



## Checklists to Help Retail Trading Partners Implement Extended Attributes & Images

√	The Extended Attributes Checklist
	1. Obtain GS1 US Extended Attributes Guideline ( <a href="http://goo.gl/ZoLRyZ">http://goo.gl/ZoLRyZ</a> )
	2. Refer to section 1.6 (Product Attribute Matrix by Product Category) of the guide to get an overview of your product category and which attributes apply to your company <ol style="list-style-type: none"> <li>Refer to section 2 to review definitions of each applicable attribute</li> <li>Determine what attributes you are currently providing</li> <li>For remaining attributes determine current availability within organization</li> <li>Develop plan for capturing new attributes</li> </ol> <p><i>Note: There may be retailer specific attributes that are not defined in the guideline. These attributes should be considered when developing your solution.</i></p>
	3. Determine what teams need to be involved to implement the project <ol style="list-style-type: none"> <li>Sales representatives</li> <li>IT team</li> <li>EDI/U.P.C. team</li> <li>Item Master team</li> <li>Product Development team</li> <li>E-Commerce/Drop Ship team</li> </ol>
	4. Determine what method(s) will be used to provide the attributes to your trading partners. <ol style="list-style-type: none"> <li>Third Party Catalog Service</li> <li>GS1 US Standard Spreadsheet</li> <li>Retailer's Web Portal</li> <li>Retailer's Proprietary Spreadsheet</li> <li>Other</li> </ol>
	5. If using Third Party Catalogs, decide the method of transport(s) <ol style="list-style-type: none"> <li>EDI via 832</li> <li>Web Services (XML)</li> <li>Spreadsheet upload</li> <li>Manual entry via web portal</li> </ol>
	6. Consider the timing of attribute availability <ol style="list-style-type: none"> <li>All attributes may not be available at the time U.P.C.s are assigned and published               <ol style="list-style-type: none"> <li>The purchase order process may not require all the extended attributes</li> <li>Web attributes and publishing may come later in the process</li> </ol> </li> <li>Develop a process which allows for attribute updates after the initial product setup</li> </ol>
	7. Develop a pilot/testing strategy
	8. Once pilot is successful, move to production



# APPAREL AND GENERAL MERCHANDISE



√	<b>The Image Checklist</b>
	1. Obtain GS1 US Guide to E-commerce Images ( <a href="http://goo.gl/sVNmQS">http://goo.gl/sVNmQS</a> )
	2. Review section 2 of the guide to determine the image format requirement
	3. Review section 3 of the guide to understand the naming conventions
	4. Review section 4 of the guide to determine the meta-data related to images
	5. Determine what teams need to be involved to implement the project <ul style="list-style-type: none"> <li>a. Photography team</li> <li>b. Sales representatives</li> <li>c. IT Team</li> <li>d. EDI/U.P.C .team</li> <li>e. Item Master team</li> <li>f. Product Develop team</li> <li>g. E-Commerce/Drop Ship team</li> </ul>
	6. Determine what method(s) will be used to provide the images to your trading partners <ul style="list-style-type: none"> <li>a. Hosted on FTP site to allow trading partners to retrieve images               <ul style="list-style-type: none"> <li>i. Determine how to provide image location information for FTP or URL retrieval methods                   <ul style="list-style-type: none"> <li>1. EDI via 832</li> <li>2. Web Services (XML)</li> <li>3. Spreadsheet</li> <li>4. Manual entry via web portal</li> </ul> </li> </ul> </li> <li>b. Hosted by Third Party Catalog Service</li> <li>c. Other</li> </ul>
	7. Consider the timing of image availability <ul style="list-style-type: none"> <li>a. All images may not be available at the time U.P.C.s are assigned and published               <ul style="list-style-type: none"> <li>i. The purchase order process may not require images</li> <li>ii. Web images may not be available or required until later in the process</li> </ul> </li> <li>b. Develop a process which allows for attribute updates after the initial product setup</li> </ul>
	8. Develop a pilot strategy with your trading partners
	9. Once pilot is successful move to production