

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 and click Trading Partner access.



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

Trading Partner List

Search

Filter

Trading Partner Name: LIDS Account Number: Access Type: Subscription Date on/after: DD/MM/YYYY Filter 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: LIDS Account Number: Access Type: Subscription Date on/after: DD/MM/YYYY Filter Clear Filter

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
LIDS	123173349428	Nov 27, 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.

Trading Partner List

Search

Filter

Trading Partner Name: LIDS Account Number: Access Type: Subscription Date on/after: DD/MM/YYYY Filter Clear Filter

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
LIDS	123173349428	Nov 27, 2013		<input type="radio"/> Restricted <input type="radio"/> Selection Code <input checked="" type="radio"/> Unrestricted

Apply

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

Trading Partner List

Applied changes to trading partner access successfully

Search

Filter

Trading Partner Name: LIDS Account Number: Access Type: Subscription Date on/after: DD/MM/YYYY Filter Clear Filter

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
LIDS	123173349428	Nov 27, 2013		<input type="radio"/> Restricted <input checked="" type="radio"/> Selection Code <input type="radio"/> Unrestricted



- 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.

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
LIDS	123173349428	Nov 27, 2013		<input type="radio"/> Restricted <input checked="" type="radio"/> Selection Code <input type="radio"/> Unrestricted Selection Code List

- 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	MARKS SEL CODE	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	6
002	Steps Sel Code	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	1
003	JASONS SEL CODE	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	1
004	HELENS PRODUCT	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> 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.

Selection Code 	Description	Access Type	GTINs
001	MARKS SEL CODE	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	6
002	Steps Sel Code	<input type="radio"/> Restricted <input checked="" type="radio"/> Product <input type="radio"/> Unrestricted Product List 	1