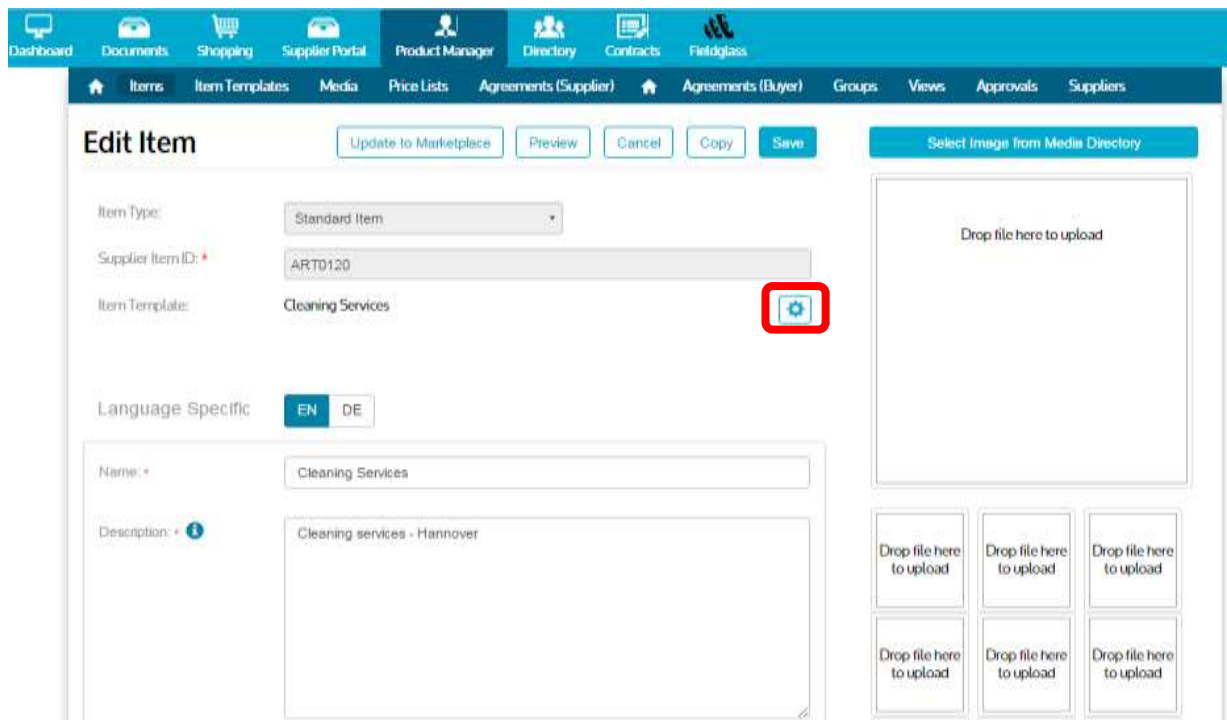


Contents

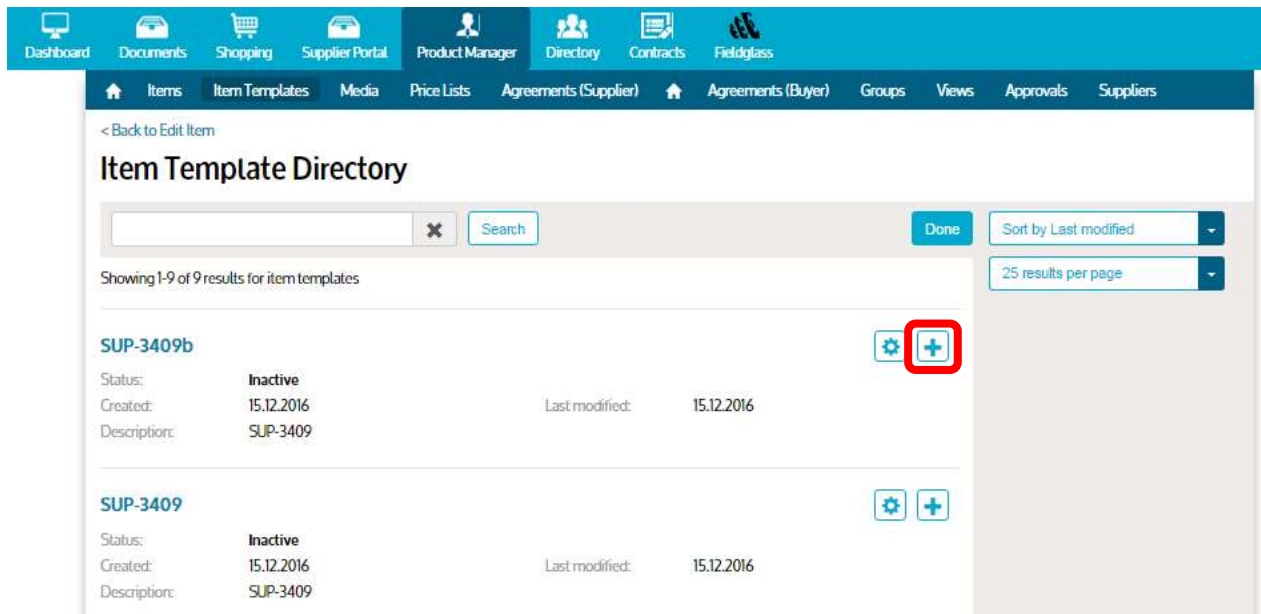
1. Attaching a Form to a Standard Item..... 1
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1. Attaching a Form to a Standard Item

After you have created a form in the Directory, this can be attached to the item by going to the Item Directory and select as appropriate. In Edit Item, you access the Template Directory by clicking on the below.

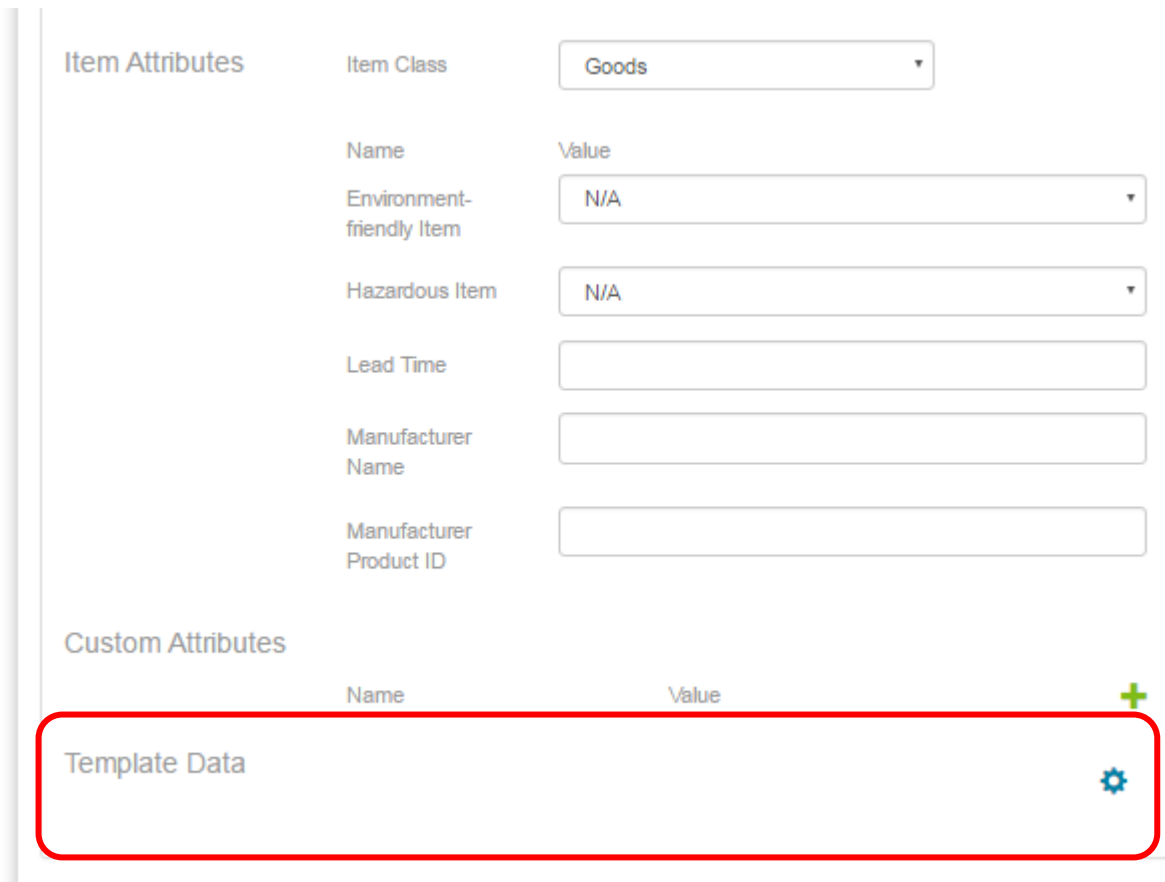


Select and attach the template by clicking the “Plus” (Add) Button and then “Done”. This will take you back to the Edit Item Page.



2. Managing the Templated Item Data in the UI

Besides managing and editing Templated Item Data via a CSV file on the Content Upload Page, you can also do so via the UI.



Once you finished populating and editing the data, click “Save”.

Manage Template Data

Supplier Item ID: ART0120 Language: English

Description: Cleaning services - Hannover

Variable name: SUP Type: Dropdown (Single-select)

Display text *	Basket value *	Flag	Default	
ALSCO BERUFSE	329072011	-	<input type="radio"/>	-
BERENDSEN TE>	327090296	-	<input checked="" type="radio"/>	-
BRUCKNER GEB-	999000279	-	<input type="radio"/>	-
CORRECTA CLEA	333720543	-	<input type="radio"/>	-
COSYS IDENT GM	317624302	Preferred	<input type="radio"/>	-
CWS-BOCO DEU*	316043892	-	<input type="radio"/>	-

This will take you back to the Edit Item Page, where you can Preview, Save and then Update to the Marketplace.

Dashboard Documents Shopping Supplier Portal Product Manager Directory Contracts Fieldglass

Items Item Templates Media Price Lists Agreements (Supplier) Agreements (Buyer) Groups Views Approvals Suppliers

Edit Item

[Update to Marketplace](#) [Preview](#) [Cancel](#) [Copy](#) [Save](#)

Item Type: Standard Item

Supplier Item ID: ART0120

Item Template: Cleaning Services

Language Specific: EN DE

Name: Cleaning Services

Description: Cleaning services - Hannover

Select Image from Media Directory

Drop file here to upload

Drop file here to upload

Drop file here to upload

Drop file here to upload

Drop file here to upload

Drop file here to upload