



Kroger VIP Spreadsheet Data Loader

User Guide

Version 1.0



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1 ABOUT THIS USER GUIDE

1.1 Purpose

Many functions in the Kroger Vendor Item Portal (VIP) application can be performed through the VIP Spreadsheet Data Loader (SDL) utility or through the VIP Graphical User Interface (GUI). The primary focus of this user guide is to describe the SDL processes of VIP. In order to most effectively use this utility, familiarity with the GDSN (Global Data Synchronization Network) data is recommended.

1.2 Process Introduction

This user guide documents how to use the Kroger Vendor Item Portal (VIP) spreadsheet templates and Import utility for uploading attribute values. The spreadsheets provide an efficient bulk data load capability versus entering data through the user interface one item at a time. The following Figure 1 illustrates the key steps in using the VIP spreadsheet templates and SDL utility documented by this user guide.

Figure 1: Spreadsheet Data Loader Process Steps



1. **Create Template** by downloading the Microsoft Excel spreadsheet template from the Kroger VIP.
2. **Populate Attributes** by entering item, attribute and/or hierarchy relationship data into the template for each GDSN and Non-GDSN item.
3. **Upload File** involves processing the populated spreadsheet using the VIP upload/Import utility.
4. **Validate Items** as the system processes the file, validations execute and issues are reported and need to be resolved.
5. **Submit to Kroger** for items not previously submitted by selecting items from the Products page and selecting 'Submit' will pass the items to Kroger.

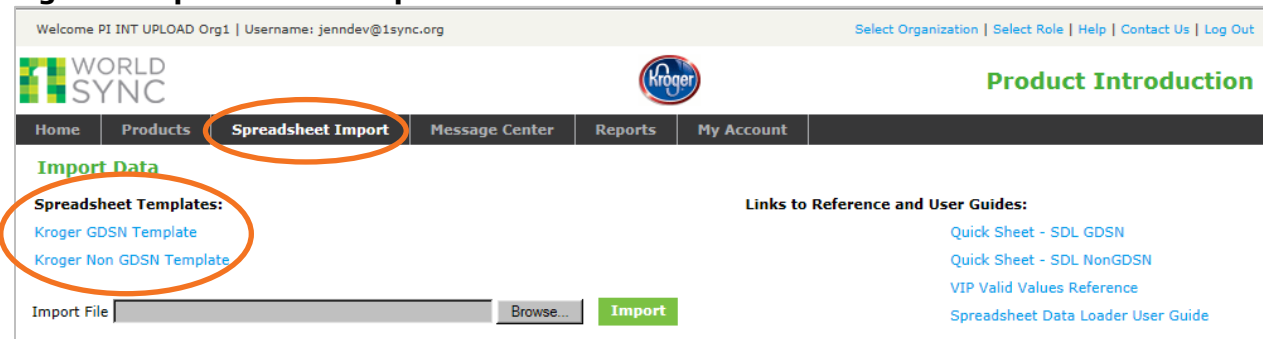
2 SPREADSHEET DATA LOADER OVERVIEW

2.1 Overview


The Spreadsheet Data Loader for the Kroger VIP is an Excel spreadsheet-based utility that is used to Add or Append (update) items in the Kroger VIP. Suppliers can use spreadsheets to bypass the user interface of the VIP in order to top-off large numbers of GDSN/Non-GDSN items as well as add new Non-GDSN items and links.

As shown below in Figure 2, the Import Data page is accessed from the Spreadsheet Import menu of the VIP tool. From this page links are provided to access the Spreadsheet Data Loader templates, VIP Valid Values Reference Guide and loading items from a populated spreadsheet plus viewing any errors.

Figure 2: Spreadsheet Import Data



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WORLD SYNC  Product Introduction

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Import Data

Spreadsheet Templates:

- [Kroger GDSN Template](#)
- [Kroger Non GDSN Template](#)

Import File

Links to Reference and User Guides:

- [Quick Sheet - SDL GDSN](#)
- [Quick Sheet - SDL NonGDSN](#)
- [VIP Valid Values Reference](#)
- [Spreadsheet Data Loader User Guide](#)

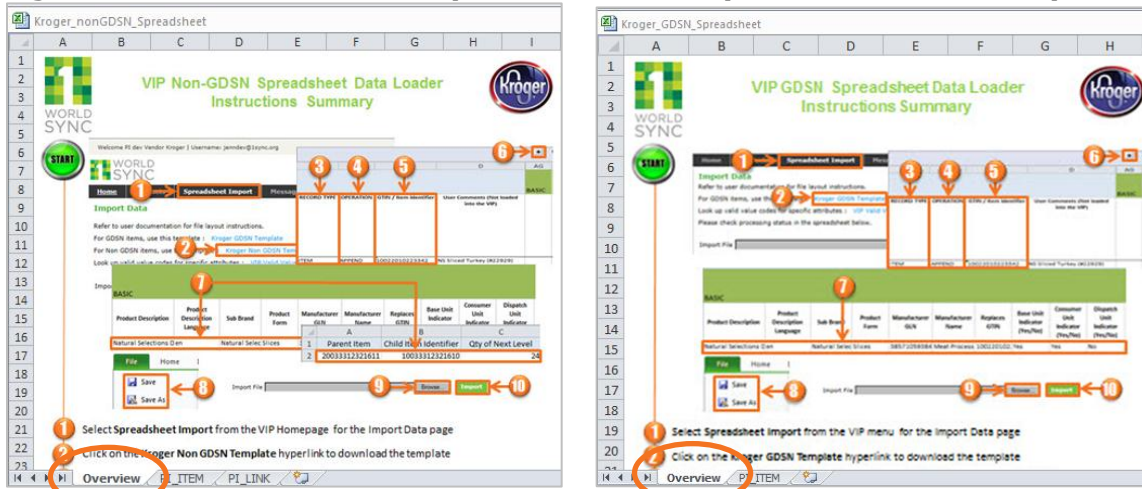
There are two different Spreadsheet Data Loader templates, one for GDSN and one for Non-GDSN items. GDSN items are initially sent to Kroger by a provider through a GDSN-certified data pool but require additional attribution which may be accomplished using a spreadsheet. For Non-GDSN items, a second spreadsheet template is provided to facilitate adding an item from scratch as well as appending additional data if the item was previously loaded through the user interface or another spreadsheet. The GDSN and Non-GDSN spreadsheets are similar, but have some differences as described in this guide.

3 SPREADSHEET TYPES

3.1 Layout and Navigation

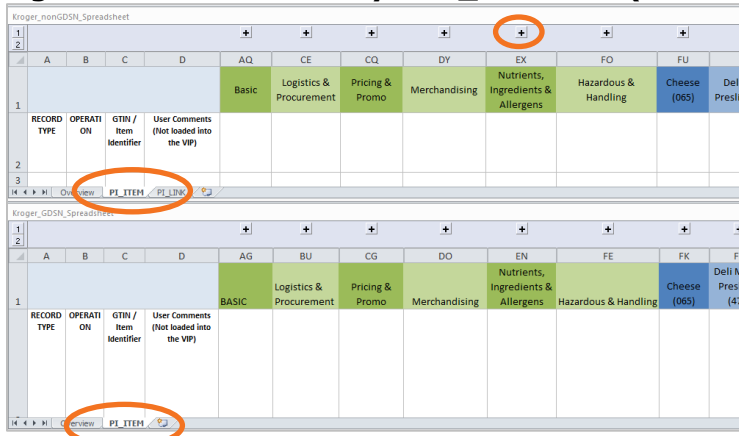
The Kroger VIP solution includes two Spreadsheet templates for supporting bulk loading of GDSN and Non-GDSN item data. The first tab (Figure 3) of each spreadsheet includes a simple one-page instructional Overview summary for Non-GDSN and GDSN spreadsheet templates respectively.

Figure 3: Instruction Summary – Overview Tab (GDSN and Non-GDSN)



The second tab (Figure 4) of each spreadsheet (Non-GDSN and GDSN) is for item data entry where the structure of the spreadsheet is such that each row of the spreadsheet correlates to an item and the columns represent the data attributes which are grouped by category and can be expanded by clicking on the “+” sign above each category. Do not change the name of the tabs to avoid processing problems. Sample data is provided in each template for reference purposes and should be deleted before processing.

Figure 4: Item Data Entry – PI_ITEM Tab (GDSN and Non-GDSN)



3.2 Data Entry Requirements

The Spreadsheet Data Loader is designed to allow the user significant flexibility in entering known item data initially and/or making updates as more information is obtained. There are some requirements with regard to providing a properly qualified instruction set per each row of item data provided. These requirements pertain to the first three (3) columns in the spreadsheet on the PI_ITEM (Figure 4) tab and data with the remaining columns is optional:

Column A (**RECORD TYPE** is a required field) must be a value of **ITEM** or **MORE** where:

- **ITEM** identifies the row as containing attribute data for a single product and its corresponding packaging levels for the item that is specified in Column C.
- **MORE** identifies the row as containing additional data values for the specified attributes for the previous Item processed.

Column B (**OPERATION** is a required field) specifies the desired operation to be performed which varies between GDSN and Non-GDSN where:

- **APPEND** (GDSN or Non-GDSN) indicates that the Item should already be in the VIP system and therefore the attribute data that follows on the row should be appended/updated to the item.
- **ADD** (Non-GDSN only) indicates that the Item does not exist in VIP and therefore is to be added as a new item along with the specified attribute data on the row of the spreadsheet.

Column C (**GTIN/Item Identifier** is a required field) indicates the reference identifier for the Item specified where:

- GTIN is to be entered for the GDSN item that was obtained from a GDSN-certified data pool and in the VIP.
- An Item Identifier is to be entered for the Non-GDSN item that may or may not be in the VIP.

Column D (**User Comments**) is a non-required field) any text entered in this field DOES NOT get loaded into the VIP and therefore is merely for the user to add notes with the spreadsheet.

All Other Column (non-required fields) data entered is not required, but if entered should conform to the acceptable or valid values for the respective attribute columns. These valid values per attribute column may be found in the supporting “VIP Valid Values Reference Guide”.

3.3 Restrictions and Considerations

As specified in section 3.2, Columns A/B/C are required fields by the Spreadsheet Data Loader and starting with Column D and beyond are considered optional.

Additional restrictions and/or assumptions are identified as follows:

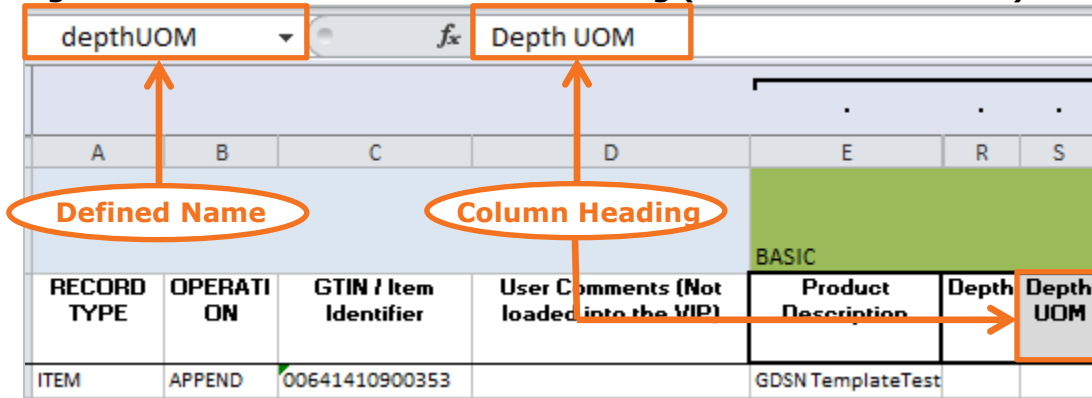
- One or more “MORE” rows may follow an “ITEM” row, allowing you to enter any additional values for that particular item attribute (this is applicable only for attributes where more than one value is allowed – e.g. Depth UOM)
- Each “ITEM” row must also be associated with a specific operation – either “APPEND” or “ADD” – that will be performed on the data populated in the “ITEM” row (and any associated “MORE” rows). It is critical that you use the OPERATION (Column B) of the spreadsheet to specify the operation that will be associated with the data populated in each “ITEM” row.

- o Example showing multiple values being added for Attributes 1-4 for Item 123456789:

RECORD TYPE	OPERATION	GTIN/ITEM Identifier	Attribute 1	Attribute 2	Attribute 3	Attribute 4
ITEM	ADD	123456789	A	B		
MORE			C	D		
MORE			E	F	G	H
MORE					I	J

- An item can only be assigned to one Kroger commodity/classification therefore only one section of class attributes (blue columns on the far right of the spreadsheet) may be populated for each item).
- A Column’s “Defined Name” may not be changed or processing of the spreadsheet will fail. The “Column Heading” should NOT be changed either as a best practice since this is used for cross-reference/lookup purposes with the “VIP Valid Value Reference Guide.”

Figure 5: Column Defined Name vs Heading (GDSN and Non-GDSN)



- For GDSN items,
 - o A GTIN represents a Global Trade Item Number in a 14-digit format. Note: For Non-GDSN items a
 - o A GLN needs to be a 13-digit Global Location Number
- For Non-GDSN items,
 - o An item can use a GTIN or another unique identifier
 - o A location can use a GLN or another unique identifier
- Removing classification specific columns that will not apply to your items is permitted. (e.g. if you only work with cheese products, removing the produce and health and beauty products section may make the spreadsheet more manageable.)
- The Spreadsheet Data Loader has a limit of one-thousand (1000) records (Items or Links) per spreadsheet file.
 - o A spreadsheet must have a minimum of one (1) row of data (item or link) to be processed.
 - o A multi-value attribute can have no more than twenty-five (25) MORE rows.
- Consistent with the VIP user interface, items and attributes that are loaded in the VIP from a GDSN-certified data pool may not be modified by the spreadsheet.

- Modifications to the GDSN data pool provided data will need to be made at its source (e.g. using 1WorldSync Item Management) or an error will be issued.
- When loading a spreadsheet, a series of validations will be processed by the Spreadsheet Data Loader.
 - Items may be initially loaded with partial data and retained as draft items with data to be appended in the future prior to being submitted to Kroger.
 - Eventually all errors need to be resolved with an item before it may be submitted to Kroger.
- Certain attributes if specified require an additional attribute value or “qualifier”. These attribute pairings are identified by a black highlighted box (e.g. see Figure 5, “Depth” and “Depth UOM” are both required if a value for Depth is provided. Depth UOM is considered the qualifier attribute).

Figure 6: Qualifier Attributes and Valid Values – PI_LINK

	AA	AB	
for n tion o)	Depth	Depth UOM	He
	10	CM	10
	20	CM	20
	50	CM	50

- If the attribute header is shown in gray (see Figure 5, “Depth UOM”), the value of the data must conform to allowable attribute values as specified in the “VIP Valid Values Reference Guide” which may be looked up based on the name of the attribute header (e.g. see Figure 6, “Depth UOM” is to be one of many valid values or codes for that attribute)

Figure 7: Valid Values Lookup

Spreadsheet Column Name	CODE	Value
Depth UOM	CM	Centimeter
Depth UOM	DK	Kilometer
Depth UOM	DMT	Decimeter
Depth UOM	FT	Foot
Depth UOM	IN	Inches
Depth UOM	LF	Linear Foot
Depth UOM	LM	Linear Meter
Depth UOM	MM	Millimeter
Depth UOM	MR	Meter
Depth UOM	SF	Square Foot
Depth UOM	SM	Square Meter
Depth UOM	SY	Square Yard
Depth UOM	TM	Thousand Feet
Depth UOM	YD	Yard

4 GDSN SPREADSHEET

The GDSN Spreadsheet and SDL utility allow a user to issue top-off and commodity attribute data only to GDSN items. The GDSN Spreadsheet is used to provide additional (append) attribute data to GDSN items that have already been made available through GDSN-certified data pool. GDSN items must be created in a GDSN data pool and CANNOT be created using the GDSN spreadsheet with the Kroger VIP. Hierarchical relationships or Links between GDSN items CANNOT be entered using the GDSN Spreadsheet. These links must be created and/or edited in the GDSN data pool (e.g. using 1Worldsync's Item Management application).

Figure 8: GDSN Operation Restriction

A	B	C	D	AG	BU	CG	DO	EN	FE	FK	FU	GD	GH	GV	GZ	HB	HJ	HT
RECORD TYPE	OPERATION	GTIN / Item Identifier	User Comments (Not loaded into the VIP)	BASIC	Logistics & Procurement	Pricing & Promo	Merchandising	Nutrients, Ingredients & Allergens	Hazardous & Handling	Cheese (065)	Deli Meat - Presliced (470)	Baby Products (161)	Salad Dressing (089)	Salad (640)	Coffee Filters (228)	Paper Towels (111)	Air Care (108)	Breakfast Sausage (579)
ITEM MORE	APPEND	10022010223342	NS Sliced Turkey (#22929)															

As illustrated in Section 3.2 and 3.3, the following are key reminders when using the GDSN Spreadsheet:

Column A (**RECORD TYPE** is required) may be **ITEM** or **MORE**

Column B (**OPERATION** is required) may be **APPEND** only (see Figure 8)

Column C (**GTIN/Item Identifier** is required) is a GTIN number only

Column D (**User Comments** are optional) text is not passed to the Kroger VIP when processed

All Other Columns/attribute data is optional using the spreadsheet and note that any attribute data passed from the GDSN data pool CANNOT be edited using the spreadsheet nor the user interface otherwise a validation error will be issued.



Column A (**Parent Item** is required) is a parent item identifier for a new link hierarchy. The specified parent item must be already in VIP or on the PI_ITEM tab before processing the link data and it must be a Non-GDSN item.

Column B (**Child Item** Identifier is required) is a child item identifier for a new link hierarchy. The specified child item must exist before processing the link data and it must be a Non-GDSN item.

Column C (**Qty of Next Level** is required) specify the number of child items contained in the parent item (e.g. number of cases on a pallet). The value must be greater than or equal to one (1).

The Quantity of Next Level in the PI_LINK (see Figure 10 above) is the number of children (column B) in the parent (column A) and must be equal to or less than the “Qty of Next Level Item(s)” for the parent attribute under the “Basic” group on the PI_ITEM tab (see Figure 11 below) or in VIP.

Figure 11: Qty of Next Level Item(s) – PI_ITEM

				BASIC	
1	RECORD TYPE	OPERATION	GTIN / Item Identifier	Is Item a GTIN? (Yes/No)	Qty of Next Level Item(s)
2					
3	ITEM	ADD	Item_Each	No	1
4	ITEM	ADD	Item_Case	No	24
5	ITEM	ADD	Item_Pallet	No	96

Note: Any changes to an existing link must be performed using the VIP user interface on the Entered Items Product Page.

6 KROGER FAMILY TREE CLASSIFICATION

All items in the Kroger VIP may have one and only one Kroger Family tree class or product category assignment. In the GDSN and Non-GDSN spreadsheets, the class-specific attributes for only one classification category may be completed for each item else a validation error will be issued and the item will not be processed (e.g. see Figure 12, for item assigned to the Kroger Cheese classification with the Class specific attributes for Cheese populated). Note: If attributes for two different classes are entered for an item, then the entire item will be discarded, and processing will continue with the next item in the spreadsheet.

Figure 12: Class-Specific Attributes

+		-					+	
EX	FO	FP	FQ	FR	FS	FT	FU	GE
Nutrients, Ingredients & Allergens	Hazardous & Handling	Cheese (065)					Deli Meat - Presliced (470)	
		Type Of Cheese	Cheese Product Form	Refrigeration State	Is 100% Pasteurized? (Yes/No)	Source of Milk Used to Produce Product		
		CREMARANC	SLICES	CHILLED	YES	30000785		

An attribute that is highlighted in gray must conform to a defined set of values called “valid values.” The list of valid values for an attribute may be found in the “VIP Valid Values Reference Guide.” The first column in this guide (see Figure 13) provides the name of the attribute or “Spreadsheet Column Name.” The second column lists the set of acceptable values or “Codes” that may be entered in the spreadsheet for this attribute while the third column provides a description or “Value” for the attribute. Populating a spreadsheet with acceptable or valid attribute values for an item can be accomplished using the “VIP Valid Value Reference Guide” to lookup a value and then entering it into the spreadsheet accordingly.

Figure 13: Valid Values Lookup

Spreadsheet Column Name	CODE	Value
Type of Cheese	CHIHUAHUAJALAPENO	CHIHUAHUA JALAPENO
Type of Cheese	COLBY2	COLBY, 2%
Type of Cheese	COLBYJACK	COLBY JACK
Type of Cheese	COLBYJACK2	COLBY JACK, 2%
Type of Cheese	COTIJA	COTIJA
Type of Cheese	CREMARANCHERITO	CREMA RANCHERITO
Type of Cheese	FARMERS	FARMERS
Type of Cheese	FRESCOCREMOSO	FRESCO CREMOSO
Type of Cheese	GARLICHERB	GARLIC HERB
Type of Cheese	GARLICROASTED	GARLIC, ROASTED
Type of Cheese	GETINSTAN	GETINSTAN

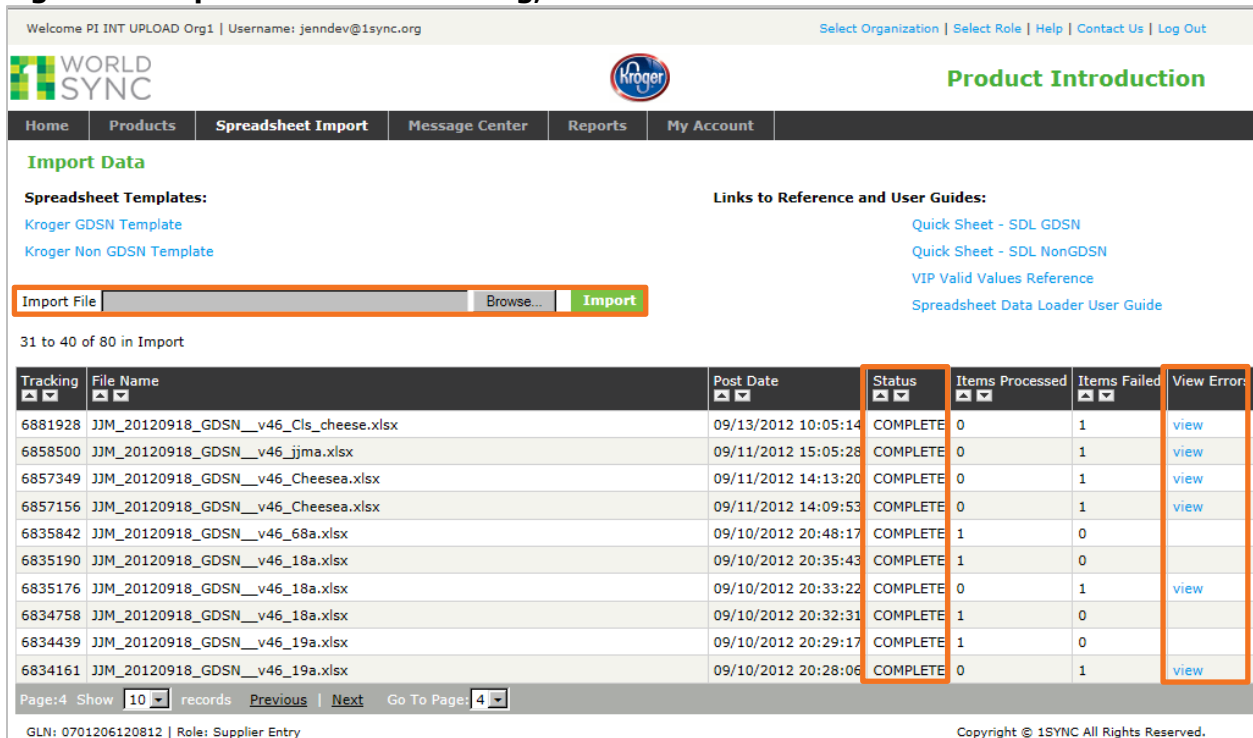
7 PROCESSING AND ERRORS

To process a GDSN or Non-GDSN spreadsheet using the VIP SDL from the Import Data page (see Figure 14), the user enters or selects the spreadsheet file name using the **“Browse”** button and the clicks on **“Import”** to begin processing. The Status for processing the selected spreadsheet is displayed in the **“Status”** column. (Note: For IE browser users, it may be necessary to press Refresh (F5) on the keyboard to see the import Status change). Possible process statuses and meanings are as follows:

- **IN_PROCESS** – import process has been started and is underway. Refresh browser (hit F5 key for IE browser users) for status updates.
- **COMPLETE** – import process is complete with results summarized and posted. Click **“view”** hyperlink if present to view any specific errors encountered.
- **ERROR** – File could not be processed. Be sure file was created using a GDSN or Non-GDSN spreadsheet template.
- **NOT_PROCESSED** – there is currently a backlog or system issue therefore please check back later.

Note: To simplify the creation, storage and ongoing administration of spreadsheets, it is recommended you save each spreadsheet to your local computer hard drive in a directory/folder that is descriptive (may contain GDSN and Non-GDSN accordingly) and easily recognizable when browsing. Additionally, it is recommended that you use a file naming convention that contains a descriptive name with GDSN or Non-GDSN accordingly plus a date and/or possible a revision number for easy identification and sorting purposes. When you save your spreadsheet data, the file must be saved as an Excel 2007 (*.xlsx) file.

Figure 14: Spreadsheet Processing, Status and Errors



Welcome PI INT UPLOAD Org1 | Username: jennndev@1sync.org

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Kroger

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Import Data

Spreadsheet Templates:

[Kroger GDSN Template](#)

[Kroger Non GDSN Template](#)

Links to Reference and User Guides:

[Quick Sheet - SDL GDSN](#)

[Quick Sheet - SDL NonGDSN](#)

[VIP Valid Values Reference](#)

[Spreadsheet Data Loader User Guide](#)

Import File Browse... **Import**

31 to 40 of 80 in Import

Tracking	File Name	Post Date	Status	Items Processed	Items Failed	View Error
6881928	JJM_20120918_GDSN__v46_Cls_cheese.xlsx	09/13/2012 10:05:14	COMPLETE	0	1	view
6858500	JJM_20120918_GDSN__v46_jjma.xlsx	09/11/2012 15:05:28	COMPLETE	0	1	view
6857349	JJM_20120918_GDSN__v46_Cheesea.xlsx	09/11/2012 14:13:20	COMPLETE	0	1	view
6857156	JJM_20120918_GDSN__v46_Cheesea.xlsx	09/11/2012 14:09:53	COMPLETE	0	1	view
6835842	JJM_20120918_GDSN__v46_68a.xlsx	09/10/2012 20:48:17	COMPLETE	1	0	
6835190	JJM_20120918_GDSN__v46_18a.xlsx	09/10/2012 20:35:43	COMPLETE	1	0	
6835176	JJM_20120918_GDSN__v46_18a.xlsx	09/10/2012 20:33:22	COMPLETE	0	1	view
6834758	JJM_20120918_GDSN__v46_18a.xlsx	09/10/2012 20:32:31	COMPLETE	1	0	
6834439	JJM_20120918_GDSN__v46_19a.xlsx	09/10/2012 20:29:17	COMPLETE	1	0	
6834161	JJM_20120918_GDSN__v46_19a.xlsx	09/10/2012 20:28:06	COMPLETE	0	1	view

Page: 4 Show records [Previous](#) | [Next](#) Go To Page:

GLN: 0701206120812 | Role: Supplier Entry

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When processing a spreadsheet there are several possible error types that may be encountered. If any errors are encountered, a “View” hyperlink will be displayed on the Import Data page (see Figure 14) that can be clicked and to show the specific list of errors (see Figure 15) encountered for the spreadsheet.

Figure 15: View Spreadsheet Errors

View Errors

Import File Error Messages

1 to 3 of in Error

GTIN ▲ ▼	Error Type ▲ ▼	Error Message ▲ ▼
JJM1120PL2	Item Failure	<ul style="list-style-type: none"> PI8202 : Item JJM1120PL2 already exists in the system so it cannot be added. This item will not be processed.
JJM1120CA2	Item Failure	<ul style="list-style-type: none"> PI8202 : Item JJM1120CA2 already exists in the system so it cannot be added. This item will not be processed.
JJM1120PL2	Link Failure	<ul style="list-style-type: none"> PI8215 : Link cannot be created between JJM1120PL2 and JJM1120CA2 as one or more of those items is already part of a Listed product. In order to change a product configuration and add a link or level, you will need to Unlist the product and then update the linking structures. This link will not be processed.

Page:1 Show records

Close

Each error will be listed on the “View Errors” page with an “Error Type” and specific “Error Message.” The different error types that may be encountered are as follows:

- File Failure – means there was a problem with the spreadsheet that was identified for import. This error type typically means the VIP SDL cannot recognize the file as being a valid SDL spreadsheet format. No data in the file will be processed when this failure occurs.

Example (See Appendix A for more information on this Failure type and others):

File Failure	<ul style="list-style-type: none"> PI8208 : PI8208-The imported spreadsheet is not a valid template. Please resubmit the data in a valid template, available for download on the Spreadsheet Import page. The spreadsheet will not be processed.
--------------	---

- Item Failure - this means that there was a problem with an individual item or GTIN in the file that will prevent it from being processed. That specific item or GTIN's row or rows will be discarded, not loaded and processing will continue with any additional items if present in the file.

Example (See Appendix A for more information on this Failure type and others):

06141417061711	Item Failure	<ul style="list-style-type: none"> 610 : The attribute (cataloguePrice/effectiveStartDate) has value of (09-10-2012) is invalid for data type (DT).
----------------	--------------	--



- Link Failure – this means that a link on the link tab for Non-GDSN items could not be added to the system. Processing will continue with any additional links if present in the file.

Example (See Appendix A for more information on this Failure type and others):

JJM1121PL2	Link Failure	<ul style="list-style-type: none"> • PI8209 : For link starting in Item JJM1121PL2, all required values are not present (all are required). This link will not be processed.
------------	--------------	---

- Validation Error – this is an error where data is missing or it does not match what is needed for that item. For example, there is a validation that Minimum Storage Temperature must be lower than the Maximum Storage Temperature. For all validation errors, the data from the spreadsheet is saved to the VIP. Note: All validation errors must be resolved either by making updates with the SDL spreadsheet and/or using the VIP user interface before items can be successfully submitted.

Example (See Appendix A for more information on this Failure type and others):

00612345678969	Validation Error	<ul style="list-style-type: none"> • 610 : The attribute (itemIdentifierType) has value of (null) is invalid for data type (S). • Some validation errors were encountered. Please login to the application and correct the same for future successful syncs to the retailer
----------------	------------------	---



8 APPENDING AN EXISTING ITEM

Items may be updated from the PI_ITEM tab of either spreadsheet (GDSN or Non-GDSN), but GDSN and Non-GDSN items should not be mixed in a single spreadsheet. The Record Type will be set to either **ITEM** and with the Operation of **APPEND**. Append means data provided on the row for the specified item is intended to update or append data with an existing item.

Note: Blank or empty cells in the spreadsheet will NOT clear data for the item attribute. To remove existing data, please edit the item in the VIP user interface and manually clear the data.

Figure 16: Existing Item Append

+					
A	B	C	D	AG	BU
				BASIC	Logistics & Procurement
RECORD TYPE	OPERATION	GTIN / Item Identifier	User Comments (Not loaded into the VIP)		
ITEM	APPEND	10022010223342	NS Sliced Turkey (#2:		

9 ADDING A NEW ITEM (NON-GDSN ONLY)

Items may be added from the PI_ITEM tab for the Non GDSN spreadsheet only. To add an item, the Record Type must be set to **ITEM** and use the Operation of **Add**. Add means the item specified on the row of the spreadsheet should NOT already exist in the VIP and will be created upon successful processing. Attribute information for the new item being added may also be specified on the same row of the ADD operation. Once the item has been added to VIP successfully any additional attribute data would need to be included using the APPEND operation or using the VIP user interface.

Figure 16: New Item Add (Non-GDSN Only)

+					
A	B	C	D	AQ	CE
				Basic	Logistics & Procurement
RECORD TYPE	OPERATION	GTIN / Item Identifier	User Comments (Not loaded into the VIP)		
ITEM	ADD	Item_EA			

Overview PI_ITEM PI_LINK



10 MULTI-VALUE ATTRIBUTES

Multi-Value attributes are those attributes that allow for several values for a given item. For example, the depth of a trade item may be listed in inches as well as centimeters as shown in Figure 17. This is accomplished within the spreadsheet by adding (one or more) additional row(s) of data for the item, with a Record Type “**MORE**” immediately below the Item/Item Identifier record of interest. Note: Operation and GTIN/Item Identifier are assumed from the last ITEM row processed in the spreadsheet.

Figure 17: Multi-Values Using MORE

				BASIC	
RECORD TYPE	OPERATION	GTIN / Item Identifier	User Comments (Not loaded into the VIP)	Depth	Depth UOM
ITEM	APPEND	10022010223342	NS Sliced Turkey (#22929)	8	IN
MORE				13	CM

See Section 3.3 Restrictions and Considerations above for more information regarding the use of the Record Type – MORE.


11 TROUBLESHOOTING

The following section provides some recommended troubleshooting approaches if you are having trouble resolving errors and successfully processing a spreadsheet.

If an item is failing be sure to review the validation messages for the spreadsheet you are processing by clicking on the “View” hyperlink from the Import Data page listed with the file name that was processed. If your file is listed with status IN_PROCESS, be sure to refresh your browser window to see that status change (IE Browser users can use the F5 key to refresh).

Figure 18: Spreadsheet Import Data List, Status and Results

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Import Data

Refer to user documentation for file layout instructions.
 For GDSN items, use this template : [Kroger GDSN Template](#)
 For Non GDSN items, use this template : [Kroger Non GDSN Template](#)
 Look up valid value codes for specific attributes : [VIP Valid Values Reference](#)

Import File

1 to 50 of 80 in Import

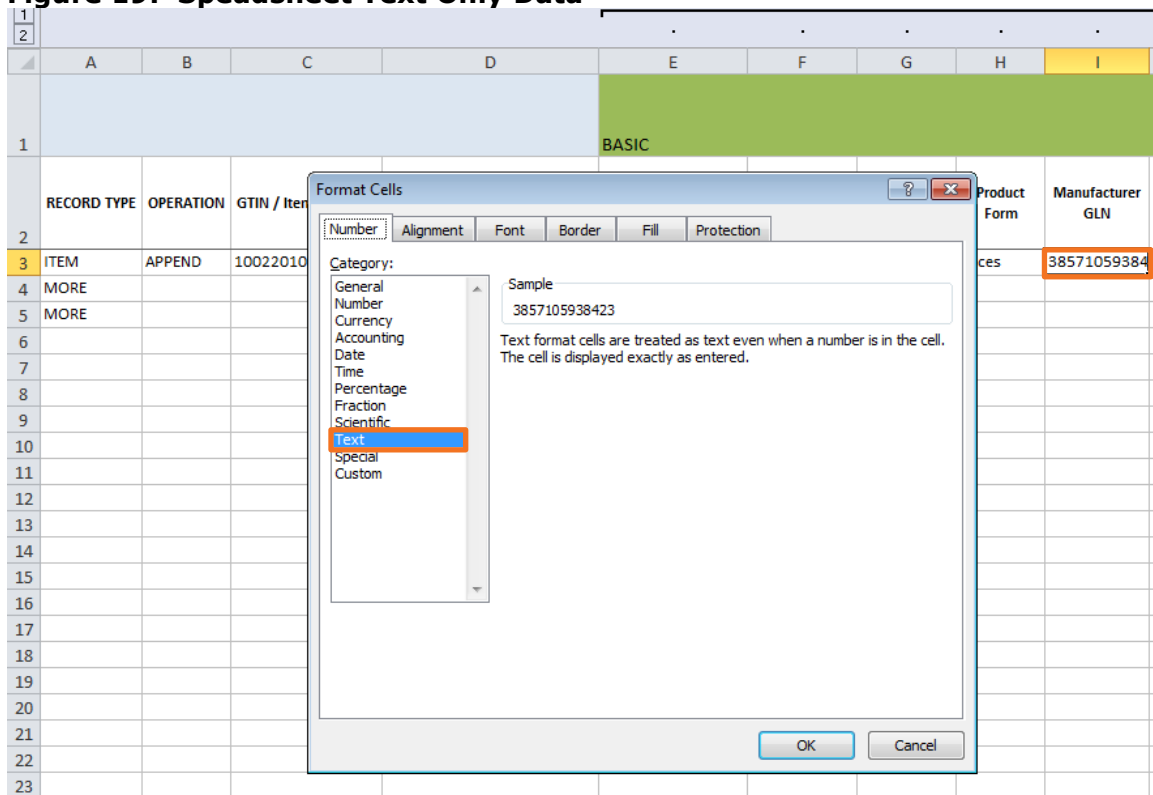
Tracking	File Name	Post Date	Status	Items Processed	Items Failed	View Errors
8623721	Kroger_nonGDSN_Spreadsheet_Steve_v3.xlsx	11/29/2012 08:03:00	COMPLETE	0	1	View

Here is a list of helpful tips, tricks and troubleshooting considerations:

- Is the problem a validation error, or an item failure? Failure (item, link, or file) means that the system stopped processing the indicated part because it could not be correctly identified as valid. A Validation error will be similar to the validation messages one would get in the user interface, but does mean your item has saved in draft state. Draft items cannot be sent to Kroger, but after all validations have been satisfied, the item may be submitted. (see Section 7 and Appendix A of this User Guide for more information regarding specific error messages)

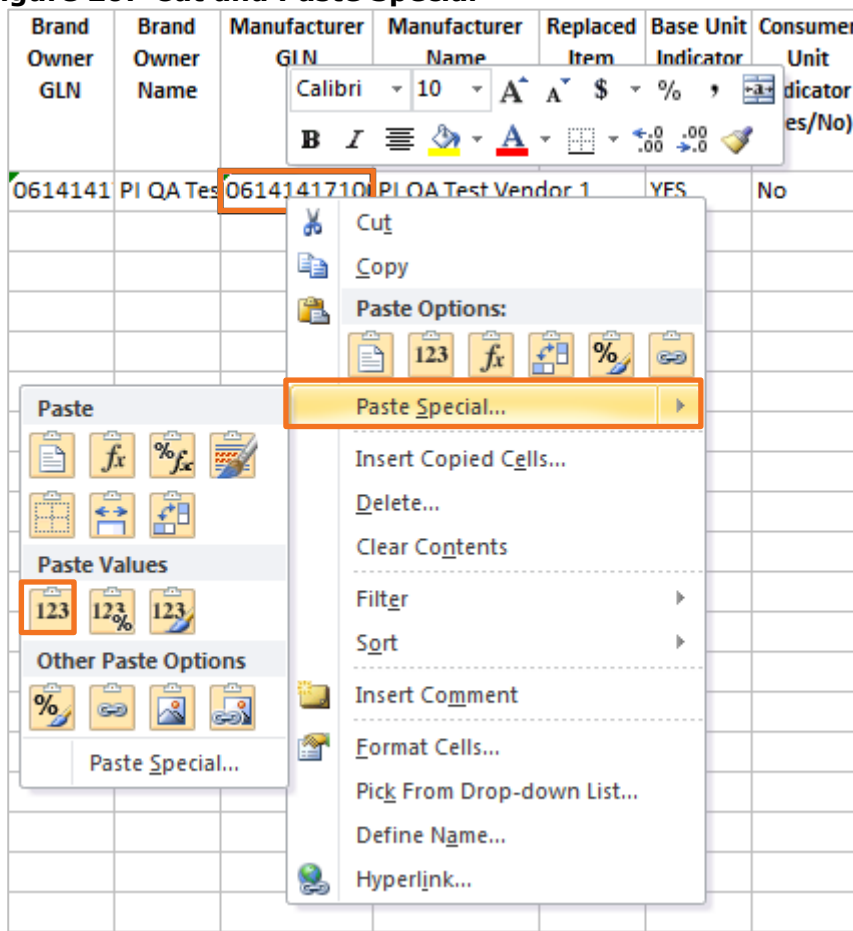
- The Spreadsheet Data Loader assumes “Text” format data for all cells. Sometimes pasting from external sources can cause the format to change. Make sure all cells in spreadsheet are of data type “Text,” especially for number fields since Excel will automatically remove leading zeroes (e.g. it will make 012345684845, 12345684845, without the zero). This could make undesired changes to GTIN value as well as other numeric data in your spreadsheet. Figure 19 below shows what the format window should look like for all data in the Spreadsheet Data Loader.

Figure 19: Spreadsheet Text Only Data



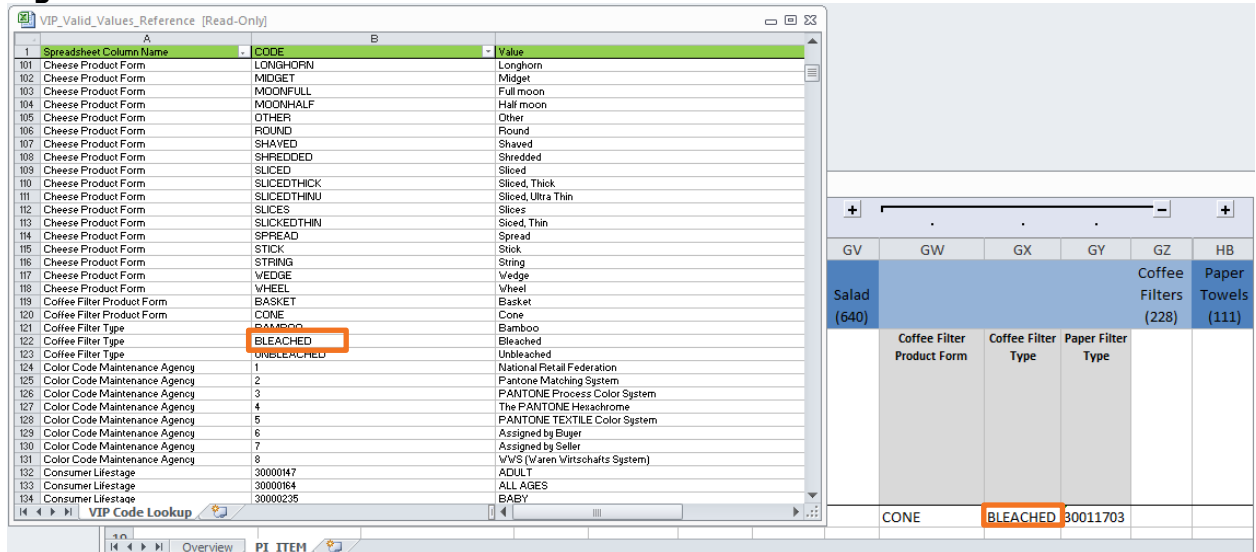
- When cutting and pasting from another document, be sure to perform a **Paste Special...** in Excel, and paste values only (no formatting). When format is pasted in with the data, some cells may become a format "Number", which will cause the problem described previously. Figure 20 below shows the option to select in Excel to paste only the values, not the formatting, in Excel.

Figure 20: Cut and Paste Special



- Ensure you are using the “CODE” for a valid value, rather than what is show in the “Value” column which is considered a description and represents what is displayed in the VIP user interface.

Figure 21: Valid Value Code



Spreadsheet Column Name	CODE	Value
101 Cheese Product Form	LONGHORN	Longhorn
102 Cheese Product Form	MIDGET	Midget
103 Cheese Product Form	MOONFULL	Full moon
104 Cheese Product Form	MIDONHALF	Half moon
105 Cheese Product Form	OTHER	Other
106 Cheese Product Form	ROUND	Round
107 Cheese Product Form	SHAVED	Shaved
108 Cheese Product Form	SHREDDED	Shredded
109 Cheese Product Form	SLICED	Sliced
110 Cheese Product Form	SLICEDTHICK	Sliced, Thick
111 Cheese Product Form	SLICEDTHIN	Sliced, Ultra Thin
112 Cheese Product Form	SLICES	Slices
113 Cheese Product Form	SLICKEDTHIN	Sliced, Thin
114 Cheese Product Form	SPREAD	Spread
115 Cheese Product Form	STICK	Stick
116 Cheese Product Form	STRING	String
117 Cheese Product Form	VEDGE	Vedge
118 Cheese Product Form	WHEEL	Wheel
119 Cheese Product Form	BASKET	Basket
120 Coffee Filter Product Form	CONE	Cone
121 Coffee Filter Type	BAMBOO	Bamboo
122 Coffee Filter Type	BLEACHED	Bleached
123 Coffee Filter Type	UNBLEACHED	Unbleached
124 Color Code Maintenance Agency	1	National Retail Federation
125 Color Code Maintenance Agency	2	Pantone Matching System
126 Color Code Maintenance Agency	3	PANTONE Process Color System
127 Color Code Maintenance Agency	4	The PANTONE Hexachrome
128 Color Code Maintenance Agency	5	PANTONE TEXTILE Color System
129 Color Code Maintenance Agency	6	Assigned by Buyer
130 Color Code Maintenance Agency	7	Assigned by Seller
131 Color Code Maintenance Agency	8	V/V/S (Waren Wirtschafts System)
132 Consumer Lifestage	30000147	ADULT
133 Consumer Lifestage	30000164	ALL AGES
134 Consumer Lifestage	30000235	BABY

GV	GW	GX	GY	GZ	HB
Salad (640)				Coffee Filters (228)	Paper Towels (111)
	Coffee Filter Product Form	Coffee Filter Type	Paper Filter Type		
	CONE	BLEACHED	30011703		



WORLD
SYNC

APPENDIX A: VALIDATION ERRORS

<<Insert error list as appendix when available. Group error codes by type.>>