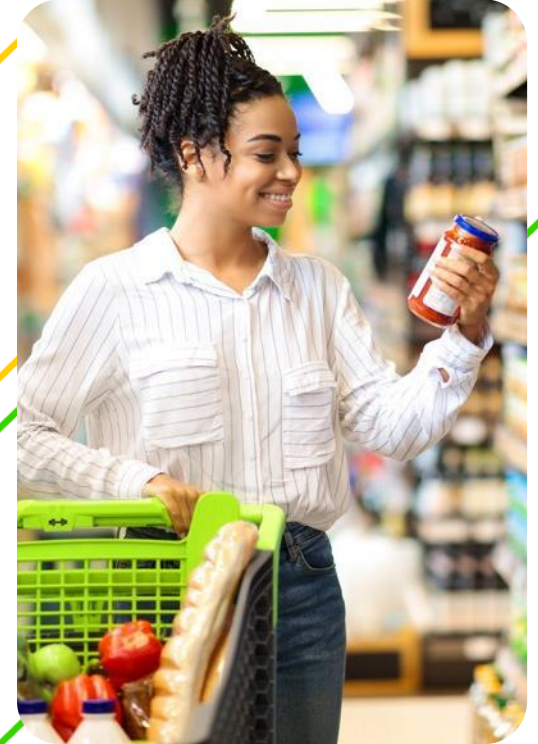
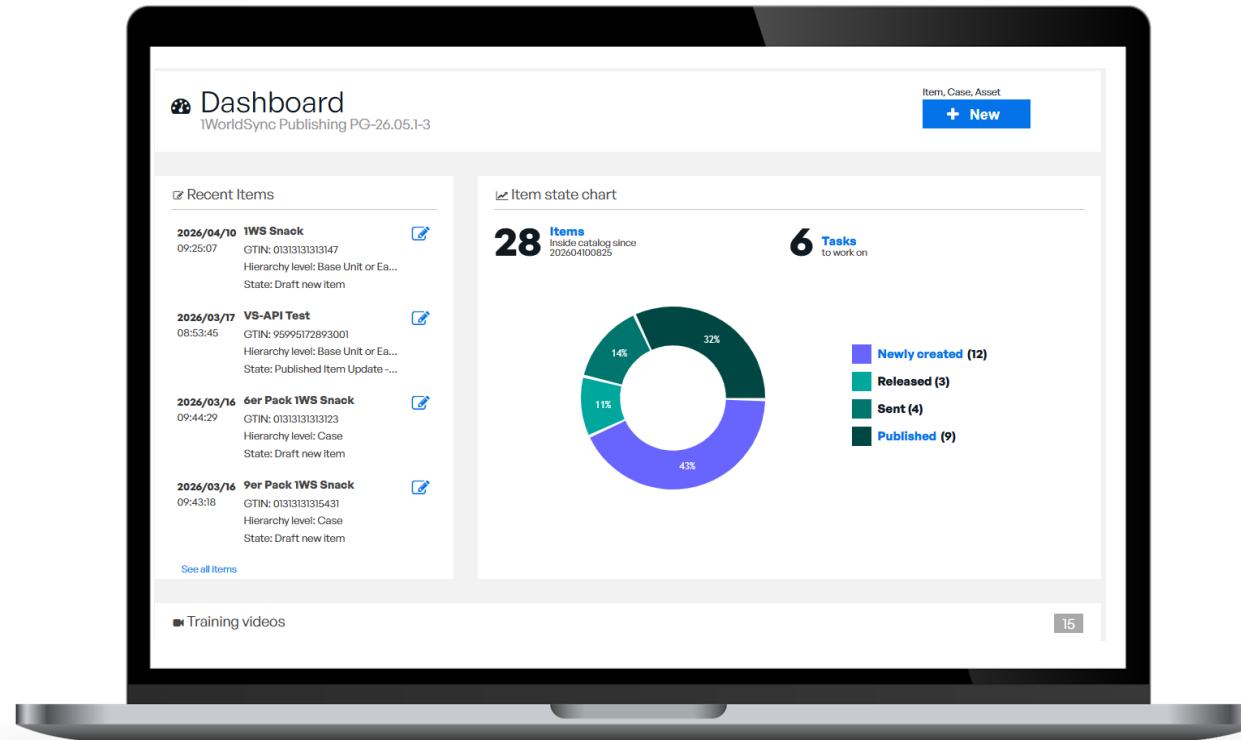


User Guide Publishing

1WorldSync GmbH, by Syndigo

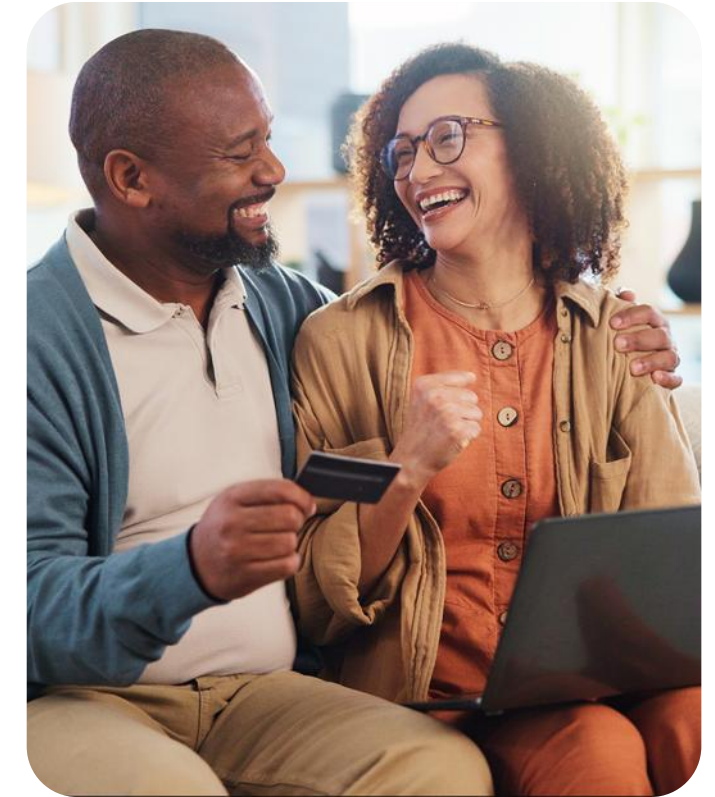
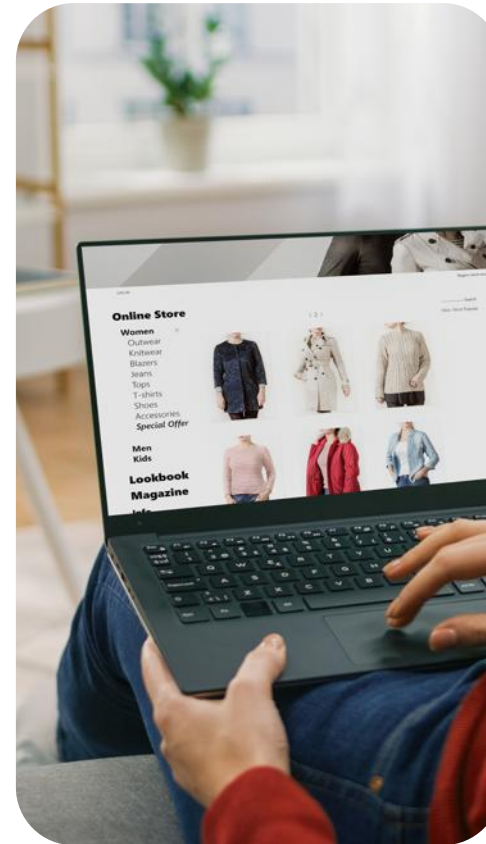




Content

Introduction

- (1) Creating a Base Item
- (2) Recommendations for Maintaining Attributes
- (3) Creating a Packaging Unit
- (4) Linking Base and Packaging Items in a Hierarchy
- (5) Sharing a dataset: releasing and publishing
- (6) Modifying a Data Record
- (7) Deleting a Data Record
- (8) Processing Tasks
- (9) Definition: Validate, Release, Publish
- (10) Process Waiting Times

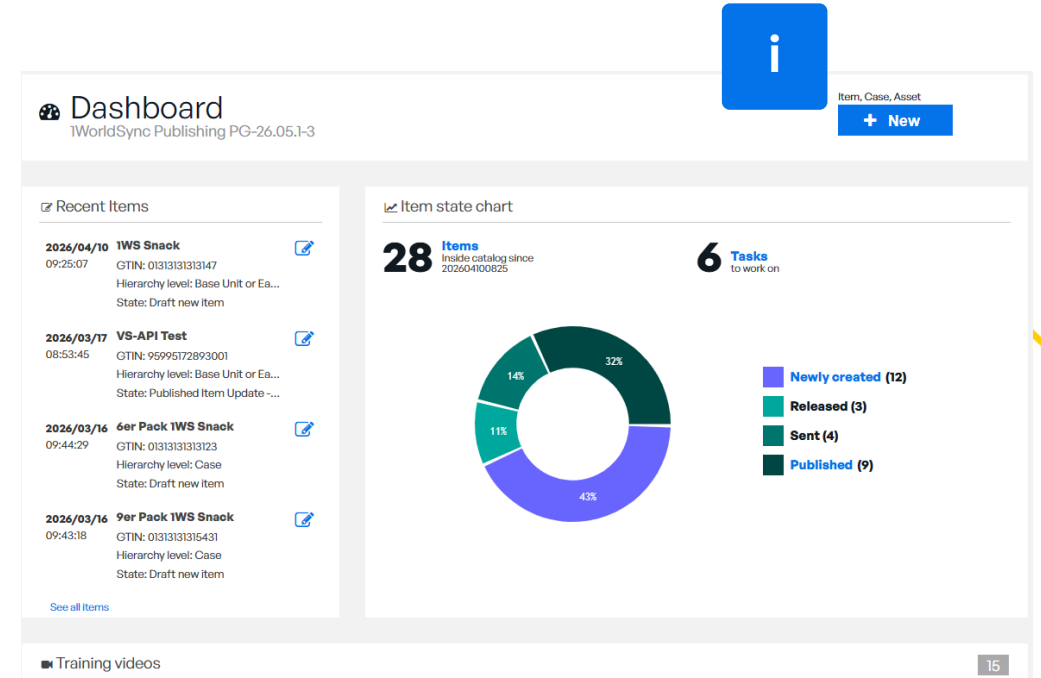


Introduction

Publishing

The following instructions document recommendations for the most important processes involved in submitting and maintaining your product master data using the Publishing System. You can access all areas of the tool via the Publishing Dashboard. To help you reach your goal with as few clicks as possible, you'll find a search bar, direct access to your most recently edited items, and a Create button right here. You'll also see a visualization of your overall article status and our News section. In general, you can perform the following actions with the tool:

- Creating Product Master Records
- Linking Product Master Records for Base and Packaging Items
- Sharing Product Master Data: Approving and Publishing
- Modifying Product Master Data / Ongoing Master Data Maintenance
- Processing Tasks / Responding to Feedback from Your Retail Partners

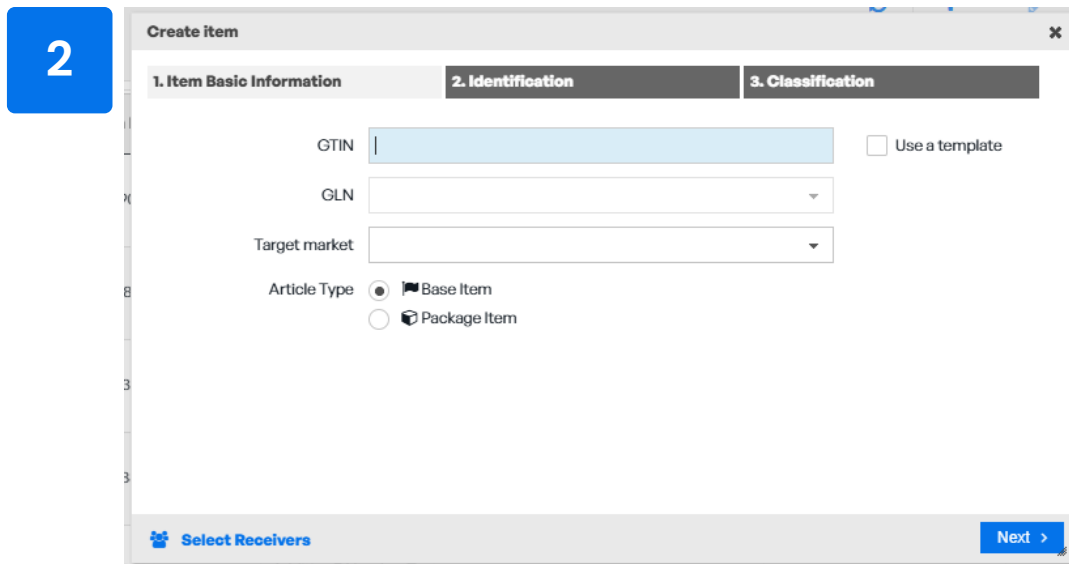
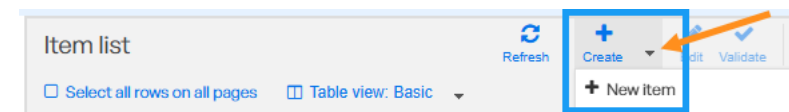


1.1 Creating a Base Item

In the following initial dialog box, you can enter the GTIN, GLN, and target market, and specify whether to create a base item or a packaging unit. (1,2)
This information cannot be changed later.

On the Identification tab (2), you can edit the item descriptions.

Finally, apply or modify the classification (3) and confirm by clicking "Create."



2

Create item

1. Item Basic Information | **2. Identification** | 3. Classification

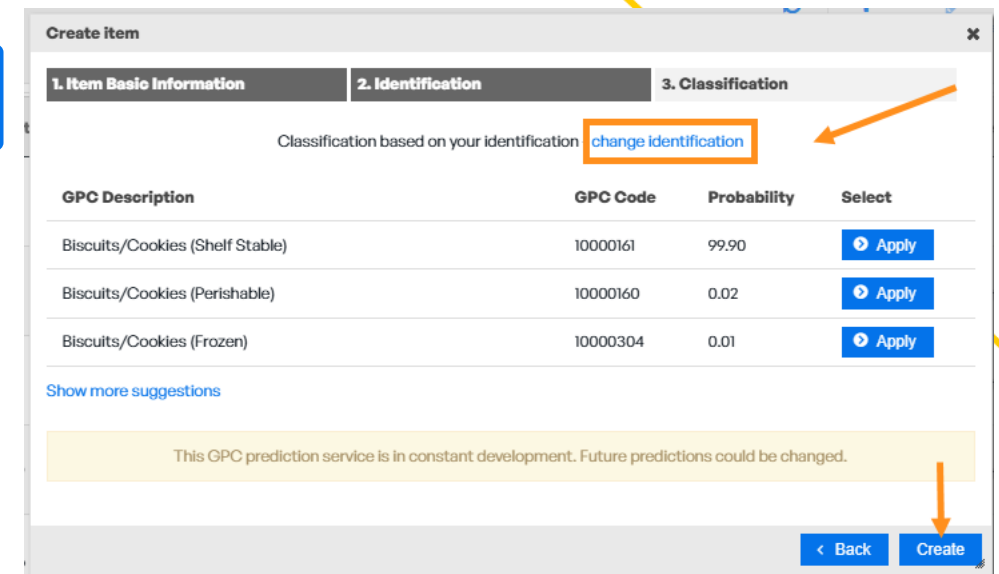
GTIN Use a template

GLN

Target market

Article Type Base Item Package Item

Select Receivers



3

Create item

1. Item Basic Information | 2. Identification | **3. Classification**

Classification based on your identification [change identification](#)

GPC Description	GPC Code	Probability	Select
Biscuits/Cookies (Shelf Stable)	10000161	99.90	<input type="button" value="Apply"/>
Biscuits/Cookies (Perishable)	10000160	0.02	<input type="button" value="Apply"/>
Biscuits/Cookies (Frozen)	10000304	0.01	<input type="button" value="Apply"/>

Show more suggestions

This GPC prediction service is in constant development. Future predictions could be changed.

2.1 Recommendations for Maintaining Attributes

Fill in the required fields. These are marked with red dots. You can navigate to these fields using the Required Attribute Finder or the structure tree on the left side of the screen.

1

The screenshot shows a software interface for maintaining attributes. On the left, a navigation pane lists various attribute categories, with 'Identification' selected. The main area displays the 'Additional Information Provider Identification' section, which includes fields for 'Additional Information Provider Identification', 'Additional Information Provider Identification Type', 'Target Market Information Provider: GLN', 'Description Short', 'Is Trade Item A Base Unit', 'Trade Item Unit Descriptor', and 'Start Availability Date Time'. Red dots are placed next to the 'Trade Item Unit Descriptor' and 'Start Availability Date Time' fields, indicating they are required. An orange arrow points to the 'Trade Item Unit Descriptor' field. The top of the interface has a toolbar with icons for Refresh, Save, Validate, Recipients, Release, Unrelease, Publish, Unpublish, Download, and More. The bottom of the interface has a 'Packaging Hierarchy Navigator' section with 'Display Attributes' and 'Item is available in 1 Hierarchies'.



2.2 Recommendations for Maintaining Attributes

2

The screenshot shows the 'Import Classification' section of the Syndigo system. The left-hand navigation menu is expanded to show 'Taxes / Import Classification'. The main form area contains the following fields and sections:

- VAT**: A dropdown menu with a tooltip showing definitions: (STANDARD) - Standard tax rate that is normal or average. Def (ZERO) - Tax rate or amount equals zero, but invoicing still requ (LOW) - Lowest rate (except zero) depending on target market rules.
- Is Trade Item A Combination Item**: A checkbox.
- Subject To Coffee Tax**: A checkbox.
- Import Classification**: A section with a sub-header 'Import Classification --- No: 1 / 1' and fields for 'Import Classification Type Code', 'Import Classification Value', and 'Statistical Reporting Measurement' (set to '(H87) - Piece').
- Import Classification: Country Subdivision Region Of Origin**: A section with a sub-header 'Import Classification: Country Subdivision Region Of Origin --- No: 1 / 1' and a dropdown menu.

3

Fill in the required regulatory fields (e.g., LMIV). These are not system-required fields, but can be accessed directly via the Attribute Finder.

Check your product label and add any additional information (e.g., accreditation label).

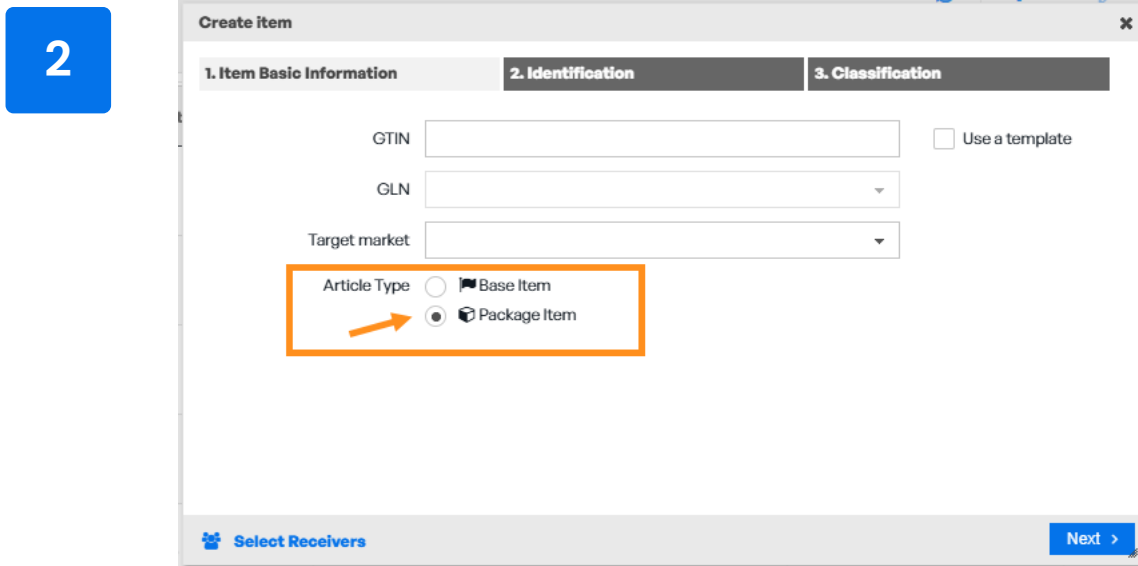
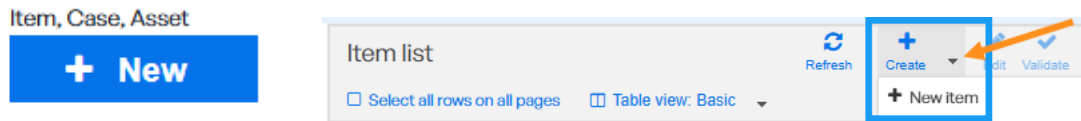
4

Review—perhaps as a team—all the attributes on the form to see if any additional attributes apply to your products (e.g., vegan ...)

ATTENTION!
This is only a recommendation! You can find an explanation of all attributes, including examples, in the FMCG Compendium and in the Help section.

3.1 Creating a Packaging Unit

- 1 Click the “New” button on the dashboard or in the item overview. Alternatively, you can select the “Edit Hierarchy” button from the base item (for further instructions, see: 4. Linking Base and Packaging Items in a Hierarchy).



In the initial dialog (2), you can enter the GTIN, GLN, and target market, and choose to create a packaging item.



3.2 Creating a Packaging Unit

3

Only recommended Attributes

Find an attribute

Browse Mandatory Fields

Identification / Classification / ...

- Identification
- Classification
- Properties
- Content / Brand
- Item Description
- Consumer Information
- eCommerce Attributes
- Production background / Durab...
- Product class specific informat...
- Additional information / Nutrie...
- Dangerous goods / GHS/ Dange...
- Packaging / Logistics / Price / ...
- AGRO
- System/ Status/ Publication Inf...

Packaging Hierarchy Navigator

Display Attributes

Item is available in 1 Hierarchies

Case

Editor mode: (ADD) - ADD

Refresh Save Validate Recipients Release Unrelease Publish Unpublish Download More

Show help texts

Trade Item Identification: GTIN

Effective Date Time: 2016/02/22 00:00

Target Market Country Code: (276) - Germany

Information Provider GLN

Information Provider Name: 1WorldSync

Additional Information Provider Identification

Additional Information Provider Identification --- No.: 1 / 999

Additional Information Provider Identification

Additional Information Provider

Please fill in at least the mandatory fields.

4

Case

Refresh Save Validate Recipients

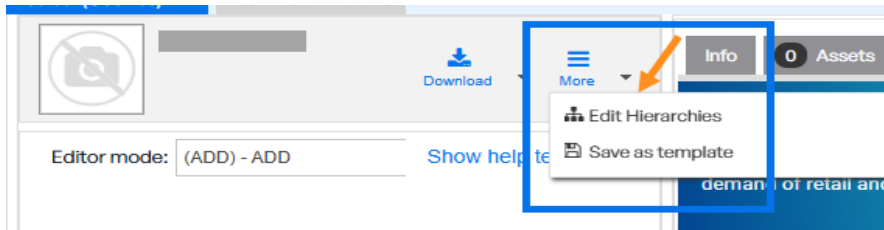
Save your Item.

ATTENTION!

The "Required Field" indicator for the Base Unit attribute (Value=False) will not disappear until the base item and packaging item have been linked to form a packaging hierarchy. Select the base item's code as the brick code.

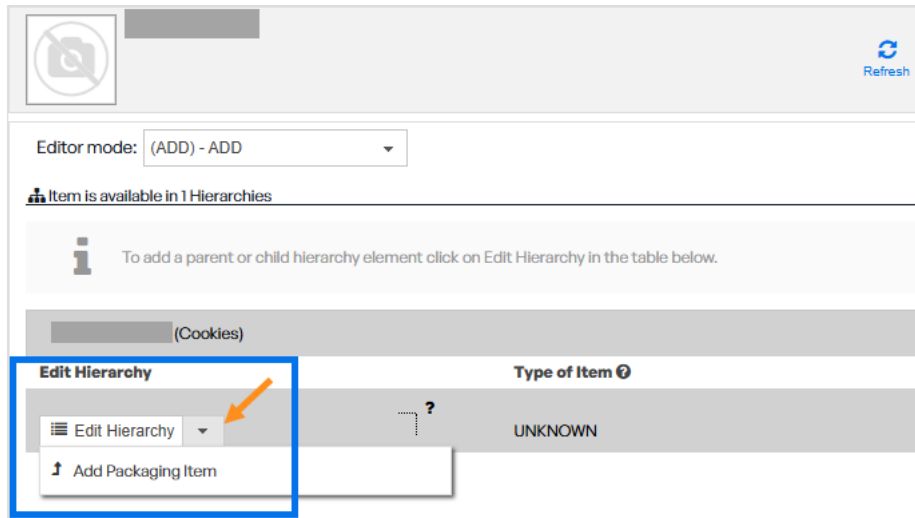
4.1 Linking Base and Packaging Items in a Hierarchy

1



Open the base item, click “More,” and select “Edit Hierarchies”.

2

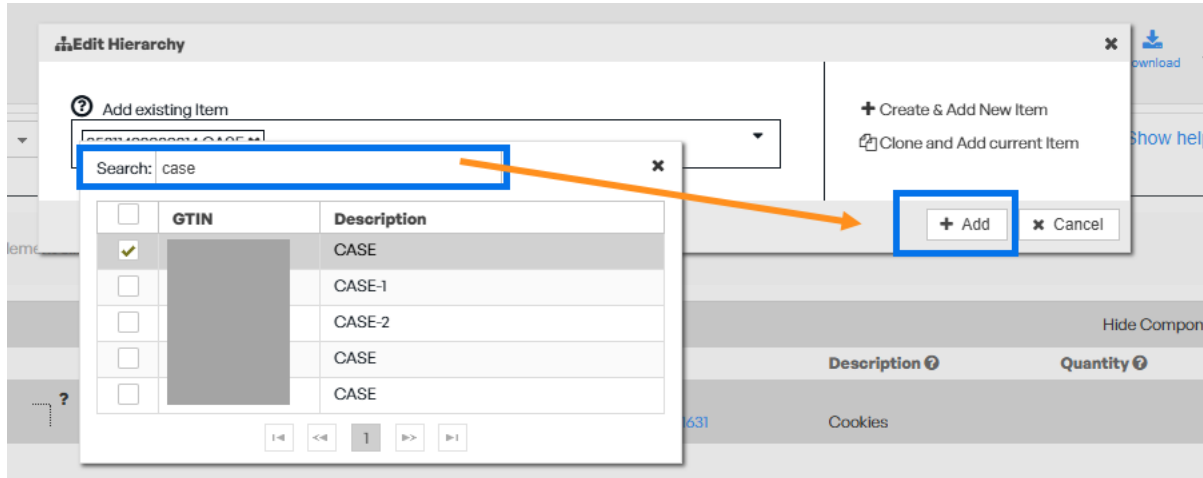


Then select “Add packaging item” from the drop-down menu.



4.2 Linking Base and Packaging Items in a Hierarchy

3

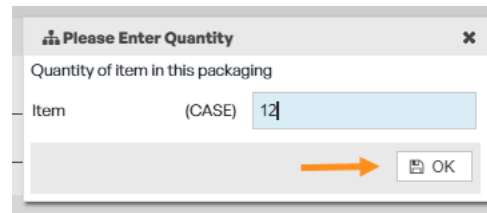


ATTENTION!
You can create hierarchies based on either the base item or the packaging item. Child = base item; Parent = packaging item or the next higher packaging level.

Next, search for the packaging (GTIN or text). Click +Add. Alternatively, you can create a packaging item directly by clicking "Create & Add New Item." Once you have entered the attributes for the packaging, please click Add and Close.

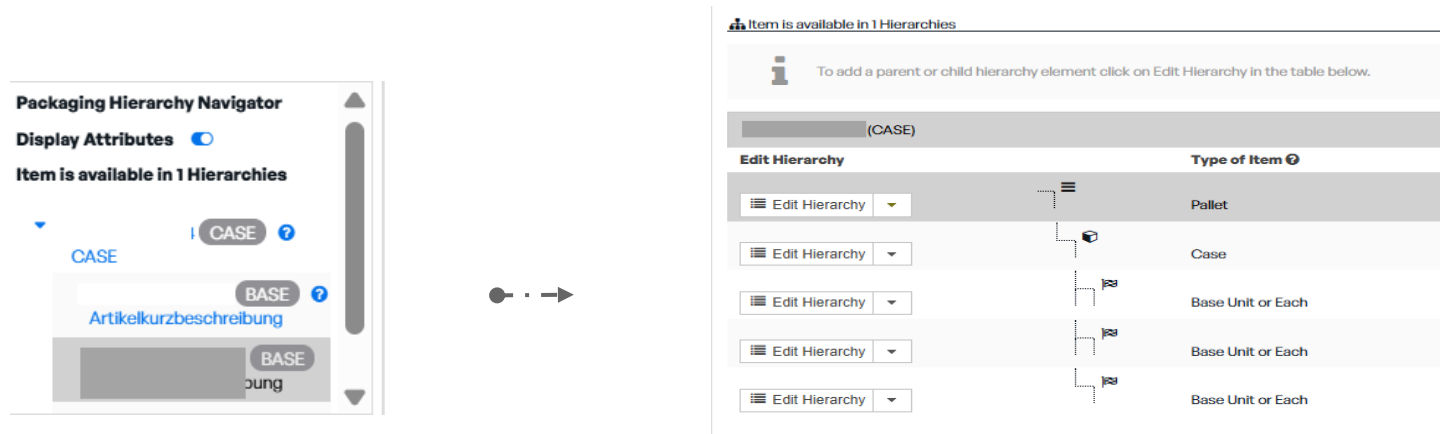


Enter the number of base items and click OK.



4.3 Linking Base and Packaging Items in a Hierarchy

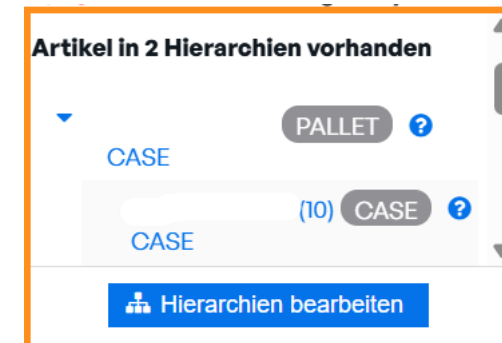
4



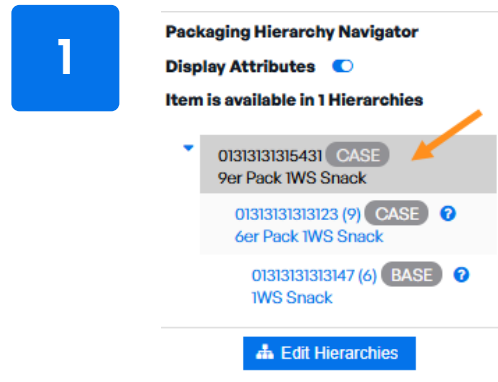
The screen in the lower left corner (Packaging Hierarchy navigation) shows that a packaging unit has been assigned to the base item. You can add additional hierarchy levels (larger packaging units) as needed or include the base item in additional hierarchies that have not yet been published. You can edit the hierarchy if it has not yet been transmitted (released and published).

5

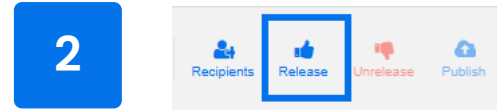
Items can appear in multiple hierarchies. Mixed-product containers can also be displayed. The corresponding visualization can be found at the bottom left in the "Packaging Hierarchy" navigation section.



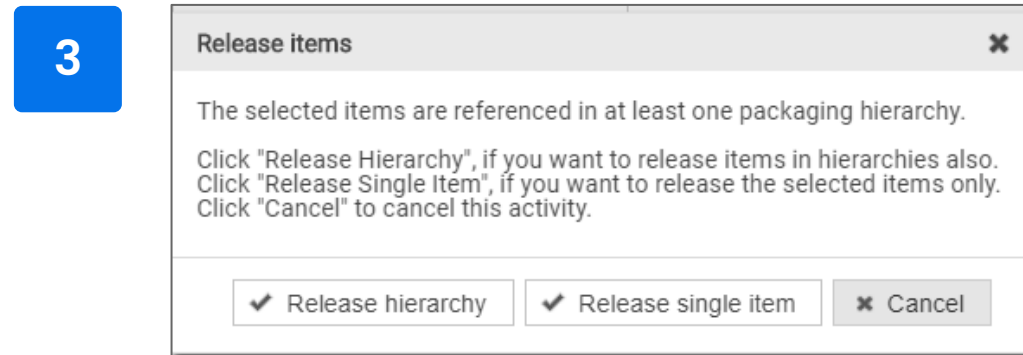
5.1 Sharing a dataset: releasing and publishing



After you have linked the base and packaging items, select the largest packaging unit in the bottom-left corner of the Edit Hierarchy window. This is the top-level unit.



Click the Release button in the menu bar.



In the following dialog box, select Release Hierarchies.



The Publish button will only become active after release. The release button is now grayed out / disabled again.

5.2 Sharing a dataset: releasing and publishing

5

<input type="checkbox"/>	Published	GLN	Name
<input checked="" type="checkbox"/>			Verified Recipients Recommended View List
<input type="checkbox"/>			Target market
<input type="checkbox"/>		4000008000008	1WorldSync Katalog DE

10 Show results 1-3 of 3

Allow re-publication of already published targets
 Is Reload

[Learn More: Why we recommend Verified Recipients](#)

Please enter the recipient's GLN or use the search function to select the desired recipient (Verified Recipients, Target Market).


6

Alternatively, you can choose to publish to the entire (German) target market. This way, anyone who has subscribed to your data will receive it.

7

Finally, click Publish. You have now communicated the base and packaging item data to your retail partners via GDSN for the first time.

8

Please do not make any further changes to the items until the gray arrow is replaced by a green icon  or until you have received CIC feedback messages from your retail partners.

6.1 Modifying a Data Record

1

	Thumbnail	Trade Item Identification...	Description Short	Target Market Country ...	Trade Item Unit Description...	Publ...
<input type="checkbox"/>		01313131315431	9er Pack IWS Snack	Germany	Case	
<input type="checkbox"/>		01313131313123	6er Pack IWS Snack	Germany	Case	
<input checked="" type="checkbox"/>		01313131313147	IWS Snack	Germany	Base Unit or Each	
<input type="checkbox"/>		85311498989014	CASE Cookies	Germany	Case	

Use the search function to find the item you're looking for. Open the item either by clicking "Edit" or by double-clicking on the item's row.

2

Make the changes and save.

Refresh Save Validate Recipients Release Unrelease Publish Unpublish

Editor mode: (ADD) - ADD

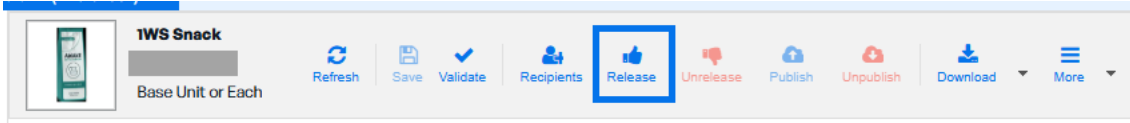
3

Editor mode: (COR) - CORRECT

The Editor mode/transaction code is automatically set to COR for correction.

6.2 Modifying a Data Record

4

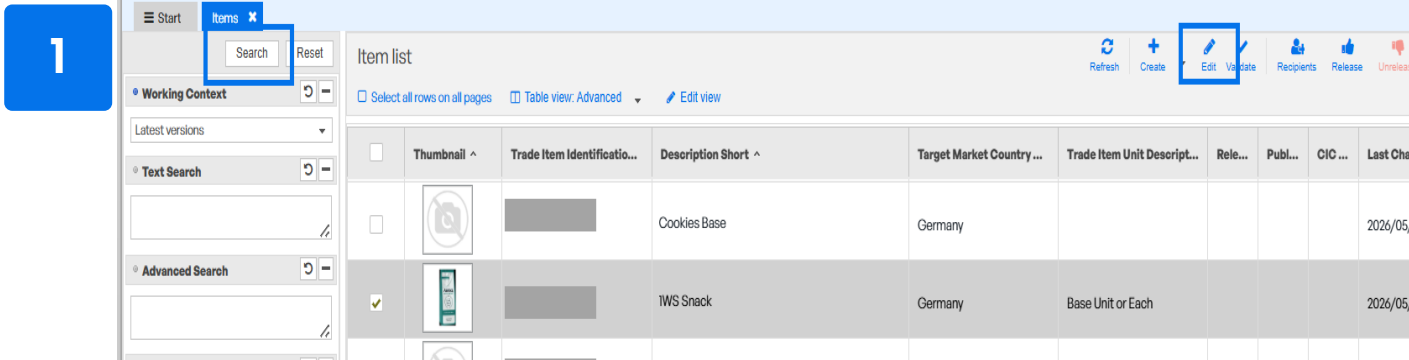


The Release button will only become active again after you save.

5

Please then republish the item using the “Publish Hierarchies” button. You do not need to republish it again.

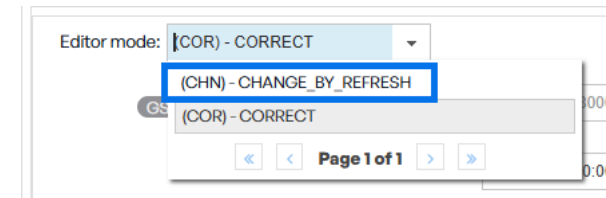
7.1 Deleting a Data Record



Expiration date = the date after which the item is no longer available; Effective date = the date from which the information is valid (usually the current date) Do not withdraw the publication until you have received new CIC messages.

Use the search function to find the item you're looking for. Open the item either by clicking "Edit" or by double-clicking it.

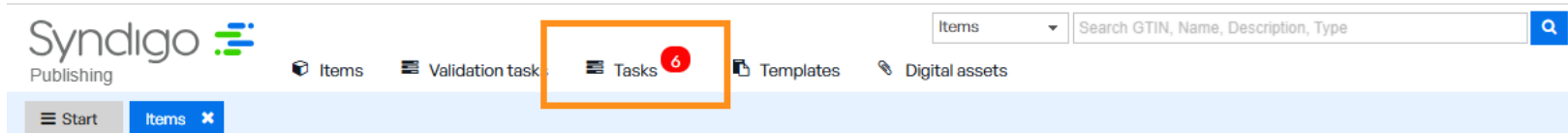
2 Set the transaction code from COR to CHN for modification.



3 Enter an expiration date and a "valid from" date for each applicable base and packaging item. You can easily find both attributes using the Attribute Finder: type in "expiration date" and follow the link. Save the items and publish them as a hierarchy (top-level publication).

4 On the expiration date, revoke the publication and release (revoke the publication at the published hierarchy level; revoke the release from the base item).

8.1 Processing Tasks: background information



1

Various tasks

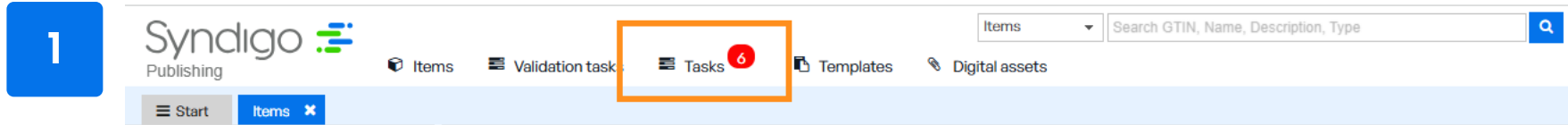
1. Catalogue Item Confirmation (CIC) = Feedback from data recipients regarding the sent product master data, with various statuses. Synchronized: Data was received, checked, approved, and imported into the recipient's internal systems
 Received: Data has been received but not checked.
 Review: Recipient requests that the data be revised and resent.
 Reject: Recipient does not wish to receive further data
2. Exception = Feedback from the data pool regarding sent article master data (no communication to the recipient yet)

2

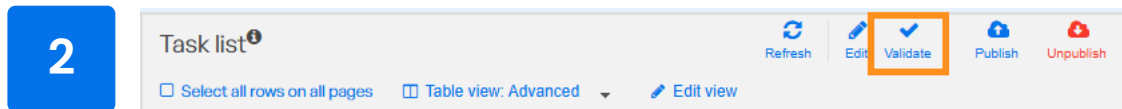
Symbole der CIC-Nachrichten

<u>Cumulated CIC State</u>	Comment
✓	Sent, no CIC feedback received yet. No feedback from recipients and no CIC Review as well as no GS1 RESPONSE Item is released again and there is no open CIC review and no GS1 RESPONSE.
✓✓	CICs from recipients have been received and have status RECEIVED.
✓✓	CICs from recipients have been received and have status SYNCHRONIZED.
ⓘ	Retailer feedback available. Please check! "To do" state: At least one latest CIC has state REVIEW and there is no open GS1 RESPONSE.
✓✓	CICs from all recipients have been received and have been REJECTED.
⊘	Transmission Error, please contact Support! "To do" state: At least one GS1 RESPONSE was received for that item and is still open.

8.2 Processing Tasks



Click on Tasks (in the navigation bar or in the center of the dashboard).

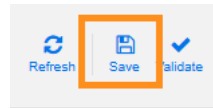


Open the item in the task list and click Validate. If there are other items in the hierarchy, repeat steps 2–4 for those as well.

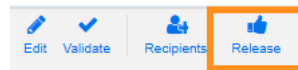
8.3 Processing Tasks

3 Update the record based on the validation results displayed in the right-hand panel (where each warning is explained and each attribute from the report is linked directly to the item editor).

4 Save the changes.



5 Click the Release button.



Filter for:
Errors Warnings Data Anomaly Data Quality

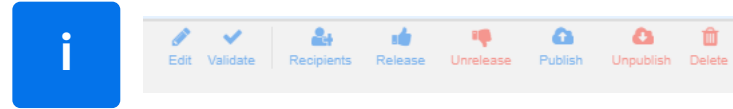
25127973659000 BASE 1

Referenced File Type Code
Error: If "Referenced File Type Code" equals SAFETY_DATA_SHEET, "File Language Code" must be indicated.
Rule ID: 321378 Review

Ground Water Protection
Warning: Please correct "Ground Water Protection" to the required format 'NGnn' or 'NGnn\$' (nn = up to seven digits and including one '-') or NONE.
Rule ID: 321885 Review

NOTE: The CIC always refersto the published item, but the error may also lie with the base item included in the message.

9.1 Definition: Validate, Release, Publish



Validate – Check

When you click Validate, a validation report appears at the bottom of the screen, listing individual attributes and indicating, for example, that data is incomplete or that entries appear to be incorrect. These notes are linked to the relevant attributes in the form. Validation is optional, as the system automatically validates the data every time you save.

Release - Make Available

By releasing data, you send it to the data pool. This means that the data is then, in principle, ready and can be made available to recipients. Release is therefore a prerequisite for the publication (see below) of the data.

Publish – Target

Through publication, you determine who receives your data. When you click Publish, you can select individual recipients or choose to publish to the entire target market. Upon receiving the data, the recipients will send you a message, which you can find in your CIC overview.

10.1 Process Waiting Times

A blue square icon containing a white lowercase letter 'i', used to denote an informational note.

What waiting time limits must be observed? To avoid errors during data transfer, it is important to observe certain waiting time limits. This is particularly important if, for example, you need to cancel the publication and release of items in order to edit a hierarchical structure.

When you click “republish” you have initiated the process of withdrawing the publication. This changes the green checkmarks in the publication field to gray arrows. The record is no longer published only when the field is empty or displays “No publication.”

You can then revoke the release and make the necessary changes. Even after you have (re)released a data record, you should wait to see if any exceptions occur and not publish it immediately. If no exceptions have occurred after 1–2 hours, you can usually publish the data.

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