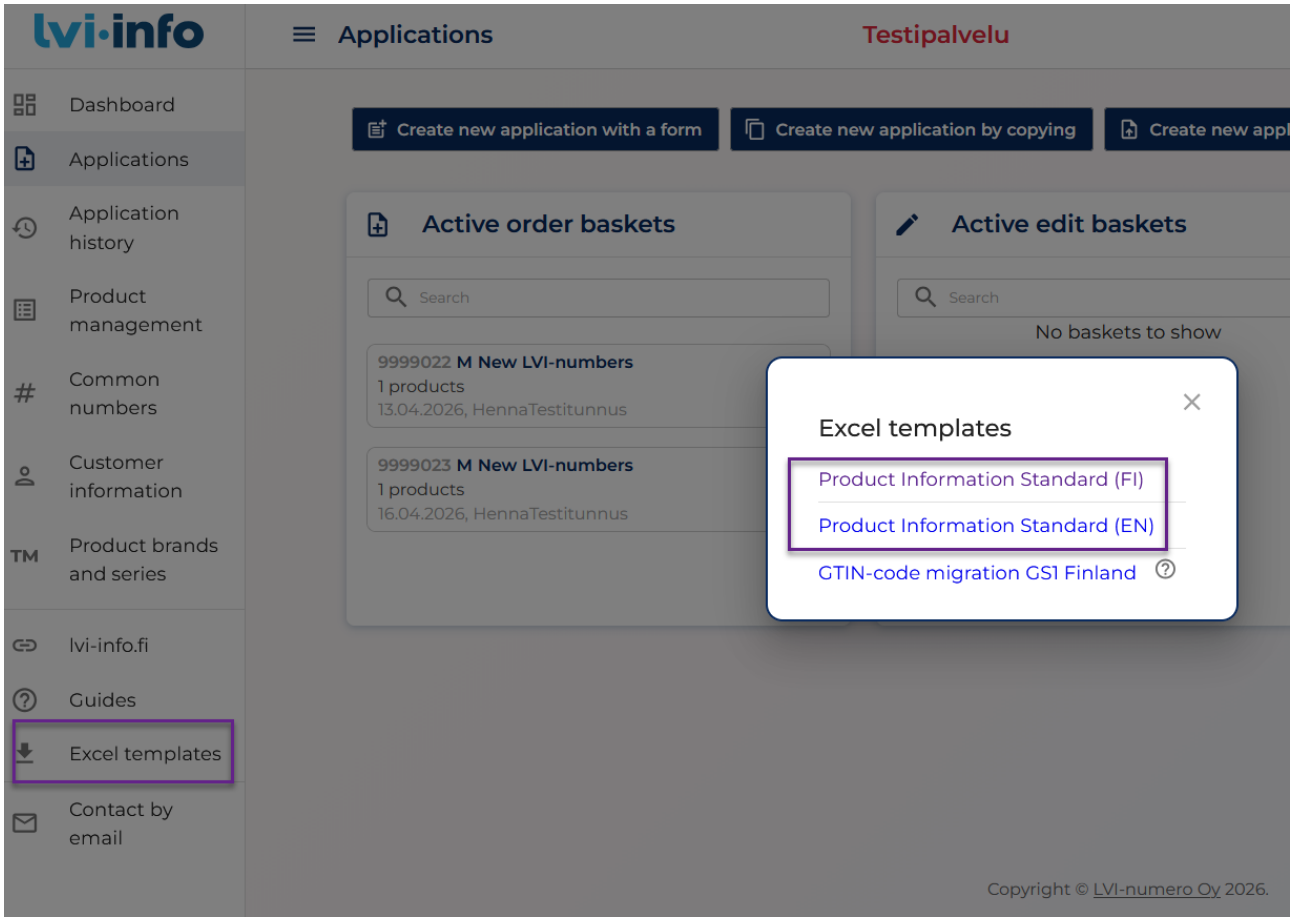
Managing LVI-numbers using the Product Information Standard

With the Product Information Standard template, you can **create and archive LVI-numbers, as well as update product information.**

You can download an empty template from the Applications tab by clicking "*Excel templates*" and selecting whether you want the template in Finnish or English. After making your selection, the template will be downloaded to your browser, or it can be sent to your email address.

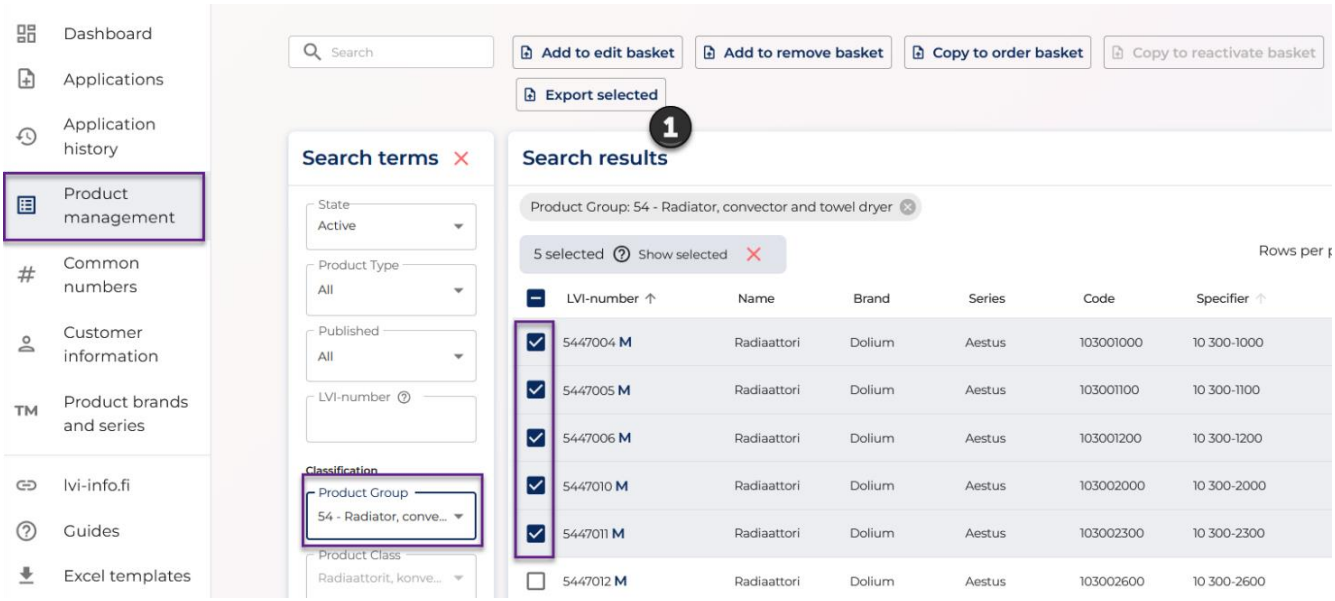


In this guide, **we will create LVI-numbers for two products**, **modify the product data for two products, and archive one LVI-number.**

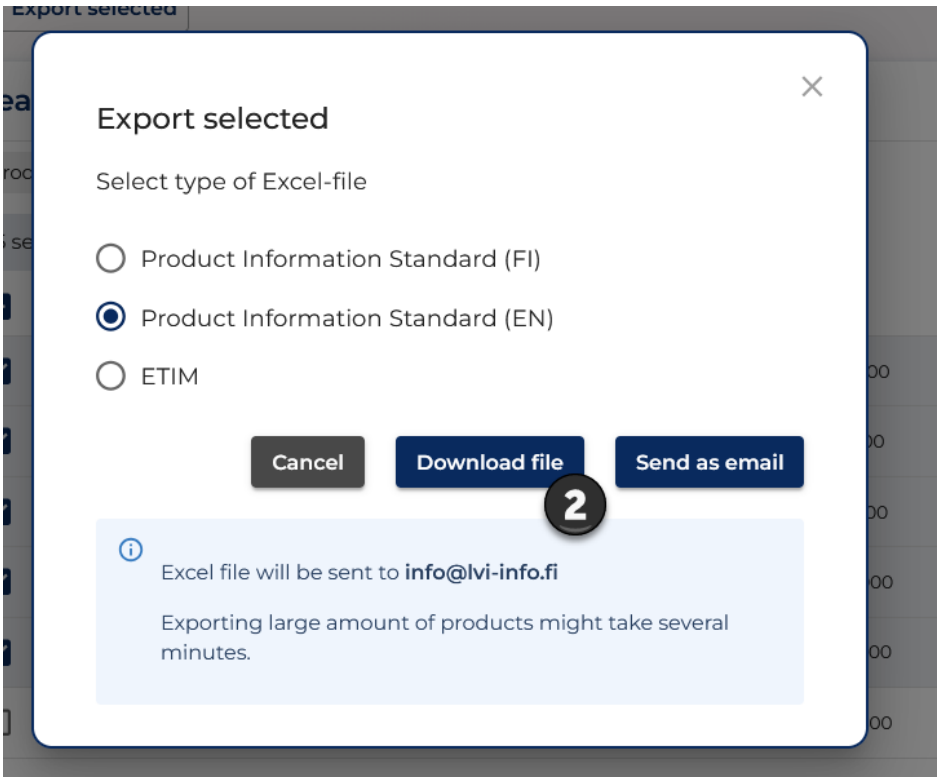
When applying for new LVI-numbers for products, you can either use existing product data from current LVI-numbers as a basis for your application or enter the information on empty rows.

In this example, we will use existing product data as the basis.

1. Go to the *Product management* tab. Narrow your product search by selecting a product group (54). From the list, select the desired products and choose **"***Export selected.***"**



2. Select the English template and click **"***Download file***."**

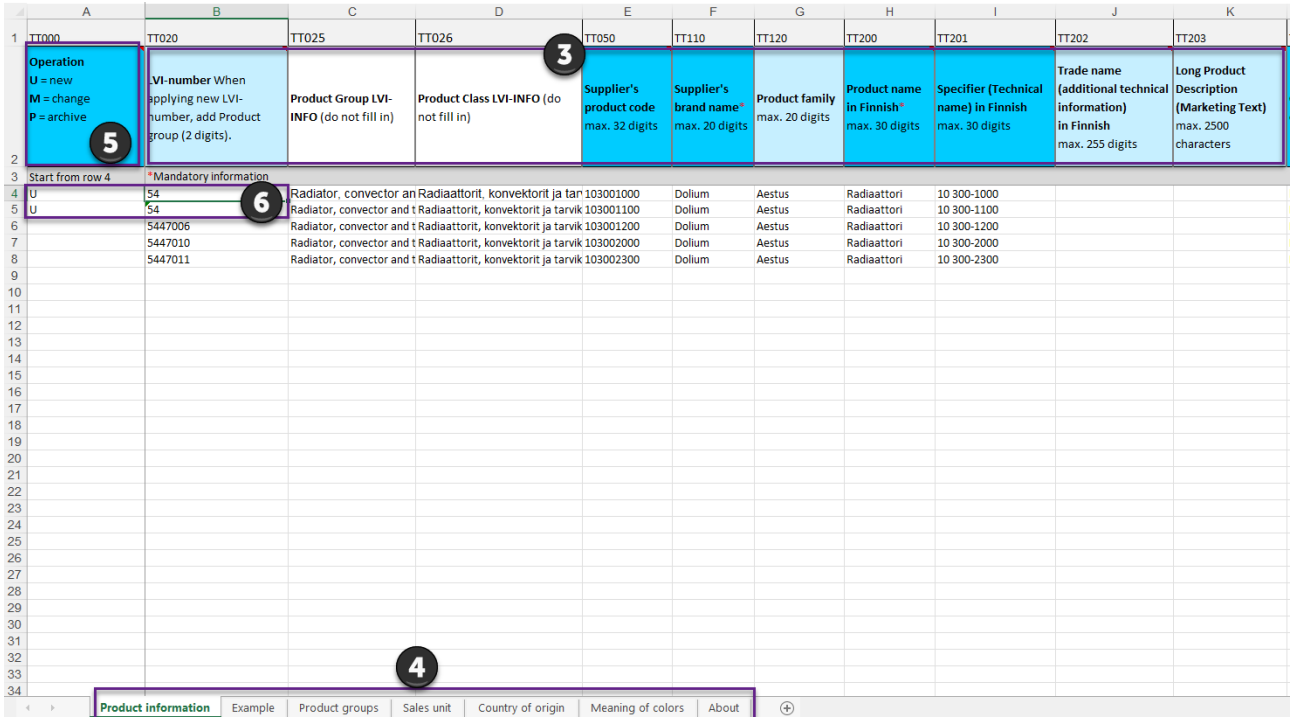


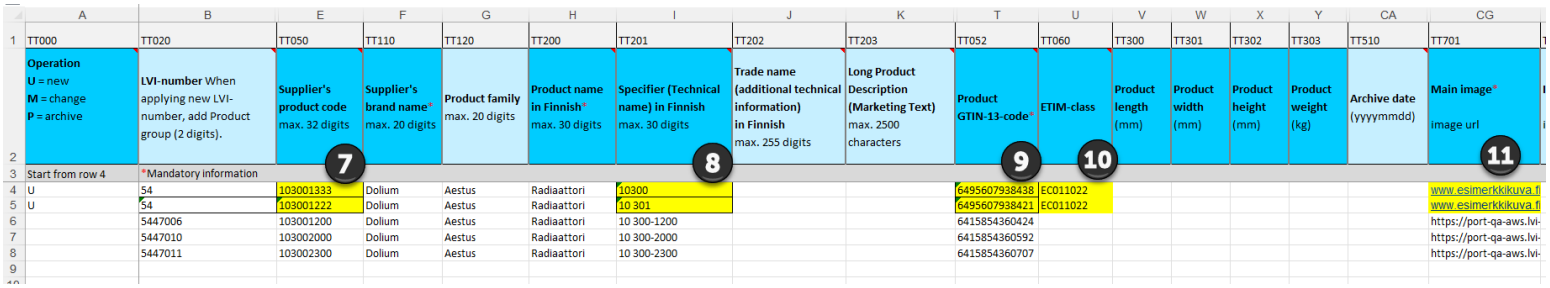
3. **Instructions** for completing the fields can be found in the Product Information Standard column headers.
4. The Excel tabs include additional instructions, for example on how to fill in product group and country of origin codes.
5. In the *Operation* field, enter letters that direct the products to the correct carts:

- **U** = new product
- **M** = modify product data
- **P** = archive product

Creating order basket

6. We will use the first two product rows as a basis for new products. Enter **U** in the rows and delete the last five digits from the *LVI-number* column. The remaining number (54) represents the product group code and the beginning of the LVI-number.





	A	B	E	F	G	H	I	J	K	T	U	V	W	X	Y	CA	CG
1	TT000	TT020	TT050	TT110	TT120	TT200	TT201	TT202	TT203	TT052	TT060	TT300	TT301	TT302	TT303	TT510	TT701
2	**Operation** **U** = new **M** = change **P** = archive	**LVI-number** When applying new LVI-number, add Product group (2 digits).	**Supplier's product code** max. 32 digits	**Supplier's brand name*** max. 20 digits	**Product family** max. 20 digits	**Product name in Finnish*** max. 30 digits	**Specifier (Technical name) in Finnish** max. 30 digits	**Trade name (additional technical information) in Finnish** max. 255 digits	**Long Product Description (Marketing Text)** max. 2500 characters	**Product GTIN-13-code***	**ETIM-class**	**Product length** (mm)	**Product width** (mm)	**Product height** (mm)	**Product weight** (kg)	**Archive date** (yyyymmdd)	**Main image*** image url
3	Start from row 4	*Mandatory information															
4	U	54	103001333	Dolium	Aestus	Radiaattori	10300			6495607938438	EC011022						www.esimerkkikuva.fi
5	U	54	103001222	Dolium	Aestus	Radiaattori	10 301			6495607938421	EC011022						www.esimerkkikuva.fi
6		5447006	103001200	Dolium	Aestus	Radiaattori	10 300-1200			6415854360424							https://port-qa-aws.lvi-
7		5447010	103002000	Dolium	Aestus	Radiaattori	10 300-2000			6415854360592							https://port-qa-aws.lvi-
8		5447011	103002300	Dolium	Aestus	Radiaattori	10 300-2300			6415854360707							https://port-qa-aws.lvi-
9																	

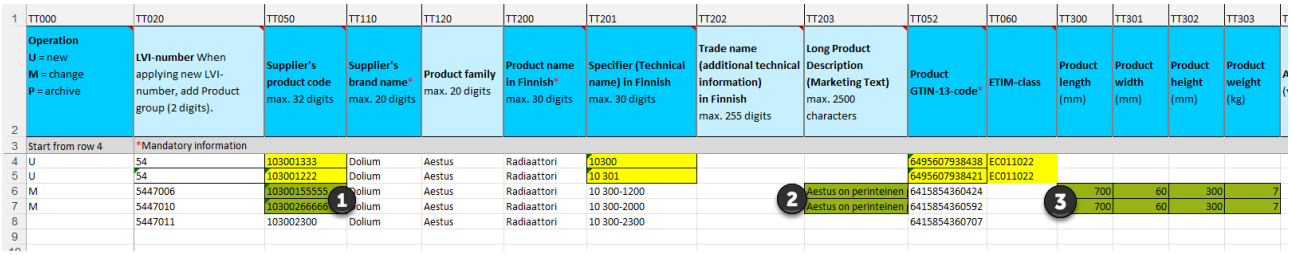
The product code and GTIN-code are product-identifying information. In other words, two products cannot have the same information added for these fields. In this guide, we will update the following for the products:

7. **product codes**
8. **specifiers**
9. **GTIN-13 codes**
10. **ETIM-classes**
11. Also, **add the image URL to the *Main product image* field**. The LVI-INFO system will download the image to the product data within the next day, after which the image will no longer depend on the link. You can also add URLs to other attachment fields, such as **user instructions** and **product certificates.**

Creating Edit basket

Next, modify the product data for next two products by entering **M** in the *Operation* field. Update all necessary product details. In this guide, we will update:

1. **product codes**
2. **long product descriptions**
3. **product dimensions: length, width, height, and weight information.**



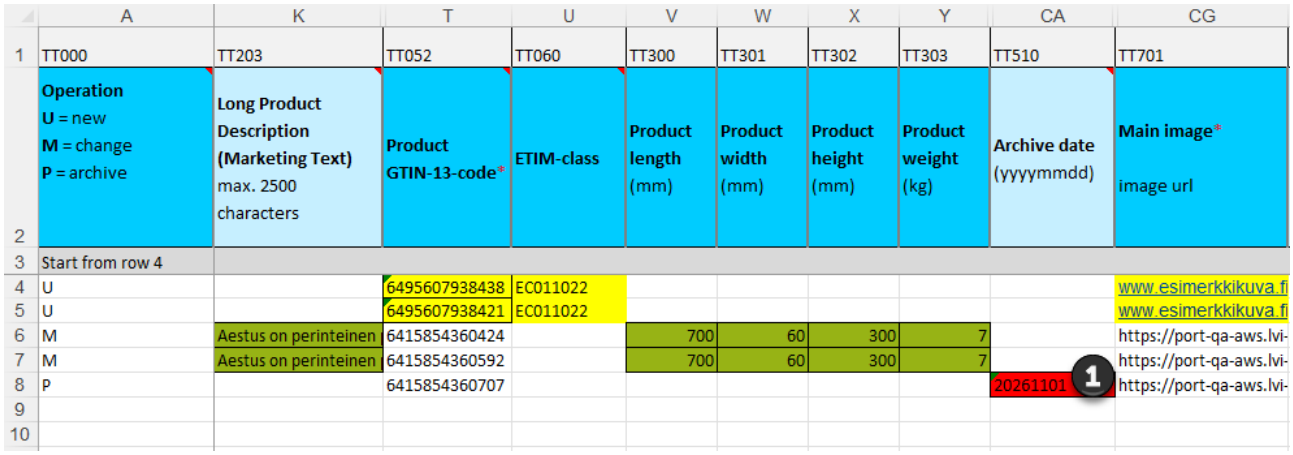
	TT000	TT020	TT050	TT110	TT120	TT200	TT201	TT202	TT203	TT052	TT060	TT300	TT301	TT302	TT303
1	**Operation** **U** = new **M** = change **P** = archive	**LVI-number** When applying new LVI-number, add Product group (2 digits).	**Supplier's product code** max. 32 digits	**Supplier's brand name*** max. 20 digits	**Product family** max. 20 digits	**Product name in Finnish*** max. 30 digits	**Specifier (Technical name) in Finnish** max. 30 digits	**Trade name (additional technical information) in Finnish** max. 255 digits	**Long Product Description (Marketing Text)** max. 2500 characters	**Product GTIN-13-code***	**ETIM-class**	**Product length** (mm)	**Product width** (mm)	**Product height** (mm)	**Product weight** (kg)
2	Start from row 4	*Mandatory information													
3	U	54	103001333	Dolium	Aestus	Radiaattori	10300			6495607938438	EC011022				
4	U	54	103001222	Dolium	Aestus	Radiaattori	10 301			6495607938421	EC011022				
5	M	5447006	10300155555	Dolium	Aestus	Radiaattori	10 300-1200		Aestus on perinteinen	6415854360424		700	60	300	7
6	M	5447010	10300266666	Dolium	Aestus	Radiaattori	10 300-2000		Aestus on perinteinen	6415854360592		700	60	300	7
7		5447011	103002300	Dolium	Aestus	Radiaattori	10 300-2300			6415854360707					
8															

Creating Remove basket

For the last product, enter **P** in the *Operation* field to archive it.

1. In the ***Archive date*** field, you can schedule the deletion for a specific date. If the products should be removed immediately, you do not need to enter the current date separately.

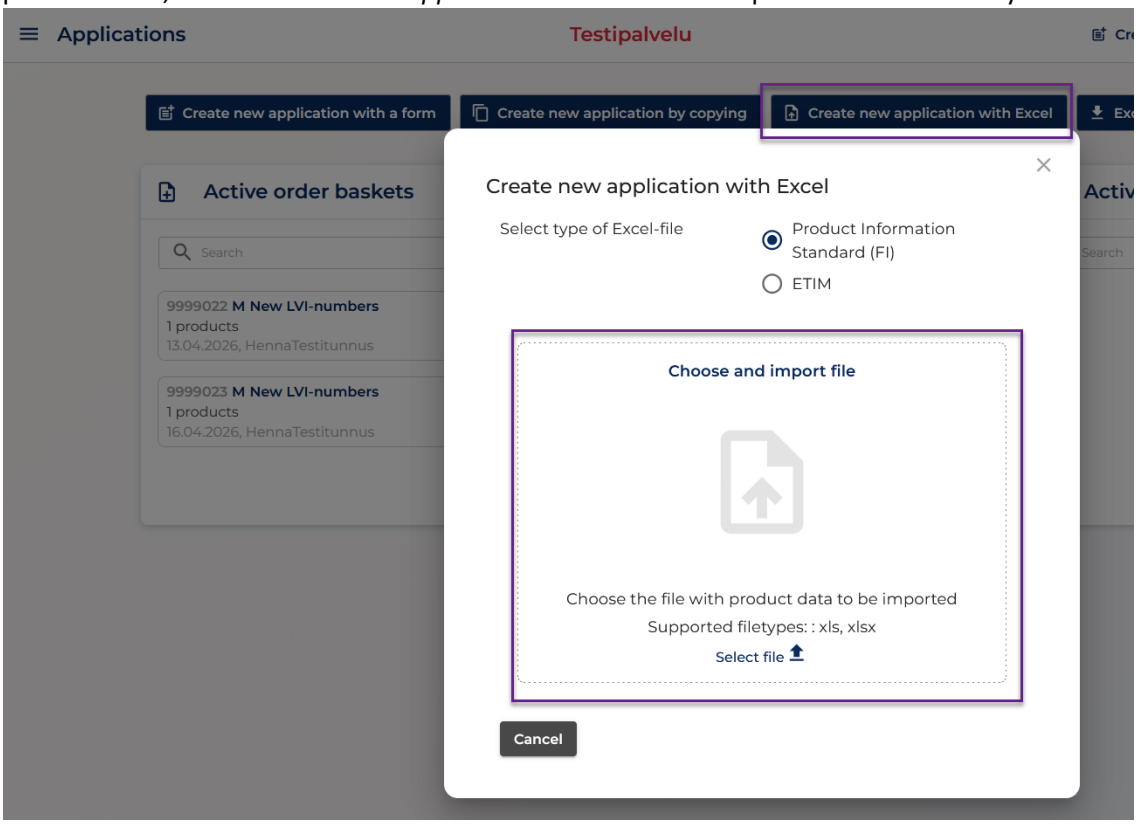
In this guide, we will add an archiving date in the future.



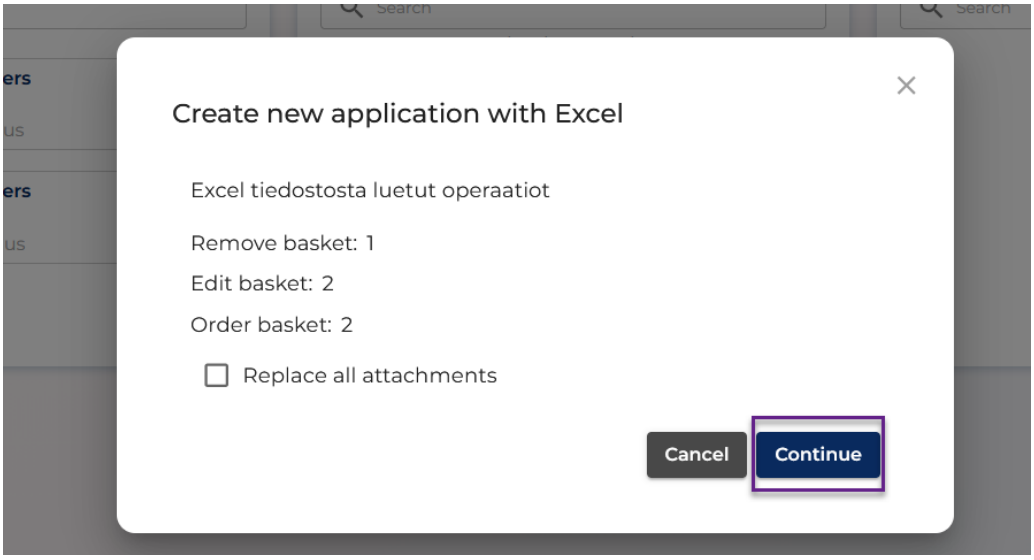
	A	K	T	U	V	W	X	Y	CA	CG
1	TT000	TT203	TT052	TT060	TT300	TT301	TT302	TT303	TT510	TT701
2	**Operation** **U** = new **M** = change **P** = archive	**Long Product Description (Marketing Text)** max. 2500 characters	**Product GTIN-13-code***	**ETIM-class**	**Product length** (mm)	**Product width** (mm)	**Product height** (mm)	**Product weight** (kg)	**Archive date** (yyyymmdd)	**Main image*** image url
3	Start from row 4									
4	U		6495607938438	EC011022						www.esimerkkikuva.fi
5	U		6495607938421	EC011022						www.esimerkkikuva.fi
6	M	Aestus on perinteinen	6415854360424		700	60	300	7		https://port-qa-aws.lvi-
7	M	Aestus on perinteinen	6415854360592		700	60	300	7		https://port-qa-aws.lvi-
8	P		6415854360707						20261101 1	https://port-qa-aws.lvi-
9										
10										

Uploading the Product Information Standard to the LVI.INFO.fi product information register

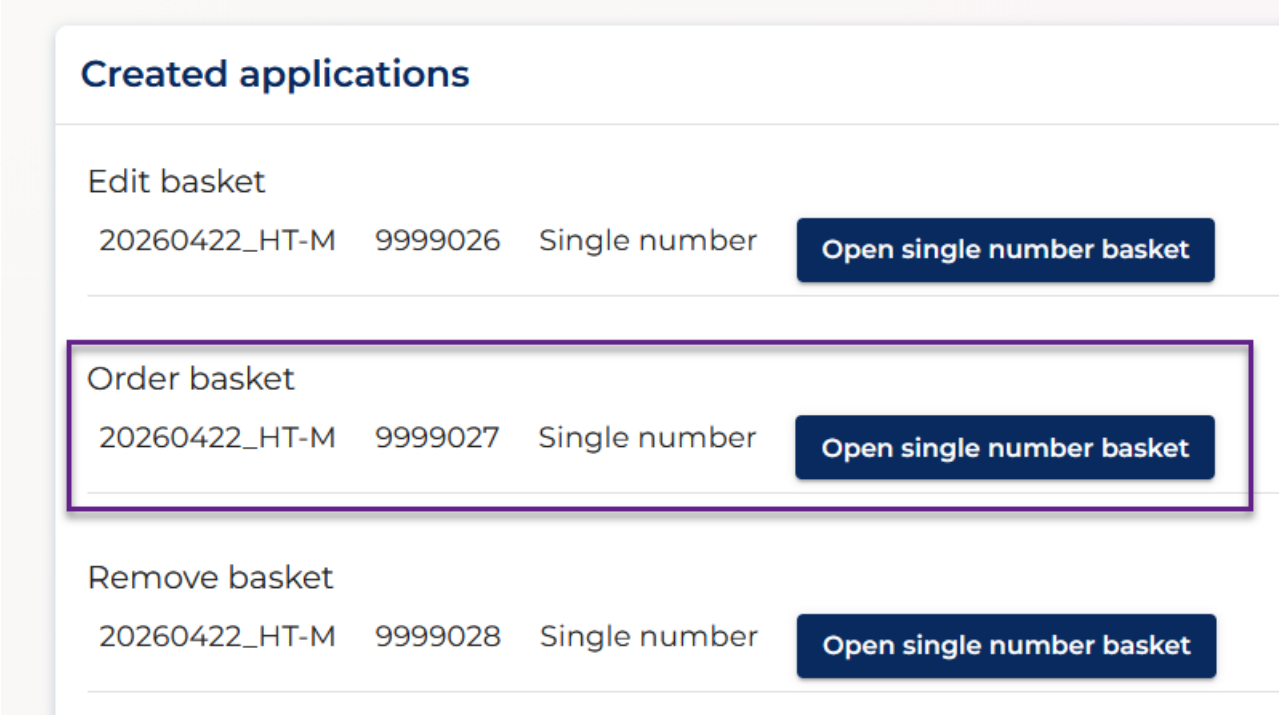
The Product Information Standard template is now ready and can be uploaded to the database. In the Applications tab, select "*Create new application with Excel*" and upload the file to the system.



The system will indicate how many products will be placed in each cart. If you select **"Replace all attachments,"** the system will remove all existing attachments from the products and replace them only with those included in the Excel file. **Use this option only if your file contains all the attachments you wish to keep.**

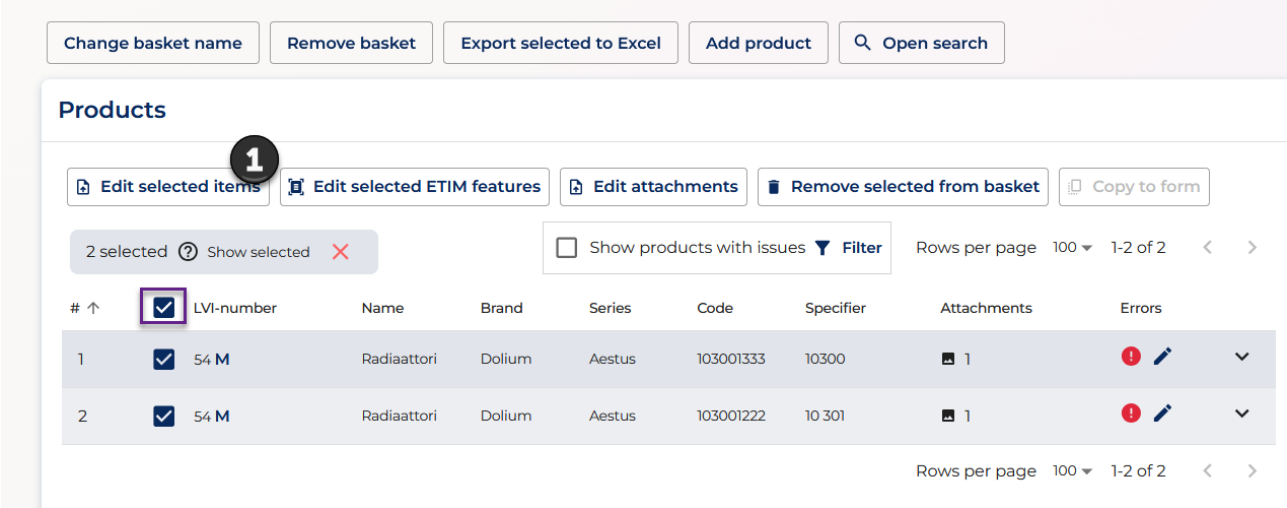


Select **"Continue,"** and the system will create Order basket, Edit basket and Remove basket. Open the Order basket first.

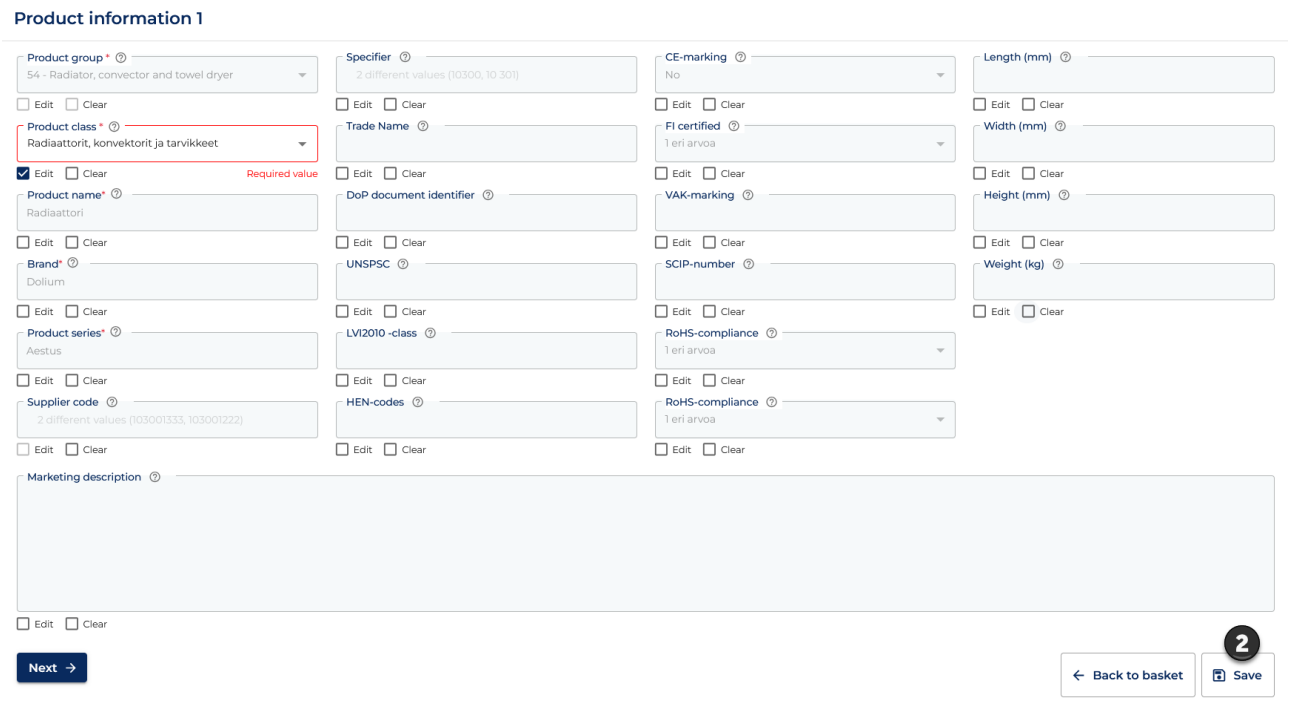


When creating LVI-numbers using the Product Information Standard, **the product class is added at this stage on the form.**

1. Select both products by clicking the checkbox above the list and choose **"***Edit selected***."**

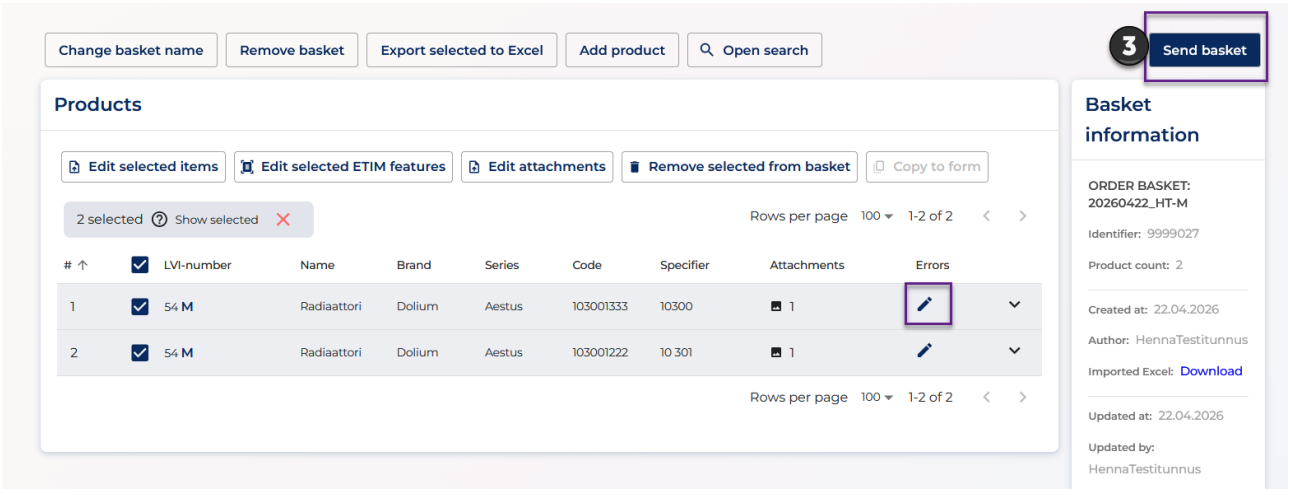


2. In the ***Product class* field**, click **"*Edit*"** and select the appropriate class from the dropdown menu. The system automatically suggests a suitable product class if only one specific product class has previously been added for the product name. **Save the changes.**

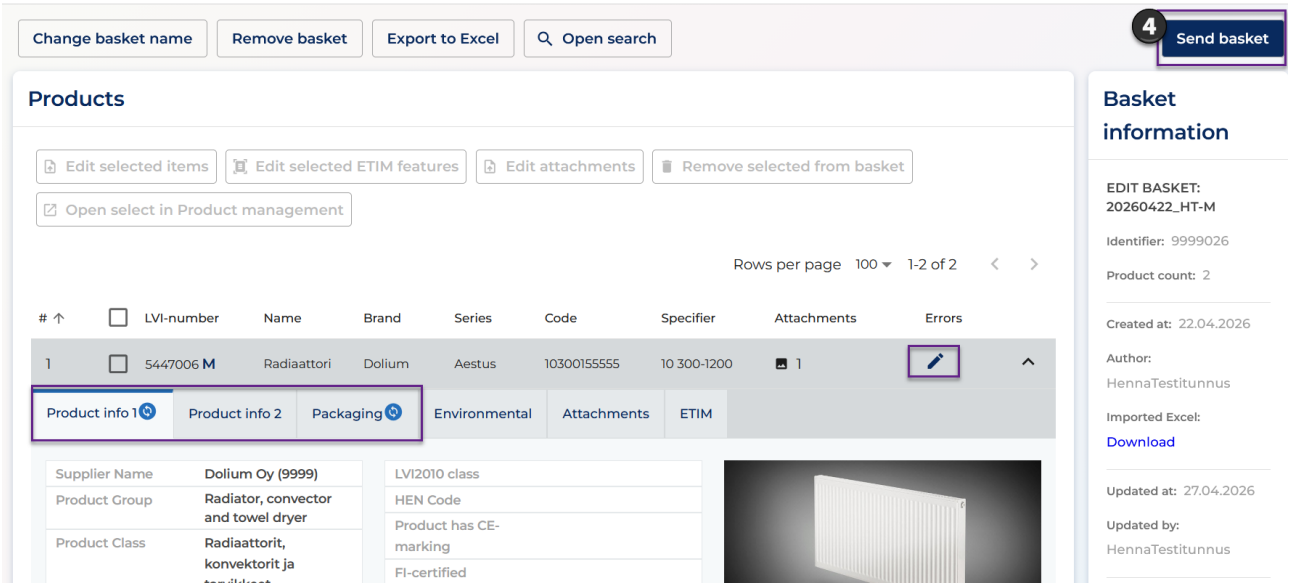


You can still edit the product information using the pencil button, if needed.

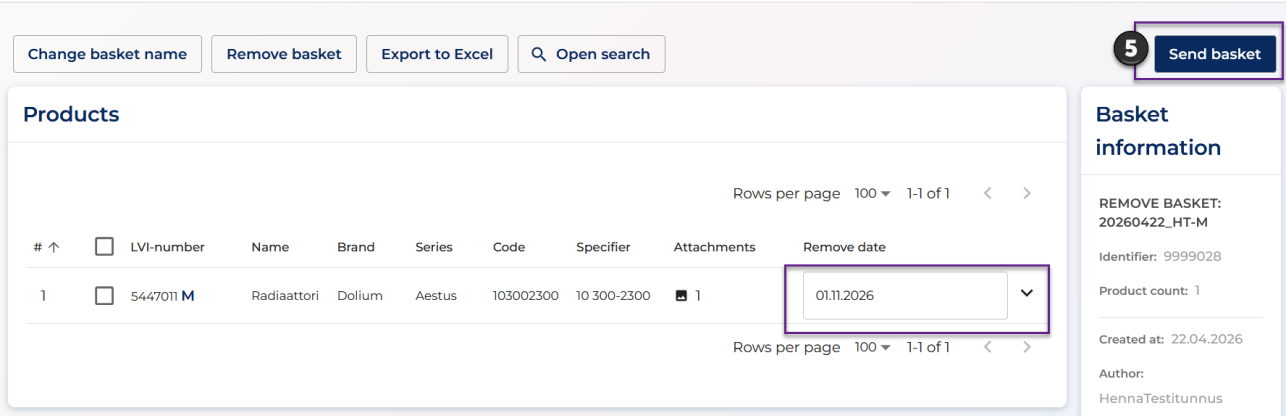
3. The order basket is now ready, and you can submit it for processing using **"Send basket."**



4. Move to the *Edit basket*. Icons on the product data tabs indicate new or modified product information. You can still edit the data using the pencil icon. The cart is now ready, and you can submit it for processing using **"Send basket."**



5. Move to the *Remove basket*. The product's deletion date is shown at the end of row. You can still modify the date if needed. The basket is now ready, and you can submit it for processing using **"Send basket."**



Once submitted, the baskets move to *Processing status.* This means that the baskets are locked and being processed. You will receive an email notification when the baskets have been approved.