What is the difference between Depot directory and General directory?

In the Supplier Portal, your agreements with the Västra Götaland region are listed and are marked with changes, so-called suffixes, that help you read in your catalog against the right agreement and range.

In the contract names you can see if it is for example to be sold via an internal supplier or not, we have done this with suffix within brackets last in the contract name, such as:

(G) = General assortment where ordering is made, and delivery is made to the Västra Götaland region as the end customer.
(RT) = Assortment where order is placed, and delivery is made to the Västra Götaland region's internal supplier Regiontryckeriet.

Where there is no suffix within brackets = Assortment where ordering is made, and delivery is made to the Västra Götaland region's internal supplier Sisjödepån.
A product should only be included in one of these directories at the same time.

If the same product is placed in several directories, they will be displayed and can be ordered in several different rows in the Marketplace(Marknadsplatsen) / Proceedo.

File name in directory

To facilitate your own control, tracking and support, we want you to name your catalogs with:
• Agreement Number
• Range
• Date when you load the directory

Examples of file names:
202012345-001_Depå_2020-04-01
202012345-001_Generell_2020-04-01

Information in your directories is Proceedo-common

What do we mean by that?

Well, as a supplier you load your catalogs into Proceedo, large parts of the content is updated for all Proceedo customers who have the same articles from you as a supplier.

However, some information such as price is customer-specific.

This means, for example, if you remove Image Link for a customer, it will be removed for all customers who have that item.

Below you will find what information is Proceedo-joint and Customer-specific. See Appendix.

Image links - Clarification

In order for the image to be displayed correctly for the client in the Marketplace (Marknadsplatsen) / Proceedo, you need to consider the following before loading your image links.

• The image link (ImageUrl) should be the website address of a web page displaying the image on the product
• The link must not contain any spaces
• The link should start with https: //
(not www.) and should point directly at the image
• The link may contain a maximum of 255 characters

NOTE!
Link from Flash directory or PDF file does not work.
Image link from sharing sites like Google drive, Dropbox or other platform that requires login cannot be presented in Proceedo.
The link must be a direct link, see example above.

Recommended image size = 1024 x 1024 pixels
(width x height). Does not have to be square.
Recommended that the link ends with * .jpg * .png or * .gif.

NOTE! The recommendations are not a requirement for reading to Proceedo.

The text in the V6 Catalog Fill Instructions is also updated as above.

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## Warning message information in browser for Proceedo / Supplier portal

Visma informs:

In some versions of the browser, a warning message may be displayed stating that the Proceedo / Supplier Portal is a uncertain side.

This does not mean that Proceedo / Supplier Portal is an uncertain site, but it is because there are images or other Proceedo / Supplier Portal linked / external content on home page - uploaded by you as a supplier or image links in product catalogs created with the protocol http instead of https. Https is a protocol for transferring data that uses encryption, and is what Visma recommends.

Depending on the browser, the warning is in different places. Listed below are the 4 most commonly used browsers.

Chrome

Internet Explorer

Edge

Firefox

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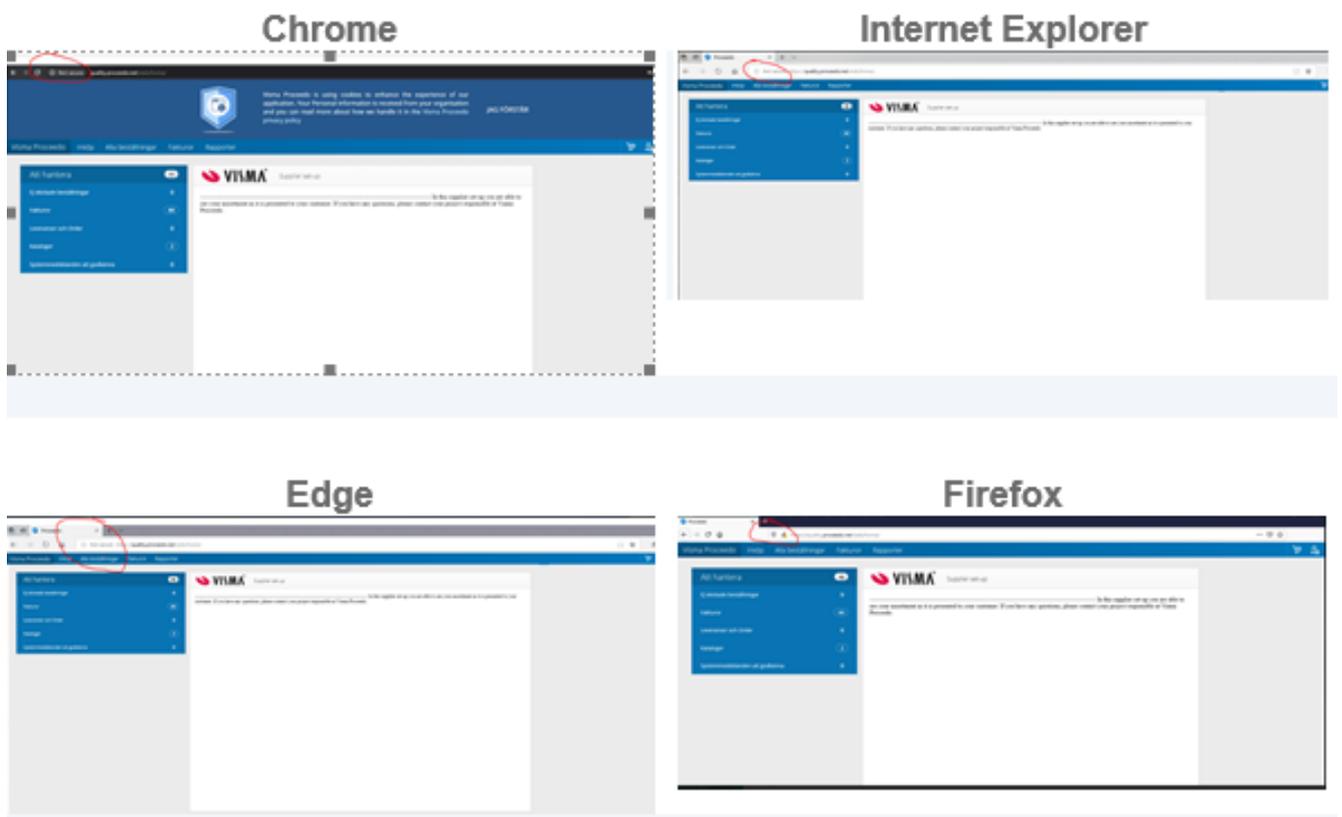
If you receive this warning you need to check and change the image links so that it is of the type https.

Visma will send out information to all suppliers that have a directory integration with Visma and inform them that image links must always be with https.

Thumbs Up - The Priority field in the V6 directory

At the end of 2019, the Priority field in the V6 catalog became mandatory to fill in the catalog for VGR.
Priority is a flag / mark to indicate that it is an agreed product.

You can read more about how to fill in the field in our updated filling instructions

Priority
100%
Integer
2
Avtalsinformation
Flagga/markering för att märka upp varan eller tjänsten om det är en avtalad produkt.
10 = Rekommenderad
20 = Ingen märkning
Tomt = Ingen märkning
Ange 10 om artikelraden är en avtalad produkt
Ange 20 eller låt vara TOM om artikelraden inte är en avtalad produkt.

Price list number, Valid from & Valid to

When loading the V6 catalog we ask you not to fill in any of the fields below, Valid from and Valid to and Price list numbers.
If something is specified in these fields, the products will not be searchable for customers until the day after VGR has approved the catalog.

Prislistenummer:
Giltig från (ÅÅÅÅ-MM-DD):
Giltig till (ÅÅÅÅ-MM-DD):
Katalogfilformat:
PRO_FF_CAT_V6
Katalogfil:
Bläddra...
Skicka

Change stop for directories

During weeks 28 through Week 31 has VGR change stop for incoming directories.
The directories that are submitted to the Marketplace / Supplier Portal are handled based on time and opportunity during these weeks.

Does not apply to emergency catalogs regarding Covid-19.

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Directory history in EDI

You know that you can read your most recently downloaded catalog from the Supplier Portal!

This way, you know that you always work with up-to-date information from Proceedo.

This is done during *EDI Transfers* in the Supplier Portal.

The readings you have made in the last 3-4 months are in the list here.

You can see the status per load and the date the file was loaded.

If you want to download any file, click *View* and then Download Transfer.

Step by step from agreement to orderable product

Summary of what happens after an agreement is signed with VGR available on the website.

Read more during the compilation.

Recommendation from the Finance Unit:

The goal of the Västra Götaland region is to receive **all** their invoices electronically.

We have the opportunity to receive invoices via EDI to all the administrations of the region.

For suppliers that do not use EDI (filter traffic solution), invoices can be registered electronically via Visma's supplier portal.

Be sure to include the order details on the invoice such as order number, BID etc.

Visit the finance website:

https://regionservice.vgregion.se/leverantorsfaktura to view our information about electronic invoicing.

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Dear child has many names

Proceedo
Visma's system used by many customers, including the Västra
Götaland region

Marketplace 2.0 (Marknadsplatsen 2.0)
Västra Götaland region's e-commerce, where the ordering
system Proceedo is used when ordering from Sisjödepån and
supplier as well as for invoice handling.

Supplier Portal
Part of Proceedo where suppliers can receive orders and handle
invoices

Marknadsplats supporten

- Phone: 010-441 02 00, Choise 2, Choose 1
- E-mail: marknadsplatsen.support@vgregion.se
- Webb: Marknadsplatsen

- Summer times:
  From week 27 to week 33, Marketplace closes the
  support at 15.00 every day.

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