

## What is a selection code?

A selection code is a 3-digit number that ranges from 001 to 999 giving you 999 ways to group your product data. Below are some examples of the different ways to group your product data:

001 = Shirts	001 = Clothing	001 = Fall
002 = Pants	002 = Jewelry	002 = Spring
003 = Slacks	003 = Bedding	003 = Summer
100 = Sears		

## Access levels

There are three different types of access levels in the Catalogue:

- **Unrestricted**—If this access is given to a retailer, they will be able to view and pull data from anywhere in your catalogue no matter what selection code the data is in.
- **Restricted**—This is the default setting in the catalogue and means no one can access your data.
- **Selection code level access**—This access level allows you to pick and choose from which selection codes your retailers can pull data.

The selection code level access option works perfectly if you are selling products to a retailer and do not want your other trading partners to order the same items. In the case of the Sears Catalogue implementation project, loading your data into a selection code specifically for Sears will ensure that the [Item Management Application \(IMA\)](#) will only upload the data that you have intended for Sears, instead of uploading your entire catalogue data.

If all the data from your Catalogue is uploaded to IMA, then you will need to log into IMA and designate one by one which products are intended for Sears.

## Move selected products option

The GXS Catalogue performs a check on every GTIN (UPC) that is loaded to ensure that the data is complete and accurate. Due to the compliance check, you will not be able to upload the same product/GTIN into multiple selection codes. However, the GXS Catalogue user interface gives you the option of moving products from one selection code to another in just a few quick steps. Just follow the steps on the next page of this document to move your product from one selection code to your Sears' specific selection code.

Questions? call +1 800-334-2255, option 3 or [sales@gxs.com](mailto:sales@gxs.com)