



1. Logging onto the Supplier Portal


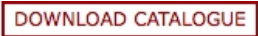
To access the supplier portal, go to <http://portal.indicater.com/>

Enter your email and password which you have been allocated via the IndiCater Support Desk.

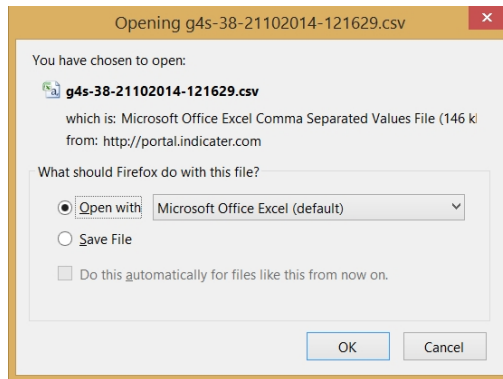
The landing page allows you to view all products that have been uploaded to all of your customers.

Now download the Client's catalogue that you wish to update as per point 2

2. Downloading a Supplier Catalogue

Click onto the  and use the drop down to select the Client's catalogue that you wish to download. Do this and click on  to retrieve the catalogue.

A download box will appear on your screen:



Click on Save File and select a location on your machine to Save the file to.

The catalogue template will then open in Excel and allow you to make the required update to your products



3. Adding Allergen info to a supplier catalogue

If you wish to add allergen information to a supplier catalogue this can be done by using the provided template.

The additional allergen columns are:

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
CerealsContainingGlute	Eggs	Peanuts	OtherNuts	Fish	Shellfish	Molluscs	Sesame	Milk	SoyaandSoye	CeleryandCe	Lupin	Mustard	Sulphites	SuitableforVi	SuitableforVi	GMFoods
Y	N	Y	M	N/A	N	N	N/A	N	N/A	N/A	N	N	N	N	N	N
Y	N	Y	M	N/A	N	N	N/A	N	N/A	N/A	N	N	N	N	N	N
Y	N	Y	M	N/A	N	N	N/A	N	N/A	N/A	N	N	N	N	N	N
Y	N	Y	M	N/A	N	N	N/A	N	N/A	N/A	N	N	N	N	N	N
Y	N	Y	M	N/A	N	N	N/A	N	N/A	N/A	N	N	N	N	N	N

ALL column headings **must** be exactly as they appear above (and on your template).

Each cell **must** be populated with either Y, N, M or N/A as in the example above.

Key:

Y – yes, allergens are present in this product

N – No Allergens are present in this product

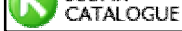
M – There may be allergens in this product

N/A – there is no allergen information available for this product

If you are unable to provide allergen information for any of the products, please ensure that you populate each field with N/A, however please keep in mind that your client may have manually added information against your products, so do not overwrite any products where you see Y, N or M (unless of course this information is incorrect).





4. Submitting a Supplier Catalogue


When submitting the catalogue to the Supplier Portal click on , then using the drop down to select the right Client you are uploading the catalogue for.

Please select the client and contract group below, locate the catalogue file

Client: ▼

Activation Date: 

Available from: 

Available To: 

Catalogue: No file selected.

Populate the Activation Date, when the catalogue is available from and to and then browse your local machine to find the location where you have stored your catalogue.

Click on Submit Catalogue to complete this process.

If you have not provided allergen data on your catalogue, the following message will appear:

- Please note that you have allergen information attached to your products. Please first download a copy of your catalogue from the portal and make any required changes to this new template and then re upload.

If you receive this notification, please follow the steps outlined and download your existing catalogue which will provide you with the allergen template.

For full instructions, please refer to the Creating Catalogue Template user guide.