



Z-Index

**Quick start guide
G-Standaard
data entry web portal**

Versie 4.1

Intermediary in healthcare product information

G-Standaard data entry web portal

This “Quick start guide G-Standaard data entry web portal” offers a succinct description of how the G-Standaard data entry web portal works. Your products are added to the G-Standaard via this 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

- If you want to enter or change one or more articles, follow the steps in *part 1: Article maintenance*.
- If you want to enter or change several articles at the same time, follow the steps in *part 2: Up/download functionality*.

Click the button  at the bottom right of the article overview or go of via www.z-index.nl > [Documentatie](#) > [Handleidingen](#) to view all the sources of information.

G-Standaard production schedule

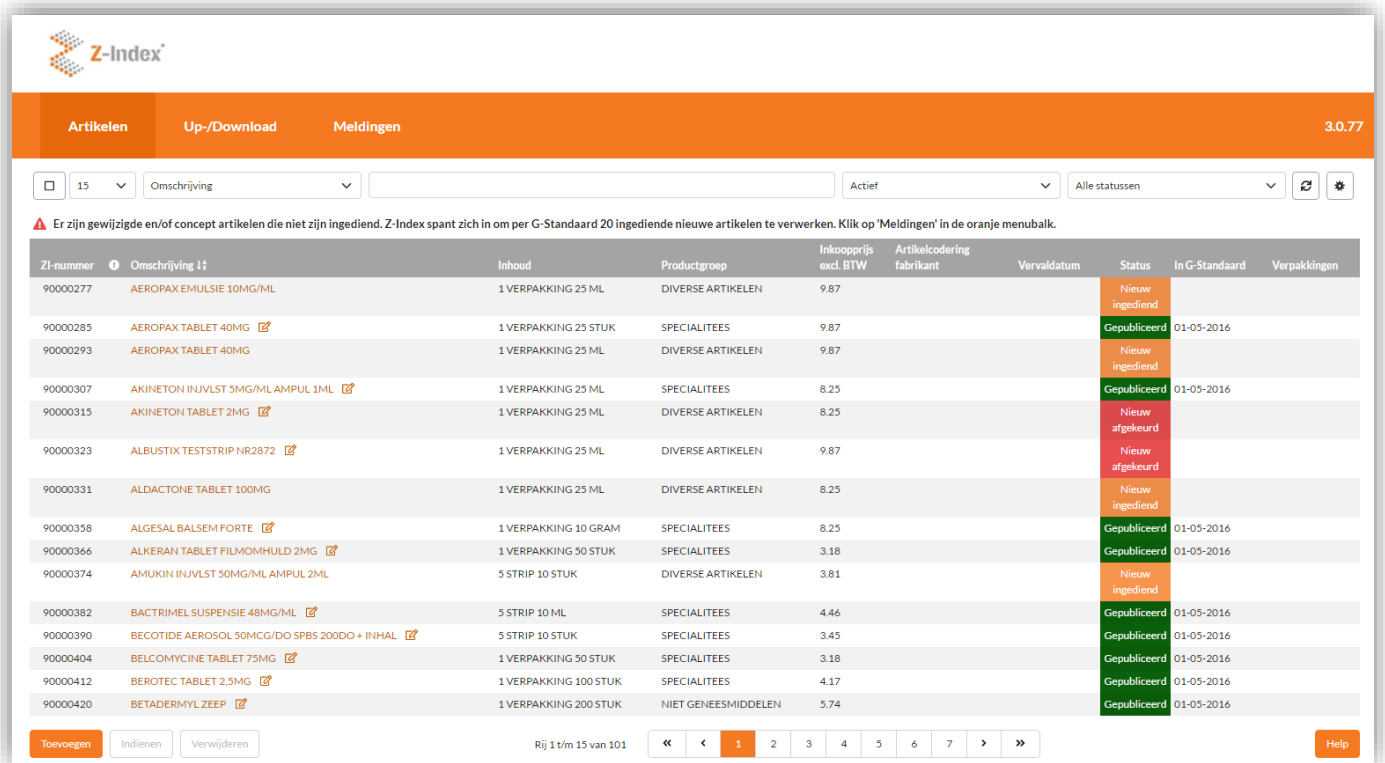


During your article maintenance, take into account the closing periods for new registrations and changes mentioned in the G-Standaard production schedule! This is important: if you miss a deadline, your new article or change will not be included in the G-Standard.

See www.z-index.nl -> [Actueel](#) -> [Productieschema](#).

Logging in

Go to 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.



The screenshot shows the Z-Index web portal interface. At the top, there are navigation tabs: 'Artikelen', 'Up-/Download', and 'Meldingen'. The version number '3.0.77' is displayed in the top right corner. Below the navigation, there are search and filter options, including a dropdown for 'Omschrijving', a search input field, and filters for 'Actief' and 'Alle statuses'. A warning message is displayed: 'Er zijn gewijzigde en/of concept artikelen die niet zijn ingediend. Z-Index spant zich in om per G-Standaard 20 ingediende nieuwe artikelen te verwerken. Klik op 'Meldingen' in de oranje menubalk.' Below this is a table of articles with the following columns: ZI-nummer, Omschrijving, Inhoud, Productgroep, Inkoop prijs excl. BTW, Artikelcodering fabrikant, Vervaldatum, Status, In G-Standaard, and Verpakkingen. The table contains 15 rows of data, including articles like AEROPAX EMULSIE 10MG/ML, AEROPAX TABLET 40MG, AKINETON INJVLST 5MG/ML AMPUL 1ML, ALBUKIN INJVLST 50MG/ML AMPUL 2ML, and others. The status column shows various statuses such as 'Nieuw ingediend', 'Gepubliceerd', and 'Nieuw afgekeurd'. At the bottom of the table, there are buttons for 'Toevoegen', 'Indienen', and 'Verwijderen', along with a pagination control showing 'Rij 1 t/m 15 van 101' and a 'Help' button.

ZI-nummer	Omschrijving	Inhoud	Productgroep	Inkoop prijs excl. BTW	Artikelcodering fabrikant	Vervaldatum	Status	In G-Standaard	Verpakkingen
90000277	AEROPAX EMULSIE 10MG/ML	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	
90000293	AEROPAX TABLET 40MG	1 VERPAKKING 25 ML	DIVERSE ARTIKELEN	9.87			Nieuw ingediend		
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	8.25			Nieuw afgekeurd		
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	
90000420	BETADERMYL ZEEP	1 VERPAKKING 200 STUK	NIET GENEESMIDDELEN	5.74			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 through your articles, apply filters to the overview or search for a specific article. You can also add, submit and delete articles from this article overview. You will see a warning if you have yet to submit edited articles. Functionality on the 'Up-/Download' tab is discussed in part 2. On the 'Notifications' tab you will see your contact details and you will receive additional information about changes still to be submitted.

Detailed explanation about the G-Standaard data entry web portal can be found via the button **Help** at the bottom right of the article overview.

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	Draft	A new article that has yet to be submitted to Z-Index. All fields are open for changes. The article can be submitted or deleted.
	New submitted	The article has been submitted to Z-Index. All fields are locked. Z-Index can approve it or reject it.
	New rejected	The article has been rejected. Z-Index will get in touch. All fields are open again. The article can be submitted again or deleted.
	New approved	An approved article that will be published on the G-Standaard when the "On the market from" date comes. Some fields can be modified.
	New modified	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.
	New submitted with modifications	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	Published	The article is published on the G-Standaard when the "On the market from" dates comes. Some fields can be modified.
	Modified	An article that has previously been published on the G-Standaard has been modified. The change has yet to be submitted to Z-Index.
	Submitted with modifications	An article that has previously been published on the G-Standaard has been modified and submitted to Z-Index. All fields are locked.
	Approved with modifications	The changes have been approved and will be included in the next G-Standaard. Some fields can be modified.
	Expired	The provided expiry date has already passed. The article is no longer published on the G-Standaard.

Part 1: Article maintenance

This section discusses the entry and modification of articles, starting with the entry of a new article. This consists of four steps:

- 1 Filling in the article fields.
- 2 Linking packaging GTINs.
- 3 Linking additional information.
- 4 Submitting the new article to Z-Index.


1 Filling in the article fields.

Click the "Add" button under the article overview. A new article will appear. All fields except "ZI-number" and "Tradable from" are empty. The status is "Concept". The table with linked GTINs in the block "Packaging" and the table with extra information in the block "Linked documents" are also still empty. At "History" only the date entry is shown.

The screenshot shows the Z-Index article maintenance interface. At the top, there is a navigation bar with 'articles', 'Upload/Download', and 'notifications' tabs, and a version number '3.0.77'. The main form is divided into several sections:

- General:** Includes fields for 'Zi number' (90009185), 'Definition', 'Status' (Concept), 'Tradable from' (01-07-2022), 'Product group', 'Clinic Pack', 'Perishable', 'Storage condition pharmacy', and 'Expired from'.
- Codings:** Includes fields for 'Article coding Manufacturer', 'HIBC Manufacturer', and 'HIBC Z Index'.
- Prices:** Includes fields for 'Tax code', 'Purchase price excl. VAT', and 'Sales price excl. VAT'.
- Registration:** Includes fields for 'RVG/RVH number' and 'European registration number'.
- Packaging:** Includes fields for 'Number of partial packs', 'Quantity per part pack', and 'Purchase quantity'. Below this is a table with columns: Zi number, Packaging, Packaging contains, Number of, Packing type, Name on packaging, Distinguishing feature, Start date, and End date. A message states: 'This item does not contain any packaging yet. Add one or more packs.' with buttons for 'Add smallest delivery unit', 'Add consumer packaging', and 'add outer carton'.
- Linked Documents:** A section with a 'Link document' button.
- History:** Shows a date '23-05-2022 12:45 demo' and 'Article staged'. It includes a pagination control showing 'Change 1 to 1 of 1' and 'per page 5'.
- Packaging history:** A section with the text '(open packaging for more details)'.

At the bottom of the form, there are 'Save', 'To check', and 'Help' buttons.

Click  to see a description of the fields. Fields marked with an asterisk are required fields. Your additions will be checked straight away. A **red error notification** will appear if something goes wrong.

Click the "Check" button at the bottom of the screen after filling in the field. No more error notifications should appear. Step 1 is done.

2 Linking packaging GTINs

In the 'Packaging' block, one or more different types of packaging, each with a unique GTIN, 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

Consumer pack:

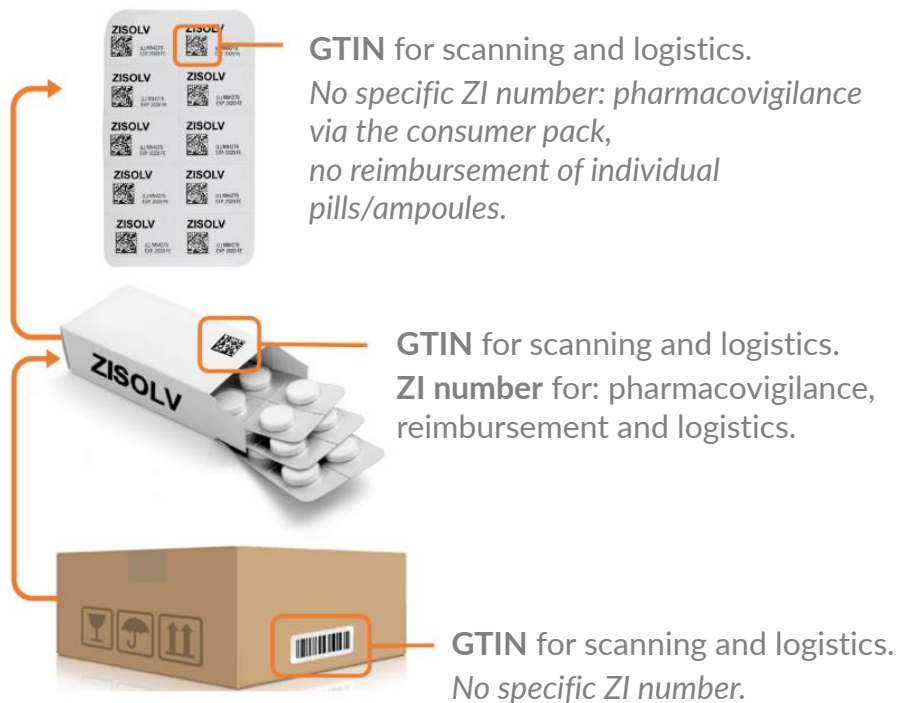
Secondary packaging for:

- pharmacy
- pharmacist
- hospitals

Outer box:

Tertiary packaging for:

- pharmacy
- pharmacist
- hospitals

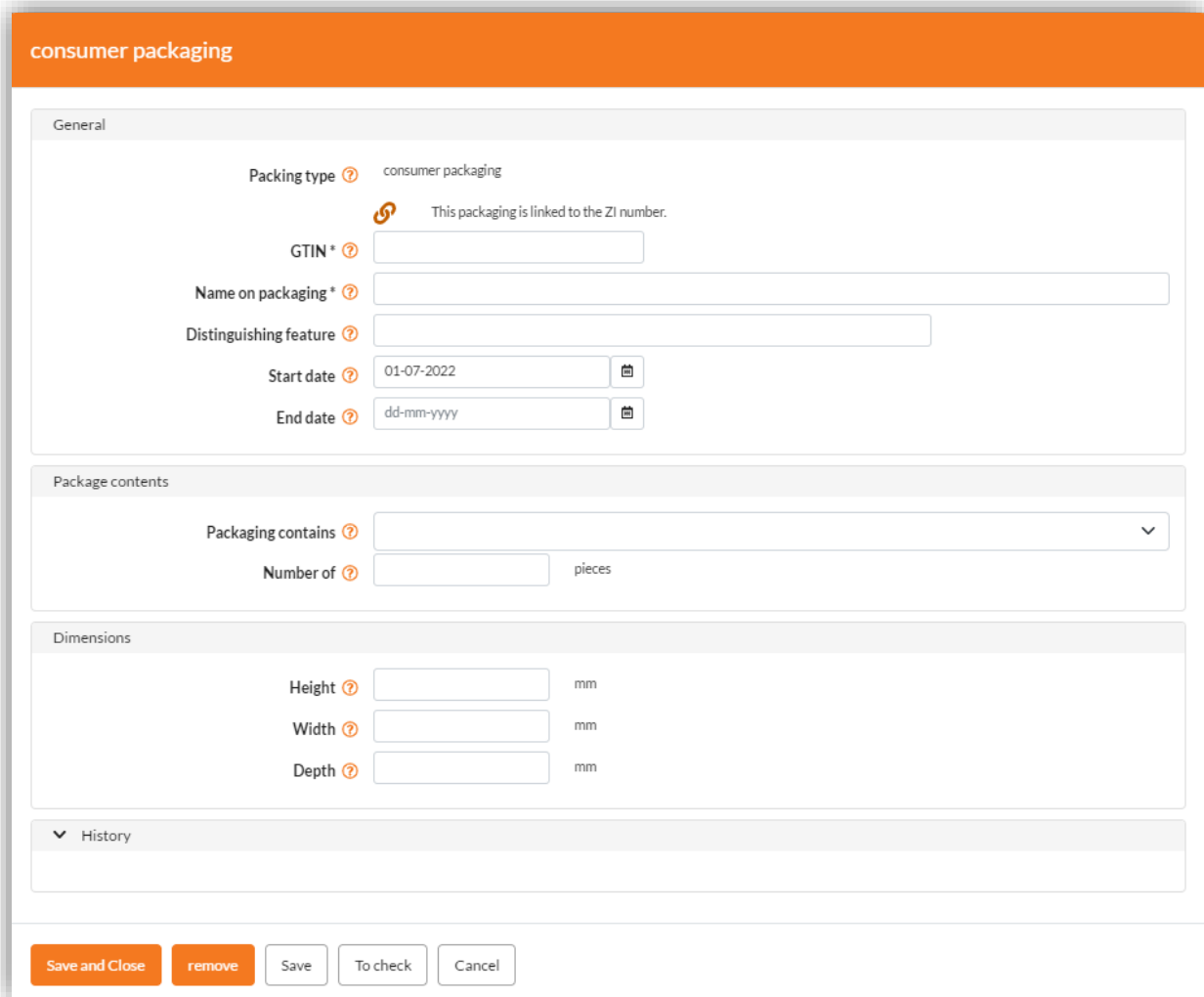


Possible variations of the depicted packaging hierarchy are:

- Multiple consumer packages (with unique GTINs) with the same ZI-number, e.g. with parallel import,
- Multiple smallest delivery units packed by multiple consumer packages with the same ZI-number,
- A smallest delivery unit packed by several consumer packages with different ZI- numbers,
- An outer box that can be reimbursed with its own ZI-number.

The potential variations of the displayed packaging hierarchy are described in § 2.2 and 2.3 of the comprehensive user guide.

Click the "Add consumer packaging" button. The consumer pack screen appears, still empty:




The screenshot shows a web form titled "consumer packaging" with an orange header. The form is divided into several sections:

- General:** Contains fields for "Packing type" (set to "consumer packaging"), "GTIN*" (with a closed chain icon and a note "This packaging is linked to the ZI number."), "Name on packaging*", "Distinguishing feature", "Start date" (01-07-2022), and "End date" (dd-mm-yyyy).
- Package contents:** Contains a "Packaging contains" dropdown menu and a "Number of" field followed by the unit "pieces".
- Dimensions:** Contains three fields for "Height", "Width", and "Depth", each followed by the unit "mm".
- History:** A section with a dropdown arrow and an empty table area.

At the bottom of the form, there are five buttons: "Save and Close" (orange), "remove" (orange), "Save" (white), "To check" (white), and "Cancel" (white).


Enter the unique GTIN displayed on the box in the "GTIN" field. Check the "Name on the packaging". Enter a distinctive feature (where applicable). The "Tradable from" of the article appears as the start date. Enter the dimensions (where available).

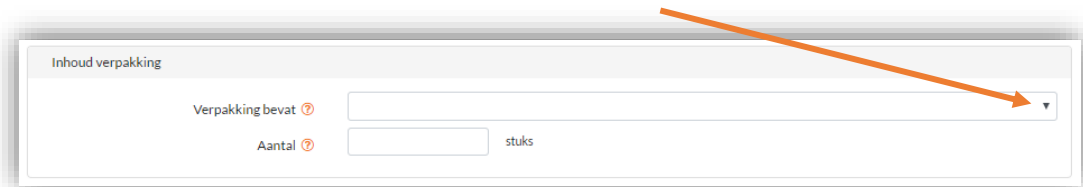
Click "Save and quit". The consumer pack appears in the packaging table beneath the article fields. The closed chain icon  in front of the row indicates that this consumer pack has a direct link with this ZI number.




You should only take the next step if the unit dose in the consumer pack (e.g. an ampoule or an individual pocket or blister) has its own unique GTIN printed on it.


Click the "Add smallest delivery unit" button. Enter the unique GTIN printed on the unit dose. Check the "Name on the packaging". Enter a distinctive feature (where applicable). Enter the dimensions (where available). Click "Save and quit".

The unit dose has yet to be linked to the consumer pack: a broken chain icon  appears in front of the row. Click the **orange GTIN** of the **consumer pack** (not the GTIN of the unit dose!). The consumer pack fields come back on-screen. Click the drop-down menu of the field "Packaging contains":



Inhoud verpakking

Verpakking bevat 

Aantal  stuk(s)

Select the row with the GTIN of the unit dose. Fill in the field "Number". Click "Save and quit".

The packaging table beneath the article fields now shows that the consumer pack contains the unit dose as well as the number. See the columns "Packaging", "Packaging contains" and "Number".



You should only take the next step if one or more consumer packs are packaged in an outer box that has its own unique GTIN.

Click the "Add outer box" button. Enter the unique GTIN printed on the outer box. Check the "Name on the packaging". Enter a distinctive feature (where applicable). Click the drop-down menu of the field "Packaging contains" and select the row with the GTIN of the consumer pack. Fill in the field "Number". Enter the dimensions (where available). Click "Save and quit".

You have now added a new article and linked it to three packaging GTINs (corresponding to the unit dose, a consumer pack with a direct ZI number link and an outer box) and checked their consistency:

ZI number [?](#) 90009169 (Not confirmed yet. [Explanation](#))

 Definition * [?](#) ZISOLV TABLET 250MG XX

 Status [?](#) [Concept](#)
General

 Tradable from * [?](#) 01-07-2022

 Product group * [?](#) VARIOUS ARTICLES

 Clinic Pack * [?](#)

 Perishable * [?](#)

 Storage condition pharmacy * [?](#) DOES NOT APPLY

 Expired from [?](#) dd-mm-yyyy

Codings [?](#)

 Article coding Manufacturer [?](#)

 HIBC Manufacturer [?](#)

 HIBC Z Index [?](#)
Prices

 Tax code * [?](#) Low

 Purchase price excl. VAT * [?](#) 14.61

 Sales price excl. VAT [?](#) 15

Registration

 RVG/RVH number [?](#)

 European registration number [?](#)
Packaging

 Number of partial packs * [?](#) 3 STRIP

 Quantity per part pack * [?](#) 8 BROKEN

 Purchase quantity * [?](#) 24 BROKEN

ZI number	Packaging	Packaging contains	Number of	Packing type	Name on packaging	Distinguishing feature	Start date	End date
	8712340005561			Smallest delivery unit	ZISOLV TABLET 250MG XX			
	8712340005257	8712340005561	24	consumer packaging	ZISOLV TABLET 250MG XX		01-07-2022	
	8712345002961	8712340005257	100	outer carton	ZISOLV TABLET 250MG XX		01-07-2022	

[Add smallest delivery unit](#) [Add consumer packaging](#) [add outer carton](#)
Linked Documents

Document definition

No linked documents.

[Link document](#)
History

 23-05-2022 16:08 demo
 Tradable from: 01-11-2016 -> 01-07-2022

Change 1 to 1 of 1 per page 5

Packaging history (open packaging for more details)

 23-05-2022 16:08
 Packaging 8712345002961 added
 23-05-2022 16:08
 Packaging 8712340005257 added

Change 1 to 2 of 2 per page 5

[Save](#) [To check](#)
[Help](#)

If you want to, you can add multiple packagings of different kinds. After that, Step 2 is done.

3 Linking additional information.

Under the block "Packaging" you will see the block "Linked documents". Here you can link documents such as registration sheets, SmPCs, mockups, images or photos of the packaging to new articles. The more information you link to the new article that clarifies the product properties, the more efficient the handling by Z-Index can be.



Click on the button “Link document” (only visible for articles with the status Draft or New rejected), fill in the description of the document, click on the button “Select and link document”, browse on your PC to the correct document and click on “Open”. If desired, link more documents in the same way.

Click on the document or the download icon to transfer the document to your PC. Click on the edit icon to edit the description or on the trash can to delete the document.

You can link 10 documents of a maximum of 50 Mb per new article. Z-Index can also link documents to articles, which you will see in the same table in the Linked documents block. Linked documents are *not* disclosed to G-Standaard customers but remain with Z-Index.

Click the "Check" button to make sure. If no error notifications appear, click "Save". Click **Articles** in the orange menu bar under the Z-Index logo. The article overview appears.

To make further changes before submitting the article, search for it from the article overview and click the **orange description**. After making the changes, click "Save" again.

Step 3 is done. Finally, you have to submit the new article to Z-Index.



If you no longer want to submit the new article, click the ZI-number of the new article (not the orange article name) in the article overview. The row is now selected and **shaded in dark grey**. Click "Delete".

4 Submitting the new article to Z-Index

Search for the new article in the article overview and click the ZI-number (not the orange article name). The row is now selected and **shaded in dark grey**. Click "Submit". The status changes to "New submitted". All fields are locked for the time being.

Z-Index now runs a series of checks, makes the article available on the G-Standaard as required and, where applicable, links information such as pharmacovigilance or reimbursement information:

- If everything is in order, Z-Index switches its status to "New approved". You will receive an e-mail with this information. If necessary, some fields can still be modified.
- If corrections need to be made, Z-Index switches its status to "New rejected". Z-Index will get in touch. All fields can be changed again.

Step 4 is done. When the "On the market from" date comes, the article will be published on the G-Standaard. When this happens, the status changes automatically from "New approved" to "Published".



New articles *must* be submitted to Z-Index, otherwise they will not be included in the G Standaard and therefore will not be known to the customers. You will see a notification above the article overview about this and explanation on the tab 'Notifications'.

Modifying existing articles

In order to modify existing articles, search for them in the article overview and click the **orange description**. 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", "New submitted with modifications" and "Submitted with modifications");
- change some fields (remaining statuses).

Click the "Check" button after making the changes. If no error notifications appear, click "Save". Click **Articles** in the orange menu bar under the Z-Index logo. The article overview appears. Search for the article and click its row (on the ZI-number or any other place except the orange article name). The row is now selected and

shaded in dark grey . Click "Submit" under the article overview. You can select and submit multiple articles at the same time.




Remember to submit the modified articles! Otherwise, they 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 (i.e. pending submission). You will see a notification above the article overview about this and explanation on the tab 'Notifications'.

Part 2: Up-/Download

If you want to enter or change larger numbers of items at the same time, you can do so using the Up/Download functionality. For this, the following steps must be followed:

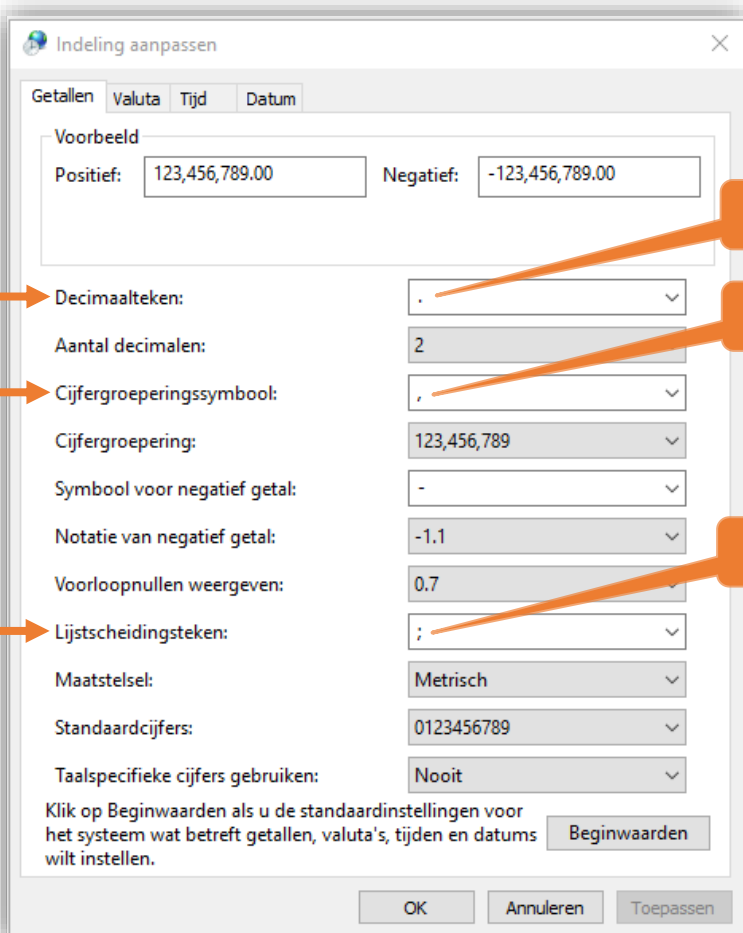
- 1 Checking the digit-grouping symbol, list-separator character and date format.
- 2 Downloading the article file and adding/changing products locally.
- 3 Uploading the article file with new/modified products.
- 4 Submitting the modifications.

1 Checking decimal symbol, digit-grouping symbol, list separator and date format

Click on the Windows start button  and type in directly: `intl.cpl` and press Enter. 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: .

Aantal decimalen: 2

Cijfergroeperingssymbool: ,

Cijfergroepering: 123,456,789

Symbool voor negatief getal: -

Notatie van negatief getal: -1.1

Voorloopnullen weergeven: 0.7

Lijstscheidingssteken: ;

Maatstelsel: Metrisch

Standaardcijfers: 0123456789

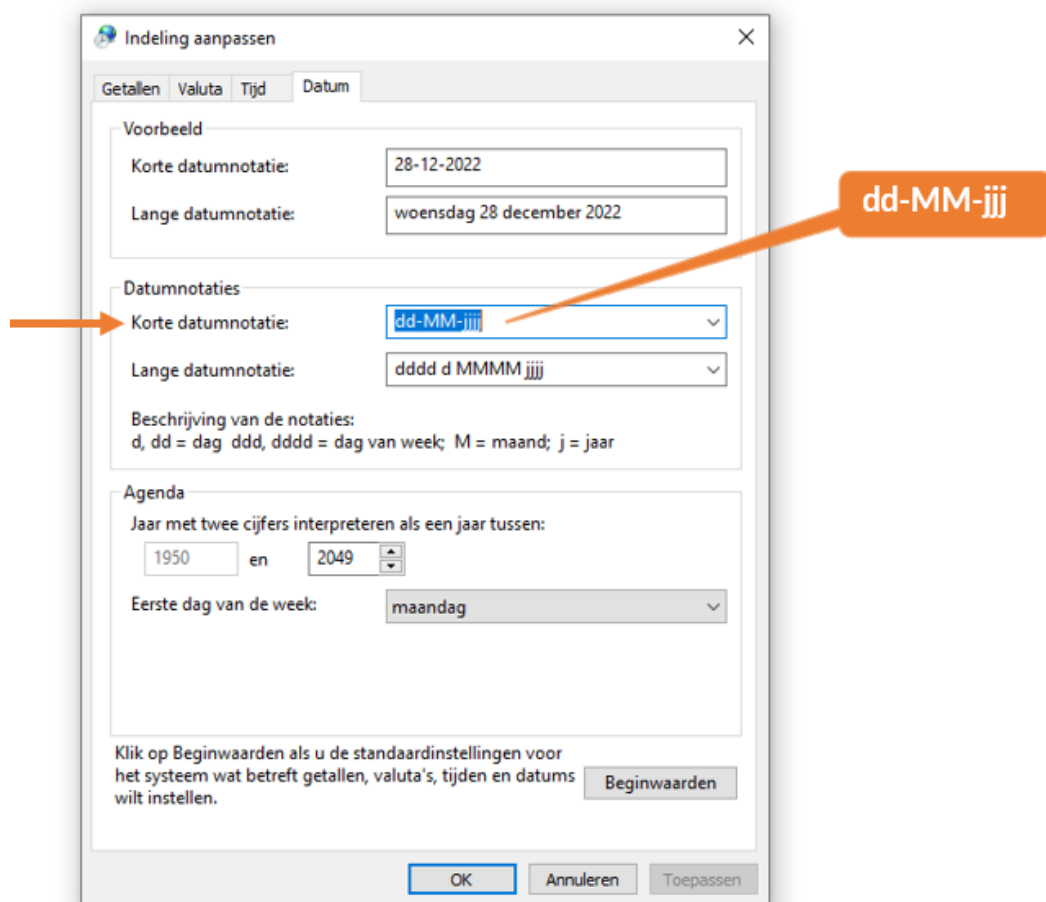
Taalspecifieke cijfers gebruiken: Nooit

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

Beginwaarden

OK Annuleren Toepassen

Then click on the 'Date' tab at the top. The following window will appear.



Click the mouse in the Short Date Format field.

So don't use the drop-down menu! Now type:

dd-MM-yyyy

So days and months with two characters, - as a separator and four-digit years

Click "OK" twice to close the screens.

You are now ready to start using the Up-/Download functionality of the G-Standaard data entry web portal.

2

Downloading the article file and adding/changing articles locally.



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

Click **Up-/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 (so do not open directly!) with a name including your company name, GLN code, the date/time and "A" for *artikelen* ("articles").

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

Wizard Tekst importeren - Stap 2 van 3

In dit venster kunt u opgeven welke scheidingstekens voorkomen in uw tekst. In het voorbeeld kunt u zien welke invloed uw instellingen hebben op de tekst.

Scheidingstekens

Tab Dubbele scheidingstekens als één beschouwen

Puntkomma

Komma

Spatie

Overige:

Tekstindicator:

Voorbeeld van gegevens

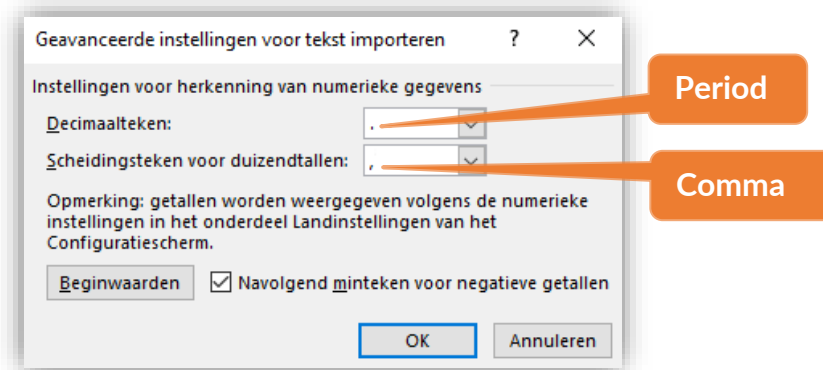
DI-Nummer	Artikelomschrijving	Productgroep	Kliniekverpakking	Beperkt houdbaar
90000277	AEROPAX EMULSIE 10MG/ML	DI	0	1
90000285	AEROPAX TABLET 40MG	SP	0	1
90000293	AEROPAX TABLET 40MG	DI	0	1
90000307	AKINETON INJVLST 5MG/ML AMPUL 1ML	SP	0	1

Annuleren < Vorige **Volgende >** Voltooien

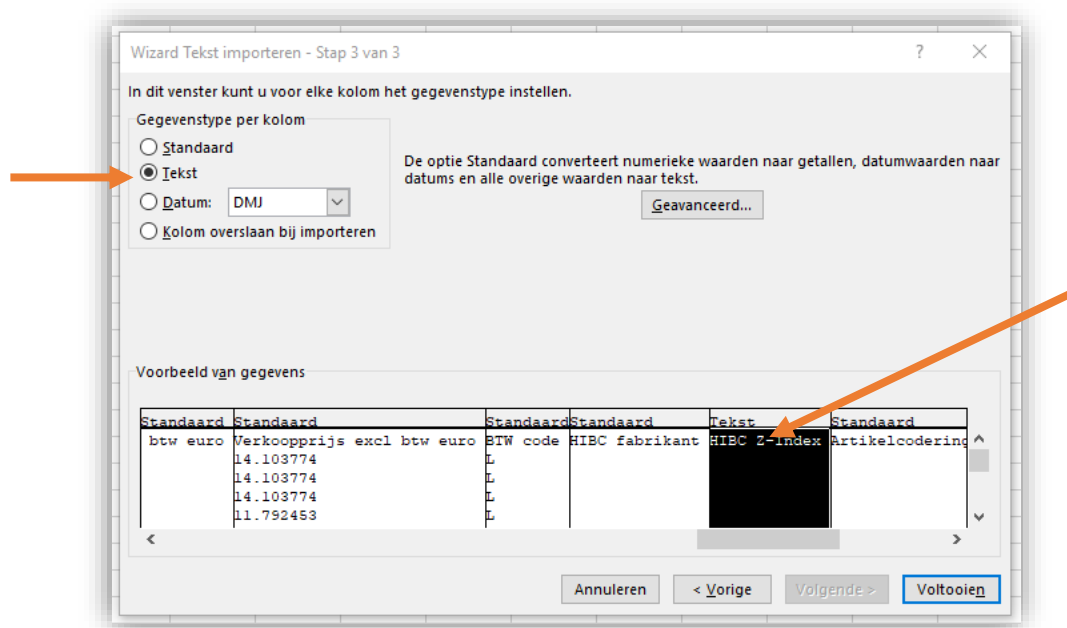
Remove the check mark from Tab and check the box Semicolon. Click Next.

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.

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 change them as wished. Depending on the status of the article, you can:

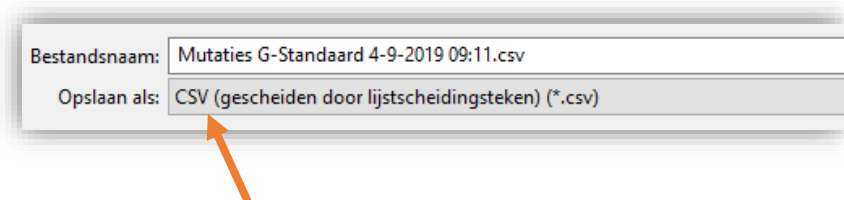
- change all the fields (statuses “Draft” and “New rejected”);
- change no fields at all (statuses “New submitted”, “New submitted with modifications” and “Submitted with modifications”); or
- change some fields (remaining statuses).

Adding new articles based on an existing article

Search for the article on which you want to base the new article and copy-paste that entire row as a new row. Now delete the ZI number in the first cell of that copied line, because you will be assigned a new ZI number later. 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.

So you can combine modifications to existing articles and additions of new ones on the same 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.

3 Uploading the article file with new/modified articles

Click on **Up-/Download** in the orange menu bar on the G-Standaard Data Entry Web Portal and then **Upload file**. 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.

4 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 Modified. 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 (filter the article overview by status Draft).



Remember to submit all the modified and new articles! Otherwise, the changes and/or additions will not be taken into account on the G-Standaard. You will see a notification about this above the article overview and an overview on the 'Notifications' tab. And every Friday you will receive an automatic e-mail with all the modifications and article drafts that are outstanding.

Modifying/adding article packagings with the Upload/Download feature

In a similar way as described earlier, you can use the Upload/Download feature to modify packagings and add new ones. Refer to § 8.3 of the G-Standaard Data Entry Web Portal User Guide via the button  at the bottom right of the article overview or via www.z-index.nl > [Documentation](#) > [User guides](#).

Do you need help with the operation of the G-Standaard data entry web portal, contact Z-Index on 070-37 37 437 or info@z-index.nl.



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.

Z-Index

Alexanderstraat 11
2514JL Den Haag
T +31(0)70 37 37 437
E info@z-index.nl
W www.z-index.nl