SSG PRODUCT DATABASE

CREATE NEW ITEM

Submit a request for a new item by using the "Create New Item" form in the "On-board External Item" widget, see the picture on next page.

External item number – if you have an own item number, enter it here. If the field is left blank, a number is generated automatically (EI_XXXXXXX).

Brand – product specification owner, usually the manufacturer.

If your item's brand can not be found in the database, it is possible to submit a proposal for a new brand. Click on the tab "**New Brand"** and fill in the required information. Then click on the tab "**General"** and continue to fill out the form.

Part Description – describes what the part is, for example *Ball bearing*. Click on the plus sign to search.

Part Number, Type Designation, Drawing number, Position – the item reference, usually the manufacturer's identity of the item.

Length, Weight, Volume, Dimension, Package size, Package Amount – unit and packaging information.

*Unit – the item's unit, for example *piece* or *meter*.

E Number – Item identity from Sveriges Elgrossister (SEG)/Swedish Electrical Wholesalers Federation.
RSK Number – Item identity from VVS Information Data AB/the plumbing industry.

SSG Item Number – formerly called SKC-number, a unique number that is linked to the item throughout its lifetime. Do not use when requesting an SSG Item Number. *The field should only been used if you select "No" in "Request SSG Item Number" AND only in agreement with SSG.*

*Request SSG Item Number – select "Yes" if you want an SSG Item Number linked to your item. If you select "No", the item is sent in as another item called "Catalog" and will not be linked to an SSG Item Number.

Save As Draft – select "Yes" if you do not want to submit the item at once. The "Save As Draft" option can be used for items that are not considered ready for submitting to SSG for registration.

Batch id – an id that holds together a batch of items.
Batch Start Date – the date when a batch of items is submitted for registration.

Manufacturer information – only to be filled in by manufacturers.

When you have finished the form, click on "Save". The item is then sent to SSG for registration. All the required information must be filled in before "Save" can be used.

*Required information

Create New Item

General ② | New Brand

Suggest New Brand	
Address	
City	
Country	
Webbpage	

Create New Item

General | New Brand

External item number	Your own item number or create one, e.g. with your initials and date
Brand	⊕
Part Description	⊕
Suggested new part description	Fill in proposal for a new Part Description, if needed

▼ 1. Item identifiers

Part Number	
Type Designation	
Drawing number	
Position	
Additional information (other)	Use if the item needs further information

▼ 2. Quantities and units

Length	
Weight	
Volume	
Package size	
Package Amount	
* Unit	pcs
Dimension	

▼ 3. Third party information

Supplier Name	Here can you fill in your Supplier
Supplier Item Number	Supplier's Part Number or Type Designation
E Number	
RSK Number	

▼ 4. SSG

SSG Item Number	
* Request SSG Item Number	○ No ● Yes
Save As Draft	○ Yes
Bifoga fil/Attach file	⊕

You can attach images and documents by clicking on the plus sign. Then select "Upload and insert image".

▼ 5. Batch

Information to SSG	Type a message to SSG if you need to provide something
Basic data	
Project number	E.g. your own Project number the item belongs to
Batch id	
Batch start date	yyyy-MM-dd HH:mm:ss
Storage Bin	
Number In Stock	

▶ 6. Manufacturer information (Filled in by manufacturers)

[💾 Save] [↻ Reset]

SMARTSHEET
Submit a new registration request for multiple items at a time by using "smartsheet". Read more about it in the SSG PDB User guide.

ON-BOARD EXTERNAL ITEM

SAVE AS DRAFT

You will find your item in "Save As Draft" if you selected "Save as a draft" in "Create New Item". This is also where you continue to work with your item.

Click on "Save As Draft" > select the item you want to work with and click on ID > update or add new information to the item > click on "Save" and then "Submit", when you are ready to submit the item to SSG for registration.

REVIEW ITEM

If your item has one or more suggested possible matches among items already existing in SSG Product Database, you will find them under "Review Item".

Click on "Review Item" > click on "Match Candidates" on your selected item > if the item you are searching for is one of the suggested possible matches, mark the item and click on "Confirm Selected Matches" > you will now return to the list > make sure that the item is selected and click on "Done" > now you can type a message to SSG and click on OK.

If none of the suggested possible matches are correct you return to the list > make sure that the item is selected and click on "Done" > now you can type a message to SSG and click on "OK" to submit the item to SSG for registration.

ON-BOARD EXTERNAL ITEM

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GI DISCARDED

Under "GI Discarded" you find items that have not been approved for some reason and thus have not received an SSG Item Number.

If you want to clear the list, select the item or items you want to delete > then click on "Done". The items are still searchable if necessary.

SSG REVIEW och AWAITING GI REVIEW

Shows items managed by SSG.

ENRICH

If SSG need more information about an item before registration, it will appear under "Enrich".

Click on "Enrich" > select the item you want to work with and click on ID > update or add information to the item > click on "Save" and then "Submit", when you are ready to submit the item to SSG for registration > now you can type a message to SSG and click on OK.

GI APPROVED

Under "GI Approved" you find items that have been approved by SSG and received an SSG Item Number. Here you will always find an SSG Item (GI) and sometimes a link to a Norm Item (NI) too.

Follow the instructions below depending on which item you will Subscribe to.

Click on "GI Approved" > select your item
1. SSG Item (GI): click on the link in the column Golden Item, to go directly to the SSG Item (GI) > click on "Subscribe".

2. Norm Item (NI): if a Norm Item is linked you will see it in the column Norm Item > click on the link (the SSG Item Number) instead > click on "Subscribe".

Golden Item	•	Norm Item	•
1028755 Rullkedja Tsubaki 20B-3		1028741	

If you want to clear the list of approved items, select the item or items you want to delete > click on "Done". The items are still searchable if necessary

EXTERNAL ITEM TO NORM

If you have submitted an item for registration which will only be registered as a Norm Item (NI), it will be transferred to this widget.

AWAITING NI REVIEW
Shows items managed by SSG.

NI APPROVED
Under "NI Approved" you find items that have been approved by SSG and received an SSG Item Number

Subscribe to the item:
Click on "NI Approved" > select your item and click on the link (the SSG Item Number) in the column "Norm Item", to go directly to the Norm Item (NI) > click on "Subscribe".

NI DISCARDED
"NI Discarded" shows items
that have not been approved for some reason
and thus have not received an SSG Item Number.

DUPLICATED EXTERNAL ITEM

If you want to make a copy of an existing item to submit for registration, look for a similar item by using "Basic", "Simple" or "Advanced Search". See separate instruction/video for "Search" in www.ssgsolutions.com/sv/support/guider (only available in Swedish).

Click on your selected item > click on "Duplicate as External Item" (only GI can be copied) > enter an own item number in "External Item Number" and click on "OK".

Go to the homepage by clicking on the logo [SSG] or [home] on the top right.

DUPLICATED EI REVIEW
In "Duplicated EI Review" you will find the item you copied.

Click on "Duplicated EI Review" > select your item and click on ID > update and supplement with the information that you want to add to the new item > click on "Save" and then on "Submit", to submit the item to SSG for registration.

GI APPROVED/GI DISCARDED
The item will be visible in "GI Approved" when it is approved by SSG
or in "GI Discarded" if not approved, see On-board External Item.