Kroger VIP – Non-GDSN

Reference Manual

The Kroger Company May 31, 2016

Version 2.0



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Document History

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Approvals

Name	Title

Distribution

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This User Guide is intended for use by Kroger suppliers for using the Kroger Vendor Item Portal (VIP). It is assumed that the reader has experience using a personal computer (PC) and software applications available through the internet.

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1. Introduction

1.1. Purpose of this Reference Manual

The **Kroger Vendor Item Portal (VIP)** is a web-based software application suppliers use to submit item data to Kroger. This reference manual provides instructions for Kroger suppliers on how to use the VIP. Much of the content applies to suppliers who have completed the initial load process for one or more classes of item data to Kroger's product database called **Master Data Model (MDM)**.

The chapters in this reference manual cover the following areas:

- Introduction Basic information about the Kroger item data initiative, Kroger VIP, item attributes, and item hierarchies
- **Getting Started** Explanations of how to log on and navigate in the Kroger VIP application
- **Creating Item Hierarchies** Instructions on how to populate attribute information to items being submitted to Kroger
- Using the Spreadsheet Data Loader Instructions on how to enter and upload item attributes on a spreadsheet instead of the Kroger VIP screens
- Using Mass Actions Instructions for performing tasks for multiple hierarchies
- **Performing Post-Cutover Tasks** Instructions for completing frequently-performed tasks
- **Appendixes** Supporting information essential for training and a better understanding of the instructions
- Index

1.2. The Kroger Item Data Initiative

Kroger has embarked on an item data initiative to:

- Replace the old paper-based item setup process with a more automated one
- Accommodate a large increase in the required amount of item attributes (attribution)

These changes are important to Kroger and its suppliers. The Kroger VIP is an integral part of the item data initiative.

1.2.1. Item Attribution

Item attribution is the practice of capturing **attributes**, or details about an item, for the purpose of gaining competitive advantage for the Company. See section 1.3 for more information about attributes. When used intelligently, item attribution increases sales and supports the Kroger Customer 1st strategy. Increasing and leveraging item attribution helps to lower costs, improve customer service, implement logistical efficiencies, provide nutritional information, and more. For example, gluten information is important to a significant number of our customers. Customers are more willing to shop where gluten data for products are displayed on shelf tags or available on their mobile devices. Additional details about packaging dimensions support efforts to implement warehousing and shipping efficiencies and more accurate allocations based on shelf space.

1.2.2. Improved Item Setup

1.2.2.1. How It Works

The Kroger VIP is replacing the traditional paper-based system of submitting items at Kroger. Most suppliers use the GDSN to publish their item information for Kroger. The GDSN is an electronic platform through which manufacturers, retailers, distribution centers, and warehouses exchange data.

Under the new system, suppliers own the item data they submit to Kroger. The GDSN automatically feeds the item data to the Kroger VIP. Suppliers use the Kroger VIP to top off their GDSN data with Kroger-specific attributes. New items and other types of item submissions flow to the Kroger item setup applications for review by the category managers. See Appendix 7.3 for a detailed illustration of the flow of item data through GDSN, the Kroger VIP, MDM, and the Kroger item setup applications.

1.2.2.2. How to Get Started

Each supplier is required to complete an initial load process that populates MDM with their items that Kroger is already selling. A schedule dictates the cutover dates for each class. See Appendix 7.9 for information about the steps suppliers must take, including registration to use the Kroger VIP, abiding by the class cutover schedule, and loading item data to MDM. MDM

1.2.2.3. MDM

Kroger maintains item attributes on the **Master Data Management (MDM)** product database. MDM is a key component of the Kroger item data initiative. At the same time, the legacy product databases (PID and MAGIC) continue to drive critical Kroger business systems.

MDM can store hundreds of additional item attributes that:

- Enable Kroger to look at items like our customers do
- Automate many paper-based activities
- Enable suppliers to provide product data via the Global Data Synchronization Network (GDSN) and the Kroger VIP

1.2.2.4. Benefits

Many of the following benefits of item attribution apply to both Kroger and its suppliers:

- Providing faster new item introduction and maintenance
- Knowing our customers better than anyone
- Displaying more customer-friendly product descriptions on receipt tapes and shelf tags
- Bringing the right products and services to the right customers at the right time
- Providing relevant products and information to our customers
- Bringing new and innovative products to the store shelf
- Examining our business processes and change where needed
- Responding more quickly to the evolving demands of our customers
- Increasing data accuracy through all areas of the supply chain
- Ensuring efficient use of shared resources
- Reducing out of stocks
- Improving product descriptions on receipt tapes and shelf tags
- Speeding up customer checkout through fewer not-on-files and rejected coupons
- Improving e-commerce experiences with product images and successful searches
- Improving product tracking to help with product recalls
- Improving speed to market for new items through new, more automated item setup processes
- Maintaining additional item attributes (such as kosher)
- Offering health awareness alerts (such as allergens, gluten, cholesterol, etc.)

- Maximizing truck capacity with more accurate product dimensions and pass on savings to customers
- Decreasing discrepancies between POS price and shelf tag price
- Focusing more attention on customers and sales versus chasing problems due to paper-based processes of today

Section 1.3 explains item attributes in more detail and how they are used in the Kroger VIP.

1.3. Item Attributes

1.3.1. About Item Attributes

An attribute describes a characteristic about a specific item or **Global Trade Item Number (GTIN)**. Examples of attributes include item description, brand owner, quantity, dimensions, ingredients, country of origin, allergens, etc.

There are three types of attributes:

- Required Attributes that must be appended to an item as required by GDSN and/or Kroger
- **Conditional** Attributes that become mandatory when a related attribute is provided. Example: If the "Base Unit" indicator is "Yes" for a GTIN, then the "Net Content" attribute becomes a required attribute
- **Optional** Attributes that can be included at the user's discretion

1.3.2. Kroger Attribute Spreadsheet

The **Kroger Attribute Spreadsheet** contains the required attributes suppliers must include with their item submissions on the Kroger VIP. Specifically, the attribute spreadsheet lists the required attributes by class and the valid values for each attribute where applicable. Refer to Appendix 7.4 for full instructions on how to use the Kroger Attribute Spreadsheet.

2. Getting Started

2.1. Introduction

This section describes how to log on to the Kroger VIP and navigate through the application.

2.2. Logging On

Complete the following steps to log on to the Kroger VIP:

1. Navigate to the Kroger Landing Page: <u>http://www.1worldsync.com/web/us/kroger</u>

TIP: Add this web page to your browser Favorites to expedite the login process.

2. Click Log into VIP.

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The Kroger VIP logon page displays.



3. Enter Username and Password then click Log In.

TIP: Include a special character in the Username. The system does not accept user names without a special character.

4. Click I ACCEPT these terms to continue on the legal acceptance screen (required).

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2.3. Home Page

The Kroger VIP **Home** page consists of the following sections:

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	Section	Contents			
Α	My Queues	Item hierarchy groupings based on their stage in the submission process,			
		specifically the working queues most commonly viewed by the user to			
		access their items			
В	Portal Entered Items	Links to screens that non-GDSN suppliers use to provide their item			
		information on the Kroger VIP apart from the GDSN			
С	My Messages	Latest two messages concerning an item status			
D	1WorldSync Links	Links to other resources such as check digit calculator, GTIN allocation rules,			
		and other applications			
Ε	Kroger Section	Links to further Kroger VIP training and education:			
		Kroger Training – Registration pages for onsite training and a live Q&A			
		session on a WebEx meeting			
		Kroger Education – Quick Sheets, how-to videos, and VIP reference manuals			
		Kroger Additional Education Material and Information – supplementary			
		reference material including VIP release notes, nutrient code names, Kroger			
		authorized regions, and more			

Each of these sections is described in more detail below.

TIP: The VIP release notes in the **Kroger Additional Education Material and Information** section provide detailed information about enhancements and changes in every new software release including new product classes and data validations.

2.3.1. Home Page Sections

2.3.1.1. My Queues

Each queue consists of item hierarchies that are grouped together based on their progress in the load process. The **My Queues** section displays links to the "working" queues most commonly viewed by the user to access their items.

Queue	Description		
Ready to List	Item hierarchies awaiting supplier completion of the item		
	submission process. Items published in the GDSN are loaded in		
	this queue automatically.		
Assigned to Me	Item hierarchy assigned by other users in your organization.		
In Process – Supplier	Item hierarchies in the item submission process awaiting		
	supplier action. When an item hierarchy is submitted to Kroger,		
	the item moves to In Process – Retailer and a CIC Accept		
	message is sent to the supplier.		
In Process – Corporate Brands	Under review by corporate brands approver prior to being		
Review	loaded on MDM and appearing in the applicable item setup		
	application.		
In Process – Retailer	Item hierarchies in the item submission process at Kroger. The		
	item status in VIP changes to RECEIVED . After Kroger review, a		
	CIC message about the item hierarchy is sent and the item		
	hierarchy is moved to the appropriate queue.		
In Process – All	Item hierarchies having the status of In Process-Supplier, In		
	Process-Corporate Brands Review, and In-Process Retailer.		

2.3.1.2. Portal Entered Items – Non GDSN Users Only

Click the **Create Item** link to start the process of entering attributes for a new item and the **View Entered Items** link to select items to be linked and listed as members of the same item hierarchy.

2.3.1.3. My Messages

This section of the screen provides quick access to the two latest messages concerning the status of an item to your user ID. To view all messages click **Message Center** on the navigation bar.

2.3.1.4. 1WorldSync Links

1WorldSync links contains links to important GDSN sites for loading data, which include among others:

- Check Digit Calculator Provides the ability to add the required 14th digit to a 13-digit GTIN
- **GTIN Allocation Rules** An overview of the most important allocation rules with examples to aid in their interpretation

2.3.1.5. Kroger Section

It is recommended that every Kroger VIP user view the training videos and other printable information in this section.

- Kroger Training
- Kroger Education
- Additional Information

2.3.2. Navigation Bar

Home	Products	Spreadsheet	Message Center	Reports	My Account
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The navigation bar at the top of each screen is available for navigating quickly between major features of the application:

- Home Select various queues, links to information resources, and training materials
- Products Select shortcuts to various screens and views on a drop-down selection list
- **Spreadsheet** Access the spreadsheet data loader utility
- Message Center Find status messages for all user's previously entered items
- Reports Generate the In Process Work Items Summary report
- My Account Set display preferences and default attributes

Each of these screens is described in more detail below.

2.3.2.1. Home

Click the **Home** link on the navigation bar to return to the **Home** page. Refer to section 0 for more details.

2.3.2.2. Products

Clicking the **Product** link initiates the search process for an item in the system. The menu displays a number of short cuts to every queue. Refer to Appendix 7.5 for instructions on using the search feature.



The system displays the **Products** screen that includes all the hierarchies in the system, or the hierarchies in the queue that you selected in the **Products** menu.

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TIP: Using the "**All Products**" selection on the **Products** menu takes the guesswork out of selecting the right queue for finding a particular item. Another shortcut is using the **GTIN Quick Search** feature found at the far right of the navigation bar.



2.3.2.3. Spreadsheet

This selection opens the Kroger VIP **Spreadsheet Data Loader** (SDL). The SDL is an Excel spreadsheet-based utility designed for bulk entries of item submissions as explained in Chapter4. An additional menu is displayed to select:

- Import Download the latest template of the SDL
- **Export** List of item hierarchies selected to be exported to the SDL template

2.3.2.4. Message Center

This link opens a message repository showing all notifications sent to the supplier as well as System Alerts. To read a message, click on the message and the message details display.

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2.3.2.5. Reports

Currently, the reports consist of the In **Process Work Items Summary Report** showing a count of the item hierarchy in each of the working queues.

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24 Process - Retailer	05/22/2013 12-33-01	#2(C#C****	Nector of the City as that	0.0 T(1.+.) . M7	
In Proceds - Retailer	05/24/2013 11:37:54	hearth spectrum.	A.F. PHIN & PHIL		
In Process - Retailer	07/13/2013 12:33:04		19971 (41) 1990 (1981) (4) (11)		

2.3.2.6. My Account

On the **My Account** page, users can set default values for contact information and certain attributes. This can expedite the data entry process in the Kroger VIP screens.

Welcome Kroger 828 Unemanne: michael.anptkof64@kroger.com						Help 1 Contact Us (Log Cut			
SYNC			Reger	Product Introduc					
Home Products	Spreadsheet	Message Center	Reports	My Account	GTIN	Quick Search:	Search		
My Account User Information Prefix: First Narva: Middle Initial: Last Narve: Title: Email Address: Telephone Number: Fax Number: Mobile Number: Address:	Michael Acchell Michael av	kell aluseps son. ell Paik fu			My Roles The Supplier Kroger Entry Co.	My Preferences Default Number of Records Displayed All Email Alerts ON/OFFF Server Cancel Retailer Portal Defa Enter any values to y applied to your items	50 • Alerts DN • A		

IMPORTANT: Keep Email Alerts set to "ON" in the My Preferences box (A) to receive email notifications from the Kroger item setup applications about the progress of your item hierarchy submissions.

,	Dollars
Global List Price & Currency	United States of America, Dollars
Ingredients List	English
Net Content Equivalent UOM Override	No
Multiple Panels	No (base units only)
Primary Contact Name	
Primary Contact Email	
Primary Contact Phone	
Kroger Corporate Vendor Number (K#)	
Item has a Swell Allowance	T
Vendor Swell	
Reclaim eligible - Store Inventory	T
Has Variance to Current Kroger Reclaim / Swell Terms & Conditions	T
Return Goods Policy	Υ
Product is Pre-Priced	T
Item is Labeled with Cents off Label	T
Save Cancel	

Default attributes on the **My Account** page including contact information under **User Information (B)** and attribute defaults entered in the **Retailer Portal Default Values** box **(C)**, can be instantly populated in Kroger VIP screens.

To accomplish this, click the **Apply My Defaults** icon **(D)** at the top of the VIP **Item** and **Hierarchy** screens.

SYNC						>
Basis Products	Spreadsheet Hetnage Co	atter Reports P	te derment			
Roger Hierarchy Deta	Manager F21	Ready To Link	Support Tai Saibrishaa Roogang	Single OC State	Noticence Trave	
Andersen meeting join Additional Johnmaliae Openants Analysis to any Openant Openants Openant Composition	malust Trim call Prolat sets Care rdd Eam Secolarity Contest Kroger Hierarchy Dat	Product Descriptions manufactures transfer access of the standard standard description to the standard to the		Althe School Nation New National New National New School New Schoo	Raalie ben Retter	Serije Consred 1 42 13
	* Primary Contact Natur * Primary Contact Email * Primary Contact Phone		0			

3. Creating Item Hierarchies

3.1. Introduction

This chapter explains how non-GDSN suppliers use the Kroger VIP for populating all required attributes to create an item hierarchy. All required attributes must be populated and validated by the system before the item hierarchy can be submitted to Kroger.

The process of creating non-GDSN item hierarchies in the Kroger VIP can be summarized in four parts as follows:

- 1. Create individual items/hierarchy levels
- 2. Link and list items
- 3. Populate item hierarchy attributes
- 4. Submit the item hierarchy

See section 7.5 for a chart showing a summary of the steps.

3.2. Part 1 – Create Items

An item hierarchy describes the way in which a product is packaged when it is ordered, shipped, and scanned at the register to be sold to the consumer. Only complete item hierarchies can be submitted to Kroger. In order for an item hierarchy to be complete, every product type in the hierarchy must have the required attributes populated.

3.2.1. Product Types

A **Product Type** is a description of a packaging level that is ordered, shipped and/or sold. There are many product types that can be included in a hierarchy. Not all types will be included in every hierarchy.

Most hierarchies will require at least two product types, such as an **Each** and a **Case**. (See section 7.2 for details about item hierarchy configurations.) Include all items designated as an **Each** product type, even if they are not currently scannable at the register or sold to consumers.

These are the most common product types to include in hierarchies. See Appendix 7.2.2 for the full list of product type descriptions.

VIP Code	Product Type	Description
EA	Each	The lowest packaging level of the item hierarchy, usually intended or labelled for individual resale.
CA	Case	Standard trade item shipping unit. Contains a single instance of a GTIN.
DS	Display	A shipping unit that is a display OR a case that contains more than one unique GTIN.
РК	Package	May be a logistical unit between a case and each that contains multiple GTIN instances OR may be a consumer unit that contains multiple instances of a lower level GTIN that are typically bar-coded.
PL	Pallet	A unit load that contains a single GTIN that is not display ready.



NOTE: Kroger requests that you include all items designated as "**Each**" product types, even if they are not currently scanned as sellable items.

3.2.2. Unit Type Indicators

A **Unit Type** describes how a **Product Type** is used within the hierarchy. There are several types of units that a single product type can be. In order to enter them correctly, it is necessary to understand how the merchandise is ordered, shipped, and scanned at the register. It is possible for a hierarchy to have multiples of each unit type. Complete hierarchies must have at least one of every type.

- **Consumer Unit** This product can be scanned at the register and sold to the consumer.
- **Base Unit** This is the lowest/smallest packaging level in the hierarchy, regardless of whether it may be scanned and sold to the consumer.
- **Dispatch Unit** This is the packaging level that is shipped to Kroger.
- Ordering Unit This is the packaging level that is ordered by Kroger. Always choose the same selection as **Dispatch Unit**.

TIP: All unit indicators should be "Yes" for Direct Store Delivery (DSD) items.

3.2.2.1. Procurement and Sales Variants

During conversations with category managers/buyers, it is helpful to understand the terms that are used by Kroger's internal systems. The Kroger item setup applications select the highest consumer unit in the hierarchy as the Sales Variant. The lowest dispatch unit becomes the Procurement Variant. (See Appendix <u>7.2.2</u> for information about procurement and sales variants.)

	Terms Used In:				
Question	Kroger VIP	Kroger Item Setup Applications	Various Kroger Systems		
How is Kroger going to order?	Dispatch Unit	Case	Procurement Variant (PV)		
What is Kroger going to sell?	Consumer Unit	Consumer	Sales Variant (SV)		



TIP: Familiarity with these terms will aid you in conversations with Kroger category managers/buyers and the Supplier Engagement Group.



NOTE: Every item hierarchy must include at least one dispatch and consumer unit. It is acceptable for a hierarchy to have multiple dispatch and consumer units if that is how the product is shipped or sold. The Kroger item setup applications select the highest consumer unit as the **Sales Variant** and the lowest dispatch unit as the **Procurement Variant**.

3.2.3. Accessing the Item Screen

Complete the following steps to access the **Item** screen where attributes are populated for each product type one a time.

Home	Products	Spreadsheet	Message Center	Reports	My Account		G
Home							
E My Qu	10025						
Click the	links below to	go directly into your	Queues and get starts	ed working on	products.		
Ready To	List		In Process - C	lorp Brands A	eview	Portal Entered Theory	
Assigned	To Me (0)		In Process - P	etailer		Create Item	
In Proces	s - Supplier		In Process - 4	41		View Entered Items	

1. On the Home screen, click **Create Item** in the **Portal-Entered Items** box to open the **Create Item** screen.



NOTE: The GTIN cannot be edited after leaving this screen. Be sure it is entered correctly.

Create Item	•				
* GTIN(Global Trade Item Number)/Item Identifier		Is Identifier a GTIN ?	Yes 🗸	_	
* Product Type	B	* Consumer Unit	~	COrdering Unit	~
		* Base Unit	~	* Dispatch Unit	~
	D Save & Continue	Cancel			

- 2. Enter the GTIN (A) for the item to be created.
- 3. Select the appropriate Product Type (B). (See section 3.2.1)
- 4. Indicate which kind(s) of unit the product is (C). (See section 3.2.2)
- 5. Click Save & Continue (D) to display the Item screen.



TIP: Best practice is to create the lowest item level in the hierarchy first, such as the **Each** level. The lowest level of a hierarchy usually contains most of the attributes, so starting there will reduce the number of validation errors encountered later in the hierarchy creation process.

3.2.4. Populating the Item Screen

3.2.4.1. Sections of the Item Screen

The Item screen has several sections, regardless of product type chosen. The Attribute Display Preference & Item Type Attributes box, the Action Buttons, and the Attribute Groupings.

3.2.4.1.1. Attribute Display Preference & Item Type Attributes

The **Attribute Display Preference & Item Type Attributes** box displays at the top of all **Item** screens for all product types. It summarizes the information entered on the **Create Item** screen.



Complete the following checks whenever the **Item** screen is first displayed, before beginning to populate attributes:

- 1. Verify that the **GTIN** (A) is correct. The GTIN cannot be corrected after it has been entered. If it needs to be fixed, click on the **Home** tab in the navigation bar at the top of the screen to abandon this item and begin again.
- 2. Verify that the **Product Type (B)** and **Unit Indicators (C)** are correct.
- 3. If the **Product Type** or **Unit Indicators** need to be changed, click **Edit (D)**, fix any errors, then click **Save & Return**.

By default, the attributes displayed on the Item screen are the ones most commonly needed for the chosen product type. Advanced users may override this default to display all attributes for all product types on a single Item screen. This can be useful while searching for attributes that would otherwise require looking through multiple Item screens.



TIP: Advanced users may display attributes for all product types on a single Item screen. Use caution with this technique. Beginning users may find that displaying the large number of hidden attributes slows the item entry process. Click the **Edit** link (**D**), click the button next to **View All Attributes (E)**, then click **Save & Continue**.

3.2.4.1.2. Action Buttons

There are two sets of action buttons, one at the top of the screen and one at the bottom. The buttons in the bottom set are identical to the top set, except that the **Print** and **Default** icons display only with the top set. The names and functions of some buttons vary slightly between the **Item** and **Hierarchy** screens.



Button	Result
	Saves all of the attribute entries as a draft. No validations are performed.
Save Draft	CLICK THIS BUTTON OFTEN to ensure your entries are not lost in the event of
	technical glitches or system errors.
Validate	Checks all entries for any missing attributes or incorrect values
Sava & Poturn	Saves and validates all entries. All validation error must be resolved before
Save & Return	proceeding to the next step in the submission process.
Cancel & Return	Cancels all updates not saved as a draft and opens the Hierarchy screen.
Dolict	Removes the item from the Ready to List or In Process – Supplier queue.
Delist	(Appears at top of screen only after item hierarchy has been listed.)
Print 🍓	Prints the screen (appears at top of screen only).
Apply Defaults 🏻 🍵	Applies the defaults assigned in the My Accounts screen (appears at top of screen
	only).

11

5.

IMPORTANT: Click **Save Draft** frequently. Any changes made after the last saved draft will be lost when navigating away from the page.

3.2.4.1.3. Attribute Groupings

Attributes are grouped together on the Item screen under subject headings that are underlined in green font (B):

- Identifiers and Descriptors
- Indicators
- Classification Specific Attributes
- Dimensions & Weights Information
- Other Basic information
- Packaging and Logistics Information
- Procurement Information
- Price Information

- Product Packaging and Descriptors
- Display Information
- Merchandising Identifiers
- Sales and Promotion Information
- External References
- Product Claims
- Nutritional Information
- Diet Types and Nutritional Claim


3.2.4.2. Types of Attribute Fields

3.2.4.1.4. Text Fields

The majority of attributes are free-form text boxes that can take any combination of letters, symbols and numbers. However, some attributes do have formatting restrictions. Some of these restrictions are included in the attribute descriptions. Point to the attribute name to display a description of the attribute.

TIP: Attributes that are in bold font with an asterisk are required fields for all classes. Providing values for these attributes the first time through the item screen prevents validation errors.

Consumer Unit Item Description Provide description of selling unit to be used for shelf tag - up to 30 characters. Format: Brand/Sub Brand/Item descriptors

3.2.4.1.5. Drop-Down Lists

Attributes that may only accept a single value from a list of valid values will have a drop-down list.



3.2.4.1.6. Date Values

Click calendar icons to select dates from a calendar window to ensure the date is formatted correctly.

3.2.4.1.7. Popup Windows

Many attributes are located inside popup windows. These windows can be displayed by clicking a link next to the attribute category name. For example, Classification Specific Attribute Information is displayed by clicking the **View/Modify Attributes** link.

Classification Specific Attributes:				
* Classification Specific	View/Modify Attributes			
Attribute Information				



NOTE: Pop-up windows typically contain a large number of required attributes. Always click the link to ensure all applicable attribute values are provided.

File Effective Start Date (DD MON-YYYY)	-

3.2.4.1.8. Multi-Value Selection Fields

Many attributes allow more than one value for a single item. For example, the item color may be red, blue and green. That would necessitate three values for the Color attribute.

Values are entered into multi-value fields by first clicking the green plus button (A) to open a pop-up window (B). If mistakes are made, incorrect values can be removed by first highlighting the incorrect value then clicking the red X button (C).

The pop-up window may also contain a related attribute (D). In this example, providing a value for **Product Description** requires a value for Product Description Language.

* Product Description	Demo HSW Iron [English]		Product Description	80	Add Row
		© ©	Type product description here.	Abkhagian Afar Afar Afar Akan Abanian Amharis Arabic Arabic Arabic Arabic Arabic Aramenian Asamase Averic Averic Averic Averic	

3.2.4.1.9. Look-Up Tables

Some attributes require that the entered value matches a value available in a data table, typically a number or code such as Brand Owner GLN. The value may be entered manually, or it may be located with a look-up table. To access the look-up table, complete the following steps:

- 1. Click the Search \square icon to the right of the attribute field (E)
- 2. Enter one or more search terms in the window that opens (F)
- 3. Click the Search button. Results are displayed with blue hyperlinks.
- 4. Click the link for the correct code to close the window and pre-populate the appropriate attribute.

Brand Owner GLN	1WorldSync Pr	roduct Introduction - Google Chrome	And I wanted	
	https://pro	oductintro.preprod.1sync.org	/pi/kr/GenericGlnHelperPo	pup.action Q
	Select GLN	(F)		
	GLN Search			Clear Fields
	Organization Nar	ne Searc	h Cancel	
	Organization GLI	N		
	Global Location N	umber Organization Name		
	000000000048 000000000055	Transora Demand Transora Demand 2		
	000000000333 000000001245	QA Test Org Testorg		
	0000000100007 0000000111111	GS1France Test Retailer org1		-

3.2.4.1.10. Multi-Row Attributes

Some attributes can accept multiple rows of information. For example, there can be multiple nutritional claims on a single package. Each claim has its own row of information. To add rows, click the **Add Row** icon 🔁 (F). The **Copy Row** icon 🖆 (G) will copy the selected row into a new row. The **Delete Row** 🦃 (H) icon will delete the selected row.

F	Packaging Nutritional Claims	Percent Less Than Referenced Food Required for Fewer, Less, Lower and Reduced Claims only	Referenced Food Required for Fewer, Less, Lower and Reduced Claims only
6	CALORIE - LOW	5 <u> </u>	- 0
& ¥	CHOLESTEROL - FREE		0

3.2.4.1.11. Classification Specific Attributes

Attributes pertaining to a specific product class are located in the **Classification Specific Attributes** section. Every class has mandatory attributes in this section.

 Click View/Modify Attributes (A) to open a popup window.

* GPC Code	* GPC Description
10002423	Oral/Mouth Treatments

 Click the Family Tree link (B) to open the Family Tree Search form.

Class Selection	୍	
	Family Tree	Clear
	Kroger Recap Department	
	Kroger Department	
	Kroger Class	

 Type a Class Number or Class Name then click Search (C).
 One or more classes are displayed for selection. Select the radio button (D) for the correct class then click Select (E).

Find	171 ORAL HYSIENE PRODUCTS	Search C	
1 15	1 of 1 in Pamily Tree Search		
5.0	Bacian Denastment + *	Department + +	Class + +
	The second		

- The window will refresh to display the class-specific attributes (A).
 Populate all required attributes.
- 10. If **Assortment Plan Name** is one of the available attributes (**B**), be sure to provide it. It is not a required attribute and it is not available for all product classifications, but it is extremely helpful for category managers/buyers.
- 11. Click the **Save** button at the bottom of the pop-up window to save all populated attributes. This will run validation checks on the attributes in the pop-up window. If the page refreshes to show a successful validation message at the top of the window (C), close the window to return to the **Item** screen.



1WorldSyr	nc Product Introduction - Internet E
https://pi	oductintro.preprod. 1sync.org /pi/ki
✓ Success	sfully Validated!
Class Se	lection
-	Family Tree

- If the success message does not appear, the window will refresh to display one or more validation error messages in red (D). Fix these errors and click the Save button again. Continue fixing errors and saving until the green success message appears, then close the window.
- 13. Continue to populate required attributes on the **Item** screen as needed for all remaining attribute sections.

1WorldSync Product Introduction - Internet Explorer		
https://productintro.preprod.1sync.org/pi/kr/NonGD5NSubC	lassHandler.action	🔒 1Worldsync, Inc. [US]
 KR10565 Net Content Equivalent UOM VIP to Kroger Overrig this Family Tree Class. Item (00023456128975) KR10569 Net Content Equivalent UOM Override cannot be e Class Selection 	de and Net Content Equivalent UOM VIP to I Impty on Base Units. Item (0002345612897	Kroger can NOT both be blank in
Family Tree Kroger Recap Department 03 HBC Kroger Department 03 HBC Kroger Class 171 ORA	Clear AL HYGIENE PRODUCTS	

3.2.5. Validating the Item

The final step on any item or hierarchy level is to perform validation checks to ensure all required information for the product type and class has been provided. Advanced users who are familiar with their product classes may be able to avoid validation errors entirely by providing all necessary information the first time. Beginning users will likely need several passes to include all required attributes.

To begin the validation process, click **Save Draft** then click **Validate**.

If there are no validation errors, a green "Successfully Validated!" message is displayed below the action buttons at the top of the screen. Click Save & Return to save this GTIN and return to

the Hierarchy screen. Continue adding and validating items for each level in the item hierarchy.

Save Draft	Validate	Save & Return	Cancel & Return	\$ 8
✓ Successful	ly Validated !			

3.2.5.1. Resolving Validation Errors

If the validation checks do not complete successfully, one or more red error messages will display below the action buttons at the top of the screen (A). Validation errors mean that required attributes are missing.

Product Configuration	ion				
Information Provider: Kroger E2E	Status: In Process - Supplier	Assigned To: Todd Watson	Kroger CIC State:	Publication Type: New	
Product Type Edit 🞯 Case Edit 🗮 Each	Product Description Brand Name Case of Demo HSW Irons Demo HSW Company Demo HSW Iron Demo HSW Company		GTIN(Global Trade Item Number)/Item Identifier Su 33294706342153 13294706342159	pplier Item Number	Number Contained 1 18
Save Draft Subm	it Validate Assign	Delist 👹 👗			
Kroger Hierarchy I	Data		,		
 PI5054 First Ship Date KR14411 Consumer Un PI4000 Validate has no 	is required for dispatch units. For (it Item Description is required on (t completed successfully.	GDSN items, you may ne Consumer Units when Iter	ed to correct data in the data pool. Iten n Submission Reason Code is populate	n (33294706342153) d in this Family Tree Class. Item	(13294706342159)

Provide or correct the required information, click **Safe Draft**, then click **Validate**. Continue correcting validation errors until the "**Validation Successful!**" message is displayed.



NOTE: Resolving validation errors can begin additional validation checks that result in new validation errors. This is normal. Experienced users are able to reduce the number of passes as they become familiar with the fields that must be populated. The Spreadsheet Data Loader (SDL) can also reduce validation issues for experienced users. Refer to Chapter 4 for details.



TIP: To avoid additional errors, do not jump around when resolving the validation errors. Start at the first error and continue to resolve until all errors are gone.

3.2.5.2. Parts of an Error Message

Validation errors on the **Item** screen have two helpful elements: The attribute field name (A) and whether it is located within a pop-up window (B).



- A. The attribute field name in the error message will be identical to the name next to the appropriate field where the attribute value can be entered. Scroll through the Item screen or use the search method described below to locate the missing/incorrect values.
- B. Some attributes are located within pop-up windows. In the second example above, the attribute name is "Color" and the pop-up window name is "Classification Specific Attribute Information".

3.2.5.3. Locating Validation Errors Quickly

The quantity of missing attributes on the Item screen can make it difficult to locate the specific fields in which the validation errors occurred. Follow the instructions below to save time.

Use the **Find** or text search feature provided in every browser to quickly find a particular field name. Complete the steps below in your browser to save time in finding validation errors on the **Item** screen. The steps may vary depending on the browser being used.

- 1. Highlight the attribute field name in the red validation error message.
- 2. Press **CTRL-C** to copy the field name.
- 3. Press **CTRL-F** to activate your browser's text search function.
 - If the error message says the attribute is located in a pop-up window, first search for the name of the pop-up window. Click the **View/Modify Attributes** link to open the window, then press **CTRL-F** to activate the text search function inside the pop-up.
- 4. Click in the text search field in the browser then press CTRL-V to paste the copied field name.
- 5. Click **Next**, **Previous** or arrow buttons that locate each instance of the text on the screen.

The following are some examples of where the search function displays in commonly-used browsers. Browser displays can vary based on operating system, software installed, and version. These images do not represent all possible browser configurations.

Chrome: Top right of the browser window

H (World)ye Robert Store W	
🗧 🗧 😋 🔓 https://productintro.preprod.1sync.org/pi/kr/PublishedhenHierurshy/Vew.action?OWASP_CSHITCKEN=HERC=VMAR=18	18Q-IN/IN-RWOIL-ABLG-TIEDS-DC7/2AuterAction-edite/Cr 👼 🔳
Valuera Vegar EB Uarrana: Ind-adourB@logar.com	
SYNC	Kroger
None Products Spinadshield Plenings Coller Reports Phy Accord	
- SYNC Kriger	Product Introduction
Nose Predicts Sprostbleet: Resinge Center Reports My Assould	strin (park nearth)

Internet Explorer: Top left of the browser window.

Firefox: Bottom of the browser window.



3.2.5.4. Brand/Sub Brand Validation Message

When a new brand/sub brand name is being entered for the first time, a green reminder will display to prompt the user to check spelling/punctuation. If the name is correct, continue entering the item hierarchy. The warning disappears when the item hierarchy is submitted.

KR1324 The brand/sub-brand for this item(s) (12345612345626) has not been seen in VIP previously. Clicking "yes" will confirm this rame as a new/additional brand name in VIP for your company so other similar branded items will not receive this validation message. For New items, a new brand name will create a new pricing group within Kroger systems. Please verify and correct your Brand/Sub-Brand name if necessary. For this GTIN, you will continue to receive this message until you confirm the new brand at the hierarchy level.

Any message that displays in green, beginning with a checkmark and possibly ending with the phrase, "Validation Completed Successfully!" is only a warning. If it is the only validation message displayed, the item can be saved and submitted as part of a completed hierarchy.

!!

IMPORTANT: Be sure to enter brand/sub brand consistently. Capitalization, punctuation, and spelling differences make it a new brand. Creating a new brand/sub brand enters the item in a new pricing group within Kroger systems.

3.2.6. Saving the Item

After all of the required attributes have been entered and validation has completed successfully, click **Save (A)**.



Return to the **Create Item** screen (See section 3.2.3) to create the next **Product Type** in the item hierarchy. (See Appendix 7.2 for more information on item hierarchy levels and Appendix 7.2.2 for further information about product types.)

After all product types in the hierarchy have been created, continue to section 3.3 to link the items and list the hierarchy.

3.3. Part 2 – Link and List Items

After all of the items have been entered, validated, and saved, the next step is to link them together into a hierarchy and list the hierarchy in the **Ready to List** queue.

3.3.1. Link Items

Linking establishes a parent-child relationship between the different levels or items of the item hierarchy. This is what enables the VIP, as well as down-stream Kroger systems, to understand the shape of the hierarchy by describing how many of each product type (case, each, etc.) are nested inside the other product types.

3.3.1.1. Locating Entered Items

The **Entered Items** screen displays a list of all of the individual items that have been created in the Kroger VIP web portal, including those that have not yet been linked into item hierarchies.

On the Home screen, click View Entered Items in the Portal-Entered Items box to open the View Entered Items screen.



If the desired item is not already displayed on the **Products** list, click **Refine Search Results (A)** at the top of the screen to expand the search box. Enter the desired search terms then click **Search (B)**.

Filters	Products				
Hy Work Quenes	Refine Search Results				
Assigned To Me (18) In Process - Supplier	1 to 34 of 34 in Products + Select Action	Click a Produc	t to edit Of	R choose Pro	duct(s) ar
In Process - Retailer	GTIN(Global Trade Item	Pet	duct		
E state - Belles Search Secults	[Click to edit]	Tri	pe Proc	Clear Fields	son.
	[Click to esit]	Ty	pe Proc	Suct Descript	100
Product Description Product Description Brand Name	C (Click to est)	Tyr	pe Proc	Clear Fields	ion I Seeth 1
Build a notice leaded leading Product Description Brand Sub Brand Information ProvidentBupplier Name Information ProvidentBupplier Refer	Circk to esk)	Tyri Froger Class Target Marks Suppler Iten Department	pe Proc Description it i humber	Clear Helds	in Search 7
Product Description Product Description Brand Name Sub Brand Information Provider/Supplier Name Information Provider/Supplier SLN TTIN(Slobal Trade Item Number//Tem : roduct Type State Item ID Value	(Click to esk)	Tyr Frourt Class Froger Class Target Note Suppler Iten Department - Date Create From	Description II n humber of (DD-MDh-)	Clear Relds Clear Relds (YYY) B to	ion.

3.3.1.2. Linking Parent Items to Child Items

A **Parent Item** is a packaging level that contains at least one smaller packaging level, called a **Child Item**. For example, a Case may be the child of a Pallet and the parent of an Each.

Begin linking items with the highest packaging level (e.g. pallet or case) that exists in the hierarchy. Repeat the following steps until each item in the hierarchy is linked to the items below it.

 Select two adjacent hierarchy levels (A) (e.g. Each and Case, or Case and Pallet), choose Link Items (B) from the drop-down list, then click Take Action (C).

	E r	Refine Search Results						
	 The results have been limited to 100. Please refine your search. 							
6	1 to Lir	o 50 of 100 in Products - Click a Product t nk Items Take Act	o edicer cho	ose Product(s) and select an action				
		GTIN(Global Trade Item Number)/Item Identifier [Click to edit]	Product Type	Product Description				
		40340340340342	EA	Tall birdfeeder				
0		33294706342153	CA	Case of Demo HSW Irons				
C		13294706342159	EA	Demo HSW Iron				

2. The Items Link pop-up displays (D).

Items Link		
Link Items This Parent Item contains of this item	10076867866773 E 40 H 00076867866776 F Sayce Cancel	

- 3. Ensure the first GTIN listed (E) is the parent item, and that the second GTIN listed (F) is the child item. If the two GTINs are in the wrong places, click the Swap button (G).
- In the Contains field (H), type the number of child units in the parent. Reading the fields "This Parent Item (E) contains [number at (H)] of this item (F)" should be correct.
- 5. Click Save (I).

IMPORTANT: Start at the highest level of the item hierarchy and link downward. Create a link from the **Parent Item (E)** to the **Child (F)** that includes the correct number of child units in the parent **(H)**. Repeat these steps until all items have been linked to the adjacent hierarchy levels.

3.3.2. List Items

After all of the items have been linked together, the next step is to place the linked hierarchy in the **Ready To List** queue.

- 1. On the **View Entered Items** screen, check the box for the highest level of the hierarchy (A).
- 2. In the **Select Action** menu (B), select **List Item**, then click the **Take Action** button (C) to display the **List Item** pop-up (D).

1	1 to 50 of 100 in Products - Click a Product to edit OR choose Product(s) and select an action below. List Item							
(GTIN(Global Trace Number)/Item Identifier Product [Click to edit] Type Product Description Brand Name							
	40340340342	EA	Tall birdfeeder	test company				
	33294706342153	CA	Case of Demo HSW Irons	Demo HSW Company				

3. In the List Item pop-up, select the Publication Type (E), then click List Item (F).

List Item	Ο		X
Product Type	GTIN(Global Trade Item Number)/Item Identifier 33294706342153 13294706342159	Product Description Case of Demo HSW Irons	Brand Name Demo HSW Company
An item can be l data. Please cho List this item as	isted as either a NEW product that you are introducing, or as an ose the type.	existing product that you are sen	ding an INITIAL LOAD of the
This is the produ	InitialLoad ve requested to List. Do you want to con New List Item Can	tinue the listing process?	

Publication Type	Definition				
New	This is for products that have never been submitted to Kroger and do not currently exist in Kroger's item management systems.				
Initial Load	Item already exists in Kroger systems as a product currently sold by Kroger. This selection is appropriate during data migration when items already sold by Kroger are being entered for the first time.				

4. A green message reading "Successfully Listed Selected Product!" should display.

✓ Successfully Listed Selected Product!

This means the hierarchy has been created and moved to the **Ready To List** queue. It is now ready to be completed by populating hierarchy attributes, as explained in the next chapter.

3.4. Part 3 – Populate Hierarchy Attributes

3.4.1. Accessing the Hierarchy Screen

Complete the following steps to begin entering attributes for an item hierarchy.

1. In the My Queues section of the Home screen, click Ready To List.

Home	Products	Spreadsheet	Message Center	Reports	My Account
Home					
🗖 My Q	ueues				
Click the	links below to g	go directly into your	Queues and get starte	d working on	products.
Ready To) List		In Process - C	orp Brands Re	view
Assigned	To Me (2)		In Process - R	etailer	
In Proces	ss - Supplier		In Process - A	II	

 If the desired item is not already displayed on the Ready to List queue, click Refine Search Results (A) at the top of the screen to expand the search box.





TIP: The **GTIN Quick Search** tool at the top right of any screen is the fastest way to locate a product by GTIN. Enter the 14-digit GTIN or 13-digit GTIN with an asterisk then click **Search**.



The search box expands with search filters to narrow the product list. Enter the search criteria then click **Search (B)**. The search results display one or more hierarchies in the lower section of the screen that contain matches to the search criteria.

Products				
Hide - Refine Search Results		Clear Fields Search Tips		
Product Description		Kroger Corporate Vendor Number (K#)		
Brand Name		Kroger Class		
Sub Brand		Kroger Class Description		
Information Provider/Supplier Name		Supplier Item Number		
Information Provider/Supplier GLN		Target Market		
GTIN(Global Trade Item Number)/Item Ident	ifier			
Product Type		Date Created (DD-MON-YYYY)		
UPC or EAN				
GPC Category		Date Last Updated (DD-MON-YYYY)		
Code		from to		
Desc		Item Initiated As		
Assigned		All GDSN Portal Items V eComm		
All Assigned To Unassigned				
		Save As Favorite		
B Search Use the * as a wildcard for sea	irching.			
• PI2001 The results have been limited to 10). Please refine your search.			
1 to 4 of 4 in Products - Click a Produc	t to edit OB choose Producti	s) and select an action below.		
Select Action	on			
Dreduct Type				
[Click to get		UPC or GTIN(Global Trade Item Number)/Item		
started] Product Descript	ion Brand Nar	ne EAN Identifier		
Ready To List	Assigned To:	Date Last Updated: 03/08/2016 15:56:36		
N 🕅 Case Case of Demo HS	W Irons Demo HS	W 33294706342153		
	Company Demo HS	W		
Each Demo HSW Iron	Company	13294706342159		

3. Click any level of an item hierarchy (C) to open the **Hierarchy** screen.



TIP: An asterisk (*) can be used as a wildcard in the front, middle, or back of any search field. For example, searching for Test* in the Brand Name box will locate "Test Company", but not "The Test Company". Searching for *Test* will find both. Always use a wildcard at the end of 13-digit GTINs.

3.4.2. Parts of the Hierarchy Screen

The **Hierarchy** screen has four major sections. For "Initial Load" item submissions, the attributes of interest are in the **Product Configuration** and **Kroger Hierarchy Data** sections. For "New" item submissions, all sections are required.

• **Product Configuration** – Item hierarchy status information plus the item hierarchy broken down by product type, including description, GTIN, and quantity

- **Kroger Hierarchy Data** Supplier name, contact information, Kroger Corporate Vendor Number (K#), and other Kroger-specific information including the model GTIN
- **Geographic Regions** Supplier requests as to where, when, and how the distribution would occur
- **Kroger Sales Events** –Sales event associations and supplier's reason for submitting the item hierarchy

3.4.3. Hierarchy Status Information

Information about the hierarchy status is displayed at the top of the screen in the **Product Configuration** section. Review and fix all errors before submitting the hierarchy to Kroger.

readsheet Message	Center Reports M	y Account			F	
Information Providers	Btatwer In Process - Supplier	Assigned Tax	Kinger Cit	2 Bitatio	Publication Type: Current	
Product Type	Product Description Brand Name			373N(Global Trade Item sumber)/3tem identifier	Supplar Item Nomber	Number Centained
Edit 🛞 Case	10.0 CTV 20.1 CTV			4.0271111114		1
Edit Package	44/4/23% 2011/34/11/20			4.4c/*(1)		1
Edit Each	** * == = == 1 * * * * *			4.9071111118		10

	Label	Description			
Α	Information Provider	Name of the supplier			
В	Status	The Kroger VIP status. See section 3.6.1			
С	Assigned To:	Name of person to whom the user assigned this item hierarchy.			
		(This is an optional workflow-management feature.)			
D	Kroger CIC Status	Catalogue Item Confirmation Message indicates how Kroger			
		wishes to continue data synchronization on the item hierarchy.			
		See section 3.6.1 for more information.			
Ε	Publication Type	New – Item was created as a "New Item". This is for products			
		that have never been submitted to Kroger.			
		Current – Item was created as an "Initial Load". It should			
		already exist in Kroger systems and is currently sold by Kroger.			

3.4.4. Contact Information

Under the **Kroger Hierarchy Data** heading, enter the information for the contact at your company. The contact should be able to answer questions Kroger may ask about the items. Contacts may include manufacturers, brokers, agents, or distributors.

Kroger Hierarchy Data		
* Primary Contact Name		
* Primary Contact Email		
* Primary Contact Phone	- 0	
	- 8	
Kroser Corporate Vendor Ramber		

The **Kroger Corporate Vendor Number** is optional. If you do not know your Kroger Corporate Vendor Number (K#), email Kroger at <u>vendorportal@kroger.com</u>.

Kroger's item setup applications send emails to the contact with category manager/buyer decisions and comments on your item submissions.



TIP: The Kroger VIP can automatically fill in default values on the **Hierarchy** or **Item** screens for some attributes, such as contact information. Create default values on the **My Accounts** screen (accessible via the navigation bar at the top of the screen). Click the **Apply Defaults** icon on **Item** or **Hierarchy** screens to populate attributes with default values.

3.4.5. Model GTIN

A Model GTIN is an example for the buyer/category manager to use when setting up the item in Kroger's systems. Providing an appropriate model GTIN for new item submissions accelerates the approval process and enables accurate processing in downstream Kroger systems.



IMPORTANT: Providing a Model GTIN helps to avoid delays in the approval process. The Model
 GTIN provides information that the category managers/buyers might otherwise need to obtain by returning a hierarchy to a supplier as a "CIC Review". See section 3.6.1 for more information about CIC Review messages.

The **Model GTIN** for a new item hierarchy should be the GTIN of a similar item that has been previously submitted, approved, synchronized in MDM with a status of "Complete", and resides in Kroger's PID and/or MAGIC product databases. Choose a Model GTIN that:

- <u>Does not appear</u> in the hierarchy being submitted
- Falls under the same Kroger PO number, refrigeration attribute (frozen, ambient, etc.), shipping instructions, order catalogue, warehouse, and DSD
- Reflects a shipper if the new hierarchy is a shipper
- Item is <u>not</u> required to belong to the same class and pricing group

The **Supplier Comments** field can be used to provide additional information or instructions for the category mangers/buyers as they review the item submission.

3.4.6.Geographic Regions Items can be supplied to:

This section enables suppliers to indicate where they want Kroger to sell the product. It will initially only show a single row of related attributes. Additional rows are created as the current row is saved by clicking the **Add Row** 🚹 button.

Repeat the following steps for each geographic region or division:

- 1. Select a Geographic Region (A)
- 2. Populate attributes (B) that apply to all/most of the divisions within the selected region.
- 3. Click the **Add Row** button (C) to show applicable divisions.

Geographic Regions Homestern h	e supplied to Distribution Type by Region	Division	First Available Date by Region (DD-MON-YYYY)	Kroger End Availability Date (DD-MON-YYYY)	Kroger Dispatch Unit Initial List Cost	Hierarchy Level Product
Select Region or "All Regions"	Distribution Type and all application	able information then, o	click 'Add Row' (plus) icon. 🟮			
		•	8	8		
			γ			
			B			

IMPORTANT: Click the Add Row button after populating attributes for a new row. This will
 expand the row to display the selected region's divisions and save the attributes. Neglecting this step is a common cause of errors for beginning users.

- If any attributes do not apply to all of the divisions in the selected region, deselect an individual division by clicking the green checkmark (A) next to the Division name. Divisions can be re-selected by clicking the red X to convert it back to a checkmark.
- 5. Populate all remaining attributes on the row.
- 6. If any of the divisions were deselected in Step 4, repeat these steps for the identical **Geographic Region** and deselect all divisions that are selected in the previous row.

TIP: If some attributes are different for divisions in the same region, regions can be selected multiple times. For example, "Mountain" can be selected twice, and Dillon could have green check on the first instance but it would then require a red 'X' on the second. Regions can be repeated as many times as needed until all divisions are accurately represented.

or via a	Geographic Regions	Distribution Type by Region	Division	First Available Date by Regular (DD-MON-YYYY)		Coper End Availability Date (DD-MON-TYYY)		Kroger Dispatch Unit Initial List Cost	Hierarchy Level Product Type	Kroger Dispatch Unit Promotional Cost	a 0
fact Ra	igion or "All Regions"	Distribution Type and all applicable in	formation then, click 'Add Row' (p	ua) icon. 🛈	-		-			-	
+	Other Format	LOCAL WAREHOUSE		SI 8	255	1	5	1	N M	13	
9	NORTH WEST NORTH MOUNTAIN SOUTH	REGIONAL/PETTON WAREHOUSE DIRECT STORE DELIVERY KROGER PLANT CONSOLIDATED WAREHOUSE WHS/DISD	Kroger - Cincinnati	30-Jun-2016	13	30-Jun-2016	18	123	Case 👽	123	[
	WEST ALL	PEYTON	Kroger - Pichtgan Kroger - Centrel Jay C/Ruler (016) T Hill (Midwest) (669) Turkey Hill (870) Phys (660) Louisville - New Kentucky - New								
9	MOUNTAIN	DERECT STORE DELIVERY	Kroger - Houston (034) Kroger - Dallas (035) Dilton (815) Frys (660) Kwik Stop (672) Loof M Jug (673)	30-Jun-2016	12	(30-Jun-2016	12	123	Cese 💌	[123	
9	NORTH	DIRECT STORE DELIVERY	Nashville- New Vroger - Atlanta	30-30-2016	13	30-Jun-2016	19	123	Case 👻	123	1

1000000

NOTE: If the "Other Format" region is selected, you must select "Division Request" on the **Kroger Item Submission Reason Code** field under the **Kroger Sales Event** section on the **Hierarchy** screen.

3.4.6.1. Availability Dates

Use the **First Available Date by Region (B)** and **Kroger End Availability Date (C)** fields for Kroger-specific dates, such as KOMPASS events. The **Kroger End Availability Date** is blank by default, but can be populated with a future year of "9999".

3.4.6.2. Dispatch Unit Initial List Cost

The **Kroger Dispatch Unit Initial List Cost (D)** is the amount the supplier prefers to be paid for a dispatch unit. It must correspond to the selection for **Hierarchy Level Product Type (E)**. The drop-down list is populated with the product types designated in the item hierarchy as a **Dispatch Unit**. If none of the dispatch units apply to the desired cost, modify the dispatch unit selections. (See section 3.2.4.1)

3.4.7. Consumer Unit Item Information

All of the items in the hierarchy marked as a Consumer Unit (also known as "Contains") are displayed in this section. Some of the fields are pre-populated using information that was provided earlier. Be sure to enter all consumer units that belong to a hierarchy even if only one is sold at the stores.



	Field	Comments
Α	GTIN	Any item in the hierarchy that was marked as a Consumer Unit
В	Product Description	Automatically created from information entered on Item screens
С	Product Type	Populated by information entered on Item screens
D	Net Content & UOM Vendor	Populated by information entered on Item screens
Ε	Initial Corporate Av List Cost	Initial average list cost to Kroger for the Consumer Unit.
		If an Item Submission Reason Code is provided, this field
		becomes mandatory.
F	Promotional Cost	Cost of Consumer Unit reflecting the application of promotional
		monies at the time of item submission in VIP. Default value is 0.
		If an Item Submission Reason Code is provided, this field
		becomes mandatory.
G	Scan Allowance	Optional – Amount of promotional allowance intended to be
		structured as a unit scan allowance at the time of item
		submission.
Н	Manufacturer Suggested Retail	REQUIRED when "Product Pre-Priced" attribute for the
	Price	Consumer Unit = NO and most Kroger Item Submissions Reason
		Codes are selected.
1	Manufacturer Suggested Retail	Optional. Default value = '1'.
	Price Basis	
J	Manufacturer Suggested Retail	Optional. Default value = "EACH".
	Price Basis UOM	



NOTE: The consumer item with the highest product type in the hierarchy is currently the only consumer item displayed to the category manager/buyer in the Kroger item setup applications. Kroger still requires the input of all consumers for analysis purposes.

3.4.8. Kroger Sales Event and Item Submission Reason Code

These attributes explain why this item hierarchy is being submitted and for which sales event.

Kroger Sales Event		
Event Type Kroger Event Code	Edit	
Kroger Item Submission Reason Code		
Kroger Event Submission Start Date (DD-MON-YYYY) Kroger Event Submission End Date (DD-MON-YYYY) Kroger Event Start Date (DD-MON-YYYY) Kroger Event End Date (DD-MON-YYYY)		
Save Draft Submit Validate Assign	Delist	

- 1. Click Edit (A) to display the Event Type and Kroger Event Code drop-down menus.
- 2. A pop-up window may display the warning that editing event details for expired events will remove the expired event. This is not a concern when entering items for the first time.
- 3. Select the appropriate sales plan period from the **Kroger Event Code (B)** drop-down. Ask the buyer/category manager for this information if it's not already available.

Event Type	Definition					
Basic	Basic stock purposes including KOMPASS events					
Sales Plan	Weekly events					
Seasonal	Seasonal events, such as Back to School, Easter, etc.					

4. Select the appropriate **Kroger Item Submission Reason Code (B)**. The following table contains the most common reason codes. See Appendix <u>7.7</u> for the full list.

Reason Code	Use When
Add Division	Modifying the warehouse and division selections in the Geographic Regions section
Customer Request	Category Manager makes a request to a supplier
Division Doguost	Adding an item hierarchy being sponsored by a particular division. All submissions,
Division Request	including perishables, appear in the division tab in Venus
New Item	Adding an item that is not already in MDM

- 5. Click **Save Draft** to save the entered information (C).
- When all of the required attributes on the Hierarchy screen are populated, click the Validate (D) button to begin the validation process.

IMPORTANT: The Kroger Item Submission Reason Code is required if a new or current item submission requires a category manager's/buyer's attention, or if it is a new item requested by the category manager/buyer. In this case, suppliers must populate all the required fields in the Hierarchy screen. If there is no reason code, the item hierarchy is not sent to the category manager/buyer; it is only sent to Kroger's data management systems. This is appropriate for routine updates to item attributes.

3.5. Part 4 – Validate and Submit the Hierarchy

3.5.1. Understanding Hierarchy-Level Validation Errors

The validation errors that appear on the **Hierarchy** screen are structured in the same way as the validation errors displayed on the **Item** screen. The primary difference between the two is that the Item screen will only display errors for attributes that are present on that item screen. The Hierarchy screen can display errors for attributes that exist on any level of the hierarchy, so it is possible that the attributes might be found on other Item screens.

Γ	Product Configuration					
	Information Provider: Kroger E2E	Status: In Process - Supplier	Assigned To: Todd Watson	Kroger CIC State:	Publication Type: New	
	Product Type	Product Description Brand Name		GTIN(Global Trade Item Number)/Item Identifier S	upplier Item Number	Number Contained
6	Edit 🐨 Case	Case of Demo HSW Irons Demo HSW Company Demo HSW Iron Demo HSW Company		33294706342153 13294706342159		1 18
Ī	Save Draft Submit	Validate Assign	Delist 🎍 🐍		U	
	Kroger Hierarchy Data • PI5054 First Shin Date is rev • KR14411 Consumer Unit Ite • PI4000 Validate has not con	a A muired for dispatch units. For m Description is required on apleted successfully.	GDSN items, you may n Consumer Units when It	eed to correct data in the data pool. Ite em Submission Reason Code is populat	em (33294706342153) ed in this Family Tree Class. I	tem (13294706342159)



TIP: It is normal for beginning users to see a long list of validation errors for the first several item hierarchies. With practice and experience, the item submission procedure becomes faster as the user learns which attributes to provide before starting the validation process.

3.5.2. Locating Missing/Incorrect Attributes

Pick one validation error to begin with and look at the attribute field name (A). Use the **Ctrl-F** search method (See section 3.2.5.3) or scroll down the **Hierarchy** screen to look for the attribute.

If the attribute is found on the Hierarchy screen, enter or correct the value, click **Save Draft** then click **Validate**. Look for the attribute name in the new error messages. If it is still present, the attribute requires additional correction. If the error message is absent, the attribute has been successfully changed.

If the attribute is not found on the Hierarchy screen, it is located on a related Item screen.

- 1. Look at the item number (B) for the selected error message.
- 2. Find the matching item number (C) in the product configuration above the validation errors.
- 3. Click the blue **Edit** link next to the level (D) with the item number to open the **Item** screen.
- 4. Search for the attribute name and provide or correct the value.

- 5. Click **Save Draft** then **Validate** on the **Item** screen. Fix validation errors, if any, before returning to the **Hierarchy** screen.
- 6. If there are no validation errors, click **Save & Return** to return to the **Hierarchy** screen.
- 7. On the **Hierarchy** screen, click **Validate**.
- 8. Look for the attribute name in the new error messages. If it is still present, the attribute requires additional correction. If it is missing, the attribute has been successfully changed.
- Continue working through validation errors one at a time until no errors remain and the green Validation has been completed successfully message appears. Remember to click Save Draft frequently throughout the error correction process.



NOTE: Resolving validation errors can begin additional validation checks that result in new validation errors. This is normal. Experienced users are able to reduce the number of passes as they become familiar with the fields that must be populated for their classes. The Spreadsheet Data Loader can also reduce validation issues for experienced users. See Chapter 4 for details.

3.5.3. Submitting the Hierarchy

Product Type Edit 🞯 Case	Product Description Brand Name Case of Demo HSW Irons Demo HSW Company Demo HSW Iron	GTIN{Global Trade Item Number}/Item Identifier 33294706342153 13294706342159	Supplier Item Number

Information Provider: Status: Assigned To: Kroger CIC State: Publication Type Kroger E2E In Process - Retailer Todd Watson RECEIVED New	Product Configuration				
	Information Provider:	Status:	Assigned To:	Kroger CIC State:	Publication Type:
	Kroger E2E	In Process - Retailer	Todd Watson	RECEIVED	New

After all of the validation checks have completed successfully, click **Submit (A)**. This will change the Status from "**In Process – Supplier**" (**B**) to "**In-Process – Retailer**" (**C**). The Kroger CIC state will change from blank to "**Received**" (**D**).

This means the item has been received by Kroger's systems and is awaiting further review and processing. Continue to check the CIC state until it reads "**Synchronized**". If the CIC state ever reads "**Review**" or "**Reject**", the hierarchy requires modification or additional information. See the next section for initial troubleshooting instructions.

3.6. Troubleshooting

If the category manager/buyer says that they have not received an item, check the CIC state and the CIC messages.

3.6.1. CIC State

In addition to Kroger VIP statuses, a **Catalogue Item Confirmation (CIC)** state is assigned to track the item hierarchy's progress in the Kroger approval process. The following table describes both tracking mechanisms and their correlation with each other.

CIC State	VIP Status	Comments
Received	In Process – Retailer	The item hierarchy has been received by Kroger's data management system. No business decision has been made. Supplier cannot modify item attributes until the item changes to a " Complete " VIP status. The sales event is locked and item cannot be resubmitted to item setup application.
Review	In Process – Supplier	Kroger asks supplier to review the data because of a discrepancy or question about the information provided. An email is automatically sent to the VIP user with the category manager comments. Item may also not have passed system audits.
Synchronized Complet		Data is synchronized between VIP and MDM. If supplier selected an I tem Submission Reason Code on the Hierarchy screen before submission, the VIP status will change to " Complete " once the item hierarchy is approved by the buyer/category manager. This is required for "New" items and product changes that require buyer/category manager approval. If supplier did not select an Item Submission Reason Code , the item hierarchy is not sent to the category manager. The VIP status soon changes to " Complete " with CIC state of " Synchronized ". This is only correct for "Initial Load" items or for product updates that do not require approval.
Reject	Rejected – Retailer System	Kroger does not want to carry the item and has discontinued the synchronization. Item must be republished if/when the issue has been resolved with the category manager.

3.6.2. CIC Messages

The CIC Message is the response generated by Kroger indicating the progress of the item in the synchronization and approval process. If an item is sent back for review, the message will also contain the category manager's/buyer's comments.

CIC messages can be viewed in VIP by clicking the **Comments** link in the left panel of the **Hierarchy** screen. If the **Comments** link does not have a checkmark next to it, there are currently no comments on the item hierarchy.

Home Products Spr	codsheet Minssay	e Center Reports	Ply Account		
Product Information	Product Configura	tion			
Kroger Hierarchy Data	Information Providen Knoger E2E	Staged	Autigrad Ta:	Kroger CDC Etatel REVIEW	Publication Type: Current
Additional Information	1WorldSync Product	Introduction - Google Chrome		Provide Contraction	
Comments	A https://produc	tintro.preprod.1worldsyr	c.com/pi/kr/ItemViewCon	nmentsPopup.action?ac	tion=RequestPage&OWASP
Attachinvents	Product Centig	juration (
Change matory	Comments				
	Comment			Ad	d Comment Close
	Nete: This commen	t will be viewable to all use	T 8.		
	Comments				
	1 to 1 of 1 in Comm	ents			
	Ending Item Date/Time Status	Comment Author	Comment		
	19-Oct- 2015 Reviewed 08:04:25	bu.0838016003315.jdmprdy	00011179119028:CIC999:Item to this item is currently assigne existing items can be accepted accepted until the completion of	Returned for Review: The Kro d to the data migration proce if submitted in VIP as an Initi f the migration step. For Publ	ger Family Tree class attached ss. During this process, only al Load. NEW items cannot be ish GTIN 00011179119028::
	Page 1 Show \$50	records.			

3.6.3. Workflow & Change Histories

When the same type of problem occurs on multiple items, it can be useful to review change logs to discover which user has been inputting which information or altering the status of items. This information can be found in two places: **Workflow History** and **Change History**.

3.6.3.1. Workflow History

The workflow history shows major changes to an item hierarchy from the time of creation to the present. It records the action performed; the user who performed the action; who, if anyone, the item was assigned to at the time; and the date & time of the action recorded.

To display the Workflow History, click the **Workflow History** link on the top left of the **Hierarchy** screen.

Home Products	Spreadsheet	Hessage Center	Reports 1	ty Account					
Product Information Kroger Hierarchy Data	Produce O Information Pro Kroger E2E	nofigarition older Status In Proce	ıs - Retailer	Todd Wats	on RECEIVED	ni New			
26 26	-		_		GEDING	Sakel Trade			
Additional Information	1WorldSyne	Product Introduction - Go	ogle Chrome						
Commenta	https://p	productintro.preprod	l.1worldsync	.com/pi/kr/W	orkflowHistoryPopup.action				
Workflow History	Workflow	History							
Change History	🗖 Produc	🖬 Product Cooliguration							
	Warkflow I	Workflow Instory							
	1 to 10 of 1	1 to 10 of 10 in Workflow History							
	Action	User .	Pr .	uduct Status	Assigned To	Date/Time			
	CicAction GicAction Submit Velidet# Update GicAction Submit Velidet# Save Chaft List Page11 Cica	bu.0838016003315.jdm bu.0838016003315.jdm budd.watoon84.8kroger bu.0838016003315.jdm bu.0838016003315.jdm bu.0838016003315.jdm budd.watoon84.8kroger bdd.watoon84.8kroger bdd.watoon84.8kroger bdd.watoon84.8kroger bdd.watoon84.8kroger	nprdy In nprdy In .com In .com In nprdy In prdy In .com In .com In .com In .com Re	ProcessRetailer ProcessRetailer ProcessRetailer ProcessRetailer ProcessRetailer ProcessVendor ProcessVendor ProcessVendor ProcessVendor ady To List	todd.watson84@kroger.com todd.watson84@kroger.com todd.watson84@kroger.com todd.watson84@kroger.com todd.watson84@kroger.com	2016-03-10 17:46:43 2018-03-10 17:46:43 2018-03-10 17:46:43 2016-03-10 17:40:13 2018-03-10 17:39:21 2018-03-10 17:39:21 2018-03-10 17:13:15 2018-03-10 17:13:153 2018-03-10 17:13:45 2018-03-10 17:11:16			
				Close					

3.6.3.2. Change History

The **Change History** window shows changes made to items by date. To open the window, click the **Change History** link on the left panel of the **Hierarchy** screen. Click the icon to expand the list to show the changes made on the selected date.



4. Using the Spreadsheet Data Loader

4.1. Introduction

The **Spreadsheet Data Loader (SDL)** enables Kroger VIP users to capture item attribute information on spreadsheets rather than the Kroger VIP screens. Use the SDL to top off large numbers of GDSN and Non-GDSN items as well as new non-GDSN items and links. . Using the SDL is helpful as demands for updated item attribute data increase. It provides an efficient alternative when a large number of items revert to an In Process-Supplier status when changes in validation rules occur, optional attributes become required due to market or regulatory demands, and supplier products change to remain competitive.

Use the SDL to top off large numbers of non-GDSN items as well as new non-GDSN items and links.

4.1.1. Summary of SDL Setup

Setup of the SDL comprises six basic parts:

- 1. Create Template
- 2. Populate Attributes
- 3. Upload File
- 4. Validate Items
- 5. Link and List Items
- 6. Submit Items to Kroger

Each of these are explained in this chapter. Use the mass actions explained in the next chapter to update the Kroger VIP then submit the hierarchies in bulk.



TIP: Watch the introductory video and access the SDL User Guide available on the Kroger VIP. Click **Spreadsheet > Import Data** on the navigation bar.

4.1.2. Using Non-GDSN SDL Spreadsheet

Use the non-GDSN Spreadsheet to enter attribute data

Use the **Non-GDSN Spreadsheet** to add an item from scratch or provide attributes for an item created from scratch on the Kroger VIP that cannot otherwise be provided using the GDSN.

The next section provides the steps to create a template by exporting an item hierarchy.

4.1.3. Spreadsheet Structure

1						
2		_	-	_	_	
	A	В	C	D	E	
1						Į
	RECORD TYPE	OPERATION	GTIN (Global Trade Item Number)	GTIN Name	GTIN Name Language	User Co
2						
3	ITEM	APPEND	10027794230687	Moist Cleaning Each Item	en	
4			0826 : C	Moist Cleaning Each Item	en	
-		iew PI T				4

The SDL contains three tabs:

	Tab	Description
Α	Overview	Provides step-by-step instructions on how to use the SDL
В	PI_Item	Displays Item hierarchies selected from the export. Use this as your
		template for future updates of items from this class.
С	PI_Link	Establishes the parent-child relationship between the different
		levels in the item hierarchy

4.1.4. Spreadsheet Rules and Best Practices

- Use one SDL template per class
- Do not reformat or change the names of the tabs; this causes the process to fail
- Delete the sample values in the spreadsheet before processing; the sample appears for reference purposes

4.2. Part 1 – Create Templates

You must first create a spreadsheet template. These templates differ by class. This is accomplished by first validating then submitting a hierarchy using the Kroger VIP screens. Recall that hierarchy after it obtains an In-Process-Retailer status then use the SDL export feature to create the spreadsheet template. You can now recall other hierarchies to export with an In Process-Supplier status from the same class. Now that the data from all these hierarchies are in spreadsheet form, you can perform a column-by-column comparison for these item hierarchies with the initial item hierarchy on the spreadsheet to spot and populate the missing the missing attributes.

Complete the following steps to export an item hierarchy:



1. Select **Products (A)** on the navigation bar then select **All Products (B)**.

- 2. Click **Refine Search Results (A)** to expand the search screen.
- Enter GTIN (B) or other search criteria then click Search (C) to find the desired item hierarchy (D).

E Hids - Refine Search R						Clear Fields	Search Tipe		
Product Description	-		Kroger	Corporate Veni	dor Numbe	r (K#)			
Brand Name			Kroger	Class					
Sub Brand			Kroger	Class Description	20				
Information Provider/Supp	lier Name		Supplier	r Item Number		-			
Information Provider/Supp	lier GLN		Tarpet	Market					
GTIN(Global Trade Item No	amber)/Item Identifier	······································	B Date C	reated (DD-MO	N-YYYYY)-		-		
Product Type	=		from		19 to	18			
UPC or EAN	1		Date I	art Undated 77	D-MON-YY	(VV)			
GPC Category			Lote C	ase obnares. In	10	100			
Code			trom		1 mb 40	1.00			
Desc			-Items I	nitiated As		-			
Assigned			IA D	K GDSN K P	ortal Items	s 🕷 eComm			
Scorth C + as 1 to 4 of 4 in Products - I Select Action • To	a wildcard for searching. Click a Prod	I chaose Product(o lect an ac	tion below.		Save As	Favorite		
Product Type [Click to get started]	Product Description	Brand Name LPC o	GTIN(C Item N Identif	llobal Trade umber)/Item er	Supplier Item Number	Information Provider/Suppler Name	Kroger Corporate Vendor Number (K#)	Tarpet Market	Date Created
Status D	A	asigned Ter In shake Rin histolish	8	Date La cas/cos.	at Updated:	e 101			
a Gase	Satisati Willia Hill 29 - Loret Inson Designation (Instance)	Antonia (press)		*****		Contenant unable (1	******/ / 11	14 m	···· • • • • • • • • • • •
and the second se									

- 4. Check the box (D) next to the item hierarchies to be exported (maximum 50 at at time).
- 5. Click the **Select Action** drop-down arrow (E).
- 6. Select **Export Selected** then click **Take Action (F)**. A message appears confirming the action was successful.



- 7. Select **Spreadsheet** on the navigation bar then select **Export**. The exports created under your user account are displayed.
- 8. Click Refresh until the Export File Status column displays "Success".
- 9. Click the hyperlink of the file you wish to view in the SDL template then download the file. The Excel file opens.

SYNC			Kroger	Product Introd
tions Products	Spreadsheet Plenninge Center	Reports Hy Account	121	utth Guick Search:
Download Export Relevant Export Date	Toppet Pie Melae	Harris Prosanal	Mix Nama (Club to download)	Unipe D
2018-12-20 14:01:01	BACCEES	3	WROCEN_MONITER_CELEL41410404_1018133014010Loine	63292847 (63292830)
2019-12-39 13:32:27	BUCCEBB	1	AROCAN, MONIPOLS (ADDALASIALONDA, 20181270120121.abs	65291919 (85291922)
2015-11-20 14:36-34	BUCCERS	3	KRODER_NONDER_0614141410484, 20101111140404.00x	#3221164 (#X221164)
Page 1 1000 100 10		A Desc		Daily 30 stores of build
0UN- 0614141410484 Role	- Bappher Britry		Copyright @ 1WorldSync All Rights Reserved.	

10. Click **Enable Editing** when you open the excel file. Save this file for the next time you process an item in this class.

	appropriate attributes.	opulate the a	D ITEM tab to	11. Select the PO
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1				_	Basic	Logistics & Procarement	Price & Promo	Merchandising	Nutrients, Ingred, & Allergens	Hatandous& Handling Information	Cheese (965)
	RECORD TYPE	OPERATION	GTIN (Global Trade Item Number) / Item Mestifier	User Comments (Not loaded into the VIP)							
2											
3	ITEM	APPEND	10051520139012								
4	ITEM	AFPEND	00051520139015								
ŝ	MORE										
6	MORE										
7	MORE										
8	MORE										
-											
	1.1	Overview	PLITEM					A. S. (4)			
HE	NDT.										

12. Copy the rows for the validated hierarchy from the spreadsheet template and paste them on the top rows of the current spreadsheet. Be sure the rows for the model hierarchy are on the top rows of the spreadsheet.



TIP: The following tips are recommended working even more efficiently:

- Color-fill all rows for the model hierarchy
- Color-fill the rows for the dispatch units for all the hierarchies with a different color to make it easy to differentiate
- Freeze panes so that the rows for the model hierarchy remain visible as you scroll down and the first four columns remain visible as you scroll to the right

IMPORTANT: Changes can occur to the SDL template with each new release of the Kroger VIP,
 which occurs several times during the year. Be sure to use the latest SDL template.

4.3. Part 2 – Populate Attributes

4.3.1. Tools and Guidelines

Capture the item information on the **PI_ITEM (A)** worksheet.

Each row must have a **RECORD TYPE (B)**, **OPERATION (C)**, and **GTIN** value **(D)**. The remaining columns to the right comprise the attributes for the item.

- Click the "2" in the upper left corner of the worksheet (E) to expand all columns on the SDL, which displays all the attributes
- Click the "1" above the "2" to collapse all columns
- The column headings vary by class under the blue class headings
- Each row correlates to an item
- Each column represents an attribute
- Attributes that are bolded are required for all Kroger classes
- Attributes are grouped by category
- All Class Specific Attributes will be found under the class specific selection shown in blue
- Categories can be expanded and collapsed by selecting the "+" and "-" signs in row 1 above each category (F)

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1						Ŭ	Basit	Logistics & Procurement	Price & Prome	Menhandleing	Nutrianta, Ingred, & Allengers	SelfL07xor 1028)	
	RECORD TYPE	OPERATION	GDN (Global Trade Item Namber)	(ITh tane	UTIN Noise Language	User Garanients (Nat loaded into the VP)		1		1000 A (2000)			
2		_	-		10250								
1	TEM	<u>~</u> 26ND	10027794230687	Moist Cleaning Each tern	**								
4	TEM	APPEND	00082631310008	Moisz Cleaning Each Item	en.								



4.3.2. Enter Item Information

4.3.2.1. Record Type

The **Record Type** field requires a value of "**ITEM**" or "**MORE**".

• **ITEM** identifies the row as containing attribute data for a single item specified in the **GTIN** column.

1	A	В	C
1			
2	RECORD TYPE	OPERATION	GTIN (Global Trade Item Number) / Item Identifier
3	ITEM	✓ PEND	00641212414355
4	ITEM		
5	MORE		

• **MORE** indicates the row contains additional data values associated with the **ITEM** row above it. For example, this record type would accommodate items having multiple nutrient codes from a nutritional food panel. . The **MORE** record type handles the same attributes as the multi-value selection fields in the **Item** screens.

4.3.2.2. Operation

The **Operation** field is used to specify the desired operation.

- **APPEND** indicates that the row contains attribute data for an existing item.
- **ADD** is for non-GDSN items only

4.3.3. Considerations and Exceptions

- Multiple MORE rows may follow an ITEM row
- Each **ITEM** row must be associated with the **ADD** or **MORE** operation for the data in that row
- Only one section of class attributes may be populated for each item
- You can remove classification-specific attribute columns that do not apply to your items
- Entry limits are 999 rows
- The validation process for items and attributes occurs only during the Import process
- Items may be partially loaded then retained as draft items with data to be appended in the future
- Kroger-specific attributes must be entered on the Kroger VIP screens
- Cells cannot be reformatted or column titles changed in any way

3	ITEM	APPEND	
4		ADD	
5		APPEND	

- Blank or empty cells do not clear a value for an item attribute; remove existing data by manually clearing the value on the VIP screens
- Use the Excel "Paste Special" then specify "Values Only" (no formatting) when cutting and pasting from another document

4.3.4. Attribute Input

- Attributes bolded are attributes required for all classes
- Conditional attributes (attributes that require other attributes to be populated) are outlined in bold (if **Product Description** is populated then **Product Description Language** becomes required).
- Attributes shaded in grey require a valid value
- Refer to the Valid Values Column on the Kroger Attribute Spreadsheet to find the code valid value
- Use the Valid Values Tab to search for the Valid Values number
- When entering the valid value on the SDL, enter the code listed, not the value (i.e., enter "US" for the attribute Country of Origin, not "United States". See section 4.3.7 for more information

4.3.5. Collapse or Expand Attribute Categories

Select the "+" to expand, or display all hidden columns for attribute categories. Select the "-" to collapse or hide columns for attribute categories. This can increase ease of use.



Attribute values that require other attributes are outlined in bold, as illustrated above with "Product Description" and "Product Description Language". Collapsing unused categories does not affect the upload process.

4.3.6. Class-Specific Attributes

The class-specific attributes relate to the Kroger family tree classification and appear in blue. Reference the **Valid Value Reference Guide** to determine correct codes to enter. See the next section.

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1																Spices & Excepts (013)
	Other Taiget Use/Appricati on	Servings Per Package (Fined or Range)	Number Of Servings Per Fackage Decimal	Rom Is Tetraded for Histoan Consemption?	Entyme Source	Other Enzyme Source	Getinin Source	Other Seletin Bourte	Gilton Free Claim? (Ves/Nc)	bgredients 11st	Ingvedients Lin Langsoge	Natural Flig? (Net/Net	Örganit Cales	Organic Claim Agency	Organic Track: Item Code	
3	Oven cleaner	FIRED	10	No.	ANIMAL.	Other Enzyme Source	1617	Other Generatin Source	Ves	List7		Yes	30002454		,	

4.3.7. Accessing the Valid Value Reference Guide

Complete the following steps to access the Valid Value Reference Guide:

84@kroger.com	
	Kinger
Message Center Reports My Account	
	eComm Templates & Guides
Quick Sheet - SDL GDSN	Kroger eComm Template
Quick Sheet - SDL Non GDSN	eComm VIP Valid Values Reference
VIP Valid Values Reference C	
Spreadsheet Data Loader User Guide	
Import	
	Message Center Reports My Account Quick Sheet - SDL GDSN Quick Sheet - SDL Non GDSN VIP Valid Values Reference Spreadsheet Data Loader User Guide

Control

NOTE: Attributes that require a valid value are shaded in grey.

- At the Home page, click Spreadsheet > Import on the navigation bar (A). The Import Data screen displays (B).
- 2. Select the VIP Valid Value Reference link (C). The Valid Value Reference Guide displays (see Figure 7).
- 3. In the shaded attribute columns (D), enter the specified valid value (i.e. Country of Origin must be "US", "AU", and so forth) per the Valid Value Reference Guide (E).

TIP: Be sure to use the Code and not the Value.

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										HI Cotton Vool Products Formation 20001754 COTTON VOOL 8	00
Product	Manufacturer	Manufacturer	Replaced	Intended for	Net	Net	Kroper	Kroger	Country	WE Cotton Visci Products Formation COTTON VOOL	LEAT
Ferm	GUN	fiame	Rein GTIN	Human	Coldent	Content	Equivalent	Equivalent	of Origin	HE County Of Origin AD ANDORFIA	
				Convergetion	1. C	UOM	MOU	UOM Quantity	Activity.	Mil Country Of Cogn All ATCHANACTAN	A44181
				(Nes/Net)			Quantity	UOM		HI County Of Origin AG ANTIQUA AND B	ADUDA
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Figure 1

4.3.8. Adding the Nutritional Information

Some classes require nutritional information to be populated on the base unit (lowest level of the item hierarchy). To enter nutrient information in the SDL:

- Copy and paste additional "**MORE**" rows under the updated GTIN using the submitted GTIN in the class
- Update the nutrient quantity contained to match your nutritional facts panel

4.4. Part 3 – Create Links

Users can add links or hierarchical relationships between non-GDSN items on the non-GDSN spreadsheet.

Complete the following steps to create links:

 Select the PI_LINK tab. The Link Data Entry worksheet opens.

	А	В	С				
1	Parent Item Identifier	Child Item Identifier	Qty of Next Level Item(s)				
2	000000000000000000000000000000000000000	11111111111111	96				
3	11111111111111	222222222222222	24				
N · · · N Overview / PI_ITEM PI_LINK / 🖏							

- 2. Enter the **Parent** and **Child Identifiers** in columns A and B, respectively, in descending order starting at the highest level of the hierarchy. Example: Parent is pallet and child is case.
- 3. Enter quantity in column C of child items contained in the parent item. Example: There are 75 cases in the pallet.
- 4. Repeat steps 2 and 3 for the next level down the hierarchy with the parent item the same item as the child item from the previous row.

On the **PI_ITEM** tab, the value of the **Quantity of Next Level** column must be equal to or less than the **QTY of Next Level Item(s)** for the parent attribute under the **Basic** group or in Kroger VIP.

1		BASIC			
	RECORD TYPE	OPERATION	GTIN (Global Trade Item	GTIN Name	Qty of Next
			Number)		Item(s)
2					
3	ITEM	ADD	22222222222222	Each	1
4	ITEM	ADD	1111111111111	Case	24
5	ITEM	ADD	0000000000000	Pallet	96



NOTE: Any changes to an existing link must be performed on the Kroger VIP **Entered Items Product** screen.
4.5. Part 4 – Upload File

4.5.1. Importing SDL Files

Complete the following steps to upload (import) the completed spreadsheet to the Kroger VIP:

- 1. Save the spreadsheet in your computer.
- 2. Select **Spreadsheet > Import** on the navigation bar **(A).** The **Import Data** screen opens and displays all files that have been, or are being imported.

S'	^{orld} YNC	\sim				Kroger
Home	Products	A	Message Center	Reports	My Account	
Import [Data	Import Export				
Kroger Te	emplates & Gui	des				eComm Templates & Guides
Download	Template by Cla	SS	Quick Sheet - SD	L GDSN		Kroger eComm Template
How to up	load items using	SDL GDSN	Quick Sheet - SD	L Non GDSN		eComm VIP Valid Values Reference
How to up	load items using	SDL nonGDSN	VIP Valid Values Spreadsheet Data	Reference a Loader User (Guide	
Uploade	d Templates	5		В) ()	
Import F	ile :			Browse	Import	

- 3. Click **Choose File (B)** to locate and select the spreadsheet file.
- 4. Click **Import (C)** to upload the selected spreadsheet. The status of the import is displayed on the lower section of the **Import Data** screen.

4.5.2. Determining Import Status

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The processing status appears in the **Import File Status** column **(A)** on the **Import Data** screen. The statuses are as follows:

- **IN_PROCESS** The import process has been started and is underway. Refresh browser (hit F5 key for IE browser users) for status update until the status is "**COMPLETE**".
- COMPLETE The import process is complete with results summarized and posted. The presence of the "view" hyperlink in the Items Failed column (D) denotes validation errors have occurred. Click the hyperlink to view details about the errors. See below for descriptions of the error types.
- **ERROR** The file could not be processed. Be sure file was created using a properly formatted non-GDSN spreadsheet template.
- NOT_PROCESSED There is currently a backlog or system issue. Check back later.

Click **Refresh (E)** (or press **F5** on your keyboard) for the up to the minute status until the **Imported File Status** shows **COMPLETE**. The remaining columns to the right provide the following:

- Items Processed (B): The number of items processed successfully loaded in the Kroger VIP.
- Items Failed (C): The number of items that failed. These did not load into the Kroger VIP and must be corrected
- View Errors (D): Click the hyperlink in the column to view details of the error. For details see the next section.

4.6. Part 5 – Validate Items

The **View Errors** pop-up window displays the SDL errors, if any. Click the **view errors** link on the **Import Data** screen for a particular imported file.

Validations are processed automatically during the import process. Both successful and failed items are uploaded unless they are duplicates of previous entries. Items uploaded to the Kroger VIP on the SDL appear on the Kroger VIP **Product** screen. Failed items need to be resolved either by making updates with the SDL spreadsheet and/or on the Kroger VIP **Product** screen before they can be submitted to Kroger.

View Erro	ors	
Import File	Error Mes	sages
1 to 3 of in E	rror	
GTIN	Error Type	Error Message
JJM1120PL2	Item Failure	 PI8202 : Item JJM1120PL2 already exists in the system so it cannot be added. This item will not be processed.
JJM1120CA2	Item Failure	 PI8202 : Item JJM1120CA2 already exists in the system so it cannot be added. This item will not be processed.
JJM1120PL2	Link Failure	 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 Sho	w 50 🕶 r	
		Close

The Error Types are as follows:

File Failure – A problem with the spreadsheet, usually with spreadsheet format. No data in the file will be processed when this failure occurs.

Item Failure – An issue with an individual item or GTIN exists in the file that prevents it from being processed. The row or rows for that specific item will be discarded. Processing will continue with additional items present in the file.

Complete the following steps to resolve an item failure:

- 1. Review the error message to determine which attribute failed.
- 2. Find the attribute on the SDL then correct the error. The error can be corrected in the SDL or directly on the Kroger VIP screens. The best practice is to correct the attribute where the item was originally entered.
- 3. Repeat steps 1 and 2 until all errors are resolved.

Link Failure – A link on the link tab could not be added to the system. Processing will continue with any additional links if present in the file.

Validation Error – 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 Kroger VIP. In such cases, be sure to change any **ADD** values for **Operation** to **APPEND**.

If the **Item Failed** column on the **Import Data** screen has a value of "0" but a "**VIEW**" message exists in the **View Errors** column, then the item has a data validation error.

Complete the following steps to resolve a data validation error:

- 1. Identify the missing attribute in the error message
- 2. Populate the attribute on the SDL
- 3. Upload the SDL into the Kroger VIP a second time
- 4. Repeat steps 1-3 until there are no more data validation errors

Optionally, some or all corrections can also be made on the Kroger VIP screens.



TIP: For detailed information about the error messages, click the link **for FAQ Error Messages and Training** on the **Home** page.



NOTE: You must top off item information with Kroger-required attributes on the **Hierarchy** screen in the Kroger VIP application before the item can be submitted to Kroger. After that information has been entered, you may select the **Submit** button. Additional validation messages may appear at that point, which must be resolved before the item hierarchy can be submitted to Kroger.

4.7. Part 6 – Submit Items to Kroger

Before submitting the item hierarchy, you must:

- 1. List the items in the hierarchy as instructed in section 3.3.1.
- Populate the hierarchy attributes described in chapter 3 on the Hierarchy screen then click Submit at the bottom of the screen. The SDL cannot be used to update attributes on the Hierarchy screen.



TIP: For a large number of item hierarchies, use the **Product Mass Update** feature to enter attributes on the **Hierarchy** screen for two or more hierarchies at one time. Refer to the next chapter, **5.1** *Using Mass Actions* for more information

5. Using Mass Actions

5.1. **Product Mass Update**

Kroger VIP users can perform attribute updates for multiple item hierarchies in bulk on the Hierarchy screen. Complete the following steps to accomplish this using the Kroger VIP Product Mass Update feature:

- 1. Open the appropriate queue or click Products on the navigation bar then select All Products on the drop-down menu (recommended). The Products page opens.
- 2. Refine your search results, if necessary. (See section 7.6 for instructions).
- 3. Select the item hierarchies to update (A). Click the heading box to select all items on the page.
- 4. Select "Product Mass Update" on the Take Action dropdown (B) then click Take Action (C). The system displays the affected hierarchies and the same fields as seen on the Hierarchy screen

NOTE: time.

5. Update Update

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6. Click Save Draft then Validate (E). The results are displayed next to the item. The appearance of red "View Errors" links instead of the green "Success" message indicates the update failed.

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7. Click the **View Errors** links then correct the listed errors.

5.2. Mass Submit

Complete the following steps submit one or more item hierarchies using the **Submit** action:

- 1. Open the appropriate queue or click **Products** on the navigation bar then select **All Products** on the drop-down menu (recommended). The **Products** page opens.
- 2. Refine your search results, if necessary. (See section 7.6 for instructions).
- 3. Select the item hierarchies to update.
- Select "Submit" (A) on the Take Action dropdown list (limit: 50 selections) then click Take Action (B).

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5. The results are displayed next to the item. The appearance of red "**View Errors**" links instead of the green "Success" message indicates the update failed.

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6. Click the View Errors links then correct the listed errors.

5.3. Using Other Mass Actions

Complete the following steps to perform a task on one or more item hierarchies (not individual items) at the same time:

- 1. Open the appropriate queue or click **Products** on the navigation bar then select **All Products** on the drop-down menu (recommended). The **Products** page opens.
- 2. Refine your search results, if necessary. (See section 7.6 for instructions).
- 3. Select the item hierarchies to update.
- 4. Select one of the tasks below that are included on the on the Take Action menu.



5. Click Take Action. The following table defines the mass actions available.

Action	Description
Add Attachments	Add an attachment to the selected item hierarchy
Add Comment	Add a comment to be viewed by all users of the selected item hierarchy
Assign	Assign the item hierarchy to another user within your organization
Convert	NOT USED
Delist	Remove the item from the Ready to List or In Process – Supplier queue
Export All	Export all selected items
Export Selected	Export a single item or group of items on the Kroger VIP Spreadsheet Data
	Loader
Initiate	NOT USED
Print	Print the selected item hierarchies
Product Mass Update	Update a group of existing items at the same time (hierarchy data page only)
Relist	Restore a previously delisted item
Restart	Restart the item in the workflow process
Submit	Send one or more selected item hierarchies to Kroger that have passed all
	required validations
Validate	Check the attributes for any validation errors

6. Performing Post Cutover Tasks

6.1. Introduction

This chapter explains important tasks that Kroger VIP users perform frequently after a class has been cut over to MDM. The topics include:

- Designating an Item as a Shipper
- Submitting a New Item as a Division Request
- Submitting a Size Change
- Submitting a Pack Change

6.2. Designating an Item as a Shipper

Any dispatch unit containing multiple consumer units is designated as a shipper. In some cases, dispatch units containing one consumer unit marked as a display type are designated as shippers rather than basic stock items. Shippers are allocated rather than ordered by the stores.

In the Kroger VIP, a shipper is a hierarchy comprising a dispatch unit (A) and one or more consumer units or contains (B).

E Product Configuration					
Information Providen	Status)	Azzighed To:	Kroger CIC State)	Publication Type:	
Product Type	Product Description Brand Name		GTIN(Global Trade Item Number)/Item Identifier	Supplier Dam Number	Sumber Container
Edit B Mod Pallet (Mis			100000000000000000000000000000000000000	x	1
Edit # Each	В		100000000000000000000000000000000000000	x	6

To differentiate a shipper from a basic stock item with a single consumer GTIN, select "SHIPPER" or the best choice as the Display Type (C) for the dispatch unit on the Display Information section of the Item screen. A blank value denotes a basic stock item.

Display Information:	
Trade Item is a Display Unit:	Unspecified
* Has Display Ready Packaging?:	True
Display Type:	SHIPPER C



NOTE: A hierarchy does not necessarily have to include a "Display" or "Pallet" product type to be considered a shipper in the Kroger item setup applications (Venus and NIF).

Select "**REUSE SHIPPER**" or "**NEW ITEM**" as the **Kroger Item Submission Reason Code** on the **Kroger Events** section of the **Hierarchy** page.

6.3. Submit a New Item as a Division Request

6.3.1. Overview

Suppliers can submit a new item and identify it as a product that a particular division wants to sell. Be sure to select "**DIVISION REQUEST**" on the **Kroger Item Submission Reason Code** dropdown list in the **Sales Event** section of the **Hierarchy** screen. This ensures that the item will be routed to the division merchandiser instead of the corporate category manager in the Kroger item setup application.

6.3.2. Initial Steps

Log into the Kroger VIP and recall the new item from the Ready to List queue:

- 1. At the Hierarchy screen, validate the Publication Type is "New" (A).
- 2. Validate the appropriate **Dispatch Unit** and **Consumer Unit** is accurate at each hierarchy level (B).

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 Enter clarifying comments in the Supplier Comments text box (E).

6.3.3. Sourcing Information

- 1. Select the appropriate geographic region from the Geographic Region drop-down list (A).
- 2. Select the appropriate distribution type for each region from the **Distribution Type by Region** drop-down list (B).
- 3. Provide the first available date by selecting the **First Available Date by Region (C)**.
- 4. Enter the dispatch unit list cost in the Kroger Dispatch Unit Initial List Cost text box (D).
- Select the appropriate hierarchy level from the Hierarchy Level Product Type drop-down list (C).
- 6. (Optional) Select the appropriate transportation method by clicking the \bigcirc button in the **Transportation Options** column (F).
- 7. (Optional) Enter the appropriate order lead-time value in the **Order Lead Time** text box based on the **Order Lead Time UOM (G)**.
- 8. Click the 🖆 (H) to add the divisional information to the sourcing section.

NOTE: Only one division can be selected for the **Division Request** option. If any divisions need to be removed, click a \checkmark next to the division to change the selection to a \bigcirc (I).

9. Repeat steps 8-15 to add additional regions, otherwise proceed to step 17.



6.3.4. Event Information and Reason Code

- 1. Click the green **Edit (J)** button to display the Event Type and Kroger Event Code drop-down arrows.
- 2. Select "**BASIC_STOCK**" from the **Event Type** drop-down list. Also, select "**Sales Plan**" for a promotional item.
- 3. Select the appropriate KOMPASS period from the Kroger Event Code drop-down.
- 4. Select "Division Request" on the Kroger Item Submission Reason Code drop-down (K).



00000004

- 5. Click **Save Draft** to save the entered information (L).
- 6. Click **Validate** to verify information entered **(M)**. Resolve validation errors if any then repeat steps 5 and 6.
- 7. Click **Submit** to submit the item hierarchy (N). The item hierarchy proceeds to the Kroger item setup application called Venus, specifically for review by division users that are sponsoring the product.



NOTE: Selection of the "**DIVISION REQUEST**" reason code routes perishable items to Venus for review instead the NIF item setup application would otherwise be the case.

6.4. Submit Size Changes

6.4.1. Overview

When submitting an item hierarchy in which the net content of an item has changed, select **Size Change** on the **Reason Code** field in the **Kroger VIP Kroger Sales Event** section on the **Hierarchy** page. This is necessary for linking the old and new GTIN in the setup application.

6.4.2. Requirements

The following requirements apply for submitting a size change:

- Size change submissions require a replacement (Replaces) GTIN for all levels in the new hierarchy, including the Consumer GTIN
- The Replaces GTIN must already have been published in the Kroger VIP with a "Complete" status
- The new and original hierarchies must be the same in the following areas:
 - Product type
 - Information Provider and Target Market
 - Family Tree class within new hierarchy
 - All Replaces GTINs in the hierarchy that are above the changed item must also be changed
 - No Replaces GTIN is required for an added level in the new hierarchy



NOTE: Additional levels are permitted in the new hierarchy. No Replaces GTIN is required for an added level in the new hierarchy.

Refer to the following illustrations for a visual representation of the rules:

- Basic Size Change
- Size Change with Multiple Parents

6.4.3. Illustrations

6.4.3.1. Basic Size Change



6.4.3.2. Size Change with Multiple Parents



6.5. Submit Pack Changes

6.5.1. Overview

When submitting an item hierarchy in which the quantity of an item has changed, select **Pack Change** on the **Reason Code** field in the **Kroger VIP Kroger Sales Event** section on the **Hierarchy** page. This is necessary for one or more hierarchy levels above the consumer item.

6.5.2. Requirements

- Pack change submissions require a replacement (Replaces) GTIN for each level in the new hierarchy except the Consumer GTIN.
- The Replaces GTIN must already have been published in the Kroger VIP with a "Complete" status
- The new and original hierarchies must be the same at each level in the following areas:
 - Product type
 - Information Provider and Target Market
 - Family Tree class within new hierarchy
- The Consumer GTIN for the new hierarchy must remain the same as the original hierarchy
- All Replaces GTINs in the hierarchy that are above the changed item must also be changed



NOTE: Additional levels are permitted in the new hierarchy. No Replaces GTIN is required for an added level in the new hierarchy.

Refer to the following illustrations for a visual representation of the rules:

- Basic Pack Change
- Pack Change with Additional Hierarchy Levels on the Old Item
- Pack Change with Additional Hierarchy Levels on the New Item

6.5.3. Illustrations

6.5.3.1. Basic Pack Change



6.5.3.2. Pack Change with Additional Hierarchy Levels on the Old Item







7. Appendixes

7.1. Glossary

Term	Definition					
Base Unit	The product type at the lowest level of a hierarchy. If multiple consumer units exist					
	in an item hierarchy, only one can be the Base Unit. Example: A pack of Nutritional					
	bars can be a consumer units as well as single bars. Single bars would be					
	considered the Base Unit in the hierarchy.					
CIC Message	Catalogue Item Confirmation message indicates the progress of the item hierarchy					
	in the synchronization process. The messages reflect Kroger's wishes on how the					
	synchronization should continue: Accept, Reject, Review, or Synchronized.					
Consumer Unit	The product type in the item hierarchy that is scanned at the point of sale					
Data Pool	The organization that enables suppliers to use the GDSN					
Dispatch Unit	The product type in the item hierarchy that is purchased and shipped to the store.					
	Same as "Procurement Variant".					
GDSN	The acronym for "Global Data Synchronization Network", which is the automated,					
	standards-based global environment that enables secure and continuous					
	synchronization of data between trading partners. The result is consistent item					
	data residing in all trading partners' systems at the same time.					
GTIN	Global Trade Item Number – A globally unique 8, 12, 13, or 14-digit number that					
	identifies products and services					
Initial Load	The process of synchronizing items into MDM already loaded in Kroger's older					
	product databases.					
Item Hierarchy	Defines how an item is sold in the store, packaged, handled, and shipped. Also					
	defines the parent/child relationships between the different product types such as					
	Each, Pack, Case, and Pallet.					
MDM	In business, master data management (MDM) comprises the processes,					
	governance, policies, standards and tools that consistently define and manage the					
	critical data of an organization to provide a single point of reference. Kroger uses					
	an MDM item database that contains all information about the products Kroger					
	sells. It provides more information about the items in the stores than do the older					
	item databases, facilitates the automation of many paper-based activities, and					
	includes attributes of the items that enable the company to look at items like					
	customers do.					
Ordering Unit	Level at which the product is ordered. This field is currently not used by Kroger					
Drocuroront	systems.					
Variant (DV)	"Dispatch Upit "					
Product Type	Dispatch Office					
Froduct Type	Case Pack Each and others					
Sales Variant	The product type in the item hierarchy that is sold at the store. Same as					
	"Consumer Unit "					
Shinner	A "shinner" is a nre-nack of merchandise that can be set up as a display. Shinners					
Sillhhei	are allocated rather than ordered by the stores. Example: A shipper may consist of					
	red paper cups and plates appropriate for Valentine's Day, then again on the					
	Fourth of July					
Sales Variant (SV) Shipper	Case, Pack, Each, and others. The product type in the item hierarchy that is sold at the store. Same as "Consumer Unit." A "shipper" is a pre-pack of merchandise that can be set up as a display. Shippers are allocated rather than ordered by the stores. Example: A shipper may consist of red paper cups and plates appropriate for Valentine's Day, then again on the Fourth of July.					

Term	Definition
Synchronization	GSD1's solution for transferring standardized product and location information between trading partners and the continuous synchronization of that data over time. Specifically, synchronization refers to Kroger supplier-provided item information with Kroger's MDM database.
Top Off	In the case of Kroger VIP, the process of using the Kroger VIP screens to enter and submit Kroger-required attributes in addition to the attributes already provided via the GDSN.

7.2. Item Hierarchies

7.2.1. Overview

Suppliers provide product information as **item hierarchies** on the Kroger VIP. Item hierarchies describe how items are sold, packaged, handled, and shipped. Packaging levels that contain smaller packaging levels, such as a Pallet that contains a number of Cases, are referred to as **Parent** items. The smaller packaging levels are called **Child** items. A single item can be both a parent and a child, such as a Case that is the parent of an Each and the child of a Pallet.

Figure 2 illustrates a simple item hierarchy:



Figure 2 - Simple Item Hierarchy

Item hierarchies detail the parent/child relationships between different **product types** in the item hierarchy, such as Each, Pack, Case, and Pallet, and the number of units in each level. A **GTIN** is assigned to each product type.

Figure 3 illustrates a more complex item hierarchy.



Figure 3 - Complex Item Hierarchy

7.2.2. Product Types

A **Product Type** is a description of a packaging level that is ordered, shipped and/or sold. Not all types will be included in every hierarchy.

Most hierarchies will require at least two product types, such as an **Each** and a **Case**. Include all items designated as an **Each** product type, even if they are not currently scannable at the register or sold to consumers.

Table 2 contains the complete list of product types available in the Kroger VIP. Detailed definitions of product types can be found in the GDSN Trade Item Implementation Guide found at http://www.gs1.org/gdsn/trade implementation guide. The product type definitions apply for GDSN and non-GDSN suppliers.



NOTE: Kroger requests that you include all items designated as "**Each**" product types, even if they are not currently scanned as sellable items.

Product Type (VIP Code)	Description	Parent Types Allowed	# of Parents Permitted	Child Types Allowed	# of Children Permitted
Each (EA)	The lowest level of the item hierarchy intended or labelled for individual resale.	TL, PL, MX, CS, DS, PK, None	Single	None	None
Package (PK)	A logistical unit or a consumer unit between a case and each. This level can contain a single GTIN or multiple GTINs.	TL, PL, MX, CS, DS, PK, None	Single	PK, EA	Single/ Multiple
Display (DS)	A shipping unit that is a display which can contain a single instance of a GTIN or more than one unique instance of a GTIN.	TL, PL, MX, CS, DS, None	Single	DS, CS, PK, EA	Single/ Multiple
Case (CA)	A standard trade item shipping unit. Includes a $\frac{1}{2}$ or $\frac{1}{4}$ pallet and a $\frac{1}{2}$ or $\frac{1}{4}$ b box pallet.	TL, PL, MX, CS, DS, None	Single	CS, DS, PK, EA	Single/ Multiple
Pallet (PL)	A unit load that contains a single or multiple GTINs that is not display ready. Includes box pallet.	TL, PL, None	Single	PL, MX, CS, DS, PK, EA	Single/ Multiple
Mod/Mixed Pallet (MX)	A unit load that is a "display ready pallet" that may contain a single GTIN or several unique GTINs that is intended to go directly to the selling floor.	TL, PL, MX, None	Single	PL, MX, CS, DS, PK, EA	Single/ Multiple
Transport Load (TL)	Trade item above the pallet level used for transporting trade items. This can be used to define truckloads, shipping containers, rail cars, ships, etc. This level can contain a single GTIN or multiple GTINs.	TL, None	Single	TL, PL, MX, CS, DS, PK, EA	Single/ Multiple

Table 1

7.2.3. Unit Types

A **Unit Type** describes how a **Product Type** is used within the hierarchy. It is possible for a hierarchy to have multiples of each unit type, and a single item may be multiple types of unit. Complete hierarchies must have at least one of every type. Only dynamic assortments and shippers may have more than one Base Unit.

- **Consumer Unit** This product can be scanned at the register and sold to the consumer.
- **Base Unit** This is the lowest/smallest packaging level in the hierarchy, regardless of whether it may be scanned and sold to the consumer.
- **Dispatch Unit** This is the packaging level that is shipped to Kroger.
- Ordering Unit This is the packaging level that is ordered by Kroger. Always choose the same selection as **Dispatch Unit**.



TIP: All unit indicators should be "Yes" for Direct Store Delivery (DSD) items.

7.2.4. Assigning Procurement and Sales Variants

A consumer item sold at the store is entered as a **Sales Variant (SV)**, which can be an "Each" or a "Package" as a product type. For example, health bars can be sold as individual bars or in packages. The lowest level in the hierarchy is the **Base Unit**, which is the "Each" item in this illustration. Pallets and cases can be a **Procurement Variant (PV)**. Note that a product type could serve as a sales and procurement variant.

Table 2 illustrates how procurement and sales variants can be assigned in the item hierarchy.

PL - Pallet	Procurement Variant Dispatch Unit - PV	Sales Variant
CA - Case	Dispatch Unit - PV	
PK - Package		Consumer Unit - SV
EA - Each	Dispatch Unit - PV	Consumer Unit - SV

Table 2

Sometimes a hierarchy contains multiple sales or procurement variants. For example, sales variants may consist of nutrition bars in packs as well as the individual bars.



NOTE: The Kroger item setup applications select the highest consumer unit in the hierarchy as the **Sales Variant**. The lowest dispatch unit becomes the **Procurement Variant**. Chapter 3 provides instructions on how to enter hierarchies in the Kroger VIP.

7.3. Data Flow

7.3.1. GDSN and the Kroger VIP

This section provides an overview of the data flow of item hierarchy information from the supplier to Kroger's PID and MAGIC product databases.



Figure 4 – Flow of Item Submissions from Suppliers

7.3.1.1. GDSN vs Non-GDSN

Kroger suppliers publish their item data to Kroger and other retailers on the Global Data Synchronization Network (GDSN) (A). The GDSN automatically feeds the Kroger VIP (B). Suppliers must "top off" their item data by entering additional Kroger-required attributes on the Kroger VIP before their items can be submitted to Kroger for approval.



NOTE: Suppliers who do not use the GDSN must enter all their information (the data that would otherwise come via the GDSN plus the top-off data) directly on the Kroger VIP (B).

7.3.1.2. MDM for Data Purposes Only

Appendixes



Figure 5 - Statuses and Contact Points

The presence of a **Kroger Item Submission Reason Code** sends the hierarchy to the Kroger category manager. Submissions without that code are not sent to the category manager. (In all cases, the system attempts to synchronize the data in MDM.)



NOTE: The Kroger item setup applications automatically send emails to inform supplier contacts of the CIC states for each item submission. The green stars in Figure 5 indicate the points during the process at which these messages are sent.

Some submissions may only have minor attribute changes that do not require approval. In such cases, a **Kroger Item Submission Reason Code** selection on the Hierarchy page is not required.

When the successfully submitted item data has been validated and synchronized in MDM (A), the Kroger VIP status changes from "In Process - Supplier" to "In Process - Retailer". However, item submissions quickly change from In Process - Retailer to a final status of "Complete" when a Kroger Item Submission Reason Code was not selected. In this case, the item data may synchronize successfully in MDM but is not sent to the item setup applications for category manager review.

!!

IMPORTANT: Watch for hierarchy submissions that quickly change from a Kroger VIP status code of "**In Process – Retailer**" to "**Complete**" shortly after the submit step. If a review is
needed, select a reason code on the **Hierarchy** screen and resubmit the hierarchy. Otherwise, the item data is not reviewed for approval and remains locked out of a sales event. See the instructions in section 0 explaining how a reason code must be selected on the **Hierarchy** screen to ensure the item hierarchy proceeds to the approval step.

7.3.2. Item Submission Review

From MDM, the data proceeds to the Kroger item setup applications (Venus or NIF if perishable product) (B). The category managers review and approve the item submissions (C). If the item hierarchy is approved, it receives a Kroger VIP status of "**Complete**".

The final stop of the item hierarchy data is the PID or MAGIC product databases (D).



NOTE: MDM is Kroger's growing repository of item attribute data to be used for Kroger's Customer 1st and other leading edge initiatives. PID and MAGIC continue to serve as the authoritative product databases for Kroger's downstream business systems.

7.3.2.1. CIC State

In addition to Kroger VIP statuses, a **Catalogue Item Confirmation (CIC)** state is assigned to track the item hierarchy's status in the Kroger approval process. The following table describes both tracking mechanisms and their correlation with each other.

VIP Status	CIC State	Comments
In Process – Retailer	Received Item hierarchy submitted; no business decision yet	Indicates that the item hierarchy has passed over the Kroger firewall to MDM. Supplier cannot modify item attributes until the item changes to a Complete status. Sales event is locked and item cannot be resubmitted to item setup application.
In Process – Supplier	Review Kroger asked supplier to "review" their data because of a discrepancy	 An email is automatically sent to VIP user with category manager comments. Item may not have passed system audits. If supplier selects a reason code in VIP, the status does not change until category manager action If supplier does NOT select a reason code in VIP, the status quickly changes to Complete if synchronized in MDM
Complete	Synchronized	 If supplier selects a reason code in VIP, the VIP status remains In

VIP Status	CIC State	Comments
	Data is synchronized between VIP and MDM. Kroger approval has occurred in item setup application in certain cases (see comments).	 Process –Retailer until review by the category manager in the item setup application If supplier does NOT select a reason code in VIP, the VIP status changes to Complete and the item hierarchy does not proceed to the Kroger item setup application for category manager approval.
Rejected – Retailer System	Reject Kroger does not want to carry the item and has discontinued the synchronization. May need to republish, if Kroger requests.	Item must be republished if the issue has been resolved with the category manager.

Approved items proceed to the Kroger PID and MAGIC item databases. They receive a "**Synchronized**" CIC status. Items returned for review or rejections revert to the Kroger VIP status of "**In Process – Supplier**".

7.4. How to Use the Kroger Attribute Spreadsheet

The **Kroger Attribute Spreadsheet** contains the required attributes suppliers must include with their item submissions on the Kroger VIP. Specifically, the attribute spreadsheet lists the required attributes by class and the valid values for each attributes where applicable.

The following instructions assume a basic proficiency in using the MS-Excel filtering feature. You can access and download the latest Kroger Attribute Spreadsheet from the <u>Kroger Landing Page</u> or the <u>Kroger Vendor Item Portal Home Page</u>. Be sure to use the latest version as continual revisions occur.

7.4.1. Access the Kroger Attribute Spreadsheet

Complete the following steps to access the Kroger Attribute Spreadsheet:

1. Open the <u>Kroger Landing Page</u> at <u>http://lworldsync.com/web/us/kroger</u>



2. Click the Kroger Attribute Spreadsheet link. The File Download dialog box appears.



- 3. Click Save. The Save As dialog box appears.
- 4. Select a folder in your computer to store the file.



TIP: Because of frequent revisions, be sure to download the file before every use.

5. Open the file. The Kroger Attribute Spreadsheet opens to the **Read Me** tab, which lists the classes that currently can be entered on the Kroger VIP.

37 Curre	ntly Open in VIP	202	
38 001	CAN FRUIT/JAR APPLESAUCE	120	LITTLE CIGARS
39 002	CAN VEGETABLES - SHELF STABLE	121	CIGARETTES
40 003	CAN BEANS	122	CIGARS
41 004	MEAT - SHELF STABLE	123	LEAF TOBACCO
42 005	CAN SEAFOOD - SHELF STABLE	124	Other Tobacco Products
43 006	SOUP/BROTH	125	SINGLE SERVE SWEET GOODS
44 007	SHELF STABLE JUICE	126	TOBACCO SET EXEMPT
45 008	CANNED & DRY MILK	127	Electronic Cigarettes
46 009	WET DOG FOOD	131	ENERGY DRINKS
47 010	ISO DNIC DRINKS	132	CAKE DECOR
48 011	READ ME Kroger Attribute Requirements	Vakt Values	VINEGAR&COOKING WINES

6. Click **Enable Editing** at the top of the spreadsheet.

F	ile Home	Insert Page Layou	ut Formulas Data	Review	View		
1	Protected Vie	w This file originated fro	om an Internet location and	might be u	nsafe. Click for more details.	Enable Editing	
	A1	▼ (* fx	Last Updated: Noven	nber 2, 201	5		
2	A	В	(D	E	F
1	Last Updated	: November 2, 2015					
2							
3		PLEASE	(Kröger)				
4							
5							

There are three tabs at the bottom of the spreadsheet:

Tab	Description
Read Me	Displays helpful tips for using the Attribute Spreadsheet and information on the latest Kroger classes that went live on the Kroger VIP.
Kroger Attribute Requirements	List of the attributes specific to all Kroger classes
Valid Values	Lists of valid values for attributes displaying a "V" number listed in the Valid Values column (L) on the Kroger Attribute Requirements tab.

7.4.2. Key Information

						- / -			-		(D)		\frown
0015	4 Aug. 25	1	il ar	ATM .	Het. No.	Bailers Attribute Have	A Besieress Definition	zwołuczyne wr. Andade Rene	B Approxime Classes	Valid Values	DWORLDSYNC. MP Dankens Faites Dwitterfaces	Applicable.trz. Operation.Twas. es.Diese.Initial. Load.and Bothi	VIP Contract Level
	x				947	Maximum Days of Shelf Life at Waterburg/Distribution Center	Maximum days of shall filly for marn at Werehouse/Discribution Center as designated by Vendor	Maximum Days of Shelf Life M Warehouse/Distribut	41	Not Applicable	Conditional / Required when AS Bet 1915	Berth	BearDair
	×	x 1	×		963	Drganic Claim Agency	Agency certifying the Organic Claim. Property	Organic Elaim Aganca	375 - Hot Dogs	V10243	Conditional + Required when AS Ref. 1005	Soth	Class
	x		×	×	964	Diet type sub code	Indicate a set of agreements or a certificate name that guarantees the product is permitted in a particular	Diet Type Subcode	375 - Hot Dogs	V10244	Optional	Both	Class
	×		×	*	1415	Ordening Unit Indicetor	Indicates whether vendor accepts order as per the unit (e.g. each, case) in the following level.	Ordering Unit	-0	11180	Required on all levels of the mem hierarchy	buth.	Default
					251	Consumer Unix Inditation	Consumer Littl Industor	Consumer Unit	20	v11197	Required on all levels of the	Buth	Default
				T		Free Quertility of Next Lower Level	Free Quantity of Next Lower Level UCM -valuated to ref #228 - Sonus Pack	free Quantity of liest		1000	Conditional -		

The key columns on the Kroger Attribute Spreadsheet are:

- **Business Definition** Provides the definition of the attributes (A)
- Applicable Class Identifies specific class categories, which must be entered if a value appears (B)

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NOTE: "All" in the shaded rows (C) means that the attribute applies regardless of class.

- Business Rules (where applicable) Includes rules such as dependencies to be entered
 (D)
- VIP Context Level Indicates the hierarchy level, such as each, case, or pallet, to which the attribute applies (E)

See section 7.4.4 for more detailed column descriptions.

7.4.3. Determine Item Attributes from Valid Values List

Locate the needed attributes for an item by using the MS-Excel filtering feature. Complete the following steps:

1. Select the Kroger Attribute Requirements tab to display the attribute data.



2. Click Filter on the Data tab to activate the Excel filtering capability.



- 3. Filter the **Applicable Classes** column until all rows display one or more of the desired product classes.
- 4. Filter the column again by typing "All" in the search box (A), selecting the Add current selection to filter box (B), and ensuring the "All" box is checked (C), then click OK. The spreadsheet displays rows that contain class-specific attributes for your items as well as attributes that apply to all classes.
- IMPORTANT: Include the "All" selection to include attributes required
 for all classes in addition to class-specific attributes to ensure all required attributes are captured.



- 5. Use other filters to find needed attributes. For example, filter the **Requirement Type** column (i.e., R.) or use the **Text Filters** for text searches ("contains", "equals", etc.).
- 6. Filter rows that contain a "V" prefix in the **Valid Values** column. One or more rows of V numbers are displayed.
- 7. Copy [Ctrl C] the V number (Ctrl C) on the Valid Values column.
- 8. Click the Valid Values tab to open the Valid Values worksheet.

									What is percent of juice	
1857)	X			1538	Juice Content Percentage	content.	01 - Gro
2125)	x			1688	Refrigeration Claim	The descriptive term that is used by the product n anufacturer to identify usether or not the product	01 - Gro
14 4	ь. ы	D	load M		Var		Attaibu	to Requirements (Valid)	Values /	
Rea	dy	Filte	r Moo	le	2					

J	К	L		М	N	
V List Number	KRO ATT REF#	KRO ATT REF# Attribute		Code	Valid Values	
•	-	-		-		
V10008	1716	Variety of Popcorn		NOT_APPLICABLE	NOT APPLICABLE	
78	1716	Variety of Popcorn		30001877		
8	1716	Variety of Popcorn		30002139	SAVOU	
V10008	1716	Variety of Popcorn		30002373	SWEET	
V10010	1348	Target Use/Application		30011713	BAKING PAPER/WRAP	
V10010	1348	Target Use/Application		BRINE BAG	BRINE BAG	
V10010	1348	Target Use/Application		COOKING_BAG	COOKING BAG	
V10010	1348	Target Use/Application		30014451	FREEZER BAG	
V10010	1348	Target Use/Application		30014453	GENERAL FOOD STORAGE BAG	
V10010	1348	Target Use/Application		LUNCH_BAG	LUNCH BAG	
V10010 Fi	nd and Replace	part on the other	? X	OTHER	OTHER	
V10010				30014452	SANDWICH BAG	
V10010	Replace	-		SNACK_BAG	SNACK BAG	
V10010				STEAM_BAG	STEAM BAG	
V10010	Find what: V10010			30002515	UNCLASSIFIED	
V10010				VACCUM_FOOD_BAG	VACCUM FOOD BAG	
V10010		\frown		VACCUM_FOOD_WRAP	VACCUM FOOD WRAP	
V10011		(C)	Options >>	BODY	BODY	
V10011				COMBINATION	COMBINATION	
V10011		Find All Eind Next	Close	EYE_AREA	EYE AREA	
V10011				FACE	FACE	
V10011	1348	Target Use/Application		FOOT	FOOT	

9. Press Ctrl+ F on the Valid Values worksheet. The Find and Replace dialog box appears (A).

- 10. Paste the copied V List Number in the **Find What** field of the dialog box (B).
- 11. Select the **Find Next** button on the dialog box **(C)**. The V list numbers are found **(D)** opposite the **Valid Values** column **(E)** that displays the acceptable attribute values.
- 12. Repeat steps 2 through 4 for each V number for your items.



TIP: Alternatively, after step 6 write down the V list number(s) then go to the **Valid Values** worksheet. The V list numbers appear in sequence.

7.4.4. Attribute Spreadsheet Column Definitions

Column	Description
Releases	X in each cell indicates the VIP version implementation date on the
	column heading
Ref Number	Kroger reference number. Definitive identifier of attribute. Useful as a
	reference during on a support call.
Business Attribute Name	Kroger business name of an attribute
Business Definition	Business definition of an attribute
1WS VIP Attribute Name	Name in VIP; not always same as Business name
Applicable Classes	The class of the attribute listed as a class number or "All". Filter this
	column to identify:
	The attributes for your specific class of items and
	The attributes applicable to ALL Kroger classes
Valid Values	The presence of a "V" number Indicates that one value on a limited list
	of specific values must be entered for the attribute. To find the valid
	values, filter that particular V number on the Valid Values tab

Column	Description
Reason Needed/Business	The attribute requestor or beneficiary business unit
Grouping	
GDSN Attribute Name	Provides the name of an attribute if the attribute is available in GDSN
GDSN Definition	Provides the GDSN definition of an attribute if the attribute is
	available in GDSN
GDSN GPC Brick(s) Number	Brick Level attributes are attributes that further define the GPC
	(Global Product Classification Code). If the GPC code listed matches
	the GPC code for your item, then this attribute is available in GDSN. If
	the GPC code is not listed, then the attribute is not available.
GDSN GPC Brick Attribute(s)	Code associated with the GPC Brick Attribute
Number	
VIP Attribute Type and Size	Defines the type of attribute (Boolean, Text, etc.) and the allowed size.
	Example: If the attribute is text 60, then the attribute is a text field
	that cannot be longer than 60 characters.
VIP Vendor Selection Type	Indicates whether single or multiple values allowed?
(Single Value or Multivalue)	
Max No. of Repeating	Number of multiple values allowed
Occurrences	
Requirement Type (R, C, O)	Required, conditional , optional
1WORLDSYNC VIP Business	Notes if there are rules or additional information for a specific
Rules (validations)	attribute
Applicable by Operation Type	Defines if the attribute is needed for new item loads only, initial load
as (New, Initial Load and	only, or both
Both)	
VIP Context Level	Identifies the level of the item hierarchy or packaging configuration on which to populate an attribute. It also identifies
	• Hierarchy – attribute specified at the hierarchy level
	• Class attribute specified at the item class level
	• Class – attribute specified at the ftern class level
	• Default – attribute based on the GLN of your company and
	automatically populated based on the user's logon ID; users
	can manually override these entries
	 BaseUnitT – Base Unit = True
	 BaseUnitT/ConsumerUnitT – Base Unit = True or Consumer
	• DroductTypeCA/EA Attribute is to be pepulated when the
	 Product TypeCA/EA – Attribute is to be populated when the Draduct Type Case on Fach
	Product Type = Case or Each
	• ProductTypeCA/EA/PK/AP – Attribute is to be populated
	when the Product Type = Case, Each, Pack or Assorted Pack
	(going away with MjR3)
	 ProductTypePL – Attribute is to be populated when the
	Product Type = Pallet
	• ProductTypePL/CA/MX/DS/PK – Attribute is to be
	populated when the Product Type = Pallet. Case. Mixed
	Pallet, Display or Pack

Column	Description
	• ProductTypePL/MX/D – Attribute is to be populated when
	the Product Type = Pallet, Mixed Pallet, or Display
VIP Release information	Indicates time that the attribute is available in the Kroger VIP

7.5. Flow Chart – Summary of Steps in Kroger VIP



7.6. Finding an Item

Complete the following steps to find a particular hierarchy or item:

1. Click the **Product** link on the **Navigation** bar. A menu displays links to every queue.



2. Select the appropriate queue. The system displays the **Products** screen that includes all the hierarchies in a particular queue.



TIP: Using the "**All Products**" selection on the **Products** menu takes the guesswork out of selecting the right queue for finding a particular item. Another time-saver is entering the GTIN on the **GTIN Quick Search** field at the far right of the navigation bar.



3. Click Refine Search Results at the top of the screen.

Malconia Rooper KSS (Malma	nei mittaaluijitkaWegkregeruum							main [Size	Notice (september)
SYNC							Produ	ct Intr	oduction
Honor Products Filtures III the New A Concess Resolv To List Accessed To His (2) In Pressue - Concessed	Spenalulitet Phonage Conta Products I terrer Street science 1 to 55-of 100 in Perducts Speket Action.	 Beparts My Account Senado Si Litti Plates refine your paint Clob a Product to edd OR choose Product 	u 2) with animation action	beloo.		GTIN Qu	ith Second Sci		Starth
Ration De Francis - Katador In Process - 43	Product Type [Claim for get started]	Product Description	Srand Name	UPC == EAN	UTIN(Dista) Trails Stars Namber)/Item Inerticar	Siggibar Stform Itam Provid Norman Ranke	ataa niilaa niilaapalee Niinke Niinke Nii	te- Terpot Harket S	Sete Created

The search screen expands with search filters to perform your search.

Products	(A) (B)
Hide - Refine Search Results	Clear Fields Search Tips
Product Description	Kroger Corporate Vendor Number (K#)
Brand Name	Kroger Class
Sub Brand	Kroger Class Description
Information Provider/Supplier Name	Supplier Item Number
Information Provider/Supplier GLN	Target Market
Product Type UPC or EAN	from to B
GPC Category Code Desc	from to B
Assigned All O Assigned To O Unassigned	Item Initiated As
Search Use the * as a wildcard for searching.	C Save As Favorite
• PI2001 The results have been limited to 100. Please refine your search.	

This screen enables users to:

- Search for an item using any of the available search fields
- Clear fields to clear all search criteria (A)
- Search Tips for helpful tips (B)
- Save Favorites to save your favorite searches (C)
- Use the * as a wildcard in any search value

TIP: When searching by 13-digit GTIN, always insert an asterisk after the 13th digit.

4. Enter the search criteria then click **Search (A)**. The search results display one or more hierarchies in the lower section of the screen **(B)** that contain matches to the search criteria.

						an contraction of
					Product	Introduction
anner MusageSeter Rajorits Mydenest						
E Blart, Berbas Barnes Barnette		Constitute Deart Tax				
Includ Departure Sand Anne Ala Band Information Includes Capital Nation Information Foundate Capital Nation Strategies Foundate Capital National Society (Sand Sand Sand Sand Sand Sand Sand Sand	Kogal Capares Vento Kumar (Kogal Caro Canadar) Kogal Caro Denistro Sugar ban Kumar Targat Kenat	o)				
Preduct Tuan	Typest 2 10	8				
GPC Gelages	Date Les Taplates (DD-RDD-VV) free 1 1 12	10				
Cent	Zere Included he	200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200				
Angel .	III AF I III III Potel Ser	es (2) atoms				
Use the * as a victory to searching	and which an action terms	These bit (Second as				
Lo L of L = Fredults - Cor a Instant To 420 CR shares Products See of Adam Product Type Consequence Security	na have sitt of bill 🖉 States Peers ber 1	untertilles tantifar Sopher ban	Nater Dreeper Pelantsa	otal fame Ange Crosses weeks	Sumar (1.4) Targar H	arkat Data Calatasi
Exist of a Freedom - Date a National To exit Dis disease Products Terrer Ander	nt have all of the attactions have been	untari line lambfar Sopiar ban	Note: Dreator Politic Sa	gilar Nama - Amger Colympik varide	Northe (14) Target N	antar Data Caustar
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5. Click any level of an item hierarchy (C). The system displays the **Hierarchy** screen. Click any one of the blue Edit links to open the **Item** screen for any level in the hierarchy.

Welcome Kroger EDE Usernar	me) midsel.wydiatfi#gkroger.com					
SYNC						6
Home Products	Spmalsheet Message Co	nter Esperts)	My Assessort			
Product Information	C Product Configuration					
Kroger Hierarchy Data	Soformatage, Provident Resigna 6,28	Theber In Process - Supplier	Assegned Ter	Ringer III, States	Raidination Type: Correct	
Additional Information	Audust Tran	Rinduct Description Brand Itama		di TDV (Clobal Trade Dare Namber)/Dare Dartifier	Buggler Ibern Navder	Number Contained
-Comments Attactomette	Edit Cale	11 1 2 1 -		1.44 *110100		1
Workflow Instaty	Lan Package	48.01.02-		Aurol Partness 1		1
Change Hatory	rdu Esch	44010-01414		(),		1
	See Draft Subert	Validate Assign	onina 🗟 🗟			
	Kroger Hierarchy Dat	a				
	* Primary Contact Name	best .				
	* Primary Contact Email	callered & 4.4	siallia aideo provis			
	* Primary Contact Phone	1234597840	-	0		
	Kroger Corporate Vendor N (K#)	unber produce				

7.7. Reason Code Definitions

The following are the Kroger Item Submission Reason Codes that categorize each item hierarchy submission and their definitions.

Reason Code	Use When
	Modifying the warehouse and division selections
ADD DIVISION	in the Geographic Regions section
BRAND NAME CHANGE	Modifying the brand name of the item
CASE GTIN CHANGE ONLY	Select when this situation applies
CATALOG CHANGE	Modifying the store ordering catalog of the item
	Modifying the company manufacturing the
CORPORATE BRANDS SUPPLIER CHANGE	corporate brand item
CUSTOMER REQUEST	Category Manager makes a request to a supplier
DESCRIPTION CHANGE ONLY	Select when this situation applies
DISTRIBUTOR CHANGE	Select when this situation applies
	Adding an item hierarchy being sponsored by a
	particular division. All submissions, including
DIVISION REQUEST	perishables, appear in the division tab in Venus
FORMULATION CHANGE W/GTIN CHANGE	Select when this situation applies
	A net content change occurs without a
	corresponding GTIN change – NOT
	RECOMMENDED, subject to category manager
KROGER NET CONTENT CHANGE NO NEW GTIN	approval
MANUFACTURER BUYOUT	A manufacturer prefix to the GTIN is changing
NEW ITEM	Adding an item that is not already in MDM
PACK CHANGE	The number of consumers in a case changes
PACK CHANGE CORRECTION (W/O GTIN CHANGE)	
REUSABLE SHIPPER	Submitting a shipper that has been used before
SIZE CHANGE	The net content of the item changes
SOURCE TRANSFER	The source of the item for the store is changing
3RD PARTY PALLET ITEM CONTAIN SETUP ONLY	Select when this situation applies

7.8. Hierarchy Screen – Attribute Descriptions

Attribute	Mandatory	Description
	or	
	Optional	
Primary Contact Name	М	Name of the supplier contact to receive notifications from
		Kroger about the approval status of an item hierarchy
Primary Contact Email	М	Email of supplier contact to receive the Kroger notifications
Primary Contact Phone	М	Phone number of the supplier contact
Kroger Corporate Vendor	М	Enter Kroger vendor number. To obtain a K Number send an
Number (K#)		email to: vendorportal@kroger.com
Additional Contact Name	0	For additional supplier contacts to receive Kroger
		notifications about item submissions
Additional Contact Email	0	For additional supplier contacts to receive Kroger
		notifications about item submissions
Additional Contact Job Role	0	For additional supplier contacts to receive Kroger
		notifications about item submissions
Additional Contact	0	For additional supplier contacts to receive Kroger
Company Name		notifications about item submissions
Requestor of Item	0	Type the name of the contact at Kroger who may have
		requested the item
Plant Line Number	0	
Model GTIN Exists	М	Indicate whether or not a model GTIN exists for the GTIN
		being submitted
Model GTIN	М	Type a GTIN that falls under the same warehouse and
		temperature control requirements. See section 3-23 for
		further important guidelines on selecting a model GTIN
Extended Payment Terms	0	Check this box is extended payments apply for this product
Flag		
Free Form Comment for	0	Provide additional details about the extended terms if
Extended Terms		needed
Initial Terms	0	The beginning of the supplier agreement
Distributor Name	0	Enter the name of a distributor for this product
Supplier Comments	0	Provide additional requests and comments in this field for
		the category manager to see
Geographic Regions	М	Select or deselect the geographic regions requested for
		distributing this product
Distribution Type by Region	М	Enables users to select the appropriate distribution for each
		region. The Green Plus icon can also be used to apply
		multiple distribution selections for the same region.

Attribute	Mandatory	Description
	or	
	Optional	
Division	M	When a region is selected, the system automatically
		expands the screen and displays the appropriate Kroger
		divisions on the Division field. Deselect individual divisions
		by clicking the appropriate green checkmark. The division is
		now excluded as indicated by a red "x" instead of the green
		checkmark. Restore the division selection by clicking the red
		"x", which is then replaced by the green checkmark.
First Available Date by	M	Use the First Available Date by Region and Kroger End
Region		Availability Date fields for Kroger-specific dates, for
		example, KOMPASS events. Otherwise, the default date will
		be used, which is the ship date from the GDSN input.
Kroger End Availability Date	0	Can be left blank or populated with 99/99/9999.
Kroger Dispatch Unit Initial		The Initial List cost of the Dispatch unit provided to Kroger
List Cost		by Region by Source (Warehouse or DSD). This field coupled
		with and Hierarchy Level Product Type are prepopulated
		according to the hierarchy level specified previously as the
		Dispatch Unit (refer to Section 3.3.2). Be sure they
		correspond to each other. For example, avoid entering a
		cost for "Case" with a "Pallet" selection for the product
		type. Change either the product type or cost to make them
		align. Should match cost on invoice or PO.
		NOTE : This field does not affect Kroger pricing systems or
		drive price. This is information for the approver only.
Hierarchy Level Product	M	Describes the hierarchical level of the items
Туре	_	
Kroger Dispatch Unit	0	System uses Kroger Dispatch Unit Initial List Cost if blank
Promotional Cost		NOTE: This field does not affect Kroger pricing systems or
	-	drive price. This is information for the approver only.
Cost/Distribution Details	0	Free form information when appropriate
Iransportation Details	M	Select the appropriate mode of transportation
Order Lead Time	0	Timeframe from the date of the order until it arrives at
	_	Kroger dock. Provide for special lead time situations.
Order Lead Time (UOM)	0	Select the unit of measure applicable to the order lead time
Event Type	M	Select one of the following under the guidance of the
		category manager:
		• "BASIC_STOCK"
		• "SEASONAL"
		• "SALES_PLAN"
Kroger Event Code	M	Select the event code directed by the category manager. If
		you do not have one, select one of the "miscellaneous"
	1	I choices on the list

Attribute	Mandatory	Description
	or	
	Optional	
Kroger Item Submission	0	Select the appropriate reason code to indicate to the
Reason Code		category manager the reason for submitting this product.
		Until a reason code is selected, the item hierarchy will not
		be seen by a category manager.

7.9. Keys to Supplier Success

This section provides a guide for successfully using the Kroger VIP and participating in the Kroger item attribution initiative.

Suppliers must complete the "initial load" of their existing item data for each class. All items being used in the current Kroger product database must be loaded in MDM. During the "post cutover" stage, suppliers use the Kroger VIP to submit all item data to the category managers for review. This totally replaces the paper-based communication of item information from our suppliers. Suppliers are responsible for maintaining the item data from this point on.



NOTE: Under the new system, suppliers become the "owners" of the item data in MDM.

To successfully participate in this program, your company must perform the steps listed below both initially and continually as your people change roles. A web page especially prepared for suppliers called the <u>Kroger Landing Page</u> provides important details about carrying out these steps. Follow the links under "Important Web Links" to the <u>Kroger Landing Page</u> and other web pages that provide information about the GDSN, GTINs, and training. You can also call the appropriate contacts listed below with questions.

1. Confirm Important Information with your Kroger Contact

Be sure you know the Kroger class for your items. The Kroger VIP requires the Kroger class with all item submissions. The conversion is gradual so you may still be required to use the traditional submission process.

2. Review Training Resources and Register for Training

Receiving training for the Kroger VIP is a vital success factor. The volume of information we now require is significant. Training for your hands-on Kroger VIP users could more than offset the expenses you incur without it.

3. Ensure all items are GTIN Compliant

An understanding of GS1 standards and the expanded <u>Global Trade Item Number</u> (GTIN) is critical to your success in submitting item data to Kroger.

4. Determine how your Company will Communicate Item information to Kroger

Leverage the <u>GDSN</u> for your item submissions then use the Kroger VIP to top off your item input with Kroger-specific data, OR use the Kroger VIP to enter all item information.

Kroger strongly encourages most suppliers to use the GDSN, but it is not required.

5. Identify your Data Management Contacts

The data management contact in your company should be responsible for:

- Entering the item data and knowing where the data can be obtained (e.g., package dimensions, carton weight, and nutritional information)
- Submitting item data on the system

Contacts can be brokers or distributors.

6. Review Attribute Requirements

Download the **Kroger Attribute Spreadsheet** from the <u>Kroger Landing Page</u> to understand what item information is required for each class.

7. Register for the Kroger VIP

<u>Registration</u> is required to access the Kroger VIP. You need your company's GLN information to register. Obtain assistance for this at 1WorldSync Business Support Services (see step 9 below).



NOTE: The registration process may take several days.

If you have an existing subscription to the 1WorldSync data pool, you may register for the Kroger VIP at any time without additional cost. All other suppliers are required to register for a nominal annual access fee.

8. Submit Items

At this point, your company is ready to submit items using one of the two options mentioned in Step 4. Again, access the Kroger VIP link through the <u>Kroger Landing Page</u>.

9. Contact Us for Help

For Kroger business questions, contact the Kroger Supplier Engagement Group:

• phone: 1-844-277-6165

- email: KrogerProjectMercury@Kroger.com
- hours: 7:30AM to 6:30PM ET Mon-Fri

For Kroger VIP or 1Worldsync technical questions, contact the 1WorldSync Technical Contact Center:

- phone: 1-866-280-4013 Opt2,Opt2
- email: TechnicalSupport@1WorldSync.com
- hours: 8:00AM to 8:00PM ET Mon-Fri

For Kroger VIP or 1Worldsync registration questions, contact the 1WorldSync Business Support Services:

- phone: 1-866-280-4013 Opt2, Opt1
- email: BusinessDevelopment@1WorldSync.com
- hours: 8:00AM to 8:00PM ET Mon-Fri

Be sure to review the following websites:

- The Kroger Landing Page provides Information about GDSN, MDM, attribute requirements on the Kroger Attribute Spreadsheet, Kroger VIP registration and access, and the Class Release Schedule (MDM Cutover): <u>http://www.1worldsync.com/web/us/kroger</u>
- Read the Mercury Program FAQ document. Click the link on the **Quick Links** section on the **Kroger Landing Page**.
- Learn more about GDSN: <u>www.gs1.org/gdsn</u>
- Details about the Global Trade Identification Number: <u>www.gtin.info</u>
- Training: <u>http://www.1worldsync.com/web/us/kroger-education</u>
- Obtaining a K Number send email to: <u>vendorportal@kroger.com</u>
- More new supplier info: <u>www.thekrogerco.com</u>, **Vendors & Suppliers** link at the bottom of the page

7.10. Assigning Items to Other Users

Complete the following steps to assign one or more item hierarchies to other uses within your GLN:

- 1. Select the item hierarchies from the **Product** page.
- 2. Select "Assign" on the Take Action dropdown list. (Limit: 50 item hierarchies.) A list of users is displayed in the Assign Workflow pop-up window.

https://product	intro.preprod.1sync.c	org/pi/kr/Assign	WorkflowPo
Assign Workflow	w		
User Name	First Name	Last N	lame
Search			
Search Please select the U	ser		
Search Please select the U 1 to 50 of 96 in User	ser · List		
Search Please select the U 1 to 50 of 96 in User User Name	ser List	First Name	Last Name
Search Please select the U 1 to 50 of 96 in User User Name ▲ ♥ rshar name 2 km set to	ser - List	First Name	Last Name
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3. Select an associate in your organization. The user is notified of the item hierarchy assignment via an email. That user can assign the item hierarchy to another user.

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