

Once you have identified your pre-pack UPC, complete the following steps to add your pre-pack UPC to the catalogue and build your entire product assortment in the GXS Catalogue.

1. Log in to your GXS Catalogue account at catalogue.gxs.com using the Network ID, User ID, and Password provided during your catalogue implementation. If you do not have this information please contact the GXS Support Team at 1.877.446.6847 or eservices@gxs.com.

2. Add the designated 12 digit pre-pack GTIN/UPC to the catalogue and select the **PU – Prepack option** as the Prepack/Container Code.

If you have questions on how to add data to your catalogue please visit the GXS Catalogue tutorial for a more in depth walkthrough.

http://training.GXS.com/Breeze/catalogue_implementation/GXS_Catalogue_Implementation.htm

- After the pre-pack GTIN/UPC has been added to the GXS Catalogue, verify that the new pre-pack is within your catalogue and that the pre-pack type is correctly displayed along with the components as seen below.

<input type="checkbox"/>			GTIN	GTIN Type	Pack	Color	Color Description	Size	Size Description	Published Cost	Sug Ret
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265013	UP	PU	000	NO COLOR	90001	PRE-PACK		
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265020	UP		616	RED SUEDE	52151	E410		
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265037	UP		616	RED SUEDE	52152	E420		
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265044	UP		616	RED SUEDE	52153	E430		
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265051	UP		616	RED SUEDE	52154	E440		

- Click the 0 under the components icon next to the pre-pack UPC.

<input type="checkbox"/>			GTIN	GTIN Type	Pack	Color	Color Description	Size	Size Description	Published Cost	Suggested Retail	Creat Date
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265013	UP	PU	000	NO COLOR	90001	PRE-PACK			10/03,
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265020	UP		616	RED SUEDE	52151	E410			04/23,
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265037	UP		616	RED SUEDE	52152	E420			04/23,
<input type="checkbox"/>	<u>0</u>	<u>0</u>	782545265044	UP		616	RED SUEDE	52153	E430			04/23,

- After clicking the 0 under the components icon, the following pop up will appear. Click the **Add** icon as shown below to add components to the new pre-pack.

Add Component
close

Component GTIN	GTIN Type	Quantity	Unit of Measure		
<input type="text"/>	UP	0	EA	Save	Cancel

<input type="checkbox"/>	GTIN	GTIN Type	Quantity	Pack	Unit of Measure	Color	Color Description	Size	Size Description
<input type="checkbox"/>									

6. Type the first UPC that will be part of the pre-pack into the **Component GTIN** field. Leave the **GTIN Type** **UP**, and type the **Quantity** of this item that will be sold within the pre-pack. The **Unit of Measure** will always be **EA** (Each). Next, click **Save**.

Add Component close

Component GTIN: 782545265020 GTIN Type: UP Quantity: 6 Unit of Measure: EA **Save** Cancel

GTIN	GTIN Type	Quantity	Pack	Unit of Measure	Color	Color Description	Size	Size Description
<input type="checkbox"/>								

7. After clicking **Save**, a confirmation notice indicating that your component was successfully added to the pre-pack will appear.

View Components close

✓ GTIN: 782545265020 successfully added as component

GTIN	GTIN Type	Quantity	Pack	Unit of Measure	Color	Color Description	Size	Size Description
<input type="checkbox"/>	782545265020	6		EA	616	RED SUEDE	52151	E410

8. Repeat the same steps for each of the items that will be sold as part of the pre-pack. After adding a few items, the **View Components** screen will begin to look similar to that below.

View Components close

✓ GTIN: 782545265082 successfully added as component

GTIN	GTIN Type	Quantity	Pack	Unit of Measure	Color	Color Description	Size	Size Description
<input type="checkbox"/>	782545265082	1		EA	616	RED SUEDE	52157	E470
<input type="checkbox"/>	782545265020	6		EA	616	RED SUEDE	52151	E410
<input type="checkbox"/>	782545265044	3		EA	616	RED SUEDE	52153	E430

- After successfully adding all of the components to the new pre-pack, verify that all of the components have been added by clicking the close link at the top right hand corner of the View Components screen.

<input type="checkbox"/>	GTIN	GTIN Type	Quantity	Pack	Unit of Measure	Color	Color Description	Size	Size Description
<input type="checkbox"/>	782545265082	UP	1		EA	616	RED SUEDE	52157	E470
<input type="checkbox"/>	782545265020	UP	6		EA	616	RED SUEDE	52151	E410
<input type="checkbox"/>	782545265044	UP	3		EA	616	RED SUEDE	52153	E430

- Review your items here.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GTIN	GTIN Type	Pack	Color	Color Description	Size	Size Description	Published Cost	Suggested Retail	Create Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	782545265013	UP	PU	000	NO COLOR	90001	PRE-PACK			10/03/2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	782545265020	UP		616	RED SUEDE	52151	E410			04/23/2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	782545265037	UP		616	RED SUEDE	52152	E420			04/23/2

The number 3 indicates the total number of items within the pre-pack, and the number 1 indicates that the item exists in a pre-pack.

Notes:

- Be sure to complete the entire pre-pack setup (pre-pack UPC and components) on the same day.
- Your pre-pack and components will be available in IMA the following day.
- For a step by step walkthrough of the GXS Catalogue paste the following URL into your web browser:



http://training.GXS.com/Breeze/catalogue_implementation/GXS_Catalogue_Implementation.htm

Need additional assistance with your catalogue: For Catalogue Support Contact GXS at:

cataloguesupport@gxs.com or 877-447-6847, Option 2, Option *, Option 4, Option 1