

HOW TO GRANT TRADING PARTNER ACCESS

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 andclick Trading Partner access.

Cata	logue
• Sel	lection Code List
Ad	vanced Search
Do	wnload Basket
Data	Management
• Err	or Processing
• ED	I Management Console
► Tex	kt File Upload
• Te:	kt File Download
• Co	mpliance Checks
NRF	
Acco	ount
Prod	luct Documentation
Adm	inistration
• Tra	ding Partner Access
► TP	Access Report

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

Trading Partner L	ist				
					Apply
Search					»
Filter					«
Trading Partner Name LIDS	Account Number	Access Type Subscription Da DD/MM/YYYY	te on/after	Clear Filter	

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.

Search				»
Filter				«
Trading Partner Name Account Number		cription Date on/after IM/YYYY Filter	Clear Filter	
				«« « » »»
Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
LIDS	123173349428	Nov 27, 2013		Restricted
				Selection Code
				O Unrestricted

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

					Apply
Search					
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rading Partner Name IDS	Account Number	Access Type	Subscription Date on/after	ter Clear Filter	< <u><</u> <u>></u> >> >>
Trading Partner Name	Δ	Account Number	Subscription Date	Last Access Date	Access Type
		123173349428	Nov 27, 2013		Restricted

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

					Apply
Applied changes t	o trading partner access	successfully			
earch					
ter					
ading Partner Name	Account Number	Access Type	Subscription Date on/after		
DS		•	DD/MM/YYYY Filt	er Clear Filter	
Trading Partner Na	ime 🛆	Account Number	Subscription Date	Last Access Date	Access Type
LIDS		123173349428	Nov 27, 2013		Restricted Selection Code

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

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Trading Partner Name	Δ	Account Number	Subscription Date	Last Access Date	Access Type
LIDS		123173349428	Nov 27, 2013		Restricted Selection Code Unrestricted Selection Code List

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

Selection Code	Δ	Description	Access Type	GTINs
001		MARKS SEL CODE	 Restricted Product Unrestricted 	6
002		Stephs Sel Code	 Restricted Product Unrestricted 	1
003		JASONS SEL CODE	 Restricted Product Unrestricted 	1
004		HELENS PRODUCT	 Restricted Product Unrestricted 	1

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.

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Selection Code	Δ	Description	Access Type	GTINs
001		MARKS SEL CODE	RestrictedProductUnrestricted	6
002		Stephs Sel Code	 Restricted Product Unrestricted Product List A 	1