type | Date |
| Character Limit | |
| Format | Date picker dd/mm/yyyy |
| Description | If the item is to be published to the Product Catalogue on a specific future date enter this date. |
| | If no date is entered the item will be published to the Product Catalogue as soon as processing is complete. |
| | If the product is new it will be available to head offices / support offices from the Future Publish date. |
| | For product changes (e.g. price changes), these changes will be effective from the Future Publish Date. |
| | New products are not available to stores until the First Order date. |
| | It is recommended that Future Publish Date is not used for new products to ensure that head offices / support offices have time to set up the product for resale before it is available to order. |
| Data Standards | • If used: |
| | o Must be a future date |
| | o Must be before First Order Date |

### 1.15. First Order Date

| Field Name | First Order Date |
|---|---|
| Mandatory Field | No |
| Field Type | Date |
| Character Limit | |
| Format | Date picker dd/mm/yyyy |
| Description | The earliest data that the product can be ordered by stores.<br><br>The First Order Date does not prevent head offices / support offices from viewing the product data. |
| Data Standards | • If used:<br>    o Must be a future date<br>    o Must be after Future Publish Date |

### 1.16. Replacement Product

| Field Name | Replacement Product |
|---|---|
| Mandatory Field | No |
| Field Type | Select from search |
| Character Limit | |
| Format | Text |
| Description | If the product has been directly replaced by a new product use the search to find and enter that product.<br><br>The 'Replacement Product' must be a published product before this field can be populated.<br><br>This field will not be used in a new product and is designed for use after you have run-out the old product and before you remove it from your product catalogue. |
| Data Standards | n/a |

### 1.17.    GST Rate (%)

| Field Name | GST Rate (%) |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 3 |
| Format | Whole number |
| Description | If your product has a different GST rate to the standard GST rate enter the GST rate of your product.<br><br>If your product uses the standard GST rate, currently 15%, leave this field empty.<br><br>Defaults to 15% |
| Data Standards | • Must be a whole number<br>• May not be greater than 100<br>• May not be a negative value |

### 1.18.    Supplier Note

| Field Name | Supplier Note |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | |
| Format | Text |
| Description | Can be used to enter any information that cannot be captured in the form.<br><br>Any text entered in this field will be visible in Toniq Retail. |
| Data Standards | |

## 2. GREEN CROSS HEALTH RANGED PRODUCTS

Section 2 describes the data standards for the fields that are included on the ecommerce product data form used for Green Cross Health ranged products in Toniq Product Catalogue.

Please note that whilst a mandatory field must be completed for all products entered in Toniq Product Catalogue Green Cross Health may have specific requirements where they require data in non-mandatory fields.

Where Green Cross Health require data to be entered into a field this is indicated in the data standards definitions.

### 2.1. Green Cross Health Cost Price

| Field Name | GXH Cost Price |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Currency |
| Character Limit | |
| Format | Currency, NZ Dollars |
| Description | The cost price to Green Cross Health<br><br>The GXH cost price represents the price you sell for to GXH. If you sell directly to stores this will be the cost price to GXH stores. If your products are distributed via GDC this will be the price you sell in to GDC.<br><br>If supplying to GDC the GXH Cost Price must be the cost price to GDC.<br><br>If supplying direct to stores the GXH Cost Price must be the cost price to stores.<br><br>This is the cost price that is published only to Green Cross Health support office. No other customer has access to view this field.<br><br>If the product is sold to Green Cross Health a value must be entered in this field, even if the value is the same as the standard cost price. |
| Data Standards | • Cost must be per retail sales item<br>• Must be to 2 decimal places<br>• Must be excluding GST<br>• Free items must have a cost of $0.00<br>• Services may have a cost of $0.00 |

## 2.2. Green Cross Health Cost Price Effective Date

| | |
|---|---|
| Field Name | GXH Cost Price Effective Date |
| Mandatory Field | No |
| Field Type | Date |
| Character Limit | |
| Format | Date Picker dd/mm/yyyy |
| Description | The effective date of the cost price to Green Cross Health.<br><br>For new products, the GXH Cost Price Effective Date is the same date as the First Order Date.<br>For Existing products, the GXH Cost Price Effective Date is the date that the new cost price is effective.<br>If the GXH Cost Price is to be published to Green Cross Health on a specific future date enter this date.<br>If no date is entered the price will be published to the Green Cross Health as soon as processing is complete. |
| Data Standards | • If used<br>    • Must be a future date |

## 2.3. Country of Origin

| Field Name | Country of Origin |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Dropdown |
| Character Limit | |
| Format | List of Countries |
| Description | The country of manufacturer of the item.<br><br>Choose from the list of countries. |
| Data Standards | • If the item is a product of more than one country choose the primary country of origin |

## 2.4. Short Copy

| Field Name | Short Copy |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Text |
| Character Limit | 250 |
| Format | Text |
| Description | Short description, up to 25 words, of what the product does.<br><br>The Short Copy is used online and is viewable by the consumer. |
| Data Standards | • Limited to 25 words<br>• A word count will be displayed as the product description is entered<br>• Describe what the product does<br>• Do not include repetitions of the product name<br>• Do not make claims that are not approved by TAPS e.g., *"Number 1 product in the world"*<br>• Use clear & concise language outlining 1-2 key benefits or features<br>• Do not repeat brand or product name in description<br>• Do not use bullet points in product description<br>• Well-known products or products with overtly obvious use do not require a product description<br>• Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.5. Long Copy

| Field Name | Long Copy |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | Long description of what the product does.<br><br>This is used in addition to the Short Copy to add more detail to the description.<br><br>The Long Copy is used online and is viewable by the consumer. |
| Data Standards | • Do not repeat the description used in the Product Description (Short Copy)<br>• Describe what the product does<br>• Do not make claims that are not approved by TAPS e.g., *"Number 1 product in the world"*<br>• Well-known products or products with overtly obvious use do not require long copy<br>• Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.6. Usage Instructions

| Field Name | How Used |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | Include usage instructions, contraindications, age restrictions, and any warnings other than TAPS mandatories and Generic mandatories. |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

## 2.7. Claim Validations

| Field Name | Claim Validations |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | If you have included any claims in your short copy or long copy, please record the source reference here. |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

## 2.8. Suitable For

| Field Name | Suitable For |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | Enter the value(s) that best describe who the item is suitable for. |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.9. Colour Image Code

| Field Name | Hex Colour Image Code |
|---|---|
| Mandatory Field | No |
| | Required if the item has a colour |
| | Required for makeup products |
| Field Type | Hex Colour Code |
| Character Limit | 7 |
| Format | Hex Colour Code |
| Description | Enter the hexadecimal colour code for the item if the item has a colour. |
| | When a valid hexadecimal colour code is entered the colour will be displayed in the colour swatch to the right of the field. |
| | The colour swatch will be displayed online and is viewable by consumers. |
| Data Standards | • Required if the product has a colour<br>• Required for makeup products<br>• Must be a valid hexadecimal colour code<br>• Must have # prefix followed by 6 alpha-numeric characters |

### 2.10.　　　Colour Group

| Field Name | Colour Group |
|---|---|
| Mandatory Field | No |
| | Required if Colour Image Code is entered |
| Field Type | Text |
| Character Limit | 50 |
| Format | Text |
| Description | Enter the colour that best describes your product. |
| | For example, if the items colour name is 'Natural Black' enter 'Black' as the colour group. |
| | This will be used to group products together for ecommerce. |
| Data Standards | • Use standard colour names<br>• Required if a Colour Image Code has been entered |

## 2.11. Dangerous good

| Field Name | Dangerous good |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | |
| Description | Tick if the item has any dangerous good or hazardous attributes that relate to supply chain handling.<br><br>This flag is used to indicate if the item is considered a dangerous good. |
| Data Standards | n/a |

## 2.12. Limited Edition

| Field Name | Limited Edition |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | |
| Description | Tick if the item is a limited edition. |
| Data Standards | n/a |

### 2.13. On Counter Date

| Field Name | On Counter Date |
|---|---|
| Mandatory Field | No |
| Field Type | Date Picker |
| Character Limit | |
| Format | Date DD/MM/YYYY |
| Description | The earliest date that the item may be sold instore or online. |
| | If no date is entered the item may be sold immediately. |
| | Only use if the product cannot be sold before a specified date. |
| Data Standards | • If used |
| | o Must be a future date |

### 2.14. Ingredients

| Field Name | Ingredients |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 5000 |
| Format | Text |
| Description | List the items ingredients. |
| | Do not include commas "," replace commas with semi-colons ";". |
| | If commas are entered they will automatically be replaced with semi-colons during the validation process. |
| Data Standards | • Do not include commas "," replace commas with semi-colons ";". |

### 2.15. Ingredients Preferences

| Field Name | Ingredients Preferences |
| --- | --- |
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | Enter the value(s) that best describes your product. This will be used to group products together for ecommerce. <br><br> They are something that makes the product preferred. <br> • Vegan <br> • Organic <br> • No added diary <br><br> This is in addition to the Ingredients Paragraph which contains the list of ingredients in the product |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.16. Pack Size Inner

| Field Name | Pack Size Inner |
| --- | --- |
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 8 |
| Format | Whole Number |
| Description | The number of sales items in any inner packaging. <br><br> This may be different to the buying multiple and specifically refers to how the product is packed from shipping. |
| Data Standards | • Zero is not a valid value for this field <br> • Negative values are not allowed in this field <br> • Must be a whole number |

### 2.17. Pack Size Outer

| Field Name | Pack Size Outer |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 8 |
| Format | Whole Number |
| Description | The number of sales items in the outer packaging. This may be different to the buying multiple and specifically refers to how the product is packed from shipping. |
| Data Standards | <ul><li>Zero is not a valid value for this field</li><li>Negative values are not allowed in this field</li><li>Must be a whole number</li></ul> |

### 2.18. Packaging Dimensions - Height

| Field Name | Height (mm) |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Numeric |
| Character Limit | 9 |
| Format | Whole Number |
| Description | The height of the sales item |
| Data Standards | Only enter the numerical value; For example, if the Height is 150mm enter 150 <ul><li>Zero is not a valid value for this field</li><li>Negative values are not allowed in this field</li><li>Must be a whole number</li><li>All packaging dimensions must be provided if any dimension is entered</li></ul> |

### 2.19. Packaging Dimensions - Width

| Field Name | Width (mm) |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Numeric |
| Character Limit | 9 |
| Format | Whole Number |
| Description | The width of the sales item |
| Data Standards | Only enter the numerical value;<br><br>For example, if the Width is 150mm enter 150<br><br>• Zero is not a valid value for this field<br>• Negative values are not allowed in this field<br>• Must be a whole number<br>• All packaging dimensions must be provided if any dimension is entered |

### 2.20. Packaging Dimensions - Depth

| Field Name | Depth (mm) |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Numeric |
| Character Limit | 9 |
| Format | Whole Number |
| Description | The depth of the sales item |
| Data Standards | Only enter the numerical value;<br><br>For example, if the depth is 150mm enter 150<br><br>• Zero is not a valid value for this field<br>• Negative values are not allowed in this field<br>• Must be a whole number<br>• All packaging dimensions must be provided if any dimension is entered |

## 2.21. Packaging Dimensions - Weight

| Field Name | Weight (grams) |
|---|---|
| Mandatory Field | Required for Green Cross Health ranged products |
| Field Type | Numeric |
| Character Limit | 9 |
| Format | Whole Number |
| Description | The weight of the sales item |
| Data Standards | Only enter the numerical value;<br><br>For example, if the weight is 500g enter 500<br><br><ul><li>Zero is not a valid value for this field</li><li>Negative values are not allowed in this field</li><li>Must be a whole number</li><li>All packaging dimensions must be provided if any dimension is entered</li></ul> |

## 2.22. Shelf Life

| Field Name | Shelf Life (Days) |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | 4 |
| Format | Whole Number |
| Description | The number of days from the date of manufacturer to the expiry date. |
| Data Standards | Only enter the numerical value;<br><br>For example, if the shelf life is 365 days enter 365<br><br><ul><li>Zero is not a valid value for this field</li><li>Negative values are not allowed in this field</li><li>Must be a whole number</li><li>Required if the shelf life is 730 days (2 years) or less</li></ul> |

### 2.23.        Shelf Stable

| Field Name | Shelf Stable |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | Tick box |
| Description | Tick if the item can be stored at ambient temperature. |
| Data Standards | • Must be unticked if product is refrigerated or frozen |

### 2.24.        Storage Instructions

| Field Name | Storage Instructions |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 5000 |
| Format | Text |
| Description | Enter any storage instructions for the item. |
| Data Standards | • Required if Shelf Stable is unticked |

### 2.25.        Flavours

| Field Name | Flavours |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 200 |
| Format | Text |
| Description | Enter the item Flavour or Flavours (if applicable) as represented on the item packaging. |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.26.        Features and benefits

| Field Name | Features and Benefits |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 2000 |
| Format | Text |
| Description | Enter any distinctive functionality offered as a special attraction to the product. |
| Data Standards | • Do not use Trademark symbols, Registered Trademark symbols, or Copyright symbols |

### 2.27. Product Type / Form / Format

| Field Name | Product Type/Form |
| --- | --- |
| Mandatory Field | No |
| Field Type | Dropdown list |
| Character Limit | |
| Format | Dropdown list |
| Description | Select the option that best describes the physical form of the item.<br><br>Choose from the list.<br><br>• Tablets<br>• Capsules<br>• Caplets<br>• Lozenges<br>• Spray<br>• Sachets<br>• Liquid<br>• Gel<br>• Powder<br>• Balm<br>• Cream<br>• Set<br>• VegeCapsules |
| Data Standards | |

### 2.28. Days Supply

| Field Name | Days Supply |
|---|---|
| Mandatory Field | No |
| Field Type | Numeric |
| Character Limit | |
| Format | Whole Number |
| Description | Calculated value based on the sales item quantity and recommended dose.<br><br>*For example, 60 tablets with a recommended dose of 2 tablets per day = 30 days supply* |
| Data Standards | Only enter the numerical value;<br>For example, if the days supply is 30 days enter 30<br><br>• Negative values are not allowed in this field<br>• Must be a whole number |

### 2.29. Exclusive

| Field Name | Exclusive |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | Tick box |
| Description | Tick if the item is exclusive to Green Cross Health. |
| Data Standards | |

## 2.30.  Only in Pharmacy

| Field Name | Only in Pharmacy |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | Tick box |
| Description | Tick if the item is to be sold only in pharmacies. |
| Data Standards | |

## 2.31.  Medical Device

| Field Name | Medical Device |
|---|---|
| Mandatory Field | No |
| Field Type | Tick box |
| Character Limit | |
| Format | Tick box |
| Description | Tick if the item is a medical device. |
| Data Standards | |

### 2.32.　　　Medicine Classification

| | |
|---|---|
| Field Name | Medicine / Therapeutic Classification |
| Mandatory Field | Yes |
| Field Type | Dropdown list |
| Character Limit | |
| Format | Dropdown list |
| Description | Choose from the following.<br>• General Sale<br>• Pharmacy Only<br>• Pharmacist Only (Restricted)<br>• Other Therapeutic<br>• Not applicable |
| Data Standards | Select 'Other Therapeutic' for;<br>• Cosmetic medicines, Consumer Products & Devices<br>• Natural Health Products & Dietary Supplements<br><br>Further information can be found on the Association of New Zealand Advertisers Therapeutic Advertising Pre-vetting Service website.<br><br>www.anza.co.nz/taps |

### 2.33. TAPS Mandatory

| Field Name | TAPS Mandatory |
|---|---|
| Mandatory Field | No |
| | Required if the item is a medicine or therapeutic as selected in the Medicine Classification field |
| Field Type | Text |
| Character Limit | 1000 |
| Format | Text |
| Description | Required if the item is a medicine. |
| | Complete if the item has a TAPS required mandatory over and above the text in the 'Generic Mandatories' field. |
| | All other mandatories or instructions for use should be included in the 'How Used' field. |
| Data Standards | Guidelines can be found on the Association of New Zealand Advertisers Therapeutic Advertising Pre-vetting Service website. |
| | www.anza.co.nz/taps |

### 2.34. TAPS Number

| Field Name | TAPS Number |
|---|---|
| Mandatory Field | No |
| Field Type | Text |
| Character Limit | 1000 |
| Format | Text |
| Description | Required if TAPS mandatory is required. |
| | Enter your TAPS number. |
| Data Standards | Enter your TAPS number as provided by Association of New Zealand Advertisers Therapeutic Advertising Pre-vetting Service. |

## 2.35. Generic Mandatories

| Field Name | Generic Mandatories |
|---|---|
| Mandatory Field | No |
| Field Type | Dropdown List |
| Character Limit | |
| Format | Dropdown List |
| Description | These are the generic mandatories that will be applied to your product where applicable. Please do not include these in any other field.<br><br>If required, choose the most applicable value from the list;<br><br>• Always read the label. Use only as directed. If symptoms persist or you have side effects, see your health practitioner.<br>• Always read the label. Use only as directed.<br>• Always read the label. Use only as directed. Discontinue use if irritation occurs.<br>• Always read the label. Use only as directed. If symptoms persist or you have side effects, see your health practitioner. Vitamins are supplementary to a balanced diet. Weight Management products should be used in conjunction with a balanced diet and exercise. |
| Data Standards | |