

# GRANTING CATALOGUE ACCESS TO A RETAILER

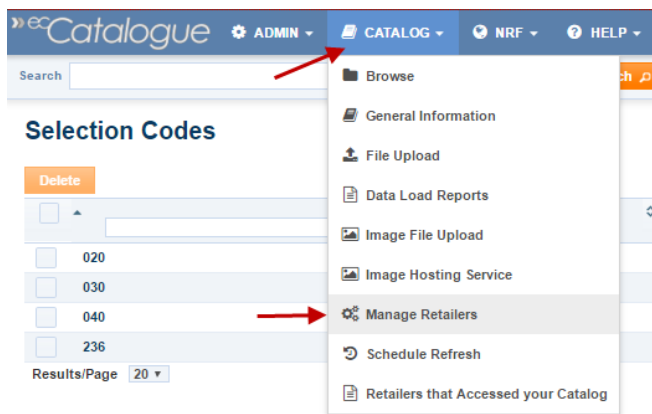
Follow the simple steps below to quickly grant access to the trading partner(s) of your choice. Access can be granted in **FULL** (all Catalogue items) or just **PARTIAL** (specific Selection Codes or Products)

Log in to your ecCatalogue account using your login credentials (sent to you by email):

<https://eccatalogue.intertrade.com>

## To grant FULL (unlimited) access:

1. Click on the **CATALOG** tab and select **Manage Retailers** from your drop down list.



2. Click on the circle in the **Catalogue Access** column corresponding to the Retailer of your choice then select **Grant Full Access** in the drop down menu.

### Retailers

\* NOTE: Each Retailer Granted Access results in a monthly charge. Discounts are applied for multi-retailer access grants. See pricing or refer to your contract.

Retailer	Alias	Trading Division	BCT ID	Last Access Date	Auto Update	Catalogue Access	Actions
AVERY DENNISON	AVERYHUB	RBIS	15083834120			<input type="radio"/>	
Bare Necessities	BARENEC		7329025000	03/18/2016		<input checked="" type="radio"/>	
Barneys New York	BARNEYS		BARNEYSNY			<input type="radio"/>	
BeautyKind, LLC	BEAUTYK		8445607171			<input type="radio"/>	
CHECKPOINT SYSTEMS, INC.	CHKPOINT		3125850541			<input type="radio"/>	
DICKS SPORTING GOODS	DICKSSG		157322272			<input type="radio"/>	

A red arrow points to the 'Catalogue Access' column header. A dropdown menu is open for the 'CHECKPOINT SYSTEMS, INC.' row, showing 'Grant Full Access' selected with a red arrow.

3. Confirm your selection by clicking the OK button.

You have now completed the steps to grant this Retailer full access to your ecCatalogue.

## To grant PARTIAL access to specific Selection Code(s) only:

From the main **Selection Code** page -

**Selection Codes**

Delete

<input type="checkbox"/>	Code	Description	# GTINs	Last Update	Actions
<input type="checkbox"/>	002	Belts	12	02/17/2016	
<input type="checkbox"/>	003	Musical Instruments	2	09/10/2015	
<input checked="" type="checkbox"/>	004	leather gloves	1	01/19/2016	
<input type="checkbox"/>	005	HATS	2	01/29/2016	
<input type="checkbox"/>	020	Kitchen Ware	20	08/03/2015	
<input type="checkbox"/>	030	Baby Shoes	3	09/10/2015	
<input type="checkbox"/>	050	Med. Products	2	09/10/2015	

Choose the Selection Code to share

Click gear wheel to access the Manage Retailer Access action

Actions  
Delete  
Manage Retailer Access

1. Select the desired Selection Code to share by checking off the box
2. Click on the gear wheel on the right and select the **Manage Retailer Access** action
3. Click on the button in the **Access** column corresponding to the retailer of your choice to prompt the grant access function
4. Select and click on the **Grant Access to Selection Code** in drop down list
5. Confirm your action by clicking the OK Button
6. Repeat this process for every selection code you want to share with the same retailer.

## To grant PARTIAL access to specific or exclusive Product Id's:

From the **Selection Code Details** page -

**Selection Code Details: 004**

Selection Code: 004      Description: leather gloves  
# GTINs: 1      Last Update: 01/19/2016

Product List

Delete

<input type="checkbox"/>	Product ID	Description	# GTINs	Last Update	Actions
<input checked="" type="checkbox"/>	PKF1234	strapless leather gloves	1	09/10/2015	

Results/Page: 20

Choose the Product to share

Click gear wheel to access the Manage Retailer Access action

Actions  
Delete  
Manage Retailer Access

1. Select the desired Product ID to share by checking off the box
2. Click on the gear wheel on the right and select the **Manage Retailer Access** action
3. Click on the button in the **Access** column corresponding to the retailer of your choice to prompt the grant access function
4. Select and click on **Grant Access to Product** in the drop down list
5. Confirm your action by clicking the OK Button

Once you have completed your grant access process, the action button will display one of the following:

