Product Manager using the Onetrail template

On this page we explain how you upload and manage your product data with the Product Manager so that it becomes available to your buyers via the Trading Partner Network.

You can use the Onetrail template, as explained below, or go to the instructions on how to use your own product data file.

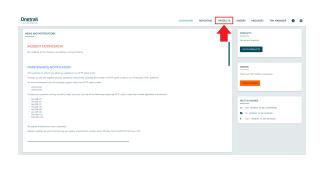
Quick link to Product Ma	Aager Quick link to Product data file guidelines
--------------------------	--

Step 1: Login to the Product Manager

- Go to the My Onetrail https://apps.onetrail.net and login. Your username and password will be provided by Onetrail by email.
- Go to the tab Products, you are now in the Product Manager.

Problems logging in?

See the Q&A ??? for all answers (link page)



Step 2: Fill out the Onetrail template

- Start by downloading the Onetrail template. You do this by hitting the 'Download current overview' button.
- The document will download automatically and can be found in your downloads folder.
- Open this document in Excel.

Onetrail template guidelines

All product data you want to make available to your customers must be presented in this Onetrail template.

Each column comes with specific restriction and requirements for the data being added. The description of the expected data is added to Row 1 and becomes visible with a mouse over. In addition you can consult the overview of all product data file guidelines.

Step 3: Upload your file

When you finished filling out the Onetrail template and saved your product data file, you are ready for the upload.

Onetrail

No matching actions required

Product table





- Go to the Product Manager home page. Choose 'upload products'
- Choose your product data file in the finder or drag your document to the drop box.

Your product data file will be uploaded.

Onetrail

Step 4: Matching records

Watch the tutorial on how to match the unmatched records of your uploaded product data file.

Unmatched records a may appear in the columns:

- Brands;
- · Classifications;
- · VAT Codes;
- UOM.

Step 5: Request a new brand, classification or VAT code & adjust the Translation table

Your browser does not support the HTML5 video element

Your browser does not support the HTML5 video element

Watch the tutorial on how to request a new Brand, Classification or VAT code or adjust the Translation table.

Step 6: Overview of all available products and customize products

In the product table you will now see an overview of all the products that you have made available to your customers.

This display defaults to 10 records, you can adjust this setting at the top right. Use the arrows at the bottom to navigate through the overview. You can also:

- Sort
- Filter

- Choose which columns you want to be displayed

- And choose fields

Download current overview

With the 'Download current overview' function you can download an upto-date overview in Excel format of all product data that you have made available to your buyers via the Product Manager.

Adjustments

If you want to make an adjustment, you can do so with a new product file upload. For products that are no longer supplied, for example due to end of life (EOL), you remove the product line from the product file. The

ase match: 63 records										v
Suct table										
isad products bownload current ownlow	h									۹ 🖬
tour (Suite Contraction Contra	- <u>O</u> propinsionen <u>O</u> 1			<u></u>	hadwa 244 (2714) 📿	terariteana Deconverte ana proc	n na <u>n</u>	1-10-42 (1-10-42)		
The State Print - Salura Heating 00501997 00301997 000-072 00	54 DCC-092.00004 C	anon	ACCESSORY CF PRINTER		1714574532271	12.0	6.4	18.00	,	•
- III - Media Marki - Salam Heldeg, 00820800, 00320800, 000-1500	DCC-1900 C	anon	ACCESSORY DIGITAL STEE CAMERA	20	1714578548088	35.48	0.01	15.00		0
▲ B Heda Naki - Salari Heddeg 0033/729 0033/729 000-1450	DCC-1450 C	anon	ACCESSORY DIGITAL STILL CAMERA	29	8714574558738	47.43	0.0	17.00		0
Reduktor: Secontexteg 00050471 00050471 000-1000	BCC-1300 0	anon	ACCESSORY DIGITAL STELL CAMERA	20	8714574575810	47.49	619	17.00		0
Patha Marka - Saturn Helding 00359350 00359550 0000-072 GR	TY BCC-CP2 GREY C	anon	ACCESSORY OF PRIMTER	29	8714574577125	47.49	619	18.00		0
The Section Market - Section Heading 00000/2011 00000/2217 0000-1000	DCC-1800 C	anon	ACCESSORY DIGITAL STILL CHIMERA	29	8714574500045	01.43	EUR.	42:00		0
✓ ■ Peda Hant - Saturn Helding 0007/WHS 0007/HEIS 000-550	DCC-990 C	anon	ACCESSORY DIGITAL STELL CAMERA	29	8754574592121	47.49	618	16.00		0
The Production of the Product of	ACK DCC-1922 BLACK C	Carrier	ACCESSORY DISITIAL STEL CAMERA	21	8714574592725	83.49	818	32.00		0
▲ II reduction - Secon Heading 00380112 0038112 000-1390	DCC-1350 C	Canon	ACCESSORY DIGITAL STELL CAMERA	28	8714574600130	42.43	619	17.00		0
▲ Heda Nati - Salari Halding 00080179 00381179 000-1590	DCC-1550 C	anon	ACCESSORY DIGITAL STILL CIMERA	20	8714574600136	43.49	849	35.00		0
							011 (10) 10 •			\hookrightarrow

My Onetrail dashboard

The next time you login to My Onetrail environment, you find in the top right corner an overview of the status of your products and orders.

The 'Check products' and 'Check orders' button provides a direct link to your unmatched records and orders in progress.

The my Onetrail dashboard provides news and notifications to keep you informed on our maintenance and incident status and the latest product news.

DASHBOARD REPORTING PODUCTS MESSAGES TPI MANAGER Image: I

Update, monitor and maintain your connection

Provide a daily update

Dustin demands up to date product data from all suppliers. To comply with this, you need to provide a daily update of your product data file to our server location.

Upload Report

Onetrail monitors your product data flow and will let you know with an Upload Report when any irregularities occur.

This alert is sent by email to your technical contact person.

Support

If you have any questions on your Dustin connection please contact Onetrail Customer Care via our support page, we are happy to help you.

If you do not have a Servicedesk account yet you can request one easily via an email to our support address support@onetrail.com

Uploa	d Report		Onetrail
Upload Info	ormation		
Upload	Satus: ERROR		
Items	Corrected: 6009		
Errors	Failed: 1		
sku	Tield	Value	Reason
T48LE0000007	HERN	ZA4000335E + SLEEVEI	The value contains unaliawed characters
Code Matching	Status: UNKNOW		
		tes were not retrieved	
PDI Matching			
	Status: UNKNOW!		
	Reason: Pdi matchi	ng was not executed	
	For question	ins please contact Onetrail Customer Care via ou	r <u>support page</u>