

Supplier Smartsheet Guide- John Lewis Led Assortments

This guide is to assist you when populating the Smartsheet and accompanies the video so please take a few minutes to watch the video, as it makes completing the Smartsheet quicker and more efficient.

In order for us to get the information about your products that we require, we (John Lewis) will send you a Microsoft Excel document we call a Smartsheet with certain data fields which need to be completed.

In order to be effective, Smartsheet formatting is very tightly controlled, so there are several rules to be aware of :

- The file must remain a **.xlsm** file type
 - Tabs must not be deleted or renamed
 - Do not use the buttons at the top right of the Smartsheet- these are for internal use only ● Do not manually delete rows or columns ● Do not rename cells
 - Do not copy and paste over cell contents ● Do not change any of the formatting.
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When opening a Smartsheet, the first thing you must do is **enable macros**. When you open the sheet there will be an indication or warning to let you know that macros have been disabled. Depending on your version of Microsoft Excel your pop up may look different to this or there may be other pop ups. In all instances, please enable the content and macros.

Step 1: Locate the relevant tab for the product type you are entering. All Product Types have their own tab & each Product must be completed on the relevant tab.

You will also notice a tab called 'Cover'. Please disregard this tab as it is Internal Facing information.

You will notice that some columns are different colours. This is an internal feature and should be ignored.

Step 2: We need you to complete all the requested product information if relevant to your product. If there is an attribute that is not relevant for your product, please leave it blank.

Any fields which you leave blank, we will assume are not relevant to the product which you are supplying to John Lewis.

Step 3: Re-save the Smartsheet checking that it is named with your Supplier name and the assortment name e.g. SS18, then email back to your Buying office contact as an attachment by the agreed date. The Buying Office will then check the data and upload it directly into our system.

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Getting it right first time - The different types of information we need you to provide

The different types of data Smartsheets use include:-

- Free-text (no restriction): any field where you can type characters freely within a cell. The only restriction might be character length. An example of this is the field 'Selling Text' which has a 200 character limit.
- Number Fields: specific formatting requirements. These requirements are all outlined within the John Lewis Supplier Guide to Units of Measure.
- Drop down selections - Single Selection: As you click on these cells, an arrow will appear. All you need to do, is simply select the relevant value from this list

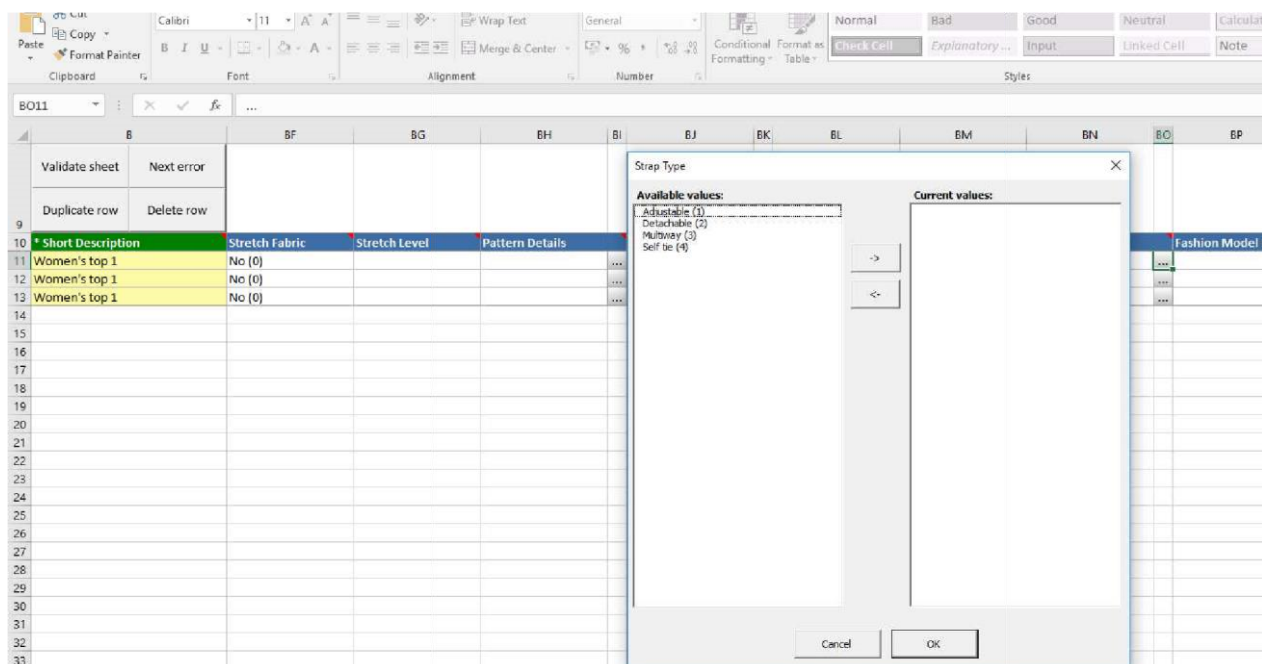
The screenshot shows an Excel spreadsheet with the following data table:

Short Description	Stretch Fabric	Stretch Level	Pattern Details	Fabric Detail	Lining Composition	Lining Type	Strap Type
Women's top 1	No (0)			Acrylic (2)	
Women's top 1	No (0)			Antacid (1)	
Women's top 1	No (0)			Aqua-rite (3)	
						Blackout (30)	
						Bowine (4)	
						Canvas (5)	
						Cashmere (6)	
						Catalytic (7)	

- Drop down selections -Multi Selection: If the attribute has 3 lines to the right of it, this indicates that you can select multiple values. In this example, you can see how 'Fastening Type' gives you the option to select from a range of values.



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- Yes/No: simply select one or the other.

Incorrect information, if a Smartsheet fails to upload onto the system, it will be returned to you to correct any errors and could mean that your orders are delayed.

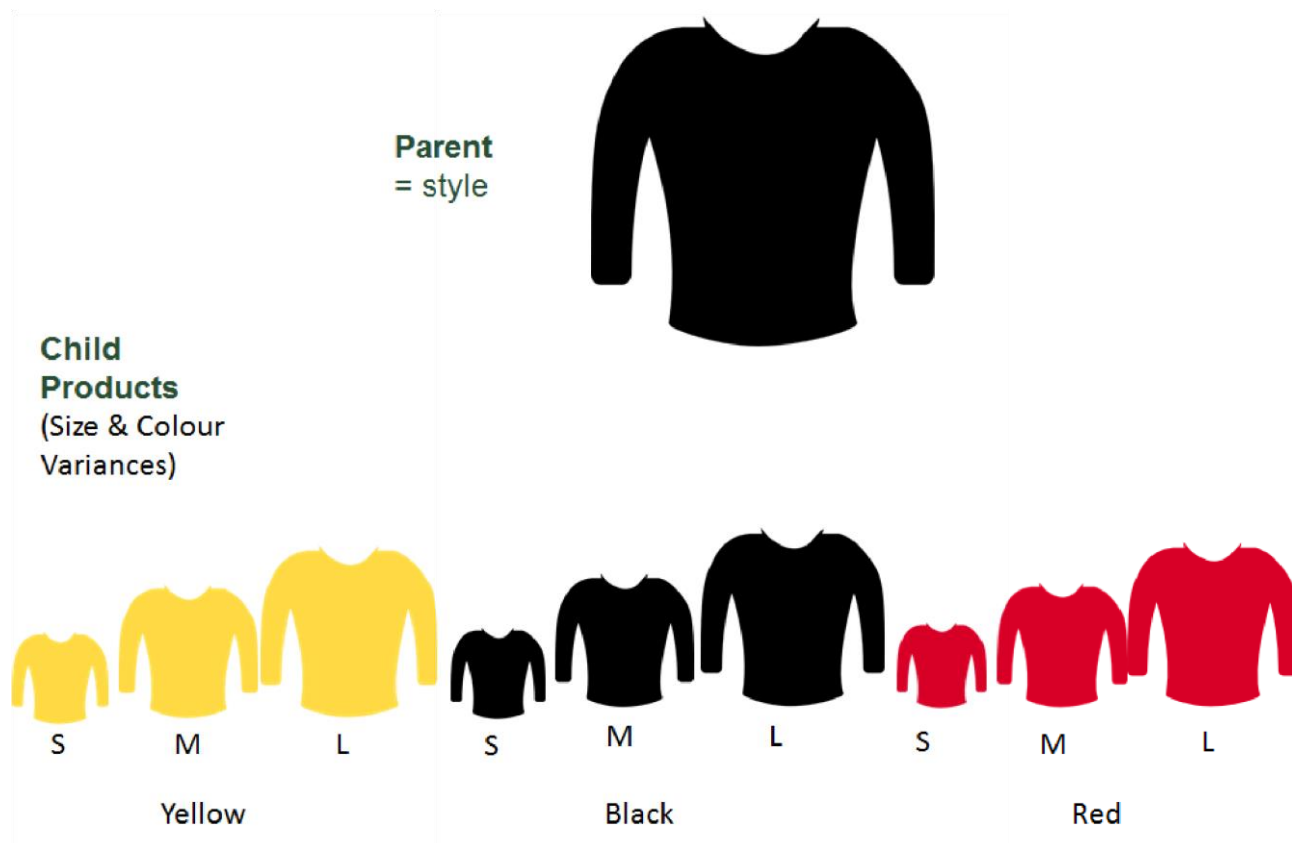
How we structure Product Setup

If your product has no colour or size variance we refer to this as a 'Basic Product'.

If your product has variances e.g. size and colour we refer to this as a 'Parent & Child Product'

The style of the product is the Parent, and the variances are the Children.

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If you have both products with variance and products which don't you will receive two Smartsheets, one for 'Parent and Child Products' and one for 'Basic Products'

We will name the Smartsheets sent to you with either Parent & Child, or Basic so you will know what structure your products follow.

What is the difference between the two SmartSheets?

Basic Smartsheet

In a Basic Smartsheet, you will need to complete all attributes, from left to right, for all products.

Parent Child Smartsheet

Within a Parent & Child spreadsheet you will notice that the first columns contain the 'Parent' product information.

This information is duplicated depending on how many Children the Parent Style has.

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	B	BF	BG	BI
	Validate sheet	Next error		
	Duplicate row	Delete row		
9				
10	* Short Description	Stretch Fabric	Stretch Level	Pattern Def
11	Women's top 1	No (0)		
12	Women's top 1	No (0)		
13	Women's top 1	No (0)		
14				

This example had 3 children, therefore the parent item is duplicated 3 times.

The beginning of the Parent information can be identified by the first column 'Short Description' which has a dark green header.

Some of the Parent information is already pre-populated, however there are still fields which require completion.

	B	C	D	E	F	G	H	I
	Validate sheet	Next error						
	Duplicate row	Delete row						
9								
10	* Short Description	Product Description	Primary Supplier Site	Primary Supplier Site	Product Reference Nu	Secondary Brand	Exclusive	Composition
11	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
12	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
13	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
14	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
15	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
16	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
17	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
18	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
19	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
20	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
21	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	
22	Women's top Parent	Women's top Parent	SupplierSite-76666	D S Dummy Supplier	12345678		N	

This information needs to be replicated for each row of the 'Parent' information.

In the example above for 'composition', even though the information is the same for each child item it will need to be filled in for each line so that it is uploaded against each child item

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Just be mindful when copying and pasting as your Smartsheet will likely include multiple products. This needs to be done column by column.

Also be aware when copying numerical values, to be sure it copies the number rather than creates a sequence.

Hanging Flag	Total Part Lots	Hazardous	UN Hazard Code
	1	N	
	2	N	
	3	N	



etail Hanging Flag	Total Part Lots	Hazardous	UN Hazard Code
	1	N	
	1	N	
	1	N	



The Parent information needs to be completed until you get to the Children's attribute information. The beginning of the Children's attribute information can be identified by the second 'Short Description' column which also has a dark green header.

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The screenshot shows an Excel spreadsheet with the following data table:

	BV	BW	BX	BY	BZ	CA	CB	CC
9	Validate sheet	Next error						
	Duplicate row	Delete row						
10	* Short Description	Neck Style	Collar Type	Sleeve Length	Sleeve Type	Hood	* Short Description	Exclusive
11	Women's top Parent						Women's top Parent BK L	Compo
12	Women's top Parent						Women's top Parent BK M	
13	Women's top Parent						Women's top Parent BK S	
14	Women's top Parent						Women's top Parent BLCO L	
15	Women's top Parent						Women's top Parent BLCO M	
16	Women's top Parent						Women's top Parent BLCO S	
17	Women's top Parent						Women's top Parent GYMA L	
18	Women's top Parent						Women's top Parent GYMA M	
19	Women's top Parent						Women's top Parent GYMA S	
20	Women's top Parent						Women's top Parent NTCR L	
21	Women's top Parent						Women's top Parent NTCR M	
22	Women's top Parent						Women's top Parent NTCR S	
23								
24								
25								

For the Child attributes, you only need to complete the information that is different to that of the Parent. An example of information which ALWAYS needs to be completed at Child level is Traded and Consumer codes.

If information at Child level is the same as at Parent level PLEASE LEAVE BLANK at child level. Duplicating identical information at both Parent and Child level will cause the upload to fail.