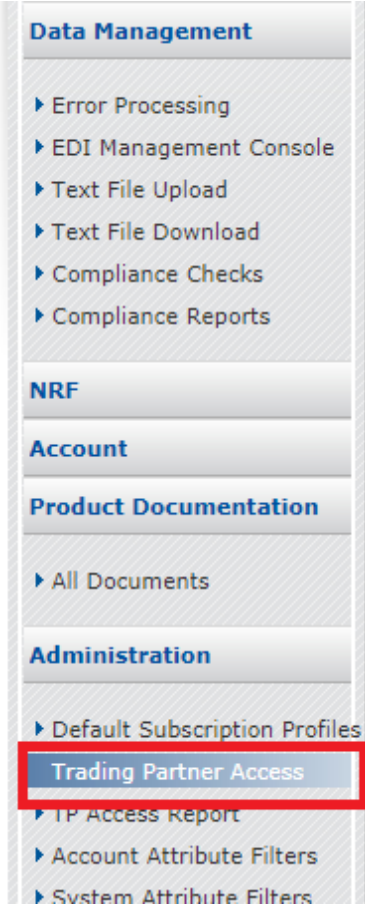


HOW TO GRANT TRADING PARTNER ACCESS

Stein Mart has requested full 'unrestricted' to their vendor's catalogue this document will walk you through how to grant this.

To grant your trading partners access please follow the below steps –

1. Once you have logged into the Opentext /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.

Filter

Account Name	Account Number	Account Type		
Stein Mart			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.

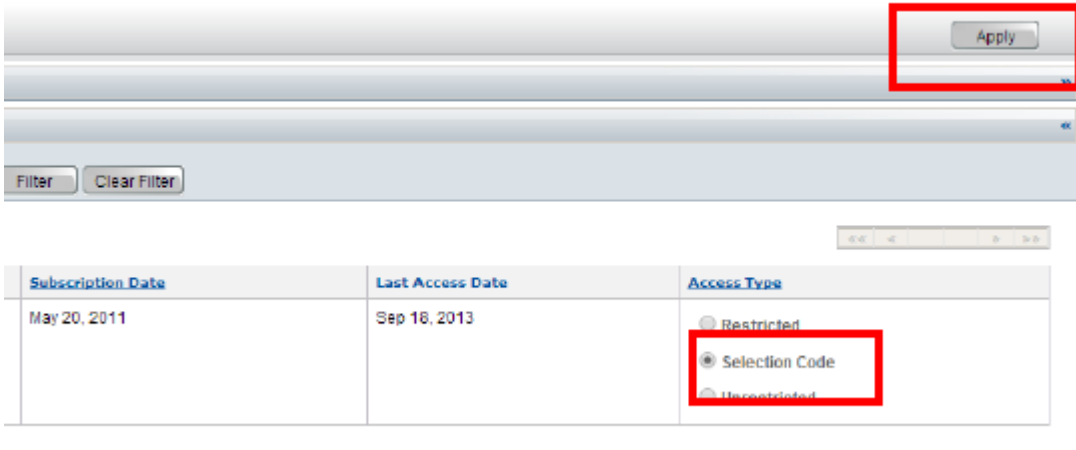
Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
STEIN.MART.INC	10007041345	Oct 1, 1996	Oct 11, 2003	<input type="radio"/> Restricted <input type="radio"/> Selection Code <input checked="" type="radio"/> Unrestricted

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

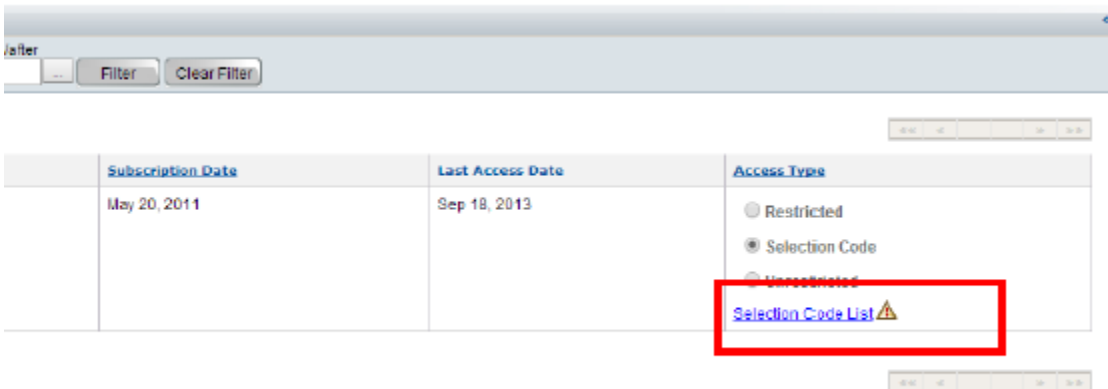
Apply

Access Type: Subscription Date on/after: Filter Clear Filter

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



6. 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.



7. 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	CLOTHING12345	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	4
002	SelCode 002	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	2
003	Sel Code new	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	3
004	NASCAR CATS 764576	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	0

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.

<u>Selection Code</u> △	<u>Description</u>	<u>Access Type</u>	<u>GTINs</u>
001	CLOTHING12345	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	4
002	SelCode 002	<input type="radio"/> Restricted <input checked="" type="radio"/> Product <input type="radio"/> Unrestricted Product List ⚠	2