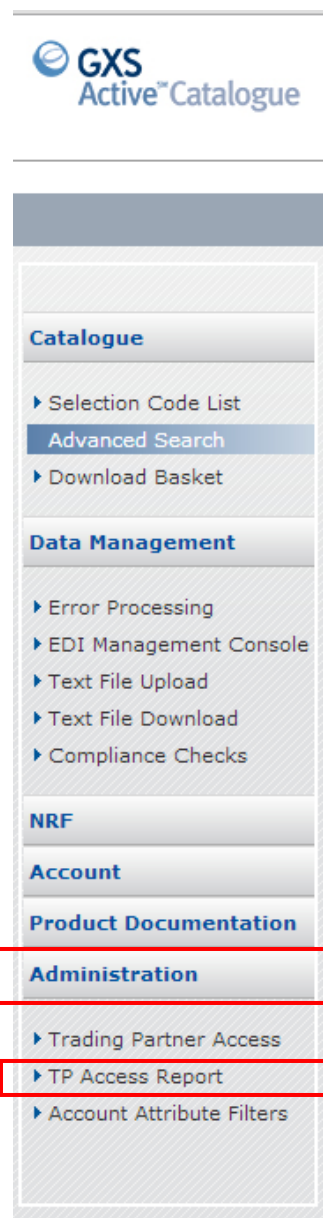


## HOW TO GRANT TRADING PARTNER ACCESS

Dick's Sporting Goods (DSG) has requested full unrestricted to their vendor's catalogue this document will walk you through how to grant this.

To grant your trading partners access please follow the below steps -

1. Once you have logged into the GXS Active Catalogue go to Administration section on the main left hand menu bar and click Trading Partner access.



2. Type the Retailer name in the Trading Partner Name box and then click Filter.

The screenshot shows a 'Filter' interface with the following fields: 'Trading Partner Name' (containing 'DICKS'), 'Account Number', 'Access Type', and 'Subscription Date on/after' (with a date format 'MM/DD/YYYY'). The 'Filter' button is highlighted with a red box.

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
<a href="#">DICKS SPORTING GOODS</a>	127242733083	May 20, 2011	Sep 18, 2013	<input checked="" type="radio"/> Restricted <input type="radio"/> Selection Code <input type="radio"/> Unrestricted

3. Your required Retailer will then appear under the Search bar, if you have not yet granted them access their Access Type will be displayed as Restricted.

The screenshot shows the same 'Filter' interface as above. The 'Restricted' radio button under the 'Access Type' column is highlighted with a red box.

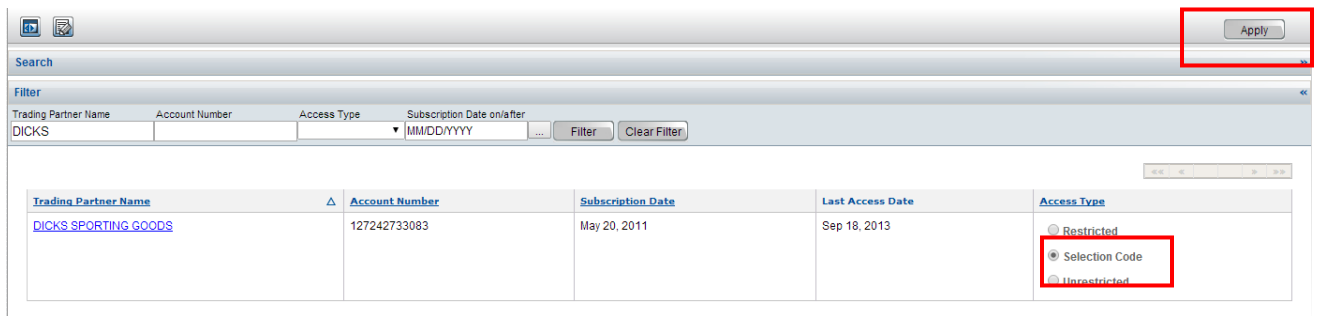
Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
<a href="#">DICKS SPORTING GOODS</a>	127242733083	May 20, 2011	Sep 18, 2013	<input checked="" type="radio"/> Restricted <input type="radio"/> Selection Code <input type="radio"/> Unrestricted

4. To grant your Retailer access to your full Catalogue you select Unrestricted and then click Apply.

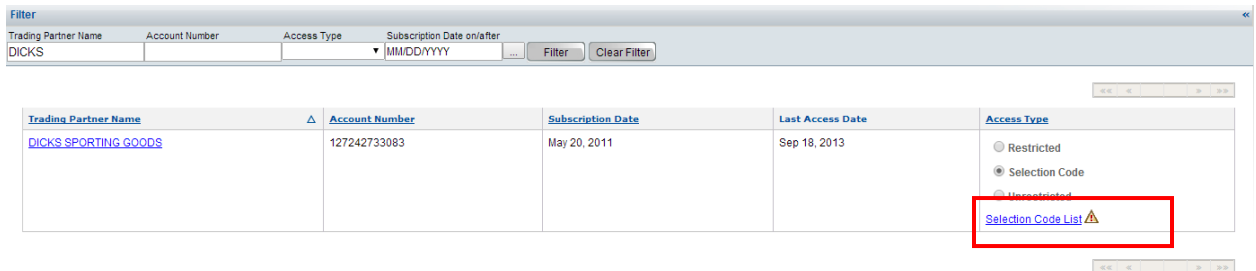
The screenshot shows the 'Filter' interface with the 'Apply' button highlighted in red. The 'Unrestricted' radio button under the 'Access Type' column is also highlighted in red.

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
<a href="#">DICKS SPORTING GOODS</a>	127242733083	May 20, 2011	Sep 18, 2013	<input type="radio"/> Restricted <input type="radio"/> Selection Code <input checked="" type="radio"/> Unrestricted

- If you only want your retailer to see certain Selection Codes, then you need to select Selection Codes then click Apply.



- Once you have clicked on Apply a Selection Code List link will appear underneath the Access Types, click on the link to be taken to a list of your Selection Codes.



- From the Selection Code List page find the required Selection Code/s for the Retailer and choose Unrestricted then click Apply.

Selection Code	Description	Access Type	GTINs
001	CLOTHING12345	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	4
002	SelCode 002	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	2
003	Sel Code new	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	3
004	NASCAR CATS 764576	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	0

8. If you want to grant access at Product level, then choose Product and Apply, once you click Apply a Product List link will be displayed for you to drill down to the product level to grant access at that level.

Selection Code	Description	Access Type	GTINs
001	CLOTHING12345	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	4
002	SelCode 002	<input type="radio"/> Restricted <input checked="" type="radio"/> Product <input type="radio"/> Unrestricted <a href="#">Product List</a> ⚠	2