Guidelines about My Product Manager for foreign datapool users.

August/2022

Document Summary

Document Item	Current Value
Document Name	*Guidelines about My Product Manager for foreign datapool users.*
Document Date	August 2022
Document Version	2.0
Document Issue	2
Document Status	Final
Document Description	Manual for data suppliers to get information about the interface of My Product Manager and practical guidelines for the creation, modification and publication of product sheets.

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Log of Changes

Release	Date of Change	Changed By	Summary of Change
1	06/12/2021	Joyce Boone	Creation document
2	12/08/2022	Sarah Mercier	Adding links to datamodel + release notes Adding chapter 7 concerning Data quality Adding the TM GLN for CIP messages

Disclaimer

Contents

1 Which information is requested for the Belgium & Luxembourg target market?

On the Belgian & Luxembourg target market there are 3 sector-depending datamodels present that define the relevant attributes that need to be entered by the data suppliers.

A view of the release notes and the datamodels can be found on the following pages:
- FMCG: *https://www.gs1belu.org/en/updates-releases-gs1-gdsn-fmcg-foodservice*
- DIY, Garden and Pet: *https://www.gs1belu.org/en/data-model-diy-garden-and-pet-sector*
- Healthcare: *https://www.gs1belu.org/en/update-echo-datamodel*

GOOD TO KNOW

If you are a company which is entering products for 2 or 3 sectors, you can optionally identify the sectors to which the item belongs to through the repeatable field 'target sector'. The sectors are identified by the codes: FMCG, DIY and HC. If you don't enter the 'target sector', My product Manager will automatically activate the data model rules based on your company settings and the indicated target market and Global Product Classification Code.

By selecting a specific 'target sector', you can avoid that unwanted validation rules are applied for your product.

2 Register for My Product Manager

In order to send product information to data recipients in Belgium or Luxembourg it's always necessary to also send the product information to the My Product Manager application. **This is even the case if your trading partner has a direct GDSN connection and is able to receive product data directly from GDSN.**

You will need to register for a My Product Manager Share account:
https://www.gs1belu.org/en/webform-registratie-my-product-manager-share

3 Publish to My Product Manager

Once your account has been set-up you can start publishing your product data from GDSN

There are 2 ways to publish to My Product Manager from your GS1 GDSN datapool.

1.   Publish to the target market Belgium (056) and/or Luxembourg (442)
     use the GLN '00000000000000' in your CIP if you publish through a M2M connection.

2.   Publish to the GLN of My Product Manager: **5410000876546**

Upon receipt of the data My Product Manager will send CIC messages through **GDSN to inform the sender of the reception of the data**. These may contain the following:

- An item that has the status **incomplete in My Product Manager** because of errors in the data, will trigger a CIC **REVIEW** message.

- An item that has the **valid** status **in My Product Manager** will trigger a CIC **SYNCHRONIZED** message, but this does not mean that there is no warning in your record.

4 Login to My Product Manager

After you have published your data, you can login to My product Manager in order to:

   a) Verify which product were received by the application

   b) Verify the data quality of the data according to the local validation rules

   c) Manage the publication settings to define which recipients have access to your data.

GOOD TO KNOW

- My Product Manager is **read-only**, so you cannot **CHANGE ANYTHING** in My Product Manager, except for the publication settings of the trade items

- You will only see items for target market Belgium and/or Luxemburg in My Product Manager.

There are 2 ways to log in to My Product Manager (MPM) :

Via My GS1	Rechtstreekse link
url: *https://my.gs1belu.org/en-BE/dashboard* You then choose for this shortcut: 	url: *https://myproducts.gs1belu.org/en-BE/* You then use the same login information as for your My GS1 account.

5 The 'My Product Manager'-application

5.1 Dashboard

In the 'Dashboard' you will find an overview of your company prefix(es), if known in our system.

| Dashboard | My Products | My Publications | My Reports | My Actions |

My Product Manager
Please consult the products that you have published from GDSN.

My company prefix(es)

Company Prefix ?

5.2 My products
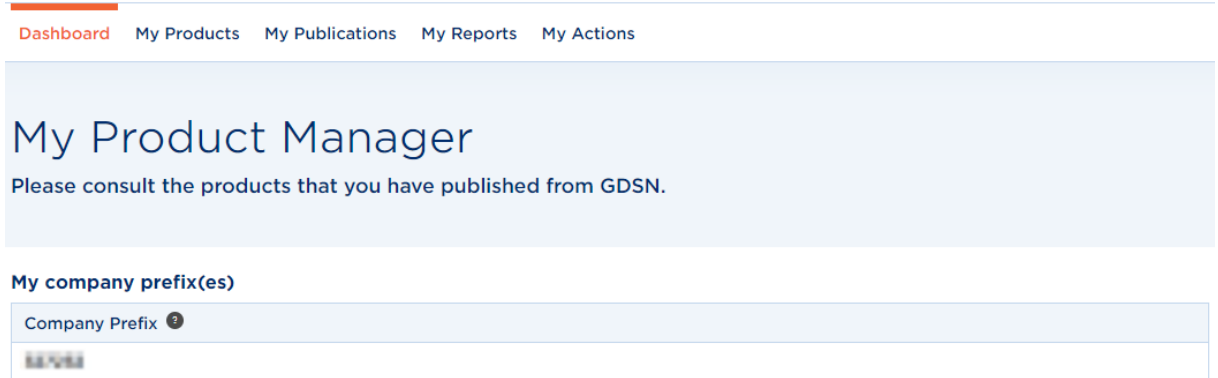
In the 'My Products' tab, you'll see a list of all items currently synchronized from your GS1 GDSN datapool with My Product Manager.

Products

Description (1)	GTIN (2)	Packaging (3)	Brand (4)	Status (5)

1) **Description**: Name of your product.

2) **GTIN**: GTIN of your product.

3) **Packaging**: Packaging level (base unit, outer box, display, ...).

4) **Brand**: Brand of your product.

5) **Status**: The status of your product sheet. This affects the visibility of your product sheet for *My Product Manager data recipients*. More information per status:

Incomplete	The product is NOT visible to the data recipients. One or more attributes have not been entered or are incomplete, so that it cannot be transmitted through to the data customer.
Valid	The product has been validated. The product is visible for the My Product Manager recipients.
Discontinued	The product contains an expiration date that has passed.

Through this tab you can check your product sheets:

Products

1) Product **search**
2) **Filter** your products

3) **View product details** of your items by clicking on the GTIN.

5.3 My publications

In this tab you can indicate whether your active products may or may not be published to **all** know*n* **MPM data recipients**.

More information on how to change the settings can be found in chapter *Opt-out procedure 'MPM targets'*

Publications

5.4 My reports

In this tab, you can view your data quality report. For more information about your reports in My Product Manager, please consult the *Manual- My Product Manager - How to correct product sheets*

In summary, it comes down to the following points:
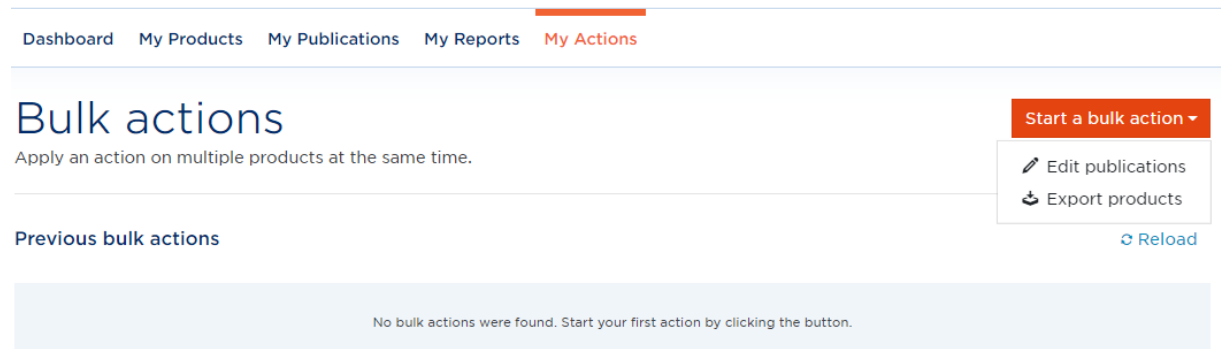
- This report shows you what data quality is for sheets you published to target market Belgium and Luxembourg.

- Adjustments need to be made through your GS1 GDSN data pool.

- Errors are returned to your GS1 GDSN data pool through a CIC message.

5.5   My actions

This tab has 2 functions:

- It gives you an overview of all bulkactions made in your profile.

- A shortcut to all actions possible

  - Request an export of your products, you will get an overview of all your products that are in My Product Manager.

  - You can update your publications through the bulk action *see chapter*

By clicking on 'Start a bulk action', you will get the several actions that can be done. Detailed information about how to do those actions can be found *chapter 4.2* (modify publication).

Dashboard   My Products   My Publications   My Reports   **My Actions**

Bulk actions
Apply an action on multiple products at the same time.

Start a bulk action ▾

✎ Edit publications
⬇ Export products

Previous bulk actions   ↻ Reload

No bulk actions were found. Start your first action by clicking the button.

6 My Product Manager recipients

Before your product sheet is visible in My Product Manager you need to publish from your GS1 GDSN data pool to our target market or our GLN **5410000876546**

The sheets will then become available for My Product Managers recipients.

The publication settings for these recipiets can be found in the tab 'My Publications'.

Every product sheet with status **'Valid'** is automatically visible for a My Product Manager recipient. Do you wish that a certain sheet is not visible or that all your sheets are invisible for a certain My Product Mangaer recipient? Then go to the opt-out procedure

ATTENTION for food products (FMCG food)! Depending on the profile of your My Product Manager recipient, the visibility of your product sheet to them also depends on whether or not it is a consumer unit or food service item.
Do you enter a food product and is your My Product recipient e.g. Fooddesk, Colruyt, Delhaize, Bidfood or Lambrechts? Then they may not see your sheet because it is not a consumer unit/food service item.

6.1 Opt-out procedure "MPM targets"

By default, a product sheet that has the status 'Valid' will be visible to all *My Product Manager recipients*. You can adjust the default settings through 'Default publication settings for new products'.

If you still have a product that needs a specific publication setting in My Product Manager then you can manage this through 'Overview of publication settings per product'.

Default publication settings for new products
Overview of publication settings per product

ATTENTION! If you make such a change it is only for new releases and publications. To work retroactively you can use the bulk action (*cfr. Chapter 4.2*)

A.   The default setting
It is important to set this to "**Yes**" if you want your product information to be available and visible to **all** recipients.

Default publication settings for new products

ⓘ The settings below will be applied to all new products that are created and define which data recipients (that are connected to My Product Manager) have access to the product information. You can always override these settings per individual product in the "Overview of publication settings per product".

The product information is public and may be sent to all known data recipients connected to My Product Manager.

[**Yes** | No]

If you wish, it is also possible to specifically indicate that your product information is only sent to one or more recipients, instead of all registered recipients. You do this by indicating "**No**", and then further specifying which recipients may receive your product information.

When "No" is indicated, two columns appear. The recipients in the right column, are those who will eventually receive your product information.

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes **No**

Please indicate below which data recipients you want to give access to your product information.

Available Recipients	☐
MAKRO C&C BELGIUM N.V. (5400150000007)	☐
Fastlane Development (Recipient) (5430000482011)	☐
GS1 Belgium & Luxembourg (recipient) (5410000999993)	☐
Recipient_DIY (5410000200020)	☐
HTTML (5488888010154)	☐
Sligro Food Group Belgium (5420077200007)	☐

Selected Recipients

Tick the recipients who may receive your products, and add them to the right column ("Selected Recipients") by using the arrows....

>>

<<

 You can also remove recipients from the list of selected recipients in the same way, by using the reverse arrow.

B. The product-specific setting

By clicking on the publication status in MPM targets, you can easily adjust the setting by making it public by selecting 'Yes' or select specific recipients by selecting 'No'.

Overview of publication settings per product

🔍 Description, GTIN or brand ▼

☐ Description	GTIN	Packaging	Brand	MPM targets
☐		Base Unit		Click to publish
☐		Base Unit		Public

6.2 Publish in bulk

Do you have a lot of articles to publish? If so, you can also do this through a bulk action. As soon as you select 1 article you can click on 'Edit in bulk'.

You will then see your selection listed first. Have you forgotten items? Then you can look them up in the interface through 'Add products from search' (1) or by entering them yourself (2).

As final step, you then indicate whether you want to make it a target market publication (yes) or rather publish GLN specifically (no). If you then click confirm the bulk publication will proceed.

7 Data Quality

For product sheets that are made available for the Belgian and Luxembourg market, the data quality is determined in two ways:

1. The filling request via built-in *logical validation rules* in the My Product Manager interface.

2. Content checks of consumer information through our *audit programme*.

7.1 Logische validatieregels

In order to help you fill in your product sheet according to the data model of the Belgian and Luxembourg target market, logical validation rules have been built into My Product Manager. In order to simplify the follow-up of these checks, they are sent to your GS1 GDSN data pool via GDSN feedback (CIC messages).

These are the 2 statuses you can receive:

Type	Meaning	Action
Synchronised	MPM has received the information and there are no blocking errors.	No action required.
Review	MPM has received the information, but the product data sheet is not complete or correct.	Open the REVIEW message and make the improvements in your GS1 GDSN data pool. Then do a new release.

An overview of the data quality of the logical checks can also be found in the 'My Reports' tab of My Product Manager. This can help you to adjust your product sheets in bulk in your GS1 GDSN data pool. More information about the report and its operation can be found in the *Data Quality Manual*. Need tips & tricks to improve the errors? No worries, this *webpage* can certainly help you!

Please note that the data model is updated 4 times a year. You can find the new announcement of the changes 3 months in advance on these web pages:
- FMCG: *https://www.gs1belu.org/en/updates-releases-gs1-gdsn-fmcg-foodservice*
- DIY, Garden & Animal: *https://www.gs1belu.org/en/data-model-diy-garden-and-pet-sector*
- Healthcare: *https://www.gs1belu.org/en/update-echo-datamodel*

Also, 2-3 weeks in advance **a simulation report is available in My Product Manager** to see the impact of the new data model. More information can be found in our *data quality manual, chapter 2*. You will be informed by e-mail that this is available.

7.2 Audit programme

The purpose of the audit program is to check the information you enter in fields that are important to consumers. These are therefore content checks based on the images of your outer packaging that you can upload in *My Audits* and the information that you send to My Product Manager via your GS1 GDSN data pool.

Via the reports you receive, you can improve your product sheets. It is best to do this for your entire assortment so that you are included in the reward system of our audit programme. More information about the programme can be found *here*.

7.3 How to manage your data quality?

Managing your data quality consists of the following:

1. **Follow up** the **GDSN feedback** (CIC messages) we send to your GS1 GDSN data pool and implement the necessary improvements.

2. **Participate in the audit programme** and use the report to proactively improve your entire assortment.

3. **Remove products that are no longer sold from GDSN** and therefore from MPM via the following steps.

   a. Send your GS1 GDSN data pool an end date (EndAvailabilityDateTime)

   b. Wait until you get a new CIC message that the information is synchronised

   c. Publish the article from GDSN

   The article will continue to exist in My Product Manager, but will get the status 'discontinued'. If the article is not (any more) in your GS1 GDSN data pool, but is still active in My Product Manager, please contact our helpdesk (*fmcg-foodservice@gs1belu.org* / *diy@gs1belu.org* / *healthcare@gs1belu.org*) so that we can give an end date to the product sheet through our back-end.

4. Publish all your product sheets for the Belgian and Luxembourg target market to My Product Manager, cf. *chapter 3*. The only products we do not expect to see in My Product Manager are private label products, except if it is explicitly requested by your data-consumer.

5. Regularly **check the GTINs present in your own GS1 GDSN data pool and in My Product Manager**, together with their status.
   To get a full list of the GTIN's in MPM, contact our helpdesk (*fmcg-foodservice@gs1belu.org* / *diy@gs1belu.org* / *healthcare@gs1belu.org*)