



Item Management App – Search & Maintenance

About Job Aid

This job aid will provide instructions on navigating the Search & Maintenance tab in the Item Management Application.

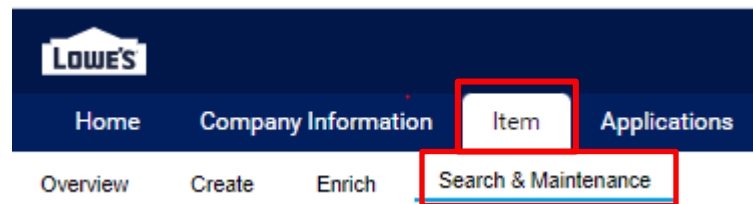
Purpose of Job Aid

The purpose of this job aid is to:

1. [Searching Items](#)
2. [Exporting Items](#)
3. [Updating Item Spec Attributes in the User Interface \(UI\)](#)
4. [Updating Item Spec Attributes in Bulk](#)
5. [Mass Maintenance](#)
6. [Correcting Data Quality Errors](#)
7. [Adding a Hierarchy](#)
8. [Updating Stock/SOS Flip Lead Times](#)
9. [Adding Multiple Factories](#)
10. [Digital Assets](#)
11. [Restrictions](#)
12. [Logging Out of IMA](#)

Searching Items

1. Select **Item** tab to navigate to **Item Management Application**
2. Select **Search & Maintenance** page



3. Enter Search Criteria
4. Select **Search**



Notes:

- Must search by category to see category specific attributes. When exported there will be two tabs, Core & Enrich listing your attributes.
- When the **Data Quality** filter is selected a **Category** must also be selected.
- Can search by as many **Brands** as desired.
- Can only search one **Category** at a time.

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Repository Location: Vendor Library, Item Management Application

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- Can search **Sub-Division** by number or name.

5. Scroll down to review Search Results

Note: Results can be reviewed by **Item Spec**, **Digital Assets** or **Restrictions**.

Download

Item Number	Product Description	Item Description
104269929	SIMPLE TEST AKSHAY UP DATE	Setting DA EIS flow
104269929	SunShade Full Vehicle Kit	SunShade Full Vehicle
104269929	Christmas Tree Mat	Christmas Tree Mat

Item Spec Digital Assets Restrictions File Upload Status

Note: The Equivalent Item Number (**Eq#**) (SOS item number of a Stock/SOS flip) is shown to the right of the Stock Item Number while on the **Item Spec** tab.

Lowes Item Number

104269929	Eq# 104269919
5472688	Eq# 2515823

Note: This is also available on the downloaded spreadsheet.

Item Number	Equivalent LSN
123456	45678

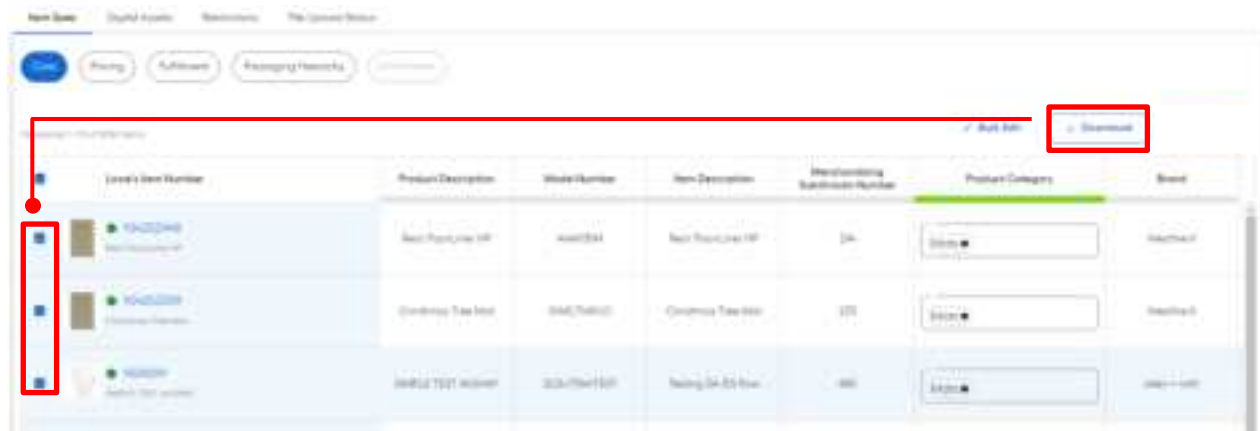
Exporting Items

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Note: To search for specific downloaded files, users can implement additional filtering options by clicking on the empty space next to the **File Types** field and selecting additional filter criteria.



Updating Item Spec Attributes in the User Interface (UI)

1. Enter Search Criteria
2. Select **Search**
3. Scroll down to view search results

- Update editable attributes by clicking in cells or clicking on the hyperlinked item number to open the [single item edit page](#) functionality



- Select **Save**

Notes:

- White cells are **Non-Editable**, orange cells are **Conditionally Required**, and green cells are **Mandatory**.
- Must select button (1,2,3, etc.) to update those attributes. (Example: Core, Pricing, Fulfillment, etc.).
 - To update attributes in button 5 (Enrichment), a category must be selected in search criteria above.
 - Pricing information in the #2 Pricing button becomes static after Business Awarding. To get current pricing information or to make price and cost updates please reach out to your Merchandising team.
- Changing the Product Category will erase all previously collected enriched data for the item, best practice is to download all enriched data prior to updating Category in case of needing to revert back to previous Product Category.**

If correcting DQ errors, you must correct all errors for an item before you can save.

Single Item Edit Page:

- Update all attributes on one single page.
- Does not require a category to be entered.
- Use tabs to access different types of attributes (Core, Pricing, etc.).
- Use **Add Hierarchy** buttons at the top of the **Packaging Hierarchy & Barcode** page to add additional hierarchy levels to the existing hierarchy.

Add Hierarchy +INRPK +CASE +PLLT

- Use **New Hierarchy** buttons at the bottom of the page to add a brand-new hierarchy to the item.

New Hierarchy +EACH +CASE

Note: Partial save is not enabled on this page. All required and conditionally required attributes must be completed before the app will save the data and push it to downstream applications.

- Updating Digital Assets:
 - Select the **Product Assets** tab.
 - There are two sections, **Mandatory Assets** and **Optional Assets**.
 - To know how many assets are required in the Mandatory Assets section refer to the asset counter. For example; 1/2 or 2/2.
 - To learn more about adding and assigning digital assets please see that help document and [training video](#) under the Digital Assets tab on the Search & Maintenance page.

6. Validate updates made are displaying on screen

The screenshot shows the 'Full View' tab selected. At the top, there are filters for 'Core', 'Pricing', 'Full View' (selected), 'Packaging Hierarchy', and 'Edit Item'. Below the filters, there's a search bar for 'Lowe's Item Number' and a 'Download' button. The main table displays three items with columns for 'Able to be ordered as a Special Order?', 'Available for Direct to Consumer Delivery?', and 'Only Available for Direct to Consumer...'. The items listed are 'TAC2852N', 'TAC2852N', and 'TAC2852N'.

Updating Item Spec Attributes in Bulk

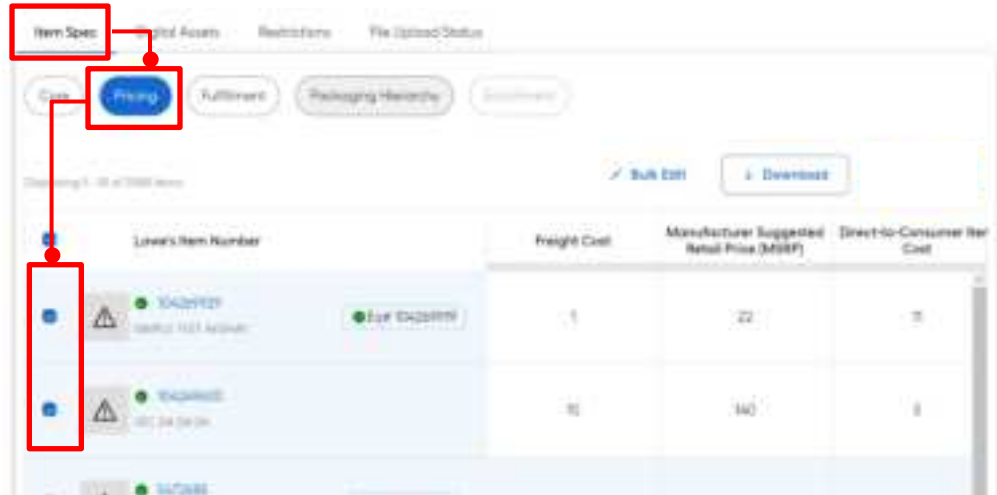
This feature gives the user the ability to make edits in bulk right within the UI.

1. Select **Search**
2. Scroll down to view search results

The screenshot shows the search criteria form. It includes input fields for 'Item Behavior', 'Data Quality', 'Category', 'Brand', 'Sub division', 'Eligibility Status', and 'Lowe's Item Numbers'. There are also radio buttons for 'Model #' and 'Barcode #'. A 'Reset' button and a 'Search' button (highlighted with a red box) are at the bottom right.

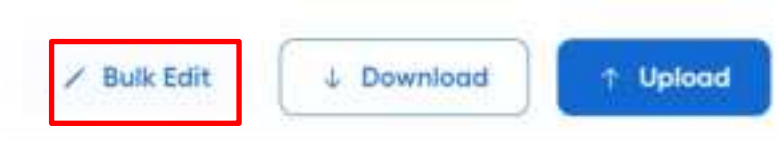
Note: If you want to pull back ALL items don't add any search criteria.

- Under the **Item Spec** tab locate the button containing the attributes you would like to update; select the items you would like to bulk edit by checking the box next to the item(s)



- Note:** Only the attributes under the selected button (1,2,3, etc.) can be updated. (Example: Core, Pricing, Fulfillment, etc.). Not all attributes are editable. To update an un-editable attribute please submit a ticket on the Vendor Gateway or reach out to your Onboarding & Maintenance Analyst.
- To update attributes in button 5 (Enrichment), a category must be selected in search criteria above

- Select the **Bulk Edit** button



- Fill in attributes to bulk edit



- Select **Apply**

Note: Bulk means the SAME updated values will be applied to all selected items.

A max of 100 items can be updated at one time using the Bulk Edit function.



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7. Confirm updates on screen in the UI



Mass Maintenance

1. Search for items using any of the search criteria in the box at the top of the page.

Note: Mass Maintenance can be performed on Core and Enrichment attributes. Core attributes will export when the product category search field is left blank. When you choose a product category, you will be able to export core and enrichment attributes.

Item Behavior Data Quality Category

Brand Sub division Eligibility Status

Lowe's Item Numbers
Model #
Barcode #

Download

2. Click **Download** to export all the selected items.

Note: You can use the check boxes beside the items to select specific items, or you can download all the search results.



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- The screenshot shows the AWS IAM console. The 'Groups' dropdown is highlighted with a red box. The 'AWS-Managed' group is highlighted with a red box. The 'AWS-Managed' group details are highlighted with a red box.

- | Please Office Variable Worksheet | | 201000 | Worksheet Name: Setup Item | Worksheet | Calculate Readiness Score | | |
|----------------------------------|-------|----------------|----------------------------|-----------------|---------------------------|-------------------|-----------------|
| Please Office Variable Worksheet | | Setup Category | Worksheet Name: Setup Item | Worksheet | | | |
| Worksheet: | | | | | | | |
| Readiness Item | Notes | Item Number | Equivalent (U) | Brand | Sub-Brand | Country of Origin | Selling Country |
| | | 1231234 | | ABC | | USA | USA |
| | | 1231235 | | Unbranded | | USA | USA |
| | | 12456789 | | (Plus) | | USA | USA |
| | | 1231234 | | ABC | | USA | USA |
| | | 999999 | | Georgia Pacific | | USA | USA |

6. Go to the **Item Spec** tab and click on **Upload**.

The screenshot shows the 'Item Type' page. At the top, there are tabs for 'Item Type', 'Signal Assets', 'Restrictions', and 'File Upload Status'. Below the tabs, there are buttons for 'Clear', 'Filter', 'Refresh', 'Pending Requests', and 'Go to Item'. On the right side, there is a 'Download' button highlighted with a red box. The table below has the following columns: Item Number, Product Description, Model Number, Item Description, Merchandising Sub-item Number, Product Category, and Brand.

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7. Once the template is uploaded, your screen will display the process summary. This summary will let you know how many items were fully updated, and how many items still have errors. You can export the items with errors, correct them and reupload them.



Note: There is a systematic partial save for the mass maintenance. This will allow the user to edit and save attributes without completing others. The user will still receive an error for mandatory or conditional attributes which will need to be completed, but the submitted information will save.



Correcting Data Quality Errors

Locate the Data Quality (DQ) errors by selecting **Items with Open Errors** from the **Data Quality** filter drop down. Enter a **Category**. Select **Search**.

Scroll down to see results table.

Once on the results table, under the Item Spec tab, you can **review the errors** by:

- Clicking on the error count below the Lowe's Item Number.



- Clicking on the **#5** button (**Enrichment**) and using the arrows to locate the cells in red.
- Exporting by selecting the items, by clicking the checkboxes next to the items, and then select **Export**.

To **update the errors** simply click in the cell showing in red and make the correction. Once all errors are corrected select **Save**.

Type	Sub Type
<div>Building Description</div> <div>1 error</div>	<div>N/A</div> <div>1 error</div>

Note: All DQ errors for that item **MUST** be corrected before you can save.

Adding a Hierarchy

During item setup, you can only set up one packaging hierarchy. If you need to set up additional hierarchies once your item is set up, go to the Search & Maintenance tab. Locate your item(s), click on Button #4 (Packaging Hierarchy), click on the +. This will take you to the Single Item Edit page on the Packaging Hierarchy tab. To learn more about this tab click [here](#).

Updating Stock/SOS Flip - Lead Times



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A Stock/SOS flip means an item has the same barcode and model. Currently, only the stock item will show in IMA and the stock item will be used to maintain fulfillment attributes for the stock and SOS versions of the item.

To update the SOS lead time on a Stock/SOS item please update the **Customer Order Lead Time** and **Customer Order Lead Time UOM** attributes and select **Save**.

Customer Order Lead Time	Customer Order Lead Time UOM
<input type="text"/>	<input type="text"/>

Adding Multiple Factories

To add multiple factories, navigate to the Factory ID and select the new Factory to be added. Then, continue to fill out any additional mandatory or conditionally required attributes for the new factory. Once all attributes are completed select Save.

Notes:

- IMA only displays the most recently added Factory but Lowe's does have the complete list of Factories that have been added.
- If the Factory or Shipping Port needed are not showing in the dropdown in IMA they will first need to be added in the vendors Vendor Gateway **Company Information** tab. Please see the training video listed in the **Quick Training Clips & FAQs** document on the **Insights** tab for guidance.

To update the Stock lead time on a Stock/SOS item please update the **Vendor Processing Time** and **Vendor Processing Time UOM** attributes and select **Save**.

Vendor Processing Time	Vendor Processing Time UOM
<input type="text"/>	<input type="text"/>

Note: The Equivalent Item Number (**Eq#**) (SOS item number of a Stock/SOS flip) is shown to the right of the Stock Item Number while on the **Item Spec** tab.

The screenshot shows the 'Item Spec' tab with a list of items. The 'Eq# 815845' and 'Eq# 840785' are highlighted with red boxes.

Digital Assets Tab

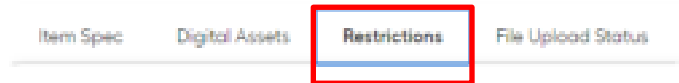
Item Spec	Digital Assets	Restrictions	File Upload Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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Please refer to the **Item Management Digital Assets Job Aid** (Help Document listed on each Digital Assets tab/page).

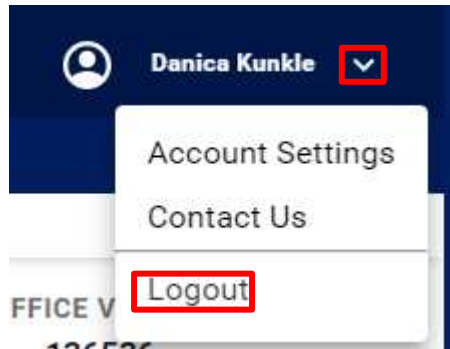
Restrictions Tab



Please refer to the **Item Management Restrictions Job Aid** (Help Document listed on each Restrictions tile/page).

Logging Out of IMA

1. Select username dropdown
2. Select **Logout**



For questions or issues please submit a ticket in the Vendor Gateway's Ticket Management system.