

**Purpose:** Guide Vendors through the process of setting up new Case Packs using Smartsheets

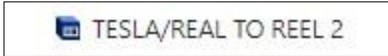


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In the Case Pack Setup Using Smartsheets job guide, you will learn how to set up new Case Packs in bulk through the use of Smartsheets.

**IMPORTANT:** PIM UI is not compatible with Internet Explorer.

**NOTE:** The following characters are not compatible with PIM: @ ( ) , ` ~ ^ \_ { } [ ] < > ; = \* \ | ® © µ ¼ ½ ¾ Ñ ñ ¡ ¢ £  
¤ ¥ § ¨ « ¬ ± ´ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿

## Key Terms

GTIN	Global Trade Item Number (GTIN) is a unique number that identifies a specific Product or Case Pack. Every level of product configuration (consumer selling unit, case, inner pack, pallet, shipper etc.) requires a unique GTIN.
GS1 Hierarchy	A global product categorization method to determine what type of product something is and, therefore, what data fields should be displayed and required to complete the product setup process.
External Record	<p>External Records are the similar Products sold to Meijer by multiple Vendors. This is the version of the product created and submitted for proposal (by the Vendor or MSA on behalf of the Vendor).</p> <p>1. When searched, External Records are displayed in dark blue color.</p> <div data-bbox="407 640 792 695" data-label="Image">  </div> <p>The ID for External Records are prefixed with EXT followed by 6+ digits. Example – EXT-XXXXXX</p>
Internal Record	<p>One or more External Records are linked to a single sellable item that is referred to as an <b>Internal Record</b>. This is the version of the record edited by the MSA.</p> <p>1. When searched, Internal Records are displayed in light blue color.</p> <div data-bbox="407 909 792 963" data-label="Image">  </div> <p>The ID for Internal Records are prefixed with INT followed by 6+ digits. Example – INT-XXXXXX</p>
Golden Record	<p>Internal Records are enhanced by the MSAs to form a <b>Golden Record</b>. There is always a one-to-one relationship between the Internal and Golden Records. The Golden Record is a sellable item and is passed to PMM, CFD, and other downstream Meijer systems. This is the completed and final version of the product.</p> <p>1. When searched, Golden Records are displayed in yellow color.</p> <div data-bbox="407 1234 792 1289" data-label="Image">  </div> <p>The ID for Golden Records are prefixed with GR followed by 6+ digits. Example – GR-XXXXXX</p>
Case to Child Product Reference Type	This is a cell in the Case Pack Smartsheet that establishes the relationship between the Case Pack and the Product. This ensures the case pack is added to the correct Product external record when the Smartsheet is imported.
Assign	This button allows you to assign the record to yourself for review and approval.
Add to basket	This button in the Proposal and Enrichment workflow stages allows you to add selected Products to your basket. The basket is used to hold a group of records for the user to review or edit in bulk.
Export to smartsheet	This button in the Proposal and Enrichment workflow stages allows you to export external product records to a Smartsheet in order for the user to review or edit in bulk.
Custom Export	This button in the Proposal and Enrichment workflow stages allows you to export customized product data to an Excel spreadsheet. It is intended for data collection and review only and cannot be imported back to PIM.
Submit	This button allows you to submit the record(s) to the next stage in the workflow.

## Create Case Packs: Smartsheet

1. Access the PIM UI from VendorNet.

On the Home login page, click **Meijer Vendor Login**.



**IMPORTANT:** PIM UI is not compatible with Internet Explorer



**NOTE:** Do not enter VendorNet User ID and Password on this screen.

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

STEP managed user log in  
Please log in using the form

Username  
[ ]

Password  
[ ]

Log In

IDP managed user log in  
Meijer Vendor Login Meijer Team Member Login

2. If prompted, enter the VendorNet User ID (vendor's email address) and password.

Click **Sign On**.

### Please Log In

User ID  
[ ]

Password  
[ ]

Sign On

3. Click on the **Meijer Supplier UI** link to enter PIM.



**IMPORTANT:** Selecting **Meijer PIM UI** will prevent the user from accessing any functions.

STIBO SYSTEMS  
MASTER DATA MANAGEMENT

meijer-prod

Web UI

- Meijer PIM UI
- Meijer Supplier UI
- Meijer VIM UI

Workbench

- Launch STEPworkbench

Resources

- About STEP
- Instrument Documentation
- STEP API Documentation
- STEP Documentation
- STEP Performance Analysis
- STEP System Administration
- Web UI Component Report
- Workbench Launchers

4. The Stibo User Web UI home page is displayed with widgets in the center and a side panel on the left side of the screen.

The left side panel may be expanded to show the full task menu by clicking the Menu button.



**IMPORTANT:** Return to the PIM vendor home page at any time by clicking the Meijer icon in the upper corner of the left side panel.



**IMPORTANT:** Before a new case pack can be created, a **Product external record** must exist in PIM for the specific **Product GTIN** and **Vendor Number** that will be applied to the case pack.

If PIM does not have a **Product external record** for the case pack's **Product GTIN** and **Vendor Number**, please initiate a Product external record before continuing. Refer to the **Product Setup** guides for instructions.

5. Make sure the required Product external record(s) for the new case packs exist and are currently in the **Proposal** stage of the Vendor Workflow.



**NOTE:**

- The Product external records may, alternatively, be in the **Enrichment** stage of the Vendor Workflow.
- If the Product external records are not located in a stage of the Vendor Workflow, you can use **Advanced Search** to find the necessary records and add them to the workflow. See the **Product Maintenance** job guide for more information on using **Advanced Search**.

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me	Assignee
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors

6. On the PIM home screen, click **Download Smartsheet** in the **Links** widget to create case packs in bulk.

The screenshot shows the 'Stibo User Web UI' with a dark blue sidebar containing the Meijer logo and navigation links: Global Search, Navigation, External Record Tasks, Help, Proposal Queue, and Casepack Maintenance. The main content area has two widgets. The 'Links' widget contains the text: 'Start by downloading an empty Smartsheet.', 'Download Smartsheet' (highlighted with a red box), 'Once completed, import your Smartsheet.', and 'Import Smartsheet'. The 'Vendor Workflow' widget shows a table with the following data:

Initiate	
Proposal	3
Enrichment	0
Rework	1
Rejected	0
<b>Total</b>	<b>4</b>

7. The **Stibo Web UI Project** screen is displayed with widgets for different kinds of Smartsheets.

The **Smartsheet-CasePack** widget is used to download a smartsheet for new case packs.

The screenshot shows the 'Stibo Web UI Project' screen. It features a sidebar with the Meijer logo and navigation links. The main content area has four widgets: 'Links' (with a 'Go back' link and instructions), 'Smartsheet - Product' (with a dropdown menu set to 'All suppliers' and an 'Export' button), 'Smartsheet - CasePack' (highlighted with a red box, also with a dropdown set to 'All suppliers' and an 'Export' button), and 'Link to Existing PID' (with a dropdown set to 'All suppliers' and an 'Export' button').

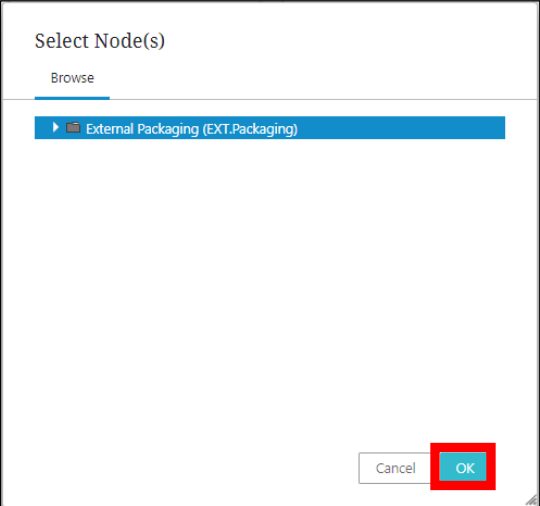


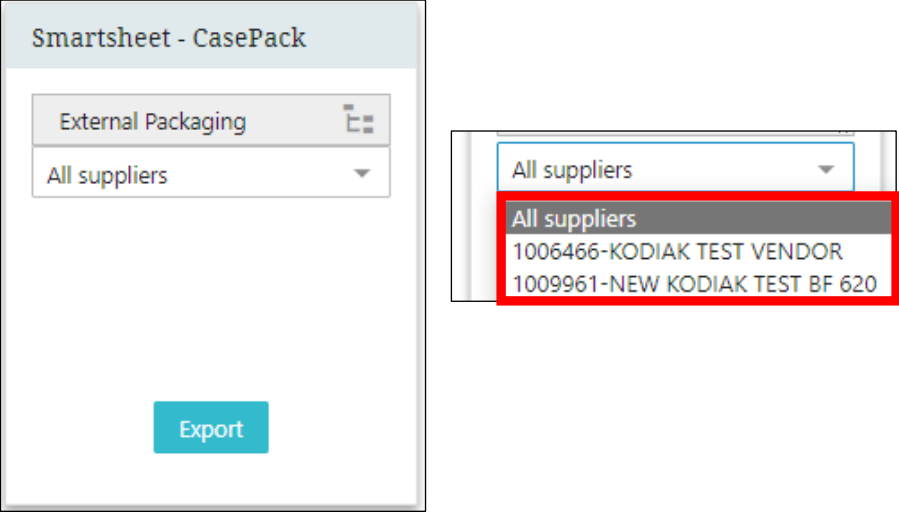
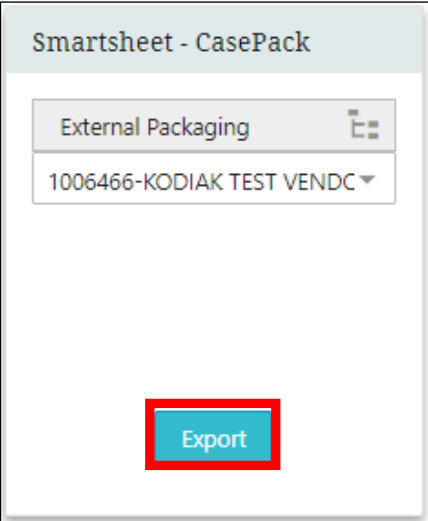
8. Select the **Node** icon in the Smartsheet-CasePack widget.

This is a close-up of the 'Smartsheet - CasePack' widget. It shows a dropdown menu set to 'All suppliers' and an 'Export' button. A small square icon with a plus sign, representing the 'Node' icon, is highlighted with a red box.

9. The Select Node(s) window is displayed.

Select **External Packaging (EXT.Packaging)**.

The screenshot shows the 'Select Node(s)' window. It has a 'Browse' tab selected. Below the tab, there is a list of nodes. The node 'External Packaging (EXT.Packaging)' is highlighted with a red box. At the bottom of the window are 'Cancel' and 'OK' buttons.



<p>10. <b>External Packaging (EXT.Packaging)</b> is highlighted and the <b>OK</b> button is enabled.</p> <p>Click <b>OK</b>.</p>	
<p>11. Click the <b>All suppliers</b> drop-down list to select the supplier you will use to create the new case packs.</p> <p> <b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• The supplier <b><i>MUST</i></b> be the same supplier that was used to create the Product external record(s).</li> <li>• If a user represents only one supplier, this option will not appear.</li> </ul> <p> <b>NOTE:</b> If you do not select a supplier at this step, you will need to select the supplier for each line item on the Smartsheet.</p>	
<p>12. Click <b>Export</b>.</p>	

13. A notification is briefly displayed that the process to export the Smartsheet has been started.

Click the **hyperlink** in the notification message.

Alternatively, you can click the **Recent background processes** icon in the upper right corner of the screen. Then click the top **Smartsheet template export** hyperlink displayed in the list of Finished Processes.

Smartsheet template download started as background process with id **BGP\_14655635**

K TEST VENDOR • (325981) • English US • Main  

▼ Finished Processes (3) [Open Process List](#)

**Smartsheet template export (External\_Packaging-2023-1...**  
2023-12-18 09:44 - 2023-12-18 09:44  
325981 [Download](#)


Smartsheet template export (Bowls\_Non\_Disposable\_-2...  
2023-12-13 16:07 - 2023-12-13 16:07

14. The **Background Process Details** screen is displayed.

Click the hyperlink under **Status** to download the Case Pack Smartsheet template.

Background Process Details

ID	BGP_14655635
Started By	325981
Description	Smartsheet template export (External_Packaging-2023-12-18_14.44.40.xlsm)
Template ID	Export Manager Pipeline
Status	✓ Succeeded <b>External_Packaging-2023-12-18_14.44.40.xlsm</b>
Started	12/18/23, 2:44:39 PM
Finished	12/18/23, 2:44:40 PM
Elapsed	4 s

 Export






ID	Type	Text
1	Info	Export process started (Mon Dec 18 14:44:39 UTC 2023)
1778	Info	Logging on to PIM server meijer-prod-step-app-1.mdm.stibosystems.com




15. The Smartsheet template is downloaded.


Click the file to open the Smartsheet template.



**NOTE:** The download notification may appear differently depending on the browser in use.

Using%20Smartshe...     

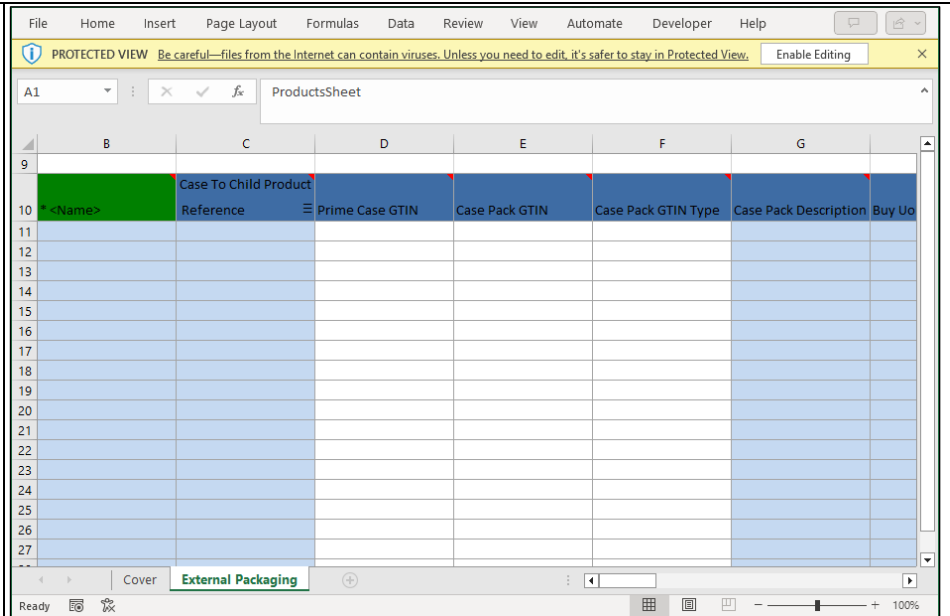
Downloads   ... 

 External\_Packaging-2023-12-18\_14.44.40.xlsm  
**Open file**

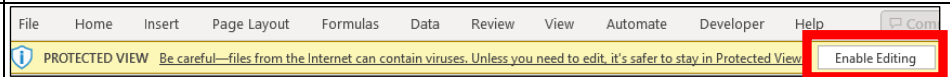
[See more](#)



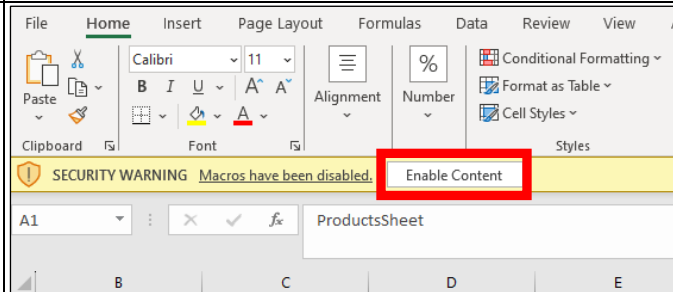
16. The Smartsheet template is displayed.



17. Click the **Enable Editing** button.



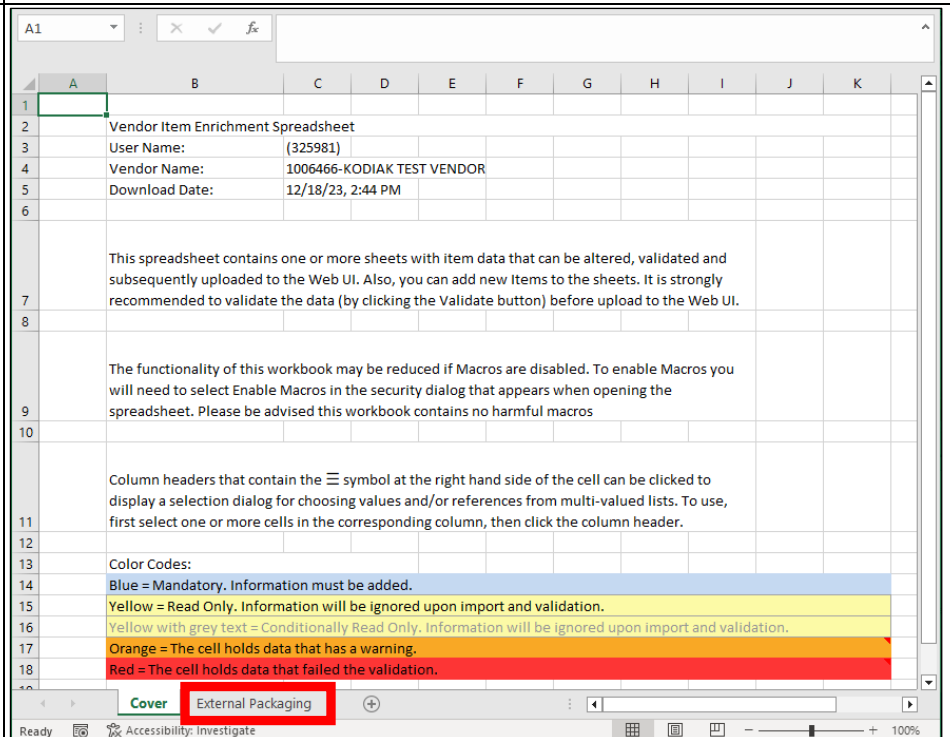
18. Click the **Enable Content** button.



19. The **Cover** sheet is displayed with details about the Smartsheet and the color codes used.

Read through the information on the Cover sheet.

Click the **External Packaging** sheet.

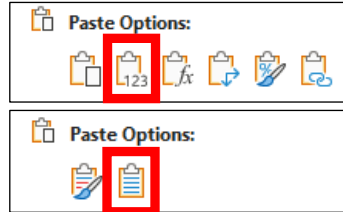




20. Enter the names of the Products in the \***<Name>** column.



**NOTE:** You can copy and paste data from other sources into the Smartsheet. Paste values only (no formatting).



File Home Insert Page Layout Formulas Data Review View Automate Developer Help Comment						
Clipboard Font Alignment Styles						
B11 Test Bowl 1						
Validate sheet						
Next error						
Case To Child Product Reference Prime Case GTIN Case Pack GTIN Case Pack GTIN Type Case Pack Description						
* <Name>						
Test Bowl 1						
Test Bowl 2						
Test Bowl 3						
Test Bowl 4						
Test Bowl 5						

21. If you did not select a specific supplier for the Smartsheet in step 11, the **Supplier** column appears in the Smartsheet, and a supplier must be selected for each case pack.

Click the drop-down arrow to the right of each cell in the column and select the appropriate vendor number from the list.



**IMPORTANT:** The supplier **MUST** be the same supplier that was used to create the Product external record(s).



**NOTE:** This column will not appear if a supplier was selected for the Smartsheet in step 7.

B C D		
Validate sheet		
Next error		
9		
* <Name>		
10	Test Bowl 1	Supplier
11	Test Bowl 2	1006466-KODIAK TEST VENDOR
12	Test Bowl 3	1009961-NEW KODIAK TEST BF 620
13	Test Bowl 4	
14	Test Bowl 5	
15		
16		
17		

22. The **Case To Child Product Reference** column allows the user to connect the case pack(s) being created to the appropriate Product external record(s). This ensures the case packs are added to the correct Product records when the Smartsheet is imported.

Select the cell you wish to populate and then click the icon in the column header cell.

B C D E			
Validate sheet			
Next error			
9			
* <Name>			
10	Test Bowl 1	Case To Child Product Reference	Prime Case GTIN
11	Test Bowl 2		Case Pack GTIN
12	Test Bowl 3		
13	Test Bowl 4		
14	Test Bowl 5		
15			
16			
17			
18			
19			
20			

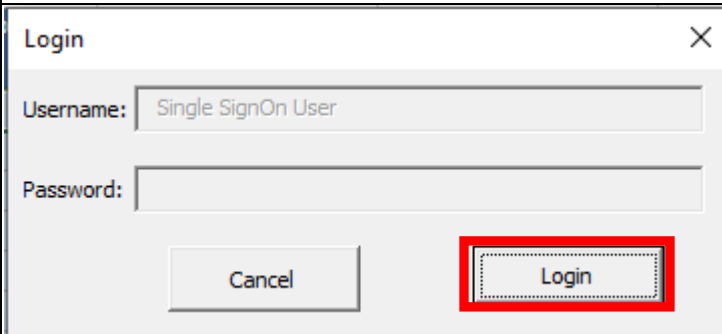
23. A new window will appear in the computer web browser, and the user will be logged in to PIM. A message will appear in the browser window indicating the Smartsheet has been authenticated.

Close the window and return to the Smartsheet.

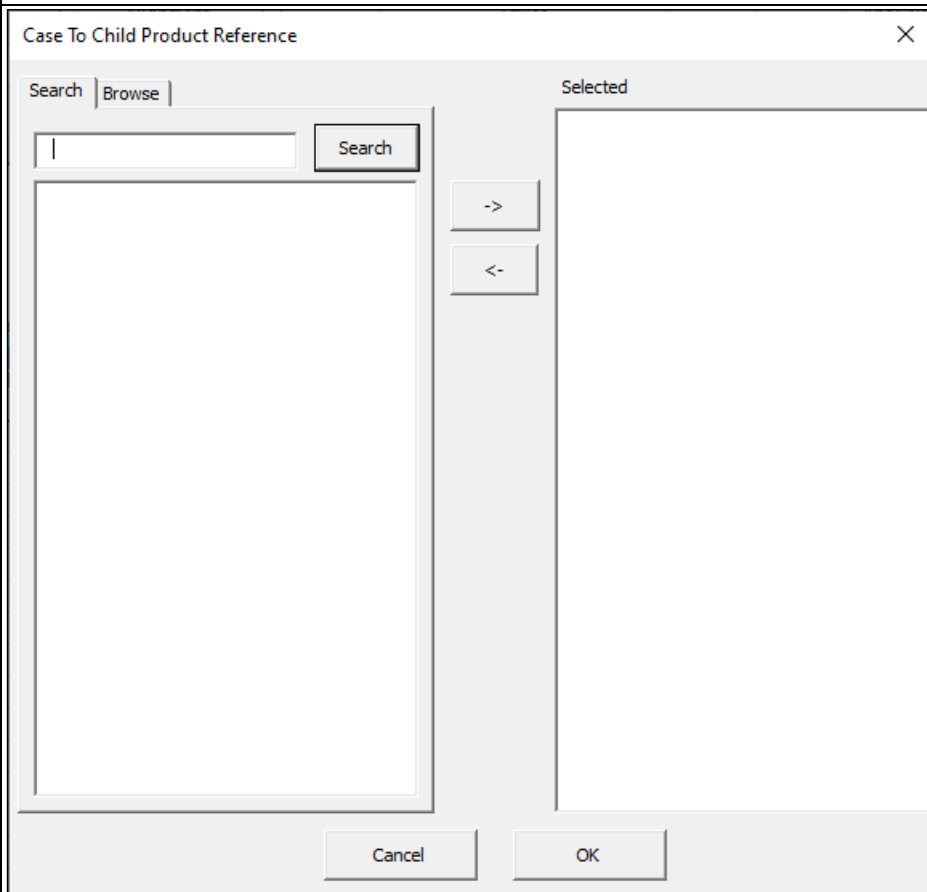


24. In the Smartsheet, the **Login** pop-up window is displayed.

Click **Login**.



25. The **Case to Child Product Reference** window is displayed.



26. Search for the Product by entering the **Product Name** or **External Record ID**.



**NOTE:**

- Enter an asterisk (\*) before and after the search term to generate multiple results.
- Using the **Browse** tab is not recommended because Smartsheets have a limited number of results that can be displayed, and the number of Product record options may exceed that limit.

Case To Child Product Reference

Search | Browse

Test Bowl 1

Search

Test Bowl 1 (EXT-14615027)

Case To Child Product Reference

Search | Browse

EXT-14615028

Search

Test Bowl 2 (EXT-14615028)

27. Once the correct Product external record is found, select the record and click the right arrow to move the record to the **Selected** side.

Click **OK**.

Case To Child Product Reference

Search | Browse

Test Bowl 1

Search

Test Bowl 1 (EXT-14615027)

->

<-

Selected

Test Bowl 1 (EXT-14615027)

Cancel

OK

28. Fill in the **Prime Case GTIN**, **Case Pack GTIN**, and **Case Pack GTIN Type** fields only if the case pack(s) have a 14-digit UPCB that is needed by the supplier for shipping purposes.

**IMPORTANT:** The **Product GTIN** should NOT be entered here.

**NOTE:** Change the cell formatting in the **Case Pack GTIN** column cells to **Text** format before entering the Case Pack GTIN(s).

* <Name>	Case To Child Product Reference	Prime Case GTIN	Case Pack GTIN	Case Pack GTIN Type	Case Pack Description
Test Bowl 1	Test Bowl 1 (EXT-14615027)				
Test Bowl 2	Test Bowl 2 (EXT-14615028)				
Test Bowl 3	Test Bowl 3 (EXT-14615029)				
Test Bowl 4	Test Bowl 4 (EXT-14615030)				
Test Bowl 5	Test Bowl 5 (EXT-14615031)				

29. Fill in the rest of the mandatory cells (highlighted blue).

Some cells will have a drop-down list of predetermined options (i.e., Case Pack Buy UoM and Product Origin).

Other cells can be filled with unique values (i.e., Case Pack Description and Initial Case Pack Cost). These cells can be filled with values that are copied from another source and pasted.

* <Name>	Case Pack Description	Buy UoM	Case Pack Min Buy Qty	Case Pack Buy Multipl	Number of Inner Packs	Initial Case Pack Cost
Test Bowl 1	Test Bowl 1	Eaches (EA)	1	1	1	4
Test Bowl 2	Test Bowl 2	Eaches (EA)	1	1	1	3
Test Bowl 3	Test Bowl 3	Multi Shpr Cs (MS)	1	1	1	4
Test Bowl 4	Test Bowl 4	Pound (LB)	1	1	1	4
Test Bowl 5	Test Bowl 5	Short Hundredw (CW)	1	1	1	3

30. Continue scrolling to the right and populate any non-mandatory cells that are applicable to the Case Packs.

**NOTE:** Cells with white backgrounds are optional.

* <Name>	Width (case pack)	Depth (case pack)	Cube Order Factor	DF Flag	Direct Store Delivery
Test Bowl 1					
Test Bowl 2					
Test Bowl 3					
Test Bowl 4					
Test Bowl 5					

31. Once all necessary Case Pack information has been entered, validate the information by clicking the **Validate sheet** button.

	N	O	P	Q	R
9	Validate sheet				
	Next error				
10	<Name>	Net Weight	Product Origin	Inner Pack Inventory U Cube	Case Pack Quantity
11	Test Bowl 1	8.5	Domestic within US (D Eaches (EA)	0.96	12
12	Test Bowl 2	7.6	Domestic within US (D Eaches (EA)	1.24	6
13	Test Bowl 3	8.1	Domestic within US (D Eaches (EA)	1.11	8
14	Test Bowl 4	8.5	Domestic within US (D Eaches (EA)	0.96	12
15	Test Bowl 5	7.6	Domestic within US (D Eaches (EA)	1.24	6

32. The **Validate Smartsheet Contents** window is displayed.

Click **OK**.

**Validate Smartsheet Contents**

☒ Validate only changed products

☐ Validate all product sheets

Validation result

OK Cancel

33. The Smartsheet will validate the Case Pack data.

When complete, the window will display the results either letting the user know that the products look OK or that errors were found.

If errors were found, correct the errors and validate again.



**NOTE:**

- Any errors will be highlighted red and must be corrected.
- Hover your cursor over the red cells to see a textbox explain the error.

**Validate Smartsheet Contents**

☒ Validate only changed products

☐ Validate all product sheets

Validation result

External Packaging:  
All 5 Examined products OK

Done

**Validate Smartsheet Contents**

☒ Validate only changed products

☐ Validate all product sheets

Validation result

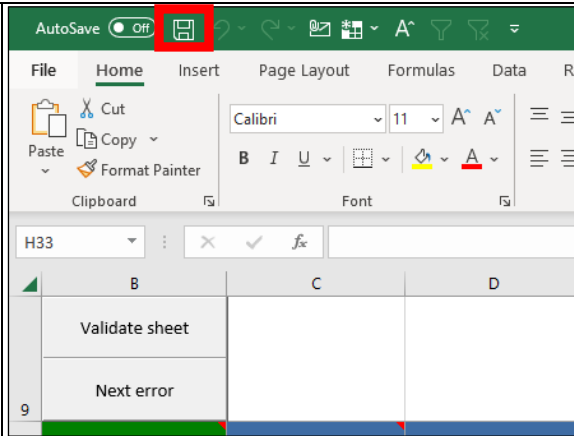
External Packaging:  
Examined products: 1  
Total errors in validation: 1  
Missing required values: 1

Done

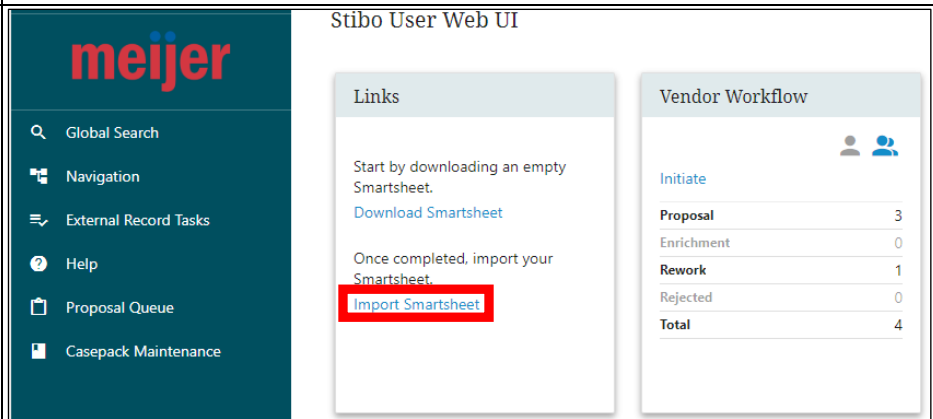
  

	B	N	O	P	Q
	Validate sheet				
	Next error				
9					
10	<Name>	Net Weight	Product Origin	Inner Pack Inventory U Cube	
11	Test Bowl 1	8.5	Domestic within US (D Eaches (EA)	0.96	
12	Test Bowl 2	7.6	Domestic within US (D Eaches (EA)	1.24	
13	Test Bowl 3	8.1	Domestic within US (D Eaches (EA)	1.11	
14	Test Bowl 4	8.5	Domestic within US (D Eaches (EA)	0.96	
15	Test Bowl 5	7.6	Domestic within US (DOM)	1.24	

34. Once the Smartsheet is validated with no errors, save the Smartsheet on your local desktop.

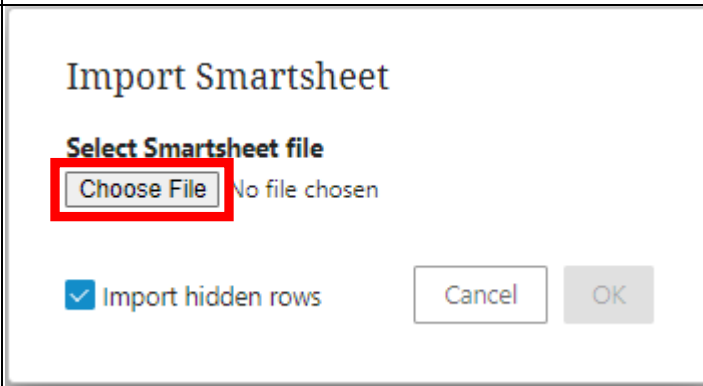


35. Navigate back to the PIM UI. Click the **Import Smartsheet** hyperlink in the **Links** widget on the home screen.



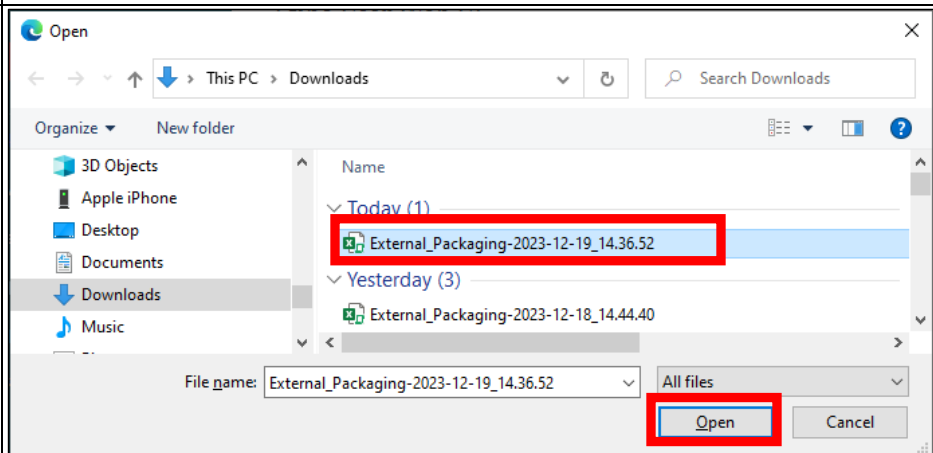
36. The **Import Smartsheet** window is displayed.

Click **Choose File**.



37. The **Open** window is displayed.

Select the Smartsheet that was just saved and click the **Open** button.



38. Click **OK**.

**Import Smartsheet**

**Select Smartsheet file**

External\_Packagi...-19\_14.36.52.xlsm

☒ Import hidden rows

39. A notification that the import process has been initiated will appear at the top of the screen briefly with a hyperlink.

To see the progress of the importing Smartsheet, click the hyperlink in the notification.

Alternatively, click the **Recent Background Processes** button in the upper right corner of the screen next to the Notifications bell and then click the top process hyperlink shown in the **Process List**.

Creation of background process initiated **BGP\_1467746** (Web UI Smartsheet Import)

K TEST VENDOR • (325981) • English US • Main   2

▼ Active Processes (1)

**Web UI Smartsheet Import**

2023-12-19 10:37 • 325981

▼ Finished Processes (5) [Open Process List](#)

[Smartsheet template export \(External\\_Packaging-2023-1...](#)

2023-12-19 09:36 - 2023-12-19 09:36

325981 [Download](#)

40. The **Background Process Details** screen is displayed.

When the **Status** has updated to say **Succeeded**, the Smartsheet has been imported successfully.




**NOTE:** The import process into PIM may take several minutes to complete.

**Background Process Details**

ID	BGP_14677461
Started By	325981
Description	Web UI Smartsheet Import
Template ID	Import Manager Pipeline
Status	<input checked="" type="checkbox"/> <b>Succeeded</b>
Started	N/A
Finished	12/19/23, 3:46:44 PM
Elapsed	8 m 45 s

ID	Type	Text
1	Info	Retrieval started (Tue Dec 19 15:46:41 UTC 2023)
1778	Info	Retrieved 989476 bytes (Tue Dec 19 15:46:41 UTC 2023)
3555	Info	Conversion started (Tue Dec 19 15:46:41 UTC 2023)

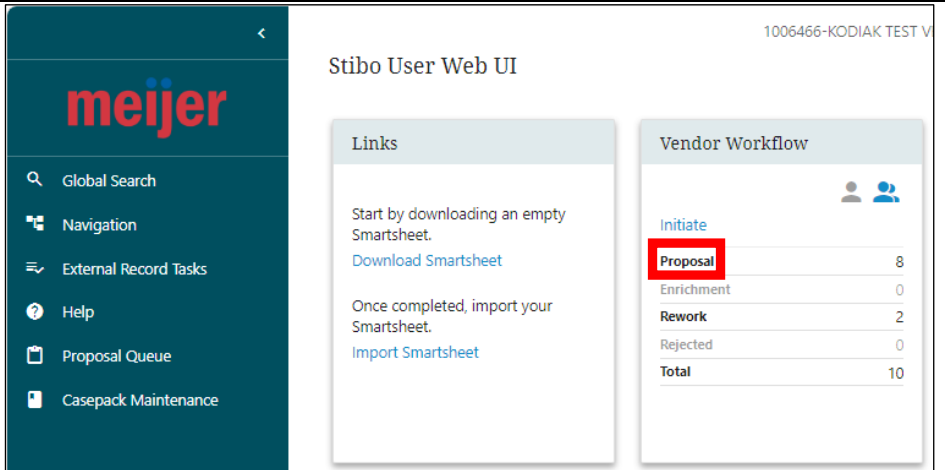


41. Return to the PIM home screen by clicking the **Meijer** icon  in the upper left corner.

Click **Proposal** in the **Vendor Workflow** widget.



**NOTE:** If the Product records are in the **Enrichment** stage of the **Vendor Workflow**, click **Enrichment**.

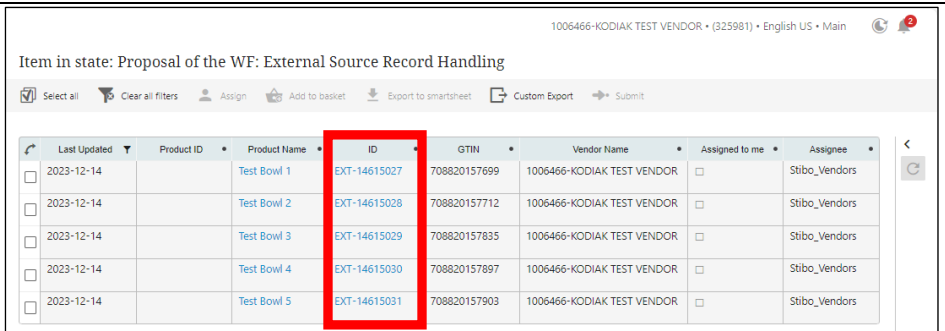


The screenshot shows the Stibo User Web UI. On the left is a navigation menu with the Meijer logo and options: Global Search, Navigation, External Record Tasks, Help, Proposal Queue, and Casepack Maintenance. The main area is titled 'Stibo User Web UI' and contains two widgets. The 'Links' widget provides instructions on downloading and importing a Smartsheet. The 'Vendor Workflow' widget shows a status bar with 'Initiate' (8), 'Proposal' (highlighted with a red box), 'Enrichment' (0), 'Rework' (2), 'Rejected' (0), and 'Total' (10).

42. The **Item in state: Proposal of the WF: External Source Record Handling** screen is displayed.

The Case Packs from the imported Smartsheet have been added to the designated Product external records.

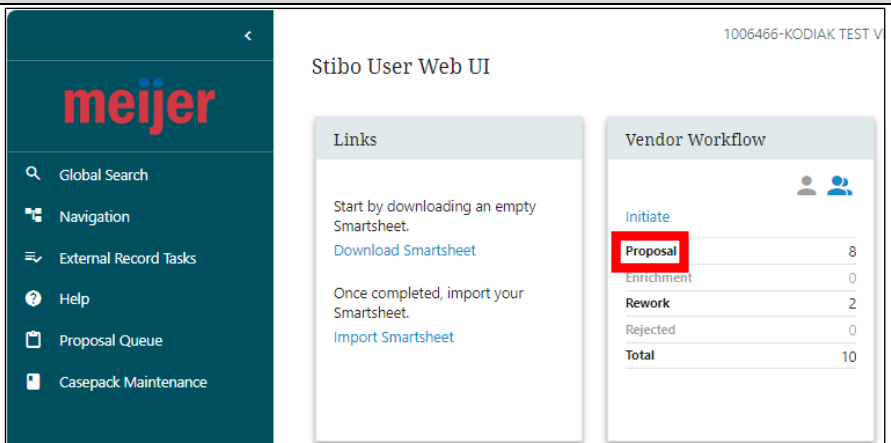
Click the **External Record IDs** in the **ID** column to open the record for each Product to review or edit as needed.



The screenshot shows the 'Item in state: Proposal of the WF: External Source Record Handling' screen. It features a table with columns: Last Updated, Product ID, Product Name, ID (highlighted with a red box), GTIN, Vendor Name, Assigned to me, and Assignee. The table lists five 'Test Bowl' products, each with a unique ID (EXT-14615027 to EXT-14615031) and a GTIN. The vendor for all records is '1006466-KODIAK TEST VENDOR'. The assignee for all records is 'Stibo\_Vendors'.

## Submit Bulk Product Records in Proposal

1. After the Smartsheet(s) have been imported and all data has been completed and reviewed, navigate to the **Proposal** stage in the **Vendor Workflow** widget.



This screenshot is identical to the one in step 41, showing the Stibo User Web UI with the 'Proposal' button in the Vendor Workflow widget highlighted in red.

2. The **Item in state: Proposal of the WF: External Source Record Handling** screen is displayed.

1006466-KODIAK TEST VENDOR • (325981) • English US • Main

Item in state: Proposal of the WF: External Source Record Handling

Select all Clear all filters Assign Add to basket Export to smartsheet Custom Export Submit

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me	Assignee
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>	Stibo_Vendors

3. Locate and select the Product external records ready to be submitted.

Item in state: Proposal of the WF: External Source Record Handling

Clear selection Clear all filters Assign Add to basket Export to smartsheet Custom Export Submit

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>

4. Click **Assign**.

In the drop-down lists, click **Assign to** > **Me**.

Item in state: Proposal of the WF: External Source Record Handling

Clear selection Clear all filters Assign Add to basket Export to smartsheet Custom Export Submit

Release task

Assign to Me ((325981))

Group: 1006466-KODIAK TEST VENDOR (7559032)

MDM Vendor

Vendornet Vendor

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input type="checkbox"/>

5. The records have been assigned.

Item in state: Proposal of the WF: External Source Record Handling

Select all Clear all filters Assign Add to basket Export to smartsheet Custom Export Submit

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>

6. Select the Product external records again.

Click **Submit**.

Item in state: Proposal of the WF: External Source Record Handling

Clear selection Clear all filters Assign Add to basket Export to smartsheet Custom Export Submit

Last Updated	Product ID	Product Name	ID	GTIN	Vendor Name	Assigned to me
2023-12-14		Test Bowl 1	EXT-14615027	708820157699	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 2	EXT-14615028	708820157712	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 3	EXT-14615029	708820157835	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 4	EXT-14615030	708820157897	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>
2023-12-14		Test Bowl 5	EXT-14615031	708820157903	1006466-KODIAK TEST VENDOR	<input checked="" type="checkbox"/>

7. The **Submit Properties** window is displayed.

Click **OK**.



**NOTE:** You may also choose to add a message for the merchant team in the **Submit Message** textbox.

### Submit Properties

Submit event    Submit

Submit message

Cancel

OK

8. A success notification is displayed briefly.

The Product external records have been submitted for approval.



**NOTE:** The Product records have moved to the **Enrichment** stage of the **Vendor Workflow** where they can still be accessed and edited prior to approval.

5 of 5 product(s) submitted

