

Item Centre Suncor Retail Vendor Checklist



Item Centre Suncor Retail creates a streamlined, efficient process for you to list new products and manage changes to product information for Petro-Canada.

To start using Item Centre Suncor Retail to list your products, please complete the following steps:

PLEASE NOTE: If you have already loaded and published existing product information to Petro-Canada in ECCnet Registry, please skip to step 4.

Step 1: Publish Existing Product Data

[Publish](#) product information to Petro-Canada in ECCnet Registry via a Global Data Synchronization Network (GDSN) data pool or [load your data directly](#) to ECCnet Registry.

Step 2: Verify Existing Product Data

Verify your product data in both English and French and include all levels of product packaging.

Step 3: Create a Product Catalogue

Create a product catalogue in ECCnet Registry. Item Centre Suncor Retail will pull this product information.

Step 4: Establish an Internal Team

Establish a team to take responsibility for ECCnet Registry. Teams should be composed of:

- A Catalogue Captain to manage the product catalogue
- Sales staff to access the listing forms
- Product development staff to manage product data and images with GS1 Canada Images.

Step 5: Set up Your Item Centre Suncor Retail Sales Person

You will receive Item Centre log-in details via an automated email. If you are the Administrator you may assign your salespeople to Item Centre Suncor Retail.

Step 6: Item Centre Suncor Retail Resources

Learn how to use Item Centre Suncor Retail by reviewing the [Item Centre Suncor Retail Vendor Quick Guide](#). You can also access general training on Item Centre via scheduled live webinars on [GS1 Canada's webpage](#).

Step 7: Start Listing

Congratulations – you are now ready to use Item Centre Suncor Retail to provide new products and manage product information.

For more information:

Should you require further assistance with listing your products, please contact **GS1 Canada ECCnet Support Services** at **1.800.567.7084 (option 1,7)** or **ECCnetSupport@gs1ca.org**

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