**HBC GXS Active Catalogue Programs - FAQ’s**

1. Q – I’m an existing GXS Active Catalogue Vendor; do I have to open a 2nd Catalogue account for Canada?

A – No, you can use the account you already have; all you need to do is grant Access to HBC as you have with your existing US retailers. HBC has additional attributes, over the typical basic information, but they are willing to work with you if you are not able to initially load all of these attributes. We will be informing HBC that you have granted access, but you currently don’t have all the attributes, they will contact you to discuss further.

1. Q – I’m on the HBC landing page please can you explain what the PDF is for?

A - HBC has advised that initially they will accept product and GTIN/UPC/EAN information (like other retailers using the GXS Catalogue), but they will be contacting you to discuss timelines of when any attributes that you are currently not able to provide will be provided. The PDF details the additional mandatory attributes that HBC wish to receive from you for each of the items you sell to them. We would advise that if you have the additional attribute information, load it now while loading you product and GTIN/UPC/EAN data for HBC. If you have any questions on these attributes, please be sure to raise them with the enablement team while you work with them on loading your initial HBC items.

1. Q – Can the GXS Active Catalogue support metrics and imperial for weight and dimensions?

A – Yes, it can. The Catalogue supports both measurement standards and you are able to add either against the GTIN/UPC/ EAN. See Screen shot below for details.



1. Q – Can the GXS Active Catalogue support multiple currencies for Unit Cost and the MSRP price?

A – Yes, it can. You are able to add multiple currencies against a GTIN/UPC/EAN.  HBC requires the Unit Cost in the currency that they pay you in for the GTIN/UPC/EAN.  It is the vendor’s responsibility to ensure the correct values are entered for the different currencies. Please note that the GXS Active Catalogue does not perform any currency exchange rate conversions. See Screen shot below for details -



1. Q – What's the definition of the Unit Cost attribute?

A – The Unit Cost is the cost that you sell the GTIN/UPC/EAN to HBC.

1. Q – What's the definition of the MSRP Price attribute?

A – The MSRP is the Manufacturers Suggested Retail Price, so this is the recommended cost the end consumer pays for the product.

1. Q – How can I be sure the Unit Cost I enter for HBC is not seen by my other GXS Active Catalogue retailers?

A – Within the GXS Active Catalogue you are able to enter a specific Unit Cost for each retailer; the retailer you have assigned to the Unit Cost will be the only retailer that will receive that Unit Cost. If you enter a Unit Cost and DO NOT not assign a retailer this will be seen by all other retailers you have granted access too. See Screen shot below for details.

If you have assigned a retailer to your Unit Cost the retailer name will be displayed in this column of the Unit Cost Table. In this example HUDSONS BAY will be the only retailer to receive the top two Unit Costs. The bottom two Units Costs have no retailer assigned so will be seen by all other retailers you have granted access too.



1. Q – What items do HBC want through the GXS Active Catalogue?

A – HBC is requesting NEW GTIN/UPC/EAN’s only.

1. Q – How do I process any changes to existing HBC GTIN/UPC/EAN’s?

A – To process changes to existing HBC GTIN/UPC/EAN you will continue to use your existing method.

1. Q – Do I have to add all the product attributes before granting HBC access?

A – No, if you do not have all the attribute information you do not have to wait to grant access. HBC would prefer to receive some of the product data sooner, rather than all of it later. We will advise HBC that you are not able to do all attributes now, and they will contact you to work thru the timing.

1. Q – At what level do I need to grant HBC access?

A – HBC would ideally like access granted at the Product level HOWEVER you can grant them Selection code or Unrestricted access, if preferable.

1. Q – After I have granted HBC access to my catalogue does the GXS Active Catalogue replace my existing new item creation method with HBC?

A – Once you have loaded your items and granted HBC access you will need to co-ordinate with your HBC buying partner(s) on the switch over to getting new item information through the GXS Active Catalogue vs. your existing method. HBC will require a transition period before you switch over but this will be discussed and agreed with your HBC buying partner(s).

1. Q – Is there a HBC Attribute Filter I can use if I am uploading my data manually?

A – Yes, if you look in the filter drop down list look for the one titled ‘HUDSON’S BAY. Once selected it will display all the HBC requested attributes.

1. Q – Is there a HBC CSV upload template I can use to block upload into the GXS Active Catalogue?

A – Yes there is a CSV template that you can use to block upload into the GXS Active Catalogue. The template contains all the HBC required attributes and can be found on the HBC Landing page (<http://www.gxs.com/hbc>).

1. Q – Does HBC require weight and dimensions for all items, and if so, are there any guidelines on this?

A – Yes, as of July 1st, 2013 weights and dimensions for case packs, inner packs and individual items will be a required part of the HBC item creation process. For more information please review the Weights and Dimension Vendor communication that can be found on the HBC Landing page (<http://www.gxs.com/hbc>).

1. Q – How long should I list my items on the GXS Active Catalogue?

A – The GS1 VICS standards advise to keep items on the GXS Active Catalogue for 30 months after adding a discontinue date .

1. Q – What is the difference between the two descriptive attributes that HBC is requesting?

A – HBC is asking for a Short Description which maps from the GXS PRODUCT DESCRIPTION field. The PRODUCT DESCRIPTION is a description of a grouping of items that have the same shape, material, function, vendor style or part number, or other characteristics except size or colour. HBC is requesting that the value entered into the PRODUCT DESCRPTION is no longer than 16 characters. The 2nd description field is the HBC Long Description and this map from the GXS attribute ITEM LONG DESCRIPTION. The ITEM LONG DESCRIPTION is a longer more robust description than PRODUCT DESCRIPTION. Use this to spell out abbreviations, provide additional detail, and fully describe the product. HBC are requesting that the value entered into the ITEM LONG DESCRPTION is no longer than 36 characters

18) Q-How to grant Trading Partner Access?

A-Vendors are able to grant access for themselves. See HBC landing Page for detailed instructions.