

PriceSmart Vendor Portal User Guide

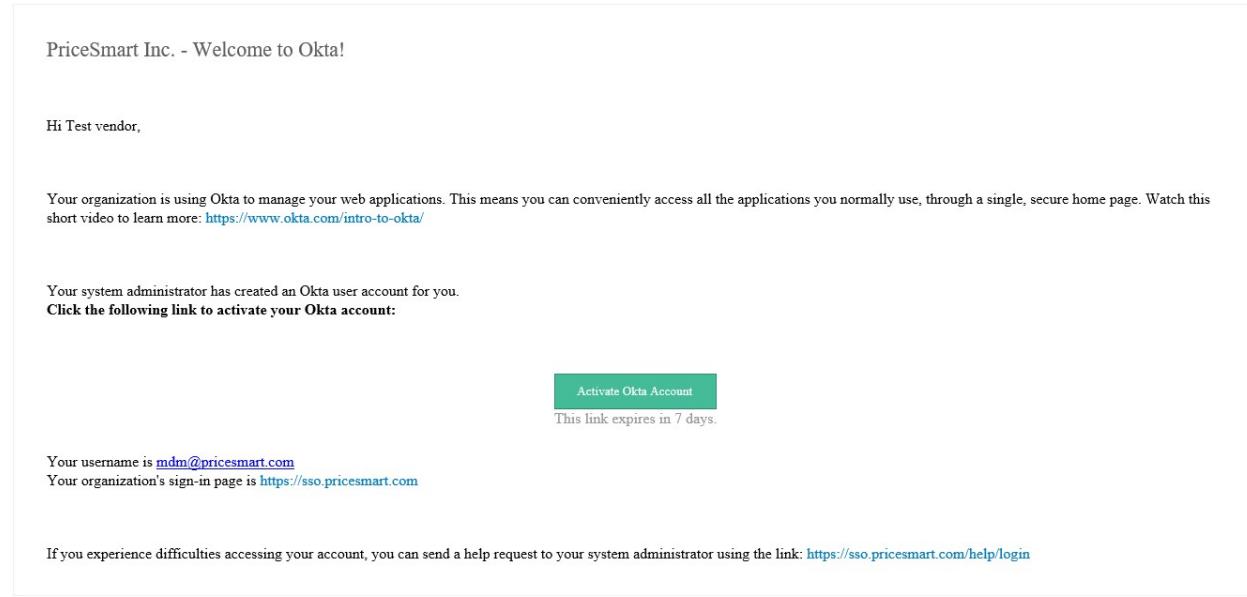
V7 – Revised 03/30/2021

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Login

You should receive an email from Okta with your account activation link:



PriceSmart Inc. - Welcome to Okta!

Hi Test vendor,

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: <https://www.okta.com/intro-to-okta/>

Your system administrator has created an Okta user account for you.
Click the following link to activate your Okta account:

[Activate Okta Account](#)

This link expires in 7 days.

Your username is mdm@pricesmart.com
Your organization's sign-in page is <https://sso.pricesmart.com>

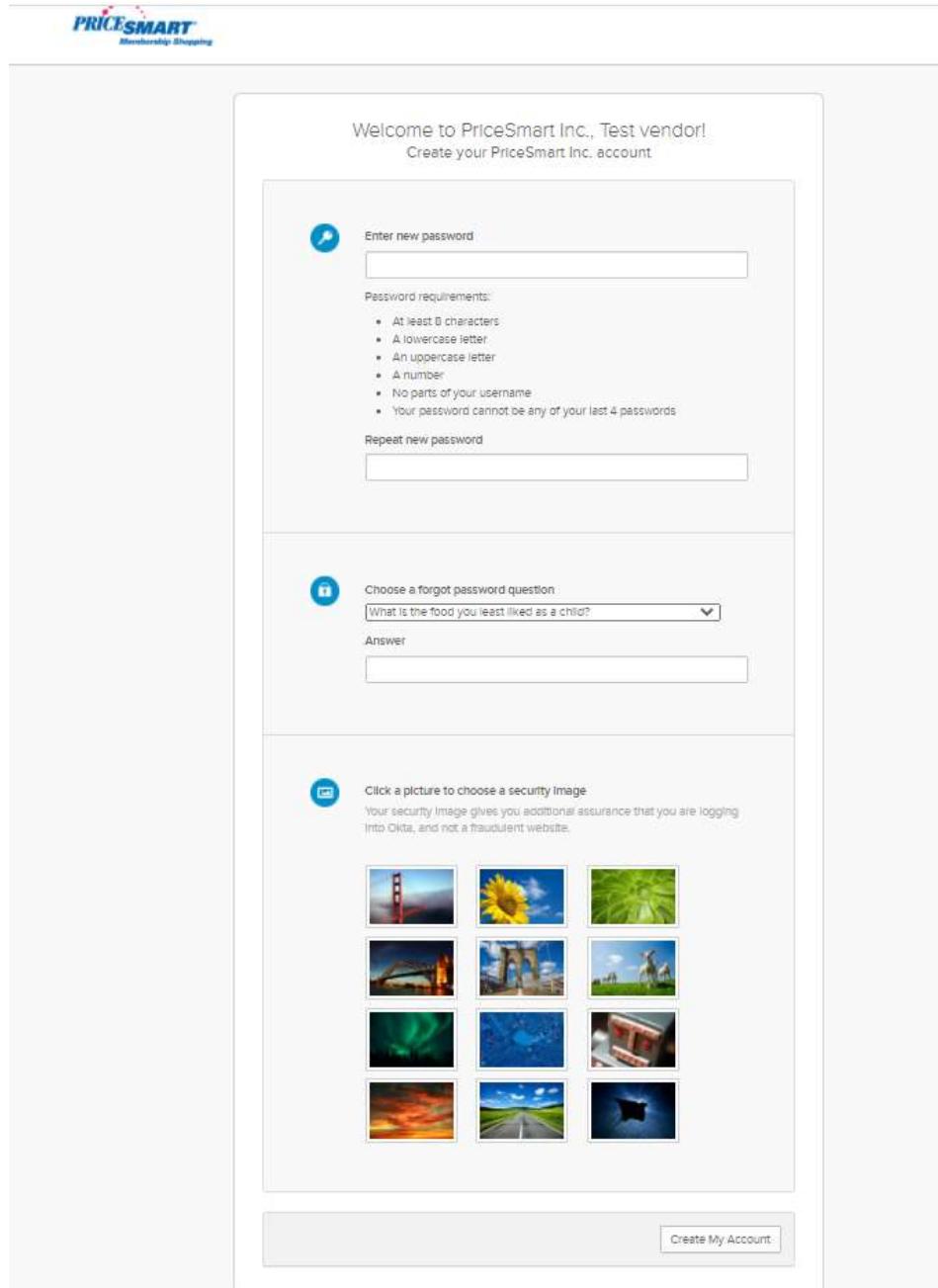
If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://sso.pricesmart.com/help/login>

This is an automatically generated message from [Okta](#). Replies are not monitored or answered.

Click on 'Activate Okta Account' to continue to the account creation.

Account Creation

You will be taken to the account setup page. Continue by selecting a Password, Secret Code and Security Image:



The screenshot shows the PriceSmart account creation interface. At the top, the PriceSmart logo is visible. Below it, a main title reads "Welcome to PriceSmart Inc., Test vendor! Create your PriceSmart Inc. account". The form is divided into several sections:

- Password Section:** Contains fields for "Enter new password" and "Repeat new password". Below these is a list of "Password requirements":
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username
 - Your password cannot be any of your last 4 passwords
- Forgot Password Section:** Contains a field for "Choose a forgot password question" with a dropdown menu set to "What is the food you least liked as a child?", and an "Answer" input field.
- Security Image Selection Section:** Contains a heading "Click a picture to choose a security image" and a note "Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website." Below this are nine thumbnail images arranged in a 3x3 grid:
 - Golden Gate Bridge
 - Sunflower
 - Green plant
 - Sydney Opera House
 - Arch bridge
 - Two deer
 - Aurora Borealis
 - Underwater scene
 - TV screen
 - Cloudy sunset
 - Road ahead
 - Blue square
- Action Buttons:** A large "Create My Account" button at the bottom right of the main form area.

Click 'Create My Account' to go to the next step.

As an added security measure, please select a multi-factor authentication (MFA) method. Follow the steps to confirm the selected MFA method. (Note: You only need to select one.)



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.

Setup

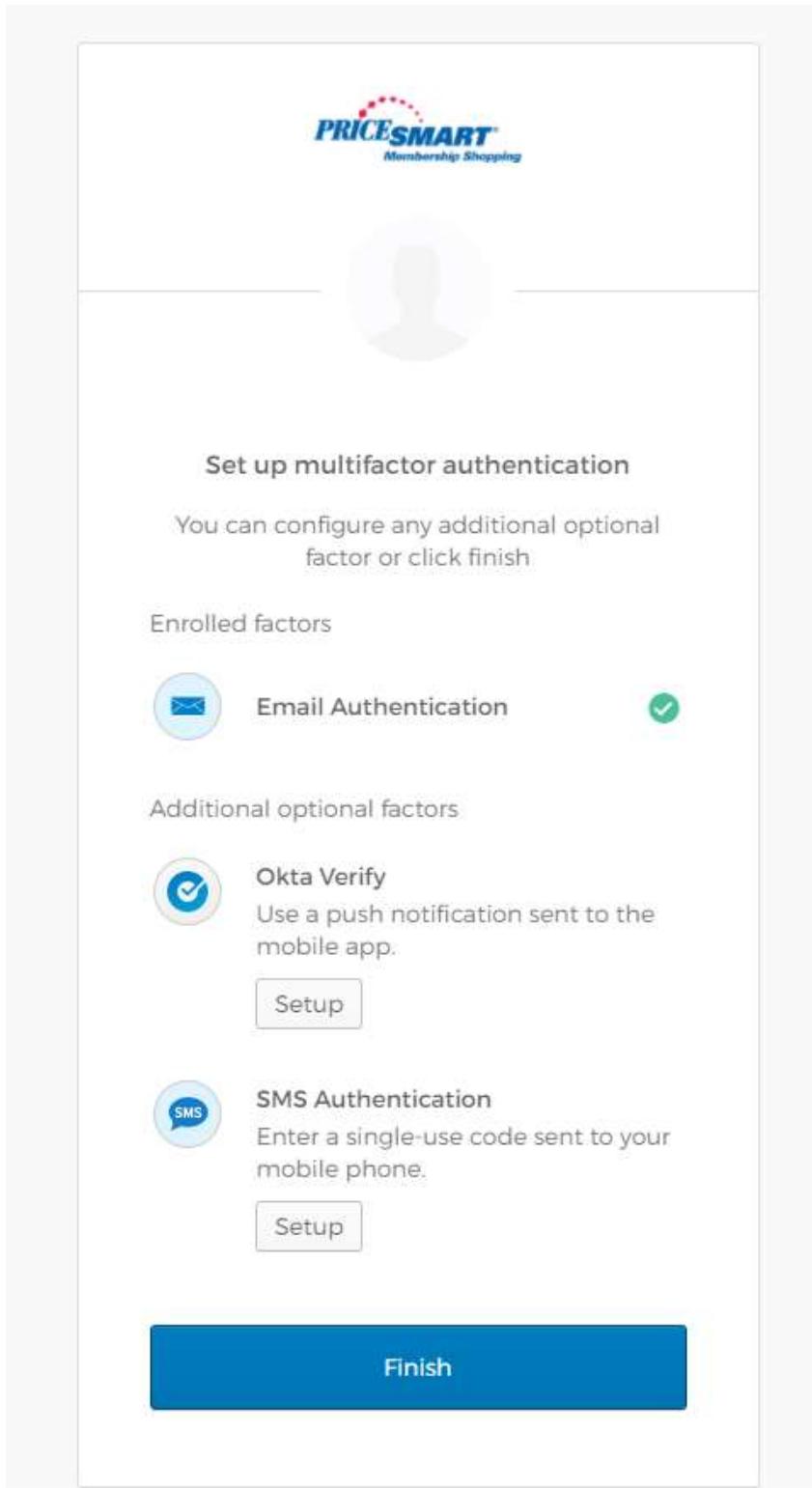
SMS Authentication
Enter a single-use code sent to your mobile phone.

Setup

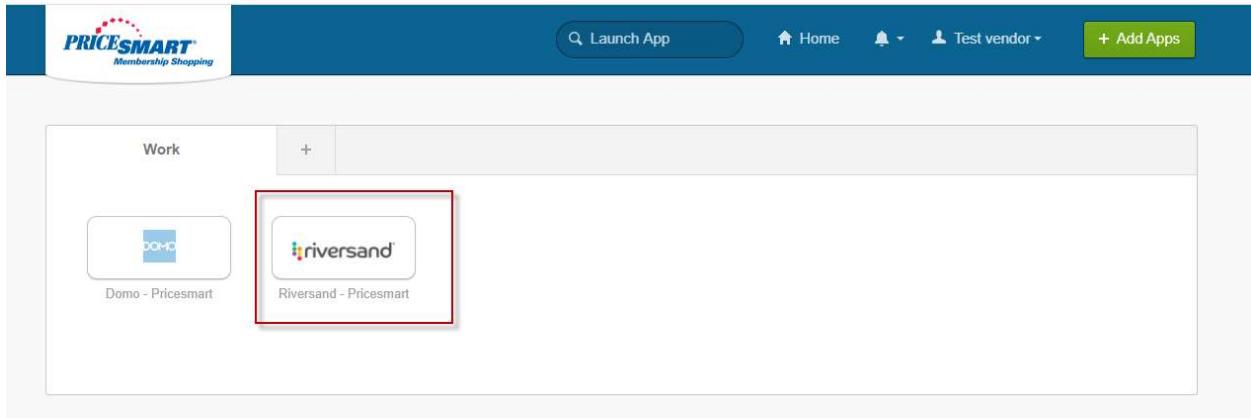
Email Authentication
Enter a verification code sent to your email.

Setup

Once verified, you will see a checkmark on the select MFA option. Click Finish to complete the Okta setup.



Select the following URL to go to the Okta Single Sign on page. Select the ‘Riversand’ link to access the Vendor Portal.



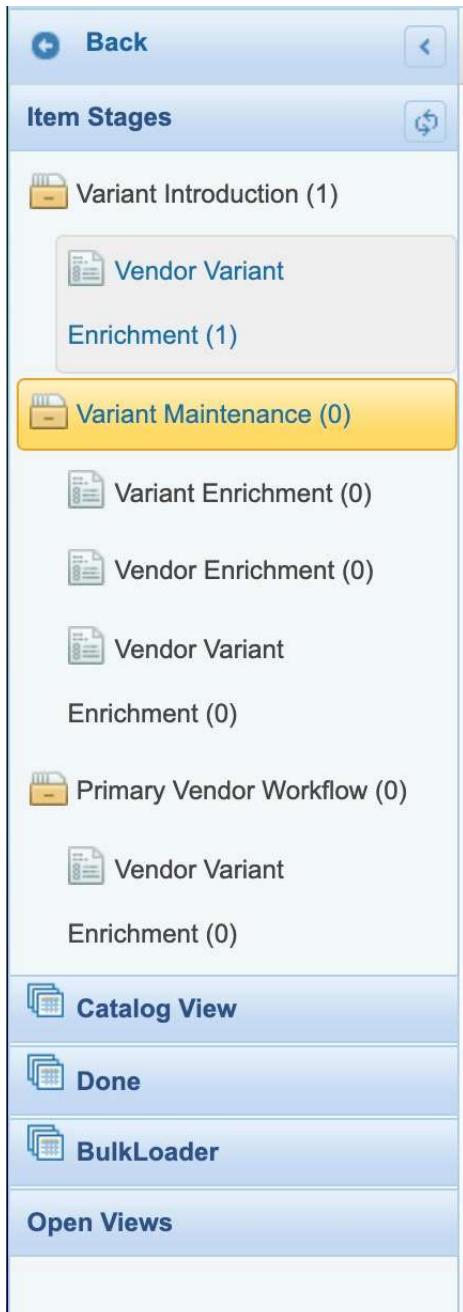
MDM Ref Id	Entity Name	Category	Primary UPC	JOE Description (30 Characters)	Supplier number	PIM Number
P001976-1000082	P001976-1000082	Small Appliances » Air Purifiers	5678912345677	Air Purifiers		
P002007-1000082	P002007-1000082	Housewares » Home Decor » Artificial Plants	0234567890129	Plants		
P002008-1000082	P002008-1000082	Groceries » Liquor, Beer & Wine » Liqueur	7503007910684	Jägermeister Music Pack 1lt		
P002016-1000082	P002016-1000082	Groceries » Liquor, Beer & Wine » Liqueur	7503007910615	Jägermeister Music Pack 1lt		
P001993-1000082	P001993-1000082	Electronics » Musical Instruments » Guitars	6767898767876	Guitar2507181		
P002020-1000082	P002020-1000082	Automotive » Automotive Consumer Electronics » Automotive Bluetooth	0312345678906	Bluetooth		

- You will now be successfully logged into Vendor Portal, you will land on the a screen similar to the one above

Upon entering you will land at the home screen. The home screen is composed of 3 sections: the Left Side Tabs, the Search and Search Results.

Left Side Tabs

The Left side tabs serve as a navigation through the item setup workflow.



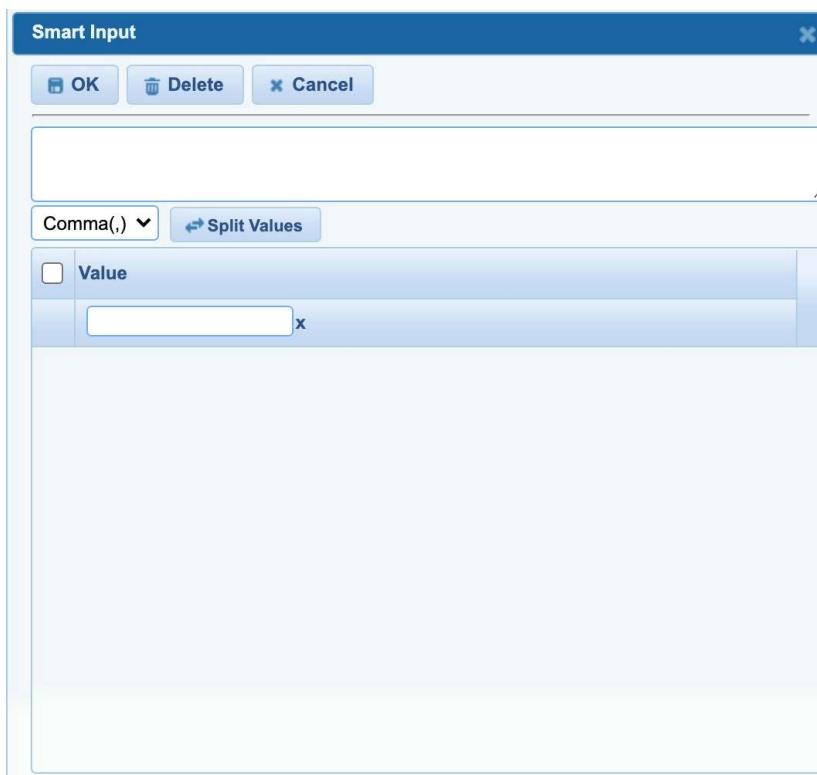
Item Stages tab:

Button	Function
Item Stages	Shows all available items in workflow
Variant Introduction (6)	Contains all new items by the Assistant Buyer (AB) and processed to get vendor information.
Variant Maintenance (0)	Contains all the maintenance items updated by the vendor
Catalog View	Where all the existing items which are out of the workflow and vendor can access to do the updates
Done	Displays finished items
Open Views	Displays items currently being worked on

Search Page

The Search allows users to find items based on the selected criteria.

Mass search: Certain search criteria allow for batch search, select the  icon to enter the Smart Input window



The image shows a 'Smart Input' dialog box. At the top, there are three buttons: 'OK', 'Delete', and 'Cancel'. Below these are two buttons: 'Comma(,) ▾' and 'Split Values'. A large input field follows, containing a table with one row and one column. The first cell of the table has a checkbox labeled 'Value' and contains the text 'x'. The rest of the dialog is a large, empty white area.

Enter in multiple values separated by the selected value [Comma (,), Pipe (|), or Hash (#)]

Keyword:

The screenshot shows a search interface with a 'Search' bar at the top. Below it is a 'Search Criteria' section with fields for 'Keyword' (containing '5678912345677'), 'Comments', 'PIM Number', 'Item Description', and 'Primary UPC'. There are also checkboxes for 'Attribute Selection' (Common, System, Category Specific, Workflow) and a button to 'Show the first 100 Results'. A 'Search' button is located at the bottom right of the criteria area. The main area is titled 'Search Results' and displays a table with columns: MDM Ref Id, Entity Name, Category, Primary UPC, JDE Description 1 (30 Characters), Supplier number, and PIM Number. One row is visible, corresponding to the search term: P001976-1000082, P001976-1000082, Small Appliances > Air Purifiers, 5678912345677, Air Purifiers, and blank supplier and PIM numbers. Navigation controls like 'Page 1 of 1' and a dropdown for '10' items are at the bottom.

Field/Button	Function
Keyword	Users can input any kind of information related to the item.
Search	Use the Search button to fulfill a search on the entered Keyword .

Search Result window will display all available results:

The screenshot shows the 'Search Results' interface after searching for 'Air Purifiers'. The search criteria at the top now have 'Air Purifiers' in the 'Item Description' field. The results table shows one row matching the search term: P001976-1000082, P001976-1000082, Small Appliances > Air Purifiers, 5678912345677, Air Purifiers, and blank supplier and PIM numbers. Navigation controls like 'Page 1 of 1' and a dropdown for '10' items are at the bottom.

Item Description:

The screenshot shows a search interface with a 'Search' bar at the top. Below it is a 'Search Criteria' section with fields for 'Keyword', 'Comments', 'PIM Number', 'Item Description' (containing 'Air Purifiers'), and 'Primary UPC'. There are also checkboxes for 'Attribute Selection' (Common, System, Category Specific, Workflow) and a button to 'Show the first 100 Results'. A 'Search' button is located at the bottom right of the criteria area. The main area is titled 'Search Results' and displays a table with columns: MDM Ref Id, Entity Name, Category, Primary UPC, JDE Description 1 (30 Characters), Supplier number, and PIM Number. One row is visible, corresponding to the search term: P001976-1000082, P001976-1000082, Small Appliances > Air Purifiers, 5678912345677, Air Purifiers, and blank supplier and PIM numbers. Navigation controls like 'Page 1 of 1' and a dropdown for '10' items are at the bottom.

Field/Button	Function
Item Description	Users can input an Item Description to search against

	Use the Search button to fulfill a search on the entered Item Description .
--	--

Search Result window will display all available returns:

The screenshot shows a search results page with the following details:

Search Criteria:

- Keyword: [empty]
- Comments: [empty]
- Item Description: [empty]
- PIM Number: [empty]
- Primary UPC: **5678912345677** (highlighted with a red box)
- Attribute Selection: Common, System, Category Specific, Workflow
- Show the first: 100 Results, Clear, Search

Search Results:

MDM Ref Id	Entity Name	Category	Primary UPC	JDE Description 1 (30 Characters)	Supplier number	PIM Number
P001976-1000082	P001976-1000082	Small Appliances » Air Purifiers	5678912345677	Air Purifiers	[empty]	[empty]

Page: 1 of 1, View 1 - 1 of 1

Primary UPC:

Field/Button	Function
Primary UPC	Users can input the Primary UPC of the item
	Use the Search button to fulfill a search on the Primary UPC keywords.

Search Result window will display all available returns:

Comments:

The screenshot shows a search results page with the following details:

Search Criteria:

- Keyword: [empty]
- Comments: [highlighted with a red box]
- Item Description: [empty]
- PIM Number: [empty]
- Primary UPC: [empty]
- Attribute Selection: Common, System, Category Specific, Workflow
- Show the first: 100 Results, Clear, Search

Search Results:

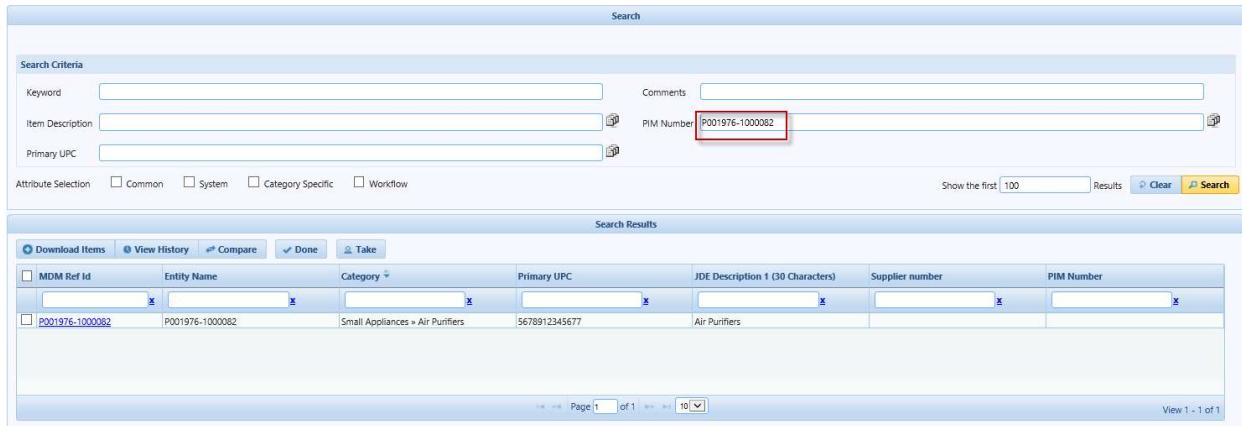
MDM Ref Id	Entity Name	Category	Primary UPC	JDE Description 1 (30 Characters)	Supplier number	PIM Number
P001976-1000082	P001976-1000082	Small Appliances » Air Purifiers	5678912345677	Air Purifiers	[empty]	[empty]
P002007-1000082	P002007-1000082	Housewares » Home Decor » Artificial Plants	0234567890129	Plants	[empty]	[empty]
P002008-1000082	P002008-1000082	Groceries » Liquor, Beer & Wine » Liqueur	7503007910684	Jägermeister Music Pack 1lt	[empty]	[empty]
P002016-1000082	P002016-1000082	Groceries » Liquor, Beer & Wine » Liqueur	7503007910615	Jägermeister Music Pack 1lt	[empty]	[empty]
P001993-1000082	P001993-1000082	Electronics » Musical Instruments » Guitars	6767898767876	Guitar2507181	[empty]	[empty]
P002020-1000082	P002020-1000082	Automotive » Automotive Consumer Electronics » Automatic Bluetooth	0512345678906	Bluetooth	[empty]	[empty]

Page: 1 of 1, View 1 - 6 of 6

Field/Button	Function
Comments	Users can input the Comments of the item

 Search	Use the Search button to fulfill a search on the entered Comments .
--	--

Search Results window shows the related items:



The screenshot shows the 'Search' interface with the following details:

Search Criteria:

- Keyword: [empty]
- Comments: [empty]
- Item Description: [empty]
- PIM Number: **P001976-1000082** (highlighted with a red box)
- Primary UPC: [empty]

Attribute Selection: Common, System, Category Specific, Workflow

Search Results:

MDM Ref Id	Entity Name	Category	Primary UPC	JDE Description 1 (30 Characters)	Supplier number	PIM Number
P001976-1000082	P001976-1000082	Small Appliances » Air Purifiers	5678912345677	Air Purifiers		

Page: 1 of 1 | View 1 - 1 of 1

Field/Button	Function
PIM Number	Users can input the PIM Number of the item
 Search	Use the Search button to fulfill a search for the entered PIM Number .

Search Results window shows the related items.

New Item Setup

Once the negotiations are done with the PriceSmart Buyer. An Assistant Buyer (AB) will start creating the item in the PIM and process the variant to vendor to get the product information.

Once the item is processed to the Vendor Portal, the item will show up in the Vendor Portal as below screen shot.

Step 1: Home Screen

The screenshot shows the MDM Center interface. On the left, there's a sidebar with various options like 'Back', 'Variant Introduction', 'Item Stages' (which has 'Variant introduction (6)' highlighted), 'Enrichment (6)', 'Variant Maintenance (0)' (also highlighted), 'Upload Images', 'Catalog View', 'Bulk Loader', and 'Open Views'. The main area is titled 'Variant Introduction' and contains a search bar with fields for 'Keyword', 'Comments', 'Item Description', 'PIM Number', and 'Primary UPC'. Below the search bar are buttons for 'Download Items', 'View History', and 'Compare'. A table titled 'Search Results' displays six rows of data. The columns are: 'MDM Ref Id', 'Entity Name', 'Category', 'Primary UPC', 'JDE Description 1 (30 Characters)', 'Supplier number', and 'PIM Number'. The data includes items like Air Purifiers, Plants, Liquor, Beer & Wine, and various electronic products. At the bottom of the table, it says 'View 1 - 6 of 6'.

Field/Button	Function
Variant Introduction (6)	Shows all the newly created items and which are in the workflow
Variant Maintenance (0)	Shows all the existing item which are updated by PriceSmart Assistant Buyer (AB) and processed to get missing information from the vendor
Variant Introduction (6)	By default, the portal displays all the items in the Search Results window

Step 2: Search Results

The screenshot shows the 'Search Results' page. It has a header with 'Download Items', 'View History', and 'Compare' buttons. Below is a table with columns: 'MDM Ref Id', 'Entity Name', 'Category', 'Primary UPC', 'JDE Description 1 (30 Characters)', 'Supplier number', and 'PIM Number'. The first row has a red box around its 'MDM Ref Id' cell. The data is identical to the one in the previous screenshot. At the bottom, it says 'View 1 - 6 of 6'.

- From the search results page click on the blue color PIM Id link to open the item.

Toolbar, Buttons, and Forms:

The next section will have the following tool bar buttons:



Button	Function
Refresh	Refreshes the values in the row(s)
Add	Add a new line to the row
Save	Saves the information entered in the row(s)
Cancel	Cancels actions
Edit	Edit all selected lines
View	Enter view mode on selected lines

Forms and buttons:

Button	Function
	Deletes entered values
	Opens a window displaying the values definition
	Select to enter a date picker
	Select to enter file browser for file uploads

Required information from all sections:

The following are required before selecting “Send to AB” button

REQUIRED	TAB LOCATION
HAZMAT Information	HAZMAT Information
Cubic Feet	Product Information
UOM- Ea. Per case	Product Information
UOM- Ea. Per Layer	Product Information
UOM- Ea. Per pallet	Product Information
Sell Unit Weight- Pounds	Product Information
Product Double Stackable (Y/N)	Product Information
Product Shipping Configuration	Product Information
LICENSED ITEM (Y/N)	Product Information
Technical Data Sheet/Composition Ratio Spec Sheet	Product Information
Currency code used for purchase/Payment	Product Information

Invoice Unit of measure	Product Information
Ecom Short Description	Product Information
Ecom Product Title Description	Product Information
Brand	Product Information
Brand Name Register type (TM, Copyright, R, etc.)	Product Information
Supplier EDI/Replenishment number	Product Information
Compliance Labeling pre-printed on product?	Product Information
Are Manuals Bi-Lingual in English and Spanish?	Product Information
IS PACKAGING in English and Spanish(Y/N):	Product Information
Item vendor lead time- Replenishment Days	Product Information
Does Item have a Lot number? (Y/N)	Product Information
Country of Origin that will be delivered to PriceSmart.	Product Information
Country of Origin(s)	Product Information
Does product contain parts /ingredients from multiple Countries of origin?	Product Information
Is Country of Origin printed on Packaging?	Product Information
Media Assets	Media Assets

Step 3: Product Information

Product Information

Once an item is opened it looks like the screen below.

Product Views

>> Product Information

Primary UPC	5678912345677	UPC Codes- Multiple	add an element
PSMT Item Number		Supplier EDU/Replenishment number	
JDE Description 1 (30 Characters)	Air Purifiers	Brand	
Brand Name Register type (TM, Copyright, R, etc.)	No value(s) selected	Model#	
Manufacturer		Ecom Product Title Description	
Ecom Short Description		Ecom Long Description	
Warranty Information		Product Photographs	
Product Video		Supplier number	No value(s) selected
Vendor status code	-- Select --	Vendor status code- effective date	
Vendor status Code Comments		Primary Vendor for Item Master Data	10006 Alegacy

Tab	Function
Product Information	Tab contains product related attributes where product information is provided.

--	--

Button	Function
Save	Saves the current entered information
Save & Continue	Saves the current entered information and continues to the next section
Reload	Reloads the current page
Copy Product	Copies all information to another item
View Comments	View comments
View History	View changes done to items
Send to AB	Once completed, click Send to AB to send the process back to PriceSmart
Close	Close current item and returns to search page

Step 4: Features and Specifications

Features and Specs

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor1) > P085567-105 [Electronics > Cell Phones] > Features and Specifications

Product Views	Save Save & Continue Reload Copy Product View Comments View History Send to AB Take Close																																				
» Product Information*																																					
» Features and Specifications	<table border="1"> <tr> <td>Built-in Storage</td> <td><input type="text"/> Giga</td> <td> </td> <td>Cellular Technology</td> <td><input type="text"/> No value(s) selected</td> <td> </td> </tr> <tr> <td>Color Family</td> <td><input type="text"/> No value(s) selected</td> <td> </td> <td>Features</td> <td><input type="text"/> No value(s) selected</td> <td> </td> </tr> <tr> <td>Front Camera Resolution</td> <td><input type="text"/> Meg</td> <td> </td> <td>Hertz</td> <td><input type="text"/> No value(s) selected</td> <td> </td> </tr> <tr> <td>Item Weight</td> <td><input type="text"/> PD</td> <td> </td> <td>Operating System</td> <td><input type="text"/> No value(s) selected</td> <td> </td> </tr> <tr> <td>Rear Camera Resolution</td> <td><input type="text"/> Meg</td> <td> </td> <td>Screen Size</td> <td><input type="text"/> IN</td> <td> </td> </tr> <tr> <td>Storage Expansion Type</td> <td><input type="text"/> No value(s) selected</td> <td> </td> <td>Voltage</td> <td><input type="text"/> No value(s) selected</td> <td> </td> </tr> </table>	Built-in Storage	<input type="text"/> Giga		Cellular Technology	<input type="text"/> No value(s) selected		Color Family	<input type="text"/> No value(s) selected		Features	<input type="text"/> No value(s) selected		Front Camera Resolution	<input type="text"/> Meg		Hertz	<input type="text"/> No value(s) selected		Item Weight	<input type="text"/> PD		Operating System	<input type="text"/> No value(s) selected		Rear Camera Resolution	<input type="text"/> Meg		Screen Size	<input type="text"/> IN		Storage Expansion Type	<input type="text"/> No value(s) selected		Voltage	<input type="text"/> No value(s) selected	
Built-in Storage	<input type="text"/> Giga		Cellular Technology	<input type="text"/> No value(s) selected																																	
Color Family	<input type="text"/> No value(s) selected		Features	<input type="text"/> No value(s) selected																																	
Front Camera Resolution	<input type="text"/> Meg		Hertz	<input type="text"/> No value(s) selected																																	
Item Weight	<input type="text"/> PD		Operating System	<input type="text"/> No value(s) selected																																	
Rear Camera Resolution	<input type="text"/> Meg		Screen Size	<input type="text"/> IN																																	
Storage Expansion Type	<input type="text"/> No value(s) selected		Voltage	<input type="text"/> No value(s) selected																																	
» Product Free Trade Agreement Certificate																																					
» Container/Trailer Sell Unit information																																					
» HAZMAT Information																																					
» Disney FAC/Factory Names																																					
» Factory Information																																					
» Harmonized Code Information																																					
» Bracket/Prepaid Cost*																																					

Tab	Function
Features and Specifications	Tab where vendor provide technical product information and the attribute list will be changed depending on the category selection

This screenshot shows the Riversand MDMCenter interface for Variant Introduction. The top navigation bar includes 'Back to All Entities', 'Save', 'Save & Continue', 'Reload', 'Copy Product', 'View Comments', 'View History', 'Done', 'Take', and 'Close'. The main area displays 'Product Views' with several dropdown menus and input fields. A red box highlights the 'ELECTRICAL CERTIFICATION' dropdown menu. Other visible fields include 'Accessories Are Included' (No value(s) selected), 'Does Item have a serial number? (Y/N)' (No value(s) selected), 'Gender/Age' (No value(s) selected), 'Maximum Age Recommended' (TIME), 'Minimum Age Recommended' (TIME), and 'Type' (No value(s) selected). The left sidebar lists various product-related categories.

- Fields depend on category, minimum required attributes are marked with *

Step 5: Product Free Trade Agreement Certificate

Product Free Trade Agreement Certificate

This screenshot shows the 'Variant Introduction' screen for a specific product variant. The top navigation bar is identical to the previous screenshot. The main area is titled 'Product Free Trade Agreement' and contains a table for managing FTA types. The table has columns for 'Status', 'Actions', 'Attachment', and 'FTA Type'. A red box highlights the 'FTA Type' column. The table also includes a 'Drag a column header and drop it here to group by that column' header, a toolbar with buttons for Refresh, Add, Save, Delete, Cancel, Edit, View, and More Actions, and a pagination control at the bottom showing 'No. of Rows: 10' and 'Page 1 of 1'.

Tab	Function
Product Free Trade Agreement Certificate	Tab where vendor provides product free trade agreement certificates, can upload documents.

Step 6: Container/Trailer Sell Unit Information

Container/Trailer Sell Unit Information

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > Container/Trailer Sell Unit information*

Status	Actions	Container Qty 20'	Container Qty 40'	Container Qty 40' High Cube	Container Qty 45'	Truckload Qty 53' (USA)

No. of Rows: 50 of 1 Page 1 of 1 << < > >>

Tab	Function
Container/Trailer Sell Unit information*	Provides related unit information to the item id.

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > Container/Trailer Sell Unit information*

Status	Actions	Container Qty 20'	Container Qty 40'	Container Qty 40' High Cube	Container Qty 45'	Truckload Qty 53' (USA)

No. of Rows: 50 of 1 Page 1 of 1 << < > >>

- Click edit button in the **Actions column** as highlighted in the above screen shot.

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > Container/Trailer Sell Unit information*

Status	Actions	Container Qty 20'	Container Qty 40'	Container Qty 40' High Cube	Container Qty 45'	Truckload Qty 53' (USA)

No. of Rows: 50 of 1 Page 1 of 1 << < > >>

- Provide any of the highlighted information on the above screen shot.
- Click **Save** button to save the information or click **Save & Continue** to save the information and process to next tab.

Step 7: HAZMAT Information

Hazardous Material information

NOTE: Must fill out if HAZMAT was selected in Product Information

Tab	Function
❖ HAZMAT Information	Tab where vendor provides HAZMAT related information

- Provide any of the highlighted information on the above screen shot.
- Click **Save** button to save the information or click **Save & Continue** to save the information and process to next tab.

Step 8: Disney FAC/Factory Names

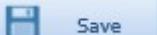
Disney FAC/Factory Names

NOTE: This may be optional

Tab	Function
❖ Disney FAC/Factory Names*	Tab where vendor provides Disney FAC/Factory names, if applicable.

REQUIRED
FAC Number

FAC Approved Factory Name

- Provide any of the highlighted information on the above screen shot.
- Click  button to save the information or click  to save the information and process to next tab.

Step 9: Factory Information

Declare Manufacturing site



The screenshot shows the 'riversand MDMCenter' interface. The top navigation bar includes 'Back to All Entities', 'Variant Introduction', 'Data Locale English World Wide', and 'vendor1'. The main content area is titled 'Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor1) > P085488-40373 [Housewares > Home Decor > Towels] > Factory'. On the left, there's a sidebar with tabs: 'Container/Trailer Sell Unit information*', 'HAZMAT Information', 'Disney FAC/Factory Names*', 'Factory Information' (which is selected), and 'Harmonized Code Information*'. The main panel has a toolbar with buttons for Save, Save & Continue, Reload, Copy Product, View Comments, View History, Send to AB, Take, and Close. Below the toolbar is a message: 'Drag a column header and drop it here to group by that column'. A table is displayed with the following columns: Status, Actions, Factory Name, Factory Address1, Factory Address2, Factory Country, Factory City, Factory State, and Factory ZipCode. The 'Actions' column contains icons for Edit, View, and Delete. The 'Factory Name' column is currently empty. The 'Status' column has a dropdown menu with options like 'New', 'Active', and 'Inactive'. The bottom right of the table shows pagination: 'No. of Rows: 10' and 'of 1 Page 1 of 1'.

Tab	Function
 Factory Information	Tab where vendor declares manufacturing site

- Provide any of the highlighted information on the above screen shot.
- Click  button to save the information or click  to save the information and process to next tab.

Step 10: Harmonized Code Information

Harmonized code

NOTE: Applies to local vendors only

Tab	Function
Harmonized Code Information*	Tab where vendor inputs Harmonized code information, if applicable

REQUIRED	
Harmonized Code Country	
Harmonized Code (Tariff Codes)	

- Provide any of the highlighted information on the above screen shot.
- Click **Save** button to save the information or click **Save & Continue** to save the information and process to next tab.

Step 11: Bracket/Prepaid Cost

Depending on the agreement with the PriceSmart Assistant Buyer (AB)

NOTE: You will select either Bracket/Prepaid Pricing or Pick Up Costing (Collect).

Bracket Pricing

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > BRACKET PRICING*											
<input type="button" value="Save"/> <input type="button" value="Save & Continue"/> <input type="button" value="Reload"/> <input type="button" value="Copy Product"/> <input type="button" value="View Comments"/> <input type="button" value="View History"/> <input checked="" type="checkbox" value="Done"/> Done <input type="button" value="Take"/> <input type="button" value="Close"/>											
<input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="checkbox" value="Show Inherited Values"/> Show Inherited Values <input type="checkbox" value="Show Overridden Values"/> Show Overridden Values <input type="button" value="More Actions"/>											
Drag a column header and drop it here to group by that column											
<input type="checkbox"/>	Status	Actions	Inventory Channel (DC)	Inventory Channel (DDC)	Inventory Channel (Co...)	Inventory Channel (Club)	Bracket- Bracket Qty (e...)	Bracket Cost *	Bracket Zero Cost Good...	Delivered/Bracket- Bra...	Delivered/Bracket Cost
<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>	8020.Trinidad-Export								

Tab	Function
❖ Bracket/Prepaid Pricing*	Where vendor provide pricing information.

REQUIRED	
Bracket Quantity	
Bracket Cost	
Is Primary Cost	Applicable to Primary DC

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > BRACKET PRICING*											
<input type="button" value="Save"/> <input type="button" value="Save & Continue"/> <input type="button" value="Reload"/> <input type="button" value="Copy Product"/> <input type="button" value="View Comments"/> <input type="button" value="View History"/> <input checked="" type="checkbox" value="Done"/> Done <input type="button" value="Take"/> <input type="button" value="Close"/>											
<input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="checkbox" value="Show Inherited Values"/> Show Inherited Values <input type="checkbox" value="Show Overridden Values"/> Show Overridden Values <input type="button" value="More Actions"/>											
Drag a column header and drop it here to group by that column											
<input type="checkbox"/>	Status	Actions	Inventory Channel (DC)	Inventory Channel (DDC)	Inventory Channel (Co...)	Inventory Channel (Club)	Bracket- Bracket Qty (e...)	Bracket Cost *	Bracket Zero Cost Good...	Delivered/Bracket- Bra...	Delivered/Bracket Cost
<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>	8020.Trinidad-Export								

- Click edit button  in the Actions column as highlighted in the above screen shot.

Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > BRACKET PRICING*											
<input type="button" value="Save"/> <input type="button" value="Save & Continue"/> <input type="button" value="Reload"/> <input type="button" value="Copy Product"/> <input type="button" value="View Comments"/> <input type="button" value="View History"/> <input checked="" type="checkbox" value="Done"/> Done <input type="button" value="Take"/> <input type="button" value="Close"/>											
<input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="checkbox" value="Show Inherited Values"/> Show Inherited Values <input type="checkbox" value="Show Overridden Values"/> Show Overridden Values <input type="button" value="More Actions"/>											
Drag a column header and drop it here to group by that column											
<input type="checkbox"/>	Status	Actions	Inventory Channel (DC)	Inventory Channel (DDC)	Inventory Channel (Co...)	Inventory Channel (Club)	Bracket- Bracket Qty (e...)	Bracket Cost *	Bracket Zero Cost Good...	Delivered/Bracket- Bra...	Delivered/Bracket Cost
<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>	8020.Trinidad-Export	<input type="button" value="No value(s) selected"/>	<input type="button" value="Edit"/>						

- Click  button to save the information or click  to save the information and process to next tab.

Step 12: Pick Up Costing (Collect)

Pick Up Costing

Tab	Function
Pick Up Costing*	Tab where vendor provide the information if the item is a collect item, if not he/she can leave the tab as it is.

REQUIRED

Pick up cost (first cost)

Freight Terms

Acquisition Site

Is Primary Cost

Applicable to Primary DC

- Click edit button in the **Actions** column as highlighted in the above screen shot.

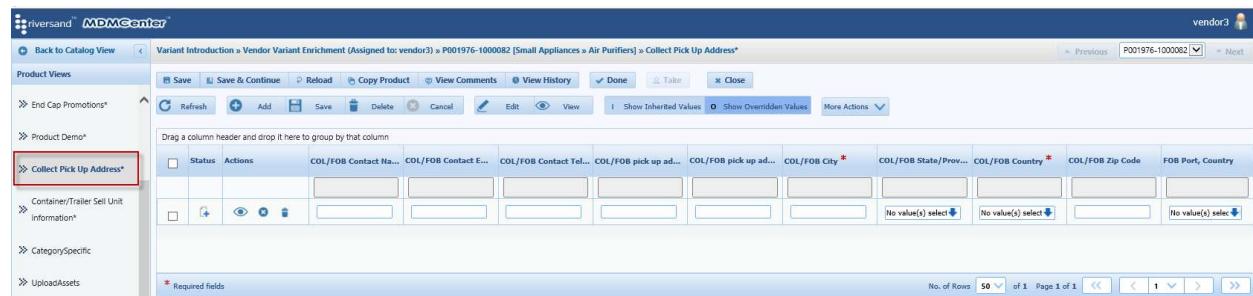
- Click  **Save** button to save the information or click  **Save & Continue** to save the information and process to next tab.

Step 13: Collect Pick Up Address

Collect Pick up Address

NOTE: This may be optional

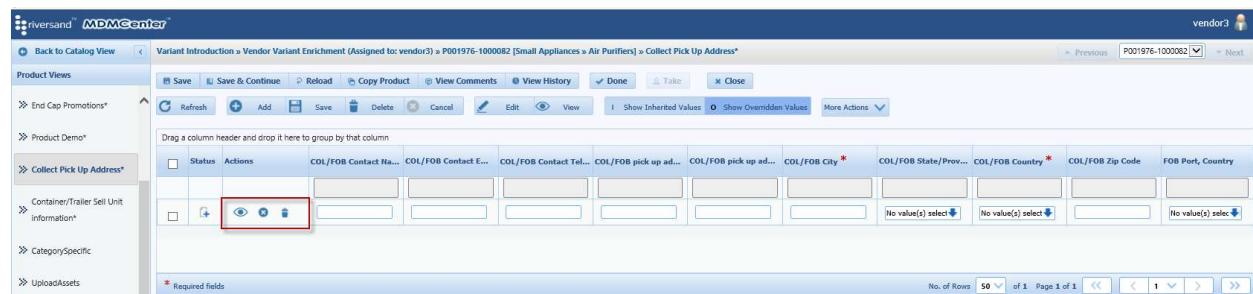
NOTE: This is required if you completed Pick Up Costing



The screenshot shows the 'Collect Pick Up Address' screen in the MDM Center. The left sidebar lists product views: End Cap Promotions*, Product Demo*, Collect Pick Up Address* (highlighted with a red box), Container/Trailer Sell Unit Information*, Category Specific, and Upload Assets. The main area has a toolbar with Save, Save & Continue, Reload, Copy Product, View Comments, View History, Done, Take, and Close buttons. Below the toolbar is a table header with columns: Status, Actions, COL/FOB Contact Name, COL/FOB Contact Email, COL/FOB Contact Tel..., COL/FOB pick up ad..., COL/FOB pick up ad..., COL/FOB City*, COL/FOB State/Prov..., COL/FOB Country*, COL/FOB Zip Code, and FOB Port, Country. The 'Actions' column contains icons for Edit, View, and Delete. A note at the bottom says 'Required fields'.

Tab	Function
 Collect Pick Up Address*	Tab where vendor provides Collect Pick up Address information if it is a Collect item

REQUIRED
COL/FOB city
COL/FOB Country



The screenshot shows the 'Collect Pick Up Address' screen in the MDM Center. The left sidebar lists product views: End Cap Promotions*, Product Demo*, Collect Pick Up Address* (highlighted with a red box), Container/Trailer Sell Unit Information*, Category Specific, and Upload Assets. The main area has a toolbar with Save, Save & Continue, Reload, Copy Product, View Comments, View History, Done, Take, and Close buttons. Below the toolbar is a table header with columns: Status, Actions, COL/FOB Contact Name, COL/FOB Contact Email, COL/FOB Contact Tel..., COL/FOB pick up ad..., COL/FOB pick up ad..., COL/FOB City*, COL/FOB State/Prov..., COL/FOB Country*, COL/FOB Zip Code, and FOB Port, Country. The 'Actions' column contains icons for Edit, View, and Delete. The 'Edit' icon is highlighted with a red box. A note at the bottom says 'Required fields'.

- Click edit button  in the **Actions column** as highlighted in the above screen shot.

The screenshot shows the 'Variant Introduction > Vendor Variant Enrichment' screen. The 'Collect Pick Up Address' tab is selected. The interface includes a toolbar with buttons for Save, Save & Continue, Reload, Copy Product, View Comments, View History, Done, Take, and Close. Below the toolbar is a search bar with filters for Show Inherited Values and Show Overridden Values. The main area is a grid table with columns for Status, Actions, COL/FOB Contact Name, COL/FOB Contact Email, COL/FOB Contact Tel, COL/FOB pick up address, COL/FOB City*, COL/FOB State/Prov, COL/FOB Country*, COL/FOB Zip Code, and FOB Port, Country. The 'COL/FOB City*' and 'COL/FOB Country*' columns are highlighted with red boxes. At the bottom of the grid, there are buttons for Required fields, No. of Rows (50), and Page 1 of 1.

- Vendor needs to provide minimum **COL/FOB city** and **COL/FOB Country** attribute information.
- Click button to save the information or click to save the information and process to next tab.

Step 14: Discounts/Promotions

Supplier Transactional Discounts/Charges

NOTE: This may be optional

The screenshot shows the 'Variant Introduction > Vendor Variant Enrichment' screen. The 'Supplier transactional Discounts/Charges*' tab is selected. The interface includes a toolbar with buttons for Save, Save & Continue, Reload, Copy Product, View Comments, View History, Done, Take, and Close. Below the toolbar is a search bar with filters for Show Inherited Values and Show Overridden Values. The main area is a grid table with columns for Status, Actions, Inventory Channel (D..., Inventory Channel (D..., Inventory Channel (C..., Inventory Channel (C..., Description*, Value*, Calculated off of*, Start Date*, End Date, and Additional informa. The 'Supplier transactional Discounts/Charges*' tab is highlighted with a red box. At the bottom of the grid, there are buttons for Required fields, No. of Rows (50), and Page 1 of 1.

Tab	Function
Supplier transactional Discounts/Charges*	Tab where vendor provides the Discounts/Charges information for that item.

REQUIRED	
Description	
Value	
Calculated Off of	
Start Date	

This screenshot shows the 'Supplier transactional Discounts/Charges' tab selected in the left sidebar. The main area displays a grid of rows. A red box highlights the 'Edit' button (pencil icon) in the 'Actions' column of the first row.

- Click edit button in the **Actions column** as highlighted in the above screen shot.

This screenshot shows the same grid from the previous step, but now a red box highlights the entire first row, indicating it is currently selected or being edited.

- Click button to save the information or click to save the information and process to next tab.

Step 15: New Club Opening Support

New Club Opening Support

NOTE: This may be optional

This screenshot shows the 'New Club Opening Support*' tab selected in the left sidebar. The main area displays a grid of rows. A red box highlights the 'New Club Opening Support*' tab in the sidebar.

Tab	Function
New Club Opening Support*	Tab where vendors provides the information related to the support provided from there organization in the Price Smart New club Opening .

REQUIRED**New Club Opening Discount Amount****New Club Opening Discount Qualifier****New Club Opening Discount Basis**

This screenshot shows the 'Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > New Club Opening Support' screen. The 'Actions' column in the grid has a red box around it, indicating where to click the edit button.

- Click edit button in the **Actions column** as highlighted in the above screen shot.

This screenshot shows the same 'New Club Opening Support' screen. A red box highlights the row containing the three required fields: 'New Club Opening Discount Amount', 'New Club Opening Discount Qualifier', and 'New Club Opening Discount Basis'.

- Click **Save** button to save the information or click **Save & Continue** to save the information and process to next tab.

Step 16: End Cap Promotions

End Cap Promotions

NOTE: This may be optional

This screenshot shows the 'Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor3) > P001976-1000082 [Small Appliances > Air Purifiers] > End Cap Promotions' screen. The 'End Cap Promotions*' tab is selected, indicated by a red box.

Tab**Function**

End Cap Promotions*	Tab where vendor provide End Cap Promotion information
----------------------------	---

REQUIRED
End Cap Amount
End Cap Value Qualifier
End Cap Basis

The screenshot shows the 'End Cap Promotions' tab in the MDM Center. The interface includes a header with 'Back to Catalog View', 'Save', 'Save & Continue', 'Reload', 'Copy Product', 'View Comments', 'View History', 'Done', 'Take', and 'Close'. On the left, there's a sidebar with various product views like 'New Club Opening Support*', 'End Cap Promotions*', 'Product Demo*', 'Collect Pick Up Address*', 'Container/Trailer Sell Unit information*', and 'CategorySpecific'. The main area has a table with columns: Status, Actions, End Cap Amount*, End Cap Value Qualifier*, and End Cap Basis*. The 'Actions' column contains an edit icon (pencil) which is highlighted with a red box.

- Click edit button in the **Actions column** as highlighted in the above screen shot.

The screenshot shows the 'End Cap Promotions' tab in the MDM Center. The interface is identical to the previous one, but the entire row containing the columns 'End Cap Amount*', 'End Cap Value Qualifier*', and 'End Cap Basis*' is highlighted with a red box.

- Provide **End Cap Amount**, **End Cap Value Qualifier** and **End Cap Basis** information.
- Click **Save** button to save the information or click **Save & Continue** to save the information and process to next tab.

Step 17: Product Demo

Product Demo

NOTE: This may be optional

Status	Actions	Demo Support amount*	Demo Value Qualifier*	Demo Basis*	Demo Comments

Tab	Function
Product Demo*	Tab where vendor provide Product Demo related information.

REQUIRED	
Demo Support Amount	
Demo Value Qualifier	
Demo Basis	

Status	Actions	Demo Support amount*	Demo Value Qualifier*	Demo Basis*	Demo Comments

- Click edit button in the **Actions column** as highlighted in the above screen shot.

Status	Actions	Demo Support amount*	Demo Value Qualifier*	Demo Basis*	Demo Comments

- Provide Demo Support Amount, Demo value Qualifier and Demo Basis information.

- Click  **Save** button to save the information or click  **Save & Continue** to save the information and process to next tab.

Step 18: Supplier Sanitary Registration Information

Supplier sanitary registration information

NOTE: Applies to local vendors only



Tab	Function
 Supplier Sanitary Registration Information*	Tab where vendor inputs Sanitary Registration information. Continue your regular workflow when it comes to sending related documents

REQUIRED	
Sanitary Registration-Applicable Country	
Sanitary Registration Number	
Sanitary Registration Expiration Date	
Sanitary Registration-Product Desc	
Sanitary Registration-Country Origin	

- Provide any of the highlighted information on the above screen shot.
- Click  **Save** button to save the information or click  **Save & Continue** to save the information and process to next tab.

Step 19: IVA/VAT Information

IVA/VAT Information

NOTE: Applies to local vendors only

Status	Actions	IVA/VAT applies to country	IVA/VAT Exempt (local)	IVA/VAT percentage (local)
<input type="checkbox"/>		No value(s) selected	No value(s) selected	

Tab	Function
IVA/VAT Information*	Tab where vendor declares IVA/VAT information.

- Provide any of the highlighted information on the above screen shot.
- Click button to save the information or click to save the information and process to next tab.

Step 20: Local – Other Tax Information

Tax Information

NOTE: Applies to local vendors only

Status	Actions	Other local tax description	Other Local tax value	Other Local tax type (%AMT)	Local tax applicable Country
<input type="checkbox"/>				-- Select --	No value(s) selected

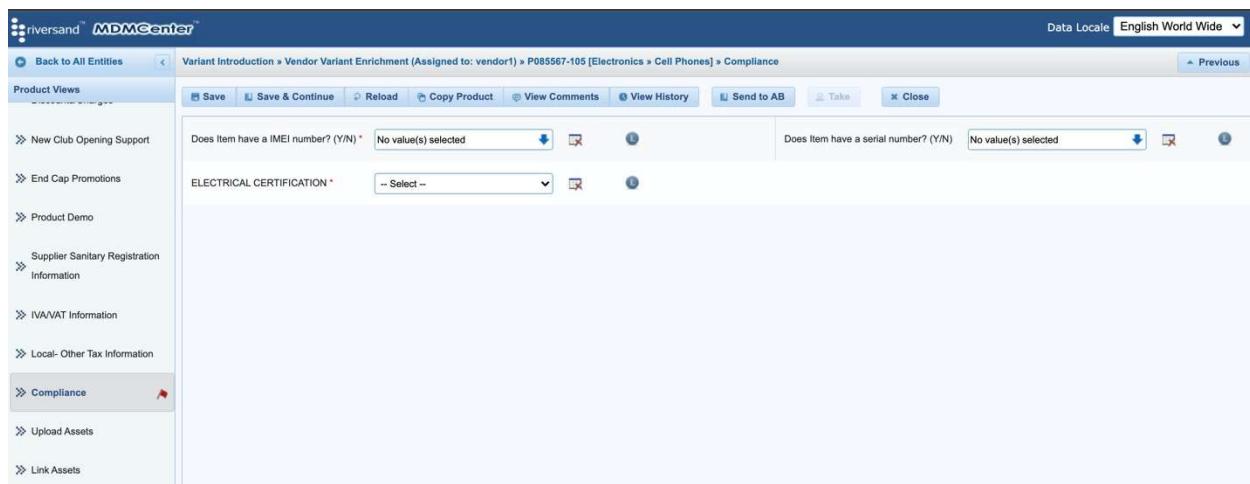
Tab	Function
 Local- Other Tax Information*	Tab where vendor declares other tax information, usually other than IVA/VAT.

- Provide any of the highlighted information on the above screen shot.
- Click  button to save the information or click  to save the information and process to next tab.

Step 21: Compliance

Compliance Information

NOTE: This may be optional

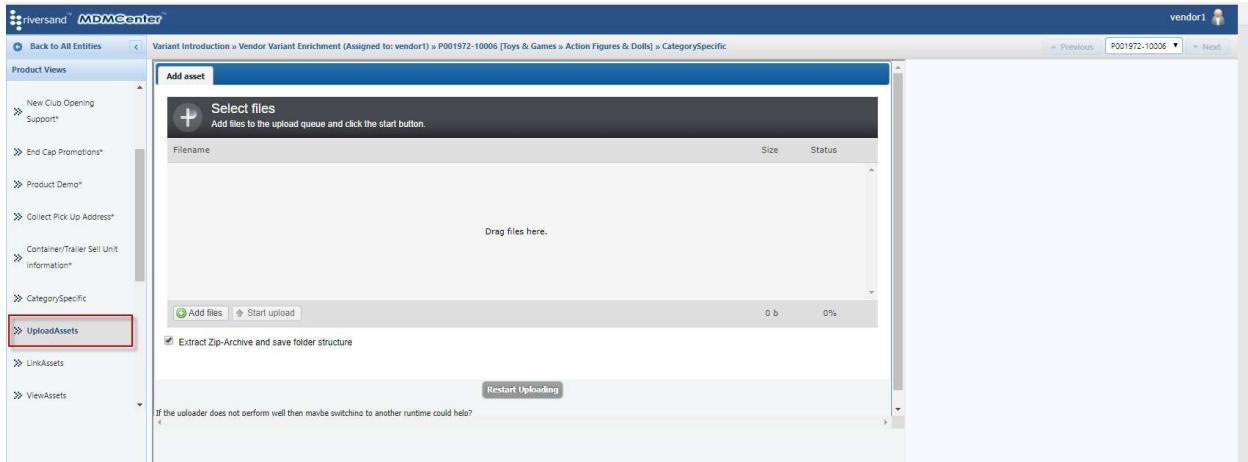


The screenshot shows the 'Variant Introduction > Vendor Variant Enrichment' page. The 'Compliance' tab is selected. On the left, there's a sidebar with links like 'New Club Opening Support', 'End Cap Promotions', 'Product Demo', etc. The main area has two dropdowns: 'Does item have a IMEI number? (Y/N)' and 'Does item have a serial number? (Y/N)', both currently set to 'No value(s) selected'. Below them is a dropdown for 'ELECTRICAL CERTIFICATION' with the option '-- Select --'.

Tab	Function
 Compliance	Tab where vendor selects any compliance related information. This section is dependent on category.

Step 22: Image upload

Upload Assets



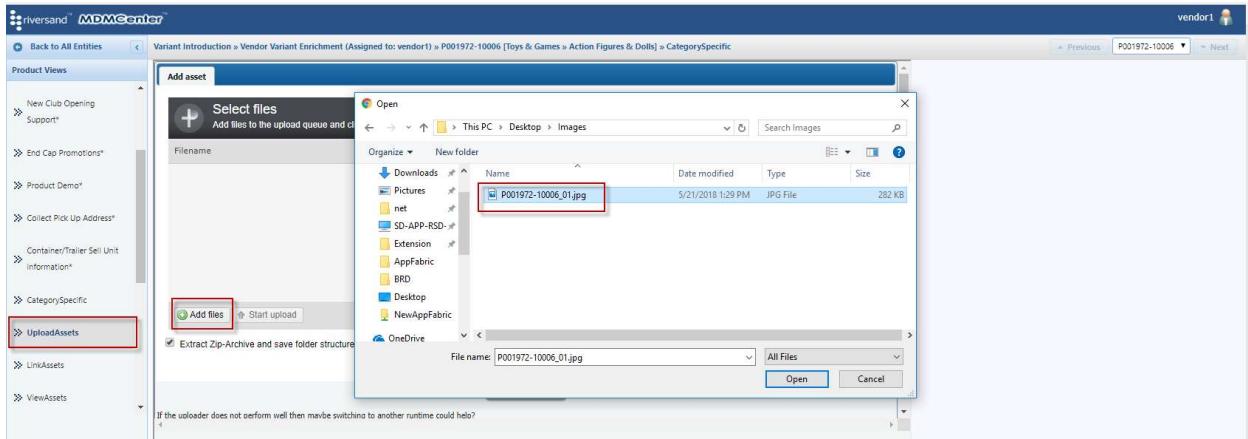
Tab	Function
 Upload Assets	Use this to upload product related image

Very Import: Minimum image resolution should be 1,200 px by 1,200 px at 72 DPI. JPEG/JPG and PNG only. File should be named as: PIMID-VendorNumber_ImageNumber.jpg.

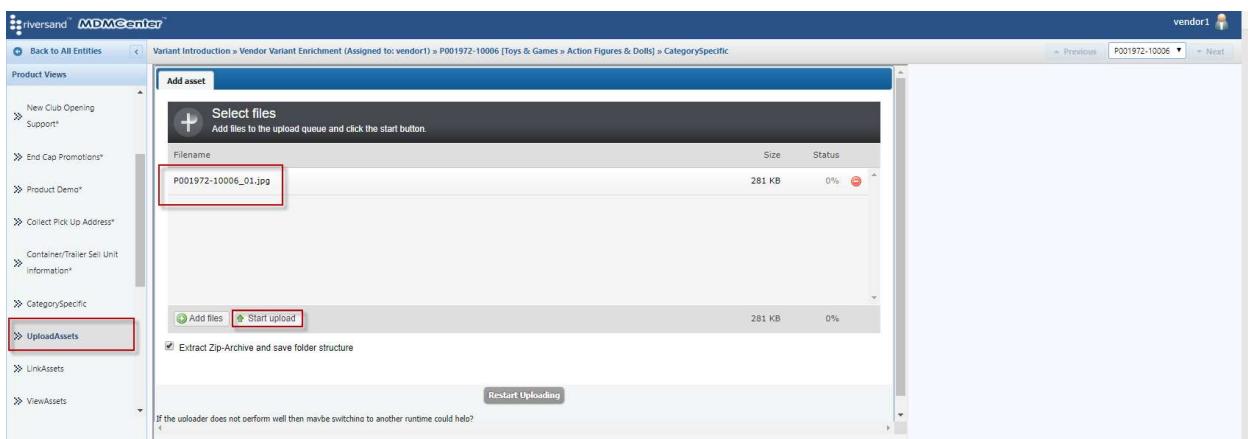
Example: P001972-123456_01.jpg, P001972-123456_02.jpg etc

Images with _01 will be set as primary

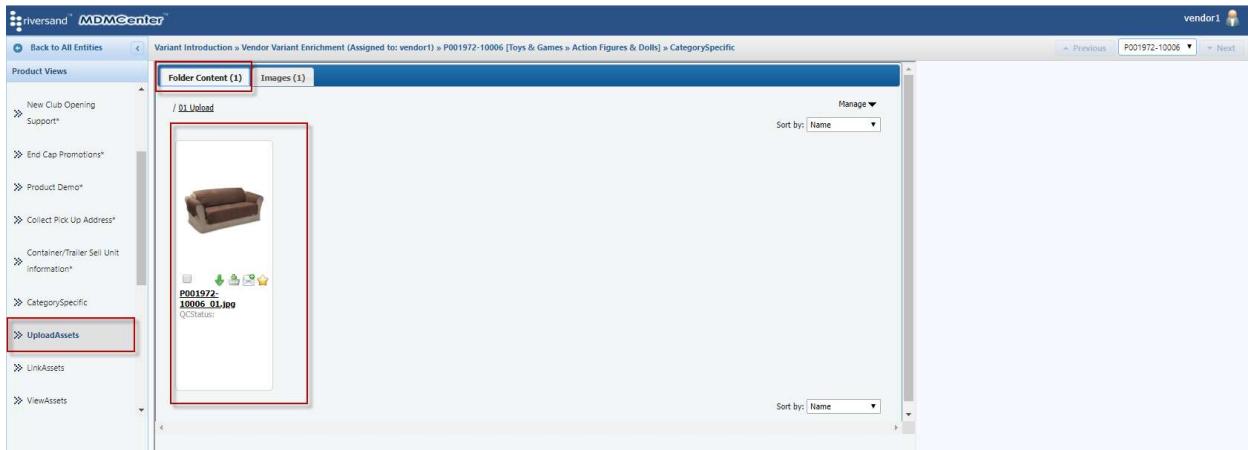
Add images by either drag and dropping to the window or by using your operating systems file browser.



Tab/Button	Function
Add files	Add images via your systems file browser
Start upload	Click to start the upload process. Only selectable after images are added.



Icon	Function
	Remove image from upload screen

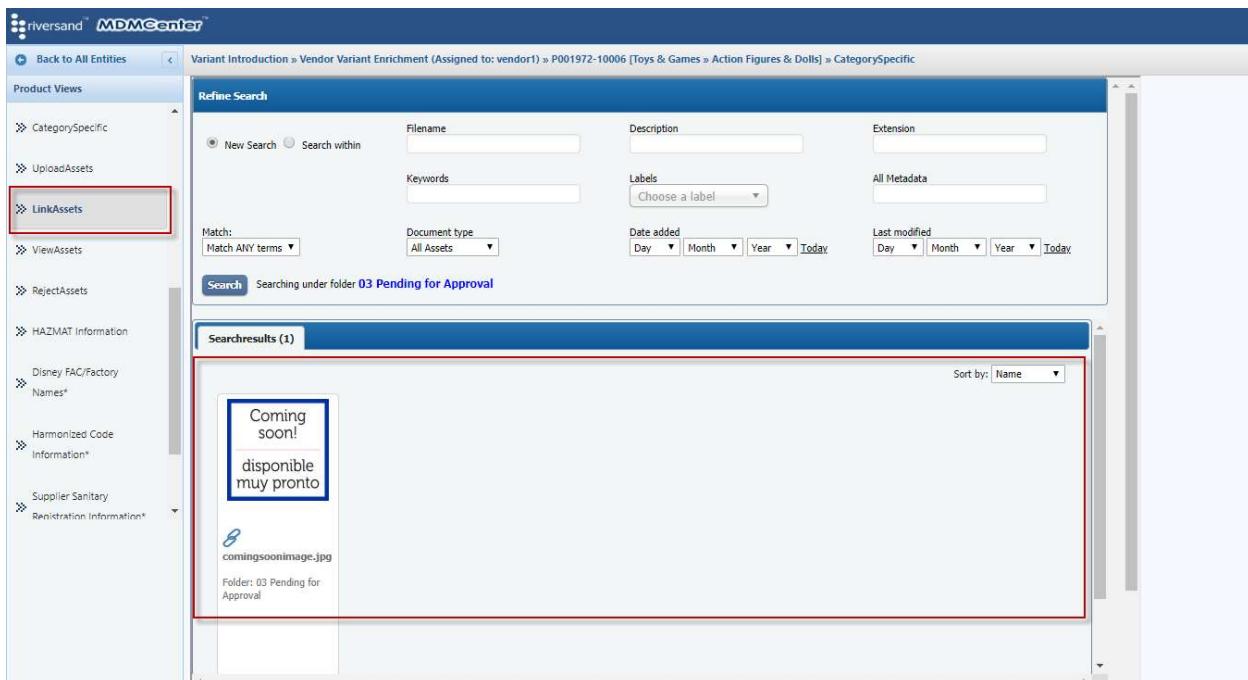


- Once the image is upload it will show like the above image.
- Note: Clicking **Folder Content (1)** button refreshes the page.

Step 22: Image Linking

Link Assets

Select Link Assets to enter the Link Assets screen. Here you can link images that did not automatically link in the previous section. This is most likely due to an file naming issue: If the image is not name as **PIMID-VendorNumber_ImageNumber.jpg**, then the system will move it to this section.



Tab/Icon	Function
 Link Assets	Find images that did not automatically link to product.
	Click to link the image to the product

Step 23: Viewing Images

View Assets

This section displays all images associated to the product. You will see the order of the images and will have actions to modify if needed.



Tab/Icon	Function
 View Assets	Displays all images associated to product.
	Click to link the image to the product
	Click to unlink an image
	Click to set as the primary image

Step 24: Rejected Images

Rejected Assets

Select Rejected Assets to enter the Rejected Assets screen. Here you can link images that did not automatically link in the previous 2 sections. Images in this section might have data issues or are not properly formatted.

The screenshot shows the MDM Center interface with the following details:

- Header:** Riversand MDMCenter, Variant Introduction > Vendor Variant Enrichment (Assigned to: vendor1) > P001972-10006 [Toys & Games > Action Figures & Dolls] > CategorySpecific.
- Left Sidebar (Product Views):** Back to All Entities, CategorySpecific, UploadAssets, LinkAssets, ViewAssets, RejectAssets (highlighted with a red box).
- Search Bar:** Refine Search, New Search, Search within, Keywords, Labels, Document type (All Assets), Date added, Last modified.
- Search Results:** Searching under folder 02 Rejected, Sort by: Name. The results show four items:
 - P001868-100006.jpeg (Folder: 02 Rejected)
 - P001947-10006.jpg (Folder: 02 Rejected)
 - P001972-10006_1.jpg (Folder: 02 Rejected)
 - P001972-10006_2.jpg (Folder: 02 Rejected)

Tab/Icon	Function
Rejected Assets	Find images that did not automatically link to product, or are not found in Link Assets
	Click to link the image to the product

GLOSSARY

Term	Definition
AB	Term abbreviated for "Assistant Buyer"
Acquisition Site	The location that PriceSmart will take possession of merchandise. This can be a port or vendor distribution center.
Bracket Pricing	A tab where vendors can provide information if the item is Pre-Paid.
Bracket Quantity	The quantity that must be purchased to receive the 1st cost entered in to the bracket cost column. The minimum value in most cases is 1.
BulkLoader	This is a function of the PIM that allows users to upload data for multiple items at a time. The use of this option requires additional teaching and detail oriented focus. Please request training from PriceSmart PIM team before using.
Catalog View	A tab where vendors can view existing items that are out of workflow and have access to make updates.
Category Specific	A tab where vendors can provide technical product information. The attribute list will change depending on the category selection.
Collect Pick-Up Address	A tab where vendors can provide a Pick-Up Address information on a Collect item.
Compare (Button)	This function will allow the user to compare two entities data.
Container/Trailer Sell Unit	This set of attributes allows the vendor to declare how many selling units fit into each type of shipping or freight container. Quantity should be shown in each value and not pallet or case.
Copy Product	A button on the Product Information screen that copies all information from one item to another item.

Demo Basis	If support is available then this column tells the buying team how the funds are to be accrued. Available choices: Accrue from each purchase, Annual, Bi-Annual, Monthly, Quarterly.
Demo Support Amount	For use when demo accruals are available. This represents the value as a number.
Demo Value Qualifier	This attribute defines the numeric value as an amount or percentage of first cost.
Disney FAC Number	Registered Disney Factory number
Disney Factory Names	Registered Disney factory name
Ecom Long Description	Product Features and Specifications (in English and Spanish). Features should be compelling descriptions that describe and details the features that set the product apart. Specifications should include product measurements, sizes, color, weight of sell unit, etc.
Ecom Short Description	Basic description that summarizes product's main purpose in English and/or Spanish. Description should be a maximum of 200-300 characters.
Ecom Product Title Description	ECommerce website information/Ecom product title or product title that should include the Brand, Description, 45-50 maximum characters, and Unit/Weight in English and/or Spanish.
End Cap Amount	For use when end cap accruals are available. This represents the value as a number.
End Cap Basis	If support is available then this column tells the buying team how the funds are to be accrued. Available choices: Accrue from each purchase, Annual, Bi-Annual, Monthly, Quarterly.
End Cap Promotions	A rack or counter at the end of a store aisle used to display promotional or sale items. This table is used to declare promotion moneys as available.
End Cap Value Qualifier	This attribute defines the numeric value as an amount or percentage of first cost.
Harmonized Code	A standardized numerical method of classifying traded products that is used by customs to identify products when assessing duties and taxes.
HAZMAT Code	Unique codes for hazardous material descriptions and proper shipping names.

HAZMAT	Abbreviated for "hazardous materials", that may pose a reasonable risk to health, property, or the environment.
LinkAssets	A tab where uploaded images can be linked automatically or manually.
IVA/VAT	IVA is the Value Added Tax of Mexico that generally applies to all imports, supplies of goods, and the provision of services by a taxable person unless specifically exempted by a particular law. VAT is a Value Added Tax that is assessed on the value added to goods and services.
New Club Opening Discount Amount	For use when new club opening accruals are available. This represents the value as a number.
New Club Opening Discount Basis	If support is available then this column tells the buying team how the funds are to be accrued. Available choices: Accrue from each purchase, Annual, Bi-Annual, Monthly, Quarterly.
New Club Opening Discount Qualifier	This attribute defines the numeric value as an amount or percentage of first cost.
New Club Opening Extended Terms	Use this to document that extended accounting terms are available if item is purchased for new club openings.
New Club Opening Support	This table is where we document any special off invoices and extended terms for goods purchased for new club openings.
Open Views	A tab that will allow vendors to open items that are in workflow to view the item's data.
Pick Up Costing	A tab where vendors can provide information if the item is Collect.
PIM Number	A unique ID number that is assigned to an item by PIM upon new item creation, or to an existing item that needs to be updated into PIM with a JDE item number already assigned. (Numbers usually start with "PO----")
Product Demo	A promotion where a product is demonstrated to potential customers.
Reject Assets	A tab that displays uploaded images that do not meet criteria.

Sanitary Registration Country of Origin	Country in which is registered with the ministries and is valid for the sanitary registration permit.
Sanitary Registration Expiration Date	The date in which the Sanitary registration permit will expire.
Sanitary Registration Number	The Sanitary registration number as issued by country ministries.
Sanitary Registration- Product Description	The office sanitary registration description on file with the respective ministry.
Show Inherited Values (Button)	Application notes of where the data is coming from- SKU or variant level. There is no need to change these attributes as they default.
Show Overridden Values (Button)	Application notes of where the data is coming from- SKU or variant level. There is no need to change these attributes as they default.
Supplier EDI/Replenishment Number	This is the vendor's item number used for replenishment. It will show up on all EDI transactions and purchase orders.
Supplier Sanitary Registration	This is a Yes/NO field- it indicates that the vendor is responsible for the product registration. If marked as 'yes' then the Supplier Sanitary registration information table will be required.
Supplier Transactional Discounts/Charges	A tab where a vendor can provide information regarding discounts, pallet charge, and other charges for an item.
Take (Button)	A button that will allow a user to take ownership of an item.
Variant Enrichment	The overall name of an item's status in workflow. It will be placed in either Vendor Introduction for new items, or Vendor Maintenance for existing items.
Variant Introduction	A tab that lists all new items that were created by a PSMT Assistant Buyer to process for vendor information.
Variant Maintenance	A tab that lists all existing items that requires information to be updated by the vendor.
Vendor Status Code	This attribute is for the vendor's status code for an item. Available choices: Active, Temporary Unavailable, and Discontinued.

View Assets	A tab where vendors can view uploaded images.
View Comments (Button)	A button on the Product Information screen that shows the comments provided for an item.
View History (Button)	A button on the Product Information screen that shows the history of the item- when and what changes were made.