



SPS COMMERCE
INFINITE RETAIL POWER™



Assortment

Supplier User Guide

November 2023

ASSORTMENT

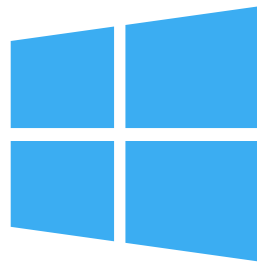
TABLE OF CONTENTS

| | | |
|-------|--|----|
| I. | <u>System Requirements</u> | 3 |
| II. | <u>Logging In</u> | 4 |
| III. | <u>Items Tab</u> | 7 |
| | a. <u>Column Settings Icon</u> | 7 |
| | b. <u>Search by UPC</u> | 8 |
| | c. <u>Advanced Search</u> | 9 |
| | d. <u>Edit Items</u> | 9 |
| | e. <u>Adding Images to Items</u> | 10 |
| | f. <u>Export Catalog</u> | 13 |
| IV. | <u>Imports Tab</u> | 15 |
| | a. <u>Importing Items</u> | 15 |
| | b. <u>Addressing Formatting Errors</u> | 17 |
| V. | <u>Exports Tab</u> | 19 |
| VI. | <u>Errors Tab</u> | 20 |
| | a. <u>Addressing Validation Errors</u> | 20 |
| VII. | <u>Trading Partner Settings Tab</u> | 23 |
| | a. <u>Sending Data to your Trading Partner</u> | 23 |
| VIII. | <u>Notifications</u> | 24 |
| | a. <u>Subscribe to Notifications</u> | 24 |
| | b. <u>Manage Changes to Your Notifications</u> | 25 |
| | c. <u>Unsubscribe from Notifications</u> | 25 |
| | d. <u>Supported Notifications</u> | 26 |
| | e. <u>Media Settings</u> | 26 |

System Requirements

SUPPORTED OPERATING SYSTEMS

Supported operating systems for Assortment are Mac OS X and above and Windows 7 and above.



SUPPORTED BROWSERS

Supported browsers are Chrome, Mozilla Firefox, Safari and Edge.



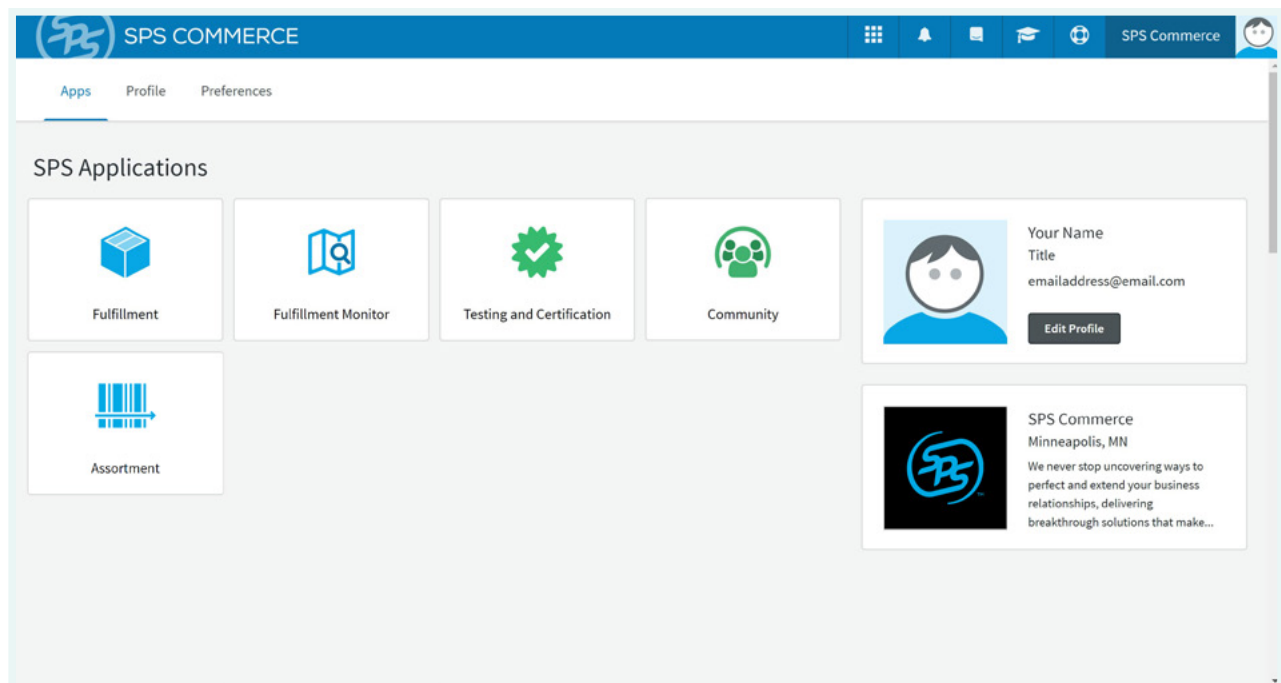
Logging in



You will receive an email invitation to register for Assortment when your setup is completed by the SPS Commerce consultant responsible for your implementation.

The Assortment platform allows for multiple users. Your login information is your company registered email address and the password you set.

When you log in, you are brought to **SPS Commerce**.

A login page for SPS Commerce. On the left is a blue vertical banner with the SPS Commerce logo (a stylized 'S' and 'P' inside a circle) and the text "SPS COMMERCE" and "INFINITE RETAIL POWER™". On the right is a white login form titled "Sign in to your account". It contains two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Remember Me". A blue "Login" button is at the bottom of the form. Below the button is a link that says "Forgot Password?".

Home Page

The blue navigation bar, located across the top of the page, is available at all times when you are signed into your account.

The image shows the SPS Commerce Home Page interface. At the top is a blue navigation bar. Below it is a sidebar with a search bar and a list of app tiles. Callout boxes with dotted lines point to specific elements in the interface.

Click **SPS Commerce** to return to the Home Page.

Click the **Reminders** icon to see in-app reminders to which you have subscribed.

Click the **Messenger** icon to chat with a member of the SPS Commerce team.

Click your **User Profile** to sign out of your account or change organizations if you are attached to more than one.

Click the **Life Preserver** icon to navigate to the contacts page for the SPS Commerce Customer Support Teams.

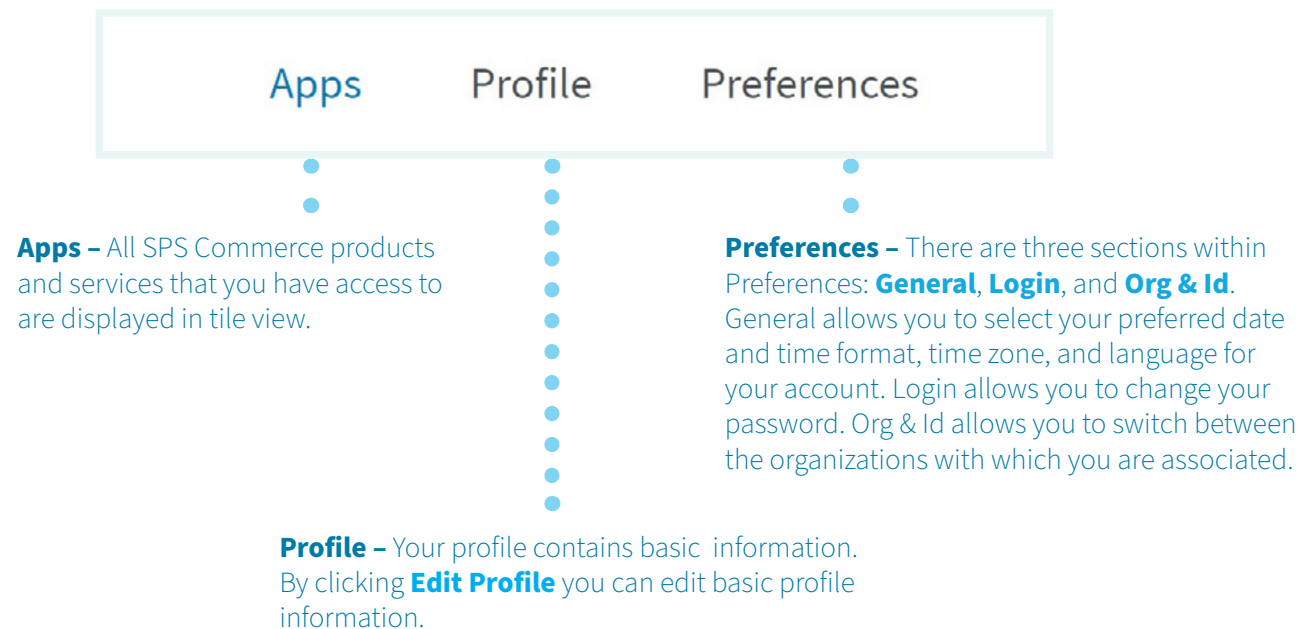
Click the **Training Center** icon to be brought to the SPS Commerce Training Center. To login or request an account, click **Log In To Training Center**. Training Center is an on-demand learning environment where you can learn about SPS Commerce products and your Trading Partnerships.

The navigation bar contains the SPS Commerce logo, a grid icon, a bell icon, an envelope icon, a graduation cap icon, a life preserver icon, and the text "SPS Commerce" next to a user profile icon.

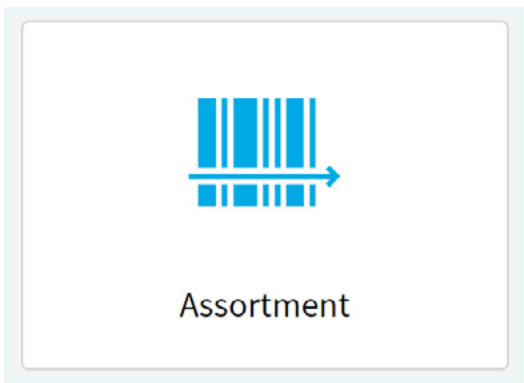
The sidebar contains a search bar labeled "Filter apps" and four app tiles: "Home" (with the SPS Commerce logo), "Fulfillment" (with a cube icon), "Fulfillment Monitor" (with a magnifying glass icon), and "Testing and Certification" (with a gear icon).

Click the **Products** icon to see a menu of all products and services you have access to.

The below navigation bar is located under the blue navigation bar at the top of the page.



To access **Assortment**, click the **Assortment** tile from the **Home Page** or select it from the **Product** menu.




Within the Assortment navigation bar there are six tabs available to you: **Items**, **Imports**, **Exports**, **Errors**, **Trading Partner Settings**, and **Preferences**.

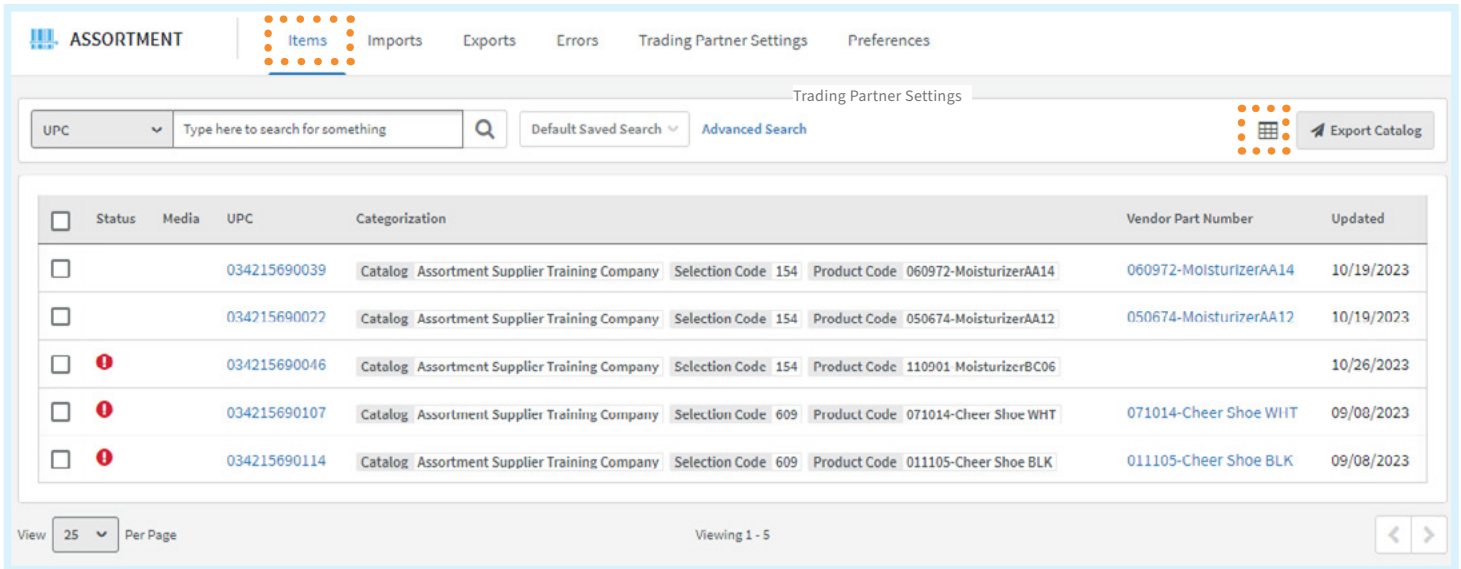





Items Tab

The **Items** tab displays an overview of all items in your Assortment.

Column Settings Icon

Click the **Column Settings**  icon to choose what information is visible in search results within the Items tab, including item images.

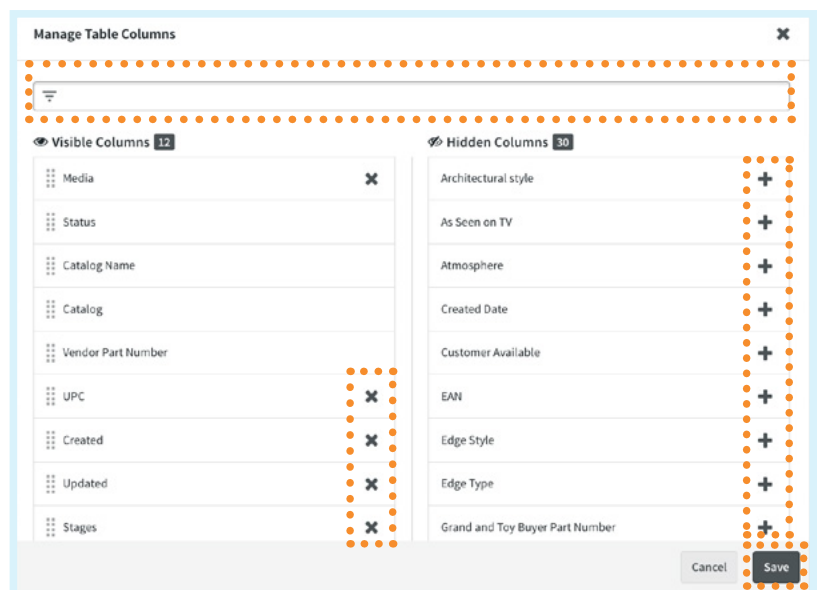


| Status | Media | UPC | Categorization | Vendor Part Number | Updated |
|--------------------------|--|--------------|---|--|-----------------------------------|
| <input type="checkbox"/> | | 034215690039 | Catalog: Assortment Supplier Training Company | Selection Code: 154 Product Code: 060972-MoisturizerAA14 | 060972-MoisturizerAA14 10/19/2023 |
| <input type="checkbox"/> | | 034215690022 | Catalog: Assortment Supplier Training Company | Selection Code: 154 Product Code: 050674-MoisturizerAA12 | 050674-MoisturizerAA12 10/19/2023 |
| <input type="checkbox"/> |  | 034215690046 | Catalog: Assortment Supplier Training Company | Selection Code: 154 Product Code: 110901-MoisturizerBC06 | 110901-MoisturizerBC06 10/26/2023 |
| <input type="checkbox"/> |  | 034215690107 | Catalog: Assortment Supplier Training Company | Selection Code: 609 Product Code: 071014-Cheer Shoe WHIT | 071014-Cheer Shoe WHIT 09/08/2023 |
| <input type="checkbox"/> |  | 034215690114 | Catalog: Assortment Supplier Training Company | Selection Code: 609 Product Code: 011105-Cheer Shoe BLK | 011105-Cheer Shoe BLK 09/08/2023 |

Search for attributes in the **Search** field and click **+** to add a column to the list.


Click the **X** icon to remove the column from the list.

To save your settings, click **Save**.




| Visible Columns | Hidden Columns |
|--------------------|---------------------------------|
| Media | Architectural style |
| Status | As Seen on TV |
| Catalog Name | Atmosphere |
| Catalog | Created Date |
| Vendor Part Number | Customer Available |
| UPC | EAN |
| Created | Edge Style |
| Updated | Edge Type |
| Stages | Grand and Toy Buyer Part Number |

Search

1. Select **UPC**, **VPN**, **EAN**, **ISBN**, or **GTIN** from the drop down.
2. Enter the corresponding number.
3. Click the **Search**  icon. Your results will display below.
4. Click the **UPC** or item identifier to see additional item attributes.


UPC

034215690039



Default Saved Search

Advanced Search



Export Catalog

MATCHING RESULTS

Clear

| <input type="checkbox"/> | Status | Media | UPC | Categorization | Vendor Part Number | Updated |
|--------------------------|--------|-------|--------------|---|------------------------|------------|
| <input type="checkbox"/> | | | 034215690039 | Catalog Assortment Supplier Training Company Selection Code 154 Product Code 060972-MoisturizerAA14 | 060972-MoisturizerAA14 | 10/19/2023 |

Anti-Aging Moisturizer 14 oz

UPC 034215690039

CATALOG Assortment Supplier Training Company

SELECTION CODE 154 - Skin Care

PRODUCT CODE 060972-MoisturizerAA14 - Anti-Aging Moisturizer 14 oz

ITEM NAVIGATION

Attributes

Item Identifiers & Retail

Ordering

Logistics

Pricing

Packaging Hierarchies

Item Identifiers & Retail

Item Categorization

| | |
|----------------------------|--------------------------------------|
| Created Date | 08/25/2023 |
| Last Updated Date | 10/04/2023 |
| Status | Valid |
| Catalog | Assortment Supplier Training Company |
| Selection Code | 154 |
| Selection Code Description | Skin Care |
| Product Code | 060972-MoisturizerAA14 |
| Product Code Description | Anti-Aging Moisturizer 14 oz |

Edit This Item

Advanced Search

1. Click **Advanced Search** to search by additional criteria.
2. Enter at least one field under **Minimum One Required** along with any other search criteria.
3. Click **Search**.

The screenshot shows the 'Advanced Search' interface. At the top, there is a search bar with a dropdown menu for 'UPC' and a text input field 'Type here to search for something'. To the right of the search bar is a 'Default Saved Search' dropdown and a link to 'Advanced Search', which is highlighted with an orange dotted box. Below the search bar is a section titled 'MINIMUM ONE REQUIRED' outlined with an orange dotted box. This section contains several input fields: 'Catalog' (a dropdown menu with 'Select one...' selected), 'Vendor Part Number' (a text input field), 'Selection Code and Description' (a dropdown menu with 'Select one...' selected), 'UPC' (a text input field), 'EAN' (a text input field), 'Product Code and Description' (a dropdown menu with 'Select one...' selected), 'GTIN' (a text input field), and 'ISBN' (a text input field). Below the 'MINIMUM ONE REQUIRED' section is an 'Add Field' section with a text input field 'Find an attribute to add'. At the bottom right of the interface, there are two buttons: 'Clear Fields' and 'Search', with the 'Search' button highlighted by an orange dotted box.

Edit Items

While it is recommended that item edits be completed in an item import template and uploaded into Assortment, it is possible to edit some attribute information directly in Assortment (**Item Categorization** and **Item Identifiers** cannot be edited in Assortment).

1. Click on the **Item** to be edited.
2. Click **Edit This Item** at the bottom of the page.
3. Select the category of attribute to be edited from the **Item Navigation** list of the left-hand of the page.
4. Scroll down to the attribute(s) to be edited.
5. Update the attribute(s).

6. Click **Save**.

The screenshot shows the 'ASSORTMENT' system interface. The top navigation bar includes 'Items', 'Imports', 'Exports', 'Errors', 'Trading Partner Settings', and 'Preferences'. The main header displays 'Anti-Aging Moisturizer 14 oz' with a 'UPC' of '034215690039'. Below this, a table shows 'CATALOG' (Assortment Supplier Training Company), 'SELECTION CODE' (154 - Skin Care), and 'PRODUCT CODE' (060972-MoisturizerAA14 - Anti-Aging Moisturizer 14 oz). The left sidebar, titled 'ITEM NAVIGATION', lists various categories: Attributes, Item Identifiers & Retail, **Ordering** (highlighted), Logistics, Regulatory & Compliance, Extended, Media, Pricing, Packaging Hierarchies, Apparel, Sporting Goods, Book, and Electronics. The main 'Ordering' form contains a note: 'See the Packaging Hierarchies section for pack size information (i.e., consumer item & package, inner pack, outer/master pack, and pallet)'. The form fields include: 'Additional Discount' (text input), 'Additional Discount Type' (dropdown menu), 'MOQ for Discount' (text input), 'Ongoing Discount' (text input), 'Supplier Funded Discount' (text input), 'Supplier Funded Discount UOM' (text input), 'Reorderable' (radio buttons: Yes, No, Not Set), and 'Seasonal Availability' (radio buttons: Yes, No, Not Set). At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by an orange dashed box.

Add Images to Items

Assortment also allows images to be added to an item record via upload directly into Assortment, rather than by loading a URL into the **Item Import Template**.



- Only one file can be uploaded at a time, but multiple image files can be uploaded for a single item.
- Supported file formats are .png and .jpg.
- When naming image files:
 - Don't use spaces in the file name. *Ex: my file name.png*
 - Don't begin your file name with symbols, such as "!". *Ex: !my_file_name.png*
 - Avoid using periods before the file extension. *Ex: my_file_name..png*
 - Filenames should not exceed 64 characters
- The max file size is 20MB.
- Users who choose to upload media files are subject to the Media Privacy Policy. Illegal or inappropriate content will be taken down and SPS reserves the right to block a user from the application for improper use.
- Users are still able to provide their own URLs for their media files and provide those via the spreadsheet import method.

To add images to items in Assortment:

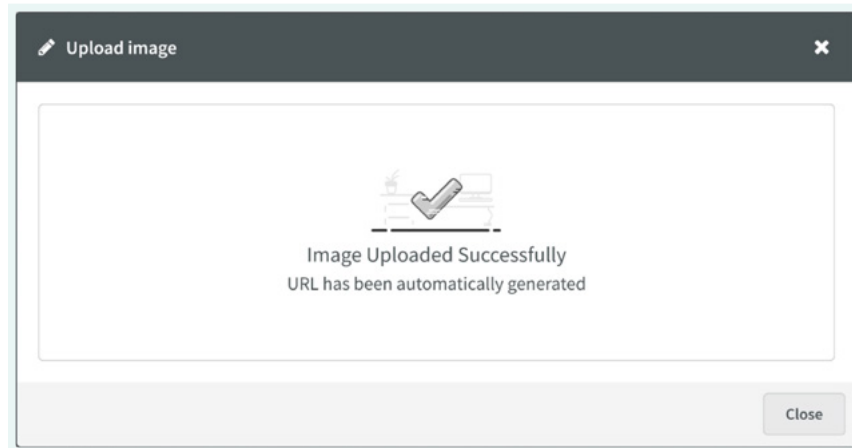
1. Click on the **Item** to which images are to be added.
2. Click **Edit This Item** at the bottom of the page.
3. Select **Media** from the **Item Navigation** menu.
4. Click **Add a Media Item**.

The screenshot shows the 'Plush Toys' item page. At the top, there's a 'Back to Items' link and 'ATTRIBUTE VALUES IN English (United States) Change'. Below this, the item name 'Plush Toys' is displayed with a 'VPN FT1234' tag and a 'View Errors' button. The page is divided into three main sections: 'CATALOG' (Release Management test vendor3), 'SELECTION CODE' (210 - Dog Toys), and 'PRODUCT CODE' (615 - Plush Toys). On the left, the 'ITEM NAVIGATION' menu is visible, with 'Media' highlighted. The main content area is titled 'Media' and contains a large dashed orange box with a '+ Add a Media Item' button in the center.

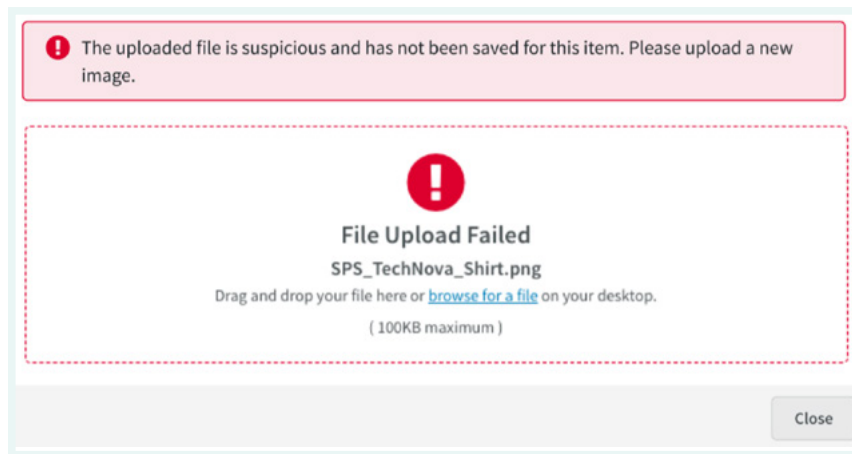
5. Enter attribute information relating to the Media you are going to upload. Be sure to provide, at minimum, all media attributes required by your trading partner. Then click **Upload Image**.
6. Drag and drop the file into the **Upload Your Image** box or browse for the file on your computer.

The screenshot shows the 'Upload Image' dialog box. It has a title bar with a close button. Inside, there's an information banner stating 'Uploaded images are set to private View Data Content Agreement'. Below this is a large dashed box with a cloud and upload icon, containing the text 'Upload Your Image' and 'Drag and drop your file here or browse for a file on your desktop. (.jpg or .png format accepted) (3MB maximum)'. A 'Close' button is located at the bottom right.

- a. If the file passes the security screen and uploads successfully, you will receive a success message.




- b. If the file does not pass the security screen the image will not be stored, and you will receive the following message:

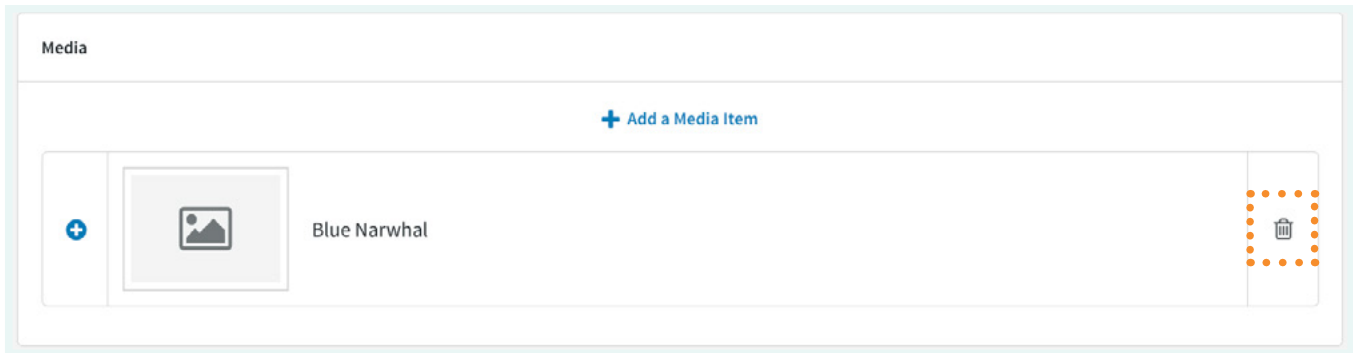


7. Once the image has successfully uploaded, the user may add an additional Media item by repeating the same steps.
8. Once all media items are added, click **Save**.

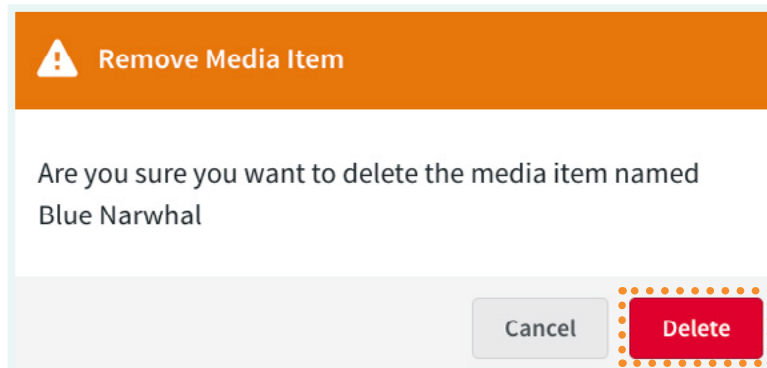
To delete images from an item record in Assortment:

1. Click on the **Item** to be edited.
2. Click **Edit this Item** at the bottom of the page.
3. Select **Media** from the Item Navigation menu.

- Click  on the media file you wish to delete.



- Confirm deletion by clicking **Delete**.

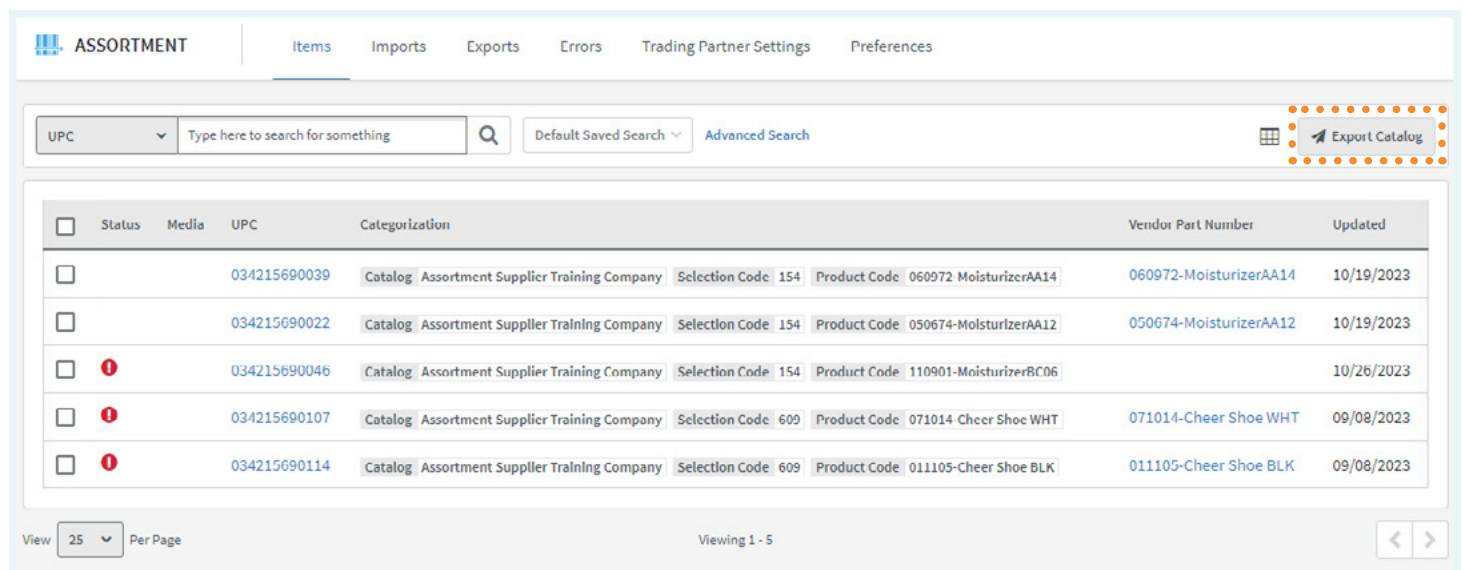



- Click **Save**.

Export Catalog


To receive/obtain a copy of your entire catalog from SPS Commerce Assortment, complete the steps below:

- Click **Export Catalog**.







2. The export will send the catalog to the email address you are logged in with. You can add additional recipients by clicking the **+** and entering their email addresses in the **Destination Emails** field.
3. Click **Export Catalog**.
 Please note that it may take hours or a full day to properly send the catalog to your email, depending on the number of items in your catalog.

Export Catalog



 Your item list will be delivered via email.

Destination Emails

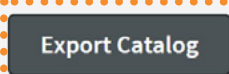





File Languages




Cancel





Catalog Export Initiated!

Once complete a file will be sent to the email address(es) you have specified.



Imports Tab

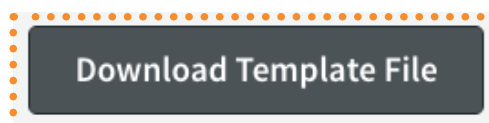
The **Imports** tab allows you to download spreadsheet templates and import your completed spreadsheet with all your items.

Importing Items

1. Navigate to the **Imports** tab.
2. Click **Download Excel Template**.
3. Select one of the following options to generate your desired item template.
 - Select **Existing Template** to choose from two pre-built item template options.
 - **Attributes for My Retailers Only** - Generates an Excel Template that only contains the attributes your retailer partner requires.
 - **All Item Attributes** - Generates an Excel Template containing the full list of all attributes in our system.
 - Select **New Template** to further customize your Excel Template. Here, you can select one or more of your retailer partners to further pare down the attributes included in your Excel Template. 💡 Check the **Include Attribute Guide** box if you wish to include Attribute Guides for the retailers selected.

The left screenshot shows the 'Download Item Import Template' dialog box with the 'Existing Template' radio button selected. Below it, a dropdown menu is open, showing 'Attributes for My Retailers Only'. The right screenshot shows the same dialog box with the 'New Template' radio button selected. It features a 'Retailers' list with 'Don's Dog Supply' selected, a 'Tag Type' dropdown set to 'None', and the 'Include Attribute Guide' checkbox checked. Both screenshots have orange dotted boxes highlighting the selection areas.

4. Click **Download Template File**.



5. Navigate to your **Downloads** folder and obtain your **Excel Template** to enter your item data.

💡 The column headers within your Excel Template will be color coded to help you determine your retailer requirements. This applies to all of the template options listed above.

- **Red Header** - Attribute is **Required** for one or more of your Trading Partners.
- **Orange Header** - Attribute is **Conditionally Required** on another attribute for one or more of your Trading Partners.
- **Blue Header** - Attribute is **Recommended** for one or more of your Trading Partners.

| CATALOG | DELETE | SELECTION CODE | SELECTION CODE DESCRIPTION | PRODUCT CODE | PRODUCT CODE DESCRIPTION | UPC | GTIN | EAN | ISBN | VENDOR PART NUMBER | INNER PACK LENGTH | INNER PACK LENGTH UOM |
|-----------------------------------|--------|---|--|---|--|------------------|------------------|------------------|------------------|--|--|---|
| Description: Indicates the vendor | | Description: Indicates an item category identifier. | Description: Brief, descriptive product name. Created by vendor. | Description: Describes a vendor-created | Description: Indicates a brief product code description. | Description: The | Description: The | Description: The | Description: The | Description: Indicates the vendor-created number used by vendors to identify their | Description: Describes the length of inner pack in real numbers. If this | Description: Indicates specific unit of measure which describes the value of "Inner Pack Length." |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

💡 If you have downloaded an attribute guide with your template, review the guide to assist you in further understanding your retailers' requirements.

Once you have filled out the attribute fields within the spreadsheet you downloaded from the Imports tab, follow these steps to import your items.

1. Drag and drop your spreadsheet into the window or click **browse for a file** to locate the file on your computer. 💡 Your file must be 10MB or less in size.

ASSORTMENT | Items | **Imports** | Exports | Errors | Trading Partner Settings | Preferences

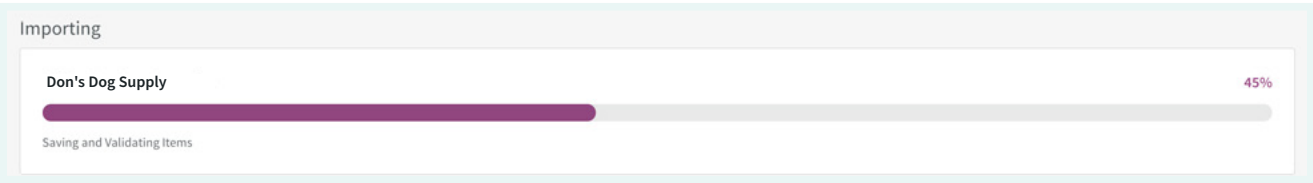
⚠️ Please note before importing data: Any blank cells under a column header in your file upload will remove existing data from your item data in Assortment.

Upload Your Items

Drag and drop your file here or [browse for a file](#) on your desktop.
(.xls, .xlsx, or .csv format accepted) (10MB maximum)

[Download Excel Template](#)

2. Once you have chosen your file, you will see the import processing.



3. The Import History section will show your completed spreadsheet status and indicate if it contains any formatting or validation errors.

- **Items Imported** represents the number of items imported from the corresponding file name to Assortment.
- **Erred Items** represents the number of items with validation errors at the time of import that need correction before they are valid and visible to your Trading Partners.
 - 💡 The number is a link to a list of the items in error from your corresponding Import file.
- **Valid items** represents the number of items that meet your Trading Partner's requirements and do not require further error connection.

Import History

Trading Partner Settings

Imports will be removed from this page after seven days.

Find an import

Show Completed

Show Incomplete

Show Failed

| | | | |
|--|------------------|-----------------|---------------|
| <div><div>✔</div><div>Assortment upload - green.xlsx</div><div>Completed on Oct 4, 2023 @ 12:40 PM</div></div> | ITEMS IMPORTED 2 | ERRED ITEMS 0 | VALID ITEMS 2 |
| <div><div>⚠</div><div>Assortment upload - orange.xlsx</div><div>Completed on Oct 4, 2023 @ 8:25 AM</div></div> | ITEMS IMPORTED 1 | ERRED ITEMS 1 ⓘ | VALID ITEMS 0 |
| <div><div>+</div><div><div>❗</div><div>Assortment upload - red.xlsx</div><div>Failed on Sep 28, 2023 @ 5:30 AM</div></div></div> | ERROR COUNT 2 | | |

Addressing Formatting and Validation Errors




A status of **Complete** will show **0 Errors** and the items included in the file do not have errors. No further action is needed.

| | | |
|---|------------------|---------------|
| Assortment upload - green.xlsx Completed on Oct 4, 2023 @ 12:40 PM | ITEMS IMPORTED 2 | ERRED ITEMS 0 |
|---|------------------|---------------|



A status of **Completed with Errors** represents an import file where items contained within the file have **validation errors** for at least one retailer that may need to be corrected.


Click **Erred Items** to view the list of items in error. To correct errors via the **Errors** tab, navigate to [Errors](#). If you choose to update items from your original spreadsheet, repeat the steps until you receive the complete  icon.



 Assortment upload - orange.xlsx
Completed on Oct 4, 2023 @ 8:25 AM

ITEMS IMPORTED 1

ERRED ITEMS 1 





A status of **Erred** indicates your file **failed** and items included in the file were not imported to Assortment. To view this list of errors, click the **plus icon** .

|   | Assortment upload - red.xlsx Failed on Sep 28, 2023 @ 5:30 AM | ERROR COUNT 2 |
|---|--|--|
| Row | Row/Attribute | Error Description |
| 0 | No Column | No data saved from input file. |
| 4 | No Column | Item is missing required identifier: UPC. Item has not been added/updated/deleted. |

View Per Page

Viewing 1 - 2 of 2



of 1  

You may also navigate to the **Errors** tab and select **File Errors**.

ASSORTMENT

Items Imports Exports **Errors** Trading Partner Settings Preferences

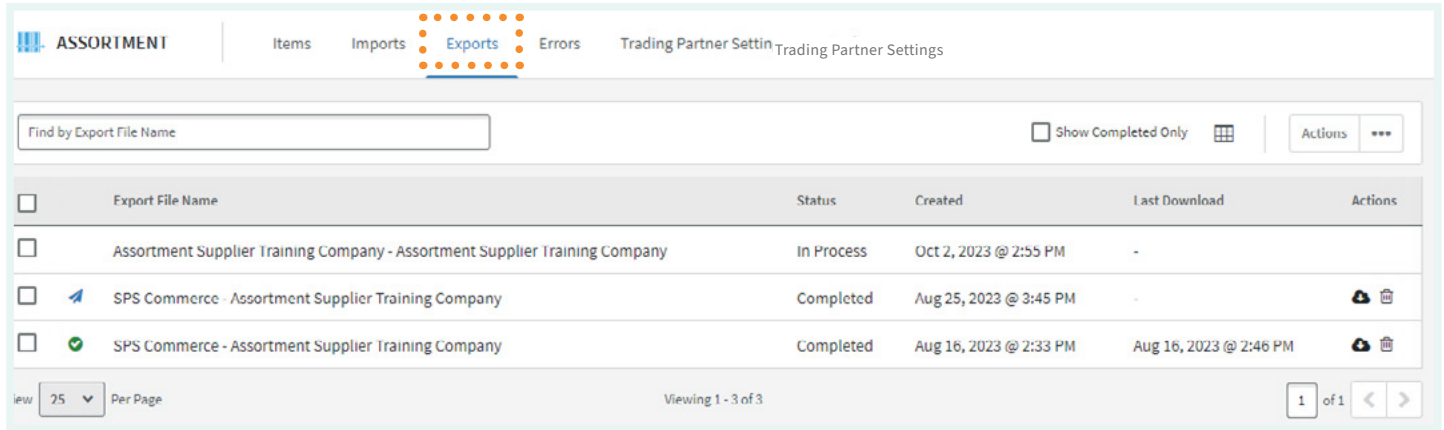
Item Errors **File Errors** Trading Partner Settings

  Assortment upload - red.xlsx
Failed on Sep 28, 2023 @ 5:30 AM



ERROR COUNT 2


Exports Tab


Completed and In Process Catalog Exports display in the **Exports** tab. The Exports tab lists a history of exports along with the status.




The screenshot shows the 'ASSORTMENT' system interface with the 'Exports' tab selected. The interface includes a search bar for 'Find by Export File Name', a 'Show Completed Only' checkbox, and an 'Actions' menu. Below this is a table with columns: Export File Name, Status, Created, Last Download, and Actions. The table contains three rows of export data. The first row is 'In Process', the second is 'Completed' with a 'Sent' icon, and the third is 'Completed' with a 'Success' icon. At the bottom, there is a 'Per Page' dropdown set to 25 and a 'Viewing 1 - 3 of 3' indicator.

| Export File Name | Status | Created | Last Download | Actions |
|---|------------|------------------------|------------------------|---|
| Assortment Supplier Training Company - Assortment Supplier Training Company | In Process | Oct 2, 2023 @ 2:55 PM | - | |
| SPS Commerce - Assortment Supplier Training Company | Completed | Aug 25, 2023 @ 3:45 PM | - |  |
| SPS Commerce - Assortment Supplier Training Company | Completed | Aug 16, 2023 @ 2:33 PM | Aug 16, 2023 @ 2:46 PM |  |



The **Sent**  icon indicates the export email was sent.

A **Success**  icon indicates that the file was successfully downloaded from the email.

A copy of the catalog will be available for download for seven days. To download, click the **Download**  icon next to the completed export.

To delete an export from Assortment, click the **Delete**  icon.

Export Status

- **Completed** – The export was successfully emailed.
- **In Process** – The export is pending.  It may take a few hours or over 24 hours to complete.
- **No Data** – There are no items in the catalog to be exported.
- **Failed** – An error occurred during the export. Reach out to the Assortment Support team by clicking the Messenger Icon  in the bottom right corner of the screen.

Errors Tab

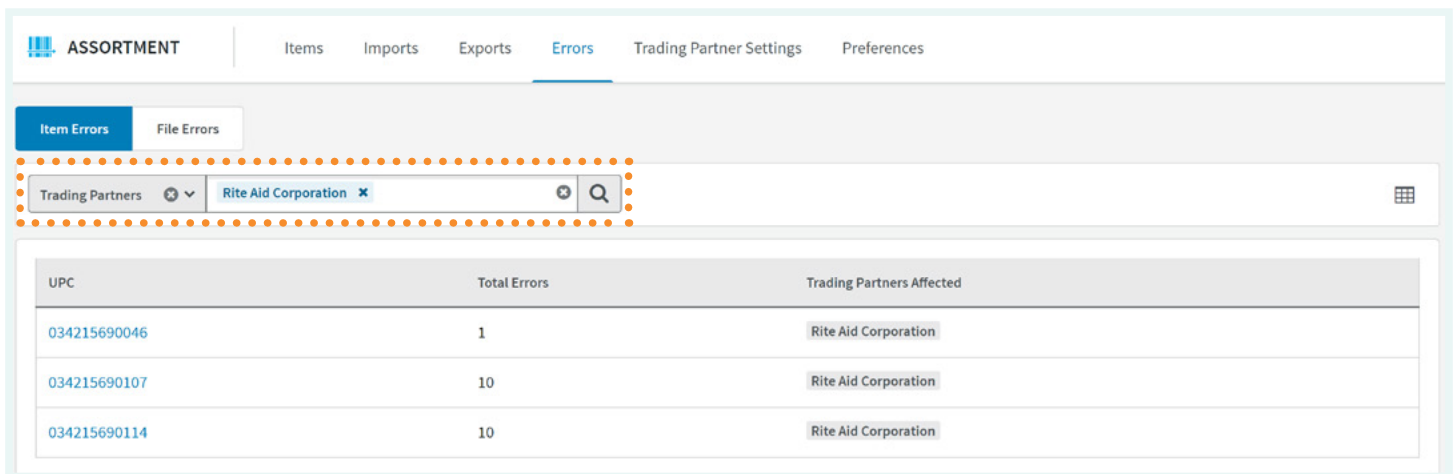
Attribute Data that does not meet the requirements of your Trading Partners will result in a validation error. The **Errors** tab allows you to view and edit these validation errors in one place. For each item in error, we display the **total number of errors** and **Trading Partners Affected**.

| ASSORTMENT | | | | | |
|----------------------|--------------|---------|---------------------------|-------------|--------------------------|
| | Items | Imports | Exports | Errors | Trading Partner Settings |
| | | | | Preferences | |
| Item Errors | | | | | |
| File Errors | | | | | |
| Select one... Search | | | | | |
| UPC | Total Errors | | Trading Partners Affected | | |
| 034215690046 | 1 | | Rite Aid Corporation | | |
| 034215690107 | 10 | | Rite Aid Corporation | | |
| 034215690114 | 10 | | Rite Aid Corporation | | |

Addressing Validation Errors

1. Navigate to the **Errors** tab.
2. There are two tabs to help organize errors - **Item Errors** and **File Errors**.
 - **Items Errors** shows individual items and the validation errors for those items.
 - **File Errors** shows errors relating to a specific import upload where the items couldn't be added to Assortment.

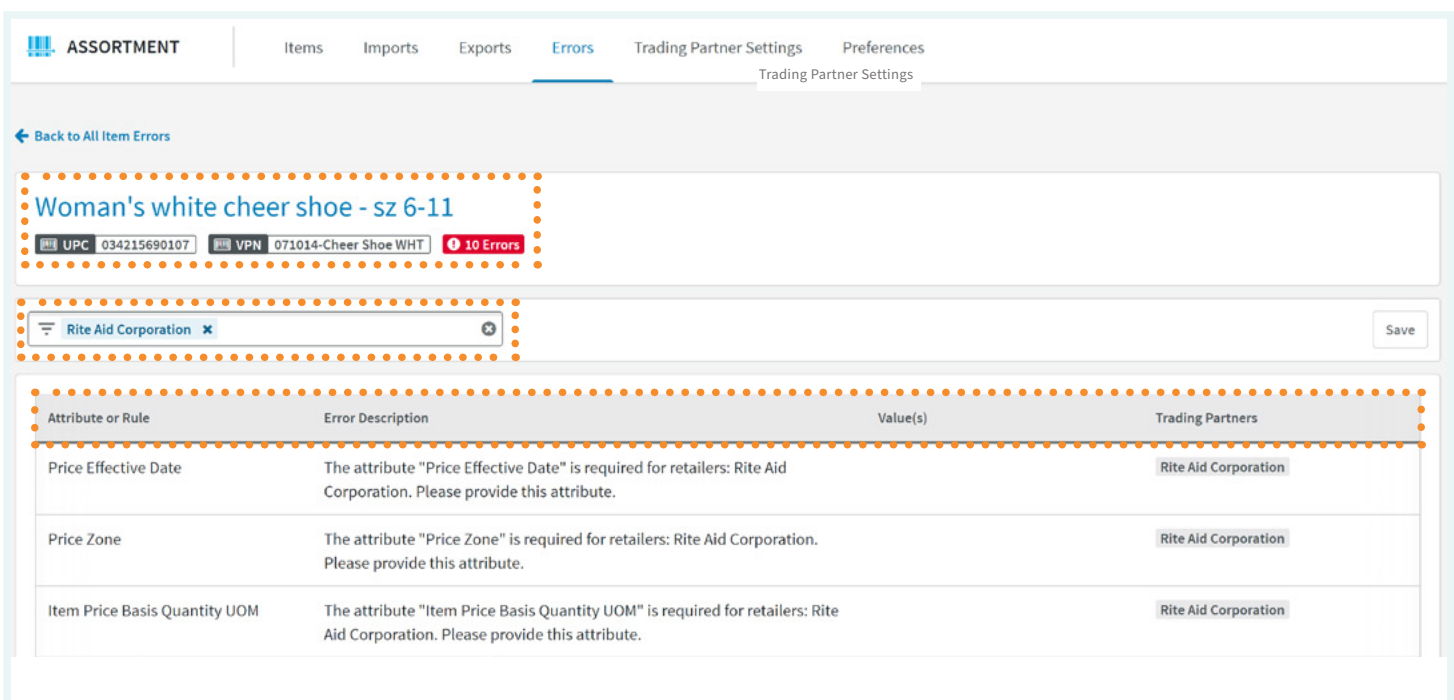
3. Filtering for specific item errors helps pare down the list to help you address the errors that are most important or critical for you. The filter options include by your **unique item identifier** (Ex: UPC) or **Trading Partners**. 💡 If you select Trading Partners, you can filter by more than one of your Trading Partners and the error list will filter based on your selections.



The screenshot shows the 'ASSORTMENT' page with the 'Errors' tab selected. A filter for 'Trading Partners' is set to 'Rite Aid Corporation'. The table below lists errors for three items, all associated with Rite Aid Corporation.


| UPC | Total Errors | Trading Partners Affected |
|--------------|--------------|---------------------------|
| 034215690046 | 1 | Rite Aid Corporation |
| 034215690107 | 10 | Rite Aid Corporation |
| 034215690114 | 10 | Rite Aid Corporation |

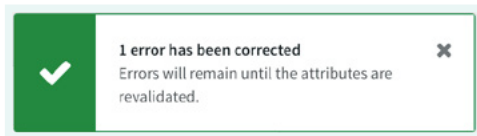
4. Click an item identifier (Ex: UPC, VPN, etc.) to go to a specific item's error detail. You will see the **attributes in error**, a **detailed error description**, the **values entered or missing**, and the **Trading Partners affected**.
💡 You also have the option to filter by Trading Partner from a specific item page to make it easier to address item errors for a specific Trading Partner.



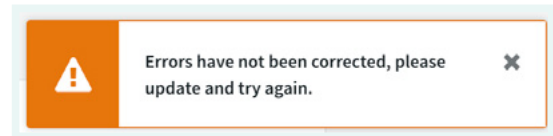
The screenshot shows the error detail page for the item 'Woman's white cheer shoe - sz 6-11'. It displays the item's UPC (034215690107) and VPN (071014-Cheer Shoe WHT), along with a red badge indicating 10 errors. A filter for 'Trading Partners' is set to 'Rite Aid Corporation'. The table below lists the attributes in error, their descriptions, and the affected trading partners.

| Attribute or Rule | Error Description | Value(s) | Trading Partners |
|-------------------------------|---|----------|----------------------|
| Price Effective Date | The attribute "Price Effective Date" is required for retailers: Rite Aid Corporation. Please provide this attribute. | | Rite Aid Corporation |
| Price Zone | The attribute "Price Zone" is required for retailers: Rite Aid Corporation. Please provide this attribute. | | Rite Aid Corporation |
| Item Price Basis Quantity UOM | The attribute "Item Price Basis Quantity UOM" is required for retailers: Rite Aid Corporation. Please provide this attribute. | | Rite Aid Corporation |

- From the **Error Details** page, you can correct some specific item errors and save. The Value column will display the incorrect value entered or provide a blank input if a required value is missing.
 - Errors that involve more than one attribute related to another will be shown in a group for ease of correction.
- Click **Save**. A blue spinning icon  will appear while your changes are being saved and validated. You will get a feedback message if errors have been corrected or if there are still errors that need to be addressed.

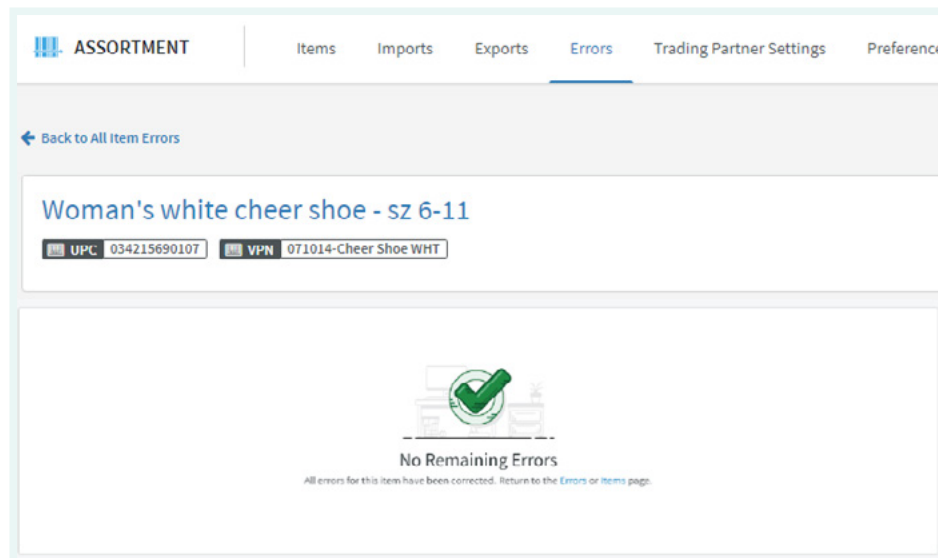


Errors have been corrected,
yet some remain.



Errors have not been corrected.

The following screen will appear when all the Item Errors have been corrected.



- You may also view the **errors for your item specifically** and update the information in your spreadsheet. Upon making these corrections, navigate back to the **Imports** tab and import your spreadsheet again. Then, navigate back to the **Errors** tab to verify if the Item Errors need correction. This process will need to be repeated until no errors are shown.

Trading Partner Settings Tab

Assortment is a universal product - it allows you to provide data to multiple Trading Partners without having to fill out all the data for each individual Trading Partner. However, there may be times when you do not want a partner to have access to a certain item. The **Trading Partner Settings** tab allows you to restrict access to items by retailer.

The **Trading Partner Settings** tab shows all of your current Trading Partners within Assortment, as well as their level of access.

ASSORTMENT

Items

Imports

Exports

Errors

Trading Partner Settings

Preferences

| Trading Partner | Catalog Name | Access | Last Changed |
|---|--------------------------------------|---------|------------------------------------|
| <div><div></div><div>Shoe Show Inc</div></div> | Assortment Supplier Training Company | Partial | Wednesday, October 4, 2023 7:51 AM |
| <div><div></div><div>Mills Fleet Farm</div></div> | Assortment Supplier Training Company | None | |
| <div><div></div><div>Rite Aid Corporation</div></div> | Assortment Supplier Training Company | Full | Friday, September 8, 2023 7:27 AM |

There are three different levels of access:

Access

☐ None

☒ Partial

☐ Full

None - **None** of your items are available to this Trading Partner. To turn this level of access on or off, click the toggle ☐ button.

Partial - **Some** of your valid items are available to this Trading Partner. Click the name of the Trading Partner to see which Product Codes/Selection Codes are available. To turn each Product Code/Select Code on or off, click the toggle ☒ button.

Full - **All** of your valid items are available to your Trading Partner. To turn this level of access on or off, click the toggle ☒ button.

Sending Data to your Trading Partner

Assortment makes it easy for you to exchange data with your Trading Partners without manual work.

Required data is automatically sent through Assortment on a schedule that your Trading Partner has requested.





Notifications

Subscribe to Notifications

1. Navigate to the **Preferences** tab for a full list of available Notifications.
2. Click the **Slider** for the Notification you wish to turn on.
3. Click the **Expand +** icon to show details about the Notification.

💡 Set preferences by notification type here.

The screenshot shows the 'ASSORTMENT' application interface. At the top, there are tabs for 'Items', 'Imports', 'Exports', 'Errors', 'Trading Partner Settings', and 'Preferences' (which is highlighted with a dotted orange border). Below these tabs, there are three sub-tabs: 'Notifications' (selected), 'Advanced Search Defaults', and 'Media Settings'. The 'Notifications' section displays a table with two rows of notification settings.

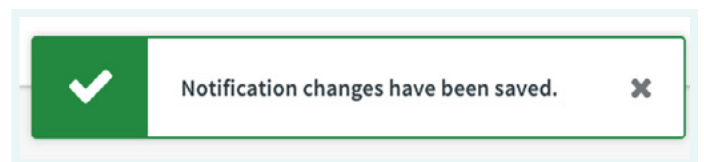
| | | DELIVERY METHOD | FREQUENCY | TRADING PARTNERS | MODIFIED |
|--|--|-----------------|-----------|------------------|----------|
|   Retailer Exports | | - | - | - | - |
|   Failed Spreadsheet Uploads | | - | - | - | - |

4. The default options will be enabled after clicking the **Expand +** icon:
 - **Delivery Method:** Email
 - 💡 The email will be sent to the email address of the user logged in
 - **Frequency:** Immediate
 - **Trading Partners:** All
5. The below options are customizable:
 - **Delivery Method**
 - Email - Delivers an email directly to your inbox.
 - Platform Notification - Delivers a **Notification** via the 🔔 icon on the blue bar when logged into the SPS Commerce Application.
 - ❗ You do NOT need to be logged into Assortment to see the Platform Notifications
 - **Frequency**
 - Immediate - Sent immediately after the action takes place
 - Daily - Sent once per day at a specified time (Ex: 10AM)
 - Weekly - Sent on a specific day and time of the week (Ex: Mondays at 10AM)
 - Monthly - Sent on a specific date and time of the month (Ex: 3rd of the month at 10AM)
 - ❗ If Daily, Weekly or Monthly are selected, the notifications will be aggregated.
 - **Trading Partners**
 - All - A notification of the action/event for all Trading Partner connections.
 - Custom - A notification will be sent only for the Trading Partners listed.
 - 💡 The Trading Partners listed are active connections with the user/company logged in.

6. Click **Save**

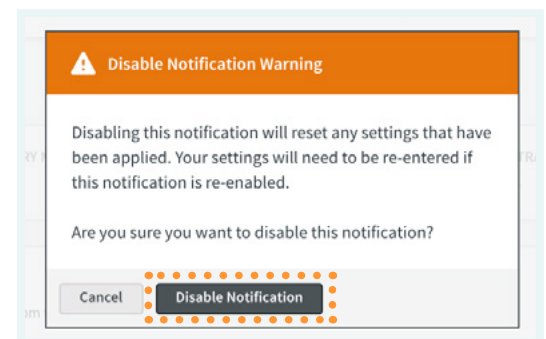
Manage Changes to Notifications

1. Notifications can be updated at any time
2. The below items can be changed:
 - **Delivery Method**
 - **Frequency**
 - **Trading Partners** (Add or Remove from list)
3. Click **Save**



Unsubscribe from Notifications

1. Navigate to the **Preferences** tab
2. Click the **Slider** for the Notification you wish to disable
3. A message will pop-up asking if you would like to proceed with disabling the notification. Doing so will require you to re-enter or re-setup your preferences if you want to enable this again.
 - ❗ Click **Disable Notification** to disable the Notification.



Supported Notifications

1. Suppliers

- Retailer Exports - Notifies a supplier when their retailer Trading Partner exports items from their catalog.
- Failed Spreadsheet Uploads - Notifies a supplier when their import spreadsheet fails and items contained in the spreadsheet were not added to their catalog.

2. Retailers


- New or Updated Items - Notifies a retailer when their supplier/Trading Partner adds new items or updates existing items to their catalog.

Media Settings

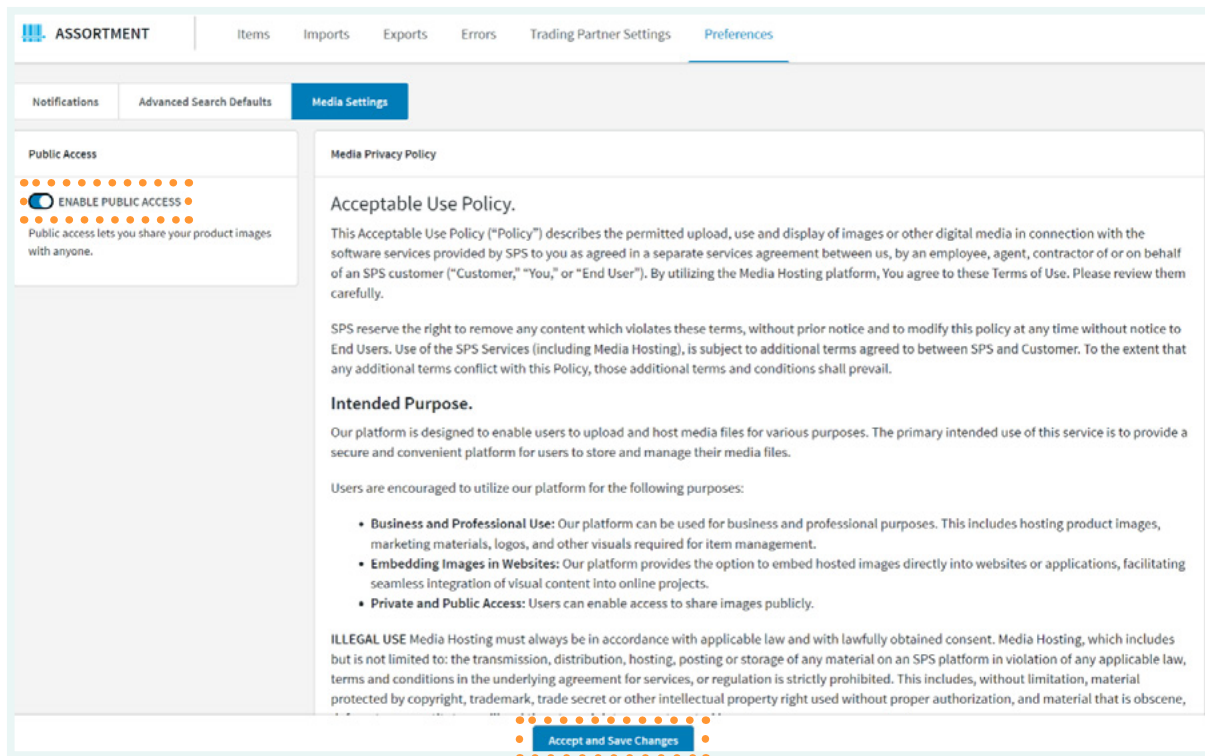
Per SPS Security standards, access to images defaults to private. Users have the ability to enable Public Access via Image Settings.

- Should a user Enable Public Access, anyone with access to the link generated from the item upload has access to that image and it is publicly available.
- If a user keeps the setting disabled, anyone with access to the link will need to authenticate through SPS Commerce to view the image or media file.
- This is a company setting, so will display the user Name and Date of the last update to enabling/disabling the Public Access.

The Image Privacy Policy outlines SPS Commerce's Acceptable Use Policy with regard to image and media file content.

 Enabling Public Access will make it easier for your Trading Partner to view and download your images without the need to authenticate through SPS Commerce.


1. Navigate to the **Preferences** tab.
2. Click on **Media Settings**.
3. To enable Public Access, click the toggle  button on.
4. After reviewing the **Media Privacy Policy**, click **Accept and Save Changes** at the bottom.



ASSORTMENT | Items | Imports | Exports | Errors | Trading Partner Settings | **Preferences**

Notifications | Advanced Search Defaults | **Media Settings**

Public Access

 **ENABLE PUBLIC ACCESS**

Public access lets you share your product images with anyone.

Media Privacy Policy

Acceptable Use Policy.

This Acceptable Use Policy ("Policy") describes the permitted upload, use and display of images or other digital media in connection with the software services provided by SPS to you as agreed in a separate services agreement between us, by an employee, agent, contractor of or on behalf of an SPS customer ("Customer," "You," or "End User"). By utilizing the Media Hosting platform, You agree to these Terms of Use. Please review them carefully.

SPS reserve the right to remove any content which violates these terms, without prior notice and to modify this policy at any time without notice to End Users. Use of the SPS Services (including Media Hosting), is subject to additional terms agreed to between SPS and Customer. To the extent that any additional terms conflict with this Policy, those additional terms and conditions shall prevail.

Intended Purpose.

Our platform is designed to enable users to upload and host media files for various purposes. The primary intended use of this service is to provide a secure and convenient platform for users to store and manage their media files.

Users are encouraged to utilize our platform for the following purposes:

- **Business and Professional Use:** Our platform can be used for business and professional purposes. This includes hosting product images, marketing materials, logos, and other visuals required for item management.
- **Embedding Images in Websites:** Our platform provides the option to embed hosted images directly into websites or applications, facilitating seamless integration of visual content into online projects.
- **Private and Public Access:** Users can enable access to share images publicly.

ILLEGAL USE Media Hosting must always be in accordance with applicable law and with lawfully obtained consent. Media Hosting, which includes but is not limited to: the transmission, distribution, hosting, posting or storage of any material on an SPS platform in violation of any applicable law, terms and conditions in the underlying agreement for services, or regulation is strictly prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene,

Accept and Save Changes