July 2021



Contents

Foreword	3
Getting Started Subscription/Publication Model Logging In	
Managing Syndigo Settings Registering and Managing a Party (Syndigo GDSN Users) Granting User Permissions Managing Company Dictionary	5 6 6
The CXH Platform. CXH Dashboard Products Page	8 8 9
Creating New Products Creating a Single Product Creating Multiple Products (Bulk Item Add)	13 13 ,18
Adding GDSN Data	21
Adding Lowe's Core Marketing	34
Exporting & Importing Spreadsheets Exporting a Blank Spreadsheet Exporting Data for Existing Items Importing Spreadsheets	43 43 46 48
Digital Assets Uploading Digital Assets Creating Digital Asset Collections. Creating a Sub-Collection (Digital Assets).	51 51 53 55
Syndication Recipient Overview.	57



Managing Requests	
Publishing Content	61
Managing Existing Products	66
Creating a Product Set	66
Editing a Single Product	
Editing Products in Bulk	71



Foreward

The purpose of this guide is to walk through the specific steps required to prepare and send your product data for and to Lowe's explicitly.

This guide is designed primarily to help users jump-start their item setup process. That said, we have outlined each step in the process so even current users can reference less frequently used steps.

Additionally, seasoned Lowe's suppliers can use this document as a guide to add new items into the CXH platform as they are requested by Lowe's.

In addition to the in-app Help, we also offer a program landing page for Lowe's Vendors. This page features a compilation of resources and documents that are constantly evolving. <u>https://www.syndigo.com/lowes/</u>



GETTING STARTED

SUBSCRIPTION/PUBLICATION MODEL

It's important to understand that the CXH Platform operates on a Subscription/Publication model. If Lowe's will issue a Marketing Subscription for specific products that they wish to receive marketing content on. You, as the Manufacturer, Supplier, or Vendor will approve or reject those Marketing Subscriptions and publish the corresponding marketing data back to Lowe's.

UserName	Seat 1
enetdom/cprince	edgenet
Password	is now
After login, take me to:	Sundiao =
http://platform.syndigo.com	
Submit	Vour one course for
Forgot your password?	Your one source for

LOGGING IN

Users can access the CXH Platform by visiting <u>http://platform.syndigo.com</u> using any web browser. You will be prompted to enter your Username and Password that was provided to you during your onboarding session.

(Note: your username is **NOT** your email address)

If you need to reset a forgotten password, please click the **Forgot your password?** link on the login page and follow the instructions to receive a temporary password.



MANAGING SYNDIGO SETTINGS

You can manage Syndigo specific settings through the icon. From this page, only GDSN users can register and edit a party and only an administrator can grant full or custom (global attribute and recipient attribute) permissions.

REGISTERING AND MANAGING A PARTY (SYNDIGO GDSN USERS)

A party is an entity within the platform that distributes or receives product content. You can register a party, view and edit party information, and view party registration status with the GDSN Global Registry. Additionally, you can define your preferred target markets.

To register a Party:

- 1. Click the Configurations icon in the bottom left-hand corner of the platform
- 2. Click the Party Settings tab on the left-hand side of the screen

3.	Welcome back, Logan !					Demo Account 1 - Sports 🔹 🛒
	Attribute Library	Party List @ Create New				
	Party Settings	Manage, create new, or Register Parties				
	Permissions	Party Label 🔺	Identifier	Created Date	Туре	Status
	Company Dictionary	Demo Acct 1 New	0225554454554	05/10/2019	GDSN	Registered

4. Click Create New

5. Enter the Party Label, GLN, Company website URL, and add the Target Market.

NOTE: By default, the United States is added as a target market, but you can remove it and/or add any other country as the target market(s) of your choice.

To edit Party Details:

- 1. Click the **Configurations** icon
- 2. Click the Party Settings tab
- 3. Select the party that you wish to edit
- 4. Make the desired changes
- 5. Click Save



NOTE: If you modify the website and/or the Party Label for a registered party, the Register button appears but if you only modify the Target Market, click Save. However, if you modify the website and/or Party Label along with the Target Market, you need to register the party again.

GRANTING USER PERMISSIONS

The administrator can provide both full or custom permissions to a user as needed.

To grant user permissions:

- 1. Click the **Configurations** icon in the bottom left-hand corner of the platform
- 2. Click **Permissions** from the left tab.
- 3. Select Full or Custom to grant user permission
- 4. Click Save Changes.

MANAGING COMPANY DICTIONARY

The company dictionary allows you to add, edit, and remove important company terms that might otherwise flag as erroneous. Examples might include proper nouns, propriety spelling, or any other "quirky" terms that are commonly used in your product content.

To add values to the Company Dictionary:

Attribute Library	Company Dictionary The following are	Search	Q			
Party Settings	Add Value II Territore					
Permissions	□ Value ★	Added by	Added date	Case Sensitive	Actions	
Company Dictionary	Aegis Microbe Shield	{} i¢s Krueger	05/09/2011	false	/ =	
Email Notifications	All-Star's Cool Lids	{H \$5 Krueger	05/09/2011	true	/ 1	

- 1. Click the Configurations icon in the bottom left-hand corner of the platform
- 2. Click Company Dictionary from the left tab
- 3. Click Add Value. The "Add to Dictionary" modal will appear
- 4. Click Add. The newly added term mover to the right side of the modal.
- 5. Click Add Values to add the new term to the list of values in the Company Dictionary.



To Edit company Dictionary Values:

- 1. Click the Configurations icon in the bottom left-hand corner of the platform
- 2. Click Company Dictionary from the left tab
- 3. Click the edit icon for the value you want to edit under Actions column. The Edit dictionary value modal appears.

Edit dictionary value	×
Edit the company dictionary value below:	
Aegis Microbe Shield	Case Sensitive

- 4. Edit the company dictionary value. You can also specify if the value should be Case Sensitive.
- 5. Click **Save** to modify the company dictionary value.

NOTE: Users can also delete values from the company dictionary by clicking the delete icon for the value you wish to remove. The confirmation modal appears.



THE CXH PLATFORM

CXH DASHBOARD:

Once logged in to your account, you will land on the **CXH Dashboard** page. The Dashboard is comprised of 5 modules, which are detailed below.

• Note: Objects on the CXH Dashboard are clickable buttons that will take you to filtered views.

inked	Products (5,672)		Product Readines	s						Qu	Quick Links			
			37.	Critical Errors	Required Not Populated	Missing R Taxonor	eq'd ny	Feedba	ack	Up Adı	load new 1 new rei	asset) cipient		
				263	5668	430)	129	9					
ecent	Updates		Publication Statu	s										
	Smoke Test Product 2-15- 20 Service User	3 hours ago	Recipient	Not Published	Published Awaiting Subscription	Published Awaiting Response	Error		Pending Supplier Action		Pending ecipient Action	— Sy	nchronizé	đ
?	Watertech 72- In. Whirlpool Bath	17 hours ago	Acme Tools	530	6	0	0		35		3	H	0	1
	Lowe's Training Document		Amazon (Require Approval)	5 7	0	0	0		0		0		0	
2	Item Wilkie Cooper	19 hours ago	Demo Retailer	123	9	5	0		92		13		3	
?	1234567894 Logan Coleman	2 days ago	EMCO	3	2	0	0		0		0		0	
?	Test Product Logan Coleman	2 days ago	Google Manufacturer Contor (Doou iroc Terror has occurred, Please o	contact support for a	n ssistance with resolvin	n. Ig this error by err	A ailing cobau		n. Nagacam at i	call us at	A 855-SYNDI	60	-1	-

- Linked Products Number of products that have been linked to a recipient within CXH platform.
- Product Readiness Average readiness score of all products across the CXH account.
 - Critical Errors



- Required Not Populated
- Missing Req'd Taxonomy
- Feedback
- Quick Links Shortcuts to take you to the most utilized functions in CXH.
 - Add New Products
 - Upload New Assets
 - Add New Recipient
- Recent Updates A list of, and link to, the most recently updated items in your CXH account.
- **Publication Status –** The status of your item in relationship to its publication.
 - Not Published: A list of products that have no attempted publication from CXH.
 - **Published Awaiting Subscription:** A list of products with a successful publication, but no subscription from the recipient.
 - **Published Awaiting Response:** A list of products with a successful publication that have not yet been processed by the recipient.
 - **Error:** A list of products that have Pending Supplier Action: A list of items that requiree correction by the supplier before a successful publication can be made.
 - **Pending Supplier Action:** A list of items that requiree correction by the supplier before a successful publication can be made.
 - **Pending Recipient Action:** A list of items that have been received by the recipient but need additional action before the item can be processed.
 - **Synchronized:** A list of items that have been fully processed and accepted by the recipient.

PRODUCTS PAGE

The **Products** page will show all products that have been loaded into the CXH account. The Product Index Page can be customized per each user. Additionally, the list of products can be searched and/or filtered to produce a list of products that you wish to work with.



Finally, from the **Products** page, users can create Product Sets that allow a group of products to quickly be recalled and managed.

To access the Product Page

- 1. Click the Products Tab (top left-hand corner)
- 2. Select Product Index from the dropdown



MANAGING COLUMNS

You can add, modify, or delete columns from the Product Index view by clicking the **Manage columns** button.





- 1. Click Manage Columns at the top left-hand corner of the page
- 2. Select the desired view from the **View** drop-down to choose between Customized view, Default View, or others (dependent on active account services)
 - Note: Once a Customized view is created by a user, the customized view will be he default upon login or when clicking back to the Product Index page
- 3. Customize the column(s) in the table by selecting attributes from the drop downs and dragging/dropping to create the desired order for your view.
 - Note: Users can select up to 6 columns to display on the Product Index Page.
- 4. When finished, click Apply

fri Home	9124 Products (0 Selected Select all)
Products	■ Manage Columns 🗦 Add Filter
Assets	Customize the columns in your table. $ imes$ to recipier
↓ Syndication	View: Customized View
Report Center	UPC Y
Activity Log	Add New Column
ACES	Discard Changes APPLY
eCatalog	
Subscription	No Product Name

APPLYING FILTERS

Filters help to narrow down to the products you want to view or work with based on specific attributes or identifying information such as UPC or Product Name. You can add a filter to select how you want to narrow down to the products you are looking for.



1. From the Products Index page, click Add Filter at the top left-hand corner of the screen.

fin Home	9124 Products (0 Selected Select all)
Products	Manage Columns 🔻 Add Filter
Assets	✓ Edit ✓ Bulk Edit ⊕ Add to product set ⇔ Link to re

- 2. Select the desired criteria for your filter.
- 3. Click **Apply** Filter to save the changes, the products displayed are those that meet the applied filters.
 - Note: For some filters, users can check the Unmatched Summary box to display a list of all items in the search that did not match an existing item.

Page Filter	s 🚹				×
Recipient Le	ns 🕦		Product Content 🗸	Enhanced Content >	Product Pages
Recipient Product Con	All Recipients		Data Quality () Ready to Publish Critical Errors Complete Not Complete	Changes Since Changes Since Missing Require Required Not Pi	Last Published d Taxonomy opulated
Unique IDs	globalTradeltemNumber (GTIN)	#	Publication Status () Recipient Feedback Published Awaiting Response Published Withdrawa Sent Pending Supplier Act Synchronized	Published Awai Pending Recipi Not Published I Error	ting Subscription ent Action
Product Set	Select Product Sets		Collection Type		÷
Saved Filte	rs 🕦			_	~
10,156 Proc	ducts in Filter Results			cancel .	APPLY FILTERS

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CREATING NEW PRODUCTS

The **NEW** Lowe's item setup process now starts with Syndigo! This section will show the user how to create a new single product in Syndigo's CXH platform. This new process is used when the base unit or each level GTIN is not synchronized in Lowe's PCM.

CREATING A SINGLE PRODUCT

1. From the **Products** page, click **Create New** in the top right-hand corner of the page.

2. Click **Single Item**

× Edit × Bulk Ed	at 🐵 Add to product set 🗠 Link to reoprent 🔶 Add ce	talogiterna 4 Esport 🛚 Anthive 🖪 Manage product life-cycle	Bulk Add
Image	Product Name	Model Number	Description
	No Product Name		
	No Product Name		Watertech 60- In. Whirlpool Bath
•	No Product Name		Watertech 72- In. Whirlpool Bath
	No Product Name		Watertech 60- in. Whirlpool Bath
	No Product Name	ZB50	Rotary Tool Bit
	No Product Name		
	No Product Name	PB120	12 V Max Compact Jobsite Radio
	No Product Name	ABC4	
	No Product Name	ABC5	
	No Product Name	RC552164	Straight Shank Rebar Cutter
	No Product Name	21931	Professional Die Stock
	No Product Name	DB443C	4 in. Continuous Rim Diamond Blade
	No Product Name	30409	Scroll Saw Blade
	No Product Name	BSTE3	#2 Straight Flute Screw Extractor
	No Product Name	BL2158	Black Oxide Drill Bits
	No Product Name	18316	Carbon Steel Hole Saw
	No Product Name	941	Aluminium Oxide Crinding Stone
	No Product Name	27389	6 In. Pozidriv Power Bit



 The Product Details Page will appear for your new item. This page will Default to the Syndigo > Syndigo

Default Requirement Set as indicated at the top of the attributes section.

fan Home	No Product Nan	ne	
Products Assets	Linkec	I recipients: O recipients linked item unit: No unit selected ▼ —	
Syndication	Attributes	Syndigo - Syndigo Default	2
Activity Log	Syndigo Readiness Score ①	Language: 📕 English (US) 💌	
ACES	N/A	∧ Marketing	

STEP 1. - LINKING A PRODUCT TO A RECIPIENT & REQUIREMENT SET(S) (LOWE'S)

The first step in the item setup process is to link that product to Lowe's as a recipient. This step is critical to ensure that you are filling out the correct required attributes for your products. Lowe's collects these required attributes in three separate **Requirement Sets** which will also be selected as part of this step.

1. Click the Properties tab, located at the bottom left-hand corner of the screen

1	No Product Nar	ne		SÁVE CHANICES VERIFY PUBLISH
	ab Trade - Brade - UPC	areceptenta: 0 recipients: Inked area unit: No unit selected = 	<u>^</u>	
	Attributes	Syndigo - Syndigo Default	☆	Search Attributes Q
-O Antibuty Long	Syndigo	Language: 📕 English (US) 💌		Film: All Attributes * View Default *
	NuA	▲ Marketing		+ Add ethtbulte
<u></u>	O Official Energy (3	Product Name* @		
Subsergetion	Harsch Denser (2)	Short Description'	Max 35 characters	
	Jump to Section	Marketing Copy* ©	Max 2000 characters	
	Marketing (39)	Feature - Benefit Bullet 1º (0)	Max 300 characters	
	Digital Assets (58)	Feature - Benefit Bullet 21 ()	Max 300 characters	
	Specifications (0)	Feature - Benefit Bullet 3: ()	Max 300 characters	
		Feature - Benefit Bullet 4" 0		
Conformations		Search Keywords" (0	Max 500 characters	
e de la companya de l		globelTradeiternNumber (GTIN)* Ø	Max14 characters	
Contact baseon	Enhanced Content	Internal Supplier Part # @	Max 255 characters	9
() input	Properties	MEG Dert # IOEME (0)		-



2. Click Add Recipient

Attributes	▲ Product Category
Enhanced Content	
Properties	A Linked Decisionts @ Add recipiont
	Add recipients

- 3. In the new window, set your **Recipient** as Lowe's Initiate.
- 4. Under **Requirement Set**, select Lowe's Initiate USA for USA items and Lowe's Initiate CAN for Canadian items.
 - Note: The attributes collected in the "Initiate" requirement set will be used by internal teams at Lowe's for business planning purposes. Because Lowe's is now collecting this information from the CXH platform, there is no longer a need to complete and submit a Vendor Quote Template (VQT).
- 5. Click Apply

Recipient	Link	Requirement Set	Lin
Inmar Inc.		Lowe's Initiate CAN	≽
Inmar Inc. GDSN		Lowe's Initiate USA	≥
Innovative Food Holdings, Inc.			
Jordano's			
Lowe's			
Lowe's - Initiate	~		
Marcy			
Meijer			



Note: While it is not required at this point in the item setup process, users can also link the product to the Lowe's recipient and the Core Marketing requirement set. This will accommodate for a future step once business is awarded on a product.

STEP 2: POPULATE "INITIATE" DATA

Once the appropriate Recipient and Requirement sets have been applied, the vendor will now be responsible for populating the information requested in the Lowe's Initiate Requirement Set.

1. From the Product Details Page, change the applied recipient by clicking the recipient.

1 < Back to A	II Product Produ	s ct					
	а а а	Date added: Added by: Last modified: Modified by:	February 19, 2020 Logan Coleman February 19, 2020 Logan Coleman	Linked recipients: Trade item unit: Brand: UPC:	0 recipients linked No unit selected 👻 —		
Attributes		Syr	ndigo - Syndigo De	fault		☆	
Readiness Score ()		N/A ^ N	Aarketing	*			

- 2. Select **Lowe's Initiate** as the Linked Recipient
- 3. Select the Lowe's Initiate Requirement Set
 - You should only see the requirement set(s) that you linked to the product in step 1.





4. Populate the required attributes on the page, denoted by a Red color

	Search Attributes		
nguage 🗮 English (US) 👻			
Max 50 characters	\leftarrow		
Max 20 characters	\leftarrow		
Max 50 characters	\leftarrow		
Max 30 characters	\leftarrow		
	() H		
	Max 50 characters Max 20 characters Max 50 characters Max 50 characters Max 30 characters		

5. Once all the required attributes are populated with a valid value, the Readiness Score will show 100%

Attributes	Lowe's - Initiate - Lowe's Initiate USA
Lowe's - Initiate	Language: 📕 English (US) 🔻
S0%	▲ Vendor Information
Critical Errors (0)	Vendor Item Setup Contact Name (USA)* (0
Needs Review (0)	Vendor Item Setup Contact Phone Number (USA)* (0
Jump to Section	Vendor Item Setup Contact Email (USA)* 🛈
Vendor Information (0%)	Lowe's Merchant Email (USA)* O
Enhanced Content	
Publications	Home Office VBU Number (USA) 💿
Properties	

6. When finished editing a product, click Save Changes and Publish

Note: This completes the first phase of item setup for Lowe's. Once you have completed the Initiate Data and saved the product, the Lowe's Merchant will review the Initiate Data. Once business is awarded for a product, Lowe's will use the information provided to issue subscriptions to the product. Vendors will then complete the item setup process by publishing GDSN data and Marketing data for those products that have been subscribed to by Lowe's.



CREATING MULTIPLE PRODUCTS (BULK ITEM ADD)

- 1. From the **Products** page, click **Create New** at the top right-hand corner of the page.
- 2. Click Bulk Add

2 531 2 50KS	at 🕘 Add to product set i ve Sink to recipient 🌘 Add ox	biog famit - V. Export - 😄 Anthiae - 🗃 Manage product (mi-cycle	Bulk Add
Image	ProductName +	Model Number	Description
	No Product Name		
0	No Product Name		Watertach 60- in. Whiripool Bath
	No Product Name		Watertech 72- In. Whirlpool Bath
	No Product Name		Weberbech 60- in. Whirlpool Bath
	No Product Name	2850	Rotary Tool Bit
	No Product Name		
0	No Product Name	P8/20	12 V Max Compact Jobsite Radio
U	No Product Name	ABCA	
	No Product Name	ABC5	
	No Product Name	RC552164	Straight Shank Rebar Cutter
	No Product Name	27931	Professional Die Stock
0	No Product Name	DB443C	4 In. Continuous Rim Diamond Blade
0	No Product Name	30409	Scroll Saw Blade
0	No Product Name	BSTE3	#3 Straight Flute Screw Extractor
0	No Product Name	BL2158	Black Oxide Drill Bits
0	No Product Name	18316	Caribon Steel Hole Saw
0	No Product Name	341	Aluminium Oxide Crinding Stone
0	No Product Name	27389	6 In. Popidriv Power Bit

STEP 1: LINKING MULTIPLE PRODUCTS TO A RECIPIENT/REQUIREMENT SET

The first step in the item setup process is to link that product to Lowe's as a recipient. This step is critical to ensure that you are filling out the correct required attributes for your products. Lowe's collects these required attributes in two separate **Requirement Sets** which will also be selected as part of this step.

- 1. At the top of the page, click the recipient to select the appropriate Recipient/Requirement Set.
- 2. Select Lowe's Initiate as the Linked Recipient
- 3. Select the Lowe's Initiate Requirement Set
 - For US Items select Lowe's Initiate USA, for CAN items select Lowe's Initiate CAN





Once data is populated within the Lowe's Initiate Requirement set (see next step) and the you clock **Save Changes**, the CXH platform will link the newly created products to Lowes Initiate as a recipient, as well as the Lowe's Initiate Req set.

STEP 2: POPULATE INITIATE DATA

1. At the top of the page, click **+Add New** to add a row for each of the products you wish to create.

Ē	Total Selected:	3 Products				
Home	Lowe's - L	owe's Initiate	e USA	*	English (US)	
Products	Add New					
Assets	Readiness	lmage 🛈	Product Name 🛈	Trade Item Unit	Lowest Level GTIN (Sel	Ir
↓ Syndication	i i	Đ				
Report Center	T	Đ				
Ð	Î	Ð				



- 2. Complete the required attributes, which will be highlighted in red as seen above.
 - For more information and "Bulk Edit" shortcuts, please refer to the "Managing Products in Bulk" section of this document
- 3. Once all attributes are populated, click **Save Changes**, then **Publish** in the top right-hand corner.
- Note: This completes the first phase of item setup for Lowe's. Once you have completed the Initiate Data and saved the product, the Lowe's Merchant will review the Initiate Data. Once business is awarded for a product, Lowe's will use the information provided to issue subscriptions to the product. Vendors will then complete the item setup process by publishing GDSN data and Marketing data for those products that have been subscribed to by Lowe's.



ADDING GDSN DATA

After the **Initiate** data has been received by Lowe's and a purchasing decision has been made, the vendor will be notified (by the Lowe's Merchandising Team) as to which items Lowe's will move forward with. At that time, the vendor will be responsible for adding GDSN data for the product(s).

Vendors that use Syndigo (formerly Edgenet) as their GDSN provider can view both their marketing/commerce data AND their GDSN data in the CXH platform. If you are using another GDSN provider, you will not be able to access your GDSN data within the CXH. For more information on Syndigo as a GDSN provider, please visit <u>www.syndigo.com</u>.

THE STEPS OUTLINED IN THIS SECTION ARE INTENDED FOR SYNDIGO GDSN USERS. IF YOUR COMPANY IS REGISTERED WITH ANOTHER GS1 COMPLIANT DATA POOL, PLEASE WORK WITH YOUR SOLUTIONS PROVIDER TO PUBLISH YOUR GDSN DATA TO LOWE'S.

STEP 1: LINK PRODUCT(S) TO LOWE'S GDSN (SEPARATE RECIPIENT)

When adding GDSN Data, it's important to understand that all levels of a product's packaging hierarchy (Base/Each, Case, Pallet, etc) must be added as a unique product in the CXH.

All Lowe's Required GDSN Attributes can be populated from a single requirement set. To view this requirement set, Link the product (all levels of the hierarchy) to **Lowe's GDSN** (recipient) and **Lowe's Required GDSN** Attributes (requirement set).

- 1. From the **Products** page, select the product(s) you want to link.
- 2. Click Link to Recipient



Manage Columns	* Add Filter		CHEATE NEW IMPORT
2 Est 2 Buik	isit Add to product set Link to recipient Add catalog items Export Archive Manage product life-cycle		
Image	Product Name	Model Number	Description
	Catalog item Test Production		
≥ ¤	marcy test product		
	marcy Test Production		
	My Test Product		Test
	My Test Product		Test
0	New GDSN Test Product Smake 2-15-20		Test product 2-15-20
•	Smoke Test Product 2-15-20	5781	Test Publish 2-15-20
	Test Product	1234	EMCO Production Test.
	Test Product		
	Test Product #A-CK		Test Product #A-CK
	Test Product #8-CK		Test Product #B-CK
	Test Product II-9-19	777	Test product 11-9-19
	Test Product 123		Test
	Test Product 456		Test
	Test Product Base	15836	SCT SEL TRF TFESC 20LB
	Test Product for HD5 123		Test
	Test Product for HDS 456		Test
0	Test Product Net Weight		Test SOS Quantity Lead Time DQ

- 3. Select Lowe's GDSN > Lowe's Required GDSN Attributes
- 4. Click Apply Link

Recipient	Link	Requirement Set	Lin
Gordon Food Service	\rightarrow	Lowe's Required GDSN Attributes	~
HD Supply			
Hajoca Family Brands			
Hajoca GDSN			
Harris Teeter			
Lowe's			
Lowe's - GDSN			
Lowe's – Testing only			

Note: As explained in the "Creating a New Product" section of this document, users can link a recipient from the Overview section of the Product Details Page for any product.



STEP 2: ADDING A CATALOG ITEM

A Catalog Item is simply a GTIN, GLN, Target Market combination that is used when publishing GDSN data to a recipient. You can add catalog items from both the All Products as well as Product Details page. This allows you to add catalog items for one or multiple products. **Catalog items for GDSN are automatically registered with the GDSN Global Registry.**

Additionally, you can also view catalog items along with the publication status of each catalog item for the associated product located under each linked recipient. The available publication status includes Failed, Rejected, Synchronized, Received, Review, and Pending.

Note: You MUST have a valid GTIN saved for your product, as well as a Syndigo Registered GLN, before you can add a catalog item.

To Add Catalog Items to a single product

1. From the Single Item Edit view, click Click **Properties**, located at the bottom left-hand corner of the screen



2. Click Add Catalog Item



- 3. Select the appropriate GLN/Target Market combination(s), or click Add target market to add a new target market
- 4. Click Apply Catalog Items

Catalog Items				×
Add the associated	d target markets			
Demo Acct 1 New (0	0225554454554)			
🗲 🗹 🔳 United	States	TARG	et market: 840	
Add target mar	ket			
Featherlite Ladders	(000000000017)			
🗌 时 Canada	а	TARG	et market: 124	
🔲 📕 United	States	TARG	et market: 840	
Add target mar	ket			
Footballs-1 (002255	5445440)			
🗌 🔳 Afghar	nistan	TARG	et market: 004	
🗆 陆 Canada	a	TARG	et market: 124	
Mexico)	TARG	et market: 484	
🔲 📕 United	States	TARG	et market: 840	
Add target mar	ket			
New GLN (02255544	454578)			
🔲 📕 United	States	TARCI	et market: 840	
Add target mar	ket			
		ADD C	ATALOG ITEN	45

To add Catalog Items to multiple products

- 1. From the **Products** page, select the products to which you want to add a catalog item(s)
- 2. Click Add catalog items



9125 Products (2 S	elected Select all)		CREATE NEW IMPORT Search
 Manage Columns 	♥ Add Filter		
🖌 Edit 🏒 Bulk Ed	it 🐵 Add to product set 👒 Link to recipient 🌒 Add ca	talog items 1, Export Archive Manage product life-cycle	
	Droduct Name	Model Number	Description
	No Product Name	indui humber	Description
2	No Product Name		Watertech 60- In Whirloool Rath
	No Product Name		Watertech 72- In. Whirloool Bath
	No Product Name		Watertech 60- In, Whirlpool Bath
	No Product Name	Z850	Rotary Tool Bit
0	No Product Name		
0	No Product Name	PB120	12 V Max Compact Jobsite Radio
	No Product Name	ABC4	
0	No Product Name	ABC5	
	No Product Name	RCSS2164	Straight Shank Rebar Cutter
	No Product Name	21931	Professional Die Stock
	No Product Name	DB443C	4 In. Continuous Rim Diamond Blade
	No Product Name	30409	Scroll Saw Blade
	No Product Name	BSTE3	#3 Straight Flute Screw Extractor
	No Product Name	BL2158	Black Oxide Drill Bits
	No Product Name	18316	Carbon Steel Hole Saw
	No Product Name	941	Aluminium Oxide Grinding Stone
	No Product Name	27389	6 In. Pozidriv Power Bit

- Select the appropriate GLN/Target Market combination(s), or click Add target market to add a new target market
- 4. Click **Add Catalog Items** to add to all the selected products.

dd the associated target markets	
_	
Demo Acct I New (U2255544545454)	TADOST MADVET. 840
	INRUEI MARKEL
Add target market	
Featherlite Ladders (0000000000017)	
Canada	TARGET MARKET: 124
🔲 📕 United States	TARGET MARKET: 840
Add target market	
Footballs-1 (0022555445440)	
🗌 📕 Afghanistan	TARGET MARKET: 004
🗋 📔 Canada	TARGET MARKET: 124
Mexico	TARGET MARKET: 484
	TARGET MARKET: 840
🗌 📕 United States	
United States Add Larget market	
Cunited States Cunit	
Climited States Climited Stat	TARGET MARKET: 840





STEP 3: POPULATE YOUR GDSN DATA

- 1. From the **Products** page, select the product(s) that you wish to add GDSN data for.
- 2. Select Edit or Bulk Edit (based on the number of items selected)

fr Home	9125 Products (1 Se	lected Select all)
Products	Manage Columns	≂ Add Filter
Assets	Edit Zelik Ed	it ⊕ Add to product set ∞ Link to recipient ⊕ Add catalog items 1. Export
↓ Syndication	🗌 Image	Product Name 🔺
Report Center		No Product Name
Ð		No Product Name
Activity Log		No Product Name
ACES		No Product Name
eCatalog		No Product Name
Subscription		No Product Name

3. Change the recipient view by selecting Lowe's GDSN > Lowe's Required GDSN Attributes (located in the **Attribute** section of **Edit**, or at the top of the page in **Bulk Edit**.

	Date added: Added by: Last modified:	September 12, 2019 Oetlinger Mark September 12, 2019	Linked recipients: Trade item unit: Brand:	1 recipient linked No unit selected 💌 —		
Attributes	Modified by:	Oetlinger Mark	UPC:	_		
	Lowe	s - GDSN - Lowe's	s Required GDSI	N Attributes	公	
Lowe's - GDSN	Linke	ed Recipients	Requiren	nent Set		
Readiness Score	- O S	iyndigo 🌗 🛛 🗕		's Required GDSN At	ttributes 🛛 🔊	eds Att
]	1% O S	lyndigo GDSN				
Critical Errors (0)		iyndigo GDSN .owe's - GDSN リ	50 m			
Critical Errors (0) Needs Review (1)		iyndigo GDSN .owe's - GDSN 🌗				
Critical Errors (0) Needs Review (1) Required Not Populated (46)		iyndigo CDSN .awe's - GDSN 🌗				
Critical Errors (2) Critical Errors (2) Needs: Review (1) Required Not Populated (46 Jump to Section		yndigo CDSN .owe's - GDSN 🌗				
Critical Errors (0) Reecis Review (1) Required Not Populated (45 Sump to Section Primary (8)		yndigo CDSN .owe's - CDSN 🔋				





No.	Attributes	Lowe's - CDSN - Lowe's Required CDSN Attributes
Activity Lag	Lowe's - GDSN Readiness Score	Language English (US) *
ACES	Critical Econ (0)	Primary globalTradeternNumber (CTIN)* 0 Max 14 characters
Subsectivition	Needs Review (I) Required Not Populated (46)	Add Override Short Description* 0 Add Override short
	Sump to Section	Functional Name" © Max 35 characters
	Primary (81) Multi-Value (63)	Packaging Level ⁺ O
	Optional (58)	© Add Override
	Storage and Handling temperatures [4]	Layers Her Fallet 0 O Add Override Eners Per Palet Layer 0 O Add Override
Configurations		modeMumber: 0 Max 70 characters 0 Add Override Max 70 characters
Ny Account		eitemstel/AddetNumber_Lows 0 Max 20 characters
Contact Support	Enhanced Content	Country of Origin ©
Privacy Publicy © Syndigo LLC	Properties	importClassificationType © v

4. Populate the required attributes, denoted by a Red color

For more information and "Bulk Edit" shortcuts for populating your data, please refer to Editing Products in Bulk section of this document

STEP 4: CREATE A PACKAGING HEIRARCHY

A packaging hierarchy is a linkage of packaging levels for any given product. The most used packaging levels include Each/Base, Inner Pack, Case, and Pallet. You can create a packaging hierarchy for an item by easily forming a Parent and Child GTIN relationship. This allows for the publication of both the Parent and Child level GDSN data through a single subscription to the Parent item (when publishing GDSN data, only publish the highest level of the packaging hierarchy).

Note: All packaging levels must be created as a unique product in the CXH platform BEFORE those levels can be included in a packaging hierarchy.

To Create a Packaging Hierarchy

1. Ensure all levels of your hierarchy have the proper Trade Item Unit listed

fr Home	Test Product #A	A-CK			
Products	Date a Addee Last n Modif	added: November 13, 2019 d by: Crystal Kerrens nodified: February 19, 2020 ied by: Service User	Linked recipients: Trade item unit: Brand: UPC:	0 recipients linked Case • Base Unit Or Each ✓ Case	←
Report Center	Attributes	Syndigo - Syndigo Defa	ult	 Pack or Inner Pack Display Shipper 	☆
Activity Log		Language: 💻 English (US) 💌		Pallet Mixed Module	
ACES	N/A	∧ Marketing		Transport Load	
eCatalog	Critical Errors (0)	Product Name* 🛈			Test Product #A
Subscription	Required Not Populated (13)	Short Description* ①			Test Product #A

2. From the **Edit** view of the desired product, click **Packaging Hierarchy**, located at the top righthand corner of the page

1	- Test Product			SAVE CHANGES VERIFY PUBLISH
	Added Added Added Added Added	Medi February 19. 2020 Livied respirents i recipient livied by Logan Coleman Teels items with No.init selected * adfleds February 19. 2020 items — Logan Coleman Medi —	^	as Add te aCatalog as Add te product set as Duplicate as Add te product set as Add te product pages as Add te product pages as Archive as Fitnents as Packaging Heirarchy
AR Depart Canter	Attributes	Syndigo - Syndigo Default	¢.	Search Attributes Q
-O-	Syndigo	Languager 📕 English (US) 🍝		Filter All Attributes + View Default +
	N/A	∧ Marketing		+ Add ethtbuls
<u>.</u>	O Great Series 31	Product Name' @	Test Product	
adactions	Needs Review (1)	Short Description'	Max 35 characters	
	Jump to Section	Marketing Copy* @	Max 2000 characters	
	Marineting (19)	Feature - Benefit Bullet 11 Q	Max 300 characters	
	Digital Assets (68)	Feature - Benefit Bullet 21 @	Max 300 characters	
	Specifications (0)	Feature - Benefit Bullet 31 @	Max 300 characters	
		Feature - Benefit Bullet 41 @	Max 300 characters	
Carligontions		Search Keywords" Ø	Max 500 characters	
Hy Account		globalTradeiternNumber (CTIN)* @	Max 14 characters	
Contact Engineers	Enhanced Content	Internal Supplier Part # 🔘	Max 256 characters	0
E topol Drugsbeley E topologi LLC	Properties	MPG Part # (DEM/- @	Max 100 characters	



 Click Add Parent to add a higher-level GTIN to the packaging hierarchy (this will be the only option available for items labeled Base Unit or Each) or click Add Child to add a lower-level GTIN to the packaging hierarchy.

Home	✓ Back to Product	Te
Products	Packaging Hierarchy	
Assets		
(≓)	CURRENT ITEM	
Syndication	Test Product #A-CK	
~	Add Child Case Add Parent	
Report Center	40079206000013	
Ð		
Activity Log		
ACES		
eCatalog		
Subscription		

4. Select the desired Trade Item Unit of your parent item from the list.

Home	< Back to Product
Products	Packaging Hierarchy
Assets	CURRENT ITEM
Syndication	Add Child Test Product #A-CK Case Add Parent
Activity Log	Trade Item Unit Case
ACES	Mixed Module Pallet
eCatalog	Transport Load
Subscription	



- 5. Select the item that you wish to link
- 6. Click Next

		Search	
Image	Product Name	GTIN	Trade Item Unit
	Smoke Test 7-16-19 LWS H	20071549046556	Pallet
	Oasis Transitional Area Ru	00764262827347	Pallet
		00810081032261	Pallet
	SCT SEL TRF TFESC 20LB	10032247158364	Pallet

- 7. Enter the number of child units contained in the parent unit.
- 8. Click Add Hierarchy

← Item Quantity	×
Test Product #A-CK Case 40079206000013	PL Pallet 20071549046556 How many units fit in this case?
	CANCEL ADD HIERARCHY



This process can be repeated to add additional Parent/Child relationships between your packaging levels. Once linked, a published "Parent" GTIN will include GDSN information for any linked "Children" GTINs.

To view the Packaging Hierarchy for any product, click **View Packaging Hierarchy** in the Overview Section of a Single Item view.

STEP 5: PUBLISH YOUR GDSN DATA

Publishing a single product

- 1. Select a product from the Products page and click Edit
- 2. Click Publish, located at the top right-hand corner of the page

 Test Product 			SAVE CHANGES VERIFY PUBLISH
40. 10 10 10 10 10 10 10 10 10 10 10 10 10	er added February 18,2020 Likead recipients 1 recipient ded by Logan Coleman tede ken ank. Base Unit O est medified Pebruary 19,2020 Brief. — edified by Logan Coleman UPC —	roked Each *	en Add to eCatalog en Add to product ages en Duplicate en Add to product ages en Manage Unegot en Pitments en Packaging Heritrich
Attributes	Syndigo - Syndigo Default	A	Search Attribules
Syndigo	Language: 🔜 English (US) 📼		Filter All Attributes + View Default
Readiness Score ()	▲ Marketing		
Critical Errors (3)	Product Name' @	Test Product	
Needs Review ()	Short Description* @	Max 35 characters	
sump to section	Marketing Copy* @	Max 2000 characters	
Marketing (39)	Feature - Benefit Bullet I* 🔘	Max 300 characters	
Digital Assets (68)	Feature - Benefit Bullet 2* @	Max 300 characters	
Specifications (0)	Feature - Benefit Builet 3r @	Max 300 characters	
	Festure - Benefit Builet 4" Q	Max 300 characters	
	Search Keywords" @	Max 500 characters	
	globalTradeiternNumber (CTIN)* @	Max 14 characters	
Enhanced Content	Internal Supplier Part # 🔘	Max 255 characters	
Properties	MFG Part # IOEMY ID		-

3. Select your recipient from the list of linked recipients and click Publish





Publishing multiple products at once

- 1. From the **Products** page, locate the items you with to publish
 - Note: utilizing the search bar and filters can allow you quicker access to the items
- 2. Select the product(s) you wish to publish.
- 3. Click Bulk Edit
 - Note: Because a Packaging Heirarchy has been created (See STEP 4) you will only need to Publish the Highest packing level GTIN for any given item.

Manage Colum	ns * Add Ritter		
/ ER. / Bu	ik Edit 🛞 Add to product set 👒 Link to recipient 🌘 Add ca	talog items is Export ID Archive ID Manage product life-cycle	
~ /			Resolution
		Prove Number	Mescription
	No Product Name		Ubtantach 85. in Utbidings Bath
	No Product Name		Wetertech 72- In Whitippol Bath
			Watertech 60- in: Whirlood Bath
	No Product Name	2850	Retary Tool Bit
	No Product Name		
	No Product Name	P6120	12V Max Compact Jobsite Radio
2	No Product Name	A25.4	
8	No Product Name	ABCS	
5	No Product Name	RC552764	Straight Shank Rebar Cutter
5	No Product Name	21933	Professional Die Stock
2	No Product Name	DB443C	4 in Continuous Rim Diamond Blade
2	No Product Name	30409	Scroll Saw Blade
5	No Product Name	85763	#1 Straight Flute Screw Extractor
5	No Product Name	8L2/58	Black Oxide Drill Bits
2	No Product Name	18356	Carbon Steel Hole Saw
2	No Product Name	541	Aluminium Oxide Crinding Stone
	No Product Name	27389	6 h. Pozidriv Power Bit



4. Click Publish

Syndigo -	Syndigo Default		*	English (US) +				E CHANGES VERIFY	PUBLISH
O Add New								Search	<
Global Att	tributes Catego	ory Attribute	a						
Readiness	Needs Revie	Image©	Product Name O	Trade Item Unit	Product Category	globalTradeitemNumt	Short Description ()	Marketing Copy 🔾	Feature - Ben
Category Required		8		Base Unit		00000346452747	12 V Max Compact Job		Ultra-thin compac
Category Required				Base Unit		00810081038461	Watertech 72- In. Whirl		
Category Required		· 🐨				00720361006496	Rotary Tool Bit		Available in 8 per
Category Required						00000346406870	Straight Shank Rebar C		Unique flute geom
Category Required						00045325219317	Professional Die Stock		For easy starting
Category Required						00000346347746	4 In. Continuous Rim Di		7/8 In., 20mm, and
category Required						00045325304099	Scroll Saw Blade		Saws wood, plasti
/islagory Required						00000346622379	#3 Straight Flute Screw		Screw extractors -
Category Required		•				00000346331516	Black Oxide Drill Bits		Speed helix design
Category Required						00045325183168	Carbon Steel Hole Saw		For cutting woods
Category Required						00080596009410	Aluminium Oxide Grindi		Ideal for sharpenin
Category Required						00662404273895	6 In. Pozidriv Power Bit		Extra hard Pozidriv
Calegory Required		•				00000346329223	Black Oxide Drill Bits		Speed helix design
Category Required						00000346484687	6 In Square #3 Double		10X life over stand
Category Required						00000346391008	Laser Receiver		Dual-Sided LCD d
Category Required						00000346050097	Router Bit		Replacement Cutt
Category Required		8				00000346396997	Auger Bit		Bosch Daredevil**
Category Required		8				00090991522490	Spade Bit		Featur
Category Required						00045325301234	Reciprocating Saw Blade		High-can aleel

- 5. Select Lowe's GDSN from the recipient list
- 6. Click Publish



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ADDING LOWE'S CORE MARKETING

In addition to the **Initiate** and **GDSN** data, Lowe's also collects Core Marketing data from within the CXH platform. The **Lowe's Core Marke**ting requirement set is where vendors will populate Feature Benefit Bullets, Digital Assets, and Specification data (previously referred to as Classification data).

STEP 1: LINK TO LOWES CORE MARKETING REQUIREMENT SET

- 1. From the **Products** page, select the product(s) you want to link.
- 2. Click Link to Recipient

fin Home	20 Pro	ducts (1 Selee	cted Select all)
Products	Man	age Columns	₹ Add Filter
Assets	/ Ec	dit 🕜 Bulk Ed	it ⊕ Add to product set ⇔ Link to recipient ⊕ Add catalog items 1, Exp
↓ Syndication		Image	Product Name 🔺
Report Center			Catalog Item Test Production
Ð			marcy test product
Activity Log			marcy Test Production
ACES			My Test Product
eCatalog			My Test Product
Subscription		0	New GDSN Test Product Smoke 2-15-20
			Smoke Test Product 2-15-20
			Test Product
	>⊴		Test Product

- 3. Select Lowe's > Lowe's Core Marketing
- 4. Click Apply Link
 - **Note:** As explained in the "Creating a New Product" section of this document, users can link a recipient from the Overview section of the Product Details Page for any product.





STEP 2: CLASSIFYING YOUR PRODUCTS (MANAGE CATEGORY)

Lowe's requires that all products be classified using the Lowe's Taxonomy. Once a product category is assigned, a list of "Specification" attributes will appear at the bottom of the Lowe's Core Marketing requirement set. These attributes are specific to the product category that was assigned by the user.

To Classify a Single Product

- 1. From the **Products** page, select the product for which you want to add a product category.
- 2. Click Edit



125 Products (1 S	elected Select all)	CREATE NEW IMPORT Search		
Manage Columns	* Add Filter			
/ Edit / Bulk Ed		alog items 1/4 Export		
Image	Product Name 🔺	Model Number	Description	
\sim	No Product Name			
	No Product Name		Watertech 60- in: Whirlpool Bath	
	No Product Name		Watertech 72- In. Whirlpool Bath	
	No Product Name		Watertech 60- In. Whirlpool Bath	
. 🥶	No Product Name	Z850	Ritary Tool Bit	
	No Product Name			
	No Product Name	PB120	12V Max Compact Jobsite Radio	
U	No Product Name	ABC4		
	No Product Name	ABC5		
	No Product Name	RC552164	Straight Shank Rebar Cutter	
	No Product Name	21931	Professional Die Stock	
	No Product Name	DB443C	4 in. Continuous Rim Diamond Blade	
	No Product Name	30409	Scroll Saw Blade	
	No Product Name	BSTE3	#3 Straight Flute Screw Extractor	
	No Product Name	BL2158	Black Oxide Drill Bits	
	No Product Name	18316	Carbon Steel Hole Saw	
	No Product Name	941	Aluminium Oxide Crinding Stone	
	No Product Name	27389	6 h. Pozidriv Power Bit	

- Click the Properties tab, located at the bottom left-hand corner of the screen
- 4. Click Add Product Category
- 5. Select **Lowe's** from the available Taxonomy list.
 - Note: A product must first be assigned to Lowe's as a recipient
 <u>BEFORE</u> a Lowe's product category can
 be assigned. [See "Linking Products to a Recipient (Lowe's)]

forme	- No P	roduc	t Name			
Products Assets	*		Date added: Added by: Last modified: Modified by:	May 21, 2018 Service User November 25, 2019 Service User	Linked recipi Trade item ur Brand: UPC:	ante: 5 recipients linked nit: Base Unit Or Each ▼ — 041193038883
Report Center	Attributes		^	Product Category		
Activity Log	Enhanced Cor	itent				
ACES	Properties	<u> </u>	^	Syndigo Lowe's		
Subacription				United States		



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- 6. There are multiple ways to find your appropriate Product Category
 - **Browse:** Click through each "branch" of the categories until no further classification can be selected.
 - **Search:** Click the Search option and start typing the desired category for your products. A list of categories will auto populate. Scroll and select the category that best fits your product.
 - **Recent:** Will show a list of categories that you have recently applied to other products.
- 7. Once selected, click **Save**

Lowe's Select a Category		
Browse Search Recent		13 Classifications
APPLIANCES	DECOR	FLOORING
HARDWARE	KITCHENS & BATH	LAWN & GARDEN
LIGIITING	LUMBER & BUILDING MATERIALS	MILLWORK
PAINT	ROUGH PLUMBING & ELECTRICAL	SEASONAL & OUTDOOR LIVING
TOOLS		
		\checkmark
Request a classification		Cancel SELECT

To classify multiple products

- 1. From the **Products** page, select the products that you wish to work with.
- 2. Click Bulk Edit



fr Home	9125 Products (25 Selected Select all)							
Products	Manage Columns	■ Manage Columns 〒 Add Filter						
Assets	✓ Edit ✓ Bulk Edit ⊕ Add to product set ∞ Link to recipient ⊕ Add catalog items ¼ Export ■ Archive ■ Manage product set							
↓ Syndication		Product Name 🔺	Model Number					
Report Center		No Product Name						
Ð		No Product Name						
Activity Log	Z	No Product Name						
ACES		No Product Name						
eCatalog		No Product Name	ZB50					
Subscription		No Product Name						
		No Product Name	PB120					
		No Product Name	ABC4					
		No Product Name	ABC5					

3. At the top of the page, click the recipient to select Lowe's > Lowe's Core Marketing

4. Double Click within the Lowe's Category cell

5. Browse, Search, or select from a list of recent categories that you have used to find the appropriate product category for your item.

÷.	Product Index	Product Index > Total Selected: 24 Products							
fr Home	Lowe's - Lo	Lowe's - Lowe's - Core Marketing 🔶 📩 🖺 English (US) 🔹							
Products	O Add New	Add New D Copy Down							
Assets	Clobal Attributes Category Attributes								
e≓ Syndication	Readiness	Needs Revie	Image ①	Product Name ()	Trade Item Unit	Lowe's Category	globalTradeitemNumi		
Proof Center	Category Required		0		Base Unit	\leftarrow	00810081031646		
•0	Category Required						1234567894		
Activity Log	Category Required				Base Unit		00810081032438		
ACES .	Category Required				Base Unit		00810081031080		
eCatalog	Category Required				Base Unit		00810081031691		
2	Category Required		•		Base Unit		00810081032537		
	Category Required				Base Unit		00810081038522		
	Category Required				Base Unit		00810081030366		
	Category Required				Base Unit		00810081031226		
	Category Required				Base Unit		00810081031240		
	Category Required		0		Base Unit		00810081030724		
	Category Required		0		Base Unit		00810081031608		

• **Note:** The **Copy Down** shortcut will allow you to quickly apply a single category to multiple products. For more information on using the Copy Down shortcut, please refer to the Editing Products in Bulk section of this document.

To request a product category

While finding the right category for your products may take a few minutes, the chances that your product requires a newly created classification are very limited. If you feel like your products do in fact require a new classification, you can request one from the Syndigo team.

- 1. Click Add Product Category in the Properties section of Edit view, or double-click the Lowe's Category field in Bulk Edit.
- 2. Click the **Request a classification** link & The "Request product category modal will appear

9. Search		13 Classificatio
APPLIANCES	DECOR	FLOORING
HARDWARE	KITCHENS & BATH	LAWN & GARDEN
LIGHTING	LUMBER & BUILDING MATERIALS	MILLWORK
PAINT	ROUGH PLUMBING & ELECTRICAL	SEASONAL & OUTDOOR LIVING
TOOLS		





- 3. Specify the following:
 - Product Description: Provide a brief description of the product
 - GTIN: Provide the 14-digit GTIN
 - **Suggested Product Category:** Enter a name for a new product category that you want to include.
 - Any additional information: What else should Syndigo know while processing your request?
 - Choose a way for us to contact you: Expect a response in 24-48 hours
- 4. Click **Request.** This sends a request to the Syndigo Taxonomy team who will contact you by your preferred method designated in the form.

Request product category	×
Product Description	
GTIN 🗲 🗕	
00810081038522	
Suggested Product Category	
Any additional information	
Choose a way for us to contact you. (Usually takes 1-2 business date Emai O Phone Call	iys)

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STEP 3: POPULATE YOUR LOWE'S CORE MARKETING DATA

- 1. From the **Products** page, select the product(s) that you wish to work with.
- 2. Click Edit OR Bulk Edit

fr Home	9125 Products (1 Selected Select all)							
Products	Manage Columns	₹ Add Filter						
Assets	Z Edit Z Bulk Edi	it ⊕ Add to produc: set ⇔ Link to recipient ⊕ Add catalog items ¼ Export						
↓ Syndication	🗌 Image	Product Name 🔺						
Report Center		No Product Name						
Ð		No Product Name						
Activity Log		No Product Name						
ACES		No Product Name						
eCatalog		No Product Name						
Subscription		No Product Name						

- 3. Navigate to the Lowe's > Lowe's Core Marketing Requirement Set
- 4. Complete the required attributes, which will be highlighted in Red
- Once you have completed all required attributes in the Requirement Set, your **Readiness** Score should be 100%
- 6. Click Publish



Test Product			SAVE CHARLES VERIFY PUB
	Not abbed Televisry 10, 2020 Leaked recipients. 2 recipients in solid by Logan Scheman made here and Base Unit Or Ea ant medified. February 18, 2020 Brand. — neeffied by Logan Colomán UNIC. —	ord h =	es Add to product prod
Attributes	Lowe's - Lowe's - Core Marketing	*	
Lowe's	Language K English (US) -		Prise: Ad Attributes - View: Ceffeult
Publication Status	Accortment Number @		
No. 2 (dt)/ad			
125 c	territ represent G		
0 terrent	Country @	· ·	
· ·····	Merchandise Sub Division (D		
* Required Not Populated [4]	Cropship Rem? Q	O Yes O No 🛞 N/A	
Jump to Section			
Lowes Identifiers (Read-Ding) Optimizer mutilitie requested home Lowes (11)	➤ Vendor Marketing Attributes		
Nerdor Naneting Attributes (2)	gisbell'redelternikumber (CTH)* ()	Max 14 Chargetters	\leftarrow
Spectframm (3)	Highert Level CTNP- ()		4
Digital Assars (Wages) (21)			
Digital Assets (550 Speci (1)	Product Name: @	Test Product	
Digital Asians (Volence III)	MPC Part # (DEM): @	Atan 100 characters	\longrightarrow
Enhanced Content	California Proposition 65 Warring Required" (0	O Ves O No	
Properties			

- 7. Select Lowe's
- 8. Click Publish







Users can export recipient-specific spreadsheets to edit and manage product content. Whether creating a blank spreadsheet or exporting products that currently exist in the platform, users will define the parameters of that export (Recipient, Requirement Set, Language, and Taxonomy). Once an export is created, the file will be sent to the user via email.

Users can add as many different spreadsheets to an export as needed. Prior to exporting, an export summary will be provided for review. A separate spreadsheet will generate for each set of defined criteria.

EXPORTING A BLANK SPREADSHEET

oduct Exports	File Name 1-prod.xlsx	Import Date 🔻		Λ	
set Exports	1-prod.xlsx		User	Import Status	
		October 28, 2019 7:57 PM	marcy prodsports	Complete	
	Copy of DemoAccountI-Sports-DemoRetailerGDSN-GDSNDe	September 30, 2019 8:20 AM	Crystal Kerrens	Complete	
	final rugs.xlsx (1)	June 26, 2019 5:24 PM	marcy value	Complete	
	final rugs.xlsx	June 26, 2019 5.18 PM	marcy value	Error	
	DemoAccount1-Sports-AcmeTools-Acmerequiredmarketinga	May 14, 2019 10:06 PM	Marcy sport	Complete	
	UAT Test.xlsx	January 8, 2019 12:48 PM	marcy valee	Complete	
	Copy of Demo Account 1 - Sports-Edgenet-Edgenet Default-F	December 14, 2018 7:36 AM	marcy value	Complete	
	my import.xlsx	December 9, 2018 5:44 PM	marcy sports	Complete	
	Copy of Demo Account 1 - Sports-Demo Retailer-Demo Retai	November 27, 2018 9:14 PM	Crystal Kerrens	Complete	
	upload test 1.xlsx	October 3, 2018 1.54 PM	Sam Pernarice	Complete	
	bables.xlox	September 11, 2018 10:48 PM	marcy value	Complete	
	prodenorxlax (4)	September 10, 2018 2:20 PM	marcy value	Complete	
	prodemorxisx (1)	September 10, 2018 12:03 PM	marcy value	Complete	
	prodemoralisk	September 10, 2018 12:00 PM	marcy value	Complete	

1. From the Activity Log tab, click the Blank Spreadsheet button

2. Click Create on the Spreadsheet Module





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- 3. Specify the following
 - Recipient: (Select Lowe's)
 - Requirement Set: Select the
 requirement set you want to export
 - Locale: Select the locale(s) you want to include in the export
 - Identifier: Select GTIN when exporting data for Lowe's
 - Taxonomy: When managing classification data, select "Lowe's" from the dropdown
 - Product Category (appears when Taxonomy is included): Follow the prompts to select the Category that you would like to include with your export (if applicable).



4. Click Create Spreadsheet



- 5. You can add additional spreadsheets by clicking the Add Blank Spreadsheet Button.
- 6. Once you have all of the spreadsheets you wish to export, click Export

1	Export (Blank Deont)	③ Add Blank Spreadsheet
	Lowe's Exports	T
Sandharion An Report Cartar	No Category	
	English (US) Spreadtheet	

Constructions Hypersonnerst		
Contact husport		1 sheet will export EXPORT

Once created, the CXH Platform will generate an email to the user with the requested spreadsheet attached. This allows users to continue working in-app while the system builds the spreadsheet.



EXPORTING DATA FOR EXISTING ITEMS

- 1. From the **Products** tab, Select the products that you want to export.
- 2. Click Export

fr Home	9125 Products (2 Selected Select all)						
Products	Manage Columns	₹ Add Filter					
Assets	🕜 Edit 🍃 Bulk Edi	t Add to product set ←> Link to recipient ● A	dd catalog items 🤹 Export 🔹	Archive Manage product life cycle			
Syndication	Image	Product Name	T	Model Number			
Report Center		No Product Name					
Ð	\checkmark	No Product Name					
Activity Log		No Product Name					
ACES		No Product Name					
eCatalog		No Product Name		ZB50			
		No Product Name					
		No Product Name		PB120			

3. Click Create on the Export Module





- 4. Specify the following
 - Recipient: (Select Lowe's)
 - **Requirement Set:** Select the requirement set you want to export
 - Locale: Select the locale(s) you want to include in the export
 - Identifier: Select GTIN when exporting data for Lowe's
 - Taxonomy: When managing classification data, select "Lowe's" from the dropdown
 - **Product Category (appears when Taxonomy is included):** Follow the prompts to select the Category that you would like to include with your export (if applicable).
- 5. Click Create Spreadsheet

Recipient		
Select a recipient		
Requirement Set		
Select a requirement	ent set	
Locale		
English (US)		
Identifier		
Select an identifie	r	
Taxonomy		
Do not include		

Once created, the CXH Platform will generate an email to the user with the requested spreadsheet attached. This allows users to continue working in-app while the system builds the spreadsheet.





IMPORTING SPREADSHEETS

Users can upload one or more spreadsheets using the Activity Log page. This page displays imported and exported spreadsheets, as well as assets, with details such as the file name, import date, user and import status.

	Product Imports	14 Imports		🔮 BLANK SPREADSHEET	IMPORT Search Q
Predation	Product Exports	File Name	Import Date 🔻	User	Import Status
Allerta	Asset Exports	1-produksx	October 28, 2019 7:57 PM	marcy prodsports	Complete
-		Copy of DemoAccountI-Sports-DemoRetailerGD5N-CD5NDe	September 30, 2019 8:20 AM	Crystal Kerrens	Complete
~		final rugsxlsx (1)	June 26, 2019 5:24 PM	marcy value	Complete
	/	final rugs.xlsx	June 26, 2019 518 PM	marcy value	Error
ACTIVITION	<u> </u>	DemoAccountl-Sports-AcmeTools-Acmerequiredmarketinga	May 14, 2019 10:06 PM	Marcy sport	Complete
		UAT Test xisx	January 8, 2019 12:48 PM	marcyvalee	Complete
econology		Copy of Demo Account 1 - Sports-Edgenet-Edgenet Default-8	December 14, 2018 7:36 AM	marcy value	Complete
Ŷ		my importalisk	December 9, 2018 5:44 PM	marcy sports	Complete
		Copy of Demo Account 1 - Sports-Demo Retailer-Demo Retai	November 27, 2018 9:14 PM	Crystal Kerrens	Complete
		upload test 1xisx	October 3, 2010 154 PM	Sam Pomarico	Complete
		babies.xlsx	September 11, 2018 10:48 PM	marcy valee	Complete
		proderror.xlsx (4)	September 10, 2018 2:20 PM	marcy value	Complete
		proderrorxisx (1)	September 10, 2018 12:03 PM	marcy value	Complete
		prodemor.xlsx	September 10, 2018 12:00 PM	marcy value	Complete
Configurations					
Hy Account					
Contract Congress					0
					moves per page 25 • mage < 1 > of 1

1. From the Activity Log tab, click Import

<u>.</u>	Product Imports	14 Imports		👲 BLANK SPREADSHEET	IMPORT Search Q
Draslatia	Product Exports	File Name	Import Date 👻	User	Import Status
Allerto	Asset Exports	1-prodixisx	October 28, 2019 7:57 PM	marcy prodsports	Complete
-		Copy of DemoAccounti-Sports-DemoRetailerGDSN-GDSNDe	September 30, 2019 8:20 AM	Crystal Kerrens	Complete
~		final rugs.xlsx (1)	June 26, 2019 5:24 PM	marcy value	Complete
Geport Center	1	final rugs.xlsx	June 26, 2019 5/18 PM	marcy value	Error
ACTIVITY LOG	\leftarrow	DemoAccount1-Sports-AcmeTools-Acmerequiredmarketinga	May 14, 2019 10:06 PM	Marcy sport	Complete
		UAT Testalax	January 8, 2019 12:48 PM	marcy value	Complete
econology		Copy of Demo Account 1 - Sports-Edgenet-Edgenet Default-1	December 14, 2018 7.36 AM	marcy value	Complete
T		my importadax	December 9, 2018 5:44 PM	marcy sports	Complete
Indexeption		Copy of Demo Account 1 - Sports-Demo Retailer-Demo Retai	November 27, 2018 9:34 PM	Crystal Kerrens	Complete
		upload test 1xlax	October 3, 2010 154 PM	Sam Pomarico	Complete
		babies.xlsx	September 11, 2018 10:48 PM	marcy valee	Complete
		proderror.xlsx (4)	September 10, 2018 2:20 PM	marcy valee	Complete
		proderror.xlsx (1)	September 10, 2018 12:03 PM	marcy value	Complete
		proderror.xlsx	September 10, 2018 12:00 PM	marcy value	Complete
Contract Regions		4			nows par page 25 • page < 1 > of 1

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- 2. Click Upload Files or drag in the files you wish to import.
- 3. Click **Import** in the bottom right-hand corner of the page.



- 4. Select your import options from the pop-up module.
 - Which Identifier would you like to use for this Import? Select GTIN when uploading products for Lowe's.
 - How should we handle imported products with no matching GTIN or product name in our system? If your spreadsheet contains new products that have never been loaded into the CXH platform, select "Create new products"
 - How should we handle imported products with attribute errors? Choose how you wish for the platform to handle any attributes from the spreadsheet that contain "invalid" values.
 - What should we do if your product matches more than one current product? Suppliers should choose "Update The First Match" unless you are managing multiple products with the same Unique Identifier (GTIN).



- How Should we handle asset file names that match multiple assets in your media library? Suppliers should select "Ignore The Uploaded Asset" unless attempting to alter existing assets already present in CXH.
- Do you want to verify products on import? Select "No" when uploading products for Lowe's.
- How should we handle blank cells on products that already have a value? Select "DO NOT overwrite and delete the value" unless you are attempting to erase information already present in CXH.
- 5. Click **Import**

Which identifier would you	like to	use in t	this imp	port?			
Select identifier		Ŧ					
How should we handle imp	orted pi	roducts	s with r	no mat	ching pro	duct na	ime or
GTIN in our system?							
O Create New Products							
O Do NOT Create New Produc	cts						
How should we handle imp	orted pi	roducts	s with a	attribu	e errors?		
O Import Errors And I'll Take (are Of Th	nem Late	er				
O Reject Attributes That Have	Errors						
O Reject Products With Attrik	oute Error	s					
What should we do if your	product	match	ies mor	e than	one curr	ent proo	duct?
O Update The First Match							
O Do Not Update Any Produc	ts						
O Create A New Product							
How should we handle asse	et file na	ames th	hat mat	ch mu	Itiple ass	ets in yo	our
media library?							
O Ignore The Uploaded Asset							T.
	Eile /Not I	Decomm					



DIGITAL ASSETS

The **Assets** tab enables users to upload and organize digital assets prior to linking them with products for distribution. Digital assets for your products may include Main Product Image, Lifestyle Images, Installation Guides, User Manuals, etc.

All accounts have unlimited storage space for digital assets with the CXH Platform. Additionally, there is no maximum size for any single attribute.

UPLOADING DIGITAL ASSETS

- 1. Click the **Assets** tab.
- 2. Click the **+New Asset** button.

All Assets (1470)	1,470 As	sets : (0 Selected					+ NEW ASSET Search	
Collections (0)	+ Add F	Filter					\wedge	
Completes (0)	• Per		on ± Download					i
		Preview	File Name 🔺	Collection	Date Uploaded	Туре	Size	
		6	00728865(16772.3PC		June 15, 2017	Jpeg	1 MB	
		1	00728865118530 JPG		June 15, 2017	Jpeg	3 MB	
	0	8	047345003242_2.PDF		June 15, 2017	pdf	826 KB	
		8	047345003549_2.PDF		June 15, 2017	pdf	826 KB	
		8	047345004249_2.PDF		June 15, 2017	pdf	820 KB	
		Ť	047345004548 jpg		August 9, 2007	Jpeg -	156 KB	
		8	047345004546_2.PDF		June 15, 2017	pdf	826 KB	
		T	047345102211 jpg		August 9, 2007	Jbeg	151 KB	
		8	047345102228_2.PDF		June 15, 2017	pdf	82€ KB	
		8	047345102518, 2 PDF		June 15, 2017	pdf	82ť KB	
		8	0473451025252 PDF		June 15, 2017	pdf	826 KB	
		T	047345622221jpg		August 9, 2007	Jpeg	146 KB	
		8	047345825806_2.PDF		June 15, 2017	pdf	82€ KB	
		8	047345825813_2.PDF		June 15, 2017	pdf	826 KB	
			05044322-4934-4756-b129-5cb9b34936		January 24, 2020	jpeg	532KB	
		4	08957a2d-a6c5-42a2-b120-x49fa4dc0f2		January 24, 2020	jpeg	85 KB	
		-	130851e7-3ed7-4e11-97e9-7587a395ff9f jj		January 24, 2020	jpeg	528 KB	-
			130851e7-3ed7-4e11-97e9-7587a395ff9f.jt		January 24, 2020	jpeg	528 KB	4



- 3. Select the file(s) you wish to upload
 - Note: While the CXH platform will allow you to store an image of any size (no size minimum or maximum), images must meet a 1000 x 1000 pixel minimum to be distributed to Lowe's.
- 4. The File Uploader will appear to show you the completion percentage and status of your files as they upload.





CREATING DIGITAL ASSET COLLECTIONS

Much like with Product Sets, users can choose to create "Collections" to help organize digital assets once they are uploaded. Some users may choose to create a collection for a specific product category, while others may group assets for a specific product launch. Once a Collection is created, sub-collections can be added to further aid in organizing those assets.

- 1. From the Assets tab, click Collections
- 2. Click Create New to create a new collection.

fr Home	All Assets (575)	6 Collections : (0 Selected)			
Products	Collections (6)	(Create New 🖌 Rename	Delete	
Assets	Templates (12)		Preview	Name 🔺	
↓ Syndication				Adam First Collection	
Report Center				Brandon	
Ð				CLK Collections	
			10	Comet 6.0	
ACES				Joe Collectivo	
eCatalog				Test 1	
Subscription					



- 3. Enter a name for the collections you want to create.
- 4. Click Create
 - Note: Click on a Collection if you want to view any sub-collections and assets inside it. You can see the name of the collection on the left navigation bar.

Create Collection	×
Please enter a name for this collection.	
Collection 1	



CREATING A SUB-COLLECTION (DIGITAL ASSETS)

- 1. From the Assets tab, click Collections
- 2. Click the collection you wish to modify.

Home	All Assets (575)	6 Coll	lections : (0 Selected)	
Products	Collections (6)	⊕ C	Create New 🥜 Rename	Delete
Assets	Completes (12)		Preview	Name 🔺
↓ Syndication			2	Adam First Collection
Heport Center				Brandon
				CLK Collections
			lin .	Comet 6.0
ACES				Joe Collectivo
eCatalog				Test 1
Subscription				

3. Click Create New Sub Collection.







- 4. Enter a name for the Sub Collection
- 5. Click Create. The new sub-collection folder is created.
 - Note: You can rename or delete a sub-collection (This will not delete the attributes from your account)
 - Note: You can sort images in sub-collections by Name, Date Uploaded, Type, and Size.

Create Collection	×
Please enter a name for this collection.	
Sub-Collection 1	



SYNDICATION

From the **Syndication** tab, users can access information on products in the context of a single recipient (In this case, the recipient would be Lowe's). Users can see a list of these recipients, the total number of "linked products", and an Average Readiness Score for the total linked products.

Additionally, users can manage Product Requests/Subscription Request from the Request section within a specific recipient overview.

RECIPIENT OVERVIEW

To access the Lowe's Recipient Overview Page.

- 1. From the Syndication tab, select Lowe's
 - Note: Users may see additional recipients listed here based on level of service with Syndigo.

1	8	Recipients : (0 Selected)		ADD NEW RECIPIENT Search	٩
Droducts		Recipient 🔺	Total Products	Readiness Score	
		Acme Tods	23		48%
and a second	<	Amazon (Requires Approval)	23		0%
•9		Demo Retailer	24		77%
Activity Log		Fastenal	0		0%
Subscription		HD Supply	23		58%
		Lowe's	23		\$7%
		Ram Tool Construction Supply Co.	23		78%
		Tighton Tools & Fasteners	23		80%
Carilguestions					
C Lagout				Rows par page: 25 • Page: < 1 >	1



To view linked products from the Recipient Overview

From this section, you can view the total number of products, incomplete products and the average, publication status, and completion percentage across all products and requirement sets for the recipient linked to the account. Additionally, you can view and edit incomplete products.

Exclusion Convrision 5.4 5.4 5.4 Ad Transition Topogramming Topogramming Topogramming Subprogramming Topogramming Topogramming Topogramming	Lowers		
At Products December of the second register of the day of	Recipient Overview	54 54 READERS KORE (91)	
Subcryations Projections Temperature factors Professional Provided Frances and Projections Control Proj	All Products		
Product family f	Subemptions		
Stoppyment i Satt Implicit	Requests	Publication Status	
Terr for an under Specified and an end analysis and the set of the set of the Set Office of the def SetOffice of the def SetOffice of the def SetOffice of the	Requirement Seta	Martinetter and Antiper and An	
Prevident Noter Install is it install. Prevident Noter Biosoffware Noter		They be access here instant apprint weather with energy in every writing in an effective or or in the theorem	
Periodicit Name Bioadhrana Kazer Re Instance Life wirk all Michael Ryanood Reestanding Lines and Value Transe Statewirk wirksty units Caretary Michael Ryanood Reestanding Lines and		Vendrag hageler Asian' Reviews 1 aread its (colors)	
forem El av W 2015 en k1 mt5 en 50 Water Byward Reinstanding Linen. mark transm Elphaniss Insuel Double Sins Estimation worky units Centrals Rig (C. marks) marks		Product Name = Beadbess Store	
Set Training Expression Vessel Double Sink Bahrscon Voorky voor Cynamics Traji (C		Rented Den Wild Billen Hill 1755-in D White Physicol Resistanding Lines	
		🤽 - Training Regioners Annual Devide State Balt Income Wardy with Constants Tay IC	
Protecto White Undermount Single (wire Bathmann Went), with Cenaria Tis.		Retrie White Undermann Brigle Driv Bathmann Verally with Geranic Ta	

- 1. Click the All Products tab from the left-hand
 - Note: Users can publish products with active subscriptions from the All Products section of the Recipient Overview page by selecting the product(s) and clicking the Publish button.

fr Home	Lowe's		
Brochuste	Recipient Overview	54	54
	All Products	TOTAL PRODUCTS	INCOMPLETE
Assets ←	Subscriptions		
Syndication	Requests	Publication Status	
Report Center	Requirement Sets	Not Published Awaiti 50 Subscrip 0	hed Published ing Awaiting E ption Response
Activity Log		¹ Error has occurred. Please contact	support for assistance with resolving this
eCatalog		'Dending Supplier Action' Dro	ducts 3 View All 54 Droducts



MANAGING REQUESTS

From the **Requests** section of the **Syndication** tab, you can manage both subscription and product requests. Subscriptions are requests from a recipient that indicates that the recipient would like to receive the content associated with a specific product. If there are any requests that have not been addressed, you will receive a notification that you can view from the notifications tab.

- **Product Requests –** issued when Lowe's subscribes to product that the CXH platform does not yet recognize in your account.
- **Subscription Requests –** issued when Lowe's subscribes to a product that has already been loaded into the CXH Platform.

To manage product and subscription requests from the Recipient Overview

- 1. From the Recipient Overview Page, click the **Requests** tab.
- 2. Click the box for each request and click the button for your desired action.
- 3. Once a subscription request is accepted, the product will move to the "All Products" section of the Recipient Overview.



• Note: The Requests section defaults to the Subscription Requests tab.





APPROVING SUBSCRIPTION/PRODUCT REQUESTS

- 1. Click the box for each request and click the Actions button
- 2. Users can choose between 3 options.
 - a. Approve as new item Will approve and attach subscription and any attribute values associated with that subscription to a new item for the user to set up from scratch.
 - b. Approve & match Select this option if the subscription should apply to a product that already has been created. (This may occur if a product has been added, but the GTIN has yet to be populated for an item)
 - c. **Reject –** If Lowe's issued a subscription for an item that has been discontinued or for an invalid GTIN.
- a. Once approved, Items will move to the "All Products" section of the Recipient Overview.



PUBLISHING CONTENT

Syndigo has established a connection with Lowe's internal systems and interactions are based on a subscription/publication model. You will need to approve these subscriptions (see the *Managing Requests* section of this document) to activate and publish your content to Lowe's.

Once you have populated the required values for a recipient to whom you want to send product content then you are ready to publish. To publish multiple products, go to the Syndication tab and follow the steps outlined below.

NOTE: "PUBLISH" HAS REPLACED "CERTIFY & SEND" FOR THOSE FAMILIAR WITH THE EDGENET SUPPLIER PORTALPUBLISHING A SINGLE PRODUCT TO LOWE'S

- 1. From the **Products** page, select the product(s) you wish to publish.
- 2. Click Edit

Home	9125 Products (1 Se	9125 Products (1 Selected Select all)						
Products	Hanage Columns = Add Filter							
Assets	Z Edit Z Bulk Edit	it ⊕ Add to product set ⇔ Link to recipient ⊕ Add catalog items 1, Export ∎	Archive Danage product life-cycle					
↓ Syndication	Image	Product Name 🔺	Model Number					
Report Center		No Product Name						
Ð		No Product Name						
Activity Log		No Product Name						
ACES		No Product Name						
eCatalog		No Product Name	ZB50					
Subscription		No Product Name						
		No Product Name	PB120					
		No Product Name	ABC4					
		No Product Name	ABC5					
		No Product Name	RCSS2164					
		No Product Name	21931					



3. Click the **Publish** button, located at the top right-hand corner of the screen

- 4. If Lowe's is the only recipient linked to the product, the product will automatically publish to Lowe's. If there are multiple recipients linked to the product, you will have to select Lowe's from the "Sending Product" modal and click Publish.
 - **Note**: Only products with Active subscriptions to Lowe's can be published to Lowe's. For more information on approving subscriptions, please refer to the "Managing Requests" section of this document.

Sending Products	×
Select the recipient to send these products to:	
Search	Q
O US Foods	
O Acme Tools	
● Lowe's ←	
O Tools Plus	



PUBLISHING MULTIPLE PRODUCTS AT ONCE

Multiple products can be published from either **Bulk Edit** or the **All Products** section of a recipient under the **Syndication** tab.

To publish using **Bulk Edit...**

- 1. Select the products you wish to publish from the Products tab
- 2. Click Bulk Edit

fr Home	53 Products (4 S	elected Select all)	
Products	Manage Columns	; ▼ Add Filter RECIPIENT: Lowe's X	
Assets	Z Edit Z Bulk	Edit	Archive D Manage product life-cycle
↓ Syndication	🗌 Image	Product Name 🔺	Model Number
Report Center		No Product Name	
49		No Product Name	
		No Product Name	
ACES		No Product Name	
eCatalog		No Product Name	
Subscription		No Product Name	
		No Product Name	
	100 March 100 Ma		

3. Click Publish

- 4. If Lowe's is the only recipient linked to the product, the product will automatically publish to Lowe's. If there are multiple recipients linked to the product, you will have to select Lowe's from the "Sending Product" modal and click Publish.
 - Note: Only products with Active subscriptions to Lowe's can be published to Lowe's. For more information on approving subscriptions, please refer to the "Managing Requests" section of this document.

Sending Products	×
Select the recipient to send these products to:	
Search	٩
O US Foods	
O Acme Tools	
Lowe's	
O Tools Plus	
\rightarrow	PUBLISH

Syndigo 🗾 63



To publish using the Syndication section...

- 1. From the Syndication tab, select the desired recipient, in this case, Lowe's
 - Note: Users may see additional recipients listed here based on level of service with Syndigo.

.	8 Recipients : (0 Selected)		ADD NEW RECIPIENT Search Q
Products	Recipient *	Total Products	Readiness Score
Leen.	Acme Tools	23	
et.	Amazon (Requires Approval)	23	
•	Demo Retailer	241	778
1	Fastenal	0	
a.decigition	HD Supply	23	59%
	Lowes 🧲	23	578
	Ram Tool Construction Supply Co.	23	705
	Tighton Tools & Pasteners	23	80%
••••••••••••••••••••••••••••••••••••••			
Context Support			
musy mile			Reverperpage: 25 • Page: < 1 > of 1

- 2. Select the All Products tab.
- 3. Select the products you wish to publish
 - Note: the **Add Filter** and Search functions can assist in locating the desired products if they do not all appear on the same page.
- 4. Click Publish

Recipient Overview All Products	Add Filter	✔ Bulk Edit ■ Demove
All Products 🗲 👲	Publish 🖌 Edit	/ Bulk Edit E Remove
Subscriptions] Image	Product Name
Requests	1	No Product Name
Requirement Sets	ı f	Adult Pro Manny Baseball Legacy
	· (No Product Name
	\leftarrow	No Product Name
]	No Product Name



- 5. If Lowe's is the only recipient linked to the product, the product will automatically publish to Lowe's. If there are multiple recipients linked to the product, you will have to select Lowe's from the "Sending Product" modal and click Publish.
 - Note: Only products with Active subscriptions to Lowe's can be published to Lowe's.
 For more information on approving subscriptions, please refer to the "Managing Requests" section of this document.

Select the recipient to send these product	sto:
Search	۵
O US Foods	
O Acme Tools	
◙ Lowe's ←	
O Tools Plus	



MANAGING EXISTING PRODUCTS

While item setup is a crucial aspect of the Lowe's & Syndigo relationship, it is important to understand that data is constantly changing as consumers demand more information about your products. The CXH Platform should be viewed as a "living" database for your product content.

CREATING A PRODUCT SET

Product Sets allow users to create customized groupings of products so that they can easily be recalled and managed within the CXH Platform. Product Sets are shared across users within an account and are not visible to any Retailer/Recipient.

- 1. From the Products tab, select the product(s) you would like to add to your product set
- 2. Click Add to Product Set

•	Note: You can	also add d	a product to	a set from the	Edit view	of the product
---	---------------	------------	--------------	----------------	-----------	----------------

🖌 Eas. 🖌 Burk Ea	dil	atalog items 's Export S Archive S Manage product life-cycle	
Image	Product Name 🔺	Model Number	Description
	No Product Name		
\sim	No Product Name		Watertech 60- In. Whirlpool Bath
■←	No Product Name		Watertech 72- In. Whirlpool Bath
	No Product Name		Watertech 60- In. Whirlpool Bath
	No Product Name		
	No Product Name		Watertach 72- In. Whirlpool Bath
	No Product Name		Watertech 60- In. Whirlpool Bath
	No Product Name		Watertech 66- In. Whirlpool Bath
	No Product Name		Watertech 60- In, Whirlpool Bath
	No Product Name		
	No Product Name		Watertech 72- In. Whirlpool Bath
	No Product Name		Watertech 66- In. Whiripool Bath
	No Product Name		
	No Product Name		
	No Product Name		Watertech 66- In. Whirlpool Bath
	No Product Name		Watertech 60- In: Whirlpool Bath
	No Product Name		Watertech 66- In. Whirlood Bath



3. Click Create New Product Set

Add to product set (2 selected)	×
Add product s to an existing set or create a new one.	
Select existing product set	T
Create new product set	
	ADD PRODUCTS

- 4. Assign a name to your product set
- 5. Click Create Set

← Create new product set (2 selected)	×
Give your product set a name then click "Create Set"	
Product Set 1	



syndigo.com (312) 766-4801 © 2022 Syndigo, All Rights Reserved. Once a Product Set is created, users can easily access these sets by navigating to the Products tab and clicking **Product Sets > Manage Product Sets.** From this page, users can also:

- Create New Product Sets
- Duplicate Existing Product Sets
- Delete Product Sets
- Initiate Bulk Edit Sessions for a Product Set

ili	1 Product Set:	All Products (9,139)	Active Products (54)
frome	54 Produc	Q. All Products (9,139)	
Products	🎟 Manage (adfdf (1)	S: Linked to recipient X
Assets	🖊 Edit 🧳	All (0)	ipient
Syndication		Amazon Products 2 (0)	Model Number
Activity Log		BlakeTest (0)	
ACES		Manage Product Sets	
Subscription		No Product Name	
		No Product Name	
		No Product Name	



EDITING A SINGLE PRODUCT

- 1. From the **Products** page, select the product you want to edit.
- 2. Click the **Edit** button. The Product Details page will appear for your product.

fr Home	9126 Products (1 Se	lected Select all)	
Products	Manage Columns	₹ Add Filter	
Assets	✓ Edit ✓ Bulk Edi	t ⊕ Add to product set ⇔ Link to recipient ⊕ Add catalog items ¼ Export €	Archive D Manage product life-cycle
Syndication	Image	Product Name 🔺	Model Number
Report Center		No Product Name	
Ð		No Product Name	
Activity Log		No Product Name	
ACES		No Product Name	
eCatalog		No Product Name	ZB50
Subscription		No Product Name	
		No Product Name	PB120

3. Navigate to the Lowe's Requirement Sets by selecting Lowe's from the Recipient drop down.





- 4. Edit your content and click **Save Changes** at the top right-hand corner of the page.
 - If you wish to Publish your changes to Lowe's, click **Publish.** For more information, see the "Publishing Content" section of this document.

 SAVE CHANGES	VERIFY	PUBLISH
⇔ Add to eCatalog	😔 Add to p	roduct set
🗢 Duplicate	😔 Add to p	roduct pages
GÐ Manage Lifecycle	↔ Archive	
GÐ Fitments	😦 Packagir	ng Hierarchy
Search Attributes		۵
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EDITING PRODUCTS IN BULK

From the **Products**, **Product Sets**, and **All Products** section of the recipient list (located in the **Syndication** tab), you can select multiple products to edit within the bulk edit grid. Within the bulk edit grid, you can also view and resolve data quality issues, copy and paste content or populate full columns with the copy down feature. The grid is also able to be customized by dragging or dropping columns or locking the columns.

Note: If you switch tabs, requirement sets or categories with unsaved changes, a warning modal prompts you to save or discard the changes before moving ahead.

- 1. From the **Products** page, select the products that you want to edit.
- 2. Click Bulk Edit
 - Note: The Bulk Edit screen will default to the Syndigo Default requirement set. To edit Lowe's required attributes, toggle to the Lowe's requirement sets at the top of the Bulk Edit grid.

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- 3. Make any necessary changes by double-clicking in the columns.
- 4. Click **Save Changes** when you have finished editing your products.

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LOCKING COLUMNS IN BULK EDIT

Users can lock columns in place from the Bulk Edit table easily populate data or use as a reference for other attributes.

- 1. On the Bulk Edit table, drag your cursor over the column name that you would like to lock in place. A "lock" icon will appear in the cell. Click the icon to lock the column.
- 2. The locked column moves to the left and the unlocked columns will continue to scroll from left to right.

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TO COPY AND PASTE IN BULK EDIT

Users can copy/paste content from an outside source (like Excel or a Master Data sheet) or from within the bulk edit table. This action can be performed for multiple columns (attributes) at once.

- 1. Copy the content from your original source
- 2. Locate the appropriate column(s) in the Bulk edit grid and paste (Ctrl V)
 - Note: Users can rearrange the columns in the bulk edit grid by clicking and dragging



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BULK EDIT SHORTCUTS

Highlighted Cells – Cells highlighted in red indicate that the attribute is missing but required based on the requirement set you are viewing.

- If a value is populated, but the cell is still highlighted red, this indicates that the saved value is invalid
- Once an edit is made to an attribute, the updated attribute will be shaded yellow to indicate that you have made edits to that attribute during your session.

Copy Down – to copy values between products, users can elect to use the Copy Down feature located in the top right-hand corner of the bulk edit page.

- To copy a value(s) for an entire product set, populate your attribute value(s) for the first item.
 Select the cell(s) and click Copy Down
 - Note: There may be a slight delay, but you will see your content copy down within a matter of seconds.



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- **Undo –** Once an edit is made to an attribute, the updated cell will highlight yellow and a "back" arrow will appear in the top left hand corner for that cell.
 - Clicking the "undo" arrow will cause the cell to revert to the last saved attribute value for that attribute.

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- Show Modified Products After making changes to products in the bulk edit grid, users can click the "Show Modified Products" shortcut at the top of the bulk edit grid.
 - Once selected, the bulk edit grid will filter to show only the products that have been edited during your current bulk edit session.
 - Click the shortcut again to revert to showing all of the products that you selected for your bulk edit session.



