

# Dot Foods Supplier GDSN Portal Supplier User Guide

## Overview

Suppliers can use the Dot Foods Supplier GDSN Portal to provide supplementary data attributes.

Dot Foods has found that GDSN-ready suppliers might not be ready with a few of the data attributes that are mandatory for Dot Foods. As an aid to suppliers, the Dot Foods Supplier GDSN Portal may be used by suppliers to “top up” their GDSN data with these few data attributes.

### Notes:

1. Suppliers will need to ensure that they manually maintain any “top-up” data.
2. Suppliers should plan on incorporating these data attributes into their GDSN processes – then they can discontinue their “top-up” process.

Suppliers can “top-up” their GDSN data via spreadsheet or Web Forms:

#### 1. Spreadsheet

Follow the instructions below to download a spreadsheet containing GTIN’s which are missing values for the Dot “top-up” data attributes. Once you populate the spreadsheet with the missing values upload the spreadsheet to the Supplier GDSN Portal.

#### 2. Web Form

Follow the instructions below to view a list of GTIN’s which are missing values for the Dot “top-up” data attributes. Enter the missing values into the web form.

You have a choice of providing this information via a spreadsheet (convenient when you have many items) or via web entry form (convenient if you have a small number of items).



## Data Attributes Available Via Top-Up

### Alternate Item Number

The supplier-assigned item number (also known as the Manufacturer’s Product Code). This value is usually a shorter (pre-GTIN) value that has been used between your sales team and the Dot Foods buyers

### Diet Type Kosher

Enter Y to indicate the item is Kosher.

### Order Sizing Factor & UOM

Only for suppliers using Cube Adjusted Weight

### Lifespan from Production

The Product Life from Production measured in Days.

### Storage Temperatures

Enter the temperature range (Temperature Min/Max)

### Trade Channel

Indicate the Primary Class of Trade for Dot Foods (CY=C-Store, DR=Drug Store, FS=Foodservice, GR=General Retail)

### Pack, Size and Size UOM

Only required for items containing “unmarked inners”. If the supplier has not yet assigned GTIN’s to lower levels of packaging, these fields are mandatory.

### Origin - Country

The 2-character code for the primary Country of Origin (e.g. US)

## Spreadsheet Users

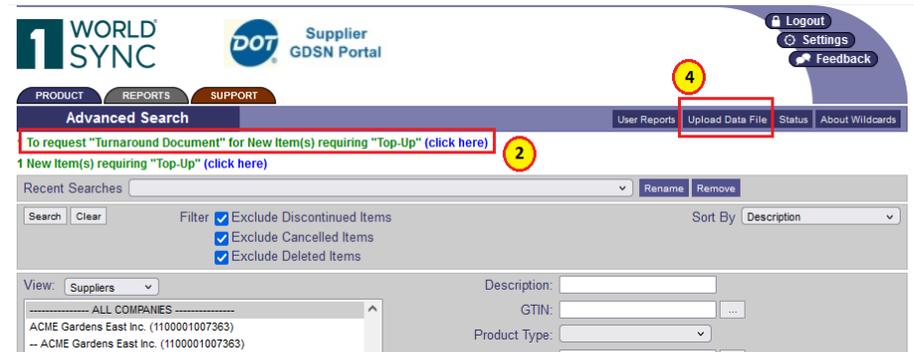
1. Logon to [www.syncpdi.com/dr/servlet/Login](http://www.syncpdi.com/dr/servlet/Login) using the logon information provided by Dot Foods or the Sync/PDI support team.
2. Click the message to request a “turnaround document” and then save the file to your computer. You may see two status messages for turnaround documents; one for existing (initial load) items and one for new items.
3. Update the spreadsheet with your “top-up” data. Ensure you follow these instructions:
  - Only include rows for those products that you wish to provide the supplemental data and only fill in those columns that you are providing supplemental data for.
  - Do not enter "N/A" or another similar value.
  - Do not modify the spreadsheet and do not use formulas.
  - Ensure that the GLN, GTIN, Alternate Item Number cells are formatted as TEXT.

Note: If you do not see the “Upload Data File” button in Steps 4-5, then please contact your Dot Foods representative or Sync/PDI support.

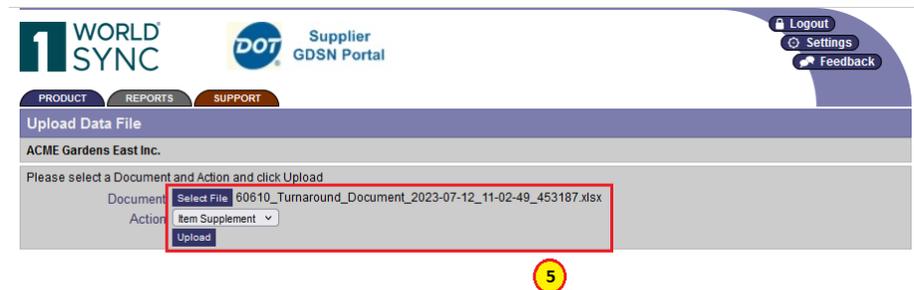
4. When your spreadsheet is completed, login to the Dot Foods Supplier GDSN portal and click the “Upload Data File” button.
5. On the File Upload screen specify the name of your spreadsheet and select “Item Supplement” from the dropdown. Then click the “Upload” button.

You will receive a message indicating that the file has been uploaded. Approximately 5-60 minutes later you will receive an email indicating whether your spreadsheet was successfully processed or whether any errors were detected.

You will also receive GDSN Confirmation messages with a status of either “RECEIVED” (all data passed Dot’s initial validations) or “REVIEW” (one or more data values require your attention).



	Information Provider GLN	GTIN	Description (Info Only)	Alternate Item Number	Storage Term
1					
2	1100001007349	10412431021818	Thinsations		
3					
4					
5					
6					



## Web Forms Users

1. Logon to the Dot Foods Supplier GDSN portal at [www.syncpdi.com/dr/servlet/Login](http://www.syncpdi.com/dr/servlet/Login) using the logon information provided by Dot Foods or the Sync/PDI support team.
2. The system will display messages indicating the number of items requiring “top-up”. Click the message to request a list of products missing data. You may see two status messages; one for existing (initial load) items and one for new items.

The system will display a list of products missing data.

3. From the items results list, click on the Product Description.

The system will display a web entry form where you can enter the missing information.

4. Enter the missing information and click “Save” and then “Submit”.
5. Click the “Search Results” button to return to the list of products missing data and click the next product to “top-up”.
6. To re-display the current list of products remaining to “top-up” – click the “Products” tab and then click the “Status” button.

The system will display messages on the current number of products needing “top-up”.

You may also use the Products screen to search for specific item(s) by entering search criteria, such as the item description, GTIN, etc... and then clicking the “Search” button.

