


A black computer monitor and keyboard are centered in the lower half of the page. The monitor screen displays the text 'Supplier Portal Offer Items'.

Supplier Portal

Offer Items

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Introduction

With the help of this manual, you will receive guidance and advice on how to successfully offer or re-offer news through the Supplier Portal.

Manual and instructional videos are available on Levnet: <https://levnet.ica.se/ecrsuppliers>

The manual is also available in the Supplier Portal <https://coreportal.ica.se/> under the tab "Manuals".

Information included in this manual:

- When and how to offer news to ICA
- When and how to re-offer to ICA

i Ahead of 2026 – the industry-wide ECR process is coming to an end

Ahead of 2026, ICA is launching a new calendar for assortment revisions. This will replace the industry-wide process coordinated by ECR, which will end at the turn of the year.

ICA's calendar for assortment revisions follows similar routines as the previous ECR time windows but offers more revision windows — with a total of twelve windows compared to the current nine. The aim of the new calendar is to smooth out the workload in stores by spreading revisions throughout the year, while also considering seasonal and holiday periods.

This is seen as a first step in a longer process, and we will learn and further develop the calendar during 2026. The calendar will be updated annually and adjusted according to broader needs.

More information, such as the calendar for 2026, is available in PDF format on ICA Levnet: <https://levnet.ica.se/ecrsuppliers>

For questions regarding the calendar and assortment revision for 2026, please contact ICA's category managers for each category.

ICA sets high standards for the products sold in our stores.

This means ICA also sets high expectations for you as a supplier. It is important that you, as a supplier, submit all item information in accordance with GS1's guidelines. You also need to comply with the deadlines specified in the calendar and assortment revisions for each product category when you announce items in the Supplier Portal.

Process for offering New Items

Process for offering new items



Offering items in three steps:

1. Publish item information to ICA via Validoo.
2. Offer the items via Item Offer in the Supplier Portal.
3. Fill in a news presentation ([Guide Nyhetspresentation mars 2021.pdf](#)) and submit it to the Category Manager.

Don't forget to include linking to new items that will replace existing items.

Read more about this in the section "[Linking – Item Change Requiring New GTIN Codes](#)".

[Read more about how to choose system for trade item information on GS1 website](#)

Process for re-offering items

Process for re-offering items



Re-offering items in two steps:

1. Publish item information to ICA via Validoo
2. Re-offer your items

[Read more about how to choose system for trade item information on GS1 website](#)

What is a re-offer?

A re-offer is used when you want to submit a request to list a previously active item (an item that was previously on the shelf). It is used in cases such as:

- Seasonal items
- Items that have been delisted from ICA (but not from the whole market)
- Limited editions

Note! An item with a new pallet level where the base level was previously an active part of ICA's assortment can now be offered without contacting Supplier Support.

Seasonal items at ICA

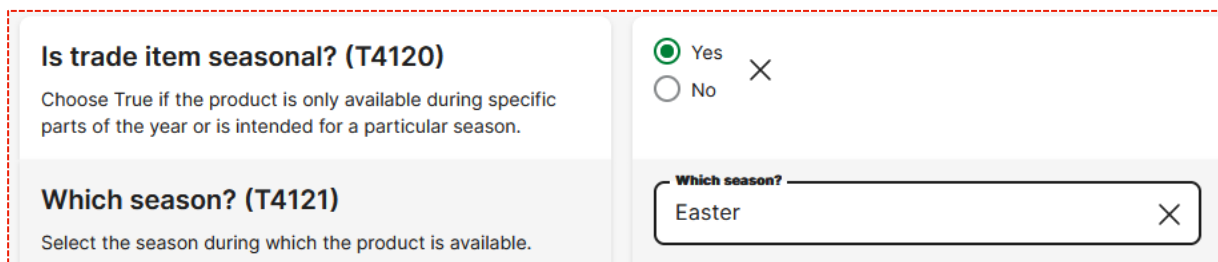
Products who are part of ICA's seasonal assortment are active during a limited time period and inactive for the remaining parts of the year. For ICA to be able to activate products in time, you will need to re-offer them through **Item Offer** in the Supplier Portal before deadline.

When?

Seasonal items are offered during the regular revision window and follow the same deadline as other newly offered products. In the Supplier Portal, the only difference between a new item and an item being re-offered is that the latter is tagged as "Existing Item."

Keep in mind:

Re-offering 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 attribute number T4015 in the digital product information.



The screenshot shows a form with two sections. The first section is titled "Is trade item seasonal? (T4120)" and includes the instruction "Choose True if the product is only available during specific parts of the year or is intended for a particular season." It has two radio button options: "Yes" (which is selected) and "No". The second section is titled "Which season? (T4121)" and includes the instruction "Select the season during which the product is available." It features a text input field containing the word "Easter" and a clear button (X).

Seasonal items must be marked in Attribute number T4120 (Is the trade information a seasonal item?) and T4121 (Which season?) in the product information in Validoo. This information should be updated at **ALL** levels of the item.

You can now re-offer seasonal items that are active in the assortment at the notification time without contacting the Category Manager. However, this is only possible if you have marked the item as seasonal in Attribute numbers T4120 and T4121 as described above.

If you have questions about re-offering, see the [Contact](#) section at the end of the manual for information about whom to contact.

Before re-offering – product information

Before starting the re-offering 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:

- ✓ Attribute number T4015 End date for discontinued item must have passed.
- ✓ 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 plays 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 to accord the item its correct value.

Purpose and use:

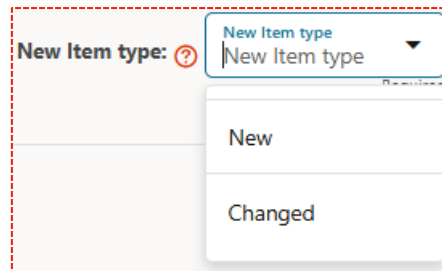
- New Item Type is used in an analytical package tied to New Item Efficiency and New Item Follow-Up
- New Item Type also eases and streamlines ICA's work with product information

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



Examples of New vs Change:

New
New item: A new item, flavor, size or packaging that will complement existing assortment.



New



New

Changed
New GTIN: changed item (ex. size, name) that is planned to replace an existing item.



Existing product replaced by >>

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

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 attribute numbers, contact GS1 Sweden's customer service directly at kundservice@gs1.se, phone number is +46 08-50101010.

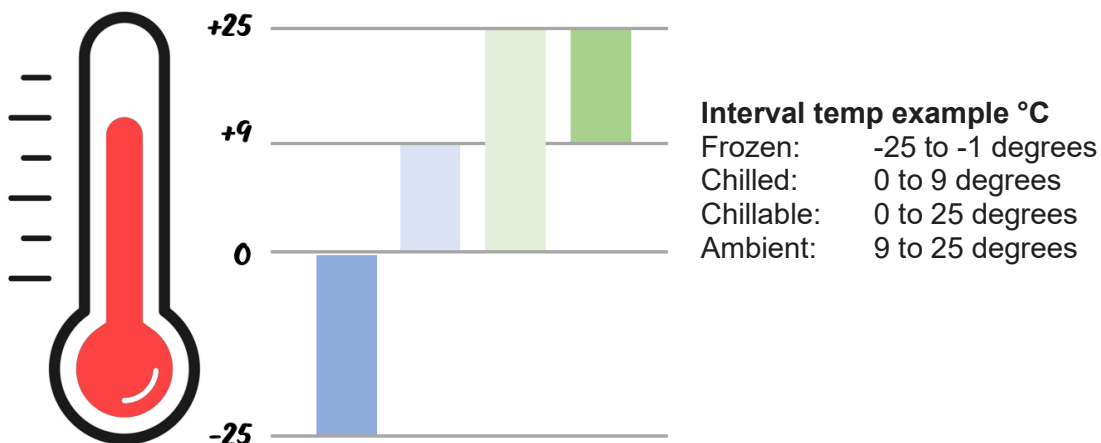
<https://gs1.se/en/about-us/contact-us/>

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.


i If your product does not have a specified maximum or minimum temperature, enter a reasonable temperature range. See examples below.

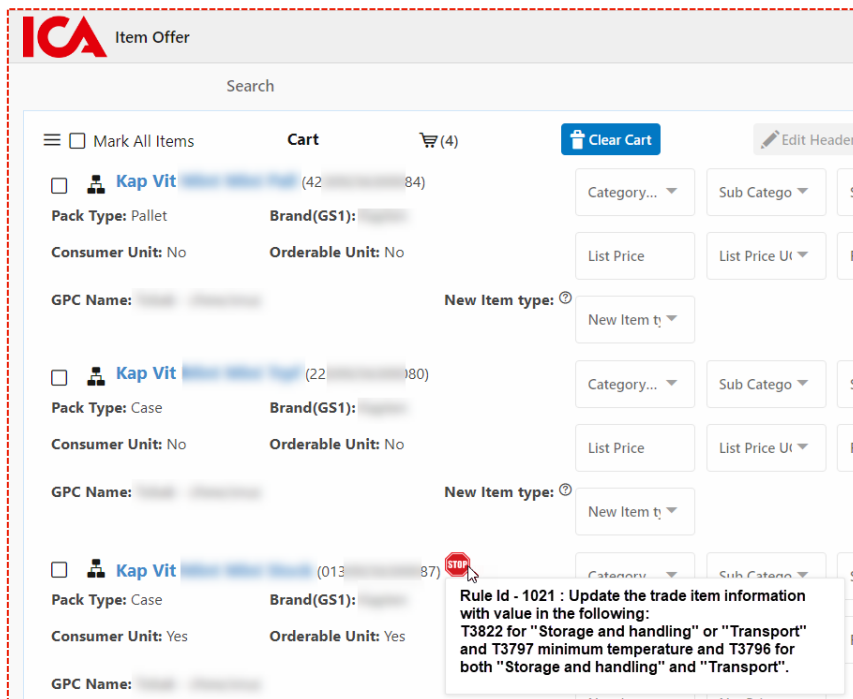


Stop symbol

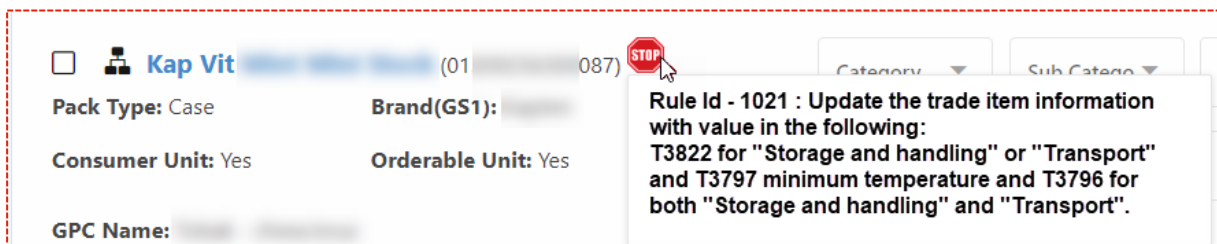
To ensure high data quality and correct handling during transport and storage of items, ICA has introduced mandatory attributes in the Supplier Portal (Item offer) at the consumer level (Consumer unit = Yes) in the shopping cart.

Note! GS1 Validoo does not validate these Attribute numbers (e.g., T3796); validation is only performed in Item Offer at ICA!

If required values, such as temperature information for a GTIN, are missing, a stop symbol  will appear in the shopping cart. As long as this symbol remains for the item, it is not possible to edit or submit the item.



When you hover the mouse pointer over the stop icon, a text explanation will appear describing what needs to be updated in the item information:



To resolve this as a supplier, you need to:

1. Adjust the item information in your input system, such as Validoo Data Entry
2. Republish the item.
3. Check that the stop symbol has disappeared in Item Offer.

Item information: Attribute numbers of priority for ICA

An attribute number, in GS1 contexts, is a numeric code (for example, T0189) that identifies a specific type of information. Attribute numbers are identical regardless of which system is used for registering product information. Attribute numbers can be found in digital product information (also referred to as VCD), which is transferred to ICA via Validoo.

Note! The Attribute numbers below are not mandatory in GS1 Validoo but are mandatory for ICA.

T0137 Packaging type – dependent on **T0189 Packaging terms and conditions**. If attribute number **T0137** is filled in, term number T0189 Packaging terms and conditions must also be filled in. If T0189 is missing and the packaging is neither unpackaged nor returnable, the item will have an incorrect price calculation.

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. 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).

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.

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:

- 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.

Allow a minimum of one week to obtain a dispensation, and be aware that your request may be declined.

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

Supplier portal – information about the portal

Browser compatibility – Chrome

Supplier Portal is optimized for use with the Google Chrome web browser. If you are using a different browser and experience technical issues, we recommend trying to access the portal in Google Chrome before contacting support.

Mac

If you are using a Mac and, for example with the Safari browser, we recommend switching to Google Chrome for the best functionality.

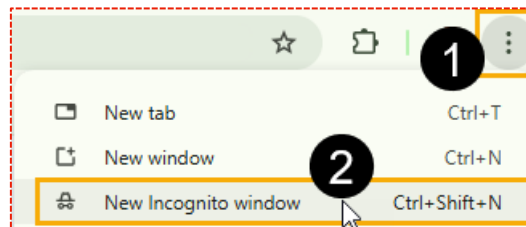
Managing multiple user accounts at login

If you, as a supplier, have more than one user account (email address) linked to Single Sign-On (SSO) for logging in to ICA, it is recommended that you use the Google Chrome browser in incognito mode when switching between accounts.

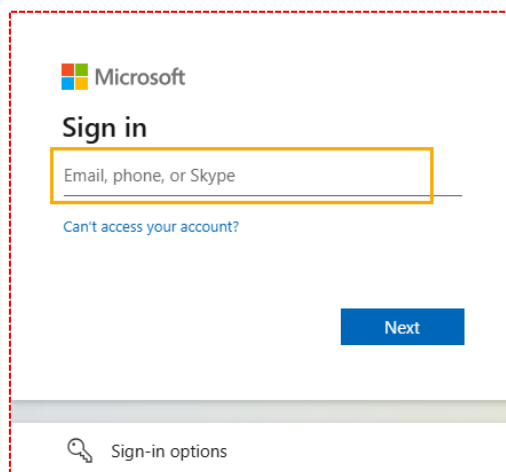
When you open a new incognito window, the browser does not retain previous login information, allowing for a smooth transition between user accounts without previous sessions affecting the login process.

How to Open Incognito Mode in Google Chrome:

- Open Google Chrome.
- Click the three vertical dots in the upper-right corner of the browser window (1).
- Select **"New Incognito Window"** from the menu (2).
- A new window will open with a dark background—this indicates that you are now in incognito mode.

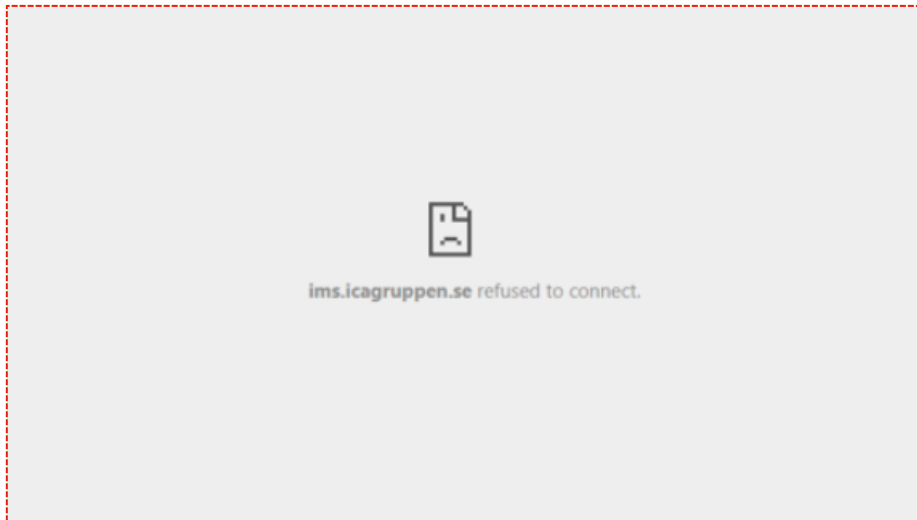


You can now enter your email address (for your user account) on Microsoft's login page:



Refused to connect – Cookies

If you log in to the Supplier Portal and the webpage appears “greyed out” or receive a message stating that ICA has “rejected the connection,” this may be due to the site not being allowed in your browser settings. To resolve this, you need to add <https://coreportal.ica.se/> as an allowed site in Google Chrome. This issue is especially common when using an incognito window to access the Supplier Portal:



If you want to use the portal in Google Chrome incognito mode, follow the steps below:

- Go to Google Chrome Settings by clicking the three dots in the upper right corner, then click on Settings
- Go to **Privacy and Security > Third-party cookies**
- Under “**Sites allowed to use third-party cookies**”, click **Add-button**
- Enter **coreportal.ica.se**, then click **Add**
- Refresh the portal
- Done!

ICA Supplier portal notification regarding cookies:

Information about Google Chrome

If you want to use the portal in Google Chrome incognito follow the steps below:

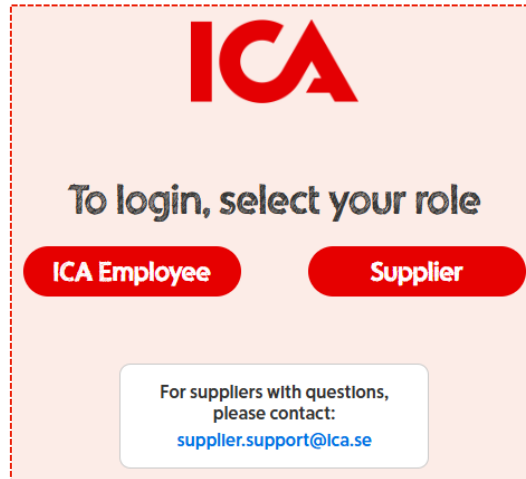
- Go to Google Chrome Settings by clicking the three dots in the upper right corner, then click on Settings
- Go to Privacy and security > Third-party cookies.
- Under 'Sites allowed to use third-party cookies', click Add-button.
- Enter coreportal.ica.se, then click Add.
- Refresh the portal.
- Done!

OKDo not show this again

Offering Items – Step by Step

Step 1: Log in to the Supplier Portal

Log in to the Supplier Portal and follow the steps below. The URL to the Supplier Portal is: <https://coreportal.ica.se>. Go to the portal and click the "Supplier" button:

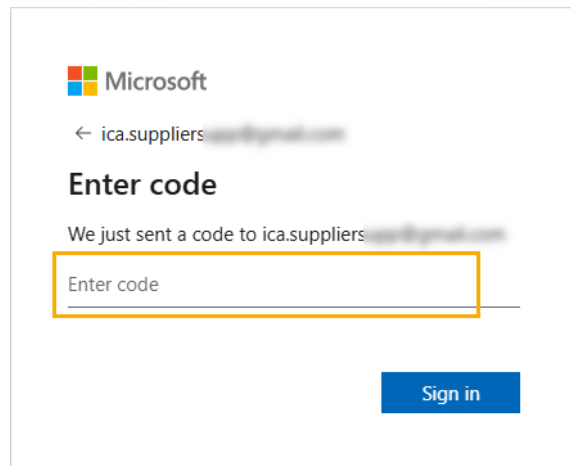
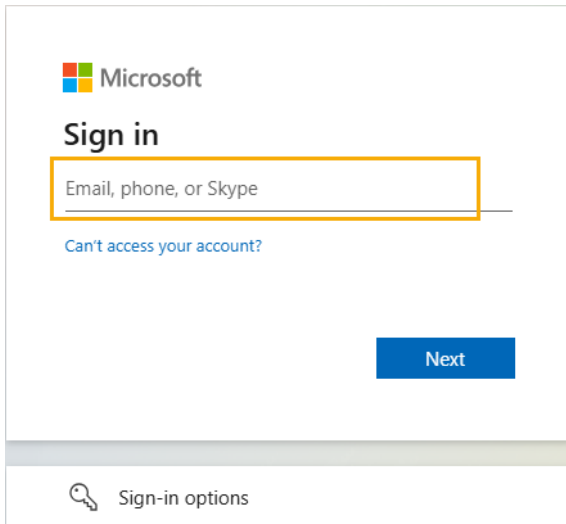


After clicking the "Supplier" button, you will either be logged in automatically or redirected to Microsoft's login page. There, you will need to enter your login credentials to proceed via Single Sign-On (SSO). After entering your details, you may be prompted to verify your identity. If so, open your Authenticator app and enter the number displayed on the screen to complete the login process:

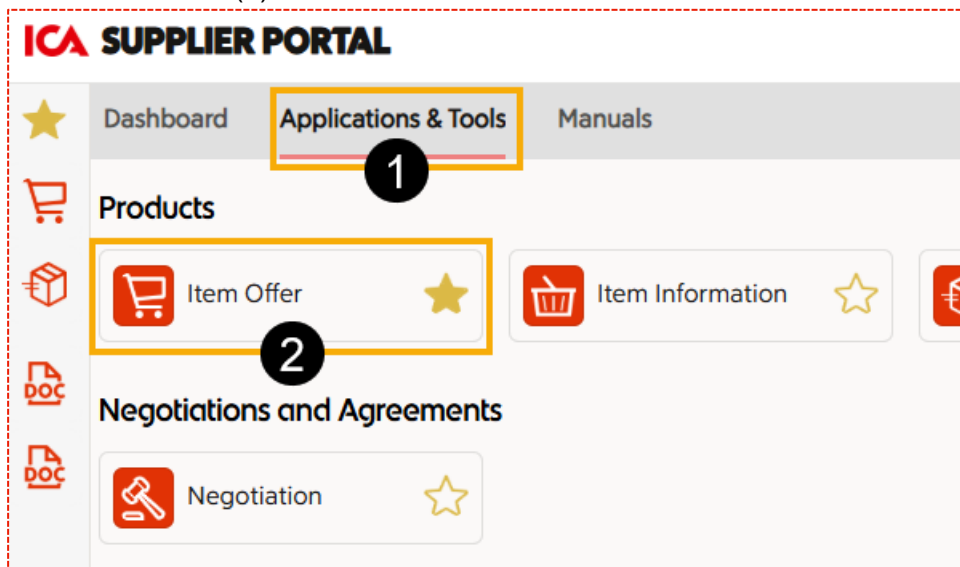


Alternatively, you may need to manually enter your credentials (see [Managing multiple user accounts at login](#))

1. Enter your email address and click **Next**.
2. A verification code will be sent to your email address.
3. Copy the code and paste it into the **Enter code** field.
4. Click **Sign in** to complete the login process.



On the portal's home page, click the “**Applications & Tools**” menu tab (1), then click the “**Item Offer**” icon (2):



Step 2: Select items you want to offer in Item Offer

Select **GLN (1)** and fill in the top level/pallet **GTIN (2)** and click on **Search (3)**.

In Item Offer, you can search for one or more items at a time.

(It is currently not possible to search by Brand):

To search for multiple items at once, enter the GTINs of the items separated by commas, without spaces after the commas. Example: (GTIN,GTIN,GTIN) if you want to search for several. Alternatively, search for one GTIN at a time and add it to the cart:

When you have searched for several items at a time, it looks like this in Item Offer:

Item Name	Brand(GS1)	GPC Name	Action
ICA 1 (47330)	ICA	10002178-Matlagningsutrustning för hushåll – övrig	+
ICA 2 (70)	ICA	10002178-Matlagningsutrustning för hushåll – övrig	+
ICA 3 (70)	ICA	10002178-Matlagningsutrustning för hushåll – övrig	+
Vatten kula (70)	Skredder Fisk	10000018-Fisk – färdiglagad/bearbetad (med lång hållbarhet)	+

- To select an item: click on an item so that the row becomes highlighted. Click on the “**+Add to Offer**” (3) button or the “+” (2) on the right side of the item row.
- To select all items: click on the item at the top so the item row is highlighted. Then hold down the **Shift key** and click on the item at the bottom of the list (Shift + left click).
- To select specific items: click on an item to highlight it. Then hold down the **Ctrl key** and click on another item (Ctrl + left click).

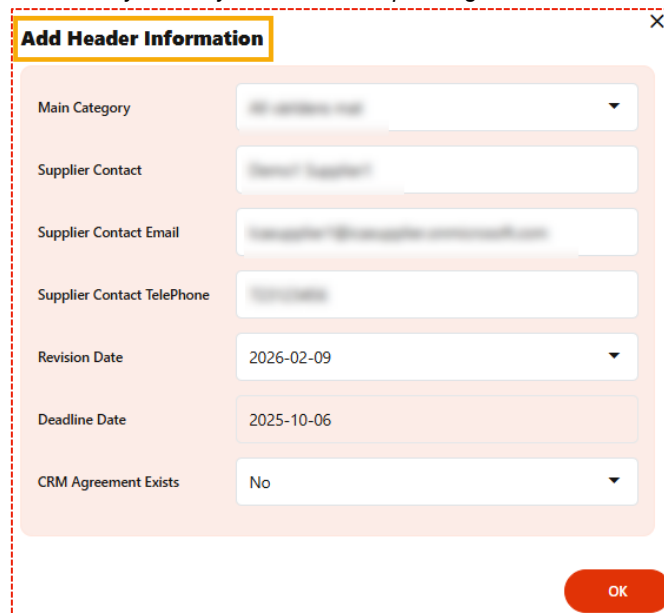
The screenshot displays the ICA Item Offer interface. On the left, there is a 'Refined by' section with filters for '733', '4733', 'Brand(GS1)', and 'GPC Name'. Below these are 'Search' and 'Reset' buttons. The main area is titled 'Search Results' and contains a table of items. The first three items are from 'ICA 1', 'ICA 2', and 'ICA 3', all with 'Brand(GS1): ICA' and 'GPC Name: 10002178-Matlagningsutrustning för hushåll – övrig'. The fourth item is from 'Vatten' with 'Brand(GS1): Skivlager Fisk' and 'GPC Name: 10000018-Fisk – färdiglagad/bearbetad (med lång hållbarhet)'. A fifth item is marked as an 'Existing Item'. On the right side of the table, there are '+' buttons for each row. At the top right, there is an '+ Add To Offer' button (3), a shopping cart icon with '(0)', and an 'Offered Items' button. A red dashed box highlights the entire interface.

Click on the “**+Add to Offer**” (3) button or the “+” (2). A window will open to enter the main category and revision date (Add Header Information).

Step 3: Fill in supplier-specific information

Add Header Information = Supplier-specific information:

- **Main Category:** Enter the main category
- **Supplier Contact:** Enter name (should be pre-populated)
- **Supplier Contact Email:** E-mail (should be pre-populated)
- **Supplier Contact Telephone:** Supplier's phone number
- **Revision Date:** Revision date
- **CRM Agreement Exists:** Enter "Yes" if you have a CRM agreement, otherwise "No".
(CRM is a subscription where you, as a supplier, can send personalized offers to ICA's regular customers. ICA uses AI and data-driven analysis to match relevant offers with the right customers. If you have access to Levnet, you can read more about this [here](#). If you want to learn more or sign an agreement for the CRM service, contact ICA Media at bokning@ica.se. Potential suppliers do not have CRM agreements since they do not yet have central price agreements with ICA.)



The screenshot shows a modal window titled "Add Header Information" with a close button (X) in the top right corner. The form contains the following fields:

- Main Category:** A dropdown menu with a downward arrow.
- Supplier Contact:** A text input field.
- Supplier Contact Email:** A text input field.
- Supplier Contact Telephone:** A text input field.
- Revision Date:** A date picker showing "2026-02-09" with a downward arrow.
- Deadline Date:** A date picker showing "2025-10-06" with a downward arrow.
- CRM Agreement Exists:** A dropdown menu showing "No" with a downward arrow.

An orange "OK" button is positioned at the bottom right of the form area.

Click the **OK** button. Items are now moved to the cart.

Important: A cart can only contain items within the same main category!

If you want to add an item to the cart, go back to the Search tab and search for the item. Select the item and click **Add to Offer**.

Note: The item you add will belong to the same main category you previously selected!

Step 4: Fill in ICA-specific information

Selected items are now in the cart. The number on the cart icon indicates how many GTINs there are in the cart. In this example, there are 3 items with 4 GTIN levels per item. 3 items and 4 GTINs equals 12 in total (3x4=12):



Click on the cart icon. In the cart, the entire item structure for the selected items is listed. The item levels are organized according to Pallet - mid-level (case) - base level GTIN:

The screenshot shows the 'ICA Item Offer' cart interface. At the top, there are navigation buttons: 'Mark All Items', 'Cart', 'Back', 'Clear Cart', 'Edit Header', 'Bulk Update', and 'Submit Offer'. The cart contains five items, each with a checkbox and a product icon. The items are:

- Item 1:** ICA 1 (47 GTINs), Pack Type: Pallet, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Attributes: Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %.
- Item 2:** ICA 1 (37 GTINs), Pack Type: Case, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Attributes: Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %.
- Item 3:** ICA 1 (27 GTINs), Pack Type: Case, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: Yes. Attributes: Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount % (0.00). List Price: 100.0000, List Price UOM: Each, Format Rebate: 0.0000.
- Item 4:** ICA 1 (073 GTINs), Pack Type: Base Unit Or Each, Brand(GS1): ICA, Consumer Unit: Yes, Orderable Unit: No. Attributes: Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %.
- Item 5:** ICA 2 (70 GTINs), Pack Type: Pallet, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Attributes: Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %.

Each item entry includes a 'New Item type' dropdown menu and a 'Freight Terms' dropdown menu. The 'List Price' and 'Format Rebate' fields are present for the Case and Base Unit items.

It is only possible to enter values in the white fields. No values can be entered in the grey fields:

The screenshot shows a form with the following fields:

- Category** (Required) - White field with a dropdown arrow.
- Sub Category** (Required) - White field with a dropdown arrow.
- List Price** - Grey field.
- List Price UOM** - Grey field with a dropdown arrow.
- New Item type** (Required) - White field with a dropdown arrow and a question mark icon.
- Net Price** - Grey field.

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 often, the base unit is the consumer unit.

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

The screenshot shows three item entries for 'Färsk mellanmjölk 1.5%' (0730):

- Item 1:** Pack Type: Pallet, Brand(GS1): ICA Test Supplier, Consumer Unit: No, Orderable Unit: No. GPC Name: Mjölk (färskvaror).
- Item 2:** Pack Type: Case, Brand(GS1): ICA Test Supplier, Consumer Unit: No, Orderable Unit: Yes. GPC Name: Mjölk (färskvaror).
- Item 3:** Pack Type: Base Unit Or Each, Brand(GS1): ICA Test Supplier, Consumer Unit: Yes, Orderable Unit: No. GPC Name: Mjölk (färskvaror).

i These values are based on the item information submitted to ICA via Validoo. If these values are incorrect, you should correct the item information and resubmit it through your current system provider. Item information can be changed at any time during the offer process. Search for items again in Item Offer, which will then retrieve the updated information from Validoo; add the items to your cart and submit your offer again.

To the right of each item level are the fields that need to be filled in before you can submit your offer. Depending on the information in the **Consumer Unit** and **Orderable Unit**, some fields will be editable (white) and some non-editable (grey):

The screenshot shows a 'Cart' interface with three item levels. Each item level includes a 'New Item type' dropdown (purple), 'Category', 'Sub Category', and 'Segment' dropdowns (red), and 'List Price' and 'List Price UOM' input fields (white). Other fields like 'Sales volume 3 months (BU)', 'Sales volume 6 months (BU)', 'Discount %', 'Commitment Rebate', and 'Freight Terms' are grey. The 'Consumer Unit' and 'Orderable Unit' fields are highlighted in yellow or green.

Requirements for all item levels are the selection of category, highlighted in red here in the handbook:

- **Category:** The category the item belongs to
- **Sub Category:** The sub category
- **Segment:** The segment

Three dropdown menus labeled 'Category', 'Sub Category', and 'Segment' are shown, all highlighted in red.

Note: If you're unsure which subcategory your product should belong to, contact your ICA category manager!

The **type of news flag** is also indicated on all item levels for a **new item**, highlighted in purple:

- **New item:** Choose NEW or CHANGED.

A close-up of the 'New Item type' dropdown menu. The dropdown is purple and shows 'List Price' and 'New Item type' options.

A close-up of the 'New Item type' dropdown menu. The dropdown is purple and shows 'New' and 'Changed' options. A tooltip is visible above the dropdown, explaining the options: 'New:--A new item, flavour, size or packaging that will complement existing assortment.' and 'Changed:--A new GTIN, but changed Item (ex. size, name) that are planned to replace another item'.

For orderable item levels, marked in green, the following fields are required:

- **List Price:** List price
- **List Price UOM:** Pricing unit (each/kilogram)
- **Commitment Rebate:** Commitment rebate (a type of discount that involves post-invoicing on sold volume from stores per month) If there is no discount, enter 0,00.
- **Commitment Rebate (unit):** Type of commitment rebate (currency/percentage)
- **Freight Terms:** Freight terms (DDP = freight included in the list price, FCA = freight not included in the list price)
- **Discount %:** Price discount. If there is no discount, enter 0 (0,00).

The screenshot shows a form with the following fields and their requirements:

- Category (Required)
- Sub Category (Required)
- Segment (Required)
- Sales volume 3 months (BU)
- Sales volume 6 months (BU)
- Discount % (Required)
- List Price (Required)
- List Price UOM (Required)
- Commitment Rebate (Required)
- Commitment Rebate (unit) (Required)
- Freight Terms (Required)

Additional information: Brand(GS1): ICA Test Supplier, Orderable Unit: Yes.

Note: The Supplier Portal gets information about the orderable level from the supplier's item information (attribute number T0017). Only the level marked as orderable in the item information will allow you to enter list price, discount, etc., when submitting in Item Offer.

It is crucial to verify that the correct level is set as orderable in the item information before submitting items via the Supplier Portal!

The invoice unit level (attribute number T4014 in the item information) should always be the same as the orderable level (T0017).

The screenshot shows two questions with radio button options:

- Is trade item an invoice unit? (T4014, BMS59)**
 - Yes
 - No
- Is trade item an orderable unit? (T0017, BMS60)**
 - Yes
 - No

Instructions: Please indicate if this item level can be invoiced. Tick the box if the buyer can order the product at this level.

For item levels set as consumer units, the following fields are required:

- **Sales Volume 3 Months:** Estimated sales volume for 3 months for consumer units
- **Sales Volume 6 Months:** Estimated sales volume for 6 months in consumer units

Once you confirm that the item levels are correct, fill in the ICA-specific information in the fields mentioned above.

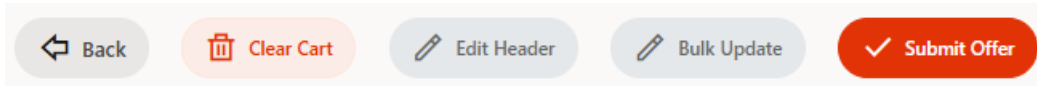
You can do either one item at a time directly in the interface or use the **Bulk Update** function, which allows you to fill in multiple items and multiple levels at once.

This function is most useful when you have items within the same category/subcategory/segment.

We recommend entering information about list prices, discounts, etc., directly in the interface for each item.

Interface - Buttons

- **Back:** The back button takes you back to the search page
- **Clear Cart:** Clears all items from the cart
- **Edit Header*:** Edits the “Header Information” you have filled in previously
- **Bulk Update:** Bulk update of item information for selected items in the cart
- **Submit Offer:** Submits items to ICA once you're done



*

Edit Header Information

Main Category	All världens mat
Supplier Contact	
Supplier Contact Email	
Supplier Contact TelePhone	
Revision Date	2026-02-09
Deadline Date	2025-10-06
CRM Agreement Exists	No

OK

Bulk Update

We recommend using the Bulk update function to add information to items that have the same values for each field. If items have unique list prices, discounts, etc., we recommend changing these directly in the interface for each item instead.

Tip: Leave fields empty for unique values such as list price and discounts when performing a Bulk Update. Fields that are not empty will be updated in the cart with selected values when you click the OK button.

To use this function:

1. Select the items you want to update in the cart
2. Click the Bulk Update button
3. Fill in the information in “Enter Line Information”
4. Add ICA-specific information, which will then automatically be transferred to all the selected items when you click OK.

Enter Line Information

Category	<input type="text" value="Category"/>
Sub Category	<input type="text" value="Sub Category"/> <small>Required</small>
Segment	<input type="text" value="Segment"/> <small>Required</small>
Sales volume 3 months	<input type="text" value="Sales volume 3 months (BU)"/>
Sales volume 6 months	<input type="text" value="Sales volume 6 months (BU)"/>
List Price	<input type="text" value="List Price"/>
List Price UOM	<input type="text" value="List Price UOM"/>
Discount %	<input type="text" value="Discount %"/>
Commitment Rebate	<input type="text" value="Commitment Rebate"/>
Commitment Rebate (unit)	<input type="text" value="Commitment Rebate (unit)"/>
Net Price	<input type="text"/>
Freight Terms	<input type="text" value="Freight Terms"/>
New Item type	<input type="text" value="New Item type"/>

OK

Note: If you have items with a different **category/subcategory/segment**, you can either change them manually on their item rows or perform a new Bulk Update for these items.

Offering new Pallet Level

If you want to offer ICA a new pallet while the base level and mid-level (case) already exist in ICA's assortment, you will not be able to change any details in the cart for those levels (exceptions only for seasonal items marked as this, in the item information).

Select the pallet unit and click "Submit Offer".

Inform the category manager about the new pallet level well in advance.

Please link the old pallet unit to the new pallet. For more information on linking, see the section "[Linking – Item Change Requiring New GTIN Codes](#)".

Step 5: Review, Select and Submit Offer

Review the information you have entered to ensure it is correct.

Select the items to submit them to ICA (Submit Offer button). If you select a checkbox (1) for any level in an item hierarchy, i.e., Top level (pallet), mid-level (case), and base level (base), the entire hierarchy will be selected and highlighted in red (3).

To select all items in the cart, click the checkbox "Mark All Items" (2):

The screenshot displays the ICA Item Offer cart interface. At the top, there is a navigation bar with the ICA logo and the text "Item Offer". Below this, there is a "Mark All Items" checkbox (labeled 2) and a "Cart" label. The main area contains a list of items, each with a checkbox (labeled 1) and a "Submit Offer" button (labeled 3). The items are:

- ICA 1 (47) (Pallet): Pack Type: Pallet, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Fields include Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %, List Price, List Price UOM, Format Rebate, Format Rebate (u), and Freight Terms.
- ICA 1 (37) (Case): Pack Type: Case, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Fields include Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %, List Price, List Price UOM, Format Rebate, Format Rebate (u), and Freight Terms.
- ICA 1 (27) (Case): Pack Type: Case, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: Yes. Fields include Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount % (0.00), List Price (100.0000), List Price UOM (Each), Format Rebate (0.0000), Format Rebate (u), and Freight Terms. A "Net Price" field is also present.
- ICA 1 (07) (Base Unit Or Each): Pack Type: Base Unit Or Each, Brand(GS1): ICA, Consumer Unit: Yes, Orderable Unit: No. Fields include Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %, List Price, List Price UOM, Format Rebate, Format Rebate (u), and Freight Terms.
- ICA 2 (70) (Pallet): Pack Type: Pallet, Brand(GS1): ICA, Consumer Unit: No, Orderable Unit: No. Fields include Category, Sub Category, Segment, Sales volume 3 months, Sales volume 6 months, Discount %, List Price, List Price UOM, Format Rebate, Format Rebate (u), and Freight Terms.

 A red dashed box highlights the first three items, and a "3" in a circle is located in the bottom right corner of this box. The "Mark All Items" checkbox is highlighted in the top left.

In the image above, we have only marked one item in the cart to submit (Submit Offer). You do not need to submit all items at once that are in the cart; you can submit one item at a time.

When you have filled in all values for the items, click **Submit Offer** (1).

A pop-up box (2) will appear confirming how many items you have marked to submit.

If you only want to submit the selected item, click the **OK** button.

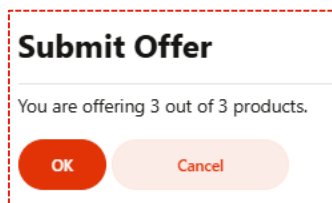
In this example, there are 3 items in the cart, and 1 of them is being submitted:

“You are offering 1 out of 3 products.”:



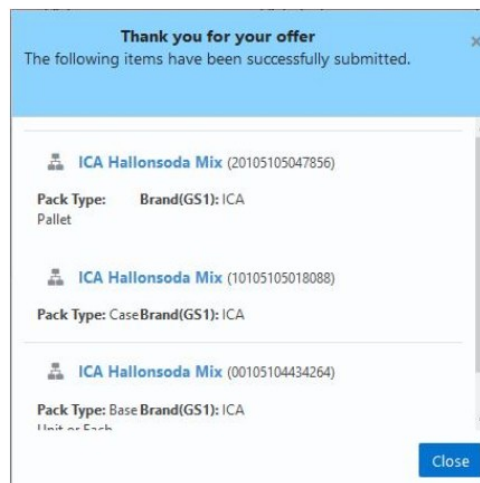
If you want to submit all items at once, click **“Cancel”**, select all items, and then click Submit Offer for all items in the cart.

If you are ready to submit all items, click **OK**.



After clicking OK, you will receive confirmation that the items have been submitted:

“Thank you for your offer”:



Once you have submitted the items, you are done with the work in the Supplier Portal.

If you have offered new items, you need to review the steps in the next section, “To do after New Item Offering”.

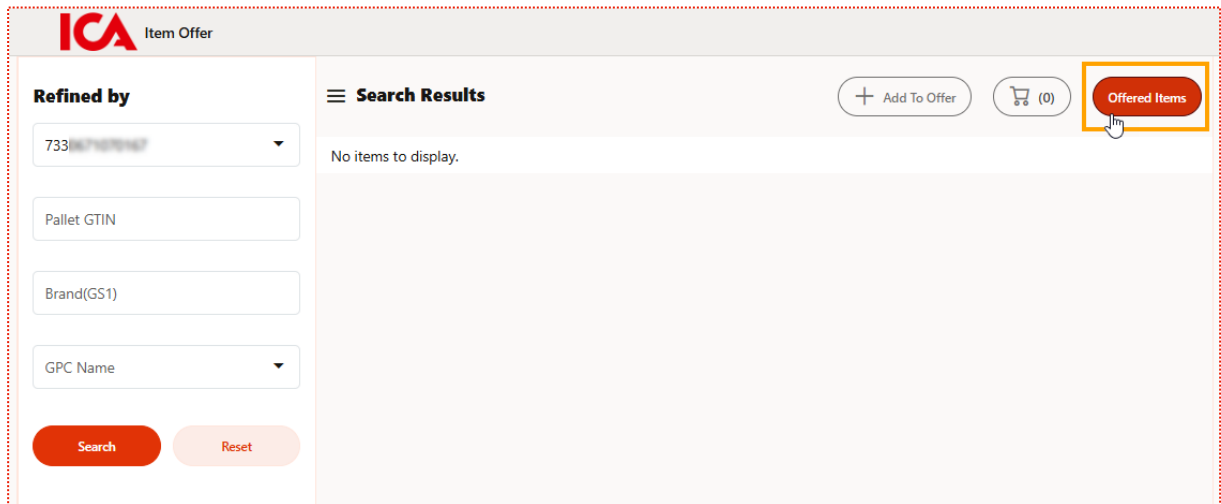
To do after New Item Offering

Receipt for your Offer

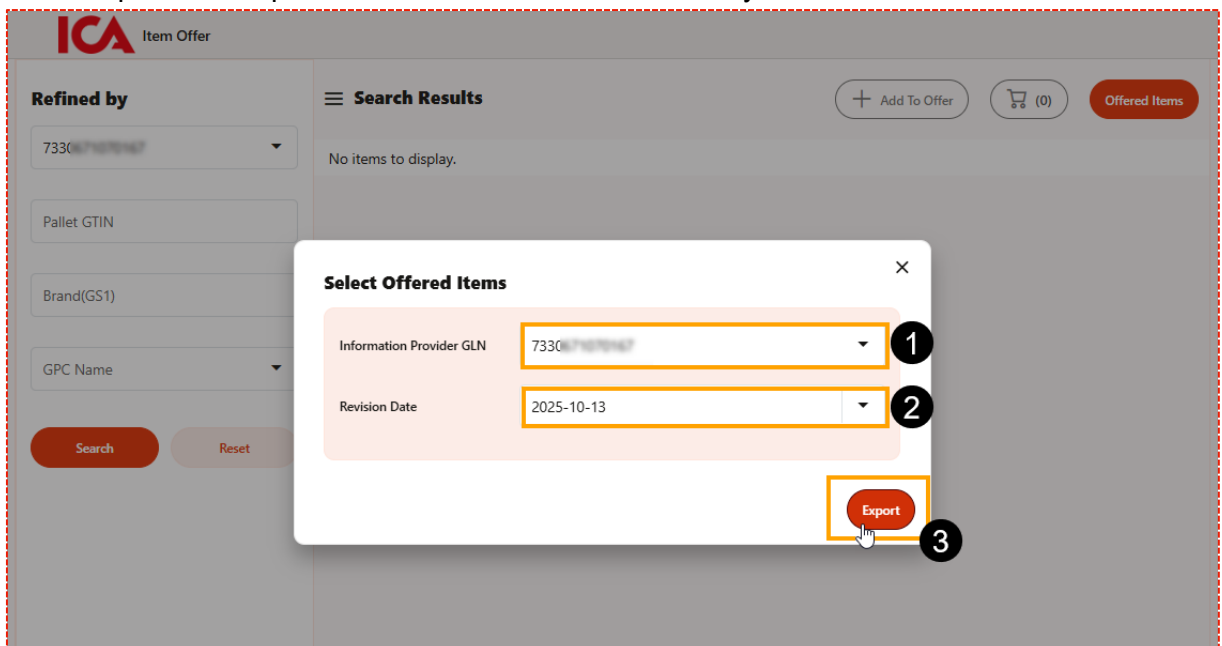
After submitting your items, a receipt will be sent to the email address provided in the Header Information.

If you make the offer in batches, you will have the option to download a receipt (Excel file) for all items that are associated with a revision (revision date).

1. Click the “Offered Items” button in Item Offer:



2. Select **GLN** (1) and **Revision Date** (2). Then click the **Export** button (3).
The receipt will be exported as an Excel file and saved in your downloaded files:



Step 1: Linking – Item Change Requiring New GTIN Codes

The purpose of the linking system at ICA is to maintain continuity of an item during a change that requires new GTIN codes. With correct linking, the flow of goods is streamlined. Please note that we review your information before use to ensure that it aligns with the guidelines for item linking to the customer.

Supplier wants to link a new item to a discontinued item:

For the new item's information, fill in the linking details at all levels in the structure that replaces an existing code for:

1. The new item's Attribute number T3793: enter the GTIN of the discontinued item
2. The new item's Attribute number T3794: enter the code value REPLACED

More information about discontinued items and linking can be found on [ICA Levnet – Delisting of Items](#).

For further information, see the GS1 Guide to Item Information for the Swedish market [Documentation » GS1 Sweden](#).

When changing the GTIN for the orderable level and pallet only:

- **Fill in the linking details at the orderable level.** Since you are keeping the GTIN for the consumer item, no linking needs to be entered there.

Step 2: New Item Presentation

After submitting your offer, you should fill in and email a **new item presentation** to the category manager at ICA, unless otherwise agreed. This should be done no later than Monday after the offer deadline has passed.

A guide on how the new item presentation should look can be found on ICA Levnet "[Guide Presentation New products](#)".

The preferred file format is PowerPoint or PDF.

Contact Information

If you have any further questions, concerns, or feedback, feel free to contact us at Supplier Support.

When you contact us, please provide a description of your issue and attach any relevant files or screenshots. This will help us provide you with the best and fastest support possible.

You can reach Supplier Support via email: supplier.support@ica.se

You can also contact:

- Questions about delivery information: Supply Chain Planning
- Questions about seasonal assortment: Category Manager
- Questions about item information: Data Quality (Masterdata), Supplier Support, or GS1/Validoo depending on the type of question:

[Data Quality \(Masterdata\) Kolonial](#)

[Data Quality \(Masterdata\) Färsk](#)

[Data Quality \(Masterdata\) Nearfood](#)

[GS1/Validoo](#)