

Fact Sheet

Product Matrix check list

Ensure timely update of **configurator and VLT® shop**

Optimal
release flow for customer-friendly sales of your product. Smooth launch and product updates. Use your energy better.

Use the check list on the back of this page when you have updates to the product matrix:

- As part of a running T100 project
- After M6 as part of product maintenance

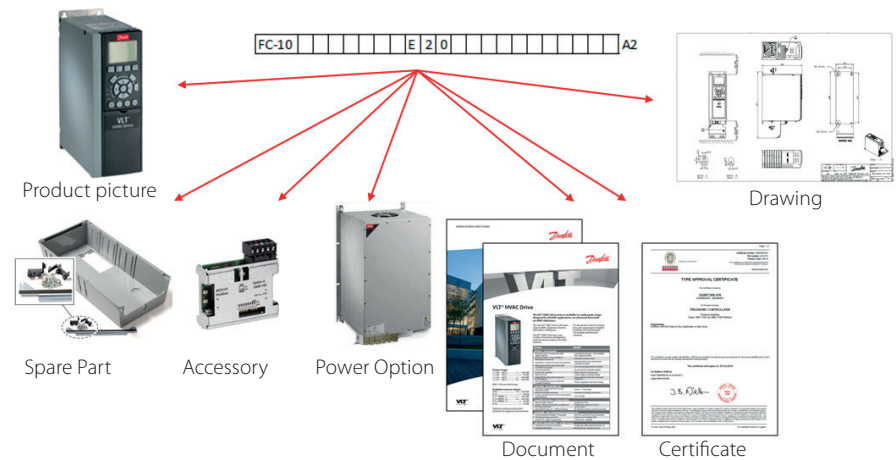
A change to the product matrix triggers a workflow that involves various departments.

Each department needs time to get systems in place. Here you can see when you should start the process. This way you ensure that relevant departments are informed about updates and can plan their time accordingly:

- The process starts three months prior to release for maintenance and phase out
- The process starts pre-M2 For T100 projects
- Update to development status (DG) as early as possible to trigger the information flow to various departments

An update to the product matrix is completed when the sales system displays:

- Product typecode, name and description
- Product picture and price
- Available spare parts, accessories and power options
- Documents, certificates and technical drawings



Feature	Benefit
Timely update of sales system	Customer satisfaction and improved reputation
Maintained master data	Core & Clear (TS16949)
Classification of related material	One stop for various product details
Proper phase out	Customers will no longer be able to purchase discontinued products but details will be available for service purpose/traceability
Early triggering of workflows	Avoid other departments delaying your release

Get the detailed description

In DocCM and T100 Project Handbook you can find the detailed guideline, explaining what you need to know, what you have to do and whom you have to contact.

The standard can be found by searching for ID=00713824 in DocCM.

Scan QR-codes to either send a link to your mail or access mobile version of the detailed document.



Scan this QR code to get the mobile version of the standard.



Scan this QR code to get the link for the standard sent to your email.

Frame size
needs dedicated tabs to be used for entering the rules for indication of a frame size for your product.

Check list

Follow the check list to ensure timely update of configurator and VLT® shop.

Did you remember?	System/ whom to contact
<input type="checkbox"/> Check if new variant is possible	Product Support
<input type="checkbox"/> Consider discontinuation wherever relevant. This will affect service!	Phase Out Process
<input type="checkbox"/> Consider Sales Systems workshop	Post M1 in T100
<input type="checkbox"/> Update Type Code Standard Appendix if new options are needed	EasyDMS
<input type="checkbox"/> Ensure approved texts for configurator, 30 characters and long text incl. translations	EasyDMS, VCM SharePoint
<input type="checkbox"/> Group small updates to minimize workload on internal organization and local DSCs	EasyDMS
<input type="checkbox"/> Update all relevant Product Matrices (incl. exceptions) to development status	EasyDMS
<input type="checkbox"/> Update weight/dimensions according to technical documentation	EasyDMS
<input type="checkbox"/> Ensure update to the BOM Matrix	Supply Chain/ PT
<input type="checkbox"/> Ensure update to the Product Distribution Matrix (Vendor Determination Matrix)	Supply Chain/ Logistics
<input type="checkbox"/> Update all relevant matrices: – Illegal combination matrix – Export Control ECCN matrix – Efficiency matrix – Label Data matrix	EasyDMS
<input type="checkbox"/> Ensure pricing is ready	Global Pricing
<input type="checkbox"/> Ensure availability of spare parts, accessories and power options. This will affect service!	Product Support/ R&D
<input type="checkbox"/> Update and classify documents: Technical and marketing documents, drawings and certificates	TechCom, MarCom, Approvals
<input type="checkbox"/> Ensure availability of up to date product pictures	Global Catalog Manager
<input type="checkbox"/> Provide input for sales texts in VLT® Shop	Global Catalog Manager
<input type="checkbox"/> Ensure update to the Quote Text Template	Business Excellence Sales
<input type="checkbox"/> Update all relevant Product Matrices to release status	EasyDMS
<input type="checkbox"/> Update change history with user friendly description	EasyDMS
<input type="checkbox"/> Ensure Q-release	Quality
<input type="checkbox"/> Trigger workflow	EasyDMS