



## Guide to Completing the Item Profile Form

Last revised: March 2018

Initiated by the large dental trade groups Dental-Union, Henry Schein, Pluradent, Northwest, Muller & Weygand, as well as several dental manufacturers, the project “Dental Material Item Database (Item Profile)” incl. safety data sheets was launched last year. The objective of the project is to standardise and simplify the processes of creating and maintaining master data records among all parties involved to be able to meet current and future market requirements. In addition, the project is intended to ensure that the processes of updating and providing safety data sheets are in compliance with applicable legal and regulatory requirements.

### Item Profile BVD:

The first step was to develop an item profile template which comprises all information required for new item master data creation in the various systems. That way, suppliers will need to provide in future only one uniform set of data (including e.g. safety data sheets) to all involved, instead of having to complete a variety of different forms. Furthermore, full and correct completion of the form should eliminate the necessity of frequent additional enquiries by phone or e-mail.

### Guide to completing the item profile form (sheet tab “Artikelpass\_BVD”):

- The form can be filled in manually or via export from your ERP system.
- Please note that it is important that the structure of the profile form may not be changed in any way - the order as well as the names of the columns must remain as they are.
- Please start filling the sheet only from row 6 onwards! The rows can be folded (collapsed) with the “Group” command. (see top left-hand of the sheet).
- Please keep the given column names as they are and do NOT change them.
- Please fill all fields (including the optional fields if they are known)!
- The name of the item profile excel file should be composed as follows: Date (yyyymmdd)\_Item\_Profile\_BVD\_Version No.\_Supplier name  
Example: **20170528\_Artikelpass\_V1.0\_Alpro**
- One item profile file can contain one or more items (even your entire catalog items).
- If you have several new items, please enter them all in one sheet!
- New creation or change of master data: There are two possible procedures:
  - a) Whenever supplier creates new item master data or changes existing master data, the supplier completes and sends a new item profile form which will include the new and/or changed item(s) only.
  - b) In case of changes/new data, supplier sends an item profile file which includes ALL supplier’s items, the additions/changes identified by the Date and Status columns in the profile form.
- The form includes mandatory and optional fields.
  - a) Mandatory fields are identified by yellow column headers. These fields HAVE to be filled in, even if the answer is just a “Y” for yes or “N” for no.
  - b) Please make sure that you follow the instructions that are included in some of the mandatory fields. For example, when the answer to a mandatory field is “Y” = yes, this will often require filling in the following fields, too (grey column headers). Though these are not marked as mandatory, it is absolutely necessary that these fields be filled in as well whenever applicable.



