

VCP-101

Login & General Navigation

Getting started in Vendor Content Pro (VCP)

After logging in, you will land on the Dashboard. Use the dashboard to view content completeness, find products requiring updates, review marketing content and manage product assets.

1. Navigation Panel

The navigation panel is located on the left and is collapsible. Use it to access the Dashboard, search products and manage your content.

TIP: Click the toggle arrow to collapse or expand the navigation panel.

2. Product Data Completeness Report

View overall content completion by category. Use this scorecard to identify gaps, prioritize updates and export report details.

3. Dashboard Tabs

The dashboard is organized into three tabs:

INCOMPLETE PRODUCTS BY CATEGORY:

View products that need content or category attribute updates.

MARKETING REVIEW:

Review the status of submitted Exclusive Brand (EB) marketing content.

ASSETS FOR REVIEW:

Review the status for submitted Exclusive Brand (EB) image assets.

Marketing Review and Assets for Review are where you will see submitted EB content.

The screenshot shows the Vendor Content Pro Dashboard. On the left is a navigation panel with a toggle arrow. The main area is divided into two sections. The top section is the 'Product Data Completeness Report' which shows a scorecard by category: Core (0%), Nutrition (4%), Marketing (15%), Allergens & Ingredients (4%), Preparation & Handling (0%), Image (0%), Category Attributes (Pending), Vendor Data Sync (Pending), and Average Overall Completeness (3%). The bottom section is the 'Marketing Review' table with columns for Product Number, Product Description, Manufacturer Product Number, Brand Name, Status, and Marketing Review Comments. It lists three products: 1867547 (POTATO FRENCH-FRY), 1867552 (CHEESE, CHEDDAR EXTRA), and 1867554 (BAG, 1-SHIFT 5.5K/2K).

PRODUCT NUMBER & SEARCH	PRODUCT DESCRIPTION & SEARCH	MANUFACTURER PRODUCT NUMBER & SEARCH	BRAND NAME & SEARCH	STATUS & SEARCH	MARKETING REVIEW COMMENTS & SEARCH
1867547	POTATO FRENCH-FRY 1/2" CORNED-COAT FANCY FROZEN	207718-551	NICOLES PRODUCTS EB	Review	
1867552	CHEESE, CHEDDAR EXTRA-SHARP AND BLACK WINE KET	A03015-NICOLE2	NICOLES PRODUCTS EB	Review	
1867554	BAG, 1-SHIFT 5.5K/2K PLASTIC WHITE TRIM VNU STOCK PRINT CARRY-OUT	MICROBRAM		Rejected	rejected to test

Product Details & Quick Info Icon

Select a product to open the Product Details page in a new browser tab. Click the **Quick Info** icon to instantly view key product attributes in the side panel.

The screenshot shows the Product Details page for '18667110 SNACK BAR, FRUIT & GREEN PINEAPPLE KALE CASHEW'. The main area shows the product name and a list of core attributes: General, Descriptions, Case Dimensions, Pack Size, Packaging, Storage and Handling, Nutrition, Allergen, Claims, and Vendor Reference. On the right is a 'Quick Info' panel with 'QUICK REFERENCE ATTRIBUTES' and 'PIM CLASSIFICATION'. The attributes include Manufacturer Name (GENERAL MILLS SALES INC), Manufacturer Product Number (49064), GTIN (0021080148640), Primary APN (2469090), USF Product Description (SNACK BAR, FRUIT & GREEN PINEAPPLE KALE CASHEW), Brand Name (LARABAR), Sales Pack Size Long (15/124 OZ), Weight - Net (1.54), GDSN Product (No), PIM Group Description (SNACK BARS, SINGLE SERVICE, SHELF STABLE), PIM Category Description (CHIPS, SNACKS & CANDY, SHELF STABLE), and PIM Cross Description (GROCERY, DRY).

QUICK REFERENCE ATTRIBUTES	
Manufacturer Name	GENERAL MILLS SALES INC
Manufacturer Product Number	49064
GTIN	0021080148640
Primary APN	2469090
USF Product Description	SNACK BAR, FRUIT & GREEN PINEAPPLE KALE CASHEW
Brand Name	LARABAR
Sales Pack Size Long	15/124 OZ
Weight - Net	1.54
GDSN Product	No
PIM CLASSIFICATION	
PIM Group Description	SNACK BARS, SINGLE SERVICE, SHELF STABLE
PIM Category Description	CHIPS, SNACKS & CANDY, SHELF STABLE
PIM Cross Description	GROCERY, DRY

Why This Matters

Complete and accurate product content improves product discoverability, search relevancy, customer experience and product detail page quality on MOX®.

Need Help?

Refer to the [VCP landing page](#) for more information.

VCP-102

Product Search

VENDOR CONTENT PRO QUICK REFERENCE GUIDE

Vendor Content Pro Quick Reference Guide

The product search page allows you to quickly locate products using attributes and additional filters. Search results can also be exported for offline analysis and bulk updates.

WHAT IS PRODUCT SEARCH?

Use product search to find products using attributes, data ranges and additional filters. Results can be exported to review or prepare bulk updates.

SEARCH TIPS

Search by Attribute

Use the dropdowns to search by product attributes such as Brand Type, Description, GTIN and more.

Narrow Results

Use the search fields in the results table to further refine your results.

Use Publication Data

Filter by publication date to find the most recently updated or newly published products.

Export Results

Export search results directly from VCP to analyze data offline or prepare bulk uploads.

4. Additional Search Filters

Use the search fields within the results table to further refine and narrow your results.

You can filter by:

- Product number
- GTIN
- Description
- Brand type / Brand name
- Manufacturer
- Publication date

These filters help you quickly isolate the products you need.

5. GDSN Product Indicator

The GDSN product field indicates how product content is managed.

GDSN Product	Meaning
Yes	Product content is published through GDSN
No	Product content can be maintained directly within VCP

IMPORTANT: Managed for MB products. Review the GDSN Product indicator before making content updates. We do not ingest EB content in GDSN.

6. Export Search Results

Click the export icon  to download your search results.

Exports can be used to:

- Review product data offline
- Analyze content gaps
- Prepare bulk uploads
- Share data with internal teams

You can choose the number of rows to include in your export using the "No. of Rows" dropdown.

Export is Max of 1,000 rows.

QUICK REFERENCE

NEED TO...	USE THIS FEATURE	RESULT
Find a specific product	Search by attribute	Locate products using key attributes
Find recently updated products	Publication date	Identify new or updated products
Narrow search results	Additional search filters	Refine results within the table
Determine content source	GDSN product indicator	Understand how content is managed
Download product data	Export results	Export search results to Excel

Why This Matters

Using product search effectively helps you:

- Quickly locate products and information
- Identify content gaps and opportunities
- Prepare and execute updates more efficiently
- Save time and improve accuracy

Need Help?

Refer to the [VCP landing page](#) for more information.



VCP-103

Images

VENDOR CONTENT PRO QUICK REFERENCE GUIDE

Vendor Content Pro Quick Reference Guide

Use this guide to add, manage and inactivate product images in Vendor Content Pro (VCP). Images help ensure accurate and consistent product presentation in MOXē®

OVERVIEW

For non-GDSN products, suppliers can:

- Upload product images
- Add image context
- Submit images directly through VCP

1. Search for Product

Search for and select the product you want to add an image to.

2. Marketing Link Assets

From the Product Details Page click Link Assets.

3. Add Image (JPG, JPEG Only)

Upload your image file. Supported files types: jpg/jpeg only.

4. Provide Image Context

VCP will auto-generate the asset name based on the selected image context. See the Content Spec Guide on the VCP landing page for naming conventions and requirements.

5. Submit Asset

Click Submit Asset to upload your image.

DASHBOARD → SEARCH FOR PRODUCT → PRODUCT DETAILS PAGE

US FOODS

USF Test Vendor - UAT

11649823 CUP, FOAM 16 OZ WHITE ⓘ

Core Attributes > Marketing > Link Assets

Available assets

No available assets found

Upload assets

11649823_3.jpg

11649823_3.jpg

IMAGE TYPE

Select Image Type

FACING INDICATOR

Select Facing Indicator

ANGLE INDICATOR

Select Angle Indicator

PACKAGING INDICATOR

Select Packaging Indicator

< Back Submit Assets

MB IMAGE INACTIVATION

MB users can inactivate images that should no longer be displayed in MOXē.

Once inactivated, the image will disappear in MOXē. Updates to context will create a new asset for PIM Import. Workflow should inactivate existing (duplicate) image.

Need Help?

Refer to the [VCP landing page](#) for more information.

DUPLICATE IMAGE WORKFLOW

If you add an image with a context that already exists, you will see a pop-up.

Continue – image will be added. Existing image will be automatically inactivated and the new image will become active.

Cancel – Context will be cleared for re-entry or image removal.

IMAGE GUIDELINES & TIPS

File Type: JPG/JPEG only. Other file types will be rejected.

Image Quality: Use high-resolution, well-lit images with a clean background.

Image Types: Select the correct image type (front, back, side, etc.) for accurate naming and PIM use.

Naming: VCP auto-generates the image name based on provided image context.

Reviews (EB only): Images for EB items go through a review process. Check review status for updates.

