

# How Product Certification Integrates with The Vault – eCommerce

Developed in collaboration with industry and through requests from users to streamline the certification process, Product Certification is a new standardized data excellence tool enabling brand owners to efficiently review, reject and certify their eCommerce, nutritional and pharmaceutical content in one place.

With this consolidation, the review, certification and addition of supplemental content processes previously found in the Vault – eCommerce are moving into Product Certification.

This document explains how to perform some of the key processes you may be used to within the new Product Certification tool.

## Access to the Application

Old Process (The Vault – eCommerce)	New Process (Product Certification)
Access to review and certify your eCommerce data	
<ul style="list-style-type: none"> <li>Access the Vault – eCommerce via the My Tools section of <a href="#">your myGS1 landing page</a></li> </ul>	<ul style="list-style-type: none"> <li>Access Product Certification to <b>review</b> and <b>certify</b> your eCommerce content via the My Tools section of <a href="#">your myGS1 landing page</a>.</li> <li>Access the Vault – eCommerce via the My Tools section of <a href="#">your myGS1 landing page</a> in order to <b>view, download</b> and <b>distribute</b> eCommerce product images and on-pack data.</li> </ul>

## Certification Workflow

Old Process (The Vault – eCommerce)	New Process (Product Certification)
To <b>display</b> a list of products that need certification	
<ul style="list-style-type: none"> <li>Open the Awaiting Certification tab</li> </ul>	<ul style="list-style-type: none"> <li>The number of products awaiting review will be displayed on the My Product Status page</li> <li>Click a non-zero number in the Reviewed column to see them</li> </ul>
To <b>certify</b> your product	

Old Process (The Vault – eCommerce)	New Process (Product Certification)
One step process: Click Certify on the Product Details page.	<p>Multi-level validation process enabled:</p> <p>A Reviewer reviews product data and changes the product status to "Reviewed". The Approver certifies the reviewed details.</p> <p>For organizations who do not want this option, the Reviewer and Approver roles can assigned to the same user for a streamlined process.</p>
<b>To add supplemental content</b>	
Click Top Up on the product details page.	A Reviewer opens the Top Up view to add supplemental content
<b>To change the product status to "rejected"</b>	
<ul style="list-style-type: none"> <li>Click Reject in the Product Details page and describe the rejection reason.</li> </ul>	<ul style="list-style-type: none"> <li>As a Reviewer, change the product status to "rejected" in the Review and Certify page and select a rejection reason from the drop-down list.</li> <li>As an Approver you can change the product status to "rejected" to send it back to the Reviewer. <ul style="list-style-type: none"> <li>If the issue is within the supplemental content, the Reviewer can make any necessary updates.</li> <li>If the issue is within the captured content, the Reviewer can confirm the rejection.</li> </ul> </li> </ul>
<b>To delist your product</b>	
<ul style="list-style-type: none"> <li>Click Delist in the Product Details page, enter your contact information and describe the rejection.</li> </ul>	<ul style="list-style-type: none"> <li>Click Reject on the Review and Certify page and choose "The product has been delisted" from the Rejection Reason dropdown.</li> </ul>

## User Management and Roles

Old Process (The Vault – eCommerce)	New Process (Product Certification)
New user roles	

Old Process (The Vault – eCommerce)	New Process (Product Certification)
<ul style="list-style-type: none"> <li>Only one user role, which can directly certify the product</li> </ul>	<ul style="list-style-type: none"> <li>Two user roles participate in two-stage certification: <b>Reviewer</b> and <b>Approver</b>.</li> <li>Existing Vault - eCommerce users will get both roles by default when they move to Product Certification.</li> </ul>
User Management	
<ul style="list-style-type: none"> <li>Call in to GS1 Canada to add new users to The Vault - eCommerce</li> </ul>	<ul style="list-style-type: none"> <li>Your GS1 Canada Administrator manages users in myGS1, creating and assigning roles to Product Certification users.</li> <li>Call in to GS1 Canada to add new users to The Vault - eCommerce</li> </ul>

## What’s New for Users of The Vault - eCommerce

- Access to Product Certification, one standardized data excellence tool across multiple sectors, business processes and products
- eCommerce content review, product certification and rejection (including delisting and adding supplemental data) is now conducted in Product Certification
- Existing Users of The Vault – eCommerce will automatically have access to Product Certification with all existing eCommerce content migrated to the new tool.

## What’s Continuing for User of The Vault - eCommerce

- The Vault – eCommerce will still be used to view, download and distribute eCommerce product images and on-pack data to trading partners.
  - Content will continue to become available as “certified” once the brand owner has certified it
  - Content that has not been certified within the certification window will flow as “verified”
- The Vault – eCommerce still uses the existing login system. You will be able to access Product Certification directly from the My Tools section of your myGS1 landing page.

## Additional Notes

### Delisting a Product

The delisting functionality is moving under the rejection process in Product Certification. Delisting a product excludes it from distribution to data recipients.

The current Service Level Agreement timeline for processing delisted products is five days.

### **eCommerce Content and Nutritional Content Appear as Separate Entries in Product Certification**

If a physical product was submitted to GS1 Canada for both eCommerce and Nutritional content capture using our current processes, data and images from the content capture appear in Product Certification as separate versions, once for Nutritional certification and once for eCommerce certification.