

Supplier Portal



Offer Items

Table of contents

Introduction	1
Process for offering New Items.....	2
Process for reoffering Items	3
What is a reoffering?.....	4
Before Reoffering – product information	5
New Item Type	6
Stopping Attributes – Validate Supplier's item – NEW!	7
Product Information: T-fields of priority for ICA.....	9
Limitations for measurements and weight in ICA’s systems.....	11
Offering Items – step by step.....	11
Step 1: Log onto the Supplier Portal.....	11
.....	11
Step 2: Select the products you wish to offer	12
Step 3: Fill in Supplier specific information.....	14
Step 4: Fill in ICA specific information	15
Step 5: Review, select and submit	18
To do after New Item Offering	22
Receipt for your offering	22
Step 1: Linking – Product change meaning new GTIN codes.....	23
Step 2: New Item Presentation.....	24
Verifying or correcting your submitted offer	24
Cancelling an offered item	24
Contact.....	25

Introduction

With the help of this manual, you will receive guidance and advice to successfully offer new items or reoffer items via the Supplier Portal. In addition to this manual, there are also manuals and instructional videos for:

- The Supplier portal: Negotiation News & Season
- The Supplier portal: Renegotiation

You can find these here: https://levnet.ica.se/ecrsuppliers_1

Information covered in this manual:

- When and how you offer new items to ICA.
- When and how you reoffer items to ICA.

ICA places high demands on the products sold in our stores.

This means that ICA also places high demands on you as a supplier. We follow the common industry standard for product and information flows, developed by GS1 Sweden and following ECR's Trade Windows.

[Click here to read more about ECR trade windows](#)

[Click here to read more about GS1](#)

It is very important that suppliers comply with all deadlines according to ECR's Trade Windows and submit all digital product information in accordance with GS1's tutorial and guidance.

Process for offering New Items



Offering products in three steps:

1. Publish the digital product information from your system supplier to ICA via Validoo/GS1.
2. Offer your new item in the Supplier Portal.
3. Fill in a [New Item Presentation](#) in PowerPoint and send it by e-mail to the Category Manager.

Don't forget to add **links** to news that will replace existing articles. Read more about this in the section "After Offer Items" in this manual.

[Read more about system suppliers](#)

Process for reoffering Items

Process for reoffering



The reoffering is in two steps:

1. Publish the digital product information from your system supplier to ICA via Validoo/GS1.
2. Offer Items.

What is a reoffering?

Reoffering is the process used when you wish to reintroduce a previously active product in ICA's central assortment. This includes:

1. Seasonal items
2. Items that have been delisted from ICA (but not from the whole market)
3. Limited editions

Note! A product with a new pallet unit while the base unit previously has been active in ICA's central assortment is now possible to offer without contacting Supplier Support.

Seasonal items at ICA

Products who are part of ICA's seasonal assortment are active during a limited time period and inactive for remaining parts of the year. In order for ICA to be able to activate products in time, you will need to reoffer them through **Item Offer** in the Supplier Portal before deadline.

When?

Seasonal items are offered following the same time schedule as the ones for new items as set by ECR for the ECR categories the items belong to.

Make sure to check in time that your seasonal items are ready to be reoffered through the tool **Item Offer**. Note that Reoffering is used in the tab **Search**.

Keep in mind:

Reoffering can be done for Seasonal Items and for items that have been recently delisted from ICA's assortment. In the latter case, you need to be past the End Date you have entered in the field T4015 in the digital product information.

<p>Is trade item seasonal? (T4120)</p> <p>Choose True if the product is only available during specific parts of the year or is intended for a particular season.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Which season? (T4121)</p> <p>Select the season during which the product is available.</p>	<p>Which season? <input type="text" value="Easter"/></p>

Seasonal items should be designated as such in the fields T4120 (Is Product seasonal?) and T4121 (Which season?) in Validoo.

NEW: Now you can reoffer seasonal items even if they are still active in the assortment at the time of reoffering, without needing to contact Category Manager first. However, this will only be possible if you have marked the item as seasonal in T4120 and T4121 on all levels as per above.

Do you have questions about your reoffering? Turn to the section Contact at the end of this manual for information about whom to contact about what.

Before Reoffering – product information

Before starting the reoffering process, check with your Category Manager at ICA to see if the products are of interest.

Next, check that your digital product information is updated and correct for the items in question. Pay particular attention to these points:

- ✓ The product's Start Availability Date Time (T4727) needs to be updated
- ✓ End Availability Date Time (T4726) should not be passed.
- ✓ In case of changes made to the product, check with GS1 if you need to create new GTINs for the item. Read GS1's rules for changing GTINs [here](#).

Note that a new GTIN will need to be offered to ICA as a new item, since the unique GTIN does not exist in ICA's product data base.

As you send the updated product information from your system supplier via Validoo, make sure you name ICA as information recipient (GLN 7301002000016). Make sure also that you receive a receipt from your system supplier after you have published the digital product information.

New Item Type

When offering items to ICA in Supplier Portal you will need to use the correct value in the field *New Item Type* (Nyhetsflagga in Swedish). This feature plays a vital part in separating an entirely new product from a change of a product already existing on the market that now acquires new GTINs. We see in this a great potential for expanding knowledge about the roles a new item vs an updated item play in the product category.

The New Item Type needs to be mandatory for the analysis to be truly effective and we will need your help and knowledge in order to accord the item its correct value.

Purpose and use:

- New Item Type is used in an analytical package tied to New Item Efficiency and New Item Follow-Up
- New Item Type also eases and streamlines ICA's work with product information

NEW/CHANGED

New Item Type is mandatory for all items with GTINs that are new to ICA (apart from Bargain Deal Products, which are managed outside the Supplier Portal). There are two options to choose from for the feature, NEW and CHANGED.

- **NEW:** Used for a product with new flavour, new size, new contents or new packaging which is planned to *complement* the existing assortment
- **CHANGED:** Used for a product with new GTIN which means a change of an existing product (for instance a change in size, name, packaging) and which is planned to *replace* an existing product in the assortment

Example of New vs Changed:



For more information on New Item Type and where to include it in the process view [Offering Items - Step 4: Fill in ICA specific information.](#)

Stopping Attributes – Validate Supplier's item – NEW!

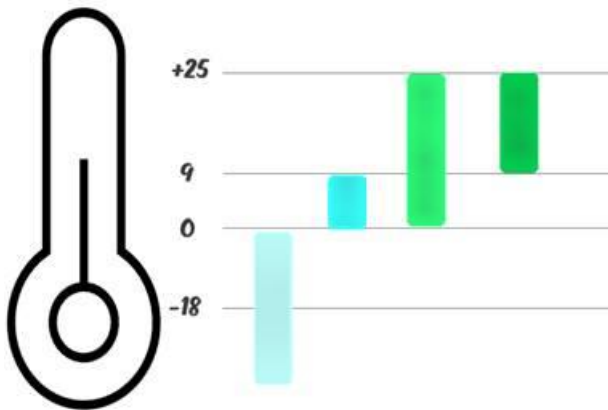
For ICA to be able to ensure correct handling during both transport and storage of supplier items, ICA has now chosen to ensure that a few attributes are already filled in at the time of offering.

To read more about these attributes, you can find information on the GS1 Sweden website here:

[Dokumentation » GS1 Sweden](#)

If you have questions about how to update these T-fields, contact GS1 Sweden's customer service directly at kundservice@gs1.se, phone number is +46 08-50101010.

If the product does not have a maximum or minimum temperature, then you specify a reasonable temperature range for your product!



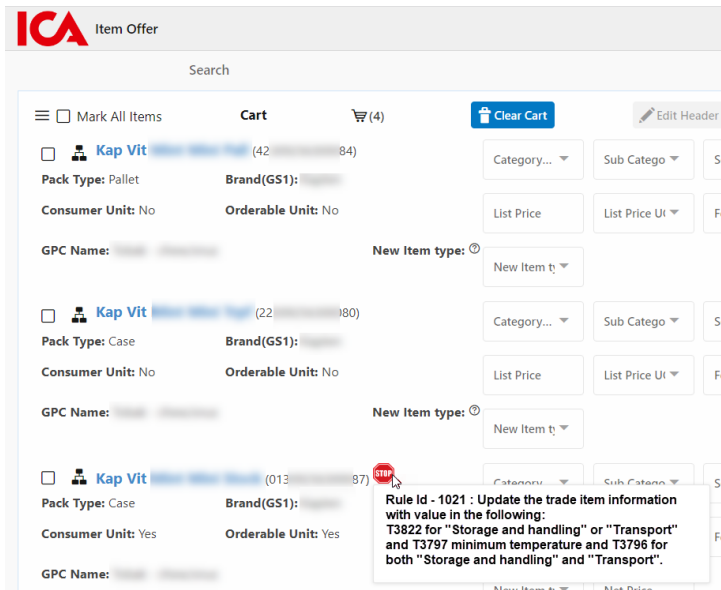
Interval temp example °C

Frozen: -25 to -1 degrees
Chilled: 0 to 9 degrees
Chillable: 0 to 25 degrees
Ambient: 9 to 25 degrees

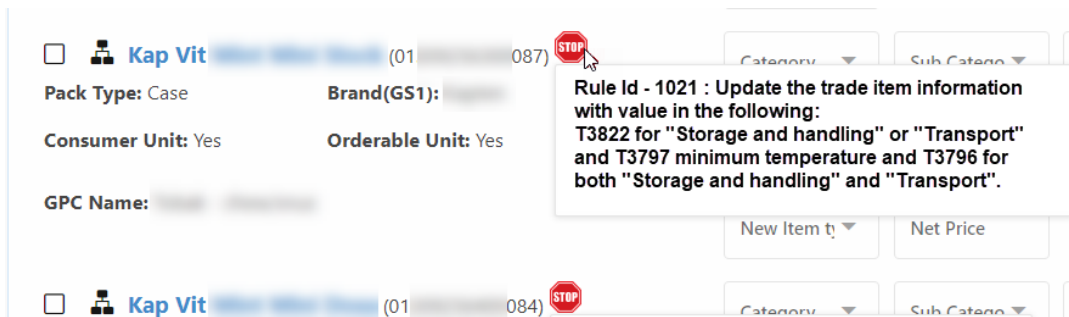
T3822 Temperature qualifier. Choose code indicating the type of handling for which the temperature indication applies. Storage and Handling or Transportation.

T3796 Maximum temperature. The highest acceptable temperature °C, without any negative effects due to temperature on product safety or quality.

T3797 Minimum temperature. The lowest acceptable temperature °C, without any negative effects due to temperature on product safety or quality.



When you hover the mouse pointer over the stop icon, an explanatory text is displayed about what needs to be updated in the item information.



Product Information: T-fields of priority for ICA

T-field is a term for separate points in the digital Product Information that gets transferred via Validoo to ICA.

The T-fields below are not mandatory in Validoo but they are mandatory for central ICA suppliers.

T4083 Preparation Instructions – dependent on **T4082 Preparation type**

If you enter a value in field *T4083 Preparation Instructions* the field *T4082 Preparation type* also needs to have a value.

T3796 Maximum temperature The highest temperature in °C that the product can withstand without being affected in terms of product safety or quality.

T3797 Minimum temperature The lowest temperature in °C that the product can withstand without being affected in terms of product safety or quality.

T0017 – Is product an orderable unit

The term orderable unit means that this trade unit can be ordered from the supplier on this level. Normally there is only one orderable unit in each product hierarchy, which is usually the Case unit (box, tray, half pallet, etc).

- True – Orderable
- False – Non-orderable

T0145 Price comparison type: State which type of price comparison should be calculated. Mandatory for Consumer Items.

T0147 Price comparison measurements Enter the amount of product that's used as a basis to calculate Price comparison amount and Price comparison price.

T0167 Minimum life span from time of production Enter the number of days between the time of production and the Best Before-date.

T3495 Preliminary Item Status If you enter the status Preliminary in this field, you will need to change the status to Final by the time the product goes through Quality Control in Validoo, if not earlier. (If the field is left empty, the status is Final per default.)

T0153 Document command

Code value	Name	Description
ADD	Add	The creation of a new document.
CHANGE_BY_REFRESH	Change By Refresh	A change on a previously sent document by sending the entire updated document.
CORRECT	Correct	The correction of a previously sent document.
DELETE	Delete	The deletion of a previously sent document. Used only with CIHW message type.

T0153 Document command. It's important to use these rules for correct validation. Make sure you're correctly using the Document commands New, Change By Refresh, and Correct. You should only use Correct when launching a new product. If you are making a change to an existing item, use Change By Refresh as Document command (T0153).

Limitations for measurements and weight in ICA's systems

Before offering a new item, you must submit your digital product information via Validoo Item with ICA as the recipient (GLN 7301002000016). Make sure to verify that the information has been sent from you successfully and then also received by ICA.

You verify that ICA has received the product information through:

1. Checking for a receipt from your system supplier.

If you can't find your products in Item Offer, check that:

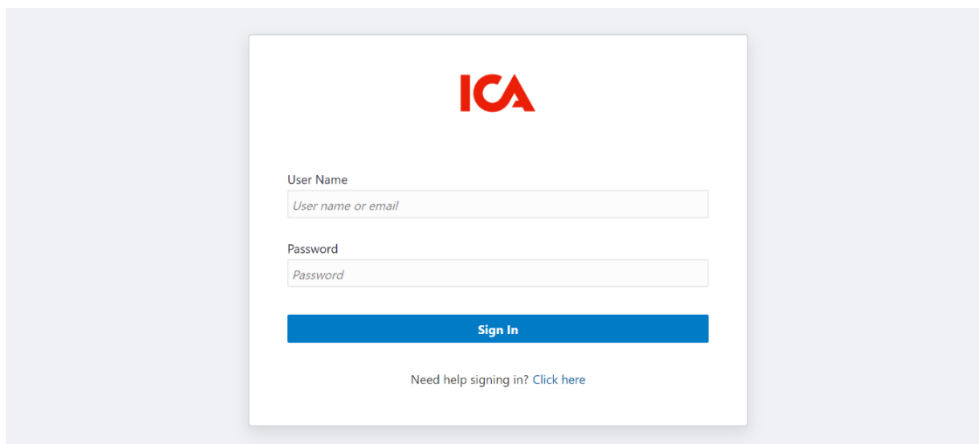
- The pallet height doesn't exceed 1250 mm
- The pallet doesn't weigh more than 999 kg
- The Trade Unit (Case) doesn't weigh more than 15 kg (half pallets excluded)

It might be possible to get a dispensation from ICA's Head of Logistics for pallet heights exceeding 1250 mm and for non-half pallet Trade Units weighing more than 15 kg. Contact your buyer or Supplier Support for more information on this. Accord at least a week's time for acquiring a dispensation and keep in mind the request might be denied.

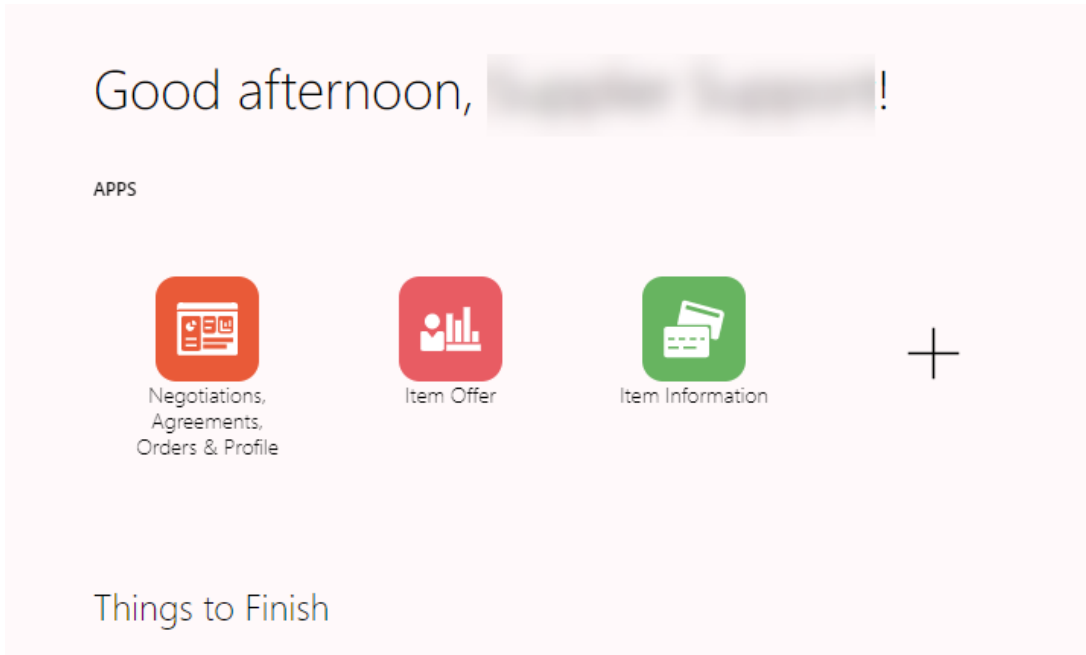
It is *not* possible to get a dispensation for pallet weights of over 999 kg.

Offering Items – step by step

Step 1: Log onto the Supplier Portal



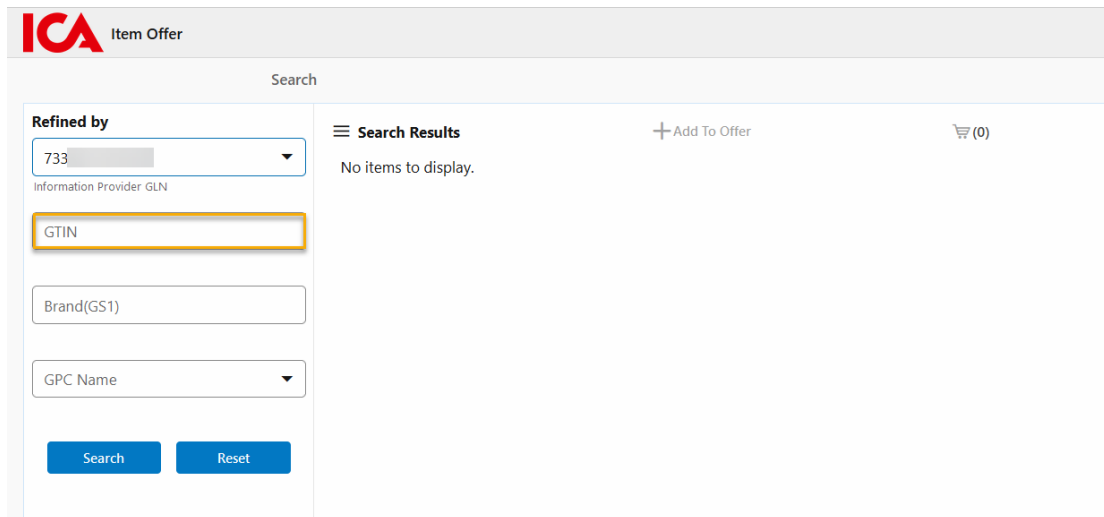
Click [here](#) to reach the Supplier Portal.



Note: The section Item Information is only used by Fresh Fruit, Vegetables and Flower suppliers.

Click the *Item Offer* icon to offer your items.

Step 2: Select the products you wish to offer



In Item Offer, you search for one or more items at a time. It is currently not possible to search on Brand.

Refined by

7330671070167

74,47330,47330

Brand(GS1)

GPC Name

Search Reset

To search for several products simultaneously, enter the GTIN of the articles in a row with commas between them, without a space after the comma. Example: (GTIN,GTIN,GTIN) if you want to search on several. Alternatively, you search for one GTIN at a time and add to the shopping cart.

Search

Refined by

7330671070167

74,47330671070167,47330671070167

Brand(GS1)

GPC Name

Search Reset

Search Results

+ Add To Offer

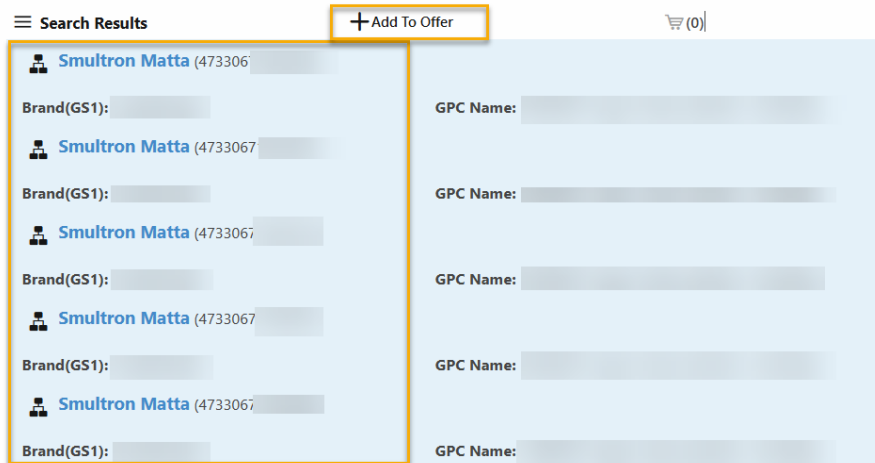
0

Smultron 1002050	Brand(GS1):	GPC Name:	+
Smultron 71002067	Brand(GS1):	GPC Name:	+
Smultron 1002074	Brand(GS1):	GPC Name:	+
Smultron 102081	Brand(GS1):	GPC Name:	+
Smultron 1098	Brand(GS1):	GPC Name:	+

When you have searched for several products simultaneously, it looks as above in Item Offer.

To select all articles: click on the article at the top so that the article is highlighted in blue. Then hold down the Shift key and click on the article at the bottom of the field. (*Shift + click*)

To select specific items: click on an item so that it is highlighted in blue. Then hold down the ctrl key and click on article. (*ctrl + click*)



Click on +Add To Offer to choose ECR-Category and revision date.

Step 3: Fill in Supplier specific information

A screenshot of a form titled 'Add Header Information'. The form contains several input fields: 'ECR Category' (dropdown), 'Supplier Contact' (text), 'Supplier Contact Email' (text), 'Supplier Contact Telephone' (text), 'Revision Date' (dropdown), 'Deadline Date' (text), and 'CRM Agreement Exists' (checkbox). The 'ECR Category' and 'CRM Agreement Exists' fields are marked as 'Required'. An 'OK' button is located at the bottom of the form.

× Add Header Information = Supplier specific information

- ECR Category
- Supplier Contact
- Supplier Contact Email
- Supplier Contact Telephone
- Revision Date
- CRM Agreement Exists

Click OK. The products will be added to your cart.

CRM is a subscription agreement with ICA Media which allows for extra customer insights for suppliers, and which is connected to the offer "Mina varor" (My products). If you have access to Levnet you can read more about CRM here. If you wish to find out more, contact ICA Media at bokning@ICA.se.

Potential suppliers cannot have CRM agreements as they don't have any purchase agreements with ICA Sverige AB.

Important: A shopping cart may only contain products belonging to the same ECR category.

If you wish to put an additional product into your shopping cart at this point, mark that item and click *Add to Offer* again. **Note:** This item will now be included into the same ECR category as previous item.

Step 4: Fill in ICA specific information



Click on the cart.

In the cart, the whole product hierarchy appears for your products. The products levels are organized by pallet-case-base unit in that order.

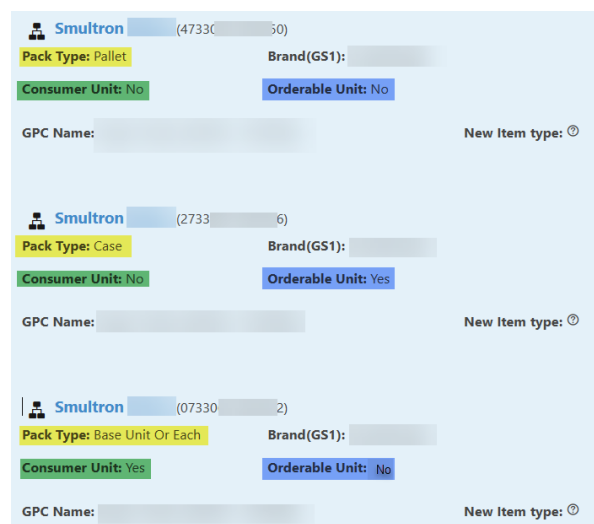
Pack Type – Indicates item hierarchy level.

Consumer Unit – Indicates if the trade item level is a consumer unit (i.e. if it's a GTIN which will be handled in store check-outs). Most commonly the base unit is the consumer unit.

Pack Number – An ID number specific for ICA showing which levels are part of the same trade item.

Orderable Unit – Indicates if the trade item level is orderable for ICA. For centrally listed items this is most commonly the Case level.

Apart from Pack Number, these data come from the digital trade item information you have sent to ICA through Validoo/GS1. Should you find these data are faulty, you must update the digital trade item information and re-send it to ICA. This can be done at any time in the offering process. Item Offer will then record the new data.



The screenshot displays three product levels in a cart. Each level includes a 'New Item type' dropdown (marked in violet), a 'Category' dropdown (marked in red), a 'Sub Category' dropdown (marked in red), and a 'Segment' dropdown (marked in red). Other fields include 'List Price', 'List Price UOM', 'Format Rebate', 'Sales volume 3 month', 'Sales volume 6 month', 'Discount %', 'Format Rebate', and 'Freight Terms'. Buttons for 'Clear Cart', 'Edit Header', 'Bulk Update', and 'Submit Offer' are visible at the top.

To the right of every product level are the fields that must be filled out before you can submit your offer. Depending on the contents in Pack Type, Consumer Unit and Orderable Unit some fields will be open for editing while others will be locked.

Mandatory for all product levels is entering category data, marked in red.

- **Category**
- **Sub Category**
- **Segment**

If you're unsure which subcategory your product should belong to, contact your Category Manager.

A new requirement starting in the spring of 2021 is selecting **New Item Type**, marked in violet

- **New item** – Select NEW or CHANGED (for more on this, see page 3)

The dropdown menu shows 'New' and 'Changed' as options. A tooltip explains: **New**--A new item, flavour, size or packaging that will complement existing assortment. **Changed**--A new GTIN, but changed item (ex. size, name) that are planned to replace another item

For Orderable units, marked in green, the following fields are mandatory:

- **List Price**
- **List Price UOM** (Unit of Measurement, per kilo or piece)
- **Discount %**

- **Format Rebate** (Commitment Discount)
- **Format Rebate UOM** (currency or percentage)
- **Freight Terms** (DDP = freight is included with list price, FCA: freight is not included with list price)

Note: The Supplier Portal takes the information on orderable unit from the supplier's digital product information (T0017). It's only the unit made orderable in the product information that you can enter list price, discount etc for in Supplier Portal. **For this reason, it's important that you check and confirm that you have put the right unit as orderable in the product information before offering an item via the cart.**

Note also that invoice unit (T4014 in product information) should always be the same unit as the orderable unit.

For Consumer Unit item levels, the following fields are mandatory:

- **Sales Volume 3 Months** – Estimated sales volume for 3 months by number of consumer units
- **Sales Volume 6 Months** -The same but for 6 months

Once you have checked that the item level information is correct, enter ICA-specific information in the fields listed above. You can do this either one item at a time directly in the interface or use the function **Bulk Update**, which allows you to enter the data for several products simultaneously.

The **Bulk Update** function is practical when you have several products within the same Category/Sub Category/Segment. We recommend that you enter the information about list prices, discounts etc directly into the interface for each product.

The image displays two screenshots of the 'Enter Line Information' form. The left screenshot shows the top section with fields for Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, List Price, List Price UOM, Discount %, and Format Rebate. The right screenshot shows the bottom section with fields for Sales volume 3 months, Sales volume 6 months, List Price, List Price UOM, Discount %, Format Rebate, Format Rebate UOM, Net Price, Freight Terms, and New Item type. Both screenshots have an 'OK' button at the bottom.

To use this function you need to:

1. Select the item levels you want to update
2. Click Bulk Update.
3. Fill in the information in Enter Line Information.
4. Here you enter ICA-specific information, which is then automatically transferred to all the selected articles.

ATTENTION! If you have articles with a different category/subcategory/segment, you can either change them manually on their article lines or do a new Bulk Update for these articles.

Offering new Pallet Unit

If you wish to offer a new Pallet Unit to ICA while the Base and Case Units already exist in ICA's assortment, you will not be able to change any data for the Base and Case in Item Offer cart. (Unless the item is a seasonal item and marked as such.

Select the pallet unit and click "Submit Offer" in accordance with instructions below.

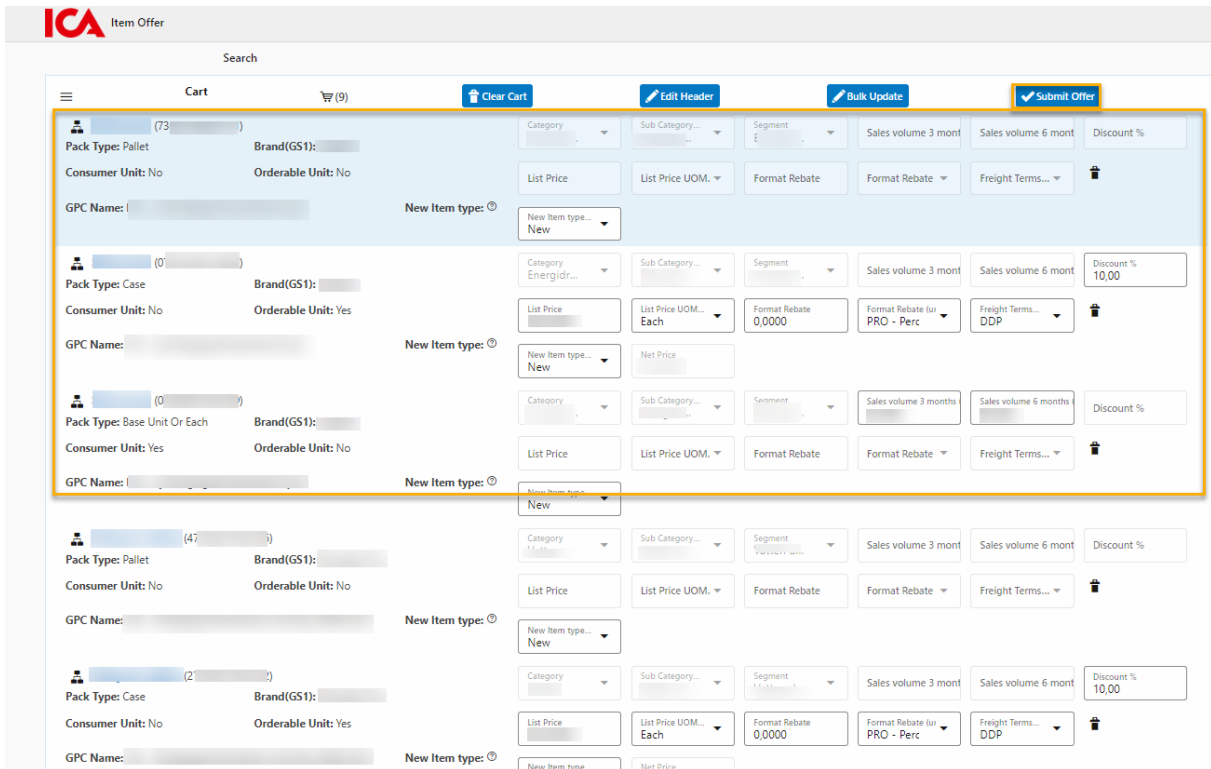
Inform your Category Manager about the new Pallet Unit in good time. You are welcome to link the old pallet unit to the new one. For mer on linking items, see the section "To Do after New Item Offering" further ahead in this manual.

Step 5: Review, select and submit

Review your cart to check that you have entered the correct information.

Next, select the items before submitting them. You don't have to select all the product at once; you can also select one or a couple of product at a time.

1. Select only one product



Here in the image above we have selected only one product in cart to be submitted. We selected the product by clicking on the pallet unit.

Now you will see a text telling you how many products you have selected for your offer. If you only want to submit the selected product right now, click “OK”.

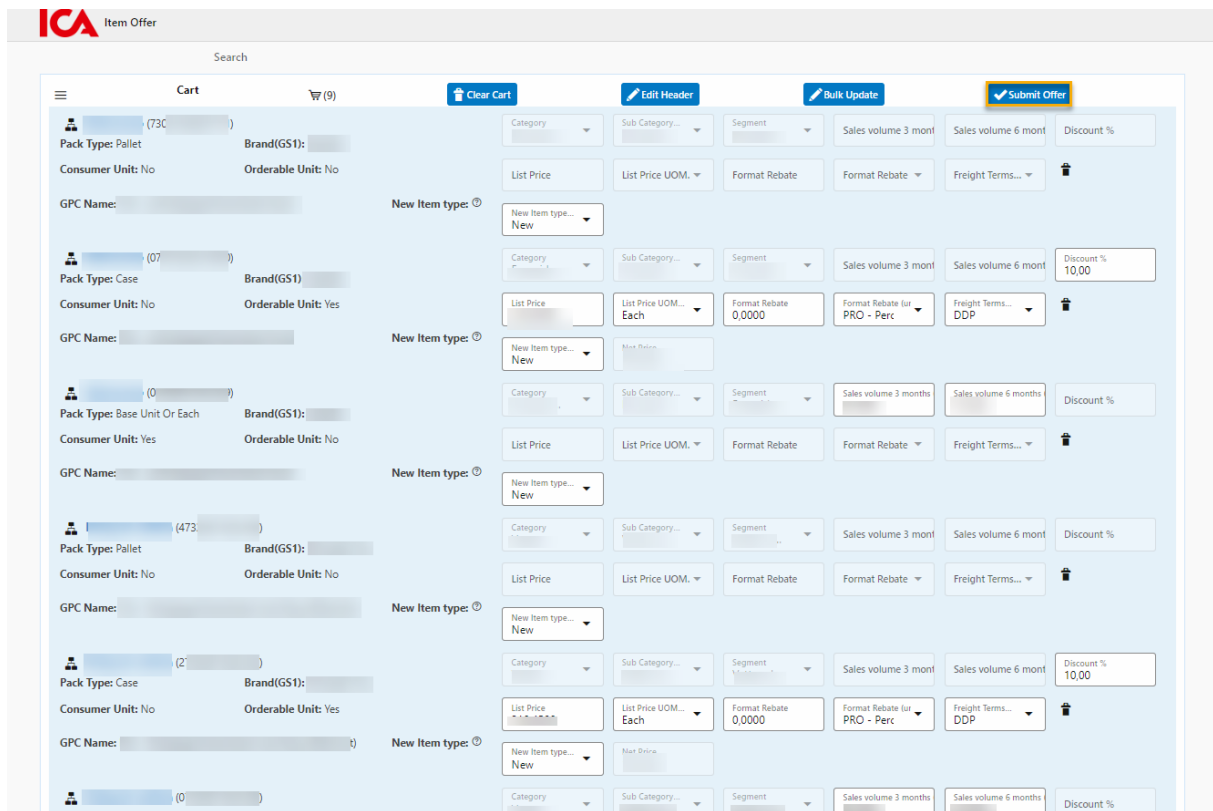
Submit Offer

You are offering 1 out of 2 products.



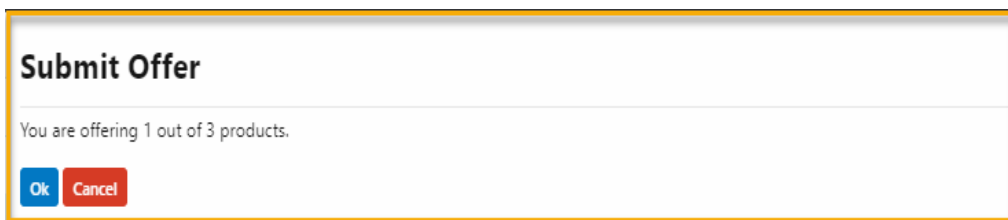
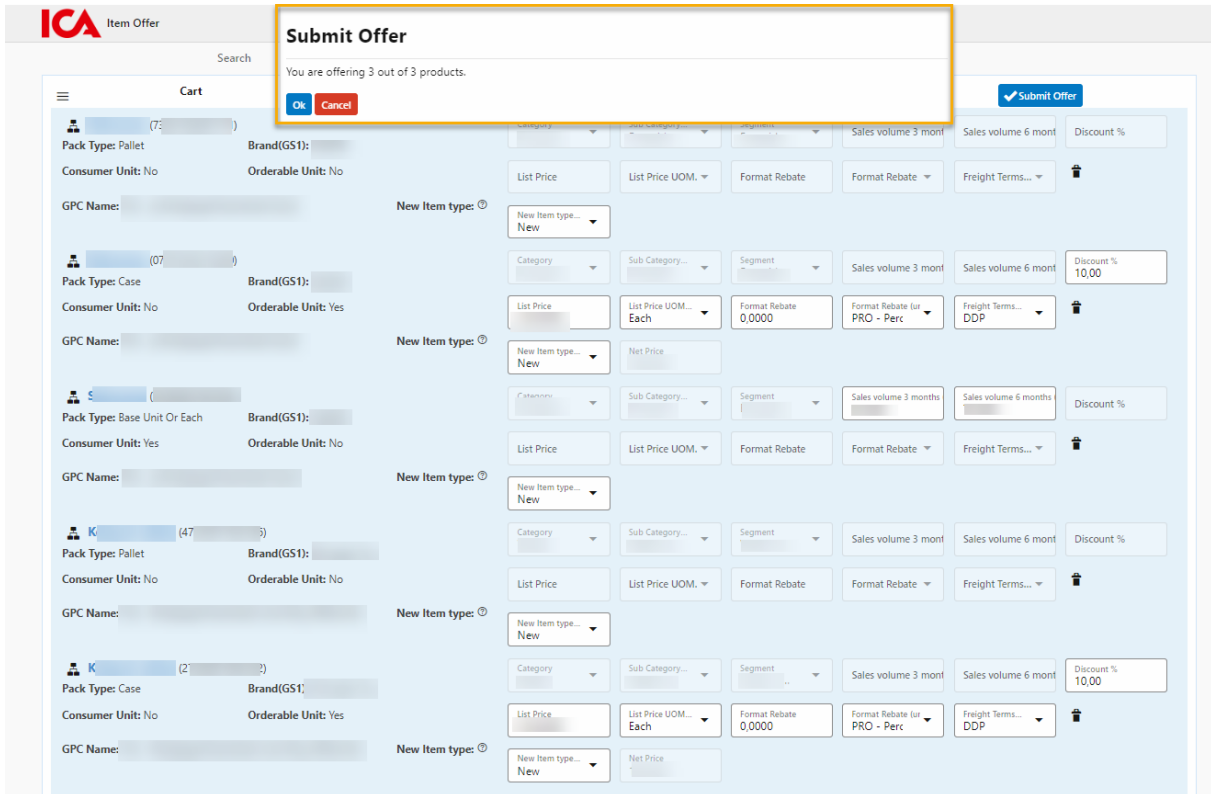
If you wish to submit all the products in the cart at the same time, click “Cancel” and follow the instructions below.

2. Select all the products in the cart.



To select all products in the cart, first click on the top item unit. Scroll down to the bottom of the cart. Hold down the Shift key and click on the last item unit. All item units should now be highlighted (in blue).

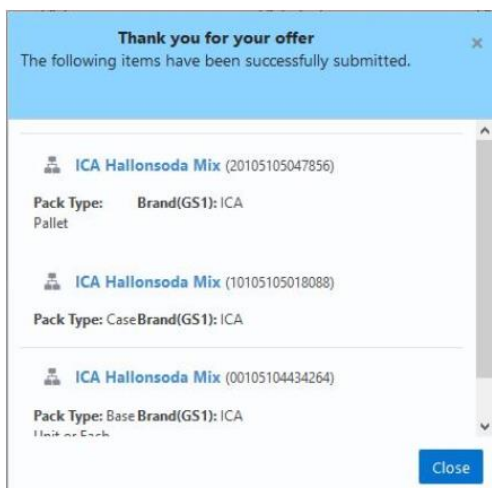
Next, click *Submit Offer*.



Again, you will see a text saying how many products are selected for your offer, in this case all the products in the cart.

If you now wish to submit all the products, click “OK”. Otherwise, click “Cancel.”

You are now done with the work in the Supplier Portal. If you have offered news items, you need to review the steps in the next section To do after News Item Offering.

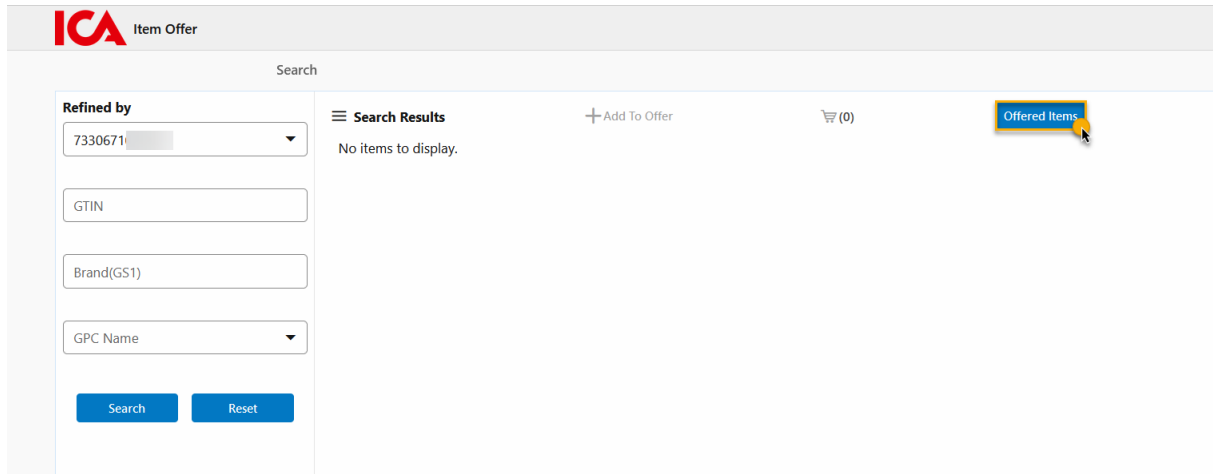


To do after New Item Offering

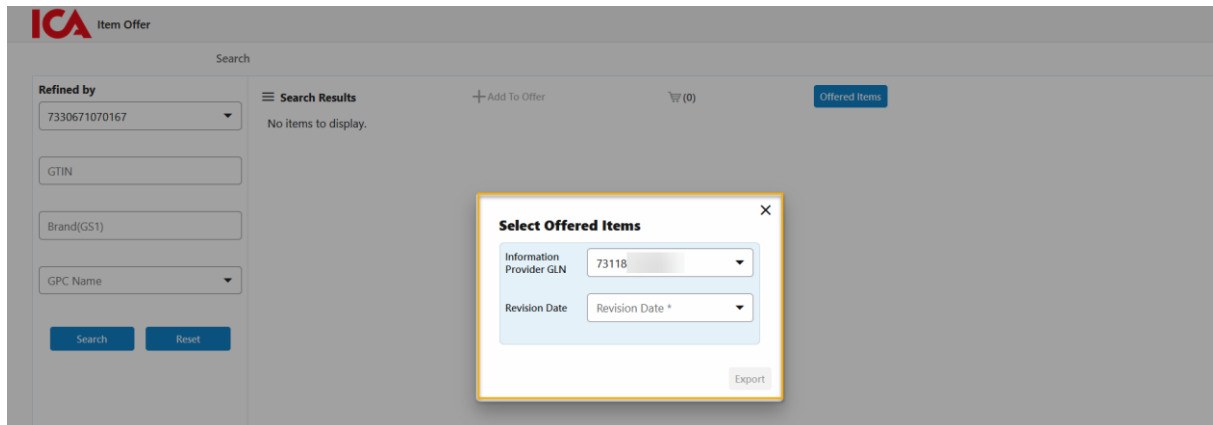
Receipt for your offering

After you have offered your items, a receipt will be sent to the email provided in the Header Information.

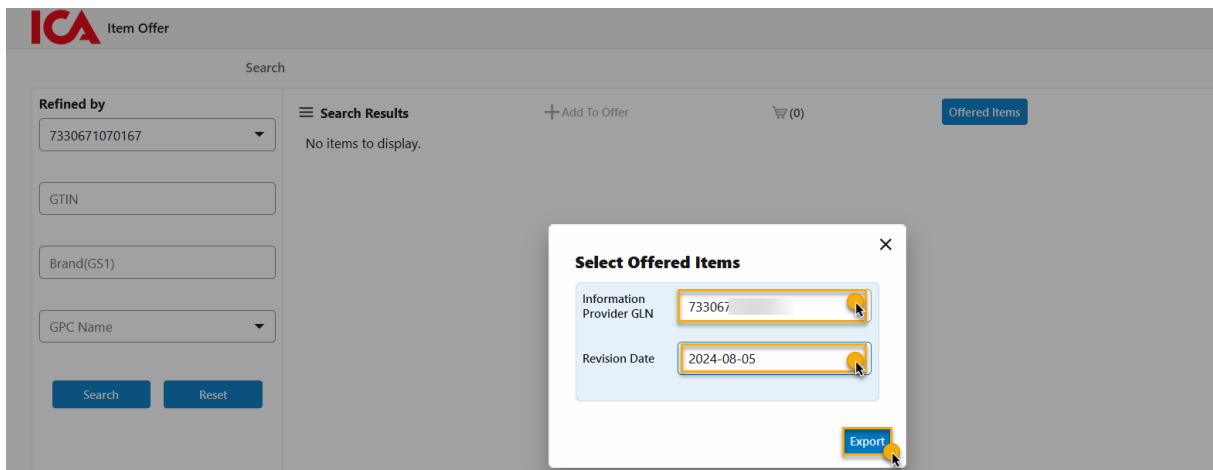
If you offer items in batches, you have the option to download a receipt for all items for that revision.



1. Click the *Offered Items* button in Item Offer.



2. Select GLN and Revision Date.



3. Then click the *Export* button. The receipt will be exported in Excel format.

Step 1: Linking – Product change meaning new GTIN codes

The purpose of the linking system at ICA is to keep an article together when a change is required that needs new GTIN codes. With correct linking, the flow of goods and the exchange of assortment Online are streamlined. Please note that we review your information before use so that it complies with the guidelines for linking articles to customers.

Supplier wants to link a new product towards a delist item

To link a new item to the replaced item, fill out the following on all units in the structure replacing an existing item:

- In T3793 for the new item, enter the GTIN of the replaced item
- In T3794 for the new item, enter the code value REPLACED
- For more information, see GSI's manual for product information for the Swedish market, available [here](#).

When changing GTINs on Orderable Unit and Pallet Unit only:

- **Enter the linking data on the Orderable Unit.** As you are keeping the GTIN for the Base Unit in this case, you don't have to do any linking on the Base Unit.

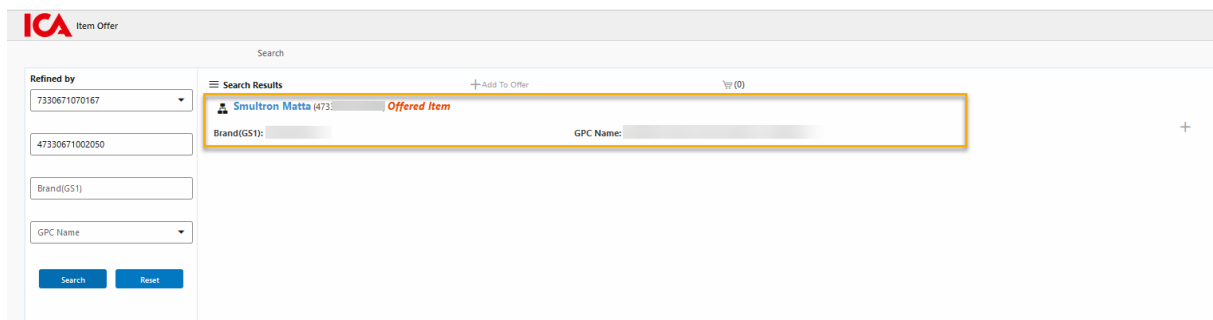
Step 2: New Item Presentation

After you have submitted your new item offer, the next step is to fill out and e-mail a New Item Presentation to the Category Manager at ICA, unless you have agreed otherwise with the Category Manager. This should be done no later than the next Monday after the deadline for submitting products is passed.

You will find a guide for what to include in the New Item Presentation Guide [here](#). The file format should preferably be PowerPoint.

Verifying or correcting your submitted offer

After submitting your offer, you can check to verify that it's been received by ICA. Until the deadline is passed you may also correct parts of your offer information.



In Item Offer, you select the GLN to which the products belong and search for them just as you did when offered the items. If you have several GTINs, search in the following format: (GTIN,GTIN,GTIN)

Click *Search*.

The product or items appear tagged with *Offered Item*. If you know that the articles have been offered with incorrect information, please offer the product again.

Cancelling an offered item

Occasionally a supplier might change their mind about offering an item and decide to cancel the offer. Should this be the case for you, contact your Category Manager and explain that the item was offered by mistake. Name the item name, the GTINs and the launch date.

Contact

Should you have any thoughts or questions, you are welcome to contact us at Supplier Support.

When you do, we encourage you to describe your problem and attach relevant files and/or screen clips, if there are any. This helps us to give you speedy and reliable replies.

You reach us through email: supplier.support@ica.se

You may also contact:

- Questions on delivery issues: Supply Chain Planning
- Questions on the seasonal assortment: Category Manager
- Questions on digital product information: Masterdata, Supplier Support or GS1/Validoo, depending on type of question

[Masterdata Kolonial](#)

[Masterdata Färsk](#)

[Masterdata Nearfood](#)

[GS1/Validoo](#)