

Using the Gladson Delivery Network and the P&G Customer Portal



Using the Gladson Delivery Network

- This presentation discusses the steps to use the Gladson Delivery Network to obtain images for use in planograms and other presentations.
- The steps covered here are generic in that they are not application specific (Space Planning, Apollo or Spaceman).
- 2 slides at the end of this presentation contains some specific hints to help you with the individual applications mentioned above.



Using the Gladson Delivery Network

- The steps provided here will cover two major ways to download images from the Gladson Delivery Network:
 - Downloading an entire category such as Baby, Deodorant, Hair or Skin
 - Downloading a list of images by providing a list of UPCs
- Access to the Gladson Delivery Network requires that you apply for a login ID. Contact Rick Willison (willison.re.1@pg.com) for information on the person to be contacted and the form for access.



Downloading a Category

- Historically, we have received a set of LIVE Image DVDs each quarter. By the time the disks were compiled, proofed and sent out, they were already missing any new images that were added to a category in the past month.
- By downloading a category, you are getting the latest images that have been provided to Gladson by P&G.
 - Note that if images are missing, they have not yet been sent to Gladson. In this event, they may be available in the Customer Portal. The Customer Portal is covered later in this presentation(starting on slide 29).

Launching and Login

- The Gladson Delivery Network is a web-based application accessed through your web-browser.
- The address is as follows:
<https://delivery.gladson.com>
- The login screen requires you to enter your assigned User Name and password. Note that these are NOT the same as your P&G login ID and password.



Version: 1.0.39.18

User Name:

Password:

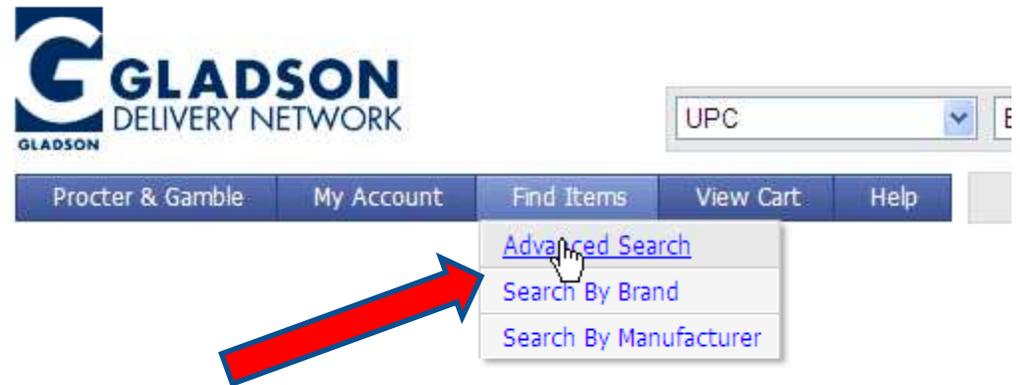
Login

Forgot Password

Downloading a Category

- From the **FIND ITEMS** menu, choose **ADVANCED SEARCH**.

The screen below appears.



The screenshot shows the 'Advanced Search' page. At the top left is the Gladson Delivery Network logo. To the right is the user information 'Hello: Rick | Procter & Gamble | Logout'. Below the logo is a search input field with 'UPC' selected in a dropdown menu, followed by a dropdown menu with 'Equals' selected, and a search button. The page title is 'Advanced Search'. The main content area is divided into two sections: 'Search Criteria' and 'Item Groups'. The 'Search Criteria' section has several input fields: 'Update Date' (Any Update), 'From Date', 'To Date', 'Brand' (Equals), 'MFG' (Equals), 'Description' (Equals), 'Item Number' (Equals), 'UPC' (Equals), and 'Legacy UPC' (Equals). The 'Item Groups' section is a table with columns 'Legacy Group' and 'Name'. The table contains the following items:

Legacy Group	Name
<input type="checkbox"/> AIRFRESH	Air Fresheners
<input type="checkbox"/> AIRFRSPL	Air Fresheners (Private Label)
<input type="checkbox"/> ANALGESC	Analgesic
<input type="checkbox"/> ANLGSCPL	Analgesic (Private Label)
<input type="checkbox"/> ANTCDLAX	Antacid and Laxatives
<input type="checkbox"/> ANTCLXPL	Antacid and Laxatives (Private Label)
<input type="checkbox"/> APPLIANC	Appliances
<input type="checkbox"/> APPLNCP	Appliances (Private Label)
<input type="checkbox"/> AROMATHR	Aromatherapy

Downloading a Category

- Check the category(s) on the right half of the screen you wish to receive, then click on the **SUBMIT SEARCH** button.

GLADSON DELIVERY NETWORK

Hello: Rick | Procter & Gamble | Logout

UPC Equals Search Advanced Search

Procter & Gamble My Account Find Items View Cart Help Advanced Search

Search Criteria

Update Date: Any Update

From Date:

To Date:

Brand: Equals

MFG: Equals

Description: Equals

Item Number: Equals

UPC: Equals

Legacy UPC: Equals

Discontinued: NOT Discontinued

Private Item: NOT SET

OnHold Item: NOT SET

Submit Search Clear Search

Item Groups

Legacy Group	Name
<input checked="" type="checkbox"/>	AIRFRESH Air Fresheners
<input checked="" type="checkbox"/>	AIRFRSPL Air Fresheners (Private Label)
<input type="checkbox"/>	ANALGESC Analgesic
<input type="checkbox"/>	ANLGSCL Analgesic (Private Label)
<input type="checkbox"/>	ANTCDLAX Antacid and Laxatives
<input type="checkbox"/>	ANTCLXPL Antacid and Laxatives (Private Label)
<input type="checkbox"/>	APPLIANC Appliances
<input type="checkbox"/>	APPLNCLPL Appliances (Private Label)
<input type="checkbox"/>	AROMATHR Aromatherapy
<input type="checkbox"/>	AROMAPL Aromatherapy (Private Label)
<input type="checkbox"/>	AUTO Auto
<input type="checkbox"/>	AUTOPL Auto (Private Label)
<input type="checkbox"/>	AUTOACC Auto Accessories
<input type="checkbox"/>	AUTOACPL Auto Accessories (Private Label)
<input type="checkbox"/>	BABY Baby

Note: After this step, all the instructions are the same, regardless of whether you are downloading an entire category or just a few items, which will be covered shortly.

Completing the Order

- The list of the items selected appears.
- Using the **SELECT ACTION** menu, choose **ADD ALL ITEMS TO CART**.
- Click on the **VIEW CART** menu...

The screenshot shows the Gladson Delivery Network interface. At the top, there is a search bar with 'UPC' and 'Equals' dropdowns, and a 'Search' button. Below the search bar is a navigation menu with 'Procter & Gamble', 'My Account', 'Find Items', 'View Cart', and 'Help'. The 'View Cart' menu item is highlighted with a red arrow. Below the navigation menu is a 'Select Action' dropdown menu, which is open, showing options like 'Select This Page', 'Unselect This Page', 'Add Selected Item(s) To Cart', 'Add Selected Ad Image(s) to Cart', 'Add ALL Items to Cart', 'Add ALL Images to Cart', 'Remove Selected Item(s) From Cart', 'Update Item Status', and 'Download Search Results'. The 'Add ALL Items to Cart' option is selected with a red arrow. The main content area shows a list of items with details for Duracell and Lysol products. The Duracell product details include: UPC: 00041333169095, Gladson ID: 292609, Brand: DURACELL, MFG: DURACELL, Description: DURACELL WTCH/ELEC SLVR OXD 1.5V, SM Date: 10/3/2012, Details: 8:20:23 AM. The Lysol product details include: UPC: 00019200678715, Gladson ID: 955205, Brand: LYSOL, MFG: LYSOL, Description: LYSOL WTCH/ELEC SLVR OXD 1.5V, SM Date: 10/3/2012, Details: 8:20:23 AM. The page also shows pagination controls and a 'Page Size' dropdown set to 10.

Completing the Order

- This screen is used to specify the Order / Delivery Instructions.
- Continue to the next slide for details...

The screenshot shows the Gladson Delivery Network web interface. At the top, there is a navigation bar with the Gladson logo and the text "GLADSON DELIVERY NETWORK". Below the logo, there are several menu items: "Procter & Gamble", "My Account", "Find Items", "View Cart", and "Help". To the right of the navigation bar, there are two dropdown menus: "UPC" and "Equals".

The main content area is titled "Order / Delivery Instructions" and contains several form fields:

- Order Description :
- Delivery Profile : [View Profile ...](#)
- Target Update Date :
- Compression Option :
- Transmission :
- Send email when order is finished :

A "Submit" button is located below the form fields.

Below the form fields, there are three panels for image specifications:

- Image Views**: A table with a checked checkbox and a "Name" column. The rows are: Front, Left, Top, and Back.
- Image Specification**: A table with a checked checkbox and a "Name" column. The rows are: 72dpi_Tga_12k_Legacy, 72dpi_Tga_12k_GTIN, 150Dpi_Tga_GTIN, and 150Dpi_Tga_Legacy.
- Attribute Specification**: A table with a checked checkbox and a "Name" column. The rows are: ProspaceSpec_Excel, SpacemanProSpec_Excel, Apollo_Access, and Apollo_Excel.

Completing the Order

- **Image Views**

Determines what views of the product you receive.

Stackable items and large products (dog food, paper) would require more than just front for various merchandising angles, whereas liquid laundry would probably only need Front.

The screenshot displays three panels from a product configuration interface. The 'Image Views' panel is highlighted with a red border and contains a checked checkbox next to a green checkmark icon, followed by a table with columns 'Name' and 'Image Views'. The 'Image Specification' panel contains a checked checkbox next to a green checkmark icon, followed by a table with columns 'Name' and 'Image Specification'. The 'Attribute Specification' panel contains a checked checkbox next to a green checkmark icon, followed by a table with columns 'Name' and 'Attribute Specification'.

Image Views	Name
<input checked="" type="checkbox"/>	Front
<input type="checkbox"/>	Left
<input type="checkbox"/>	Top
<input type="checkbox"/>	Back

Image Specification	Name
<input checked="" type="checkbox"/>	72dpi_Tga_12k_Legacy
<input type="checkbox"/>	72dpi_Tga_12k_GTIN
<input type="checkbox"/>	150Dpi_Tga_GTIN
<input type="checkbox"/>	150Dpi_Tga_Legacy

Attribute Specification	Name
<input checked="" type="checkbox"/>	ProspaceSpec_Excel
<input type="checkbox"/>	SpacemanProSpec_Excel
<input type="checkbox"/>	Apollo_Access
<input type="checkbox"/>	Apollo_Excel

Completing the Order

- **Image Specification**

- Low resolution (72 dpi) sufficient for most POGs
- High resolution (150 dpi) for Virtual Views and other uses where a POG must be presented in a very large format (required more computer memory for large planograms).
- Legacy – images separated into manufacturer folders. Useful in Apollo and Spaceman where the UPC must match the image name to eliminate the use of naming alternatives.
- GTIN – full 14 digit format.

The screenshot displays three panels from a software interface:

- Image Views:** A table with a checked 'Name' header and four rows: Front, Left, Top, and Back, each with an unchecked checkbox.
- Image Specification:** A table with a checked 'Name' header and four rows: 72dpi_Tga_12k_Legacy, 72dpi_Tga_12k_GTIN, 150Dpi_Tga_GTIN, and 150Dpi_Tga_Legacy, each with an unchecked checkbox. This panel is highlighted with a red border.
- Attribute Specification:** A table with a checked 'Name' header and four rows: ProspaceSpec_Excel, SpacemanProSpec_Excel, Apollo_Access, and Apollo_Excel, each with an unchecked checkbox.

Completing the Order

- **Attribute Specification**

- Use to specify what type of worksheet information is supplied with the images. The worksheet will include the UPCs, names, sizes, manufacturers, brands, UOM and other information about the downloaded product images.
- Simply choose by the software application you are using for your planogram manipulation.

The screenshot displays three panels from a software application. The 'Image Views' panel has a checked 'Name' checkbox and four unchecked options: Front, Left, Top, and Back. The 'Image Specification' panel has a checked 'Name' checkbox and four unchecked options: 72dpi_Tga_12k_Legacy, 72dpi_Tga_12k_GTIN, 150Dpi_Tga_GTIN, and 150Dpi_Tga_Legacy. The 'Attribute Specification' panel, which is highlighted with a red border, has a checked 'Name' checkbox and four unchecked options: ProspaceSpec_Excel, SpacemanProSpec_Excel, Apollo_Access, and Apollo_Excel.

Completing the Order

- **Send email when order is finished:**
 - Check to receive an email once the order is processed. This avoids having to wait for large orders. Email will have a link to directly download the zipped images.
- **SUBMIT**
 - Click to complete the order process and submit.

GLADSON DELIVERY NETWORK

UPC: [dropdown] Equals [dropdown]

Procter & Gamble My Account Find Items View Cart Help

Order / Delivery Instructions Advertising Image Instructions Item Groups Items Advert

Order Description : Cart - 234133

Delivery Profile : Group [View Profile ...](#)

Target Update Date : MostRecent

Compression Option : CompressIntoSingleFile

Transmission : Http

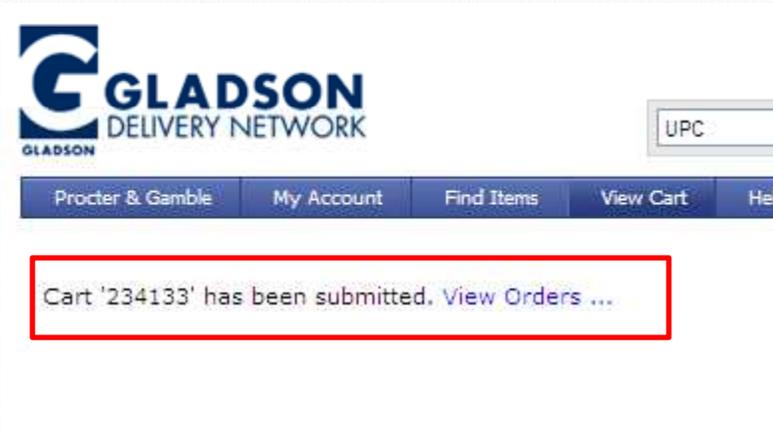
Send email when order is finished :

Submit

Image Views	Image Specification	Attribute Specification
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Name
<input type="checkbox"/> Front	<input type="checkbox"/> 72dpi Tqa 12k Legacy	<input type="checkbox"/> ProspaceSpec Excel

Completing the Order

- The order number and a link to view the order appears after the SUBMIT button is clicked.
- At this point you can logout and close the window. A link to your order will arrive shortly in your email.



Gladson Data Delivery System: Cart - 234133

DeliverySystem@gladson.com

Sent: Wed 10/3/2012 11:29 AM

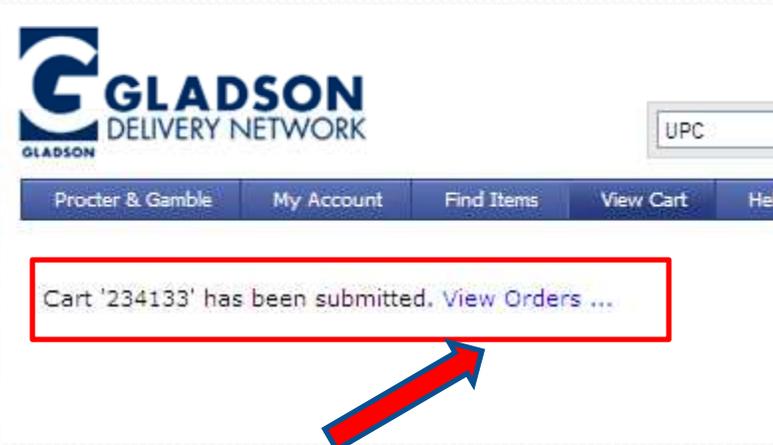
To: Willison, Rick

Your order for cart '234133', 'Cart - 234133' has completed.

You can download immediately by clicking this link: <https://delivery.gladson.com/FileWriter.aspx?OutputFileID=185495>

Using VIEW ORDERS...

- Rather than wait for your order through email, you can get it immediately (this will not change the time to process the order, it just eliminates having to log back in through email). Keep in mind that a large order may take 10-15 minutes to process, so exiting and re-entering through the email link allows you to do other work.



Click on the VIEW ORDERS... link to get your order while still in the Gladson Delivery Network.

Using VIEW ORDERS...

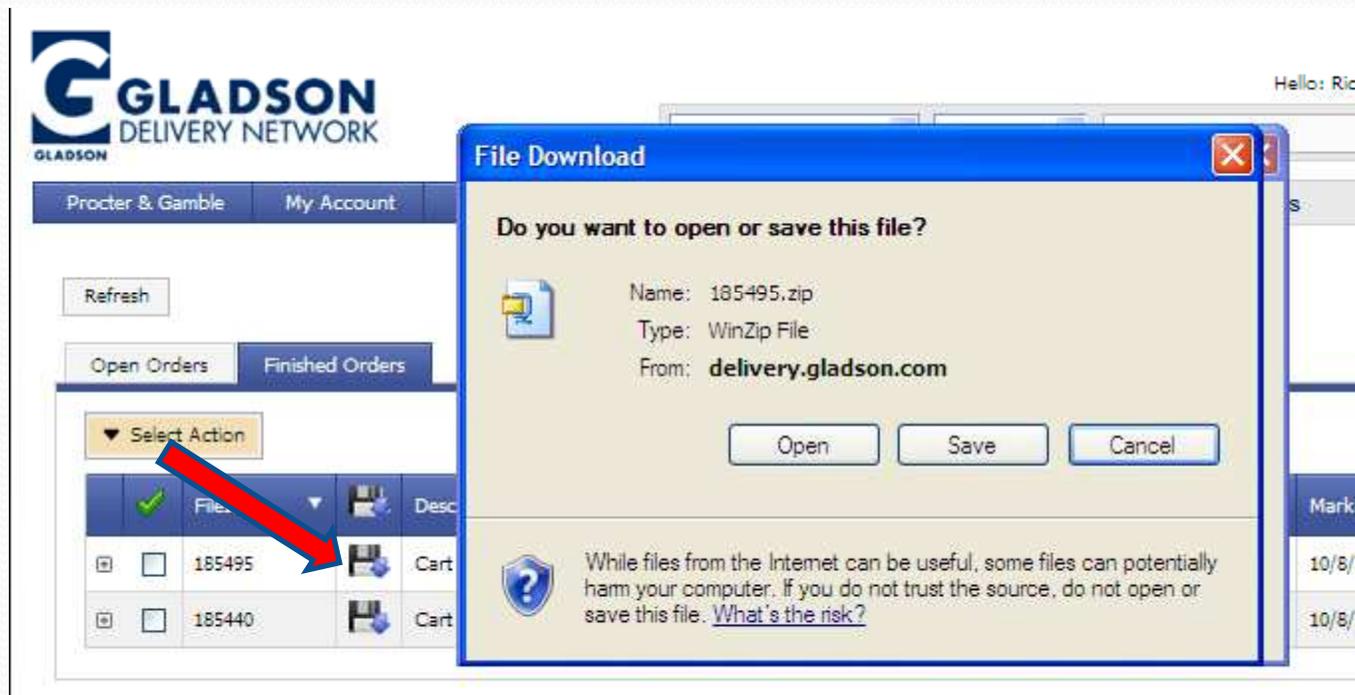
- Click on the FINISHED ORDERS tab and periodically click on the REFRESH button. Once the order is complete it will appear here.

The screenshot displays the Gladson Delivery Network interface. At the top left is the logo for Gladson Delivery Network. On the right, there is a user greeting 'Hello: Rick | Procter & Gamble | Logout'. Below this is a search bar with 'UPC' and 'Equals' dropdowns, a search input field, and buttons for 'Search' and 'Advanced Search'. A navigation bar contains links for 'Procter & Gamble', 'My Account', 'Find Items', 'View Cart', 'Help', and 'Orders'. A 'Refresh' button is highlighted with a red box. Below it, the 'Finished Orders' tab is also highlighted with a red box. The main content area shows a table of orders with columns for FileID, Description, File Size, Created, Downloaded, Marked For Deletion, and SubID. The table contains two rows of order data.

FileID	Description	File Size	Created	Downloaded	Marked For Deletion	SubID
185495	Cart - 234133 (File #1)	18.21 MB	10/3/2012 10:28 AM		10/8/2012 10:28 AM	
185440	Cart - 232881 (File #1)	10.00 MB	10/3/2012 8:29 AM	10/3/2012 8:30 AM	10/8/2012 8:29 AM	

Finished Orders

- Click on the disk representing your finished order to open the FILE DOWNLOAD dialog box. Here you can OPEN the zipped file or SAVE it for later use.

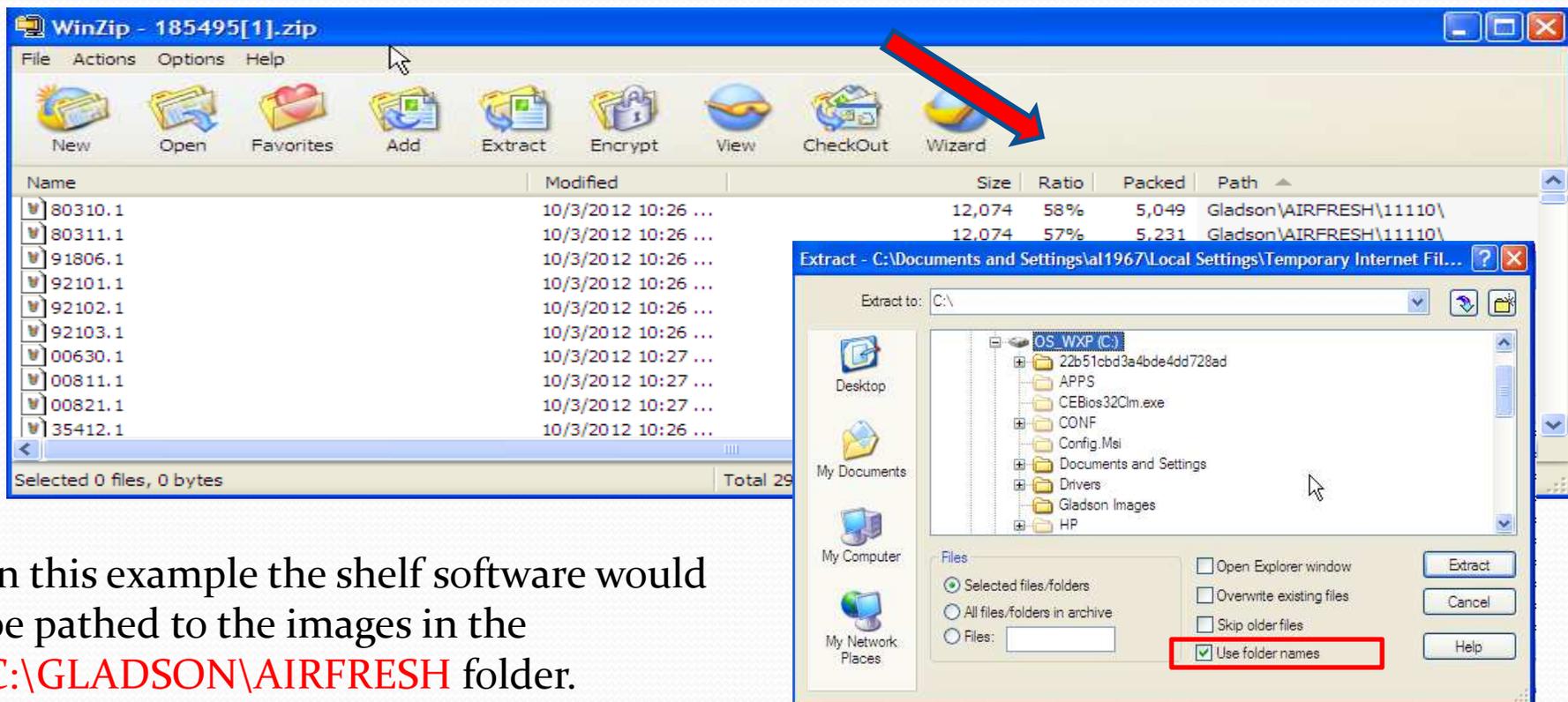


The screenshot displays the Gladson Delivery Network interface. At the top left is the logo for Gladson Delivery Network. Below it are navigation tabs for 'Procter & Gamble' and 'My Account'. A 'Refresh' button is visible. The main content area has tabs for 'Open Orders' and 'Finished Orders'. Under 'Finished Orders', there is a 'Select Action' dropdown menu and a table of orders. A red arrow points to the download icon in the table row for order 185495. A 'File Download' dialog box is open in the foreground, asking 'Do you want to open or save this file?'. The dialog shows the file name '185495.zip', type 'WinZip File', and source 'delivery.gladson.com'. It has 'Open', 'Save', and 'Cancel' buttons. A security warning at the bottom of the dialog reads: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

	Files	Desc
<input type="checkbox"/>	185495	Cart
<input type="checkbox"/>	185440	Cart

Unzipping the Order

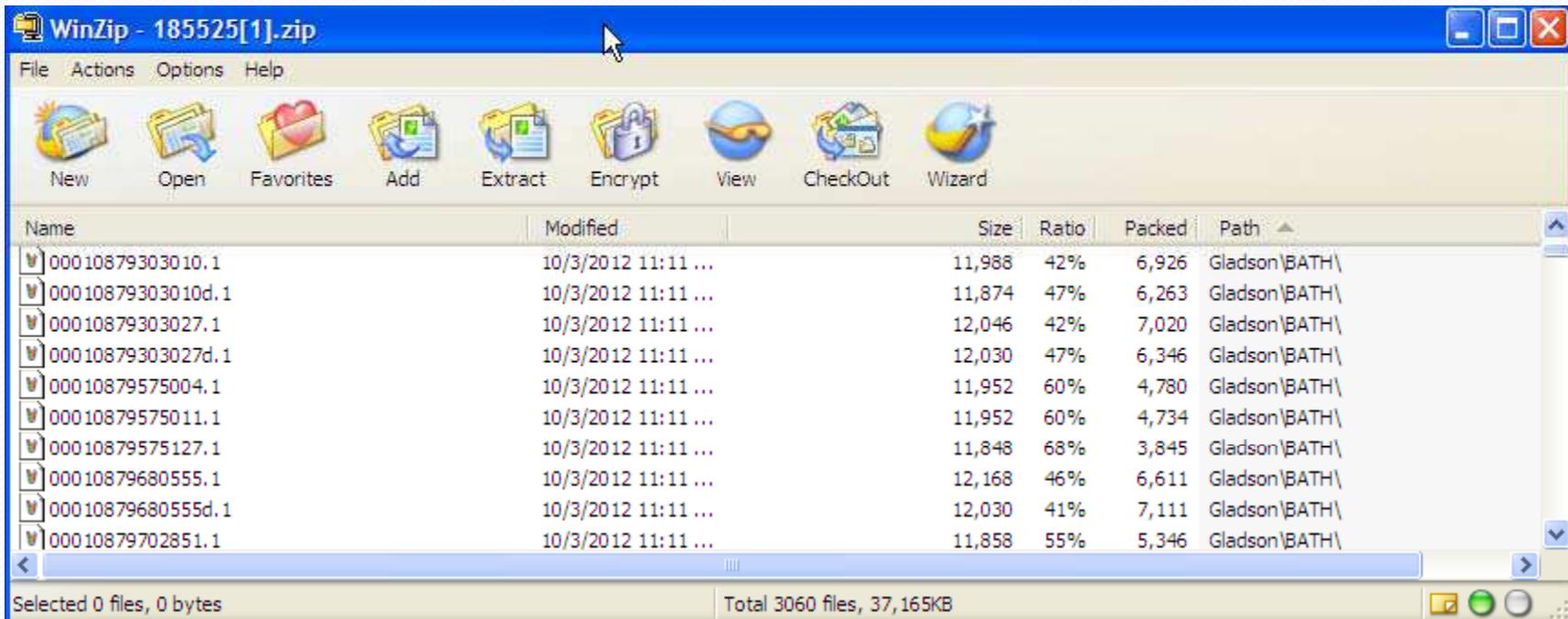
- If you have chosen LEGACY images, they will be set in manufacturer folders, as in the picture below. It is **important** that you unzip them checking the **USE FOLDER NAMES** option in the extract dialog box. You would then path images in your shelf application software to the folder containing the manufacturer folders.



In this example the shelf software would be pathed to the images in the **C:\GLADSON\AIRFRESH** folder.

Unzipping the Order

- If you have chosen the GTIN format for images, it is not necessary to unzip them using the folder names option. GTIN images may be saved anywhere, as long as the path to the images is set in the shelf software.



In this example the paths may be ignored, as manufactures folders are not used. **Note: if you use GTIN exclusively, there is no need to separate the categories. One folder can hold all your images, therefore you will need to specify only one path in your shelf software.**

Obtaining a Specified list of Images

- The steps to order an entire category have been covered. Now we will look at how to order a list of images by specific UPCs.
 - Use this technique when you already have downloaded an entire category but you need to periodically check for specific new items.
 - This technique is also very useful when you are merchandising an end-cap that would be cross category, but just a few items.
- This technique may also be used by just copying your list of UPCs from your item or product table/worksheet.
- If you have acquired a worksheet from any source, you can copy the list of UPCs in the worksheet to specifically get those images.
 - Remember that this will not only get your images, but a worksheet with manufacturer, brand, size and other information about the items.

Launching and Login

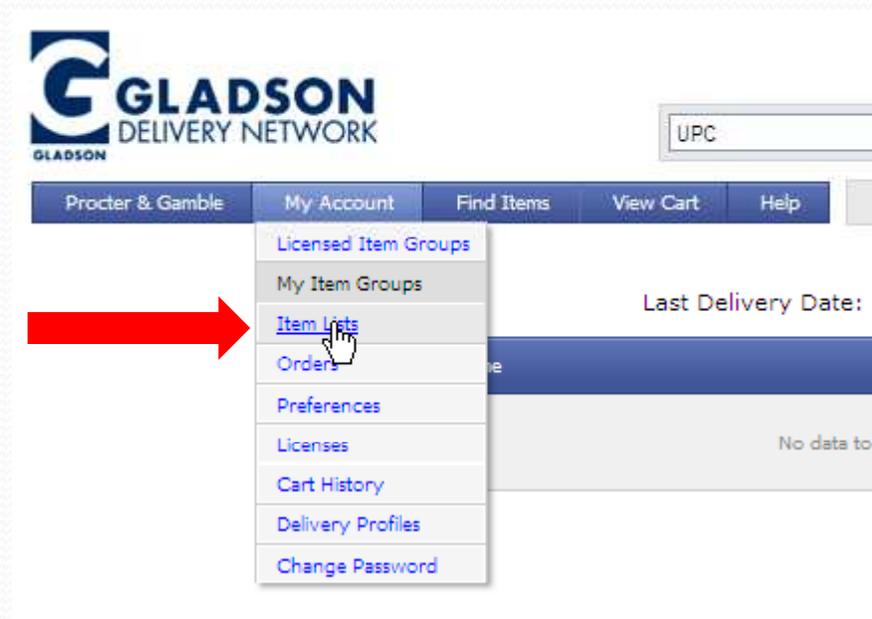
- Launch the application as was previously discussed.



The screenshot shows the login interface for the Gladson Delivery Network. At the top center is the logo, which consists of a stylized blue 'G' with 'GLADSON' written below it, and 'GLADSON DELIVERY NETWORK' to its right. Below the logo, the text 'Version: 1.0.39.18' is displayed. Underneath, there are two input fields: 'User Name:' followed by a text box, and 'Password:' followed by a text box. Below the password field are two buttons: 'Login' and 'Forgot Password'.

Downloading a Specific List of Images

- Using the MY ACCOUNT menu, choose ITEM LISTS...



Downloading a Specific List of Images

- Copy to the clipboard the list of UPCs for which you require images.
 - This could be from your product table, item worksheet, Excel worksheet, or other source containing a list of needed images.
- 1. Paste the contents of the clipboard into the “UPLOAD TEXT” box in Gladson. Make sure you choose the “UPLOAD TEXT” radio button...
- 2. Enter a name for the list
- 3. Choose the format of the copied list (how the pasted list is formatted ie. GTIN or Legacy).
- 4. Click on SUBMIT

The screenshot shows the Gladson Delivery Network interface. At the top, there is a navigation bar with links for Procter & Gamble, My Account, Find Items, View Cart, and Help. Below this is a search bar with a dropdown menu set to 'UPC' and a filter set to 'Equals'. The main content area features a table with columns for ListID, Name, Processed, Matched, Unmatched, Gtin, and Legacy. The table is currently empty, displaying 'No data to display'. Below the table is the 'Upload a List' form. The form has a 'List Name' field containing 'My List', a 'Processing Options' section with 'GTIN Compliant Match' checked and 'Legacy UPC Match' unchecked, and two radio buttons: 'Upload File' and 'Upload Text'. The 'Upload Text' radio button is selected. A list of UPCs is pasted into the text area: 3312600586, 3600021901, 3600021903, 3600021902, 3600021900, 3700011910, 3700011921, 3312600585, and 3312600588. A 'Submit' button is located at the bottom of the form. Red boxes with numbers 1 through 4 highlight the 'List Name' field, the 'GTIN Compliant Match' checkbox, the 'Upload Text' radio button, and the 'Submit' button, respectively.

Downloading a Specific List of Images

- The list of MATCHED and UNMATCHED items appears on the screen.
 - Clicking on the **Unmatched** number will show what images could not be found, whereas clicking on the **Matched** number will move forward to allow you to order the images.

The screenshot displays a web application interface. At the top, there is a navigation bar with a 'Select Action' dropdown and a 'Refresh' button. Below this is a table with columns: ListID, Name, Processed, Matched, Unmatched, Gtin, Legacy, and License. The 'Matched' and 'Unmatched' columns are highlighted with a red box. Below the table is a form titled 'Upload a List' with fields for 'List Name', 'Processing Options' (including 'GTIN Compliant Match' and 'Legacy UPC Match'), and radio buttons for 'Upload File' and 'Upload Text'. A 'Browse...' button is also present.

	ListID	Name	Processed	Matched	Unmatched	Gtin	Legacy	License
<input type="checkbox"/>	79939	My List	10/3/2012 11:47 AM	7	4	<input checked="" type="checkbox"/>		Procter & G

Upload a List

List Name:

Processing Options: GTIN Compliant Match Legacy UPC Match [How does list processing work ?](#)

Upload File

Upload Text

Downloading a Specific List of Images

- Clicking on the Matched indicator moves to the Options screen to determine what items are to be downloaded (see below).
- The steps to complete the order will now follow the exact steps discussed when downloading the entire category (see slide 8 for a review of these steps).

The screenshot displays the Gladson Delivery Network interface. At the top, the logo for Gladson Delivery Network is visible, along with user information: "Hello: Rick | Procter & Gamble | Logout". A search bar contains "UPC" and "Equals" with a search button and an "Advanced Search" link. Below this is a navigation menu with "Procter & Gamble", "My Account", "Find Items", "View Cart", and "Help". The main content area is titled "Item Listing" and has tabs for "Options" and "Search Criteria".

The "Options" tab is active, showing a "Select Action" dropdown menu with the following options:

- Select This Page
- Unselect This Page
- Add Selected Item(s) To Cart
- Add Selected Ad Image(s) to Cart
- Add ALL Items to Cart
- Add ALL Images to Cart
- Remove Selected Item(s) From Cart
- Update Item Status
- Download Search Results

The background shows a list of items with a "Detail" section for the first item:

UPC:	00041333169095	Hi-Res	SM
Gladson ID:	292609	Size:	1.0000
Brand:	DURACELL	UOM:	CT
MFG:	DURACELL		
Description:	DURACELL WTCH/ELEC SLVR OXD 1.5V		
SM Date:	10/3/2012		
Details ...	8:20:23 AM		

Below this, another item is partially visible:

UPC:	00019200878715	Hi-Res	SM
Gladson ID:	955205	Size:	12.5000
Brand:	LYSOL	UOM:	OZ



A Few Software Specific Notes

- Space Planning (Prospace)
 - You can copy your UPCs from the Intactix-Products table and paste into Gladson
 - You can use the PG-Image Check table to get a list of ONLY the missing images in your planogram
- Apollo
 - You can copy your UPCs from the ITEMS worksheet and paste into Gladson.
 - If you are using 10 digit UPCs, you should use the LEGACY option for images. Apollo requires that the UPC match the image name (legacy will do this) OR provide the 14 digit GTIN equivalent in the Alternate Image field.



A Few Software Specific Notes

- Spaceman
 - You can use the Product List to export your list of UPCs to a text file, which may then be imported into Gladson.
 - If you are using 10 digit UPCs you should again use the LEGACY option for downloading images.
 - You may also add the GTIN field to your Product List. If you can enter the equivalent GTIN UPCs to the GTIN field, you may then use the 14 digit UPCs as the key to your images.



Beyond the Gladson Delivery Network

- In the event that the Gladson Delivery Network does not have the images you need, you are encouraged to visit the P&G Customer Portal, as well as the Acceleration Zone for the latest P&G images that may not have yet been sent to and processed by Gladson.
- Starting on the next slide is a guide to getting images from the Customer Portal.

Customer Portal Images



Customer Portal Images

- This presentation discusses the steps to use the P&G Customer Portal to obtain images for use in planograms and other presentations.
- The steps covered here are generic in that they are not application specific (Space Planning, Apollo or Spaceman).
- 2 slides at the end of this presentation contains some specific hints to help you with the individual applications mentioned above.

Customer Portal Login

- Begin the process of obtaining images in the P&G Customer Portal by using the following web-address:

https://customer.pg.com/cportal/jsp/login/login_norm.jsp

- Enter your USERNAME and PASSWORD, then click on SUBMIT

P&G Customer Portal - Internet Explorer provided by P&G

https://customer.pg.com

P&G customerportal

Please Log In Need Help?

Username
willison.re.1

Password
.....

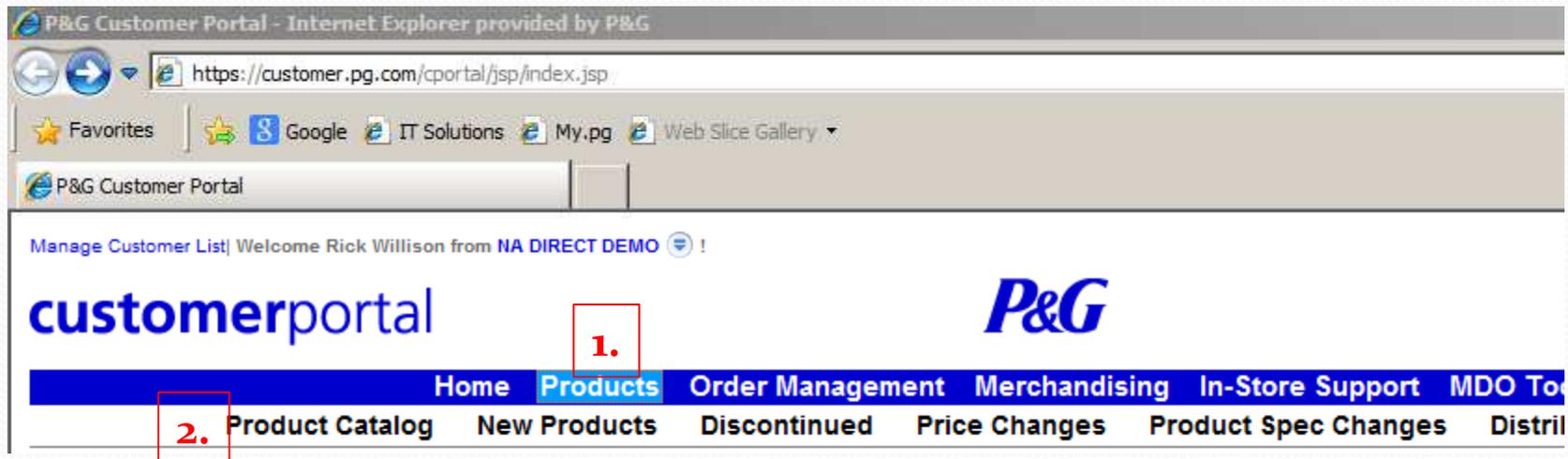
Forgot your password? Submit

must be specifically authorized. If you are not authorized, your and/or civil proceedings.

Done Trusted sites | Protected Mode: Off 100%

Opening the Product Catalog

- Click on the PRODUCTS menu, then PRODUCT CATALOG to open the filtering screen for obtaining images.



Downloading a Category

- Choose the category for your images from the CATEGORY drop-down menu.

Search Filters [Show/Hide]
General Search [Advanced Search Options]

Keyword	<input type="text"/>	Product Type	<input type="text" value="Select all"/>
Category	<input type="text" value="Select all"/>	Package Size	<input type="text" value="Select all"/>
Segment	<input type="text" value="Select all"/>	Product Status	<input type="text" value="Select all"/>
Brand	<input type="text" value="Appliances"/>	Distribution	<input type="text" value="Select all"/>
Brand Subgroup	<input type="text" value="Baby Care Products"/>	Initiative	<input type="text" value="Select all"/>
Sub Segment	<input type="text" value="Batteries and Flashlights"/>	Date Search	<input type="text" value="Select all"/>
Type	<input type="text" value="Beauty Care"/>		
	<input type="text" value="Cosmetics"/>		
	<input type="text" value="Deodorants and Fragrances"/>		
	<input type="text" value="Dish Care"/>		
	<input type="text" value="Fabric Enhancers"/>		
	<input type="text" value="Feminine Care"/>		
	<input type="text" value="Hair Care"/>		
	<input type="text" value="Hair Color"/>		

+

Downloading a Category

1. Choose ACTIVE PRODUCTS from the PRODUCT STATUS drop-down menu.
2. Click on SEARCH...

Search Filters [Show/Hide]
General Search [Advanced Search Options]

Keyword	<input type="text"/>	Product Type	Select all
Category	Dish Care	Package Size	Select all
Segment	Select all	Product Status	Select all
Brand	Select all	Distribution	Select all
Brand Subgroup	Please select a brand first	Initiative	Active product
Sub Segment Type	Select all	Date Search	Discontinued products
			New products
			Price Change
			Remnant Products
			On Allocation

2. Search Clear

Note that several other filters are available. Subsequent screens will be the same, regardless of the filters applied here.

Downloading a Category

- A list of all the available P&G products in the chosen category appears.

3. Click on the DISPLAY ALL option. This will place all items on one screen (and may take a few moments).

found: 279

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next > **Display All**

Actions: Generate Forms Add to Portal Cart BatchPrint Download Images Add To PDL POG Support Download

Select All	Brand	PG Brand Code	Initiative	Item Description	Case/Item UPC	Customer Code	Package Size	Items per Shipping Unit	Case/Item Co
<input type="checkbox"/>	DAWN	80215703		DAWN AB APPLE BLOSSOM 25/14Z Dawn AB APPLE BLOSSOM IMAGE	Case 100 3700000072 0 Item 0 3700000072 3	3498278	14.0 OZ	25	Case \$ 4 Item
<input type="checkbox"/>	CASCADE	80222452 MORE		Cascade RinseAid COMP 8/8.45OZ nUS Cascade COMPLETE RINSE AID IMAGE	Case 100 3700000273 1 Item 0 3700000273 4	Code not available	8.45 OZ	8	Case \$ 1 Item
<input type="checkbox"/>	CASCADE	80222751 MORE		CASC RINSEAID REG 40/2oz SELLABLE US Cascade REGULAR BONUS RINSE AID	Case 100 3700000566 4 Item 0 3700000566 7	Code not available	2.0 OZ	40	Case \$ 2 Item
<input type="checkbox"/>	CASCADE	80222451 MORE		Cascade RinseAid Reg 8/8.45OZ US Cascade REGULAR IMAGE	Case 100 3700000634 0 Item 0 3700000634 3	Code not available	8.45 OZ	8	Case \$ 1 Item
<input type="checkbox"/>	CASCADE	80222453 MORE		Cascade RinseAid Fresh 8/8.45OZ US Cascade CITRUS SCENT IMAGE	Case 100 3700000635 7 Item 0 3700000635 3	Code not available	8.45 OZ	8	Case \$ 1 Item

found: 279

4. Click on the SELECT ALL checkbox (this will take several moments, be patient, especially on large categories)

1

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<input checked="" type="checkbox"/>	CASCADE	80222451 MORE		Cascade RinseAid Reg 8/8.45OZ US Cascade REGULAR IMAGE	Case 100 3700000634 0 Item 0 3700000634 3	Code not available	8.45 OZ	8	Case \$ 1 Item
<input checked="" type="checkbox"/>	CASCADE	80222453 MORE		Cascade RinseAid Fresh 8/8.45OZ US Cascade CITRUS SCENT IMAGE	Case 100 3700000635 7 Item 0 3700000635 3	Code not available	8.45 OZ	8	Case \$ 1 Item
<input checked="" type="checkbox"/>	CASCADE	84835646		CASCADE MXD ACT PAC 20CT 32PC FLEX Cascade ACT PACS 20CT MXD FLOORSTAND DISPLAY IMAGE	Case 000 3700001266 5 Item	Code not available	0.0	32	Case \$ 12 Item
<input checked="" type="checkbox"/>	CASCADE	80205983		CASC ACT PAC REG 2/90 Cascade REGULAR IMAGE	Case 100 3700000704 2 Item 0 3700000704 5	Code not available	90.0 CT	2	Case \$ 2 Item

5. Click on the POG SUPPORT DOWNLOAD button.

Downloading a Category

- The POG DOWNLOAD dialog box appears.

3. Choose the UPC format(s) in which you wish to receive your images.

- Note here that if you have 10 or 11 digit UPCs in Apollo or Spaceman, you should choose one of the 5 or 10 digit options to insure the images are matched with the UPCs

4. Enter a name to be used to create the actual ZIP file you will receive through email.

5. Click on CREATE ZIP FILE

- The POG DOWNLOAD SUMMARY dialog box appears with statistics on your order.

6. Click on OK

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled "POG Download" and contains a section for selecting image specification formats. It has four radio button options: "5 digit item Legacy (example 12345.1)", "10 digit item (example 3700012345.1)", "11 digit item (example 03700012345.1)", and "14 digit item GTIN (example 00037000123451.1)". A red box highlights these options, with a red arrow pointing from step 3 of the text to it. Below the options is a "Filename:" field containing the text "Full Dish Category". At the bottom of this dialog are "Create ZIP File" and "Cancel" buttons. The bottom dialog box is titled "POG Download Summary" and provides a summary of the selected items. It states: "You have selected 279 items. 220 images are estimated to be available." It then lists: "Targa Images Available: 208 items available (208) .1 image files", "JPEG Format Available: 12 items jpeg format", and "No Image Available: 59 items no image available". At the bottom of this dialog is an "OK" button, with a red arrow pointing from step 6 of the text to it.

Downloading a Category

- You order will now be processed and sent to you as a link in email and available for downloading.
 - Depending on the number of items in the category, this may be several minutes.
- 7. Click on the “Click and download the file here.” link.
 - If you are still signed into the Customer Portal, the ZIP dialog box will appear. If you have already signed out of the portal, you may see a warning as shown at the right. Click the warning at the top of the window and choose **DOWNLOAD FILE...**

POG Download Summary
Rick Willison
October 10, 2012

You have selected 279 items. 220 images are available.

Targa Images Available
208 items available (202) .1 image files

JPEG Format Available
12 items jpeg format

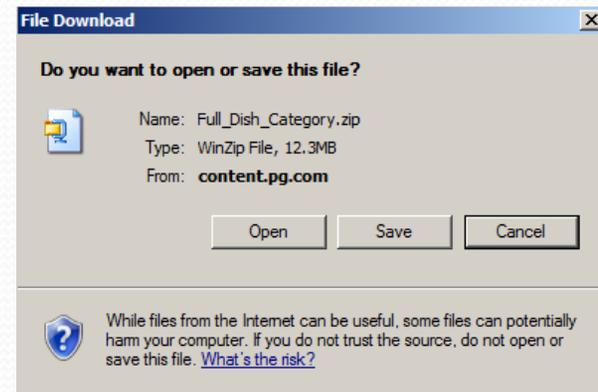
No Image Available
59 items no image available

[Click and download the file here.](#)

The screenshot shows an Internet Explorer browser window titled "P&G Customer Portal - Internet Explorer provided by P&G". The address bar shows a URL starting with "https://content.pg.com/cportal/secure/pog/301/102042/20121010105509/Full%20Dish%20Category...". A security warning is displayed at the top of the page content, stating: "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...". A context menu is open over the warning, with the "Download File..." option selected. Below the browser window, a dialog box is displayed with the text: "Please wait while your file:Full Dish Category.zip is being processed for download". At the bottom of the dialog box, it says: "Please close the window after the download has completed".

Downloading a Category

8. Click on OPEN to open the ZIP file and save the images inside
-OR-
Click on SAVE to save the ZIP file and save the images inside later.



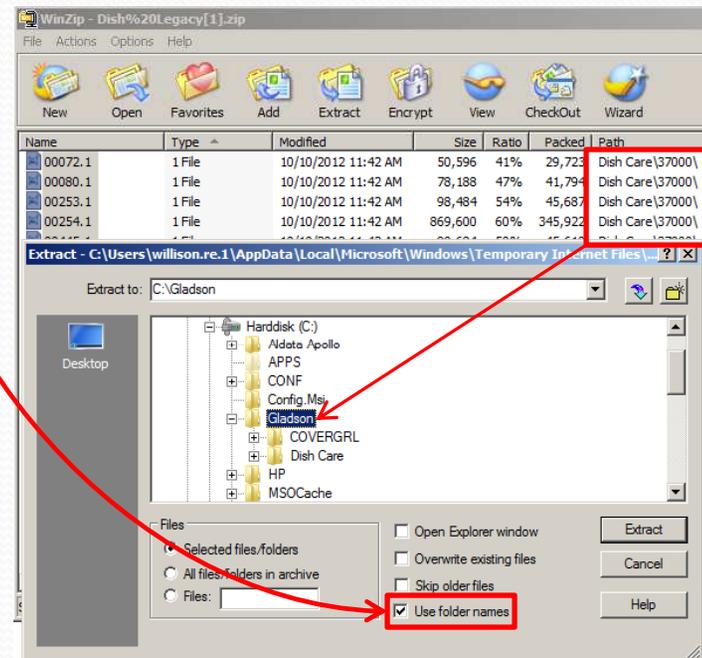
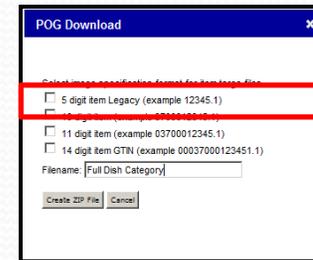
How to Unzip your Images

The format you chose earlier for your downloaded images will play a part in how they are unzipped.

- LEGACY IMAGES – It is important that if you chose LEGACY images that they be unzipped using the **USE FOLDER NAMES**. This one of the most common mistakes made when obtaining images.

In the example at the right, the images will (MUST) be unzipped to the DISH CARE\37000 folder. Here the C:\GLADSON folder has previously been created on the hard drive as the folder for images. The final result would be that all the images would be unzipped to the C:\GLADSON\DISH CARE\37000 folder.

That is the EXACT folder to which Prospace, Apollo or Spaceman would have to reference as the source for images.



Shelf Release Fact Sheets

Each download of images from the Customer Portal will include at least one Shelf Release Fact Sheet. This will also be included in the ZIP file you receive.

The second tab of the workbook will include a standard set of columns with UPC, category, brand, size and other product information. This information can be used to update your planograms using the techniques you already know from your shelf software experience.

SHELF RELEASE FACT SHEET (SRF) - NEW & ACTIVE																		
DATE	REGIONAL	NATIONAL	CONVEYER	Item	Item	Item	Item	ID	CATEGORY	BRAND	NAME	SIZE	UOM	CASE PACK	HEIGHT	WIDTH	DEPTH	MANUFACTURER
04/01/2012				037000000723	03700000072	3700000072	00037000000723		Dish Care	DAWN	DAWN AB APPLE BLOSSOM 25/14Z	14.00	OZ	25	7.882	2.392	2.165	P&G
02/28/2012				037000002734	03700000273	3700000273	00037000002734		Dish Care	CASCADE	Cascade RinseAid COMP 8/8.45OZ n/US	8.45	OZ	8	6.003	2.854	1.853	P&G
03/08/2012				037000005667	03700000566	3700000566	00037000005667		Dish Care	CASCADE	CASC RINSEAID REG 40/2oz SELLABLE US	2.00	OZ	40	4.250	1.750	1.140	P&G
02/28/2012				037000006343	03700000634	3700000634	00037000006343		Dish Care	CASCADE	Cascade RinseAid Reg 8/8.45OZ US	8.45	OZ	8	6.003	2.854	1.853	P&G
02/28/2012				037000006350	03700000635	3700000635	00037000006350		Dish Care	CASCADE	Cascade RinseAid FrshCit 8/8.45OZ US	8.45	OZ	8	6.003	2.854	1.853	P&G
03/15/2010							00		Dish Care	CASCADE	CASCADE MXD ACT PAC 20CT 32PC FLEX	0.00		32	0.000	0.000	0.000	P&G
07/18/2011				037000070405	03700007040	3700007040	00037000070405		Dish Care	CASCADE	CASC ACT PAC REG 2/30	30.00	CT	2	10.625	8.375	5.250	P&G
07/18/2011							00		Dish Care	CASCADE	CASC ACT PAC REG 240/190 PALLET	0.00		240	7.250	5.500	6.750	P&G
07/18/2011				037000115441	03700011544	3700011544	00037000115441		Dish Care	CASCADE	CASCADE CMPLT BLCH HYDRO GEL 8/75 OZ	75.00	OZ	8	11.410	6.250	2.320	P&G
03/01/2010				037000115458	03700011545	3700011545	00037000115458		Dish Care	CASCADE	CASCADE CMPLT PWD BLEACH 7/75 OZ	75.00	OZ	7	10.300	6.700	1.376	P&G
07/18/2011				037000115465	03700011546	3700011546	00037000115465		Dish Care	CASCADE	CASC XTRA ACTPAC BA LEMON 5/20CT	20.00	CT	5	3.500	6.250	1.750	P&G
07/18/2011				037000143895	03700014389	3700014389	00037000143895		Dish Care	CASCADE	CASC ACT PACS REG 5/32	32.00	CT	5	10.625	6.250	1.750	P&G
07/18/2011				037000143901	03700014390	3700014390	00037000143901		Dish Care	CASCADE	CASC ACT PACS CB 5/32	32.00	CT	5	10.625	6.250	1.750	P&G
07/18/2011				037000143925	03700014392	3700014392	00037000143925		Dish Care	CASCADE	CASC ACT PACS REG 6/60CT	60.00	CT	6	5.150	5.500	6.750	P&G
07/18/2011				037000143932	03700014393	3700014393	00037000143932		Dish Care	CASCADE	CASC AP Citrus Scent 6/60 CT	60.00	CT	6	5.150	5.500	6.750	P&G

Ordering Specific Images

- There will be times when you will want to get just a few images. Examples might be to check for missing images, new images or in the case of building end-caps where there might be a mixture of categories for just a few items.
- You will simply copy your list of UPCs for which you desire to acquire images and paste them into the Specific Search box on the Customer Portal Search Filters page, then click on SEARCH.
 - Note that all other search criteria should be cleared.
 - As of the writing of these instructions, all UPCs must be of the same length, so you may have to sort your UPCs to group 10-11-12 ect. together and retrieve them in like-groups.
 - All other steps to download the images remain the same.

The screenshot displays the 'Search Filters' interface. The 'Specific Search (max 100 lines)' section is highlighted with a red box. It contains a text input field with three lines of UPCs: 3700004507, 3700005638, and 3700005643. To the right of the input field is a 'Search' button. Below the input field, there are radio buttons for 'Search by:' with 'Product UPC/ Brand Code / Order code' selected. Other options include 'Component UPC/ Brand Code / Order code' and 'Wildcard Search (max 30 codes)'. The 'General Search' section on the left includes fields for Keyword, Category, Segment, Brand, Brand Subgroup, Sub Segment Type, Product Type, Package Size, Product Status, Distribution, Initiative, and Date Search, each with a dropdown menu or text input.