



**Z-Index**

**G-Standaard  
Data Entry Web Portal  
Product maintenance  
Up-/Download**

**Upload/Download  
Quick Start**

## G-Standaard Data Entry Web Portal

This "Upload/Download quick start" guide offers a succinct description of the G-Standaard Data Entry Web Portal Upload/download feature. Your products are added to G-Standaard via the G-Standaard Data Entry Web Portal. The information on your products subsequently reaches all the prescription, delivery and ordering systems in the Dutch healthcare market via G-Standaard's monthly production cycle and software houses.

### Maintaining products manually or via the upload/download feature

- Follow the steps detailed in the *separate* "Product maintenance quick start guide" or the user guide to add or change one or a few products on the G-Standaard Data Entry Web Portal.
- If you want to add or change several products at the same time, use the upload/download feature described in *this* the "Upload/Download quick start" guide or the user guide.

Both "quick start guides" are also available as instructional videos on  **YouTube** .

Click the  button at the bottom right of the product overview or go to [www.z-index.nl/documentatie/handleidingen/handleiding-g-standaard-invoerloket](http://www.z-index.nl/documentatie/handleidingen/handleiding-g-standaard-invoerloket) to view all the sources of information.

### Production schedule



Your product maintenance should take into account the deadlines for adding or changing products set out in the G-Standaard production schedule.

See [www.z-index.nl](http://www.z-index.nl) -> [actueel](#) -> [productieschema](#).

## Logging in

Go to [www.z-index.nl](http://www.z-index.nl) and click the "Log in" button at the top right. "My Z-Index" will appear. Click the **G-Standaard Invoerloket** link. The G-Standaard Data Entry Web Portal opens with a product overview. Your products are presented as articles.

ZI-nummer	Omschrijving	Inhoud	Productgroep	Inkoopprijs excl. BTW	Artikelcodering fabrikant	Vervaldatum	Status	G-Standaard	Verpakkingen
90009185	(geen omschrijving)						Concept		
90000277	AEROPAX EMULSIE 10MG/ML	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	9.87			Nieuw ingediend		
90000293	AEROPAX TABLET 40MG	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	9.87			Nieuw ingediend		
90000285	AEROPAX TABLET 40MG	1 VERPAKKING 25 STUK	SPECIALITEES	9.87			Gepubliceerd	01-05-2016	
90000307	AKINETON INJVLST 5MG/ML AMPUL 1ML	1 VERPAKKING 25 ML	SPECIALITEES	8.25			Gepubliceerd	01-05-2016	
90000315	AKINETON TABLET 2MG	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	200.00			Concept		
90000323	ALBUSTIX TESTSTRIP NR2872	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	9.87			Nieuw afgekeurd		
90000331	ALDACTONE TABLET 100MG	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	8.25			Nieuw ingediend		
90000358	ALGESAL BALSEM FORTE	1 VERPAKKING 10 GRAM	SPECIALITEES	8.25			Gepubliceerd	01-05-2016	
90000366	ALKERAN TABLET FILMOMHULD 2MG	1 VERPAKKING 50 STUK	SPECIALITEES	3.18			Gepubliceerd	01-05-2016	
90000374	AMUKIN INJVLST 50MG/ML AMPUL 2ML	5 STRIP 10 STUK	DIVERSE ARTIKELEN	3.81			Nieuw ingediend		
90000382	BACTRIMEL SUSPENSIE 48MG/ML	5 STRIP 10 ML	SPECIALITEES	4.46			Gepubliceerd	01-05-2016	
90000390	BECOTIDE AEROSOL 50MCG/DO SPBS 200DO + INHAL	5 STRIP 10 STUK	SPECIALITEES	3.45			Gepubliceerd	01-05-2016	
90000404	BELCOMYCINE TABLET 75MG	1 VERPAKKING 50 STUK	SPECIALITEES	3.18			Gepubliceerd	01-05-2016	
90000412	BEROTEC TABLET 2,5MG	1 VERPAKKING 100 STUK	SPECIALITEES	4.17			Gepubliceerd	01-05-2016	

After logged in in the G-Standaard Data Entry Web Portal, click on the right mouse button on a white space on the screen and select "Vertalen in het Engels" (Translate to English). The G-Standaard Data Entry Web Portal will be translated. Note that the terminology may differ!

You can browse your range, filter the overview or search for a specific article. You can also add, submit and delete articles from the article overview.

Click the **Help** button at the bottom right of the article overview to access a description of the G-Standaard Data Entry Web Portal.

## Statuses

Each article has a status (see the "Status" column in the article overview). These statuses determine whether a given field can be modified and whether articles can be deleted. The statuses are:

New articles pending publication	<b>Draft</b>	A new article that has yet to be submitted to Z-Index. All fields are open. The article can be submitted or deleted.
	<b>New submitted</b>	The article has been submitted to Z-Index. All fields are locked. Z-Index can approve it or reject it.
	<b>New rejected</b>	The article has been rejected. Z-Index will get in touch. All fields are open again. The article can be submitted again or deleted.
	<b>New approved</b>	An approved article that will be published on the G-Standaard when the "On the market from" date comes. Some fields can be modified.
	<b>New modified</b>	A new article that has not been published on the G-Standaard yet has been modified. The changes have yet to be submitted to Z-Index.
	<b>New submitted with modifications</b>	A new article that has not been published on the G-Standaard yet has been modified and submitted to Z-Index. All fields are locked.

Previously published articles	<b>Published</b>	The article is published on the G-Standaard when the "On the market from" dates comes. Some fields can be modified.
	<b>Modified</b>	An article that has previously been published on the G-Standaard has been modified. The change has yet to be submitted to Z-Index.
	<b>Submitted with modifications</b>	An article that has previously been published on the G-Standaard has been modified and submitted to Z-Index. All fields are locked.
	<b>Approved with modifications</b>	The changes have been approved and will be included in the next G-Standaard. Some fields can be modified.
	<b>Expired</b>	The provided expiry date has already passed. The article is no longer published on G-Standaard.

Making changes with the upload/download feature is a four-step process:

- 1 Checking the digit-grouping symbol and list-separator character.
- 2 Downloading the article file and adding/changing products locally.
- 3 Uploading the product file with new/modified products.
- 4 Submitting the modifications.

### 1 Checking decimal symbol, digit-grouping symbol and list separator

Press simultaneous the Windows-key and the R-key. Type in control. Press Enter. Click on Region. Click on Additional settings. Adjust the settings of the fields as shown in the picture below. Save the changes you made.



Check this carefully. This step is crucial to using the upload/download feature successfully. Check this every time you use the upload/download feature.

Indeling aanpassen

Getallen Valuta Tijd Datum

Voorbeeld  
Positief: 123,456,789.00 Negatief: -123,456,789.00

Decimaalteken: . Period  
Aantal decimalen: 2  
Cijfergroeperingssymbool: , Comma  
Cijfergroepering: 123,456,789  
Symbool voor negatief getal: -  
Notatie van negatief getal: -1.1  
Voorloopnullen weergeven: 0.7  
Lijstscheidingsteken: ; Semicolon  
Maatstelsel: Metrisch  
Standaardcijfers: 0123456789  
Taalspecifieke cijfers gebruiken: Nooit

Klik op Beginwaarden als u de standaardinstellingen voor het systeem wat betreft getallen, valuta's, tijden en datums wilt instellen.

Beginwaarden

OK Annuleren Toepassen

## 2 Downloading the article file and adding/changing articles locally.

Click "Upload/Download" in the orange menu bar on the G-Standaard Data Entry Web Portal and then [Download Articles](#) . The CSV file with the articles is saved on your computer with a name including your company name, GLN code, the date/time and "A" for *artikelen* ("articles").



Do not open the .csv file directly in Excel as it could lead to the disappearance of leading zeros. Always use the Excel text import wizard.

In Excel 365/2019, the Import Text Wizard needs to be turned on once.

Click File > Options in the menu bar on the left > Data in the menu bar on the left > select "From Text (Legacy)". Click OK.

### *Start the Import Text Wizard*

In Excel 365/2019: click Data -> Get data -> Legacy Wizards -> From Text (Legacy).

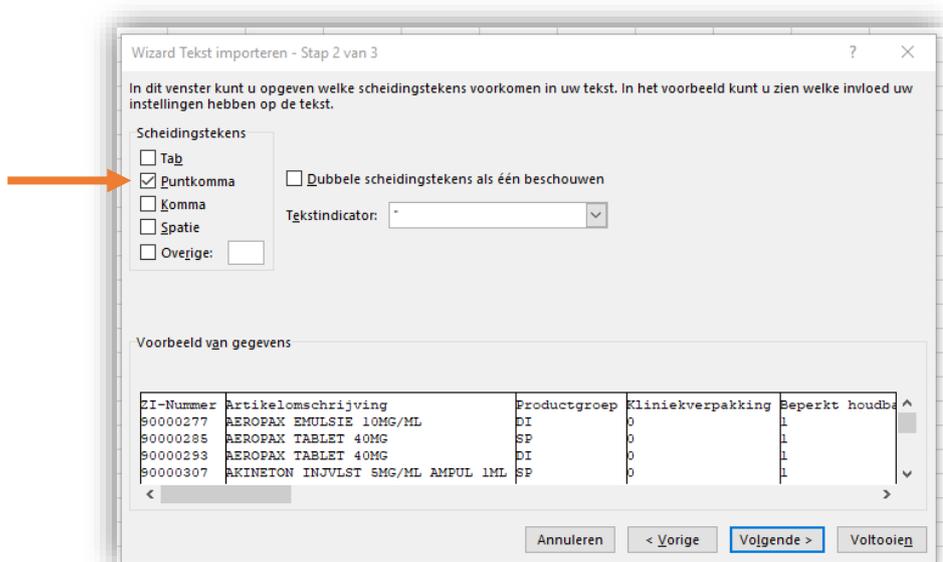
In Excel 2016 and earlier versions, click Data -> Get Data or Get External Data and then From text.

After launching the Import Text Wizard, open the article file you just downloaded.

### *Import Text Wizard, Step 1 of 3*

Delimited is checked. Click Next.

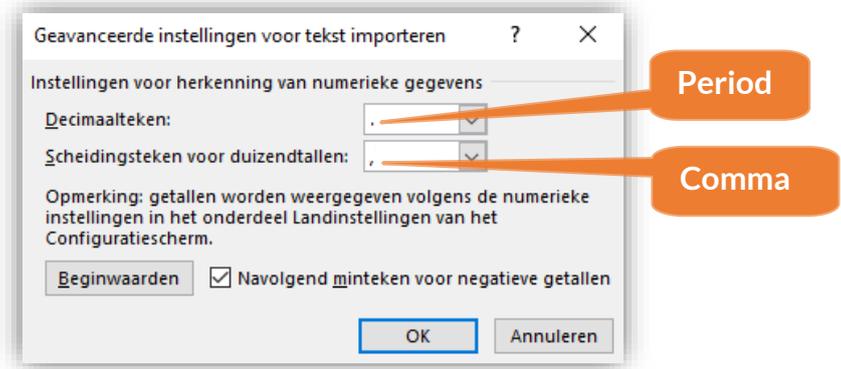
### *Import Text Wizard, Step 2 of 3*



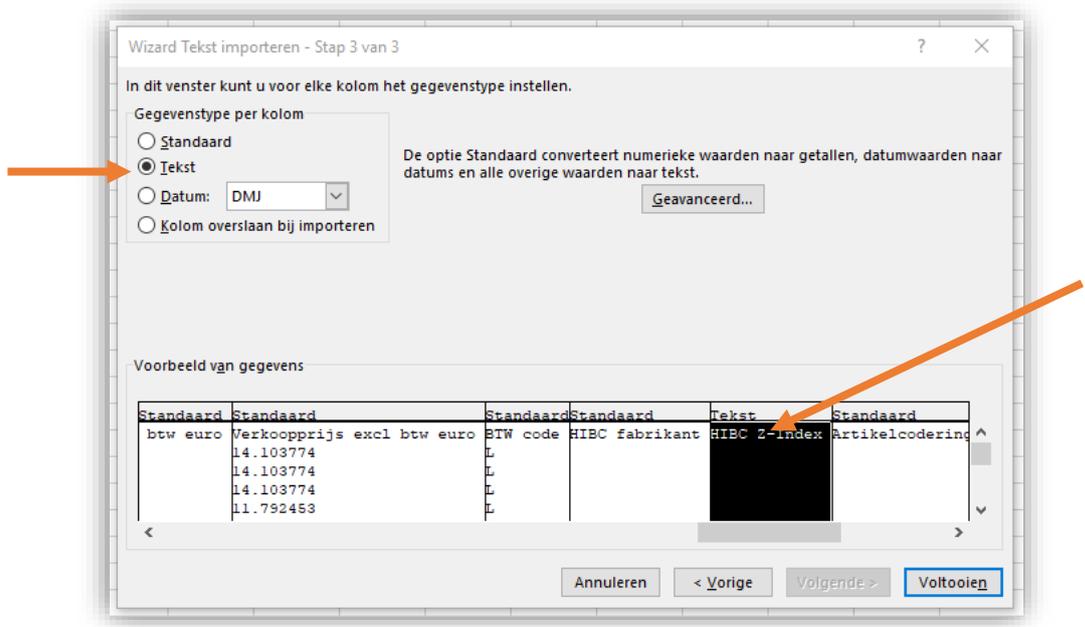
Remove the check mark from Tab and check the box Semicolon. Click Next.

### Import Text Wizard, Step 3 of 3

Click "Advanced" and check the decimal separator and the thousands separator.



Click OK. Go to the “manufacturer HIBC” column using the horizontal scroll bar and click *exactly* manufacturer HIBC. The column turns black. Select “Text” from the Data type to set the column format to text.



Text now appears at the top of the “Manufacturer HIBC” column. Repeat the same steps for:

- Z-Index HIBC;
- manufacturer article code;
- RVG/RVH number; and
- European registration number.

Click “Finish” and then “OK”. The file with your articles is now loaded into Excel.

Open a new, empty worksheet and copy-paste the header (row 1) from the worksheet with your articles to the new, empty worksheet. ***Don't change the header!***

You can now take the two following actions: changing existing articles or adding new ones based on an existing article.

### ***Modifying existing articles***

Search for the articles to be modified one by one and copy-paste the ***entire rows*** to the new worksheet. Now, change the articles ***on the new worksheet***. This keeps the worksheet you downloaded with all your articles intact. Depending on the status of the article, you can:

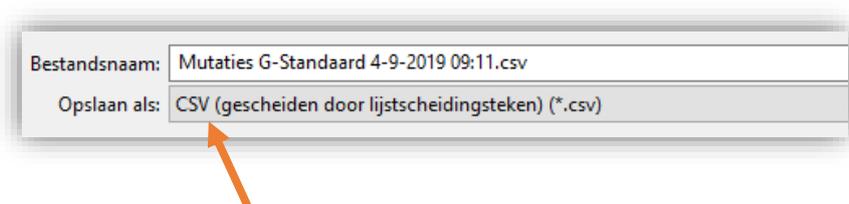
- change all the fields (statuses “Draft” and “New rejected”);
- change no fields at all (statuses “New submitted”, “New submitted with modifications” and “Submitted with modifications”); or
- change some fields (remaining statuses).

### ***Adding new articles based on an existing article***

Search for the article on which you want to base the new article on the worksheet with all your articles and copy-paste the entire row to the new worksheet. Now, delete the ZI-number from the first cell in the row of that article ***on the new worksheet***. Adjust the name of the article and, if necessary, change its purchase price, sales price, manufacturer article code and RVG/RVH number. Set the "On the market from" date to the next (or a later) G-Standaard production month (always the first of the month). Check all the fields in the row of the new article carefully again.

You can combine modifications to existing articles and additions of new ones on the new worksheet.

Once you are done, save the new worksheet with the modifications and any new articles as a comma-separated values (CSV) file (\*.csv).



Step 2 is done.

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### 3 Uploading the article file with new/modified articles

Click “Upload/Download” in the orange menu bar on the G-Standaard Data Entry Web Portal and then . Search for the CSV file with modifications/additions that you created in Step 2 and click Open. The file is submitted and processed straight away:

- A **green notification** at the top right means that the file has been processed successfully.
- A **red notification** means that something has gone wrong.

In both cases, you will receive an e-mail with the processing results. The file that you uploaded and a CSV file with the processing results will be attached to this e-mail for reference. The name of this CSV file ends in –report.csv.



Read the processing report carefully. Check whether the modifications/additions that you uploaded are also present in the report.

If the processing failed, correct the errors outlined in the e-mail and try again. The row number in the Excel file that contains the error is displayed at the front.

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### 3 Submitting the modifications

The modified articles (with the “Modified” status) and new articles (with the “Draft” status) are also in the article overview. Now, you need to submit these articles.

Filter the article overview by status . All modified articles are now displayed in the overview. Select the number of rows  to make sure that you see all changes and click "Select all rows" . The rows are now selected and **shaded in dark grey**. Click Submit under the article overview. Repeat these steps if you have more than 500 modifications and for new articles with the Draft status.



Remember to submit the modified and new articles! Otherwise, the changes and/or additions will not be taken into account on the G-Standaard. Every Friday you will receive an automatic e-mail with all the modifications and article drafts that are outstanding.

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## Modifying/adding article packagings with the Upload/Download feature

One or more packagings with unique GTINs can be linked to an article with a unique ZI-number. The packaging types are: unit dose, consumer pack and outer box.

### Unit dose:

Primary packaging/EAG/single unit dose for:

- hospitals



GTIN for scanning and logistics.

*No specific ZI number: pharmacovigilance via the consumer pack.  
no reimbursement of individual pills/ampoules.*

### Consumer pack:

Secondary packaging for:

- pharmacy
- pharmacist
- hospitals



GTIN for scanning and logistics.

ZI number for: pharmacovigilance, reporting and logistics.

### Outer box:

Tertiary packaging for:

- pharmacy
- pharmacist
- hospitals



GTIN for scanning and logistics.

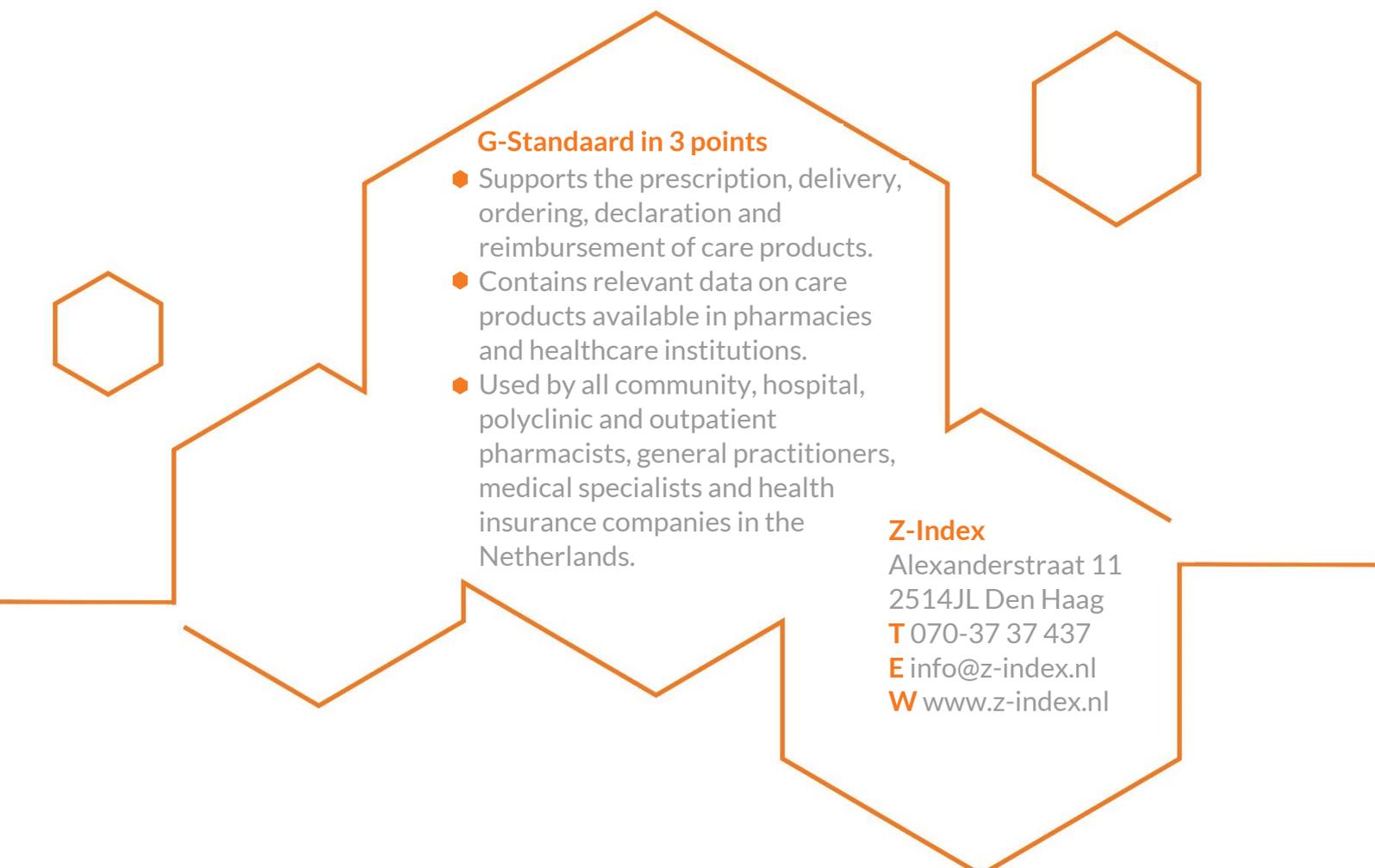
*No specific ZI number.*

Similarly, you can use the Upload/Download feature to modify packagings and add new ones. Refer to § 6.3 pages 51 to 54 and 57 to 60 of the G-Standaard Data Entry Web Portal User Guide via the button [Help](#) at the bottom right of the article overview or via [www.z-index.nl](http://www.z-index.nl) > [Documentation](#) > [User guides](#).

If you need help, contact Z-Index on 070-37 37 437 or [info@z-index.nl](mailto:info@z-index.nl).

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### **G-Standaard in 3 points**

- Supports the prescription, delivery, ordering, declaration and reimbursement of care products.
- Contains relevant data on care products available in pharmacies and healthcare institutions.
- Used by all community, hospital, polyclinic and outpatient pharmacists, general practitioners, medical specialists and health insurance companies in the Netherlands.

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