GS1 New Zealand

New Zealand Business Number (NZBN) Organisation Part Use Guide

NZBN Organisation Parts Use Guide and Technical Reference

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Glossary

API	An Application Programming Interface (API) allows a third-party system to interact with a software application to access information and/or perform functions that would otherwise only be available by directly interacting with that application.
Digital Location	A digital location represents an electronic (non-physical) address that is used for communication between computer systems.
EDI	An Electronic Data Interchange (EDI) is a way for businesses to digitally exchange information, such as invoice reconciliation, rather than via PDFs or paperwork.
Function	An organisational subdivision or department based on the specific tasks being performed - as defined by the organisation, such as accounts division.
GLN	The Global Location Number (GLN) is part of the GS1 systems of standards. [1] It is a tool used to uniquely identify a party, location for business function. This identifier is compliant with ISO/IEC 6523. The key comprises of a GS1 Company Prefix, Location Reference, and Check Digit.
GS1 New Zealand	GS1 is a global family of not-for-profit, locally owned organisations that provide help to government and businesses to trade and exchange information using open standards. NZ is owned by more than 8,000 members, spanning most industry sectors including food and grocery, healthcare, construction, agribusiness and government. A volunteer board governs GS1 NZ and is made up of representatives from the healthcare, government, food and grocery, and primary industry sectors.
ISO	The International Organization for Standardization (ISO) publishes international standards.
Legal Entity	Any business, government body, department, charity, individual or institution in its own right separate from its shareholders and continues in existence until it is removed from the New Zealand register. As defined in the Companies Act 1993 – New Zealand Legislation.
NZBN	The New Zealand Business Number (NZBN) is a GLN which is used to identify New Zealand businesses and other legal entities.
NZBN Register	The New Zealand Business Number (NZBN) Register is a searchable register of New Zealand businesses and other legal entities.
NZLR	The New Zealand Location Registry (NZLR) is a registry in which Organisation Parts may be created, edited and shared. The NZLR can be accessed via the NZBN registry by those with appropriate authority.
Organisation Part	Organisation Parts (OPs) are used to uniquely identify physical locations and business functions with GLNs and must be linked to an entities New Zealand Business Number (NZBN).
PEPPOL	PEPPOL is a global standardised framework that enables businesses to exchange electronic invoices and procurement documents electronically. It uses an EDI (Electronic Data Interchange) protocol, designed to simplify the purchase-to-pay process between government bodies and suppliers.
Physical Location	A site, or an area within a site, where something was, is, or will be located. A GLN assigned to a physical location always has a permanent and identifiable geographical address.

1 Introduction

This document provides guidance on the use of NZBN Organisation Parts (Organisation Parts). Organisation Parts are unique identifiers linked to an entity's New Zealand Business Number (NZBN) and used for identification purposes.

Organisation Parts are hosted in the New Zealand Location Registry (NZLR), provided by GS1 New Zealand, in partnership with the Ministry of Business, Innovation and Employment (MBIE).

1.1 Who should use this document?

This document is intended as an introduction to the use of Organisation Parts for government agencies and business entities.

Business and government staff working on strategic issues concerning supply chain productivity, seamless exchange of data - including e-procurement and traceability - will benefit from an understanding of Organisation Parts, including but not limited to:

- Finance managers
- Operations managers
- Information technology leaders
- Public policy and strategy leaders

The reader needs no prior knowledge of Organisation Parts or a technical understanding of the GS1 standards involved.

Links to technical information on standards to assist with implementation are contained in Appendix B.

2 About Organisation Parts

2.1 What are Organisation Parts?

The New Zealand Business Number (NZBN) is a globally unique identifier available to all New Zealand businesses. It links to the core business information (Primary Business Data) held in the NZBN Register that businesses are most often asked for like their trading name, address and phone number. Registered companies have been assigned an NZBN and it's easy for other businesses to apply for one. Visit the NZBN website to learn more.

Organisation Parts allow businesses to extend beyond their NZBN to identify different areas, for example, branch, department and location, making it easier to connect and interact with other businesses and government agencies.

Like the NZBN, an Organisation Part is a Global Location Number (GLN), an ISO compliant standard (ISO/IEC 6523). This standard is issued by GS1 New Zealand and used by millions of private and public sector organisations around the world.

Organisation Parts can be kept Private, made Public or Shared

An Organisation Part is primarily used to identify locations (digital and physical) and business functions, however they may also serve as a kind of profile for an entity. An organisation can choose for this information to be kept ***private***, made ***public, or shared***.

- **Private** – May only be viewed by those with the authority to manage the NZBN. There are number of reasons why a business may want to set their Organisation Part to private. For example, a business may be using Organisation Parts to identify a room, or part of a warehouse, or any other locations or functions that will only be used internally.
- **Public** -When a business makes their Organisation Part public, it will be searchable on the NZBN Register and allow other organisations to see information about this part of their business.
- **Shared** - Organisation Parts can be shared with specific businesses or organisations, such as trading partners or government agencies, to enable e-Invoicing and other transactions. This simplifies doing business, creating data once and then sharing it with multiple parties, to reduce the costs of doing business.

2.2 What are the benefits of Organisation Parts?

Organisation Parts enable the identification of locations (digital and physical) and business functions for an organisation.

At the broadest level, Organisation Parts help build open networks where businesses and government agencies can easily exchange location information and lift productivity. Examples of how they can facilitate better business outcomes include:

- Improved identification, updating and data exchange within and between Customer Relationship Management Systems
- Supports trust and integrity between parties in business and regulatory transactions, as Organisation Parts are coupled to verified legal entity NZBNs
- Improved accuracy when identifying where goods are picked up from, or delivered to, as many deliveries occur outside of street addresses
- Traceability of goods moving within a logistics supply chain supply from manufacture, warehousing to final delivery to customers
- Ensuring E-documents (like e-Invoices) are delivered directly into a specific Electronic Data Interchange (EDI) mailbox or financial management systems.

Organisation Parts can also be related to each other to create hierarchies. For example, locations within locations, such as a shipping bay within a warehouse.

Organisation Parts enable e-Invoicing and e-Procurement

GLNs are used in many EDI systems, such as electronic mail services. The New Zealand government is enabling interoperability of electronic mail services by deploying the PEPPOL specification, used by the European Union to support government e-Invoicing and e-procurement. PEPPOL enables services from different service providers to talk to each other and it uses GLNs.

The NZBN can be used in EDI mail services, but many businesses and government agencies operate at a more granular level to the NZBN legal entity level. They need to send invoices or procure from or to specific locations or business functions within their trading partners. An Organisation Part provides an identifier coupled to the legal entity to support such transactions.

E-Invoicing offers a solution that every business can access and benefit from, regardless of their size or the financial system they use, making it easier for businesses to interact and transact with each other and with government. Automating the invoicing process improves accuracy and security, speeding up processing and reducing errors and delays.

How do Organisation Parts work?

An Organisation Part linked to the NZBN identifies a part of an organisation that needs to be specifically identified; this could be as small as a door to a property, or as large as an offshore office. Each Organisation Part is unique and has a specific identification purpose.

Below are illustrations of how an organisation might use Organisation Parts to identify locations and different functions.

Identifying location and function

In this example, Foodz NZ Ltd. has an NZBN, which identifies it as a legal entity. Foodz NZ Ltd. also has a number of different parts of their business - some of which are in other locations - which need to be identified individually, as well as being recognised as part of Foodz NZ Ltd. Organisation Parts fill this role, as they are unique, but are always tied back to an entity NZBN.

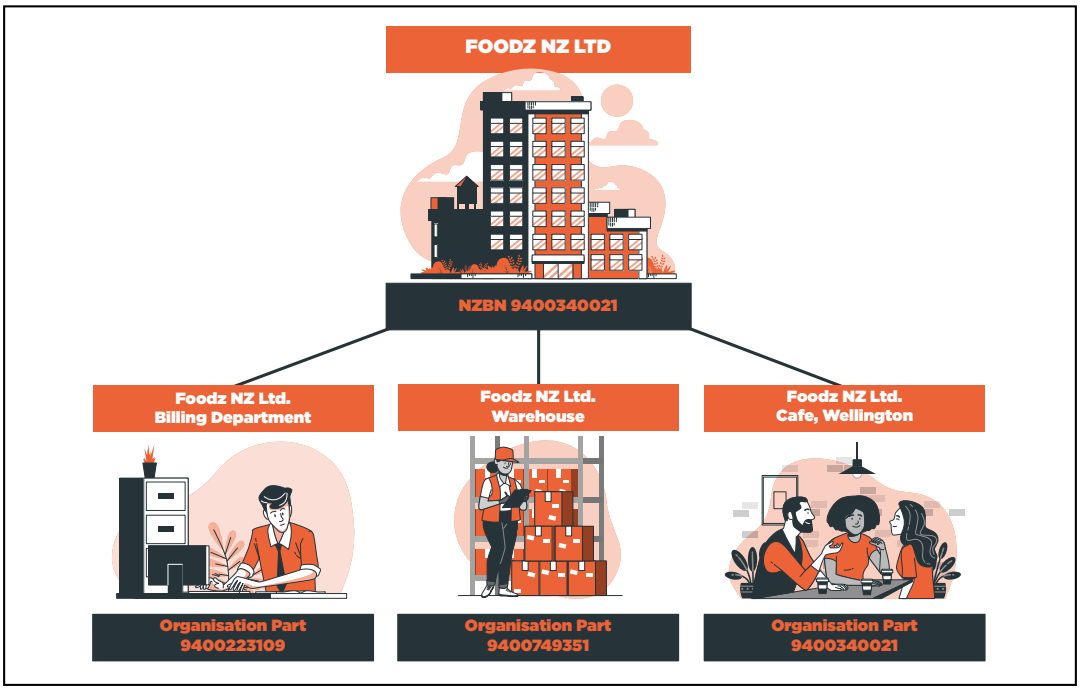

Figure 1 – Organisation Parts Hierarchy

Organisation Parts can be used to identify different locations with different purposes, for example a billing system or email address this helps ensure that invoices are sent to the correct mailbox (digital location). This helps Foodz NZ Ltd to connect to trading partners along the supply chain, as well as internal business operations by improving communication.

Organisation Parts can also direct deliveries to a specific part of a business

The example below shows a coffee cup delivery specifically going to the Foodz NZ Ltd. Café, rather than the Foodz NZ Ltd. headquarters, as the café's Organisation Part was used, rather than the Foodz NZ Ltd NZBN.

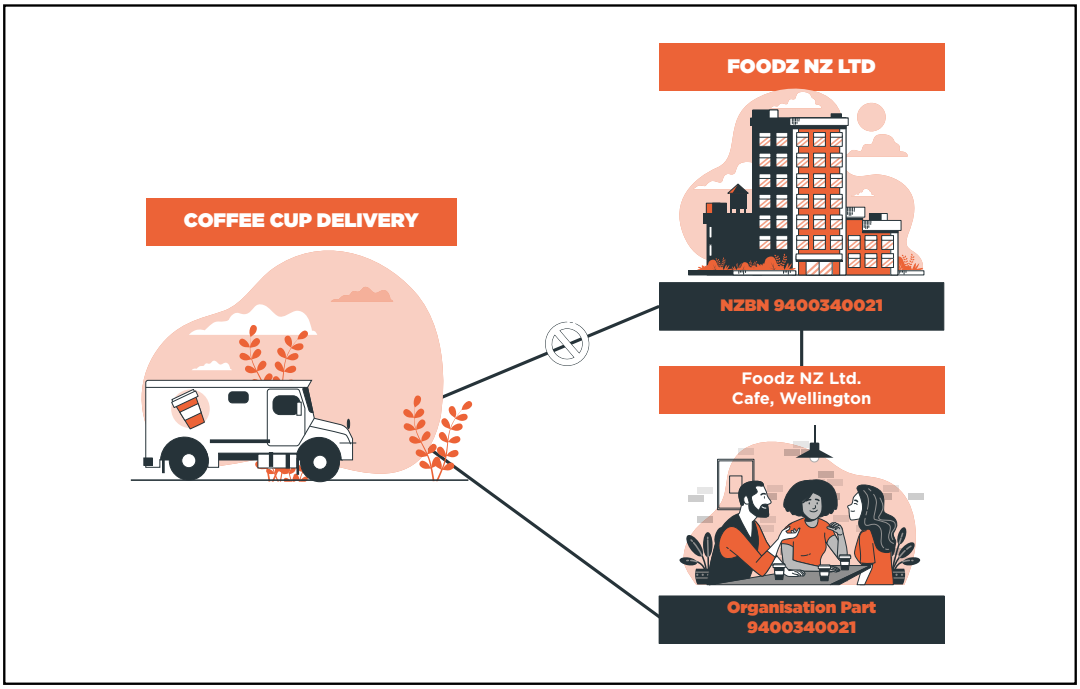

Figure 2 – Delivery

Internal processes

Foodz NZ Ltd. may also use Organisation Parts to set up an internal system between their departments and various physical locations to fill orders and facilitate electronic product recall.

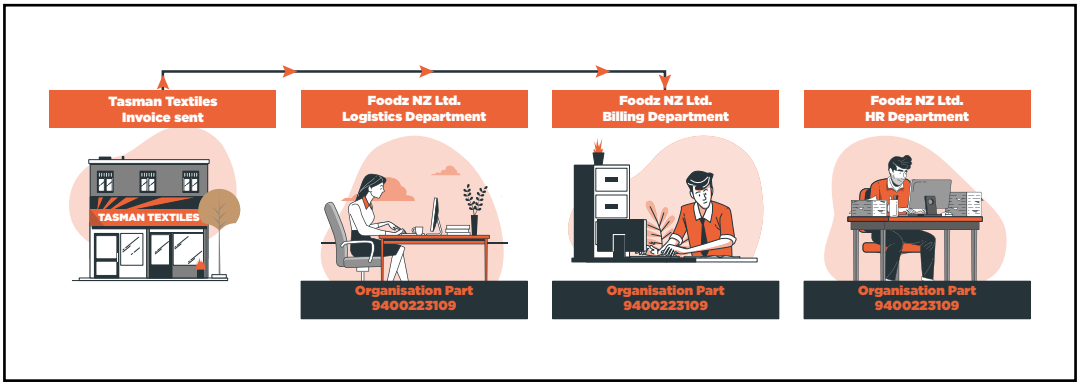

Figure 3 – Internal Processes

Interacting with Government Departments

Businesses and Government often need to share data with each other. Organisation Parts provide the ability to enter data once and have it available to all relevant parties while reducing double handling and manual re-entry.

For example, Foodz NZ Ltd. Café may need to send its food waste management plan to one government department and employee benefit information to another.

By tying this information to their Organisation Part, the Café can be uniquely identified and may record their information and update it as required. The government departments can then utilise the Organisation Part information to keep their records up to date, without having to ask the Café to manually fill out a form. If the Café has allowed it, the departments can also share information between each other as needed.

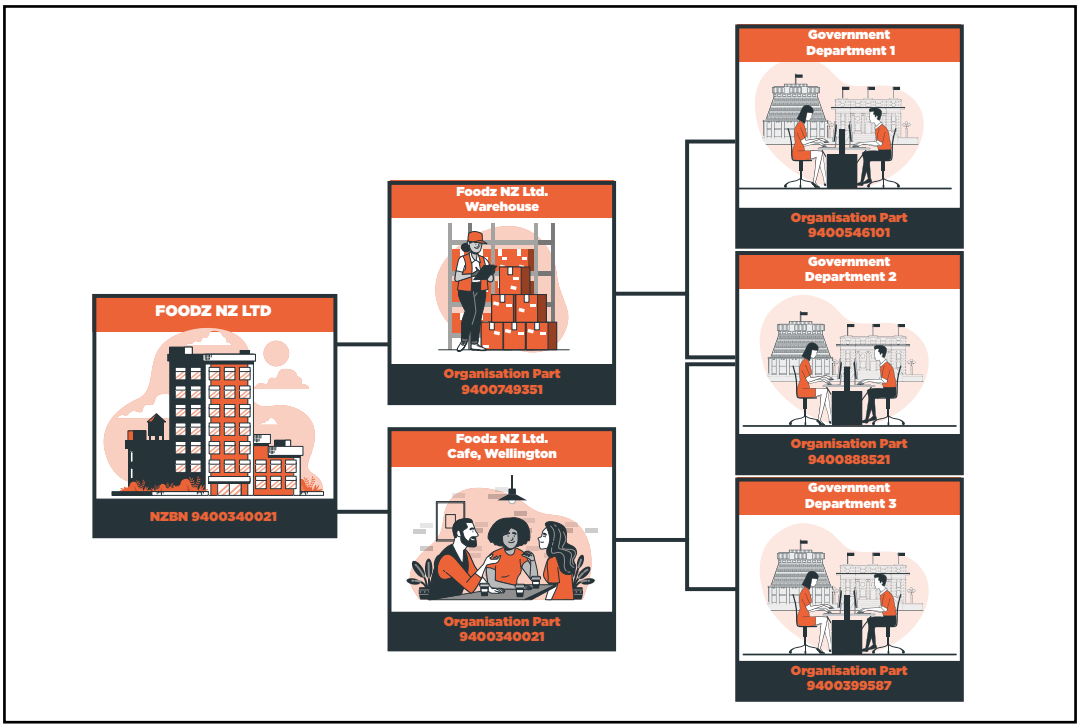

Figure 4 – Organisation Parts to Government

Finding Organisation Part information

Using Organisation Parts makes it easier to share up-to-date details for different parts of a business - no more emails and phone calls to ensure all relevant parties have up to date information.

The updated Organisation Part can also be searched in the New Zealand Location Registry (NZLR), or NZBN Registry if the entity makes it public, which saves time.

2.3 Capturing and exchanging physical location data

Organisation Parts can be embedded in physical formats, like QR codes, RFID (Radio Frequency Identification) tags or barcodes.

Figure 5 - *Physical Data*

Having Organisation Parts in a scannable format allows for information about a location or object to be accessible to anyone who scans it.

Compared to a human-readable label or poster, this allows far more data to be stored and when scanned, it can auto-populate information in the correct format.

For example, a worker at a hazardous site could scan a QR code at the entrance and have all the important site information instantly made available.

How location information is physically represented is changing the way transport and logistics can work – for more information on a project utilising this technology, check https://www.gs1au.org/scan4transport/.

2.4 Ministry of Health (MoH) COVID Poster Location

Organisation Parts used to identify business locations are embedded in the QR code posters that enable the Ministry of Health NZ COVID Tracer system.

If an organisation provided their NZBN when they created their QR code poster, 'MoH COVID Poster Location' Organisation Parts will be listed under their business NZBN on the NZBN Register. These can be viewed when authorised users log into MyNZBN - https://www.nzbn.govt.nz/mynzbn/mybusinesses

3 Getting Started with Organisation Parts

3.1 Access and use of NZBN/Organisation Part

Organisation Parts are hosted in the New Zealand Location Registry (NZLR), provided by GS1 New Zealand, in partnership with the Ministry of Business, Innovation and Employment (MBIE). For more information on the NZLR, see the GS1 Website.

3.2 Creating Organisation Parts

To get your Organisation Parts, simply login to your MyNZBN dashboard on www.nzbn.govt.nz

NB: You will need to have the authority to create and update your NZBN and Organisation Parts.

Visit the Authority page to learn more https://www.nzbn.govt.nz/manage-your-nzbn/confirming-your-authority

3.3 Accessing workshops

All Public sector entities (this includes Central and Local Government) who wish to implement Organisation Parts can contact GS1 New Zealand to request a workshop on setting up their Organisation Parts and how to use them to:

- Identify the problem Organisation Parts are solving, for example moving from multiple databases to a single source
- Confirm the way in which Organisation Parts address their particular issues
- Review of Business Case for using Organisation Parts

3.4 Onboarding your stakeholders

Organisation Parts are seen as enablers, however there are a number activities that will ensure successful implementation across the organisation. An example of the types of activities can be seen below:

Activity	Description	Stakeholders
1	Management of business case	EPMO, PM, Analysts
2	Identification of core systems affected	Architects, Analysts
3	Understand technical impact of a single source	Architects, Analysts
4	Engagement with core system owners	Affected System Owners, Architects, PM, Analysts
5	Identification of key external stakeholders	PM, Analysts, System Owners
6	Prepare messaging for internal and external stakeholder	PM, Analysts
7	Develop implementation timeline	PM, Analysts, System Owners
8	Confirm migration approach	PM, Analysts, System Owners
9	Delivery of messaging to all stakeholders	PM

3.5 Getting support for creating Organisation Parts

The MBIE NZBN team and GS1 New Zealand can assist with creating Organisation Parts.

For questions around creating and editing Organisation Parts and any questions around the NZBN environment, contact the NZBN support team.

For questions around billing for Organisation Parts and the GLN standard, contact GS1 support.

Appendix A: Implementation Success Stories

This annex contains GLN implementation success stories based on information previously reported via the GS1 Healthcare reference books and recent additions. The intention of this annex is to provide a summary of each implementation as reported and a link to where the entire business case can be found.

New Zealand Government **Covid-19 QR code Posters** **Contact Tracing** **New Zealand**	**Need:** Due to the 2020 Covid-19 pandemic, there was a need to develop a system to help contact trace those people who may have been in contact with someone infected with the Covid-19 virus. This would become New Zealand citizens' first line of defence in mitigating its spread throughout the population. **Solution:** By utilising the existing NZBN infrastructure, the Covid-19 Contact Tracer App and QR code posters were developed. This system used posters to identify locations (workplaces, retail outlets, offices etc) using an Organisation Part, which was linked to either the business's own NZBN or the Ministry of Health's NZBN. This simplified contact tracing and created a method for rapidly notifying those who had potentially come into close contact with a positive case. **Reference:** https://www.gs1.org/docs/healthcare/GS1_RB2014_web.pdf
New Zealand Government **e-Invoicing** **GLNs and the NZBN integration** **New Zealand**	**Need:** The New Zealand government identified an opportunity to introduce e-Invoicing capability in order to support productivity through streamlining and modernising business practices. The increasing of digital business capability, productivity and reducing the cost of doing business in New Zealand were considered vital to contributing to growing the digital economy. **Solution:** Using the NZBN as a globally unique identifier ensured a common, universally available way of ensuring e-Invoices reached the right buyers' e-Invoicing enabled financial systems. The NZBN Register created a single location for storing and finding primary business data and improved data synchronisation capabilities, aided through in-built APIs and the use of the PEPPOL interoperability framework. Organisation Parts will play a crucial role in building on this e-Invoicing framework, by providing globally unique identifiers for different parts of a business. **Reference:** https://www.nzbn.govt.nz/whats-an-nzbn/about/

New Zealand Government **New Zealand Health Sector Catalogue** **Master Data standards** **New Zealand**	**Need:** Organisations in the health sector in New Zealand have historically used locally compiled master data to manage medical devices and other products and services. Global identification standards have not been used consistently across the sector, and technical specifications or other precise criteria designed to be used consistently as a rule, guideline, or definition, varied considerably between organisations. **Solution:** The New Zealand Health System Catalogue (HSC) has been established to achieve a core set of master data standards for procurement, purchasing and clinical decision-making purposes. The NZBN, is now a mandatory data requirement in the HSC used to uniquely identify a New Zealand registered business. **Reference:** http://www.nzhealthpartnerships.co.nz/about-our-programmes/health-finance-procurement-information-management-system

International Government **Locatenet** **Sharing Healthcare Data** **Australia**	**Need:** Healthcare providers in Australia needed a way to share location information while ensuring this would be shared in a single digital language. **Solution:** Locatenet was developed in conjunction with the Australian Healthcare sector, ensuring greater ability to digitise processes and event-based traceability. GLNs are used to identify a variety of locations and parties. They can identify trading partners, pricing locations, invoicing parties, and virtual locations. Sharing these locations and associated data via an online portal ensures that the latest locations and information are always available where needed. Locatenet is being used extensively by the State and Territory Health jurisdictions and private healthcare providers to share this information with their suppliers. **Reference:** https://www.gs1au.org/for-your-industry/healthcare/locatenet-in-healthcare
International Government **National Health Service (NHS)** **Open PEPPOL standards in e-Procurement Strategy** **United Kingdom**	**Need:** In 2013 the NHS began pursuing the Procurement Development Programme due to a requirement to save £1.5 billion and £2 billion by the end of 2015-16 to keep a balanced NHS budget. Another goal of this programme was to support innovation and help to make the NHS a more transparent and better place in which to do business. **Solution:** The NHS mandated the use of the GS1 and Open PEPPOL standards by amending its standard contract to require compliance with the e-Procurement strategy. It also set the requirement for suppliers to place their product data in a GS1 certified data pool through an amendment to the NHS terms and conditions for the supply of goods and the provision of services. In effect, everyone providing goods and services to one of the biggest public healthcare systems in the world was required to identify their products and services using GS1 identification keys and then to share master product data with the NHS through a GS1 compliant data pool. **Reference:** https://www.gs1.org/docs/healthcare/GS1_RB2014_web.pdf

International Government

National Food Safety and Quality Service (SENASA)

Traceability in Logistics

Argentine/Peru

Need: The Argentinian Ministry of Agriculture, Livestock and Fisheries implemented SENASA, its National Traceability System for Agrochemicals and Veterinary Products. The need was to ensure the agriculture chemicals were being used in accord with regulations, support international trade access and ensure residue limits are met.

Solution: This system allows agricultural product to be identified from production to end user, by utilising GTINs as unique identifiers. This enables monitoring of any link in the logistics chain, while GLNs identify the plant of origin, distribution centres and marketers.

The traceability system is a web application that uses GS1 standards (Barcodes and Data Matrix) through which each member of the agrochemical and veterinary chain can follow and report the traceability of phytosanitary products and veterinarians. The program, which began to take shape in 2011, is already in full operation and as of 2015, 7,796 companies have registered their products, and there is a GTIN identifier for 2,592 products and there are already more than 4 million transactions declared.

Reference:

https://gs1pe.org/innovasupplychain/noticias/sistema-de-trazabilidad-permite-rapida-identificacion-de-productos-en

International Government

Circular Economy Waste Management

Tracking and Tracing

Austria/EU

Need: The Austrian government identified a need to increase its environmental and waste management system capabilities, with the goal of simplifying waste management practices and to ensuring a high level of environmental protection, whilst reducing administrative strain.

Solution: Electronic Data Management (EDM) was rolled out, which provided a single point of information concerning waste management and environmental data like waste generation, collection, treatment, and recycling data as well as permit information, emission data to air and water, and information on radioactive sources. GLNs are used to identify locations throughout the waste management chain and GTINs are used to identify types of waste, services and treatment operations. Setting these different data points with unique identifiers streamlines administration and increases accuracy.

This system helped to automate the waste management process, including compliance – reducing the need for manual intervention – ensuring accuracy and efficiency.

Reference:

http://acrplus.org/images/events/R4R/R4R_graz-training-handouts.pdf

Private Sector

AgGateway

Reducing costs and increasing traceability

North America

Need: AgGateway was formed by a collective of agriculture sector entities to address a lack of streamlining and business processes homogenisation in the sector. The AgGateway mission statement is “To develop the resources and relationships that drive digital connectivity in global agriculture and related industries”.

Solution: To achieve their goal, AgGateway began using GLNs and other standards to identify key locations and items. Today, one of AgGateway’s GLN powered systems contains 5.1 million entities and 200,000 agricultural products ranging from crop protection chemicals, seed and fertilizer. These systems have been built to accommodate rapid access of information, whilst also reducing costs and increasing traceability. This created a pathway for increasing profitability and sustainability.

Reference:

https://www.aggateway.org/AboutUs/Mission.aspx

Private Sector

Scan4Transport

Standard for transport and logistics label information

Global

Need: Transport operators from around the world rely on transport data encoded on a logistics label to support their daily operations. Currently, this data is captured in various proprietary formats. This drives the need for greater interoperability among stakeholders, their systems and supply chains.

Solution: Scan4Transport is a global standard for encoding transport data, including GLN information, on a Logistics Label and for eCommerce applications. Developed specifically for global courier and postal services, the standard supports companies across the transport process including first mile, sortation and last mile activities and enables them to keep pace with the growing needs of their customers.

Reference:

https://www.gs1.org/sites/default/files/scan4transportflyer.pdf

Appendix B: The Technical References to Standards

GLN ISO standard listing	https://www.iso.org/standard/25773.html
GLN ISO standard Wikipedia Page	https://en.wikipedia.org/wiki/ISO/IEC_6523
Standards New Zealand GLN page	https://www.standards.govt.nz/shop/nzs-isoiec-6523-12019/
GLN Rules	https://www.gs1.org/standards/id-keys/gln
GLN Rules, printable guide	https://www.gs1.org/docs/barcodes/GS1_GLN_Allocation_Rules.pdf
GS1 General Specifications	https://www.gs1.org/docs/barcodes/GS1_General_Specifications.pdf