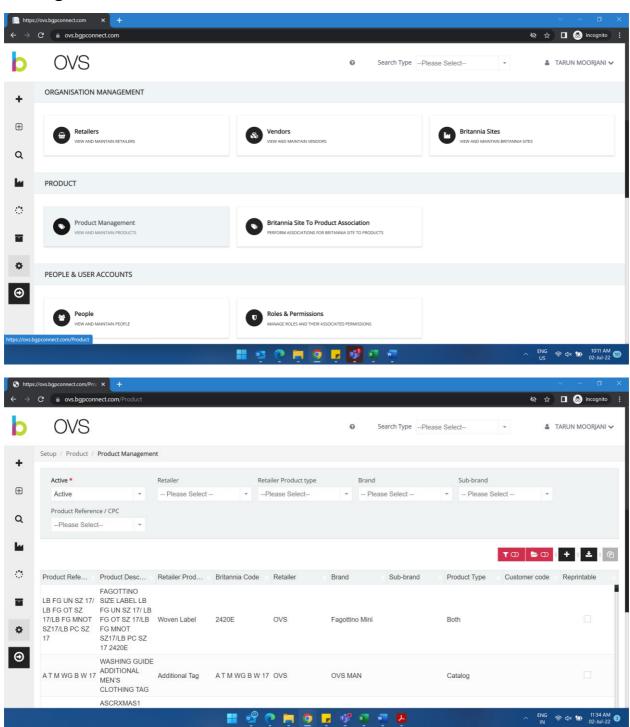


# Product Creation and Configuration on BGP <u>Connect</u>



#### **Step 1: Product Management**

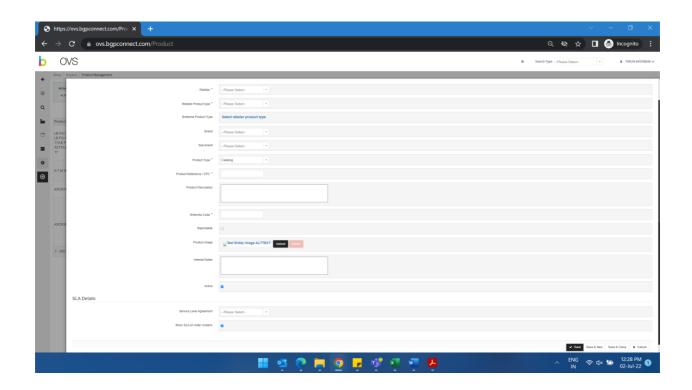
Login in respective retailer's sub domain → navigate to 'Product Management menu



#### **Step 2: Product Creation:**

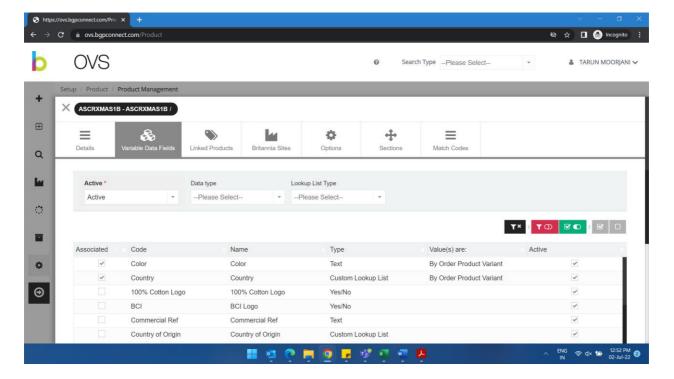
The Product List view will be displayed → Click on the + icon to create new product and fill in the following fields and click on Save button

- Retailer: Select the Retailer from the drop-down menu in this field
- Retailer Product Type: Select the Retailer product type from the dropdown list in this field
- Britannia Product Type: This field will be auto selected based on the Retailer's Product type
- Brand: Select the Brand from the drop-down list in this field
- Sub- Brand: Select the Sun-Brand from the drop-down list in this field
- **Product Type:** Select Product Type from the drop-down list
  - Catalog: Use this option for static products
  - Purchase Order: Use this option for Dynamic / variable data products
  - o **Both:** use this by default
- Product Reference / CPC: Enter the Original Product code in this field
- **Product Description:** Enter the product description in this field
- Britannia Code: Enter the internal reference code of respective product in this field
- **Reprintable:** Enable this checkbox if the artwork is to be made reprintable
- Product Image: Upload the image of the respective artwork in this field
- Internal Notes: Enter Internal notes in this field if required
- Active: Enable this checkbox to keep the product active



# **Step 3: Associating Variable Data fields:**

Once the product Details are added and saved  $\rightarrow$  navigate to 'variable Data fields' tab  $\rightarrow$  Associate required VDF's by selecting the checkbox before VDF Code.

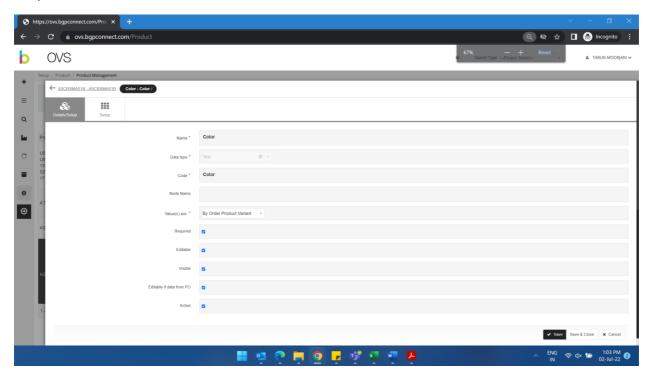


#### **Step 3.1: Configuring Product / Variant level:**

Once the required VDF's are associated with respective product → Double click on the respective VDF: its configuration page will be displayed → in the field "Value(s) are" choose from either following options and click on save

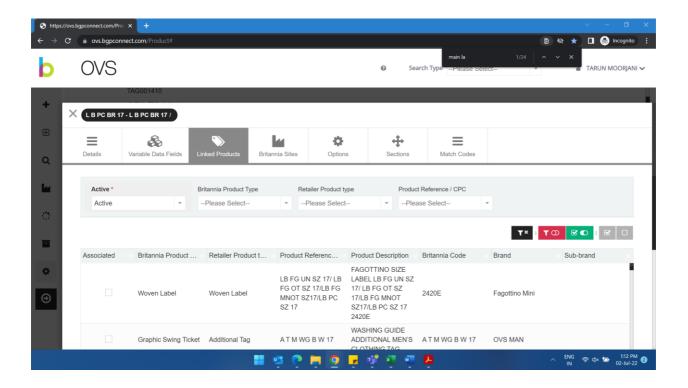
- By Order Product: use this option to map to product level in order screen
- **By Order Product variant:** Use this option to map it at line item / variant level.

Repeat this for all the associated VDF's.



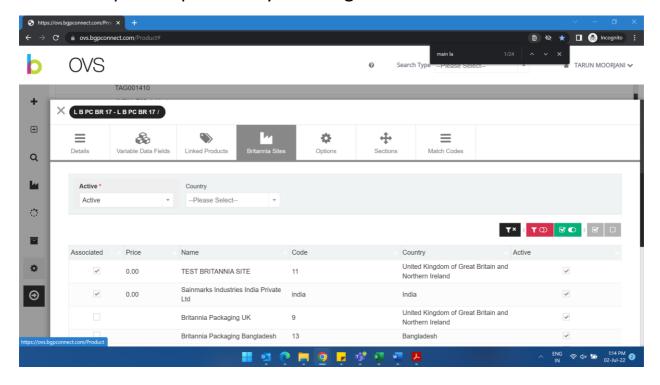
#### **Step 4: Linked products:**

Once VDF's are configured to requirement → navigate to "linked Products" tab against respective product → Incase of kit or coupled products (Main and size label) this functionality helps us link 2 products: Search for the respective product to link and associate it by clicking the checkbox near the resultant searched product.



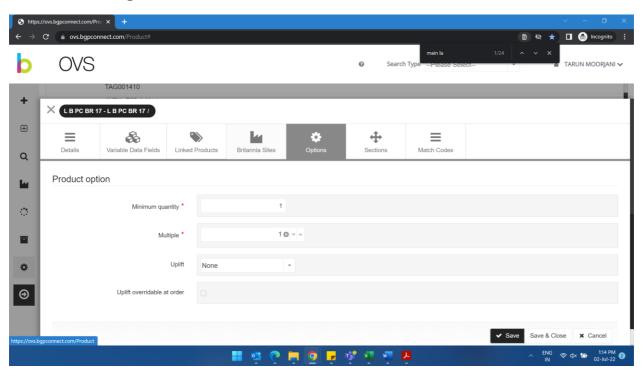
# **Step 5: Associating Britannia Site:**

Once linked products are associated  $\rightarrow$  Navigate to 'Britannia sites' tab against the same product  $\rightarrow$  Associate respective production Britannia sites to respective product by enabling the checkbox next to the site



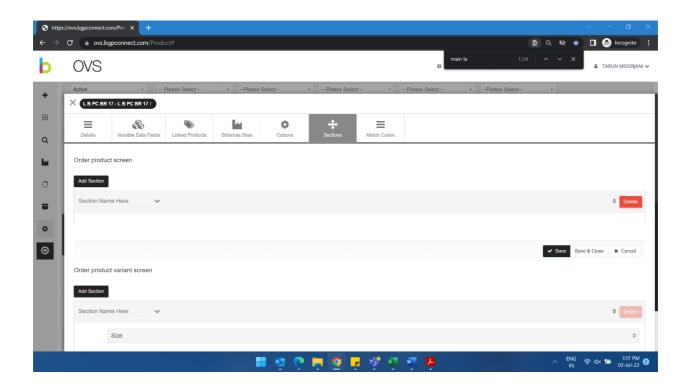
#### **Step 6: Options:**

Once Britannia sites are configured as required → navigate to Options tab and enter the values as required for the fields: Minimum quantity, Multiple, Uplift and Uplift overridable at order if need be or leave it to the default setting



### **Step 7: Sections**

Once Options are configured  $\rightarrow$  navigate to 'Sections' tab where the fields can be rearranged by selecting respective fields and drag and drop in required sequence.



# **Step 8: Match Codes:**

Match codes are provided alias or alternative name which is used by the order importer

Navigate to 'match codes' tab against the respective product → click on + icon to add a match code for respective product and click on save button.

