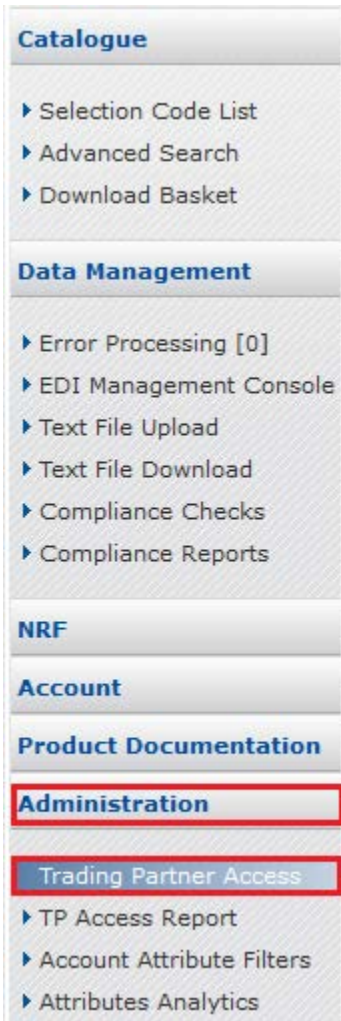


HOW TO GRANT TRADING PARTNER ACCESS

Von Maur has requested full unrestricted access to their vendor's catalogue. This document will walk you through how to grant Catalogue access to Von Maur.

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

1. Once you have logged into the OpenText Active Catalogue, go to the [Administration](#) section on the main left-hand menu bar and click [Trading Partner Access](#).



2. Type the [Von Maur](#) (the name is case-blind) in the Trading Partner Name box and then click [Filter](#).

Filter					
Trading Partner Name	Account Number	Access Type	Subscription Date on/after		
<input type="text" value="von maur"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="..."/>	<input type="button" value="Filter"/> <input type="button" value="Clear Filter"/>

- Von Maur's name will then appear under the Search bar. If you have not yet granted Von Maur, access their Access Type will be displayed as Restricted.

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
VON MAUR	10006940860	Jan 6, 1997	Oct 11, 2003	<input checked="" type="radio"/> Restricted <input type="radio"/> Selection Code <input type="radio"/> Unrestricted

- To grant Von Maur access to your full Catalogue, select **Unrestricted** and then click **Apply**.

Apply

✓ Applied changes to trading partner access successfully

Search

Filter

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

<< < > >>

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
VON MAUR	10006940860	Jan 6, 1997	Oct 11, 2003	<input type="radio"/> Restricted <input type="radio"/> Selection Code <input checked="" type="radio"/> Unrestricted

- If you only want Von Maur to see *certain Selection Codes*, then you need to select **Selection Codes** then click **Apply**.

Apply

✓ Applied changes to trading partner access successfully

Search

Filter

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

<< < > >>

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
VON MAUR	10006940860	Jan 6, 1997	Oct 11, 2003	<input type="radio"/> Restricted <input checked="" type="radio"/> Selection Code <input type="radio"/> Unrestricted

6. Once you have clicked 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
VON MAUR	10006940860	Jan 6, 1997	Oct 11, 2003	<input type="radio"/> Restricted <input checked="" type="radio"/> Selection Code <input type="radio"/> Unrestricted Selection Code List ⚠️

7. From the Selection Code List page find the required Selection Code(s) for Von Maur and select [Unrestricted](#) then click [Apply](#).

<< < 1 2 3 4 5 6 7 8 9 10

Selection Code	Description	Access Type	GTINs
001	Body Butter	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	3
002	Shower Gel	<input type="radio"/> Restricted <input type="radio"/> Product <input checked="" type="radio"/> Unrestricted	36
003	Body Lotion	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	11
004	3-Wick Candle	<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	Body Butter	<input checked="" type="radio"/> Restricted <input type="radio"/> Product <input type="radio"/> Unrestricted	3
002	Shower Gel	<input type="radio"/> Restricted <input checked="" type="radio"/> Product <input type="radio"/> Unrestricted Product List ⚠️	36