Vendor’s Product Information Manager System (PIMs)
Item Review User Guide

- Every Vendor is assigned a three digit Vendor ID (e.g. ZZZ) and a five digit password (e.g. Z1011) to review existing item data, enter new items and/or submit artwork via our web site.
  - If the log on information has not been provided, please e-mail the primary Merchandising Assistant responsible for the product line. Refer to the list below for the contact information.

<table>
<thead>
<tr>
<th>Product Line</th>
<th>Manager</th>
<th>Merchandising Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakroom</td>
<td>Lindsey Gray – <a href="mailto:lindsey_gray@sprich.com">lindsey_gray@sprich.com</a></td>
<td>Kristina Bessent – <a href="mailto:kristina_bessent@sprich.com">kristina_bessent@sprich.com</a></td>
</tr>
<tr>
<td>Breakroom Supplies &amp; Paper</td>
<td>Jeff Harmon – <a href="mailto:jeff_harmon@sprich.com">jeff_harmon@sprich.com</a></td>
<td>Kristina Bessent – <a href="mailto:kristina_bessent@sprich.com">kristina_bessent@sprich.com</a></td>
</tr>
<tr>
<td>Facility, Healthcare &amp; Safety</td>
<td>John Molidor – <a href="mailto:john_molidor@sprich.com">john_molidor@sprich.com</a></td>
<td>Leslie Parker – <a href="mailto:leslie_jparker@sprich.com">leslie_jparker@sprich.com</a></td>
</tr>
<tr>
<td>Furniture</td>
<td>Bryan Leister – <a href="mailto:bryan_leister@sprich.com">bryan_leister@sprich.com</a></td>
<td>Donna Wayne – <a href="mailto:donna_wayne@sprich.com">donna_wayne@sprich.com</a></td>
</tr>
<tr>
<td>Furniture</td>
<td>Jody Himes – <a href="mailto:jody_himes@sprich.com">jody_himes@sprich.com</a></td>
<td>Donna Wayne – <a href="mailto:donna_wayne@sprich.com">donna_wayne@sprich.com</a></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Steve Glass – <a href="mailto:steve_glass@sprich.com">steve_glass@sprich.com</a></td>
<td>Kristina Bessent – <a href="mailto:kristina_bessent@sprich.com">kristina_bessent@sprich.com</a></td>
</tr>
<tr>
<td>Office Supplies/Education</td>
<td>Debby Atcheson – <a href="mailto:debby_atcheson@sprich.com">debby_atcheson@sprich.com</a></td>
<td>Michelle Lee – <a href="mailto:michelle_lee@sprich.com">michelle_lee@sprich.com</a></td>
</tr>
<tr>
<td>Technology</td>
<td>Jim Schebler – <a href="mailto:jim_schebler@sprich.com">jim_schebler@sprich.com</a></td>
<td>Leslie Parker – <a href="mailto:leslie_jparker@sprich.com">leslie_jparker@sprich.com</a></td>
</tr>
<tr>
<td>Technology</td>
<td>David Tapia – <a href="mailto:david_tapia@sprich.com">david_tapia@sprich.com</a></td>
<td>Leslie Parker – <a href="mailto:leslie_jparker@sprich.com">leslie_jparker@sprich.com</a></td>
</tr>
</tbody>
</table>
Accessing the CRS Program

- Instructions and graphic examples are presented in the order that you will proceed through the system. We strongly recommend you review this guide before proceeding. Important terminology and usage instructions for data submissions will be introduced that are used throughout the catalog process.

1. In Internet Explorer browser address bar enter: www.sprproductinformation.com
2. Enter Vendor ID and Password
3. Click Login
Submit Logo Images

In the top right-hand area of the "Welcome" page, you will see a thumbnail image or a place for the logo.

We no longer use this place to collect logos; they now need to be uploaded to a ftp site. Color logos are required to be Illustrator.ai VECTOR editable format for various publications and electronic media.

The FTP site has been set up by vendor with folders for each manufacture.
Upload Logo Images

FTP: http://ftp3.ga-1.com/
  Username: spr
  Password: spr

Locate the Vendor_Logos folder, then the Manufacture folder
  To ensure the Vendor or Manufacture/Brand logo is properly placed; files must be uploaded in the correct folder
  Vendor_Logo>Vendor>Manufacture
    I.e. Vendor_Logo>RDC>NAT

In the Actions box click Upload Files
Click Browse and attach your image
Existing Item Review

To begin reviewing the existing items, click **CRS 201#** on the orange menu.

**Left Navigation Menu** – this menu lists procedures in the order they should be reviewed.

Red text indicates the name of the screen currently displayed

**Deadline for Submission**

Existing items are broken up by categories. Each category has a **Turn In Date** for the last day it can be submitted.

Note: **Vendor Contacts** should be reviewed and updated by the time the first category is submitted.

Contact the Merchandising Assistant if any changes or updates are needed after the contacts have been submitted.
Review Existing Items

This your opportunity to verify the data or recommend the discontinuation of an item.

• Click on the **CRS 201# menu** button
• Click on a **Category Description**
  • Blue text in the **Description** column; if the Category Description is not in blue text, then the category has been reviewed and submitted. **Submitted** column will have ‘Yes’ and **Submitted Dated** column will have the date and time the category was submitted.
  • This opens to the Manufacture table
• Click on the **Manufacture name**
  • This opens the SKU summary table.
• Click on the stock number in the **SKU** column to view and make the necessary changes to the item.
Review Existing Items

- When finished reviewing the data, click the appropriate button on the bottom of the screen:
  - **Keep Product** – continue to stock and sell
  - **Mfr Will Discontinue** – no longer market product
  - **Mfr Suggest SPR Discontinue** – it is not a product SPR should promote
  - **Stock # Change** – product has only a new stock number.
    - If the product also has a new UPC the product will need to be discontinued and the new number entered as a Suggested Addition

**Note:** To ensure accurate information downloads, validations have been built into the system. If incomplete information is submitted for a required field, a message displays listing the information that is missing. Simply click ‘OK’ and fill in the requested information. Incomplete entries will not submit until all validations have been satisfied.
Review Existing Items

Keep Product Recommendation

- Click on the **CRS 201#** main menu bottom
- Navigate to the SKU to be reviewed
- Click on the stock number in the SKU column
- If the Catalog Page is NEW or BRA you will be able to recommend it to the catalog by changing No to Yes in the drop down menu.
  - **Yes** – the item will be recommended to be added to the upcoming catalog
  - **No** – the item will remain active but not in the upcoming catalog
- These fields will need to be filled out every review.
  - **Earth Friendly** - Is Item Earth Friendly?* – Yes/No
    - If Yes, select the attributes that apply
  - **Country of Origin** – Select where the finished product is shipped from (limit 5)
- Click the **Keep Product** button at the bottom of the screen
**Review Existing Items**

**Discontinuing a Product**

- Click on the **CRS 201#** main menu button
- Navigate to the appropriate stock number in the **SKU** column
- Review **Earth Friendly** & **Country of Origin**
- Scroll to the bottom of the screen and select one of the following
  - **Mfr Suggests SPR Discontinue** – the item will continue to be produced but it is not a product SPR should promote
  - **Mfr Will Discontinue** – the item will no longer be marketed
- The Discontinue screen opens. The screen names are the only differences.
- **Discontinue Date** – field enter or select the last date the item will be available
**Review Existing Items**

**Discontinuing a Product cont.**

- **Reason Code** – identify why the product is being discontinued
- **Comments** – provide any additional information about the reason for the discontinuation.
- **Does Item Have A Substitute** – select Yes or No
  - Yes – enter the item number (including Mfr prefix) in the **Recommended Substitution Item Number** field. If substitute is in our system the description will populate below, to the right of **Substitution Item Description**
- **Is Substitute coming in as a Suggested Addition?** – select Yes or No
- Click the **Update** button
Review Existing Items

**Changing a Stock Number**

If the product also has a new UPC the product will need to be discontinued and the new number entered as a Suggested Addition

- Click on the CRS 201# main menu button
- Navigate to the appropriate stock number in the SKU column
- Review *Earth Friendly & Country of Origin*
- Scroll to the bottom of the screen and click the **Stock # Change** button
  - The Stock Number Change Screen opens
- **Effective Date** – enter or select the date the new number will take effect
- **Vendor Stock Number** – internal reference for the item
- **SPR Long Stock #** –
Review Existing Items

**Changing a Stock number** cont.
- **SPR Stock #** – new number without manufacture’s prefix
- **Vendor UPC** – if the UPC is different; this is no longer a Stock Number Change
- **Packaging** – if packaging changes; this is no longer a Stock Number Change
- **Pricing & Cost Information** – list price and cost is not changed in this section.
- **Comments** – provide any additional information about the reason for the stock number change
- Click the Update button
Review Existing Items

Reviewing and Uploading Safety Data Sheets (SDS)

- A file must be in PDF format with a .PDF extension
- If the Product SDS are on multiple pages, merge all SDS into one single PDF file
- Do not upload file names with spaces or special characters (example: “/”, “\”, “|”)
- Uploading a SDS replaces any existing SDS on file

Viewing an existing SDS

- Click on the CRS main menu button
- In the Left Navigation menu click SDS
- Click on Verify in the File column for each SKU
  - The SDS will open in a new browser window
  - If the SDS is current, click on ‘Verified SDS On File’
  - If the SDS needs to be replaced click on ‘Upload New SDS File’ and follow the Uploading SDS procedure
Review Existing Items

**Uploading a SDS**

- Click on the **CRS 201#** main menu button
- In the Left Navigation bar click **SDS Sheets**
- Click on the SKU to open the SDS File Upload screen
- Click on **Browse** and select the PDF to upload
- Click the **Upload File** button
  - If a SDS already exist for the item, it will be replaced with the new SDS
Vendor Contacts

Viewing Vendor Contacts
• Click on the CRS 201# main menu button
• in the Left Navigation bar, click View All Contacts
• Click on a Contact Type to view the contact information
  • The Edit Contact Information screen opens
• Once the information has been reviewed and any necessary changes have been made, click the Verified Contact Information check box at the bottom of the screen
• Click Update button and you are returned to the Maintain Vendor Contacts summary screen
• Continue reviewing and editing existing records until you have updated and verified a record for every contact type
Vendor Contacts

Adding a new Vendor Contact
• Click on the CR201# main menu button
• In the Left Navigation bar click Add New Contact.
• Enter the new contact information
• Click Save button

Deleting and Copying Vendor Contacts
• Click on the CRS main menu button
• In the Left Navigation bar click View All Contacts
• Click Delete
  • Once deleted the record cannot be recovered. A new entry must be created.
• Click Copy
  • When copying a record the contact type, first and last name fields do not populate. This information will need to be added in the contact information table
Existing Items Reports

At this point in the process; the existing items have been reviewed and the next step is to print your reports and submit.

There are seven sets of reports available to view, print and export. Print a copy of each report to refer back to what was submitted.

- Vendor Contacts
- Product Verification
- Discontinued Item
- Suggested Addition
- UPC Changes
- Packing Changes
- Stock Number Changes

if an input error is discovered when reviewing the reports, go back to section, edit and save. The report will update.
Existing Items Reports

**Printing a Report**
- Click on the **CRS 201#** main menu button
- Click on the appropriate report from the Left Navigation menu
  - Vendor Contacts Report
  - Product Verification Report
  - Discontinued Item Report
  - Suggested Additions Report
  - UPC Changes Report
  - Packing Changes Report
  - Stock # Change Report
- Click on the appropriate Manufacturer name
- The report opens
  - The information will vary depending on the report selected
- Review the details and select from the following
  - **Print Report** – if the information is correct
  - **Go Back** – if edits are needed
Existing Items Reports

Exporting Report Information

- Click on the CRS 201# main menu button
- Click on the appropriate report from the Left Navigation menu
  - Vendor Contacts Report
  - Product Verification Report
  - Discontinued Item Report
  - Suggested Additions Report
  - UPC Changes Report
  - Packing Changes Report
  - Stock # Change Report
- Click the check box for appropriate Manufacturer name
- Click the Export to Excel button
- The File Download pop-up window opens, Click Save
- Enter a File name, Click Save
Submitting the SPR Return File
Once all items in a Category have been reviewed the items are ready to submit.

Note: once information has been submitted to S. P. Richards, it cannot be retrieved for edits or re-submitted.

• Click on the **CRS 201#** main menu button
• In the Left Navigation bar click **Create SPR Return File**
• Select individual check boxes for the categories to be submitted or select all by selecting the top checkbox
  • Confirm that the Total SKUs and Reviewed SKUs are the same number
• Click the **Submit Category** button
  • If errors are detected, fix the item as needed and resubmit.
  • If successful, the Thank You screen displays.
Suggested Additions

Select New Additions in Suggested Additions drop down

Note: the Tab key can and should be used to move from field to field; this is important when completing related fields.

*Record Complete (All Information completed for submission)
*Record Incomplete (Save Information to be completed later)

Vendor ID – assigned vendor code

Manufacture – manufactures associated to vendor will be listed in drop down
If manufacture is not listed contact SPR and request code to be added.

Vendor Stock Number – vendor’s internal reference for item
20 characters max
Do not include manufacturer prefix

SPR Stock Number* – the SKU without the manufacture code, the manufacturer’s product number.
12 digits max
Do not include manufacturer prefix

SPR Manager* – name of manager responsible for product line
Link to Manager Responsibility list is available to the right of drop down box
Suggested Additions

General Information Fields

Is item currently manufactured or available to sell?* – Yes/No

If the item is not currently manufactured or available to sell, Warehouse Packaging Dimensions will not be requested once item is approved to be added. Dimensions will be requested at a later date.

Date Available to Purchase Product* – Date (mm/dd/yyyy)

Description* – short description of item

Up to 27 characters, all capitalized

To build the short description, begin with broad terminology (unabbreviated noun-‘CUP’), becoming more specific as you list from left to right (adjective-‘PENCIL,BLK’).

- Unabbreviated noun, followed by adjectives in order of importance, Dimensions (WxDxH, if available), ending with Color, (if available)
- The adjectives used should differentiate the SKU from other similar SKUs
- No branding or spaces should be included; use commas to separate text.

I.e. Key Tags – TAGS,KEY
Pencil Cup – CUP,PENCIL,BLK

Color* – select product from drop down list

If the product color is not listed in the drop down select OTHER and color can be entered in the next field.

Color [if Other] – enter color if not listed in drop down list
Suggested Additions

General Information Fields

Another SKU of Same Product Line – if the new item is associated with an existing item then enter in the stripped SKU.

SKU Description – displays description of SKU of same product line, if valid

Reason Code* – reason for suggested addition
  SA – Extension to current product line
  SA – New Product Introduction (brand new)
  SA – New Product not in SPR Catalog
  SA – Product Transition (next generation)

Packaging Information Fields

SPR UOM* – vendor recommended SPR selling unit of measure
  The smallest unit that SPR would sell the product in

Qty Per Selling UOM 1:* – Selling quantity in the catalog

Qty Per Selling UOM 2: – further breaks down the product detail 1 quantity
Suggested Additions

Packaging Information Fields

Tier Levels/Qty Fields

*Packing Level 1*, 2, 3 *Qty* – smallest (PL1) to largest (PL3) quantity per UOM shipped

*Packing Level 1*, 2, 3 *UOM* – unit of measure for quantity.

Largest unit should be a carton

*ask the question: How many X in a X?*

10 each/box
5 box/carton

*Is Carton a Master Carton?* – Yes/No

Is carton shippable?

*Pallet* – quantity of cartons on a pallet

*SPR Buying UOM* – the unit of measure SPR is required to purchase from vendor

*Min Order Qty* – the minimum quantity of the item the vendor will allow to be purchased.

*Multiple Qty* – the quantity that the item must be ordered.

*To prevent broken cartons when ordering*
<table>
<thead>
<tr>
<th>Field</th>
<th>Qty</th>
<th>UOM 1</th>
<th>UOM 2</th>
<th>Question to ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPR Selling UOM</td>
<td>PK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty Per Selling UOM 1</td>
<td>2500</td>
<td>Dots</td>
<td>PK</td>
<td>How many Dots in a Pack?</td>
</tr>
<tr>
<td>Qty Per Selling UOM 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packing Level 1</td>
<td>10</td>
<td>EA</td>
<td>PK</td>
<td>How many Each in a Pack?</td>
</tr>
<tr>
<td>Packing Level 2</td>
<td>20</td>
<td>PK</td>
<td>BX</td>
<td>How many Packs in a Box?</td>
</tr>
<tr>
<td>Packing Level 3</td>
<td>30</td>
<td>BX</td>
<td>CT</td>
<td>How many Boxes in a Carton?</td>
</tr>
<tr>
<td>Pallet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pallet</td>
<td>10</td>
<td>CT</td>
<td>PL</td>
<td>How many Cartons in a Pallet?</td>
</tr>
</tbody>
</table>
Suggested Additions

**Universal Product Code (UPC)**

*This item will always have a Vendor UPC to support the SPR Selling UOM* – Yes/No

- If Yes, fields are enabled for data to be entered
- If No, the Vendor UPC and SPR UPC fields will be disabled.

**Vendor UPC** – full UPC from the Vendor.

- Must be unique and 12, 15, or 18 digits

**SPR UPC** – system will generate the SPR UPC if vendor UPC is over 12 digits.

**Product Instructions**

*Product Instruction included in package:* – Yes/No.

- Select the languages the instructions are written in

*Product Instruction included on package:* – Yes/No.

- Select the languages the instructions are written in
**Suggested Additions**

**List Price & Cost Information Fields**

**Note:** List Price must be higher than Cost and the following field must be entered in order listed.

- **List Price:** * – based on SPR Selling UOM
- **MAP/Street Price** – minimum advertised street price
- **Vendor Cost (Standard Cost):** * – the cost SPR pays for the item; based on SPR Selling UOM
- **Product Carries Promotion** * – Yes/No
  
  If item has promotional pricing
- **Introductory Promotional Cost** – introductory cost
- **Start Date** – system default for the promotion start date
- **End Date** – end date for promotion
- **Proj 1st Yr - Units** * – units projected to sell in first year
- **Recommended Initial SPR Buying UOM Qty per DC** * – distribution center first order quantity
- **Catalog by Mega [201#]** – select the large retailers that sell the item.
Suggested Additions

Publication Information

*Catalog Copy* – item sales copy
Min. 50 characters, Max. 255 characters

*Image Available* – Yes/No

*Brand Name* – vendor’s brand name for the item

General Line Catalog Information

*Line list* – Yes/No

*Can the item be listed with other items in a product block*

*Sugg. GL Page* – page in the general line catalog the item can be placed

4 digits i.e. 0015

*Key Letter* – suggested product block on page

Shipping Information

*Hazardous* – Yes/No

*Is item dangerous?*

*MSDS Required* – Yes/No

*Does OSHA require a Material Safety Data Sheet for the item?*

*A PDF will be requested if the item is approved*
Shipping Information cont’d

Parcel Hazmat Shipping Restrictions – shipping requirements
- Document Required
- Ship Ground

Product is Parcel Shippable* – Yes/No
- Item meets requirement to ship non freight service
  i.e. local courier, UPS, DHL, FedEx

Harmonized Code – Harmonized Tariff Schedule (HTS)
Description – is the primary resource for determining tariff (customs duties) classifications for goods imported into or exported out of the United States. The Harmonized Tariff Schedule classifies a good based on its name, use, and/or the material used in its construction and assigns it a ten-digit classification code number. The U.S. International Trade Commission publishes and maintains the Schedule in its various forms. U.S. Customs and Border Protection is the only agency that can provide legally binding advice or rulings on classification of imports.
  i.e. 8304.00.00 – Desk-top filing or card-index cabinets, ...

Furniture

Product is oversized?* – Yes/No
- Item is larger than parcel delivery service standard size
  - weighs over 70 pounds
  - length plus girth is more than 85”

Oversized Code
- Oversized 1 = length + girth > 85” up to 108”
- Oversized 2 = length + girth > 109” up to 130”

Oversized Parcel Restrictions
- Hazardous
- Too heavy
- Too large

Quick Ship* – Yes/No

Assembly Required* – Yes/No
- Does item arrive fully assembled upon delivery?
Suggested Additions

**Retail Information**

*Resale in retail store?* – Yes/No

Can this item be sold in a retail store? If Yes, select attributes that will apply.
- > Multi-Colored Packaging (2, 4, or >)
- > UPC Code appears on the physical item?
- > Is this item Peggable?
- > Is clip strippable available?

*Display item* – Yes/No

Does the item come in a tear away carton or on a clip strip?

**Recycle Information**

*Is the product made from recycled material?* – Yes/No

If Yes, what percentage is made from recycled material?
If yes, what percentage is made from post consumer waste?

**Earth Friendly**

*Is Item Earth Friendly?* – Yes/No

If Yes, select the attributes that apply
<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMI Certified AP Nontoxic</td>
<td>(Art &amp; Creative Materials Institute) Toxicological tested and conforms to ASTM D-4236, and is certified as nontoxic</td>
</tr>
<tr>
<td>ASTM 6400 Certifications</td>
<td>product certified as being made of compostable plastics</td>
</tr>
<tr>
<td>C.R.I. Approved</td>
<td>product certified to improve indoor air quality</td>
</tr>
<tr>
<td>Compostable</td>
<td>Materials that is able to be composted or will biodegrade in warm, moist conditions with oxygen and bacteria over periods of several weeks to several months.</td>
</tr>
<tr>
<td>Design for the Environment</td>
<td>EPA approved</td>
</tr>
<tr>
<td>EcoLogo</td>
<td>North America’s most widely recognized and respected certification of environmental friendly products</td>
</tr>
<tr>
<td>Energy Efficient</td>
<td>products that use less energy;</td>
</tr>
<tr>
<td>Energy Star</td>
<td>meets strict energy efficiency guidelines set by EPA and US Department of Energy</td>
</tr>
<tr>
<td>FSC Certified</td>
<td>sets standards for responsible management of forest resources</td>
</tr>
<tr>
<td>Green Seal</td>
<td>certification of products designed and manufactured in an environmentally responsible manner</td>
</tr>
<tr>
<td>Green-e</td>
<td>a certification and verification program for renewable energy and greenhouse gas emission reductions</td>
</tr>
<tr>
<td>Greenguard</td>
<td>product is certified for low chemical and particle emissions that meet Indoor Air Quality pollutant guidelines</td>
</tr>
<tr>
<td>HEPA</td>
<td>A high efficiency particulate air filter is a type of air filter that satisfies certain standards of efficiency such as those set by the United States Department of Energy (DOE).</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>products made with compounds or devices used to help improve the air quality within enclosed indoor environments</td>
</tr>
<tr>
<td>Non-toxic</td>
<td>Chemical or marker that does not contain substances that are harmful, poisonous, or destructive</td>
</tr>
<tr>
<td>PMA certified</td>
<td>The Pencil Certification Program ensures that only pencils manufactured from materials that are free from toxins and do not cause harmful effects if chewed receive the seal of approval.</td>
</tr>
<tr>
<td>Rechargeable</td>
<td>batteries and chargers to replace one-time use batteries</td>
</tr>
<tr>
<td>Recyclable</td>
<td>materials that can be collected, separated or recovered from the solid waste stream, for reuse in the manufacture of another product</td>
</tr>
<tr>
<td>Recycling Containers</td>
<td>containers used for recycling waste</td>
</tr>
<tr>
<td>Remanufactured</td>
<td>items made from parts of previously used products</td>
</tr>
<tr>
<td>Renewable Energy</td>
<td>items with alternative energy sources such as solar powered or manual crank</td>
</tr>
<tr>
<td>Rewritable</td>
<td>storage devices (CDs, DVDs, etc.) that reduce paper use and enable reuse</td>
</tr>
<tr>
<td>SCS</td>
<td>Furniture or components made with indoor air quality materials; certifies conformance with LEED-CI criteria for EQ4.5, as well as BIFMA X7.1 Low-Emitting Furniture and Seating.</td>
</tr>
<tr>
<td>SCS Gold</td>
<td>Furniture or components made with indoor air quality materials; certifies additional conformance with California 01350 Special Environmental Requirements and Collaborative for High Performance Schools (CHPS).</td>
</tr>
<tr>
<td>Chlorine Free Bleaching</td>
<td>It is not toxic to animals, plants or humans and is considered a “green” product.</td>
</tr>
<tr>
<td>Responsible Forestry-SFI</td>
<td>The Sustainable Forestry Initiative (SFI) is based upon principles that promote sustainable forest management, including measures to protect water quality, biodiversity, wildlife habitat, species at risk, and forests with exceptional conservation value. SFI program requirements are audited by independent, third-party certification bodies to ensure conformance.</td>
</tr>
<tr>
<td>CPG Compliant</td>
<td>The Comprehensive Procurement Guideline (CPG) program is part of EPA’s continuing effort to promote the use of materials recovered from solid waste. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacture of new products</td>
</tr>
</tbody>
</table>
**Suggested Additions**

**Returnable Information with Approval**
Allow the customer to return item to vendor if discontinued? * – Yes/No
Allow SPR to return item to vendor if discontinued? * – Yes/No

**Damaged Disposition** * – how damage items should be handled

**Defective Disposition** * – how defective items should be handled
- Return to Vendor
- Stage Item (damaged or defective item will be put to the side in the warehouse to have a vendor representative come and inspect the item)
- Debit and destroy item
- Write off and destroy item

**Date & Perishable Information**

**Dated Goods** * – Yes/No
Does the item contain date related information that makes it obsolete at some point?

**Month**
Item’s starting month

**Year**
Item’s starting year
**Suggested Additions**

### Date & Perishable Item cont’d

*Perishable Item* – Yes/No

Does the item have a limited shelf life?

*Shelf life?* – number of days the product is good unopened

*Expiration on package/product* – Yes/No

The expiration date on the packaging or the product.

*Open or Close Coded* – Closed/Open

-> Open – the expiration date is on the box and human readable

-> Closed – the expiration date on the box but is unclear

#### Technology Products

*Model Number*

Model number of item

*Model Name*

Model name of item

*Advertising Embargo Date*

Date that the item is available for the customer to order

*Expected EOL Start Date*

Expected end of life date for the item
Suggested Additions

Miscellaneous

*Is Antimicrobial* – Yes/No
Does the item kill or inhibit the growth of microbes such as bacteria?

*CSA Approved* – Yes/No
Is the item Canadian Standard Association approved?

*UL Listed* – Yes/No
Is the item Underwriters Laboratories Inc approved?

*Ozone Depleting* – Yes/No
Does this item deplete the ozone?
Suggested Additions

Additional Information

Country of Origin*  
Select up to 5 countries where the finished item is shipped from

Percentage manufactured  
Percentage of manufactured items comes from the corresponding country

Warranty* – Yes/No  
Does the item have a warranty?

Warranty

Warranty details

Accessories

Do accessories exist for this item? – Yes/No

Comments  
Accessory item information or any comments.

Once all mandatory fields are filled out, Record Complete can be selected and saved by clicking on Save Record. If only a few fields are filled out Record Incomplete can be selected and saved by clicking Save Record.
**Suggested Additions**

**Deleting and Copying Suggested Additions**

The **Copy** function can be used to add a series of like item SKUs.

When copying a record, the stock number, color, and UPC fields do not populate. This information will need to be added to the copied listing.

The **Delete** function can be used when a SKU has been entered in error in the new additions table.

Once deleted, the record CANNOT be recovered. A new entry must be created in its place.

---

<table>
<thead>
<tr>
<th>S.No</th>
<th>Manufacturer</th>
<th>Stock Number</th>
<th>Short Description</th>
<th>Manager</th>
<th>Option</th>
<th>Ready To Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>AVE</td>
<td>2732</td>
<td>DOTS, DURABLE, 8X10</td>
<td>2</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td>AVE</td>
<td>2732T</td>
<td>DOTS, DURABLE, 8X10</td>
<td>5</td>
<td>Copy Delete</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>AVE</td>
<td>2733</td>
<td>SIGN SHEETS, PAPER 11X17</td>
<td>2</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>AVE</td>
<td>33333333</td>
<td>SPEAKERS, TRAVEL</td>
<td>3</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>AVE</td>
<td>MEL81307825A</td>
<td>BOOKS FOR TEST</td>
<td>2</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td>POP</td>
<td>11201</td>
<td>DOTS, DRAFTING, 3/4&quot;</td>
<td>7</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
<tr>
<td>7.</td>
<td>SWS</td>
<td>49987</td>
<td>PEN, GEL, RETRAC</td>
<td>7</td>
<td>Copy Delete</td>
<td>No</td>
</tr>
</tbody>
</table>
### Suggested Additions

**Submit Additions**

- Submit suggested additions by selecting **Submit Additions** in the **Suggested Additions** drop down.
  - All additions that are ‘Ready to Submit’ - Yes will be automatically sent.
- Complete the contact information in the next screen and click Submit below the Comment box.
- When submissions is successful you will receive a **Thank you** message and given the option to log out.

#### Suggested Catalog Additions

Please click on a Stock Number to edit the Suggested Catalog Addition.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Manufacturer</th>
<th>Stock Number</th>
<th>Short Description</th>
<th>Manager</th>
<th>Option</th>
<th>Ready To Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PAG</td>
<td>00000001</td>
<td>TEMPLATE PAPER</td>
<td>8</td>
<td>Copy</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>PAG</td>
<td>000001</td>
<td>TEMPLATE CLEANER</td>
<td>8</td>
<td>Copy</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>PAG</td>
<td>123456CT</td>
<td>SOAP, BAR, IVORY, 3 PK</td>
<td>8</td>
<td>Copy</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>PAG</td>
<td>32589CT</td>
<td>CLEANER, DISINFCT/AP, 15X, S&amp;S</td>
<td>8</td>
<td>Copy</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>PAG</td>
<td>92713</td>
<td>KIT, SWEEP+TRAP, SWIFFER</td>
<td>8</td>
<td>Copy</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Submission Information

- **Company Name**: PROCTER & GAMBLE COMMERCIAL
- **Job Title**
- **First Name**
- **Last Name**
- **Email Address**
- **Telephone**
- **Comments**

[Submit] [Clear]
Once the item has been approved by the manager a notification is sent out to email address provided at submission.

Log into the site, on the lower left hand side of the screen just below **Advertising** is a section for **Existing Items** and a section for **Approved Suggested Additions**. The number in red indicates how many items need to have information updated.

1. Click on **Update Images & Sales Copy**.
2. The next screen is the list of items
3. Click the **Stock Number** for the Image upload screen
Collection of Images & Sales Copy

Note: the headers above the ‘nopict’ spaces are suggestions of what type of images we are looking for – In Package, Out of Package & SKU Specific (in use)

If image is not available click box under image 1 – ‘Image not available. Product samples available for shipping’

SDS: If a SDS is required, a PDF should be uploaded on this page as well.

Product Name: this will be used as the header in publications and could include the brand name.

i.e. - Three-Hole Heavy-Duty Punch, Executive Planners, Post-it Note Cubes

Current Sales Copy: the copy entered when the item was submitted

Sales Copy: select one

Keep Current Sales Copy
Submit New Sale Copy

If selected Long or Short Copy need to be entered to replace Current Sales Copy
Collection of Images & Sales Copy

**Product Specific Details:** list product details in order of importance to be used as bullets.

**Notes to SPR:** enter any additional comments needed

**Unpackaged dimensions:** height, width and length of products when in use

   - no fractions, use decimals

4. Click **Save** once complete and to return to SKU list

5. Select Stock Numbers that are ready to submit.

6. Click **Create SPR Return File**

7. Fill out **Submission Information**

8. Under the Comment box click **Submit**
Collection of Warehouse Packaging Dimensions

Uploading Warehouse Packaging Dimensions

1. Click on **Update Warehouse Packaging Dimensions**.
2. The next screen is the list of items.
3. Click the **Stock Number** to enter packaging weight and dimensions.
4. After data has been entered and saved, the system will take you back to the Recommended Catalog Additions - Packaging Dimensions list and the updated items will have a check mark in the Viewed column.
5. Select Stock Numbers that are ready to submit.
6. Click **Create SPR Return File**.
7. Fill out **Submission Information**.
8. Under the Comment box click **Submit**.