

Albertsons is enhancing the capabilities of the Albertsons Partner Portal to include an Item module for the setting up of new items and lifecycle maintenance of attributes and content

What will change.

- Once you have been trained you will no longer need to go into Product Introduction to set up items.
- Item content from Syndigo and Salsify will flow into the Item module and be used to enhance items.
- Brand Management is a new concept which will enforce consistency of naming conventions, spelling and abbreviations.

What will remain the same.

- If you are currently using Global Data Synchronization to publish items, you should continue to do so. The new application will utilize that data to pre-populate new items and apply maintenance ongoing.
- If you use a Broker to set up items, you may continue to do so in the new application.

Transition.

- Items that exist within Albertsons are already in the APP Item module. That means that Division Expansions can be completed in the new application regardless of how they were originally set up.
- If you have received instructions to set up your Brands and you have not yet completed the process, please do so as soon as possible. If you are a Wholesaler, you may complete this on behalf of the Brands you sell. Instructions for Brand Management are located here [APP : Help Center - Search : KB0109206](#)

Next Steps.

If you have not yet been trained please access the training schedule of classes here training schedule of classes [APP : Help Center - Training Class Information](#) You may select which class you would like to attend and add to your calendar. There is no need to sign up, you can copy and paste the link in your calendars or go back into the Portal Help Center article to click the Join link when ready to attend a class.

Link to APP

If your company has not yet gotten access to the Albertsons Partner Portal, your company will need to assign an administrator who will then grant and manage your Company's profile and system access to the business users that will submit new items, trade allowances and cost changes as well as access any reports available to your company.

To start the access process, please follow the link below when your administrator has been determined. They should be prepared to provide the pertinent company information required to gain access. Once complete, your administrator will be able to log on to add their business users.

[Access the Form](#)

[If the button above does not work, please copy and paste the following link into your browser:
<https://forms.office.com/r/9tuC3jMEJ8>](#)