



CONFIGURATION AND DATA MAINTENANCE

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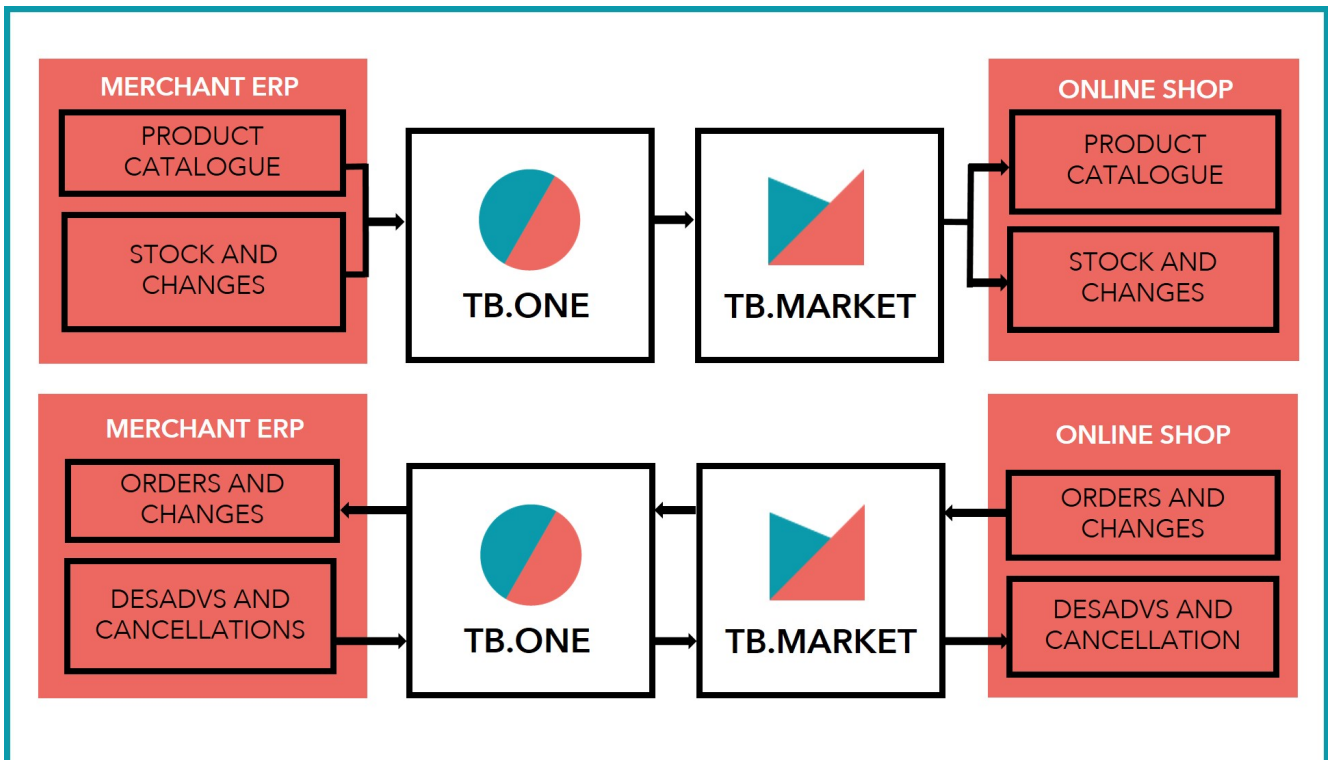
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1. INTRODUCTION AND OVERVIEW

This document describes the functionality and configuration of TB.Market. TB.Market serves as middleware: Merchants transfer their product and stock data to your TB.Market from their own TB.One system. TB.Market then passes the data on to an online shop. Vice versa, orders from the online shop are sent to TB.Market and distributed to the connected merchants.



To avoid miscommunication, we have collected relevant terms and definitions in a document. For an overview of terms used at Tradebyte and in TB.One/TB.Market, see the following manual:

[Channel information Part 1: Definitions and Process overview \(DocNo.1000\)](#)



This manual describes TB.Market in its default configuration. If you have any additional requests/requirements regarding product or order data, discuss them with your Tradebyte contact.

1.1 PRODUCT DATA FROM TB.ONE TO TB.MARKET

Product data are not created in TB.Market. Instead, they are transferred to TB.Market from the connected merchants' TB.Ones.

Nevertheless, there are two ways in which you can have an influence on product data before TB.Market exports them to the shop:

You can create a so-called Classification that defines which mandatory information merchants have to provide. The merchants then have to provide that information and map it to your values before the data exchange between TB.One and TB.Market takes place. Refer to the following manuals for more information about the classification:

- [Channel information - Classification-Push TB.Cat 1.2 \(DocNo.1003\)](#)
Transfer of channel categories, brand lists and/or mandatory values for connected TB.One clients (old version).
- [Channel information - Classification-Push TB.Cat 1.3 \(DocNo.1005\)](#)
Transfer of channel categories, brand lists and/or mandatory values for connected TB.One clients (new version).

Apart from that, TB.Market and TB.One offer the same methods of data enhancement. They are detailed in the basic manual for TB.One. The following manuals are relevant in that regard:

- [TB.One basics Part 2: Preliminary considerations \(DocNo.3001\)](#)
This manual describes best practice solutions for product data in TB.One. It shows what data TB.One can process and what data users may provide.
- [TB.One basics Part 3: Basic configuration \(DocNo.3002\)](#)
This manual describes which settings users have to configure before they can process product or order data in TB.One.
- [TB.One basics Part 4: Master data in TB.One - Overview \(DocNo.3003\)](#)
This part of the TB.One manual introduces the options for master data recording in TB.One and explains the settings relevant for all interfaces.
- [TB.One basics Part 4c: Master data exchange via XML \(DocNo.3006\)](#)
Naming conventions and field descriptions for XML files in the Tradebyte standard "TB.Cat". This manual shows how TB.One exports data in a way that TB.Market can interpret.

1.2 DATA ENRICHMENT IN TB.MARKET

TB.One and TB.Market are identical regarding the data enrichment options. For detailed instructions on configuration and the data enrichment options, see TB.One's basic manual:



[TB.One basics Part 4a: Master data maintenance in TB.One \(DocNo.3004\)](#)

Detailed instructions for manual master data maintenance. Learn about data enrichment via clusters, list articles and internal categories.

Usually, you will not need to manipulate product data as a TB.Market operator because the connected TB.Ones will already have validated the data and checked for mandatory values. However, the software can only check for technical requirements. You still have to control the quality of the content itself (e.g. what is shown in product images) and negotiate changes with the suppliers if required. This is especially important for new suppliers.

1.3 PRODUCT DATA FROM TB.MARKET TO THE ONLINE SHOP

The basic manual for channel connections shows how to connect TB.Market to the channel shop. Use part 2 of the manual to configure the interface between TB.Market and your online shop. The manual shows what product data TB.Market can transfer to the online shop using the standard interface.

- [TB.One basics Part 5: Value mapping \(DocNo.3007\)](#)

Instruction for assigning the master data stored in TB.One to the channel data. Learn how connected suppliers adjust their data to your requirements.

- [Channel information - Part 2: Product data exchange via TB.Cat 1.4 \(DocNo.1006\)](#)

Naming conventions and field descriptions for XML files in the Tradebyte standard "TB.Cat" which is used to export data to the shop.



All manuals describe the default interface. Contact your project manager at Tradebyte if you require a customized interface.



Connect to the TB.Market frontend via the URL <https://tbmarket.core.tradebyte.com/>.

1.4 ORDER DATA EXCHANGE

There are two types of order data that are exchanged between the online shop and TB.Market as well as TB.Market and the connected TB.Ones:

Incoming orders and order messages (dispatch advice, return message, cancellation). For details, see the following manuals:

- [Channel information - Part 3: Order data exchange via TB.Order \(DocNo.1002\)](#)

Naming conventions for XML files in the Tradebyte standard "TB.Order". Field descriptions for "TB.Order" files and guidelines for the transfer of messages (dispatch, returns, cancellations) between the online shop and TB.Market.

- [TB.One basics Part 7a: Order processing in TB.One \(DocNo.3010\)](#)

Detailed instructions for manual order processing in TB.One.

- [TB.One basics Part 7c: Order data exchange via XML \(DocNo.3012\)](#)

Naming conventions for XML files in the Tradebyte standard "TB.Order". Field descriptions for "TB.Order" files and guidelines for the transfer of messages (dispatch, returns, cancellations) between TB.Market and TB.One.

1.5 EVALUATIONS - SUPPLIER STATISTICS

Like TB.One, TB.Market offers a wide range of options for evaluating turnover and product data across all articles.



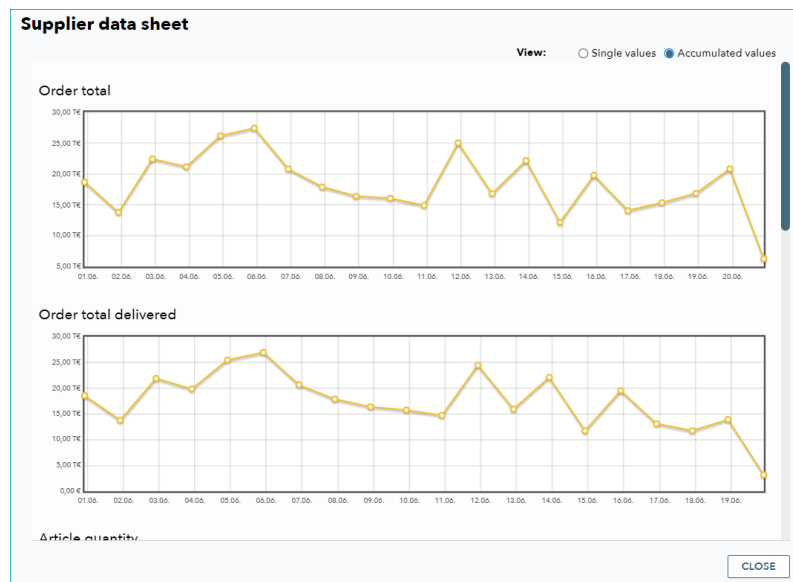
[TB.One basics Part 8: Statistics and Dashboard \(DocNo.3013\)](#)

This manual shows how to evaluate data with TB.One and how to configure your dashboard so that the most important information is visible at a glance.

Additionally, TB.Market evaluates data at the supplier level. Got to "Supplier > Statistics" to view the turnover values for different time periods. The list is initially sorted in descending order by order total gross. To resort it by order total net, amount shipped net, number of orders, article quantity, return/cancellation rate or average shipping time, click the arrow in the respective column header.

Statistics											
Overview											
Channel		Period of time		Base							
-- show all -- Breuninger (TB.M) Breuninger (TB.M) (B2C)		Current month -- free period -- Current month Last month Current year Last year Recording period									
Supplier		Order total gross	Order total net	Shipped	Recording period	Rate	Cancellation rate (Total)	Cancellation rate (Stock)	Cancellation rate (Customer)	av. shipping time	
Hugo Boss		384.737,70 €	323.306,85 €	292.165,69 €	2.240	2.860	21,07 %	0,42 %	0,42 %	0,00 %	1,91 T
Marc O'Polo		247.805,44 €	208.237,78 €	196.479,49 €	2.220	2.791	12,42 %	0,00 %	0,00 %	0,00 %	2,32 T
7 For All Mankind		168.113,54 €	141.273,78 €	124.374,66 €	678	946	14,20 %	0,11 %	0,11 %	0,00 %	1,83 T

Click on the magnifying glass icon in one of the rows to open the data sheet for the respective supplier. It contains charts that visualize the data for that supplier.



2. TB.MARKET BASIC SETTINGS

2.1 USER ADMINISTRATION AND MAILING LISTS

Manage your colleagues' access rights with TB.Market's user management. Define user roles with different rights and assign them to the employees. Only administrators have access to these features, which can be found at "Admin > User".



For detailed instructions on the creation of users and the definition and assignment of user roles, see [TB.One basics Part 3: Basic configuration \(DocNo.3002\), chapter 5](#).

TB.One sends different types of notification e-mails. Assign recipients for each type of email at "Admin > User > Mailing lists". The default e-mail notifications are for monthly reports, import and export errors, incoming orders, technical issues, accounting information, and other general information. Consult your Tradebyte contact if you need additional mailing lists.

Configure the notification e-mail for incoming orders at "Admin > System settings > Order processing" (section "E-mail notification at order reception"). Choose the notification frequency and whether pending orders trigger notifications.

2.2 BASIC DATA

The interface offers three options for transferring and referencing basic data: key-based, name-based, and ID-based. The differences are described in [Channel information - Part 2: Product data exchange via TB.Cat 1.4 \(DocNo.1006\)](#).

Choose one type of referencing and use it consistently. Consult your technical project manager to find out which method is most suitable, and to determine the usage and configuration of components and attributes (i.e. the product properties your suppliers have to provide).

2.2.1 COMPONENTS

Components are automatically retrieved from the TB.One clients. The channel will forward the necessary keys to TB.Market. You can find them at "Basic data > Properties > Components". The keys themselves are defined by the channel (in most cases they are predefined by the shop system). If no keys are assigned to the components, they will not be forwarded to the shop/shown in the shop.

This process is only necessary for key-based component export.

2.2.2 ATTRIBUTES

Attributes are automatically retrieved from the TB.One clients. The channel will forward the necessary keys to TB.Market. You can find them at "Basic data > Properties > Attributes". The keys themselves are defined by the channel (in most cases they are predefined by the shop system). If no keys are assigned to the attributes, they will not be forwarded to the shop/shown in the shop. Each attribute has a fixed set of values for which keys must be provided.

This process is only necessary for key-based attribute export.

Edit attribute

Attributes
Attribute values

	Attribute values	Import key	Key	Channel name
	Show all			
☐ ✓	Damen	Damen	12345	
☐ —	female	female		
☐ ✓	Herren	Herren		
☐ ✓	male	male		
☐ ✓	Unisex	Unisex		

Count: 5

SAVE
DELETE ATTRIBUTE VALUES
TEXT IMPORT
CANCEL

COLUMN	DESCRIPTION
Attribute values	Value shown in TB.Market.
Import key	Retrieved from TB.One.
Key	Key for the export to the shop. Provided by the channel.

2.2.3 LOGOS

Logos are stored in the shop and shown for articles they are assigned to. To ensure that the logos' layouts match across different merchants, TB.Market only stores keys, not the logos themselves. The shop system can then assign the correct logo based on the key. Use the menu "Basic data > Properties > Service logos" to provide keys.

Service logos are used for information that is commonly conveyed via pictograms, such as care instructions, battery ordinance, CE flag, etc.

2.2.4 PACKAGE TYPES

You can configure package types and export them to the shop. They will be transferred to TB.Market along with dispatch advices. Create and activate package types at "Basic data > Shipping > Package types".

2.2.5 DELIVERY TIME ADJUSTMENT

Decide whether to adjust the suppliers' delivery times forwarded to the shop. The suppliers can only take their own processes into account for the delivery times they transfer. With TB.Market, you decide whether to add a

buffer to the delivery times indicated by the suppliers. If necessary, indicate a delivery time offset at "Basic data > Storage > Warehouse settings".

2.2.6 RETURN CAUSES

Determining what causes returns is imperative for effective return management. You can, therefore, gather return causes from the connected TB.Ones. Create a list of possible return causes that your suppliers must use to standardise the information you receive. Configure the return causes at "Basic data > Returns > Return causes".

TB.Market already provides some default return causes. Enter an import key and a key for the shop for each return cause. Only return causes with import keys can be imported from TB.One.

For export and evaluation purposes, you may use the same key multiple times if applicable.

An example: if the return cause "Article does not fit" is sufficient for your evaluation, you may use the same export key for the causes "Article too large" and "Article too small". In the export to the shop, no distinction would be made between both causes.

Only Tradebyte can adjust the selection of return causes available to the suppliers.

3. SETTINGS BY SUPPLIER

3.1 SUPPLIER CREATION

Tradebyte creates the supplier structure for you. We need the following information to do so:

- Name of the supplier
- Supplier key
- Supplier prefix (min. 2 letters)

Edit entry

StinesGarten ()

General Commission settings Commission accounting Billing list

Lieferantendaten

Active: ☒

Name: StinesGarten

Key: 9951

Prefix:

3.2 PRODUCT DATA

Consult your technical project manager at Tradebyte to define the product data requirements your suppliers must fulfil for the data to be passed on to the shop. This affects the classification file as well as all field-related plausibility checks in the suppliers' TB.One systems.

You can define requirements for each field shown in the product details ("Articles > Product list"; click on a product's designation). For example, you may define the format and length of product designations, the length of product descriptions, etc.

Document all requirements and provide them to your suppliers in a guide.



The preliminary considerations for suppliers outlined in [TB.One basics Part 2: Preliminary considerations \(DocNo.3001\)](#) are also valid for TB.Market.

Which variant dimensions are useful for your products depends on your assortment. Furthermore, you may need to meet different legal requirements for some types of products (fashion, shoes, shampoo, etc.). Define how supplier data is assigned to the shop categories, media requirements, and other mandatory information, such as prices EANs, and commission groups.

4. IMPORTS AND EXPORTS

There are two ways in which product data catalogues can be transferred: "Full loads" include all valid products and their assigned articles. "Delta loads" only contain products that have changed or were added since the indicated timestamp ("delta"). Nonetheless, delta loads consist of complete products including all valid articles assigned to them.



For a detailed description of full and delta loads, how to provide them, their content and processing logic, see [Channel information - Part 2: Product data exchange via TB.Cat 1.4 \(DocNo.1006\)](#).

If you need additional or different export formats/content, please contact your technical project manager.

5. ORDER REVIEW

To review orders, open the menu "Orders > Order list".

Do not change or process the orders. They are automatically retrieved from the shop and forwarded to the suppliers. The suppliers must process the orders as soon as they can, and notify TB.Market once they are done. TB.Market then automatically sends the resulting messages to the shop.

5.1 ELEMENTS OF THE ORDER LIST

5.1.1 FILTER FUNCTIONS OF THE ORDER LIST



Use the drop-down menu "Suppliers" at the top right of the screen in the main navigation bar to view orders for a specific supplier only.



The filters are cumulative. All configured filters are applied simultaneously.

Order list

Channel	1	Shipping type	4 how all -	Print process	7	Status	10 Open	ZIP	13	SEARCH
Order no.	2	Art.No./Name	5	Customer no.	8	Services	11 SHOW ALL			
Shipment ID	3	Name	6	Payment type	9 how all	Order ID	12	Period of time	14	to

DESCRIPTION

1

By default, this filter is set to your shop. If you are connected to multiple shops, you can filter for them here.

2

Search for a specific order number. Use "%" as a wildcard to search for partial numbers.

3

Search for a channel-specific order number. As with (2), "%" serves as a wildcard.

4

Use this drop-down menu to view orders with a specific shipping type only. Select from any of the shipping types that exist in your account (chap.[2.2.4](#) ¹⁰).

5

Enter an article number or a product designation. You do not need wildcards to search for partial numbers/designations.

6

Search for a consignee or invoice recipient.

7

TB.One assigns an ID to every printed document. Use these IDs to search for related orders.

DESCRIPTION	
8	Your channel(s) may assign channel-specific customer numbers. Use this field to search for orders by customer number.
9	Filter for orders by payment type.
10	Use this drop-down menu to filter by order status. The default selection is "Open" which means that the menu displays all orders that are approved for processing but have not been processed (fully) yet. You can filter for any order and payment status here.
11	If you offer special order services (e.g. gift packaging) in your shop, filter for related orders here.
12	Search using TB.Market's internal order IDs. The software automatically assigns these IDs whenever orders come in. You cannot use partial IDs with this filter. Always enter a complete ID.
13	Filter orders by ZIP code.
14	Use this filter to search by order date. Define a period of time for which you wish to display orders by entering a start and end date.

5.1.2 ORDER WINDOW

The order window displays all orders that meet the chosen filter criteria.

1	2	3	4	5	6	7	8	9	10	11	12			
						Order date ▾	ID	Order no.	Name (consignee) ▾		Items	Tot. RP	Shipping	Retent.
☐	✓					08.10.21	428	test5244478900			1	29,99 EUR	08.10.21	0
☐						08.10.21	426	test2079865834			1	129,90 EUR	08.10.21	0
☐		64		✗		27.08.21	424	08172577277019			1	89,80 EUR		0
☐		63				18.08.21	422	ayou-139-728635030		☒	2	99,80 EUR		0
☐						18.08.21	420	32259025720949			2	608,00 EUR	08.10.21	0
☐						18.08.21	418	ayou-139-583280671		☒	1	129,90 EUR		0
☐						18.08.21	416	e95x1sgjki		☒	1	89,90 EUR		0
☐	✓			✗		28.07.21	414	test6675218737			1	99,80 EUR		0

DESCRIPTION

1 These checkboxes are for order processing and, therefore, not relevant in TB.Market.

2 This icon shows the current state of the order:

-  The order has not been viewed, i.e. no user has opened the order details yet.
-  The order was viewed but has not been processed yet.
-  The order has been partially processed. Order messages (dispatch, cancellation) exist for some, but not all, ordered items.
-  All ordered items have been processed.
-  There are new messages for this order.
 -  Error
 -  Warning
 -  Notification

3 If you have printed documents for the order, a printer icon is displayed here along with the print job's ID. You can use these IDs to filter the order list. Click on the icon to print a copy of the document chosen at "Admin > System settings > Order processing" (section "Print icon in order list prints").

4 These columns show whether dispatch advices, cancellation, or return messages exist for the order by displaying the corresponding icon.

If an icon is greyed out, the message only refers to some of the ordered items. Example: If some (but not all) ordered items were shipped, a greyed-out dispatch advice icon is displayed.

DESCRIPTION

5 Hover the cursor over the magnifying glass icon, to view the ordered items in a tooltip. A click on the icon opens a more detailed preview in a pop-up window. It shows information on the consignee and allows you to add an internal order comment. It also contains a button ("Open order") that will take you to the full order details.

6 This column shows the order date.

7 When retrieving an order, TB.Market automatically assigns a unique order ID. A click on the order ID will take you directly to the order details.

8 This column shows the order number assigned by the shop. A click on it will take you directly to the order details.

9 Depending on the configuration of TB.One and the channel connections, this column shows different info icons.



Pending (unconfirmed) orders show an hourglass icon.



Pending orders that were cancelled show a red warning sign.

Contact your Tradebyte project manager to coordinate if/how to work with pending orders.



Shows through which channel the order came in.



The order's payment status (paid/payment loss).



The payment type's icon as configured in the payment type settings ("Basic data > Payment > Payment types").

10 Additional icons may be displayed next to the consignee's name. Hover the cursor over them to display details.



There is an internal order comment available for this order.



The billing address differs from the shipping address.



The order was exported to a third-party system.

DESCRIPTION



The order items use different shipping types.



Express shipping.

11



An invoice was printed.



External documents are available for the order.

12

Further order details are displayed in the remaining four columns:

Items

The number of ordered items.

Tot. RP

Gross sales price total of all ordered items.

Shipping

Date of the dispatch advice.

Retent.

Number of days between order placement at the channel and order reception in TB.One.

5.2 MESSAGE AND DOCUMENTS

To access all messages and invoices/credit notes for an order, open the tab "Messages & Documents" in the order details.

To open the order details, go to the order list ("Orders > Order list") and click on an order ID, order number, or consignee.

5.3 NOTES AND HISTORY

The upper section of the tab "Notes & History" in the order details shows, which actions were taken for the order, along with the name of the responsible user and the exact time.

The lower section displays messages (hints, warnings, and errors) for the order. An icon in the order list (, , ) will alert you when unseen messages exist for an order. Check for new messages regularly to find out whether you need to take action.

5.4 DELIVERY SLIPS

You can create a centralized template for delivery and return notes. The documents are created according to the preferences of the TB.Market owner and distributed to all supplier TB.Ones.

Some suppliers may need to recreate the delivery notes in their own ERP system, since their processes don't allow TB.One to create documents. Please be prepared to review and greenlight delivery documents suppliers send to you for approval.