

# Steps for Synchronizing GDSN Data with Target – Initial Load



1. Review [Target GDS Implementation Guide](#) for attribute requirements.
2. E-mail the completed [Trading Partner Form](#) to [Target.GDS@Target.com](mailto:Target.GDS@Target.com)
3. Add your GLN number into Target's VMM system (accessed through POL)
4. Request a list of your items carried by Target from your internal Target Account team.
5. Target will create a subscription for your Information Provider GLN/Target Market US and confirm readiness to accept the initial publication.
  - Publish items carried by Target
  - Publish as **Initial Load**
  - Publish to Target GLN: **0085239000007**
6. E-mail publication notification to [Target.GDS@Target.com](mailto:Target.GDS@Target.com)
7. Manage Confirmation (CIC) Responses from Target.
  - If you receive **REVIEW** or **REJECTED** status, determine the cause of error and next step/resolution.
  - Republish as Initial Load and notify Target.
8. Once eligible items are synchronized Target will consider supplier "Complete."
9. After initial load is complete, continue to submit all modifications/corrections for specified attributes through GDS.



# Steps for Synchronizing GDSN Data with Target – New Item



1. Target awards business to Supplier.
2. Supplier Account Rep advises GDS Rep to publish new item(s).
3. Supplier GDS Rep publishes **New** to Target's GLN: **0085239000007** and advises Supplier Sales Rep
4. Supplier Account Rep logs into [Partners Online](#) to access Target's Item Management (IMN) application.
5. Supplier Account Rep accesses the *Finish Item Setup* task from the workbench tab of the IMN home page.
6. Supplier Account Rep finds GDS submitted item in the task list.
  - Filter criteria "Source" = GDS
7. Supplier Account Rep "tops off" the item(s) following the IMN guided setup process and submits item(s).
8. Target Merchant reviews and approves item setup
  - CIC Message **SYNCHRONIZED** is sent for the GDS attributes synced

# Steps for Synchronizing GDSN Data with Target – Modify/Correct



1. Supplier logs into [Partners Online](#) and accesses the Item Management Application (IMN)
2. Supplier searches for items in IMN to review for accuracy or updates
3. Supplier submits any necessary changes via GDS for any Target GDS item attributes
  - a) If attribute needing maintenance is not a GDS synched attribute, Supplier Sales Rep must update item information via IMN
4. GDS Publications are routed to the appropriate Target merchandising department associated with the barcode on the request.
5. If change is within a certain threshold, it will automatically be accepted by the system with no merchant action needed.
6. If change does not meet the auto approval thresholds, the merchant approves or rejects the item update that has been submitted from the Supplier via an IMN tasklist
  - a) If a Target merchant rejects a GDS submitted item change, then it will generate a REVIEW CIC message back to the supplier. They also have the option to include comments explaining the rejection.
  - b) If a Target merchant approves a GDS submitted item change, it will be synched to our item system and a SYNCHRONIZED CIC message will be sent back to the supplier
  - c) If supplier submits data in incorrect format, Target will send REVIEW CIC message with description of error.

## Notes:

1. Any change to Case or Inner Pack quantity will require merchant review.
2. Suppliers can NOT request cost changes via GDS.

