**@ Date**

**Name**

**Title**

**Company**

**Via email:**

Dear Name [from Supplier **Company XXX]**

**New Zealand**

**District Health Board National Catalogue**

**Company YYY** is involved in a significant New Zealand healthcare initiative that requires providing accurate product information for use by all New Zealand public hospitals for purchasing. The initiative is known in New Zealand as the ***District Health Board National Catalogue*** (DHBNC) project and is administered by an organisation named **healthAlliance** (hA), in conjunction with New Zealand public hospitals.

The DHBNC is being used in New Zealand as a single product catalogue for all purchasing of all pharmaceuticals, medical devices and healthcare consumables used in New Zealand’s public healthcare sector.

The catalogue uses GS1 global standards and is part of a global system known as the Global Data Synchronisation Network (GDSN) that is currently operating in many countries worldwide.

**Company YYY** has been requested by hA to supply product information for the use in the DHBNC to enable New Zealand hospitals to purchase their products. As such **Company YYY** is requesting your urgent assistance.

The DHBNC requires all products be identified using a *GS1 Global Trade Item Number* (GTIN). GTIN is sometimes referred to as a UPC, APN, EAN or TUN. Therefore, **Company YYY** is requesting you supply a list of all GTINs you currently supply us for all levels of packaging (i.e. consumer units, cartons etc).

**Important Notes**

* This request does not require **Company XXX** to physically ‘barcode’ any products.
* If **Company XXXs** products have HIBC identification numbers and/or barcodes assigned to them, a GTIN is still required.
* If **Company XXX** has product information in another GDSN compliant data pool, please advise us as this will simplify the DHBNC process in New Zealand.

**Next steps**

1. **If** **Company XXX is a member of GS1,** it is very likely that GTINs have been assigned to products already. In this situation, please provide this information in the following format.

|  |  |  |
| --- | --- | --- |
| **GTIN** | **Internal Product Identifier** | **Product Description** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **If your organisation is not a member of GS1**,you will need to:
* Contact GS1 in your country to discuss how to obtain GTINs[[1]](#footnote-1).
* Allocate GTINs to your products and advise **Company YYY** as outlined above.

Thank you very much for your assistance in this matter. Please feel free to contact me should you require more information or require additional assistance.

Kind Regards,

[@Contact Name]

**Company YYY**

1. *Refer – http://www.gs1.org/contact* [↑](#footnote-ref-1)