

InterTrade ecCatalogue

Registration Guide for Suppliers

Who is InterTrade?

InterTrade Systems is a partner of choice for companies, large and small, seeking to address their supply chain challenges and associated EDI & Catalogue needs. As a global B2B ecommerce solutions provider, we are recognized for our strong expertise in B2B Value-Added-Network solutions as well as our Catalogue offering. Our experienced team provides services to thousands of clients and we are happy to count you as one of our valued customers!

Sync Data. Sell More!

InterTrade's electronic product catalogue makes it simple for suppliers to share their product data with retailers, so buyers can order faster and more easily from you. Sharing your product data in a private repository is also a great way to reduce costs, improve productivity and speed cycle times. Whether you have one or one million items to share, ecCatalogue lets you do it in style using the latest technology and the friendliest interface available. As a leading provider of EDI solutions, InterTrade has been closely collaborating with major retailers for many years to provide an optimized catalogue solution and to address the specific needs of its suppliers. This complete solution includes item setup, maintenance and synchronization for a low, monthly fee.

How do Suppliers benefit from ecCatalogue?

Suppliers can load, manage and share product data attributes such as price, size, color, style, images, etc., with multiple retailers from one centralized location. Supplier benefits include:

- ✓ **Increased Sales** – by making it easier, faster & cheaper for your retailers to buy your goods
- ✓ **Decreased Cost** – save time on administrative tasks, reduce duplication, go paperless
- ✓ **Faster Order Confirmation** – get orders online in real time
- ✓ **Improved Order Accuracy** – reduce manual errors on paper orders and avoid charge backs
- ✓ **Real-time Visibility** – view and keep a history of all transactions
- ✓ **Easy Registration** – InterTrade will ensure a quick and simple set-up process
- ✓ **Quick Setup** - No new software needed; just access to the internet

How to Register

Registration is easy!

1. Access InterTrade's online registration portal using the link provided to you by InterTrade or by your retailer or click here: <http://eccatalogue.intertrade.com/registration>
2. Complete the simple steps, including company contact details, service level and payment information
3. Download and save the Quick Start Guide when prompted. This guide provides important details on uploading your product data, granting your retailer access and more.

For additional registration help, watch the short [video tutorial on our website](#).

Once You Have Registered...

You will receive an email confirmation containing your User Login information and a link towards our Quick Start Guide that will walk you through the setup process:

1. Uploading your product UPCs using one of the following methods:
 - EDI 832 (if EDI capable) - an 832 Implementation Guide and specifications are available in the Help file within the catalogue
 - An excel spreadsheet - a template is available in the Help file within the catalogue
 - Manual key-in
2. Granting access to your retailer(s)
 - Your retailer(s) cannot see your products until you grant them access.
3. Using NRF Color and Size Codes, if required by your retailer
 - The use of these codes is highly recommended by InterTrade and the GS1 global standards organization

Important - Obtaining Your Company Prefix for Barcodes

Make sure to obtain your unique GTIN/UPC/EAN company prefix to assign your block of barcodes (Global Trade Identification Number/Universal Product Codes/European Article Numbers). If you do not already have them, contact GS1 at <http://www.gs1us.org/get-started>.

FAQs

Q: What is a catalogue?

A: A large electronic repository of product data where retailers and suppliers synchronize information such as price, color, size, style and GTIN (UPC code) on all available items.

Q: What are GTIN/UPC codes and where do I get them?

A: GTIN = Global Trade Identification Number, UPC = Universal Product Code. Today, barcodes that use GTIN/UPC/EAN symbology are the only barcodes allowed for the products scanned at the retail point of sale. GTIN/UPC/EAN barcodes ensure that all products are properly identified at any retail point of sale, speed up data collection, and result in more accurate data that can be used by trading partners. Barcodes can be obtained from GS1, an international not-for-profit association dedicated to the development and implementation of global standards and solutions. Visit <http://www.gs1us.org/get-started> for more information.

Q: Can I assign my own company prefix and use for assigning my barcodes?

A: No. Only GS1 barcodes are recognized universally and these are the standards needed for the electronic catalogue.

Q: How do I register for ecCatalogue?

A: Access InterTrade's online registration portals using the link provided to you by InterTrade or by your retailer or click here and follow the simple instructions: <http://eccatalogue.intertrade.com/registration>

Q: What is a BCT ID

A: The BCT ID is your unique Catalogue ID. We suggest using 1 + your ten-digit main telephone number or 1 + your 9 digit DUNS number to uniquely identify your catalogue. Note that some retailers have a length restriction on this ID so please check your retailer's specific compliance.

Q: What payment methods may I use for my ecCatalogue subscription?

A: The default & preferred method of payment for the ecCatalogue service is credit card.

Q: How will retailers know that my catalogue is accessible to them?

A: The retailer will receive an automated message advising them that you have granted them access to your ecCatalogue account. We also recommend that you also contact the retailer directly to advise them and provide your BCT ID (catalogue ID) for easy reference.

Q: How will I upload my product data (UPC) into the catalogue?

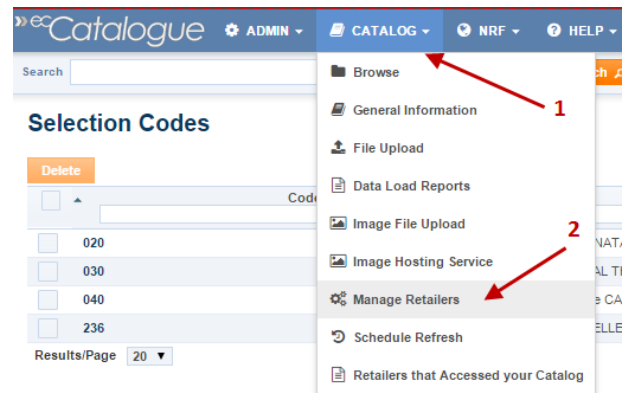
A: You can upload your product data by using 1) EDI (832), if EDI capable, 2) an Excel spreadsheet or 3) manual entry. More information and supporting documents are available in the Help section of the catalogue and in the Quick Start Guide.

Q: Do we have to be EDI capable to use ecCatalogue?

A: No, you do NOT have to be EDI capable to use the catalogue; you just need access to the internet. However, your retailer(s) may require you to use EDI to exchange other business documents like Purchase Orders, Invoices, etc.

Q: Can I use ecCatalogue for more than one retailer?

A: Yes! You may grant access to any and all retailers who use the ecCatalogue service. View the complete list in the 'Manage Retailers' section under the Catalog tab. InterTrade offers automatic monthly discounts to suppliers who grant access to multiple retailers.



Q: Who do I contact if I have technical problems with my catalogue?

A: InterTrade Technical Support is available to answer your catalogue questions by phone at 1-800-873-7803 option 2 or email at support@intertrade.com at no extra cost.

Contact Us

Customer Service

Toll Free: 1-800-873-7803 option 3

Direct: 1-450-786-1666 option 3

customerservice@intertrade.com

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Suite 270, Laval, QC

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About Us

About InterTrade Systems

[InterTrade](#) provides innovative e-commerce solutions to better manage and control your supply chain collaboration. Our solutions integrate with your internal systems so you can converse more efficiently and control eBusiness exchanges in real time. We also connect your enterprise to your trading-partner community quickly and easily. In addition to our complete EDI (Electronic Data Interchange) solutions, we offer product-data-synchronization (catalogues) between retailers and suppliers. InterTrade's private catalogue solution caters to many retailers and thousands of suppliers. InterTrade Systems, established since 1996, is headquartered in Laval (QC) and has an international client base of thousands of companies, from large multi-nationals to small & medium enterprises. InterTrade Systems is a wholly-owned division of Mediagrif Interactive Technologies since December 2010.

About Mediagrif Interactive Technologies

[Mediagrif Interactive Technologies Inc.](#) (TSX: MDF) is a Canadian leader in information technology, owner of several recognized web and mobile platforms including InterTrade, Jobboom, LesPAC, Reseau Contact, MERX, Carrus and BidNet. Mediagrif's e-commerce solutions are used by millions of consumers and businesses in North America and around the world. Mediagrif has offices in Canada, the United States and China. For more information, please visit us at www.mediagrif.com or call 1-877-677-9088.