

## Familiprix Item Centre Excellence Checklist

Familiprix Item Centre is a new work method, enabling your organization to enhance the accuracy of product data, and streamline the new product introduction process.

### About Item Centre

Item Centre is a community-based data recipient tool that is hosted by GS1 Canada and enables trading partner collaboration. Item Centre streamlines the new product introduction process by allowing data recipients to capture all product data (community, private and proprietary), processing it in a single, workflow-driven solution, eliminating all paper from the listing process.

To comply with Familiprix's new product listing process, your organization must complete all of the following steps:

**Note: If you have already completed some of these steps, please go to the ones that you haven't completed.**

- **Step 1: GS1 Canada Membership**

Register your Company Prefix Licence or contact GS1 Canada at 1.800.567.7084 ext. 3 to confirm your status. If you are not the owner of a Company Prefix Licence yet distribute other manufacturers' products, provide a Prefix Authorization Form to GS1 Canada that allows your organization to use prefixes. Visit [www.gs1ca.org/e/prefixlicencing](http://www.gs1ca.org/e/prefixlicencing) for more information.

- **Step 2: Product Identification**

Identify each of your products with a GS1 certified bar code. Ensure that you understand bar code fundamentals. Retailers require that your products are identified with globally unique bar codes. Please ensure that you obtain a Bar Code Scan Verification Report from GS1 Canada to ensure that the bar codes printed on your products can be read the first time and every time by scanners at point-of-sale. Visit [www.gs1ca.org/e/barcoding](http://www.gs1ca.org/e/barcoding) and [www.gs1ca.org/e/bcsv](http://www.gs1ca.org/e/bcsv) for details.

- **Step 3: Understand GTINs**

Global Trade Item Numbers (GTINs) are used to identify any trade item or service. Each time that you change your products' graphics, packaging, nutritional information, or declaration to the consumer (among other characteristics), you must assign a new, unique GTIN. Review GS1 Canada's GTIN Allocation Rules – endorsed by your trading partner(s) as an enabler of efficient supply chain operations. Visit [www.gs1.org/gtinrules](http://www.gs1.org/gtinrules) to view the GTIN Allocation Rules.

- **Step 4: Establish a Team**

Establish a cross-functional team to designate responsibility for ECCnet Registry, the most comprehensive and continually validated product registry in Canada, and other GS1 Canada offerings. Teams should be comprised of a Catalogue Captain responsible for the integrity of the data loaded into ECCnet Registry, as well as sales staff that have access to listing forms and a product development staff to manage Images and Validation (I&V) data and images. Assigning appropriate contacts will ensure that targeted communications are reaching the correct individuals.

- **Step 5: Standardized product images and dimensions through GS1 Canada's I&V services**

From now on, Familiprix will use your product images, and item dimensions from GS1 Canada's [I&V](#) database prior to product listing. It is important that these items are available before the product listing process begins. Use of I&V planogram is required for both national brand and private label products, to enable shelf planning for merchandising.

- **Step 6: Learn How to Load Product Data**  
Participate in vendor education webinars to learn how to load your product data into ECCnet Registry. GS1 Canada customizes webinars according to industry, taking into consideration the specific data loading option used. Visit [www.gs1ca.org/e/vendoreducation](http://www.gs1ca.org/e/vendoreducation) for educational offerings.
- **Step 7: Create a Product Catalogue**  
Create a product catalogue in ECCnet Registry. Your product information will be pulled from ECCnet Registry into Familiprix Item Centre.
- **Step 8: Load & Verify Your Product Data**  
Complete loading all your national brand and private label product data into ECCnet Registry. Verify the quality and accuracy of your product data and load your product data into ECCnet Registry, according to Canadian requirements. This data includes all levels of the product packaging hierarchy – all configurations that you will present or ship to your trading partner(s), and the identification of all seasonal and promotional products. Request certification of your data by contacting GS1 Canada Implementation Support at 1.800.567.7084, ext. 341 or [ECCnetSupport@gs1ca.org](mailto:ECCnetSupport@gs1ca.org). Go to [www.gs1ca.org/e/benefits](http://www.gs1ca.org/e/benefits) for additional information.
- **Step 9: Publish Your Product Data to Familiprix**  
Upon receipt of ECCnet certification, publish your ECCnet Registry product data to all your trading partners, including Familiprix.
- **Step 10: Inform Retail Representatives**  
Inform your retailer representative(s), including your contact at Familiprix that they may now subscribe to your product data via ECCnet Registry.
- **Step 11: Training**  
Ensure that you and the appropriate individual at your organization acquire [Item Centre training](#). Training is available via a live webinar. Familiprix is phasing in Item Centre vendor engagement. You will be requested to participate in Item Centre training prior to the **go live** date. Without training, you cannot proceed to the next step.
- **Step 12: Listing**  
Congratulations – you are now ready to use Familiprix Item Centre to list your products! Should you require further assistance with listing your products, please contact GS1 Canada Implementation Support at 1.800.567.7084, ext. 341 or [ECCnetSupport@gs1ca.org](mailto:ECCnetSupport@gs1ca.org)

#### **Learn More**

For more information about Familiprix Item Centre, please contact Nadine Bobko, Industry Manager, GS1 Canada at [Nadine.Bobko@gs1ca.org](mailto:Nadine.Bobko@gs1ca.org) or by phone at (514) 355-8929 ext. 4001.

#### **About GS1 Canada**

GS1 Canada is a member of GS1, the world's leading supply chain standards organization. As a neutral, not-for-profit organization, GS1 Canada enables its more than 20,000 members – organizations of all sizes from over 20 sectors across Canada – to enhance their efficiency and cost effectiveness by adopting electronic supply chain best practices. Learn more at [www.gs1ca.org](http://www.gs1ca.org).