PI Setup & Steps for Success

Below is a high-level checklist to assist you with Product Introduction (PI) setup and new item submission. Detailed information is provided in the free Albertsons PI Supplier Training Modules under 'Education' on the Albertsons Companies Landing Site at: www.1worldsync.com/albertsons

☐ **Must have a 6-digit Vendor Number and 3-digit Sub Account/Outlet setup in the Albertsons Companies system**
  - o Unsure? Contact your Albertsons Companies Sales Merchandising Team
  - o The Sales Merchandising Team must approve supplier setup. More details located at: http://suppliers.safeway.com/pages/BecomeASupplier.htm

☐ **Locate or create your Global Location Number (GLN)** (unique identifier)
  - o **Suppliers**:
    - ▪ Unsure? Contact 1WorldSync at 866-280-4013 or technicalsupport@1worldsync.com
    - ▪ Need to setup a GLN? Contact GS1 at 937-435-3870 or info@gs1US.org
    - ▪ Exclusion applies for Alcohol and Own Brands/Private Label
  - o **Brokers**:
    - ▪ Ask your supplier to provide the GLN

☐ **PI access**
  - o Next step depends on your company's current engagement
    - ▪ GDSN: 1WorldSync customer (GDSN = Global Data Synchronization Network)
    - ▪ GDSN: Other data pool
    - ▪ Non-GDSN: Existing Account
    - ▪ Non-GDSN: New Account
    - ▪ Broker: Brand owner must give the broker access to PI under their GLN

☐ **If your company already has access to PI**
  - o Ask your company administrator to grant you access to PI

☐ **If you don't have access to PI**
  - o **GDSN/1WorldSync Customer**: contact 1WorldSync at 866-280-4013 or technicalsupport@1worldsync.com
  - o **Alcohol entities**: Contact 1WorldSync Business Development at 866-280-4013 or businessdevelopment@1worldsync.com
  - o **Own Brands/Private Label**: Contact your Albertsons Companies Own Brands team
  - o **Own Brands/Supply-Expense**: Contact 1WorldSync Business Development at 866-280-4013 or businessdevelopment@1worldsync.com
  - o **GDSN/Other Data Pool or Non-GDSN** (Fee Based System)
    - ▪ Review section 2.2 in the Albertsons PI Supplier Training Modules
    - ▪ 1WorldSync PI setup form is located at: https://store.1Worldsync.com

- **Albertsons PI Supplier Training Modules:** www.1worldsync.com/albertsons
  - o Located under 'Education'
  - o Complete the form
  - o You will receive an email with the link to the free on-demand training modules
  - o Training modules can be viewed at any time as often as you like

- **Once you have access to PI**
  - o Login: www.1worldsync.com > Login > Production Introduction > Login to Prod
  - o Review the 'New Item Group-Category Reference Guide' (SMIC Group and Category) document found on the 'Home' page under 'Supplier Tools'

- **Gather your item attribute information such as the product hierarchy, description, pack, size, etc.**
  - o Complete list of all required item attributes is found on the Albertsons Companies Landing Page under 'Key Documents'

- **Submit your items in PI**
  - o Questions? 866-280-4013 or technicalsupport@1worldsync.com

- **New item approval**
  - o You should already be working with your Albertsons Companies Sales Merchandising Team before submitting item(s) in PI
  - o Once submitted, contact them requesting approval

- **Password reset**
  - o Try the 'Forgot Password' option located on the PI login page
  - o Issues? Contact 1WorldSync at: 866-280-4013 or technicalsupport@1worldsync.com

- **Contacts**
  - o 1Worldsync (general): 866-280-4013 or technicalsupport@1worldsync.com
  - o 1WorldSync Business Development (setup): 866-280-4013 or businessdevelopment@1worldsync.com

- **Albertsons Companies Landing Page:** www.1worldsync.com/albertsons
  - o Albertsons PI Supplier Training Modules
  - o Attribute Requirements
  - o Contact Information
  - o FAQs and other helpful information