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.

Catalogue	
Selection Code List	
Advanced Search	
Download Basket	
Data Management	
• Error Processing [0]	
EDI Management Console	
Text File Upload	
Text File Download	
Compliance Checks	
Compliance Reports	
NRF	
Account	
Product Documentation	
Administration	
Trading Partner Access	
TP Access Report	
Account Attribute Filters	
Attributes Analytics	

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/afte	r		
von maur			MM/DD/YYYY		Filter	Clear Filter

3. 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	Restricted
				O Selection Code
				OUnrestricted

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

Applied changes to trading partner acc	ess successfully			Apply
Search				
Filter				
Trading Partner Name Account Number	Access Type St	ubscription Date on/after M/DD/YYYY Filte	er Clear Filter	
				«« « » »»
Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
VON MAUR	10006940860	Jan 6, 1997	Oct 11, 2003	 Restricted Selection Code Unrestricted

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

					Apply
Search					
Filter					
Trading Partner Name von maur	Account Number	Access Type	Subscription Date on/after MM/DD/YYYY Filt	er Clear Filter	
					** * * * **
Trading Partner Name	Δ	Account Number	Subscription Date	Last Access Date	Access Type

Trading Partner Name	Account Number	Subscription Date	Last Access Date	Access Type
<u>VON MAUR</u>	10006940860	Jan 6, 1997	Oct 11, 2003	Restricted Selection Code 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	ORestricted
				Selection Code Ourrestricted
				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 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u>	<u>9 10</u>
Selection Code	Description	Access Type	GTINs
001	Body Butter	 Restricted Product Unrestricted 	3
002	Shower Gel	Restricted Product Unrestricted	36
003	Body Lotion	 Restricted Product Unrestricted 	11
004	3-Wick Candle	Restricted Product 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	Δ	Description	Access Type	<u>GTINs</u>
001		Body Butter	Restricted	3
			O Product	
			OUnrestricted	
002		Shower Gel	ORestricted	36
			Product	
			OUnrestricted	
			Product List A	