Quick-Start User Guide Supplier Portal





Overview

- 1. How the supplier portal works
- 2. Sign up and log in
- 3. Import your product data via Excel
- 4. Create your products and share them with your retailers
- 5. Add information to your product pages
- 6. Go further with our productivity tools
- 7. FAQ



Need help?

Check out our **Help Center** for assistance with common issues!

Have additional questions?





Get in touch with our Technical Support team at

help.sxm@salsify.com

Get in touch with our Onboarding team at

supplierxm-na-onboarding@salsify.com



1. How the supplier portal works



Overview of the data sharing process

The free sharing approach

Instead of the request-based approach, your retailer might choose to use the free sharing approach. This simply means that you can share any of your products with the retailer, even if they have not been requested.









Log in to the platform

Go to app.supplierxm.salsify.com

	SALSIFY	
Sign In		
Email		
Password		
c	Sign In Pemember me Forgot password Create an account.	
About Press resource	s Careers Contact General conditions Privacy	

If you don't have an account: Sign up

- 1. Click on "Create an account."
- 2. Fill in the form and confirm the creation of your account.
 - If your company has not created an account, please select "add company name" from the dropdown
 - Each market country will need to have a separate account, ensure you select the proper market
- 3. Confirm your registration by clicking on the link that will be sent to you by email.

If you already have an account: Log in

- 1. Enter your login information (email address and password).
- 2. Then click on "Sign in."

If you have forgotten your password, click on "Forgot password" to reset it.

3. Import your product data via Excel



Settings: automatic VS manual publication

Publication modes

Go to your administration page, then to the "Publication mode" section, then select one of the following options according to your needs.

Legal Identifiers	Global Locati	on Number (GLN)	7			
GLN Mail domains	ALKEMICS	Number (GLN) 3663836000605	Status	GDSN Subscription	Party Registry Actions	
Publication mode Billing information					-	
Hierarchy User Labels			/	udd a GLN		
User management						
	Authorized M	ail Domains				
	Adding here your platform in your a alkemics.com	mail domain(s) enables any company. He must still activ	user with an email ate his account thro	corresponding to one of them to ugh the email address. Ex : xoorg	be automatically accepted on the lalkemics.com Mail Domain :	ntre d'aide
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1. Automatic publication

Once they have been imported, your products will be published automatically. All you need to do is select the recipients that you would like to send the information to. Activate multiple recipients at once by following the steps described <u>here</u>.

2. Manual publication

Your products will not be automatically published as they are imported, and therefore will not be shared with your retailers. To do this, you will need to publish each product on its product page, or publish multiple products at once. Remember to also activate your recipients. Multiple recipients can be activated at once by following the steps <u>here</u>.



Import your product data via an **Excel file**

Step 1: To import product data for multiple products at once, click on the "Imports" tab. (1)

Import new products with Excel	
Template Follow our <u>step by step guide</u>	
Re-import the completed file	
Imports history	The of ac
	100 C

Click on *The "Include only blocking fields" option: the generated template will only include the fields that are blocking for the product to be shared with the selected recipients.

- 1. Click on "Generate a template."
 - 2
- 2. A window will open. Select the recipients* for whom you wish to provide your product data.
- 3. Click on "Next."



Import your product data via an Excel file

Step 2: Select the categories of the products that you wish to import



1. Select the categories of the products that you wish to import. Only information related to these categories will be included in the template.

Note: you can skip this step by clicking on "Next". By doing so, information requested by your selected recipients for all categories available on the supplier portal will be included in the template.

2. Click on "Next"



Import your product data via an Excel file

Step 3: Select the fields that you would like to fill in



- By default, and following step 1, only the fields that are blocking for the selected recipients and are applicable to the categories selected in step 2 will be included. These will appear on the right side of the window.
- 1. Add any additional fields that you wish to include.
- Click on "Generate template." 3
 - This will initiate the download.



Import your product data via an Excel file

Open the downloaded Excel file and fill in the template

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File Home Insert Page Lay □ ↓ Colbri × 11 □ ↓ ↓ ↓ ↓ ↓ □ ↓ ↓ ↓ ↓ ↓ ↓	out Formulas Data Review $A^* A^*$ $\Xi \equiv \Xi$ $\mathfrak{B}^* A^*$ $\mathfrak{B}^* B^* \Xi$ $\mathfrak{B}^* A^*$ $\bullet \Delta + \Xi \equiv \Xi$ $\Xi \equiv \Xi$ $\Xi \equiv \Xi$ $\Xi \equiv \Xi$ $\Xi = \Xi$	v View Help Wep Text Aerge & Center + 🕅	Acrobat O Tell	me what you want b	a do	Format ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	AuSum * Au I * Z EN * Filt	Share F	Commer den	nts
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Congratulations, you Desist you, young Mentanger If you need to popula 7	have now generated your Exce find a step by step documents any free this equation of a re- te more than one value for a re- 2	I Matrice, you only tion at the followin ne 8 to 12 gives you preatable attribute,	need to populate ii ng link: http://strea su indication on how n, just duplicate the	and upload it in m.alkemics.com to populate the column without	to Alkomics /#/makor/activity? different attributes updating line 8 to 1	data-elevio-art 2	licie=7			
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Tip: note the "Introduction" tab which gives you instructions on how to fill in the template correctly! More info on filling the template in our <u>dedicated article</u>.

1. The template has three main sections to fill in:

- "Product": all information related to the product (marketing, composition, etc.) as summarised in step 3 of your template generation.
- 2 "Selected recipient": includes the specific information requested by this recipient (only visible to the corresponding recipient).
- 2. Fill in all of the columns (1 GTIN per line) and save the file in XLSX format.

Import your product data via an Excelfile • "Theme" line: labels of the sub-sections as prese

How the template works

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- **"Theme" line:** labels of the sub-sections as presented on the platform, in the chronology of your product sheets.
- "Name" line: labels of the fields as presented on the platform, in the chronology of your product sheets.
- **"Description" line:** information required to fill in the corresponding field correctly.
- "Path" line: technical name of the fields.
- **"Type" line:** information on the type of data expected in order to fill in the field correctly.
- **"Unit" line:** unit of the column to be filled in. This means that you can only fill in the corresponding information in one and the same unit, the one you have selected. If you have different units, duplicate this column.



Import your product data via an **Excel file** In the "Imports" section: (1) Click on "Import file." 2

Import your data

SALSIFY	My Catalogue Reporting	Listing templates	1	🔳 App store 🛛 🖓 🖳	\$ *	
limport ne ® Te ® Fi @ Re	ew products with Exce nerate an Alkemics Excel > (nplate > (In your data -import the completed file	Generate a template timport file	Need help ? Follow our step by step guide			
Imports I	nistory				Centre d'ade	
		_	_	_	_	

Tip: once completed, you can view a record of your import directly via the "Imports" tab

- 2. Drag and drop your Excel template into the dotted square.
- 3. Click on "Import"
- Note the loading icon under the "Imported Products" line 4. of your "Import history". Once finished, find the number of imported products as well as the number of rejected products. To view your error report and find out what information needs to be corrected, click on the icon hereafter:

Click on the hyperlink in the window that opens to download the file containing only your products in error. Correct your matrix and re-import it by clicking on the icon



Imports history Imported file	User	Date	Imported products	Rejected products	Actions
Demo - Module_Imports_xlsx	cremy+demo1@alkemics.com	4 January 2021		© 2	₿ ±

4. Create your products and share them with retailers



Create a product manually

Create a new product page

Product compulsory information	\sim		
GTIN 🕑	(1)		
Would you like to duplicate an existing product?	⊖Yes ⊛No		
Product identity			
			a d'aire
The product is a display unit (include mixed shelf ready packaging case)	⊙Yes ⊛No		5
This product is a O	base unit O pack		
Product language	French		
Description @			
Commercial brand	Start typing to find your brand	v	
	Suggestions @ Alkemics Food - Alkemics Medics - Alkemics - Demo		
	The product doesn't have a brand		\sim
	Would you like to duplicate an entiting product? Product identity The product is a display unit (include mean dathef may any (include) This product is a @ Product language @ Description @ Commercial brand @	Would you lies to duptices meeting product Product identity The product is a sigilary with (inclust) This product is a signal	Would you like to deplete an estimating of the series of t

To create a new product page:

- Go to the <u>Catalog page</u>.
- 2. Click on "Create a product."

Product Overview

- 1. In this section, enter the key product information that is required to create your product page, beginning with the GTIN (EAN code), product category and <u>photo</u>.
- 2. Then click on **"Create product"**.

" 2

Note: suggestions for the product category will be shown when you enter the product's commercial name (long).

Create a product manually

Selecting recipients

ALKE MARKET	Pite à tartiner choco-noisettes ALKEMICS F00D 500g 93653215043445 © Add a label	More v	teriew					
	Product Page Publication History Messages							
	Search for a recipient							
	Product visibility	Make the product exclusive						
	By default your ourrent product setting allows your basic product information to be seen by recipients that require this information. If you wish to make your product exclusive to apecific recipients, please opt out by switching the toggle button.							
	Carrefour		Help or					
	Demo - Carrefour - Drive	Share to recipient						
	Demo - Carrefour référencement GDSN	Shared						
	Giline Demo - Casino	(1)					
	Demo - Casino - Drive & ecommerce	* Shared 💼						
	Demo - Casino référencement GDSN	* Shared 🛑						
	Mener Demo - Intermarché							
	Demo - Intermarché référencement GDSN	Shared						

- 1. Activate your recipient. 💿 🕦
- 2. Click on **"Add recipients"** to complete the process of creating your product page. 2

Please note: When you activate your recipients, you may see the following message appear: "Expecting product"

This means that your product has been requested by the retailer in question, via the request-based approach (more infos <u>here</u>).

In order for your product to be listed by this retailer, **the product** page must be published.

Share an existing product

Go to your product page



- 1. Click on the **"Publication"** tab.
 - 1
- . Activate **the recipient(s)** of your choice. (2)
- 2. Enter **the requested fields** on your product page, using the filters on the top left side of the page.
- 3. Click on Save/Publish.

5. Add information to your product pages



In this section:

- 1. Essential information: mandatory fields
- 2. Filling in the product page
- 3. Adding images



Essential information: mandatory fields

Requested information will vary based on your retailer's needs

	duct Page Publication	History Messages	More V Preview
Recipients	O Add recipients	Product information	 Visible to every retailer you share the product with
Start typing to view	as a recipient 👻		
Filter by required field	d category	General information	
Select categories	~	Product definition	
Show additional product to mark	I fields of your set it more efficiently	Commercial brand 🔞	Alkemics Food ×
			The product doesn't have a brand Can't find your brand ? Create a brand in your company profile.
Product informati	ion	Product category	Sweet spread ×
General information	on	ributer category C	Since spread in
Media		Unit type 🚱	Base unit Opack
Packaging			
Marketing		Product label and description	
Product character	istics	Supplier's Product ID @	
Regulatory inform	ation	Descript	te à tertiner chara-paisettes ALKEMICS FOOD 500a
Contacts		Descript	
Difee à testines alcase e	oi	Short description	Pate a fartiner

Use the **progress bar** at the bottom of your product page to help you **identify these fields**. It will show you all of the **mandatory** fields that must be filled in before you can share your product.

Important

In order to make the data sharing process as efficient as possible, new fields and validation rules for shared data can be added to the platform at your retailer's request. If this happens, you will be sent a notification ahead of time.



Filling in the product page

Important: Make sure that your recipient has been activated by clicking on the "Publication" tab on your product page.

Péte à tartiner choce religettes ALKER 0366321504344 Add à label Product Page Publication History	MICS FOOD 500g [Published]	More: v
Recipients Add recipients	oduct information	Visible to every retailer you share the product with
Filter by required field category	neral information	
Select categories		
	Product definition	8
product to market it more efficiently	Commercial brand	Alkemics Food ×
		The product doesn't have a brand
Product information		Can't find your brand ? Create a brand in your company profile.
General information	Product category	Sweet spread ×
Media	Unit type 🙆	Base unit ○ pack
Packaging		
Logistics		
Marketing	Product label and description	
Product characteristics	Supplier's Product ID	
Regulatory information	Descript 3	te à tartiner choco-noisettes ALKEMICS FOOD 500g
Contacts	U	
Páte à tartiner choco-noi 03663215043445	Andatory fields	Pate a tarriner 188/206 < > Published Save

(1)

After creating your product page:

- 1. Use the **"View as a recipient"** filter and select the desired recipient to see only fields that are required by that retailer. (2)
- Use the progress bar to focus only on the fields 1. that are required by the retailer(s) you have selected. (3)
- Click on Save / Publish. 1.



Adding images

You can **add images** to your product pages.



Go to the "Media" section of your product page.

2. Click on "Add an image." 2

1.

- 3. Drag and drop or select the image that you would like to upload.
- 4. Then fill in the requested information (see next page).



Adding images

What information must be filled in?



- **Type of information:** Presentation of the product (unpackaged, in context, in a set, etc.).
- 2 Starting/end validity dates: Time period in which the product, as shown in the photo, is available for sale.
- **Face:** the side of the product that appears in the photo (front, left side, back, etc.).
- Angles: the angle at which the photo was taken.
- 5 **Tags:** These enable you to label and categorise your photos based on your needs. *Note: this field is not mandatory.*

Congratulations, your product page has been created!

To check that your page has been shared successfully, go to the bottom of the page and ensure that:

- 1. All fields that are mandatory for the recipient in question have been filled in 1
- 2. Your product's status is "published" 2



Reminder

Click on the "Publication" tab on your product page to check that you have activated your recipients.

6. Go further with our productivity tools

\mathcal{P} In this section:

- **1.** Duplicating your products
- 2. Editing product information for multiple pages at once
- 3. Publishing multiple product pages at once
- 4. Activating multiple recipients at once



1. Duplicating your products

Go to the Catalog page

Create a product	\sim	Products waiting to be created >	All the products				
Selected filters You have not selected any filters	(1)	rch by GTIN (even incomplete), interna					_
 Publication Status 	B Eq	cort 1 product(s) Import Bulk actions v			Column	s 🗸 🛛 20 per page 🗸	$\leftrightarrow \rightarrow$
Not published (0)		Activate recipients for 1 product	• 6 products in total • 1 s	elected			
Published (5)		Edit labels for 1 product(s)	GTIN C	Quality	NutriScore	Brand C	Last update
Information expected (0)	0 💆	Edit 1 product Duplicate 1 product	03663215043445	•	EO	Alkemics Food	02/18/2
Type of units Consumer Units (6)		Move 1 product to category Make 1 product visible on Alkemics network	03663215041229	•	0	Alkemics Food	11/15/2
 Display Units / Mixed case (0) 	0	Publish 1 product	03663215041656	•	E O	Alkemics Food	06
▼ Lifecycle	T						
Show archived products	0	Vin de pays rouge 12,5" ALKEMICS FOOD 75cL	03663215042202	•		Alkemics Food	01
re-purchasable (2) T Purchasable (4) Non purchasable (0)		Bière Rousse Bio bouteille ALKEMICS FOOD 750m	03663215042776	•		Alkemics Food	07/17/2
C & Archived	0	Yaourt nature ALKEMICS FOOD 16x125g	03663836038691	•	0	Alkemics - Natural Food	10/07/2
 Product Comment 							
All acknowledged (4)							
Waiting for other to acknowledge (1)							
 Synchronization status 							
C 15 Alexandramian (7)							

- 1. Select the product you wish to duplicate. ①
- Click on "Bulk actions" then on "Duplicate 1 product."
- 1. You will be redirected to the product creation page.
- 2. Enter the **requested information**, add an image (optional) and **create your product**, then **choose your recipients** (in the "Publication" section of your product page).

2. Editing product information for multiple pages at once

Go to the Catalog page

Create a product	\bigcirc	Products waiting to be control of the control of th	All th	e products				
Selected filters You have not selected any filters	(1)	rah by GTIN (even incomplete), interna						
Publication Status	B Eq	tort 4 product(s) Import Bulk actions				Colun	ins 🗸 20 per page 🗸	÷ >
Published (5)		Edit labels for 4 product(s)	o precut	GTIN 0	Quality	NutriScore	0 Brand 0	Last upda
Information expected (0)		Edit 4 products Move 4 products to category 10	(3	563215043445	•	E 0	Alkemics Food	02/18
Type of units Consumer Units (6) Display Units / Mored case (0)	Þ	Make 4 products visible on Alkemics network Publish 4 products		03663215041229	۰	© 0	Alkemics Food	11/15
0.10		Soda Alki Cola classic ALKEMICS FOOD 1L		03663215041656	•	03	Alkemics Food	05
Lifecycle Show archived products		Vin de pays rouge 12,5* ALKEMICS FOOD 75cL		03663215042202	۰		Alkemics Food	01,
re-purchasable (2) R Purchasable (4) O Non purchasable (0)		Bière Rousse Bio bouteille ALKEMICS FOOD 75)mL	03663215042776	•		Alkemics Food	07/17/
□ @ Archived	0 🥽	Yaourt nature ALKEMICS FOOD 16x125g		03663836038691	÷	00	Alkemics - Natural Food	10/07/
Product Comment Product Comment Al acknowledged (4) I need to acknowledge (2) Waiting for other to acknowledge (1)								
Synchronization status								

1. Select the products that you would like to edit.

(2)

- 2. Click on "Bulk actions" then on "Edit X products".
- 3. A window will open.

For more information, see the following article:

(3)

2. Editing product information for multiple pages at once

Go to the **Bulk** edit window



For more information, see the following article:

- 1. Choose the field(s) that you wish to edit on the selected product pages.
- In this same window, fill in the applicable information for these selected fields and validate it.



2. Editing product information for multiple pages at once

Go to the **overview** window

Greate a product		×
Selected filters You have not selected any filters	Summary of the 4 selected products: View	
Publication Status	Language of the edited products French	20 per page 🗸 🔶
Published (5) Information expected (0)	All data left empty will be erased from the selected products.	d C Last update d
▼ Type of units	Vou will edit: 1 field(s) (or group(s) of fields)	mics Food 02/18/20:
Consumer Units (6)	Product category 🚱 Car maintenance product	mics Food 11/15/201
Lifecycle Show archived products + Pre-surpherable (2)	(1)	mics Food 01/2
Purchasable (4) Non purchasable (0) Archived	Ŭ	mics Food 07/17/20
Product Comment Product Comment All acknowledged (4) P I need to acknowledge		2
Waiting for other to acknowledge (1)	< Modify 2/3: Summary Can	cel Save >
Synchronization status Collapse		

- **1.** An overview will show all modifications made to your products.
- 2. Click on Save. 2
- **3. Saving your changes:** once complete, click on **"Close."** Your product information has been successfully modified!



3. Publishing multiple product pages at once

Go to the **Catalog** page

A cusate a hundrer	\sim	r rougets waring to be creat	All All	ine proseeds				
Selected filters You have not selected any filters	(1)	arch by GTIN (even incomplete), interna	2)					
Publication Status	•	xport 5 product(s) Import Bulk activ	ins v	unte in testal a Cardo		Columns	✓ 20 per page	← →
Dublished (5)		Edit labels for 5 product(s)	• 6 prod	GTIN C	Quality	NutriScore 0	Brand 0	Last upd
Information expected (0)		Edit 5 products Move 5 products to category)OD 500g	03663215043445	۹	E 0	Alkemics Food	02/18
Type of units Consumer Units (6) Denlay Units (Meed care (0)		Make 5 products visible on Alkemics netwo Publish 5 products) (s	63215041229	۰	0	Alkemics Food	11/15
Lifecycle		Soda Alki Cola classic ALKEMICS FOOD	1L	03663215041656	•	E 0	Alkemics Food	06
Show archived products		Vin de pays rouge 12,5" ALKEMICS FOOI	0 75cL	03663215042202	•		Alkemics Food	01
re purchasable (2) R Purchasable (4) Non purchasable (0)		Bière Rousse Bio bouteille ALKEMICS FC	0D 750mL	03663215042776	۰		Alkemics Food	07/15
Archived	0	Yaourt nature ALKEMICS FOOD 16x125		03663836038691	•	80	Alkemics - Natural Food	10/07
Product Comment P								
Synchronization status								
« Collapse								

1. Select the products that you wish to publish.

- 1. Click on "Bulk actions" then on "Publish X products."
- 2 3 2. An overview window will appear. Click on **"Publish X** products."



For more information, see the following article:

4. Activating multiple recipients at once

Go to the **Catalog** page

Selected filters You have not selected any filters	(1)	rch by GTIN (even incomplete), internal	2)					
Publication Status Not published (0)		port 5 product(s) Import Bulk action](3	ts in total • 5 sele	cted (plur	Column	s 🗸 20 per page 🗸) ← →
Published (5) Information expected (0)		Edit labels for 5 product(s) Edit 5 products	100 5001	GTIN 0	Quality	NutriScore	Brand C	Last update
Type of units Consumer Units (6) Denies (Inits (6)	9	Move 5 products to category Make 5 products visible on Alkemics network Publish 5 products	k	03663215041229	•	60	Alkemics Food	11/15/5
▼ Lifecycle	•	Soda Alki Cola classic ALKEMICS FOOD 1	L	03663215041656	۰	e 0	Alkemics Food	06
Show archived products Braceursbacable (7)	2	Vin de pays rouge 12,5" ALKEMICS FOOD	75cL	03663215042202	•		Alkemics Food	01,
Purchasable (4) Non purchasable (0)	•	Bière Rousse Bio bouteille ALKEMICS FO	00 750mL	03663215042776	۰		Alkemics Food	07/17/2
C) es victimes	0	Yaourt nature ALKEMICS FOOD 16x125g		03663836038691	•	BO	Alkemics - Natural Food	10/07/2
Product Comment Zi al acknowledged (4) Dimed to acknowledge (2) Waiting for other to acknowledge (1)								
Synchronization status								
« Collapse								

1. Select the products that you would like to activate recipients for.

- 2. Click on "Bulk actions" then on "Activate recipients for X products."
- 3. A window will open: select the recipients that you wish to activate from the drop-down menu.

5

4. Click on "Activate."



For more information, see the following article:







How do I delete a product?

2

It is not possible to "delete" a product on the Supplier portal but you can archive a product. To do this, go to the **"General (1)information"** section of your product page and **update your product lifecycle status**. This can only be done if you have provided a **product category**.

Recipients Add recipients Deaductuicible to recipients	General information
Product visible to recipient	Product definition
Filter by required field category	Developt extension
Select categories	Product category Prastas
Show additional fields of your product to market it more efficiently	Unit type @ ⊛Base unit _ ○ pack
Product information	Product label and description
General information	Description 🚱 Barilla spaghetti N5
Packaging	Regulated product name 🔮 TEST
Product characteristics Contacts	Is product a despatch unit? 🕢 OYes 🐵 No ON/A
Media	
Logistical Hierarchies 13663836042466 - case - Barilla spagi	Product lifecycle 3

For more information on the product life cycle, see this article:

https://app.supplierxm.salsify.com?data-elevio-article=39



FAQ

How do I delete a photo?

It is possible to **delete each individual media element** that has been added to your product page. However, **you cannot delete an image that has been set as the product's main image**. To do so, you need to provide a new main image by clicking on **"Set as main image." (2)**

(1)

Why was my photo rejected?

In order for an image to be accepted, it needs to meet several requirements (example of rules that may apply):

- White or transparent background
- Image larger than 1500 pixels
- Square (1:1 ratio)
- Must clearly show and be an accurate representation of the product
- Sufficient margin
- Less than 50 MB

If you need more information about importing images, you can **download image specifications for each retailer** directly on your product page, in the **"Media"** section, and consult the following article:

https://app.supplierxm.salsify.com?data-elevio-article=39



Web optimized From February 14, 2020 Front, Parallel Standard resolution Added on February 14, 2020 256x256

Transparent or white background 29 kB



Download images' specifications $\,\,\,\checkmark\,\,$







950 pixels

1 500 pixels