



Guide to Completing the Item Profile BVD Form

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Initiated by the large dental trade groups Dental-Union, GLS, Henry Schein and Northwest, as well as several dental manufacturers, the project “Dental Material Item Database (Item Profile)” incl. safety data sheets was launched in 2017. 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 “Profile File”):

- 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.
- The name of the item profile excel file should be composed as follows: Date (yyyymmdd)_Item_Profile_BVD_Version No._Supplier name
Example: **20170528_Item_Profile_BVD_V1.0_Alpro**
- One item profile file can contain one or more items (even your entire catalog items).
- 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 item profile is divided into 5 tables to be filled out (drugs, spare parts - non-medical device, medical device, diverse, total item profile). The individual spreadsheets only contain the fields that are necessary for the respective product classifications.
- If several articles of different classifications are entered in one item profile, the data can be entered in the spreadsheet "total item profile".
- The form includes mandatory and optional fields.
- 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.
- 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.
- Optional fields not applicable to the item don’t have to be filled in, of course.



- Please use the official transcriptions for umlauts such as Ä, Ö, Ü (e.g. Münster = Muenster) as well as the letter ß (= ss).
- If you have the exact item name (No. 8) / directions for use (No. 18.1.) / etc. available in different European languages, please list the names or country codes and separate them with a “/”.
- It is important that each new item in the file begins with a filled in first column (“1. Control character”) to identify clearly that the data refers to a new (i.e. another) item.

The following companies and persons worked on the development of the item profile form and will be happy to answer any questions:

BVD / DMS; Dental Union; GLS; Henry Schein; Nordwest; Alpro; GC; Ivoclar; Speiko

Signed
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