



## Introduction to the G-Standaard Production Schedule for the year 2016

Z-Index releases a new G-Standaard update every month. Software houses integrate the G-Standaard updates in the information systems used by pharmacies, general practitioners, hospitals and health insurance companies. It is in the interests of all end users that all parties submitting information to the Z-Index (including 700 manufacturers) have a clear production schedule and stick to it strictly.

Z-Index has introduced a new Internet application for information providers. Providers who have not been transferred yet will receive a communication on the matter in due course.

- After logging in to the current application via the "Informatieleveranciers" (Information providers) link, on the access rights page, you can enter new data and modifications using the "Goedkeuren mutaties" (Approve modifications) button.
- After logging in to the new application via the "G-Standaard Invoerloket" (G-Standaard Contact Point) or "G-Standaard Logic Invoerloket" (G-Standaard Logic Contact Point) links, on the access rights page, you can enter new data and modifications using the "Publiceren" (Publish) button.

Both options are described in this information leaflet.

The Internet application for information providers is not fully functional during 3 working days around the G-Standaard final production run. You can modify product packaging data but cannot approve or publish these modifications. In other words, during these timeouts, Z-Index does not take your modifications into account, which means they will not appear in the following G-Standaard update. For further information, please read the explanation of the production schedule.

**Read the explanation of the production schedule carefully!** If you still have any questions, please contact the Information and Data Management department (phone no.: +31(0)70-3737437; e-mail: [info@z-index.nl](mailto:info@z-index.nl)).

### G-Standaard (GS) production schedule for 2016

1	2	3	4	5	6	7
GS for month	Opening of "approve/publish modifications" online option at 17:00	Deadline for <u>new</u> products at 17:00	<u>Test</u> production run	Deadline for the "approve/publish modifications" online option at 17:00	<u>Final</u> production run	<u>Release</u> of update to GS download and GS Flex (on <a href="http://www.z-index.nl">www.z-index.nl</a> )
Jan 2016	Mon Nov 16	Tue Dec 1	Sat Dec 5	Wed Dec 9	Fri Dec 11	Tue Dec 15
Feb 2016	Mon Dec 14	Tue Jan 5	Sat Jan 9	Wed Jan 13	Fri Jan 15	Tue Jan 19
Mar 2016	Mon Jan 18	Tue Feb 2	Sat Feb 6	Wed Feb 10	Fri Feb 12	Tue Feb 16
Apr 2016	Mon Feb 15	Tue Mar 1	Sat Mar 5	Wed Mar 9	Fri Mar 11	Tue Mar 15
May 2016	Mon Mar 14	Tue Apr 5	Sat Apr 9	Wed Apr 13	Fri Apr 15	Tue Apr 19
Jun 2016	Mon Apr 18	Tue May 3	Sat May 7	Wed May 11	Fri May 13	Wed May 18
Jul 2016	Tue May 17	Tue Jun 7	Sat Jun 11	Wed Jun 15	Fri Jun 17	Tue Jun 21
Aug 2016	Mon Jun 20	Tue Jul 5	Sat Jul 9	Wed Jul 13	Fri Jul 15	Tue Jul 19
Sep 2016	Mon Jul 18	Tue Aug 2	Sat Aug 6	Wed Aug 10	Fri Aug 12	Tue Aug 16
Oct 2016	Mon Aug 15	Tue Sep 6	Sat Sep 10	Wed Sep 14	Fri Sep 16	Tue Sep 20
Nov 2016	Mon Sep 19	Tue Oct 4	Sat Oct 8	Wed Oct 12	Fri Oct 14	Tue Oct 18
Dec 2016	Mon Oct 17	Tue Nov 1	Sat Nov 5	Wed Nov 9	Fri Nov 11	Tue Nov 15
Jan 2017	Mon Nov 14	Tue Nov 29	Sat Dec 3	Wed Dec 7	Fri Dec 9	Tue Dec 13

## Explanation of the 2016 G-Standaard Production Schedule

### General

- There are five milestones in each monthly production cycle, represented by the data in columns 2, 3, 4, 5 and 6. Example: the milestones in the production process for the G-Standaard of February 2016 are December 14, 2015, and January 5, 9, 13 and 15, 2016.

### Column 2/3: listing/delisting new product packagings

- New: a product packaging that has never been listed in the G-Standaard before.
- You can register new products only via the aforementioned Internet applications.
- Product packagings will only be included in the following G-Standaard if you have filled in all the mandatory fields. Attention: The pharmacy purchase price (and, where relevant, the recommended sales price) must be greater than zero.
- Manufacturers of medicinal products can speed up the approval process by submitting the extract of the CBG or EMEA registration dossier as soon as possible.
- Manufacturers of medical devices can speed up the approval process by submitting extra information as soon as possible: product characteristics, comparable products marketed by themselves or competitors, and the name of a contact person with content knowledge.
- Manufacturers of compounded drugs can speed up the approval process by submitting a patient information leaflet and/or a summary of product characteristics and/or a preparation protocol as soon as possible.
- If we deem the quality of the information provided to be unsatisfactory or the data are incomplete, we reserve the right not to include a product packaging in the G-Standaard (provisionally).

- If you wish to submit **more than 30 new product packagings** to the G-Standaard in a given month, please contact the I&DM department (070-3737437) by phone beforehand. Depending on available capacity, the submittal method and the product group(s) to which the new packagings belong, it may be impossible to process all of them in one go. Should this happen unexpectedly, the I&DM department will be happy to set new appointments with you.

### Column 4: test production run objective

- For us, it is the first opportunity to control the G-Standaard.
- For the Ministry of Health, Welfare and Sports, it is the basis used to determine GVS limits.

### Column 5: modifications

- Modification: changing a field or invalidating a product packaging that has already been included in the G-Standaard at least once. Therefore, changing data on a product packaging that has never been included in the G-Standaard before is not considered a modification.
- Modifications that can be entered via the Internet application may only be submitted by these means.
- There are two types of modifications:
  1. modification of a field regarding a product packaging. E.g.:
    - modification of a price (changing price x to price y, where x is greater than zero euros);
    - modification of the number of an own article; or
    - modification of the GTIN barcode.
  2. invalidating a product packaging.

### Column 5 (for a given month) and column 2 (for the following month)

- The "approve/publish modifications" online option is unavailable for 3 working days every month (from Wednesday at 17:00 to Monday at 17:00, not counting holidays). In other words, modifications can be made but not approved or published. N. B.: modifications that have not been approved yet are stored in the system!
- The aim of making the "approve/publish modifications" option temporarily unavailable is twofold:
  1. Preventing you from approving or publishing modifications during the period between the modification deadline and the final production run, as this could result in modifications being deliberately or inadvertently included in the G-Standaard update without Z-Index checking their quality.
  2. If, when controlling the final production run, it is found that the G-Standaard does not meet the quality standards, the final production run can be repeated on Monday morning without including deliberate or inadvertent modifications added after the modification deadline.

### Column 7

- If you are subscribed to the G-Standaard download and/or the G-Standaard Flex, you can download the update to the G-Standaard from [www.z-index.nl](http://www.z-index.nl) on the aforementioned date provided that Z-Index has approved the final production run, i.e. the new G-Standaard update. If this is unexpectedly not the case, it will be announced on [www.z-index.nl](http://www.z-index.nl).