



# Guidelines about My Product Manager for foreign datapool users.

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## Document Summary

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## Contributors

Name	Organisation
Joyce Boone	GS1 Belgium & Luxembourg
Sarah Mercier	GS1 Belgium & Luxembourg

## Log of Changes

Release	Date of Change	Changed By	Summary of Change
1	06/12/2021	Joyce Boone	Creation document
2	21/07/2022	Sarah Mercier	Adding links to datamodel + release notes

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## 1 Which information is requested for the Belgium & Luxembourg target market?

On the Belgian & Luxembourg target market there are 3 sector-dependent datamodels present that define the relevant attributes that need to be entered by the data suppliers.

A view of the release notes and the datamodels can be found on the following pages:

- FMCG: <https://www.gs1belu.org/en/updates-releases-gs1-gdsn-fmcg-foodservice>
- DIY, Garden and Pet: <https://www.gs1belu.org/en/data-model-diy-garden-and-pet-sector>
- Healthcare: <https://www.gs1belu.org/en/update-echo-datamodel>

### **GOOD TO KNOW**

If you are a company which is entering products for 2 or 3 sectors, you can optionally identify the sectors to which the item belongs to through the repeatable field 'target sector'. The sectors are identified by the codes: FMCG, DIY and HC. If you don't enter the 'target sector', My product Manager will automatically activate the data model rules based on your company settings and the indicated target market and Global Product Classification Code.

By selecting a specific 'target sector', you can avoid that unwanted validation rules are applied for your product.

## 2 Register for My Product Manager

In order to send product information to data recipients in Belgium or Luxembourg it's always necessary to also send the product information to the My Product Manager application. **This is even the case if your trading partner has a direct GDSN connection and is able to receive product data directly from GDSN.**

**You will need to register for a My Product Manager Share account:**

**<https://www.gs1belu.org/en/webform-registratie-my-product-manager-share>**

### 3 Publish to My Product Manager

Once your account has been set-up you can start publishing your product data from GDSN

There are 2 ways to publish to My Product Manager from your GS1 GDSN datapool.

1. Publish to the target market Belgium (056) and/or Luxembourg (442)
2. Publish to the GLN of My Product Manager: **5410000876546**

Upon receipt of the data My Product Manager will send CIC messages through **GDSN to inform the sender of the reception of the data**. These may contain the following:

- An item that has the status **incomplete in My Product Manager** because of errors in the data, will trigger a CIC **REVIEW** message.
- An item that has the **valid** status **in My Product Manager** will trigger a CIC **SYNCHRONIZED** message, but this does not mean that there is no warning in your record.

## 4 Login to My Product Manager

After you have published your data, you can login to My product Manager in order to:

- a) Verify which product were received by the application
- b) Verify the data quality of the data according to the local validation rules
- c) Manage the publication settings to define which recipients have access to your data.

### GOOD TO KNOW

- My Product Manager is **read-only**, so you cannot **CHANGE ANYTHING** in My Product Manager, except for the publication settings of the trade items
- You will only see items for target market Belgium and/or Luxemburg in My Product Manager.

There are 2 ways to log in to My Product Manager (MPM) :

Via My GS1	Rechtsbreake link
<p>url: <a href="https://my.gs1belu.org/en-BE/dashboard">https://my.gs1belu.org/en-BE/dashboard</a></p> <p>You then choose for this shortcut:</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; width: fit-content; margin: 10px auto;">  <p>My Product Manager</p> </div>	<p>url: <a href="https://myproducts.gs1belu.org/en-BE/">https://myproducts.gs1belu.org/en-BE/</a></p> <p>You then use the same login information as for your My GS1 account.</p>

## 5 The 'My Product Manager'-application

### 5.1 Dashboard

In the 'Dashboard' you will find an overview of your company prefix(es), if known in our system.



### 5.2 My products

In the 'My Products' tab, you'll see a list of all items currently synchronized from your GS1 GDSN datapool with My Product Manager.



- 1) **Description:** Name of your product.
- 2) **GTIN:** GTIN of your product.
- 3) **Packaging:** Packaging level (base unit, outer box, display, ...).
- 4) **Brand:** Brand of your product.
- 5) **Status:** The status of your product sheet. This affects the visibility of your product sheet for [My Product Manager data recipients](#). More information per status:

<b>Incomplete</b>	The product is NOT visible to the data recipients. One or more attributes have not been entered or are incomplete, so that it cannot be transmitted through to the data customer.
<b>Valid</b>	The product has been validated. The product is visible for the My Product Manager recipients.
<b>Discontinued</b>	The product contains an expiration date that has passed.

Through this tab you can check your product sheets:

## Products

⌂ Reload  1 2 3

Description	GTIN	Packaging	Brand	Status
Wafels 475g (2PK)	8527220012485	Base Unit	Fromagerie Hillerst	Valid
Wafels 475g (2PK)	8527220012485	Base Unit	Fromagerie Hillerst	Valid

- 1) Product **search**
- 2) **Filter** your products

⌂ Reload  1

Consumer unit?  Yes  No

Discontinued?  Yes  No

Small barcode?  Yes  No

Has images?  Yes  No

Status

Brand

Packaging

Target Market

GPC

GDSN Feedback

[Reset filters](#)

- 3) **View product details** of your items by clicking on the GTIN.

Description	GTIN	Packaging	Brand	Status
Wafels 475g (2PK)	8527220012485	Base Unit	Fromagerie Hillerst	Valid

### 5.3 My publications

In this tab you can indicate whether your active products may or may not be published to **all known MPM data recipients**.

More information on how to change the settings can be found in chapter [Opt-out procedure 'MPM targets'](#)

## Publications

Default publication settings for new products ⌂

Overview of publication settings per product

1

<input type="checkbox"/>	Description	GTIN	Packaging	Brand	MPM targets
<input type="checkbox"/>	Wafels 475g (2PK)	8527220012485	Base Unit	Fromagerie Hillerst	Public
<input type="checkbox"/>	Wafels 475g (2PK)	8527220012485	Base Unit	Fromagerie Hillerst	Public

## 5.4 My reports

In this tab, you can view your data quality report. For more information about your reports in My Product Manager, please consult the [Manual- My Product Manager - How to correct product sheets](#)

In summary, it comes down to the following points:

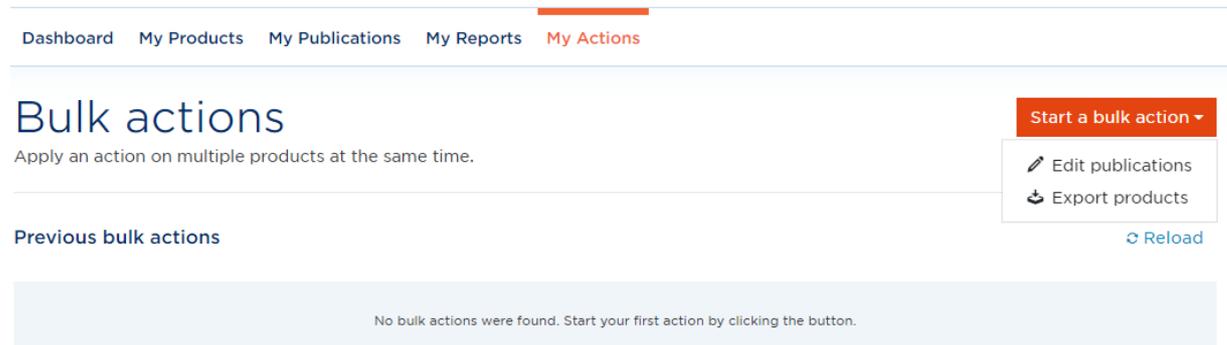
- This report shows you what data quality is for sheets you published to target market Belgium and Luxembourg.
- Adjustments need to be made through your GS1 GDSN data pool.
- Errors are returned to your GS1 GDSN data pool through a CIC message.

## 3.5 My actions

This tab has 2 functions:

- It gives you an overview of all bulkactions made in your profile.
- A shortcut to all actions possible
  - Request an export of your products, you will get an overview of all your products that are in My Product Manager.
  - You can update your publications through the bulk action [see chapter](#)

By clicking on 'Start a bulk action', you will get the several actions that can be done. Detailed information about how to do those actions can be found [chapter 4.2](#) (modify publication).



## 6 My Product Manager recipients

Before your product sheet is visible in My Product Manager you need to publish from your GS1 GDSN data pool to our target market or our GLN **5410000876546**

The sheets will then become available for My Product Managers recipients.

The publication settings for these recipients can be found in the tab 'My Publications'.

Every product sheet with status '**Valid**' is automatically visible for a My Product Manager recipient. Do you wish that a certain sheet is not visible or that all your sheets are invisible for a certain My Product Manager recipient? Then go to the opt-out procedure

**ATTENTION for food products (FMCG food)!** Depending on the profile of your My Product Manager recipient, the visibility of your product sheet to them also depends on whether or not it is a consumer unit or food service item.

Do you enter a food product and is your My Product recipient e.g. Fooddesk, Colruyt, Delhaize, Bidfood or Lambrechts? Then they may not see your sheet because it is not a consumer unit/food service item.

### 6.1 Opt-out procedure "MPM targets"

By default, a product sheet that has the status 'Valid' will be visible to all [My Product Manager recipients](#). You can adjust the default settings through 'Default publication settings for new products'.

If you still have a product that needs a specific publication setting in My Product Manager then you can manage this through 'Overview of publication settings per product'.

Default publication settings for new products
Overview of publication settings per product

**ATTENTION! If you make such a change it is only for new releases and publications. To work retroactively you can use the bulk action ([cfr. Chapter 4.2](#))**

#### A. The default setting

It is important to set this to "**Yes**" if you want your product information to be available and visible to **all** recipients.

Default publication settings for new products

The settings below will be applied to all new products that are created and define which data recipients (that are connected to  My Product Manager) have access to the product information. You can always override these settings per individual product in the "Overview of publication settings per product".

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes
  No

If you wish, it is also possible to specifically indicate that your product information is only sent to one or more recipients, instead of all registered recipients. You do this by indicating "**No**", and then further specifying which recipients may receive your product information.

When "No" is indicated, two columns appear. The recipients in the right column, are those who will eventually receive your product information.

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes **No**

Please indicate below which data recipients you want to give access to your product information.

Available Recipients	Selected Recipients
MAKRO C&C BELGIUM N.V. (5400150000007) <input type="checkbox"/>	
Fastlane Development (Recipient) (5430000482011) <input type="checkbox"/>	
GS1 Belgium & Luxembourg (recipient) (5410000999993) <input type="checkbox"/>	
Recipient_DIY (5410000200020) <input type="checkbox"/>	
HTML (5488888010154) <input type="checkbox"/>	
Sligro Food Group Belgium (5420077200007) <input type="checkbox"/>	

Tick the recipients who may receive your products, and add them to the right column ("Selected Recipients") by using the arrows....

>>

<<

You can also remove recipients from the list of selected recipients in the same way, by using the reverse arrow.

**B. The product-specific setting**

By clicking on the publication status in MPM targets, you can easily adjust the setting by making it public by selecting 'Yes' or select specific recipients by selecting 'No'.

Overview of publication settings per product

Search: Description, GTIN or brand

Description	GTIN	Packaging	Brand	MPM targets
<input type="checkbox"/> ...	...	Base Unit	...	Click to publish
<input type="checkbox"/> ...	...	Base Unit	...	Public

## 6.2 Publish in bulk

Do you have a lot of articles to publish? If so, you can also do this through a bulk action. As soon as you select 1 article you can click on 'Edit in bulk'.

4 items selected					Edit in bulk	Cancel
<input checked="" type="checkbox"/>	Description	GTIN	Packaging	Brand	MPM targets	
<input checked="" type="checkbox"/>	valley of the elms	0407000000000	Base Unit	Protopasta Milano	Public	
<input checked="" type="checkbox"/>	PROTOPASTA MILANO	0407000000000	Base Unit	PROTOPASTA	Public	
<input checked="" type="checkbox"/>	PROTOPASTA MILANO	0407000000000	Base Unit	Protopasta Milano	Public	
<input checked="" type="checkbox"/>	LYONSHEE TUNA (P)	0407000000000	Base Unit	Protopasta Milano	Public	

You will then see your selection listed first. Have you forgotten items? Then you can look them up in the interface through 'Add products from search' (1) or by entering them yourself (2).

Select products for this bulk action

1 + Add products from search
2 + Add GTINs

GTIN	Description	
0407000000000	valley of the elms	<input type="checkbox"/>
0407000000000	PROTOPASTA MILANO (P)	<input type="checkbox"/>
0407000000000	PROTOPASTA MILANO (P)	<input type="checkbox"/>
0407000000000	LYONSHEE TUNA (P)	<input type="checkbox"/>

4 records

Cancel Next

As final step, you then indicate whether you want to make it a target market publication (yes) or rather publish GLN specifically (no). If you then click confirm the bulk publication will proceed.

### Manage publications

The product information is public and may be sent to all known data recipients connected to My Product Manager.

Yes No

Back Confirm