 Implementation Guide

Version 2

Revision History

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| --- | --- | --- | --- |
| Date | Ver # | Description of Change | Author |
| 08/10/20 | 1 | Initial Document | Teresa L |
| 10/07/21 | 2 | Update Publication Process and Contacts | Bridget C |
| 5/12/22 | 3 | Updated CIC section to reflect the use of automated “RECEIVED” CICs | Cristina M |

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**How to use Template:**

**Title** – The title should be entered by using the option from the FILE menu, then Properties, then Summary tab, then the Title field should have the document title.

**Sub-Title** – The sub-title should be entered by using the option from the FILE menu, then Properties, then **Custom** tab, then the Subject field should have the document title.

**Release** – The Release number be entered by using the option from the FILE menu, then Properties, then Summary tab, then select the TR\_ReleaseNum field and enter the current version if it is not correct, and click the Modify button. You will also need to Select VIEW, HEADER/FOOTER and enter appropriate information in areas indicated at top and bottom of page. These will appear on every page.

**Version** - The Version number be entered by using the option from the FILE menu, then Properties, then Summary tab, then select the TR\_VersionNum field and enter the current version if it is not correct, and click the Modify button.

**Heading/Subheading:** select line of type within body copy you wish to make a headline or subheading. Using correct Heading formats will allow your document to AUTOMATICALLY generate a Table of Contents. Go to FORMAT, STYLE and select the appropriate format (or choose it from the Style List on your toolbar):

**- Section Heading** – (select style Heading 1)

**- First Heading** – (select style Heading 2)

**- First Subheading** – (select style Heading 3)

**- Second Subheading** – (select style Heading 4)

NOTE: blue instructional copy will not print unless you choose TOOLS>OPTIONS>PRINT, INCLUDE WITH DOCUMENT>HIDDENT TEXT. You may also choose to remove instruction text by selecting and pressing DELETE.

**Reminder: Update the TOC by selecting it and pressing F9, and selecting to Update table information.**

DATA SYNCHRONIZATION INFORMATION

1.1 Primary Data Synchronization Contact

1WorldSync Customer Support:

 +1 866.280.4013

businessdevelopment@1worldsync.com

technicalsupport@1WorldSync.com

Direct Support:

MealSuite Customer Support

deb.r@mealsuite.com

+1 972.238.7200

Production: 0860004496595

1.2 GLN - Publish To

Steps to begin Synchronizing your data

Implementation Steps

1. Our Attribute Guide is available for download and review on our landing page at <https://1worldsync.com/community/find-a-trading-partner/mealsuite/>. If you are currently unable to provide the full list of attributes requested, please send what you have available today. You can send additional attributes as they become available.
2. Complete the **Trading Partner Form** on the landing page at <https://1worldsync.com/community/find-a-trading-partner/mealsuite/>. MealSuite will then contact you once they have created a subscription for your GLN and let you know they are ready for you to publish per the instructions below.
3. Have your accurate item data loaded into your GDSN certified data pool and ensure your items are ready for publication in Production.
	1. Contact your data pool for any education you might require completing this step.
4. MealSuite requests suppliers publish full catalog for all categories with a prioritization on food and beverage products to MealSuite’s GLN 0860004496595 in Production.
5. Please publish all products as “Initial Load”
6. MealSuite will respond back to Publications with a CIC Message.
	1. “RECEIVED” Catalog Item Confirmation messages (CICs) will automatically be returned upon receipt of content from Suppliers.
	2. If a “REVIEW” message is returned, please update your item with the information requested. These updates will automatically flow to MealSuite. Continue this process until a CIC “SYNCHRONIZED” is received.

Publication Steps

* 1. If a “SYNCHRONIZED” message is returned this means that MealSuite has received all of the required fields needed to publish the product and the product’s nutrient data in the MealSuite system.
1. Send ongoing item maintenance notifications through your GDSN Certified Data Pool (e.g., 1WorldSync) to the MealSuite GLN

Attribute Requirements

Our Attribute Guide is available for download and review on our landing page at <https://1worldsync.com/community/find-a-trading-partner/mealsuite/>.

MealSuite relies on accurate and up to date Food Label Requirements information in order to best serve our mutual customers. Please prioritize meeting the attribute requirements listed in MealSuite’s attribute Guide in the following modules:

* NUTRITION INFORMATION MODULE
* ALLERGEN INFORMATION MODULE
* INGREDIENT INFORMATION

If you are currently unable to provide the full list of attributes requested, please still send what you have available today. You can send additional attributes as they become available.

*Note: 1WorldSync Item Management GUI Users can apply the Food & Beverage Products Playlist to assist with meeting the attribute requirements when publishing your item data to MealSuite.*