



The Global Language of Business

Item Centre Suncor Retail Vendor Quick Guide

Version 2.3



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Published in Canada 2016-03

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Introduction

This document describes how to use Item Centre for product listing from the point of view of an item vendor or data provider. An item vendor can be a supplier or importer of products, a product manufacturer or a product distributor. A data recipient can view vendor-published data in Item Centre for real-time viewing and data collaboration.

Overview

Item Centre is a community-based data communication tool that is hosted by GS1 Canada. Item Centre can streamline the product introduction process by allowing data recipients to capture all community product data and collaborate with trading partners on proprietary product data in a single workflow-driven, integrated solution.

Item Centre builds on the foundation of ECCnet Registry, the most comprehensive and continually validated registry of its kind in Canada. From within Item Centre, trading partners can send email notifications to inform each other of any actions that need to be taken on their product data. Email alerts provide both you and your trading partners immediate feedback on initiation, rejection and completion of items that are listed.

As part of the workflow, participants specify and review private data. For example pricing and packaging details supplied by the vendor.

Item Centre uses an interactive workflow to move items through the listing process. The workflow is handled through the use of queues and item statuses.

Each system user is assigned a role by the system administrator:

- Vendor – After a new item has been selected, the vendor provides private data, including pricing. Functions performed:
 - Edit – Specify or modify private data attributes only. Community data is maintained through ECCnet Registry.
 - Submit – Send listings to the data recipient who wants to introduce the new item.

- Assign To – To help balance work load, pass an item to another user within the same company.

Vendor Workflow

This workflow describes making revisions to private data and submitting revisions to the requesting data recipient.

After you log in, your personal home page shows a list of your trading partners. Each trading partner area shows a number of listing status categories. Choose a trading partner that shows at least one listing in “Vendor Incomplete” or “Vendor Pending” and click the logo for that trading partner.

Completing Private Data

When a data recipient requests private data information for a new listing or when a data recipient rejects private data information for an existing listing, you can provide the values requested by the data recipient.

Each listing is considered to be incomplete unless values are provided in all required fields.

You can complete attribute values two ways:

- Single Update
- Mass Update

Single Update

Steps:

1. From your trading partners page, select the logo of the trading partner for which the listing needs to be completed.
The main page for that trading partner appears.
2. Select Items > Queues.
The Items list page appears, showing products in the queue.
Those products that need your attention show status: “Vendor Pending”.
3. To make revisions to a product, click Edit next to that product.
The Item Detail page appears, showing the Private Data tab.
4. Make revisions as required.
5. Click Save.

The Invalid Fields area shows a list of required fields that contain no value.

6. If no field names appear in Invalid Fields, click Close.
7. If field names appear, you have two choices:
 - a. To complete these fields, make revisions as required.
 - b. To continue and revise these values later, click Close.

If you have provided values for all required fields, the product appears in the Items list showing the revisions. Status "Vendor Complete" appears on the product that you have completed.

Mass Update

You can revise multiple products at the same time if the revised field value is the same for all products.

Steps:

1. From your trading partners page, select the logo of the trading partner for which the listing needs to be completed.

The main page for that trading partner appears.
2. Select Items > Queues.

The Items list page appears, showing products in the queue.
Those products that need your attention show status: "Vendor Pending".
3. Select the check box next to each product that you want to revise.
4. In Select Action, select Edit.
5. Click Go.

The Products page appears, showing the list of products that you selected.
6. In the Private Data area, choose a field and provide the revised value.
7. To include this change in all GTINs in the list, select the check box beside that field.
8. To revise another field, repeat steps 6 and 7.
9. Click Save.

The Invalid Fields area shows a list of required fields that contain no value.
10. If no field names appear in Invalid Fields, click Close.
11. If field names appear, you have two choices:
 - a. To complete these fields with the same value for all selected products, provide values and select the check box next to the field in each case.
 - b. To continue and revise these values manually, click Close.

If you have provided values for all required fields, the selected products appear in the Items list showing the revisions. Status "Vendor Complete" appears on the products that you have completed.

Submitting Listing to Data Recipient

For all "Vendor Complete" products, you can send revised listings to the requesting data recipient.

Steps:

1. From your trading partners page, select the logo of the trading partner for which you have completed revisions.
The main page for that trading partner appears.
2. Select Items > Queues.
The Items list page appears, showing products in the queue.
Those products that are ready for submission show status: "Vendor Complete".
3. Select the check box next to each product that you want to submit.
4. In Select Action, select Submit.
5. Click Go.
The Submit dialogue box appears.
6. In the Comments box, add a comment, if appropriate.
7. Click OK.

All selected products are submitted to the trading partner for review.

Assigning Listing to Another User

You can assign a product listing to another user within your company.

Steps:

1. From your trading partners page, select the logo of the trading partner for which the listing needs to be re-assigned.
The main page for that trading partner appears.
2. Select Items > Queues.
The Items list page appears, showing products in the queue.
Those products that are ready for submission show status: "Vendor Complete".
3. Select the check box next to each product for re-assignment.
4. In Select Action, click Assign To.

5. Click Go.
The Assign To dialogue box appears.
6. Select a user.
7. Click OK.
The listing is sent to the selected user.



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