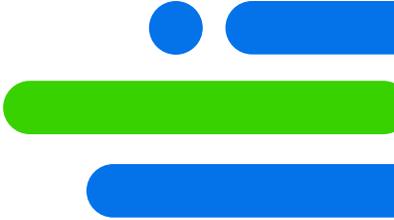
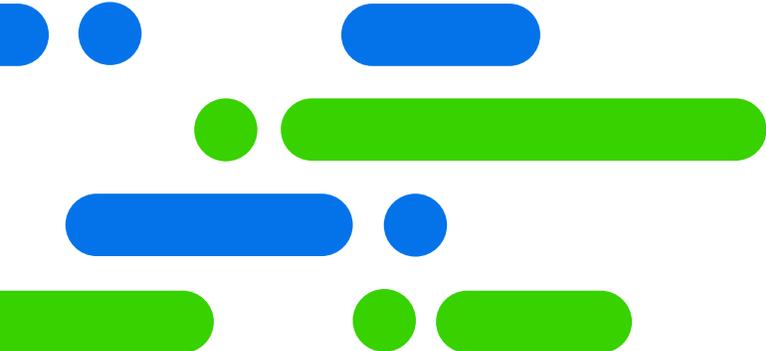




Data Unlocked. Potential Unleashed.™



PFG EZ Submission Form



Email Request

- A "No-Reply" no-reply@syndigo.com email is sent to the true manufacturer of the product
- Please check your Junk/Spam email folder as these emails may be filtered there
- Click on the "SUBMIT MY PRODUCT INFORMATION" button to open the online form
- For optimal compatibility we suggest opening the form with Google Chrome

Great News! Performance Food Group has requested information on one of your products.

Requested by  | Request ID: 849381 | Request Expires: 09/25/2024 15:00

 **Brand Name:**

Product Description: Support Demo Item

Pack Size:

GTIN / UPC:

Manufacturer Product Code:

 **SUBMIT MY PRODUCT INFORMATION**

[REJECT THIS REQUEST](#)

- Clicking on the "SUBMIT MY PRODUCT INFORMATION" button will take you to the EZ Form where you can begin to enter your product information.
- If you click the link and it takes you to the Syndigo log in page. Please clear cache, cookies, and history. Then try again, as when you click the button it should take you directly to a page to start inputting your product data.
- Please note there are expiration dates for these requests. If you are brought to a login page after clearing your cache, cookies and history then you will need to connect with your PFG requester.

Information

- The “SUBMIT” button will be greyed out when you first open the form.
- A readiness score of 100% is required to submit the product to Performance Food Group (PFG). Once the readiness score is at 100%, the “SUBMIT” button will light up and be available to be clicked on
- You can view your readiness score on the left-hand side of the form below Performance Food Group

The screenshot shows the 'Performance Food Group' section of the submission form. On the left, there is a 'Readiness Score' progress bar which is highlighted in red. Below it, a 'Needs Review' section shows 'Critical Errors' and 'Not Populated' items. The main form area has several fields highlighted in red: 'Short Description', 'Functional Name', 'Supplier Assigned Product Code', and 'Global Trade Item Number (GTIN)'. The 'SUBMIT' button in the top right corner is also highlighted in red.

- All attributes/fields highlighted in red are required to submit your item to PFG.
- Please note that depending on some of the attributes you chose, other attributes may become required to reach 100% readiness score.
- If you need to come back to the request, you can select the Save & Continue button. You will just need to click on the original email request to return to your item. We recommend frequently saving your progress as any unsaved changes will be lost in the event the form is closed.

This screenshot is similar to the previous one, showing the top part of the form. The 'SAVE AND CONTINUE LATER' button in the top right corner is highlighted in red.

- Beside each attribute is a red “i” icon that you can hover over to see what the field is requiring.

The screenshot shows the 'Performance Food Group' submission interface. Under 'Core Information', the 'Short Description' field has a red exclamation mark icon. A tooltip points to this icon, stating: 'Used by POS systems to identify the Item at checkout. 35 character max.' The 'Functional Name' field also has a red exclamation mark icon.

- Click on the red exclamation mark for further details of critical errors.

This screenshot shows the 'Data Quality' popup window that appears when clicking the red exclamation mark on the 'Short Description' field. The popup contains the text: '1 Critical Error', 'Short Description is required', and a 'Next Issue' button.

- If you are having trouble finding the critical errors on the right-hand side under Search Attributes is an option to filter by Critical Errors fields.

This screenshot shows the 'Search Attributes' section of the form. The 'Filter' dropdown is set to 'Critical Errors'. A red box highlights the list of attributes with critical errors: Short Description, Supplier Assigned Product Code, Brand Name, MFG Name, Package Height, Package Depth, Package Width, and Package Weight. Each attribute has a red exclamation mark icon next to it.

Attributes

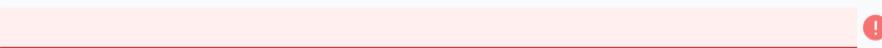
- Short Description: Used by POS systems to identify the item at checkout



- To correctly fill out attribute:
- Enter text within the field (the description can only be up to 35 characters which include spaces)
- Functional Name: your product description. Describes use or function of the product or service by the consumer

Max 35 characters

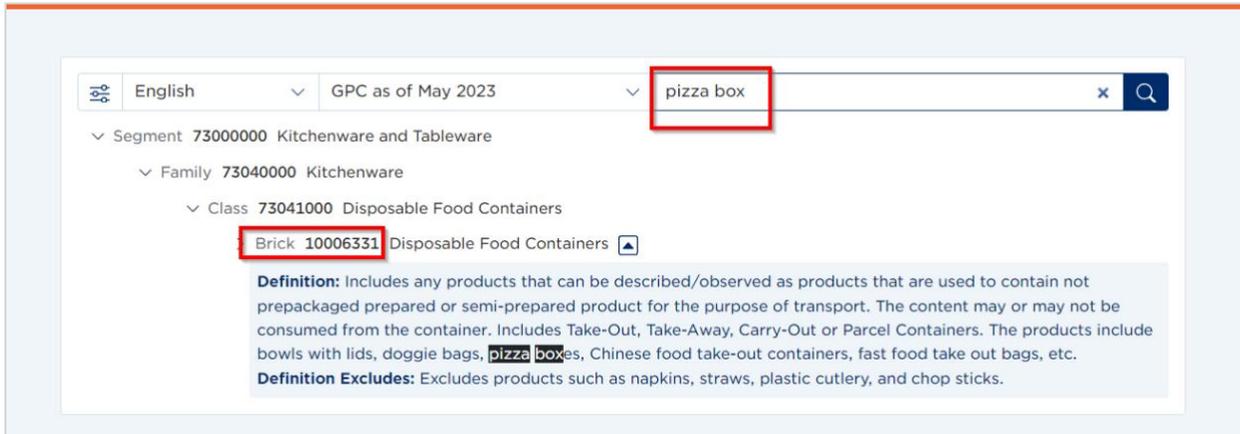
- To correctly fill out attribute:
- Enter text within the field (the name can only be up to 35 characters which include spaces)
- Supplier Assigned Product Code: Also named Manufacturer Product Code (MPC). Additional identifier used by the manufacturer or seller to identify the product. Could be an OEM cross reference number



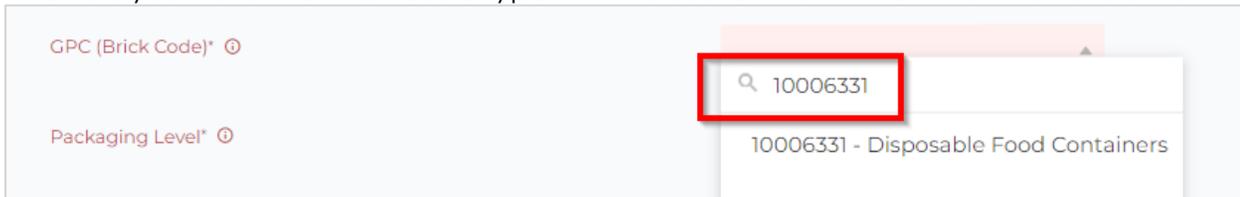
- To correctly fill out attribute:
- Enter the product code within the field (the product code can only be up to 35 characters which include spaces)
- GPC (Brick Code): you can search on GS1 for what your product is and it will provide the correct brick code



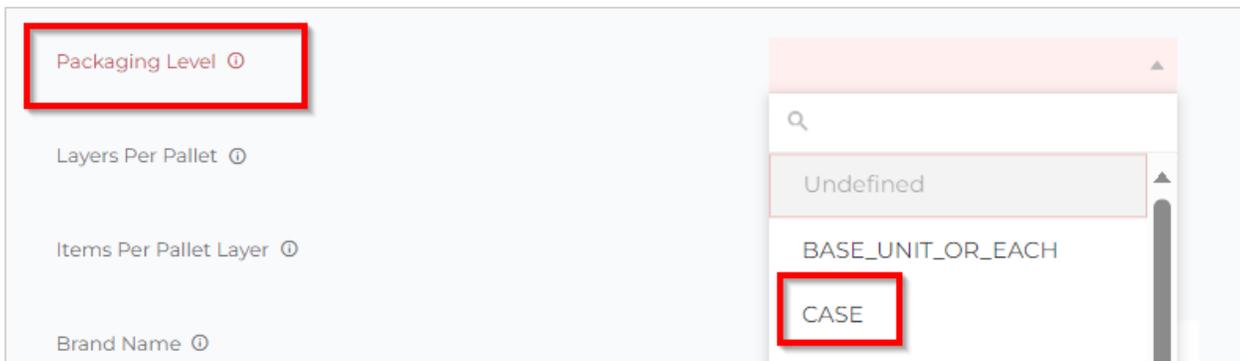
- Go to [GPC Browser | GS1](#) search in the box for your product type. You will need the Brick #.



- Once you have the Brick code type it in the Search Box in the EZ form and click on it to select it.



- Packaging Level: Please pick case in Packaging level so the proper requirements are flagged for set up. PFG requires CASE level for this attribute



- If pallet is picked you will receive an error message.



- Brand Name: Label on the case. The Brand name of the product manufacturer exactly as it appears on the manufacturer's website or collateral

Brand Name ⓘ

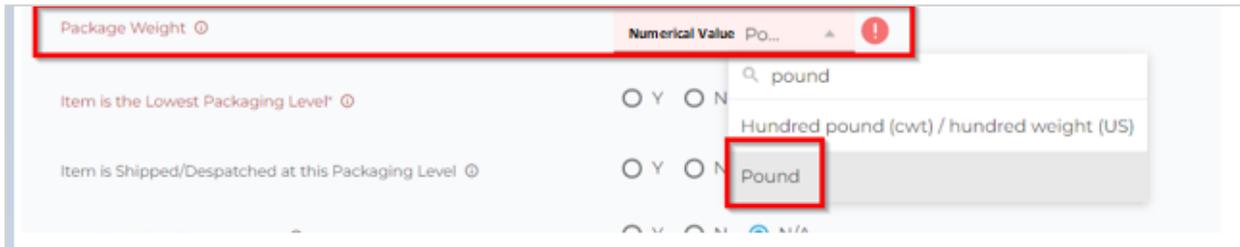
- To correctly fill out attribute:
- Enter text within the field
- MFG Name: the name of the manufacturer

MFG Name ⓘ

- To correctly fill out attribute:
- Enter text within the field
- Package Height, Package Depth, Package Width, Package Weight (Gross Weight): Case Dimensions & Gross Weight
- Case dimensions in inches. HxDxW: You will need to click the carrot and choose inches from the drop down. The numerical value can be put into the left portion of the text box. PFG requires this to be in inches.

Package Height* ⓘ	Numerical Value	Inc...	▼	!
Package Depth* ⓘ	Numerical Value	Inc...	▼	!
Package Width* ⓘ	Numerical Value	Inc...	▼	!
Package Weight* ⓘ	Numerical Value	Po...	▼	!

- Package Weight (Gross Weight) is the total weight of product plus packaging in pounds (lbs). PFG requires this to be displayed in pounds



- Item is the Lowest Packaging Level: Indicate if this product is the base unit level of the packaging hierarchy. This is a Y/N where Y indicates the product is a base unit. Examples: The product is a package of 10 pieces that cannot be sold individually. This product would then be a base item.

Item is the Lowest Packaging Level 

Y N

- To correctly fill out attribute:
- Select Y
- Item is Shipped/Despatched at this Packaging Level: Indicate whether this packaging level of the product intended for to be shipped between supplier and customer. This is a Y/N where Y indicates this packaging level of the product is shipped between supplier and customer

Item is Shipped/Despatched at this Packaging Level 

Y N

- To correctly fill out attribute:
- Select Y or N
- Item is Sold to the Consumer: Indicate whether this packaging level of the product intended for purchase by the end consumer. This is a Y/N where Y indicates this packaging level of the product is sold to the end consumer

Item is Sold to the Consumer* 

Y N

- To correctly fill out attribute:
- Select Y or N
- Item is Invoiced at this Packaging Level: Indicate whether this packaging level of the product included on invoices to customers. This is a Y/N where Y indicates this packaging level of the product is included on invoices to customers

Item is Invoiced at this Packaging Level* ⓘ Y N

- To correctly fill out attribute:
- Select Y or N
- Item is Ordered at this Packaging Level: Indicate whether this packaging level of the product can be ordered by customers. This is a Y/N where Y indicates this packaging level of the product can be ordered by customers.

Item is Ordered at this Packaging Level ⓘ Y N

- To correctly fill out attribute:
- Select Y
- Packaging is Returnable: Trade item has returnable packaging. This is a yes/no where yes equals package can be returned. Y= marked returnable, N= not returnable. Attribute applies to returnable packaging with or without deposit

Packaging is Returnable* ⓘ Y N

- To correctly fill out attribute:
- Select Y or N
- Packaging Can Vary: If product varies in weight and needs to be weighed when received click yes (typically this applies to meat, cheese, & seafood). If product is an exact weight, click no.

Packaging Can Vary ⓘ Y N N/A

- To correctly fill out attribute:
- Select Y or N
- Information Effective Date: The date on which the information on this product becomes valid. Can be the equivalent of market availability date or used to indicate when latest change takes effect

Information Effective Date* ⓘ 

- To correctly fill out attribute:
- Select a date by clicking the calendar icon
- Minimum Trade Item Lifespan From Time Of Production: Total shelf life in days

Minimum Trade Item Lifespan From Time Of Production ⓘ

- To correctly fill out attribute:
- Enter only a numerical value
- Net Weight : Total product weight before packaging in pounds
- Net Weight UOM (Unit of Measurement): Type of measurement the weight is being measured in. PFG prefers LBR- Pound or ONZ – Ounce

Net Weight ⓘ

Net Weight UOM ⓘ

Net Content ⓘ

Temperatures ⓘ

Search: pound

- CWA - Hundred pound (cwt) / hundred weight (US)
- LBR - Pound**

- To correctly fill out attribute:
- Enter only a numerical value for Net Weight
- Select the Unit of Measurement (UOM) from the drop-down menu
- Net Content: Amount of product in the package

Net Content ⓘ

Numerical Value UOM ⓘ

- To correctly fill out attribute:
- Enter numerical value on the left side of the field
- Select UOM from the drop-down menu
- Temperatures
- To correctly fill out attribute:
- click on the blue 0 values

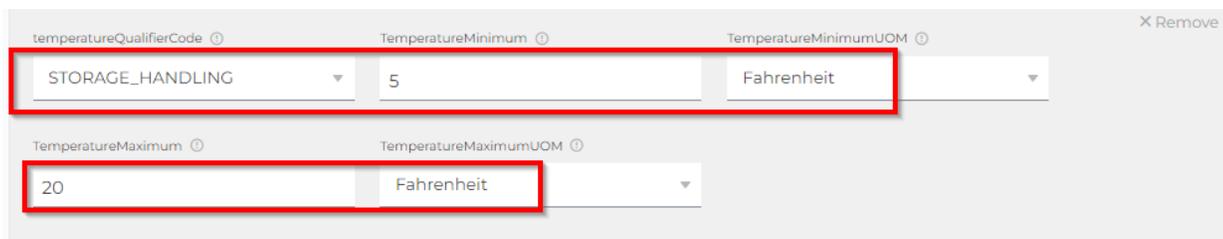
Temperatures ⓘ

0 values ⓘ

- Click on Add Value



- Select Storage_Handling in temperatureQualifierCode then enter in the minimum and maximum temperatures and UOMs. Fahrenheit is the standard UOM but can choose a different UOM if needed. Only enter a numerical value with no other words or symbols as this will throw an error



- Once completed click Ok in lower right. Once completed properly this will show 1 Value and red error will be cleared
- Quantity Of Trade Items Per Pallet Layer (NON-Pallet GTIN): This will be your Ti

Quantity Of Trade Items Per Pallet Layer (NON-Pallet GTIN)

- To correctly fill out attribute:
- Enter a numerical value
- Quantity Of Layers Per Pallet (NON-Pallet GTIN): This will be your Hi

Quantity Of Layers Per Pallet (NON-Pallet GTIN)

- To correctly fill out attribute:
- Enter a numerical value
- Quantity Of Inner Pack: Indicates the number of non-coded physical groupings (inner packs) of next lower level trade items within the current GTIN level.

Quantity Of Inner Pack

- To correctly fill out attribute:
- Enter a numerical value

- Individual Unit Min, Individual Unit Min UOM: Minimum size of the individual unit inside the lowest level of packaging

Individual Unit Min ⓘ

Individual Unit Min UOM ⓘ

- To correctly fill out attributes:
- Enter numerical value for Unit Min
- Select UOM from the drop-down menu
- Individual Unit Max, Individual Unit Max UOM: Maximum size of the individual unit inside the lowest level of packaging

Individual Unit Max ⓘ

Individual Unit Max UOM ⓘ

- To correctly fill out attributes:
- Enter numerical value for Unit Max
- Select UOM from the drop-down menu
- Brand Owner GLN: The Global Location Number (GLN) of the Brand owner of the product. Can be different from the information provider or manufacturer. 13-digit GLN – must have valid check digit

Brand Owner GLN ⓘ ⓘ

- To correctly fill out attribute:
- Enter the 13-digit GLN number
- If you do not have a GLN, please enter: 0000000000000
- Brand Owner Name: The name of the Brand owner of the product

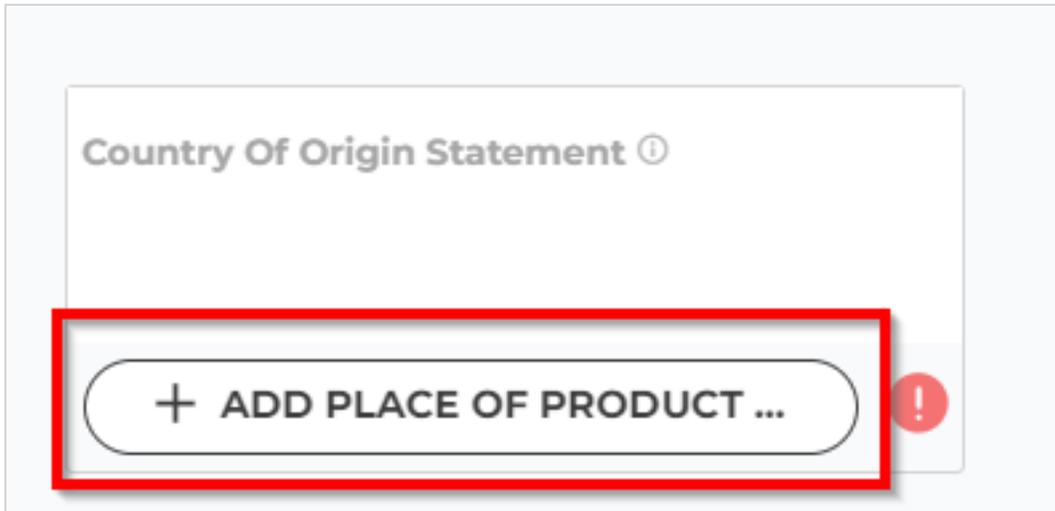
Brand Owner Name ⓘ ⓘ

- To correctly fill out attribute:
- Enter text within the field (name must be under 200 characters including spaces)
- Place of Product Activity / Country of Origin
- To correctly fill out attribute:

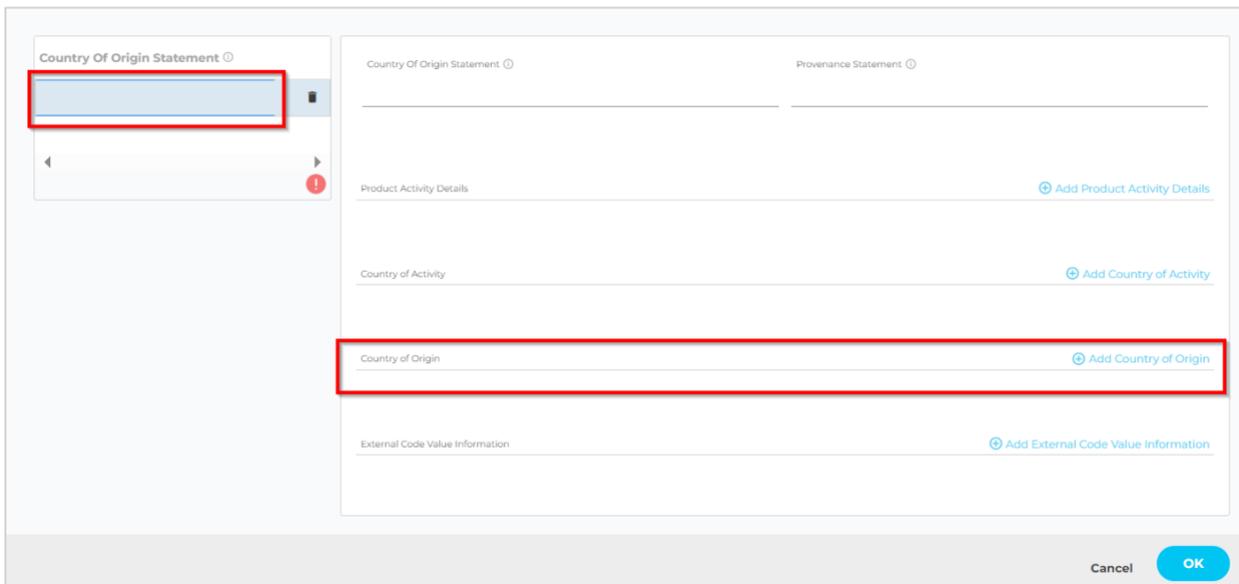
- Click 1 time on blue 0 Values



- Click on Add Place of Product Activity



- Click on Blank Field under Country-of-Origin Statement this will populate the field on the right side to fill out Country of Origin



- Click on the Plus sign to Add Country of Origin.

- Then double click on the box for Country Code then input the Country of Origin if you have multiple you will click the plus to add additional COO.
- Leave Country Subdivision Code blank
- Then click OK

Country of Origin

+ Add Country of Origin

Country Code	Country Subdivision Code
<input type="text"/>	

Country of Origin

+ Add Country of Origin

Country Code	Country Subdivision Code
United States	
Mexico	

External Code Value Information

+ Add External Code Value Information

Cancel **OK**

- This will now show how many values you populated for COO

Place of Product Activity ⓘ 1 value

- Additional Description: Additional alternate description for the product. Can be used for additional technical or consumer information

Additional Description ⓘ

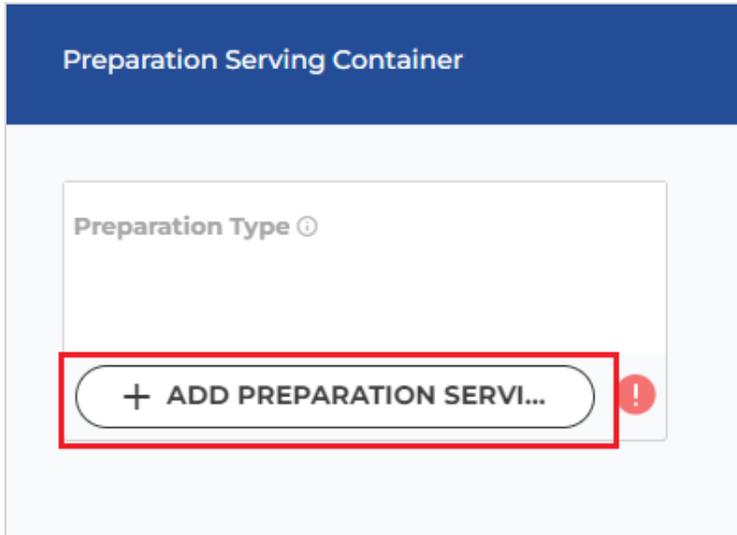
- To correctly fill out attribute:
- Enter text within the field (up to 2000 characters including spaces)
- Consumer Storage Instructions: Instructions for proper consumer storage, can add multiple if needed.

- To correctly fill out attribute:
- Enter text within field
- Select the "+ ADD" button to enter the text value
- Trade Item Marketing Message: Marketing message associated to the Trade item, can add multiple if needed.

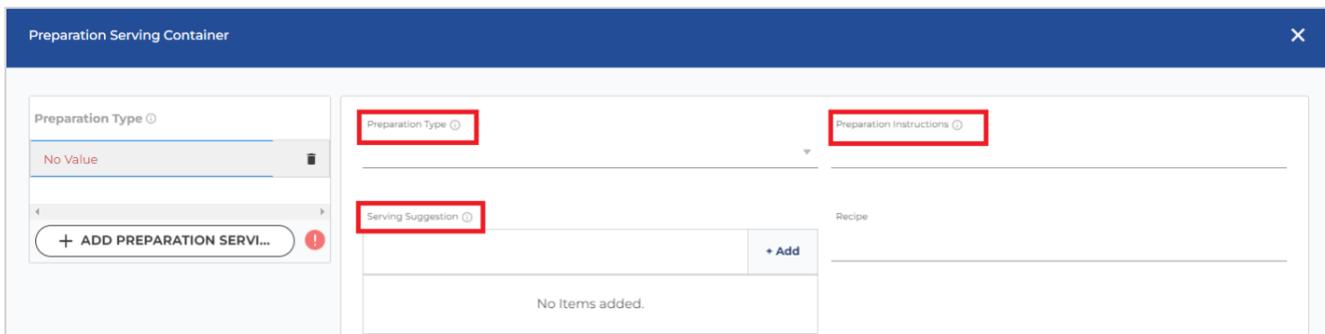
- To correctly fill out attribute:
- Enter text within field
- Select the "+ ADD" button to enter the text value

- Preparation Serving Container
- To correctly fill out attribute:
- Click on the 0 Values hyperlink

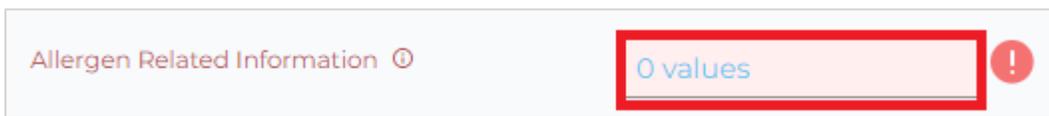
- Select the "+ ADD PREPARATION SERVING CONTAINER" button



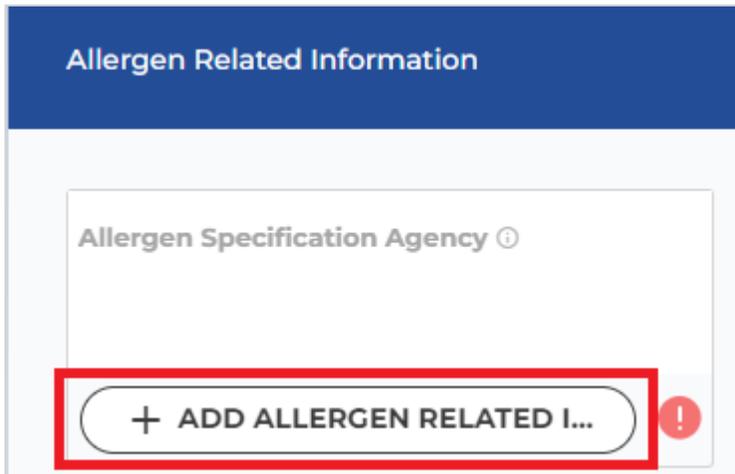
- Only fill out the Preparation Type, Preparation Instructions and Serving Suggestion



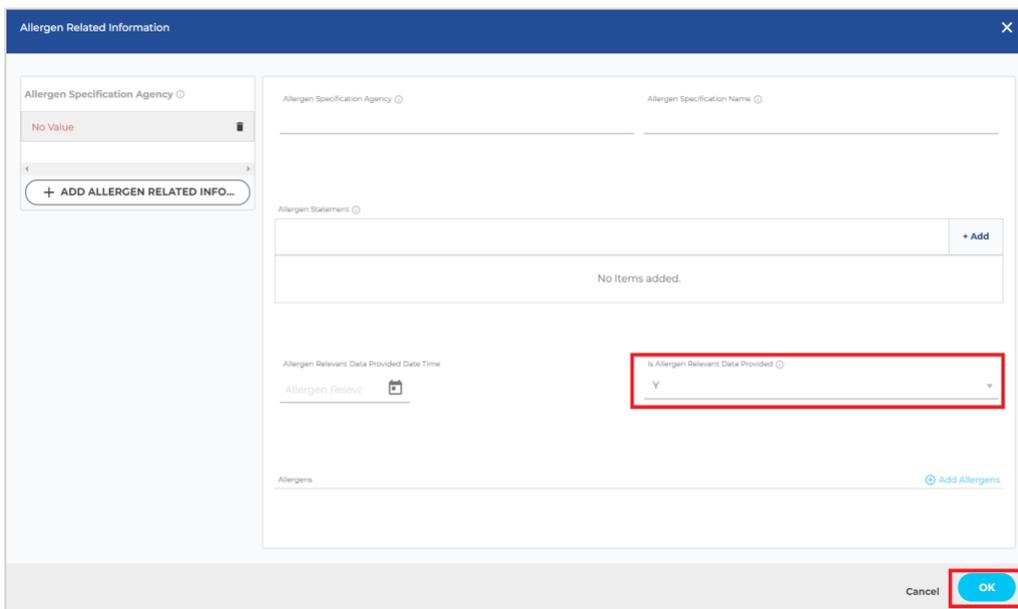
- Once filled out, click the "OK" button and the error will be resolved
- Allergen Related Information
- To correctly fill out the attribute:
- Click on the "0 values" hyperlink



- Click on the "+ ADD ALLERGEN RELATED INFORMATION" button



- If your product DOES NOT contain any allergens:
- Select Y for the Is Allergen Relevant Data Provided field
- Click the "OK" button and the error will be resolved



- If your product DOES contain allergens:
- Still select Y for the Is Allergen Relevant Data Provided field. This allows you to only provide the allergens your item contains rather than having to list and declare all the 11 required allergens.
- In the Allergens field, select the "+ ADD Allergen" hyperlink to reveal a new blank row

- Double click into the Allergen Type Code column and search for the code by typing in the allergen. Once found, click on the code

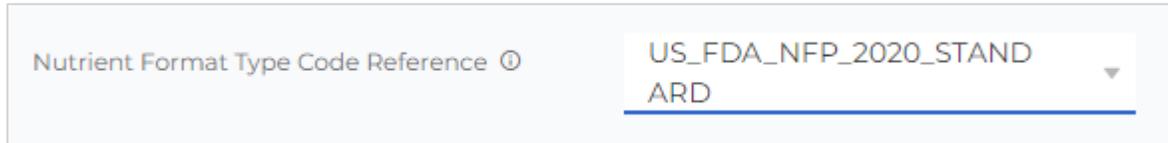
- Double click into the Allergen Level of Containment column to select "Contains" if the product contains that allergen.

- Repeat these steps if there are any additional allergens contained in your product. If you do not see a new blank row appear after selecting the "+ Add Allergens" hyperlink, please scroll down in the Allergen section to find the newly created row

- Once all the allergens have been declared with their correct containment level, click the "OK" button and the error will be resolved
- Ingredient Statement: Information on the constituent ingredient makeup of the product specified as one string

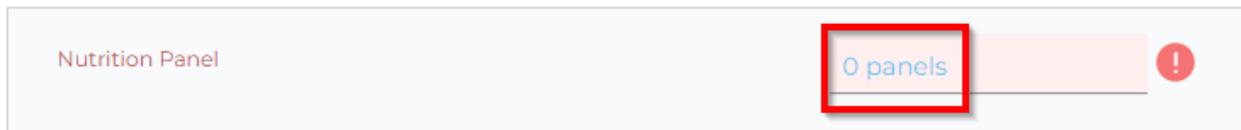
- To correctly fill out attribute:
- Enter text within the field (up to 5000 characters including spaces)
- Is Nutrient Relevant Data Provided: If your product DOES NOT have nutritional information, you can bypass the Nutritional Panel attribute requirement by selecting Y for this attribute. This will resolve the error with the Nutrition Panel attribute

- If your product DOES have nutritional information:
- Nutrient Format Type Code Reference
- To correctly fill out attribute:
- From the drop-down menu, select: US_FDA_NFP_2020_STANDARD



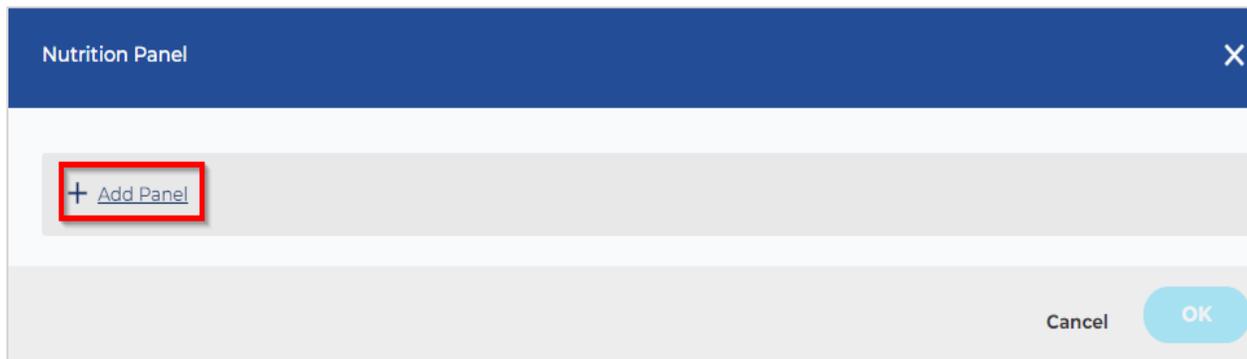
Nutrient Format Type Code Reference ⓘ US_FDA_NFP_2020_STANDARD

- Nutrition Panel
- To correctly fill out attribute:
- Click on the blue 0 panels



Nutrition Panel 0 panels !

- Click Add Panel

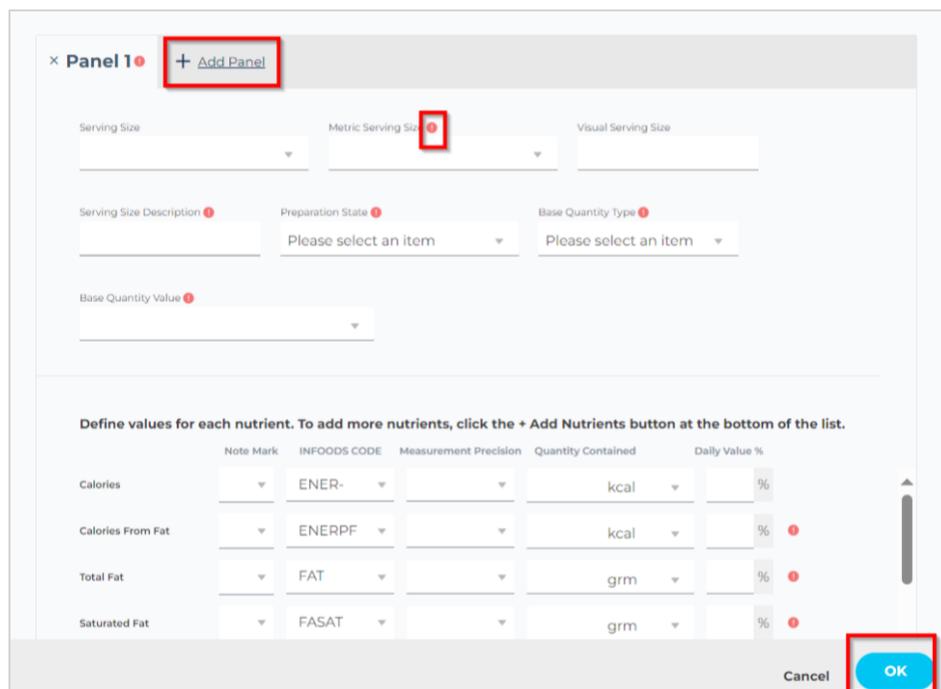


Nutrition Panel X

+ Add Panel

Cancel OK

- Red Exclamation fields are required.
- If you have an additional panel, you can click Add Panel beside Panel 1 to add multiple.
- Once complete hit Ok
- You will then see 1 panel in blue.



Panel 1 + Add Panel

Serving Size Metric Serving Size Visual Serving Size

Serving Size Description Preparation State Base Quantity Type

Base Quantity Value

Define values for each nutrient. To add more nutrients, click the + Add Nutrients button at the bottom of the list.

	Note Mark	INFOODS CODE	Measurement Precision	Quantity Contained	Daily Value %
Calories	<input type="text"/>	ENER-	<input type="text"/>	kcal	<input type="text"/> %
Calories From Fat	<input type="text"/>	ENERPF	<input type="text"/>	kcal	<input type="text"/> %
Total Fat	<input type="text"/>	FAT	<input type="text"/>	grm	<input type="text"/> %
Saturated Fat	<input type="text"/>	FASAT	<input type="text"/>	grm	<input type="text"/> %

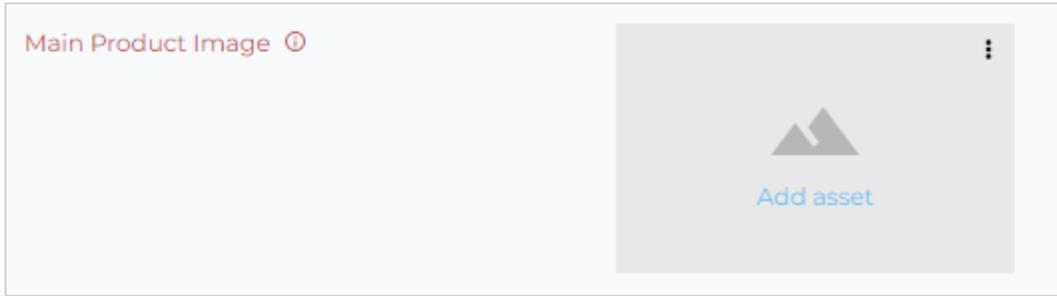
Cancel OK

Nutrition Panel 1 panel

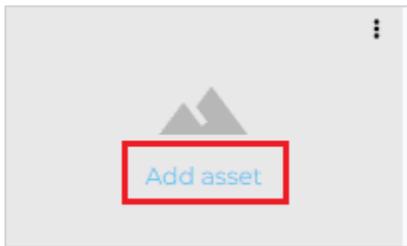
- Number of Servings Per Package: The number of servings in the package. Attribute may or may not be required depending on what is entered in the GPC (Brick Code) attribute

Number Of Servings Per Package

- To correctly fill out attribute:
- Enter a numerical value
- Main Product Image: Primary image of product to be viewed by consumer. Should clearly depict the product, out of packaging, as described by Supplier Product Name and Supplier Marketing Copy. Height and width must be a minimum of 1000 pixels each. Must represent correct color of the product via product shown or color swatch



- To add an asset:
- Click on the "Add Asset" blue hyperlink



- Either drag the image file into the pop-up field or select the file
- Make sure to select the image and then click the "Assign Asset" button



Submission

- Once the product's readiness score is at 100%, the submit button will no longer be grayed out. Instead, it will be lit up and available to be clicked on.

- Simply click the "Submit" button and a pop up will display, and email will be sent with request information and ID number. Once this is received the product is in final review by Performance Food Group.
- If there is a fee for the request, you will be directed to enter your payment information for your request to be sent over to Performance Food Group after the submit button is selected

