Telema | PDS

Congratulations, You have made a decision to start using Telema PDS! In order to make sure everything goes smoothly we have created a checklist for you to follow.

1. PDS team and project plan ☐

Think of who in your company will be responsible for taking the product data management to the next level. Create project plan - it is always a good idea to act upon a plan. Share your plan with Telema - we can assist you and provide necessary input to your ERP partner	Responsible	Date	
Assign project manager			☐
Set-up project goals			☐
Plan resources			☐
Create time schedule			☐
If you plan to integrate PDS with your ERP, involve your ERP service provider			☐

2. Product data and retailer tables ☐

Telema will send you a simple product upload table with all mandatory attributes and tooltips to guide you through the process. Provide Telema a list of retailers you do business with so that we could make all necessary tables are available to you.	Responsible	Date	
Product data is copied to product upload table			☐
Make sure every product has a unique product code			☐
Use the same units of measurement (e.g. mm, cm, kg)			☐
List of retailers you exchange data with is sent to Telema			☐
Product data upload table sent to Telema			☐

3. Toolbox ☐

Telema will provide you all necessary tools and support. Product training session for users and follow up session with Q&A is a part of the launch process	Responsible	Date	
Product upload table received			☐
Telema PDS implementation guide received			☐
Retailer table illustrative example			☐
Product training done for key users			☐

4. What happens next? ☐

Be ready to change the process how product data is changed. Telema will set up the PDS solution from Telema side and makes sure everything is set up correctly, tested and works as planned	Responsible	Date	
Company configuration done in Telema			☐
User accounts created and			☐
ERP configured for Telema PDS solution			☐
Product data imported to Telema PDS			☐
Data export to retailers tested			☐
New product data management process introduced			☐

5. Contacts

Sales:	
IT-Project manager:	