



A Clanwilliam Company

TONIQ PRODUCT CATALOGUE

User guide

Ver 1.0

About this manual

This manual will guide you through using the Tonic Product Catalogue Web Portal and show examples to assist with loading new products, editing existing products and discontinuing products in the program.

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TONIQ PRODUCT CATALOGUE SUPPLIER USER GUIDE

LOGGING IN TO TONIQ PRODUCT CATALOGUE

FIRST LOGIN

Prior to your first login you will have received an email from the Tonic Product Catalogue team. To get started follow the link in the email by clicking on 'Get Started'

Below is a video you can watch, which explains the sign-up process.

<https://youtu.be/Ag6cYqUtmas>

FROM THE WEB

After you have completed the sign-up process, you are ready to log into the Tonic Product Catalogue portal.

Navigate to <https://tpc.toniq.co.nz>

Click 'Login'



Enter your email address and password and click 'Sign In'

A screenshot of the Tonic Product Catalogue login form. The form is enclosed in a blue border. It features the Tonic logo (a green cross-like icon) and the text 'TONIQ' in a bold, sans-serif font. Below the logo, the text 'Sign in with your email address' is displayed. There are two input fields: one for the email address with a placeholder '@gmail.com' and one for the password with masked characters. Below the password field is a link for 'Forgot your password?'. At the bottom of the form is a blue 'Sign in' button.

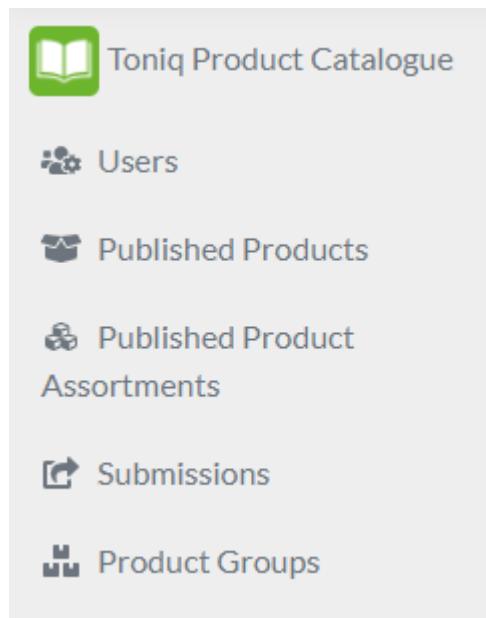
You will be taken to your Supplier Dashboard.

NAVIGATION

Use the sidebar menu to select the required form.

SIDE BAR ICONS

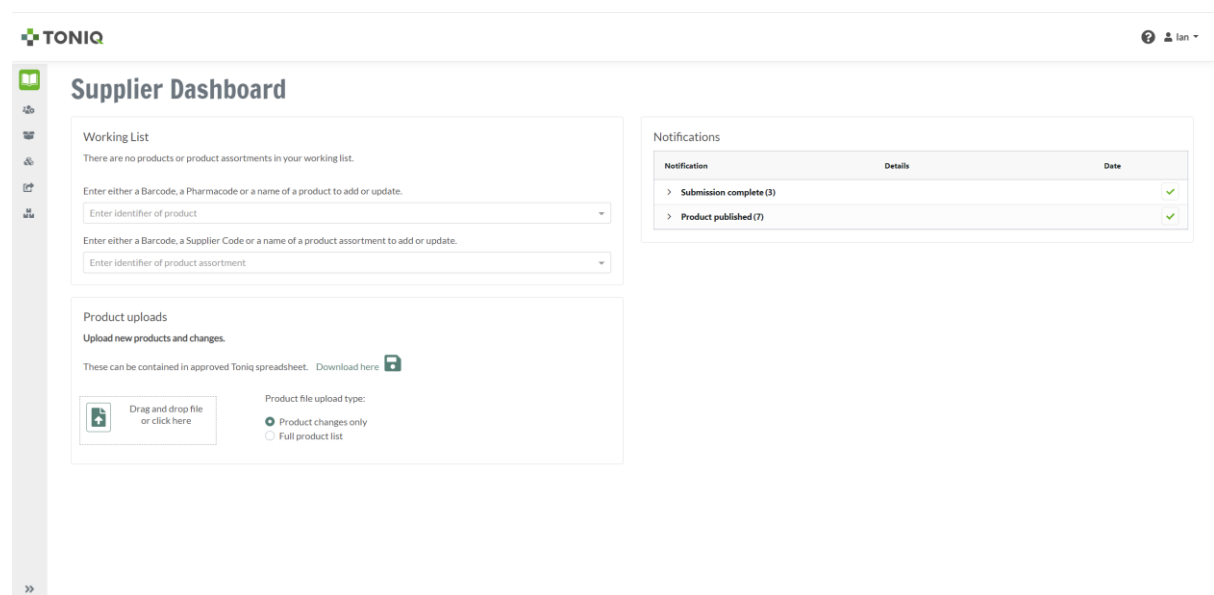
The following side bar icons are shown throughout the application to allow easy navigation.



By default, the text descriptions are hidden. To show the descriptions click on the >> 'Expand sidebar' icon at the bottom of the sidebar. To hide the descriptions, click on the << 'Hide sidebar' icon.

THE SUPPLIER DASHBOARD

The Supplier Dashboard is split into sections for ease of use.



To the top left is your Working List section. The Working List section allows you to:

- Review products that you have added or updated, but not yet submitted
- Search for products already in the Toniq Product Catalogue database
- Start the entry process for a new product
- Search for product assortments already in the Toniq Product Catalogue database
- Start the entry process for a new product assortment

Working List

There are no products or product assortments in your working list.

Enter either a Barcode, a Pharmacode or a name of a product to add or update.

Enter identifier of product

Enter either a Barcode, a Supplier Code or a name of a product assortment to add or update.


Enter identifier of product assortment

Below the Working List is the Product Upload section. The Product Upload section allows you to:

- Download a blank Product Upload template
- Upload completed Product Upload templates
- Manage product uploads

Product uploads

Upload new products and changes.

These can be contained in approved Toniq spreadsheet. [Download here](#) 



Drag and drop file
or click here



Product file upload type:

- ☒ Product changes only
☐ Full product list


On the right-hand side is the Notifications section. The Notifications section allows you to:

- View and manage notifications received from the Toniq Product Catalogue

Notifications

| Notification | Details | Date |
|---------------------------|---------|---|
| > Product approved (1) | |  |
| > Submission complete (1) | |  |

Click the > to expand the notifications into more detail.

Clicking the green  will close the notification. This can either be done individually, or on the main notification title, which will clear ALL of the notifications within. Once a notification has been cleared, it will not be visible again.


SORTING AND FILTERING

Several areas of the Toniq Product Catalogue use grids to display information. These grids may allow columns to be sorted or filtered or both.

To sort click on the column heading. An up arrow ↑ symbol will be displayed indicating that the column is sorted in ascending order. Click again and a down arrow ↓ symbol will be displayed indicating that the column is sorted in descending order.

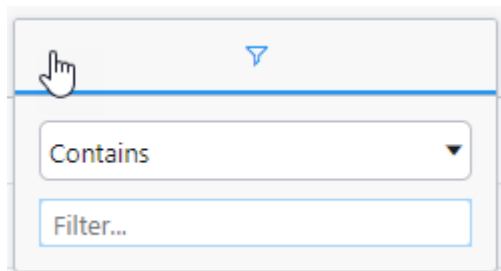
The sort arrow remains displayed on the currently sorted column.

Not all columns are sortable. If no arrow is displayed the selected column cannot be sorted.

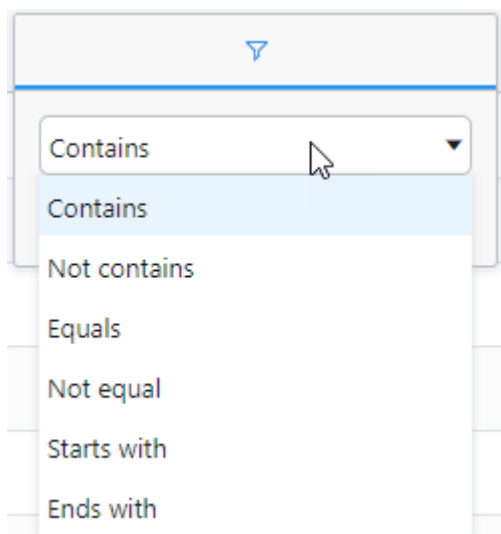
To filter a column hover over the header and a hamburger icon  will be displayed. Hover over the



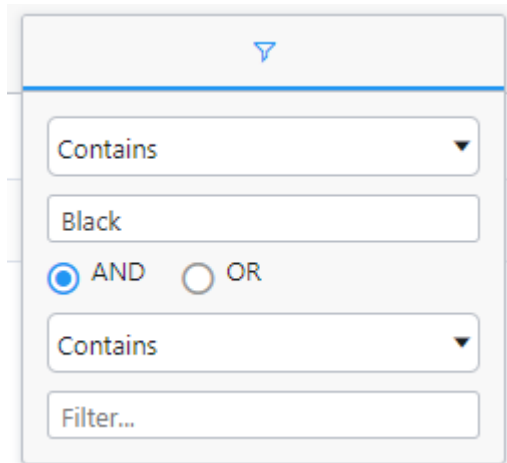
hamburger icon to turn it blue . When the icon is blue click to display the filter dialogue box.



Click on the filter criteria 'Contains...' to view a drop-down list of filter criteria.



Chose the appropriate filter criteria and enter your filter text. On entering your filter text a second filter and / or option may be displayed.

A filter dialog box with a blue funnel icon at the top. It contains two dropdown menus, both set to 'Contains'. The first dropdown is followed by a text input field containing the word 'Black'. Below the text input are two radio buttons: 'AND' (selected) and 'OR'. The second dropdown is followed by another text input field containing the text 'Filter...'.

Contains ▼

Black

☒ AND ☐ OR

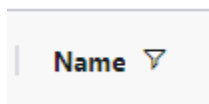
Contains ▼

Filter...

The list will be filtered as you type.

Click on the filter dialogue header to hide the filter dialogue box.

A filter icon will be displayed next to the column name where a column is filtered.

A column header for a table. It consists of a vertical line on the left, followed by the text 'Name' in bold, and a small blue funnel icon to the right of the text.

| **Name** ▼

Multiple columns may be filtered at the same time.

To clear a filter, click on the hamburger icon and remove the text from the filter dialogue.

To clear all filters, click on the Clear Filters button above the grid.

CREATING A PRODUCT

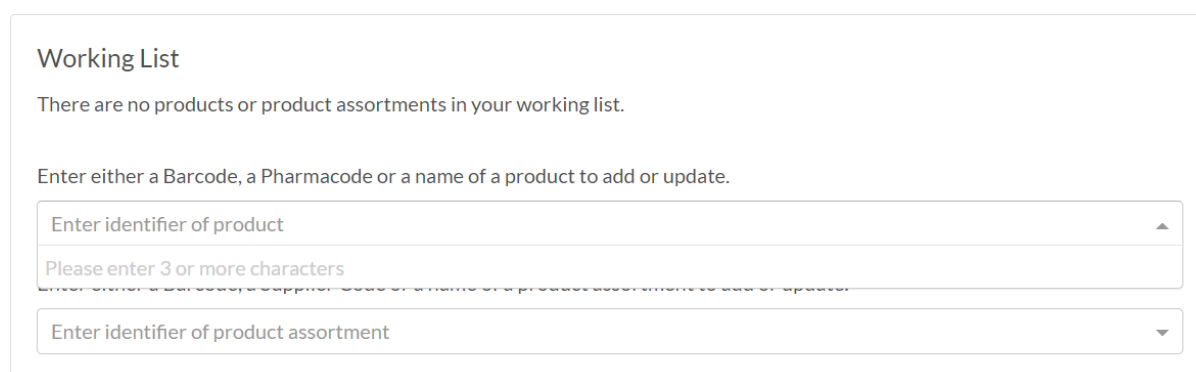
SEARCH FOR AN EXISTING PRODUCT

Before creating a product check that the product does not exist elsewhere in the Toniq Product Catalogue by entering its Barcode, Pharmacode, or Name in the Working List search box.

As you enter characters a list will be displayed containing products that match the value entered.

There is no need to press 'Enter' to search. The search will happen automatically as you type.

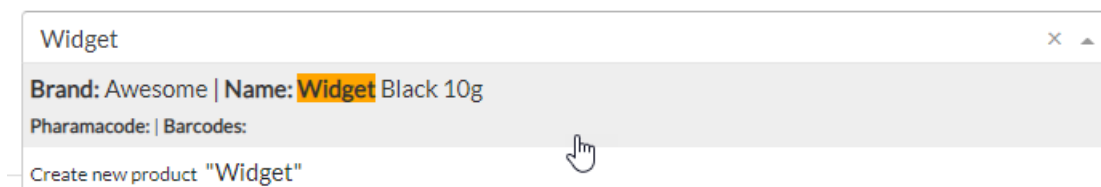
At least 3 characters must be entered.



The screenshot shows a 'Working List' section with the text 'There are no products or product assortments in your working list.' Below this is a prompt: 'Enter either a Barcode, a Pharmacode or a name of a product to add or update.' There are two search input fields. The first field has the placeholder text 'Enter identifier of product' and a dropdown arrow. Below it, a message says 'Please enter 3 or more characters'. The second field has the placeholder text 'Enter identifier of product assortment' and a dropdown arrow.

If a match is returned select the match and the core product data will be pre-populated on the Create Product form.

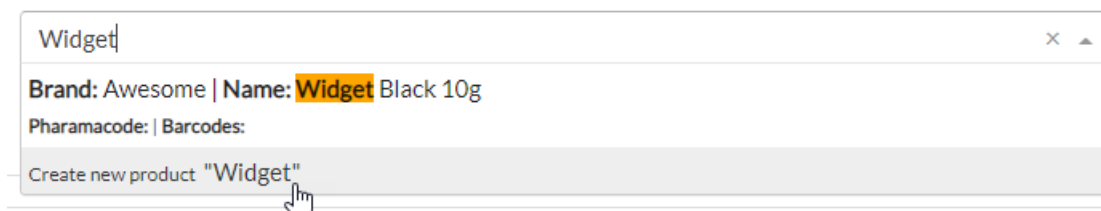
Enter either a Barcode, a Pharmacode or a name of a product to add or update.



The screenshot shows a search result dropdown menu. The search term 'Widget' is entered in the input field. The dropdown list shows a match: 'Brand: Awesome | Name: Widget Black 10g'. Below this, it says 'Pharmacode: | Barcodes:'. At the bottom of the dropdown, there is a link that says 'Create new product "Widget"'. A hand cursor is pointing at this link.

If no match is found, or the possible matches are not your new product then select 'Create new product'.

Enter either a Barcode, a Pharmacode or a name of a product to add or update.



The screenshot shows a search result dropdown menu. The search term 'Widget' is entered in the input field. The dropdown list shows a match: 'Brand: Awesome | Name: Widget Black 10g'. Below this, it says 'Pharmacode: | Barcodes:'. At the bottom of the dropdown, there is a link that says 'Create new product "Widget"'. A hand cursor is pointing at this link.

PRODUCT MATCHING

When entering a barcode or Pharmacode Toniq Product Catalogue will return an exact match only.

When entering a name of part name Toniq Product Catalogue will return suggested matches with similar product names.

When creating a new product from a name search the search term will be pre-populated into the Product Name field.

CREATE PRODUCT FORM

The Create Product form allows entry of both core product data and supplier specific product data. For suppliers who are providers of eCommerce data for Green Cross Health additional fields are included in the eCommerce Data section.

Core product data such as brand, name, size, and barcode are shared if more than one supplier has the product in their catalogue.

Supplier specific data such as pricing is never shared.

Specific data entry rules for each field can be found in the Toniq Product Catalogue Data Standards guide.

ENTER THE PRODUCT BRAND

This is the product brand name recognisable to the consumer and as displayed on the sales item.

E.g. “Dettol”

ENTER THE PRODUCT NAME

The Product Name should include the item description as printed on the sales item packaging. Exclude the Brand but include the Sub-brand if one exists.

E.g. “Healthy Touch Instant Hand Sanitizer”

ENTER THE PRODUCT SIZE

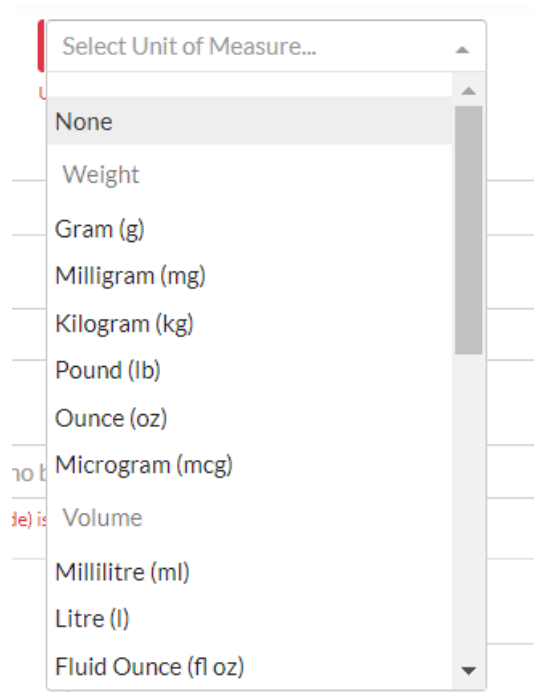
The product size is the net content of the product as printed on the sales item packaging. Only the units are required in this field as the unit of measure “UoM” is entered separately. This will be a numerical value such as volume, weight, or item count.

E.g. “150”

SELECT A UNIT OF MEASURE (UOM) FROM THE LIST

The unit of measure must be selected from the list.

E.g. “Millilitres (ml)”



ENTER A COLOUR - OPTIONAL

If applicable enter a colour. The name of the product colour as represented on the packaging. This can be the shade number where appropriate. The colour is required if the colour uniquely identifies the product from others.

PRODUCT GROUPS

Your default product group is automatically pre-selected. If you only have one product group no further actions is required.

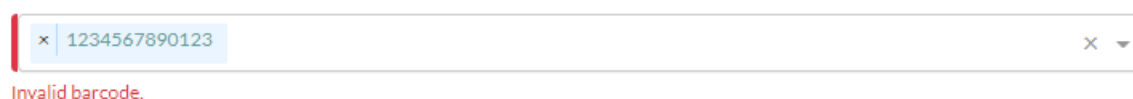
If you have multiple product groups you may add or remove product groups.

BARCODES

Enter the sales item barcode as displayed on the retail sales packaging. The barcode must be in either a UPC or EAN format. The barcode will be 8, 12, or 13 characters long. If the barcode on your packaging has a leading zero it must be included.

E.g. “93554190”

The barcode will be validated in the form. If an invalid barcode is entered an error will be displayed below the barcode field.



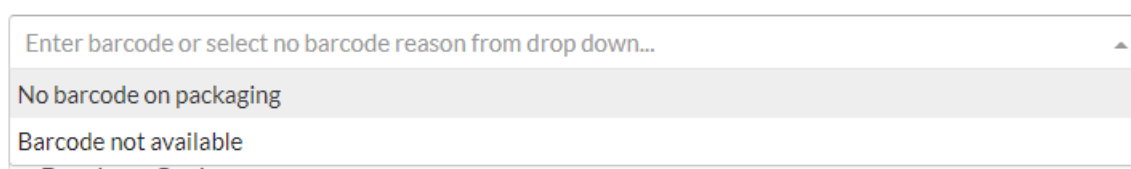
A screenshot of a web form's barcode input field. The field contains the text '1234567890123'. To the left of the text is a small 'x' icon, and to the right is another 'x' icon followed by a downward arrow. Below the input field, the text 'Invalid barcode.' is displayed in red.

An invalid barcode can be removed by clicking on the “x” to the left of the barcode.

All barcodes can be removed by clicking the “x” at the right-hand side of the field.

If there is no barcode on your retail sales item or the barcode is not yet available choose the applicable option from the drop-down list.

If a no barcode reason is selected the product must have either a Suppliers Product Code or Pharmacode to ensure that the product can be identified.



A screenshot of a dropdown menu. The menu is open, showing the following options: 'Enter barcode or select no barcode reason from drop down...', 'No barcode on packaging', 'Barcode not available', and 'Product Code...'. The 'No barcode on packaging' option is currently selected and highlighted.

PRODUCT CODES

SUPPLIER CODE

E.g. “3066947”

PHARMACODE

If applicable, enter the Pharmacode as provided by the Pharmacy Guild of New Zealand. The Pharmacode will be validated in the form.

E.g. “2555743”

PRODUCT GROUP DATA

Enter data specific to the product group. If you have multiple product groups there will be a set of the following six fields for each product group.

COST PRICE

Enter the standard cost price before any discounts. The cost price must exclude GST. This is the cost price that is published to all retailers that have access to the price list.

RRP

Enter the Recommended Retail Price (RRP). The RRP must include GST. This is the price at which the manufacturer or supplier recommends that the retailer sells the item to the consumer. The RRP will be published to all retailers that have access to the price list. The retailer is under no obligation to sell the product at the RRP.

MINIMUM BUY

Defaults to 1. Enter the minimum quantity that a store can order. If the item has no minimum order quantity, use the default of 1.

BUYING MULTIPLE

Defaults to 1. Enter the multiple that a store must order. If the item has no buying multiple, use the default of 1.

e.g. If you only supply the product in packs of 5, the buying multiple should = 5.

FUTURE PUBLISH DATE

Enter the date if you wish to have the product data published on a future date.

If the product data can be published as soon as processing is complete leave this field empty.

TO BE REMOVED

Tick this box to remove a product from the product group. If the product is removed from all product groups it will be deactivated. Please note: This option only appears on existing products.

REPLACEMENT PRODUCT

Use Replacement Product when a new product is a direct replacement for an existing product.

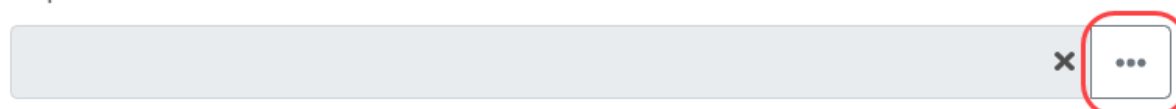
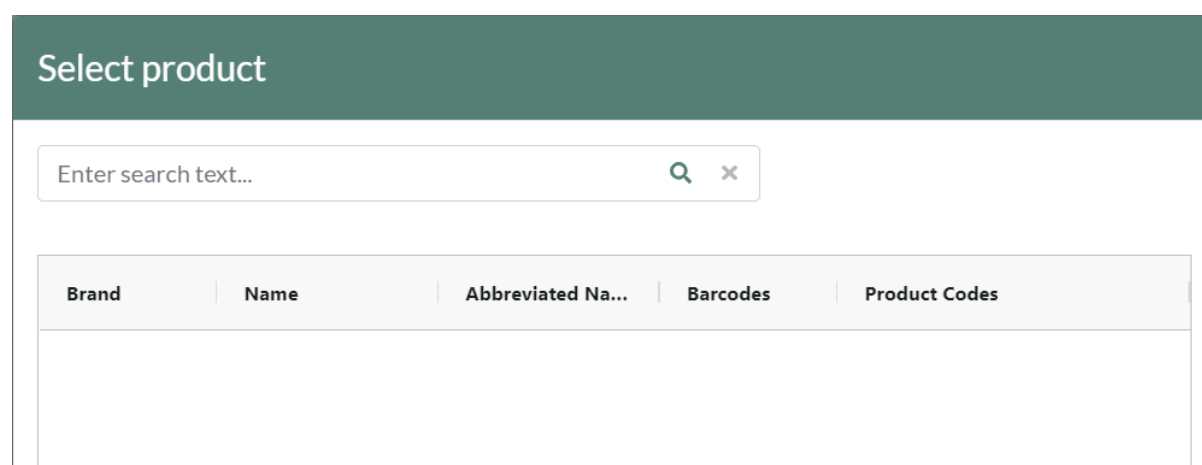
For example, if a new formulation of a product results in a new product with a new barcode and Pharmacode, the Replacement Product field can be used to identify the product that is being replaced.

Enter the product that is being replaced in the field.

ADDING A REPLACEMENT PRODUCT

To enter a product, click on the ellipses (...) to the right of the field. This will open the search box.

Replacement Product

A light gray rectangular input field for the 'Replacement Product'. To the right of the field is a small 'x' icon for clearing the text. Further to the right is a square button containing three horizontal ellipses (...), which is highlighted by a red circle.A modal window titled 'Select product' with a dark green header. Below the header is a search bar with the placeholder text 'Enter search text...' and a magnifying glass icon. Below the search bar is a table with the following columns: 'Brand', 'Name', 'Abbreviated Na...', 'Barcodes', and 'Product Codes'. The table body is currently empty.

Type your search term into the search box. The search term may be:

- A barcode

- A product code
- A product name (or part of)

Your search term must be at least 3 characters.

Press enter or click the search icon to search. Only products on your price list will be shown in the search results.

Search results include deactivated products

Select product

Widget



Matching products found : 3

| Brand | Name | Abbreviated Na... | Barcodes | Product Codes | |
|--------------------------------------|-----------------------|---------------------------|-------------------|---|-----------------------|
| <input type="checkbox"/> Awesom e | Medical Widget 1ea | AWE Medical Widget 1ea | 9410000123 486 | Supplier Code Green Cross Health Id | WDGTMED 20015903 |
| <input type="checkbox"/> Awesom e | Widget Blue 10g | Widget Blue 10g | 9401000123 460 | Supplier Code Green Cross Health Id | WDGT10BLU 20015901 |
| <input type="checkbox"/> Awesom e | Widget Red 10g | Widget Red 10g | 9401000123 477 | Supplier Code Green Cross Health Id | WDGT10RED 20015902 |

Select the appropriate product by ticking the check box to the left of the product then click OK.

The selected replacement product will be displayed in the Replacement Product field.

Replacement Product

Widget Red 10g



REMOVING A REPLACEMENT PRODUCT

To remove a replacement product click the 'x' at the right hand side of the Replacement field.

Replacement Product

Widget Red 10g



The field will be cleared and the Replacement Product removed.

GST RATE

Only enter a value if the GST rate for the product is not 15%.

The default GST rate is managed by Toniq and is currently set at 15%. If the GST rate were to change in the future Toniq will update the default value.

SUPPLIER NOTE

Used to enter any information that cannot be captured in the new product form. Any supplier notes entered here will be published in Toniq and visible to the Toniq users in the product record.

ADD AN OUTER PACK

A “outer pack” is pre-defined multiple of the same product that can be ordered as a single item from the supplier, but is broken down into individual items for resale. Outer packs ordering supplier code or barcode, must be different to the ordering code or barcode for a single unit.

An outer pack may only contain a multiple of a single product. Use product assortments to create a pack for ordering that contains two or more different products.

An Outer Pack can be added via the Create Product or Update Product pages.

Click the Add Outer button. This is located below the Product Codes Section on the left.

The Outer Pack Dialog box will be displayed.

Outer Pack

Item Quantity

1

Outer Pack Name

Awesome Medical Widget 1ea 1 Pack

Auto-generated name

Barcode

Barcode...

Supplier Code

WDGTMED1P

Auto-generated Supplier Code

Cost Price

Cost Price...

Cost Price is required.

OK

Cancel

Enter an Item Quantity.

On entering a quantity the Outer Pack Name and Supplier Code will be updated dynamically to suggest a name and code for the Outer Pack.

For example, when entering a quantity of 10 the name is automatically suffixed “10 Pack”.

Outer Pack

Item Quantity

10

Outer Pack Name

Awesome Medical Widget 1ea 10 Pack

Auto-generated name

Barcode

Barcode...

Supplier Code

WDGTMED10P

Auto-generated Supplier Code

The auto-generated name and code can be overwritten. Once overwritten, changes to the product name will no longer be made if the Item Quantity is changed.

Enter a barcode, if a different barcode exists to the individual product barcode.

Enter a Cost Price. The cost price is the total cost of the entire outer pack.

The Cost Price is a required field.



If the Cost Price entered is less than the Product cost price a warning will be displayed.

Click OK to save the Outer Pack, then click Save at the bottom of the Create or Update Product page to save the changes to your Working List.

An Outer Pack icon will be displayed on the product line in the Working List.

| Brand | | Product |
|---|---|---|
|  | <input checked="" type="checkbox"/> Awesome |  Medical Widget 1ea |

Saved Outer Packs are displayed below the core products data.

| Outer Packs | | | | | | |
|---------------------------|------------------------------------|--------|---------|--------------|------------|---|
| Add Outer | | | | | | |
| Item Quantity | Name | Issues | Barcode | Product Code | Cost | |
| 10 | Awesome Medical Widget 1ea 10 Pack | | | WDGTMED10P | \$200.0000 |   |

Outer packs can be edited by clicking on the edit icon, or removed by clicking on the trash can icon.

Multiple Outer Packs can be added if required.

ECOMMERCE DATA

If you are required to provide additional eCommerce data for a product that Green Cross Health are ranging, please enter this data in the eCommerce Data section.

The fields in this section are covered in more detail in the **TONIQ PRODUCT CATALOGUE DATA STANDARDS** manual.

If you are required to provide additional eCommerce data for Green Cross Health you must enter a GXH Cost Price into the eCommerce Data even if the GXH price is the same as the standard cost price.

Complete all other fields as necessary and as per the requirements in the **TONIQ PRODUCT CATALOGUE DATA STANDARDS** manual.

SAVING THE PRODUCT

Before saving you may select to create another product.

Choose from:

- None - After saving you will be taken to the Working List.
- Empty product - After saving a new create product form will be opened. All fields in this form will be empty.
- Product variant - After saving a new create product form will be opened. The Brand and Product Name will be populated from the form you have just saved.

SUBMITTING PRODUCTS

THE WORKING LIST

The working list shows products that you have created via the create product form or edited from your published products list.

This includes products that:

- Have been added
- Have been updated
- Have been deactivated

Whilst a product is in the working list these changes are pending and have not yet been submitted for quality assurance (QA) checks or publication.

From the Working List you may:

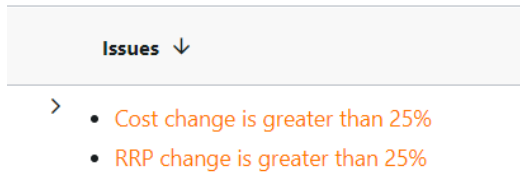
- View products that you have added, updated, or deactivated
- View any warnings or error messages
- Edit a draft (unsubmitted) product
- Remove draft products from the working list (cancel any changes)
- Add more products
- Select or deselect products to submit

- Submit products for QA or publication

On opening the Working List any draft products will be displayed in a list.

If there are any errors or warnings these will be displayed in the issues column.

For example: If a product price is changed by more than a set value (at the time of writing this is set at 25%) a warning will be displayed.




This particular message is for information, and you will still be able to submit a product with this warning. Other messages may prevent the submission of the product.

To edit a product, click on the 'Edit'  icon at the right-hand side of the product.

The Update Product page will be displayed. You may make changes to the draft product and save.

The Update Product page has the same layout and fields as the Create Product page.

To remove a product from the working list, click on the trash can  icon at the right-hand side of the product.

You may also remove all products from the working list by clicking the Clear Working List button at the bottom right of the section. This will remove all products and product assortments from the working list. This cannot be undone.

Removing a new (draft) product from the working list completely deletes the product from the database. This cannot be undone.

Removing an updated product from the working list deletes any product changes from the database. This cannot be undone.

To add another product, click on the Add more... button at the bottom left of the Products section.

An Add Product dialog box is displayed where you can enter a barcode, Pharmacode, or product name (or part thereof) to start the create product process.

Add product

Enter either a Barcode, a Pharmacode or a Name of a product to add or update

▲

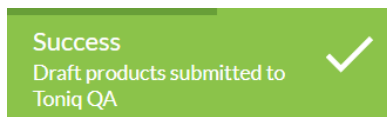
Please enter 3 or more characters

Cancel

To select, or deselect a product, click on the check box to the left-hand side of the product.

To submit products, click on the Submit button at the bottom right of the page.

On clicking submit you will receive a success notification on page confirming the submission has been sent to the Toniq Product Catalogue team for quality assurance (QA).



VIEWING SUBMISSIONS

View your submissions by clicking on the Submissions icon in the navigation sidebar.

A list of submissions is displayed.

The submission list is split into two sections. In Progress and Complete.

In Progress submissions will be shown in chronological order starting with the most recent.

The date and time of the submission will be shown.

To see further details of the submission, click the arrow to the left of the date & time.

The Brand, Product Name, and Status will be shown.

STATUS

QA Pending - the submission has been received into the QA system and is pending assignment to one of the QA team.

- Edits may still be made to the draft product.
- The draft product may be removed from the submission.

| Submission | Brand | Product | Status |
|----------------------|---------|------------------|------------|
| ▼ In Progress | | | |
| > 27/11/2020 2:08 pm | | | |
| ▼ 17/11/2020 9:02 am | | | |
| | Awesome | Widget Black 10g | QA Pending |

QA Assigned - the submission has been assigned to a member of the QA team.

- No further changes may be made to the product at this time.

QA In Progress - a member of the QA team has started the QA process.

- No further changes may be made to the product at this time.

Completed submissions are hidden by default. Click the arrow to expand the section. The date and time of the submission will then be shown.

To see further details of the submission, click the arrow to the left of the date & time. The Brand, Product Name, and Status will be shown.

PRODUCT UPLOADS


The Product Uploads section of the Supplier Dashboard allows you to make a bulk upload of product data.

The Product Upload allows you to upload New Products, Edits to existing products, or Product deactivations.

UPLOADING NEW PRODUCTS

Before uploading new products make sure you have the latest template.

This can be downloaded by clicking the Download here button.

[Download here](#) 

The template will be automatically downloaded by your browser.

The template is in Excel (.xlsx) format.

If you are a Green Cross Health eCommerce Data Supplier the spreadsheet will include the additional eCommerce Data fields required by Green Cross Health. These fields only need to be completed for products that are ranged by Green Cross Health and are not required to load a product into Toniq Product Catalogue. A form may include a mix of products with and without eCommerce data.

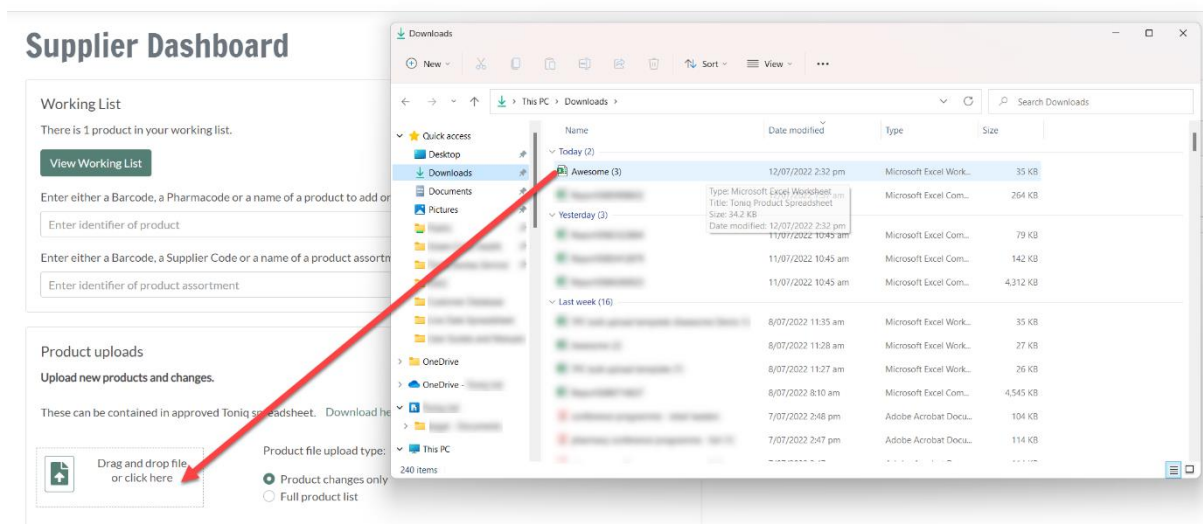
The fields in the template are identical to those on the create product form in the Toniq Product Catalogue. There is an additional field to notify of a new product, a product change, or product deactivation.

In the first column, 'Change Type', select New.

Add the product details into the template spreadsheet taking note of the required fields.

Once the spreadsheet has been completed and saved it is ready for upload.

To upload either click in the upload box or drag and drop the file from its location on your PC to the upload box.



Clicking will open file explorer in Windows and allow you to browse to and select the file for upload.

If you manage multiple Product Groups, please ensure you select the correct Product Group for the file being uploaded.




Selecting the incorrect product group or pricelist can result in accidental product deactivations, incorrectly grouped products being added to the wrong product group.

Once the import is completed the file will be displayed in the product uploads section. There are three options.

1. View the product file for submission
2. Remove the product file for submission
3. Release the product file for processing

Product uploads

You have outstanding product uploads.

| Uploaded | Source | Status | Product group | Products | |
|-----------|------------------|----------|---------------|----------|---|
| 12/7/2022 | Awesome (3).xlsx | Uploaded | Awesome (AWE) | 2 |    |

These must be fully submitted or deleted before uploading a new file for the relevant product group. Deleting will NOT remove any submitted products.

Viewing the submission will allow you to view any issues, ensure that the data is correct and, if not, make changes before releasing for processing.

Viewing the submission opens the uploaded data in a grid view.

File name : Awesome (3).xlsx

Search products... Clear Filters

Product Group : Awesome (AWE) File upload type : Changes only Total products : 2

| <input type="checkbox"/> |  Brand | Product Description | Size | Unit of Measure | Colour | Cost | RRP | Barcodes | Item Code | Minimum Buy | Buying |
|--------------------------|---|---------------------|------|-----------------|--------|----------|--------|---------------|-----------|-------------|--------|
| <input type="checkbox"/> | Awesome | Widget | 10 | g | Green | \$1.0000 | \$2.00 | 9401000123484 | WDGT10GRN | 1 | 1 |
| <input type="checkbox"/> | Awesome | Widget | 10 | g | Yellow | \$1.0000 | \$2.00 | 9401000123491 | WDGT10YEL | 1 | 1 |

You may make a change by double clicking on a field.

Make any changes and then press enter.


If any changes are made you will need to click 'Save changes' before releasing the file for processing.

Once any changes are saved click Release File for Processing.

File name : Awesome (3).xlsx

Search products... Clear

Product Group : Awesome (AWE)


| <input type="checkbox"/> |  Brand | Product Description |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Awesome | Widget |
| <input type="checkbox"/> | Awesome | Widget |

Save Changes Release File For Processing

File name : Awesome (3).xlsx

Search products... Clear Filters

Product Group : Awesome (AWE)

| <input type="checkbox"/> |  Brand | Product Description | Size |
|--------------------------|---|---------------------|------|
| <input type="checkbox"/> | Awesome | Widget | 10 |
| <input type="checkbox"/> | Awesome | Widget | 10 |

Save Changes Release File For Processing

Before releasing for processing there may be error messages and issues to resolve.

When products are loaded the Toniq Product Catalogue performs the same validation checks as if a product was entered via the web page. If any issues are found with the data a warning triangle icon will be displayed in the Info column at the left-hand side of the page.

To view the error detail, click on the warning triangle and the error will be displayed below the product line.

Possible errors may include, but are not limited to,

- Missing mandatory fields
- Duplicate codes (Barcode, Pharmacode, Supplier code)
- Cost price greater than RRP

To fix an error click in the field where the error is present.

There will be a red vertical bar at the left-hand side of the field.

Once all errors have been fixed click Validate All. (If there were no errors, or you have made no changes, you do not need to click Validate All before submitting as the data has been validated during the upload).

Once all products have been successfully validated and no further issues are present, they may be submitted.

To submit select the products to submit by clicking in the check box to the left-hand side of the product. A tick will be displayed in the check box.

All products may be selected by clicking the check box in the header to the left of Info. A tick will be displayed next to all products.

To de-select a product click on the tick. The tick will be removed from the checkbox.

Only selected products will be submitted to Toniq.

To submit the selected products, click the Submit button at the bottom left of the page.

If all products are selected and submitted, you will be returned to the Supplier Dashboard.

If there are still unsubmitted products you will be returned to the Upload Products page.

You may navigate away from the Upload Products page at any time, any unsubmitted products will be saved.

If there are unsubmitted products in a product upload you can access these via the Product upload section of the Supplier Dashboard.

The upload will be displayed in the Product upload section with the date and number of outstanding products.

Click on the view product import icon to reopen the Upload Products page.

If there are unsubmitted products in a product upload you will not be able to upload any further product upload spreadsheets until all products have been submitted or have been deleted.

Click on the delete icon to delete the product upload. The product upload will be removed. Only unsubmitted products will be deleted. Any products that have been submitted are unaffected and will be processed by the Toniq Product Catalogue QA team.

UPLOADING PRODUCT CHANGES

To make product changes first download the current products in a Toniq Product Catalogue spreadsheet.

This will ensure that the correct format and the latest published product data is used.

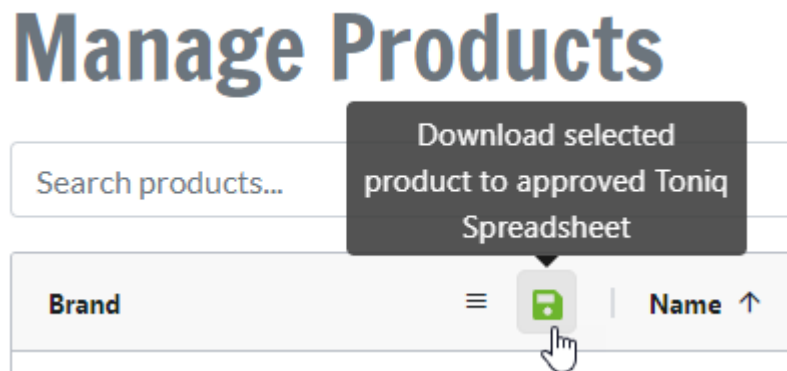
This can be downloaded from Manage Products.

Select Published Products from the sidebar.

From the Manage Products page select the products that you wish to edit by clicking the checkbox to the left of the product line.

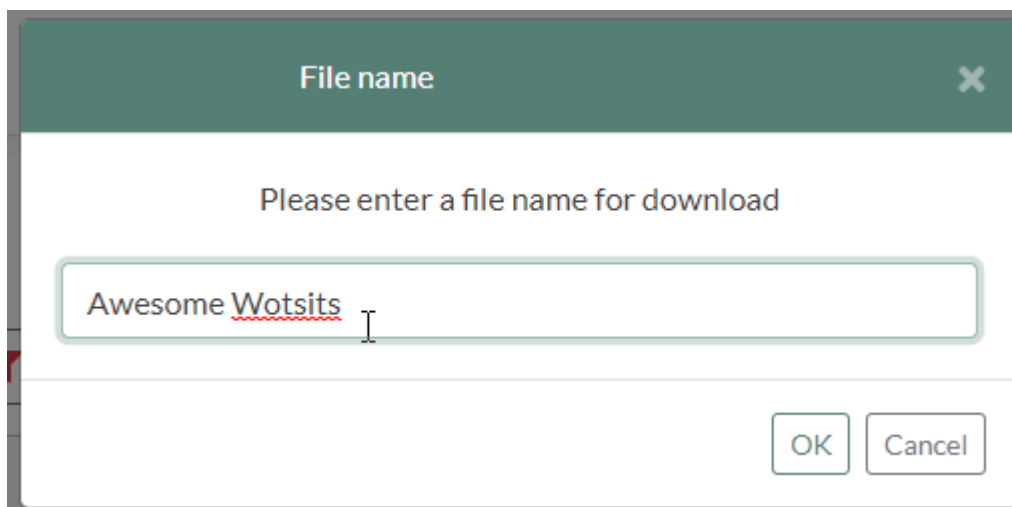
Some products may not have a checkbox and therefore cannot be included on the spreadsheet. These products are either already in your working list or already in progress with Toniq QA.

Click the 'Download' icon to the right of Brand in the header bar.



A download dialog box will appear and prompt for a filename.

Enter a filename and click OK.



Your browser will download the file.

You can now open the file and make edits to the products. All data will be exactly as entered on the Toniq Product Catalogue.

You only need to edit the fields that you want to update.

In the first column, 'Change Type', select Change.


Update any product details that are changing.

Once the spreadsheet has been completed and saved it is ready for upload.

Product uploads

Upload new products and changes.

These can be contained in approved Toniq spreadsheet. [Download here](#)



Drag and drop file or click here

Product file upload type:

☒ Product changes only

☐ Full product list

Choose the Product file upload type.
This must be set correctly BEFORE uploading your file.

PRODUCT CHANGES ONLY - this type of upload will look for updates on products included on the form. If there is no data relating to a product it will remain unchanged in Toniq Product Catalogue.

FULL PRODUCT LIST - this type of upload will assume all products have been included and will deactivate any products that are not included in the list.

If you are uncertain of which type of upload file to use, please discuss with Toniq.






To upload either click in the upload box or drag and drop the file from its location on your PC to the upload box.

Clicking will open file explorer in Windows and allow you to browse to and select the file for upload.

Once the upload is completed the Upload Products page will be displayed.

When products are loaded the Toniq Product Catalogue performs the same validation checks as if a product was entered via the web page. If any issues are found with the data a warning triangle icon will be displayed in the Info column at the left-hand side of the page.

When a change is loaded an error may be displayed as the validation checks identify the product codes as belonging to different products.

| Info | Change | Supplier Code | Comment | Brand | Short Name | Colour | Size | UoM | Cost | Cost Effective Date | RRP |
|---|--------|--|---------|----------|------------|--------|------|--|--------|---------------------|--------|
|    | Change |  WOT10BLK | | Awesome | Wotsit | Nero | 10 | Gram (g) | \$1.00 | | \$2.00 |
| | | | | | | | | | | | |
| Error | | | | Value | | | | Details | | | |
|  Supplier Code (WOT10BLK) exists on another product | | | | WOT10BLK | | | | Supplier Code (WOT10BLK) exists on product - Awesome Wotsit Black 10g | | | |

To view the error detail, click on the warning triangle and the error will be displayed below the product line.

In this example the colour of the product has been renamed from 'Black' to 'Nero'

Possible errors may include, but are not limited to,

- Missing mandatory fields
- Duplicate codes (Barcode, Pharmacode, Supplier code)
- Cost price greater than RRP

To fix an error click in the field where the error is present.

There will be a red vertical bar at the left-hand side of the field.

Once all errors have been fixed click Validate All. (If there were no errors, or you have made no changes, you do not need to click Validate All before submitting as the data has been validated during the upload).

Once all products have been successfully validated and no further issues are present, they may be submitted.

To submit select the products to submit by clicking in the check box to the left-hand side of the product. A tick will be displayed in the check box.

All products may be selected by clicking the check box in the header to the left of Info. A tick will be displayed next to all products.

To de-select a product click on the tick. The tick will be removed from the checkbox.

Only selected products will be submitted to Toniq.

To submit the selected products, click the Submit button at the bottom left of the page.

If all products are selected and submitted, you will be returned to the Supplier Dashboard.

If there are still unsubmitted products you will be returned to the Upload Products page.

You may navigate away from the Upload Products page at any time, any unsubmitted products will be saved.

If there are unsubmitted products in a product upload you can access these via the Product upload section of the Supplier Dashboard.

The upload will be displayed in the Product upload section with the date and number of outstanding products.

Click on the view product import icon to reopen the Upload Products page.

If there are unsubmitted products in a product upload you will not be able to upload any further product upload spreadsheets until all products have been submitted or have been deleted.

Click on the delete icon to delete the product upload. The product upload will be removed. Only unsubmitted products will be deleted. Any products that have been submitted are unaffected and will be processed by the Toniq Product Catalogue QA team.

Only products that require processing by Toniq are sent to the Toniq QA team. These include new products and edited products with changes to core product data. Products with price changes only or eCommerce data changes only do not require QA and will automatically be published.

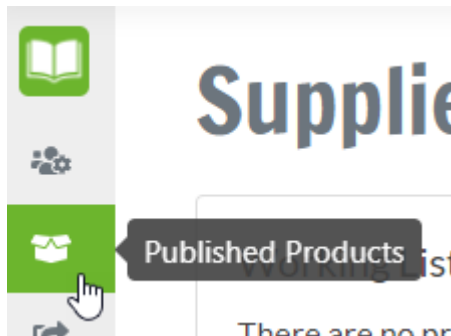
EDITING PUBLISHED PRODUCTS

Once your products have been published you may:

- Request an edit to a product
- Deactivate a product
- Change the price of a product

EDITING A PRODUCT FROM THE PUBLISHED PRODUCTS PAGE

To make any changes to a product click on the Published Products icon in the navigation sidebar.



The Manage Products page will be displayed.

From the Manage Products page you may:

- View products in your Published Products list
- Search for products in your Published Product list
- Open a Create Product Form to add a new product
- Sort and filter your list of Published Products
- Download a product upload spreadsheet

Published products are grouped by brand and ordered alphabetically by brand and product name.

The list can be collapsed or expanded by brand and sorted by Brand, Name, and Toniq Product Name.

The Manage Products page lists all previously published products including;

- Products that have been modified but not yet submitted - in light green text
- Products that have been modified and submitted to Toniq - in grey text

Products that are in progress with Toniq QA may not be selected for editing until they have been re-published.

EDITING PRODUCTS FROM THE DASHBOARD

To Edit a product from the dashboard enter a Barcode, Pharmacode, or part of the product name into the search field. As list of possible matches will be displayed.

Widget

Brand: Awesome | Name: **Widget** Black 10g
Barcodes:9401000123453

Brand: Awesome | Name: **Widget** Blue 10g
Barcodes:9401000123460

Brand: Awesome | Name: **Widget** Red 10g
Barcodes:9401000123477

Create new product "Widget"

Select the product you wish to edit and you will be taken to the Update Product page.

The update product page contains the same fields as the create product page.

Once saved edited products will be added to your working list from where they can be submitted to Tonic.

DEACTIVATE A PRODUCT

To deactivate a product open the manage products page.

Find the product for deactivation and click the deactivate icon to the right of the product.

A confirmation message will be displayed.

If the product is to be deactivated as soon as possible click Yes. If the product is to be deactivated on a specific future date enter the date in Future Deactivation Date field before clicking Yes.

Deactivate product

Are you sure you wish to deactivate product?

Future Deactivation Date

dd/mm/yyyy

Yes Cancel

Products for deactivation will be added to your working list from where they can be submitted to Tonic.

EDITING PRODUCT PRICING

See Editing Published Products for options to select a product.

In the Product Group section update the Cost Price and / or RRP.

If the price is to be changed on a specified future date enter that date in the Future Publish Date field.

Product group : Awesome

Cost Price

51

RRP

100

Minimum Buy

1

Buying Multiple

Buying Multiple...

Future Publish Date

dd/mm/yyyy

Remove from product group

☐ To be removed

If your product is in more than one Product Group there will be a separate Product Group section for each product group. Each product group will need to be updated as required.

Once saved edited products will be added to your working list from where they can be submitted to Tonic.

Where only a price has been changed the product will be published on submission from the working list (unless a future publish date has been set). There are no QA checks by Tonic in relation to price changes.

The Working List may display warning messages if the pricing set is outside some specific parameters. For example a warning message may be displayed if:

- The price change is greater than 25% of the previous price
- The markup to RRP is greater than 100%
- The RRP is lower than the cost price

Issues ↓

>

- Cost change is greater than 25%
- RRP change is greater than 25%

These warnings will not prevent the product from being submitted for publication.

CREATE A PRODUCT ASSORTMENT

A “product assortment” is a pre-defined assortment of products that can be ordered as a single item but is broken down into individual items for resale.

A product assortment must contain two or more existing products.

To create a product assortment, click the Create Product Assortment button in the Working List section of the Supplier Dashboard.

ENTER THE PRODUCT ASSORTMENT NAME

The Product Assortment Name.

E.g. “SAVEX Blister Pack Assorted CDU 30pc”

PRODUCT GROUPS

Your default product group is automatically pre-selected. If you only have one product group no further actions is required.

BARCODES

Enter the sales item barcode as displayed on the Product Assortment packaging. The barcode must be in either a UPC or EAN format. The barcode will be 8, 12, or 13 characters long. If the barcode on your packaging has a leading zero it must be included.

E.g. “073179123122”

The barcode will be validated in the form. If an invalid barcode is entered an error will be displayed below the barcode field.

A screenshot of a web form's barcode input field. The field is a light gray rectangle with a thin border. Inside, on the left, is a small blue square containing a white 'x' icon. To its right, the text '1234567890123' is displayed in a light blue font. On the far right of the field is a small gray square containing a white 'x' icon and a downward-pointing arrow.

Invalid barcode.

An invalid barcode can be removed by clicking on the “x” to the left of the barcode.

All barcodes can be removed by clicking the “x” at the right-hand side of the field.

SUPPLIER CODE

E.g. “2503”

PHARMACODE

If applicable, enter the Pharmacode as provided by the Pharmacy Guild of New Zealand. The Pharmacode will be validated in the form.

E.g. “2555743”

COST PRICE

Enter the standard cost price before any discounts. The cost price must exclude GST. This is the cost price that is published to all retailers that have access to the price list.

SUPPLIER NOTE

Used to enter any information that cannot be captured in the new product form. Any supplier notes entered here will be published in Toniq and visible to the store in the product record.

ADDING PRODUCTS TO A PRODUCT ASSORTMENT

A product assortment requires quantities of two or more retail products to be considered a Product Assortment.

To set up an outer pack containing a multiple of one retail product see Outer Packs.

Products can be added to a Product Assortment from your Published Products, your Working List, or you may create a new product and add to the Product Assortment.

ADDING A PUBLISHED PRODUCT

To add a published product, click the Add Published Product button to display the product search box.

As you enter characters a list will be displayed containing products that match the value entered.

At least 3 characters must be entered.

Once you have found the product you required select it by clicking the check box to the left of the product listing.

Multiple products may be selected.

All products may be selected by clicking the check box in the header to the left of Brand.

The selected products will be added to the Contents list. The quantity will default to 1. If the quantity in the product assortment is greater than 1 click on the quantity value and enter the correct quantity.

ADD A PRODUCT FROM YOUR WORKING LIST

You may have created a product or products and not yet submitted to the Toniq for QA. These products can be added to your working list.

To add a product from your working list, click the Add Product from Working List button to display the products currently in your Working List.

Select a product from the list by clicking the check box to the left of the product listing.

Multiple products may be selected.

All products may be selected by clicking the check box in the header to the left of Brand.

The selected products will be added to the Contents list. The quantity will default to 1. If the quantity in the product assortment is greater than 1 click on the quantity value and enter the correct quantity.

All products currently in your working list will be displayed, this includes products that have been edited but not submitted as well as newly created, but unsubmitted products.

CREATE A NEW PRODUCT AND ADD TO THE PRODUCT ASSORTMENT

New products may be created from the Product Assortment form and added to the product assortment.

Any new products created whilst creating a product assortment will also be added to your Working List.

The new product form is used to create the new product. Details of the fields can be found in the Create a Product section of this manual.

Once all the required details of the new product have been entered into the form click the save button at the bottom left of the page.

You will be returned to the Product Assortment as the newly created product will appear in the contents list. The quantity will default to 1. If the quantity in the product assortment is greater than 1 click on the quantity value and enter the correct quantity.

REMOVE A PRODUCT FROM THE CONTENTS OF A PRODUCT ASSORTMENT

To remove a product from the contents list of a product assortment click the trash can icon at the right-hand side of the product line.

A message will be displayed requesting confirmation of the removal. Click OK to remove or Cancel to return to the Product Assortment.

This will not delete the product, only remove it from the Product Assortment.

SAVING A PRODUCT ASSORTMENT

Click the Save button at the bottom left of the page.

Before saving all mandatory fields must be completed and at least one product must be included in the contents list.

The save button will be greyed out if the form is incomplete.

Ensure you save after making any changes such as adding or removing products or changing product quantities.

On saving the Working List page will be displayed.

The working list has a separate section for Product Assortments.

The Product Assortments section will be expanded automatically after saving a product assortment allowing you to view any product assortments in your working list.

The header of the Products Assortments section will show the number of product assortments in the working list. The Products section header will show the number of products in the working list.

Clicking Submit will submit all selected products and product assortments, not just the product assortments.

This ensures that products that you have created and added to the product assortment will be submitted at the same time. However, if there are product(s) that you do not want to submit at this time, perhaps that you are still working on, remember to expand the products section and de-select the products before submitting.

All products in a Product Assortment need to be approved before the Product Assortment can be approved.

DECLINED PRODUCTS

A product may be declined by the Toniq QA team if it does not meet the product data requirements. When a product is declined;


- A notification will be displayed in the Notifications section of your dashboard
- A reason will be included in the notification
- An email will be sent to the user that submitted the declined product
- The declined product will be added to your working list

Before resubmitting the product to Toniq you will need to resolve the issue given in the decline reason. To do this go to your Working List by clicking on the View Working list button on your dashboard.

To edit a declined product, click on the 'Edit'  icon at the right-hand side of the product.

The Update Product page will be displayed. You may make changes to the draft product and save.

Once changes have been made you may submit the product as described in the Working List section of this guide.

To remove a declined product from the working list, click on the trash can  icon at the right-hand side of the product.

HOW DO I REACTIVATE A DEACTIVATED PRODUCT?

If you have selected to deactivate a product but not yet submitted the request to Toniq the product can be reactivated from your working list or from the published products list.

To reactivate click the reactivate icon to the right of the product.

If the deactivation has been processed search for the product from the dashboard. Select the product you wish to reactivate and add it to a Product Group and enter pricing. You can save and submit as you would for any other product submission.