IBM Global Data Synchronization for WebSphere Product Center
V1.1.0

# User Guide – Supply Side

***Version 1.0***

Note!
Before using this information and the product it supports, read the information in “Notices” on page 135.

19 November, 2004

This edition of this document applies to IBM Global Data Synchronization for WebSphere Product Center, version 1.1, and to all subsequent releases and modifications until otherwise indicated in new editions.

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# About This Document

## *Audience*

The objective of this guide is to facilitate the users to navigate through the IBM Global Data synchronization for WebSphere Product Center and identify and operate the main solution functionalities. The document guides you through the solution features using a step-by-step approach.

The intended audiences for this guide are manufacturers in the supply chain industry.

## *Related Documentation*

The following related Global Data Synchronization Supply documentation is also available:

- Installation, Configuration, and Administration Guide
- Release Notes

## *Typographic Conventions*

This document uses the following conventions:

- `Courier New font -` Indicates commands, directory names, user names, path names, and file names.
- Note - Indicates important or clarifying information including exceptions, interdependencies, and special situations.
- Tip - Indicates a helpful action that will simplify or streamline the current procedure.
- **bold** font - Indicates buttons, tabs, menus, and keyboard key names. For example, the **Save** button.
- *Italics* font - Indicates page names. For example, the *Login* page.

## *IBM Software Support*

IBM Software Support provides assistance with product defects.

Before contacting IBM Software Support, your company must have an active IBM software maintenance contract, and you must be authorized to submit problems to IBM.

If you are not sure what type of software maintenance contract you need, call 1-800-IBMSERV (1-800-426-7378) in the United States or, from other countries, go to the contacts page of the IBM Software Support Handbook on the Web (techsupport.services.ibm.com/guides/contacts.html) and click the name of your geographic region for phone numbers of people who provide support for your location.

Follow the steps in this topic to contact IBM Software Support:

1. Determine the Business Impact of your Problem
2. Describe your Problem and Gather Background Information

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3. Submit your Problem to IBM Software Support

## Determine the Business Impact of your Problem

When you report a problem to IBM, you will be asked to supply a severity level. Therefore, you need to understand and assess the business impact of the problem you are reporting. Use the following criteria:

| | |
|---|---|
| Severity 1 | Critical business impact: You are unable to use the program, resulting in a critical impact on operations. This condition requires an immediate solution. |
| Severity 2 | Significant business impact: The program is usable but is severely limited. |
| Severity 3 | Some business impact: The program is usable with less significant features (not critical to operations) unavailable. |
| Severity 4 | Minimal business impact: The problem causes little impact on operations, or a reasonable circumvention to the problem has been implemented. |

## Describe your Problem and Gather Background Information

When explaining a problem to IBM, be as specific as possible. Include all relevant background information so that IBM Software Support specialists can help you solve the problem efficiently. To save time, know the answers to these questions:

- What software versions were you running when the problem occurred?
- Do you have logs, traces, and messages that are related to the problem symptoms? IBM Software Support is likely to ask for this information.
- Can the problem be recreated? If so, what steps led to the failure?
- Have any changes been made to the system? (For example, hardware, operating system, networking software, and so on.)
- Are you currently using a workaround for this problem? If so, please be prepared to explain it when you report the problem.

## Submit your Problem to IBM Software Support

You can submit your problem in one of two ways:

- Online: Go to the Submit and track problems page on the IBM WebSphere Product Center Software Support site (www.ibm.com/software/integration/wpc/support/). Enter your information into the appropriate problem submission tool.
- By phone: For the phone number to call in your country, go to the contacts page of the IBM Software Support Handbook on the Web (techsupport.services.ibm.com/guides/contacts.html) and click the name of your geographic region.

If the problem you submit is for a software defect or for missing or inaccurate documentation, IBM Software Support will create an Authorized Program Analysis Report (APAR). The APAR describes the problem in detail.

Whenever possible, IBM Software Support will provide a workaround for you to implement until the APAR is resolved and a fix is delivered. IBM publishes resolved APARs on the IBM product support Web pages daily, so that other users who experience the same problem can benefit from the same resolutions.

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# Ch 1 Overview

Global Data Synchronization is the process by which trading partners exchange basic information about products on an ongoing basis. The information can be on price, party, and other relationship-specific details. This process ensures that all stakeholders for a product are kept in “sync” about the latest information on the product.

Global Data Synchronization enables you to:

- Reduce costs and increase competitiveness through the efficient and accurate transfer and on-going synchronization of information.
- Lay the foundation for future supply chain collaboration initiatives which require that trading partners are in “sync” on the basic product, price, party, and relationship specific information.

## GDS Supply Business Processes

The GDS solution enables the supply side trading partner (manufacturer) to perform key business functions. These include:

- Managing information on trade items and trading partners
- Creating new items and trading partners
- Adding items to the data pool
- Editing existing information
- Publishing item information to trading partners
- Synchronizing item changes
- Generating business reports
- Viewing transaction details for various business processes

### *Item Synchronization through Data Pools*

The item synchronization process makes item and party data available for everyone who has subscribed to that particular data on a global basis. It also provides global visibility of products and parties.

**Item Synchronization Process**

- The manufacturer publishes item information to the item's home data pool.
- The data pool sends very basic information about the item to the registry. The registry holds this basic information about all items and the location of each item's home data pool.
- The retailer uses the registry to locate an item (by GTIN or by classification). The registry returns the details of the item's home data pool.

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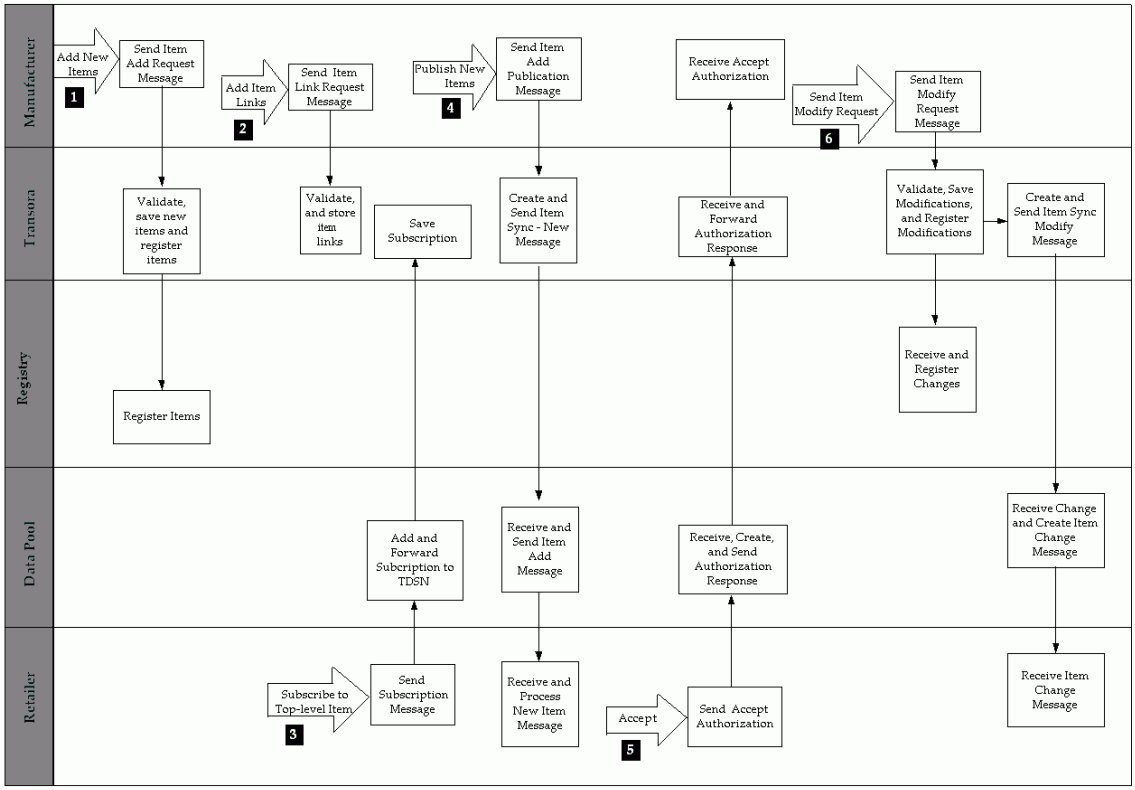
- The trading partners synchronize item information between their respective data pools using a subscription/publication process. The same process applies for synchronizing party information, published by the manufacturer or the retailer, based on the GLN.

The IBM Global Data synchronization for WebSphere Product Center connects to Transora data pool services to enable supply side trading partners to perform datat synchronization

## Item Synchronization through Transora

The following figure shows the process of item synchronization using Transora Data Synchronization Network (TDSN).




*Item Synchronization Using Transora*

**Procedure**

**Step 1**: The manufacturer adds new items to TDSN by sending the "Item Add" message. TDSN saves the new items and registers the items on the registry.

**Step 2**: The manufacturer creates item links between items to create item hierarchies by sending "Item Link" messages to TDSN.

**Step 3**: The retailer subscribes to the trade item by sending a Subscription message through the data pool it connects to. The data pool saves the subscription and forwards the subscription to TDSN.

**Step 4**: The manufacturer publishes the new item information to the retailer by sending an "Item Publication" message to TDSN. TDSN then creates an "Item Sync – New Item" message and sends it to the retailer's data pool. The data pool receives the message, then creates and sends an "Item Add" message to the retailer.

**Step 5**: The retailer accepts the publication by sending an "Accept" authorization back to the data pool. This ensures that the retailer continues to receive publications related to that item. The data pool creates and sends the appropriate authorization message to TDSN. TDSN forwards it to the manufacturer.

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**Step 6**: To publish an item modification, the manufacturer sends an "Item Modify" message with the changed information. TDSN registers the modification with the registry, then creates an "Item Sync – Modify Item" message and sends it to the retailer's data pool. The data pool receives the change, creates an item change message and sends it to the retailer.

This completes the item synchronization process.

## *Terms and Acronyms*

| Term/Acronym | Description |
|---|---|
| Trade Item | A Trade Item is any product or service for which there is a need to retrieve pre-defined information and that may be priced, ordered or invoiced at any point in any supply chain. |
| Global Trade Item Number (GTIN) | This is a unique 14-digit number used to identify trade items. The first 13 digits represent the item reference number and the last digit is the check digit. |
| Global Location Number (GLN) | This is a unique 13-digit number used identify a trade location. The first seven digits represent the Company prefix, the next five digits represent the trade location, and the last digit is the check digit. |
| Target Market (TM) | Geographic areas in which a trade item is available for sale. |
| Information Provider (IP) | Information provider indicates the information owner. For example, Distributor, broker, Manufacturer, or Franchisee. The retailer could receive information from both sellers and this field indicates the information owner. |
| Global Attributes | A global attribute indicates that the attribute is relevant for business cases around the world, and can only have a single value throughout the world.<br>(For example, GTIN). |
| Global-Local Attributes | A global/local attribute indicates that the field is relevant for business cases around the world. Its definition is the same but may have a different value depending on the geography. (For example, VAT tax values, 1.00 in France, 1.05 in Belgium) |
| Local Attributes | A local attribute is only relevant in certain geographical areas, and the values may change based on where the product is offered for sale. (For example, green dot – only relevant in certain European countries.) |
| Data Pool | A repository of data where trading partners can obtain, maintain, and exchange information on items |

| Term/Acronym | Description |
|---|---|
| | and parties in a standard format. |
| Global Registry | A directory for the registering the items. The item is identified by the GTIN, GLN, and Target Market. Each combination of this key data found in the Global Registry must be unique. When an item is registered, the registry verifies that the combination of this data is unique to that item. |

Note!

If your IE browser displays the Yahoo toolbar, then error messages such as Page not found may be displayed when working with the GDS solution. Therefore, ensure that you do not have the Yahoo toolbar or any other utilities installed on your IE browser.

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# Ch 2 Getting Started

This chapter describes the initial actions to be performed to start working with the solution, and provides basic navigational information.

Topics:


- Log on to GDS
- Navigation


## *Log on to GDS*

To log on to the solution:

1. Access the GDS Supply solution. The *Login* page is displayed.

*Login*

2. Enter your user name and your password in the **Username** and **Password** fields respectively. Click **Login**. The *Home* page is displayed.

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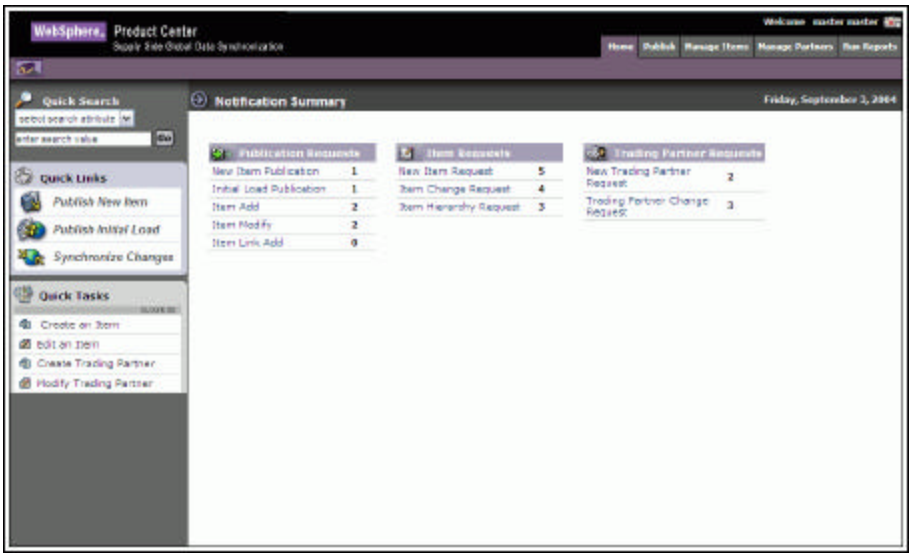



*Home Page*

Each of the modules is aligned with a user's role and responsibility. Access to the various areas depends on the level of access assigned to your position and user ID.

## Navigation

This section describes the product layout and the methods you can use to navigate through the GDS solution.

The page comprises three segments:

- Top Navigation Bar
- Left Navigation Pane
- Task Area

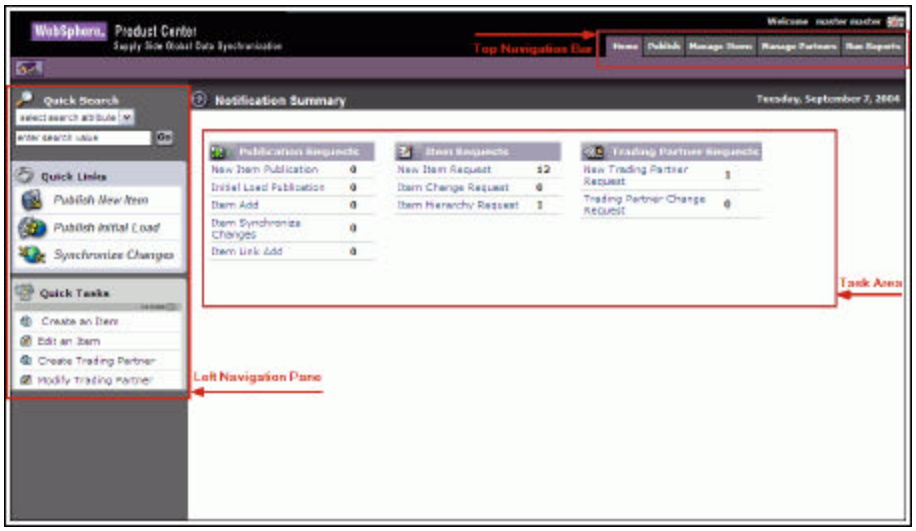
Each segment provides you with several methods that allow you to access various pages and views.

**Top Navigation Bar**: This segment provides tabs that allow you to navigate between various tasks, such as Manage Items, Publish Items, and so on.

**Left Navigation Pane**: This segment is located on the left side of each page. It displays the quick links and quick search. It can also be customized to suit your preference.

**Task Area**: This is the largest segment on the page. When you select a tab or a link on any of the other segments, the related page where you can perform tasks is displayed here.

The segments are as shown.




*Segments*

## Icon Definitions

This section provides information about the icons used in the solution.

| Icon | Name | Description |
|---|---|---|
| | Delete icon | Use this icon to delete a trade item. |
| | Delete icon | Use this icon to delete a contact for the trading partner. |
| | Calendar icon | Use this icon to open a calendar and select a date. |
| | Edit icon | Use this icon to edit item or trading partner information. |
| | Lookup icon | Use this icon to select target markets and information providers. |
| | Log Out icon | Use this icon to log out of the solution. |
| | View Details icon | Use this icon to view the details of a trade item or trading partner. |
| | Refresh icon | Use this icon to refresh the page. |

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# Ch 3 About Home Page

This chapter describes the home page of the GDS Supply solution. This page acts as a dashboard that provides an overview of the number of notifications related to publications, trade items, and trading partners.

When you log on to the solution, the home page displays the number of notifications related to items, publications, and trading partners by default.

The home page displays the following tables:

- **Publication Requests** – This table displays the number of notifications that you have received or sent. This includes of notifications related to:
  - New Item Publications
  - Initial Load Publications
  - Item Add
  - Item Synchronize Changes
  - Item Link Add

  For more information on viewing details of publications, refer the Managing Publications chapter.
- **Item Requests** – This table displays the number of notifications received or sent for trade items/hierarchies. This includes notifications related to:
  - New Item Request
  - Item Change Request
  - Item Hierarchy Request

  For more information on viewing details of items, refer the Managing Items chapter.
- **Trading Partner Requests** - This table displays the number of notifications received or sent for trading partners. This includes:
  - New Trading Partner Request
  - Trading Partner Change Request

  For more information on viewing details of Trading Partners, refer the Managing Partners chapter.

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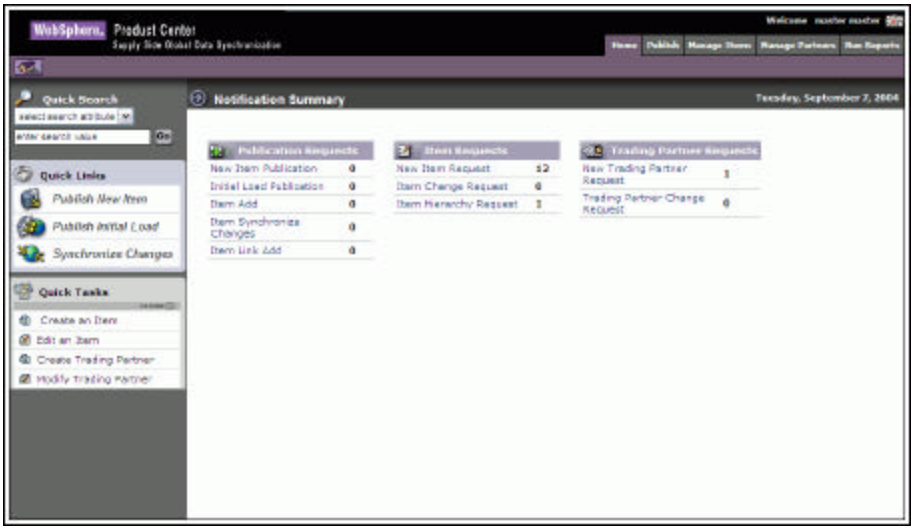
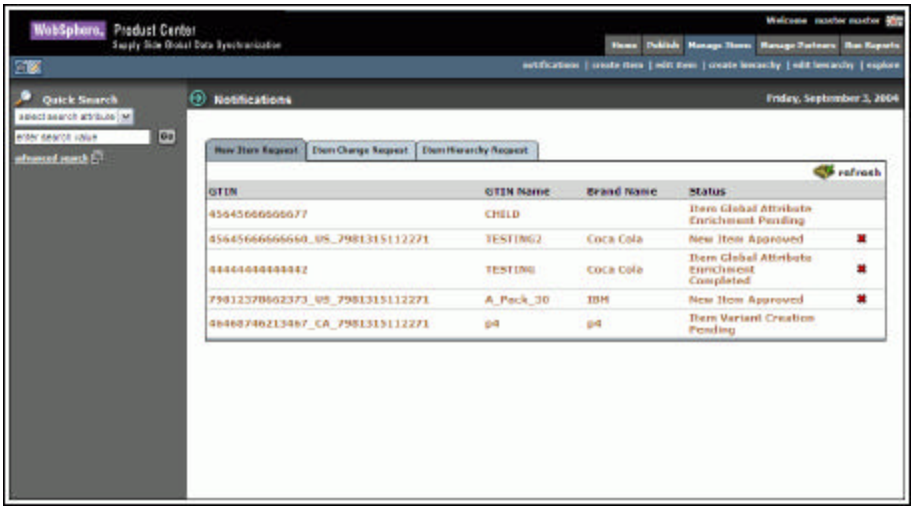
The *Home* page is as shown.




*Home Page*

You can click on each of the displayed links to view the related list of notifications. For example, if you click on the **New Item Request** link, the page which shows you the list of notifications for new item requests is displayed.




*New Item Request Notifications*

# Ch 4 Managing Publications

The GDS Supply solution facilitates the publishing of new trade items and item hierarchies to trading partners. You can publish a trade item to the demand-side trading partner as a New Item or as an Initial Load. The trade items are published when the demand-side trading partner(s) sends a request for publication. Only those trade items that have been added to the data pool can be published.

Topics:


- View Notifications
- Publish New Item
- Publish Initial Load
- Add Items
- Add Links
- Synchronize Item Changes
- Explore Publications


You can publish a new item, send an initial load, and synchronize item changes with the data pool from the *Home* page also. The tasks are displayed in **Quick Links** on the left navigation pane.

## *View Notifications*

You can view all notifications related to publications in the *Notifications* page. This page contains the following tabs:

- New Item Publication
- Initial Load Publication
- Item Add
- Item Synchronize Changes
- Item Link Add

To view the list of notifications for each, click on the corresponding tab. The *New Item Publication* tab view is displayed by default.

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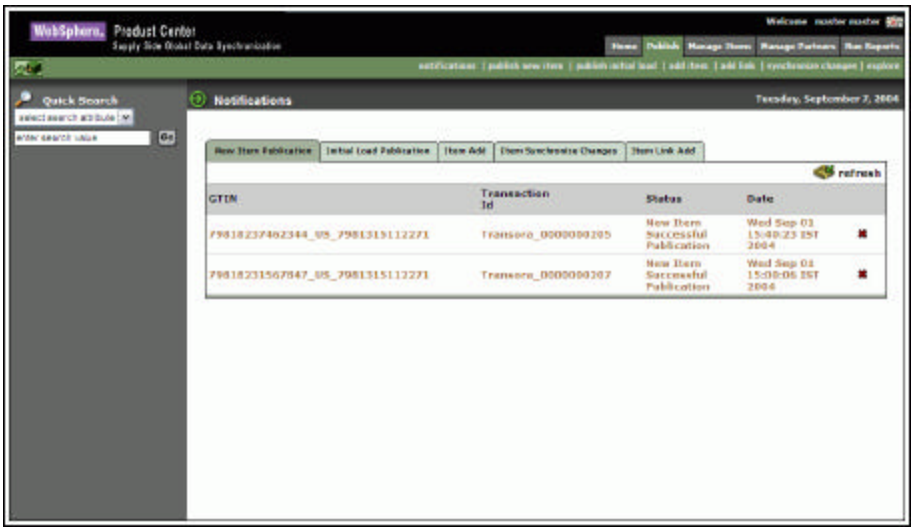
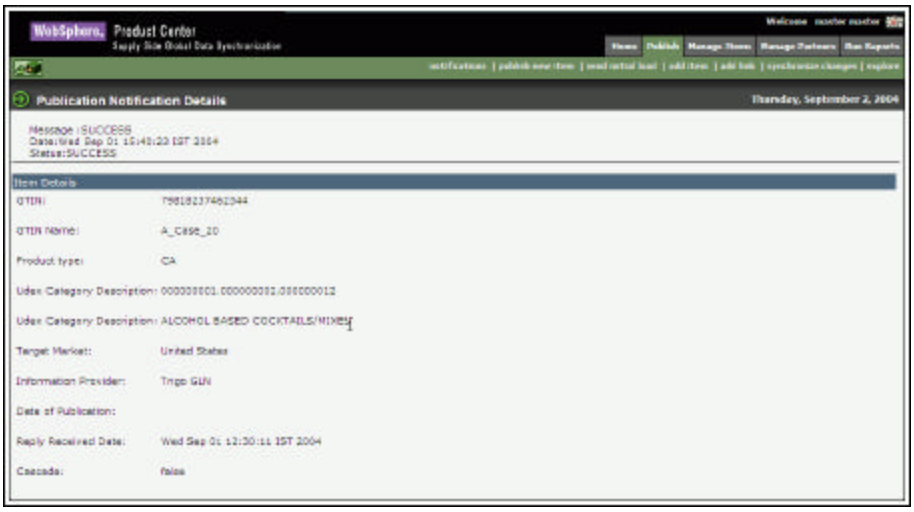



*New Item Publication - Notifications*

Each notification is represented by a GTIN. To view the details of a notification, click on the notification message. The details of that notification are displayed.




*New Item Publication – Notification Details*

Notifications that are for information only can be viewed and dismissed. To remove the notification from the list, click on the **Delete** icon.

Once the trading partner receives the publication for new item or for an initial load, they have to accept or reject the publication. If they accept the publication, the notification message "Publication Accepted" is received. If they reject the publication, the notification message "Publication Rejected" is received.

## Notifications for New Item Publication

The types of notifications that you can receive for new item requests are:

- New Item Successful Publication
- New Item Failed Publication
- New Item Pending Publication
- Publication Accepted
- Publication Rejected

## Notifications for Initial Load Publication

The types of notifications that you can receive for initial load are:

- Initial Load Failed
- Initial Load Successful

## Notifications for Item Add

The types of notifications that you can receive for item add are:

- Successful Item Add
- Failed Item Add

## Notifications for Item Synchronize Changes

The types of notifications that you can receive for item synchronize changes are:

- Successful Item Modify
- Failed Item Modify
- Successful Item Correction
- Failed Item Correction

## Notifications for Item Link Add

The types of notifications that you can receive for item link add are:

- Successful Link Add
- Failed Link Add

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### *Publish New Item*

A trade item that has not yet been published to any trading partner is called a new item.

A new trade item can be published in two ways:

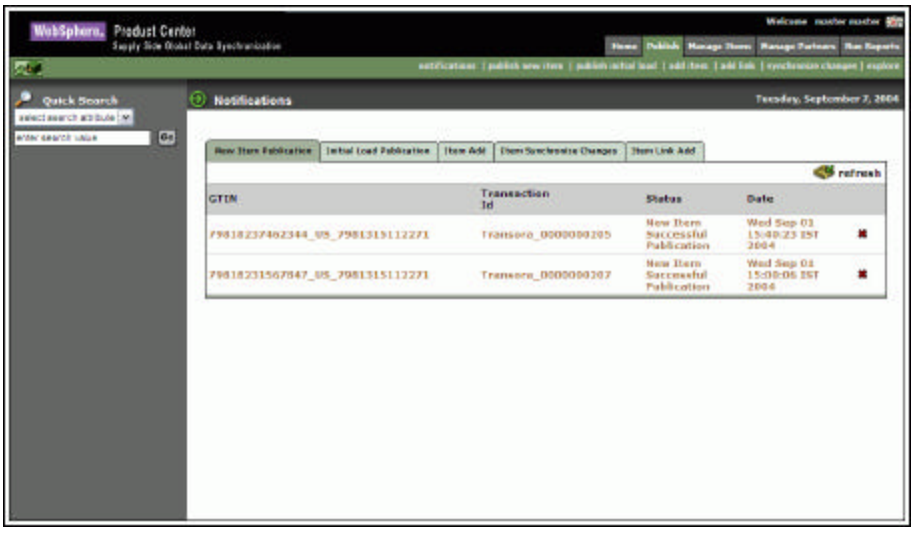
- Search for the trade item that you want to publish, and then choose the demand side trading partner to whom you want to publish.
- Choose the demand side trading partner to whom you want to publish the item. The trade item(s) that can be published to the selected trading partner are displayed.

Publishing a new trade item comprises four steps:

- Choose Target – Select the trading partner to whom you want to publish the item.
- Select Items – Select the trade item(s) that are to be published.
- Cascade and Date – Select whether you want to publish the item hierarchy or only the trade item, and set the publication date.
- Review and Commit – Review the list of trade items and trading partners that you have selected, and commit the same for publication.

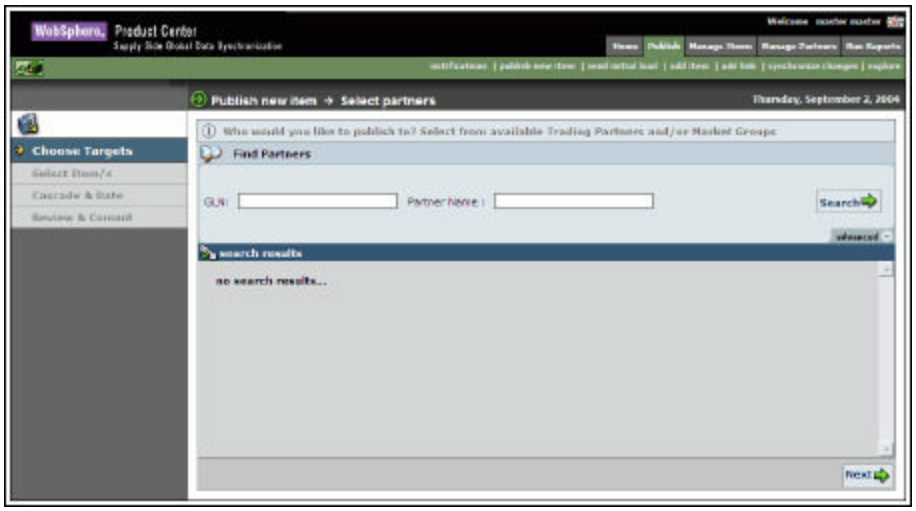
To publish a new trade item:

1. In the *Home* page, click on the **Publish** tab. The *Publish* tab view is displayed.



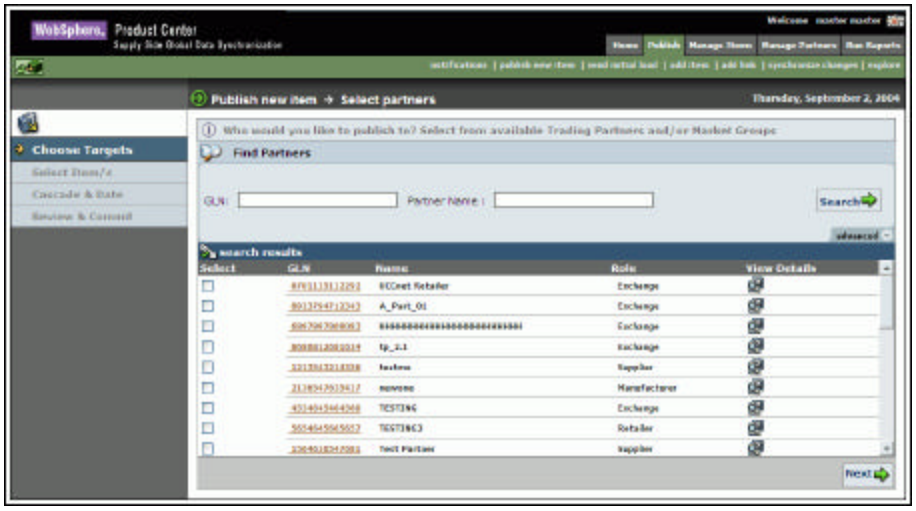

*Publish Tab View*

2. Click on the **publish new item** link. The *Publish new item -> Select partners* page is displayed.




*Publish New Item – Select Partners*

3. Search for the trading partners to whom you want to publish the item. The search results are displayed in the **search results** area. For information about performing the search, refer the Search Trading Partners section in *Chapter 8 -Search*.




*Publish New Item – Select Partners – Search Results*

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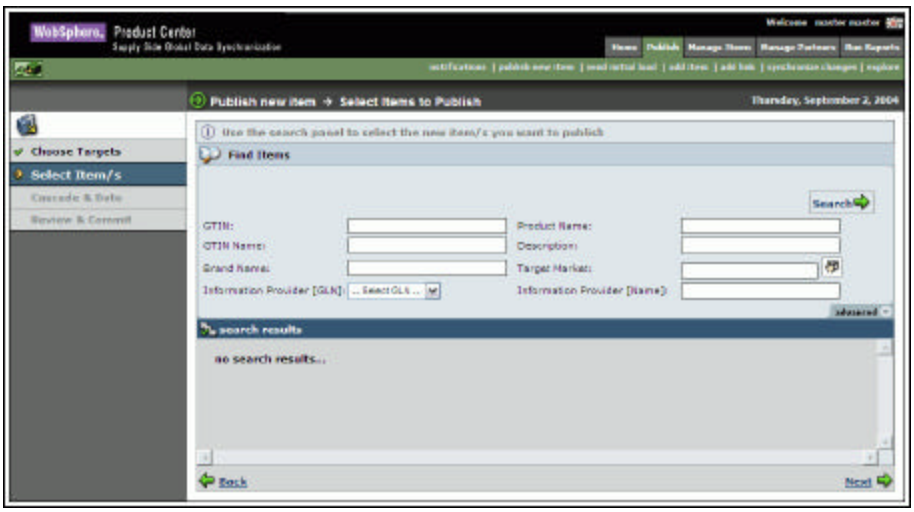
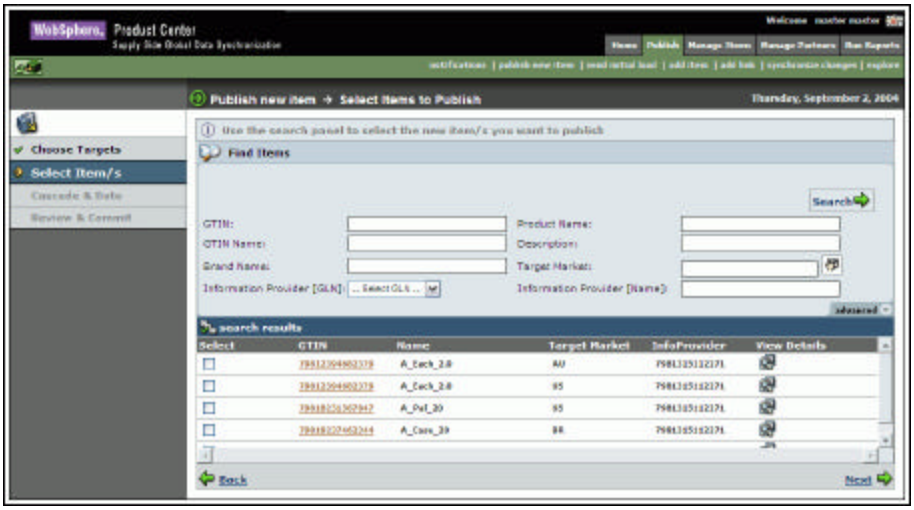
4. From the list of the displayed trading partners, choose the demand-side trading partner to whom you want to publish the trade item, and then click **Next**. The *Select Items to Publish* page is displayed.




*Publish New Items – Select Items to Publish*

5. Search for the trade item(s) that you want to publish. The search results are displayed in the **search results** area. For information about performing the search, refer the Search Trade Items section in *Chapter 8 -Search*.




*Publish New Items – Select Items – Search Results*

6. From the list of displayed trade items, select the trade item(s) that you want to publish and then click **Next**. The *Set Cascade Option & Date* page is displayed.

*Publish New Item – Set Cascade Option & Date*

7. If you want to publish the entire item hierarchy instead of just the highest level, select **Yes** from the drop-down menu. If not, select **No**. Select a date to publish the new item using the **Calendar** icon and click **Next**. The *Review Publication Summary and Send* page displays the selected items and the trading partners.

Note!
The selection of date is optional. If the date for publishing the item is not specified, they are published on the current date.

*Review Publication Summary and Send*

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8. Click **Publish New Items**. The trade items are published to the trading partners and you receive the notification message " New Item Successful Publication". If the publication is not sent successfully, you receive the notification message " New Item Failed Publication". The notifications are displayed in the *Publications* tab view.

## *Publish Initial Load*

The first synchronization message that is sent for a trade item that has already been published to a trading partner is called an Initial Load.

The initial load will detail all the changes that have been made to a trade item or item hierarchy.

An initial load can be published in two ways:

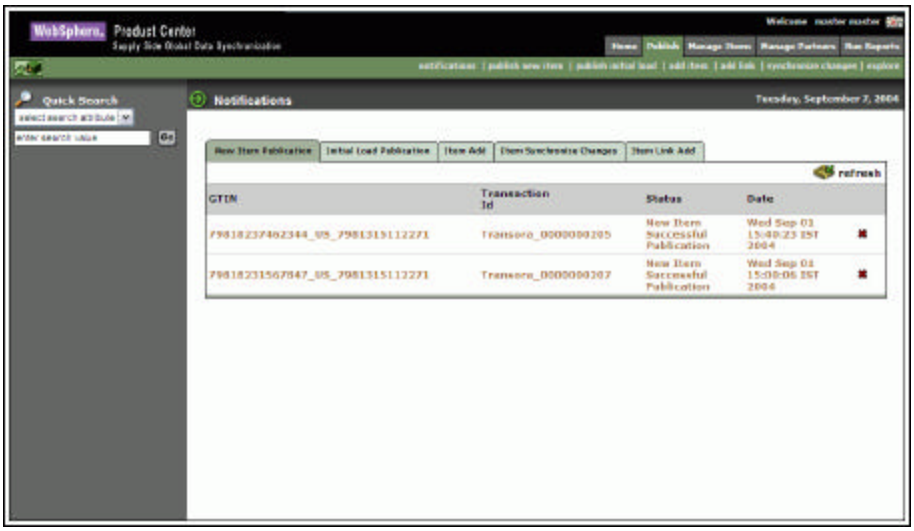
- Search for the trade item that you want to publish, and then choose the demand side trading partner to whom you want to publish the initial load.
- Choose the demand side trading partner to whom you want to publish the item. The trade items that can be published to the selected trading partner are displayed.

Publishing an initial load comprises four steps:

- Choose Target – Select the trading partner to whom you want to publish the item as an initial load.
- Select Items – Select the trade item(s) that are to be published.
- Cascade and Date – Select whether you want to publish the trade item hierarchy or only the trade item, and set the publication date.
- Review and Commit – Review the list of trade item(s) and trading partners that you have selected, and commit the same for publication.

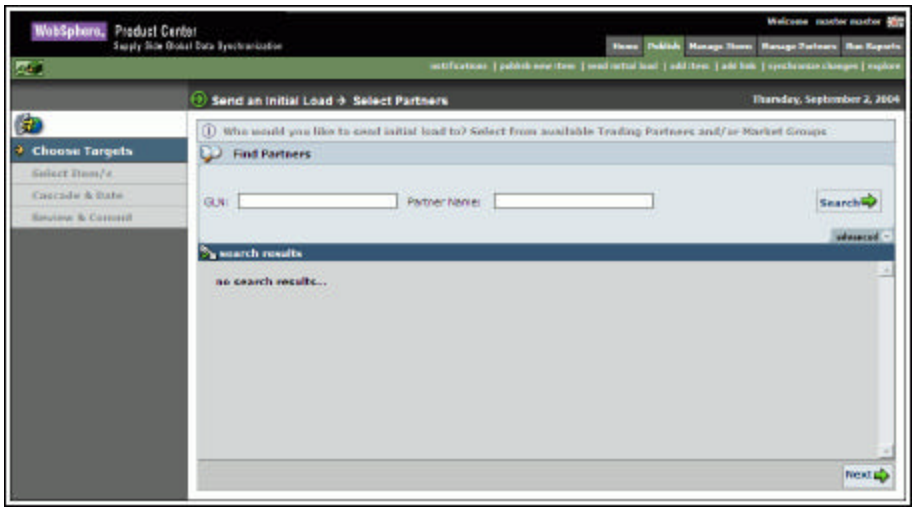
To publish an initial load:

1. Click on the **Publish** tab in the *Home* Page. The *Publish* tab view is displayed.



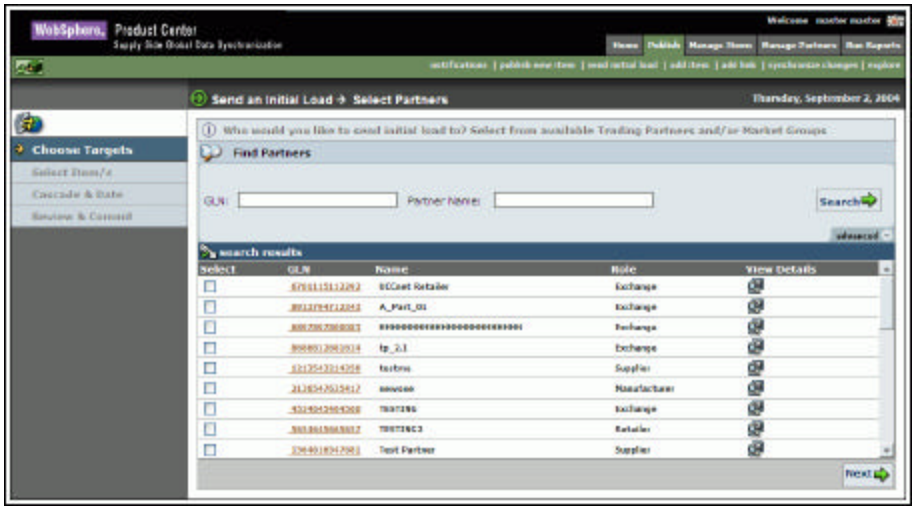

*Publish Tab View*

2. Click on the **publish initial load** link. The *Send Initial Load-> Select Partners* page is displayed.




*Send Initial Load – Select Partners*

3. Search for the trading partners to whom you want to publish the trade item. The search results are displayed in the **search results** area. For information about performing the search, refer the Search Trading Partners section in *Chapter 8 -Search*.




*Send Initial Load – Select Partners – Search Results*

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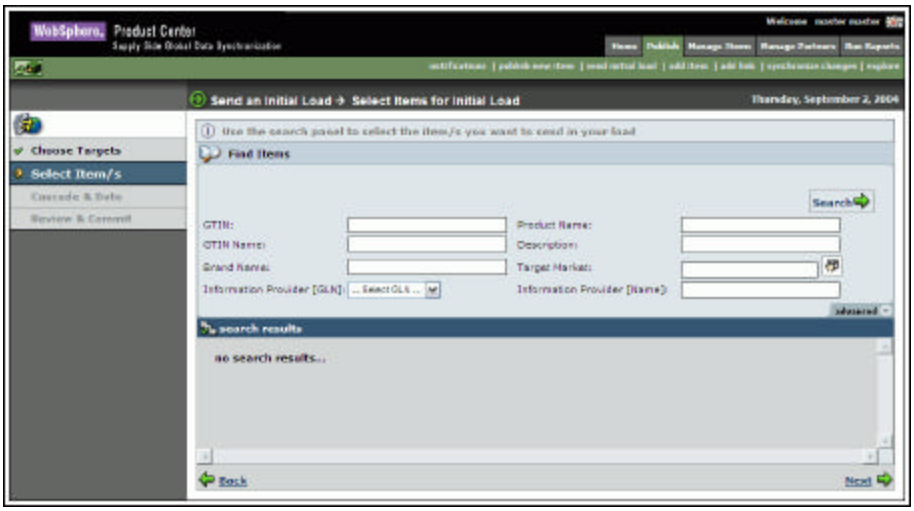
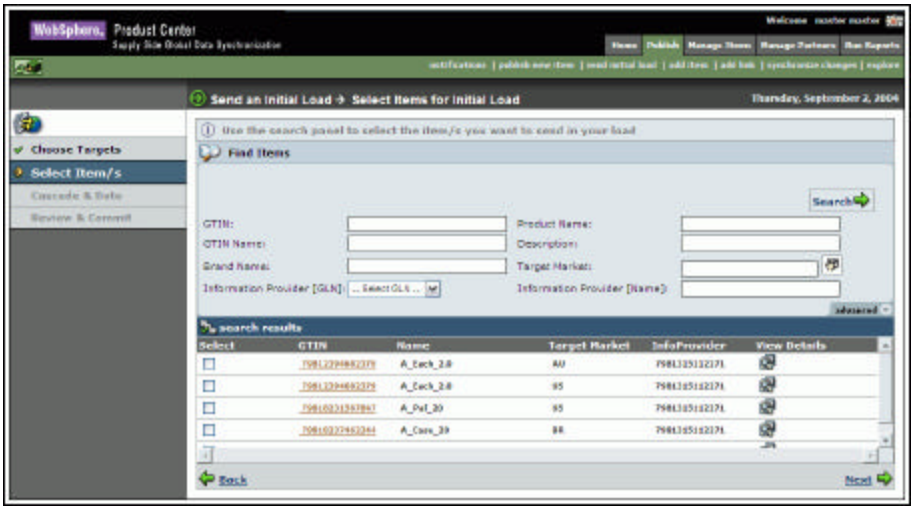
4. From the list of the displayed GLNs, choose the demand-side trading partner to whom you want to publish to and click **Next**. The *Select Items for Initial Load* page is displayed.



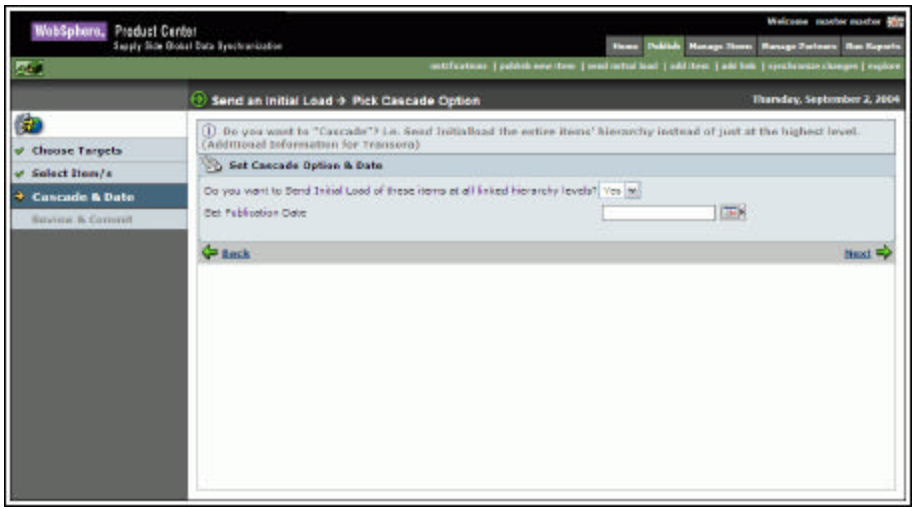

*Send Initial Load – Select Items for Initial Load*

5. Type in the search values to search for the trade item and click **Search**. The search results are displayed in the **search results** area. For information about performing the search, refer the Search Trade Items section in *Chapter 8 -Search*.




*Send Initial Load – Select Items for Initial Load – Search Results*

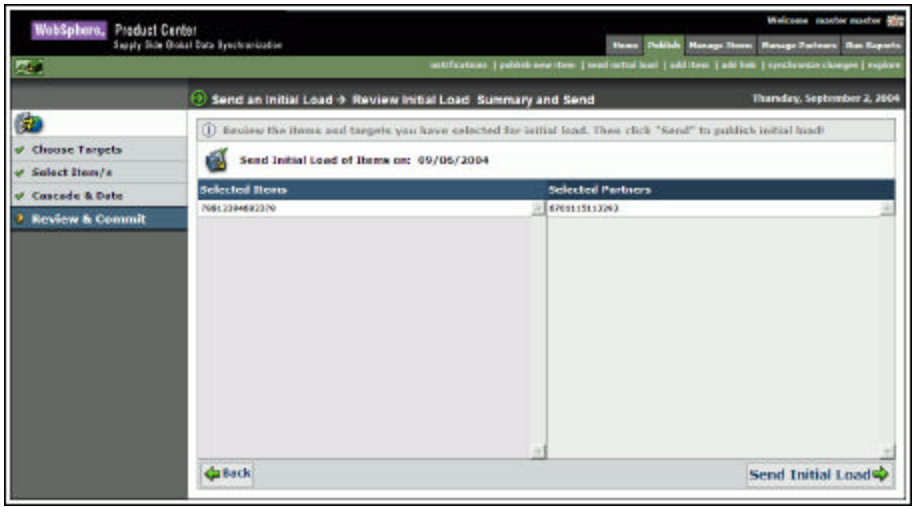
6. From the list of displayed trade items, select the trade item(s) that you want to send as an initial load and click **Next**. The *Pick Cascade Option* page is displayed.




*Send Initial Load – Set Cascade Option&Date*

7. If you want to send the entire trade item(s) hierarchy instead of just the highest level, select **Yes** from the drop-down menu. Otherwise select **No**. Click **Next**. Select a date using the **Calendar** icon and click **Next**. This is the date when the data pool processes the message received for sending an Initial Load. The *Review Publication Summary and Send* page displays the selected trade items and the trading partners.

Note!
The selection of date is optional. If the date for publishing the trade item is not specified, they are published on the current date.




*Review Publication Summary and Send*

8. Click **Send Initial Load**. The trade item(s) are published to the trading partners and you receive the notification message “Initial Load Successful”. If the publication is not sent

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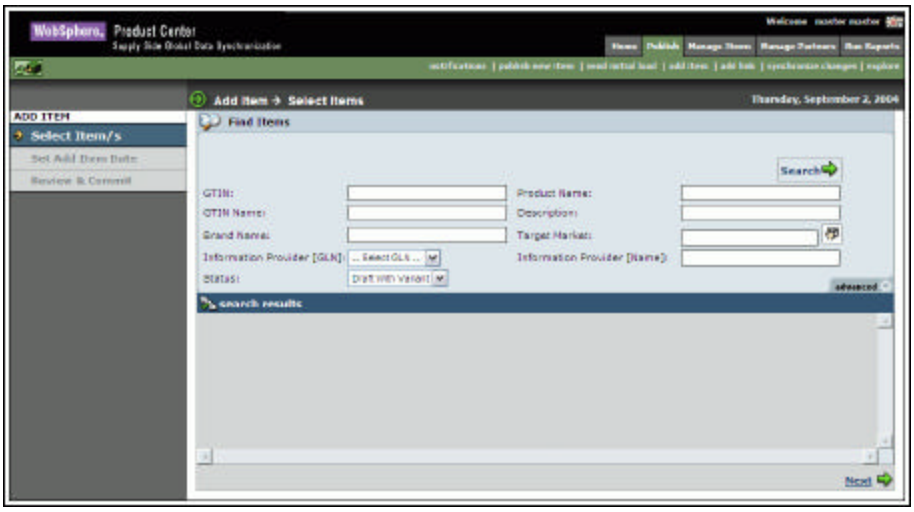
successfully, you receive the notification message “Initial Load Failed”. The notifications are displayed in the *Initial Load Publication* tab view.

## Add Items

You can add trade items to the data pool catalog if they are in the “New Item Approved” status. When the trade item is approved for registration, you have to add it to the data pool.

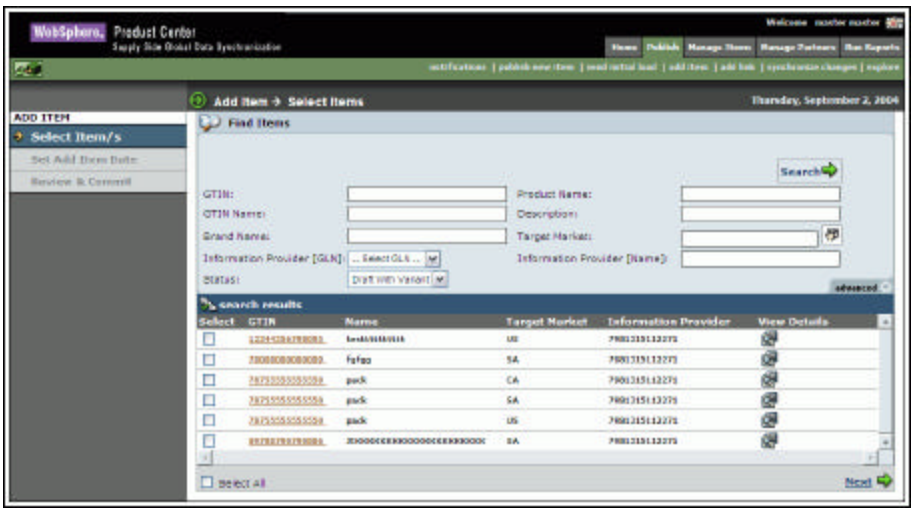
To add trade items to the data pool:

1. In the *Publish* tab view, click on the a**dd item** link. The *Add Item->Select Items* page is displayed.



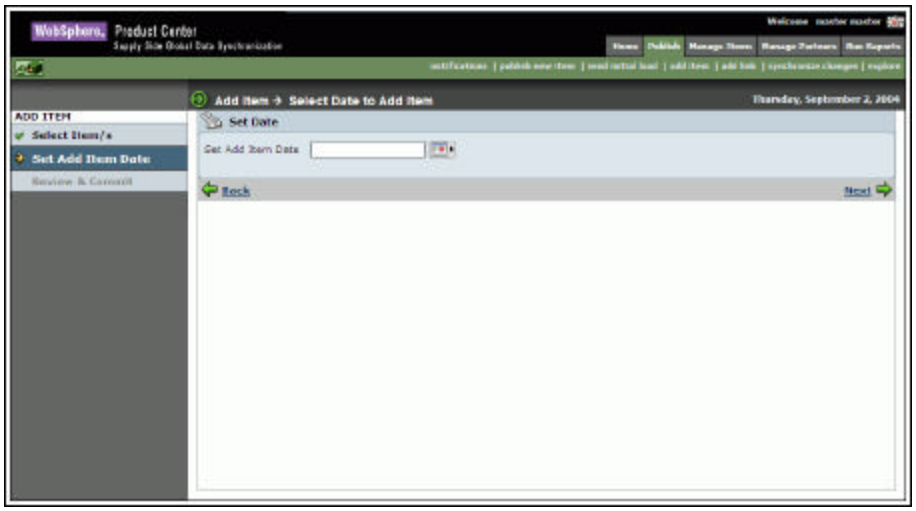

*Add Item - Select Items*

2. Search for the trade item(s). The search results are displayed in the **search results** area. For more information on performing a search, refer the Search Trade Items section in *Chapter 8 - Search*.



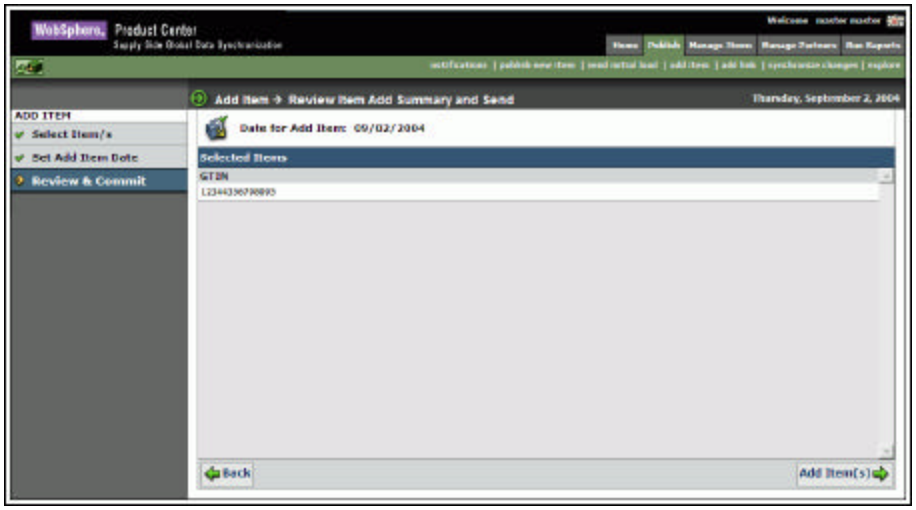

*Add Item – Select Items – Search Results*

3. Select the trade item(s) that you want to add and click **Next**. The *Set Date* page is displayed.




*Add Item – Set Date*

4. Select the date using the **Calendar** icon and click **Next**. This is the date when the data pool processes the message for adding the trade item. The *Review Item Add Summary and Send* page displays the selected trade item(s) and the date.




*Review Item Add Summary and Send*

5. Review the list of trade item(s), and click **Add Item(s).** The trade item(s) are added to the data pool and the notification message "Successful Item Add" is received. If the trade item(s) is not sent successfully, the notification message "Failed Item Add" is received. The notifications are displayed in the *Item Add* tab view.

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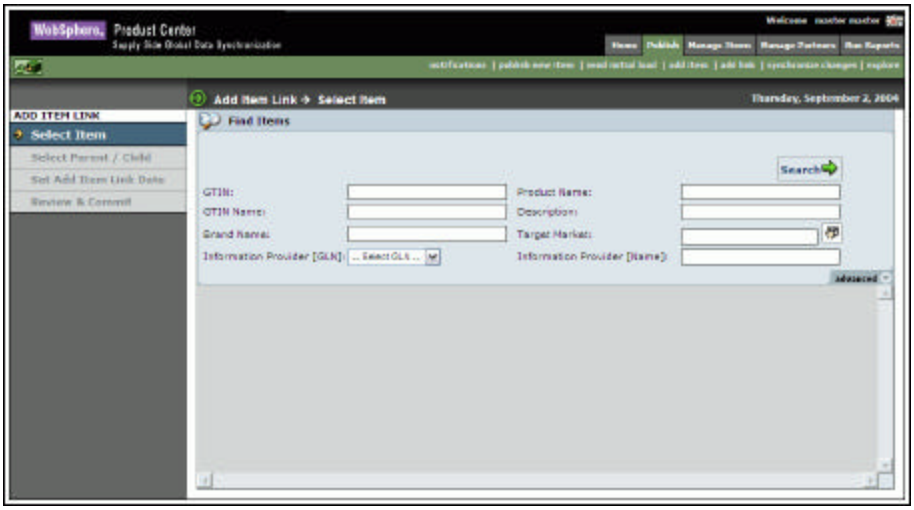
## Add Links

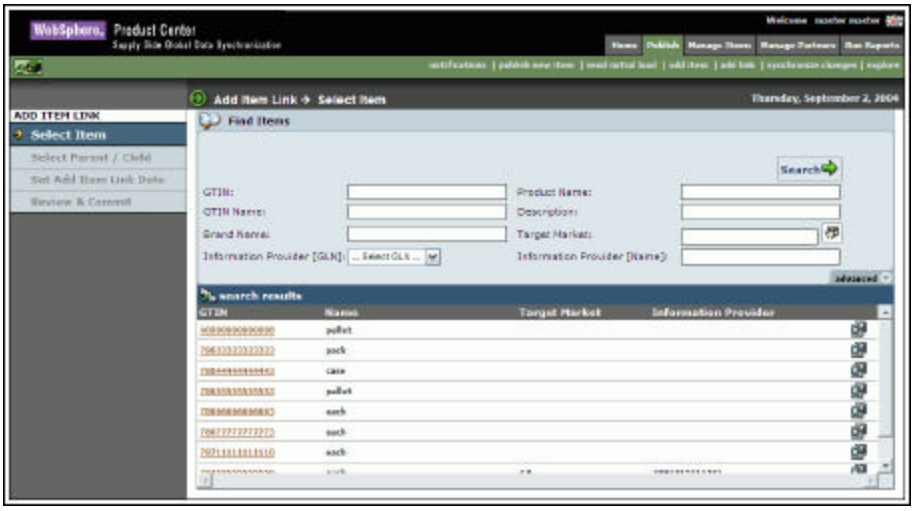
To add trade item links to the data pool:

1. In the *Publish* tab view, click on the **add link** link. The *Add Item Link->Select Item* page is displayed.



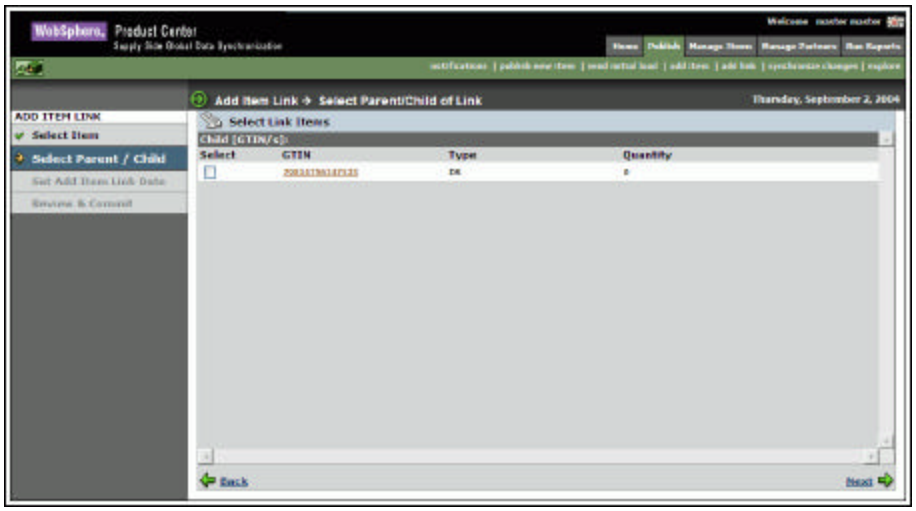

*Add Item Link – Select Item*

2. Search for the trade item for which you want to add the links. The search results are displayed in the **search results** area. For information about performing the search, refer the Search Trade Items section in *Chapter 8 – Search*.



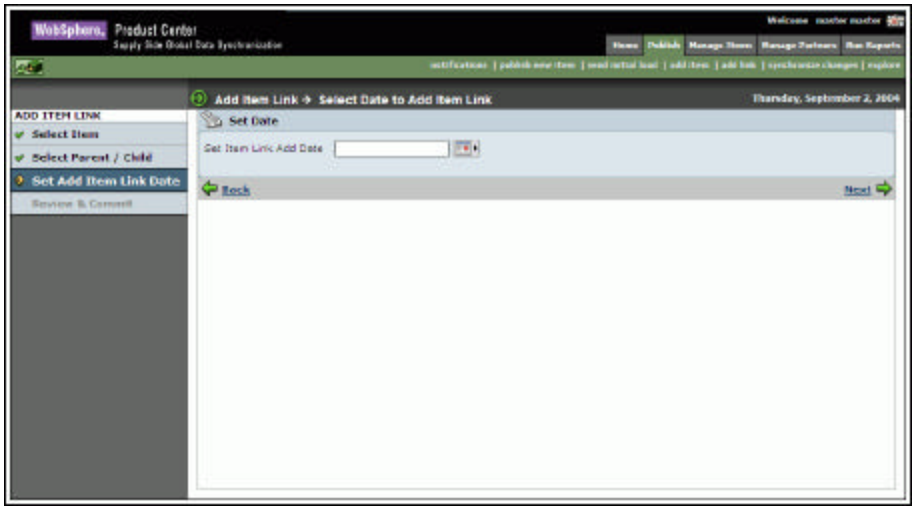

*Add Item Link – Select Item – Search Results*

3. Click on a trade item for which you want to add the links and click **Next**. The *Select Parent/Child of Link* page is displayed.




*Add Item Link – Select Parent/Child of Link*

4. Select the child link(s) that you want to add and click **Next**. The *Select Date to Add Item Link* page is displayed.




*Select Date to Add Item Link*

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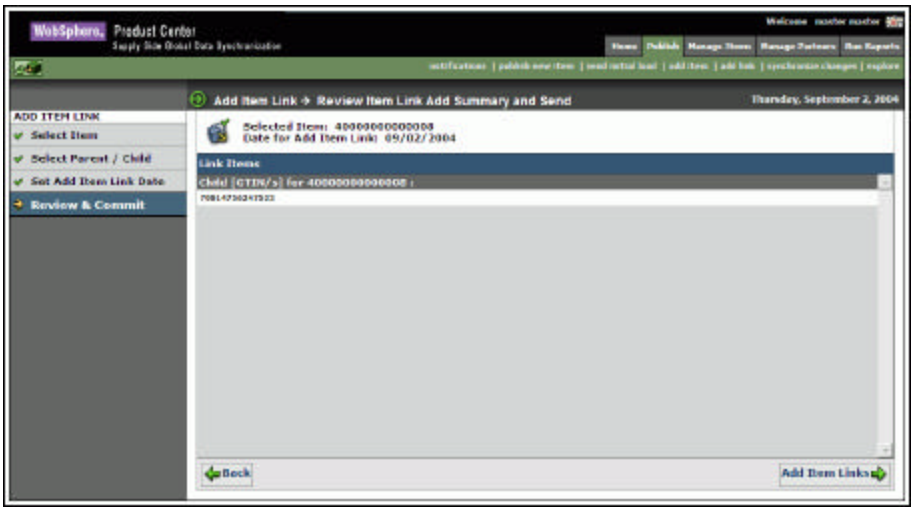
5. Select the date using the **Calendar** icon to specify when the data pool will process the message and click **Next**. The *Review Item Link Add Summary and Send* page is displayed.




*Review Item Link Add Summary and Send*

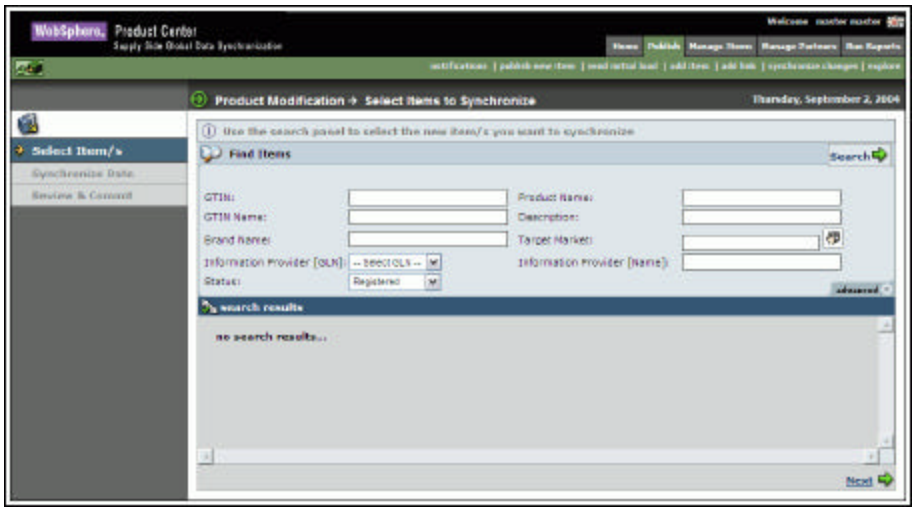
6. Review the list of links, and click **Add Item Links.** The links are added to the data pool and you receive the notification message "Successful Link Add". If the trade item link(s) is not sent successfully, you receive the notification message "Failed Link Add". The notifications are displayed in the *Item Link Add* tab view.

## *Synchronize Item Changes*

You can synchronize changes for only those trade item(s) that have already been registered with the data pool and have been modified.

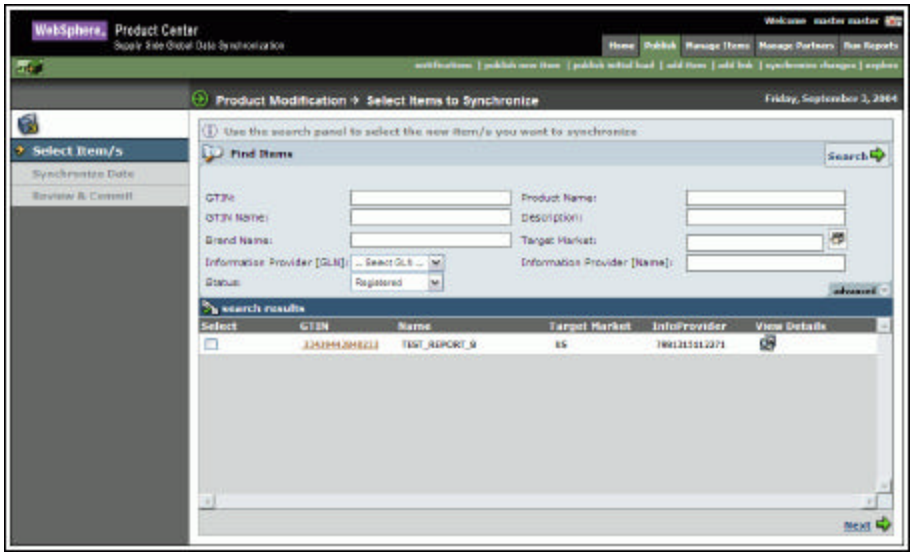
To synchronize item changes with the data pool:

1. In the *Publish* tab view, click on the **synchronize changes** link. The *Select Items to Synchronize* page is displayed.




*Select Items to Synchronize*

2. Search for the trade item(s) that you want to synchronize. The search results are displayed in the **search results** area.




*Select Items - Search Results*

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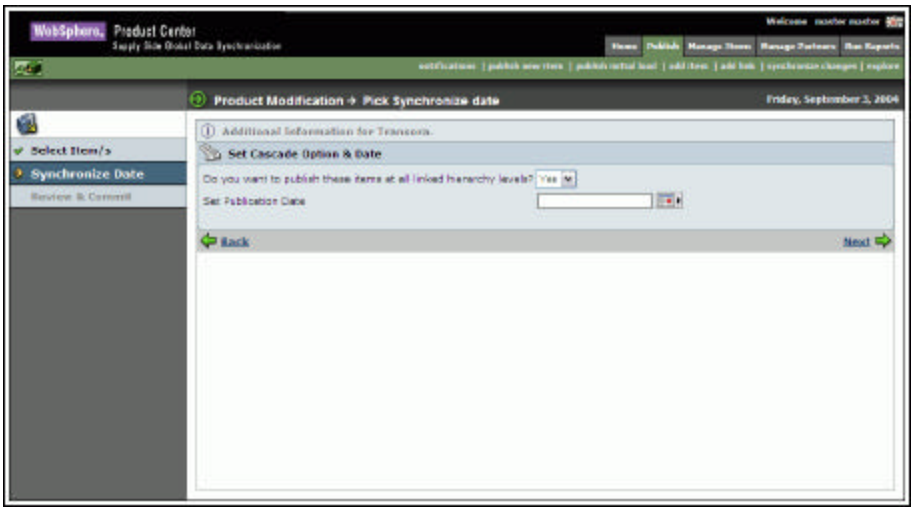
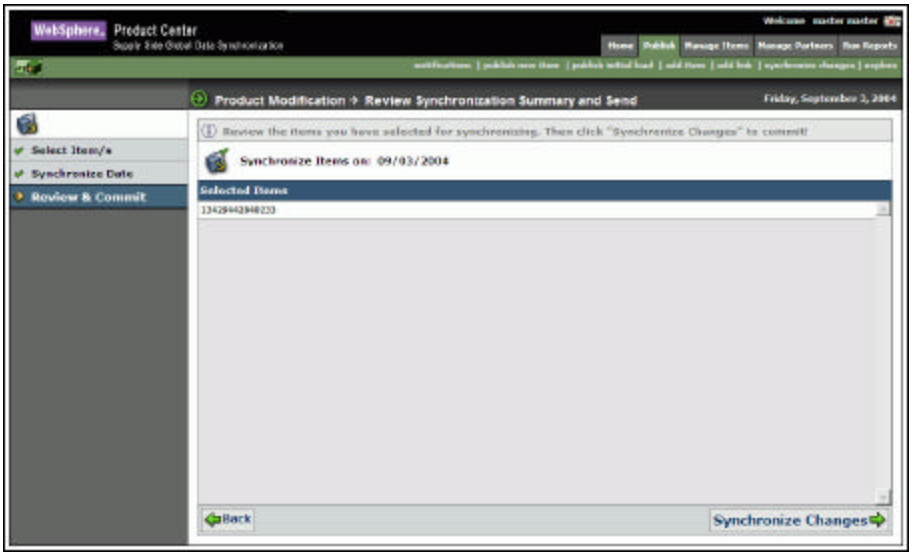
3. Select the trade item(s) and click **Next**. The *Pick Synchronize date* page is displayed.




*Pick Synchronize Date*

4. In the **Set Publication Date** field, type the date when the data pool will synchronize the modified trade item. The date format is mm/dd/yyyy. You can also select the date using the **Calendar** icon .

5. Click **Next**. The *Review Synchronization Summary and Send* page is displayed.




*Review Item Link Add Summary and Send*

6. Review the list of trade item(s), and click **Synchronize Changes**. Once the data pool synchronizes these changes, the notification messages are received based on the attribute value that has changed. There are two scenarios:

- The data pool has certain mandatory attributes. If you change the value of any of the mandatory attributes, then the notification message “Successful Item Correction “is received. If the trade item is not sent successfully, you receive the notification message “Failed Item Correction”.

- If you change the value of any other attributes other than the mandatory attributes, the notification message “Successful Item Modification” is received. If the trade item is not sent successfully, you receive the notification message “Failed Item Modification”.

These notifications are displayed in the *Item Change Synchronize* tab view.

### *Explore Publications*

For information about performing a search for publications, refer the section Search Publications in *Chapter 8 – Search*.

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# Ch 5 Managing Trade Items

This chapter describes the various tasks related to managing trade items within the GDS solution.

Topics:


- View Notifications
- Create Trade Items
- Edit Trade Items
- Modify Trade Items
- Delete Approved Trade Items
- Create Hierarchy
- Modify Hierarchy
- Delete Hierarchy Links
- Explore Trade Items and Hierarchies


You can create and edit trade items from the *Home* page. The tasks are displayed in **Quick Tasks** on the left navigation pane.

## *View Notifications*

You can view all notifications related to trade item requests in the *Notifications* page. This page contains the following tabs:

- New Item Request
- Item Change Request
- Item Hierarchy Request

To view the list of notifications for each, click on the corresponding tab. The *New Item Request* tab view is displayed by default.

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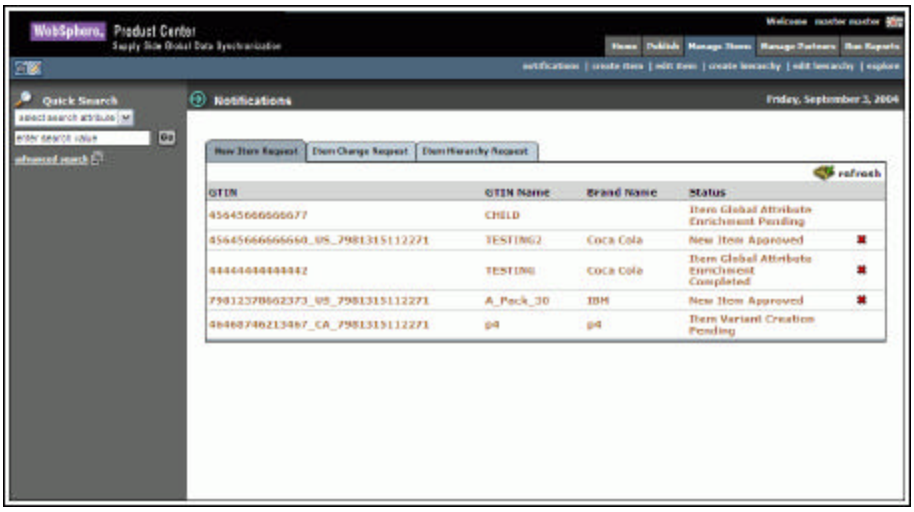
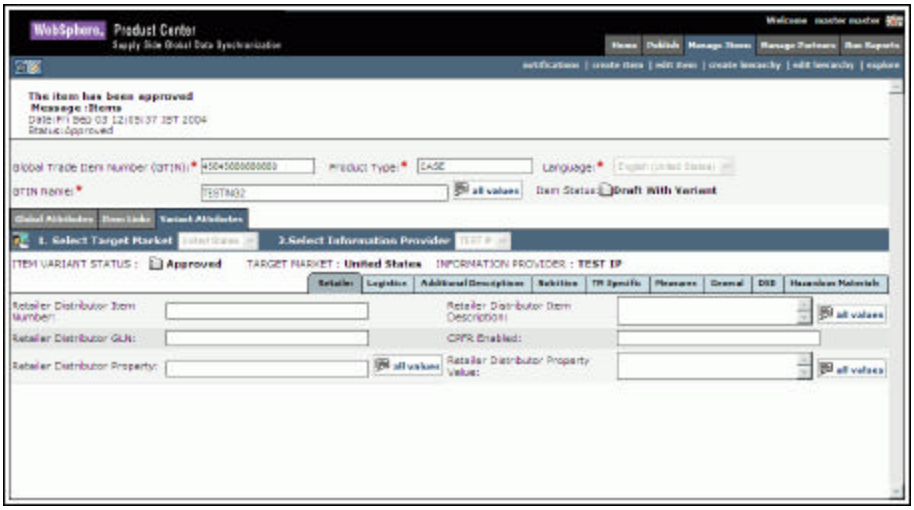



*Manage Items - Notifications*

Each notification is represented by a GTIN. To view the details of a notification, click on the notification. The details of that notification are displayed.




*Manage Items – Notification Details*

## Notifications for New Item Request

The types of notifications that you can receive for new item request are:

- Item Variant Attribute Enrichment Pending
- Item Variant Attribute Enrichment Completed
- Item Global Attribute Enrichment Pending
- Item Global Attribute Enrichment Completed
- Item Variant Creation Pending
- New Item Approval Pending

- New Item Approved
- New Item Creation Rejected

## Notifications for Item Change Request

The types of notifications that you can receive for item change request are:

- Modify Item Approval Pending
- Modify Item Approved
- Modify Item Rejected
- Item Deletion Approval Pending
- Item Deletion Approved
- Item Deletion Rejected

## Notifications for Item Hierarchy Request

The types of notifications that you can receive for item hierarchy request are:

- Item Link Approval Pending
- Item Link Approved
- Item Link Rejected

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## *Create Trade Items*

You can create a trade item by providing basic information about the trade item. This creates a working record of that trade item. You can then submit the trade item for enrichment. Users from different departments can then add to the working record by providing additional information about that trade item.

The trade item is validated and a working record is stored in the trade item repository of the GDS solution.

To create a trade item:

1. Create GTIN
2. Enrich Global Attributes
3. Create Trade Item Variant
4. Enrich Variant Attributes
5. Submit for Compliance Check
6. Submit for Approval

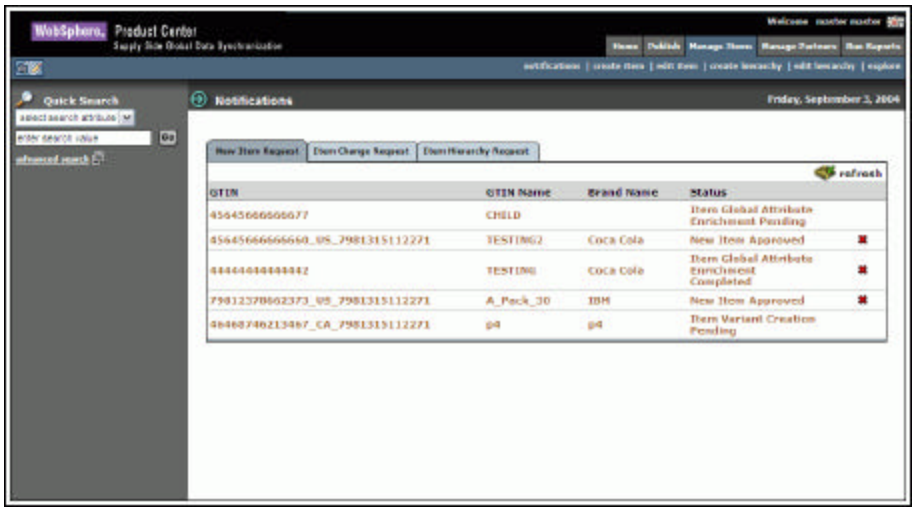
During solution setup, you have the option to turn on/off the global attributes enrichment process, variant attribute enrichment process, and the approval process. For more information, refer the *GDS Supply Installation and Configuration Guide.*

The process of creating a trade item when global enrichment, variant enrichment or the approval process turned off is explained in the later part of this section.

## Create GTIN

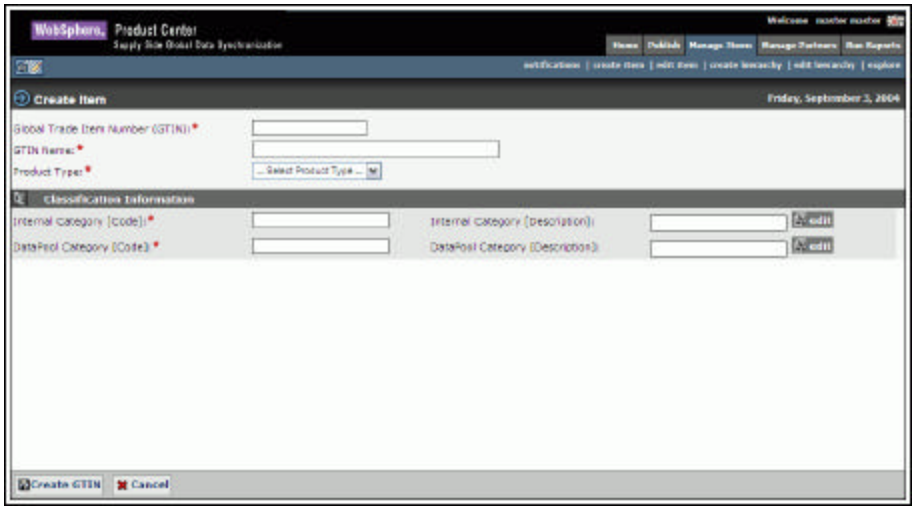
To create the GTIN:

1. In the *Home* page, click on the **Manage Items** tab. The *Manage Items* tab view is displayed.




*Manage Items Tab View*

2. Click on the **create item**s link. The *Create Item* page is displayed.




*Manage Items – Create Item*

3. In the **Global Trade Item Number (GTIN)** field, type the Global Trade Item Number for the trade item.

4. In the **GTIN Name** field, type the name of the trade item.

5. From the **Product Type** drop-down menu, select the type of product. Options available are Case, Display/Shipper, Each, Mod Pallet (Mixed), Package, and Pallet.

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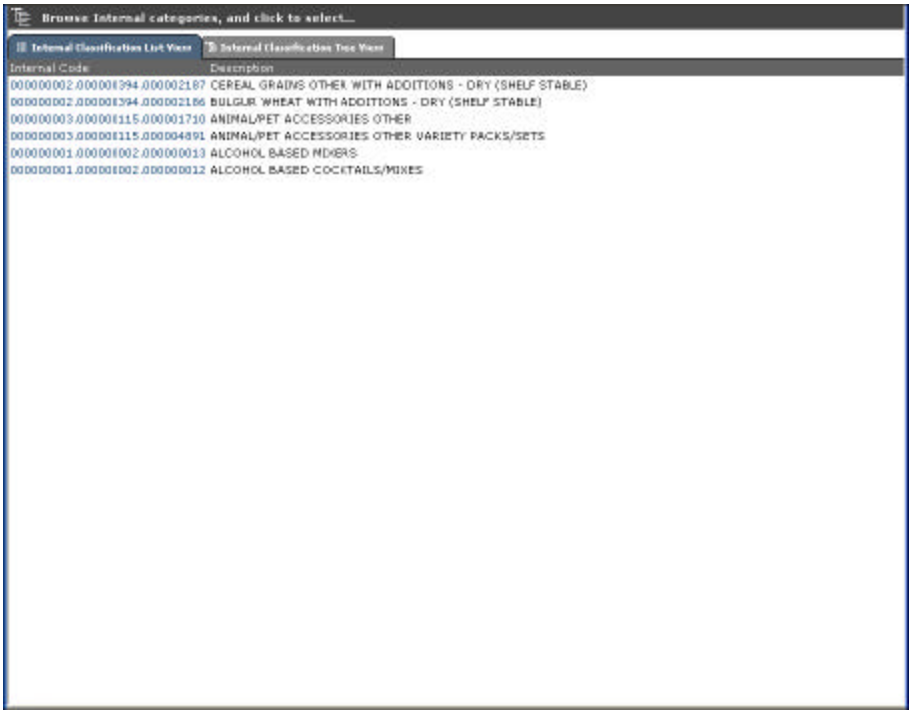
6. Under **Classification Information**:

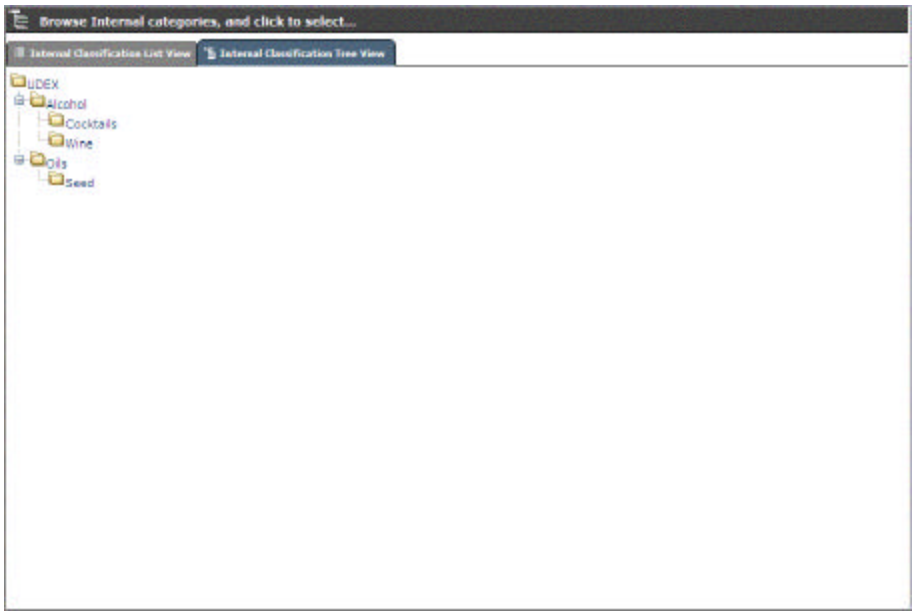
   a. Specify the code and the description for the internal category. To do this, click **edit**. The *Internal Classification List View* is displayed.




*Internal Classification List View*

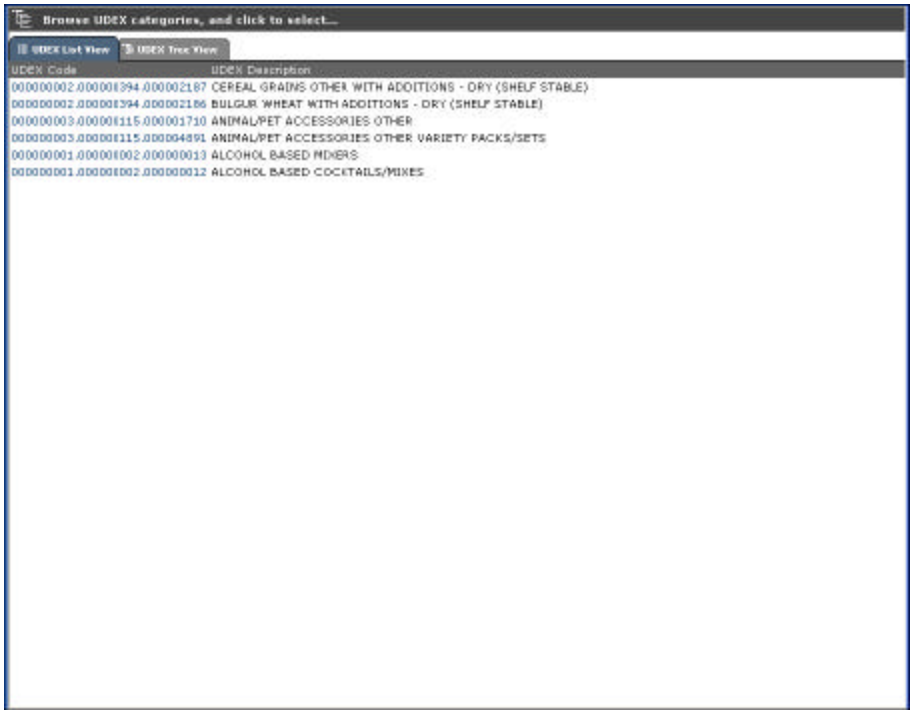
   b. Click on the category code. The *Internal Classification List View* is closed. The category code and the description for that category are automatically displayed in the **Internal Category [Code]** and **Internal Category [Description]** fields.

   c. You can also select the category code from the tree view. Click on the **Internal Classification Tree View** tab. The *Internal Classification Tree View* is displayed.




*Internal Classification Tree View*

d. Specify the code and the description for data pool category. To do this, click **edit**. The *UDEX List View* is displayed.




*UDEX List View*

e. Click on the category code. The *UDEX List View* is closed. The category code and the description for that category are automatically displayed in the **DataPool Category [Code]** and **DataPool Category [Description]** fields.

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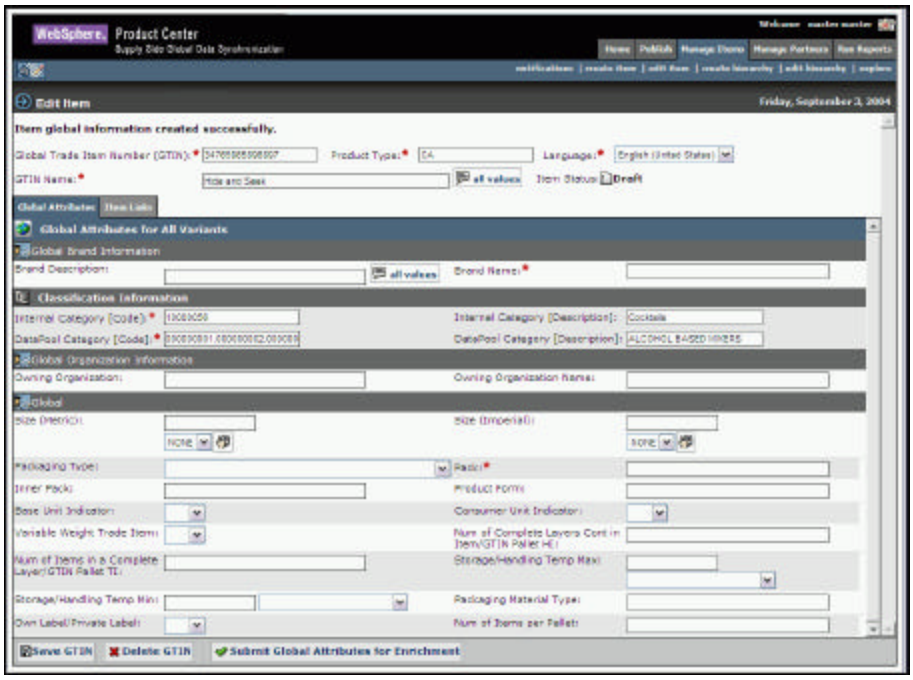
7. Click **Create GTIN**. The GTIN is created and the message “Item global information created successfully.” is displayed along with additional fields.




*Manage Items – Item Created Successfully*

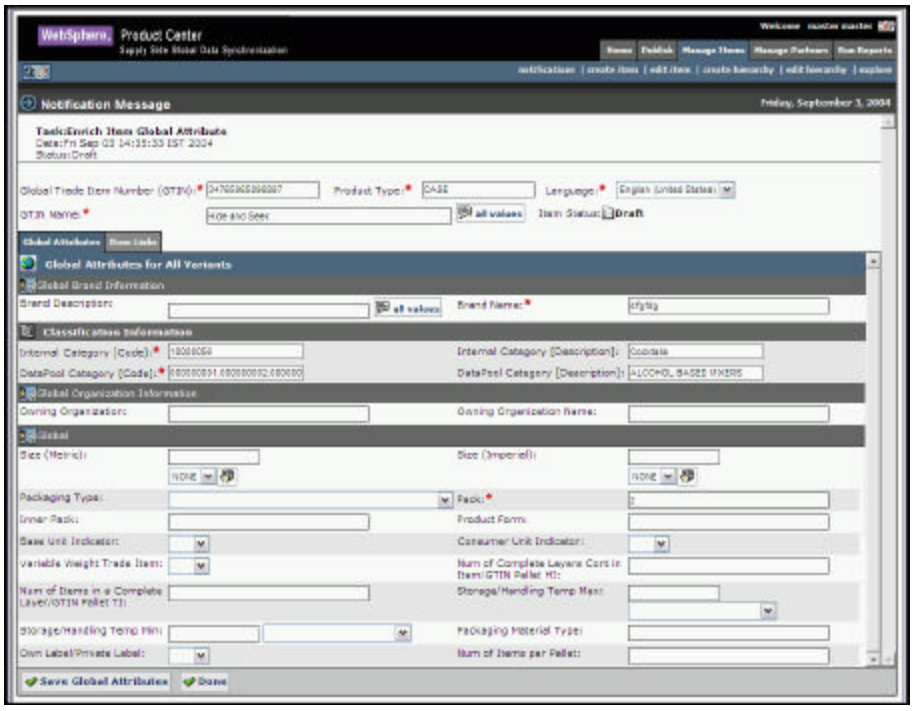
8. You can enrich the global attributes or send the trade item for global enrichment. For information about enriching global attributes, refer the section “Enrich Global Attributes”.

9. To send the trade item for global enrichment, click **Submit Global Attributes for Enrichment**. The notification message “Item Global Attribute Enrichment Pending” is sent to the appropriate user(s).

## Enrich Global Attributes

To enrich the global attributes:

1. In the *New Item Request* tab view, click on the notification "Item Global Attribute Enrichment Pending". The details of the notification are displayed.




*Create Item – Global Enrichment*

2. From the **Language** drop-down menu, select the language in which you want the information to display.

3. In the **Brand Description** field, type a description for the brand.

4. In the **Brand Name** field, type the brand name of the product.

Note!
You cannot modify the Classification Code information when you are enriching the global attributes.

5. Under **Global Organization Information**:

   a. In the **Owning Organization** field, type the GLN used to identify the owner of the brand. (A brand is owned by a particular organization.) This should be a 13-digit number.

   b. In the **Owning Organization Name** field, type the name of the party that owns the brand.

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6. Under **Global**:

    a. In the **Size (Metric)** field, from the **NONE** drop-down menu, select the unit of measure in metric units. It indicates the metric net content of the trade item as it appears or is printed on the packaging. This field is required if you select **True** for **Base Unit Indicator** field.

    b. In the **Size (Imperial)** field, from the **NONE** drop-down menu, select the unit of measure in imperial units. It indicates the imperial net content of the trade item as it appears or is printed on the packaging. This field is required if you select **True** for **Base Unit Indicator** field.

    c. In the **Packaging Type** field, specify the type of packaging used for the product.

    d. In the **Pack** field, type the number of packs that this trade item contains.

    e. In the **Inner Pack** field, type the number of inner packs. Inner Pack indicates the number of physical groupings (inner packs) of next lower level trade items within the current level. An Inner Pack can only contain the same GTIN, and Inner Pack sizing must be constant.

    f. In the **Product Form** field, type the form of the product.

    g. From the **Base Unit Indicator** drop-down menu, select the **True** or **False**. Indicates whether a trade item is (true) a base unit or not (false).

    h. From the **Consumer Unit Indicator** drop-down menu, select the **True** or **False** to indicate if the current hierarchy level of the trade item is intended for ultimate consumption.

    i. From the **Variable Weight Trade Item** drop-down menu, select the **True** or **False** to indicate if the weight of the trade item is variable or fixed.

    j. In the **Number of Complete Layers Cont in Item/GTIN Pallet H1** field, type the number of layers in a pallet.

    k. In the **Number of Items in a Complete Layer/GTIN Pallet T1** field, type the number of cases in a layer.

    l. In the **Storage/Handling Temp Max** field, type the maximum temperature at which the product can be stored or transported.

    m. In the **Storage/Handling Temp Min** field, type the minimum temperature at which the product can be stored or transported.

    n. In the **Packaging Material Type** field, type the material used for packaging.

    o. From the **Own Label/Private Label** drop-down menu, select **True** or **False** to indicate if a trade item is a private label or not.

    p. In the **Num of Items per Pallet** field, type the number of trade items in the pallet. This field describes the highest-level trade item in a hierarchy that does not have a pallet trade item. Do not type any value, if Product Type is PL (Pallet).

7. If you want to create trade item links, click on the **Item Links** tab. For more information, refer *Create Item Links* section. This is optional.

8. Click **Done**. The notification "Item Global Attribute Enrichment Completed" is sent to the appropriate user(s). The notification is displayed in the *New Item Request* tab view.

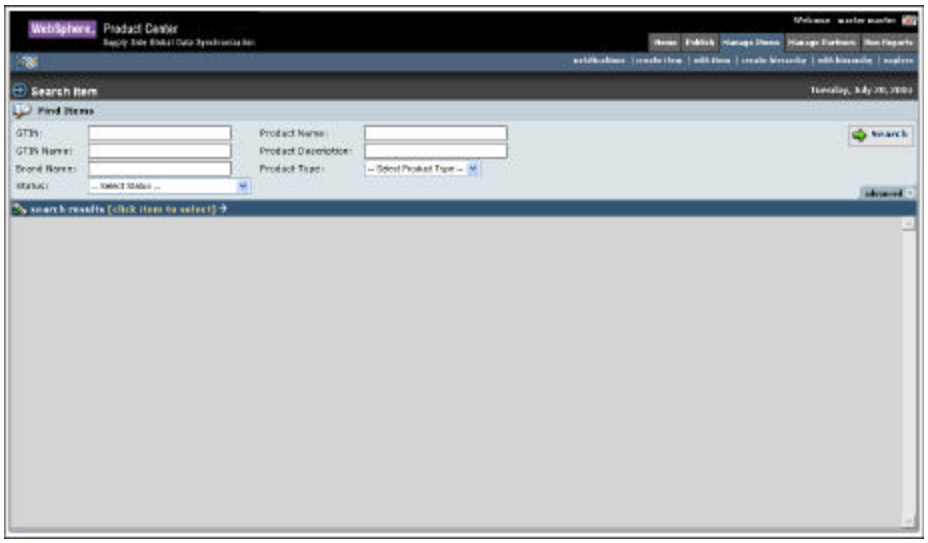
Note!
If the notification for enriching the global attributes is sent to more than one person, then only after all the persons responsible for enrichment clicks **Done**, the notification "Item Global Attribute Enrichment Completed" is sent.

If only one person is responsible for enriching the global attributes, then once the enrichment is complete, the notification is sent.

## Create Trade Item Variant

To create a Trade Item Variant:

1. In the *Manage Items* tab view, click on the **edit item** link. The *Search Item* page is displayed.




*Search Item*

2. Search for the trade item. For information on performing the search, refer to Search Trade Items sections in *Chapter 8 – Search*. The search results are displayed in the **search results** area.

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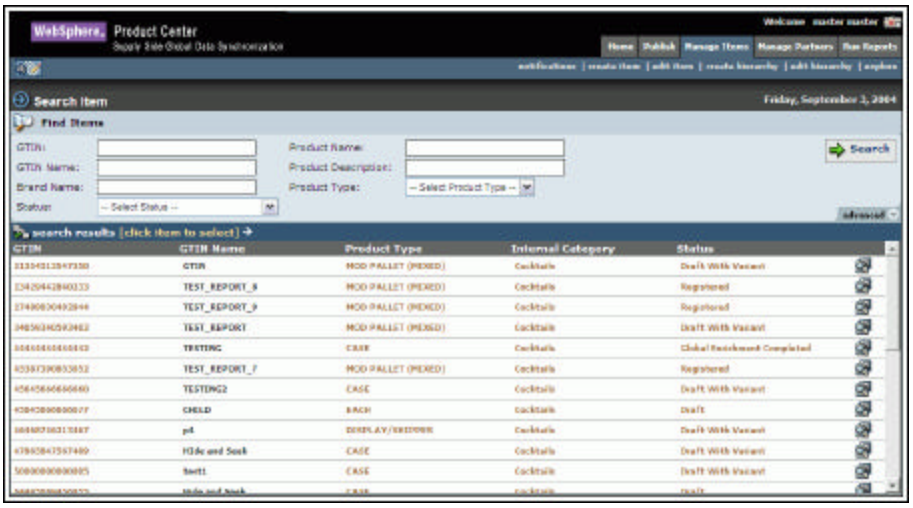
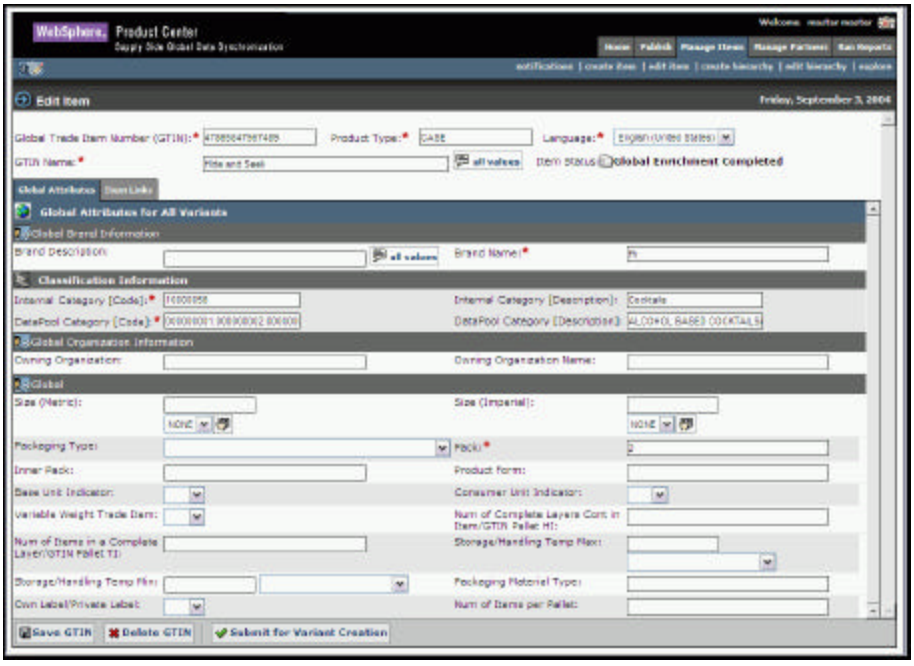



*Search Item – Search Results*

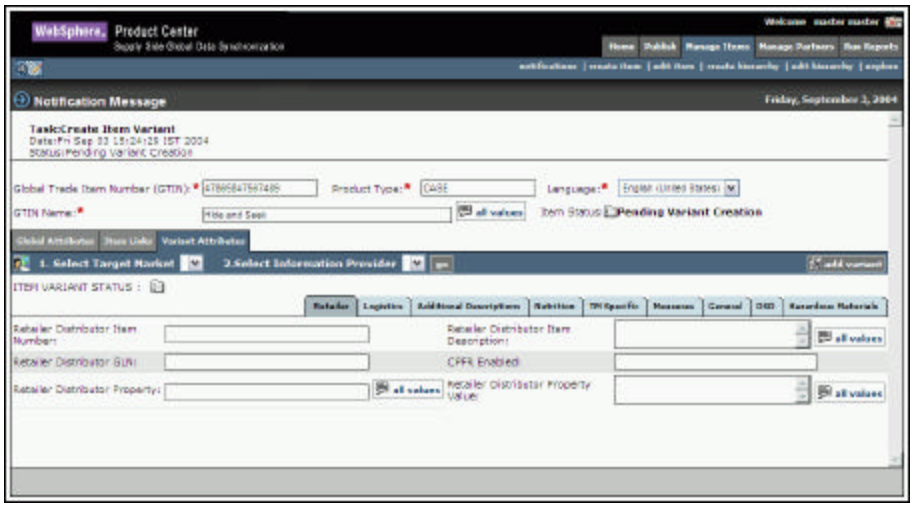
3. Click on the GTIN for which you want to create the variant. The details of the GTIN are displayed.




*GTIN - Details*

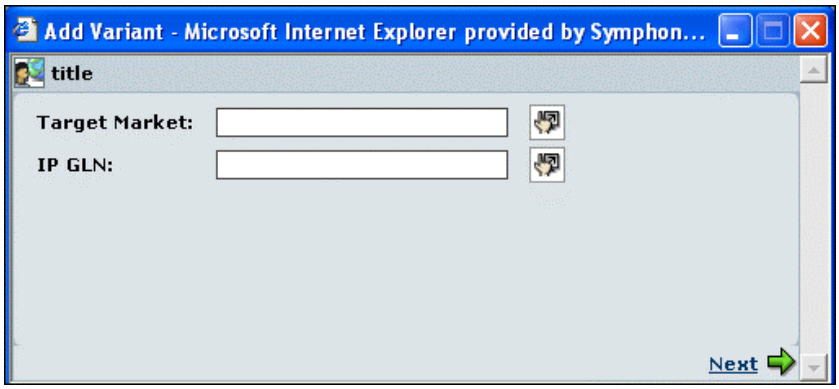
4. Click **Submit For Variant Creation**. The notification "Item Variant Creation Pending" is sent to the appropriate user to create the variant and the notification is displayed in the *New Item Request* tab view.

5. When the appropriate user receives this notification, click on the notification message. The *Variant Attributes* tab view is displayed.




*Item Variant Creation Notification*

6. Click **add variant**. The *Add Variant* dialog box is displayed.




*Add Variant*

7. To add a target market:

   a. Click on the **Look Up** icon . The *Target Market Search* page is displayed.

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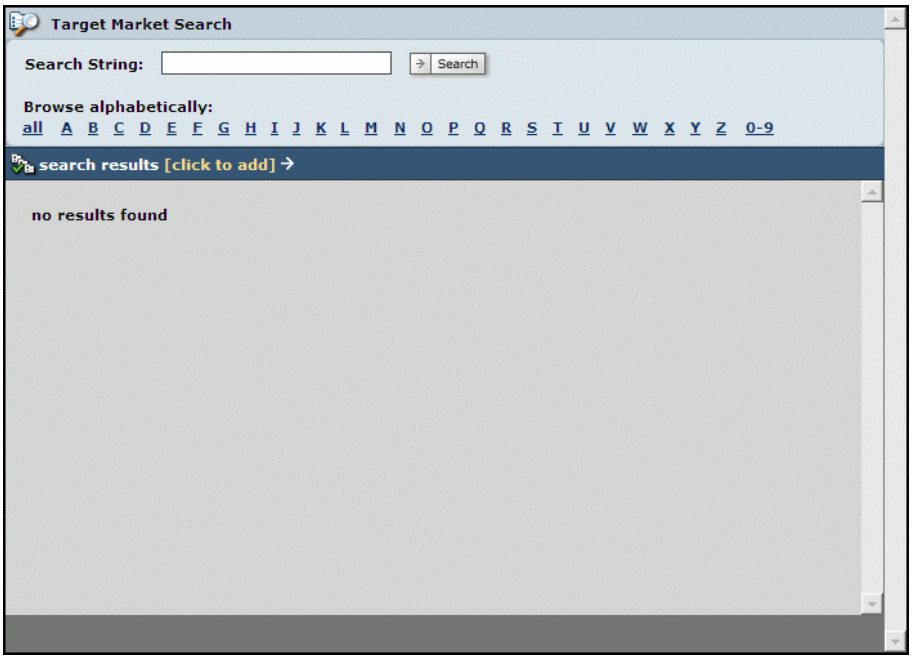
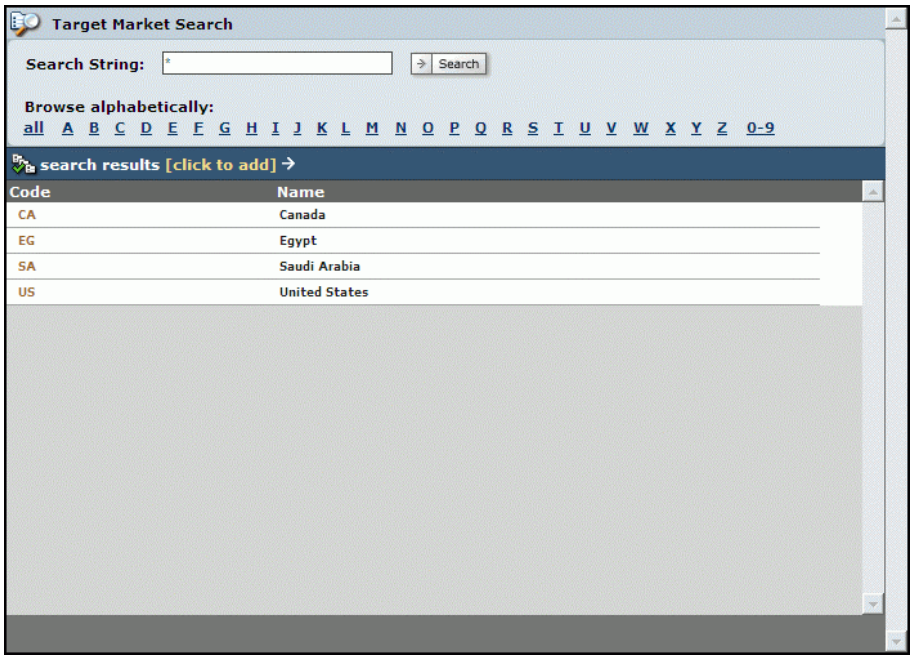



*Target Market Search*

b. You have two options:

   i. In the **Search String** field, type the name or first letter of the target market along with the asterisk ( * ) and click **Search**. The search results are displayed in the **search results** area.

   ii. Click on the alphabet from which the name of the target market starts. For example, if the Target Market is Venezuela, click **V**. All target markets that start with the letter V is displayed in the **search results** area.

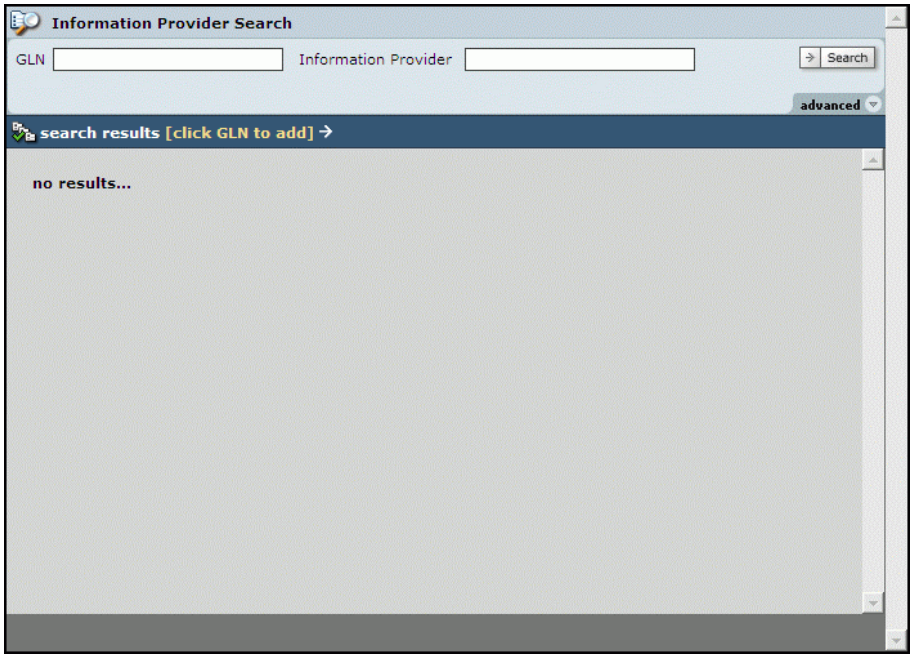



*Target Market Search Results*

c. Select the target market and click **Next**. The *Target Market Search* page closes and the selected target market is displayed in the **Target Market** field.

8. To add the IP GLN:

a. Click on the **Look Up** icon . The *Information Provider Search* page is displayed.




*Information Provider - Search*

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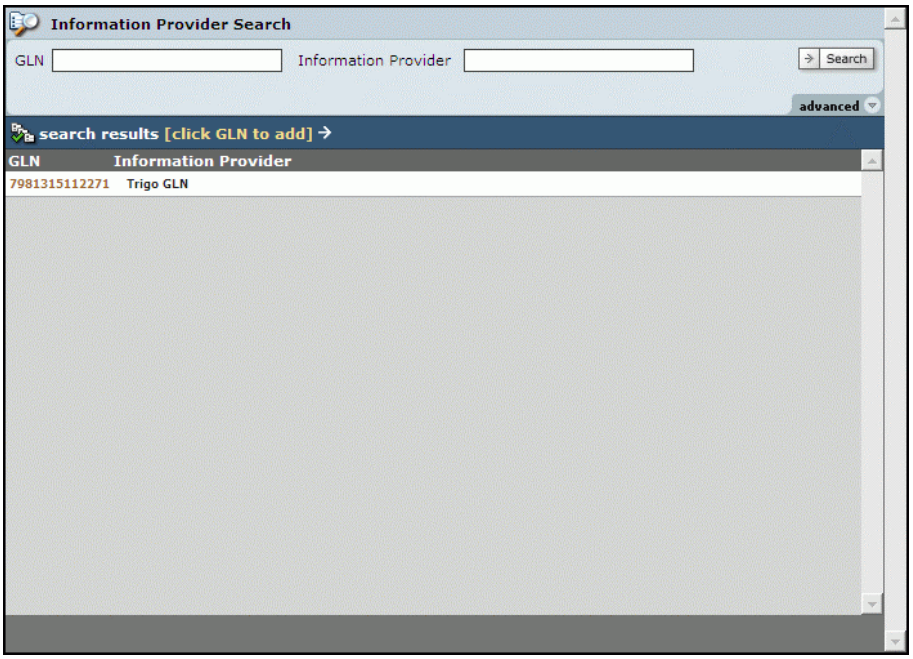
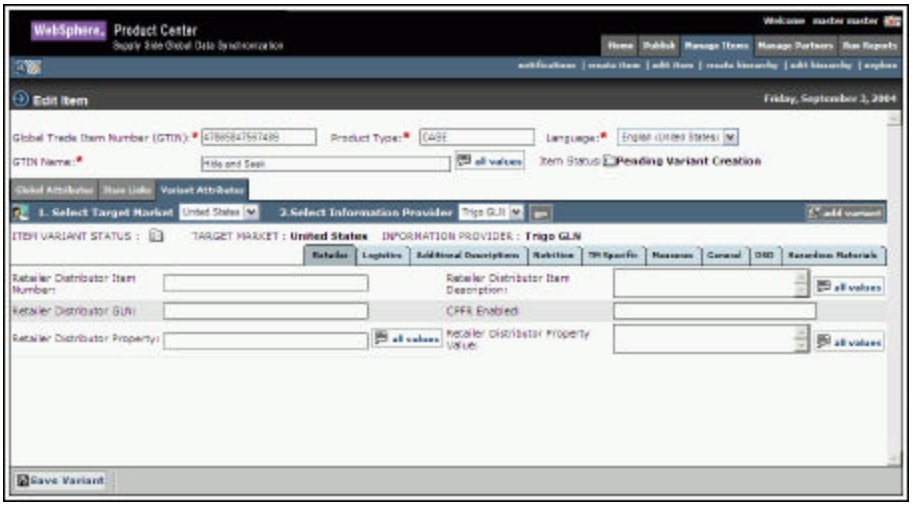
b. Perform the search to display the search results. For more information about search, refer *Chapter 8 – Search*.




*Information Provider – Search Results*

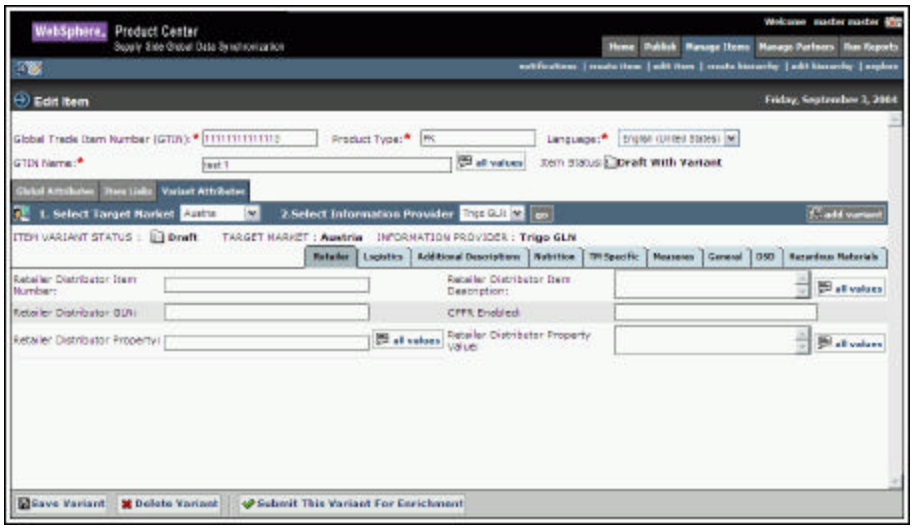
c. Select the GLN and click **Next**. The *Information Provider Search* page closes and the selected GLN is displayed in the **IP GLN** field.

9. Click **Next**. The *Add Variant* dialog box closes and the variant is displayed in the **Select Target Market** and **Select Information Provider** drop-down menus in the *TM/IP Attributes* tab view. The screen is refreshed and the attributes for the selected target market and information provider is displayed.




*Save Variant*

10. Click **Save Variant**. The screen that allows you to submit this variant for enrichment is displayed.

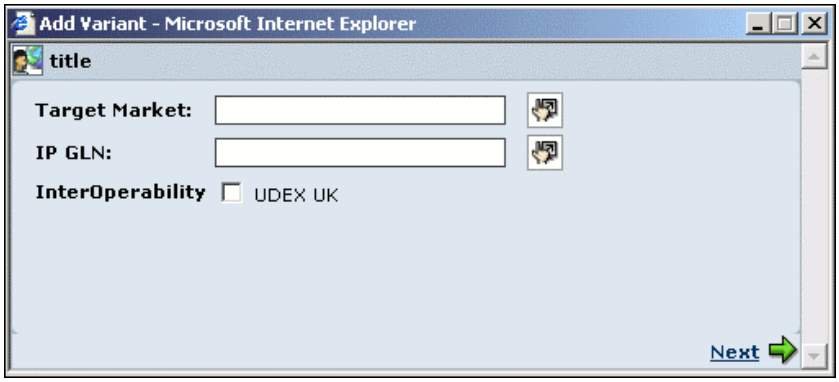



*Submit Variant for Enrichment*

11. Click **Submit This Variant for Enrichment**. The notification message "Item Variant Attribute Enrichment Pending "is sent to the appropriate user(s) to enrich the variant attributes.

Note!
If you have access to enrich the local attributes, you can fill in values in the various fields and then click on **Submit This Variant for Enrichment** for other users to enrich the same.

If the Interoperability attribute is enabled during configuration, then when you click **Add Variant** (Step 6). The *Add Variant* dialog box displays the **Interoperability** option as shown.




*Add Variant*

If you select this option, then once the variant is created, the UDEX UK Interoperability Attributes tab is also displayed along with the additional tabs (Step 9).

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## Enrich Variant Attributes

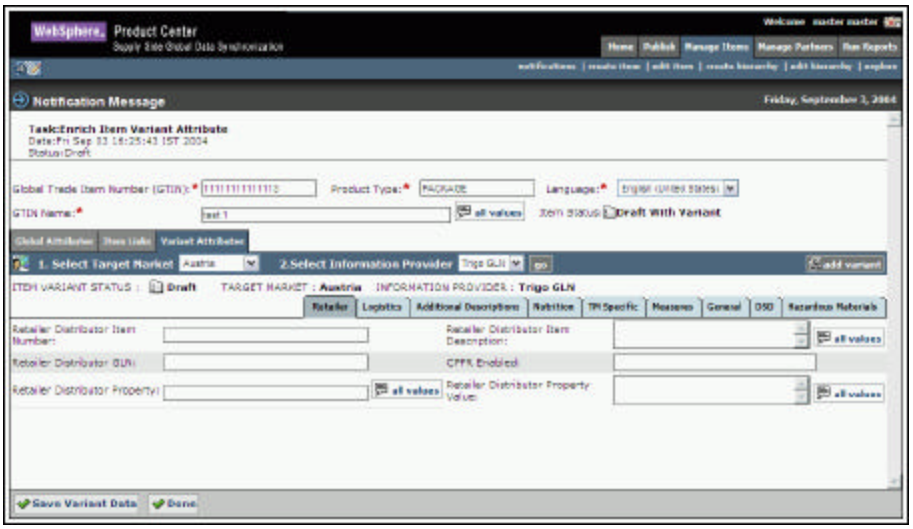
GDS enables users from different functional departments to add to the working record of a trade item. For example, the Logistics attributes of the trade item can be entered by a user from the Logistics department.

When a trade item is submitted for enrichment, the appropriate user(s) are notified to enrich the trade item. You can enrich the TM/IP attributes for a trade item. These attributes are configurable. They can be configured by the system administrator. For information about configuring these attributes, refer the *GDS Supply Installation and Configuration* Guide.

The enriched trade item is validated to ensure that it complies with the data pool data validation rules. Once validated, it is approved by the appropriate user(s) before it is added to the data pool (TDSN).

To enrich local attributes:

1. In the *New Item Request* tab view, click on the notification "Item Variant Attribute Enrichment Pending". The *Variant Attributes* tab view is displayed. This tab view contains the tabs that are specific to your role.




*Variant Attributes Tab View*

2. Type in the values for the fields in the various tabs and click **Done**. The notification "Item Variant Attribute Enrichment Completed" is sent to the appropriate user.

Note!
The notification is sent only when all the users who are responsible for enriching the variant attribute clicks **Done**.
If you are not ready to commit the enrichment, click **Save Variant Data**. This saves a draft copy of the trade item.

## Submit for Compliance Check

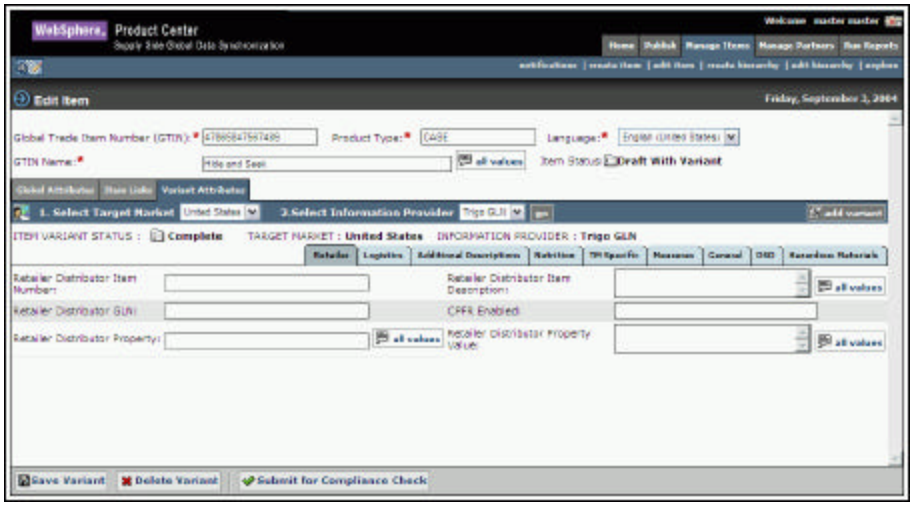
Once the enrichment is complete, the trade item details have to be checked for compliance. This is an internal validation that is performed to check if the values that have been entered meet the data pool validation rules. The data pool validation rules are preseeded. They can also be configured.

To submit a trade item for compliance check:

1. In the *Manage Items* tab view, click on the **edit items** link. The *Search* page is displayed.

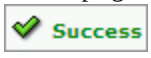
2. Search for the trade item that you have to send for compliance check. For more information about performing the search, refer *Chapter 8 – Search*. The search results are displayed in the **search results** area.

3. Click on the trade item that you want to submit for compliance check. The *Variant Attribute* tab view is displayed.




*Create Item – Submit for Compliance Check*

4. Click **Submit for Compliance Check**. An internal validation is performed on the values that have been entered for the various fields.

   If it is compliant with the data pool validation rules, the page that allows you to submit the trade item for approval is displayed. Also the 

icon is displayed to notify you that the trade item is compliant with the data pool validation rules.

   If not, a blinking Error icon

is displayed. The error messages are displayed in red for the fields that need the correct values. You have to fix the errors and resend the trade item for compliance check.

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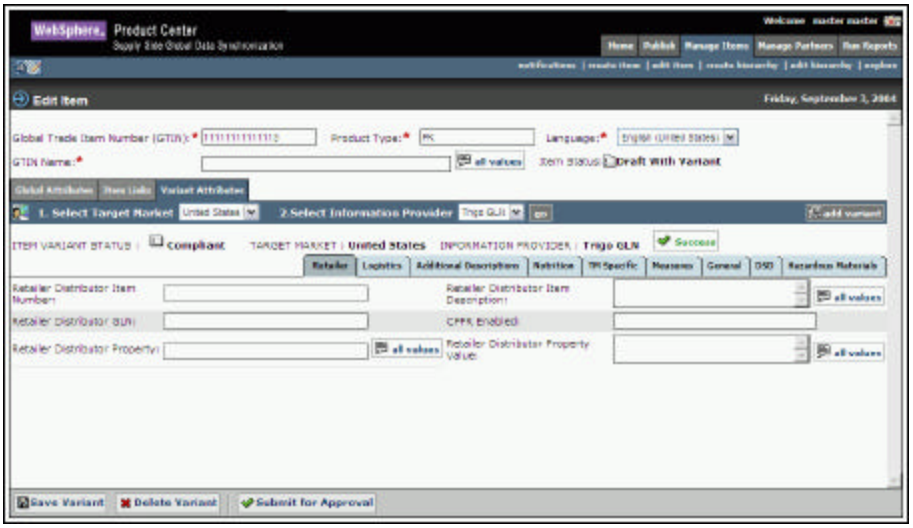
## Submit for Approval

Once the trade item passes the compliance check, it has to be approved internally by the appropriate user before it is registered with the data pool.

To submit a trade item for approval:

1. In the *Manage Items* tab view, click on the **edit items** link. The *Search* page is displayed.
2. Search for the trade item that you have to send for approval. For more information about performing the search, refer *Chapter 8 – Search*. The search results are displayed in the **search results** area.
3. Click on the trade item. The *Edit Item* page is displayed.

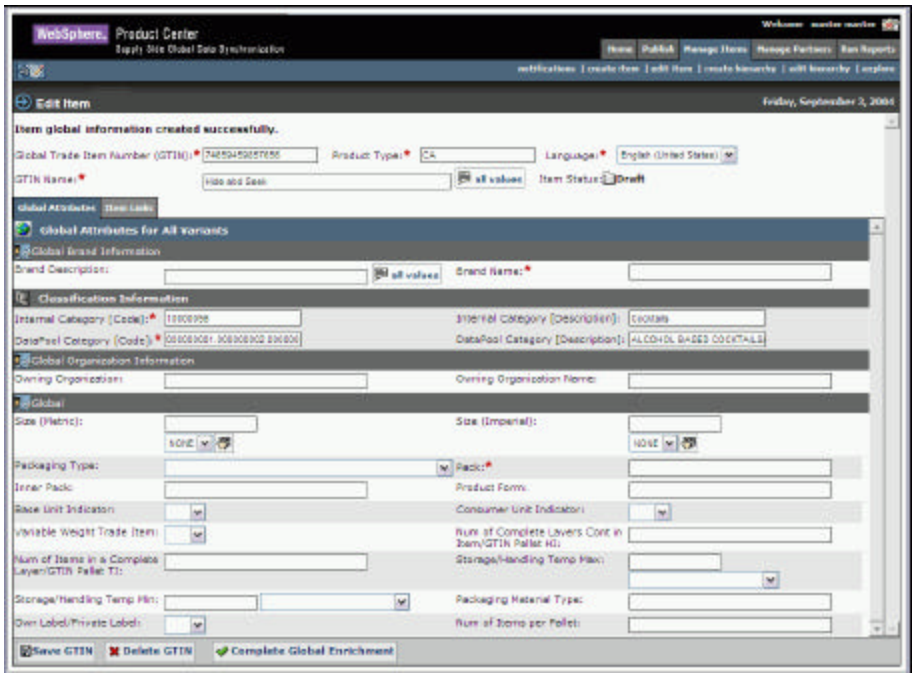



*Create Item - Submit for Approval*

4. Click **Submit for Approval**. The notification "New Item Approval Pending" is sent to the appropriate user to approve the newly created trade item.

## Create Trade Item – Global Attribute Enrichment Turned Off

If you have the permission to enrich the global attributes (the Global Enrichment option is turned off), no notification is sent to any user(s) for enriching the global attributes. Instead the page that allows you to complete enriching the global attributes is displayed.




*Global Attribute Enrichment*

For information about entering the values in the various fields, refer Enrich Global Attributes section.

Once you finish enriching the attributes, click **Complete Global Enrichment**. The page that allows you to submit the trade item for variant creation is displayed and the process is the same as explained in the previous sections.

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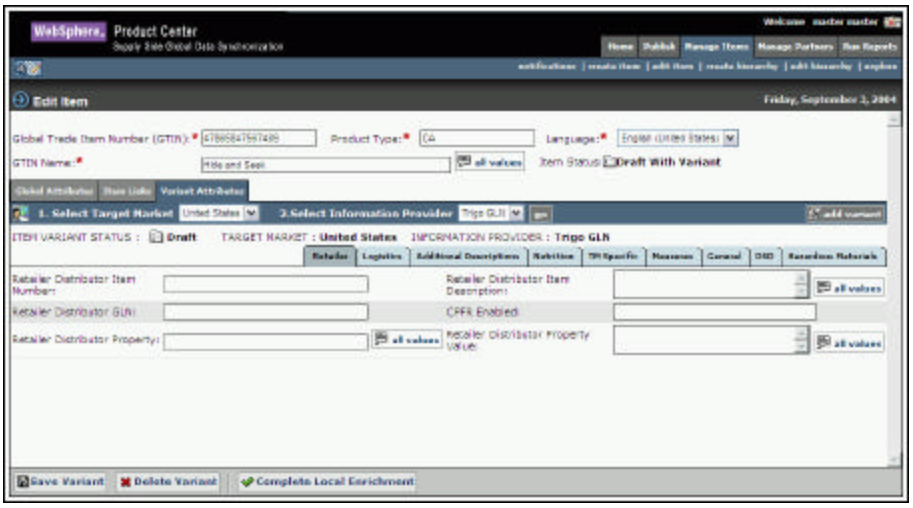
## Create Trade Item – Variant Attribute Enrichment Turned Off

If the variants for a trade item do not have to be enriched by different users, the Variant Attribute Enrichment option is turned off. In this case, once the variant is created and you click **Save Variant**, the page that allows you to enrich the variant attributes is displayed.




*Variant Attribute Enrichment*

Once you finish enriching the attributes, click **Complete Local Enrichment**. The page that allows you to submit the trade item for compliance check is displayed.

## Create Trade Item – Approval Process Turned Off

If the approval process is turned off for a trade item, then when you submit it for approval, it is approved automatically within the GDS solution.

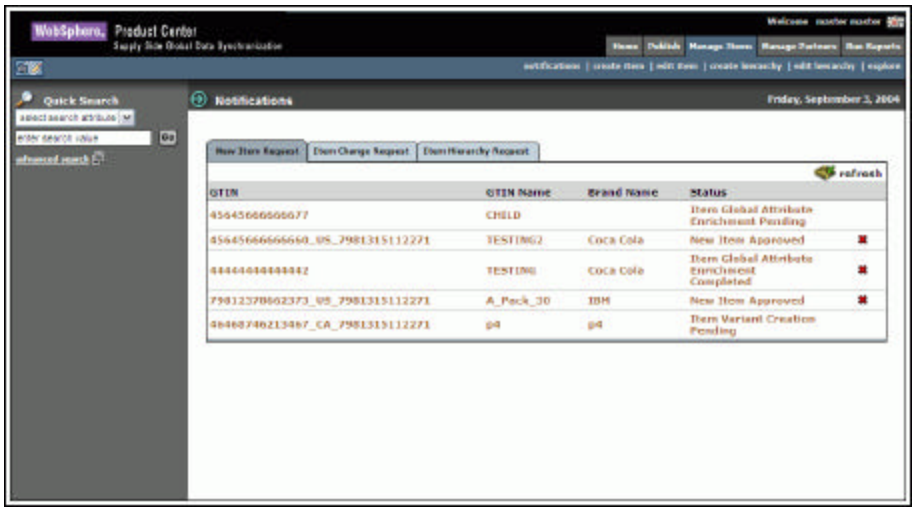
You can create a list of approvers for various item category+ target market+ information provider combinations. For more information, refer the *GDS Supply Installation and Configuration Guide.*

## *Edit Trade Items*

A trade item that is not yet added to the data pool can be edited. You can search for the trade item and edit the global attributes and variant attributes for that trade item. Once edited, the changes have to be approved by the appropriate user(s) before they are committed.

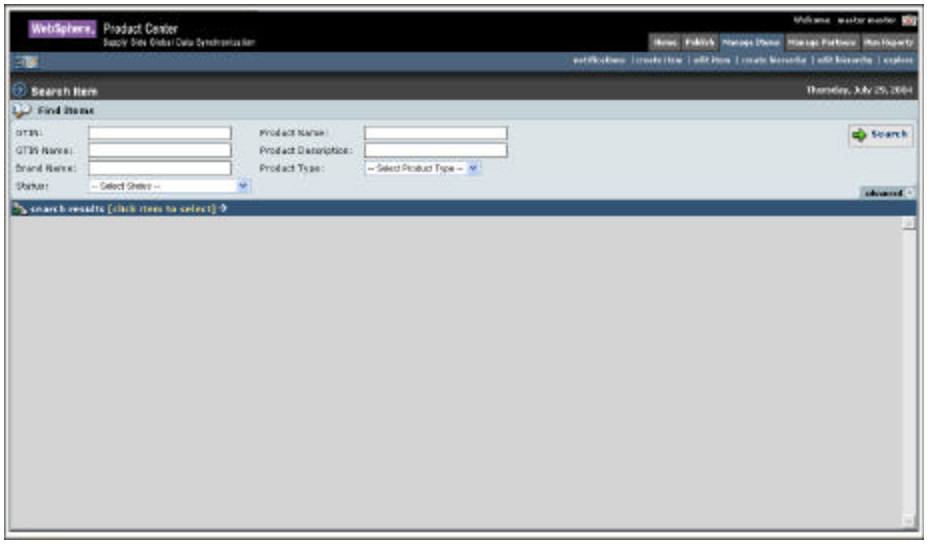
To edit a trade item:

1. In the *Home* page, click on the **Manage Items** tab. The *Manage Items* tab view is displayed.




*Manage Items Tab View*

2. Click on the **edit item**s link. The *Edit Item* page is displayed.




*Edit Item - Search*

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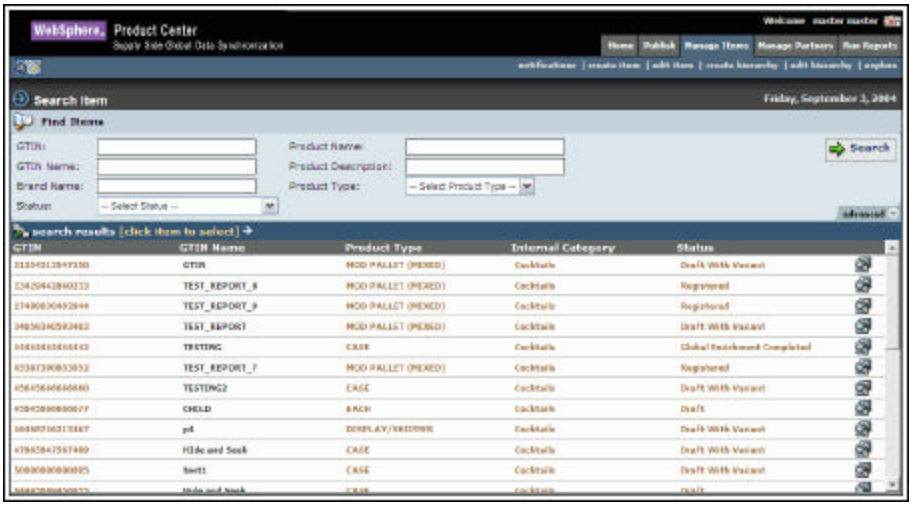
3. Search for the trade item that you want to edit. The search results are displayed in the **search results** area. For more information on performing a search, refer the Search Trade Items section in *Chapter 8 - Search*.




*Edit Item – Search Results*

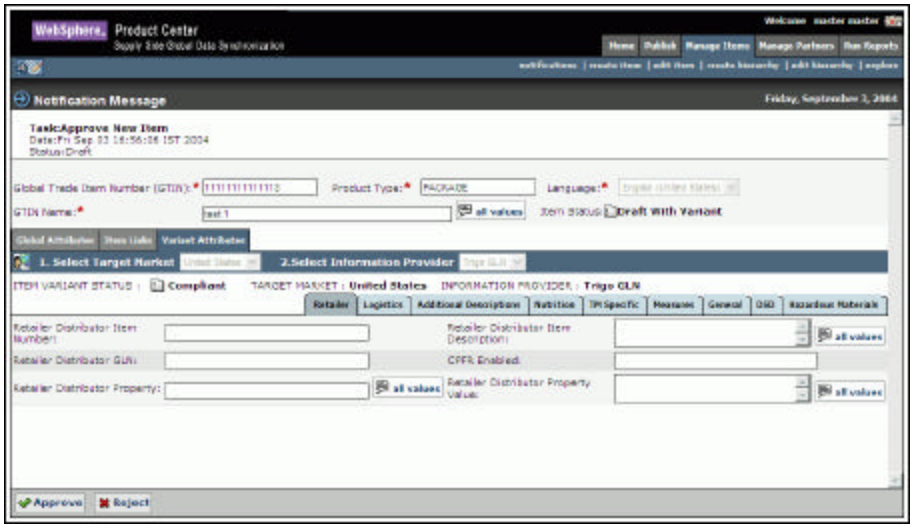
4. In the **search results** area, click on the displayed GTIN. The details of that trade item are displayed.

5. Type in values for the fields that you want to edit. Once you complete making the changes, submit the trade item for compliance check and then for approval. The notification message "New Item Approval Pending" is sent o the appropriate user(s) to approve the changes.

## Approve New/Edited Trade Item

To approve a trade item:

1. In the *New Item Request* tab view, click on the notification "New Item Approval Pending". The details of the trade item are displayed.




*Create Item – Approve an Item*

2. To approve a trade item, click **Approve**. The notification message "New Item Approved' is sent to the appropriate user(s).

   To reject the trade item, click **Reject**. The notification message "New Item Creation Rejected" is sent to the appropriate user(s).

   The notifications are displayed in the *New Item Request* tab view.

Note!
If all the users are required to approve the trade item, then only after all the users have clicked Approve, the notification is sent. If any one of the users is required to approve the trade item, then once any one of the users clicks **Approve**, the notification is sent. This is similar for trade item rejection also.

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## *Modify Trade Items*

A trade item that has already been added to the data pool can be modified. You can modify the global attributes and variant attributes of the trade item. The changes have to be approved by the appropriate user(s) before they are committed. Once approved, the changes can be posted to the data pool.

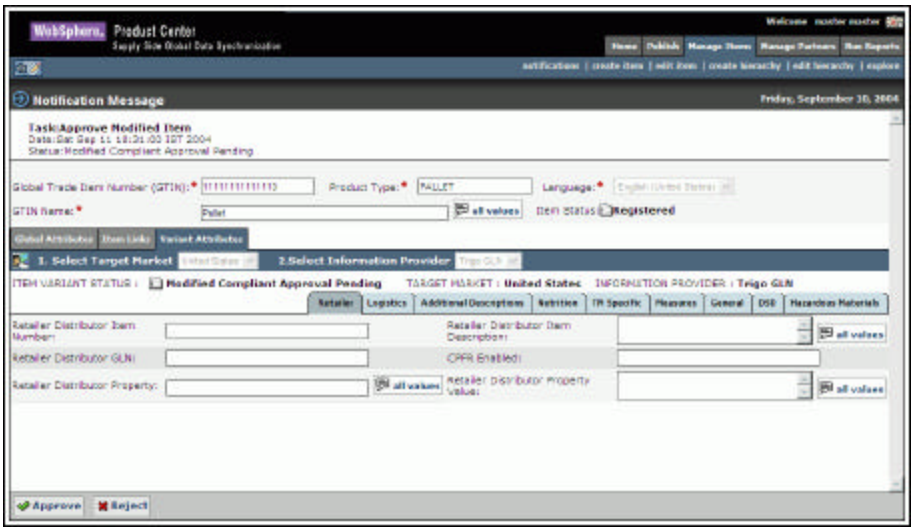
To modify a trade item:

1. In the *Manage Items* tab view, click on the **edit item** link. The *Search Item* page is displayed.
2. Search for the trade item that you want to modify. For more information on performing the search, refer Search Trade Items section in *Chapter 8 – Search*. The search results are displayed in the **search results** area.
3. Click on the trade item that you want to modify. The details of the trade item are displayed.
4. Update the information for the various fields, submit the trade item for compliance check and then for approval. The notification message "Modify Item Approval Pending" is sent to the appropriate user (s) to approve the modifications.

## Approve a Modified Trade Item

To approve a modified trade item:

1. In the *Item Change Request* tab view, click on the notification "Modify Item Approval Pending". The details of the notification are displayed.




*Modified Item - Approve*

2. To approve a trade item, click **Approve**. The notification message "Modify Item Approved' is sent to the appropriate user(s).

To reject the trade item, click **Reject**. The notification message "Modify Item Rejected" is sent to the appropriate user(s).

The notifications are displayed in the *Item Change Request* tab view.

Once the trade item has been approved, synchronize the changes with the data pool. For information about synchronizing items, refer Synchronize Changes section in *Chapter – 4 Manage Publications.*

Note!
If all the users are required to approve the trade item, then only after all the users have clicked **Approve**, the notification is sent. If any one of the users is required to approve the item, then once any one of the users clicks **Approve**, the notification is sent. This is similar for trade item rejection also.

## *Delete Approved Trade Items*

An approved trade item can be deleted from the solution, but it is removed from the solution only after a purge program is run by the system administrator. If the trade item is linked to other trade item(s), those links need to be deleted first.

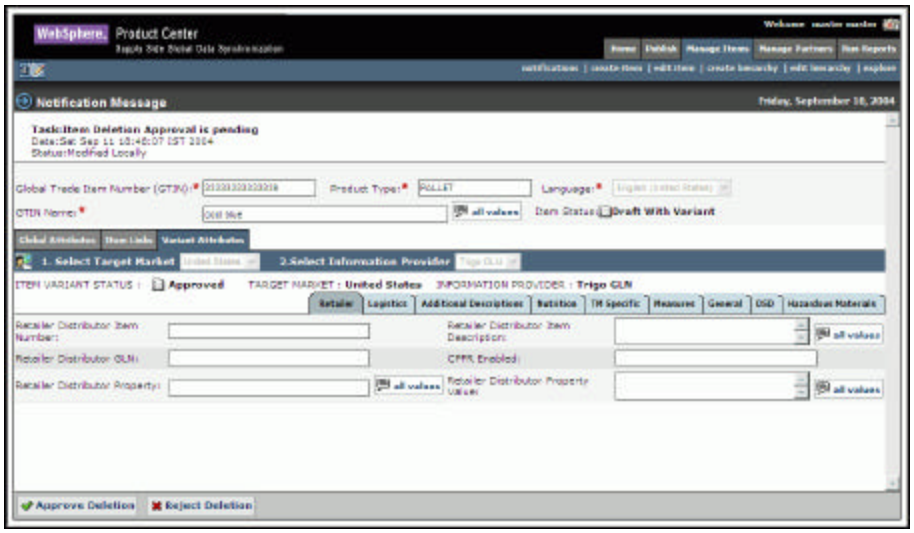
Deletions should be approved by the appropriate user(s) before they are committed.

To delete a trade item, search for the item and click **Delete GTIN**. The notification message "Item Deletion Approval Pending" is sent to the appropriate user(s) to approve the deletion of the trade item.

### Approve Deleted Trade Item

To approve the deleted trade item:

1. In the *Item Change Request* tab view, click on the notification message "Item Deletion Approval". The details of the notification are displayed.




*Item Delete - Approve*

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2. Click **Approve**. The notification message “Item Deletion Approved” is sent to the appropriate user(s).

   To reject the deletion of the trade item, click **Reject**. The notification message “Item Deletion Rejected” is sent to the appropriate user(s).

   These notifications are displayed in the *Item Change Request* tab view.

Note!

If all the users are required to approve the trade item, then only after all the users have clicked **Approve**, the notification is sent. If any one of the users is required to approve the trade item, then once any one of the users clicks Approve, the notification is sent. This is similar for trade item rejection also.

## *Create Hierarchy*

You can create trade item hierarchies in the GDS solution to perform data synchronization.

Once the trade item(s) have been created in the system, you can create links between them to create trade item hierarchies. This is a unique relationship from the highest level trade item with no parent to the lowest level trade item with no children.

Ensure that the created trade items in the hierarchy are in the right order (that is, a pallet is the parent of a case and not vice versa). After the trade item links are created, it has to be approved by the appropriate user.

There are two ways of creating hierarchies:

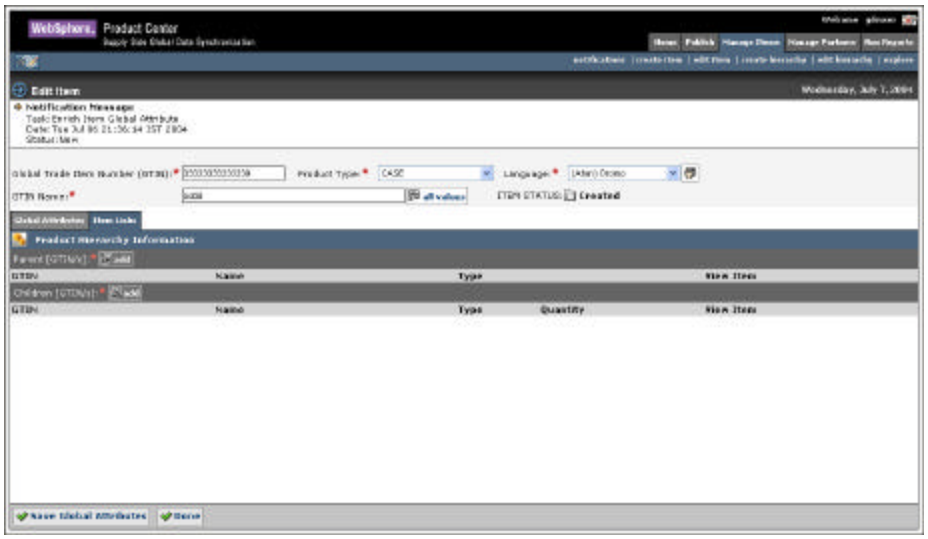
- When Creating a New Trade Item
- Using the Create Hierarchy Link

### When Creating a New Trade Item

You can create trade item links when enriching global attributes or variant attributes for a trade item.

To create trade item links:

1. Click on the **Item Links** tab. The *Item Links* tab view is displayed.




*Item Links Tab View*

2. To add a parent trade item, click **add**. The *Search* page is displayed. Search for the GTIN that you want to add as a parent and click **Next**.

3. To add children to the parent trade item, click **add** and repeat the procedure in step 2. For more information on search, refer *Chapter 8 – Search*.

4. Click **Done**. The links are saved.

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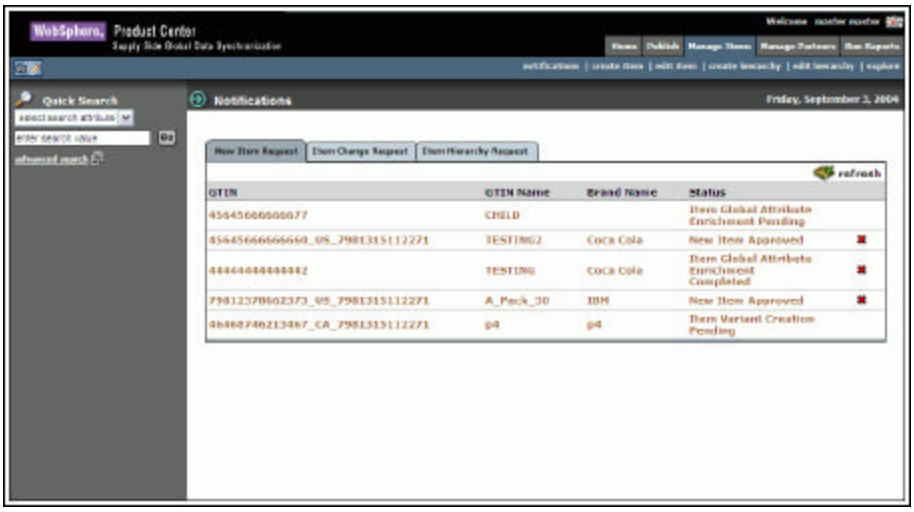
## Using the Create Hierarchy Link

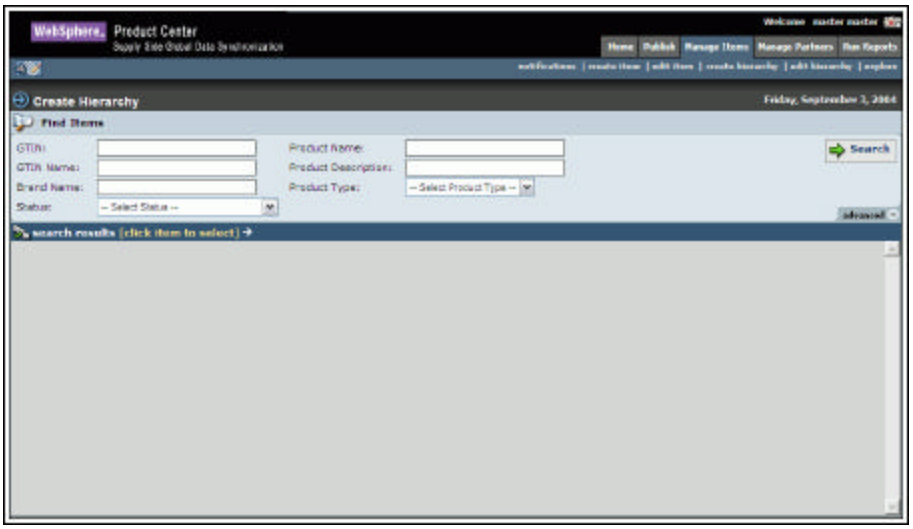
To create a trade item hierarchy:

1. In the *Home* page, click on the **Manage Items** tab. The *Manage Items* tab view is displayed.



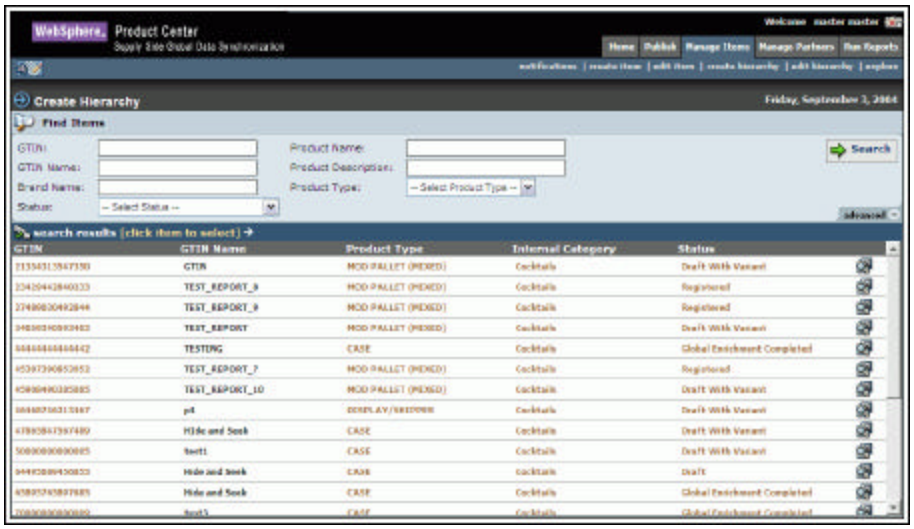

*Manage Items Tab View*

2. Click on the **create hierarchy** link. The *Search* page is displayed.



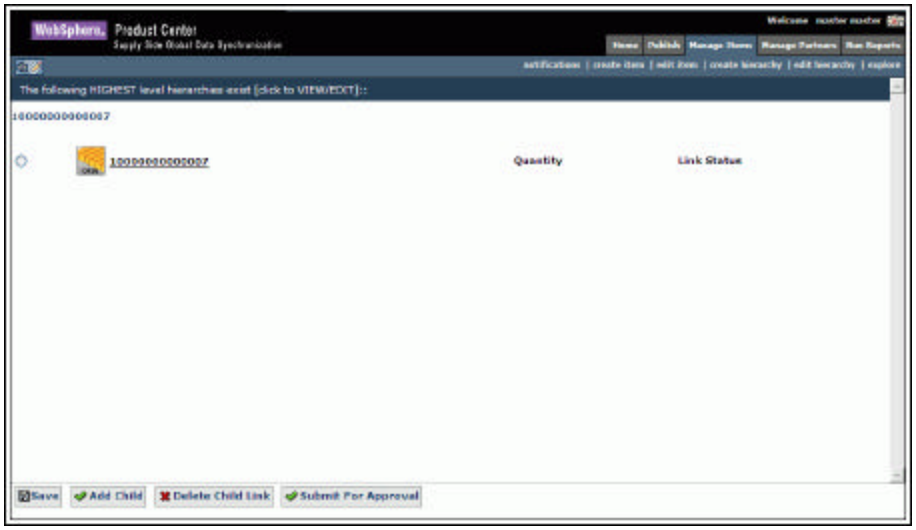

*Create Hierarchy - Search*

3. Search for the trade item for which you want to create links. For information about performing a search, refer the Search Trade Items section in *Chapter 8 - Search*. The search results are displayed in the **search results** area.




*Create Hierarchy – Search Results*

4. Click on the trade item. The selected trade item is displayed.




*Create Hierarchy*

5. Select the GTIN and click **Add Child** to add a child to the selected GTIN. The *Search* page is displayed. Type in the search parameters and click **Search**. The search results display only those trade items that can be children of the selected trade item are displayed in the **search results** area.

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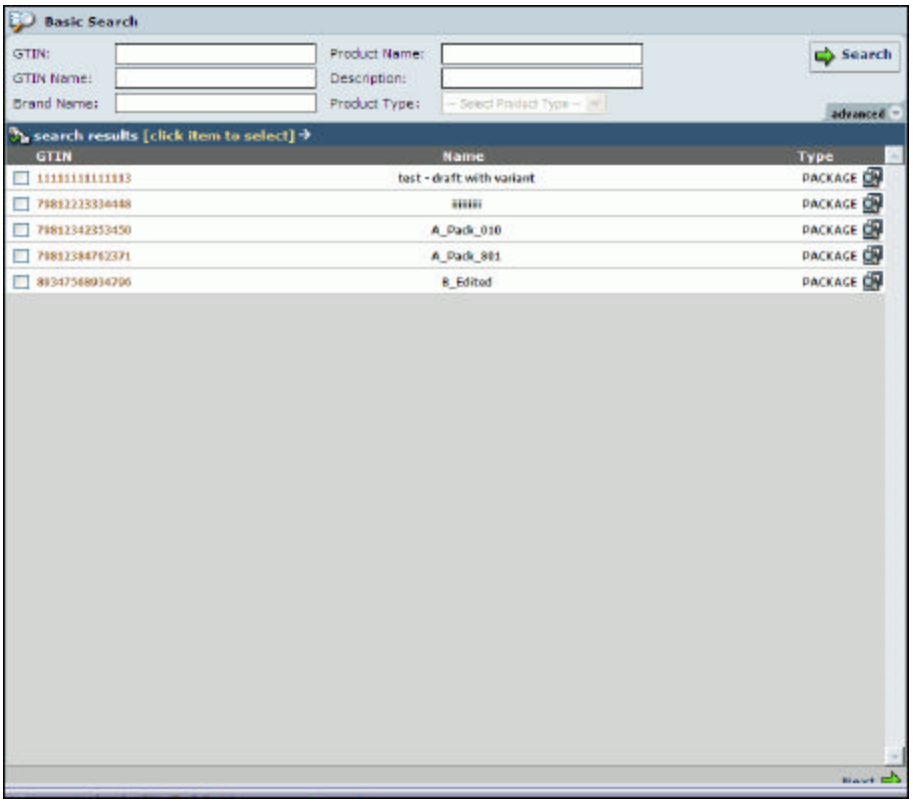
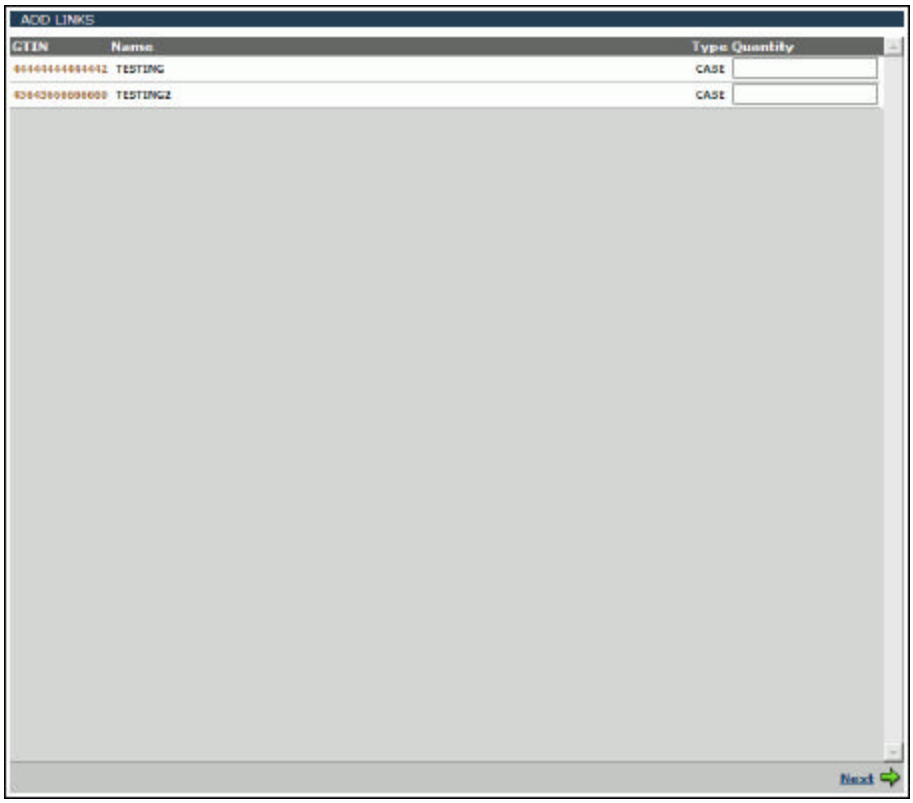


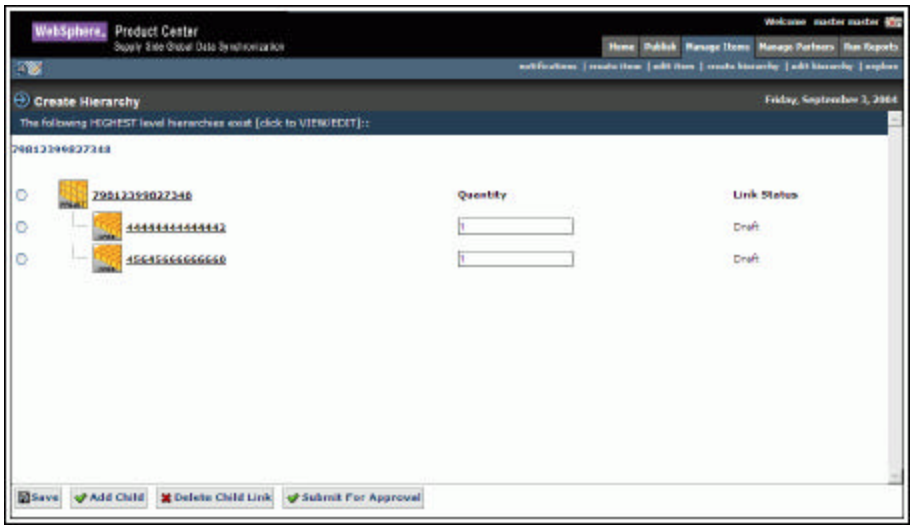

*Add Child – Search Results*

6. Select the GTIN(s) that you want to add as the child, and click **Next**. The *Add Links* page displays the selected GTIN(s).




*Create Hierarchy - Add Links*

7. Type the quantity for the GTIN(s) in the text box and click **Save**. The selected GTIN(s) and the quantity are displayed in the *Items Links For* page.




*Create Hierarchy – With Links*

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If you want to add more trade items as links, repeat the steps 6, 7, and 8.

To delete any link, select the that GTIN and click **Delete Child Link**. For more information about deleting trade item links, refer the section *Delete Trade Item Links.*

8. Click **Submit For Approval.** The notification message “Item Link Approval Pending” is sent to the appropriate user (s) to approve the hierarchy. The notification is displayed in the *Item Hierarchy Request* tab view in the *Manage Items* page.

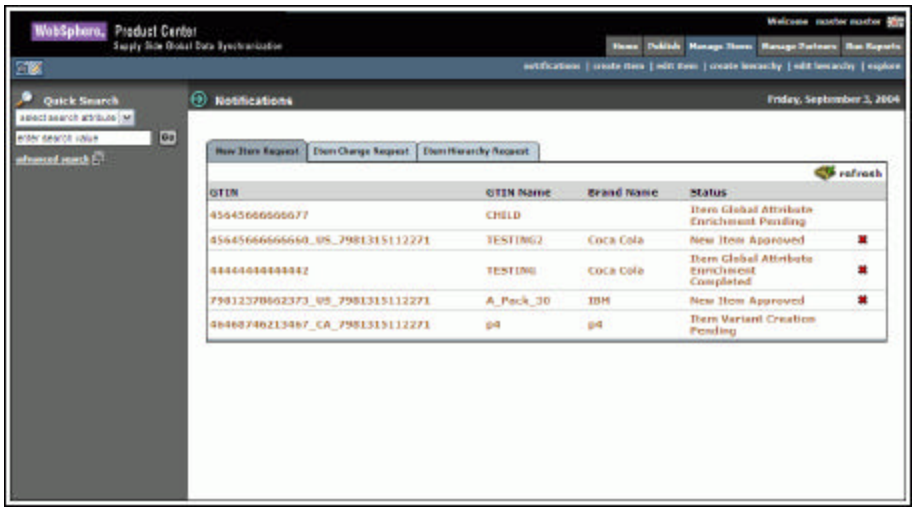
Note!
Approval can be turned on or off through the configuration of the GDS Supply solution.

## *Modify Hierarchy*

A trade item link that is not yet added to the data pool can be modified. You can modify the parent trade item's link. Once modified, the changes have to be approved by the appropriate user(s) before they are committed.

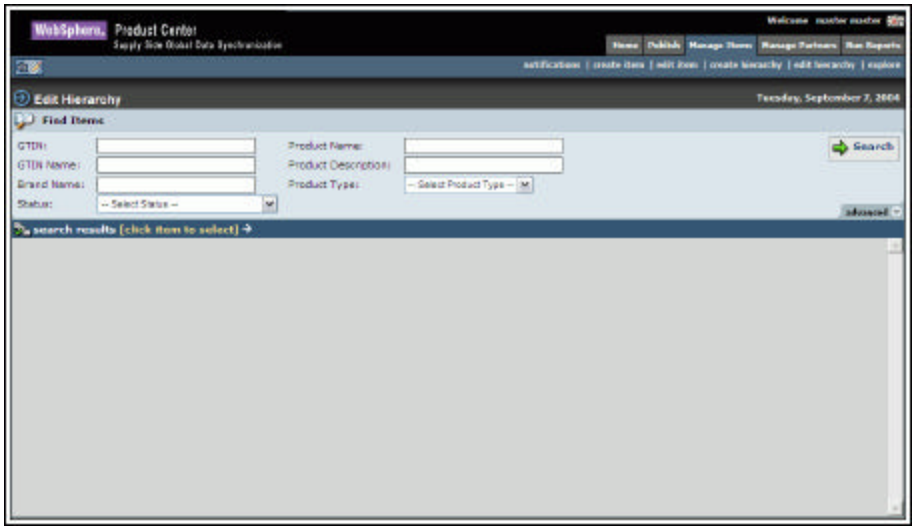
To modify a trade item hierarchy:

1. In the *Home* page, click on the **Manage Items** tab. The *Manage Items* tab view is displayed.




*Manage Items Tab View*

2. Click on the **edit hierarchy** link. The *Search* page is displayed.




*Edit Hierarchy - Search*

3. Type the search parameters in the fields and click **Search**. The search results are displayed in the **search results** area. For more information on performing a search, refer the Search Trade Items section in *Chapter 8 - Search*.

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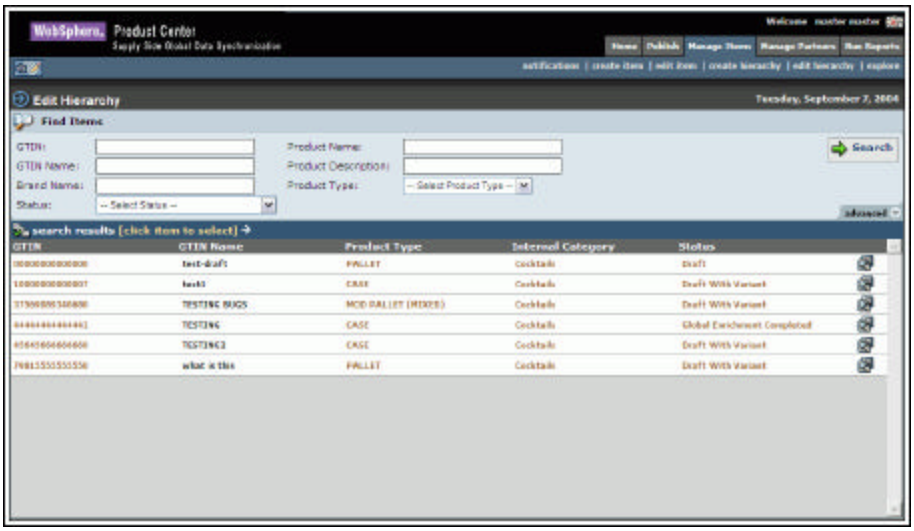
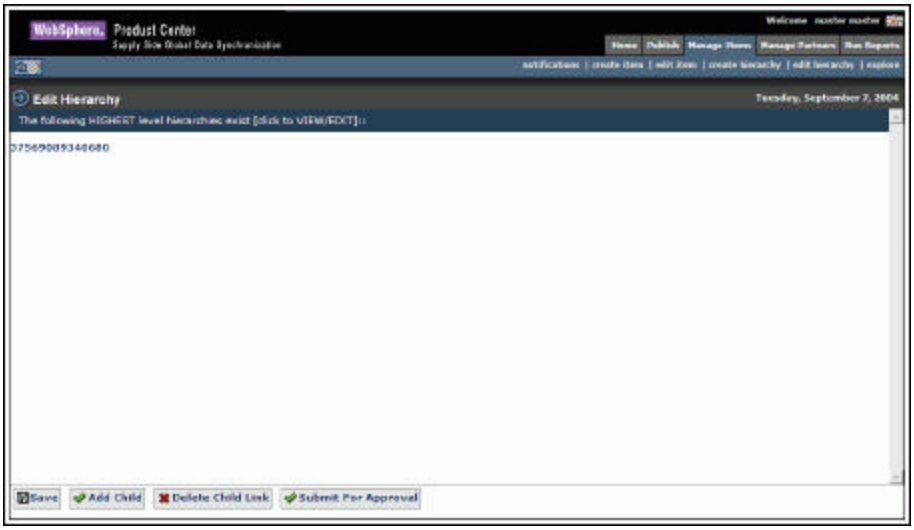


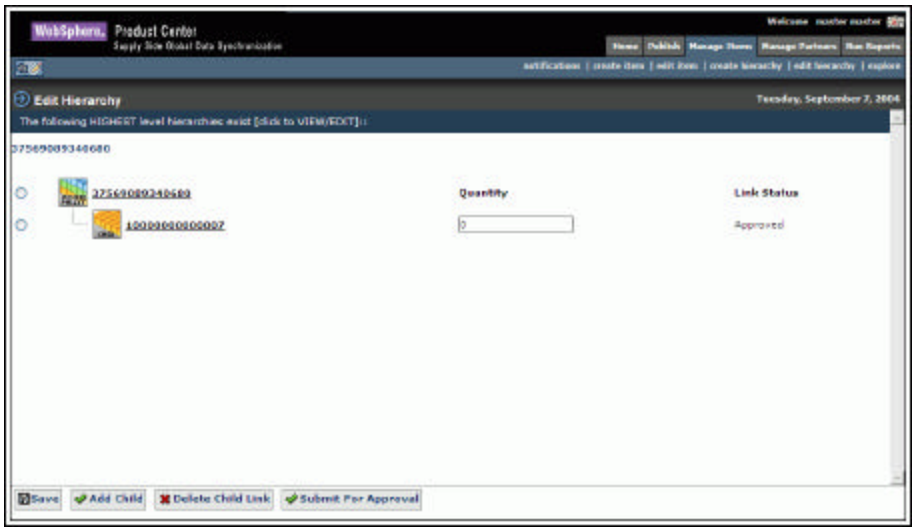

*Edit Hierarchy – Search Results*

4. Click on the GTIN for which you want to edit the hierarchy and click **Next**. The *Item Links For* page is displayed.



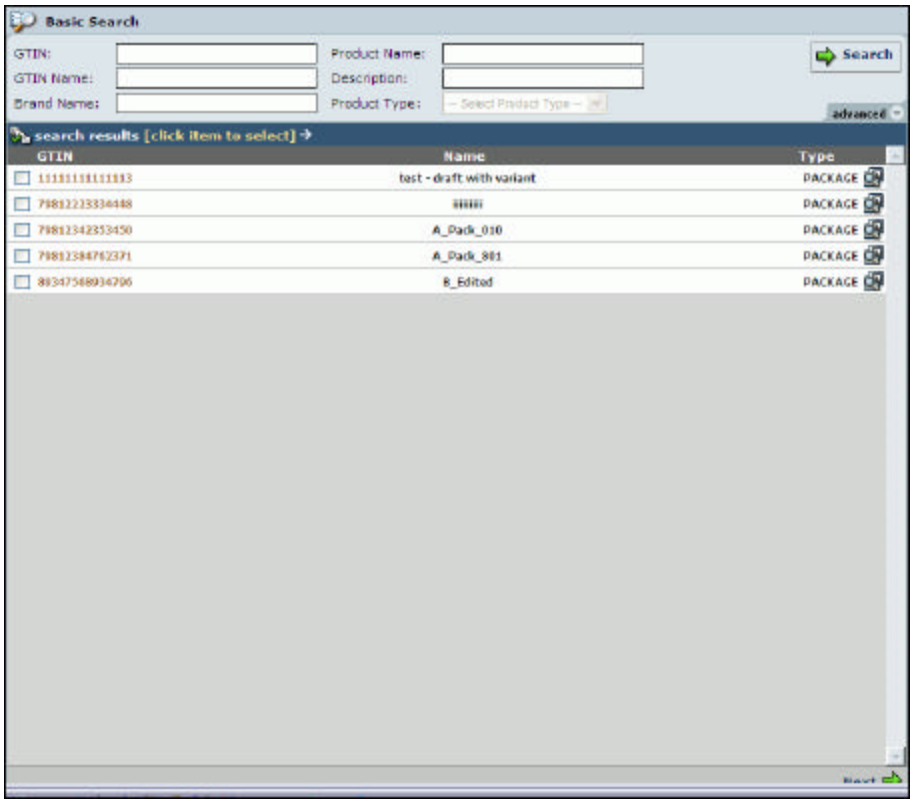

*Edit Hierarchy*

5. Click on the displayed GTIN. The links for the selected GTIN is displayed.




*Edit Hierarchy – Item Links*

6. Select the GTIN and click **Add Child** to add a child to the selected GTIN. The *Search* page is displayed. Type in the search parameters and click **Search**. The search results are displayed in the **search results** area. Only those GTINs that can be children of the parent GTIN are displayed.




*Add Child – Search Results*

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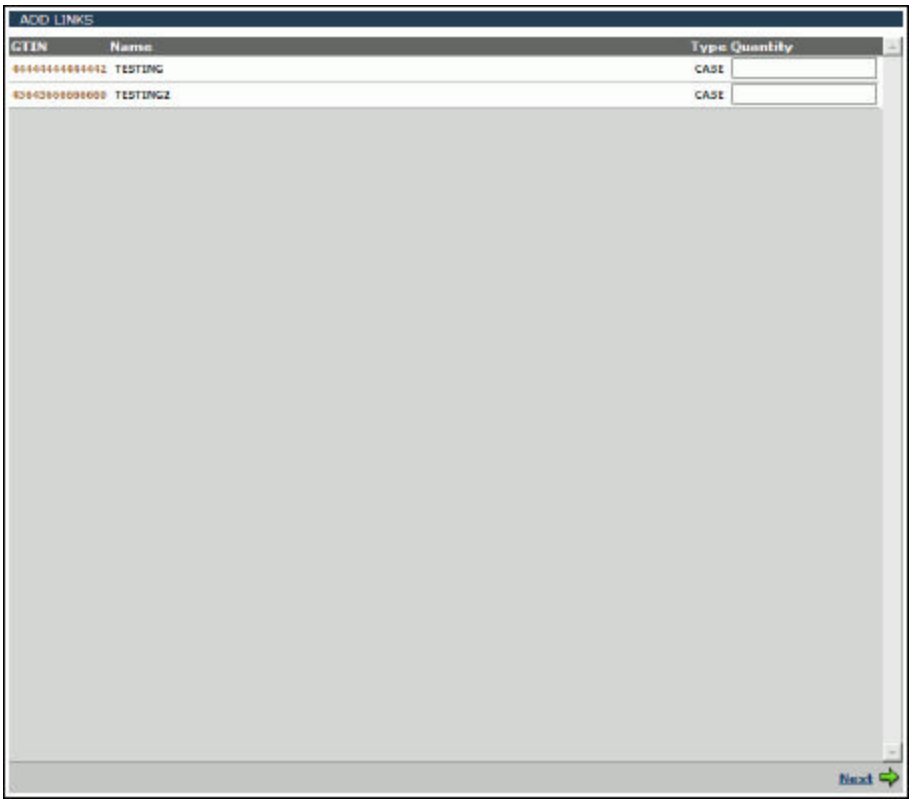
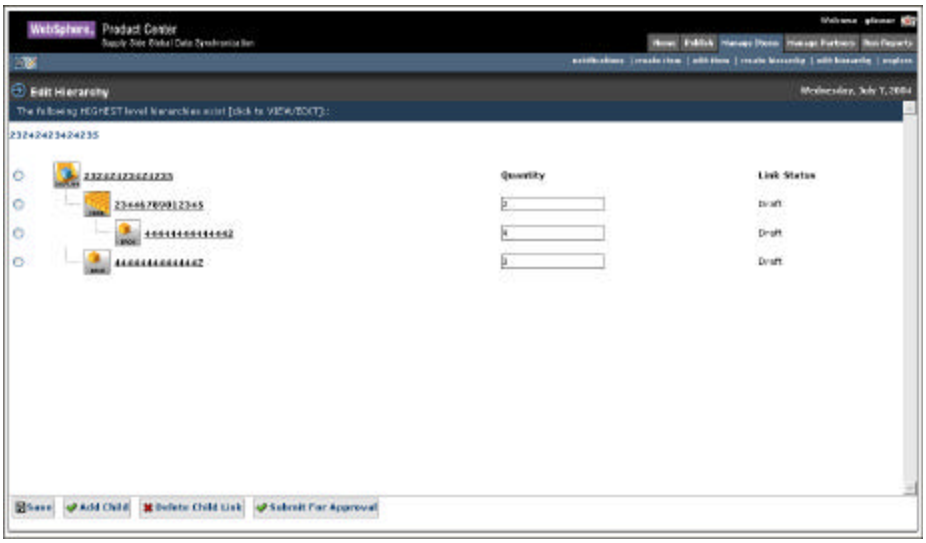
7. Select the GTIN(s) that you want to add as the child, and click **Next**. The *Add Links* page displays the selected GTIN(s).




*Edit Hierarchy - Add Links*

8. Type the quantity for the GTIN(s) in the text box and click **Save**. The selected GTIN(s) and the quantity are displayed in the *Items Links For* page.




*Edit Hierarchy – New Link*

9. To delete any link, select the GTIN and click **Delete Child Link**. For more information about deleting trade item links, refer the section *Delete Hierarchy Links*.

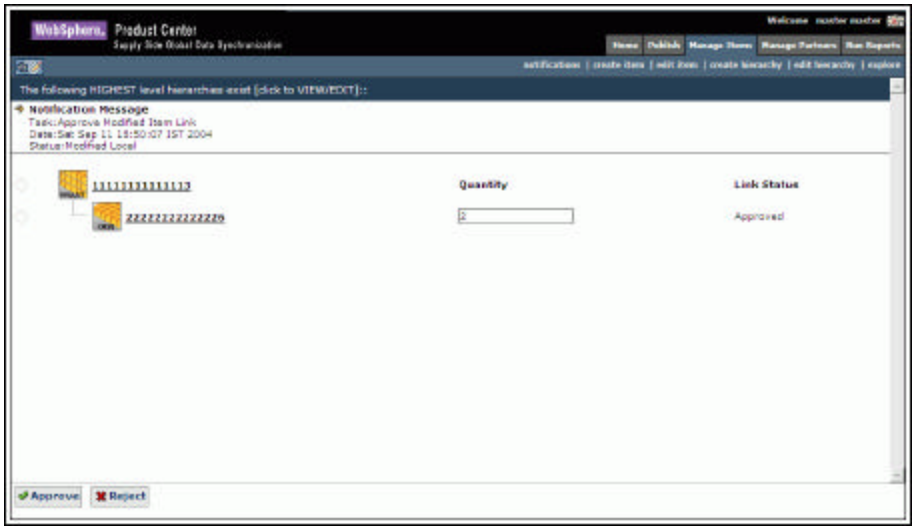
10. Click **Submit For Approval.** The notification message “Item Link Approval Pending” is sent to the appropriate user to approve the hierarchy. The notification is displayed in the *Item Hierarchy Request* tab view in the *Manage Items* page.

Note!
Approval can be turned on or off through the configuration of the GDS Supply solution.

## Approve New/Modified Hierarchy

To approve the created hierarchy:

1. In the *Item Hierarchy Request* tab view, click on the notification “Item Link Approval Pending”. The details of the notification are displayed.




*Item Link - Approve*

2. Click **Approve**. The notification message “Item Link Approved” is sent to the appropriate user(s).

   To reject the hierarchy, click **Reject**. The notification message “Item Link Rejected” is sent to the appropriate user (s).

   These notifications are displayed in the *Item Hierarchy Request* tab view.

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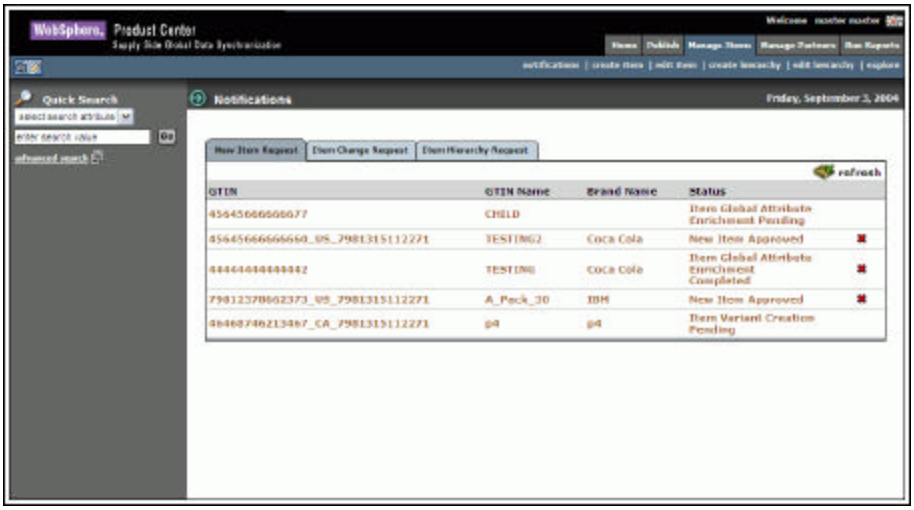
## Delete Hierarchy Links

A trade item link that is added to the data pool, but not yet published to any demand-side trading partners, can be deleted. Deletions should be approved by the appropriate user before they are committed. You cannot delete trade item links that have already been published to demand-side trading partners.

Note!
When you delete a parent trade item link, all the child trade item links also get deleted.

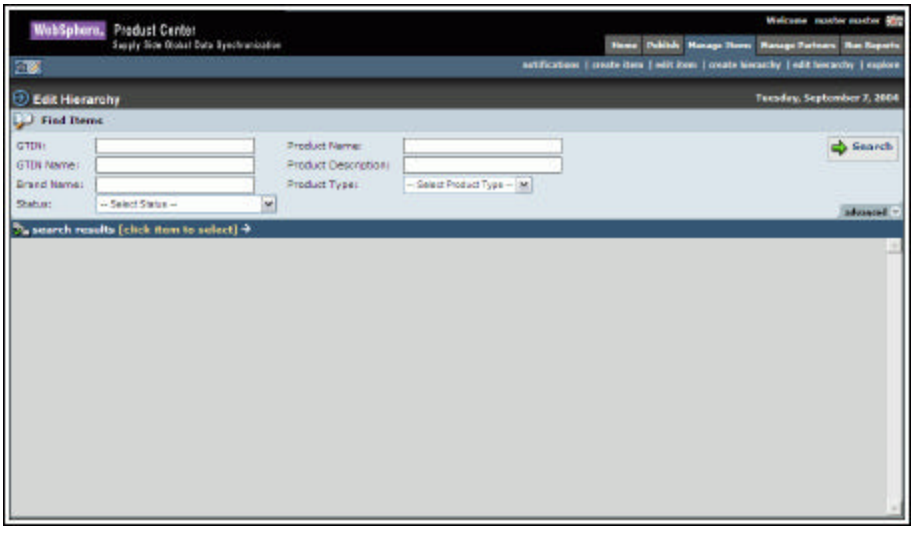
To delete a trade item link:

1. In the *Home* page, click on the **Manage Items** tab. The *Manage Items* tab view is displayed.



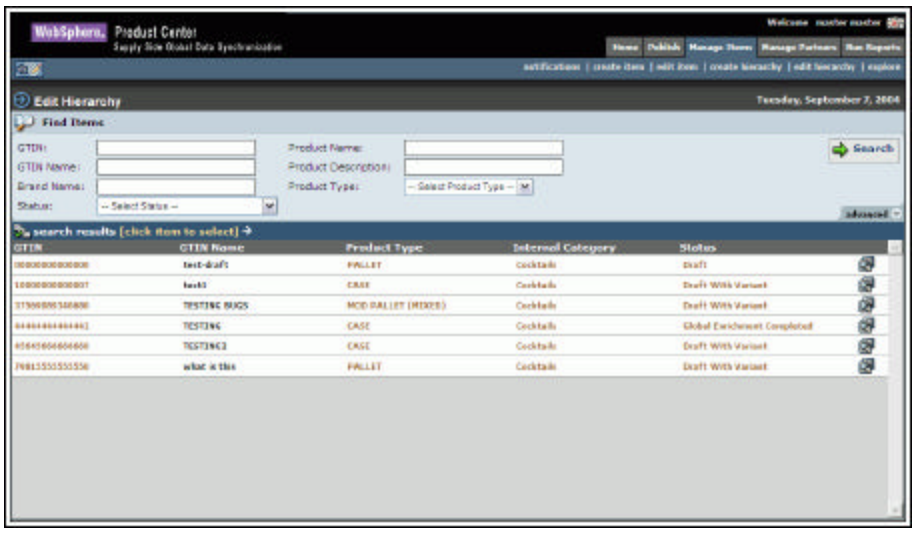

*Manage Items Tab View*

2. Click on the **edit hierarchy** link. The *Search* page is displayed.



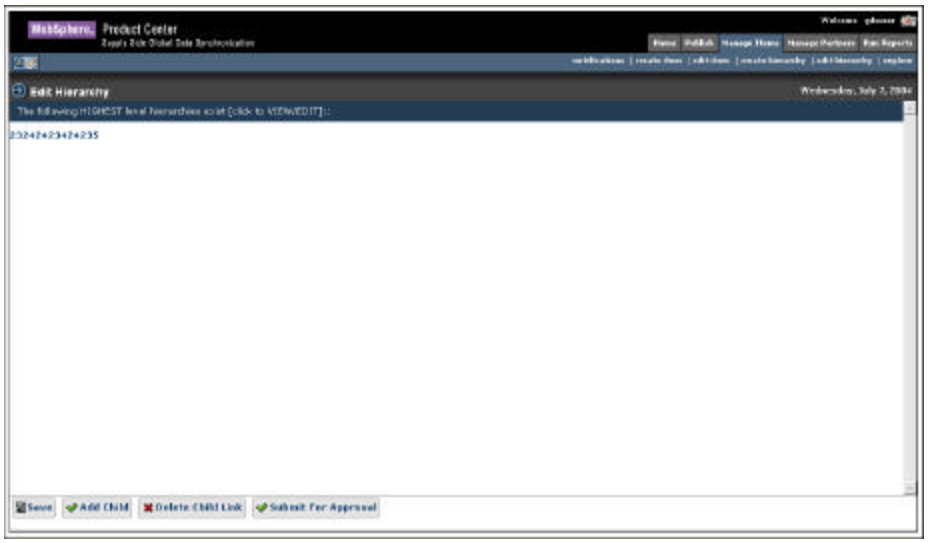

*Edit Hierarchy - Search*

3. Type the search parameters in the fields and click **Search**. The search results are displayed in the **search results** area. For more information on performing a search, refer the Search Trade Items section in *Chapter 8 - Search*.




*Edit Hierarchy - Search Results*

4. Click on the GTIN for which you want to delete a trade item link and click **Next**. The *Item Links For* page is displayed.




*Edit Hierarchy*

5. Click on the displayed GTIN. The links for the selected GTIN is displayed.

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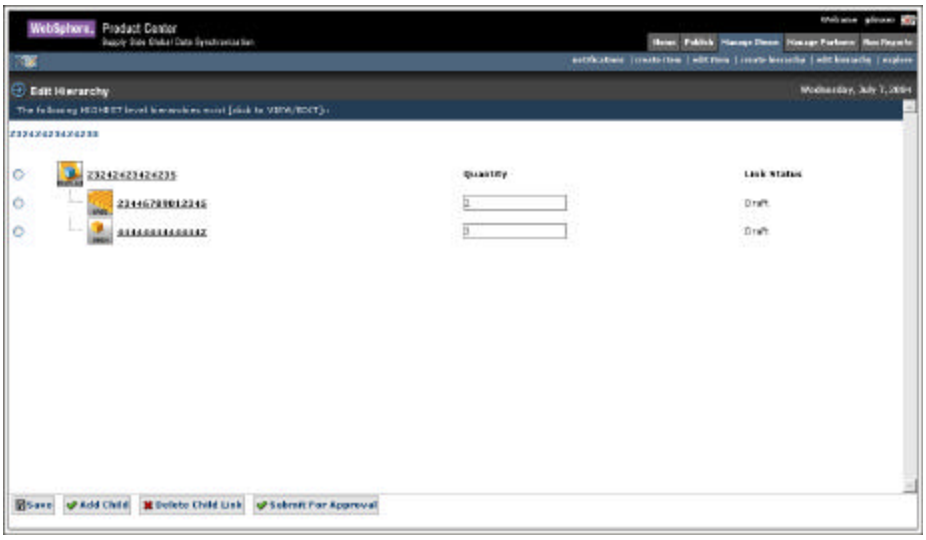
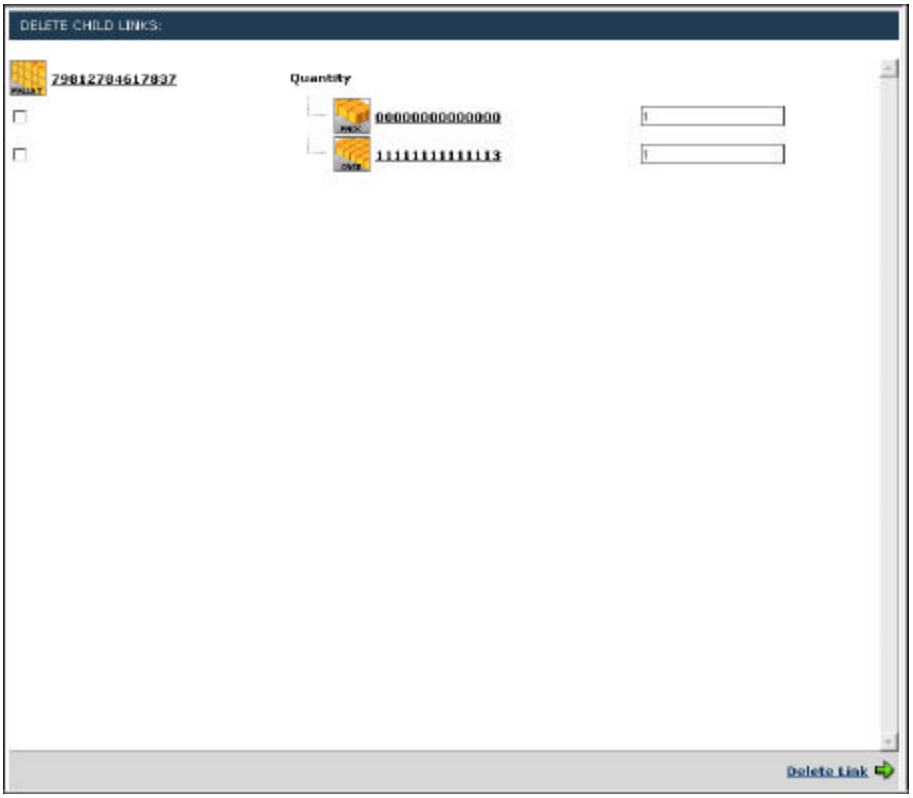



*Edit Hierarchy – Item Links*

6. Select the parent link for which you want to delete the child links and click **Delete Child Link**. The *Delete Child Links* window displays the links that you have selected.



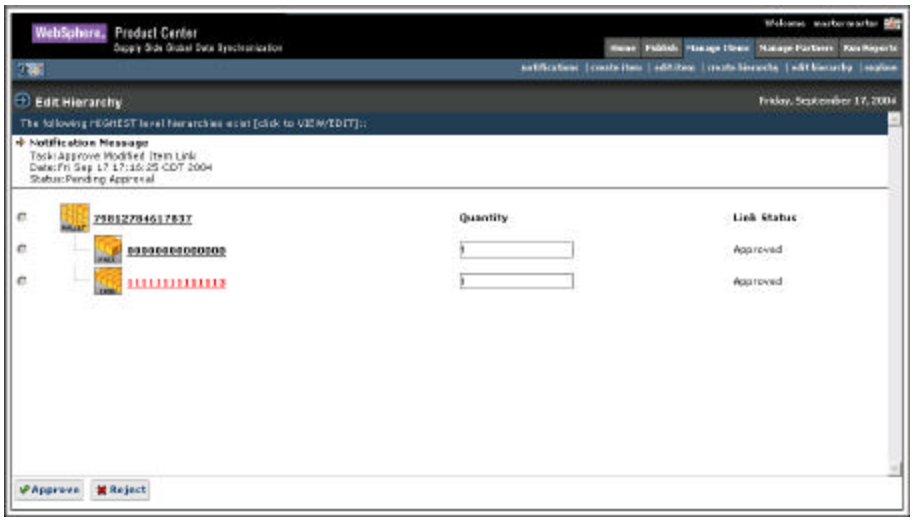

*Delete Link*

7. Select the link(s) that you want to delete and click **Delete Links**. The notification message "Item Link Approval Pending" is sent to the appropriate user. This notification is displayed in the *Item Hierarchy Request* tab view.

## Approve Deleted Trade Item Links

To approve the deleted trade item:

1. In the *Item Hierarchy Request* tab view, click on the notification "Item Link Approval Pending". The details of the notification are displayed. The link that is deleted is highlighted in red.




*Item Link Approval*

2. Click **Approve**. The notification message "Item Link Approved" is sent to the appropriate user(s).

   To reject, click **Reject**. The notification message "Item Link Rejected" is sent to the appropriate user (s).

   These notifications are displayed in the *Item Hierarchy Request* tab view.

## *Explore Trade Items*

For information about performing a search for trade items or hierarchies, refer the section Search Trade Items/Hierarchies in *Chapter 8 – Search*.

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# Ch 6 Managing Partners

A trading partner is an organization or an individual with whom information or data is accessed or exchanged in the supplier chain, such as a manufacturer (seller), retailer (buyer), or distributor.

This chapter describes the various tasks related to managing trading partners within the GDS solution.

Topics:


- View Notifications
- Create Trading Partner
- Modify Trading Partner
- Delete Approved Trading Partner
- Explore Trading Partners

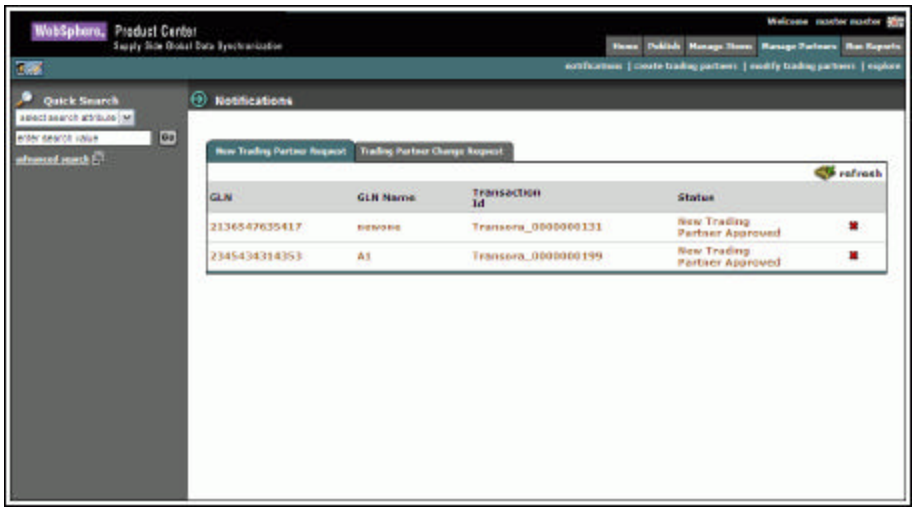

You can create and modify a trading partner from the *Home* page. The tasks are displayed in **Quick Tasks** on the left navigation pane.

## *View Notifications*

You can view all notifications related to trading partner requests in the *Notifications* page. This page contains the following tabs:

- New Trading Partner Request
- Trading Partner Change Request

To view the list of notifications for each, click on the corresponding tab. The *New Trading Partner Request* tab view is displayed by default.




*Manage Partners - Notifications*

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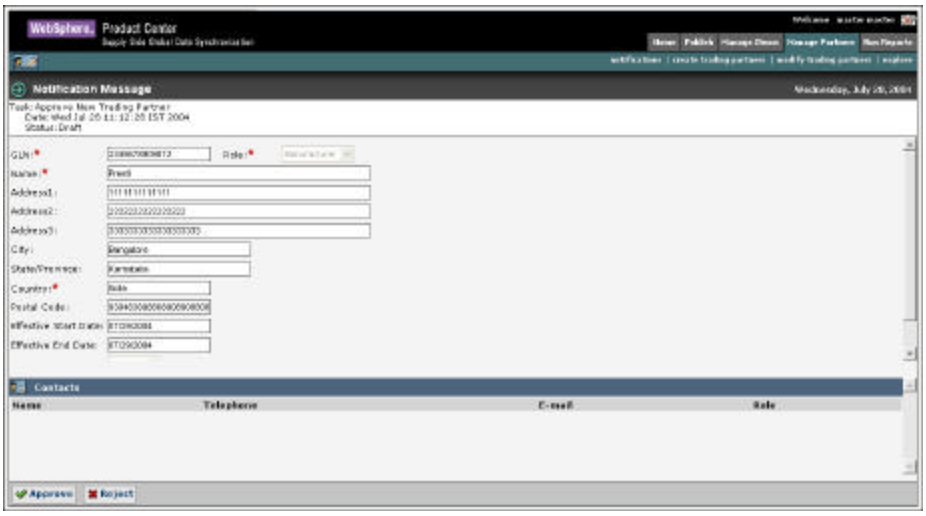
Each notification is represented by a GTIN. To view the details of a notification, click on the notification. The *Notification Details* page is displayed.




*Manage Partners – Notification Details*

Notifications that are for information only can be viewed and dismissed. To remove the notification from the list, click on the **Delete** icon.

## Notifications for New Trading Partner Requests

The types of notifications that you can receive for new trading partner requests are:

- New Trading Partner Pending Approval
- New Trading Partner Approved
- New Trading Partner Rejected

## Notifications for Trading Partner Change Requests

The types of notifications that you can receive for trading partner change requests are:

- Modified Trading Partner Pending Approval
- Modified Trading Partner Approved
- Modified Trading Partner Rejected
- Trading Partner Deletion Pending Approval
- Trading Partner Deletion Approved
- Trading Partner Deletion Rejected

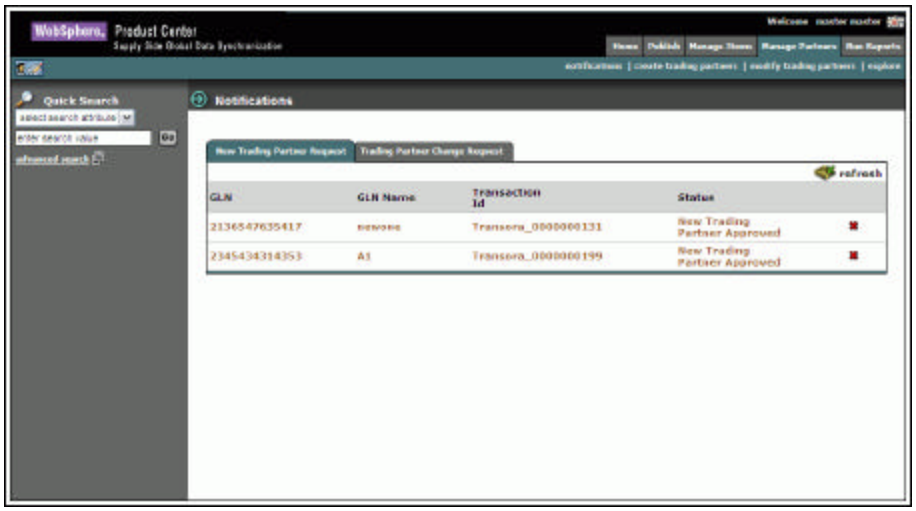
## *Create Trading Partner*

You can create a record of a trading partner in the system where the data synchronization is performed. You can specify the following information in the record:

- Trading Partner Identification (GLN) - The trade location of the trading partner.
- Trading Partner Role – A role can be that of a retailer, distributor, or manufacturer.
- Trading Partner Contact – The contact details of the trading partner, such as telephone numbers and e-mail addresses.
- Trading Partner Name and Address – The name and store address of the trading partner.
- Last Changed Date – The date when the record was last updated.

To create a trading partner:

1. In the *Home* page, click on the **Manage Partners** tab. The *Manage Partners* tab view is displayed.




*Manage Partners Tab View*

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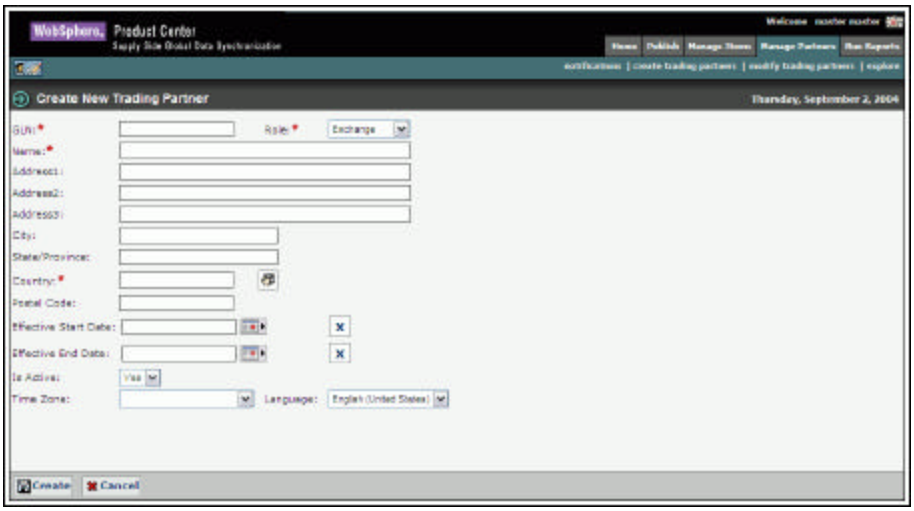
2. Click on the **create trading partners** link. The *Create New Trading Partner* page is displayed.




*Create New Trading Partner*

3. Type the trading partner information in the listed fields:

   a. In the **GLN** field, type the global location number. This is the unique 13-digit number used to identify a trade location.

   b. From the **Role** drop-down menu, select the role of the trading partner.

   c. In the **Name** field, type the name of the organization.

   d. In the **Address** fields, fill in the location details of the trading partner.

   e. In the **City** and **State/Province** fields, type the names of the city and the state to which the trading partner belongs.

   f. In the **Country** field, click on the **Look Up** icon and select the country to which the trading partner belongs.

   g. In the **Postal Code** field type the postal code.

   h. In the **Effective Start Date** field, click on the **Calendar** icon to select the start date.

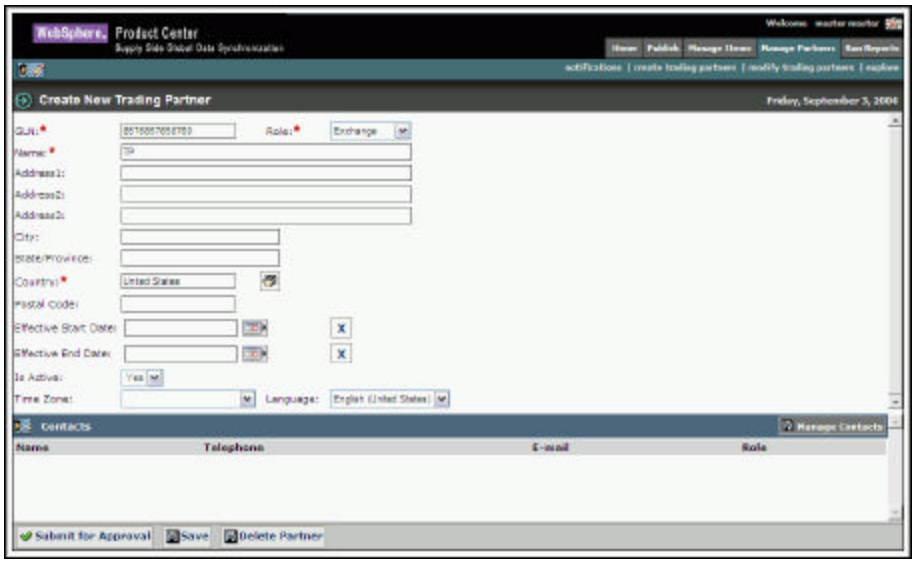
   i. In the **Effective End Date** field, click on the **Calendar** icon to select the end date.

   j. From the **Is Active** drop-down menu, select **Yes** or **No** to specify whether the trading partner is active or not.

   k. From the **Time Zone** drop-down menu, select the time zone relevant to the trading partner.

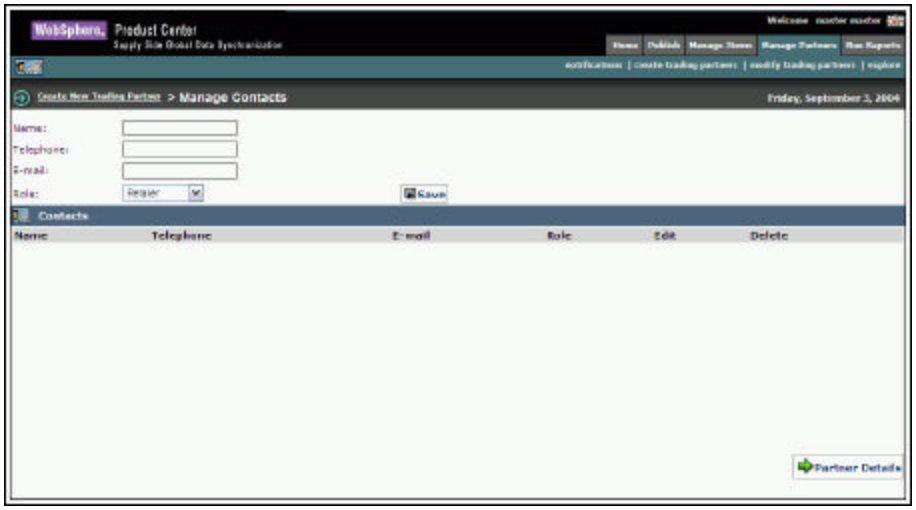
   l. From the **Language** drop-down menu, select the language of the trading partner.

4. Click **Create**. The trading partner is created and the **Contacts** table is displayed on the same page.




*Create New Trading Partner - Contacts*

5. To add contact details, click **Manage Contacts**. Text entry fields where you can add contact information are displayed.




*Create New Trading Partner – Manage Contacts*

6. Type contact details in the listed fields:

   a. In the **Name** field, type the name.

   b. In the **Telephone** field, type the telephone number.

   c. In the **E-mail** field, type the email address.

   d. From the **Role** drop-down menu, select the role of the contact person for that trading partner.

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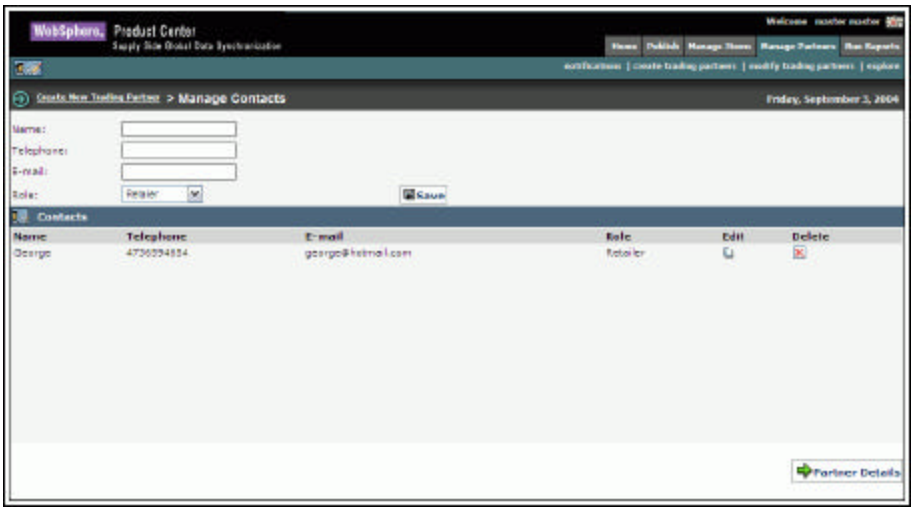
7. Click **Save**. The contact details are displayed in the **Contacts** area.



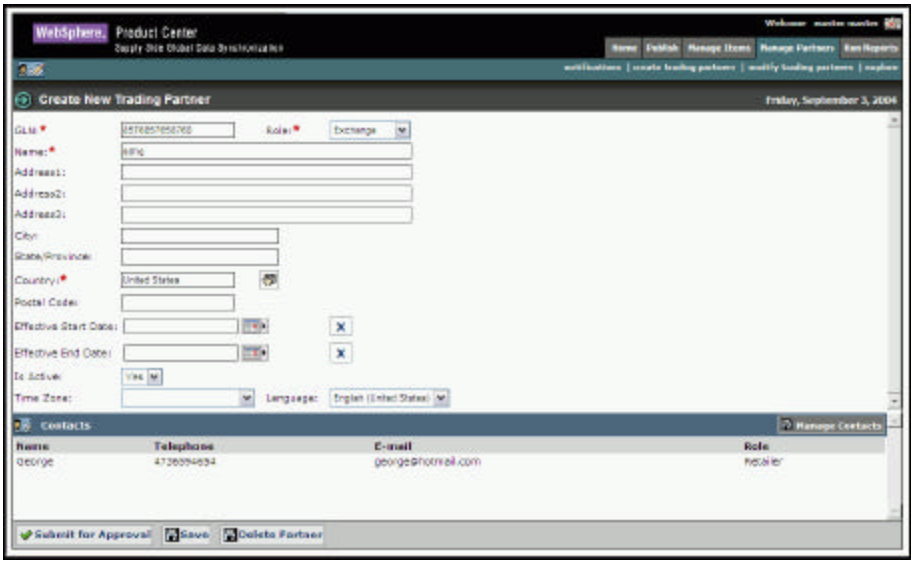

*Manage Contacts – New Contacts*

To add details of another contact, repeat steps 6 and 7.

To edit a contact, click on the **Edit** icon.

To delete the contact information, click on the **Delete** icon. The contact information for that contact is removed from the **Contacts** area.

8. When you finish adding contacts, click **Partner Details**. The *Create New Trading Partner* page is displayed again. The contacts that you have added are displayed in the **Contacts** area.




*Create New Trading Partner with Contacts*

9. After filling in the details for the trading partner, click **Submit For Approval**. The notification "New Trading Partner Pending Approval" is sent to the appropriate user for approval. The notification is displayed in the *New Trading Partner Request* tab view in the *Manage Partners* page.

10. If you have not finished adding the information, and you want to save a draft version, click **Save**.

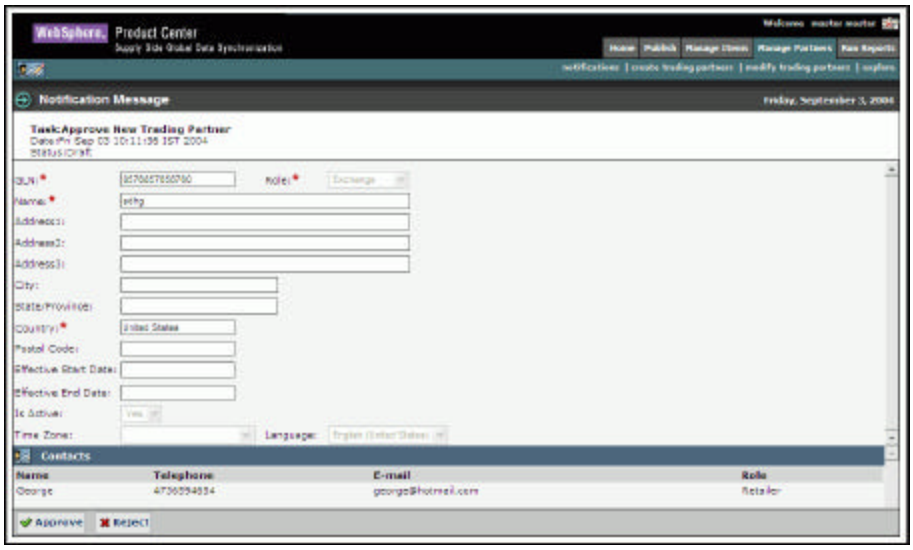
11. To delete the trading partner, click **Delete Partner**. The trading partner is deleted.

## Approve New Trading Partner

When a new trading partner is sent for approval, the notification for approving the new trading partner is displayed in the *New Trading Partner Request* tab view.

To approve a new trading partner:

1. In the *New Trading Partner Request* tab view, click on the notification "New Trading Partner Pending Approval". The details of the notification are displayed.




*New Trading Partner - Approval*

2. To approve the trading partner, click **Approve**. The notification message "New Trading Partner Approved' is sent to the appropriate user(s).

   To reject the trading partner, click **Reject**. The notification message "New Trading Partner Rejected" is sent to the appropriate user(s).

   The notifications are displayed in the *New Trading Partner Request* tab view.

Note!
If all the users are required to approve the trading partner, then only after all the users have clicked **Approve**, the notification is sent. If any one of the users is required to approve the trading partner, then once any one of the users clicks **Approve**, the notification is sent. This is similar for trading partner rejection also.

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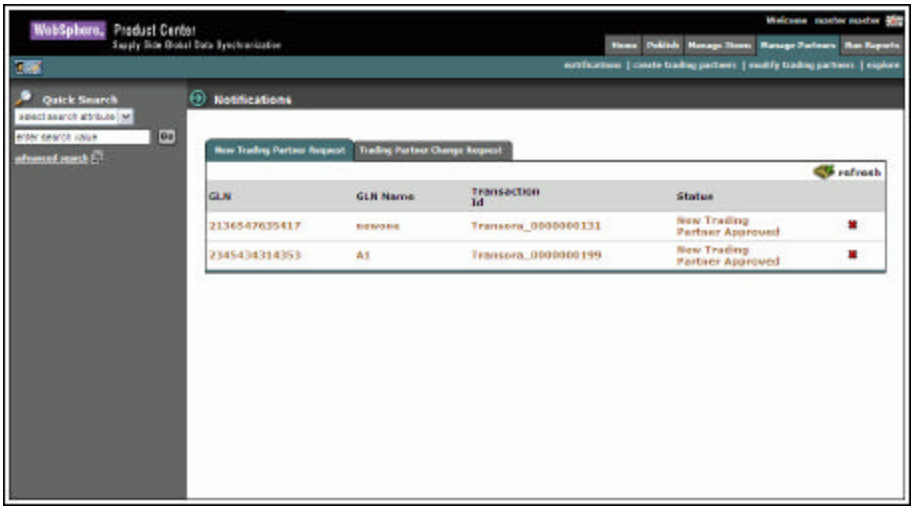
## *Modify Trading Partner*

You can modify those trading partners that are not sent for approval.

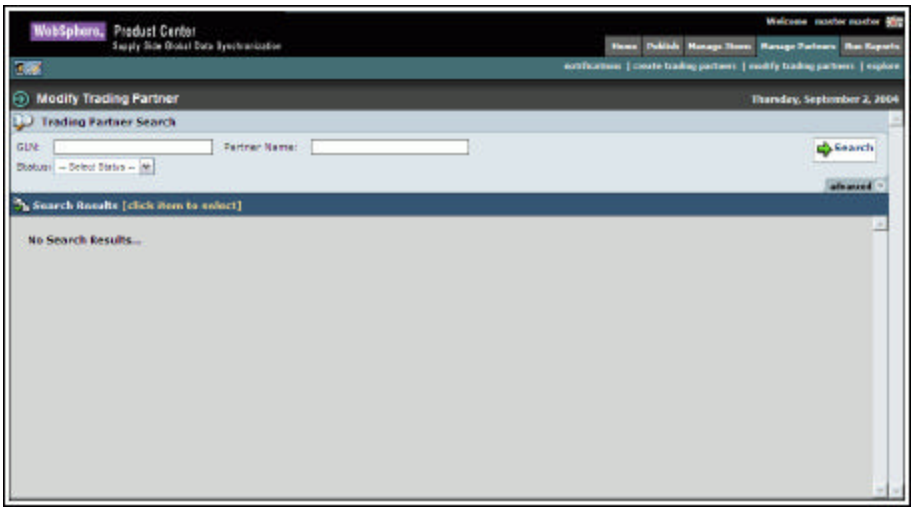
To modify the information on a trading partner:

1. In the *Home* page, click on the **Manage Partners** tab. The *Manage Partners* tab view is displayed.



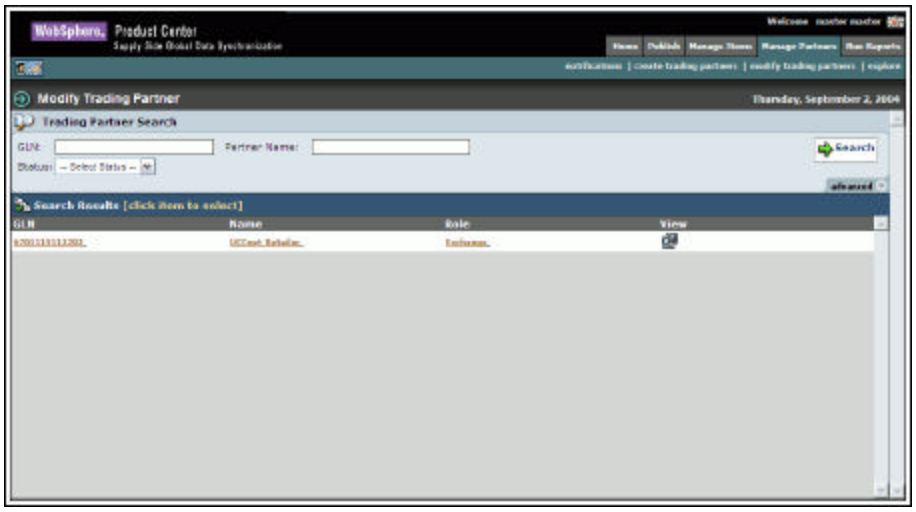

*Manage Partners Tab View*

2. Click on the **modify trading partners** link. The *Modify Trading Partner* page is displayed.



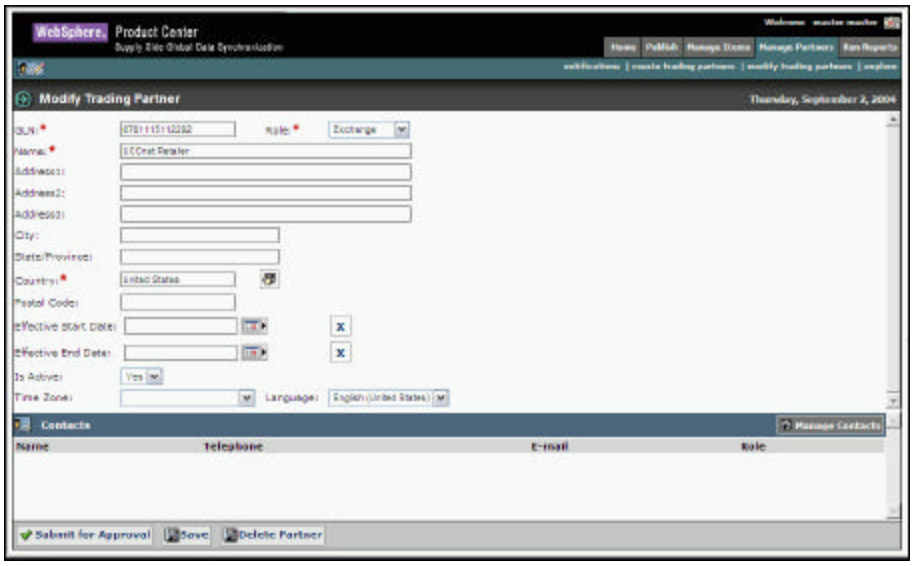

*Modify Trading Partner - Search*

3. Search for the GLN that you want to modify. For more information on performing a search, refer the Search Trading Partners section in *Chapter 8 - Search*.




*Modify Trading Partner – Search Results*

4. In the **search results** area, click on the GLN that you want to modify. The details of that GLN (trading partner) are displayed.




*Modify Trading Partner - Details*

5. Edit the trading partner information in the listed fields:

   a. In the **GLN** field, edit the global location number. This is the unique 13-digit number used to identify a trade location.

   b. From the **Role** drop-down menu, select the role of the trading partner.

   c. In the **Name** field, edit the name of the organization.

   d. In the **Address** fields, fill in the location details of the trading partner.

   e. In the **City** and **State/Province** fields, type the names of the city and the state to which the trading partner belongs.

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f. In the **Country** field, click on the **Look Up** icon and select the country to which the trading partner belongs.

g. In the **Postal Code** field type the postal code.

h. In the **Effective Start Date** field, click on the **Calendar** icon to select the start date.

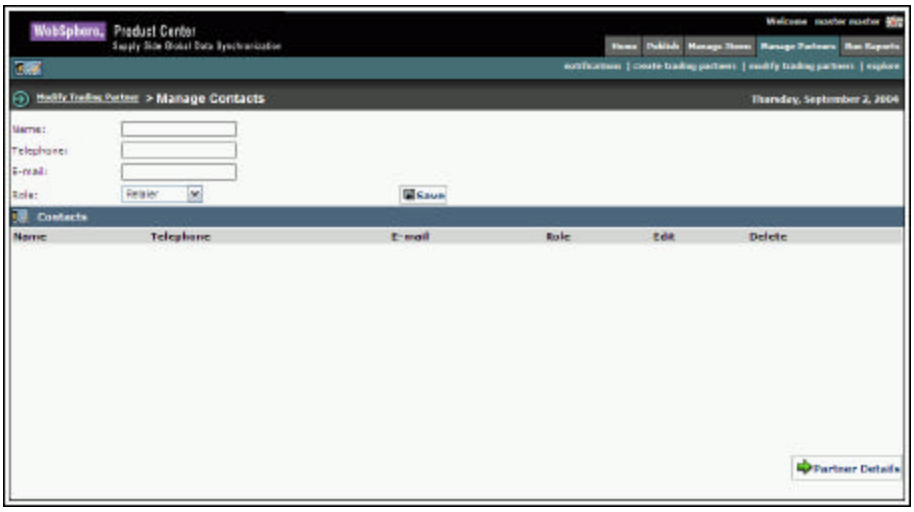
i. In the **Effective End Date** field, click on the **Calendar** icon to select the end date.

j. From the **Is Active** drop-down menu, select **Yes** or **No** to specify whether the trading partner is active or not.

k. From the **Time Zone** drop-down menu, select the time zone relevant to the trading partner.

l. From the **Language** drop-down menu, select the language of the trading partner.

6. To add or modify existing contacts, click **Manage Contacts**. The following page is displayed.




*Modify Trading Partner – Manage Contacts*

7. To add a new contact:

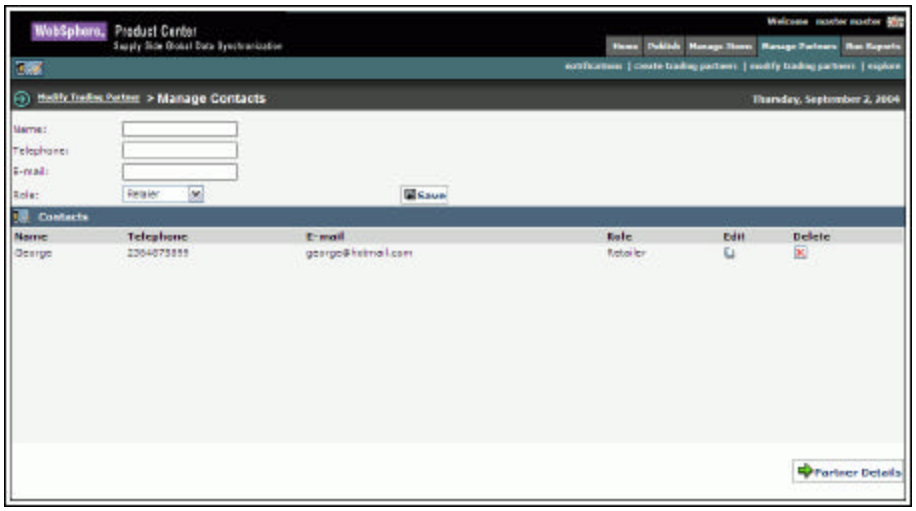
a. In the **Name** field, type the name.

b. In the **Telephone** field, type the telephone number.

c. In the **E-mail** field, type the email address.

d. From the **Role** drop-down menu, select the role of the contact person for that trading partner.

8. Click **Save**. The contact details are displayed in the **Contacts** area.




*Manage Contacts – With Contacts*

9. To modify the existing contact details, click on the **Edit** icon for that contact. The contact details are displayed in the text fields. Update the information, and click **Save**. The updated information for that contact is displayed in the **Contacts** area.

10. When you finish adding contacts, click **Partner Details**. The *Modify Trading Partner* page is displayed again. The contacts that you have added or updated are displayed in the **Contacts** area.

11. After filling in the details for the trading partner, click **Submit For Approval**. The notification message "Modified Trading Partner Pending Approval" is sent to the appropriate user for approval. The notification is displayed in the *Trading Partner Change Requests* tab view in the *Manage Trading Partners* page.

12. If you have not finished adding the information, and you want to save a draft version, click **Save**.

13. To delete the trading partner, click **Delete Partner**. A notification is sent to the appropriate user to confirm the deletion.

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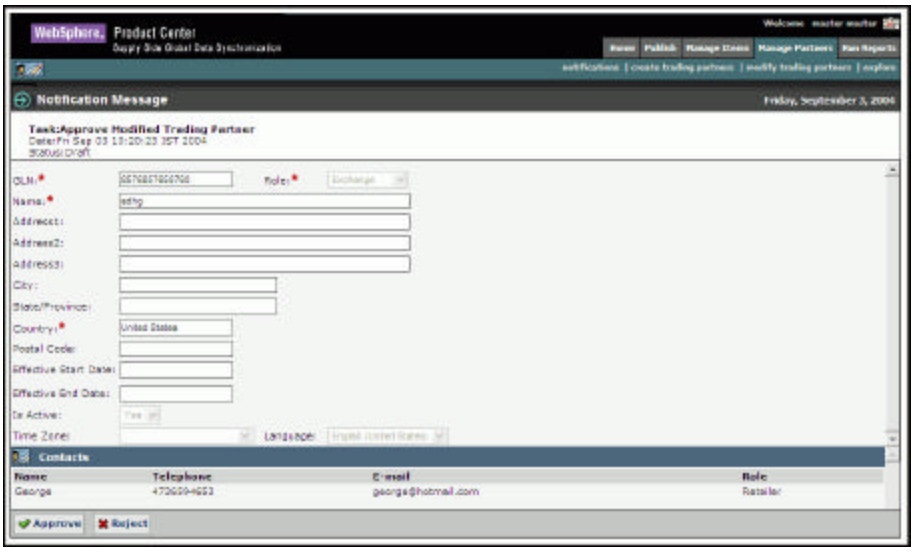
## Approve Modified Trading Partner

When a modified trading partner is sent for approval, the notification for approving the trading partner is displayed in the *Trading Partner Change Request* tab view.

To approve a modified trading partner:

1. In the *Trading Partner Change Request* tab view, click on the notification "Modified Trading Partner Pending Approval". The details of the notification are displayed.




*Modified Trading Partner - Approval*

2. To approve the trading partner, click **Approve**. The notification message "Modified Trading Partner Approved' is sent to the appropriate user(s).

   To reject the trading partner, click **Reject**. The notification message "Modified Trading Partner Rejected" is sent to the appropriate user(s).

   The notifications are displayed in the *Trading Partner Change Request* tab view.

Note!
If all the users are required to approve the trading partner, then only after all the users have clicked **Approve**, the notification is sent. If any one of the users is required to approve the trading partner, then once any one of the users clicks **Approve**, the notification is sent. This is similar for trading partner rejection also.

## *Delete Trading Partner Record*

You can delete trading partners that are in the draft status or that has been approved. If a trading partner that is in approved status is deleted, the deletion has to be approved by the appropriate user(s).

### Delete Trading Partner - Draft Status

To delete a trading partner that is in draft status, click **Delete Partner**. The trading partner record is deleted from the system. No notification is sent for approval.

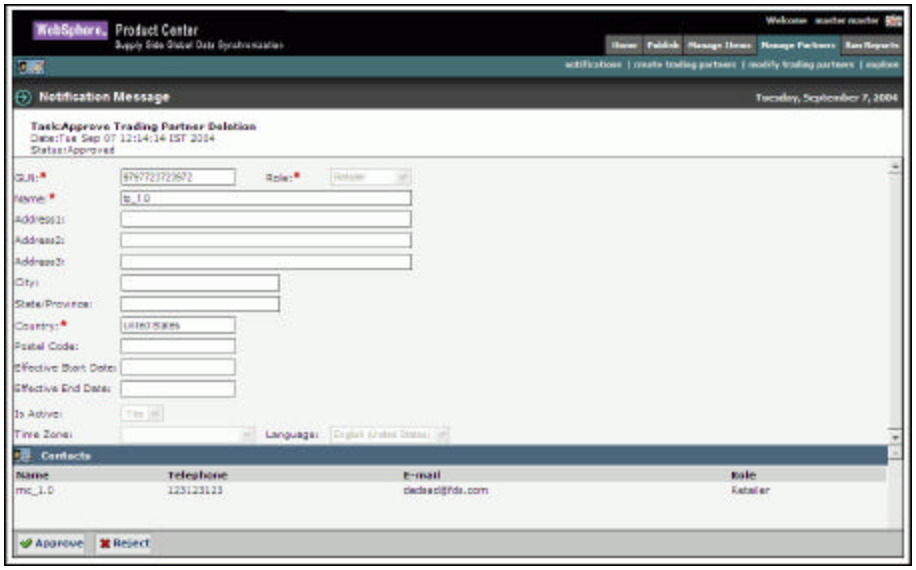
### Delete Trading Partner – Approved Status

To delete a trading partner that is in approved status, click **Delete Partner**. The notification "Trading Partner Deletion Pending Approval" is sent to the appropriate user. The notification is displayed in the *Trading Partner Change Request* tab view.

### Approve Deleted Trading Partner

To approve a deleted trading partner:

1. In the *Trading Partner Change Request* tab view, click on the notification "Trading Partner Deletion Pending Approval". The details of the notification are displayed.




*Deleted Trading Partner - Approval*

2. To approve the trading partner, click **Approve**. The notification message "Trading Partner Deletion Approved' is sent to the appropriate user(s).

   To reject the trading partner, click **Reject**. The notification message "Trading Partner Deletion Rejected" is sent to the appropriate user(s).

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The notifications are displayed in the *Trading Partner Change Request* tab view.

## *Explore Trading Partners*

For information about performing a search for trading partners, refer the section Search Trading Partners in *Chapter 8 – Search*.

# Ch 7 Generating Reports

The GDS solution provides pre-defined report templates to facilitate business reporting. You can use these report templates to complete data synchronization tasks, perform business process analysis, and generate management-level summary reports.

Topics:


- Run Reports


You can generate the following reports:

- List of Registered Items – This report provides you the list of trade items that have been registered with the data pool.
- Time Taken to Enrich Variants – This report provides the average time taken for the supply-side trading partner to enrich trade item variants.
- Time Taken to Approve an Item – This report provides the average time taken for the supply-side trading partner to approve a trade item that is ready for registration.
- Time Taken to Approve Item Change – This report provides you the average time taken for the supply-side trading partner to approve a trade item information change.
- Time Taken to Enrich Global Attribute – This report provides the average time taken for the supply-side trading partner to enrich global trade item attributes.
- List of Accepted/Rejected Publications - This report provides you the list of trade items that were accepted or rejected by the trading partner.
- List of Publications Pending Authorization - This report provides you the list of trade item publications that are waiting for authorization.
- Time Taken to Accept a Publication - This report provides you the average time taken for a trading partner to accept an initial load publication, a new trade item publication or a trade item modification/correction.
- Total Number of Publications – This report provides the number of trade items that have been sent as initial load or new publications to a trading partner.
- Time Taken to Approve Trading Partner change – This report provides you the average time taken for the supply-side trading partner to approve a trading partner information change.
- User Activity – This report provides the activities of a user over a period of time.

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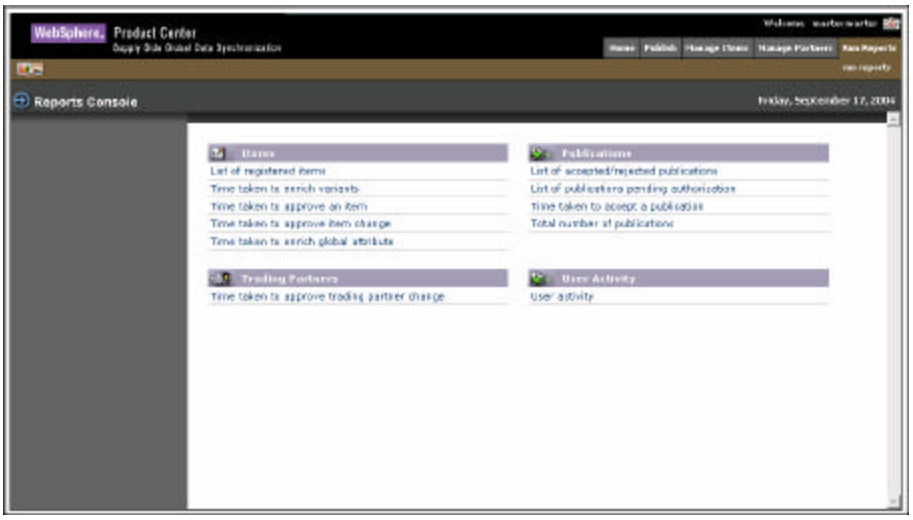
## Run Reports

Each report has a fixed set of parameters for which you can enter values.

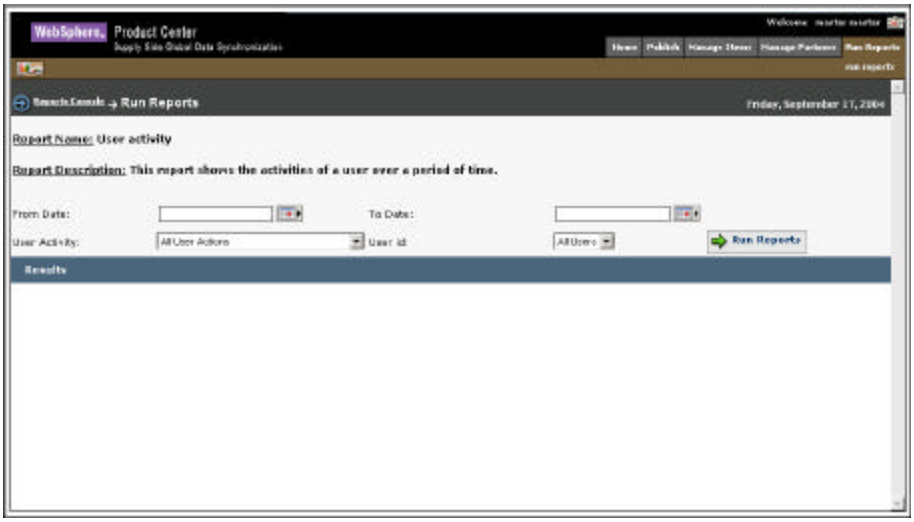
To run a report:

1. In the *Home* page, click on the **Run Reports** tab. The *Reports Console* page displays the list of reports that can be generated.




*Run Reports Tab View*

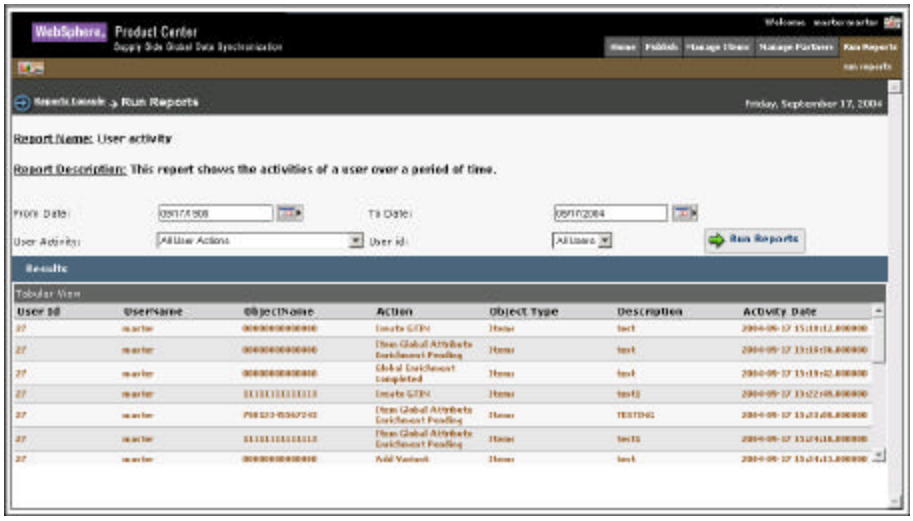
2. Click on the type of report that you want to generate. For example, if you click on the **User Activity** link, the *Run Reports* page is displayed.




*Reports*

3. In the listed fields, type in the values for the parameters.

4. Click **Run Report**. The *Results* page displays the report based on the values specified.




*Results*

The fields that are displayed for various reports and the description for the same are provided in the table. You can type in values for any of the fields based on which the report is generated. You have to type in the values for the required fields.

| **List of Registered Items** | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to search and select an internal item category. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Data Pool | Allows you to select the data pool to which the trade item has been registered. |

| **Time Taken to Enrich Variants** | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to search and select an internal item category. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Report by | Allows you to generate the report for Date, Week, Month or Internal Item Category. |

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| Time Taken to Approve an Item | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to search and select an internal item category. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Report by | Allows you to generate the report for Date, Week, Month, or Internal Item Category. |

| Time Taken to Approve Item Change | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to specify the dates between which the report is to be generated. |
| Internal Item Category | Allows you to search and select an internal item category. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Report by | Allows you to generate the report for Date, Week, or Month. |

| Time Taken to Enrich Global Attribute | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to select the internal item category. This is a mandatory field. |
| Report by | Allows you to generate the report based on Day, Week, Month, or Internal Item category. |

| List of Accepted/Rejected Publications | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |

| List of Accepted/Rejected Publications | |
|---|---|
| Internal Item Category | Allows you to search and select an internal item category. |
| Trading Partner | Allows you to search and select the trading partner to whom you have published the trade item. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Publication Type | Allows you to select the type of publication. |
| Publication Status | Allows you to select the status of the publication. |

| List of Publications Pending Authorization | |
|---|---|
| **Field** | **Description** |
| Item Age | Allows you to select the age of the trade item. That is, upto one week, one-to-two weeks and so on. |
| Trading Partner | Allows you to search and select the trading partner to whom you have published the trade item. |
| Internal Item Category | Allows you to select the internal item category. This is a mandatory field. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Publication Type | Allows you to generate the report based on New Item, Initial Load, and Synchronize. |

| Time Taken to Accept a Publication | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to select the internal item category. This is a mandatory field. |
| Trading Partner | Allows you to search and select the trading partner to whom you have published the trade item. |
| Target Market | Allows you to select the target market. |
| Information Provider | Allows you to select the information provider. |
| Report by | Allows you to generate the report based on Day, Week, Month, Internal Item category, and Trading Partner. |
| Publication Type | Allows you to select the type of publication. Options available |

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| Time Taken to Accept a Publication | |
|---|---|
| | are New Item, Initial Load, and Synchronize. |

| Total Number of Publications | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to select the date between which the report is to be generated. |
| Internal Item Category | Allows you to select the internal item category. This is a mandatory field. |
| Target Market | Allows you to search and select the trading partner to whom you have published the trade item. |
| Information Provider | Allows you to select the information provider. |
| Report by | Allows you to generate the report based on Day, Week, Month, and Internal Item category. |
| Publication Type | Allows you to select the type of publication. Options available are New Item, Initial Load, and Synchronize. |
| Trading Partner | Allows you to select the trading partner to whom the trade item is published as an initial load or a new trade item. |
| Data Pool | Allows you to select the data pool. |

| Time Taken to Approve Trading Partner Changes | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to specify the dates between which the report is to be generated. |
| Report by | Allows you to generate the report for Date, Week, or Month. |

| User Activity | |
|---|---|
| **Field** | **Description** |
| From Date / To Date | Allows you to specify the dates between which the report is to be generated. |
| User Activity | Allows you to select an action such as create trade item, modify trade item, and so on. |
| User ID | Allows you to select the user ID for which the report is to be generated. |

# Ch 8 Search

The GDS solution offers three search options:

- Quick Search - The Quick Search option is displayed in the left navigation pane on all the main pages. You can search by object or by attributes.
- Basic Search – The Basic Search option is displayed by default when you access a search page. This allows you to search for information related to the section you are currently working on. For example, Manage Trade items section.
- Advanced Search – The Advanced Search option allows you to perform a more detailed search.

The Search facility enables you to:

- Search Publications
- Search Trade items/Hierarchies
- Search Trading Partners

You can enter search parameters and values in the Search fields, to narrow your search.

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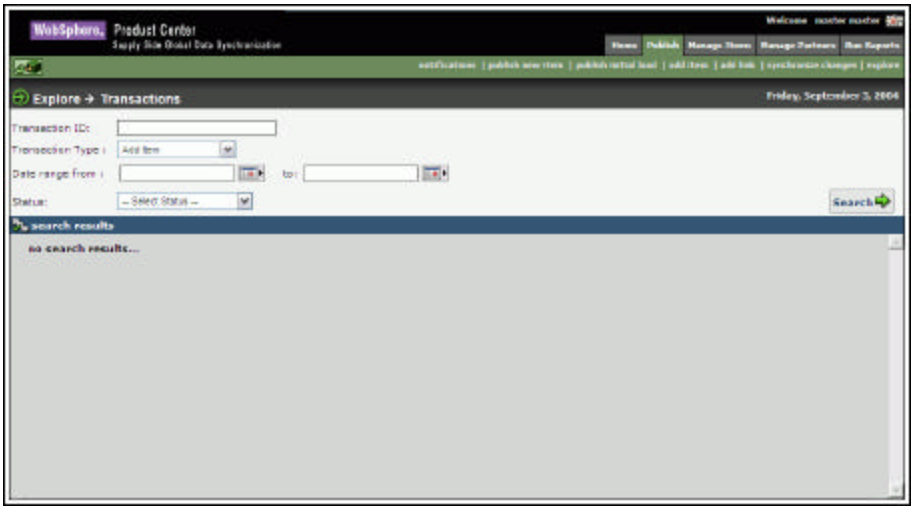
## Search Publications

To search for publications:

1. In the *Publish* tab view, click on the **explore** link. The *Explore Transactions* page is displayed.




*Explore Transactions*

2. You can type search parameters in any or all the following fields:

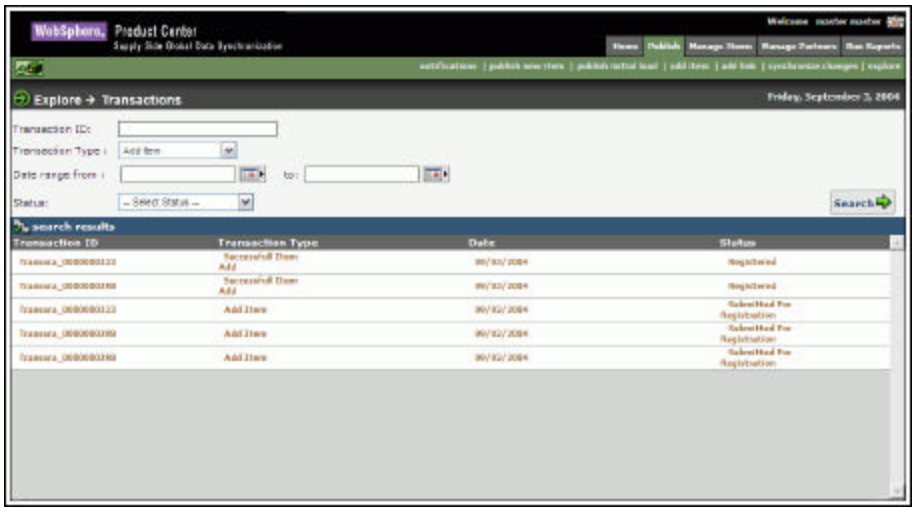
   a. In the **Transaction ID** field, type the ID of the publication that you want to search for.

   b. From the **Transaction Type** drop-down menu, select the type of transaction. Options available are New Item, Initial Load, Add Item, Add Item Link, and Synchronize.

   c. In the **Date range from** and **to** fields, select the dates using the **Calendar** icon .

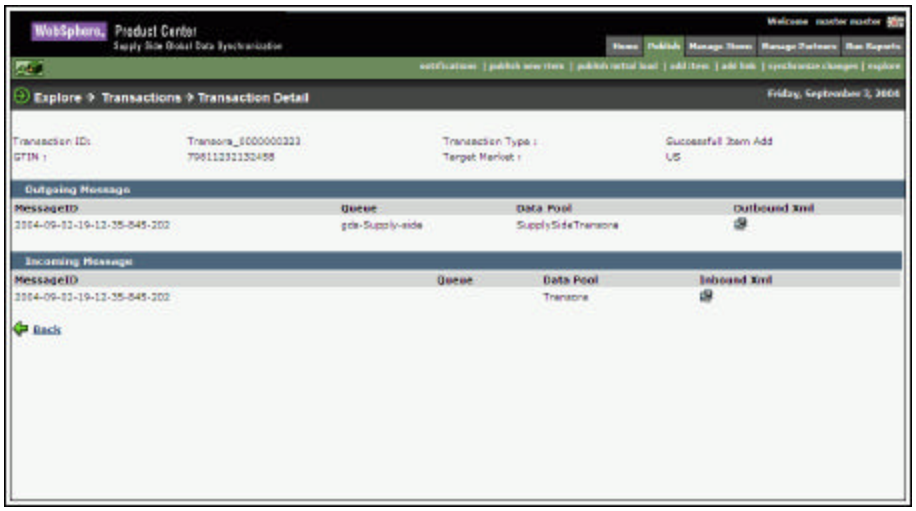
   d. From the **Status** drop-down menu, select the status of the transaction.

3. Click **Search**. The search results are displayed in the **search results** area.




*Explore Transactions - Search Results*

4. Click on any transactions to view the details. The *Transaction Detail* page is displayed.




*Publication - Transaction Detail*

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## *Search Trade Items/Hierarchies*

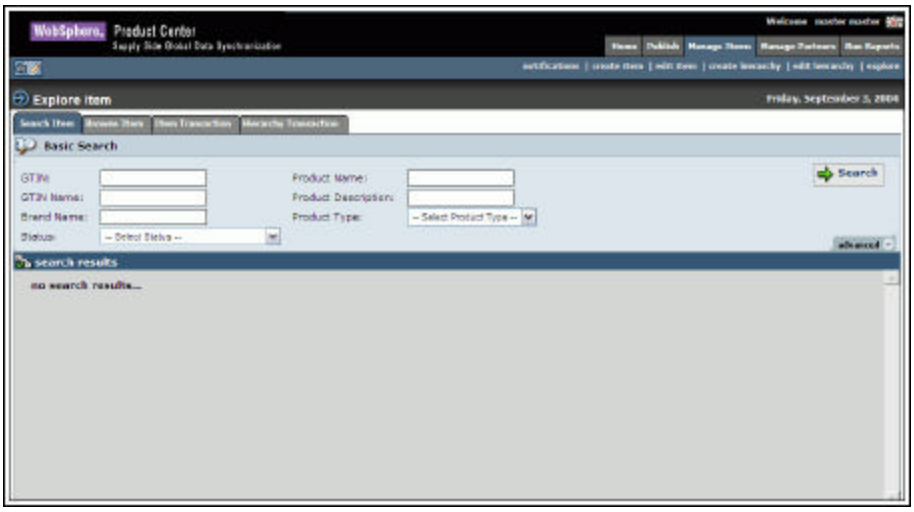
You can perform the following:

- Search Trade Items
- Search Trade Item Transactions
- Search Hierarchy Transactions

### Search Trade Items

To search for trade items:

1. In the *Manage Items* tab view, click on the **explore** link. The *Explore Item* page is displayed.




*Search Items – Basic Search*

2. You can type search parameters in any or all the following fields:

    a. In the **GTIN** field, type the GTIN for the trade item.

    b. In the **Product Name** field, type the name of the product.

    c. In the **GTIN Name** field, type the name of the GTIN.

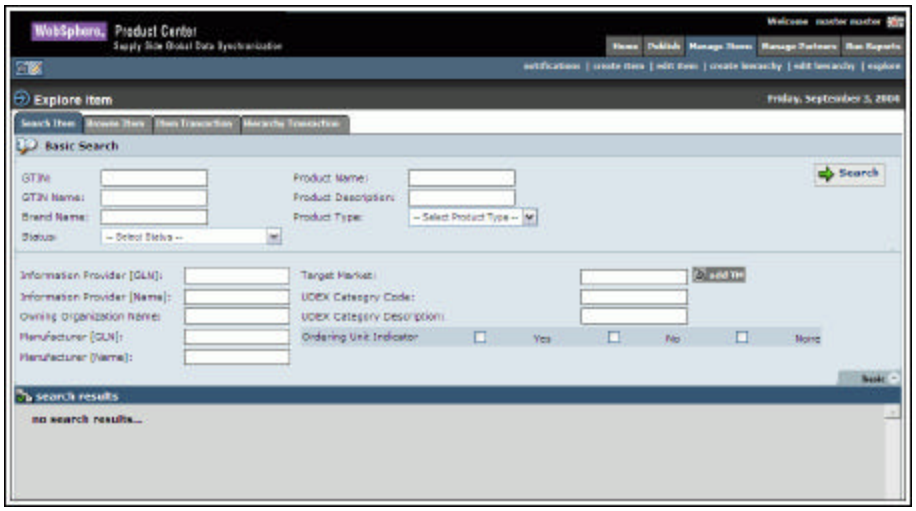
    d. In the **Product Description** field, type the description for the GTIN.

    e. In the **Brand Name** field, type the name of the brand.

    f. From the **Product Type** drop-down menu, select the type of the product. Options available are Case, Display/ Shipper, Each, Mod Pallet (Mixed), Package, Pallet.

    g. From the **Status** drop-down menu, select the status of the trade item.

3. For a more detailed search, click **advanced**. Additional fields where you can type in search parameters are displayed.




*Search Items - Advanced*

a. In the **Information Provider [GLN]** field, type the global location number of the information provider.

b. In the **Target Market** field, click **add TM** and select a target market.

c. In the **Information Provider [Name]** field, type the name of the information provider.

d. In the **UDEX Category Code** field, type the UDEX Category code.

e. In the **Owning Organization Name** field, type the name of the brand owner.

f. In the **UDEX Category Description** field, type the description of UDEX Category.

g. In the **Manufacturer [GLN]** field, type the global location number of the manufacturer.

h. In the **Manufacturer [Name]** field, type the name of the manufacturer.

i. From the options for **Ordering Unit Indicator**, select **Yes**, **No** or **None**.

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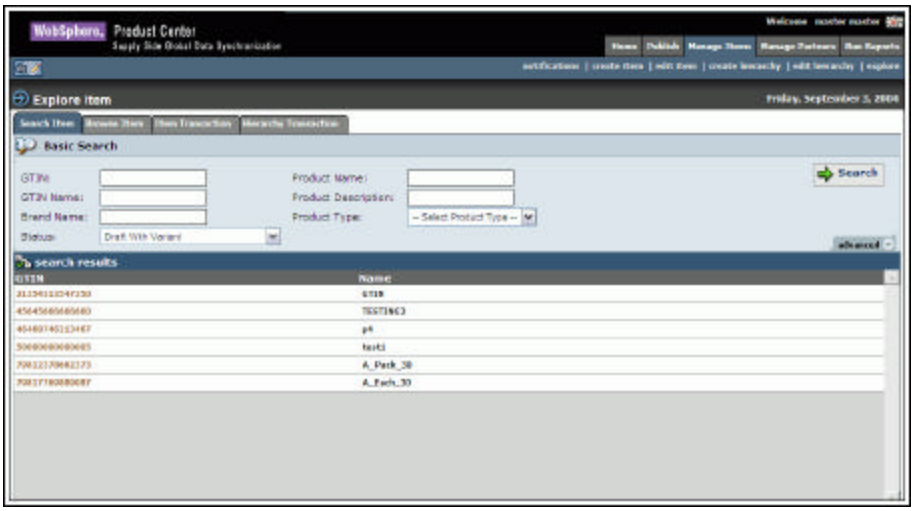
4. Click **Search**. The search results are displayed in the **search results** area.



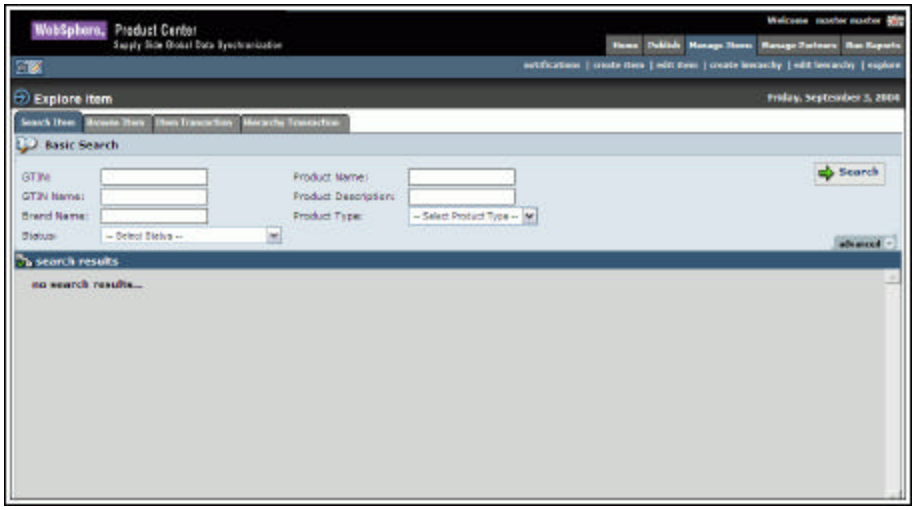

*Search Items – Search Results*

## Search Trade Item Transactions

You can search for new, edited, or modified trade items that are approved, status of the trade items that are sent for global/variant attribute enrichment.

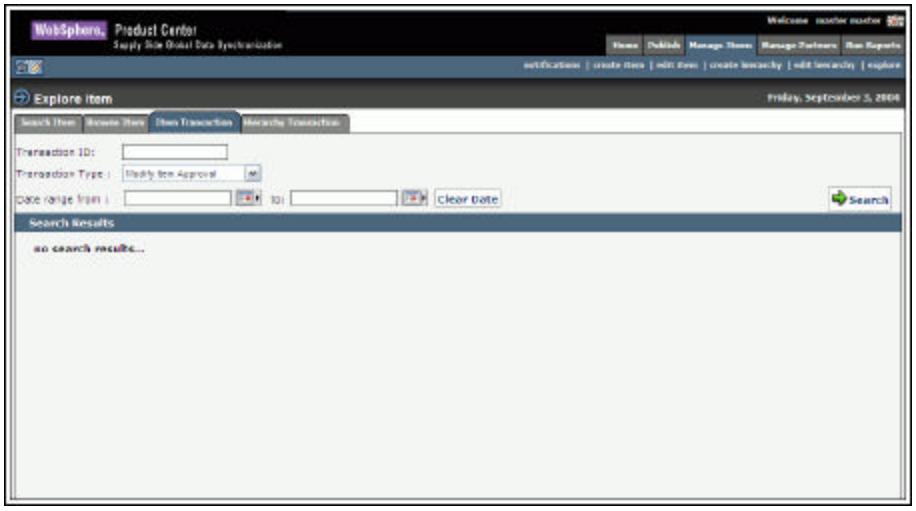
To search for trade item transactions:

1. In the *Manage Items* tab view, click on the **explore** link. The *Explore Item* page is displayed.




*Search Item*

2. Click on the **Item Transaction** tab. The *Item Transaction* tab view is displayed.




*Search Item Transaction*

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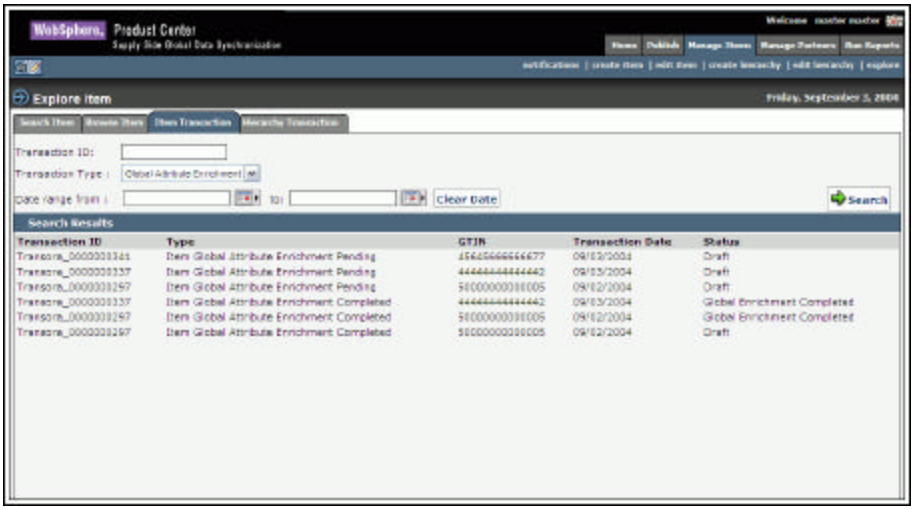
3. You can type search parameters in any or all the following fields:

   a. In the **Transaction ID** field, type the ID of the transaction that you want to search for.

   b. From the **Transaction Type** drop-down menu, select the type of transaction

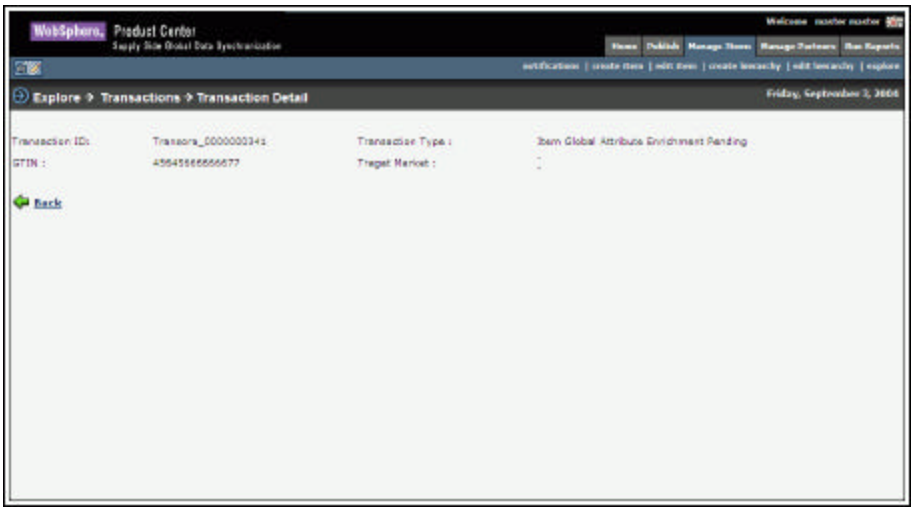
   c. In the **Date range from** and **to** fields, select the dates using the **Calendar** icon . If you want to clear the date range fields, click **Clear Date**.

4. Click **Search**. The search results are displayed in the **search results** area.




*Item Transactions – Search Results*

5. Click on any of the transaction to view the details. The *Transaction Detail* page is displayed.



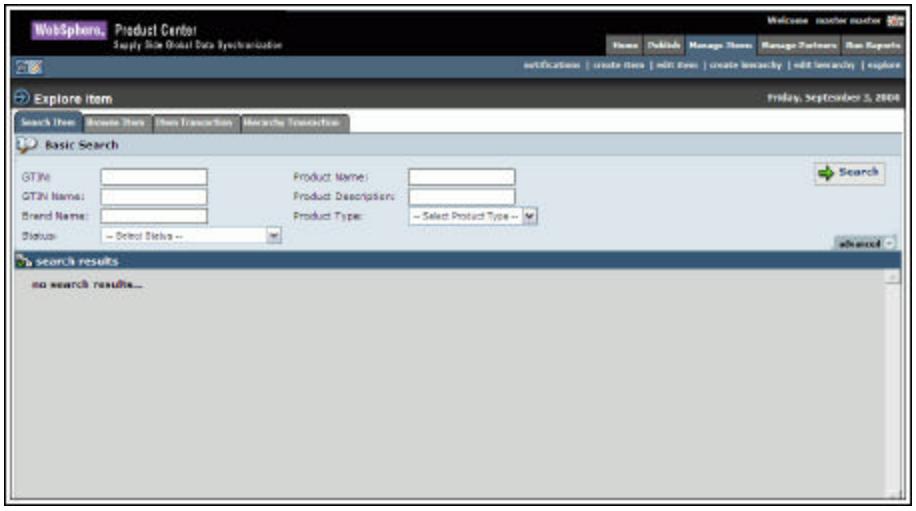

*Item – Transaction Detail*

## Search Hierarchy Transactions

You can search for new or modified links that are approved.

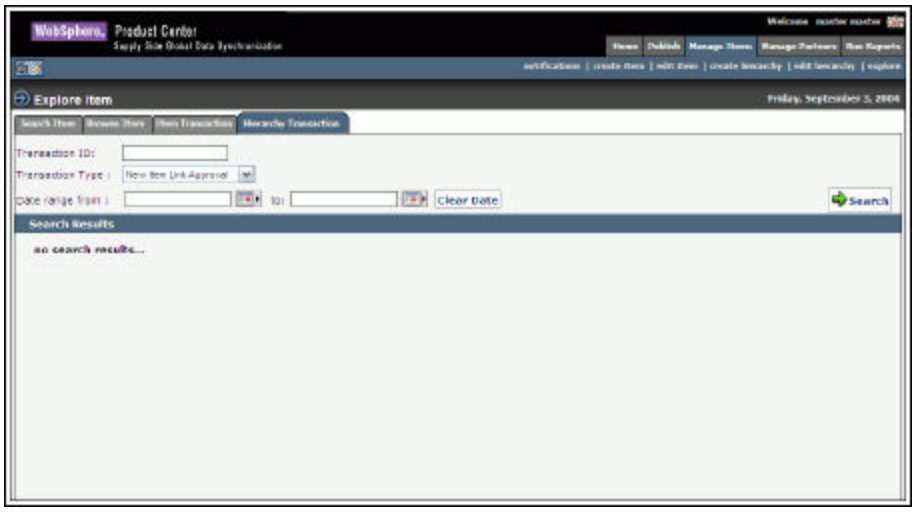
To search for hierarchy transactions:

1. In the *Manage Items* tab view, click on the **explore** link. The *Explore Item* page is displayed.




*Search Items*

2. Click on the **Hierarchy Transaction** tab. The *Hierarchy Transaction* tab view is displayed.




*Search Hierarchy Transaction*

3. You can type search parameters in any or all the following fields:

   a. In the **Transaction ID** field, type the ID of the transaction that you want to search for.

   b. From the **Transaction Type** drop-down menu, select the type of transaction.

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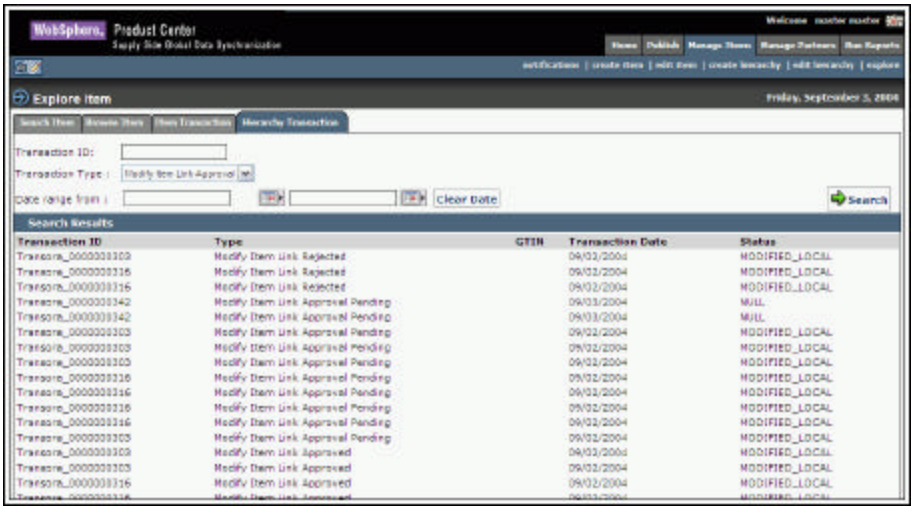
c. In the **Date range from** and **to** fields, select the dates using the **Calendar** icon . If you want to clear the date range fields, click **Clear Date**.

4. Click **Search**. The search results are displayed in the **search results** area.




*Hierarchy Transaction – Search Results*

## *Search Trading Partners*

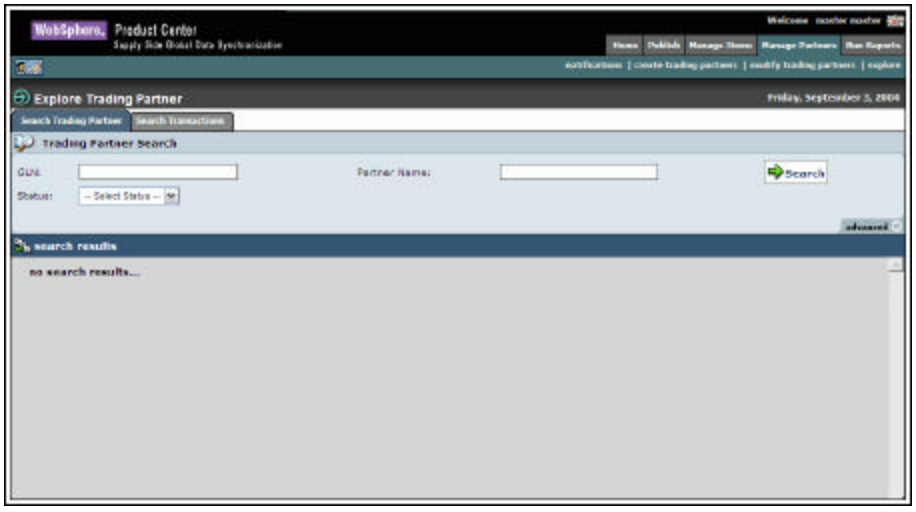
You can perform the following:

- Search Trading Partners
- Search Trading Partner Transactions

### Search Trading Partners

To search for trading partners:

1. In the *Manage Partners* tab view, click on the **explore** link. The *Search Trading Partner* tab view is displayed.




*Explore Trading Partner- Basic Search*

2. You can type search parameters in any or all the following fields:

   a. In the **GLN** field, type the GLN of the trading partner.

   b. In the **Partner Name** field, type the name of the trading partner.

   c. From the **Status** drop-down menu, select the status of the trading partner.

   d. For a more detailed search, click **advanced**. Additional fields where you can type in search parameters are displayed.

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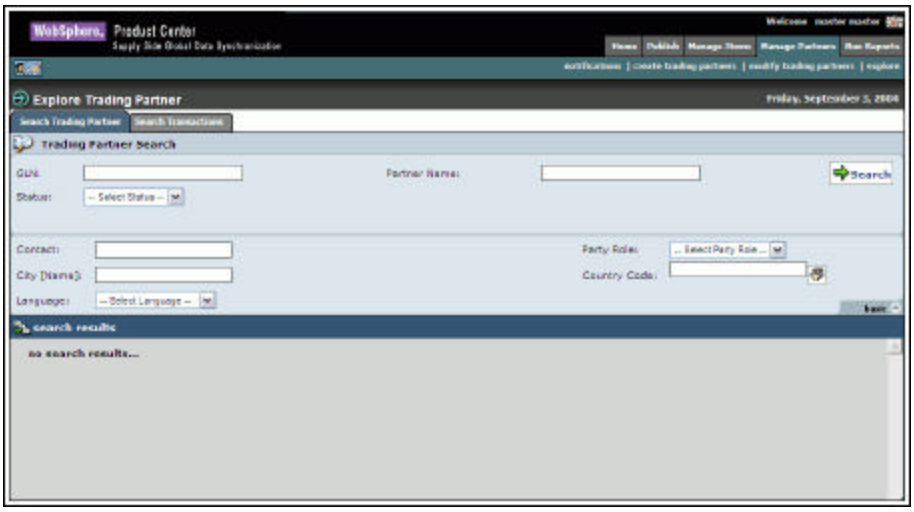



*Explore Trading Partner – Advanced Search*

e. In the **Contact** field, type the contact number of the trading partner.

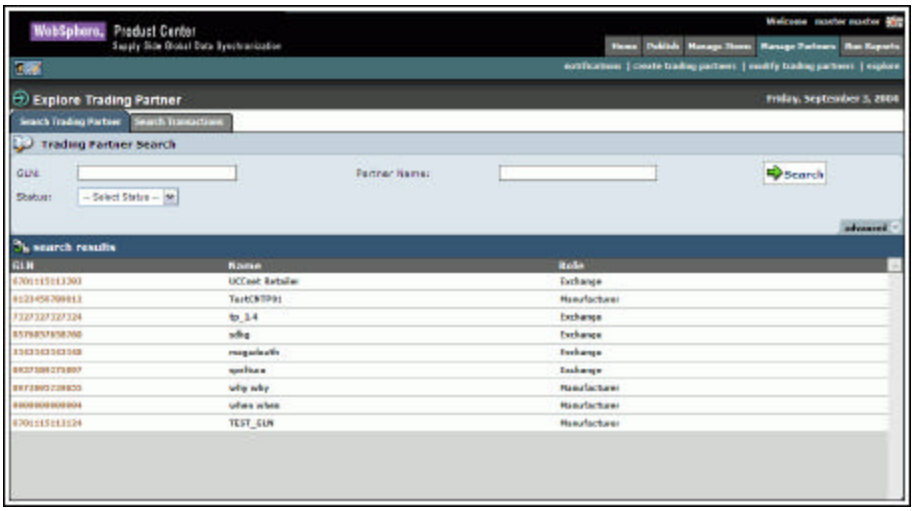
f. From the **Party Role** drop-down menu, select the role of the trading partner. Options available are Exchange, Manufacturer, Retailer, Supplier.

g. In the **City [Name]** field, type the name of the city to which the trading partner belongs to.

h. In the **Country Code** field, click on the **Look Up** icon and select the country to which the trading partner belongs to.

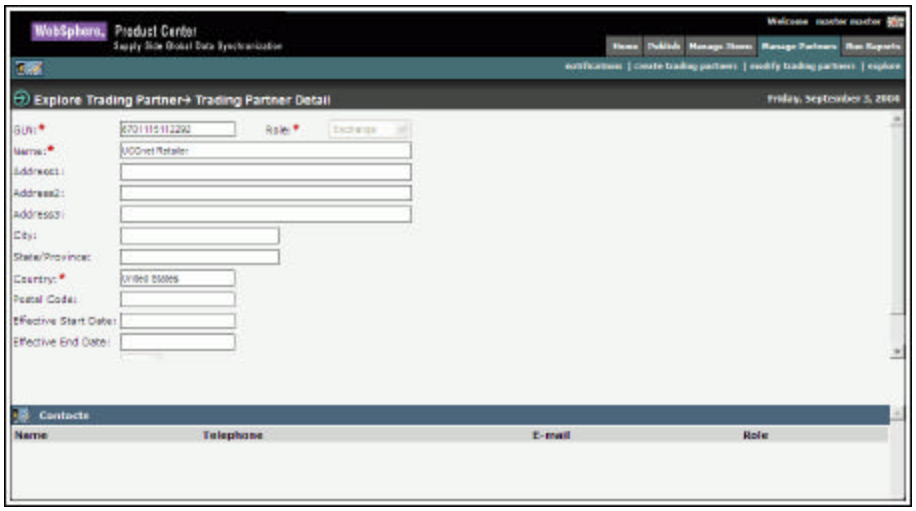
i. From the **Language** drop-down menu, select the language of the trading partner.

3. Click **Search**. The search results are displayed in the **search results** area.




*Trading Partners – Search Results*

4. Click on the GLN for which you want to view the details. The *Trading Partner Detail* page is displayed.




*Trading Partner Detail*

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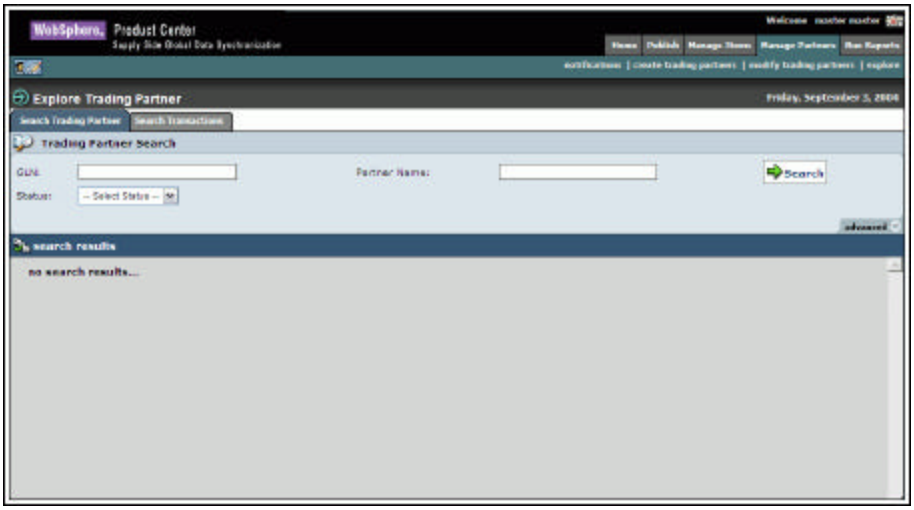
## Search Trading Partner Transactions

You can search for new or modified trading partner information that is approved.

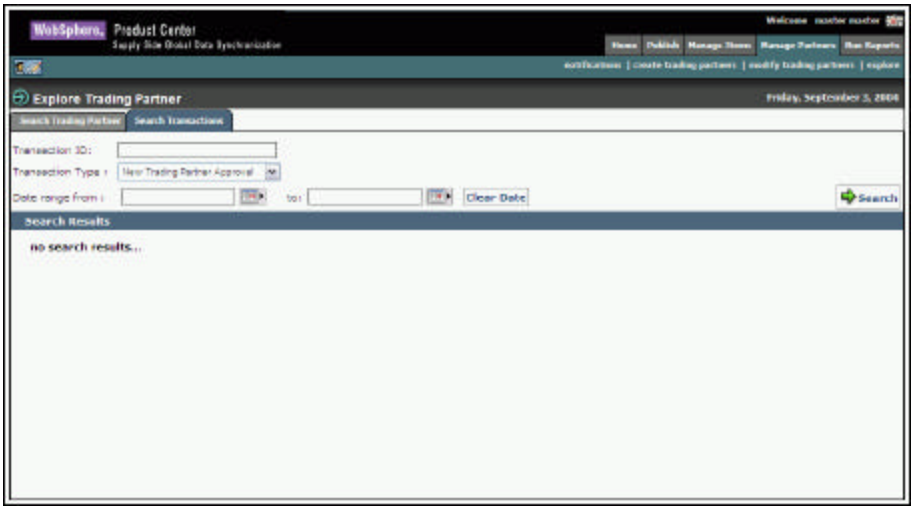
To search for transactions related to trading partners:

1. In the *Manage Partners* tab view, click on the **explore** link. The *Search Trading Partner* tab view is displayed.




*Search Trading Partner*

2. Click on the **Search Transactions** tab. The *Search Transactions* tab view is displayed.




*Explore Trading Partner - Search Transactions*

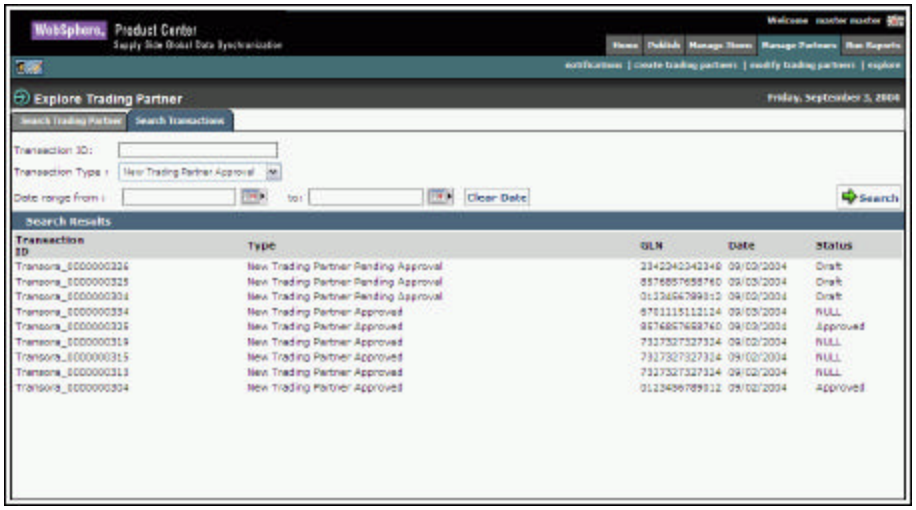
3. You can type search parameters in any or all the following fields:

   a. In the **Transaction ID** field, type the ID of the publication that you want to search for.

   b. From the **Transaction Type** drop-down menu, select the type of transaction.

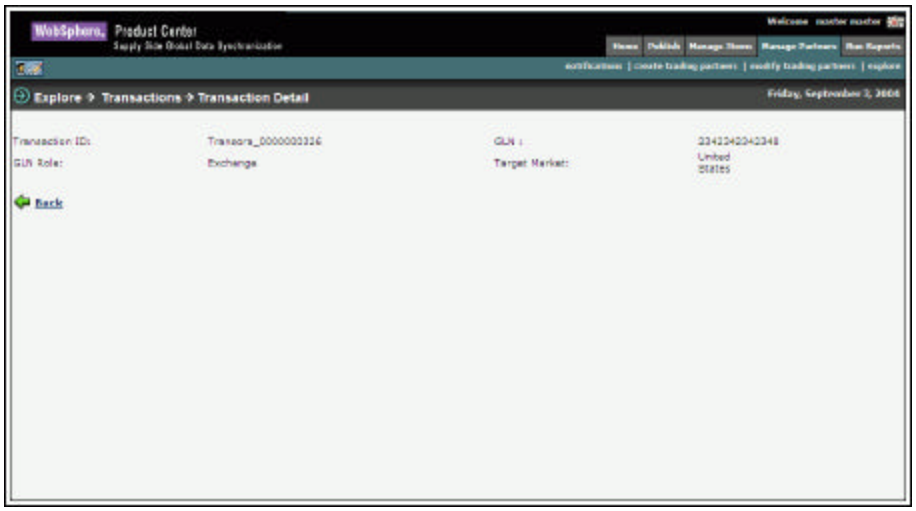
   c. In the **Date range from** and **to** fields, select the dates using the **Calendar** icon . If you want to clear the date range fields, click **Clear Date**.

4. Click **Search**. The search results are displayed in the **Details** area.




*Transactions – Search Results*

5. Click on the transaction for which you want to view the details. The *Transaction Detail* page is displayed.




*Trading Partner – Transaction Detail*

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# Appendix A –User Management

There are various roles that are preceded in the application. For more information, refer to Appendix A – Preceded Roles, Access Control Groups, and Selections for GDS in the *GDS Supply Installation, Configuration, and Administration Guide*. This appendix also provides the list of accessible features and operations that can be performed by the respective roles.

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# Appendix B – List of Functions

This appendix provides a list of functions available for trade items, trading partners, in the GDS Supply solution.

## *For Trade Items*

The list of functions that is available to you for trade items are:

- Create
- Edit
- View
- Modify
- Delete
- Explore
- Create Item Variant
- Enrich Global Attributes
- Enrich Item Variant Attributes
- Approve/Reject
- Publish New Item
- Send Initial Load
- Add Item
- Synchronize Changes

## *For Trading Partners*

The list of functions that is available for trading partner is:

- Create
- View
- Modify
- Delete
- Explore
- Approve/Reject

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### *For Trade Item Links*

The list of functions that is available for trade item links are:

- Create
- Edit
- View
- Modify
- Delete
- Explore
- Approve/Reject
- Add Item Link

### *For Transactions*

The list of functions that is available for transactions are:

- Publish Transactions
- View Generated xml
- Item Transactions
- Hierarchy Transactions
- Trading Partner Transactions

### *For Notifications*

The list of functions that is available for transactions are:

- Publications
- Initial Load
- Item Add
- Item Link Add
- New Item Request
- Item Change Request
- Item Hierarchy Request
- New Trading Partner Request
- Trading Partner Change Request

### *For Reports*

The list of functions that is available for reports are:

- Run Publication Reports
- Run Item Reports
- Run Trading Partner Reports
- Run User Activity Reports

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# Appendix C – Trade Item Statuses

This appendix provides the list of statuses for a trade item when it is being globally enriched and locally enriched.

### Global Attributes Status

- **Draft** – The trade item is in the Draft state when it has only global information and no variant(s).
- **Draft With Variant** – The trade item is in Draft With Variant state when it has global information and the variant(s).
- **Registered** – The trade item is in the Registered state when the it has been registered with the data pool and it is in synchronization with the GDS solution data.
- **Deleted** – The trade item is in the Deleted state when the trade item deletion is approved.
- **Deleted Locally** – The trade item is in Deleted Locally state until the deletion has been approved.
- **Global Enrichment Completed** – The trade item is in Global Enrichment Completed state when all the users have completed enriching the global attributes for the trade item.
- **Pending Variant Creation** – The trade item is in Pending Variant Creation state when it is submitted for variant creation.
- **Modified Locally** - The trade item is in Modified Locally state when the global attributes have been modified.

### Global - Local Attributes (Item Variant) Status

- **Draft** - The trade item is in the Draft state when the local enrichment is not complete.
- **Complete** – The trade item is in Complete state after the enrichment is complete and it is ready for compliance check.
- **Edited** – The trade item is in Edited state when it is edited after the trade item has been approved.
- **Ready for Registration** – The trade item is in Ready for Registration state when it has passed the compliance check and ready to be registered with the data pool.
- **Approved** – The trade item is in the Approved state when it has been approved by the appropriate user.
- **Not Approved** - The trade item is in the Approved state when it has not been approved by the appropriate user.
- **Registered** - The trade item is in the Registered state when the it has been registered with the data pool.
- **Rejected** - The trade item is in Rejected state when it is rejected by the data pool for registration.

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- **Modified Locally** - The trade item is in Modified Locally state when it has been modified and it is not in synchronization with the data pool.
- **Deleted Locally** - The trade item is in Deleted Locally state when it exists in the data pool and until the deletion has been approved.
- **Deleted** - The trade item is in the Deleted state when the trade item deletion is approved.
- **Submitted For Registration** – – The trade item is in Submitted For Registration state when it is sent for registration with the data pool.
- **Compliant** – The trade item is in Compliant state when the it is compliant with the data pool specifications.

# Appendix D – Other Attributes

This appendix provides the list of additional attributes that are mandatory when connecting to UCCNet through Transora. Also it provides the list of non-changeable attributes once the trade item is added to Transora.

The mandatory attributes when connecting with UCCNet through Transora are:

- Owning Organization
- Consumer Unit Indicator
- Base Unit Indicator
- Variable Weight Trade Item
- Product Name
- Product Description
- Dispatch Unit Indicator
- Invoice Unit Indicator
- Packaging Marked Recyclable
- Packaging Marked Returnable

The attributes that are not changeable once the trade item has been added to Transora are:

- Global Trade Item Number (GTIN)
- GTIN Name
- Product Type
- Brand Description
- Pack
- Size Metric
- Size Imperial
- Global Item Classification Code (UDEX Category)
- EAN/UCC Type

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# Appendix E - Error and Confirmation Messages

This appendix provides a list for all errors potentially encountered when sending Global Data Synchronization Messages.

Topics


- Error and Confirmation Messages Generated by GDS Supply
- Error and Confirmation Messages Generated by Transora


## *Error and Confirmation Messages Generated by GDS Supply*

The following table provides the list of error and confirmation messages generated by GDS Supply solution. Errors can include missing fields required by the application, incorrect values, and so on.

| Error Message | Description |
|---|---|
| This notification is no longer valid. | This message is generated when the solution looks for the particular notification that is not present in the system. |
| Notification is not found for the given parameters | This message is generated when the solution does not find the notification for the given parameters (for example, if the notification is already deleted due to some reason). |
| Error processing this page. Please try again. | This message is generated when the user clicks on any action and the system is not able to execute the same. |
| Could not retrieve Reports List. | This message is generated when the list of reports cannot be loaded. |
| Could not generate Report Input Parameters. | This message is generated when the screen that allows you to type in the input parameters is not displayed. |
| Could not retrieve the Report Details. | This message is generated when there is an error retrieving the report results. |
| No input parameters defined for this Report. | This message is generated when no input parameters or no entry is made for the report in reportdefinition.xml. |
| Another Trading Partner exists with same GLN. | This message is generated when the GLN trying to create which already exists in the system. |
| Invalid GLN. | This message is generated when the GLN checksum fails. |
| Invalid Target Market. | This message is generated for an invalid |

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| Error Message | Description |
|---|---|
| | country code. |
| Another Trade Item exists with same Global Trade Item Number. | This message is generated when the new GTIN that is being created matches a GTIN that already exists in the solution. |
| Invalid Product Type. | This message is generated when the Product Type specified is not valid. |
| Invalid Classification. | This message is generated when the classification specified is not valid. |
| Invalid Category.{0} | This message is generated for an invalid category entry. |
| Global Trade Item Number is invalid. | This message is generated if the GTIN checksum is invalid. |
| Invalid unit of measure for the specified value. | This message is generated if the units are not specified for the UOM. |
| This is a Required field if the Base Unit Indicator is true. | Some fields are mandatory if the base unit indicator value in the global local catalog is true. This message is generated when those fields have not been filled in. |
| This is a Required field if the Ordering Indicator is true. | Some fields are mandatory if the ordering unit indicator value in the global local catalog is true. This message is generated when those fields have not been filled in. |
| The Owning Organization has invalid Global Location Number. | This message is generated if the given GLN is invalid. For example, it should atleast be 13 characters. |
| Global Location Number is invalid. | This message is generated if the entered GLN value is incorrect. |
| It is recommended that you populate this attribute if "Product Type" is PL (Pallet). | This message is generated when the product type is pallet and there is no value specified for this field. |
| Do not populate if Product Type is PL (Pallet). | This message is generated when the product type is pallet and one or all of the following fields have been populated.<br>• Num of Items per Pallet<br>• Non GTIN Pallet Height<br>• Non GTIN Pallet Gross Weight |
| This is required when Product Group ID Maintenance Agency attribute is populated. | This message is generated when the Product Group ID Maintenance Agency attribute is populated and no value is specified for |

| Error Message | Description |
|---|---|
| | Product Group ID field. |
| This is required when Alternate Item Number is populated. | This message is generated when the Alternate Item Number attribute is populated and no value is specified for Alternate Item Identification Maintenance Agency field. |
| This is required when Alternate Item Identification Maintenance Agency is populated. | This message is generated when the Alternate Item Identification Maintenance Agency attribute is populated and no value is specified for Alternate Item Number field. |
| The Unit of Measure for depth, height, width and diameter must be consistent for each Trade Item. | This message is generated when the unit of measure for depth, height, width, and diameter is not consistent. |
| The Unit of Measure for gross weight, packaging weight, net weight and drained weight must be consistent for each Trade Item. | This message is generated when the unit of measure for gross weight, packaging weight, net weight, and drained weight is not consistent. |
| The Unit of Measure for Peg Horizontal and Peg Vertical should be consistent for each Trade Item. | This message is generated when the unit of measure for Peg Horizontal and Peg Vertical is not consistent. |
| This is required if Tax Rate attribute is populated. | This message is generated when the Tax Rate attribute is populated and no value is specified for Tax Type field. |
| This is required if Tax Type attribute is populated. | This message is generated when the Tax Type attribute is populated and no value is specified for Tax Rate field. |
| The Unit of Measure for must be consistent with order quantity for each trade item. | This message is generated when the unit of measure is not consistent with the order quantity for each trade item. |
| This is required if Associated Item is populated. | This message is generated when the Associated Item attribute is populated and no value is specified for Associated Qualifier field. |
| This is required if Associated Qualifier is populated. | This message is generated when the Associated Qualifier attribute is populated and no value is specified for Associated Item field. |
| This is required if Approval/Certification attribute is populated. | This message is generated when the Approval/Certification attribute is populated and no value is specified for Approval/Certification Maintenance |

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| Error Message | Description |
|---|---|
| | Organization field. |
| This is required if Approval/Certification Maintenance Organization attribute is populated. | This message is generated when the Approval/Certification Maintenance Organization attribute is populated and no value is specified for Approval/Certification field. |
| This is required if Hazard mat class Code attribute is populated. | This message is generated when the Hazard mat class Code attribute is populated and no value is specified for Hazard Code field. |
| This is required if Hazard Code attribute is populated. | This message is generated when the Hazard Code attribute is populated and no value is specified for Hazard mat class Code field. |
| This is required if Product Size Code Maintenance Agency attribute is populated. | This message is generated when the Product Size Code Maintenance Agency attribute is populated and no value is specified for Product Size Code field. |
| This is required if Product Size Code attribute is populated. | This message is generated when the Product Size Code attribute is populated and no value is specified for Product Size Code Maintenance Agency field. |
| This is required if Material Code Agency attribute is populated. | This message is generated when the Material Code Agency attribute is populated and no value is specified for Packaging Material Code field. |
| This is required if the Packaging Material Code attribute is populated. | This message is generated when the Packaging Material Code attribute is populated and no value is specified for Material Code Agency field. |
| This is required if List Price is populated. | This message is generated when the List Price attribute is populated and no value is specified for List Price Basis Per Unit field. |
| This is required if Color Code Maintenance Agency attribute is populated. | This message is generated when the Color Code Maintenance Agency attribute is populated and no value is specified for Color field. |
| This is required when the Color attribute is populated. | This message is generated when the Color attribute is populated and no value is specified for Color Code Maintenance Agency field. |
| This is a mandatory field. | This message is generated if there is no value |

| Error Message | Description |
|---|---|
| | specified for a mandatory field. |
| Invalid Packaging Type. | This message is generated if the packaging type specified is invalid. |
| EAN UCC Code and Type is Required if the Product Type is Case or Each. | This message is generated if the EAN UCC Code and Type is not specified when the product type is case or each. |
| Action not allowed for Trade Item | This message is generated when the user does not have access to perform certain actions for the trade item. |
| Trade Item {0} does not exist or user does not have enough privileges. | This message is generated when the user tries to access a trade item and it either does not exist in the system or does not have access to that trade item. |
| This is required if the Product Strength attribute is populated. | This message is generated when the Product Strength attribute is populated and no value is specified for Product Strength Basis field. |
| This is required if the Product Strength Basis attribute is populated. | This message is generated when the Product Strength Basis attribute is populated and no value is specified for Product Strength field. |
| This is required if the Product is Base or Concentrate. | This message is generated when product is base or concentrate and no value is specified for Ready to Use Volume. |
| This is required if the Fat Content attribute is populated. | This message is generated when Fat Content attribute is populated and no value is specified for Fat Content Basis UOM. |
| EAN UCC Code is invalid for the specified EAN UCC Type | This message is generated when the user has specified an invalid EAN UCC Code for the EAN UCC Type. |
| This is required if EAN UCC Type is populated. | This message is generated when the EAN UCC Type is specified and no value is specified for EAN UCC Code. |
| This is required if EAN UCC Code is populated. | This message is generated when the EAN UCC Code is specified and no value is specified for EAN UCC Type. |
| Start and End availability dates does not match | This message is generated when the start and end dates that is specified do not match. |
| First and Last ship dates does not match | This message is generated when the first and last ship dates that are specified do not match. |
| First and Last arrival dates does not match | This message is generated when the first and |

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| Error Message | Description |
|---|---|
| | last arrival dates that are specified do not match. |
| This is required if Recommended Sales Price is populated | This message is generated when Recommended Sales Price is populated and no value is specified for Recommended Sales Price Basis per Unit and Recommended Sales Price Currency attributes. |
| This is required if Recommended Sales Price Currency is populated | This message is generated when Recommended Sales Price Currency is populated and no value is specified for Recommended Sales Price. |
| This is required if Trade Item is Orderable | This message is generated when the user specifies that the trade item is orderable and no value is specified for Ordering Sizing Factor attribute. |
| This is required if any retailer distributor specific attributes are populated | This message is generated if any retailer distributor specific attributes are populated and no value is specified for Retailer/Distributor GLN attribute. |
| This is required if the Retailer Distributor Item Description attribute is populated | This message is generated when Retailer Distributor Item Description attribute is populated and no value is specified for Retailer/Distributor Item Number. |
| This is required if the Retailer Distributor Property attribute is populated | This message is generated when Retailer Distributor Property attribute is populated and no value is specified for Retailer/Distributor Property Value. |
| This is required if Maximum Order Quantity, Minimum Order Quantity, Minimum Ship Quantity or Maximum Ship Quantity is populated. | This message is generated when any of the attributes mentioned have been populated and no value is specified for Order Quantity Multiple UOM. |
| This is required if any of the following attribute is populated.<br>• Hazard Code<br>• Hazardous Type Classification System<br>• Dangerous Goods A Margin Number<br>• Dangerous Group Packing Group<br>• Dangerous Goods Shipping Name<br>• Dangerous Goods Technical Name | All the attributes that are mentioned need to be specified. Even if one attribute is not specified then this message is generated. |
| Please enter a valid value. | This message is generated when the user enters an invalid value. |

## *Error and Confirmation Messages Generated by Transora*

For information about the error and confirmation messages from Transora, refer the *Transora Result Code listing* document (Results_Code_Listing_R4.1.3v1.pdf ).

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