

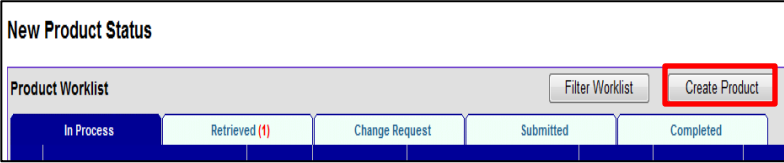
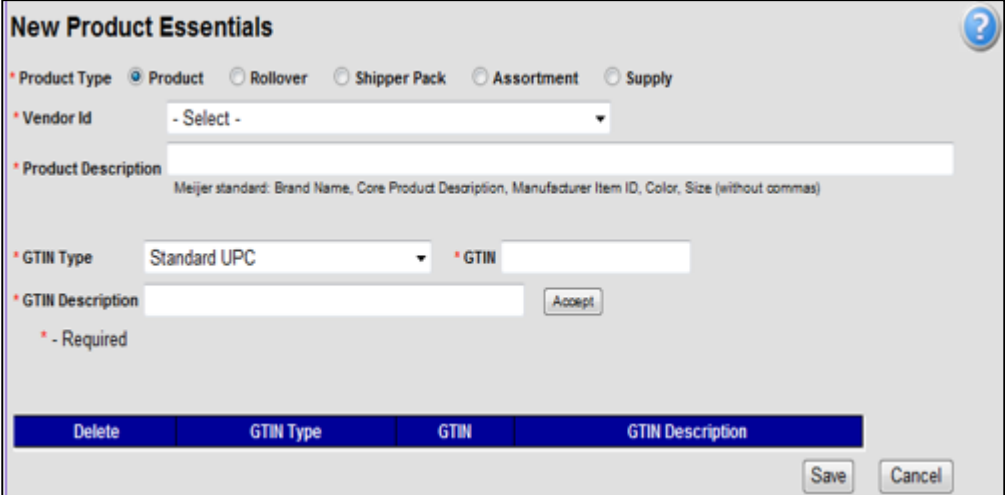
Create New Product Job Guide

Purpose: Steps for creating new products

Application Link: <https://vendornet.meijer.com/Product/Section/ProductEntryForm-229>

Available under: [Applications](#)>[Product](#)>[Product Setup and Maintenance](#)

Steps:

<p>1. Click the Create Product button on the upper right area of the screen.</p>	 <p>The screenshot shows the 'New Product Status' interface. At the top, there is a 'Product Worklist' section with a 'Filter Worklist' button and a 'Create Product' button highlighted with a red box. Below this, there are several status tabs: 'In Process', 'Retrieved (1)', 'Change Request', 'Submitted', and 'Completed'.</p>
<p>2. On the New Product Essentials screen the Product Type radio button will default to Product.</p> <p>3. From the drop-down listing, click on your Vendor ID.</p>	 <p>The screenshot shows the 'New Product Essentials' form. The 'Product Type' section has radio buttons for 'Product' (selected), 'Rollover', 'Shipper Pack', 'Assortment', and 'Supply'. The 'Vendor Id' dropdown is open, showing '- Select -'. Below this is the 'Product Description' field with a note: 'Meijer standard: Brand Name, Core Product Description, Manufacturer Item ID, Color, Size (without commas)'. The 'GTIN Type' dropdown is set to 'Standard UPC', and the 'GTIN' field is empty. There is an 'Accept' button next to the 'GTIN' field. At the bottom, there is a table with columns 'Delete', 'GTIN Type', 'GTIN', and 'GTIN Description'. There are 'Save' and 'Cancel' buttons at the bottom right.</p>

4. Enter the product description in the **Product Description** field. The format is the following:

- Brand (if applicable)
- Core product description
- Manufacturer item ID
- Color (flavor, type, variety)
- Size

In that order without commas

Note: This field is limited to 50 characters. Abbreviations are acceptable except for brand. Do not abbreviate brand

5. Select the **GTIN Type**. This field defaults to **Standard UPC**. Most products will be set up with a standard UPC, however if your UPC is a different format you can change this.

6. Enter the GTIN in the **GTIN** field and click the **Accept** button below this field.

Note: Clicking the **Accept** button will populate the GTIN Description with the same product description you entered above and will perform three checks on the UPC:

- 1) UPC is formatted correctly.
(i.e., in the case of a standard UPC, it will make sure it is 12 digits)
- 2) The check digit is correct.
- 3) The UPC is not already in the Meijer product system.

7. Click on **Save** button

8. Select the **Merchandise Area** from the drop-down box.

9. Select the **Buyer** from the drop-down box.

The Vendor ID and product description have been brought forward from the previous page.

10. Enter the **Manufacturer Item ID/Style** (if applicable).

11. Enter the **Height, Width, and Depth** of your product. These measurements will be the height/width/depth of the selling unit as it sits on the shelf.
12. The Selling unit of measure (UOM) will default to **Eaches**. Do not change this.

Product Detail Information ?

* - Required

* Merchandise Area * Assign to Buyer

* Vendor Id Manufacturer Item Id/Style

* Product Description
Meijer standard: Brand Name, Core Product Description, Manufacturer Item ID, Color, Size (without commas)

GDSN Description

* Height * Width * Depth * Selling UOM

Size Min. Advertised Price MSRP

Color TradeMark Hazardous Material WIC

Product Rollover Shipper Pack Assortment Supply

13. Enter the Size (if applicable), Min. Advertised Price, and MSRP.
14. If your item has a color as part of the product description, select the color of your product from the drop-down box. If the exact color of your product is not shown in the drop-down box, select the color that most closely matches.
15. If your item is Trademarked, a Hazardous Material, or WIC (Womens, Infants, Children) Program purchasable make sure to check the appropriate boxes.

Size Min. Advertised Price MSRP

Color TradeMark Hazardous Material WIC

Note: Since the GTINs have already been assigned to the product, the next step is to add the case pack information. The vendor will own all case pack information. It is critical the information entered is accurate. If it is not accurate the buying office will submit a change request for your product.

GTIN Add GTIN

Complete	View	Edit	Delete	GTIN Type	GTIN Id
✓	🔑	✏️	✖️	UPCA	383861388402

Bold Type indicates Primary GTIN

16. Click the **Add Case** button.

Case Pack Add Case

Bold Type indicates Primary Case Pack

17. The Vendor ID has been brought forward from the previous screen. Select the **Ship Point** from the drop-down box.

Note: The ship points are populated based on the ship points you provided in your Vendor Agreement. If the ship point for your product is not in the drop-down field, send an e-mail to meijervendor@meijer.com requesting your ship point to be added.

* Vendor Id: 26200 - FISHER PRICE - Ship Point - Select -

Vendor Item Code Primary

Case GTIN * Case Description Fred's BBQ Potato Chips 17.5 oz

* Related Sellable GTIN 383861388402 * Quantity * Buying UOM Eaches

* Case Cost

* Weight UOM Avoirdupois Pound * Gross Weight

Case Height Case Width Case Depth

* Cube UOM Cubic Foot * Cube Cube Order Factor

* Buy Minimum 1 * Buy Multiple 1 TI HI

The vendor item code will be brought forward if you entered it on a previous screen.

- Enter the case **GTIN** (if applicable) for your product. The case GTIN is not required. Enter it only if you have a valid case GTIN for your product.

A screenshot of a web form for entering product information. The form includes the following fields and values:

- Vendor Id: 26200 - FISHER PRICE -
- Ship Point: - Select -
- Vendor Item Code: [empty]
- Case GTIN: [empty]
- Case Description: Fred's BBQ Potato Chips 17.5 oz
- Related Sellable GTIN: 383861388402
- Quantity: [empty]
- Buying UOM: Eaches
- Case Cost: [empty]
- Weight UOM: Avoirdupois Pound
- Gross Weight: [empty]
- Case Height: [empty]
- Case Width: [empty]
- Case Depth: [empty]
- Cube UOM: Cubic Foot
- Cube: [empty]
- Cube Order Factor: [empty]
- Buy Minimum: 1
- Buy Multiple: 1
- TI: [empty]
- HI: [empty]

The Case GTIN and Related Sellable GTIN will be brought forward from the previous screens. They can be changed here if necessary.

- Enter the case quantity in the **Quantity** field. The buying unit of measure (UOM) will default to **Eaches**. This should not be changed.

A screenshot of the same web form as above, but with the Quantity field filled with the number 1. All other fields and values remain the same.

20. Enter the total cost of the selling units in the **Case Cost** field.
21. The **Weight UOM** will default to pounds and should remain as the default.
22. Enter the total weight of the case in the **Gross Weight** field.
23. The **Case Height, Case Width, and Case Depth** fields are not required but if you know them you should enter them.
24. Cube UOM will default and should remain as **Cubic Foot**.
25. Enter the cube of the case in the **Cube** field. The cube of the case is calculated as cube height x cube width x cube depth divided by 1728.
26. If you negotiated a **Buy Minimum** and **Buy Multiple** other than 1 with your buyer, enter them in these fields. If you did not, leave them at 1.
27. Enter the **TI** and **HI** in the next fields if applicable.

28. If the cases of your product have inner packs, and the intention is for the Meijer Distribution Facility to open up the case and slot the inner packs separately, enter the number of inners for your case in the **Inner Pack** field. If not, leave the default as 1.

29. When you are finished entering the information for your product, click the **Save** button.

Inner Pack

* Number of Inner Packs * Inventory UOM

Count in Sell Units Count in Eaches Inventory Units

Inner Pack Cost Each Cost

30. The GTIN and case pack will display a green check mark when all required fields have been completed. If a check mark does not display, there is required information missing. Click the **Edit** (pencil) icon to review, update, and save the field information.

GTIN

Complete	View	Edit	Delete	GTIN Type	GTIN Id
✓	🔑	✎	✖	UPCA	760236790945

Bold Type indicates Primary GTIN

Case Pack

Complete	View	Edit	Delete	Case GTIN	Case Description	Add By Copy
✓	🔑	✎	✖		005 LEAPFROG FROGGY KNOWS BEST MATH LP78	+

Bold Type indicates Primary Case Pack

(Cloning will create a copy of this entire product.)

Note: A product can contain more than one case pack configuration. If you have additional case pack configurations for your product, click the **Add Case** button and repeat the process.

31. Click the **Done** button to return to the New Product Status page.

From the Work List on the New Product Status screen, your new product will display at the top of the screen.

32. Click the **Select** box next to the product you just created.

Product Worklist

In Process Retrieved (14) Change Request (7) Submitted

Select	Comment	View	Edit	Remove	Current Status	Manuf Item ID	Product ID	Product Description	Buyer Number
<input type="checkbox"/>					In Process	LP7858		005 LEAPFROG FROGGY KNOWS BEST SPELLING LP7858	778
<input type="checkbox"/>					In Process	LP7858		005 LEAPFROG FROGGY KNOWS BEST SPELLING LP7858	778
<input type="checkbox"/>					In Process	1787		FISHER PRICE BUILDING BLOCKS 1787 BLUE	778
<input type="checkbox"/>					In Process			SHPR- test	0
<input type="checkbox"/>					In Process			Meijer Cotton Balls 100ct	778
<input type="checkbox"/>					In Process	LP7857		005 LEAPFROG FROGGY KNOWS BEST MATH LP7857	778
<input type="checkbox"/>					In Process	LP27085		003 LEAPFROG BEST AND GREATEST LP27085	778
<input type="checkbox"/>					In Process	W9550		*FP IMAGINEXT CASTLE VEHICLES ASRT - W9550	776

33. If you have a comment you want to include with your product, you can enter it in the **Comment** field.

Note: This comment will be included with any product you select and submit. If you entered multiple products and your comment only applies to one of your items, you will need to submit that item separately from your items that do not have a comment.

Product Worklist

In Process Retrieved (12) Change Request (7) Submitted Completed

Select	Comment	View	Edit	Remove	Current Status	Manuf Item ID	Product ID	Product Description	Buyer Number	Vendor ID	Submit Date
<input type="checkbox"/>					In Process			Meijer Cotton Balls 100ct	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP7858		005 LEAPFROG FROGGY KNOWS BEST SPELLING LP7858	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP7857		005 LEAPFROG FROGGY KNOWS BEST MATH LP7857	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP27085		003 LEAPFROG BEST AND GREATEST LP27085	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	W9550		*FP IMAGINEXT CASTLE VEHICLES ASRT - W9550	776	26322 - FISHER PRICE	

Page 1 of 1 Next: 100 Products Per Page

Comment

34. If no additional information is needed, select the product you wish to submit and click the **Submit** button in the upper right of the screen.

Product Worklist

In Process Retrieved (12) Change Request (7) Submitted Completed

Filter Worklist Create Product Retrieve Product Submit

Select	Comment	View	Edit	Remove	Current Status	Manuf Item ID	Product ID	Product Description	Buyer Number	Vendor ID	Submit Date
<input type="checkbox"/>					In Process			Meijer Cotton Balls 100ct	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP7858		005 LEAPFROG FROGGY KNOWS BEST SPELLING LP7858	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP7857		005 LEAPFROG FROGGY KNOWS BEST MATH LP7857	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	LP27085		003 LEAPFROG BEST AND GREATEST LP27085	778	1346 - FISHER PRICE	
<input type="checkbox"/>					In Process	W9550		*FP IMAGINEXT CASTLE VEHICLES ASRT - W9550	776	26322 - FISHER PRICE	

35. Click the **Submitted** tab and you will see that your product has moved from the **In Process** tab to the **Submitted** tab. An email will be sent to the Meijer buying area notifying them that you have submitted new product for review and approval.