

PDX (Product Data Exchange) User Guide - Supplier Product Portal

PDX (Product Data eXchange) is a product portal where you, as a supplier, submit your products to Apotek Hjärtat and maintain product information. Validoo suppliers work with fewer fields, as we retrieve information from Validoo to supplement the data in our system later in the process.

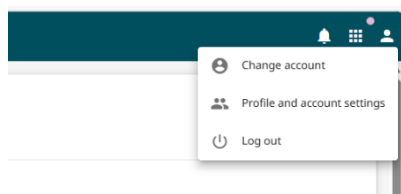
This guide describes how Apotek Hjärtat suppliers work in PDX.

Invitation to PDX

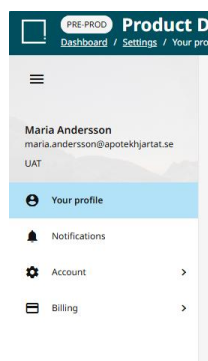
To use the portal, you must receive an invitation from Apotek Hjärtat.

To receive an invitation, send your legal company name, company registration number and the email address of the person who should receive the invitation to Mastedata.supplier@apotekhjartat.se.

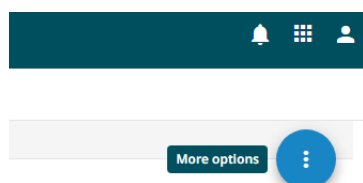
- Once invited, you will receive an email in which you select “Accept invite”.
- Invite colleagues, if several people need to work in PDX. Each colleague will receive individual login details.
 - Go to Profile and account settings in the upper-right corner.



- Select Account in the left-hand panel and then Team.



- Click the three dots on the right to add a colleague, then enter the name and email address.



- Add user permissions for the person.

- Select Account administrator to give all colleagues the same permission to submit products to Apotek Hjärtat.

User role*
Account administrators will have access to all areas of the application.

☒ Account administrator

Product submission process in PDX

1. Preparation

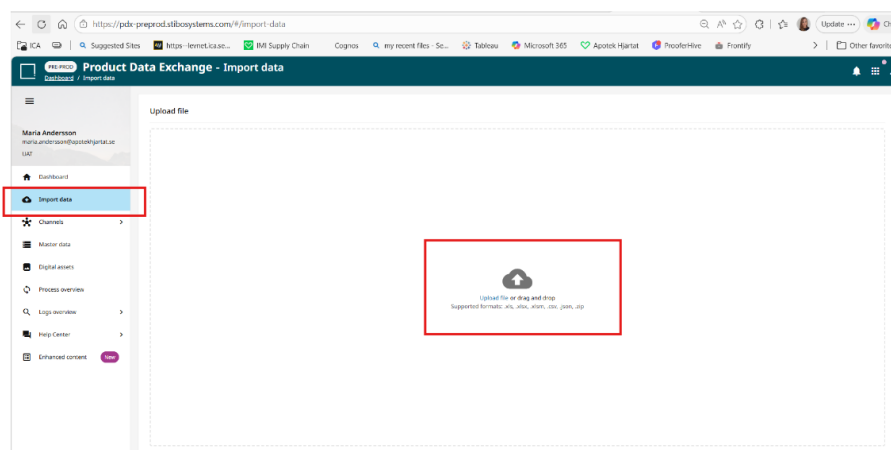
Prepare the information required to submit a product. See:

- Product information
 - An Excel file containing the available product information.
 - For guidance on how to create the list, use the Product List User Guide.
- Packaging hierarchies (Excel file).
 - Complete the file according to the instructions on the first sheet of the template.
 - Products from different PPHs can be included in the same template.
- Other documentation in accordance with the supplier information, which specifies the mandatory documents for each PPH (Primary Product Hierarchy).

2. Import your product information (Master Data) into PDX

PDX is based on mapping your product information to Apotek Hjärtat's product attributes.

- Import your product information under Import data in the left-hand panel.
 - Upload the product file from File Explorer or by using drag and drop.



Select the sheet name containing all data in the Excel file. Verify that the number of rows matches the number of products to be submitted, then select Next.

- Select Key-based import, then select Next.

Product Data Exchange - Import data

Dashboard / Import data

Spreadsheet

Uploaded file: File name: Copy of Arbetstidstabl för Medicinska produkt - EMV KLAR, Format: XLSX, Size: 12032 KB

Spreadsheet summary*
Multi language spreadsheet summary with the option to select multiple sheets.

Sheet name	Rows	Columns
☐ Info	6	1
☒ Medicinska produkt	1	76
☐ Lookups	2346	30
☐ Multivalued LOV	128	12

Cancel Back Next

- Välj Key-based import -> Next

Product Data Exchange - Import data

Dashboard / Import data

Import type settings

Import type*
Select the type of import that you would like to perform.

☒ Key based
Matches a spreadsheet column to the PDI product ID. Can create new products or update existing ones. One spreadsheet row updates 0-1 products.

☐ Match based
Matches a spreadsheet column to values of a selected attribute (e.g., EAN, GTIN, MATNR). Can update existing products. One spreadsheet row may update 0-6 products.

Import language*
Select the language in which all product updates will be applied.

en - English

Cancel Back Next

- Under Additional settings, select Disabled.
- When importing a file for the first time, (NEW) will be displayed next to the master data attributes in the right-hand column. Your columns contains the attributes from

Product Data Exchange - Import data

Import data

Mappings

Create mappings from imported columns to master data.

Your columns	Master data
Mapped	Suggested
Id	Create a new attribute

Confirm data import

Import 4 new products?

Cancel Ok

the uploaded product file.

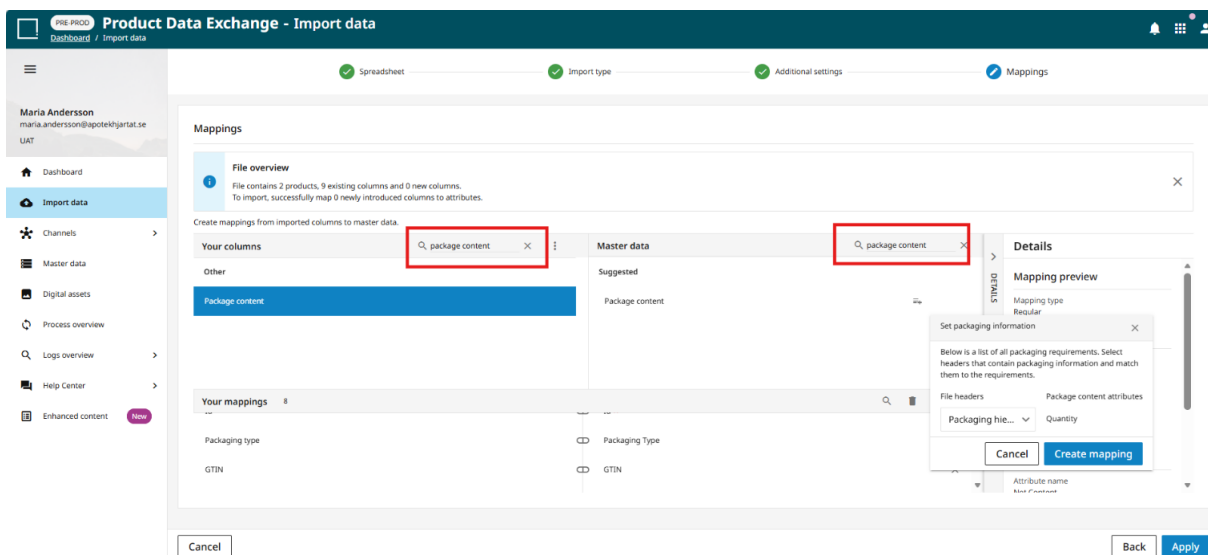
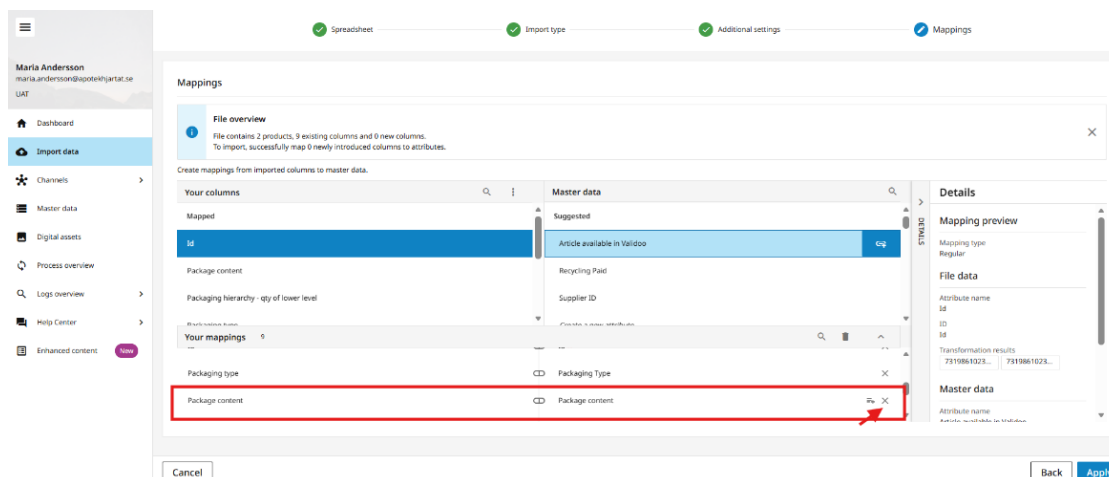
- Select Apply.
- A confirmation box shows how many products will be imported. Verify that the number is correct. If the number is too high, empty rows may contain values. Delete these rows from the file and import it again.

- The products are now displayed in a list under the Master data tab in the left-hand panel.

3. Import and map packaging hierarchies (non-Validoo suppliers only)

Packaging hierarchies for different PPHs can be imported in the same packaging template. The products must exist in Master Data before the packaging hierarchy is imported.

- Upload the file in the same way as the product file:
 - Upload the packaging file under Import data.
 - Select the correct sheet name containing all data in the file.
 - Select Key-based.
 - Select Disabled.
- Mapping
 - Ensure that Id in Master Data is mapped to id in the Excel file.
 - Important! Remove the mapping between Package content and Package content under Your mappings by clicking the cross. Find Package content in the left-hand Your columns column and in the right-hand Master Data column. Then click the Create mapping link icon to the right of the attribute under Your Mappings.
 - A pop-up window appears on the right. In the drop-down list, select Packaging hierarchy - quantity of lower level, then select Create mapping and Apply. This must be done every time a packaging hierarchy is imported.

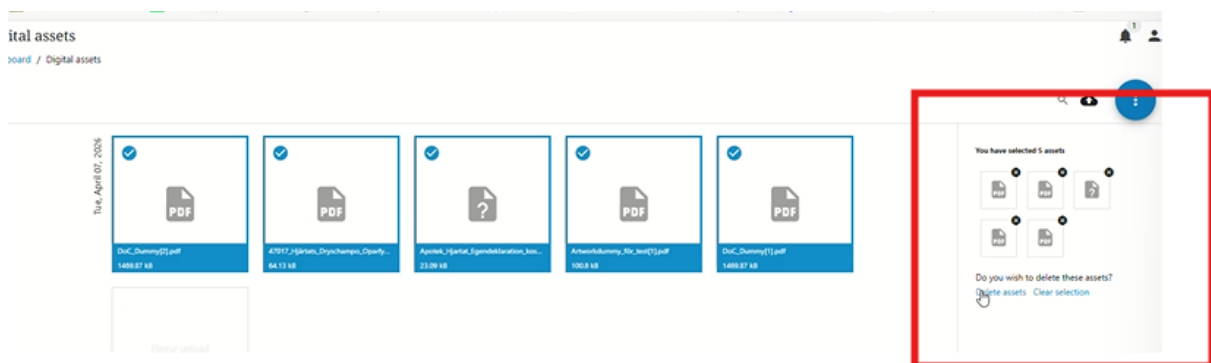


For subsequent imports, no attributes except Package Content should display (NEW) in parentheses. If another attribute does, remove the mapping to the (NEW) attribute, find the original attribute without (NEW) using the magnifying glass, and remap it.

4. Upload digital assets

Upload all attachments and documents under Digital assets in the left-hand panel. Attachments are sorted by upload date, not by document type.

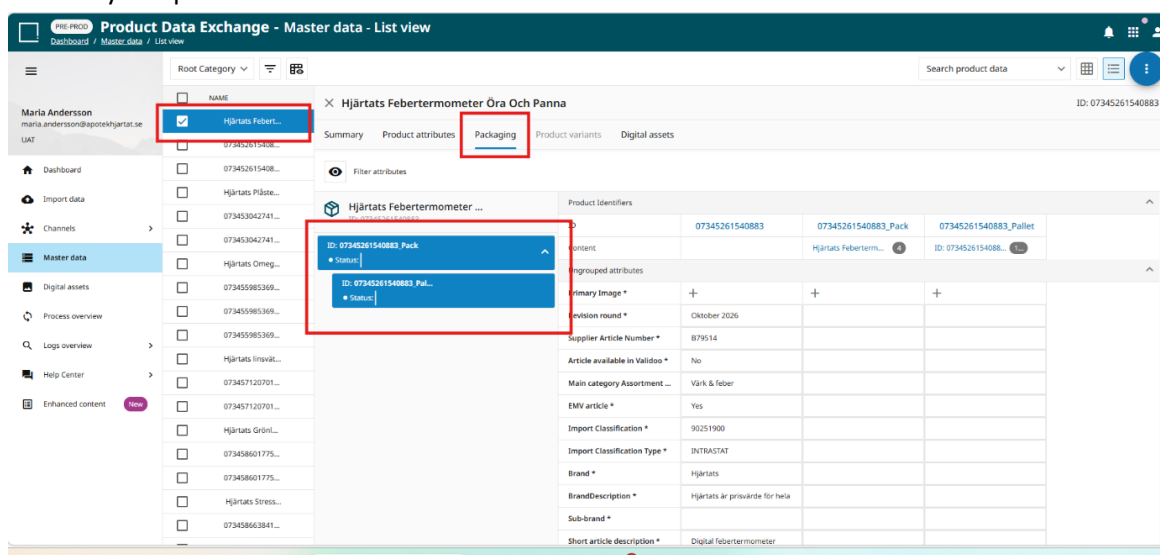
- Upload all attachments belonging to the products being submitted, such as artwork, DoC/self-declaration for cosmetics, Safety Data Sheets, etc.
- You can select and upload several files at the same time.
- If you upload the wrong document, click the document and select Delete asset. Hold Shift and move to the right to delete several files at once.



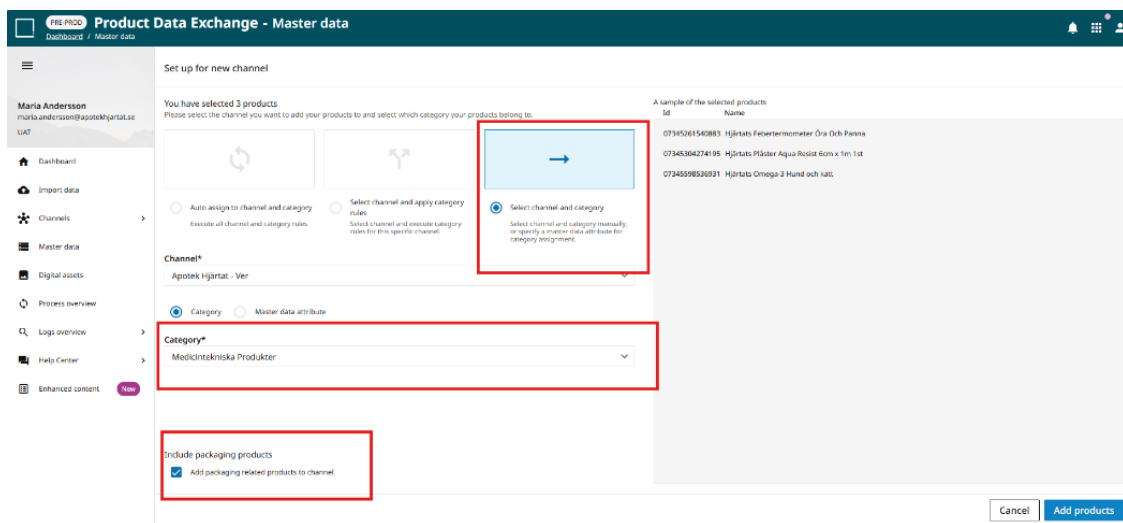
5. Submit products to the Apotek Hjärtat channel and map the attributes

It is now time to submit the product to Apotek Hjärtat through our channel.

- Go to Master Data in the left-hand panel and select the products to submit to Apotek Hjärtat. You can submit products from only one PPH at a time, but the number of products is unlimited.
- Verify that the products include their packaging levels, for non-Validoo suppliers only, by selecting the product and then Packaging. All specified levels must be shown for each product. Ensure they include the GTIN, dimensions and quantity entered in the packaging hierarchy template.



- Click the three dots in the blue circle in the upper-right corner and select Add to Channel.
- Select Select channel and Category, then choose the correct PPH category in the hierarchy tree or use the search field.
- Ensure that Add packaging related product to channel is selected, then select Add products.



Set up for new channel

You have selected 3 products
Please select the channel you want to add your products to and select which category your products belong to.

☐ Auto assigns to channel and category
Execute all channel and category rules.

☐ Select channel and apply category rules
Select channel and execute category rules for this specific channel.

☒ Select channel and category manually
Select channel and category manually, or specify a master data attribute for category assignment.

Channel*
Apotek Hjärtat - Ver

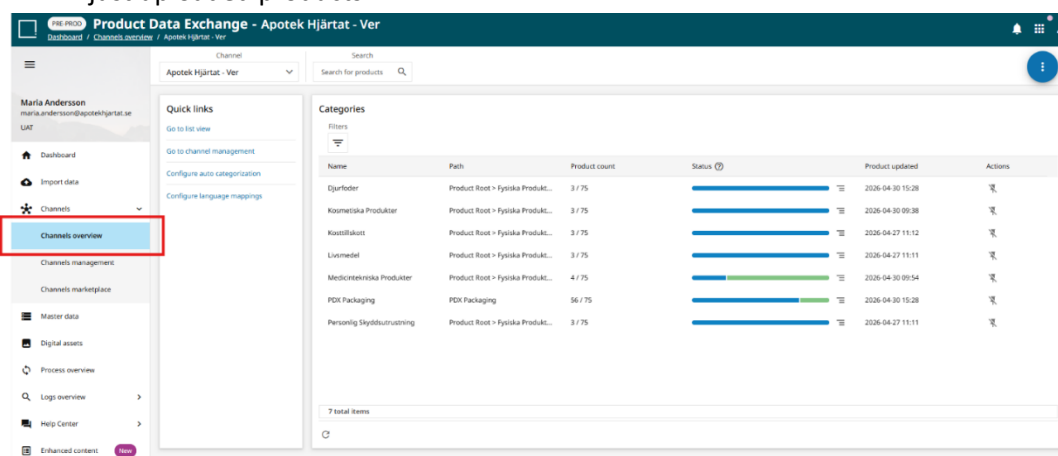
Category*
Medicintekniska Produkter

Include packaging products
☒ Add packaging related products to channel

Cancel Add products

Map your master data to Apotek Hjärtat attributes

- The Attribute Definitions file shows the attributes used by Apotek Hjärtat and which attributes are mandatory for suppliers working with Validoo.
- Go to Channels - Channels overview in PDX and select the category/PPH to which you have just uploaded products.



Channels overview

Name	Path	Product count	Status	Product updated	Actions
Ojrboder	Product Root > Fysiska Produkt...	3 / 75		2026-04-30 15:28	
Kosmetiska Produkter	Product Root > Fysiska Produkt...	3 / 75		2026-04-30 09:38	
Kosttillskott	Product Root > Fysiska Produkt...	3 / 75		2026-04-27 11:12	
Livsmiddel	Product Root > Fysiska Produkt...	3 / 75		2026-04-27 11:11	
Medicintekniska Produkter	Product Root > Fysiska Produkt...	4 / 75		2026-04-30 09:54	
PDX Packaging	Product Root > Fysiska Produkt...	56 / 75		2026-04-30 15:28	
Personlig Hygienutrustning	Product Root > Fysiska Produkt...	3 / 75		2026-04-27 11:11	

7 total items

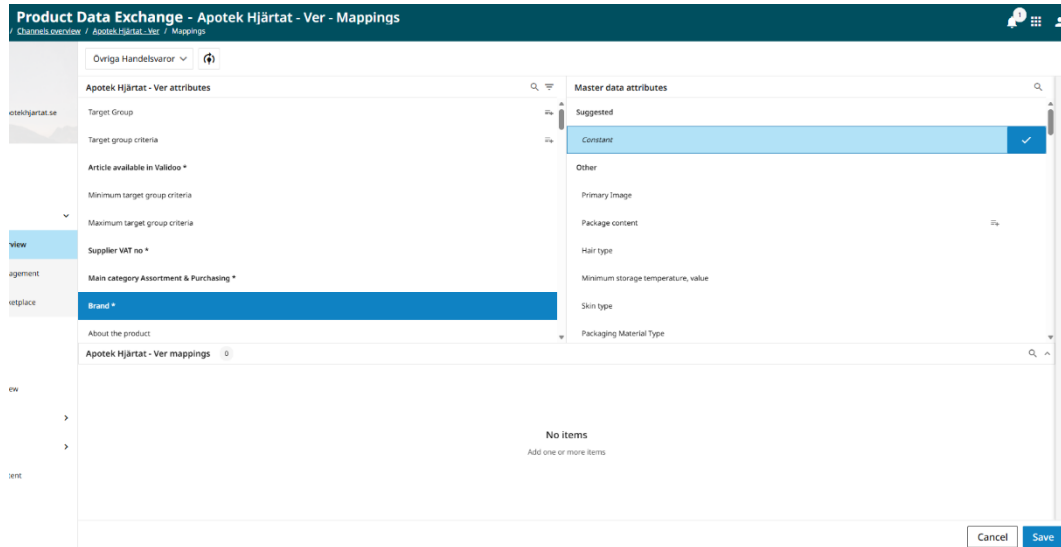
- The first time an attribute is submitted, it must be mapped to the corresponding Apotek Hjärtat attribute.
- Select the Mapping icon.



Mapping

Name	Status	Apotek Hjärtat - Prod category	Not set	Not set	Not set

- The Apotek Hjärtat mappings section may be empty the first time you perform mapping.
- If any attributes were mapped automatically, based on a 1:1 relationship between the master data and Apotek Hjärtat, the automatic mappings are displayed.
- To map, select your attribute in the right-hand column and the corresponding Apotek Hjärtat attribute in the left-hand column, then click the Mapping icon.



Product Data Exchange - Apotek Hjärtat - Ver - Mappings

Channels overview / Apotek Hjärtat - Ver / Mappings

Övriga Handelsvaror

Apotek Hjärtat - Ver attributes

Target Group

Target group criteria

Article available in Validoo *

Minimum target group criteria

Maximum target group criteria

Supplier VAT no *

Main category Assortment & Purchasing *

Brand *

About the product

Apotek Hjärtat - Ver mappings

Master data attributes

Suggested

Constant

Other

Primary image

Package content

Hair type

Minimum storage temperature, value

Skin type

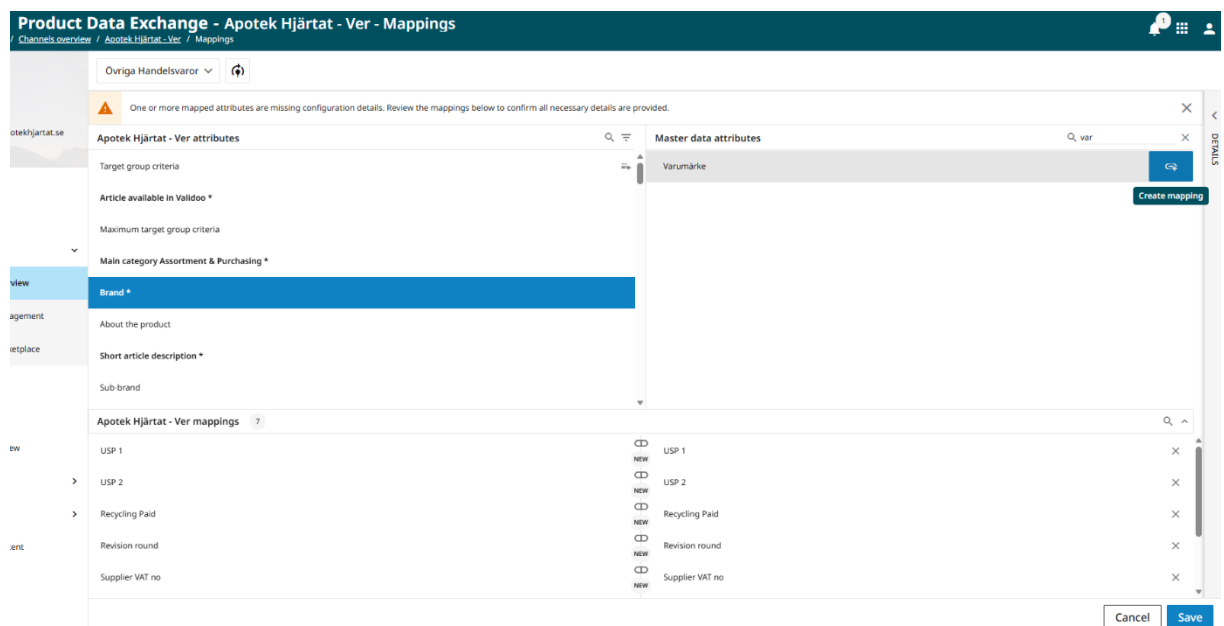
Packaging Material Type

No items

Add one or more items

Cancel Save

- Once mapped, a link between the attributes is shown in the lower part of the screen.
- Continue until all attributes have been mapped.



Product Data Exchange - Apotek Hjärtat - Ver - Mappings

Channels overview / Apotek Hjärtat - Ver / Mappings

Övriga Handelsvaror

One or more mapped attributes are missing configuration details. Review the mappings below to confirm all necessary details are provided.

Apotek Hjärtat - Ver attributes

Target group criteria

Article available in Validoo *

Maximum target group criteria

Main category Assortment & Purchasing *

Brand *

About the product

Short article description *

Sub-brand

Apotek Hjärtat - Ver mappings

USP 1

USP 2

Recycling Paid

Revision round

Supplier VAT no

Master data attributes

Varumärke

Create mapping

Cancel Save

Complete the mandatory information

Check that all mandatory attributes are present for the product.

- Attributes that are mandatory for Validoo suppliers are marked with an asterisk (*) and shown in bold. A field is red if it has no value.
- For all other suppliers, all fields are mandatory.

Product Data Exchange - Apotek Hjärtat - Ver - List view

Channels overview / Apotek Hjärtat - Ver / List view

Select Account: Ovriga Handelsvaror

Search product data

Twistshake Shower & Bath Cradle Pastel Grey ID: 7350154462418

Summary Product attributes Packaging Product variants Digital assets

Filter attributes

Attribute name	Value to be submitted	Pre-transformation value
Brand *	Twistshake	
Sub-brand		
GTIN *		
Supplier Article Number *		
Net Content *		
Procurement VAT *		
Procurement Currency *		
Descriptive text (shelf)		
Characteristic		
Sales message (shelf)		
Manufacturing Country *		
Country of supplier *		

Correct product information in the Channel and add digital assets

Check that all product information has been imported in the format required by Apotek Hjärtat.

- Filter or search for products, then select the products you want to work with and submit to Apotek Hjärtat.
- Select Grid view in the upper-right corner.
 - In Grid view, you can copy a value down across several cells when several products have the same error or are missing information that should be identical, similar to an Excel file.
- A red cell indicates missing or incorrect data. Add or correct the information.

Dashboard / Channels overview / Apotek Hjärtat - Ver / Grid view

Select Account: Kosttillskott

Search prod

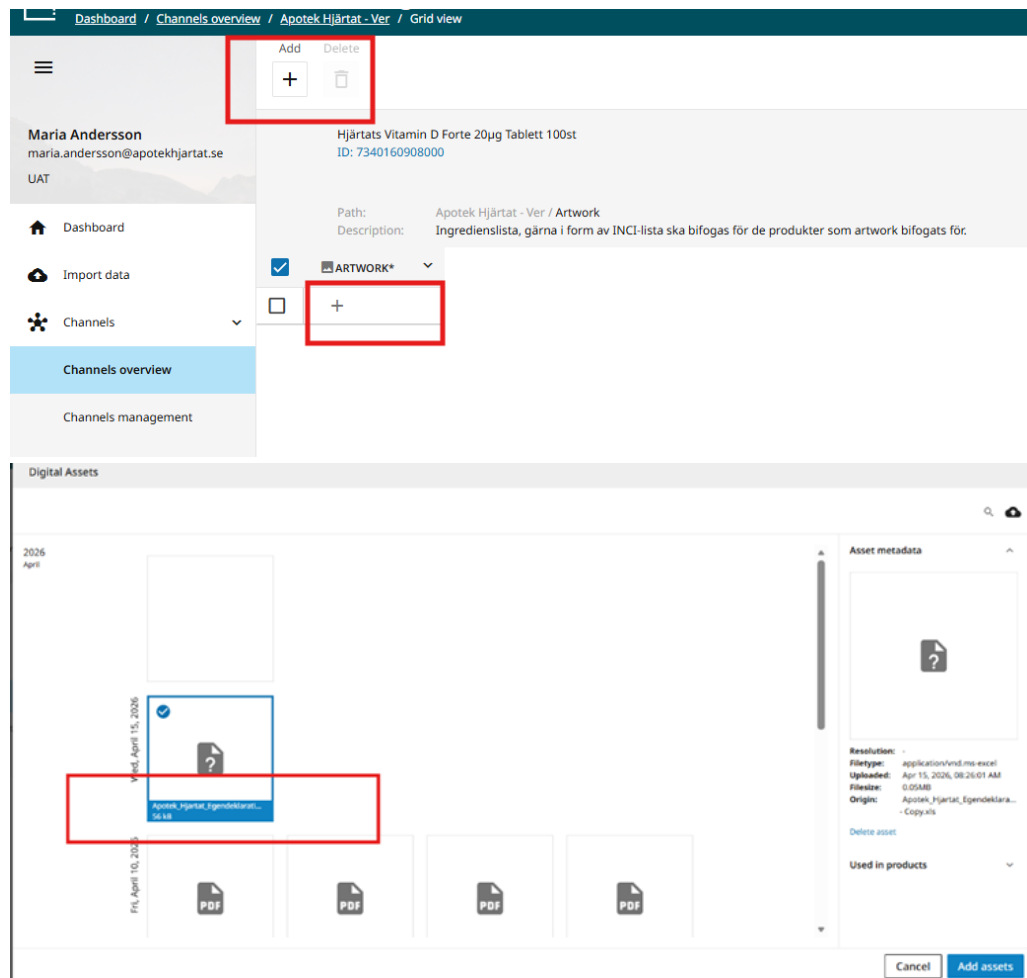
ID	STATUS	MINIMUM LIFESPAN (DAYS) *	ARTWORK *	PACKAGING MATERIAL TYPE	TYPE OF RETURNABLE PACKAGE DEPOSIT
7340160908000	Submitted	730		Polyeten	EUR-helpall
7340160909168	Submitted	730		Polyeten - Polyeten, PE	LPR full size pallett
7340160909410	Submitted	730 days		Polyeten - Polyeten, PE	Euro full size pallett (EUR-helpall)

Select Account: Kosttillskott

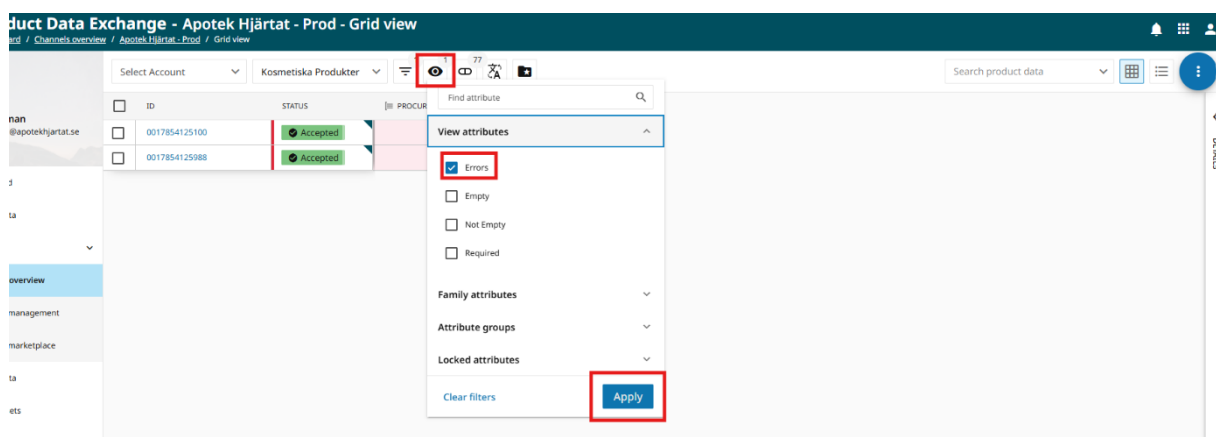
Search product data

ID	STATUS	PROCUREMENT UNIT FROM SUPPLIER *	MINIMUM LIFESPAN (DAYS) *	SHORT ARTICLE DESCRIPTION *	ARTWORK *	SUPPLIER VAT NO *	BRAND *
7340160908000	Submitted	ST	730 days	Invalid value. Please insert an integer.		556773-8249	Hjärtats
7340160909168	Submitted	ST	730 days	EPA och DHA		SE502032908101	Hjärtats
7340160909410	Submitted	ST	730 days	Magnesium 250 mg från citrat ...		SE556767152301	Hjärtats

- If a red cell requests a document, click the cell.
 - Click Add+ to display a row, then click the plus icon further down to access the uploaded digital assets.
 - Select the relevant file and then select Add assets.



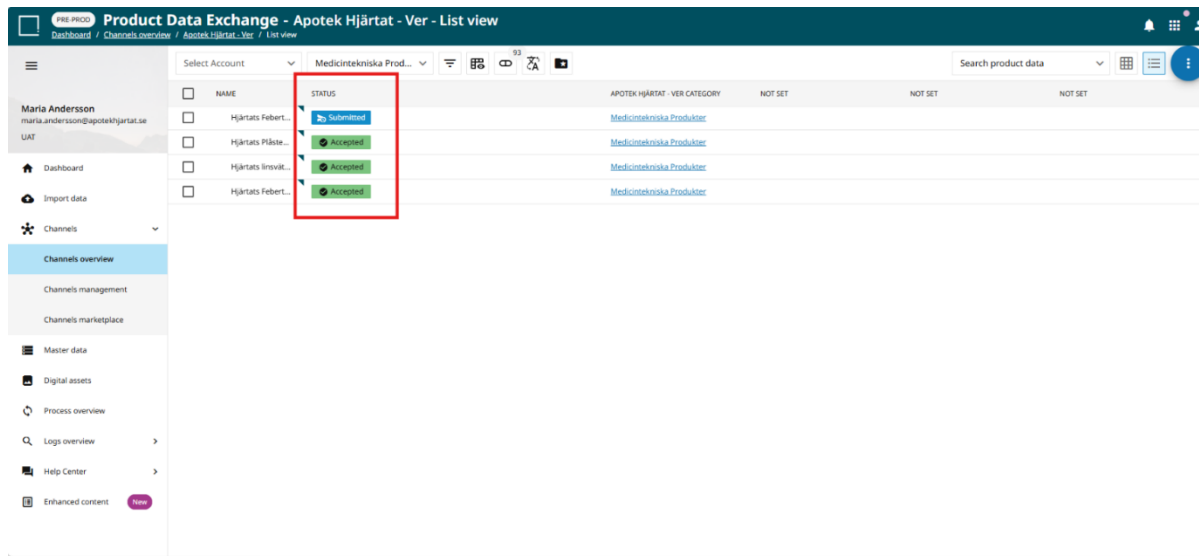
- Then filter by errors using the eye icon and repeat the steps above. Remember to use decimal points, not commas.



Submit to Apotek Hjärtat

- Go to Channels - Channels overview to check product status. Once the above steps are complete, all products should have the status Ready.

- Select the products to submit to Apotek Hjärtat.
 - Several PPHs can be submitted at the same time.
- Click the three dots in the upper-right corner and select Submit.



NAME	STATUS	APOTEK HJÄRTAT - VER CATEGORY	NOT SET	NOT SET	NOT SET
Hjärtats Feber...	Submitted	Medicintekniska Produkter			
Hjärtats Plästa...	Accepted	Medicintekniska Produkter			
Hjärtats Innovit...	Accepted	Medicintekniska Produkter			
Hjärtats Feber...	Accepted	Medicintekniska Produkter			

When the products have been submitted correctly, they receive the status Submitted and are sent to Apotek Hjärtat for processing.

6. Other information

Requests for additional information

After Apotek Hjärtat has reviewed the product, additional information may be requested. You will receive an email and a notification in PDX when a product receives a new history entry, for example when Apotek Hjärtat requests additional information. The requested information is explained in a comment from Apotek Hjärtat. Once the information has been added, resubmit the product for a new review.

In PDX, you can also update data for active products when information changes over time.

Avvisade aviseringar

Rejected submissions

A submission may be rejected for several reasons, for example if KIC is not interested in the product or if required documentation and supporting information are missing.

The requested information is clearly specified by Apotek Hjärtat and sent to you as both a PDX notification and an email.

Preppning av mallar

- Avoid common errors in PDX / Tips and tricks
- Preparing templates
- Always use a decimal point instead of a comma.
- Ensure that no values are hidden in rows below the products.

Remove any spaces after values in cells.

Problems uploading Excel data files

- Remember to remove any extra header row containing explanations and any hidden rows from the import files.

Errors in imported values

- PDX may sometimes report errors at packaging levels. Always correct the error for the main product first. Some error messages may disappear once the main product has been corrected.

Changing master data after submission to the Channel

- To change the PPH, select Move using the arrow under the three dots on the right.
- If an incorrect mapping has been made, remove it under User menu (person icon) - Account settings - left-hand panel - Master data configurations. Select the mapping and delete it.
- Improve and customize filtering in Master Data under Profile and account settings - Account - Master data configuration. Select the attributes that you want to make searchable.

Miscellaneous PDX tips

- Display mode - go to Grid. This makes it easier to find the correct code for each product.
- Use two browser windows to edit Master Data without leaving the channel when adjustments are needed. This avoids repeatedly navigating back and forth.
- Packaging hierarchies: Map according to the screenshots in the template. Send the complete main product to the channel, not each individual level. The GTINs for all packages appear in the Master Data list, but the product to submit is the one with a product name.

-
- When filtered by errors, an attribute disappears from the view as soon as an incorrect value has been corrected. An LOV (List of Values) can contain several values, such as material or target group.

Digital assets

- Digital assets can be uploaded at any time during the process or added when attaching the requested digital assets to each product in PDX.

Other useful information

- Product images are handled outside the system in the same way as before.