Supplier Central – Guide for Avantor Product Management Tool

Avantor is upgrading its eCommerce capabilities via an all-new product platform!

Our investment in a modernized product information and content management system will offer better quality product data and search capabilities -- changes that will lead to an overall improved customer and supplier experience.

For you, our valued suppliers, this investment will enable:

– Increased efficiency for new product onboarding and product enrichment
– Faster time to market, more valuable content for our customers
– Accelerated growth opportunities
– Easy, single-sign-on process
– A new Avantor Product Management tool, with easier, better templates.
– Real-time validation for faster onboarding, direct data quality feedback

Use this simple guide that follows below to get started—or access the training video also posted on this help page for further assistance.
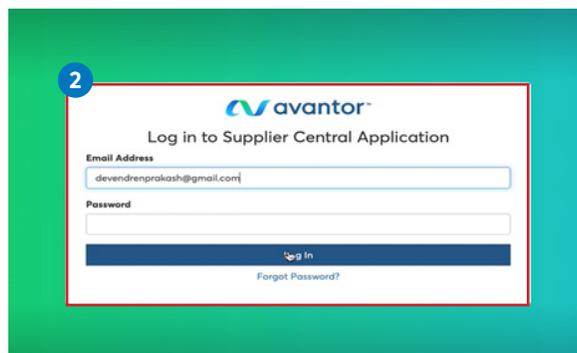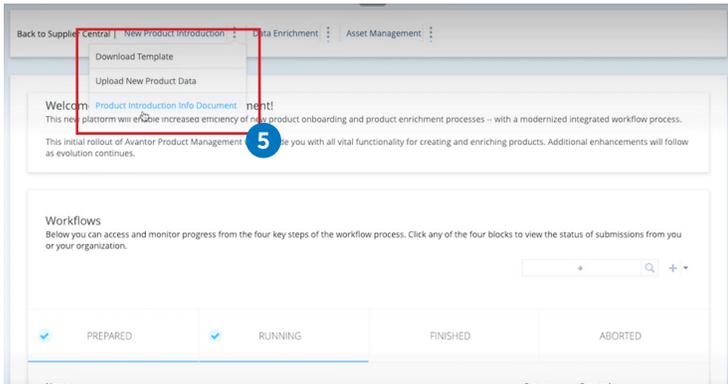

01. Go to Supplier Central and login
02. Then, login to the new Single Sign On (SSO) pop-up screen enabling the new product management tool after login
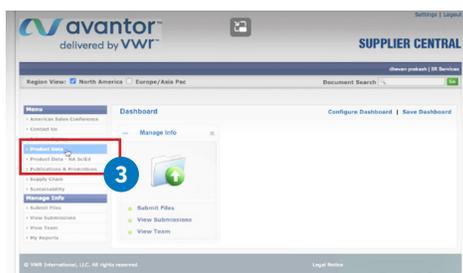

See menus options on left

03. Select "product data"
04. Choose "product add" to upload a new listing

05. In the "New Product Introduction" tab, there are three choices:

- "Product introduction info document" provides instructions for completing the product template
- "Download Template" enables you to download and complete the product introduction template, and
- "Upload New Product Data" is used when you have completed the template and are ready to submit it
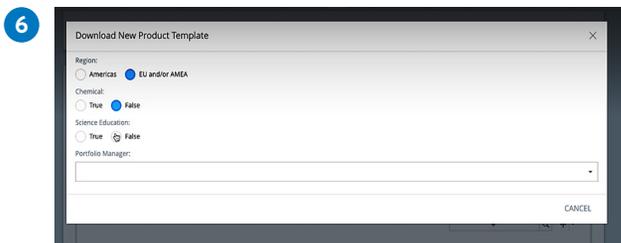
**06.** When downloading the template, you will need to choose:

- Your region
- Whether your listing is chemical or not, and
- Whether your listing relates to science education or not.

When you are ready to upload your completed template, use the New Product Introduction drop-down menu again to:

- Select "upload new data"
- Select your supplier ID (or your organization's supplier ID) and
- Attach your template file

You will receive an email indicating if your submission was successful, or if corrections need to be made.

(**IMPORTANT NOTE:** Each time you want to start a new workflow (any of the three types), you must download a new template. If you try to reuse an old template or file you have created, you will experience system errors.
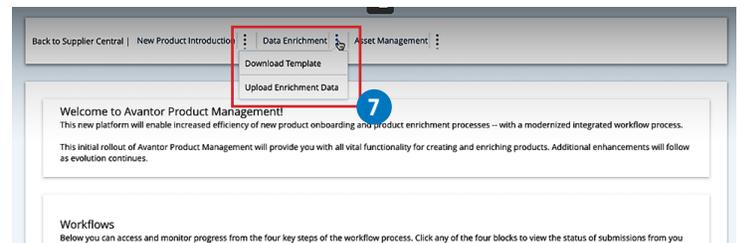
When your product has been successfully uploaded, you can track its progress via any of the status tabs at the bottom of the page:

- Prepared," "running" or "in progress", "finished" and "aborted"

07. Use the "Data Enrichment" tab at the top (as you did for New Product Introduction) to adjust product data that will be live for customers—by using a template (with product category choices guiding your template selection) and then uploading any adjustments.

- The Asset Management tab on the right at the top will provide access to images and other assets related to your products, which can be managed and adjusted in similar fashion via templates and uploading them to begin your modifications.

For further help, please access the training video posted on this page, or contact our product information team at **ProductInformationNA@vwr.com** (NA/VWRI) or **ProductInformationEU@vwr.com** (EU).