Publishing Product Data and Images

Via ECCnet ProSYNC 10.6
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Overview

This document describes steps to publish product data to – or withdraw product data from – your trading partners via ECCnet ProSYNC® service.

As a product vendor or supplier, to make your product data (including images) available to your trading partners you must load data and publish it using the ECCnet ProSYNC® service online interface. Published Global Trade Identification Numbers (GTINs) are ECCnet certified and exported to ECCnet Registry, Canada’s national product registry. Publications that are exported are available to your trading partners the next day.

Publishing a GTIN to your trading partners provides them with access to all information and images associated with that GTIN, regardless of an embargo date.

Logging into ECCnet ProSYNC®

Log in to ECCnet ProSYNC® with your login info at http://www.eccnet.profilesys.ca.

Adding Relationships

To publish product data to your customer, ensure that the customer is set up as your trading partner in ECCnet Registry.

To add a trading partner relationship:

1. In ECCnet ProSYNC, select the Trading Partners tab.

   A list of your trading partners appears.

2. Click Add Relationship.

   The Add Trading Partner Relationship page appears, showing a list of companies with whom you do not have a trading partner relationship.

3. To help you find a specific company, you can use a filter to reduce the size of the list.

   a) In Partner Name, specify a company name and click Go. You can use wildcard characters (for example asterisk (*)) to specify a pattern.

   b) Optionally, in Unique ID, specify a company unique ID number and click Go.

   c) After you click Go, the list shows all companies that match the specified name or ID number.

4. Select a company from the list.

5. Click Add Relationship.

   A success message appears.
6. To add another relationship, repeat steps 4 and 5.
7. Click Go to Trading Partner Summary.

The added company name or names appear in the list of trading partners.

For information about other tasks that you can do to manage trading partners, see the ECCnet ProSYNC User Guide.

**Searching and Selecting GTINs**

Use the Product Search tool to find products.

In ECCnet Registry, in the Product tab, to view a list of products, define your search criteria and click Search.

After you conduct a search, results are displayed on the Search Results/GTIN Publication page. Products that appear here match the search criteria.

You can select a product or multiple products to manage publication information. Each search results page shows a list of up to 10 results.

To select a product, select the check box next to the product GTIN.

For more information about product search, see the ECCnet ProSYNC User Guide.

**Managing Publication Information**

You can publish products to trading partners or withdraw products from trading partners in two ways:

- Trading Partner Publication or Withdrawal – Select one or multiple products to be published to – or withdrawn from – a single trading partner or multiple trading partners.
- Market Group Publication or Withdrawal – Select one or multiple products to be published to – or withdrawn from – a single market group or multiple market groups.

**Trading Partner Publication or Withdrawal**

You can publish product data to an existing trading partner. After you publish, your selected trading partners have access to your product catalog data. Withdrawing publication means that selected trading partners still have access to the product data; however they will no longer receive product data updates.

This section describes two methods:

- A: Trading Partner Publication or Withdrawal from Search Results/GTIN Publication Page
- B: Trading Partner Publication or Withdrawal from the Product Details Page
A: Trading Partner Publication or Withdrawal from Search Results/GTIN Publication Page

To open the Search Results/GTIN Publication page, in Product Search, specify the type of product that you want to display.

Steps:
1. In the Search Results/GTIN Publication page, select the check box next to one or multiple compliant GTINs.
2. Click Trading Partner Publication.
   The Select Trading Partner page appears showing a list of trading partners.
3. To return to the Search Results/GTIN Publication page, click Search Results.
4. To do a quick search for another product, in Search for, specify a pattern.
5. To help you find a specific trading partner, you can use a filter to reduce the size of the list.
   a) In Partner Name, specify a trading partner name and click Go. You can use wildcard characters (for example asterisk (*)) to specify a pattern.
   b) Optionally, in Unique ID, specify a trading partner unique ID number and click Go.
   c) After you click Go, the list shows all trading partners that match the specified name or ID number.
6. Click a trading partner in the list to select it.
7. To publish the entire hierarchy of the selected GTINs, select the Include Lower Level Packaging check box.
8. To publish the selected GTINs, do the following:
   a) Click Publish Items. A confirming message appears.
   b) Verify the number of GTINs that you are publishing and the trading partners you have selected.
   c) Click Confirm. A success message appears.

To publish selected GTINs to another trading partner, repeat steps 5 to 7.
9. To withdraw selected GTINs, do the following:
   a) Click Withdraw Items. A confirming message appears.
   b) Click Confirm. A success message appears.

To withdraw selected GTINs from another trading partner, repeat steps 5, 6 and 9.
10. The process is complete. To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until
your next export. The export part of this process is automated and happens at a specific time in the day.

**B: Trading Partner Publication or Withdrawal from the Product Details Page**

To open the product details page, in Product Search, specify the type of product that you want to display and click a certified GTIN in the list.

To publish to or withdraw from a non-GDSN trading partner, you must select and publish or withdraw each GTIN within the product packaging hierarchy separately. To publish to or withdraw from a GDSN trading partner, select only the highest level GTIN in the hierarchy.

Steps:
1. In the product details page, select the Publication sub tab.
   
   Publication details appear showing a list of trading partners.

2. Select the check box under the company name and next to the Global Location Number (GLN).

   You can select multiple trading partners.

3. To publish this GTIN, click Publish.
   
   A confirming message appears.
   
   The Status value for the selected GLN appears as “Published”.

4. To withdraw this GTIN, click Withdraw.
   
   A confirming message appears.
   
   The Status value for the selected GLN appears as “Withdrawn”.

5. The process is complete. To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export. The export part of this process is automated and happens at a specific time in the day.

**Market Group Publication or Withdrawal**

You can publish multiple GTINs to multiple trading partners at once. After you publish, the trading partners in the market group have access to your product catalog data. Withdrawing publication means that selected trading partners still have access to the product data; however they will no longer receive product data updates.

By default, a single market group is included with this application. “Market Group for all Trading Partners” contains all trading partners in the system and is dynamically updated.
When you publish to this market group you publish to all of your trading partners, excluding Global Data Synchronization Network (GDSN) and Third Party Data Recipients.

For more information about market groups, see ECCnet ProSYNC User Guide.

This section describes two methods:
- A: Market Group Publication or Withdrawal from Search Results/GTIN Publication Page
- B: Market Group Publication or Withdrawal from the Product Details Page

**A: Market Group Publication or Withdrawal from Search Results/GTIN Publication Page**

**To open the Search Results/GTIN Publication page**, in Product Search, specify the type of product that you want to display.

Steps:
1. In the Search Results/GTIN Publication page, select the check box next to multiple compliant GTINs.
2. Click Market Group Publication.
   
   The Market Group publishing page appears, showing a list of market groups.
3. Select the check box next to a single market group or multiple market groups.
   
   To view a list of trading partners in a market group, click the plus sign (+) next to the market group name.
4. To publish to selected market groups, do the following:
   
   a) Click Publish. A confirming message appears.
   b) Click Confirm. A success message appears.
5. To withdraw from selected market groups, do the following:
   
   a) Click Withdraw Items. A confirming message appears.
   b) Click Confirm. A success message appears.
6. The process is complete. To return to the Search Results/GTIN Publication page, click Search Results.

If some of the GTINs are not exported during this process, the confirming message indicates that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export.

**B: Market Group Publication or Withdrawal from the Product Details Page**

**To open the product details page**, in Product Search, specify the type of product that you want to display and click a certified GTIN in the list.
To publish to or withdraw from a non-GDSN trading partner, you must select and publish or withdraw each GTIN within the product packaging hierarchy separately. To publish to or withdraw from a GDSN trading partner, select only the highest level GTIN in the hierarchy.

1. In the product details page, select the Publication sub tab.
   Publication details appear showing a list of trading partners.

2. Click Switch to Market Group.
   The market group publishing page appears showing the GTIN hierarchy and a list of market groups.

3. Select the check box next to a single market group or multiple market groups.
   To view a list of trading partners in a market group, click the plus sign (+) next to the market group name.

4. To publish to selected market groups, do the following:
   a) Click Publish. A confirming message appears.
   b) Click Confirm. A success message appears.

5. To withdraw from selected market groups, do the following:
   a) Click Withdraw Items. A confirming message appears.
   b) Click Confirm. A success message appears.

6. The process is complete. To return to the Search Results/GTIN Publication page, click Search Results.

It is normal for the confirming message to indicate that the selected GTINs have updates pending export to ECCnet Registry and that the publication updates will not be issued until your next export. The export part of this process is automated and happens at a specific time in the day.
Viewing Products Published to a Specific Trading Partner

Steps:
1. In ECCnet ProSYNC, select the Product tab.
2. In the Company drop-down box select “Partner”.
   
   A text box and a button appear.
3. In the text box, enter the name of the trading partner.
   
   If you know only a portion of the name, type the pattern that you know and use the asterisk (*) wildcard search character.
   
   To show all trading partners, type one asterisk (*) in the text box.
4. Click Go.
   
   Trading partners matching the search criteria appear.
5. Select a trading partner name.
6. Click Details.
   
   The search details panel expands.
7. In Publication, select the appropriate publication status.
8. If appropriate, specify other search criteria.
9. Click Search.

The Search Results/GTIN Publication page appears, showing a list of products that match the search criteria.