



Guidelines about My Product Manager for foreign datapool users.

December/2021

Document Summary

Document Item	Current Value
Document Name	<i>Guidelines about My Product Manager for foreign datapool users.</i>
Document Date	December 2021
Document Version	1.0
Document Issue	1
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

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1 Publish to My Product Manager

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

1. Publish to all target market Belgium and/or Luxembourg
2. Publish to the GLN of My Product Manager: **5410000876546**

Upon receipt of this data My Product Manager will send a CIC message through the **GDSN feedback**. These may contain the following:


- An item that has the status **incomplete** because there are errors in the product, this will send a CIC **REVIEW** message.
- An item that has a **valid** status will have a CIC **SYNCHRONIZED** message, but this does not mean that there is no warning in your record.

GOOD TO KNOW

- My Product Manager is **read-only**, so you cannot **CHANGE ANYTHING** in My Product Manager.
- You will only see items for target market Belgium and/or Luxembourg in My Product Manager.

2 Login to My Product Manager

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

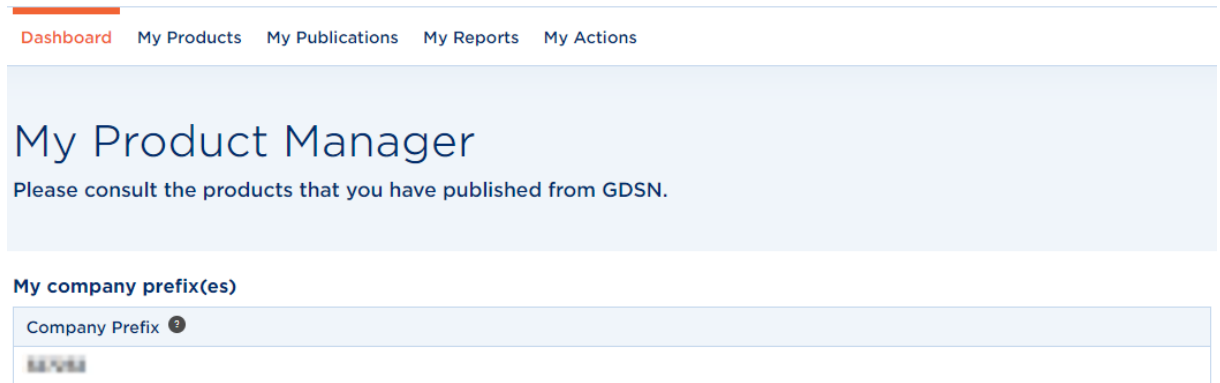
Via My GS1	Rechtstreekse link
<p>url: https://my.gs1belu.org/en-BE/dashboard</p> <p>You then choose for this shortcut:</p> <div data-bbox="277 1339 762 1509" style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p>My Product Manager</p> </div>	<p>url: https://myproducts.gs1belu.org/en-BE/</p> <p>You then use the same contact information as for your My GS1 account.</p>

Your GS1 GDSN datapool GLN does not have a connection to My Product Manager Share yet? You can request a subscription My Product Manager through [this form](#).

3 The 'My Product Manager'-application

3.1 Dashboard

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



The screenshot shows the 'My Product Manager' dashboard. At the top, there is a navigation bar with 'Dashboard' highlighted, followed by 'My Products', 'My Publications', 'My Reports', and 'My Actions'. Below the navigation bar, the main heading is 'My Product Manager' with a sub-heading 'Please consult the products that you have published from GDSN.'. Underneath, there is a section titled 'My company prefix(es)' with a form field for 'Company Prefix' containing the value '88788'.

3.2 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.



The screenshot shows a table titled 'Products'. The table has five columns: 'Description', 'GTIN', 'Packaging', 'Brand', and 'Status'. Each column header is numbered with a circled number: 1 for Description, 2 for GTIN, 3 for Packaging, 4 for Brand, and 5 for Status. There is a search bar above the table with the text 'Description, GTIN or brand' and a dropdown arrow.

- 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

⌂ Reload 1 2 3

Description	GTIN	Packaging	Brand	Status
YVES ROCH ERIC	827220214848	Base Unit	Fromagerie Hildebrand	Valid
BRUNELLO MAGLI BIANCO 100%	804754000000	Base Unit	BRUNELLO MAGLI	Valid

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

⌂ Reload 1

Consumer unit? Yes No

Discontinued? Yes No

Small barcode? Yes No

Has images? Yes No

Status

Brand

Packaging

Target Market

GPC

GDSN Feedback

[Reset filters](#)

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

Description	GTIN	Packaging	Brand	Status
YVES ROCH ERIC	827220214848	Base Unit	Fromagerie Hildebrand	Valid

3.3 My publications

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

More information on how to change the settings can be found in chapter [Opt-out procedure 'MPM targets'](#)

Publications

Default publication settings for new products ⌂

Overview of publication settings per product

<input type="checkbox"/>	Description	GTIN	Packaging	Brand	MPM targets
<input type="checkbox"/>	YVES ROCH ERIC	827220214848	Base Unit	Fromagerie Hildebrand	Public
<input type="checkbox"/>	BRUNELLO MAGLI BIANCO 100%	804754000000	Base Unit	BRUNELLO MAGLI	Public

3.4 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:

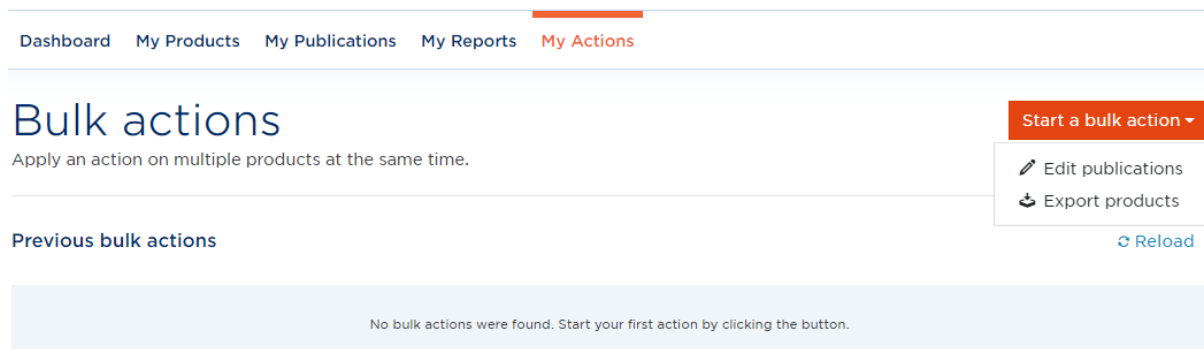
- This report shows you what data quality is for sheets you published to target market Belgium and Luxembourg.
- Adjustments need to be made through your GS1 GDSN data pool.
- Errors are returned to your GS1 GDSN data pool through a CIC message.

3.5 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).



4 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 recipients 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 Manager 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.

4.1 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	Selected Recipients
MAKRO C&C BELGIUM N.V. (5400150000007) <input type="checkbox"/>	
Fastlane Development (Recipient) (5430000482011) <input type="checkbox"/>	
GS1 Belgium & Luxembourg (recipient) (5410000999993) <input type="checkbox"/>	
Recipient_DIY (5410000200020) <input type="checkbox"/>	
HTML (5488888010154) <input type="checkbox"/>	
Sligro Food Group Belgium (5420077200007) <input type="checkbox"/>	

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

<input type="checkbox"/>	Description	GTIN	Packaging	Brand	MPM targets
<input type="checkbox"/>	valley of the gods	0000000000000	Base Unit	Protagonist Filaret	Click to publish
<input type="checkbox"/>	PROCOLORE MIL...	0000000000000	Base Unit	PROCOLORE	Public

4.2 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'.

4 items selected					
<input checked="" type="checkbox"/>	Description	GTIN	Packaging	Brand	MPM targets
<input checked="" type="checkbox"/>	valley of the gods	0000000000000	Base Unit	Protagonist Filaret	Public
<input checked="" type="checkbox"/>	PROCOLORE MIL...	0000000000000	Base Unit	PROCOLORE	Public
<input checked="" type="checkbox"/>	PROCOLORE MIL...	0000000000000	Base Unit	Protagonist Filaret	Public
<input checked="" type="checkbox"/>	L'ORANGE MUR...	0000000000000	Base Unit	Protagonist Filaret	Public

➔ Edit in bulk Cancel

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).

Select products for this bulk action

1 + Add products from search
2 + Add GTINs

GTIN	Description	
0000000000000	valley of the gods	✖
0000000000000	0000000000000 (1)	✖
0000000000000	0000000000000 (1)	✖
0000000000000	valley of the gods	✖

4 records

Cancel Next

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.

Manage publications

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

Yes	No
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Back	Confirm
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