Checklists to Help Retail Trading Partners Implement Extended Attributes & Images

√	The Extended Attributes Checklist
	1. Obtain GS1 US Extended Attributes Guideline (http://goo.gl/ZoLRYz)
	2. Refer to section 1.6 (Product Attribute Matrix by Product Category) of the guide to get an overview of your product category and which attributes apply to your company 　　a. Refer to section 2 to review definitions of each applicable attribute 　　b. Determine what attributes you are currently providing 　　c. For remaining attributes determine current availability within organization 　　d. Develop plan for capturing new attributes *Note: There may be retailer specific attributes that are not defined in the guideline. These attributes should be considered when developing your solution.*
	3. Determine what teams need to be involved to implement the project 　　a. Sales representatives 　　b. IT team 　　c. EDI/U.P.C. team 　　d. Item Master team 　　e. Product Development team 　　f. E-Commerce/Drop Ship team
	4. Determine what method(s) will be used to provide the attributes to your trading partners. 　　a. Third Party Catalog Service 　　b. GS1 US Standard Spreadsheet 　　c. Retailer's Web Portal 　　d. Retailer's Proprietary Spreadsheet 　　e. Other
	5. If using Third Party Catalogs, decide the method of transport(s) 　　a. EDI via 832 　　b. Web Services (XML) 　　c. Spreadsheet upload 　　d. Manual entry via web portal
	6. Consider the timing of attribute availability 　　a. All attributes may not be available at the time U.P.C.s are assigned and published 　　　　i. The purchase order process may not require all the extended attributes 　　　　ii. Web attributes and publishing may come later in the process 　　b. Develop a process which allows for attribute updates after the initial product setup
	7. Develop a pilot/testing strategy
	8. Once pilot is successful, move to production

√	The Image Checklist
	1. Obtain GS1 US Guide to E-commerce Images (http://goo.gl/sVNmQS)
	2. Review section 2 of the guide to determine the image format requirement
	3. Review section 3 of the guide to understand the naming conventions
	4. Review section 4 of the guide to determine the meta-data related to images

	5. Determine what teams need to be involved to implement the project
	    a. Photography team
	    b. Sales representatives
	    c. IT Team
	    d. EDI/U.P.C .team
	    e. Item Master team
	    f. Product Develop team
	    g. E-Commerce/Drop Ship team

	6. Determine what method(s) will be used to provide the images to your trading partners
	    a. Hosted on FTP site to allow trading partners to retrieve images
	        i. Determine how to provide image location information for FTP or URL retrieval methods
	            1. EDI via 832
	            2. Web Services (XML)
	            3. Spreadsheet
	            4. Manual entry via web portal
	    b. Hosted by Third Party Catalog Service
	    c. Other

	7. Consider the timing of image availability
	    a. All images may not be available at the time U.P.C.s are assigned and published
	        i. The purchase order process may not require images
	        ii. Web images may not be available or required until later in the process
	    b. Develop a process which allows for attribute updates after the initial product setup

	8. Develop a pilot strategy with your trading partners
	9. Once pilot is successful move to production