Completing Additional Product Information: How To Guide

Welcome to the Endeavour Group Additional Product Information How To Guide!

This guide will take you through how to update any outstanding information for your product submissions. You have the ability to complete all the additional product information we require **via your Supplier Dashboard at any time**. However, once you have completed your product submission, you may receive a notification from our category team requesting additional information to be completed for your submission to assist in review or setup of your product.

In this short guide, the basics of how to complete any outstanding additional product information will be explained, as well as what information you can update and what information may need to be updated by our category team. By the end, you will be able to navigate to the Supplier Dashboard, utilise the Details pane to fill in additional information, and confirm all details in your product submission.

Let's get started!

Smartsheets Log In

https://www.smartsheet.com/customers-home

Help - I can't get into Smartsheet!

- If you haven't already, you will need to set up a free Smartsheet account to log in.
- This may start with a 30 day trial - **you can proceed after the 30 days with a free account**, there is no requirement to buy a licence.
- **Please use the email we would have in our system** when signing up.

Accessing the Supplier Dashboard

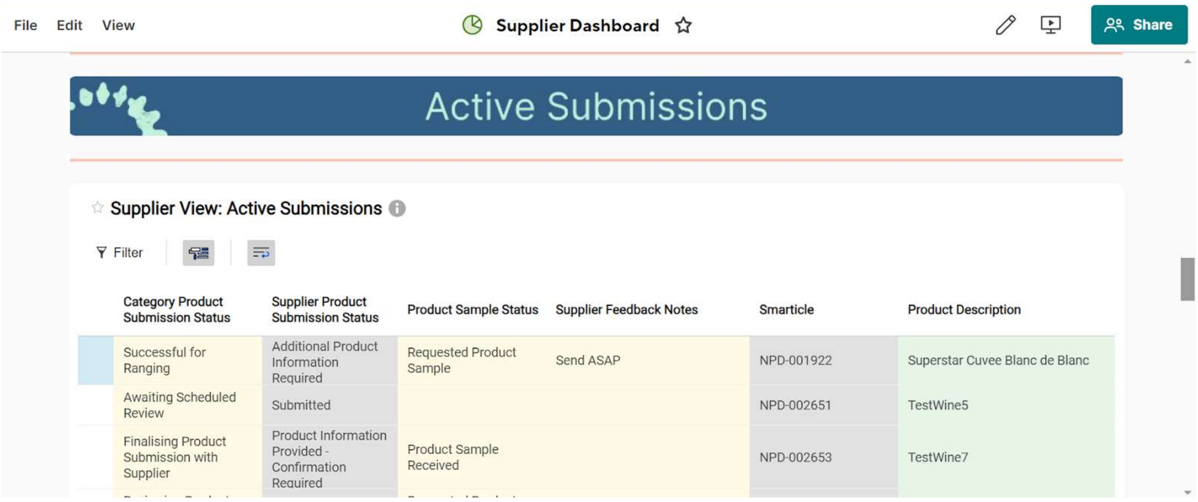
Link to the Supplier Dashboard:
https://app.smartsheet.com/dashboards/pPmjPh9366rrjPJMGGF42pvQpQp689Gf8FC795X1

- This link will take you to your personalised Dashboard, where you can monitor the progress of your submissions and access other helpful information and documents.
- **If you do not have access**, it may be because your details are incorrect in our system. To ensure correct setup, see how to update details in PartnerHub: https://partnerhub.woolworthsgroup.com.au/s/article/Contacts-Users-and-Super-Users

If you're still having issues, please contact range.communication@edg.com.au.

Finding your Active Submissions

The **Active Submissions** section of the dashboard is located halfway down the Dashboard view. Within this section, you should be able to see all your active product submissions with the information you have provided to date.



What if I can't see all of my product submissions in the pane?

There are a number of possible reasons why you may not see your product submissions within the Active Submissions pane:

- The product may have been submitted with an incorrect Supplier Number,
- Your email address may not be correctly linked with your Supplier Number,
- If your product submission was unsuccessful for ranging, it may appear further down in the Declined Submissions section of your Dashboard.

If you do not see your submission, refresh your browser and try again. If it is still missing from view, please contact range.communication@edg.com.au for further troubleshooting.

Supplier Product Submission Status

You will see the product submission status within the pane, highlighting any actions required. These will be covered in more detail in the following sections.

Supplier Product Submission Status	Description
Submitted	Default status once your product has been submitted (via individual or mass forms)
Additional Product Information Required	The category team has requested more product information for their review (see Page **3**)
Product Information Provided - Confirmation Required	You have provided all product information required, however product submission confirmation is required (see Page **6**)
Product Submission Confirmed	You have completed all information and required actions for your product submission

Additional Product Information Required

If additional information is required for your product, you will receive a notification via email and via Smartsheet for the products requiring updating.

What 'Additional Product Information' is actually required?

When you submit a product for consideration, you have two options:

- **Submit just the information required for category decision making** by completing only the mandatory fields in the forms, or
- **Submit all the product information needed for setup** by selecting **Yes** to the form question *Would you like to provide all Information for Endeavour Group product ranging?* and filling out the subsequent form questions.

If you receive a notification requesting additional product information to be completed, the Category Manager is asking for any fields that were not originally filled out to be completed. These generally include:

- **Secondary Master Data** that is not required for decision making
  - E.g. product dimensions, GTIN/barcode information, product material type
- **First Cost, deals and charges values**
  - E.g. additional freight, off invoice and miscellaneous deals and charges
- **Pack size configurations and selling units**
  - E.g. each/multipack/carton and their attributes
- **Container Deposit Scheme details** (if applicable)
  - E.g. CDS relevant states, service costs, registration numbers.

Can I change any previously submitted information?

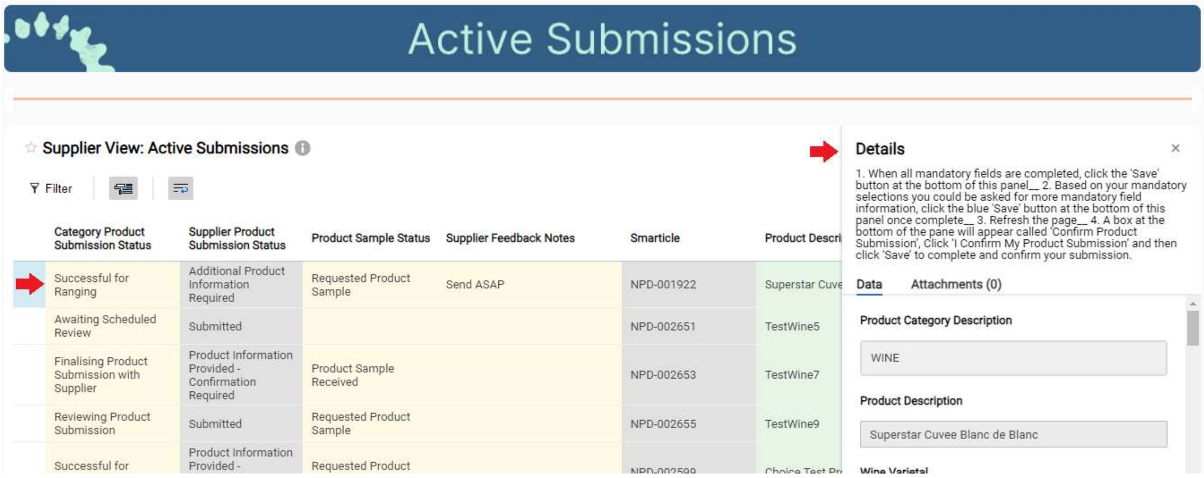
Some information is set up to edit via the Details section in the Active Submission pane. However, to maintain data integrity while Category teams are reviewing, some fields are locked for editing. These fields can be edited by contacting your Category Manager to confirm the requested changes.

Product Information Type	Can I update?	How?
Secondary Master Data *Dimensions, pack types, barcodes, material etc.*	Yes	**Details** pop-up > **Data** section in Active Submissions
First Cost Price, Deals & Charges *Freight charges, Miscellaneous deals etc.*	Yes	**Details** pop-up > **Data** section in Active Submissions
Container Deposit Scheme (CDS) Details	Yes	**Details** pop-up > **Data** section in Active Submissions
Supporting Documentation	Yes	**Details** pop-up > **Attachments** section in Active Submissions
Product Name, Brand or Category Details	No	Captured during initial submission. Contact your **Category Manager** or **Range Communication** to update
Contact Details (emails, names, phone)	No	Captured during initial submission. Contact your **Category Manager** or **Range Communication** to update
Primary Master Data *Volume, Country of Origin, Alcohol %*	No	Captured during initial submission. Contact your **Category Manager** or **Range Communication** to update
Landed Unit Cost (LUC); Margin Proposals, Promo and Recommended Retail Pricing	No	Captured during initial submission. Contact your **Category Manager** to update

How do I add additional product information?

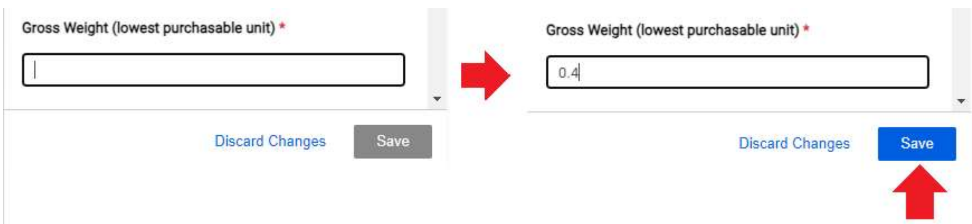
Adding additional information is very simple! See the below steps to assist:

1. Within the **Active Submissions** pane of the Dashboard, click on the product you want to update. This will generate a Details pop-up pane.



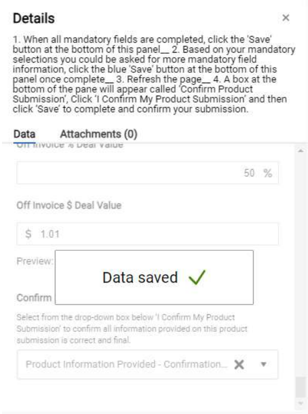
2. In this pop-up pane, you will see a number of fields under the **Data** section that have red asterisks (*). The fields that are currently blank but have a red asterisk against them are the additional product information points required. Take these three for example:

3. Once you have filled all these required fields out, the **Save** button will turn from greyed out to **blue**, allowing you to save the information updates you have made.



❗ **IMPORTANT** ❗: the Save button will only turn blue once **ALL** mandatory fields have been completed, so the additional information must be added together. **If you do not have all the information available at the time of request, please contact your Category Manager**.

4. Once you hit **Save**, an image with **Saving Data** will appear, followed by **Data Saved** confirmation as per the below example.



5. Depending on your selection, hitting the **Save** button may open up additional required fields that need to be completed before your submission is finalised.
    - For example, if you update your information to include a **Multipack** product component breakdown and hit Save, you will now be required to complete additional details, such as the multipack's dimensions and GTIN information.
    - Also, if you have selected additional states for Container Deposit Scheme, it will ask you to complete those additional state scheme details.
    - If you have mistakenly selected something you shouldn't have and it is asking for extra non-applicable information, contact your Category Manager or Range Communication.

6. Once all the required information has been completed and you have pressed Save, **refresh the page**.

7. You will now notice the value in **Confirm Product Submission** has changed to **Product Information Provided - Confirmation Required**.

Confirming your Submission

Once all your product details have been filled out, you have hit **Save**, and the page has been refreshed, the final step required is for you to **confirm your product submission**.

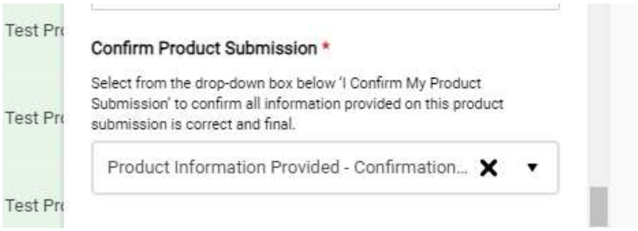
At this point, you would have seen the supplier product submission status update to ***Product Information Provided - Confirmation Required***. This means that all the information we require has now been completed, and all we need for you to do is confirm the submission details are ready to go.

How do I confirm my product submission?

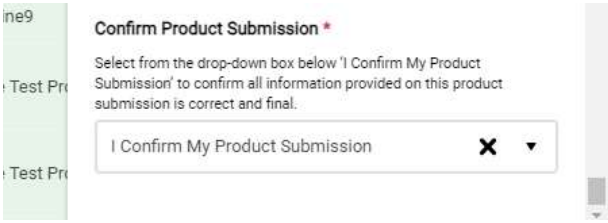
This is another simple process, and can be done once all your additional information has been completed. See the below steps to confirm your submission.

1. As per steps 6 and 7 above, once you have hit **Save** on all your product information and **refreshed the page**, your supplier product submission status will have been updated to ***Product Information Provided - Confirmation Required***.

2. Click on the product you have updated and scroll to the bottom of the **Details** pane. You will now see a box appear at the bottom called **Confirm Product Submission**.



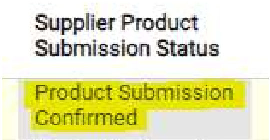
3. Click on the drop down arrow and select **I Confirm My Product Submission**.



4. Press the blue **Save** button, then **refresh the page**.

5. Your product's Supplier Product Submission Status will have been updated to ***Product Submission Confirmed***.

   Note: this may take a few minutes to change from *I Confirm My Product Submission* to *Product Submission Confirmed* whilst it is processing in the back end.



6. Your product submission is now **complete**!

Have any issues?

Please contact the **Endeavour Group Range Communication team** via email (range.communication@edg.com.au) if you need any assistance or troubleshooting advice.